

**PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
MARCH 11, 2020**

The Pelican Bay Services Division Board met on Wednesday, March 11, 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 (*absent*)
Joe Chicurel
Jacob Damouni
Nick Fabregas

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

Pelican Bay Services Division Staff

Neil Dorrill, Administrator (*absent*)
Chad Coleman, Operations Manager

Sarah Hamilton, Operations Analyst
Lisa Jacob, Project Manager
Barbara Shea, Administrative Assistant

Also Present

Larry Baumann, Pelican Bay Foundation
Charles Bodo, Pelican Bay Foundation

Jane Brown, Pelican Bay Foundation
John Gandolfo, Pelican Bay Foundation
Jim Hoppensteadt, Pelican Bay Foundation

APPROVED AGENDA (AS PRESENTED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 02/12/20 Regular Session meeting minutes
5. Audience Comments
6. Administrator's report
 - a. *New staff position
 - b. Sidewalks
 - c. Lake 2-9 Project
 - d. Beach dune swale
 - e. February 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
 - a. Joint meeting of the PBSB and PBF

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9. Old business
10. New business
11. Miscellaneous Correspondence
12. Adjournment

ROLL CALL

Mr. Cravens was absent and a quorum was established

CHAIRMAN'S COMMENTS

Mr. Streckenbein welcomed our new Operations Analyst, Ms. Sarah Hamilton, formerly of the County Procurement Division. She provided a brief summary of her prior work experience. Mr. Streckenbein thanked Ms. Shea for her service in covering all of the responsibilities of the Operations Analyst position as well as her own administrative responsibilities during the past two months.

Mr. Streckenbein commented that Mr. Dorrill was unable to attend this meeting due to a family emergency. Mr. Streckenbein also reported that he chose to postpone the agenda item "a discussion of a full-time administrator" originally scheduled for this meeting, to the April meeting, when Mr. Dorrill will be in attendance.

AGENDA APPROVAL

Mr. Griffith motioned, Mr. Damouni seconded to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF 02/12/2020 REGULAR SESSION MEETING MINUTES

Ms. O'Brien motioned, Mr. Griffith seconded to approve the 02/12/2020 regular session meeting minutes as presented. The motion carried unanimously.

JOINT MEETING OF THE PBSD AND PBF

Mr. Charles Bodo, Chairman of the PBF Board, commented that his term will be ending on March 31, and it will be up to Dr. Gandolfo to take up scheduling a PBF/PBSD joint meeting. He encouraged future PBF/PBSD collaboration. He suggested that it would be helpful if the PBF Board had more knowledge of how the PBSD operates and "gets things done."

Mr. Hoppensteadt commented that he would like to provide additional communication to the community on plans for the Watergate Way site, beach renourishment, sidewalks, and other PBSD projects.

Dr. John Gandolfo, PBF Board, commented that he is hopeful that the PBF Board can work collaboratively with the PBSD. He commented that he would like to see an increase in the use of diagnostic tools to determine future PB infrastructure needs. He noted that recent comments from focus groups indicate that there is a lot of misinformation/lack of clarity on the functions and responsibilities of the PBSD and PBF.

ADMINISTRATOR'S REPORT

NEW STAFF POSITION

Mr. Coleman commented that Mr. Dorrill has provided all the backup documentation for his recommendation to hire an Assistant Project Manager (included in the agenda packet), as was provided to the Budget Committee at their Feb. 25 meeting.

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Mr. Streckenbein noted that the Budget Committee voted to bring Mr. Dorrill's recommendation to the full board. He commented that we have 14 on-going or imminent projects and have a need for additional project management.

Dr. Chicurel commented in favor of hiring an Asst. Project Manager and noted that using our existing technical environmental consultants works well. He noted that since Mr. Mumm, our Sr. Field Supervisor, is now supervising all landscape operations, Mr. Coleman is freed up for project management. Dr. Chicurel suggested that when our sidewalk project is underway, it will require full-time project management.

Mr. Swider confirmed that the Budget Committee voted to go forward with hiring an Asst. Project Manager to the full board. He suggested that we need to do more strategic planning and more longer-term thinking.

Ms. O'Brien suggested that members of the Budget Committee recommended that we have the discussion on hiring an Asst. Project Manager after a discussion on a full-time Administrator. She commented that project management is an essential function of the Operations Manager, per the County job description. We have two employees whose primary responsibility is project management. Ms. O'Brien suggested that we do not have a clear sense of the responsibilities of Mr. Dorrill, Mr. Coleman, and Ms. Jacob. She suggested that we would be well-served by hiring a person with a science background.

Mr. Fogg commented that at the Budget Committee meeting, he had proposed a sequence of discussions at this board meeting; a discussion of a full-time administrator followed by a discussion of the Asst. Project Manager position. He requested that more information on the current job functions of our existing staff be provided to the board. He commented that it would be helpful if the new employee has a science background.

Ms. McLaughlin commented on the complexity of our projects and the need for more talent.

Mr. Coleman commented that the PBSB staff works as a team. He noted that he is involved in many administrative duties. Mr. Coleman stated that the PBSB's immediate need is for an Asst. Project Manager.

Mr. Fabregas motioned, Mr. Damouni seconded to approve the position of an Associate Project Manager. The motion carried 9-1, with Ms. O'Brien dissenting.

Mr. Streckenbein suggested that a science background be included as a component in the job posting if possible. Mr. Coleman commented that it can be included as a "preference."

SIDEWALKS

Mr. Coleman reported that the Board of County Commissioners has approved the selection of Agnoli, Barber & Brundage, Inc. to be the Pelican Bay sidewalks improvement project design engineer and has directed staff to bring back a negotiated contract for approval (expected in April). Ms. O'Brien commented that the contracted amount of approximately \$320,000 is about 14% higher than the estimate of \$281,000 and asked for the reason for the increase.

LAKE 2-9 PROJECT

Mr. Coleman commented that a pre-construction meeting for the Lake 2-9 project will be held during the last week of March and actual construction work is expected to begin on May 1. Ms. O'Brien suggested that we need to determine a strategy for lake bank remediation for our other lakes.

BEACH DUNE SWALE

Mr. Coleman reported that the quotes for the Beach Dune Swale project received on 2/12/2020 were unable to be accepted due to a line item bidding error. The project is out for re-bid and the bids are due back on 3/16/2020.

FEBRUARY FINANCIAL REPORT

Mr. Griffith motioned, Mr. Fabregas seconded to accept the February financial report. The motion carried unanimously.

COMMITTEE REPORTS

BUDGET REPORT

Mr. Swider commented that at last month's Budget Committee meeting there was a spirited discussion regarding a full-time Administrator. He announced that Mr. Dorrill scheduled the next Budget Committee meeting; however, it may be rescheduled to the following week. Ms. O'Brien suggested that the County is "sitting on" \$2.7 million dollars of ours, which we do not have access to in this fiscal year.

CLAM BAY REPORT

Ms. O'Brien reported that Clam Pass metrics and Clam Bay copper results continue to be very good. She commented that the Clam Bay Committee's priorities are (1) getting the reports on the latest water quality data from the County lab, (2) developing strategies to deal with the high phosphorus levels in Clam Bay, (3) developing timelines for maintenance dredging of Clam Pass, and (4) developing a proposal for scaevola (exotic) removal in Clam Bay.

Ms. O'Brien commented that the committee has requested that staff provide the County beach width survey results at the May committee meeting, to discuss whether Pelican Bay should participate in the County truck haul program, likely to be scheduled for November 2020. Also, County Coastal Zone Management will make a presentation at the May committee meeting on the County's proposed future beach resiliency program. Ms. O'Brien commented that the PBSB is responsible for PB beach renourishment from 500 feet south of Vanderbilt Beach down to Clam Pass.

Ms. O'Brien commented that Clam Bay deserves more staff time and suggested that our new employee take on Clam Bay responsibilities and be our point person for Clam Bay.

LANDSCAPE & SAFETY REPORT

Dr. Chicurel commented that there was no February Landscape & Safety Committee meeting. The next meeting will be held on March 19 in the PBSB Office in the SunTrust building. He reported (1) palms were removed in the south median on PB Blvd. at the intersection of Hammock Oak Dr. and PB Blvd. to improve line of sight, and (2) sharrows have been repainted.

WATER MANAGEMENT COMMITTEE

Ms. McLaughlin commented that the ABB lake bank survey will be discussed at the next Water Management Committee meeting. She noted that the incidence of PB drainage pipe problems is low.

AD HOC STRATEGIC PLANNING

Ms. Jacob reported that staff will meet with County personnel, including Deputy County Manager Nick Casalonguida and Executive Director, Sean Callahan, on Friday (March 13) to discuss

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the latest site plans for the replacement Operations Building project and a possible lease agreement between the County and the PBSB. Mr. Fogg reported that he and staff met with Hyde Park Association residents to assuage their concerns regarding the proposed project. Mr. Fogg commented that the PBSB will be paying for the conceptual drawings. He expects construction to begin in 12 – 18 months. Ms. O'Brien suggested that we provide an article to the PB Post on the Operations Building replacement project.

Mr. Fogg commented that there are two possible available office spaces in the SunTrust Bldg. under consideration, to be a shared space by the PBSB and PBF. He noted that Mr. Dorrill will provide an update on the office space negotiations to the board sometime in the near future.

OLD BUSINESS

None.

NEW BUSINESS

None

MISCELLANEOUS CORRESPONDENCE

None

ADJOURNMENT

The meeting was adjourned at 1:49 p.m.



Scott Streckenbein, Chairman

Minutes approved [] as presented OR [] as amended ON [6-10-2020] date