I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
Chairman Forman called the meeting to order at 2:00 P.M. The Pledge of Allegiance was recited.

II. ATTENDANCE
Advisory Committee: Bruce Forman – Chairman
William Sjostrom – Vice Chair
Mark Weber
Gabriella R. Miyamoto
William Arell Harris (Excused)
Staff: Harry Sells, Project Manager
Others: Gary Gorden - CLM
Wendy Warren – Juristaff

III. APPROVAL OF AGENDA
Mr. Sjostrom moved to approve the Agenda as presented. Second by Ms. Miyamoto. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES OF NOVEMBER 9, 2017
Mr. Weber moved to approve the minutes of the November 9, 2017 Vanderbilt Beach M.S.T.U. meeting as presented. Second by Ms. Miyamoto. Carried unanimously 4 - 0.

V. LANDSCAPE REPORT, GARY GORDEN, COMMERCIAL LAND MAINTENANCE
Mr. Gorden reported on landscaping as follows:
• The Bahia sod on the east side of Vanderbilt Drive has been replaced with Floratam.
• Sod installation on the lot on Vanderbilt Beach Road is scheduled for December 5th.
• The irrigation system is operational.
• Improper irrigation heads are functioning but will be replaced with correct heads.
• Trimming is performed on two to three blocks per week.

Mr. Sells noted Mitchell & Stark cut and capped the irrigation lines at 106th Street in both directions in preparation to “dig” for construction. If the contractor does not address the repair November 30th as requested, Commercial Land Maintenance (CLM) may be instructed to repair the lines.

The Committee recommended a mandate to clean up Connors Park be issued to Public Utilities. Mr. Sells noted the issue to County Safety personnel during the drive through November 30, 2017.
VI. PROJECT MANAGER’S REPORT – HARRY SELLS

A. BUDGET REPORT for 11/30/2017

Mr. Sells provided an overview on the “Vanderbilt MSTU Budget Report on Fund 143” FY18 dated November 30, 2017 including distribution of the Adjusted Balance Sheet (Unaudited) 11/22/17 highlighting:

- $6,100 of the FY18 Ad Valorem property tax revenue budget of $1,280,300.00 has been collected.
- Total revenue FY18 is $3,280,236.70 including investment interest, transfers and contributions (minus a 5% reserve of $64,300).
- Operating Expense Budget is $3,142,436.70 of which $713,296.43 is committed; $21,596.15 is expended.
- Unencumbered Operating Expense funds available are $2,407,544.13.
- The Hole Montes change order request for $331,357.00 for contract extension will be reflected in the budget pending Board of County Commissioners (BCC) approval at December 12, 2017.
- A contract increase for MasTec to cover costs of storm related “washout” repairs to buried utilities for which the MSTU is responsible and a delay in network activation caused by the Public Utilities contractor is not reflected in the budget. **Staff will apply for FEMA reimbursement for the MSTU related storm damage repairs.**
- Unadjusted/Unaudited Total Liabilities and Equity as of November 22, 2017 is $2,038,799.24.

B. GENERAL STATUS OF BURIAL PROJECT

Staff provided the following updates:

**Phases II and III Network Electrical Activation**

- Public Utilities requested to delay network activation pending completion of water/sewer/drainage work.
- Costs for the activation of the network may be modified because of the Public Utilities project delay and potential deterioration of the buried components.
- Any increased costs to the MSTU will be absorbed by Public Utilities. Costs will be billed by Hole Montes, Inc. and USIC (Underground Utility Location and Damage Prevention).
- On receipt of a proposal from MasTec, Staff will request the Committee grant a contract extension for MasTec to 2019 due to project delays caused by the Public Utility project.
- A work order modification extending Hole Montes contract in the amount of $331,357 is pending Board of County Commissioners approval.
- System components will be tested prior to the conversion to confirm insulation has not deteriorated or damaged.
- The Switching Order required for Florida Power & Light to activate power has been written, but electrical activation cannot be done until Mitchell & Stark’s construction is complete.
- The process for conversion is to test “feeders” and activate; test “primaries” to the transformers then activates transformers. Conversion stages are a) single family homes; b) high rise structures (some transformers must be changed) and c) finger streets.
- Vanderbilt Drive is currently closed in two locations: 96th Avenue N to 98th Avenue N for installation of a gravity feed line to the lift station and Tradewinds Avenue for a water line extension across Vanderbilt Drive.
• Public Utilities reported installation status accordingly: storm drain two-thirds complete, water line to 97th Avenue and sewer line to the edge of Egret Avenue.
• 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; completion date April 2019.

Hurricane Irma Washout Locations
Mr. Sells reported on “washout” locations on the West side of Vanderbilt Drive as a result of Hurricane Irma which made landfall September 10, 2017.
• Public Utilities Department is responsible for overall repairs.
• The feeder box dislocated by the storm wash out will be lifted and stabilized by MasTec.
• The MSTU will repair the system and attempt to recover any funds expended.

During Committee discussion the following was noted:
• The MSTU is responsible for repairing their equipment who and how it is paid for is to be determined.
• Staff to investigate insurance coverage qualification for buried utilities and report their findings to the Committee.
• The foundation of a private residence on the NW corner of Conners is undermined.
• Four sea walls are compromised; displaced dirt is present in the water way.
• Time frame for repair of areas impacted by wash outs is unknown.

C. STATUS OF PHASE IV DESIGN
• The schedule for the Vanderbilt Drive FPL Phase IV Project is contingent on completion of the Vanderbilt Drive Greenway Project.
• John Lehr, Florida Power & Light, will provide an updated design by the end of December 2017.
• The project is scheduled to commence April 2018 encompassing the section from 111th Avenue to the north side of the third bridge.
• The MSTU will bid the project (similar to Phases 2 & 3) and assume responsibility for installation.
• Potentially Phases II, III and IV will be completed simultaneously.

VII. 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; Signature Tree
Mr. Sells noted a Request for Quote (RFQ) was distributed to qualified contractors for vegetation clearing of approximately 175 feet on the southwest end of Connor Park. Proposal status as follows:
• Signature Tree Care, LLC in the amount of $13,500.00.
• Davey Tree Services’ proposal is pending (original estimate $33,150.00).

Mr. Sells requested the Committee make a motion to approve “grubbing” to enable scheduling of the project upon review of final bids.

Mr. Sjostrom motioned to approve grubbing of approximately 175 linear feet in Connor Park, from Vanderbilt Drive to the southwest end between the sidewalk and the waterway, at a cost
not-to-exceed $20,000.00. Specific trees and vegetation of value, such as oaks and mangroves, will be preserved. Second by Ms. Miyamoto. Carried unanimously 4 – 0.

B. LANDSCAPE DESIGN NW CORNER OF VANDERBILT DR AND BLUEBILL

Mr. Sells distributed the Landscape Development Plan for Connor Park Phase I, Northwest Quadrant designed by Dale A. Slabaugh and Associates.

- The Parks and Recreation Department expressed their support of the project during a meeting Mr. Sells attended on November 29, 2017 during which the proposed landscape design was reviewed.
- Mr. Slabaugh will upgrade the schematic design for presentation.
- Approval of the plan including plant selection and fencing specifications is required to proceed.
- The area proposed for renovation will be cleared, the slope stabilized and fencing erected in preparation for the landscape project.
- Connecting into the Dunes of Naples irrigation system for Gateway irrigation is under consideration.
- Signage requirements for the “Gateway” sign will be researched and Lykins Sign Tech, Inc. and Signs & Things consulted.
- There is a plan (years 2021 – 2022) to install a sidewalk on the eastern side of Vanderbilt Drive from Vanderbilt Beach Road to 105th Avenue N.

During Committee discussion, the following was noted:

- The Parks and Recreation Department is receptive to new signage which will highlight the community Gateway.
- Mr. Sells will consult the Collier County building code to determine if electronic signage application is viable.
- A temporary fence will be installed to stabilize the bank on “grubbing” completion.
- Ground cover on the bank slope is not feasible due to presence of saltwater and maintenance difficulty.

Mr. Sells will:
1. Research signage options and confer with County approved sign vendors.
2. Contact six homeowners on Flamingo Avenue to present the proposed landscape refurbishment plan of the northwest corner of Vanderbilt Drive and Blue Bill Avenue and solicit feedback.

C. ASSET MANAGEMENT SYSTEM, data input costs

Mr. Sells reported:

- The MSTU is participating in an Asset Tracking and Work Maintenance Inventory System program being implemented by the County to track assets. The software was activated in April to collect record and manage MSTU assets.
- An intern has been hired to quantify assets in the system with hours billed to the specific MSTU with an estimated time frame of two months for the work. The costs are anticipated to be in the $2,000. range.

IX. NEW BUSINESS

A. CENTURY LINK REQUEST FOR PAYMENT $80,738.08
Mr. Sells received an invoice from Century Link in the amount of $80,738.08 for engineering services for design and supervision of Phases II and III of the Vanderbilt Beach underground conversion project.

Ms. Miyamoto motioned to approve payment to Century Link in the amount of $80,738.08 for engineering services for the Vanderbilt Beach Beautification MSTU’s Florida Power & Light Underground Power Conversion Project Phases II and III. Second by Mr. Sjostrom. Carried unanimously 4 – 0.

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 Division.
- Sidewalks Vanderbilt Drive east side beyond 105th Avenue N
  Extending the MSTU boundary to encompass the eastern Right of Way of Vanderbilt Drive is required to implement the project.

X. PUBLIC AND BOARD COMMENT
The Committee noted community park benches and pads in need of repair and discussed repair/replacement options including signage plaques as necessary.

Mr. Sells will confer with Collier Area Transit (CAT) to ascertain if the agency would be receptive to bench repairs and report his findings to the Committee.

There being no further business for the good of the County, the meeting was adjourned by order of the Chair at 3:35 P.M.

VANDERBILT BEACH MSTU ADVISORY COMMITTEE

________________________________________
Bruce Forman, Chairman

The minutes approved by the Board/Committee on______________________________, 2018
“as submitted” [___] OR “as amended “ [__].

NEXT MEETING DATE: JANUARY 4, 2018 2:00 P.M.
“CLAUSSEN FAMILY CENTER” AT ST. JOHN’S CHURCH
625 111TH AVENUE, NAPLES, FLORIDA