

MEETING MINUTES
SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE
January 21, 2014 Regular Meeting
9:30 AM – Building Construction Services Conference Room

Attendees: Bob Dratch, Carol McGuire, Roseann Phillips, Karen Price, and Sandy Slater

Absent: Barbara Hundley (excused)

County: Judith Nothdurft

Guests: Sign-in sheet attached

The meeting was called to order at 9:34 a.m., a quorum was present.

The Minutes from December 11, 2013 were approved as corrected. The Minutes from December 18, 2013 and January 16, 2014 were approved as submitted.

Election of Chair/Vice Chair

- Ms. McGuire nominated Ms. Slater as Chair, all were in favor and Ms. Slater accepted.
- Ms. Slater nominated Ms. McGuire as Vice Chair, all were in favor and Ms. McGuire accepted.

Unfinished Business:

- San Domingo Park
 1. Benches – Ms. Nothdurft conveyed an update from Mr. O'Connor as follows. The benches are scheduled for completion on January 27, 2014 and will be delivered to the San Casa Public Works yard in February. The plan remains for the Maintenance & Operations (M & O) crew to unpack, move and place the benches. The exact cost is not known, since Public Works (PW) does not normally do such tasks. The Committee asked Ms. Nothdurft to verify that if the benches are damaged during this process, the County would be responsible for the cost of the damage.
 2. Exercise Equipment – the Committee discussed the *Exercise Equipment Cost Estimate* prepared by Mr. Rainey and approved the following motions. Mr. Rainey noted that the estimate did not include engineered footers and it would be necessary to hire a Structural Engineer for this, which could be included along with the site plan layout and specifications. Mr. Rainey will work with Mr. O'Connor for the purchasing requests. The Committee asked for updates during this process, especially if there are any glitches.
 - Ms. Price made a motion to have Mr. Rainey of Southwest Engineering & Design (SED) prepare the Site Plan, Specifications, and Request for Letters of Interest (RLI) (if needed) to secure a Structural Engineer for the Exercise Equipment for San Domingo Park, for an amount not to exceed \$3,000. Ms. McGuire seconded the motion with all in favor.
 - Mr. Dratch made a motion to request a Purchase Order for the 10 exercise stations for San Domingo Park as recommended in the SED proposal to be delivered to the San Casa PW Yard for the amount of \$12,550 from Columbia Cascade Co. as a single source supplier. Ms. Price seconded the motion with all in favor.
 - Ms. McGuire made a motion to request a Purchase Order for a contractor to pick up the exercise equipment at the San Casa PW Yard, transport to the San Domingo Park, assemble and install the exercise equipment for an amount not to exceed \$4,999. Mr. Dratch seconded the motion with all in favor.
 3. Picnic Tables – the Committee discussed the *Picnic Table Cost Estimate* prepared by Mr. Rainey and approved the following motions. Mr. Rainey will work with Mr. O'Connor for the purchasing requests. The selected picnic tables from Wausau Tile come as separate tops, seats, and bases that are bolted together. The bases are stained concrete and the top is polished aggregate. The American Disability Act (ADA) code requires one handicap seat for every 25 seats. The three picnic tables provide 18 seats; therefore one handicap seating space is required. Poured concrete pads will be a minimum of 10' x 10' and may need to be made larger for the picnic table with handicap seating.

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- Ms. Slater made a motion to have Mr. Rainey of SED prepare the site plan (same site plan as for the Exercise Equipment) and specifications for the picnic tables for an amount not to exceed \$1,000. Mr. Dratch seconded the motion with all in favor.
- Ms. Slater made a motion to request a Purchase Order for three (3) picnic tables from Wausau Tile for San Domingo Park, shipping and handling in an amount not to exceed \$3,900 (sales tax not required). Ms. Price seconded the motion with all in favor.
- Ms. Slater made a motion to request a Purchase Order for a contractor to pick up the picnic tables at the San Casa PW Yard, transport to the San Domingo Park, assemble, place, and pour the concrete pads for the Picnic Tables for an amount not to exceed \$4,999. Ms. McGuire seconded the motion with all in favor. If this is not possible, the Committee requested that this be brought back to them for further discussion.

- 4. Pilings – Mr. Rainey provided an update on the U.S. Army Corps of Engineers (USACOE) permitting status. The USACOE has forwarded the permit application to the U.S. Fish & Wildlife Service (USFWS) for their review. The USACOE reviewer noted that although this project reached the “may affect” manatees determination, he believed that the project should really be a “may affect, not likely to adversely affect” West Indian manatee. The USACOE should hear back from the USFWS within ten days.

- 5. Palm Tree Replacement – the palm tree under warranty has not been replaced yet. Ms. Nothdurft will continue to follow-up with Mr. Warner on this.

- 6. Irrigation System Status – the irrigation repair will take place after replacement of the palm. The committee conveyed they did not want to spend any additional MSBU funds for the irrigation repair, which was due to the removal of the dead palm.

- St. Paul Linear Park
 1. Irrigation – the Committee asked Ms. Nothdurft to request an update from Mr. O’Connor on the irrigation leak (which is now repaired) and the cause. It was noted that that at the time of the leak, there was an 8” pipe without a head sticking out of the ground and all other irrigation pipes were at the ground surface.
 2. Water Bill – Ms. Price has not received a Charlotte County Utility water bill for Linear Park and the Entrance Signs for several months. Ms. Nothdurft will follow-up.

- Learning Garden - Ms. McGuire made a motion requesting a Change Order to the Landscape Maintenance Contract to add Turf Grass Mowing to the Learning Garden including all the right-of-way mowing adjacent to the Learning Garden for the remainder of 2014 not to exceed \$6,480. Ms. Price seconded the motion with all in favor. The Committee also asked Ms. Nothdurft to confirm with Mr. O’Connor that the Change Order amount would not exceed the allowed percentage that can be added to a contract.

- Landscape Maintenance Contract – Mr. Dratch will finish the first draft of the Committee’s revisions to the Contract and forward to Mr. O’Connor. The finalized comments are pending from the Conservancy and Community Trust of South Gulf Cove (SGC) and the Cove Connector for their landscape maintenance needs. The Committee reviewed the summary spreadsheet for the Landscape Maintenance Contract and asked Ms. Nothdurft to confirm the time period that it covered.

- Activity Report (10/1/13 – 11/30/13) – Ms. Nothdurft provided answers to the Committee’s questions on specific labor hours, material costs, and Inspection charges for WO 1265100 (SGC Beautification/Entry Features Landscaping Annual WO).

New Business:

- Activity Report (12/1/13–12/31/13) & Financial Reports – the Committee asked for information on the charge of \$10,246 dated 12/1/13 under WO 1332040-SGC Landscape Maintenance contract on page 2 of the Activity Report. The Committee also asked for the FY 2013/14 year to date report on the MSBU’s

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expenditures and balances for the next meeting. Additionally, the Committee requested to review the FY 2014/15 Budget to discuss a possible assessment rate increase for the MSBU. The Budget & Administrative Services Department had previously confirmed a rate increase could be done as part of the FY 2014/15 Budget process. Ms. Nothdurft will follow-up on these items.

- Landscape Contract Inspection Reports – the Committee is concerned that the Landscape Maintenance Contract work is not being done and asked if it were possible to receive inspection reports for the completed work. The Committee conveyed that the Contractor is not paying the Subcontractor, and it appears that almost all of the work is done by Subcontractor (rather than 49%). The Committee asked what would happen if the County cancelled the Contract due to non-performance? Mr. O'Connor will follow-up on this.
- No Skate Boarding Sign – Ms. Price received a complaint from a SGC resident that they did not like the No Skate Boarding sign behind the Entrance Sign to San Domingo Park. The Committee members will look at the sign (individually) and place it on the Agenda for the next meeting.
- Irrigation Equipment Keys – the Committee requested that the irrigation equipment for St. Paul Linear Park and San Domingo Park be kept locked and the Committee members have a key in the case of a leak. Mr. O'Connor will follow-up on this.
- The next regular meeting will be scheduled for Tuesday February 25, 2014 at 9:30 a.m.

The meeting was adjourned at 12:10 p.m.

Submitted by:



Judith Nothdurft
Public Works Department

