PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
JANUARY 8, 2020

The Pelican Bay Services Division Board met on Wednesday, January 8, 2020, 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
Nick Fabregas

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

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

Lisa Jacob, Project Manager
Barbara Shea, Interim Operations Analyst

Also Present
Larry Baumann, Pelican Bay Foundation
Sean Callahan, County Manager’s Office

Jim Hoppensteadt, Pelican Bay Foundation
Dan Rodriguez, Public Utilities Dept.

APPROVED AGENDA (AS PRESENTED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 12/11/19 Regular Session meeting minutes
5. Audience Comments
6. Administrator’s report
   a. Signs
   b. Sidewalks
   c. New staff positions
   d. Beach cune swale
   e. Beach renourishment
   f. Hurricane Irma claims
   g. December financial report
7. Committee reports
   a. Budget
   b. Clam Bay
   c. Landscape & Safety
   d. Water Management
   e. Ad Hoc Strategic Planning
8. Chairman’s report
9. Old business  
10. New business  
11. Miscellaneous Correspondence  
12. Adjournment

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

**AGENDA APPROVAL**  
Mr. Cravens motioned, Mr. Griffith seconded to approve the agenda as presented. The motion carried unanimously.

**APPROVAL OF 12/11/19 REGULAR SESSION MEETING MINUTES**  
Mr. Cravens motioned, Mr. Damouni seconded to approve the 12/11/19 regular session meeting minutes as amended. The motion carried unanimously.

**ANNOUNCEMENT**  
Mr. Streekenbein announced that Mr. Sean Callahan (County Manager’s Office) and Mr. Dan Rodriguez (Public Utilities Dept.) would be joining the meeting today.

**AUDIENCE COMMENTS**  
None

**ADMINISTRATOR’S REPORT**

**SIGNS**  
Mr. Dorrill commented that our street sign project is on track, with completion expected within the next month. The contractor has increased the number of crews in order to achieve this goal.

**SIDEWALKS**  
Mr. Dorrill reported that the purchase order for PB sidewalk repairs has been let, with work beginning shortly. The contractor, Preferred Materials, is under contract with the County. Mr. Coleman reported that repairs will be completed in four locations at a quoted price of $7,140.  
Mr. Dorrill reported that the selection and ranking committee will meet on Friday, Jan. 10 to determine a final short listing of civil engineers who completed bid packages for the design of the PB sidewalk replacement project. Mr. Coleman commented that a final selection will be made by this committee at a third meeting to be held on Jan. 17.

**NEW STAFF POSITION**  
Mr. Dorrill reported that staff has begun an analysis of converting our proposed Environmental Specialist position into an Associate Project Manager position, and that a second position is not being considered at this time. This analysis will be shared with the Budget Committee on Jan. 28. Mr. Streekenbein questioned whether the PBSD needs two additional staff members, instead of the one under consideration.  
Ms. O’Brien commented that the minutes for the 12/11/19 PBSD Board meeting state, "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.” Ms. O’Brien commented that she was expecting to receive this information today.

Mr. Griffith questioned the status of the vacant Operations Analyst position. Mr. Dorrill provided the following status update:

- Interviews for the position were conducted in December.
- Barbara Shea was the preferred candidate; however, she declined the position.
- The position was offered to a second candidate; however, this candidate has already accepted another position.
- We have authorization to re-advertise the position.
- Barbara Shea has been designated as the Interim Operations Analyst for up to 2 months.
- PBSD is understaffed. We have access to (1) our telephone answering service, (2) temporary staff under a County contract, and (3) DMG staff to assist PBSD staffing requirements.

Mr. Swider expressed concern over the length of time of this hiring process, confusion of job responsibilities, the appropriate levels of compensation, and the appearance that “nothing is getting done.” Mr. Dorrill disagreed that “nothing is getting done.” He commented that staff followed County hiring policies and procedures for filling the Operations Analyst position. Mr. Swider commented that the salary offered to Ms. Shea is not even equal to Ms. McCaughtry’s final salary. Mr. Dorrill commented that it may be possible to reclassify this position to a Senior Operations Analyst.

Mr. Swider questioned what staff position is responsible for preparing the annual budget. Mr. Dorrill responded that it is the responsibility of the Operations Analyst. Ms. O’Brien commented that while she was a member of the PBSD Budget Committee for six years, budget preparations typically began in January and continued through and including approval in May. Mr. Dorrill commented that the PBSD FY2021 budget will be adopted by the board in May.

**BEACH DUNE SWALE**

Mr. Dorrill reported that a pre-bid conference for the beach dune swale project was held last week. Ms. Jacob reported that a site visit for the project will be held on Jan. 14, and the bids received will be opened on Feb 12.

**BEACH RENOURISHMENT**

Mr. Dorrill reported that the 2019 beach renourishment information requested by Ms. O’Brien has been provided to her. The County’s Coastal Zone Dept. will begin their annual beach width survey in Spring 2020. Mr. Dorrill noted that Bay Colony has expressed beach width concerns; however, Dr. Dabees is not alarmed by Bay Colony beach widths based on recent observations.

Ms. O’Brien distributed a document (which was added to the record) entitled “Beach Renourishment” which listed a summary of PBSD’s participation in the County’s beach renourishment program over the last 7 years. Ms. O’Brien commented that the PBSD Board has not seen the County’s beach surveys for the last 2 years and noted that several PB section beach widths (R35 & R36) were less than the recommended 100 feet. She emphasized that the PBSD needs to participate in the County’s truck haul program when the surveyed beach widths warrant it and that we missed the opportunity to participate in the most cost-effective way to renourish. She noted that each year the PBSD adds $200,000 to its reserves for beach renourishment. Mr. Dorrill commented that our Environmental Consultant, Dr. Dabees, reviews the County beach surveys each year and in Dr. Dabees opinion, the Bay Colony beach did not warrant a limited scope truck haul. Mr. Dorrill noted that in
the past, the PBSD had an Ad Hoc Beach Renourishment Committee. Ms. McLaughlin expressed support for a standing Beach Renourishment Committee.

Mr. Hoppensteadt commented that the PBSD Board has not modeled what level of reserve for beach renourishment is sufficient and suggested that the PBSD is woefully underfunded.

Mr. Streckenbein commented that the estimate for the County’s proposed super renourishment project (with a goal of 150 ft. widths) for Pelican Bay is $2.5 million; currently PBSD has approximately $1 million in reserves. Mr. Swider suggested that beach renourishment become part of the Clam Bay Committee’s responsibilities. Mr. Streckenbein commented that he will gather more data before making that decision.

**HURRICANE IRMA CLAIMS**

Mr. Dorrill reported that the County has received insurance proceeds of $141,700 and FEMA reimbursements of $150,000 on behalf of the PBSD through 12/31/2019 relating to Hurricane Irma. We are waiting to hear when the funds will be journaled into our fund. Mr. Dorrill noted that we expect additional reimbursement funds for our FEMA mitigation grant for our strengthened signs.

**DECEMBER FINANCIAL REPORT**

Mr. Cravens motioned, Mr. Griffith seconded to accept the December financial report. The motion carried unanimously.

**UPDATE FROM MR. CALLAHAN AND MR. RODRIGUEZ – REPLACEMENT OF THE OPERATIONS/MAINTENANCE FACILITY**

Mr. Callahan commented that he and the PUD Dept are moving forward with the replacement of the operations/maintenance facility project, as directed by the PBSD Board at the Sept. 11 board meeting. He is aware of staff and resident concerns including (1) the planned second story shell, (2) PUD staff on site, and (3) public access to the site. Mr. Rodriguez provided discussion on these concerns; highlights included the following:

- The primary use of the Watergate Way site is to provide IQ water to PB residents.
- Direction from the County Manager’s Office is to save taxpayer funds through co-location of PUD and PBSD staff in a replacement facility.
- The height of the planned second story will be shorter than the existing tanks and the surrounding tree line is well above the tanks.
- Current plans provide for 6-8 PUD employees to be housed on the site.
- Currently the County has an access easement; this issue will be looked at in more detail.
- Future County conceptual plans for the site are mainly for storage purposes.
- The project will include a landscape architect to address the landscape buffer around the site.
- Current plans provide for a 4000 square foot building.
- A drone video of the site and views from surrounding residences was shown to the board.

Ms. McLaughlin expressed concerns on (1) site access, (2) incremental public traffic, (3) limited parking, (4) existing obsolete equipment on the site, and (5) the high level of phosphor as in the IQ water.

Ms. O’Brien commented that the County needs to discuss their plans with the PBF. She also suggested that County staff attend Ad Hoc Strategic Planning Committee meetings. Mr. Streckenbein
will pursue this suggestion. Mr. Callahan confirmed that the next step is a discussion of the current plans with the PBF.

Mr. Dorrill commented that his direction from the December Ad Hoc Strategic Planning Committee is that PBSD administrative staff will not be housed in the Watergate Way replacement facility, and therefore, there will be no walk-in public at this facility. He is looking at alternate office space in the SunTrust building. Mr. Dorrill reiterated that the County holds the deed to this site and all of the assets on the site belong to the PUD Dept.; we have no lease with the County. Mr. Mumm confirmed that there are three PUD employees that frequently check the equipment/facilities on the site.

Ms. Diane Lustig (Hyde Park resident) commented on (1) possible future expansion of the facilities on site, (2) loud noise from “flushing pipes” on the site in the past, (3) odor concerns, (4) vulnerability of the landscape canopy, and (5) general lack of information on site activities.

Mr. Streckenbein commented that if there are no County employees housed at the new facility, then there would be no shared cost with the County. Mr. Dorrill stated that Mr. Casalanguida, Deputy County Manager, has stated on the record, that he would harden an agreement of some sort, in the event that PBSD funds were spent on a replacement building (existing on County-owned property).

Mr. Hoppensteald provided discussion on the proposed replacement facility plans and the site in general; highlights included the following:

- The PBF Board needs commentary from the PBSD Board on whether PBSD needs are being met through the replacement facility.
- The site’s use is restricted to utilities for Pelican Bay; public access is not a utility need.
- Co-location with County personnel may provide hidden benefits, such as greater hurricane protection benefits.
- Final approval of the plans shall be requested from the PBF Board (per deed restriction). This board will consider the entire package of benefits received from the project.
- Mr. Rodriguez has been a huge benefit to the Pelican Bay community, as observed in the aftermath of Hurricane Irma.

COMMITTEE REPORTS

BUDGET REPORT

Mr. Swider commented that a Budget Committee meeting is scheduled for Jan. 28 with the goals of (1) confirming a format for the budgeting process and (2) getting a handle on the major projects requiring funding in FY2021.

CLAM BAY REPORT

Ms. O’Brien provided her January 2020 Clam Bay update in the agenda packet. She highlighted, (1) an additional document entitled “Summary of Physical Monitoring for Clam Pass” which was distributed and added to the record, (2) Clam Pass is in very good condition, (3) a summary of Clam Bay monitoring was included in the agenda packet and will be discussed in detail at the Clam Bay Committee meeting on Jan. 9 (conditions overall are very good), (4) water quality continues to be an issue, especially total phosphorus, (5) we have received more data from the FDEP on their recent findings, and (6) Ms. McLaughlin was thanked for her recent PB Post article on hand-dug channel maintenance.

LANDSCAPE & SAFETY REPORT
Dr. Chicurel reported that the Landscape & Safety Committee will meet on Jan. 16, and thanked Mr. Hoppensteadt for placing our PBSD article on sidewalks on the PB Post front page.

**WATER MANAGEMENT COMMITTEE**
Ms. McLaughlin commented that the Water Management Committee is scheduled to meet at the end of January. She commented that the County Pollution Control Division provided 38 recommendations to improve the water quality in PB lakes; these items will be discussed further at the committee meeting. She noted two recommendations considered beyond the scope of the committee and staff: (1) one entity should manage the entire PB stormwater system and (2) an Inspector position could be created to patrol and watch for grass clippings and water on the hardscape to report to Pollution Control for them to address with contractors. Mr. Hoppensteadt commented on the benefit of his Covenants and Restrictions employee co-locating with PBSD staff.

**AD HOC STRATEGIC PLANNING**
Mr. Streckenbein commented that Mr. Fogg provided a one-page summary of the December Ad Hoc Strategic Planning Committee meeting, which was included in the agenda packet.

**CHAIRMAN’S REPORT**
Mr. Streckenbein commented on the many suggested board agenda items received by staff each month. He encouraged board members to either (1) request the information from staff, or (2) if the issue is not time-sensitive, bring the issue to the respective committee first. He noted that he may or may not add “general concepts” requested to a board agenda. For example, “What are our 2020 priorities?” was a suggested agenda item this month, and Mr. Streckenbein chose not to add this item to the agenda as he feels the board knows what our priorities are. He noted that any committee can bring a new priority forward to the full board. Ms. O’Brien commented that Ms. Colleen Greene, Assistant County Attorney, urged us to reduce the amount of one-way communications by putting those issues on the board agenda.

**OLD BUSINESS**
Ms. O’Brien commented that the staff’s beach rake protocol has not been provided to the board, as promised by Mr. Dorrill at the December 2018 board meeting. She has requested a copy of the protocol from staff. Mr. Dorrill responded that staff does not have a written protocol for beach raking, as the level of red-drift algae affects the frequency of raking. He commented that staff will re-evaluate the frequency of raking at the end of the season. Mr. Hoppensteadt commented that at times, the request for beach raking is generated from the PBF. Mr. Damouni commented that his customers are happy with the quality of the beach.

**NEW BUSINESS**
None

**MISCELLANEOUS CORRESPONDENCE**
Mr. Streckenbein commented on recent correspondence from a resident requesting that we begin work on sidewalk replacement as soon as possible. Ms. O’Brien suggested that we revisit our plans to complete the project over three years, with work being performed only off-season.

**ADJOURNMENT**
The meeting was adjourned at 3:24 p.m.

Scott Streckenbein, Chairman

Minutes approved [___] as presented OR [✓] as amended ON [02/12/20] date