



Vanderbilt Beach M.S.T.U

Advisory Committee

3299 East Tamiami Trail Suite 103
Naples, FL 34112

OCTOBER 4, 2018

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice-Chair Sjostrom called the meeting to order at 2:00 P.M. A quorum of three was present. The Pledge of Allegiance was recited.

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: Mike McGee – Landscape Architect
Aaron Gross – Ground Zero Landscaping
Wendy Warren - Premiere

III. APPROVAL OF AGENDA

Mr. Sjostrom moved to approve the Agenda of the Vanderbilt Beach M.S.T.U. as presented. Second by Ms. Miyamoto. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES OF SEPTEMBER 6, 2018

Mr. Weber moved to approve the minutes of the September 6, 2018 Vanderbilt Beach M.S.T.U. meeting as presented. Second by Ms. Miyamoto. Carried unanimously 3 - 0.

Mr. Harris arrived. A quorum of four was present.

V. LANDSCAPE MAINTENANCE REPORT – AARON GROSS, GROUND ZERO LANDSCAPE

Mr. Gross reported on landscape irrigation maintenance as follows:

- General landscape maintenance was performed including pruning and weeding.
- The Public Utilities contractor is repairing the irrigation system bordering the sidewalks where necessary and grass has been planted.

VI. CONNER PARK LANDSCAPE DESIGN – MIKE MCGEE, MCGEE & ASSOCIATES

Mr. McGee submitted Vanderbilt Drive Landscape Improvement Plans for Conner Park, including a graphic colored library of proposed plant materials, developed at the 60% level and requested comments.

Mr. Sells reported Collier County's Wastewater Division Collections Section opposes the proposed fence and gate design for the County Lift Station Facility, rendered on documents LD 16 – 17 of the Landscape Shop Drawing Plans, citing vehicle visibility limitations and truck access interference.

Two solutions were proposed:

- A. Remove the fence in its entirety.
- B. Remove the front of the lift station fence, remove the chain link fence and replace it with an MSTU fence design.

Mr. Harris arrived. A quorum of four was present.

During Committee discussion the following was addressed:

- **Mr. Sells** will inquire with the Sewer Department regarding the feasibility of retaining the six columns designated as A, B and C on Site Plan LD 16.
- Concrete sidewalks will be considered in lieu of paver walkways on the Park entryway perimeter.
- Mangroves on the water's edge and bordering the sea wall belong to the County and will be protected.
- Exotic vegetation and storm debris will be removed.
- A Vista location to enhance water views, created by pruning of Mangroves, will be considered for incorporation into the design.
- The Parks & Recreation Department will allow MSTU use of their irrigation system until the plantings are installed. *Mr. Sells will contact Barry Williams, Parks & Recreation Director, to inquire if plans are available for recent renovations to their irrigation system.*
- South side irrigation will be zoned to accommodate plant requirements possibly installing two heads then reducing to one once plants are established. Annuals will be zoned separately and bubblers will be required for the palm trees. The north side of the project will require a new four zones irrigation system.
- A Request for Quote (RFQ) has been prepared by Mr. Sells for extension of the MSTU's irrigation system on completion of refurbishment.

Mr. McGee will provide revised landscape plans to enable Mr. Sells to identify plant specimens and proposed installation locations.

Project Bid Schedule

During Committee discussion the following was noted:

- Mr. McGee requires two months to prepare drawings for bid.
- The sign and fence will be bid independently of landscaping.
- Grubbing, grading and berming will be done in advance of Clusia planting and fence installation.

In accordance with County procedure, the Committee requested Invitations to Bid (ITB) for the Vanderbilt Beach Conner Park refurbishment project be finalized in December 2018 for distribution to qualified contractors.

VII. PROJECT MANAGERS REPORT – HARRY SELLS

A. BUDGET REPORTS for 09/30/2018 and 10/4/2018

Budget Report for FY-18 dated 9/30/2018

- \$1,233,452.58 of the FY18 Ad Valorem property tax revenue budget of \$1,280,300.00 have 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 \$3,138,436.70 of which \$1,297,371.91 is committed; \$443,074.70 is expended.
- Other Contractual, Line 18, reflects committed expenses for Phase III. Hole Montes will be retained through completion of Phases II and III.
- Unencumbered Operating Expense funds available are \$1,397,990.09, primarily a reflection of the delay in Phase IV construction.
- Estimated Cash Balance, including funds committed and not spent, as of September 30, 2018 is \$2,707,848.89.

Budget Report for FY-19 dated 10/4/2018

Mr. Sells provided an overview on the “*Vanderbilt MSTU Budget Report on Fund 143*” FY18 dated October 4, 2018 highlighting:

- FY19 Ad Valorem property tax revenue budget is \$1,345,200.00, an increase of 5.09%.
- Total revenue FY18 is \$4,722,770.26 including investment interest, transfers and contributions (minus a 5% reserve of \$67,700).
- The Millage rate remains constant at 0.5000.
- Operating Expense Budget is \$4,568,170.26 of which \$1,364,100.26 is committed.
- Unencumbered Operating Expense funds available are \$3,204,070.00
- Estimated cash available exclusive of commitments is \$3,358,670.00.

Mr. Sells will research the category under which financial credits for repairs resulting from Mitchell & Starks construction damage during the Public Utilities Project (such as the cost incurred by MasTec for re-boring Vanderbilt Drive), are recorded in the financials and report his findings to the Committee.

Mr. Sells noted funds are sufficient to finance completion of Phase III, Phase IV and the Conner Park restoration project.

B. GENERAL STATUS OF BURIAL PROJECT and DELAYS

Phases II and III Network Electrical Activation

Mr. Sells reported:

- The majority of the system has been converted from the aerial to the underground network.
- Four streets from Pine to Tradewinds Avenues will be activated on completion of Mitchell & Stark’s storm drain installation.
- Mr. Sells has requested FPL approval to write two contracts for pole removal:
 - Vanderbilt Drive north and south of the washout locations including ten finger streets
 - Poles spanning the five washout locations on Vanderbilt Drive and four adjacent finger streets.
- Estimated time frame for removal with two contracts would be end of December 2018 (Phase A) and September 2019 (Phase B).
- All Vanderbilt Drive poles plus Phase B poles will remain if FPL does not agree to split up the contracts.
- MasTec has ceased work pending receipt of a Switching Order.
- Staff does not anticipate a loss of residential power during the switch over process.
- Estimated date to complete repairs to five “washout” locations by Quality Enterprises USA, Inc. (QE) and Mitchell & Starks Utilities Project on the West side of Vanderbilt Drive is April 2019.

C. STATUS OF PHASE IV DESIGN

Underground Facilities Conversion Agreement – GAF Waiver

The Board of County Commissioners (BCC) approved the “*Underground Facilities Conversion Agreement – Government Adjustment Factor Waiver*” contract between Florida Power & Light Company (FPL) and the Vanderbilt Beach M.S.T.U. for the Vanderbilt Drive FPL Phase IV Project in the amount of \$287,680.00 on September 25, 2018.

Mr. Sells presented the “*Applicant-Installed Facilities Agreement for Underground Conversion*” (WR #5686943) contract between the Board of County Commissioners for Collier County and Florida Power & Light Company (FPL) for the Vanderbilt Drive FPL Phase IV Project, encompassing the section from 111th Avenue to the north side of the third bridge, enabling the MSTU to assume responsibility as a sub-contractor for burying the utilities (similar to the activity for Phases 2 & 3). Upon completion FPL will assume responsibility for the network.

- The contract authorizes the M.S.T.U. to go out for bid for the burial of conduit and placing of equipment, including Comcast cable and Century Link installations and networks.
- A new contract for Construction Engineering Inspection (CEI) professional services will be drafted and Request for Quote’s (RFQ) solicited.
- Estimated timeline for construction is five to six months with a possible start date of April 2019.
- *Invitations to Bid* will be distributed to qualified contractors in accordance with County procedure with a target date for initial meetings set for November 2018.
- Bids will be submitted to the Board of County Commissioners for approval.

Mr. Weber motioned to recommend the Board of County Commissioners (BCC) approve the “*Applicant-Installed Facilities Agreement for Underground Conversion*” (WR #5686943) contract between the Board of County Commissioners for Collier County and Florida Power & Light Company (FPL) for the Vanderbilt Drive Phase IV Project. **Second by Ms. Miyamoto. Carried unanimously 4- 0.**

D. STREET WIDENING, SIDEWALK REPAIR, CURBING

A Public Utilities project for restoration of the remaining intersections to increase the radius corners and widen street entrances twenty feet is progressing. Sight distances will be improved by relocating the sidewalks within six feet of Vanderbilt Drive and removing existing Right-of-Way landscaping.

Commencement of work to relocate the sidewalks and install curbing on the north three finger streets will be scheduled on receipt of the Request for Quote (RFQ).

E. NEW IRRIGATION LINE

The irrigation line installation on Vanderbilt Drive consisting of new control wires encased in plastic conduit is complete. Mr. Sells has prepared and *Invitation to Bid (ITB)* to connect the system to the existing main line.

VIII. OLD BUSINESS

A. By Laws

Mr. Sells distributed the new Vanderbilt Beach Municipal Service Taxing Unit (MSTU) By Laws for Committee review noting they are consistent with existing By Laws.

Mr. Weber motioned to approve signature execution of the Vanderbilt Beach Municipal Service Taxing Unit (M.S.T.U.) Advisory Committee By Laws. Second by Ms. Miyamoto. Carried unanimously 4 - 0.

The Vanderbilt Beach Municipal Service Taxing Unit (MSTU) By Laws were signed by the Advisory Committee members.

IX. NEW BUSINESS

A. POSSIBLE NEW PROJECTS

Mr. Sells introduced concepts for future improvements to the Vanderbilt Beach M.S.T.U. for Committee consideration including:

- **Street Lights**
Street lights will be considered as a future project on completion of Phases II and III construction.
- **Park Benches**
Additional benches will be considered for installation on completion of the County's utility project.
- **Trash Cans on Vanderbilt Drive**
Trash cans would be placed next to benches on completion of utility construction. The Landscaping contractor would be responsible for trash removal weekly with the costs incorporated into the landscaping contract.
- **Refurbishment of Vanderbilt Drive Landscape**
This project will be considered for implementation upon completion of Public Utility construction and the underground utility project.
- **Sidewalks east and west side of Gulf Shore Drive**
This project requires designing and fund allocation. Sidewalks must conform to codes and be ADA compliant.

The Committee discussed the sidewalks on the west side of Gulf Shore Drive noting:

- The sidewalks are the property of the homeowner.
- Continuity of sidewalk materials should be considered for aesthetic and safety purposes.
- Avenues to finance the renovation of sidewalks should be researched.

Mr. Sells will review the Committee's request with the Road Maintenance Division and update the Committee at a future meeting.

- **Trees in ROW Finger Streets**
A resident's proposal to plant trees on one or both sides of the finger streets will be considered.

X. PUBLIC COMMENT

Kathy Foster stated:

- Opposition to installation of trash cans on Vanderbilt Drive citing maintenance concerns.

- Public Utilities stormwater infrastructure construction has resulted in ponding and water retention in the Swales on the north side of Heron Avenue.
Mr. Sells suggested she contact Tom Chmelik, PPMD Director, to discuss the situation.
Mr. Sells will talk to Jerry Kurtz, GMD Stormwater Planning, to determine if consideration would be given to eliminating the swales.

Vice Chair Sjostrom noted new fire hydrants are being installed on Vanderbilt Beach Road.

XI. ADJOURN

There being no further business for the good of the County, the meeting was adjourned by order of the Vice-Chair at 3:25 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: OCTOBER 4, 2018 2:00 P.M.
NAPLES PARK COMMUNITY CENTER
654 104TH AVENUE, NAPLES, FL