

1                   **PELICAN MARSH COMMUNITY DEVELOPMENT DISTRICT**  
2                   **REGULAR BOARD OF SUPERVISORS MEETING**  
3                   **NOVEMBER 18, 2020**

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5 The Board of Supervisors of the Pelican Marsh Community Development District met on  
6 Wednesday, November 18, 2020, at 9:00 a.m. at the Pelican Marsh Community Center, Naples,  
7 Florida.

8 **APPEARANCES:**

Edward Walsh, Chairman  
Don Pomerantz, Vice-Chairman  
Joe Diaz, Assistant Secretary  
Tony Scire, Treasurer  
Tim Jackoboice, Supervisor

13 **ALSO PRESENT:**

Neil Dorrill, Secretary, Dorrill Management Group  
Brent Burford, Johnson Engineering  
Tony Pires, Board Counsel  
John Vanover, Operations Manager  
James Calamari, Access Control

19 **ROLL CALL**

20 Mr. Walsh opened the meeting, noting that all members were in attendance.

22 **PUBLIC COMMENT**

23 Sandy Mintz advised the Board that a food delivery service was allowed to come through the 41  
24 Gate to their home without any advance notice. Mr. Mintz asked what the process was, and  
25 expressed concern about what appeared to be no real checking on the delivery service. The  
26 food was delivered by Grub Hub, and Mr. Calamari explained that the gate policy allows them,  
27 along with UPS, Amazon, Fed Ex and others to be admitted, as it is a public road and they are on  
28 the general admit list.

29 Mr. Calamari reminded those present that they do not have security, only access control, and  
30 because they are on that general admit list, they do have access to the community. Mr. Dorrill

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5 noted that the guard is entitled to ask a food delivery person for proper identification in these  
6 cases, and Mr. Walsh asked that Mr. Pires get together with Mr. Calamari and re-look at who is  
7 allowed to come into the District as a general carrier without notifying the resident.

8 Mr. Pires suggested that just as a clarification, they cannot be denied access to the public  
9 roadway, but once they get off the public road and go on to private property, that is another  
10 issue.

11 Mr. Walsh felt that food deliveries should be handled differently, and Mr. Pires and Mr.  
12 Calamari will discuss it and have some suggestions at the next meeting.

13

14 **SWEARING IN OF NEW OFFICERS, FISCAL YEAR 2021**

15 Edward Walsh and Joe Diaz were then sworn in by Mr. Dorrill to continue to serve as  
16 supervisors.

17 **On a MOTION by Tony Scire and a second by \*\*\*, Edward Walsh was nominated to serve as**  
18 **Chairman and unanimously approved by the Board.**

19 **On a MOTION by Edward Walsh and a second by Tim Jackoboice, Don Pomerantz was**  
20 **nominated to serve as Vice Chairman and Tony Scire to serve as Treasurer, and they were**  
21 **unanimously approved by the Board.**

22 **On a MOTION by Tony Scire and a second by Edward Walsh, Mr. Dorrill was approved as**  
23 **Secretary on the unanimous approval of the Board.**

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25 **APPROVAL OF OCTOBER 2020 MEETING MINUTES**

26 On Page 4, Line 29, the roadwork will begin during the winter rather than the summer.

27 On Page 7, Line 14, Mr. Zahn's first name was noted to be Melvin.

28 **On a MOTION by Tony Scire and a second by Joe Diaz, the minutes were then unanimously**  
29 **approved as amended.**

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5 **Financials**

6 The preliminary year end financials were noted to be unaudited, but the audit will be  
7 performed as early as December for the field work. Mr. Dorrill added that the year was a very  
8 good one, with the balance sheet showing \$1,900,000 in cash at year’s end, with \$625,000 of  
9 that amount in the reserve for contingency, and \$850,000 for cash flow.

10 A new reserve fund will be started this year for capital improvements, in accordance with the  
11 adopted budget for 2021. There was \$49,000 in payables as of that time as well.

12 Total assets of the District including land, infrastructure and improvements was \$25,300,000.

13 The income statement showed total that the year-to-date non ad valorem assessments were  
14 \$3,417,000 against a budget of \$3,500,000. The difference was due to fees and the discounts  
15 taken. All the third-party agreement amounts were received before year’s end.

16 On the expense side, total revenues year-to-date were over budget by \$40,000 as a result of  
17 strong interest earnings and some late FEMA money that came in earlier in the year in the  
18 amount of \$58,000. Total operating expenses were \$59,000 under budget at year’s end.

19 On the capital side, they were also slightly under budget by \$22,000 on capital outlay, primarily  
20 due to the actual costs associated with landscaping.

21 Mr. Walsh noted that they had taken \$140,000 out of retained earnings to pay for Phase 1 of  
22 the landscaping project and the significant sidewalk repair. An additional unbudgeted \$26,000  
23 was spent on access control for equipment upgrades, and Mr. Walsh indicated that he was  
24 going to work very hard to invest money back into the community rather than coming in under  
25 budget for the coming year.

26 **On a MOTION by Tony Scire and a second by Joe Diaz, the financials were then unanimously**  
27 **accepted by the Board.**

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5 **MANAGER’S REPORT**

6 A. Update on Phase II of Landscape Renovations

7 The Board members were provided with copies of the Phase II landscape plans, which were just  
8 received, and Mr. Dorrill suggested that they make some decisions on them the following  
9 month. Mr. Vanover noted that these plans were for the Goodlette to Airport Road Phase, and  
10 were primarily for the medians with some plantings on the sides as well.

11 The same plant pallet that was used in Phase 1 was suggested in the plans, with the exception  
12 of the Grail Peanut flowering plant, which is being eaten by the rabbits and will have to be  
13 replaced. Once everyone signs off on the plan, they will bid it out, but it is anticipated to cost  
14 about \$95,000, plus or minus \$5,000 or \$10,000. The total amount was \$128,000, which  
15 included the architectural fees.

16 Mr. Walsh suggested that as everyone agreed with the plant format in Phase 1, and since they  
17 will be following the same ideas in Phase II, it would be appropriate to approve the landscape  
18 plans for this second phase now so that it can go out to bid immediately. After a brief  
19 discussion, the Board agreed that they move forward with the Chairman’s suggestion to obtain  
20 bids for the December meeting.

21

22 B. Update for RFP for Guard Gate Renovations

23 Mr. Dorrill advised that Mr. Jackoboice was the liaison for this project, and a final draft is being  
24 done to do the bid solicitation. Mr. Jackoboice added that the final draft was being prepared to  
25 do a design-build approach so a single entity would do the entire project, which will reduce the  
26 time for completion.

27 Mr. Dorrill indicated that they will send a copy of the bid solicitation to Mr. Pires to check for  
28 legal sufficiency, and they intend for it to go out late November or early December. Hopefully  
29 by the January meeting they will be able to have some presentations on the project, after which  
30 the Board can make a decision on the top three firms. At that point staff can negotiate a

5 contract with the top contractor based on the presentations. At that point the contract can  
6 then be awarded, as early as February of 2021. They will get the bid information to Mr. Pires  
7 as soon as possible.

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9 **C. Road Resurfacing Update**

10 This project has been delayed a few times due to the stormy weather, and the contractor is  
11 behind schedule. Mr. Vanover indicated that there is a two-week delay, but anticipates that he  
12 will begin the work at that time. Mr. Dorrill indicated that he is a good contractor, and the  
13 project should be completed by Christmas.

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15 **ATTORNEY'S REPORT**

16 **A. Executive Orders**

17 Mr. Pires reported that there were no further executive orders from the Governor allowing  
18 remote meetings. If that changes, Mr. Dorrill, Mr. Walsh and Mr. Vanover will be advised.

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20 **B. Sunshine Law Presentation**

21 Mr. Pires would like to make this power point presentation for the Board at the December  
22 meeting, which should take 15 to 20 minutes. He felt that the Board should be updated and  
23 refreshed on this information annually, as there are criminal and civil penalties for violations of  
24 this law. Additionally, any violation of the Sunshine Law renders any action taken by the  
25 governmental body on that issue void. This item will be put on the agenda for the following  
26 meeting.

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28 **ENGINEER'S REPORT**

29 Mr. Burford indicated that he had nothing to report other than his continuing work with staff  
30 as needed on the various projects.

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5 **SUPERVISORS' REQUESTS**

6 **A. Update on Access Control Software**

7 Mr. Scire advised the Board that he and Mr. Calamari continued to meet once a week, to go  
8 over the status, strategy and implementation of Phase 1 of the Gatekeeper installation. They  
9 are very close to completion, and are waiting only for the Kiosk piece which drives the printers  
10 and other pieces of the Phase 1 application.

11 Mr. Scire advised that he is prepared to give a full presentation of the implementation at the  
12 next meeting, and was hopeful that the system would be up and working at that time. In  
13 response to Mr. Walsh's question regarding problems, Mr. Calamari indicated that there were  
14 some glitches in the data they were receiving, and they are in the process of fixing those. All of  
15 the equipment software is working, and once the Kiosks come in, the printers and scanners will  
16 go in place and the system will be at 100 percent,

17 Mr. Walsh advised of a problem he encountered with communication from his computer to his  
18 identification sheet regarding guests. Mr. Calamari indicated that everyone was experiencing  
19 that problem for about a week, which involved Comcast's software, but it has now been fixed.  
20 Mr. Mintz asked about receiving texts, and he will meet with Mr. Calamari after the meeting to  
21 determine the issue.

22 Mr. Scire felt that it would be very helpful to have a presentation with the guards at the gates,  
23 and some people skills training, and Mr. Walsh advised that if he and Mr. Calamari agreed that  
24 this should be done, it was their decision to do so, and he would fully support it.

25 Steve \*\*\* advised the Board that he and several other residents had visited some of the other  
26 districts in the area, and made specific note of the protocol followed at the guard gates. He  
27 agreed with Mr. Scire that some changes were needed at the gates, and to bring some  
28 customer service training to the guards. Mr. Walsh agreed, and added that the rovers could  
29 use some additional training as well, as there have been complaints, and the demeanor of the  
30 people in these positions has a great impact on the reputation of the District.

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5 **B. Year End Bonuses**

6 Mr. Walsh noted that there was \$8,000 budgeted for this, with \$1,500 for the head man  
7 working for Mr. Vanover and Mr. Calamari. Mr. Dorrill and Mr. Vanover usually received  
8 \$2,500. Mr. Walsh suggested some changes to those amounts, as it has been a difficult  
9 transition year, with many things going on. Mr. Calamari should receive \$1,500, and Mr.  
10 Vanover and Mr. Dorrill should receive \$3,500 each. He also wanted to add \$500 to go to  
11 Christopher Dorrill, who has been very active with organizing the residents' communications.  
12 This would change the budgeted amount to \$10,500.

13 **On a MOTION by Don Pomerantz and a second by Tony Scire, the Board unanimously**  
14 **approved the increase in year end bonuses.**

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16 **PUBLIC COMMENT**

17 Melvin Zahn from Watercrest noted that the gate going into the community at Airport Pulling  
18 should have reflectors as it is difficult to see at night. Mr. Vanover will take a look at the gate to  
19 determine what needs to be done. Additionally, Mr. Zahn asked about the scan code he used  
20 to get into another district, and he was advised that this system is being installed as part of  
21 their new access control program.

22 Mr. Mintz added that this system was used recently at another community he visited, and the  
23 food delivery man ahead of him used a scan code to gain entrance. Mr. Walsh felt that this  
24 would be a good solution for their District and hoped to eventually be able to implement it.

25

26 **ADJOURNMENT**

27 Mr. Dorrill noted that the next meeting would be held on December 16, and the meeting was  
28 adjourned at 9:40 a.m. **on a MOTION by Joe Diaz and a second by Don Pomerantz.**

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