Vanderbilt Beach M.S.T.U
Advisory Committee
3299 East Tamiami Trail Suite 103
Naples, FL 34112

MINUTES
OCTOBER 5, 2017

I. CALL TO ORDER: Chairman Forman called the meeting to order at 2:04 P.M.

II. ATTENDANCE
Advisory Committee: Bruce Forman – Chairman
William Sjostrom – Vice Chair (Excused)
Mark Weber
Gabriella R. Miyamoto
William Arell Harris
Staff: Harry Sells, Project Manager
Others: Ray Benza - Hole Montes
Terry Cole – Hole Montes
Robert Kindelan (Excused)
Wendy Warren – Juristaff

III. APPROVAL OF AGENDA
Mr. Harris moved to approve the Agenda of the Vanderbilt Beach M.S.T.U. meeting as subject to the following changes:
Move Item V. - WIDENING ENTRANCES TO 14 FINGER STREETS off VANDERBILT DRIVE to Item VII.
Item VI. – LANDSCAPE REPORT to Item V.
Item VII. – PROJECT MANAGER REPORT to Item VI.
Second by Ms. Miyamoto. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES OF MAY 4, 2017
Mr. Harris moved to approve the minutes of the May 4, 2017 Vanderbilt Beach M.S.T.U. meeting as presented. Second by Ms. Miyamoto. Carried unanimously 3 - 0.

V. LANDSCAPE REPORT – ROBERT KINDELAN (not present)
Mr. Sells reported on landscaping as follows:
• The irrigation system was turned off Thursday September 7th in preparation for the storm.
• September 13, 2017 he toured Vanderbilt Beach to assess damage from hurricane Irma (landfall September 10, 2017) and noted the community fared well.
• An MSTU Plan for Hurricane Irma Recovery drafted on September 13, 2017 was distributed to the Committee highlighting:
  1. Evaluate situation as soon as safely possible. First week (Sept. 11th – 17th).
2. Evaluate remaining landscape with landscaper. Weeks 2-3 (Sept. 18th – Oct. 1st).
4. File claim for damage as soon as actual costs are known (deductible waived by County).
   - Phases 1 & 2 of the plan are complete.
   - Two million dollars has been allocated to road maintenance and MSTU clean up (replacement not included).
   - FEMA contractors remove debris and take down trees but do not replace material.

VI. PROJECT MANAGER’S REPORT – HARRY SELLS
A. BUDGET REPORT for 10/5/2017
   Mr. Sells provided an overview on the “Vanderbilt MSTU Budget Report on Fund 143” FY18 dated October 5, 2017 including distribution of the Adjusted Balance Sheet (Unaudited) 10/01/17 highlighting:
   - FY18 Ad Valorem property tax revenue budget is $1,280,300.00, an increase of 7.34%.
   - Total revenue FY18 is $3,280,236.70 including investment interest, transfers and contributions (minus a 5% reserve of $64,300).
   - The Millage rate remains constant at 0.5000.
   - Unencumbered Operating Expense funds available are $2,595,500.00.
   - A purchase order was created for Florida Land Maintenance for hurricane Irma debris pick-up. It is anticipated costs will be reimbursed by FEMA at a rate of 85% - 100%.
   - Unadjusted/Unaudited Total Liabilities and Equity as of September 30, 2017 is $2,063,273.10.

B. BUDGET REPORT for 9/29/2017
   - $1,151,080 of the FY17 property tax revenue budget of $1,192,800 has been collected.
   - Current Operating Expense commitments total $657,348 and 2017 YTD expenditures total $1,107,486.
   - Uncommitted Operating Expense funds available are $1,082,270.87; unexpended funds will “carry-over” to the FY 18 budget.
   - $1,280,300 in income will be reflected in FY18 budget effective October 1, 2017.

C. GENERAL STATUS OF BURIAL PROJECT
   Mr. Sells updated the Committee on the status of the burial project as follows:

   Phases II and III Network Electrical Activation
   Staff provided a letter from Nick Casalanguida, Deputy County Manager, confirming the decision to continue with the water/sewer/drainage work while readjusting the MSTU electrical schedule to follow immediately behind.
   - Commissioner Solis has been briefed on the request by Public Utilities to delay network activation pending completion of water/sewer/drainage work.
   - Any increased costs to the MSTU will be absorbed by the Public Utilities.
   - A contract extension for MasTec to 2019 will be requested by Staff on receipt of a quote from MasTec. Costs for the activation of the network may be modified because of the delay and potential deterioration of the buried facilities.
   - A “Utility Conversion Project Schedule 2017-2019” was distributed detailing the CEI Services review for Utility conversion.
• A “Vanderbilt Drive Cul-De-Sacs Public Utilities Renewal Project Phasing Plan” was distributed.
• Network activation was originally scheduled for April 15, 2017 with conversion completion by December 19, 2017. Revised schedule projects a commencement date of April 2018; finish date April 2019.
• Poles will be removed on conversion completion; estimated July 2019.
• System wires will be tested prior to the conversion to confirm insulation has not deteriorated.
• Vanderbilt Drive is being re-paved.

The Committee requested Mr. Sells research feasibility for securing recovery of cost over runs as a result of construction delays and damages from Public Utilities and Mitchell & Stark.

Hurricane Irma Washout Locations
Mr. Sells distributed a map and spreadsheet detailing “washout” locations on the West side of Vanderbilt Drive as a result of Hurricane Irma, September 10, 2017.
• Irrigation was destroyed in several zones resulting in potential loss of vegetation.
• The MSTU will repair the system and attempt to recover funds expended.

During Committee discussion the following was addressed:
• Initial research indicates there is significant damage at two locations and Mr. Sells is awaiting an evaluation from MasTec.
• The MSTU is responsible for repairing their equipment.
• Staff to investigate insurance coverage qualification for buried utilities and report their findings to the Committee.

Phase IV
• The schedule for the Vanderbilt Drive FPL Phase IV Project is contingent on completion of the Collier County Greenway Project.
• The seventh meeting with FPL to finalize design and secure approval to proceed with Phase IV of the project was cancelled due to Hurricane Irma.
• The project could be undertaken with FPL approval upon completion of the Public Utilities Pathway Project (estimated for April 2018).
• Two bridges associated with the Greenway project are being rebuilt requiring closure of Vanderbilt Drive to Wiggins Pass Road.

Mr. Weber arrived.

D. HOLE MONTES CHANGE ORDER #8
The County Manager’s office approved a delay in the activation of the new FPL network pending completion of Collier County Utilities storm sewer, sanitary sewer and water lines installation in the same geographical area. The delay caused the need to provide part time CEI services to observe work and help protect the buried inactivated network.

There are approximately twenty one months of work remaining to activate the new FPL network and remove the utility poles. The dollar amount of this change to Contract #13-6178 is $331,357.00.
Ms. Miyamoto motioned to request the Board of County Commissioners approve a Work Order Modification for Hole Montes, Inc. Contract #13-6178, Purchase Order # 4500152314, for the Vanderbilt Utility Conversion Project in the amount of $331,357.00. Second by Mr. Harris. Carried unanimously 4 – 0.

E. MARK WEBER’S TERM EXPIRES 11/13/2017, NEW APPLICATION
Mr. Weber expressed his desire to be reappointed to the Committee noting he has consistently participated in the Committee’s activities over the past two years.

Mr. Harris moved to recommend the Board of County Commissioners appoint Mr. Weber to the Vanderbilt Beach M.S.T.U. Advisory Committee for a four year term commencing November 14, 2017. Second by Ms. Miyamoto. Carried unanimously 4 - 0.

F. LETTER TO WEST VANDERBILT DRIVE RESIDENCES CONCERNING LANDSCAPING
Mr. Sells distributed a letter from Michelle Arnold, Director Public Transit & Neighborhood Enhancement Division, sent to twenty-eight Vanderbilt Beach Residents (adjacent to Vanderbilt Drive) advising them of the MSTU “Hedge Maintenance Policy.”

One homeowner responded to the letter.

VII. WIDENING OF 14 FINGER STREETS off VANDERBILT DRIVE, HOLE MONTES: Terry Cole, Hole Montes VP
Terry Cole, Vice-President, Hole Montes, presented a “Scope of Services Proposal, Schedule of Fees and a Rendering” for Vanderbilt Drive Finger Street intersection improvements. The preliminary Scope of Work estimate in the amount of $137,500.00 is for survey and design services required to enable Staff to secure bids for the project. During discussions the following was noted:

- The goal of the project is to increase the radius and enhance the pedestrian/driver interface to improve not only the aesthetics of the intersection but also the safety and the efficiency of the intersection for fourteen finger streets.
- Single paver blocks for the crosswalks to enhance visibility and intersection aesthetics will be incorporated into the design.
- Site line issues will be diminished by removal of existing Right-of-Way landscaping which homeowners will be required to remove.
- Preliminary construction cost for the work is $55,000. per intersection for a total of $770,000.
- Collier County Traffic Operations and Road Maintenance must approve the project.

Upon review of the proposal the Committee agreed to eliminate the Concept Plan Quote for $5,500.00 (accounted for a prior quote) and eliminate the lighting category estimated at $10,500.00. The proposal will go before the Board of County Commissioners on the Consent Agenda.

Mr. Harris motioned to recommend the Board of County Commissioners approve a modification to Hole Montes, Inc. Contract #13-6164 “Professional Services: Architect and Engineering” in the amount of $121,500.00 to design plans to enable bids for widening of fourteen finger streets on Vanderbilt Drive. Second by Ms. Miyamoto. Carried unanimously 4 – 0.
VIII. OLD BUSINESS

A. LANDSCAPE DESIGN CONNOR PARK, UPDATE HARRY SELLS
   Grubbing 42 feet $7,650, plus 62 feet $12,750, plus 62 feet $12,750
   Mr. Sells noted grubbing is necessary for approximately 170 feet at a total cost of $33,150 and impacts four or five residential lots.

B. LANDSCAPE DESIGN NW CORNER OF VANDERBILT DR AND BLUE BILL
   Mr. Sells distributed the Landscape Development Plan for Connor Park Phase I, Northwest Quadrant designed by Dale A. Slabaugh and Associates.
   - Approval of the plan including plant selection and fencing specifications is required to proceed.
   - A pre construction public meeting will be scheduled with the area homeowners.
   - The time frame to commence construction is approximately six months.

   Mr. Sells will place Landscape Design review on the November 2017 Agenda.

IX. NEW BUSINESS

A. Asset Management System
   Mr. Sells will participate in class instruction for the web based Asset Tracking and Work Maintenance Inventory System being implemented by the County. A student will be employed to input the MSTU data.

B. Possible New Projects
   Mr. Sells introduced concepts for future improvements to the Vanderbilt Beach MSTU for Committee consideration including:
   - Street Lights
   - 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 for implementation in April 2019.
   - Sidewalks east and west side of Gulf Shore Drive
     Project pending direction from the Road Maintenance Department.

C. Mr. Sjostrom had requested the next meeting be held on November 9th or at least after November 6th.
   The Committee confirmed the next meeting will be Thursday, November 9, 2017 at 2 pm.

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 4:20 P.M.
The minutes approved by the Board/Committee on__________________________, 2017
“as submitted” [___] OR “as amended” [___].

NEXT MEETING DATE: NOVEMBER 9, 2017 2:00 P.M.
“CLAUSSEN FAMILY CENTER” AT ST. JOHN’S CHURCH
625 111TH AVENUE, NAPLES, FLORIDA