

1           **PELICAN MARSH COMMUNITY DEVELOPMENT DISTRICT**  
2                           **NAPLES, FLORIDA**  
3           **Public Hearing and Regular Meeting of the Board of**  
4                           **Supervisors**  
5                           **August 19, 2021**

6  
7   The Public Hearing and Regular Meeting of the Pelican Marsh Community Development  
8   District Board of Supervisors was held on Wednesday, August 18, 2021, at 9:00 a.m. at  
9   the Pelican Marsh Community Center, Naples, Florida.

10  
11   **SUPERVISORS PRESENT**

12   Edward Walsh, Chairman

13   Joe Diaz, Secretary

14   Tony Scire, Treasurer

15   Tim Jackoboice, Supervisor

16   John Minty, Supervisor

17   **ALSO PRESENT**

18   Neil Dorrill, Manager, Dorrill Management Group

19   Christopher Dorrill, Field Manager, Dorrill Management Group

20   John Vanover, Operations Manager

21   James Calamari, Access Control Manager

22   Tony Pires, District Counsel

23   Brent Burford, District Engineer

24   **ROLL CALL**

25   Mr. Walsh opened the Public Hearing at 9:00 a.m., noting that all members were in  
26   attendance.

27   **APPROVAL OF AGENDA**

28   **The agenda was unanimously approved as presented on a MOTION by Tony Scire**  
29   **and a second by Tim Jackoboice.**

1 **PRESENTATION OF BUDGET**

2 Mr. Dorrill noted that this was the same budget that the Board reviewed and approved in  
3 the Spring. There was no increase in the budget, and the non-ad valorem assessment  
4 will remain the same at \$3,898,890. This budget does include the same capital reserve  
5 of \$354,000 which was approved a year ago. The total budget was noted to be  
6 \$3,995,458, which represented an individual assessment of \$1,322.

7 The debt service budget was also provided in the materials and showed the projected  
8 assessment for the revenues is \$627,162, and the principal retirement as part of next  
9 year's budget was \$345,000. The associated interest carry on the outstanding debt was  
10 \$215,425 and two payments are made a year, in November and May. Bonds I and II  
11 have been paid off.

12 The individual assessments on the Phase III bonds depends on the type of unit a  
13 person lives in which ties back to the original methodology that was set up at the time  
14 the community was created.

15 A 5 percent cost-of-living increase for staff was previously approved.

16 Mr. Walsh noted that while it was agreed that there was no increase with this year's  
17 operating budget, they will have to start looking at an increase for next year because of  
18 the wage issue and several other increases. Mr. Dorrill noted that while they still have  
19 adequate reserves for both cash flow and emergencies, they represent about  
20 \$1,400,000 in cash, which has been part of the District's fiscal policy.

21 There has not been an increase in the maintenance assessment in many years, and  
22 some of the cash reserves have been reduced to below what the Board has stated as  
23 reserve objectives. Mr. Dorrill suggested that they look at some of the inflationary costs  
24 when they work on the 2023 budget next spring after Easter.

25 Mr. Pires noted for the record that no one has signed up to speak, and no comment or  
26 objections were made by the public to the budget or to the assessment.

27 The Public Hearing was then closed **on a MOTION by Tony Scire and a second by**  
28 **John Minty.**

29 **APPROVAL OF FY 2022 GENERAL FUND AND DEBT SERVICE BUDGET**

30 **A. Resolution 2021-3 Adopting the General and Debt Service Budget for FY**  
31 **2022**

1 **On a MOTION by Tim Jackoboice and a second by John Minty, Resolution 2021-3**  
2 **was unanimously approved by the Board and the Chairman was authorized to**  
3 **sign it.**

4 **B. Resolution 2021-4 Adopting the Levying of a Debt Service and Maintenance**  
5 **Assessment for FY 2022**

6 The maintenance assessment for those units that are part of the roll is \$3,898,890 for  
7 maintenance and operations. For the Phase III outstanding bonds, the debt service  
8 assessment for the coming year is \$627,162.

9 **On a MOTION by Joe Diaz and a second by Tony Scire, Resolution 2021-4 was**  
10 **unanimously approved by the Board, and the Chairman was authorized to sign it.**

11 **\*\*A MOTION was made here to close the Public Hearing, but that was previously**  
12 **done before the voting.**

13

14 **REGULAR BOARD MEETING**

15 **ROLL CALL**

16 All Board members were in attendance.

17 **PUBLIC COMMENT**

18 No comment was received from the public at this time.

19 **APPROVAL OF AGENDA**

20 **On a MOTION by Tony Scire and a second by Joe Diaz, the Agenda was approved**  
21 **as submitted.**

22 **APPROVAL OF MINUTES**

23 Mr. Pires noted that on Page 4, Line 17, the word “difference” should read “different.”  
24 On the same page, Line 6, the words “and Budget Amendment” should be inserted after  
25 the word “agreement.”

26 **On a MOTION by Tim Jackoboice and a second by Joe Diaz, the Minutes were**  
27 **then unanimously approved as amended.**

1 **FINANCIALS**

2 At the end of the third quarter, the balance sheet showed \$2,567,000 in cash in the  
3 general fund. The first two payments into the reserve fund of \$176,732, and combined  
4 cash was \$2,744,000. Of that, \$1,470,000 was in restricted reserve accounts for  
5 emergencies and cash flow for the beginning of the year against \$2,000 in liabilities.

6 The income statement showed \$34,276 was received from the auction of delinquent ad  
7 valorem taxes. The District now stands at 96 percent in received revenue, which is what  
8 was anticipated at \$3,758,000 year-to-date.

9 Year-to-date expenses were about \$160,000 under budget, which will not change  
10 significantly in the 4<sup>th</sup> quarter, as there were several vacancies and several employees  
11 out with COVID. Year-to-date, there was a total of \$2,403,000 in operating expenses.

12 **On a MOTION by Tony Scire and a second by John Minty, the financials were**  
13 **unanimously accepted as presented.**

14 **MANAGER’S REPORT**

15 **A. Update on Phase III Landscape Construction**

16 Mr. Vanover reported that the landscapers had done an excellent job, and he noted a  
17 few questions he had regarding some spacing between the fence and sidewalk on the  
18 north side of the property. Staff met with Mrs. Goetz and got some direction from her on  
19 this issue. The plans for this area were not correct, and they have been changed, and  
20 the plantings will be completed. Mr. Vanover anticipates completion by Labor Day.

21 Mr. Walsh noted that once the plantings at the gate in this area at the entrance on US41  
22 was completed, the decorative lighting will be installed as well. He pointed out that  
23 cypress trees had been planted, which he thought was an excellent idea for that  
24 preserve area.

25 Mr. Scire advised that he and Mr. Vanover had discussed putting up a sign indicating  
26 that the improvements were provided by their CDD, as people don’t realize that this is  
27 the case, and it would be a great opportunity for recognition for the CDD. Mr. Walsh did  
28 not feel that this was necessary, but M. Dorrill indicated that he would make a note of  
29 this idea.

30 **B. Update on Design/Build Shortlist - Entry Renovations**

31 In discussions with Mr. Jackoboice, Mr. Dorrill was advised that he was interested in  
32 moving forward to empanel his focus group to get feedback on architectural styles. Mr.

1 Pires and Houchin Construction’s counsel had a very successful negotiation at a  
2 meeting the previous week, and a final draft of the contract will soon be in place.

3 Houchin’s guaranteed maximum price is \$870,400. The contract will have some  
4 conditions for allowances, such as for millwork, roofing material. cabinetry and floor  
5 coverings. These will be covered by Houchin, with certain values on the finish quality.  
6 Mr. Dorrill suggested that an owner’s contingency be added to the contract for  
7 unforeseen conditions that may arise, or a consideration of upgrades as construction  
8 goes forward.

9 Mr. Pires advised that he and Houchin’s counsel were at about 95 percent agreement  
10 on the DBI contract, which he would like to present to the Board for approval at the next  
11 Board meeting. Mr. Walsh felt that staff had done a very good job with negotiating the  
12 prices and agreed that a contingency for unforeseen expenses should be added to the  
13 contract. He added that once designs have been received, then it would be appropriate  
14 to assemble the focus group to look them over and make recommendations. Mr. Dorrill  
15 advised that some of the renderings will be enhanced before they are presented to the  
16 focus group.

17 **C. Update on Staffing**

18 Mr. Vanover noted that the new hire started work the previous week and is working out  
19 very well. They interviewed another individual the previous day, and he will be starting  
20 work the following Monday. The increase the Board approved will be seen in this  
21 week’s paychecks. Three individuals have recovered from Covid and are back to work.  
22 Presently they are down four employees, and the man who was injured in an accident  
23 expects to be back after Labor Day. Mr. Vanover felt that the wage increase will make it  
24 easier to fill the vacancies.

25 Mr. Dorrill added that a backloaded signing bonus is being offered to prospective  
26 employees, as well as a referral bonus to those who bring in new people.

27 **ATTORNEY’S REPORT**

28 **A. Easement on Galleria Drive**

29 This request is ongoing as Mr. Pires works with their counsel and has involved  
30 descriptions with color that cannot properly be filed with the clerk, as well as an  
31 incorrectly done metes and bound legal description. Mr. Pires suggested that as an  
32 inordinate amount of his time has been spent on this easement request, that the owner  
33 be responsible for his legal fees.

1 **ENGINEER’S REPORT**

2 Mr. Burford had nothing to report at this time.

3 **SUPERVISORS’ COMMENT**

4 **B. FY 2022 Work Plan**

5 Mr. Minty advised the Board that he will not be in the country for the September meeting  
6 and will be unable to participate by phone.

7 Mr. Walsh discussed the updated work plan for the coming fiscal year with the Board,  
8 noting that the erosion control program will be smaller than it has been,

9 In the past several years, which will be helpful with budgeting.

10 The testing results using Blue Tilapia fish to control the algae in a District Lake in  
11 Tiburon have been very good, and Mr. Walsh felt that this project should be expanded  
12 to one or two lakes in Pelican Marsh where there is a large algae content. This will  
13 reduce the use of copper sulfate.

14 Installing a fountain in the lake at the Vanderbilt Beach entrance to Tiburon is also in the  
15 work plan.

16 The landscaping on Pelican Marsh Boulevard will be done this fiscal year, and Mr.  
17 Walsh suggested that they look at installing new landscaping on Bay Laurel Drive.  
18 Some work has been done there, but more work is needed, and could be done in-  
19 house. Another option would be to do some landscaping work on Galleria Drive, as it  
20 needs updating, and can also be done in-house with Mr. Vanover’s crew, although Mrs.  
21 Goetz may be consulted on the options for these plantings.

22 Mr. Walsh also felt that they may want to look at Pelican Marsh Boulevard towards the  
23 end of next year to see if any adjustments needed to be made to the landscaping.

24 The sidewalks in Pelican Marsh and Tiburon will all be power washed this coming year  
25 according to the schedule previously set up by the Board. This will occur sometime  
26 within the next four to six weeks. They will continue with the accelerated sidewalk  
27 improvement work that they have been doing, and the condition of the cobblestone  
28 entryway at the 41-gate house will be evaluated, as it does need some work.

29 The installation of the gate house at Vanderbilt Beach is the big project for the coming  
30 year, and the other two will be built later.

1 Mr. Scire indicated that he and Mr. Calamari would like to have the ability to make  
2 enhancements and updates to the access control system. Mr. Calamari added that  
3 there are no new components that are needed, but in building the new gate houses they  
4 will need to update the computers with newer ones. Mr. Walsh stated that they had  
5 already planned to do that, and while they budgeted for it, they did decide to wait until  
6 the gate housework was done.

7 Mr. Dorrill commented that this also included the training element, which has helped  
8 create a positive first impression for the District, and that will be ongoing as well. Mr.  
9 Scire noted that he and Mr. Calamari are putting a program together to continue this  
10 project, as there are some new employees in place, and he added that he has been  
11 getting positive feedback on the way the guards at the gates are interfacing with the  
12 residents.

13 Mr. Scire also asked if there was any opinion on providing enhanced uniforms for the  
14 access control employees, and Mr. Dorrill advised that they had not yet had that  
15 discussion but felt that it would be a good one to have. Some options could be provided  
16 if it was decided that some changes should be made, and Mr. Scire and Mr. Calamari  
17 could work together on that to come up with some appropriate ideas. Mr. Vanover  
18 suggested that when the grand opening of the new gate house takes place, the new  
19 uniforms could also be part of that.

20 Mr. Minty noted that the cart path crossing at the Boulevard has been greatly improved  
21 with the removal of some 30 trees. However, the natural grasses have now grown to  
22 about four feet, and Mr. Vanover agreed that it all would have to be cut back as it is  
23 creating line-of-sight issues. The entrance at Clermont also has the same grasses, and  
24 Mr. Vanover will look at that area out as well, and he will look at replacing these  
25 grasses.

26 Mr. Minty also asked as a point of information if access at the Vanderbilt gate will be  
27 shut down when construction is going on, and Mr. Vanover indicated that while they will  
28 rely on the builder for this, it is staff's plan that a temporary set up will be put in place for  
29 access control while construction is going on.

30 Mr. Walsh indicated that they may decide to close the Vanderbilt gate completely while  
31 construction goes on, and just use the Galleria gate, but they will rely on the builder as  
32 how to best handle this.

33 **On a MOTION by Tim Jackoboice and a second by John Minty, the Work Plan for**  
34 **2022 was then unanimously approved by the Board.**

1 **ADJOURNMENT**

2 The next meeting will be held on September 15<sup>th</sup>, and Mr. Dorrill will be participating via  
3 speakerphone. Mr. Minty will not be attending, but all other Board Members will be  
4 present. **On a MOTION by Tony Scire and a second by Joe Diaz, the meeting was**  
5 **adjourned at 9:44 a.m.**