PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
JUNE 12, 2019

The Pelican Bay Services Division Board met on Wednesday, June 12, 2019, at 1:00 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida 34108.

In attendance were:

Pelican Bay Services Division Board
Scott Streckenbein, Chairman (absent) Nick Fahregas
Tom Cravens, Vice-Chairman (Acting Chair) Michael Fogg
Joe Chicurel (absent) Denise McLaughlin
Jacob Damouni Susan O’Brien
Ken Dawson Rick Swider

Pelican Bay Services Division Staff
Neil Dorrill, Administrator (by phone) Michael Weir (absent)
Lisa Jacob, Interim Operations Manager

Also Present
Tim Corcoran, Pelican Bay Foundation

Mary McCaughtry, Operations Analyst
Alex Mumm, Sr. Field Supervisor
Barbara Shea, Recording Secretary

Jim Hoppensteadt, Pelican Bay Foundation
Trent Waterhouse, Pelican Bay Foundation

APPROVED AGENDA (AS AMENDED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 05/08/19 Regular Session meeting minutes
5. Approval of 05/31/19 Orientation Workshop meeting minutes
6. Audience Comments
7. Administrator’s report
   a. Sign contract notice/concerns
   b. US 41 berm landscaping
   c. Bay Colony Beach Dune Swale
   d. Sidewalk/drainage executive summary
   e. Update on storm drain evaluation project/Forge Engineering
   f. Lake 2-9 lake bank restoration
   g. May financial report
   h. Update on Operations Manager position (add-on)
8. Committee reports
   a. Budget
      1. Managing/utilizing reserves and future borrowing
   b. Clam Bay
   c. Landscape & Safety
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d. Water Management  
   1. Reclaimed water tour and lessons – article by Ms. McLaughlin  
   2. Oakmont Lake water condition

9. Chairman's report
10. Old business
11. New business  
   a. Maintenance facility  
   b. Schedule and guidelines for fertilizer and herbicide usage
12. Adjournment

ROLL CALL  
Dr. Chicurel, Mr. Streckenbein, and Mr. Weir were absent and a quorum was established

MR. DORRILL PARTICIPATED BY TELEPHONE

AGENDA APPROVAL

Mr. Dawson motioned, Mr. Fabregas seconded to approve the agenda as amended with the addition of item #7h. The motion carried unanimously.

APPROVAL OF 05/08/19 REGULAR SESSION MEETING MINUTES

Mr. Dawson motioned, Mr. Fabregas seconded to approve the 05/08/19 regular session meeting minutes as amended. The motion carried unanimously.

APPROVAL OF 05/31/19 ORIENTATION WORKSHOP MEETING MINUTES

Ms. McLaughlin motioned, Mr. Fogg seconded to approve the 05/31/19 orientation workshop meeting minutes as presented. The motion carried unanimously.

AUDIENCE COMMENTS

Mr. Jim Zircher, a resident of Calais, commented on the surface algae on the lake behind his residence, bordering the golf course. Mr. Cravens commented that the PBSD is aware of this; algae is an issue in many of our lakes. Ms. O’Brien commented that the work being done on the golf course may be a contributing factor to excessive algae in this lake.

ADMINISTRATOR’S REPORT

SIGN CONTRACT NOTICE/CONCERNS

Mr. Dorrill commented on his contractor concerns on our renovation and replacement sign project. He reported that the President of the company (American Infrastructure Services) has assured him that his project manager would provide a “schedule of work” to Ms. Jacob by the end of today. Ms. O’Brien commented on at least 16 dirty signs and suggested that staff clean/pressure wash them. Mr. Dorrill responded that staff would take care of cleaning these signs.

US 41 BERM LANDSCAPING
Mr. Dorrill reported that a pre-construction conference was held with Stahlman England Landscaping on May 28, the contractor for our US 41 berm restoration project. Work is expected to commence by the end of the month.

**BAY COLONY BEACH DUNE SWALE**
Mr. Dorrill reported on our May 23 site visit with the South Florida Water Management District, our engineering and environmental consultants, and staff in relation to our application for a variance previously filed. Mr. Dorrill expects that we will be successful in obtaining approval for our variance request.

**SIDEWALK/DRAINAGE EXECUTIVE SUMMARY**
Mr. Dorrill commented on the draft Executive Summary, included in the agenda packet, which requests approval by the BCC to authorize a capital contribution of up to $500,000 for a period of ten years to replace and transfer maintenance of sidewalks and certain drainage outfalls, in perpetuity, to the PBSD. After recent discussions with the County Manager’s Office, a revised Executive Summary has removed the words “up to” in relation to the $500,000 County contribution commitment, and this Executive Summary will be included on the Consent Agenda of the July 9 BCC board meeting. This Executive Summary will also be presented to the County Commissioners at the County Budget Workshop on June 20. Ms. O’Brien questioned, that in the event of BCC approval, how would affected PB homeowners be notified of the change in responsibility of certain easements from the County to the PBSD. Mr. Dorrill responded that he would follow up on this issue with the County.

Mr. Dorrill commented that the sidewalk project is underway. Ms. Jacob commented that the current survey work may take up to four months to complete, which will be followed by preparation of construction drawings. She clarified that the survey work, construction drawings, and project bidding are for the entire project, not just phase one, as this will save time and money for the entire project. Ms. O’Brien expressed concern on the timeline of this project and questioned whether it is realistic for the completion of the constructions plans, permitting requirements, and bidding process by May 2020 to enable the completion of phase one construction in the summer of 2020. Ms. O’Brien commented that our engineer ABB had previously indicated that the survey work would take 90 days and that they estimated that sidewalk construction could begin eight months after completion of the survey work. Mr. Fogg and Ms. O’Brien requested that staff bring back a project timeline, including milestones of tasks to be completed, to the next PBSD board meeting.

**UPDATE ON STORM DRAIN EVALUATION PROJECT/FORGE ENGINEERING**
Mr. Dorrill commented that we have retained Forge Engineering to perform a structural evaluation of the concrete stormwater pipes that were removed as part of the force main break, to estimate the strength and remaining useful life of our existing concrete stormwater pipes for long range planning purposes. Results are expected in 60-90 days.

**LAKE 2-9 LAKE BANK RESTORATION**
Mr. Dorrill reported that on May 10 permits were issued for our lake bank project (Lake 2-9) and subsequently the project has gone out to bid. Ms. Jacob commented that bids are due back on June 26 and as this project is greater than $50,000, BCC approval is required and expected to be on the September 10 BCC agenda. Ms. O’Brien commented that the PBSD Board approved an amount of up to $450,000; if the lowest bid is higher than that amount, the bid will have to be brought back to the board for approval.
MAY FINANCIAL REPORT
Mr. Dorrill reviewed highlights of the May financial report provided in the agenda packet. He noted unbudgeted revenue of $34,000 from the surplus property auction. Mr. Dorrill commented that he has asked the County Budget Office to post a budget amendment to correct the missing budget for purchase of reclaimed water in Fund 109. He directed Ms. McCaughtry to obtain a written response from OMB on whether they intend to comply with our request. Mr. Dorrill and Mr. Swider have spoken with the Clerk of Courts and Assistant Finance Director regarding a new format for the presentation of our monthly PBSD financial statements.
Ms. O’Brien commented on the year-to-date $5,265 spent on tree trimming with a related annual budget of $303,000. Ms. Jacob commented that a tree trimming purchase order has recently been issued and work will commence next week.

UPDATE ON OPERATIONS MANAGER POSITION (ADD-ON)
Mr. Dorrill reported that he has completed half of the telephone interviews with the candidates for the Operations Manager position and will complete the telephone interviews next week. Mr. Callahan will participate in the second round of interviews. Ms. O’Brien suggested that a PBSD Board member participate on the interview panel as suggested by Mr. Cravens. Mr. Dorrill responded that he will ask the County whether this would be possible.

COMMITTEE REPORTS

BUDGET REPORT
Mr. Swider reported that he intends to schedule a Budget Committee meeting in July with Clerk of Courts Finance Dept. personnel, including Ms. Kelly Jones, Assistant Finance Director, to discuss a new format for monthly presentation of our PBSD financial statements.

MANAGING/UTILIZING RESERVES AND FUTURE BORROWING
Mr. Fogg suggested that instead of a draw down of a line of credit for the total amount of phase one sidewalk construction, that we consider using other PBSD reserve funds such as the streetlight reserves, the operating budget reserves, and the catastrophic events reserves. Mr. Dorrill commented that a cash flow analysis would be the responsibility of the Budget Committee. Mr. Swider responded that this is another reason why the PBSD Board needs better financial reporting, and that the committee would take a look at Mr. Fogg’s suggestion. Ms. O’Brien commented that in the past, we have done what Mr. Fogg is suggesting.

CLAM BAY REPORT
Ms. O’Brien provided her June 2019 Clam Bay update in the agenda packet. She highlighted, (1) May tidal ratios continue to be good and were slightly better than in April, (2) a recent bathymetric survey of Clam Pass confirms the good condition of the Pass, (3) we continue to receive good news on copper results from Nov. 2018 to March 2019, with only one of 45 samples exceeding the allowable limit, and (4) Dr. Tomasko’s first quarter Water Quality report for 2019 is expected in July.
Ms. O’Brien commented that we discovered that our environmental consultant, Mr. Jeremy Sterk, had completed an updated version of our canoe trail guide about two years ago. Copies of the updated guide will be printed and provided to the PBF for distribution to PB members.

LANDSCAPE & SAFETY REPORT
No report
WATER MANAGEMENT COMMITTEE
Mr. Cravens reported that on May 13, County Public Utilities staff provided the Water Management Committee with a very informative tour of the reclaimed water facility on Goodlette-Frank Road. Ms. McLaughlin wrote an article on the reclaimed water tour and lessons learned which was included in the agenda packet. She requested input from the board before submitting the article to the PB Post for publication. She would like to write future articles on PBSD activities to share with our community. Ms. McLaughlin commented that Public Utilities staff suggested that since reclaimed water contains nutrients, our landscapers should be customizing the fertilizer being used to account for these nutrients.

Ms. O’Brien suggested that in this article we communicate what the PBSD is doing to reduce the amount of irrigation water we use and what we are doing to reduce our utilization of fertilizer, and then ask that our community do the same. Ms. O’Brien indicated that she has received questions and seen a lot of interest in fertilizer reduction in light of recent red tide issues. She also commented that the BCC discussed revising (making more restrictive) their County fertilizer ordinance at their June 11 board meeting. Ms McLaughlin commented that at the PBSD New Board Member Workshop she learned that the PBSD recently installed a new irrigation system to reduce overall irrigation water usage.

OAKMONT LAKE WATER CONDITION
Mr. Fogg commented on the significant amount of algae (below the surface) in the Oakmont Lake. He has also observed unidentified fumes being emitted from the lake. Mr. Mumm confirmed that we are aware of the lake’s algae. He commented that the PBSD is trying other methods of algae control including bacteria, which is now being tested in the Hyde Park & Chaseaumere lakes. If good results are achieved, bacteria will be installed in the Oakmont Lake. Mr. Mumm commented that the fumes were likely fumes resulting from spraying Hydrotol on the lake for algae control. Using bacteria for algae control would be more cost effective and safer than Hydrotol. Mr. Mumm also confirmed that blue tilapia were installed in the Oakmont Lake in the past. Ms. O’Brien suggested that the Water Management Committee consider obtaining outside expertise for solutions to algae in our lakes.

CHAIRMAN’S REPORT
After discussion, the board agreed that there would be no August PBSD Board meeting.

OLD BUSINESS
None

NEW BUSINESS
MAINTENANCE FACILITY
Ms. Jacob reported on recent minor renovations to the PBSD maintenance facility including two new refrigerators; new kitchen tables; new kitchen cabinets, sink, and counter tops; bathroom renovations; and paint at an estimated cost to the PBSD of $25 - 30,000. She reported that the County Facilities Dept. will be renovating the employee locker room and treating it for black mold; the County has financial responsibility to maintain this building. Ms. O’Brien noted that these renovations paid for by the PBSD are unbudgeted.

Ms. Jacob reported that staff is meeting with Public Utilities senior staff next week to continue discussions on the preliminary plans for the maintenance site. Ms. O’Brien questioned when
additional information would be brought back to the PBSD Board for additional discussion on whether to move forward with this proposal. She noted that both the PBSD Board and the PBF would have to approve a final plan. Ms. O’Brien commented that the preliminary plans are for a joint shared facility with Public Utilities; at past PBSD Board meetings Mr. Dorrill has mentioned the possibility of a landlease agreement or some other instrument to assure the PBSD that we will have use of this facility going forward. Ms. McLaughlin expressed concerns over the proposed additional irrigation quality water tank included in these site plans and noted the negative impact on visibility of nearby homeowners.

**SCHEDULE AND GUIDELINES FOR FERTILIZER AND HERBICIDE USAGE**
This topic was discussed under the Water Management Committee agenda item

**ADJOURNMENT**

The meeting was adjourned at 2:31 p.m.

Tom Cravens, Vice-Chairman (Acting Chair)

Minutes approved [✓] as presented OR [ ] as amended ON [ 7/10/19 ] date