

MEETING MINUTES
PIRATE HARBOR STREETS & DRAINAGE ADVISORY COMMITTEE
December 13, 2011
10:00 a.m.

Attendees: Robin Leonard, Dennis McCulloch, John Fleming and George Taylor

County: Dawn Harrison and Greg O' Connor

The meeting was called to order at 10:00 a.m.

Minutes: No Minutes were submitted for approval

Business:

- Mr. Taylor discussed landscaping plans with John Conroy, a landscape designer and Gregg O'Connor, Landscaping Project Manager with Public Works.
- Mr. O'Connor reviewed the project and ensured that it met Florida Statutes and procedures of the County's Purchasing Department. He discussed additional requirements specified by other state agencies that must also be met; i.e., reclaimed water will be mandated to be used.
- Mr. O'Connor suggested the Committee start with a Request Letter of Interest (RLI), for a landscaping design firm; stating that there is no staff in Public Works to perform the design at this time.
- Mr. Fleming explained the locations being considered for new landscaping. The Committee reviewed an aerial view of the locations that could be altered. The type of plants would be based on roadway safety and tolerance to heat and cold. The cost estimate would be \$25, 000 to hire a firm to design the landscaping with an irrigation system.
- In order to move forward the majority of the property owners would have to agree to a rate increase for a beautification project. The end fund balance is \$135,000 in the budget for Pirate Harbor Street & Drainage. The County would hire a landscape architect for the design.
- The RLI for the design would go through the Purchasing Department. The Purchasing Department procedure must be followed when utilizing public funds. The process is \$5,000 request for quote, \$50,000 request for bids, and \$100,000 request for proposal. The County has a library of vendors that will be contacted.
- The question was raised as to the requirement for an irrigation system. It is not required, however, if there is a line available within 500 feet, the system would use reused water which is very inexpensive. A drip irrigation estimate would be \$10,000.
- The information for the project should be supplied to the Purchasing Department. The Purchasing Department will form a selection Committee using County employees to make recommendations for selecting a contractor.

PIRATE HARBOR STREETS & DRAINAGE ADVISORY COMMITTEE

December 13, 2011

Page 2

- The Committee discussed other landscaping projects within the County and expressed concern over how the drainage may impact the cost of the project. There is a review process that includes different departments within the County that allows input on all projects. If water retention is required, land may need to be purchased. Ms. Harrison stated that normally additional retention is only required when additional pavement is installed; in this case, it would not likely be a requirement.
- There was discussion regarding the landscaping of the triangle. The triangle is private property and would not be included in the project.
- The Committee will be able to provide input on the project before the RLI goes to the Purchasing Department.
- The Committee reviewed and discussed budget line items and a possible rate increase. Mr. Taylor will investigate the landscaping project further. The name of the project will be known as Pirate Harbor Landscape Project Phase 1.
- No activity report was supplied to the Committee. No work items were reported.
- Mr. Taylor made a motion to move forward with the planning and designing of the Pirate Harbor Landscape Project Phase 1, using the funding that is currently available in the Budget. The Motion was seconded by Mr. McCulloch with all members present in favor.

The next meeting is scheduled for February 7, 2012 at 10:00 a.m.

The meeting was adjourned at 11:08 a.m.