

**MEETING MINUTES**  
**SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE**  
**February 7, 2012**  
**9:30 a.m.**

**Attendees:** Barbara Hundley, Karen Price, Kendall Leach, Carol McGuire

**County Staff:** Tom Brooks, Victor Cavaleri, Alan Holbach Judith Nothdurft,  
Gregg O'Connor, Roger Warner, Sandy Wright

**Guests:** Ken Anderson (West County Mowing), Chad Solowiejko (Solo Electric),  
Bob Dratch, Barbara Holmes, Ken Simone, Sandy Slater

**Absent:** Alice Minich

The meeting was called to order at 9:33 a.m.

**Minutes:** The meeting notes from the December 6, 2011 meeting were approved with corrections to pages 2 and 3 as noted by Ms. Price.

**Old Business**

Miscellaneous:

- The meeting was called to order at 9:33 a.m. at the San Domingo Entrance for the purpose of reviewing the Solo Electric Estimate for lighting work at the Entrance Signs. The meeting reconvened at 10:45 a.m. at the South Gulf Cove Homeowners Association Pavilion located at 14859 Ingraham Blvd.
- Membership status: One opening for an alternate member was advertised on January 10, 2012. Kendall Leach applied for re-appointment. His position will be advertised at the first BCC meeting in March and he will be scheduled for re-appointment approval during the second BCC meeting in March.
- Pepper trees have been cleared by West County Mowing.

Entrance Signs:

- The Committee reviewed the estimate and scope of work from Solo Electric to remove and replace the existing lighting at the South Gulf Cove entrances.
- Representatives from the Facilities Department and Solo Electric answered questions and concerns regarding the work to be done.
- Solo Electric suggested the Committee look at the lighting that was installed at the entrance to Burnt Store Village as a possible approach for the lighting.
- It was suggested that upgrading one entrance first would allow the Committee to review before proceeding with the other three entrances. The Committee agreed all the entrances must look the same.
- Ms. McGuire made a motion for a temporary demonstration at one entrance to provide the Committee with a visual of the lighting project. The motion was seconded by Ms. Price and passed unanimously. Mr. Holbach will coordinate a demonstration with the Facilities Department.

## **SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE**

**February 7, 2012**

**Page 2**

- The Committee asked if there were other contactor estimates. Mr. Holbach explained that the County has a list of preferred vendors. It is faster and more economical to use these vendors.
- Ms. Nothdurft informed the Committee that Fiscal Services stated there are no funds available for the lighting work in the FY12 budget year and that the work must begin after October 1, 2012. The Committee said that there are funds available and they would like the work to begin as soon as possible. Mr. Holbach said he would research to see if work could begin sooner. He stated that there are different guidelines for Maintenance vs. Capital Projects and they have different processes that must be followed. Mr. Holbach checked with Fiscal Services and confirmed that the lighting work covered under the Solo Electric estimate at the entrances could be conducted in FY12.
- This scope of work represents what the previous Committee originally wanted done. They questioned why it was done differently the first time causing the need for this removal and replacement. The citizens in attendance expressed their dissatisfaction with the previous contractor's recommendation to install this low voltage electric. They want this work to be done one time correctly to eliminate the need for it to be redone in the future.
- There was discussion regarding the amount of lights shown on the estimate. There are some numbers transposed. Solo Electric stated the changes should make the estimate less expensive. Solo Electric will be revising the estimate and it will be sent to the Committee members for review.

### St. Paul Linear Park & Learning Garden:

- There was discussion regarding the park benches and the weekly report dated February 3, 2012, submitted by Ms. Musselman, Project Manager stating the work is complete. The Committee said that the work is not complete. Mr. O'Connor suggested the Committee follow up with Ms. Musselman for current status since she manages the project.
- The paving contractor has agreed to fix only the items that they damaged, while working on the project. The clogged irrigation lines are not their responsibility.

### San Domingo Park:

- The Project Manager, Mr. Warner, has sent the project out for bid for \$240,000. A pre-bid conference is scheduled for February 13, 2012 at 11:00 a.m. at the Administration Building, B106 conference room. The bids will be opened at 2:00 p.m. on February 29, 2012 at the Administration Building, Purchasing conference room. All concerns should go through Mr. Warner. The Committee asked about the costs involved with the changes for the pavilion in Garden Park. Ms. McGuire expressed concern about the plants being used stating as some of the plants used in the Learning Garden didn't survive the cold. Ms. Price suggested Ms. McGuire compile a list of concerns and send it to the Committee members. Mr. Holbach advised the Committee that changes are possible until the contract is awarded. Mr. O'Connor stated plants must be able to tolerate 25 degree temperatures.

## **SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE**

**February 7, 2012**

**Page 3**

### Medina Waterway Park:

- There was discussion that this project should be in the Purchasing Department but it's not. Mr. Warner, Project Manager stated that it is a \$150,000 Capital Project that must be put into the 2013 budget. The letter of interest that was submitted was pulled due to the cost of the project. Ms. Nothdurft had notified Ms. Price. Mr. Warner will provide the Committee with a conceptual design and very rough estimate of costs based on the project scope. Ms. McGuire requests that all future projects have the same Committee member or citizen involved from beginning to end.

### Mangrove Trimming:

- The trimming crew parked a truck on the new concrete pathways. Mr. Holbach asked the Committee to notify the County immediately when this type of activity is observed. The new concrete was discussed with the contractor during the pre-bid process and Mr. Holbach will follow up with them.

### Learning Garden:

- Ms. McGuire reported that the concrete is currently being poured. There was discussion regarding an elevation issue and ADA requirements causing possible changes to the plans. The contractor stated they must perform the work that is in the plans. Ms. Musselman's report doesn't address any changes. Mr. Halfhill made the decision to proceed with concrete instead of asphalt on the parking lot and advised the Committee chair person. The Committee is requesting all future communications be sent to all Committee members, not just one person. This will allow all committee members to be aware of status changes in case the chairperson is unavailable. There have been many volunteer hours put into work that has to be redone due to non-communication issues. The Committee was advised that the Project Manager is responsible for getting the approval from the Architect and Engineering prior to beginning the work. The tables are set in concrete and do not allow wheelchair access.

### **New Business:**

#### South Gulf Cove Landscape Maintenance Contract:

- Mr. Holbach also researched and determined that it was better to have a single contract to include mowing for the entrances, parks and medians, irrigation management, decorative lighting management, Fire Ant management, tree pruning, plant health care, and mulching. This will put the contract on-hold until it can be amended and reviewed by the Committee.
- There was discussion regarding the look of the median. Ms. Hundley made a motion to approve the fee of \$2880.00 for a one-time special mowing of the medians before the Specialty Contract bid gets approved. The motion was seconded by Ms. McGuire and approved with a 2 to 1 vote by the Committee members. The new specialty contract will include this mowing in the future. Mr. Holbach stated that this will have to go through the Purchasing system. Mr. O'Connor will submit for approval.

## **SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE**

**February 7, 2012**

**Page 4**

- Mr. O'Connor stated that a bid request is going out this week for Specialty Mowing and that it is likely that there will be a pre-bid meeting scheduled some time next week. This bid will include the Access Road, Entrance Signs, Medians and irrigation.
- Mr. Holbach warned the Committee about their members hiring contractors/vendors to do work for them without going through the County. Requesting work on their own makes the Committee responsible for payment.
- Mr. Leach advised that the fire ant treatment that was done at the entry signs did last 30 days. Mr. O'Connor will submit a request for the areas to get treated for ants the next time it is mowed.
- Draft budgets are being compiled. The Committee doesn't feel they are prepared to address items for the 2012/2013 fiscal year. The Committee agreed to budget \$100,000 for Medina Waterway Park, \$200,000 for San Domingo Park, Specialty Mowing \$125,000, Landscaping \$75,000, Mangrove Trimming \$10,000, Internal Costs 15,000 and Paws Park to start with \$50,000 and the Committee may want to increase the Paws Park project next year. The Paws Park will be a Capital Project. A community volunteer is pursuing a grant for that project and the Committee wants to take advantage of that possible funding.
- Ms. Nothdurft will forward a copy of the Activity Report to the Committee.
- There was discussion regarding the guidelines for the Sunshine Law.
- A citizen reported the boat ramp that is on private property is shut down causing boaters an hour trip to get to the Harbor. There was a request for the Committee to consider addressing the installation of a boat ramp at a more convenient location. Mr. Holbach stated that boat ramps typically fall under Parks & Recreation. The Waterway ordinance would have to be amended to include more than navigation.

### **Citizen Input:**

- The Community Newsletter was given to Ms. Nothdurft. This document is available for any announcements the County may want to put in it.
- Ms. Slater stated that she has been a member at different levels of responsibility for the past ten years. She stated that this MSBU meeting was the most productive meeting she has ever attended.

The next meeting is scheduled for Wednesday March 14, 2012 at 9:30 a.m.

Meeting adjourned at 12:45 p.m.