I. **CALL TO ORDER:** Vice Chairman Sjostrom called the meeting to order at 2:00 P.M.

II. **ATTENDANCE**

Advisory Committee:  
- Bruce Forman – Chairman (Excused)
- William Sjostrom – Vice Chair
- Mark Weber
- Gabriella R. Miyamoto
- William Arell Harris

Staff:  
- Harry Sells, Project Manager

Others:  
- Dale Slabaugh, Dale A. Slabaugh & Associates
- Robert Kindelan, Commercial Land Maintenance
- Wendy Warren – Juristaff

III. **APPROVAL OF AGENDA**  
Ms. Miyamoto moved to approve the Agenda of the Vanderbilt Beach M.S.T.U. meeting as presented. Second by Mr. Harris. Carried unanimously 3 - 0.

IV. **APPROVAL OF MINUTES FEBRUARY 2, 2017**  
Ms. Miyamoto moved to approve the minutes of the February 2, 2017 Vanderbilt Beach M.S.T.U. meeting as presented. Second by Mr. Harris. Carried unanimously 3 - 0.

V. **LANDSCAPE REPORT, ROBERT KINDELAN, COMMERCIAL LAND MAINTENANCE**  
Mr. Kindelan, Commercial Land Maintenance, reported on landscaping as follows:

- Landscaping maintenance is being performed as scheduled.
- A main line irrigation leak by Vanderbilt Drive and 108th Avenue N has been repaired; the system is functioning as intended.
- Ficus hedges have been treated for Whitefly infestation utilizing the herbicide and treatment procedure previously applied successfully.
- Collier County utility construction activity has created a difficult situation for landscaping maintenance.

*Mr. Sells cautioned Mitchell and Stark, the Collier County contractor for the utility project, not to infringe on M.S.T.U. landscaping including parking or driving on the designated areas noting they will be financially responsible for damages.*
VI. PROJECT MANAGER’S REPORT – HARRY SELLS

A. BUDGET REPORT for 3/2/2017

Mr. Sells provided an overview on the “Vanderbilt MSTU Budget Report on Fund 143” FY17 dated March 2, 2017 including distribution of the Adjusted Balance Sheet (Unaudited) FY17 highlighting:

- $1,053,941 of the FY17 property tax revenue budget of $1,192,800 has been collected.
- Current Operating Expense commitments total $966,614 and 2017 YTD expenditures total $529,419.
- Uncommitted Operating Expense funds available are $1,351,071.87.
- Adjusted/Unaudited cash balance as of March 2, 2017 is $2,637,821.82.

B. GENERAL STATUS OF BURIAL PROJECT

Mr. Sells updated the Committee on construction Phases II and III noting:

- Comcast Overhead to Underground conversion installation is complete.
- Electrical Conversion
  - A Switching Order for Florida Power & Light to activate power has been written but not released by FPL.
  - A final set of requirements for the “as built” engineer drawings required by Florida Power & Light were submitted John Lehr.
  - Mr. Sells will contact Mr. Lehr, Florida Power & Light, on March 6, 2017 for approval to release the switching order.
  - Upon release of the switching order, MASTEC will mobilize. Time to mobilize is estimated at one month; overall time to convert the old network to the new network is four months.

Mr. Sells will email an update notification of the “switching order status” to the members of the committee.

- Utility Project
  - Four secondary cable conduits were damaged – two on Vanderbilt Drive, one on Flamingo and one on Heron.
  - A work order is in process for MASTEC to repair the cable.
  - Replacement of the cable will be required if it is damaged.
  - The utility contractor will be billed for the repair.

Mr. Sells noted County insurance coverage does not include buried utilities and a cost estimate is not available at this time.

Mr. Weber arrived and a quorum of four was achieved.

C. CENTURY LINK NETWORK BY ELECTRICON

The Century Link network installation by ElectriCom is 99.5% complete with the following items pending:

- Two overhead cables on the south bridge by Bluebill Avenue are scheduled for removal week of March 11, 2017.
- Removal of four block length of fiber cable from the west end of Vanderbilt Beach Road remains outstanding.
The “cut over procedure” originally estimated for completion at the end of February is scheduled for March. If the work is not done prior to the contractor exiting the project Century Link will be financially responsible for removal.

**D. PARK BENCHES**
**Mr. Sells** distributed photos of a damaged bench, noting two of the three damaged benches have been removed.

_The Committee discussed replacement of benches and agreed to delay purchase and installation of benches pending cessation of Collier County utility construction activity._

**VII. OLD BUSINESS**

**A. LANDSCAPE DESIGN CONNER PARK, Dale Slabaugh**

Grubbing 42 feet $7,650, plus 62 feet $12,750, plus 62 feet $12,750

**Mr. Slabaugh** distributed a conceptual landscape design incorporating a fence/deck elevation rendering and library of recommended plantings for the area of Connor Park between Vanderbilt Drive and the beach access area noting:

- A minimum safety fence height of forty-two inches is required by code.
- Metal fence rails, possibly in bronze coloration, will have four inch spacing.
- Columns could be constructed of stone or cut coral.
- Preliminary estimate for landscaping the 120’ to 125’ area is in the $30K range.

During Committee discussion the following was noted:

- The Committee’s goal is create a “Gateway” to Vanderbilt Beach.
- Removal of vegetation and refurbishment of the area will enhance the water view.
- Members requested photographs of the proposed plant selections and fencing materials for review.

**Mr. Slabaugh will forward photographs to Mr. Sells for distribution to the Committee for reference.**

- Irrigation should be extended to the area.

**Mr. Sells noted irrigation is present in the area and, although the condition is unknown, he is confident irrigation can be supplied to the landscaped areas.**

- The utility “sign area” landscape renovation should be considered under the same umbrella of time.
- Refurbishment of the Vanderbilt Beach Connor Park/Parks and Recreation monument sign should be reviewed.

- Mitchell and Stark, the Collier County utility project contractor, should be given notice to not stage their operation in the Connor Park area as the MSTU is undertaking a beautification restoration project.

**Mr. Sells will notify the contractor and solicit a time frame for completion of the utility project to enable the MSTU to schedule a date for commencement of the restoration project.**

- Project direction and approval should be determined prior to the summer MSTU recess.
Members requested Mr. Slabaugh provide a plan and budget estimate for both the Vanderbilt Drive beach access area and the utility sign area renovations for the April meeting.

VII. NEW BUSINESS
A. Charlie Arthur Thank You
Mr. Sells presented a thank you letter prepared on behalf of the Committee on County stationery to Charlie Arthur in recognition of his fourteen years of service to the Vanderbilt Beach Municipal Service Taxing Unit (MSTU) Advisory Committee.

The members of the Committee signed the letter and requested Mr. Sells present it to Mr. Arthur on their behalf.

B. Finger Streets Intersection Improvements
Mr. Sells distributed two Scope of Service cost proposals to design proposed improvements to fourteen finger street intersections between Vanderbilt Beach Drive and Bluebill Avenue:

1. Agnoli, Barber & Brundgage: $21,240
2. Hole Montes: $5,500

Ms. Miyamoto motioned to approve Hole Montes Contract proposal #:14-6164 dated February 28, 2017, in the amount of $5,500.00 for Professional Services: Architect and Engineering, to create a concept design to improve the intersections for the fourteen finger streets between Vanderbilt Beach Drive and Bluebill Avenue. Second by Mr. Harris. Carried unanimously 4 - 0.

C. Possible New Projects
Mr. Sells introduced concepts for future improvements to the Vanderbilt Beach MSTU for Committee consideration including:

- Sidewalks east and west side of Gulf Shore Drive
  - Mr. Sells will prepare a “Scope of Work” proposal for a sidewalk on the east side of Gulf Shore Drive. Crosswalk pavers could be incorporated into this undertaking.

- Connor Park refurbishment, partial to complete.
  - Park refurbishment was addressed under Item VII A during Dale A. Slabaugh & Associates presentation.

- Street Lights
  - The Committee discussed the need for street lights on Vanderbilt Drive to illuminate the finger street signs.

- Park Benches
  - Benches will be considered for installation on completion of the County’s utility project.

- Refurbishment of Vanderbilt Drive Landscape
  - This project will be considered at a future date.

- Landscape NW corner Vanderbilt Drive, Bluebill

- Paver Crosswalks on Finger Streets
Pavers could be an independent undertaking or incorporated into the Finger Street improvement project.

IX. MEMBER COMMENT
None

X. PUBLIC COMMENT
None

There being no further business for the good of the County, the meeting was adjourned by order of the Chair at 3:25 P.M.

VANDERBILT BEACH MSTU ADVISORY COMMITTEE

____________________________________
Bruce Forman, Chairman

The minutes approved by the Board/Committee on ____________________________, 2017
“as submitted” [___] OR “as amended” [___].

NEXT MEETING DATE: APRIL 6, 2017 2:00 P.M.
“CLAUSSEN FAMILY CENTER” AT ST. JOHN’S CHURCH
625 111TH AVENUE, NAPLES, FLORIDA