PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
SEPTEMBER 11, 2019

The Pelican Bay Services Division Board met on Wednesday, September 11, 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
- Tom Cravens, Vice-Chairman
- Joe Chicurel
- Jacob Damouni *(absent)*
- Ken Dawson

**Pelican Bay Services Division Staff**
- Neil Dorrill, Administrator
- Lisa Jacob, Interim Operations Manager

**Also Present**
- Ayoub Al-bahou, Public Utilities Dept.
- Tom Barber, Agnoli, Barber & Brundage
- Sean Callahan, County Manager’s Office
- Jim Carr, Agnoli, Barber & Brundage

Nick Fabregas
Michael Fogg
Denise McLaughlin
Susan O’Brien
Rick Swider
Michael Weir *(absent)*
Mary McCaughtry, Operations Analyst
Alex Mumm, Interim Sr. Field Supr. *(absent)*
Barbara Shea, Recording Secretary
Mike Chaffee, Pelican Bay Foundation
Tom Chmelik, Public Utilities Dept.
Damon Grant, Public Utilities Dept.
Jim Hoppensteadt, Pelican Bay Foundation
Dan Rodriguez, Public Utilities Dept.

**APPROVED AGENDA (AS AMENDED)**

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 07/10/19 Regular Session meeting minutes
5. Audience Comments
6. Administrator’s report
   - Roles and responsibilities of the Administrator and PBSD Board
   - Update on new maintenance facility
   - Sign contract
   - US 41 berm landscaping
   - Bay Colony Beach Dune Swale
   - Lake 2-9 lake bank restoration
   - Hurricane preparedness
   - August financial report
   - Update on Operations Manager position *(add-on)*
   - Update on Activity Report for August *(add-on)*
7. Committee reports
   - Budget
   - Clam Bay
Pelican Bay Services Division Board Regular Session
September 11, 2019

c. Landscape & Safety
d. Water Management

8. Chairman’s report
9. Old business
10. New business
11. Adjournment

ROLL CALL
Mr. Damouni and Mr. Weir were absent and a quorum was established

AGENDA APPROVAL
Mr. Cravens motioned, Mr. Dawson seconded to approve the agenda as amended with the addition of items #6i and 6j. The motion carried unanimously.

APPROVAL OF 07/10/19 REGULAR SESSION MEETING MINUTES
Mr. Cravens motioned, Ms. McLaughlin seconded to approve the 07/10/19 regular session meeting minutes as amended. The motion carried unanimously.

AUDIENCE COMMENTS
Mr. Ray Kretz commented on drainage and noise issues in the swale area between the Villages and Oak Lake Sanctuary, and requested that the PBSD address these concerns. Mr. Dorrill commented that the PBSD has a drainage easement in this area, and over the past three years has completed three levels of remediation work in this area. Ms. McLaughlin responded that she would put Mr. Kretz’s concerns on the agenda of the next Water Management Committee meeting.

Mr. Jim Hoppensteadt requested that the PBSD address the water quality/management of the body of water between the Trieste and the Ritz Carlton.

ADMINISTRATOR’S REPORT
ROLES AND RESPONSIBILITIES OF THE ADMINISTRATOR & PBSD BOARD
Ms. O’Brien commented on Mr. Dorrill’s absence from the last two PBSD Board meetings. Mr. Streckenbein commented that he would take some responsibility for Mr. Dorrill’s absence as the scheduled monthly board meetings were changed from the first Wednesday of the month to the second Wednesday, sometime in early 2019, and Mr. Dorrill’s vacation plans had already been made around the prior schedule. Ms. O’Brien suggested that the board be given advanced notice of any absence by Mr. Dorrill in the future.

Ms. O’Brien commented that a part-time off-site administrator does not meet the needs of the PBSD; 10 hours/week are not adequate. She suggested that we need a more hands-on Administrator. Mr. Dorrill responded that his contract is for 45 hours/month. He provided a work plan summary/list of tasks completed by staff in July and August under his direction, many of which were completed ahead of schedule.

Mr. Dorrill commented that Florida statutes state that the County Manager is the Chief Executive Officer of the County and provides for the duties of the County Manager. Mr. Dorrill stated that he works directly for the County Manager. Ms. O’Brien suggested that the “administrator’s
services contract scope of work” states that the Administrator’s work will be directed by the PBSD Board.

Ms. O’Brien suggested that Mr. Bolick (former Operations Manager) was not adequately trained, supervised, or evaluated, and questioned who will train and supervise our new Operations Manager. Mr. Dorrill commented that in 2014, 2015, and 2016 employee compensation was not tied to performance and evaluations were not required.

Mr. Dorrill commented that the PBSD Board is not a governance board and has no authority. He commented that he works with the PBSD Chairman and shares day-to-day information with him. He reported that during the last year his responsibilities have increased; he is now required to approve the bi-weekly payroll and complete monthly certification of internal controls (these 2 tasks = 15% of his monthly hours). Mr. Dorrill reported that he is in the process of reclassifying Ms. Jacob to a Sr. Project Manager and may need additional project management staff. Mr. Callahan, Executive Director - County Manager’s Office, commented that the administrative services contract allows for additional billable hours under three different work descriptions.

Mr. Dorrill commented that the hiring documents for our new Environmental Specialist, Senior, have been submitted to the County Human Resources Dept.; the position is currently posted. He noted that this position was included in the FY20 PBSD budget by the Budget Committee. Ms. McLaughlin suggested that the PBSD would not want to reduce any work currently contracted through our existing environmental consultants. Ms. O’Brien, Ms. McLaughlin, and Mr. Fogg commented that the board did not decide/agree to a new Environmental Specialist position. Mr. Streckenbein commented that the need for a project manager may be greater. Mr. Callahan and Mr. Dorrill commented that the Environmental Specialist “expanded position” was included in the FY20 budget brought to the BCC for approval. Mr. Dorrill commented that he will provide the Environmental Specialist applications received to the PBSD Board, if desired. Ms. O’Brien commented that she did not remember seeing the additional FTE position in the FY20 budget materials that the PBSD Board voted on in May.

**UPDATE ON NEW MAINTENANCE FACILITY**

Mr. Dorrill provided a proposed master site plan for the 6200 Watergate Way site, which included a new maintenance/operations facility and separate administration office; the admin. building would be shared with Public Utilities (PUD) employees. He commented that the PBSD lease for our office space in the SunTrust building is through 2021.

Public Utilities staff attending the meeting included Mr. Dan Rodriguez, PUD Deputy Dept. Head; Mr. Tom Chmelik, Director of PUD Engineering; Mr. Damon Grant, Director of Facilities Management; and Mr. Ayoub Al-bahou, Facilities Principal Project Manager. Highlights of the information on the proposed site plan provided to the PBSD Board by Public Utilities staff included:

- The administration office would be a shared facility; 12-15 PUD employees would be housed on the south side, PBSD administrative staff would be housed on the north side.
- The PUD will partner with the PBSD to share the cost, which would most likely be based on square footage. The cost of the project is estimated at $6 million. Mr. Dorrill estimates that the PBSD would utilize 75% of the square footage.
- The PUD is looking for consensus to move forward with this project. The next step would be for the PUD to secure an architect (through the Procurement RFP solicitation process) for the design of the two replacement buildings (estimated at 3 – 4 months), through PUD funding. Future steps would include putting the project out to bid (estimated at 6 months) and then project construction (estimated at approximately 1 year).
• The site plan includes a new permanent fuel facility and a washdown area to decontaminate equipment. The plan retains our existing mulch area and includes a new access road to this area.
• In FY20, the PUD has plans to complete an evaluation of the “abandoned” wastewater facility on the site. Currently the PUD has no new construction plans for this site over the next ten years.
• The proposed plan includes a “shell” above the ground floor of the administrative building for future needs and demands, creating a second floor. The building will be constructed according to County standards.
• The PUD chose this location to house its 12-15 employees as it provides a central location within the County’s IQ (irrigation quality) water system.
• The existing PBSD maintenance facility is in terrible shape. This building is considered by the County to be one of the two worst County facilities currently in use.
• The PUD will continue to provide updates to the PBSD Board on the proposed project, including a more detailed site plan.

Mr. Dorrill commented that he has reviewed this site plan option, originating from PUD upper management, and he believes it meets the needs of the PBSD. He noted that any County vertical building projects are always completed by the Facilities Division of the PUD. Mr. Dorrill provided a schematic drawing of the proposed administration building (total of 3,963 square feet), colocating PBSD and PUD staff. He commented that the PBSD has spent approximately $40,000 on surveying costs, and that the PUD will pay for the architectural costs. He noted that the business points of this project need to be taken to the next level.

Mr. Streckenbein commented on our need for expansion and upgrade of our facilities; our existing maintenance building needs to be torn down, and if we do nothing, the building may be condemned. He expressed concerns over (1) PUD/PBSD cost sharing has not been clearly defined, and (2) guarantees that we can continue to use our facilities into the future have not been defined. He reiterated that 6200 Watergate Way is County property containing County owned facilities. He noted that it will be up to the PBF Design Committee to approve the second story of the proposed admin. building.

Mr. Callahan commented that the joint project presented by PUD staff is the best solution for the needs of the PBSD and PUD. He noted that the ownership and cost sharing issues will be developed further through the joint cooperation of the County Manager’s Office, the PBSD, and the PUD.

Ms. O’Brien commented that the PBSD Board has not discussed our PBSD facility needs. She noted that in November and December 2018, the PBSD Board expressed a desire for our own replacement building. Ms. O’Brien suggested that the board needs time to digest the plan being presented. She expressed concern over the lack of information provided on the cost sharing and specific usage of the buildings.

Ms. McLaughlin expressed concern over (1) the abandoned wastewater facility not being removed, (2) insufficient parking spots, (3) insufficient mulching area, and (4) lack of detail in the current plans – will they include generators and any use of solar energy?

Mr. Dawson expressed concerns over how to avoid any visually offensive construction, and the need to preserve the aesthetics. PUD responded that the PBSD could assist with the aesthetics aspects of the plans.
Dr. Chicurel commented in favor of moving forward with the project, as we are in dire need to replace the existing substandard facility. He reminded the PBSD Board of the presentation by Mr. Shepherd (former board member) last year on the need to replace our existing facility. He expressed concerns over the line of sight issues of the neighboring associations to the site, but ultimately the PBF will pass judgment on the design.

Mr. Fogg suggested that we need more board discussion on our needs for the replacement buildings. He commented that since it is clear that we do not have the option of our own stand alone building, then this shared facility is the best option.

Mr. Streckenbein initiated a straw vote on whether to move forward to the next step with this project; by a vote of 7-2 there was consensus to move forward. The PBSD Board and Mr. Dorrill agreed that it would be beneficial to schedule a pre-application meeting on the proposed project with the PBF Board, to obtain their thoughts and comments as soon as possible. Mr. Hoppensteadt commented that the PBF has not seen any preliminary plans on this project.

SIGN CONTRACT
Mr. Dorrill commented that we have taken delivery on sign prototypes and that the contractor’s crews are currently onsite drilling holes for the concrete bases of the signs. The contractor is scheduled to complete the project by Feb. 2020, but may complete the project as early as Thanksgiving.

US 41 BERM LANDSCAPING
Mr. Dorrill reported that the US 41 landscape renovations project is at substantial completion. The contractor is unable to locate the saw palmetto plants as specified in the plans and has asked for a change order. We are not inclined to agree to a substitution, and will ask that the contractor either (1) finds the plants in accordance with the specifications, or (2) agrees to a credit change order for these saw palmettos, and staff will locate and plant the specified plants.

Mr. Fogg expressed his disappointment with the new US 41 berm plantings. Mr. Dorrill responded that the Landscape & Safety Committee and the PBSD Board approved the project plans.

BAY COLONY BEACH DUNE SWALE
Mr. Dorrill reported that a permit waiver has been issued by the issuing regulatory agency to allow us to perform maintenance work on the beach dune swale.

LAKE 2-9 LAKE BANK RESTORATION
Mr. Tom Barber, civil engineer with Agnoli, Barber & Brundage, provided a presentation on the proposed lake bank remediation project of Lake 2-9, including different options of lake bank repair. A combination of rip rap, geoweb, and seawall were incorporated in the original plans for this project. As a result of the lowest bid coming in significantly higher ($747,290) than the engineer’s opinion of cost of $548,760, AB&B is exploring cost saving alternatives. He suggested that the challenges of site access for this project may have contributed to the higher than expected bids. He noted that all stormwater in Basin 2 funnels into Lake 2-9.

Mr. Jim Carr, civil engineer with AB&B, discussed additional reasons for the project bids coming in much higher than expected including (1) the engineer’s cost estimate for the vertical seawall was $325/linear foot, while the lowest bidder quoted a price of $910/linear foot, (2) a strong Southwest Florida labor market, and (3) a strong post-hurricane Irma economy causing high demand for infrastructure replacements. Mr. Carr suggested options to reduce the cost of the project including (1) using alternative vinyl wall products, which have a 50-year life expectancy, (2) shortening the length
of the wall to 220 feet, or (3) delete the wall entirely. He recommended that we rebid the project with a reduced wall length using alternative materials.

Ms. O’Brien commented that Lake 2-9 was originally selected to be first on the list of lake bank remediations, due to its high visibility along the berm. However, the plans do not provide for any remediation on the west side of the lake. Mr. Dorrill commented that this lake was selected based on the safety hazard of the vertical drop-off of the lake bank, based on the surveys completed, which indicates that we are out of compliance with SFWMD standards.

Mr. Dorrill stated that we need to re-solicit this project, using Mr. Carr’s suggested specifications. Mr. Carr commented that he believes we can get quotes back prior to our October PBSD Board meeting.

Ms. O’Brien suggested that we do our own RFP to obtain a pool of contractors using our own specifications for our lake bank remediation work.

HURRICANE PREPAREDNESS
Mr. Dorrill reported that he provides a pre-hurricane checklist to all of his clients, which is reviewed before each hurricane season. He will provide a copy of it to the board at a future date.

AUGUST FINANCIAL REPORT
Mr. Dorrill commented that due to a great deal of effort by the Budget Committee and the Clerk of Courts, the new version of the monthly and year-to-date financial reports will be provided to the PBSD within five days of every month end. The new format of the August year-to-date financials were included in the agenda packet. There have been some title changes to our projects for improved clarification.

Ms. O’Brien requested access to detailed information on our expenditure lines.

By consensus the board accepted the August financial report.

UPDATE ON OPERATIONS MANAGER POSITION (ADD-ON)
Mr. Dorrill reported that Mr. Chad Coleman has accepted the position as our new Operations Manager at the salary which was offered, less than the salary of the former Operations Manager. Mr. Coleman has given notice to his current employer and has completed his pre-employment physical. Mr. Dorrill expects to introduce him at the Sept. 19 Landscape & Safety Committee meeting.

UPDATE ON ACTIVITY REPORT FOR AUGUST (ADD-ON)
No additional discussion

COMMITTEE REPORTS

BUDGET REPORT
Mr. Swider reported that he expects to schedule the next Budget Committee meeting in November.

CLAM BAY REPORT
Ms. O’Brien commented that her September 2019 Clam Bay update was included in the agenda packet.

LANDSCAPE & SAFETY REPORT
Dr. Chicurel commented that the next Landscape & Safety Committee meeting will be on Sept. 19. He reported that because our sidewalk project is greater than $2 million, the County procurement process requires an RFP to obtain civil engineers for the actual design and remaining project engineering. The survey is complete. Dr. Chicurel has requested that AB&B and Ms. Jacob use AB&B’s survey to walk the length of the phase 1 sidewalk to identify the tree conflicts arising from the planned six-foot sidewalk. He will report results at the September committee meeting.

Ms. O’Brien expressed concern that our original sidewalk project timeline did not adequately reflect the required County procurement processes. Ms. O’Brien and Ms. McLaughlin expressed concern that our civil engineers are overstretched with work.

WATER MANAGEMENT COMMITTEE
Ms. McLaughlin commented that the PBSD has a new process in place to look at the 6 to 8 lakes with the biggest algae problems. On a weekly basis, staff will record the observed condition of each lake, the algae treatments used, and the apparent effectiveness of the treatment used. This will help us to determine whether the method of treatment is adequate or is an alternative method needed.

CHAIRMAN’S REPORT
Mr. Streckenbein asked staff to address the Trieste concerns brought forward by Mr. Hoppensteadt. Mr. Dorrill commented that a resident had contacted Mr. Hoppensteadt regarding duckweed observed on the lake between the Trieste and the Ritz Carlton employee parking garage. After PBSD staff was informed of the issue, the lake was inspected and sprayed the next day. Unfortunately, neither Mr. Hoppensteadt nor the resident who reported this issue were informed of the staff’s actions. Ms. McLaughlin commented that there should be a process whereby staff reports back to the complainant regarding remediation actions take by staff, to improve resident satisfaction.

OLD BUSINESS
Ms. McLaughlin suggested that the PBSD Board discuss the proposed plans for the 6200 Watergate Way site at a joint meeting with the PBF.

NEW BUSINESS
None

ADJOURNMENT
The meeting was adjourned at 4:25 p.m.

Scott Streckenbein, Chairman

Minutes approved [✓] as presented OR [ ] as amended ON [10/09/19] date