

MEETING MINUTES
SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE
February 25, 2014 Regular Meeting
9:30 AM – San Casa Conference Room

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

Absent: Barbara Hundley (excused)

County: Judith Nothdurft, Gregg O'Connor, Sandy Wright

Guests: Sign-in sheet attached

The meeting was called to order at 9:30 a.m. A roll call was taken that established a quorum was present.

Member terms were reviewed.

The Minutes from January 21, 2014 were unanimously approved as written.

Unfinished Business:

• San Domingo Park

1. Exercise Equipment – Mr. Rainey reported that he has received the Letter of Sole Proprietary Product from Columbia Cascade Co. for the manufacture of the exercise equipment. Mr. Rainey has also secured a Structural Engineer, John Cole, to design the concrete foundation for the exercise equipment for \$850. This is over the estimated \$500 however; this portion should still come within the budget of \$3,000. To obtain a permit, a structural engineer is required to determine the depth and width of concrete for each piece of equipment based on local soil conditions. All documents are in place to order the exercise equipment. A combined layout plan that included the exercise equipment, benches and picnic tables was distributed to the Committee for review and discussion. The Committee agreed on the plan and moving forward with ordering the equipment and securing a contractor to install the exercise equipment for less than \$5000. Mr. Rainey will inform the vendor that they will be proceeding with the order. Mr. Rainey will work with Mr. O'Connor on ordering the equipment and securing the contractor for installation. Mr. Rainey and Mr. Simeone will work with the contractor regarding the placement of the equipment.
2. Benches – The benches have arrived at the San Casa Public Works yard. Mr. Slade will schedule a crew to install them within the next 1-2 weeks. The County would be responsible for the cost of the damage until they are installed.
3. Pilings – Mr. Rainey stated the US Army Corp of Engineers (USACOE) permit has been issued. The County Plans Examiner required a couple of additional items on the plan detail. The project should be able to move forward after the change order is processed. Innovative Marine Structures is the contractor at a cost of approximately \$8000; they will have 35 days from the date the Notice to Proceed is issued. A condition of the USACOE permit is to install 4 signs on the pilings that indicate "Not for Over Night Mooring" as well as manatee awareness signs. Ms. Nothdurft will follow up with the Sign & Marking Division to see if they can install the signs. It was also suggested that the Piling Contractor install the signs on the pilings. If not, a contractor will be hired to install them. Mr. Rainey will review the permit conditions for the sign requirements and will get a quote.
4. Picnic Tables – the Committee is fine with the location of the picnic tables on the layout plan. The picnic tables will be ordered and delivered to the San Casa Yard. A contractor will be hired to pick-up the picnic tables at San Casa Yard and install them at San Domingo Park.
5. Skateboard Sign - The Committee agreed that the sign is acceptable as is behind the Entrance Sign to San Domingo Park.
6. Palm Tree Replacement – The palm tree under warranty that the Contractor agreed to replace during the park walk-through still has not been replaced. Ms. Nothdurft will follow up and report back. Additionally, there are 3 dead palm trees standing that need to be replaced. Mr. O'Connor will get a quote to remove and replace the 3 palm trees.
7. Pump Enclosure – There was discussion regarding using the same contractor that will be installing the exercise equipment and picnic tables to install the pump enclosure. Mr. Rainey and Mr. O'Connor will follow up.

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- Linear Park

1. There was discussion regarding maintenance not being done by the Landscape Maintenance Contractor. The Committee is concerned about being billed for services that are not rendered. They asked if there is a log or itemized invoice showing the date and service of what was done. The Committee stated there needs to be an inspector for County parks to verify that contracts are being fulfilled. The Committee agreed to write a requirement for the contractor to provide an itemized report or log of work completed on a monthly basis into the new contract. Mr. O'Connor will follow up regarding the work performed and what was billed for January 28th and will report back.
2. Leak in Irrigation – The leak was repaired. Possible causes of the leak were discussed.
3. Pump Enclosure – Mr. O'Connor will obtain the keys to the irrigation equipment boxes. The box was open and locked (unable to close) when Mr. Dratch visited it. There is no emergency contact information attached to the boxes. The Committee agreed to add emergency contact information at all pump enclosures into the new contract.
4. Dead Coconut Palm Trees - There was discussion regarding the replacement of two coconut palm trees that died and were cut off. The committee wants to select replacement trees that are not coconut palms. Mr. Dratch agreed to do a park walk through after the dormant season and report the tree conditions back to the Committee before requesting a quote from Pine Hills Landscaping. Mr. O'Connor suggested adding a 10 working day turn around on all requests for quotes.
5. Irrigation System Solar Panel – The solar panel has been disconnected. The system is operating on a regular battery. Solar could be used if the system was upgraded. The Committee agreed to table this discussion for a future meeting.

- Learning Garden

1. There was discussion regarding it being 3 months since a request for quote was sent to Dalenberg. Mr. O'Connor has received two incorrect quotes from Dalenberg during that time.
2. There was discussion regarding the change order to the Landscape Maintenance Contract exceeding the allowable 5% contingency amount. Mr. O'Connor stated that the amount did exceed the 5% and would need to be presented to the BCC for approval. Ms. McGuire needs a status as soon as possible.
3. The "Learning Garden" sign is missing a letter. Ms. Slater will follow up.

- Entry Ways -

1. Mowing Requirements – Mr. Dratch prepared drawings with the dimensions for mowing the entrances to be included in the new contract.
2. Ingraham Light Repairs – The lights should be in this week. Mr. O'Connor will follow up. Lighting will be removed from the new contract and County staff from Facilities will be responsible.
3. HGTV – Ms. Price, representing the MSBU, signed a waiver to allow HGTV to use their entry signs in a segment on television. The segment is called Beach Front Properties and will air again on March 23; however the sign itself will not be shown because it is a County owned sign.

- Landscape Maintenance Contract

1. Mr. Dratch sent the first draft to Mr. O'Connor to fill in the blanks to set the schedule for pruning, fertilizing etc. and the Committee was concerned about the time frame and questioned if Mr. O'Connor needed additional help. The Committee's desire is to have this completed by June 1, 2014 and it will require 2 more workshops and 1 more meeting before it will be ready for Committee approval.
2. Request for Landscape Contract Inspection Reports - There was discussion regarding Dalenburg subbing out most of the work to Pine Hills Landscaping and the 49% rule. The Committee wants to know how the rest of the year would go if the County canceled Dalenburg's contract before the end of the year. Mr. O'Connor stated that typically a contract would run its term and not be renewed if either party was unhappy with the performance.

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- Request for Utility Bills – Ms. Nothdurft conveyed that Charlotte County Utilities (CCU) has stopped generating paper bills for the County utility bills. The bills are now electronic and can be accessed on the County website. The CCU Billing Supervisor will contact Ms. Price regarding the issue.
- Request for Report and FY2014/2015 budget review – Ms. Nothdurft followed up on the Committee's question regarding a rate increase for FY 2014/15 and reported that the Budget & Administrative Services Director prefers to stick to the two year budget cycle unless there is an emergency. A rate increase can be addressed in the FY 2015/16 budget process for the next two year budget cycle. Internal planning should begin in January 2015. The Committee agreed to wait until the FY 2015/16 budget process.

New Business:

- Financial Reports – Financial History, 3 Month Actual and Activity reports were distributed for review and discussion. The Committee asked for the meaning of "Year-to-Date Encumbrances" on the Expenditure Status Report. They also discussed the Maintenance Services of \$30,277 and C/S–Veg. Removal-Medina Park for \$16,000 under the FY13-14 Budget column on the Financial History Report. The Committee also asked what was included under Miscellaneous Activity on the Activity Report. Ms. Nothdurft will follow up.
- Right-of-Way Landscaping – The Conservancy and Community Trust of South Gulf Cove (CCT) request for services has been forwarded. This includes 107 trees/3 bushes placed by the Cove Connector and 58 trees to be maintained at 9 bridges. Mr. Paine from the Street & Drainage Unit has requested additional trees at the bridges. After discussion, the Committee agreed to focus their efforts on the parks first and to table this discussion until the next planning session.
- The next workshop meeting will be scheduled for Wednesday March 19, 2014 at 9:30 a.m. at the SGC Pavilion.
- The next regular meeting will be scheduled for Wednesday April 23, 2014 at 9:30 a.m.

The meeting was adjourned at 12:20 p.m.

Submitted by:



Sandy Wright
Public Works Department

