

**MEETING MINUTES**  
**SOUTH GULF COVE NON-URBAN S&D ADVISORY BOARD**  
**January 28, 2016– Regular Meeting**  
**9:00 a.m. – Building Construction Services Conference Room**

**Attendees:** Paul Sabin, John Paine, Karen Ireland, Jules Feldmann, and Carmine Rossi

**County:** Mike Dallenbach, Tara Musselman, Judith Nothdurft, and Kelly Louttit

**Guests:** Sign in sheet attached

- The meeting was called to order at 9:01 a.m. A roll call of members was taken that determined a quorum was present. Membership status was reviewed.

**Changes to the Agenda:** Mr. Paine motioned to move MSBU Board Member Liability and SGC Collector Road Paving and Bridges Proposal to the beginning of the Unfinished Business section of the agenda; seconded by Mr. Feldmann and the motion passed unanimously. Mr. Paine motioned to move the Sunshine Law and Robert's Rules of Order Presentation to the end of New Business section of the agenda; seconded by Ms. Ireland and the motion passed unanimously.

- The minutes from October 8, 2015 were unanimously approved as written.
- Ord. 2015-045 County-wide Standard for MSBU/TU Advisory Boards: Ms. Nothdurft reviewed changes implemented in the MSBU Ordinance 2015-045.
- Election of Chair: Mr. Feldmann nominated Mr. Paine for Chair; seconded by Mr. Sabin and Mr. Paine accepted the position.
- Election of Vice: Mr. Feldmann nominated Mr. Rossi for Vice Chair; seconded by Mr. Sabin and Mr. Rossi declined the position. Mr. Rossi nominated Mr. Feldmann for Vice; seconded by Ms. Ireland and Mr. Feldmann accepted the position.
- Sunshine Law/Robert's Rules of Order Presentation: The Advisory Board viewed a previously recorded presentation on the Sunshine Law and Robert's Rules of Order and signed the acknowledgement forms.

**Citizen Input on Agenda Items Only (3 Minute Limit)**

- Ms. Slater questioned if no member was interested in the Chair position who would run the Advisory Board. Mr. Dallenbach advised staff would run the meeting.

**Unfinished Business:**

- MSBU Board Member Liability: Ms. Nothdurft conveyed the legal department does not believe there is any legal liability for the Advisory Board to make recommendations to the Board of County Commissioners.
- SGC Collector Road Paving & Bridge Proposal (copy attached): Mr. Paine distributed a proposal and map identifying collector roads within South Gulf Cove (SGC) as San Domingo, Ingraham, Keystone, Appleton, St. Paul, Calumet and Hallendale. He proposed that present and future paving and repairs of these collector roadways be assessed to all property owners in SGC. Discussion continued by the Advisory Board regarding areas identified as collector roads, ERUs, and a possible evaluation to re-calculate the mileage and assessments for Phase 1 Paving.
- Phase 1 Paving Plan-MSBU Recommendations: Mr. Rossi distributed a copy of website information pertaining to MSBUs in Putnam County. Mr. Rossi would like to have the following questions answered by the Charlotte County Attorney's Office: 1. Is South Gulf Cove Non-Urban Street and Drainage Unit considered one MSBU or two MSBU's (Phase 1 & Phases 2-5)? 2. Are all MSBUs under the same Florida State Statute 197.3632? 3. How can the Advisory Board vote to violate Florida State Statute 197.3632? Discussion continued by the Advisory Board regarding paving in Phase 1. Mr. Feldmann motioned to table the Phase 1 Paving and schedule a special meeting to discuss this as soon as possible after the SGC Collector Road Paving & Bridge Proposal is reviewed by staff and Mr. Rossi's questions are answered; Mr. Rossi seconded and the motion passed unanimously.
- Paving Public Outreach - According to the MSBU Ordinance 2015-045 surveys are not required for core services such as paving.
- Multi-Use Recreational Path/landscaping-Phase 1 - Ms. Musselman stated the project is moving forward and should be complete by the end of March. She stated the San Domingo Bridge landscaping will be removed from the contract. Ms. Musselman stated the contractor will replace a failed pipe near Scobey Road. A change order will be done for the contract to include this. Ms. Musselman is awaiting the estimate for the pipe replacement.
- Future Path Plan 2 – the Request for Letters of Interest is in Purchasing and may go out in March.
- Road Herbicide Program: Ms. Nothdurft conveyed from James Layport that the Request for Quotes is currently under review in the Purchasing Department. The Advisory Board commented on the length of time the project is taking.

- Outfalls design status – Mr. Dallenbach stated a proposal and estimate was received for removal of existing pipe and headwall with replacement of 30 in. dia. RCP (reinforced concrete pipe) in 2 sections of 8 ft. and (1) pipe with a mitered end and poured slope pad installed with rip rap at the end will cost approximately \$6500 per outfall. There are 150 outfalls. Mr. Dallenbach stated that RCP is the standard for Public Works and will last up to 70 years. Mr. Dallenbach stated the worst sections will be replaced first. Mr. Paine recommended that the canals without seawalls be the first priority.
- SGC Work Order status: Mr. Dallenbach reviewed the outstanding work orders in the South Gulf Cove area. Line and grade was discussed. Mr. Paine asked if there is a future work program for South Gulf Cove Area. Mr. Dallenbach stated power shearing and annual sign reflectivity will be performed. Mr. Paine asked about timeframe on the shoulder repair on Hallendale and Ingraham. Mr. Sabin stated there is a drainage problem at 9404 Arnaz Circle. These items will be followed-up on.
- Mr. Paine would like to remove the brush assessment on occupied lots and put the assessment on the vacant lots. Mr. Dallenbach stated the County policy would have to be changed.
- Mulching versus vertical hedging was discussed. The Advisory Board agreed that the mulching would be more beneficial than vertical hedging. Mr. Dallenbach will advise Mr. Vowell to start mulching in SGC. Public Works will decide the starting location.

#### **New Business:**

- Traffic Engineering Review of speed limits of collector roads: Item will be discussed when CR 771 construction is complete.
- Frequency of ROW safety mowing: Mr. Paine provided Mr. Sabin with the new mowing contract. Frequency was discussed.
- Pressure Clean bridge parapets: Public Works does not perform the work. Item will be tabled until the multi-purpose path is completed.
- Financial History/12 Month Actual FY 2014/15: Ms. Nothdurft provided the financial history reports for Advisory Board review for 12 Month Actual FY14-15 and 3 Month Actual FY15-16.
- Activity Report (10/1/15-12/31/15) - Ms. Nothdurft provided the activity report in three formats for Advisory Board review and discussion. The Advisory Board agreed they preferred the "Monthly MSBU Activity Report" without detail.
- Ms. Lisby stated Fiscal Services will need to be advised as soon as possible if a rate increase is requested for paving for FY 2017.

#### **Citizen Input on MSBU Related Items (3 Minute Limit)**

- Ms. Slater asked Ms. Lisby if the rate increase will be identified as a separate capital assessment. Corner lots and Collector road assessments were discussed. Ms. Slater stated the Putnam County document is not Florida Statue but an opinion. Ms. Slater stated not all vacant lots require shearing. The landscaping plans for the Presidents Bridge were discussed.

#### **Advisory Committee Open Discussion**

- Mr. Feldmann stated a seawall on the NE corner of Spring Circle is failing. Mr. Paine stated the homeowner is responsible for maintaining seawalls.
- Mr. Paine will meet with the Commissioners regarding the lack of response from staff on the paving issues.

The next special meeting is scheduled for Thursday, February 18, 2016 at 10:00 a.m. in the Building Construction Services Conference Room and the next regular scheduled meetings are on Thursday, April 21, 2016, July 21, 2016, and October 20, 2016 all at 10:00 am in the Building Construction Services conference room.

The meeting adjourned at 11:27 a.m.

Submitted by:

Kelly Louttit

Public Works Department

