

1 **PELICAN MARSH COMMUNITY DEVELOPMENT DISTRICT**
2 **REGULAR BOARD OF SUPERVISORS MEETING**
3 **October 16, 2019**
4

5 The Board of Supervisors of the Pelican Marsh Community Development District met on
6 Wednesday, October 16, 2019, at 9:00 a.m. at the Pelican Marsh Community Center, Naples,
7 Florida.

8 **APPEARANCES:** Edward Walsh, Chairman
9 Don Pomerantz, Vice-Chairman
10 Gordon Walker, Treasurer
11 Joe Diaz, Assistant Secretary
12 Tony Scire, Supervisor
13 **ALSO PRESENT:** Neil Dorrill, Dorrill Management Group
14 Brent Burford, Johnson Engineering
15 Tony Pires, Board Counsel
16 John Vanover, Operations Manager
17 James Calamari, Access Control
18

19 **ROLL CALL**

20 Mr. Walsh opened the meeting, noting that all members were in attendance.
21

22 **PUBLIC COMMENT**

23 Debbie **** noted that she walks her dog from Troon Lakes, to her residence in Bay Laurel
24 Estates. Bay Laurel Estates has changed its rule, independent of the Foundation, about the
25 time that tradesmen can come into the community. It has created a traffic liability on the road
26 to Vanderbilt Beach Road, where they line up and cause line-of-sight issues for other drivers.
27 Mr. Vanover added that the same problem exists at the Tiburon gate, where a backup also
28 occurs.
29 Mr. Walsh noted that he had monitored this situation for five of the last eight days and has only

4
5 seen one vehicle waiting to get in. He felt that originally it was a problem, but the vendors have
6 now realized that they can't get in, so they don't come as early. He asked Mr. Vanover and Mr.
7 Calamari to check before 8 o'clock for the next week or so to see what the backup looks like in
8 order to collect some data to see how serious the problem is.
9 This item will be readdressed at the November meeting.

10

11 **APPROVAL OF AGENDA**

12 Item 9D was added to the Agenda as Transponder Policy, and **on a MOTION by Don Pomerantz**
13 **and a second by Gordon Walker, the Agenda was unanimously approved as amended.**

14

15 **APPROVAL OF SEPTEMBER 2019 BOARD MEETING MINUTES**

16 On Page 1, on lines 25 and 26, the sentence should read "... along the Vanderbilt Beach Road
17 Exit."

18 On Page 6, Line 22, the words "work plan" should be changed to "long term plan".

19 On Page 7, Lines 13 and 15, the starred name is Mr. Staros.

20 **On a MOTION by Don Pomerantz and a second by Joe Diaz, the meeting minutes were**
21 **unanimously approved as amended.**

22

23 **FINANCIALS**

24 The balance sheet on the 11th month financials showed \$2,222,000 in cash at the end of the
25 month, with almost \$1,500,000 of that amount in reserves for future contingency capital
26 projects as well as cash flow. There was \$66,000 in payables.

27 The income statement showed that both the Mercato and the Naples Daily News payments for
28 the benefits they receive from the water management system have been received, in the
29 amounts of \$18,000 and \$8,500 respectively.

30 Interest income received was \$35,000 over budget, at almost \$50,000 thus far for the year.

1 ***Pelican Marsh CDD – Minutes***

2 ***October 16, 2019***

3 ***Page 3***

4

5 On the expense side, the supervisor fees for the month of August were actually paid out during
6 the first week of September, and will be reflected in the following month's financials.

7 On the health insurance side the costs between the different cost centers were not fully
8 prorated, and this had already been corrected.

9 The three cost centers where there are payroll costs include field management, landscaping
10 and access control. The proper split for proration for those three will be shown in next month's
11 financials.

12 There was a large increase under water utilities, and Mr. Vanover explained along with the rate
13 increase, there was a leak at a valve. In the future, the four rubber gaskets on the valves will be
14 changed twice a year to insure that this does not happen again.

15 Overall, total operating expenses for the year are \$109,000 below budget through 11 months,
16 at \$2,876,000 against a budget of \$2,985,000. Including the over budget interest income, there
17 was almost a quarter of a million dollars of excess revenue at the end of 11 months.

18 Mr. Gorran asked if the balance of roughly \$300,000 that the District will have at the end of the
19 year will go into the reserve account or if it will carry forward to the next budget cycle. Mr.

20 Dorrill explained that they actually budget a carry forward amount, and this amount is treated
21 as though it is a revenue source when the assessment rate is set. About \$220,000 a month is
22 spent, and Mr. Walsh added that they expect the carry over to be somewhere between

23 \$110,000 and \$150,000, as was noted at the previous meeting, due to additional expenses.

24 **On a MOTION by Gordon Walker and a second by Joe Diaz, the financials were then**
25 **unanimously accepted by the Board.**

26

27 **MANAGER'S REPORT**

28 **A. Tiburon Security Fence Installation**

29 This project was successfully completed on schedule, and Mr. Dorrill was pleased with the work
30 that was done. The certificate of completion will be provided to Mr. Pires so that he can

5 forward it to the Ritz Carlton’s attorney.
6

7 **B. FY 2020 Lake Bank Restoration**

8 The 2020 projects will be fairly extensive, at \$164,000, and will include the communities of Bay
9 Laurel, Chateau, Mont Claire, Ventura and Terrabella. Mr. Vanover will probably call a
10 preconstruction workshop later in the fall with the presidents and/or property managers of the
11 affected communities. This work is typically done in the late spring to take advantage of low
12 lake levels.

13 Once the contract is signed a copy will be provided to Mr. Pires.
14

15 **ATTORNEY’S REPORT**

16 **A. Mont Claire Lake Issue**

17 Mr. Pires has yet to receive the documents from the Mont Claire Association regarding their
18 lake issues.
19

20 **B. State Mutual Aid Agreement**

21 The State has once again asked if the District would be interested in joining the State Mutual
22 Aid agreement, and this will be discussed at the November meeting as it was just received by
23 Mr. Pires this week.
24

25 **C. Special Event Licenses/Golf Tournaments**

26 Mr. Pires noted that the event planners don’t have their temporary use permits yet. They do
27 have their tent permits, but these use licenses have been applied for with the County.
28

29 **D. Request from Galleria Offices**

30 Counsel for the Galleria advised that they wished to discuss the possibility of a crosswalk
31 from the north to the south side of the commercial area. Mr. Pires advised them that

5 they were free to attend the Board meeting that was being held on this date, and Mr. Vanover
6 also extended this invitation to them. Neither counsel for that group or members of the
7 commercial area of Galleria responded to this invitation.

8 The specific area is at the exit gate at Galleria, where there is no pedestrian crosswalk on the
9 right side of the street. In response to Mr. Walsh’s question about the complexity of this issue,
10 Mr. Pires noted that it would probably be a traffic engineering issue, which would involve the
11 County. Mr. Burford spoke to the Transportation Department about this, and they indicated
12 that placing a crosswalk in that area would create an uncontrolled stop along Galleria Drive
13 which is four lanes. They did not recommend that a crosswalk be placed in that area unless it
14 was a four way stop. It was their recommendation that the crosswalk be moved to the west
15 where there is one lane of traffic.

16 In response to a resident’s question, Mr. Pires indicated that it is not necessarily the District’s
17 responsibility to put in a crosswalk, and it is at their discretion as to whether or not the
18 crosswalk idea should be explored. They briefly discussed the need and who would be
19 responsible to pay for it, but no action was taken.

20

21 **ENGINEER’S REPORT**

22 Aside from the discussion on the crosswalk held above, Mr. Burford had nothing further to
23 bring before the Board.

24

25 **SUPERVISORS’ REQUESTS**

26 A. Annual Work Plan Discussion

27 Mr. Walsh provided a work plan he had prepared for the Board for the present fiscal year which
28 began two weeks earlier. He suggested that they tie the work plan for the year to the budget,
29 as well as syncing it in with the long term plans they have. Staff can then think about what they
30 would like to focus on for this fiscal year.

1 ***Pelican Marsh CDD – Minutes***

2 ***October 16, 2019***

3 ***Page 6***

4

5 Mr. Walsh asked the Board to look this work plan over, and briefly went through it with them.
6 Once they have determined what would be done, for example, they can set dates and
7 determine costs and perhaps reduce them in certain cases. The different areas for
8 consideration include lakes and landscaping, which includes the master plan for Pelican Marsh
9 Boulevard as an update is needed along this roadway. Mr. Walsh suggested that some plans
10 from landscape architects be sought as it would be a large project and needed to be done
11 correctly. The street lights also need cleaning. The roads were also included, updating with
12 resurfacing, which hasn't been done for a couple of years, and will involve some civil
13 engineering.

14 Mr. Walsh also noted that the biggest issue the CDD is facing over the next five plus years is to
15 assess the long term liability of the Pelican Marsh Boulevard pedestrian bridge. It is a wooden
16 bridge on both sides of the road, which would cost more than \$1,000,000 to replace, and this
17 year Mr. Walsh would like to have its liability assessed.

18 The Pelican Marsh sidewalks and roadway were cleaned by an outside vendor, and a plan to
19 clean the sidewalks each year should be developed. Mr. Walsh felt that they should also look at
20 a plan to clean all the sidewalks, as it is important for Pelican Marsh to look and feel good for
21 the people who live here. Some of the other infrastructure, such as fencing, drains, CDD
22 facilities and equipment replacement all have plans in place.

23 Mr. Pomerantz felt that the plan was excellent, and suggested that where they will be cleaning
24 street lights, they should also clean the stop sign bases. Mr. Vanover indicated that after the
25 rainy season they will be doing a thorough cleaning on all the lights. Mr. Walsh noted that
26 cleaning the street lights and stop signs will be added to the work for the coming fiscal year.

27 Mr. Pires added that cleaning the sidewalks will also help avoid possible slip and fall issues.

28 Mr. Vanover agreed that it should be done, and liked the chairman's thoughts on getting pricing
29 for pressure washing throughout the District from outside vendors.

30 If the Board approves it, Mr. Vanover will bring dates and costs for completion of particular

5 projects to the next Board meeting for approval.

6 Mr. Mintz from Troon Lakes advised the Board that they had a landscape architect do the work
7 two years ago in their small community, and it was well worth the money spent on it. He
8 agreed with Mr. Walsh that a professional should be hired to do the work within the District.

9 **On a MOTION by Don Pomerantz and a second by Gordon Walker, the Board unanimously**
10 **approved the plan presented by the Chairman on the annual work plan.**

11

12 **B. Transponder Policy**

13 As an infrastructure issue, access control transponder issues are the biggest complaint received
14 by staff in the community. Mr. Walsh would like to see the policy modified to include customer
15 satisfaction, and to implement the changes before the winter season. Mr. Pomerantz met with
16 Mr. Calamari, and they came up with a plan which was added to today's agenda for discussion.
17 The Board members were provided with documents showing the history of the transponders
18 and also a modification for the policy.

19 Presently transponders are issued on Wednesday's from 8 to 9 a.m., and through
20 appointments. The workload for installing the transponders is primarily done from November
21 through February.

22 The frustration on both the CDD and customer sides is the telephone system, which is all
23 voicemail, and connecting in this fashion can be difficult. The focus of the change will be to add
24 a person to answer the phone during the busy months noted above for a period of time during
25 the day. A part time person would be hired to handle this for the four month period, at an
26 estimated cost of \$7,700. Mr. Gorran from Watercrest suggested that it would be important to
27 determine the volume of work required, with renters, new car buyers, and so on.

28 Mr. Walsh added that the voice mail would be checked more frequently, and they will keep
29 track of phone calls as a record would be helpful in handling complaints.

30 Other suggestions were made by residents, but Mr. Calamari indicated that over time they

1 ***Pelican Marsh CDD – Minutes***

2 ***October 16, 2019***

3 ***Page 8***

4

5 have tried several different ideas, and a live person handling calls at this point seems to be the
6 best option. Email blasts will be sent out to residents to remind them of the hours that the live
7 person will be available to make an appointment. In the long term, software may be available
8 for people to make appointments.

9 Mr. Pomerantz added that the Chairman is making an attempt to personalize this process for
10 the residents, and a live person helping them on Wednesdays with an additional three hour
11 window to speak with someone to make an appointment, will go a long way. Further
12 discussion was held with the residents explaining the process. Mr. Walsh noted that this is the
13 first step in working out this problem, and they will continue to monitor it.

14 **On a MOTION by Gordon Walker and a second by Don Pomerantz, the Board unanimously**
15 **approved moving forward with the plan to help make the transponder policy easier for the**
16 **residents and staff.**

17 This program will begin on November first.

18

19 **PUBLIC COMMENT**

20 No further public comment was received.

21

22 **ADJOURNMENT**

23 Mr. Dorrill noted that the next meeting would be held on November 20, and the meeting was
24 adjourned at 9:46 a.m. **on a MOTION by Gordon Walker and a second by Don Pomerantz.**