PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
DECEMBER 11, 2019

The Pelican Bay Services Division Board met on Wednesday, December 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)
Nick Fabregas

Michael Fogg
Peter Griffith
Denise McLaughlin
Susan O’Brien
Rick Swider
Michael Weir

**Pelican Bay Services Division Staff**
Neil Dorrill, Administrator
Chad Coleman, Operations Manager

Lisa Jacob, Project Manager
Mary McCaughtry, Operations Analyst
Barbara Shea, Recording Secretary

**Also Present**
Jim Carr, Agnoli, Barber & Brundage
Mike Delate, Q. Grady Minor

John Gandolfo, Pelican Bay Foundation
Jim Hoppensteadt, Pelican Bay Foundation
Roger Mullarkey, President of St. Kitts HOA

APPROVED AGENDA (AS AMENDED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 11/13/19 Regular Session meeting minutes
5. Audience Comments
6. Administrator’s report
   a. Sign contract
   b. Sidewalk maintenance
   c. Staff work plan
   d. Maintenance site
   e. IRMA insurance and FEMA reimbursements
   f. Website changes
   g. November financial report
7. Committee reports
   a. Budget
   b. Clam Bay
   c. Landscape & Safety
   d. Water Management
      1. St. Kitts Condo petition
      2. Cane toads
8. Chairman’s report
9. Old business
10. New business
   a. Recent streetlight outage (Nov. 23 & 24) update (add-on)
11. Miscellaneous Correspondence
12. Adjournment

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

ANNOUNCEMENT
Mr. Streckenbein expressed gratitude to Ms. McCaughtry for over ten years of service to the PBSD. She is retiring on Dec. 31.

AGENDA APPROVAL
Mr. Cravens motioned, Ms. McLaughlin seconded to approve the agenda as amended with the addition of item #10a. The motion carried unanimously.

APPROVAL OF 10/09/19 REGULAR SESSION MEETING MINUTES
Mr. Cravens motioned, Ms. McLaughlin seconded to approve the 10/09/19 regular session meeting minutes as amended. The motion carried unanimously.

AUDIENCE COMMENTS
Ms. Diane Lustig, representing the Hyde Park Association Board, commented on their concerns over possible 6200 Watergate Way redevelopment plans, and requested that their condo association be kept informed of any plans going forward.

ST. KITTS CONDO PETITION
Mr. Streckenbein commented that the Water Management Committee has had a discussion on the St. Kitts Condo petition. Mr. Mike Delate, engineer with Q. Grady Minor, commented that although the County had originally stated that the PBSD drainage easement (approximately 1800 square feet) under the proposed new deck could remain, they are now requiring that this PBSD easement be vacated. Therefore, the St. Kitts Condo Association is requesting that the PBSD consent to vacating their drainage easement under the proposed new deck. Mr. Delate provided a diagram of the area to the board. Mr. Delate explained that he requires a “letter of no objection” in order to move forward and obtain approval for the project from the Board of County Commissioners.

Mr. Hoppensteadt commented that the PBF Board intends to approve the drainage vacation request in January. Our ABB engineer, Mr. Jim Carr, commented that he recommends that the PBSD vacates only the drainage easement under the deck, and no more.

Ms. O’Brien requested that the board be provided the legal documents related to this request, prior to a PBSD Board approval vote, as has been customary in similar situations in the past.

Ms. McLaughlin motioned, Mr. Cravens seconded that we send a letter of no objection for the St. Kitts Condo (Association) to proceed with their project to rebuild their pool over a drainage easement area per their permitted South
Florida Water Management District plans to allow vacation of the easement in the affected area (roughly 1800 square feet). The motion carried unanimously.

ADMINISTRATOR'S REPORT
SIGN CONTRACT
Mr. Dorrill commented that our street sign project is on track, with completion expected within two months. The contractor currently is utilizing two crews, which may be increased to three over the holidays. Ms. O’Brien suggested that an article on our street sign project be provided to the PB Post. Dr. Chicurel agreed to draft such an article.

SIDEWALK MAINTENANCE
Mr. Dorrill reported that staff has met with a County contractor to obtain a quote for mid-level sidewalk repairs in four locations on Pelican Bay Blvd. and Green Tree Dr.

SIDEWALK REPLACEMENT PROJECT
Mr. Dorrill reported that five responses from civil engineers for the design of the PB sidewalk replacement project have been received. The selection and ranking committee will meet this Friday to review the five proposals, and then prepare a recommendation of their selection to the Board of County Commissioners. Mr. Dorrill commented that the new County Purchasing Director is Ms. Sandra Herrera, replacing Mr. Ted Coyman, who has recently resigned. Dr. Chicurel noted that the chosen engineer will prepare the design plans for all three phases up front.

Mr. Weir commented on the dangerous sidewalk conditions he has observed on Green Tree Dr. and questioned whether any of the actual construction work could begin in 2020. Mr. Dorrill suggested that the Landscape & Safety Committee review the timeline to determine if this would be possible. He will also meet with our engineers to see if there is any way to fast track Phase 1 construction.

STAFF WORK PLAN
Mr. Dorrill reported that he developed a work plan for the Operations Manager as part of his onboarding process, which includes items such as (1) the completion of extensive employee training requirements, (2) Lake 2-9 project construction start, (3) Bay Colony Dune Swale project construction start, and (4) various annual landscape maintenance issues.

Ms. O’Brien commented on the original request for a list of projects that the Project Manager is working on. Ms. McLaughlin questioned what the role of our new employee will be. Mr. Fogg requested a list of Ms. Jacob’s responsibilities.

Mr. Coleman reported that when he requested that the County Human Resources Dept. perform a job function audit of the PBSD, he was informed that those decisions should be made by the PBSD. It is up to each department to determine if additional staff is needed, and what the most appropriate job title and functions should be. After much discussion by Mr. Dorrill and the board on whether to hire a Sr. Environmental Specialist or an Assoc. Project Manager, it was decided that Mr. Dorrill would provide to the board, (1) the County job descriptions of the two job titles, (2) the job functions and staff needs for each of the two job titles, and (3) staff’s recommendation of the job title for our additional FY20 budgeted FTE; or if needed, a recommendation that two new FTE’s are needed.

Mr. Swider suggested that as part of the budget process that all staff and administrative functions be reviewed and evaluated. Mr. Streckenbein and Dr. Chicurel were not in favor of this.
Mr. Coleman reported that the Operations Analyst position has been advertised, interviews conducted, and the candidate selection paperwork will be submitted to the HR Dept. this week.

**MAINTENANCE SITE**

Mr. Dorrill reported that the Strategic Planning Ad Hoc Committee will meet for the first time tomorrow. He commented that it is unlikely that the PBF Design Review Committee would approve a request for a multi-story shared replacement building on the 6200 Watergate Way site. Mr. Dorrill commented that he is recommending working on replacing the existing building as a “stand alone project,” and that the County’s PUD Dept. can go ahead and make their own decisions on their needs for this parcel. He noted that our replacement building may include space for the relocation of our three administrative employees.

**IRMA INSURANCE AND FEMA REIMBURSEMENTS**

Mr. Dorrill reported that as of 09/30/2019 the PBSD had received $38,000 in FEMA reimbursement for Hurricane Irma expenses. He directed Ms. Jacob to provide an update on our outstanding FEMA grant applications/requests for reimbursement to the board.

**WEBSITE CHANGES**

Mr. Dorrill commented that there have been recent lawsuits against government agencies, including Collier County, regarding lack of website ADA compliance. He noted that the large number of documents stored on our PBSD website has been out of compliance with GoDaddy specifications. Mr. Dorrill commented that longer term he intends for the PBSD website to migrate over to a page on the County’s website where only a minimum number of documents will be displayed, along with a disclosure that any other documents can be requested from the PBSD. Ms. O’Brien noted that our website now provides documents from 2017, 2018, and 2019. Up until recently, documents all the way back to the 1990s were available on our website. Mr. Dorrill commented that staff can put a disclaimer on the website indicating where additional documents can be obtained.

**NOVEMBER FINANCIAL REPORT**

Mr. Cravens motioned, Ms. O’Brien seconded to accept the November financial report. The motion carried unanimously.

**COMMITTEE REPORTS**

**BUDGET REPORT**

None

**CLAM BAY REPORT**

Ms. O’Brien provided her December 2019 Clam Bay update in the agenda packet. She highlighted, (1) an exhibit included in the agenda packet which identifies all the boater safety signs that Clam Bay is eligible for; these signs are expected to be installed over the next 12 – 18 months, (2) the committee continues to work on a timeline for the activities required to dredge Clam Pass; this discussion will continue at the January committee meeting, and (3) total phosphorus continues to be problematic in Clam Bay and the committee will work on trying to get a handle on the sources.
Mr. Dorrill commented that he was unable to attend the November Clam Bay Committee meeting as his wife’s car unexpectedly broke down immediately prior to the meeting.

**LANDSCAPE & SAFETY REPORT**
Dr. Chicurel reported that the Landscape & Safety Committee met on Nov. 21, and the following items were discussed.

1. Staff reported that the US 41 berm re-landscaping project has been completed. Canopy tree pruning is in progress; pine straw has been laid down; and our annual flower beds have been planted.
2. Mr. Coleman reported that Cpl. Jim McGilvrey of the CCSO will provide the committee with monthly incident reports.
3. The committee was not in favor of considering a crosswalk at the entrance to The Club Pelican Bay and the Las Brisas community.
4. A Phase III sidewalk evaluation presentation by our civil engineer, Mr. Carr of ABB, outlined what Pelican Bay’s new sidewalk would look like on Green Tree Dr., Ridgewood Dr., and Gulf Park Dr. As with the two previous evaluations of Phase I and Phase II, (1) no hardwood trees need to be removed, (2) several segments would meander around conflicts, (3) other segments would remain the existing width, and (4) several cabbage palms would need to be removed. An additional evaluation of Vanderbilt Beach Dr., Myra Janco Daniels Blvd., Crayton Rd., Laurel Oak Dr., and Ridgewood Dr. adjacent to Artis Naples has also been completed. This evaluation noted that (1) one Hong Kong Orchid tree would need to be removed, (2) several sabal palms would need to be removed, (3) most segments would not require major re-alignment or conflict mitigation, and (4) no hardwood or canopy trees would need to be removed.
5. Dr. Chicurel will compile the results of the four on-site future sidewalk evaluations and write an article for the PB Post informing the community of the facts concerning the Sidewalk Replacement Project.
6. There will be no committee meeting in December.

Mr. Fogg commented on a few remaining areas with bare spots he has observed along the US 41 berm. Mr. Dorrill suggested that he arrange a meeting with Mr. Coleman and/or Mr. Mumm to go out to the berm, look at these areas, and determine if additional plantings are required.

**WATER MANAGEMENT COMMITTEE**
**ST. KITTS CONDO PETITION**
This item was discussed prior to the Administrator’s Report.

**CANE TOADS**
Ms. McLaughlin provided four draft articles for the PB Post, included in the agenda packet, for review by board members and requested they provide any edits/changes/additions to the articles. She also provided an article by the University of Florida entitled “Florida Invader: Cane Toad.”

Mr. Fabregas questioned whether staff has specifically asked the County whether PBSD funds can be used for cane toad removal. He noted that the City of Marco Island has recently taken on this responsibility. Ms. McLaughlin responded that she will follow up on this question.

**COUNTY ALGAE SPECIALIST**
Ms. McLaughlin commended Mr. Mumm for reaching out to the County’s lake/algae specialist (Pollution Control Dept.) and obtaining a report of 20 recommendations to better control algae in our PB lakes.

**REPORT ON THE DECEMBER PRESIDENTS COUNCIL MEETING**

Ms. O’Brien attended the December Presidents Council meeting and reported that several audience members continue to believe that “cane toad removal” is a PBSD responsibility. Ms. O’Brien responded to these residents, reminding them that the PBSD cannot spend public funds on private property. She also reported that Ms. Danette Kinaszzuk, Manager of County Pollution Control, will provide a presentation on the County’s new fertilizer ordinance at the February Presidents Council meeting.

**CHAIRMAN’S REPORT**

None

**OLD BUSINESS**

Ms. O’Brien requested the November Administrator’s Activity Report, which has not been provided to the PBSD Board members.

**NEW BUSINESS**

**RECENT STREETLIGHT OUTAGE UPDATE (ADD-ON)**

Ms. O’Brien commented on the Nov. 23 and 24 streetlight outage which included approximately 1.5 miles of Pelican Bay Blvd., North Pointe Dr., and Hammock Oak Dr. On Nov. 23, she called our PBSD answering service and sent an e-mail to Mr. Dorrill to report the outage. The answering service indicated that Ms. Jacob was listed as the emergency contact. Ms. O’Brien commented that Mr. Coleman provided her with an e-mail on Nov. 25, indicating that all of the streetlights were now back in service. Ms. McLaugherty commented that she provided new emergency contact names/phone numbers to the answering service, with the following order of contact: Mr. Coleman, Mr. Mumm, Ms. Jacob, and Mr. Nese. Mr. Dorrill noted that staff was not provided any documentation of Ms. O’Brien’s call to them on Nov. 23. Ms. O’Brien asked if in the future should a request like this a response be made on Sunday. Mr. Coleman commented that in an electrical emergency situation such as this, he has the option of calling in staff on an overtime basis or calling Hart’s Electric.

**MISCELLANEOUS CORRESPONDENCE**

A copy of recent e-mails received from Mr. Jim Hoppensteadt, PBF President and Ms. LuAnn Giovannelli, Bay Colony Community Association General Manager were included in the agenda packet. Mr. Hoppensteadt requested information on PBSD’s evaluation and coordination with the County’s Coastal Zone Management Dept. concerning the apparent significantly eroded beaches in front of Bay Colony and the PBF North Beach and South Beach facilities. Mr. Dorrill commented that the most recent beach survey was completed last Spring (by the CZM Dept.), and the areas identified by Mr. Hoppensteadt were not deemed significantly eroded and not included in the Fall beach renourishment program. Mr. Dorrill noted that Dr. Dabees (Humiston & Moore consultant) responded to Mr. Hoppensteadt and Ms. Giovannelli, informing them that their observations of narrower beach conditions may be related to elevated water levels during king tide conditions (a bi-
annual event). Mr. Dorrill commented that Dr. Dabees is our “point person” for anything related to beach renourishment.

Mr. Coleman commented that PBSD staff rakes the beach on Mondays and Fridays. The beach is monitored daily, and if required, the beach is raked on additional days. Mr. Coleman noted that he has observed “much more beach frontage” since the king tides have abated.

Mr. Dorrill commented that if the beach had narrowed beyond acceptable parameters, then Dr. Dabees would have obtained drone photos and completed a survey, and Mr. Dorrill would have negotiated a change order with the contractor who is currently working on the County’s beach renourishment truck-haul project. He emphasized that we have these emergency plans in place.

Mr. Dorrill suggested steps for follow up including (1) obtain a copy of the Spring County beach width survey and review the PB beach widths indicated on this survey, (2) ask Dr. Dabees to take additional drone photos and perform beach surveys, only if he deems this necessary, to determine if the beach widths are currently below minimal limits, and (3) obtain an overall update from Dr. Dabees.

**ADJOURNMENT**

The meeting was adjourned at 3:18 p.m.

Scott Streckenbein, Chairman

Minutes approved [ ] as presented OR [✓] as amended ON [01-08-2020] date