PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
OCTOBER 9, 2019

The Pelican Bay Services Division Board met on Wednesday, October 9, 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)               Michael Fogg
Tom Cravens, Vice-Chairman (Acting Chair)          Denise McLaughlin
Joe Chicurel                                           Susan O’Brien
Jacob Damouni                                         Rick Swider
Nick Fabregas                                          Michael Weir

Pelican Bay Services Division Staff
Neil Dorrill, Administrator                          Lisa Jacob, Interim Operations Manager
Chad Coleman, Operations Manager                    Mary McCaughtry, Operations Analyst

Also Present
Sean Callahan, County Manager’s Office               Jim Carr, Agnoli, Barber & Brundage

Jim Hoppensteadt, Pelican Bay Foundation

APPROVED AGENDA (AS PRESENTED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 09/11/19 Regular Session meeting minutes
5. Audience Comments
6. Administrator’s report
   a. *Filling board member vacancy
   b. Sign contract
   c. US 41 berm landscaping
   d. *Lake 2-9 lake bank restoration
   e. September financial report
7. Committee reports
   a. Budget
   b. Clam Bay
   c. Landscape & Safety
   d. Water Management
8. Chairman’s report
9. Old business
   a. Design requirements for the proposed new operations facility
   b. *Review of preliminary design plans by the PBF Design Review Committee
   c. Job descriptions for Operations Manager and Environmental Specialist
10. New business
a. Plan for existing sidewalk repairs

11. Adjournment

ROLL CALL
Mr. Streckenbeck was absent and a quorum was established

AGENDA APPROVAL

Ms. O’Brien motioned, Dr. Chicurel seconded to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF 09/11/19 REGULAR SESSION MEETING MINUTES

Mr. Fabregas motioned, Ms. O’Brien seconded to approve the 09/11/19 regular session meeting minutes as presented. The motion carried unanimously.

GENERAL COMMENTS ON THE AGENDA
Ms. O’Brien suggested that the board should be provided all pertinent documentation relating to action items on the agenda, in advance of the board meeting. Mr. Dorrill commented, (1) the three applications (from the Spring 2019 PBSD Board election) of the applicants eligible to fill Mr. Dawson’s vacant seat were provided to the board by e-mail, and (2) our AB&B engineer, Mr. Jim Carr will discuss his new estimate of probable cost for the Lake 2-9 lake bank restoration project at this meeting.

AUDIENCE COMMENTS
Mr. Peter Griffith commented that he would be happy to serve on the PBSD Board.

ADMINISTRATOR’S REPORT
FILLING BOARD MEMBER VACANCY
Mr. Dorrill commented on Mr. Dawson’s resignation from the board as a result of health issues. This board seat term expires on March 31, 2021. The process is for the PBSD Board to make a recommendation to the Board of County Commissioners (BCC), who will fill the vacancy. Mr. Dorrill commented that the historical practice has been that a vacated seat is filled by the applicant who obtained the “next most votes” in the prior election.

Dr. Chicurel motioned, Mr. Fabregas seconded that the board approve Peter Griffith as the replacement from the community replacing Ken Dawson’s seat. The motion carried unanimously.

SIGN CONTRACT
Mr. Dorrill commented that we are pleased overall with the progress/work of our replacement sign project contractor and noted that the quality of finish is excellent. He commented that the contractor work appears to be progressing ahead of schedule.

US 41 BERM LANDSCAPING
Mr. Dorrill reported that the US 41 landscape renovations project is at substantial completion, and that our landscape architect is in the process of reviewing the work completed. He reported that a live oak tree (200-gallon size) has been purchased as a replacement for a tree lost as a result of Hurricane Irma. This tree will serve as an example of a size and type of tree to be used as part of our “tree enhancement plantings” within our future sidewalk project.

LAKE 2-9 LAKE BANK RESTORATION
Mr. Dorrill commented that the plans and specifications for the Lake 2-9 lake bank restoration project were revised, and the project is out for re-bid, with bids due back no later than Oct. 15. BCC approval of the bid selection for the project is required. Mr. Carr (AB&B engineer) provided a presentation/discussion of the new opinion of cost, with new specifications, including a vinyl sheet piling wall with a shortened length, with an estimated cost of $573,235. The re-bid, sent out to County pre-qualified contractors, includes a “bid alternate” which includes an additional 113 linear feet of vinyl sheet piling wall, and a reduction in Geoweb, with an estimated cost of $644,855. Mr. Carr estimated that the project would take 90-120 days to complete.

Mr. Carr stated that the warranty provided by the contractor (typical in County contracts) is on the product only. Mr. Dorrill commented that we can explore negotiating an extended warranty for the labor portion of the project.

Mr. Dorrill and Mr. Swider commented that the residents in the community affected by this project would prefer that the work commence as soon as possible, as opposed to waiting until after “season” when the project would be adversely affected by the rainy season. Mr. Dorrill commented that the earliest possible staging for this project would be in December.

Mr. Cravens and Ms. O’Brien expressed concerns over any adverse effects of this project on the existing rookery on the peninsula in Lake 2-9. Mr. Fabregas commented that there are federal and state laws in place, which will prevail to protect the rookery.

Ms. McLaughlin motioned, Dr. Chicurel seconded that we approve the proposal that we have out to bid, with a maximum of $700,000, allowing room for negotiation of an extended warranty, if it seems warranted. The motion carried 7-1 with Ms. O’Brien dissenting and Mr. Swider abstaining.

SEPTEMBER FINANCIAL REPORT
Mr. Dorrill commented on the newly formatted September year-to-date financials, prepared by the Clerk of Courts, included in the agenda packet. He noted that these year-end financials are preliminary, and do not include year-end accruals.

Ms. O’Brien motioned, Dr. Chicurel seconded to accept the September financial reports. The motion carried unanimously.

COMMITTEE REPORTS
BUDGET REPORT
Mr. Swider reported that the Budget Committee did not meet in September, and he expects to schedule the next committee meeting in December. He commented that the financials show a positive trend and he would like to get a better handle on our cash position.
CLAM BAY REPORT
Ms. O’Brien provided her October 2019 Clam Bay update in the agenda packet. She highlighted, (1) the annual infrared photo of Clam Bay is on display in the conference room in the PBSD office; our environmental consultant Mr. Jeremy Sterk has taken the initiative in making comparisons between this photo and our 2017 “before Irma” infrared photo to monitor the recovery of the mangroves damaged during Irma, (2) tidal ratios for Clam Pass continue to look good, (3) copper results continue to look very good, (4) we are waiting on a purchase order to be issued for Dr. Torrasko to complete an analysis and report on the last six months of TP and TN data, and (5) the Clam Bay Committee learned in September that Mr. Dorrill, Ms. Jacob, and Dr. Dabeees met with Deputy County Manager Nick Casalanguida and Mr. Sean Callahan in August to address Mr. Casalanguida’s concerns about PBSD’s “emergency” dredging of Clam Pass. Mr. Dorrill commented that Mr. Casalanguida suggested that we produce a video of Dr. Dabeees’ presentation of this important issue. Mr. Dorrill reported that he will have Dr. Dabeees’ report presented at the next PBSD/PBF joint meeting (not yet scheduled).

Mr. Dorrill reported that the County’s truck-haul sand beach renourishment project has begun and has been reviewed by our environmental consultant Dr. Dabeees, as required by the CB Management Plan.

LANDSCAPE & SAFETY REPORT
Dr. Chicurel reported that the Landscape & Safety Committee met on Sept. 19, and the following items were discussed.
1. The issue of car carriers parking on PB Blvd. was once again brought up and discussed with the same outcome; no viable solution could be found.
2. Re-evaluation of the plantings on the US 41 berm will take place to eliminate bare spots and plant selection.
3. Agnoli, Barber & Brundage, PBSD civil engineers, presented their sidewalk survey results for Phase One of the sidewalk replacement project. Mr. Carr of AB&B also presented the new timeline for the project. Due to state law, projects greater than $2 million require the County Procurement Dept. to go through an RPS (Request for Professional Services) process. This will move the timeline for construction, design, permitting, and contractor selection further ahead of what the P3SD anticipated and into 2020.

An actual “walking” evaluation of the survey results and visualization of where a new 6-foot sidewalk could be placed was conducted by Mr. Carr, Ms. Jacob, Mr. Mumm, and Dr. Chicurel.
    a. Mr. Fogg suggested that the final design incorporate more meandering of the new sidewalk in addition to mitigation conflicts.
    b. The committee consensus was that the planting of additional trees will be considered once the new sidewalk is completed.
    c. Our current budget includes $30,000 for canopy tree replacement due to hurricane damage and/or sidewalk conflicts. Our design goal is and has always been to mitigate canopy tree conflicts.
4. Dr. Chicurel thanked Mr. Dorrill and staff for their efforts in obtaining a cost sharing agreement with the County for the construction and maintenance of the sidewalk replacement project. He also thanked Mr. Mumm for his outstanding performance and implementation of our landscape goals and maintenance guidelines.

Dr. Chicurel commented that he recently completed a “walking” evaluation of Phase Two of the sidewalk replacement project with staff and Mr. Carr, and preliminary results show no hardwood trees will need to be removed.
After board discussion of the proposed sidewalk replacement project, Dr. Chicurel agreed to (1) explore the possibility of proceeding with hiring an arborist to assist with this project's plans, including an analysis of any root-pruning required, (2) discuss with our engineer whether meandering sidewalks are friendly to those residents with disabilities, and (3) explore whether a sidewalk contractor could provide an estimate of the length of time needed to complete each phase of this project.

Dr. Chicurel reported that the next committee meeting will be held on Oct. 17 at 1:00 p.m.

WATER MANAGEMENT COMMITTEE
Ms. McLaughlin commented that the committee did not meet in September. She commented that at our last meeting a resident expressed concerns about the drainage and noise in the area between Oak Lake Sanctuary and Las Brisas, where there is a large drainage swale. She reported that she walked this area with Ms. Jacob and Mr. Mumm. She noted that (1) the area is immediately adjacent to the US 41 berm at a point where three large water pipes bring rain water from the Pine Ridge area, across 41, into this wide grassy area, and ultimately flow into the Oak Lake Sanctuary Lake, (2) several years ago invasive plantings were removed between the two communities which may have provided some noise mitigation, and (3) the area is now maintained with mowing except during extremely wet periods. The PBSD will continue to maintain this area as we are maintaining it today.

CHAIRMAN'S REPORT
None

OLD BUSINESS

DESIGN REQUIREMENTS FOR THE PROPOSED NEW OPERATIONS FACILITY
Mr. Dorrill reported that he is in the process of trying to schedule a pre-application meeting with the PBF, in regards to our proposed new operations facility. He commented that we need to provide renderings of a replacement building, including an administration area. We also need to understand the Public Utilities Dept's future plans for this site. Mr. Dorrill commented that we need to learn what the PBF requirements for submittal are.

Mr. Dorrill commented that the Chateaumere residents are aware of the proposed new operations facility and have reached out to County Commissioner Solis who has agreed to meet on Oct. 24 to discuss this issue. Mr. Dorrill emphasized the importance of the PBSD being represented at this meeting.

Ms. McLaughlin requested that an education be provided to board members on the zoning, covenants, easements, and utility capabilities of the facilities on this Public Utilities site.

Ms. O'Brien suggested that our objective should be to build and own the building, and obtain a long-term lease on the property from the County. She commented that the building specifications were provided at the last board meeting; however, we do not have the specs on the existing facility for comparison purposes. She suggested that staff provide site information including, (1) zoning of the site, (2) PUD usage of the site, and (3) current specs on the areas of the site that we are currently using. Ms. McLaughlin and Mr. Fogg expressed concern that we do not have a list of staff prepared minimum requirements for the new facility.

Mr. Fabregas commented that a joint Public Utilities/PBSD project would result in a large cost savings to our PB residents.

Mr. Dorrill will ask the County Facilities Dept. to prepare a timeline of phases (including critical tasks) for the project going forward. He commented that typically the design elements of
vertical construction (in order) consist of (1) conceptual site planning, (2) final site planning, (3) architectural programming, (4) design development, and (5) construction drawings. He will provide documentation of the process to the board prior to the next board meeting.

Ms. O’Brien motioned, Mr. Damouni seconded that we ask our Chair to establish an Ad Hoc Facilities Committee to further evaluate what we have and what we need to go forward, and bring back appropriate recommendations to the full board. After discussion by the board, Ms. O’Brien withdrew her motion, and Mr. Damouni withdrew his second.

Mr. Hoppensteadt commented that the PBF will look at this project in two ways: (1) from a micro standpoint of the design guidelines, relating to zoning, covenants, and easement restrictions, and (2) from a macro standpoint — has the PBSD and the County taken a holistic view of this project and considered all of the current and future needs for this site? Mr. Dorrill commented that PBF deed restrictions take precedent.

Mr. Dorrill commented that our lease for our PBSD office space in the SunTrust building is up in 24 months. The lease was negotiated at a good price during the Great Recession. Ms. McCaughtry stated that the lease is currently approximately $38,000/year.

Dr. Chicurel motioned, Mr. Damouni seconded that our Chairman form a Strategic Planning Ad Hoc Committee to develop PBSD and community needs as it relates to the Operations Center and adjacent land. The motion carried unanimously.

REVIEW OF PRELIMINARY DESIGN PLANS BY THE PBF
Mr. Dorrill commented that he will affirm with Mr. Dan Rodriguez, Deputy Dept. Head of Public Utilities, that we need to discuss the preliminary plans with the PBF.

JOB DESCRIPTIONS: OPERATIONS MANAGER & ENVIRONMENTAL SPEC.
Ms. O’Brien requested that staff provide the board with the expected responsibilities of the new Environmental Specialist position. Ms. O’Brien, Mr. Cravens, Dr. Chicurel, and Mr. Fogg expressed concern that this new position was not specifically approved by vote of the board and not specifically identified in the FY20 budget presented to the board in May 2019. Mr. Dorrill responded that this new position was included in the FY20 budget as a result of discussions by the Budget Committee and the funding for the position was included in the FY20 budget approved by the P3SD Board in May.

Mr. Swider commented that the Budget Committee suggested the addition of an Environmental Specialist to (1) reduce the approximate $250,000 annually paid to Clam Bay consultants, (2) provide some Clam Bay expertise to the PBSD, and (3) assist with lake bank restoration projects. He also commented that managing staff is not a function of the PBSD Board.

Ms. McLaughlin and Dr. Chicurel suggested that the PBSD may be better served by adding a new employee with project management expertise.

Ms. O’Brien suggested that staff bring back a recommendation of what the major functions of a new employee would be, resulting in a classification of an environmentalist, a project manager, or some combination. Mr. Dorrill commented that he will ask the assistance of the County’s HR Dept. to assist us in performing a “position audit” to determine the most appropriate classification for a new PBSD position.

Mr. Dorrill introduced our new Operations Manager, Mr. Chad Coleman.
Mr. Fabregas questioned whether the Clerk’s Office would reconsider Mr. Dorrill’s current administrative assignments, including approving payroll documents, in light of recent internal controls which have been put in place. He also suggested that a new position could also include taking over these administrative duties, supporting the board, and handling special projects. Mr. Dorrill commented that he will explore asking the HR Dept. to perform a “functions and needs audit” of the department.

Mr. Fogg requested that Mr. Dorrill document Ms. Jacob’s job responsibilities. Mr. Dorrill commented that he will document her work plan for the board.

NEW BUSINESS

PLAN FOR EXISTING SIDEWALK REPAIRS

Mr. Dorrill commented that staff will make a records request to the County to obtain the backlog of identified PB sidewalks in need of repair. Going forward, at the start of each fiscal year, staff will take an inventory of PB sidewalks, prepare a list of maintenance issues, and work off the list to complete repair work during that year. Ms. O’Brien suggested that additional information be provided to the board including identifying staff members and contractors involved in this process.

ADJOURNMENT

The meeting was adjourned at 3:50 p.m.

Tom Cravens, Vice-Chairman (Acting Chair)

Minutes approved [✓] as presented OR [ ] as amended ON [11-13-19] date