MINUTES
APRIL 6, 2017

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

II. ATTENDANCE
Advisory Committee: Bruce Forman – Chairman
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

PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA
Mr. Sjostrom moved to approve the Agenda of the Vanderbilt Beach M.S.T.U. meeting as amended.
Move: Item VII. - Old Business to Item VI.
Item VI. - Project Manager Report to Item VII.
Second by Mr. Harris. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES MARCH 2, 2017
Mr. Sjostrom moved to approve the minutes of the March 2, 2017 Vanderbilt Beach M.S.T.U. meeting as presented. Second by Ms. Miyamoto. Carried unanimously 5 - 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.
- Two nonfunctioning irrigation valves by Vanderbilt Drive and Oak Avenue were repaired.
- Plumbago plants were treated for Thrips.
VI. OLD BUSINESS
A. LANDSCAPE DESIGN CONNOR PARK, Dale Slabaugh
   Grubbing 42 feet $7,650, plus 62 feet $12,750, plus 62 feet $12,750

Mr. Slabaugh distributed a conceptual landscape plan for the area of Connor Park between Vanderbilt Drive and the beach access area noting:

- The goal is to create a “Gateway” to Vanderbilt Beach and enhance the water view.
- The southwest quadrant will be addressed first and the fence, serving safety and aesthetic purposes, will extend approximately 180’ past the walkway.
- Existing fixtures such as the Florida Power & Light (FPL) boxes and signs will be integrated into the design.

During Committee discussion the following was noted:

- Mr. Slabaugh will forward photographs of the area to Mr. Sells for distribution to the Committee.
- The plan will include replacement of the Clusia hedge with an alternate species.
- The location of the bank will be identified and areas of erosion investigated so the plan may be revised to address any concerns.
- Mr. Sells will determine if the Water District would like to be involved in the project to provide reuse water for irrigation.
- Potable water Irrigation is available in the area and a determination needs to be made on the condition of the components and the entity responsible for the system in the area.
- Refurbishment of the Vanderbilt Beach Connor Park/Parks and Recreation monument sign will be considered.
- A determination will be made on any signs that may be relocated.
- Home owners on Flamingo Avenue impacted by the removal of vegetation and construction of the fence will provided a copy of the plan.
- Mr. Sells will determine the time line for removal of vegetation and plant material and the project is intended to be approved prior to the summer MSTU recess.

Members requested Mr. Slabaugh provide a plan and budget estimate for Phase I of the Vanderbilt Drive beach access area renovation for the May meeting.

VII. PROJECT MANAGER’S REPORT – HARRY SELLS
A. BUDGET REPORT for 4/6/2017

Mr. Sells provided an overview on the “Vanderbilt MSTU Budget Report on Fund 143” FY17 dated April 6, 2017 including distribution of the Adjusted Balance Sheet (Unaudited) FY17 highlighting:

- $1,076,977 of the FY17 property tax revenue budget of $1,192,800 has been collected.
- Uncommitted Operating Expense funds available are $1,339,571.87.
- ElectriCom will be submitting an invoice for final payment.
- Adjusted/Unaudited cash balance as of April 6, 2017 is $2,566,016.11.
B. BUDGET REPORT for FY18– Millage Rate 0.5 Mills
Mr. Sells recommended the millage rate for FY18 remain at 0.5000 noting it is the policy of the Board of County Commissioners to establish a revenue neutral budget.

C. GENERAL STATUS OF BURIAL PROJECT
Mr. Sells updated the Committee on construction noting:
Phases II and III
- Comcast
  - Overhead to Underground conversion installation is complete.
- Florida Power & Light
  - Cable at two corners to be buried.
  - Mr. Sells will meet with Florida Power & Light on April 7, 2017 to review the switching orders and develop a work proposal for activation.
  - Upon release of the switching order, MASTEC will mobilize with the timeframe to convert the old network to the new network being six to seven months.
  - Residents will be notified on power outages; anticipated to be minimal.

Phase IV
- The start and completion dates for the Vanderbilt Drive Pathway Project are contingent on completion of the Collier County Greenway Project.
- Staff has submitted five design proposals to FPL and is waiting for a set of “buildable plans” for Phase IV to proceed with the project.
- Two bridges associated with the Greenway project are being rebuilt requiring closure of Vanderbilt Drive to Wiggins Pass Road.
- A bike path will be constructed on the west side of the street.

D. COMMERCIAL LAND CONTRACT EXTENSION TO JANUARY 8, 2018
Mr. Sells notified the Committee that Commercial Land Maintenance’s contract for grounds maintenance expires July 8, 2017 and an extension has been requested until January 8, 2018 in accordance with the Collier County Procurement Ordinance. The contract will go out for bid in late summer.

Mr. Harris motioned to extend the landscape maintenance contract #13-6072, “Vanderbilt Beach MSTU Roadway & Grounds Maintenance,” from July 8, 2017 to January 18, 2018. Second by Ms. Miyamoto. Carried unanimously 5 – 0.

E. CENTURY LINK NETWORK BY ELECTRICOM – Change Order #1 correction. Addition of $6000.00.
The Century Link network installation by ElectriCom is complete. The Advisory Committee previously approved $350,000.00 for the ElectriCom equipment contract. An accounting review of the Purchase Order issued for $347,012.55 identified an error in addition – the correct contract amount is $353,012.55, a shortfall of $6,000.00. Change order #1 in the amount of $6,000.00 has been submitted for Committee approval.

Mr. Harris motioned to approve a Contract Modification for Contract #16-6647, Purchase Order # 4500171210, for Electricom, LLC for the Vanderbilt Utility Conversion Project in the amount of $6,000.00. Second by Mr. Sjostrum. Carried unanimously 5 – 0.
F. HOLE MONTES CHANGE ORDER #6 ADDITIONAL $50,000.00
There are approximately six months of work remaining to activate the new FPL network and remove the utility poles. Changes to Contract #13-6178 being requested are:
- Increase in “Consultant Detailed Observation” (CEI) services in the amount of $40,000.00, new total $619,856.00, to cover the cost of services through the end of the project.
- Increase in “Landscape Architect” services in the amount of $10,000.00, new total $29,440.00, for investigating the landscape renovations on Vanderbilt Drive.

Mr. Sjostrum motioned to approve a Contract Modification for Contract #13-6178, Purchase Order # 4500152314, for Hole Montes, Inc. for the Vanderbilt Utility Conversion Project in the amount of $50,000.00. Second by Mr. Harris. Carried unanimously 5 – 0.

G. MASTEC CO #3 ADDITIONAL $156,810.00
MasTec requests an extension for all contractual work to be completed for the following reasons:
- Delays to the Vanderbilt FPL utility conversion project.
- Collier County Utility Project Upgrades.
  - Five conduits and the interior cable have been damaged.
  - Cable will be tested and replaced if damaged.
  - The utility contractor, Mitchell and Stark Construction, will be billed for the repair.
  - Estimated cost for time and materials is $156,810.00
  - Hart’s Electric may be retained to perform the “drill” work for the conduit repair versus Hole Montes.
- Change order requires approval by the Board of County Commissioners.

The Committee requested Mr. Sells obtain a letter from the County attorney confirming the utility contractor, Mitchell and Stark Construction, will reimburse the Vanderbilt Beach M.S.T.U. for the cost of repairs to damaged conduits and cable.

Mr. Harris motioned to approve a Contract Modification for Contract #15-6437, Purchase Order # 4500163308, for MasTec North America, Inc. for the Vanderbilt Utility Conversion Project in the amount of $156,810.00. Second by Mr. Sjostrum. Carried unanimously 5 – 0.

Mr. Harris motioned to approve Hart’s Electrical Inc. proposal dated April 6, 2017 for Vanderbilt Utility Conversion Project repairs in the amount of $28,992.20. Second by Ms. Miyamoto. Carried unanimously 5 – 0.

H. FIREBUSH HEDGE 495 PINE AND VANDERBILT DR.
Mr. Sells distributed a photograph of a homeowner’s hedge and proposed the Advisory Committee institute a hedge policy as follows:
- The M.S.T.U. will maintain hedges up to six feet originally planted by homeowners before the MSTU was formed. The maintenance will apply to landscaping within the County Right of Way.
- Single Family homeowners will be allowed to grow hedges up to ten feet in height maintained at their expense to the standards of the “Operating Procedures Vanderbilt Drive MSTU Landscape Maintenance on Vanderbilt Drive.”
- An “Invitation to Bid” defining treatment of hedges will be issued.
During Committee discussion the following was noted:

- **Mr. Sells** will distribute a letter to twenty-eight single family homeowners notifying them of the MSTU’s hedge maintenance policy.
- The letter will include photographic examples of acceptable and unacceptable hedges.
- Residents will be advised the Advisory Committee is considering a landscape renovation project for Vanderbilt Drive and the policy does not guarantee the hedges will be permitted long term.
- A draft of the letter will be emailed to the Committee for review prior to distribution to residents.

I. **SIDEWALKS EAST AND WEST SIDE OF GULF SHORE DRIVE**

*Mr. Sells* met with the Road and Bridge Department to discuss construction of a sidewalk on Gulf Shore Drive resulting in the following:

- Road and Bridge wants to pave Gulf Shore Drive and install curbs.
- Road and Bridge would like to partner with the MSTU and the developer of a high rise property to re-do the road and install curbing and sidewalks.
- A Request for Quote (RFQ) is prepared to go out for the sidewalk project; however Road and Bridge has requested the MSTU delay distribution of the RFQ for thirty days pending a resolution to their proposed project which would include a partnership of three entities (Road and Bridge, the developer and the MSTU).

J. **WIDENING ENTRANCES TO 14 FINGER STREETS OFF VANDERBILT DRIVE**

*HOLE MONTES WORK ORDER FOR $5,500.00*

The Committee approved the funding for design at the March 2017 meeting. The *Scope of Work Order* will be released and the design, if acceptable to Staff, will be presented to the Committee at the May 2017 meeting.

K. **MEETING WITH PARKS AND RECREATION**

*Connor Park NW corner of Vanderbilt and Bluebill, Refurbishment Parking Islands*

*Mr. Sells* is awaiting feedback on Mr. Slabaugh’s conceptual landscape design presented to Parks and Recreation.

VIII. **NEW BUSINESS**

*Possible New Projects*

*Mr. Sells* introduced concepts for future improvements to the Vanderbilt Beach MSTU for Committee consideration including:

A. **Connor Park refurbishment, partial to complete.**

   - Park refurbishment was addressed under Item VI A during Dale A. Slabaugh & Associates presentation.

B. **Street Lights**

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

C. **Park Benches**

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

D. **Refurbishment of Vanderbilt Drive Landscape**

   - This project will be considered at a future date.
E. Landscape NW Corner Vanderbilt Drive, Bluebill
   • Pavers could be an independent undertaking or incorporated into the Finger Street
   improvement project.

IX. MEMBER COMMENT
Summer Meeting Schedule
The Committee agreed meetings will not be held in June, July and August 2017.

X. PUBLIC COMMENT
Collier County Utility
Members of the public expressed their concern with the project noting:
   • Residents requested better communication and a schedule for project completion.
   • Heron Avenue is not navigable and should not be the “staging” area for the project.
   • The soil is emanating an odor.
   • Dirt presence is overwhelming.

Finger Street Entrance Widening
   • Residents expressed support for widening of the streets including enhancements such as
     paver crosswalks and street sign illumination.
   • Dead end street signs should identified as “no outlet” or similar verbiage.

Conduit Damage
   • Staff noted the MSTU will be reimbursed for damage cause by the utility project
     contractor.

Meeting Agenda
   • Staff noted the Agendas are published on the County web site prior to the meeting date.

Underground Infra Structure
   • The underground infrastructure allows roads to be paved.
   • Cables and switches in the vaults are waterproof; vaults not necessarily.
   • The MSTU will maintain the vaults short term; FPL will maintain the vaults on turnover.

Traffic Lanes and Signage
   • A bicycle lane is not incorporated on Vanderbilt Drive by the finger streets.
   • Illumination standards for new street signs will be researched.
   • Staff will review replacement of orange traffic signs.

There being no further business for the good of the County, the meeting was adjourned by
order of the Chair at 4:10 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: MAY 4, 2017 2:00 P.M.
“CLAUSSEN FAMILY CENTER” AT ST. JOHN’S CHURCH
625 111TH AVENUE, NAPLES, FLORIDA