

**PELICAN BAY SERVICES DIVISION**  
**Municipal Services Taxing & Benefit Unit**

**NOTICE OF PUBLIC MEETING**

**THURSDAY, NOVEMBER 12, 2020**

THE PELICAN BAY SERVICES DIVISION BOARD WILL MEET AT **9 AM** ON **NOVEMBER 12** AT THE BOARD OF COUNTY COMMISSIONERS CHAMBERS, THIRD FLOOR, COLLIER COUNTY GOVERNMENT CENTER, 3299 TAMIAMI TRAIL EAST, NAPLES, FLORIDA 34108.

**AGENDA**

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 10/14/20 Regular Session meeting minutes
5. Audience comments
6. Overview of Coastal Advisory Committee Projects & Procedures (Dr. Trecker)
7. Chairman's Report
8. Administrator's report
  - a. \*SunTrust office space update
  - b. Operations Building status
  - c. \*Maintenance Grading of Clam Pass
  - d. October financial report
9. Committee reports
  - a. Ad Hoc Strategic Planning
  - b. Clam Bay
  - c. Landscape & Safety
    - i. Sidewalk Phase 1 update
  - d. Water Management
    - i. Lake bank remediation plans
    - ii. Replacement of 7 rusted corrugated metal pipes: Lake 4-1
    - iii. Example of cost estimate for pipe lining
  - e. Budget
    - i. Financing Proposal
10. Old business
  - a. PBSB Website
11. New business
12. Adjournment

*\*indicates possible action items*

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO THREE (3) MINUTES PER ITEM TO ADDRESS THE BOARD. THE BOARD WILL SOLICIT PUBLIC COMMENTS ON SUBJECTS NOT ON THIS AGENDA AND ANY PERSON WISHING TO SPEAK WILL RECEIVE UP TO THREE (3) MINUTES. THE BOARD ENCOURAGES YOU TO SUBMIT YOUR COMMENTS IN WRITING IN ADVANCE OF THE MEETING. ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDING PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING YOU ARE ENTITLED TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE PELICAN BAY SERVICES DIVISION AT (239) 597-1749.

**PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION  
OCTOBER 14, 2020**

The Pelican Bay Services Division Board met on Wednesday, October 14, 2020, at 1:00 p.m. at the Board of County Commissioners Chambers, third floor, Collier County Government Center, 3299 Tamiami Trail East, Naples, Florida 34112.

In attendance were:

**Pelican Bay Services Division Board**

Michael Fogg, Chairman  
Joe Chicurel, Vice-Chairman  
Tom Cravens (*absent*)  
Jacob Damouni  
Nick Fabregas

Peter Griffith (*absent*)  
Denise McLaughlin  
Susan O'Brien  
Scott Streckenbein (*by telephone*)  
Rick Swider  
Michael Weir

**Pelican Bay Services Division Staff**

Neil Dorrill, Administrator  
Chad Coleman, Operations Manager  
Darren Duprey, Assoc. Project Manager

Karin Herrmann, Operations Analyst  
Lisa Jacob, Project Manager  
Barbara Shea, Administrative Assistant

**Also Present**

Tom Barber, Agnoli, Barber & Brundage  
Sgt. Jim Baker, Sheriff's Office

Jim Carr, Agnoli, Barber & Brundage  
Lt. Dave Kaye, Sheriff's Office  
Cpl. Jim McGilvrey, Sheriff's Office

**APPROVED AGENDA (AS PRESENTED)**

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 09/10/20 Regular Session meeting minutes
5. Chairman's report
6. Audience Comments
7. Administrator's report
  - a. \*SunTrust office space update
  - b. Annual work plan (incl. quarterly landscape calendar)
  - c. Beach Dune Swale littoral planting proposal
  - d. Iguana trapping update
  - e. September financial report
8. Committee reports
  - a. Budget
  - b. Ad Hoc Strategic Planning
  - c. Clam Bay
    - i. Role of committee in relation to the CAC, CZM

**Pelican Bay Services Division Board Regular Session**

**October 14, 2020**

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- ii. Current Clam Pass conditions
- d. Landscape & Safety
  - i. License plate readers
  - ii. Phase 1 & 2 sidewalk project update
- e. Water Management
  - i. ABB estimated lake bank remediation pricing for the top 4 lakes
  - ii. Replacement of 7 rusted corrugated metal pipes: Lake 4-1
  - iii. \*Permitting and design work proposal for Lake 4-1
  - iv. Report on Basin 1 pipe evaluations
- 9. Board and committee meetings at the PBF Community Center
- 10. Old business
- 11. New business
- 12. Adjournment

**ROLL CALL**

Mr. Cravens and Mr. Griffith were absent and a quorum was established

**MR. STRECKENBEIN JOINED THE MEETING BY TELEPHONE**

**AGENDA APPROVAL**

**Ms. O'Brien motioned, Mr. Fabregas seconded to approve the agenda as presented. The motion carried unanimously.**

**APPROVAL OF 09/10/2020 REGULAR SESSION MEETING MINUTES**

**Ms. O'Brien motioned, Dr. Chicurel seconded to approve the 09/10/2020 regular session meeting minutes as presented. The motion carried unanimously.**

**CHAIRMAN'S REPORT**

Mr. Fogg reported that our November PBSB Board meeting has been scheduled for Thursday, Nov. 12 at 9:00 a.m. in the BCC Chambers. He commented that the scheduling of a PBF/PBSD joint meeting is on hold until an adequate space is available to accommodate the board members, staff, and audience. The BCC Chambers would not be conducive to holding a PBF/PBSD joint meeting.

**AUDIENCE COMMENTS**

None

**LICENSE PLATE READERS**

Cpl. Jim McGilvrey, Lt. Dave Kaye, and Sgt. Jim Baker of the Collier County Sheriff's Office provided a presentation on the possibility of Pelican Bay partnering with the Sheriff's Dept. to assist and augment the safety and security of Pelican Bay. The Sheriff's Dept. is investing in a new real-time Crime Operations Center and Command Staff Room. Pelican Bay will now have the ability to install automatic license plate readers at each PB entrance which would record the license plate of every vehicle entering or exiting the community; this data would then be forwarded to the Sheriff's Dept. Operations Center where it would quickly be run against a "hot list." This would greatly increase

**Pelican Bay Services Division Board Regular Session**

**October 14, 2020**

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the capabilities of the Sheriff's Dept. Entrances to commercial properties could be added. Cpl. McGilvrey commented that the Sheriff's Dept. still has no ability to provide extra Sheriff's patrols to Pelican Bay during season, as significant deputy man-hours continue to be allocated to our schools.

Sgt. Baker commented that the estimated cost to implement the license plate reader system in Pelican Bay is approximately \$250,000. He will work on providing a quote for the annual maintenance costs. Mr. Fogg directed Dr. Chicurel to pursue this issue with the Landscape & Safety Committee. Mr. Dorrill commented that he would brief the County Manager on this issue and would look into whether there are any privacy issues.

Dr. Gandolfo, PBF Board Chair, by telephone, commented that he would be interested in learning more about this system. Mr. Jim Hoppensteadt, PBF President, by telephone, suggested to Dr. Gandolfo that the Sheriff's Dept. provide the same presentation to the PBF Board on Friday.

**ADMINISTRATOR'S REPORT**

**RESOLUTION RE: REPLACEMENT OF THE OPERATIONS FACILITY**

Mr. Dorrill reported that he is still waiting on a County Attorney approved resolution to memorialize our interest in our replacement Operations Facility. If the document is not received by the end of the week, he will contact the County Manager's Office. At the request of Mr. Fogg, Mr. Dorrill will provide the draft resolution and exhibit to the board.

**SUNTRUST OFFICE SPACE UPDATE**

Mr. Dorrill reported that the final proposed lease for the first floor SunTrust office space has been included in the agenda packet, and has been reviewed and approved by the County's Real Property Division. Next steps would be the approval by the County Attorney, followed by the approval of the Board of County Commissioners. Mr. Dorrill commented that the lease provides for a 3% annual increase over the 7-year lease. Ms. O'Brien suggested that a built-in 3% increase every year for seven years is not a good deal for us. Mr. Fogg agreed. Mr. Dorrill responded that he would be happy to relook at the 3% increase with the leasing agent.

Ms. O'Brien asked what agreement the PBSB has with the PBF, and what percentage of the lease expense would the PBF pay, via a sub-lease. Mr. Hoppensteadt commented that the PBF budget includes the SunTrust office space lease expense and that the PBF is prepared to sign a sub-lease. Ms. O'Brien requested that a copy of the sub-lease be provided to the board. Mr. Dorrill stated that the PBSB will be responsible for 55% of the lease expense, and the PBF 45%. He noted that once all of the documents have been signed and approved by the BCC, that it will take 4-6 months to obtain a permit for and complete the build-out work in the office space.

Ms. McLaughlin asked what the additional annual cost for the new office space is. Mr. Coleman responded that the annual base rents for the new space are included in the agenda packet; although the rent per square foot is less, the square footage has increased. Ms. O'Brien commented that we are approximately doubling our office space costs.

**ANNUAL WORK PLAN**

Mr. Dorrill reported that a staff monthly FY2021 work plan by project and landscape activities were provided in the agenda packet. Ms. O'Brien commented on several differences between this work plan and last month's board discussion on the responsibilities of each employee. Mr. Dorrill noted that the "first name" on each project on the work plan is the point person. Ms. O'Brien suggested that several items be added to the work plan including budget, beach renourishment, long-term financing, drainage pipes, and web design. Mr. Fogg suggested that the Budget Committee and the

**Pelican Bay Services Division Board Regular Session  
October 14, 2020**

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Clam Bay Committee may need an assigned staff person. He requested that any suggestions on the work plan be forwarded to Mr. Dorrill, who will bring back a new draft of the work plan.

Ms. O'Brien commented that the work plan does not address her concern that board members are not being provided a "heads up" on unusual events/key activities in Pelican Bay, such as the major sod replacement on Gulf Park Dr. She noted that she was not aware of recent communications between our environmental consultant Dr. Dabees and Mr. Hoppensteadt regarding Clam Pass conditions. Mr. Fogg suggested that Mr. Dorrill (1) provide information on any unusual activities coming up at monthly board meetings, and (2) provide information on unexpected issues to board members via e-mail.

**BEACH DUNE SWALE LITTORAL PLANTING PROPOSAL**

Mr. Dorrill reported that our Environmental Consultants at Earth Tech are working on a planting plan for salt-tolerant plantings for erosion control along the beach dune swale. All work has been completed in the conservation area next to the swale.

**IGUANA TRAPPING UPDATE**

Mr. Dorrill reported that the iguana which has been sighted in the Oakmont Lake area has been captured. Photos were provided.

**SEPTEMBER FINANCIAL STATEMENTS**

Mr. Dorrill commented that preliminary unaudited twelve-month FY2020 financial statements have been provided, and highlighted our year-end fund balance of approximately \$8.8 million, which is higher than forecast. He discussed major revenue and expense variances.

**COMMITTEE REPORTS**

**BUDGET COMMITTEE**

Mr. Fogg summarized discussions held at the Oct. 12 Budget Committee meeting including (1) the roles of the committee, (2) possible long-term financing instruments to be considered for funding our sidewalk and lake bank projects, and (3) our assessment methodology.

Ms. O'Brien suggested that we may not need any additional large project funds in FY2021, as the funds for our Phase 1 sidewalk project, our operations facility replacement project, and most of the Lake 4-1 lake bank remediation project are available in our FY2021 budget, and therefore, obtaining long-term financing can wait until FY2022. She suggested that we need to get our game plan together, in advance of obtaining the financing package, and share it with the community.

Mr. Fogg commented that the calculation method of determining ERU's has not been looked at in depth by the Budget Committee, and committee members chose to postpone any further discussion until sometime in the future. Mr. Swider noted that the golf course is considered "undeveloped property" and is assessed at the rate of 1 ERU per acre. Mr. Fabregas noted that each room at the Naples Grande Hotel is assessed 1 ERU.

**AD HOC STRATEGIC PLANNING COMMITTEE**

Mr. Dorrill commented that Davidson Engineering, Inc. is our engineer of record for the replacement Operations Building project. They are now in the process of sub-contracting out the architectural work. He noted that the County has "general standards of construction." Mr. Fogg commented that the Ad Hoc Strategic Planning Committee will work with staff who will ensure that the architectural plans include all of our requirements.

**CLAM BAY COMMITTEE**

Ms. O'Brien provided her October 2020 Clam Bay update in the agenda packet. Highlights included, (1) a suggestion that Mr. Dorrill talk with Mr. Hoppensteadt regarding boater safety signage prior to PBSB staff meeting with Coastal Zone Management (CZM) staff, (2) total phosphorus results for April/May/June were significantly better than 2018 & 2019, (3) copper results have improved with just 3 out of 81 samples for the first nine months of the year being out of compliance.

Mr. Fogg commented that staff should provide all Clam Bay information to Ms. O'Brien, Chair of the Clam Bay Committee. Ms. O'Brien commented that she was not informed of the April Clam Pass maintenance work project in advance. She noted that she supported the addition of an Assoc. Project Manager to staff in order to improve communication. Mr. Dorrill responded that we now have the capacity to improve communication. Ms. O'Brien suggested that Clam Pass updates be provided to the entire board by staff.

**ROLE OF COMMITTEE IN RELATION TO THE CAC, CZM**

Mr. Dorrill reported that at the last three-board meeting he attended, it was discussed and agreed that communication channels need to be improved with Dr. Dave Trecker, Chairman of the County Coastal Advisory Committee.

**CURRENT CLAM PASS CONDITIONS**

Ms. O'Brien reported that Clam Pass vitals are not very good. Tidal ratios have dropped significantly during last month and there is extra sand at the mouth of Clam Pass. She suggested that we may consider a full dredge event in early Spring, going through the full six-month process, which would enable us to avoid obtaining an emergency approval. She noted that any dredge event must be approved by the PBSB Board and recommended to the BCC for approval. Mr. Dorrill provided an aerial photo of Clam Pass (flown during the prior week) on the boardroom screen, for review by the board. He also reported that our consultant, Dr. Dabees, is in the process of performing an evaluation of Clam Pass. He may recommend (1) a cut and grading maintenance project (performed by a contractor), (2) a mini hydraulic dredge event, or (3) a full dredge event. Mr. Dorrill reported that tidal ratios are now back above .6.

**LANDSCAPE & SAFETY COMMITTEE**

Dr. Chicurel provided the following updates.

1. Construction engineering inspection services for the entire sidewalk project has been advertised. Ms. Jacob commented that any County project greater than \$4 million requires a separate engineer to inspect and oversee the project. She noted that this is not a duplication of services; it is a safeguard.
2. A right-of-way permit has been submitted for Phase I design plans for the sidewalk project. The permit is due for completion and/or comments next week.
3. Changes have been made to page two of the Phase I plans to reflect the Chairman's concerns to the original "stock" general notes.
4. Phase II design of the sidewalk project is progressing nicely. All of the SW layout is complete. Our ABB consultants are working on elevation grading and final location with respect to conflicts. The ABB landscape architect has identified all tree species. A site visit with the arborist is being scheduled. ABB anticipates complete design plans and permit submittals to be ready in the next few weeks.
5. A request for quote (RFQ) has been advertised for paver crosswalk repairs.

6. An RFQ has been requested for re-painting the sharrows.
7. Mr. Duprey has requested traffic studies for (a) a 3-way stop at Hammock Oak & PB Blvd. and (b) a flashing crosswalk light at the San Marino crosswalk on PB Blvd., with a mid-January execution date for both.
8. Data has been collected by staff concerning traffic sign sleeve replacement and corresponding post replacements.
9. An RFQ is being drafted for replacing those signs, bases, and posts that were not replaced as a result of Hurricane Irma.

**WATER MANAGEMENT COMMITTEE**

**ABB ESTIMATED LAKE BANK REMEDIATION PRICING FOR TOP 4 LAKES**

ABB consultants provided different lake bank restoration options for lakes 4-1, 1-3, 1-6, and 3-3, in the agenda packet. Ms. McLaughlin provided an article on Geoweb, which was added to the record. She pointed out the aesthetic advantage of using Geoweb over rip-rap. Ms. O'Brien suggested that PBSB responsibilities do not include aesthetics, except in relation to landscaping. Ms. McLaughlin commented that beautification is included in our ordinance. Dr. Chicurel stressed the importance of appearance. Mr. Streckenbein suggested that the PBSB should consult with the PBF on the appropriate level of beautification in relation to our lake bank restoration projects.

Mr. Tom Barber, consultant with ABB, provided a presentation on the conditions and remediation options for lakes 1-3, 1-6, and 3-3. Highlights included the following.

- Lake bank remediation options for Lake 1-3 include (1) restoration of the existing rip-rap and installation of Geoweb on the remainder of the lake bank for an estimated project cost of \$960,000 or (2) restoration of the existing rip-rap and re-grading of the remainder of the lake bank for an estimated project cost of \$600,000.
- Lake bank remediation options for Lake 1-6 include (1) restoration of the existing rip-rap and installation of Geoweb on the remainder of the lake bank for an estimated project cost of \$970,000, or (2) restoration of the existing rip-rap and re-grading of the remainder of the lake bank for an estimated project cost of \$580,000.
- Lake bank remediation options for Lake 3-3 include (1) restoration of the existing rip-rap and installation of Geoweb on the remainder of the lake bank for an estimated project cost of \$800,000, or (2) restoration of the existing rip-rap and re-grading of the remainder of the lake bank for an estimated project cost of \$500,000.

Ms. O'Brien commented that per her recent observations, Lake 3-3 has an exceptionally low water level, while Lakes 1-3 and 1-6 have much higher water levels. She questioned whether we should look into where the lake water levels should be. Mr. Barber responded that ABB has the ability to review the control structures at each lake vs. the permit. Mr. Swider suggested that the PBSB needs a coordinated long-term strategy.

**REPLACEMENT OF 7 RUSTED CORRUGATED METAL PIPES: LAKE 4-1**

Mr. Duprey commented on the existence of seven corrugated metal drainage pipes entering Lake 4-1 (two on the west side, five on the east side). He recommended that we install lining in these pipes, which is an economical process, and will last approximately 50 years.

**PERMITTING AND DESIGN WORK PROPOSAL FOR LAKE 4-1**

An estimate of the project budget for surveying, engineering, design, permitting and construction services for Lake 4-1 was provided and added to the record.

**Ms. McLaughlin motioned, Mr. Fabregas seconded to authorize the project budget for surveying, engineering, design, permitting, and construction for Oakmont Lake 4-1, not to exceed \$123,500. The motion carried unanimously.**

**REPORT ON BASIN 1 PIPE EVALUATION**

Mr. Duprey reported that his recent pipe evaluation in Basin 1 shows that these drainage pipes are in good condition.

**BOARD AND COMMITTEE MEETINGS AT THE PBF COMMUNITY CENTER**

Mr. Fogg commented that the PBF is now permitting meetings in the Community Center with head count and social distancing restrictions, and therefore, suggested that we go ahead and schedule a Clam Bay Committee meeting subject to PBF restrictions. Mr. Dorrill commented that staff will check on whether the meeting room will have call-in capability for any resident who requests it. He also noted that per Mr. Hoppensteadt, the maximum occupancy is 22. Mr. Fogg commented that all Community Center meetings must be requested by PBSB staff.

**OLD BUSINESS**

**PBSB ELECTION**

Ms. McLaughlin commented that we have five board positions available in this election cycle. She noted that in the past, the PBPOA has sponsored a candidate forum. Mr. Dorrill commented that he will follow up with Mr. English, President of the PBPOA, to discuss a possible candidate forum. Ms. McLaughlin commented that she will attend the next PBF election committee meeting and will provide the board with updates on their election process/events.

**ADJOURNMENT**

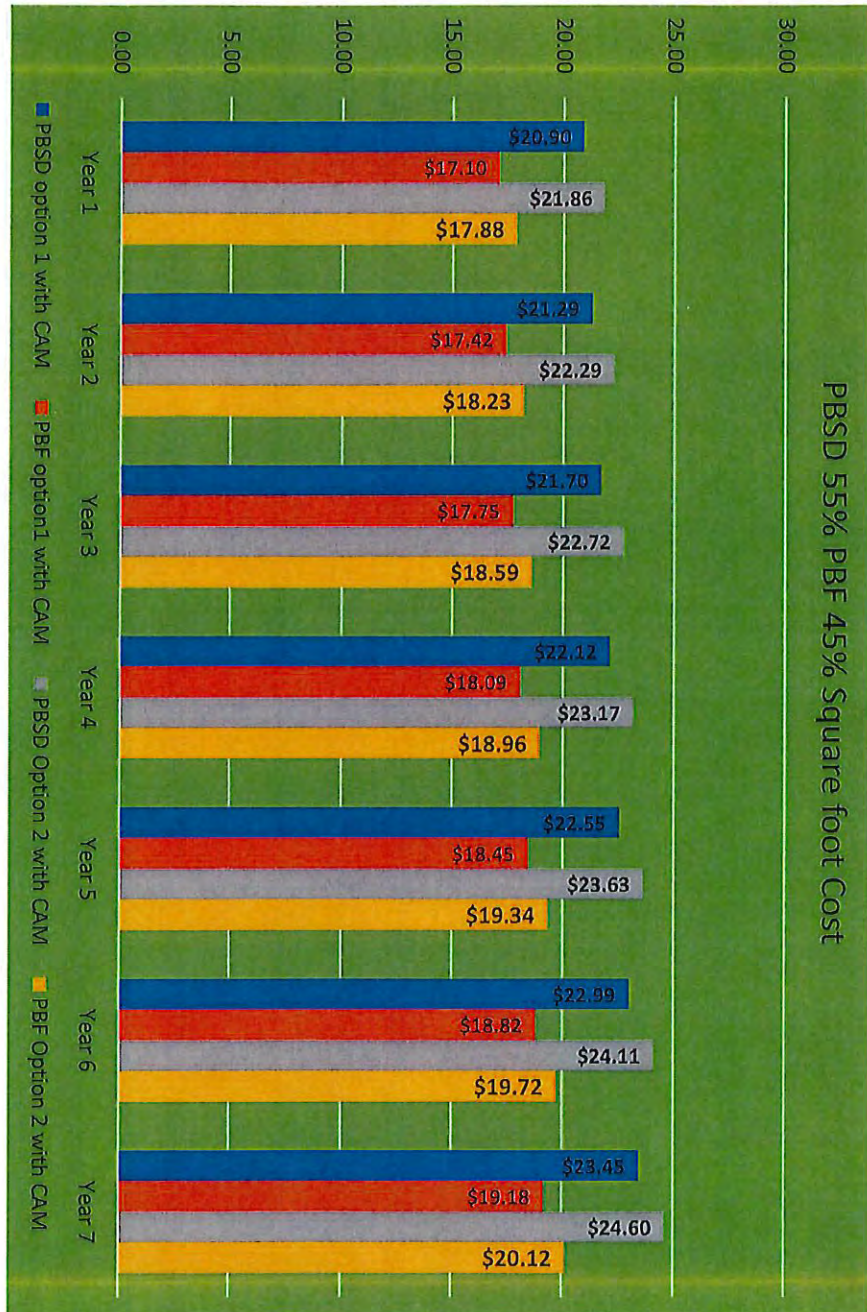
**The meeting was adjourned at 3:51 p.m.**

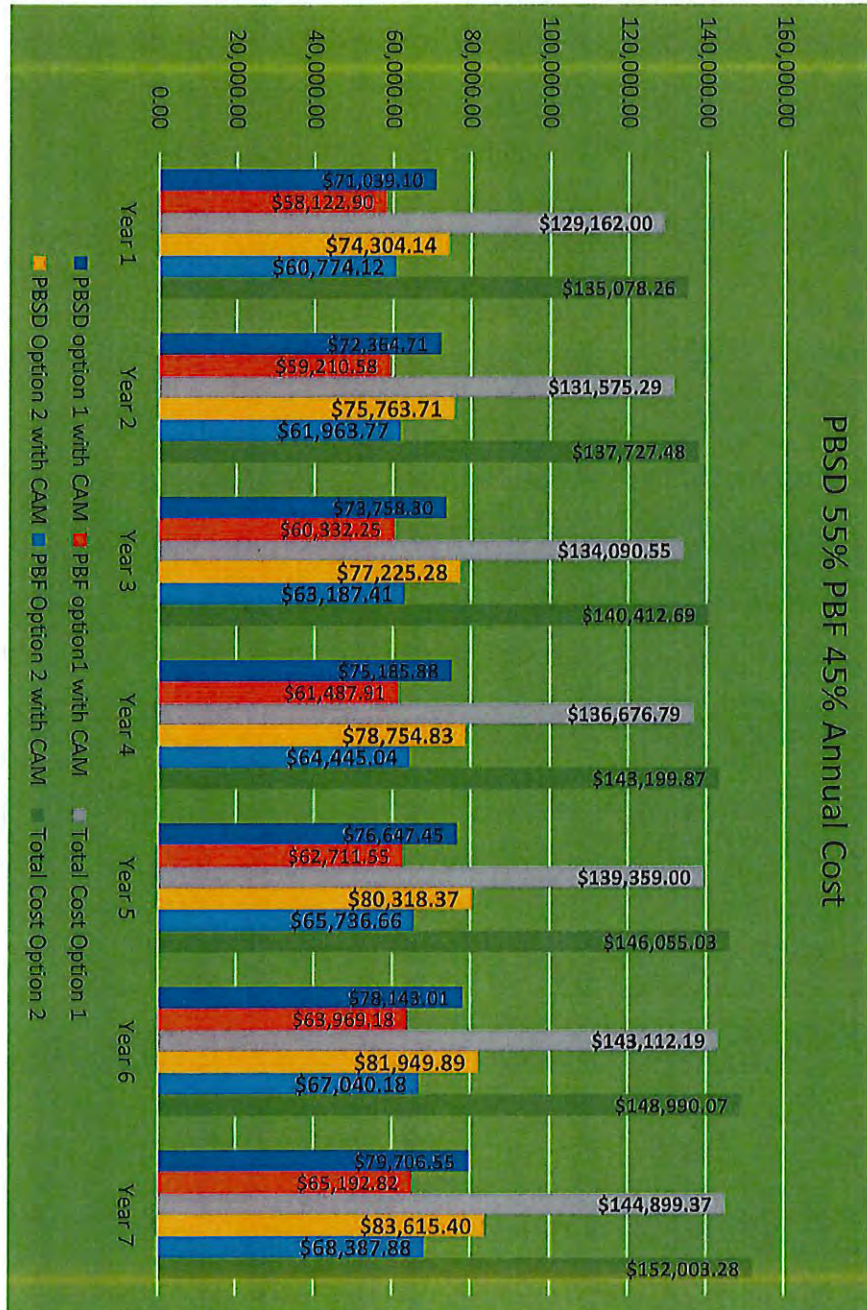
\_\_\_\_\_  
Michael Fogg, Chairman

Minutes approved [ ] *as presented* OR [ ] *as amended* ON [ ] *date*









PBSD 55% PBF 45% Annual Cost

**SheaBarbara**

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**Subject:** FW: Pelican bay SunTrust Lease

**From:** DowlingMichael <[Michael.Dowling@colliercountyfl.gov](mailto:Michael.Dowling@colliercountyfl.gov)>  
**Sent:** Thursday, October 15, 2020 3:00 PM  
**To:** ColemanChad <[Chad.Coleman@colliercountyfl.gov](mailto:Chad.Coleman@colliercountyfl.gov)>  
**Subject:** RE: Pelican bay SunTrust Lease

Yes, 3-4% annually is standard.

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**From:** ColemanChad <[Chad.Coleman@colliercountyfl.gov](mailto:Chad.Coleman@colliercountyfl.gov)>  
**Sent:** Thursday, October 15, 2020 2:59 PM  
**To:** DowlingMichael <[Michael.Dowling@colliercountyfl.gov](mailto:Michael.Dowling@colliercountyfl.gov)>  
**Subject:** Pelican bay SunTrust Lease

Michael, on other commercial properties for the county do you see a 3% increase per year? Our advisory board asked about this yesterday during our board meeting. With it being a tentative 7 year lease, is this in line with current market conditions. Please advise thanks.

**Chad Coleman**  
**Manager Pelican Bay Services**

801 Laurel Oak Drive, Suite 302, Naples, Florida 34108

Phone: 239.597.1749 Cell: 239.238.6592 Fax: 239.597.4502

[Chad.Coleman@colliercountyfl.gov](mailto:Chad.Coleman@colliercountyfl.gov)



**RESOLUTION NO. 2020 - \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, SETTING FORTH THE INTENDED USE FOR THE NEW UTILITY SITE LOCATED AT 6200 WATERGATE WAY.**

**WHEREAS**, Pelican Bay Services Division Municipal Service Taxing and Benefit Unit ("Unit") of Collier County, Florida, was established by Collier County Ordinance 2002-27, as amended, for the purpose of providing street lighting, water management, beach renourishment, ambient noise management, extraordinary law enforcement service and beautification, including but not limited to beautification of recreation facilities, sidewalk, street and median areas, identification markers, the maintenance of conservation or preserve areas including the restoration of the mangrove forest preserve and to finance the landscaping beautification of only that portion of U.S. 41 from Pine Ridge Road to Vanderbilt Beach Road; and

**WHEREAS**, since 1974, the former Pelican Bay Independent District, now Pelican Bay Services Division, has performed the duties of its maintenance operation out of the utility site located at 6200 Watergate Way inside the Pelican Bay community; and

**WHEREAS**, the operation and responsibilities have expanded over the past 40 years, and the existing building has reached the end of its service life, the Unit plans to fund and replace the existing building and facilities for maximal efficiency purposes; and

**WHEREAS**, the Pelican Bay Services Division Board recommended funding the replacement of the existing office and maintenance garage, in addition to funding, designing, and constructing new chemical and soil storage buildings, a pole barn for housing large and tall equipment, a fueling facility, and a nursery, together referred to as the Pelican Bay Services Division new maintenance facilities; and

**WHEREAS**, Collier County finds it is in the best interest of the citizens of Pelican Bay and Collier County that the Pelican Bay Services Division continue the use of the 6200 Watergate Way utility site for the useful service life of the Pelican Bay Services Division new maintenance facilities.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that:**

It is the intent of the Board of County Commissioners that a designated area within the utility site located at 6200 Watergate Way shall be used by the Pelican Bay Services Division to conduct its maintenance operation, throughout the useful life of this building.





Civil Engineering • Planning • Permitting

*Designing Excellence*

October 5, 2020

Pelican Bay Services Division  
Ms. Lisa Jacobs, Project Manager  
P: 239-597-1749  
Email: [lisa.jacob@colliercountyfl.gov](mailto:lisa.jacob@colliercountyfl.gov)

**Re: Professional Services for CC Public Utilities Division (PBSD)  
New Maintenance Facility and Accessory / Storage Buildings - Site and Building Permitting  
Collier County Contract # 18-7432-CE**

Dear Ms. Jacobs,

Davidson Engineering, Inc. (DE) is pleased to offer this professional services proposal for Site Civil Design, Surveying, Landscape, Architectural, Structural Engineering, and MEP Engineering for the Design and Permitting of the proposed Maintenance Facility and Accessory / Storage Buildings. This Pelican Bay Services Division (PBSD) project is in conjunction with the proposed CC-PUD IQ Maintenance Facility and Generator Storage Building. The overall project will include four (4) phases, outlined below (Phase 3 is assumed to be eliminated pursuant to the meeting with PBSD and PUD-SW).

Phase I and II include the New Operation and Maintenance Building and Storage Facilities for PBSD. Phase IV will include the proposed CC-PUD IQ Maintenance Facility and Generator Storage Building.

The site development plan will be permitted as one overall project with phased construction. A separate building permit will be obtained for each building to assist with the phased construction. Below is a scope of work-related items:

### **SCOPE OF WORK:**

#### **Task 1 - Professional Surveying Services**

1.1 Prepare a boundary and topographic survey (*cannot be older than 6 months*) to include the following:

- Set two benchmarks on the property.
- Obtain spot elevations throughout the project area.
- Located existing improvements.
- Locate the existing entrance roadway.
- Locate flagged utilities marked by others.

**Deliverables:** Upon completion of the field effort, the following deliverable shall be provided:

- CAD file of utilities and achieved quality levels (does not include GPR). All horizontal data shall be in the North American Datum of 1983 (2011 adjustment), Florida East Zone, U.S. Survey Feet.

Fee: \$8,556 – Estimate Not to Exceed



## Task 2 - Professional Architectural Services

### Phase I – New Maintenance Facility

- 10,067 SF, including restrooms, offices, training room, maintenance shop, wash bays, and storage

### Phase II – Demolition of existing facility

- 900 SF enclosed structure
- 900 SF covered structure (unenclosed)
- 1200 SF Fuel Area (no cover)
- Includes MEP, Structural, Site Lighting, and trash enclosure

### 2.1 - Schematic Architectural and Pre-design services:

- Initial project review and assessment, design meeting with Owner to discuss features and ideas to be integrated into final design.
- Assessment and inventory of all Owner designated needs and space requirements for implementation into the facilities.
- On-site review to determine and identify site amenities and constraints having design implications
- Review Geotechnical reports for implementation into preliminary structural design.
  - Soil borings necessary for structural design are included
- Architectural schematic plan and elevations, Schematic site plan.

### 2.2 - Architectural design development services:

- Design of interior spaces, exiting, and accessory spaces within each facility.
- Integration of Mechanical, Fire suppression and Electrical systems into the design of the project.
- Refinement of all Owner designated needs and space requirements for implementation into each facility.
- Preliminary review of the design with Structural engineering.
- Preliminary design of exterior building systems.
- Architectural preliminary plans, elevations, and site plans.
- Preliminary MEP plans with material selections and locations.
- Preliminary material selection, product, and amenity selection with Owner to be integrated into final construction documents.

### 2.3 - Architectural Services:

At the completion and acceptance of the preliminary documents and approval by Owner, final construction documents will be produced for construction services. Proposed services include:

- Project Specifications with product and quality control requirements. These may be produced directly on the plan sheets.
- Architectural plans. Preparation of final Construction Documents which are to include: Floor plans, Life Safety plans, Accessibility Plans, Interior Elevations, Room finish schedules, Door and Window Schedules, Wall and Building sections, Construction Details, Reflected ceiling plans and Equipment plans if necessary.
- NOA product certificates
- Review and Response to County plan review comments
- Design of Structural system and specifications.
- Electrical systems design, Fire suppression, and Mechanical design consisting of general electrical service and lighting, HVAC design of mechanical system(s), Load calculations, supply and returns, panel schedules, Riser diagrams, and material selection/specification. All documents to be reviewed by the Architect and coordinated with Architectural documents





#### **2.4 - Project Bidding Assistance:**

- Assist Owner in the collection of Bids with preparation of Bid Form and Instructions to bidders.
- Assist in the opening and tabulation of bids.
- Assist in the evaluation of bids leading to the recommendation of General Contractor.

Fee (Task 2.1-2.4): \$127,000 - Lump Sum

#### **Task 3 - Professional Civil Site Design**

##### **3.1 - Conceptual Planning and Engineering**

DE will update the site plan to meet the client's/architect's reasonable development objectives. DE will coordinate with architect to maximize the site's function and appearance. At this point DE will also begin conceptual layouts of the surface water management system, utility locations, landscape buffers, access locations, etc. DE will perform a full site analysis of the existing facilities and overall site quality. DE will schedule and attend all pre-application meetings.

##### **3.2 - Collier County Site Development Plan Amendment (SDPA) / CPP**

Davidson Engineering will prepare a site plan, phasing plan (CPP), a paving and grading plan, a utility plan, a storm water management plan (incorporated from separate contract), and construction details and specifications consistent with Collier County and SFWMD requirements as applicable. Below is a scope of work-related items.

- Prepare a sanitary sewer plan for connection of the proposed project.
- Prepare a potable water connection plan to the proposed project.
- Incorporate typical client specifications within construction plans of SDP (as needed).
- Coordinate obtaining a fire flow test from the nearest fire hydrant (as needed).
- Prepare a detailed Engineering Report, including hydraulic calculations and details for potable water and fire service for additional proposed water demands.
- Coordinate with the Architect to prepare architectural plans to meet the County's standards and include it in the SDPA application package.
- Coordinate with Landscape Architect for landscape and Irrigation plans, per County Standards, and include in the SDPA application package.
- Prepare a Minor Traffic Impact Statement (TIS) and include in SDPA submittal.
- Prepare FDEP applications for potable water and wastewater connections (as needed).
- Prepare SDPA submittal package and submit to the County for initial review.
- Prepare Construction Phasing Plan to assist with future inspections (CPP)
- Prepare a final construction plan submittal package as required by Collier County and submit to the County for initial review.

##### **3.3 - SFWMD Environmental Resource Permitting (ERP) – Minor Modification**

- Prepare stormwater management plans per SFWMD Applicants Handbook.
- Prepare surface water management routings and reports in a format consistent with the per SFWMD Applicants Handbook.
- Coordination with SFWMD during initial submittal phase.
- Prepare initial submittal package and submit for a minor permit modification to SFWMD.

##### **3.4 - Civil - Meetings, General Consulting, and Final RAI Responses**

- Coordinate with Collier County and SFWMD to facilitate SDPA / ERP Modification permit approval.
- Attend necessary review meetings for approval.



- Prepare response and re-submittals for County to obtain SDPA approval and SFWMD to obtain ERP Minor Modification approval (if necessary).
- Provide any general consulting as requested by the client.
- Attend presentations / meetings as requested by the client.

### 3.5 - Project Bidding Assistance

- Prepare / assist client with final bid document coordination (updates and coordination with contractor through RFI process noted below).
- Prepare responses to requests for information (RFI) as needed.
- Complete / approve shop drawings for construction.

Fee \$44,710 – Estimate - Not to Exceed

## Task 4 - Landscape Architecture

### 4.1 - Landscape and Irrigation Plans-SDP Code Minimum

- Prepare code minimum landscape and irrigation drawings for code minimum submittal to Collier County's Growth Management Department (required for SDP approval). The plans will include a calculation plan documenting calculations required by code that determine the quantity and sizes of trees / shrubs. This includes a planting and Irrigation plan for all buffer areas proposed for the SDP submittal. Provide landscaping details and a plant / irrigation legends.
- Prepare section(s) showing proposed plantings relative to the site.

### 4.2 - Landscape - General Consulting, Meetings, and RAI's

- Coordinate with Collier County to facilitate SDP approval (if necessary)
- Attend necessary review or project meetings for approval and as requested by the Client.
- Prepare response and re-submittals, beyond the first set of comments, to obtain SDP approval (if necessary).
- Attend presentations / meetings as requested by the client.

### 4.3 - Project Bidding Assistance

- Prepare / assist client with final bid document coordination (updates and coordination with contractor through RFI process noted below).
- Prepare responses to requests for information (RFI) as needed.
- Complete / approve shop drawings for construction.

Fee \$9,312 – Estimate - Not to Exceed

**Timeline: 365 days from NTP**

**Deliverables: Permits noted in tasks above.**

### General Notes:

1. A dewatering permit and water use permit are not included and is assumed to not be required.
2. Services during construction are not included in this proposal.
3. All pre-application and submittal fees will be required from the client.
4. All hydrant flow test fees will be required from the client.
5. Major revisions, as directed by the client, after substantial completion of the construction plans will be considered as an additional service. DE will notify the client immediately if this becomes an Issue.
6. This proposal assumes Environmental Data (ERP or SDPA) will not be required.



The total not to exceed estimate including reimbursable expenses is \$193,078.00 and will be billed monthly in accordance with the attached standard rate schedule. Reimbursable expenses are estimated at approximately \$3,500 and include items such as computer plots, courier service, prints, copies, mileage, etc. The reimbursable expenses will be invoiced as a separate line item and is not included in the above tasks. Invoices will be billed monthly and due upon receipt. **This proposal assumes e-submittal preparation with Collier County and SFWMD (sub-consultants must participate).**

Work can commence immediately upon receipt of your written acceptance of this contract. We look forward to working with you on this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J Fruth'.

Josh Fruth  
Vice President

Attached: Rate Spreadsheet

FBSD Maintenance Bldg Storage Facility  
Contract No. 16-7432-CE

| DESCRIPTION - PSD SERVICES PHASES (and II)                  | SR PR MNGR (hrs) | SR PR MNGR (\$101) | PR MNGR (hrs) | PR MNGR (\$165) | SR ENG (hrs) | SR ENG (\$175) | ENG (hrs) | ENG (\$136) | SR INSPECTR (hrs) | SR INSPECTR (\$117) | SR DESGHR (hrs) | SR DESGHR (\$118) | DESGR (hrs) | DESGR (\$109) | SURVEYOR & MAPPER (hrs) | SURVEYOR & MAPPER (\$142) | SURVEY CREW-2 MAN (hrs) | SURVEY CREW-2 MAN (\$152) | CLERICAL/ ADMIN (hrs) | CLERICAL/ ADMIN (\$73) | SR TECH (hrs) | SR TECH (\$102)        | TOTAL (cell) |           |
|---|------------------|--------------------|---------------|-----------------|--------------|----------------|-----------|-------------|-------------------|---------------------|-----------------|-------------------|-------------|---------------|-------------------------|---------------------------|-------------------------|---------------------------|-----------------------|------------------------|---------------|------------------------|--------------|-----------|
| <b>Task 1 Professional Surveying Services</b>               |                  |                    |               |                 |              |                |           |             |                   |                     |                 |                   |             |               |                         |                           |                         |                           |                       |                        |               |                        |              |           |
| 1.1 Boundary & Topo Survey                                  | 6                | \$1,206            | 4             | \$660           | 0            | \$0            | 0         | \$0         | 0                 | \$0                 | 0               | \$0               | 0           | \$0           | 15                      | \$2,130                   | 30                      | \$4,560                   | 0                     | \$0                    | 0             | \$0                    | Task 1 Total | \$8,556   |
| <b>Task 2 Professional Architectural Services</b>           |                  |                    |               |                 |              |                |           |             |                   |                     |                 |                   |             |               |                         |                           |                         |                           |                       |                        |               |                        |              |           |
| See Written Proposal - Lump Sum                             |                  |                    |               |                 |              |                |           |             |                   |                     |                 |                   |             |               |                         |                           |                         |                           |                       |                        |               |                        | Task 2 Total | \$121,000 |
| <b>Task 3 Civil Site Design</b>                             |                  |                    |               |                 |              |                |           |             |                   |                     |                 |                   |             |               |                         |                           |                         |                           |                       |                        |               |                        |              |           |
| 3.1 Conceptual Planning & Engineering                       | 4                | \$604              | 0             | \$0             | 2            | \$350          | 2         | \$272       | 0                 | \$0                 | 2               | \$256             | 2           | \$218         | 0                       | \$0                       | 0                       | \$0                       | 0                     | \$0                    | 0             | \$0                    | Task 3 Total | \$1,900   |
| 3.2 CC SOPA Permitting                                      | 10               | \$7,010            | 0             | \$0             | 26           | \$4,550        | 30        | \$4,080     | 0                 | \$0                 | 30              | \$3,840           | 40          | \$4,320       | 0                       | \$0                       | 0                       | \$0                       | 2                     | \$146                  | 6             | \$612                  | Task 3 Total | \$19,598  |
| 3.3 SPVMO ERP Permitting                                    | 2                | \$402              | 0             | \$0             | 4            | \$700          | 6         | \$816       | 0                 | \$0                 | 4               | \$512             | 4           | \$436         | 0                       | \$0                       | 0                       | \$0                       | 1                     | \$73                   | 2             | \$204                  | Task 3 Total | \$5,143   |
| 3.4 Meetings, General Consulting and Final RAI Responses    | 18               | \$3,618            | 0             | \$0             | 18           | \$3,150        | 20        | \$2,700     | 0                 | \$0                 | 16              | \$1,048           | 16          | \$1,744       | 0                       | \$0                       | 0                       | \$0                       | 1                     | \$73                   | 4             | \$408                  | Task 3 Total | \$13,761  |
| 3.5 Project Bidding Assistance                              | 4                | \$604              | 0             | \$0             | 6            | \$1,050        | 6         | \$816       | 20                | \$2,340             | 4               | \$512             | 4           | \$436         | 0                       | \$0                       | 0                       | \$0                       | 2                     | \$146                  | 2             | \$204                  | Task 3 Total | \$14,710  |
| <b>Task 4 Professional Landscape Architectural Services</b> |                  |                    |               |                 |              |                |           |             |                   |                     |                 |                   |             |               |                         |                           |                         |                           |                       |                        |               |                        |              |           |
| 4.1 Code Minimum Landscape & Irrigation Plans               | 0                | \$0                | 8             | \$1,320         | 0            | \$0            | 0         | \$0         | 0                 | \$0                 | 12              | \$1,536           | 14          | \$1,516       | 0                       | \$0                       | 0                       | \$0                       | 0                     | \$0                    | 0             | \$0                    | Task 4 Total | \$4,392   |
| 4.2 General Consulting, Meetings & RAIs                     | 0                | \$0                | 4             | \$660           | 0            | \$0            | 0         | \$0         | 0                 | \$0                 | 8               | \$1,024           | 8           | \$872         | 0                       | \$0                       | 0                       | \$0                       | 2                     | \$146                  | 0             | \$0                    | Task 4 Total | \$2,702   |
| 4.3 Project Bidding Assistance                              | 0                | \$0                | 4             | \$660           | 0            | \$0            | 0         | \$0         | 0                 | \$0                 | 6               | \$768             | 6           | \$654         | 0                       | \$0                       | 0                       | \$0                       | 2                     | \$146                  | 0             | \$0                    | Task 4 Total | \$2,328   |
| <b>Task 5 Reimbursables</b>                                 |                  |                    |               |                 |              |                |           |             |                   |                     |                 |                   |             |               |                         |                           |                         |                           |                       |                        |               |                        |              |           |
| Refer to proposal for task details.                         |                  |                    |               |                 |              |                |           |             |                   |                     |                 |                   |             |               |                         |                           |                         |                           |                       |                        |               |                        | Task 5 Total | \$3,500   |
| *Please refer to proposal for task details                  |                  |                    |               |                 |              |                |           |             |                   |                     |                 |                   |             |               |                         |                           |                         |                           |                       |                        |               | Grand Total (Task 1-5) | \$192,074    |           |
|   | SR PR MNGR (hrs) | SR PR MNGR (\$101) | PR MNGR (hrs) | PR MNGR (\$165) | SR ENG (hrs) | SR ENG (\$175) | ENG (hrs) | ENG (\$136) | SR INSPECTR (hrs) | SR INSPECTR (\$117) | SR DESGHR (hrs) | SR DESGHR (\$118) | DESGR (hrs) | DESGR (\$109) | SURVEYOR & MAPPER (hrs) | SURVEYOR & MAPPER (\$142) | SURVEY CREW-2 MAN (hrs) | SURVEY CREW-2 MAN (\$152) | CLERICAL/ ADMIN (hrs) | CLERICAL/ ADMIN (\$73) | SR TECH (hrs) | SR TECH (\$102)        |              |           |
|   | 44               | \$8,844            | 30            | \$5,100         | 56           | \$9,800        | 64        | \$8,704     | 20                | \$2,340             | 81              | \$10,496          | 94          | \$10,216      | 15                      | \$2,130                   | 30                      | \$4,560                   | 30                    | \$2,100                | 14            | \$1,428                |              |           |



**Collier County**  
Administrative Services Division  
Purchasing

November 2, 2020

Davidson Engineering  
ATTN: Josh Fruth, Vice President  
4365 Radio Road, Suite 201  
Naples, FL 34104

RE: NOTICE-TO-PROCEED FOR:  
Professional Services for PBSO New Maintenance Facilities  
Contract No. 18-7432-CE  
Purchase Order No. 4500207708  
Project No. 50211.1

Dear Mr. Fruth:

This letter serves as Collier County's official NOTICE TO PROCEED (NTP) to your Company to commence with the above referenced project. This NTP is issued pursuant to Contract #18-7432-CE. The purchase order number is shown above and a copy of the P.O. is enclosed.

This NTP is limited to the scope of work for: Professional Services for PBSO New Maintenance Facilities for Time and Materials Not to Exceed \$193,078.00. Please include the purchase order number, contract number and project number on each invoice to facilitate the payment process.

Commencement date for the services associated herewith shall be considered to be 11/02/2020. Final completion of all work shall be considered to be 11/02/2021, a total of 365 days. No work is authorized after the final completion date herein unless the time of the contract/work order is extended on or before the final completion date. Invoices for unauthorized work will not be paid.

If you have any questions, please contact me.

Sincerely,



Lisa Jacob  
Project Manager

CC: Procurement Services



Collier County Board of County Commissioners  
Procurement Services Division  
Phone: 239-252-8407  
Fax: 239-732-0844  
Tax Exempt: 85-8015966531C-1



**Send all invoices to:**

Collier County Board of County Commissioners  
Attn: Accounts Payable  
3299 Tamiami Trl E Ste 700  
Naples FL 34112-5749  
OR email to: bccapclerk@collierclerk.com

Purchase Order number must appear on all related correspondence, shipping papers and invoices:

Vendor # 119854

DAVIDSON ENGINEERING INC  
4365 RADIO RD, STE 201  
NAPLES FL 34104

| Purchase order |                   |      |                   |
|----------------|-------------------|------|-------------------|
| PO Number      | <b>4500207708</b> | Date | <b>10/27/2020</b> |
| Contact Person | Pelican Bay Div   |      |                   |
| Telephone      | 239-597-1749      | Fax  | 239-597-1749      |

**Please deliver to:**  
PELICAN BAY SERVICES DIVISION  
801 LAUREL OAK DR, STE 302  
NAPLES FL 34108

Delivery Date: 02/24/2025

Terms of Payment Net 28 days (20 business days)

| Item                            | Material | Description                             | Order Qty | Unit | Price Per Unit | Net Value         |
|---------------------------------|----------|---|-----------|------|----------------|-------------------|
| 00010                           |          | CON PROFESSIONAL SURVEYING SERVICES     | 8,568     | EA   | 1.00           | 8,566.00          |
| 00020                           |          | CON PROFESSIONAL ARCHITECTURAL SERVICES | 127,000   | EA   | 1.00           | 127,000.00        |
| 00030                           |          | CON PROFESSIONAL CIVIL SITE DESIGN      | 44,710    | EA   | 1.00           | 44,710.00         |
| 00040                           |          | CON LANDSCAPE ARCHITECTURE              | 9,312     | EA   | 1.00           | 9,312.00          |
| 00050                           |          | CON REIMBURSABLES                       | 3,600     | EA   | 1.00           | 3,500.00          |
| Total net value excl. tax - USD |          |   |           |      |                | <b>193,078.00</b> |

**VENDOR Terms and Conditions**

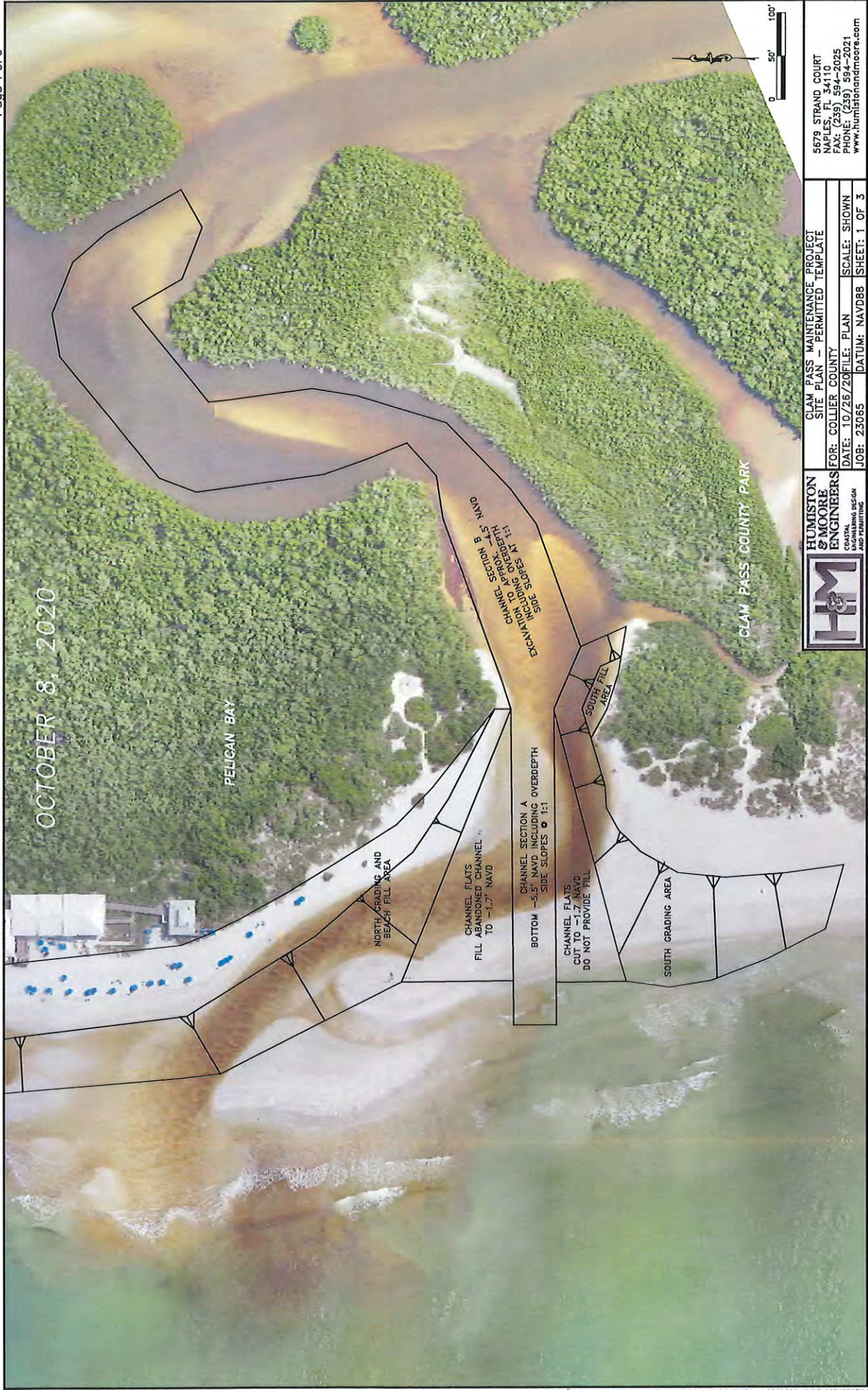
The VENDOR agrees to comply with all Purchase Order Terms and Conditions as outlined on the Collier County Procurement Services Division site: <http://www.colliercountyfl.gov/home/showdocument?id=74077>, including delivery and payment terms. Further the VENDOR agrees to:

1. Provide goods and services outlined in this Purchase Order with the prices, terms, delivery method and specifications listed above.
2. Notify department immediately if order fulfillment cannot occur as specified.
3. Send all invoices to:
 

Collier County Board of County Commissioners  
Attn: Accounts Payable  
3299 Tamiami Trl E Ste 700  
Naples FL 34112-5749  
OR email to: bccapclerk@collierclerk.com

The Purchase Order is authorized under direction of Collier County Board of County Commissioners by:

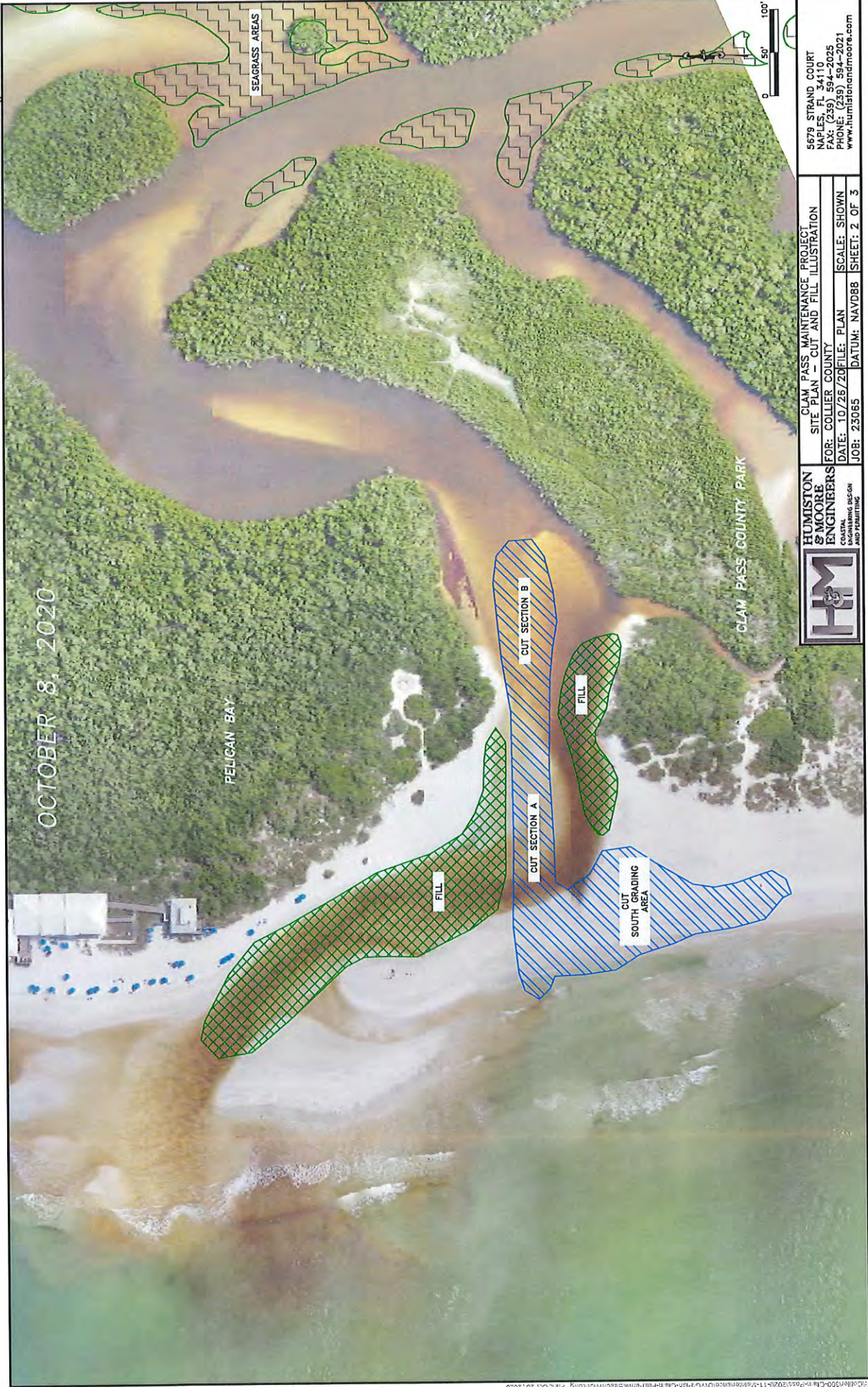
Sandra Herrera, Director, Procurement Services Division



**HUMISTON & MOORE ENGINEERS**  
COASTAL ENGINEERING, DESIGN AND PERMITTING

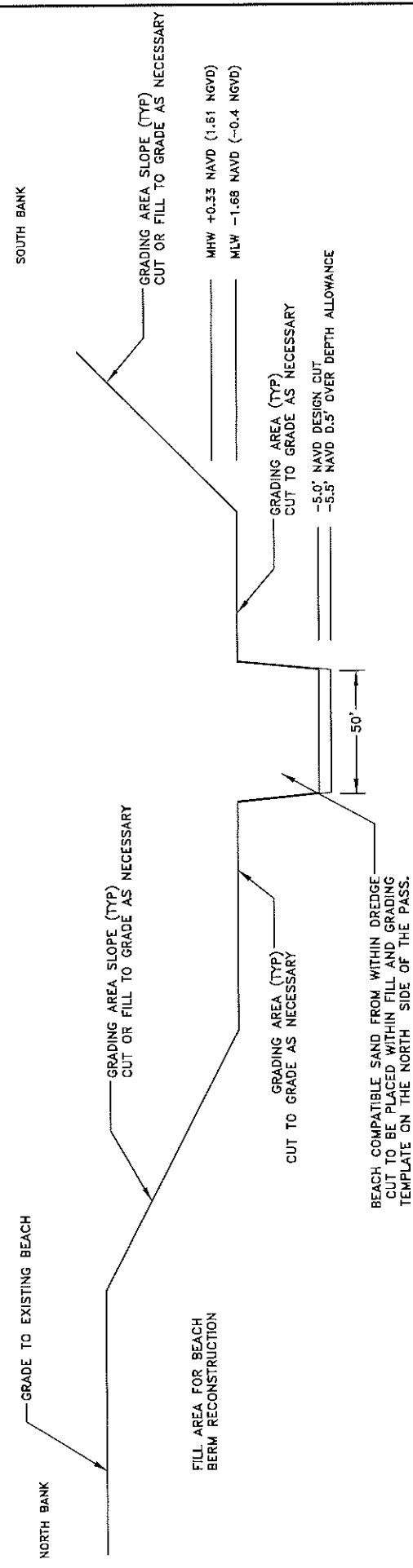
CLAM PASS MAINTENANCE PROJECT  
SITE PLAN PERMITTED TEMPLATE  
FOR: COLLIER COUNTY  
DATE: 10/26/20 FILE: PLAN SCALE: SHOWN  
JOB: 23065 DATUM: NAVD88 SHEET: 1 OF 3

5679 STRAND COURT  
NAPLES, FL 34110  
FAX: (239) 594-2025  
PHONE: (239) 594-2021  
www.humistonandmoore.com





TYPICAL DREDGE CUT FOR INLET STATIONS (0+00 TO 3+64.5)



NOTES:

1. ELEVATIONS SHOWN ARE IN FEET BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).
2. SLOPES WILL VARY BY STATION FROM STATION 0+00 TO 3+64.5.
3. GRADE ESCARPMENTS AT LANDWARD EDGE OF FILL TO MINIMUM SLOPE 1:4 OR FLATTER



**HUMISTON & MOORE ENGINEERS**  
CONSULTING ENGINEERS  
AND PLANNING

CLAM PASS MAINTENANCE PROJECT  
TYPICAL EXCAVATION CROSS SECTION  
FOR: PELICAN BAY SERVICES DIVISION  
DATE: 06/28/17 FILE: PLAN SCALE: SHOWN  
JOB: 23065 DATUM: NAVD88 SHEET: 3 OF 3

5679 STRAND COURT  
NAPLES, FL 34110  
FAX: (239) 594-2025  
PHONE: (239) 594-2021  
www.humistonandmoore.com

**PELICAN BAY  
BALANCE SHEET  
October 31, 2020  
(UNAUDITED)**

|  | Operating Fund<br>109 | Street<br>Lighting<br>778 | Pelican Bay<br>Landscape,<br>Safety, Lake &<br>Beach Projects<br>322 | Clam Bay Capital<br>Projects<br>320 | TOTAL               |
|--|-----------------------|---------------------------|--|-------------------------------------|---------------------|
| <b>ASSETS</b>  |                       |                           |  |                                     |                     |
| Cash and investments                                   | 2,802,838.46          | 2,100,905.06              | 4,208,402.14   | 212,828.16                          | 9,324,973.82        |
| Interest receivable                                    | 3,570.27              | 2,082.57                  | 4,030.71   | 237.81                              | 9,921.36            |
| Trade receivable, net                                  | -                     | -                         | -  | -                                   | -                   |
| Due from other governments                             | -                     | -                         | 136,252.77   | -                                   | 136,252.77          |
| <b>Total assets</b>                                    | <b>2,806,408.73</b>   | <b>2,102,987.63</b>       | <b>4,348,685.62</b>  | <b>213,065.97</b>                   | <b>9,471,147.95</b> |
| <b>LIABILITIES AND FUND BALANCE</b>                    |                       |                           |  |                                     |                     |
| <b>Liabilities:</b>                                    |                       |                           |  |                                     |                     |
| Accounts payable                                       | 86,151.34             | 4,599.42                  | 464,876.30   | 5,276.92                            | 560,903.98          |
| Wages payable  | -                     | -                         | -  | -                                   | -                   |
| <b>Total liabilities</b>                               | <b>86,151.34</b>      | <b>4,599.42</b>           | <b>464,876.30</b>  | <b>5,276.92</b>                     | <b>560,903.98</b>   |
| <b>Fund balances:</b>                                  |                       |                           |  |                                     |                     |
| Fund balance   | 2,720,257.39          | 2,098,388.21              | 3,883,809.32   | 207,789.05                          | 8,910,243.97        |
| <b>Total liabilities and fund balances</b>             | <b>2,806,408.73</b>   | <b>2,102,987.63</b>       | <b>4,348,685.62</b>  | <b>213,065.97</b>                   | <b>9,471,147.95</b> |
| <b>Fund Balance at the end of the period</b>           | <b>2,720,257.39</b>   | <b>2,098,388.21</b>       | <b>3,883,809.32</b>  | <b>207,789.05</b>                   | <b>8,910,243.97</b> |
| <b>Unspent balance of projects:</b>                    |                       |                           |  |                                     |                     |
| Small projects under \$200K                            | -                     | -                         | 139,524.00   | -                                   | 139,524.00          |
| 50066-PBSD Landscape Improvement                       | -                     | -                         | 527,677.21   | -                                   | 527,677.21          |
| 50126-Beach Renourishment                              | -                     | -                         | 1,078,883.89   | -                                   | 1,078,883.89        |
| 50143-PBSD Field Operation Center Improvements         | -                     | -                         | -  | -                                   | -                   |
| 50154-Hurricane Irma                                   | -                     | -                         | 620,860.44   | -                                   | 620,860.44          |
| 50178-Sidewalk Maintenance/Enhancement                 | -                     | -                         | 228,478.10   | -                                   | 228,478.10          |
| 50211-PBSD OPS BLD                                     | -                     | -                         | -  | -                                   | -                   |
| 50212-PBSD PH1-SW                                      | -                     | -                         | -  | -                                   | -                   |
| 51026-PBSD Lake Bank Restoration                       | -                     | -                         | 1,118,201.95   | -                                   | 1,118,201.95        |
| 51100-Clam Bay Restoration                             | -                     | -                         | -  | 326,262.60                          | 326,262.60          |
| <b>Total unspent balance of major projects</b>         | <b>-</b>              | <b>-</b>                  | <b>3,713,625.59</b>  | <b>326,262.60</b>                   | <b>4,039,888.19</b> |
| <b>Budgeted reserves:</b>                              |                       |                           |  |                                     |                     |
| 991000-Reserve for contingencies                       | 124,100.00            | -                         | -  | -                                   | 124,100.00          |
| 991700-Reserve for disaster relief                     | 680,900.00            | -                         | -  | -                                   | 680,900.00          |
| 992090-Reserve for sinking fund                        | -                     | -                         | 370,000.00   | -                                   | 370,000.00          |
| 993000-Reserve for capital outlay                      | 300,000.00            | 90,000.00                 | -  | -                                   | 390,000.00          |
| 994500-Reserve for future construction and improvement | -                     | -                         | -  | -                                   | -                   |
| 998000-Reserve for cash                                | 483,600.00            | 39,700.00                 | -  | -                                   | 523,300.00          |
| <b>Total budgeted reserves</b>                         | <b>1,588,600.00</b>   | <b>129,700.00</b>         | <b>370,000.00</b>  | <b>-</b>                            | <b>2,088,300.00</b> |
| <b>Budgeted commitments at the end of the period</b>   | <b>1,588,600.00</b>   | <b>129,700.00</b>         | <b>4,083,625.59</b>  | <b>326,262.60</b>                   | <b>6,128,188.19</b> |
| <b>Projected excess (deficit) fund balance</b>         | <b>1,131,657.39</b>   | <b>1,968,688.21</b>       | <b>(199,816.27)</b>  | <b>(118,473.55)</b>                 | <b>2,782,055.78</b> |

| PELICAN BAY<br>INCOME STATEMENT<br>OPERATING FUND - 109<br>October 31, 2020<br>(UNAUDITED) |                     |                     |              |                  |          |          |                    |                       |                   |
|--|---------------------|---------------------|--------------|------------------|----------|----------|--------------------|-----------------------|-------------------|
|  | Adopted Budget      | Amended Budget      | Commitments  | October          | November | December | Total Expenditures | Variance              | % Budget Consumed |
| <b>REVENUES AND CARRYFORWARD</b>   |                     |                     |              |                  |          |          |                    |                       |                   |
| Special assessments  | 4,224,600.00        | 4,224,600.00        | -            | 18,968.12        | -        | -        | 18,968.12          | (4,205,631.88)        | 0.4%<br>#DIV/0!   |
| FEMA   | -                   | -                   | -            | -                | -        | -        | -                  | -                     | 0.0%<br>#DIV/0!   |
| Interest   | 24,400.00           | 24,400.00           | -            | -                | -        | -        | -                  | (24,400.00)           | 0.0%<br>#DIV/0!   |
| Miscellaneous  | -                   | -                   | -            | -                | -        | -        | -                  | -                     | 0.0%              |
| Transfers in   | 34,100.00           | 34,100.00           | -            | -                | -        | -        | -                  | (34,100.00)           |                   |
| Negative 5% of estimated revenue   | (212,500.00)        | (212,500.00)        | -            | -                | -        | -        | -                  | 212,500.00            |                   |
| Budgeted carryforward  | 2,439,400.00        | 2,439,400.00        | -            | -                | -        | -        | -                  | (2,439,400.00)        |                   |
| <b>Total revenues + carryforward</b>   | <b>6,510,000.00</b> | <b>6,510,000.00</b> | <b>-</b>     | <b>18,968.12</b> | <b>-</b> | <b>-</b> | <b>18,968.12</b>   | <b>(6,491,031.88)</b> | <b>0.3%</b>       |
| <b>EXPENDITURES AND RESERVES</b>   |                     |                     |              |                  |          |          |                    |                       |                   |
| Personal services  | 1,557,455.00        | 1,557,455.00        | -            | 38,029.31        | -        | -        | 38,029.31          | 1,519,425.69          | 2.4%              |
| Salaries, taxes and retirement   | 418,145.00          | 418,145.00          | 418,145.00   | 3,598.67         | -        | -        | 3,598.67           | (3,598.67)            | 100.9%            |
| Health, dental, life insurance, Short term, lo   | 1,975,600.00        | 1,975,600.00        | 418,145.00   | 41,627.98        | -        | -        | 41,627.98          | 1,515,827.02          | 23.3%             |
| Total personal services  |                     |                     |              |                  |          |          |                    |                       |                   |
| Operating  |                     |                     |              |                  |          |          |                    |                       |                   |
| 182601-Lake & Stormwater Management ad   | -                   | -                   | -            | -                | -        | -        | -                  | -                     | #DIV/0!           |
| 182602-Lake & Stormwater Management fie  | 932,800.00          | 932,800.00          | 552,045.86   | 19,908.44        | -        | -        | 19,908.44          | 360,845.70            | 61.3%             |
| 182900-Right of way beautification   | -                   | -                   | -            | -                | -        | -        | -                  | -                     | #DIV/0!           |
| 182901-Right of way beautification field   | 1,617,800.00        | 1,617,800.00        | 939,106.14   | 99,197.35        | -        | -        | 99,197.35          | 579,496.51            | 64.2%             |
| Total operating  | 2,550,600.00        | 2,550,600.00        | 1,491,152.00 | 119,105.79       | -        | -        | 119,105.79         | 940,342.21            | 63.1%             |
| Capital outlay   | 160,800.00          | 160,800.00          | 112,518.00   | 48.70            | -        | -        | 48.70              | 48,233.30             | 70.0%             |
| Transfers out  | 234,400.00          | 234,400.00          | -            | 1,645.96         | -        | -        | 1,645.96           | 232,754.04            | 0.7%              |
| Total expenditures   | 4,921,400.00        | 4,921,400.00        | 2,021,815.00 | 162,428.43       | -        | -        | 162,428.43         | 2,737,156.57          | 44.4%             |
| Budgeted reserves  |                     |                     |              |                  |          |          |                    |                       |                   |
| 991000-Reserve for contingencies   | 124,100.00          | 124,100.00          | -            | -                | -        | -        | -                  | 124,100.00            |                   |
| 991700-Reserve for disaster relief   | 680,900.00          | 680,900.00          | -            | -                | -        | -        | -                  | 680,900.00            |                   |
| 993000-Reserve for capital outlay  | 300,000.00          | 300,000.00          | -            | -                | -        | -        | -                  | 300,000.00            |                   |
| 998000-Reserve for cash  | 483,600.00          | 483,600.00          | -            | -                | -        | -        | -                  | 483,600.00            |                   |
| Total reserves   | 1,588,600.00        | 1,588,600.00        | -            | -                | -        | -        | -                  | 1,588,600.00          |                   |
| Total expenditures + reserves  | 6,510,000.00        | 6,510,000.00        | 2,021,815.00 | 162,428.43       | -        | -        | 162,428.43         | 4,325,756.57          | 33.6%             |
| <b>EXCESS OF REVENUE OVER EXPENDITURES</b>   |                     |                     |              |                  |          |          |                    |                       |                   |
|  | -                   | -                   | -            | (143,460.31)     | -        | -        | (143,460.31)       |                       |                   |

2,617,255.19 Projected Carryforward as of 9/30/20  
2,720,257.39 Fund Balance as of 10/31/2020

PELICAN BAY  
INCOME STATEMENT  
STREET LIGHTING - 778  
October 31, 2020  
(UNAUDITED)

|   | Adopted Budget      | Amended Budget      | Commitments       | October            | November | December | Total Expenditures | Variance              | % Budget Consumed |
|---|---------------------|---------------------|-------------------|--------------------|----------|----------|--------------------|-----------------------|-------------------|
| <b>REVENUES AND CARRYFORWARD</b>                                    |                     |                     |                   |                    |          |          |                    |                       |                   |
| Current Ad Valorem Taxes  | 656,400.00          | 656,400.00          | -                 | 1,696.85           | -        | -        | 1,696.85           | (654,703.15)          | 0.3%              |
| Miscellaneous revenue   | -                   | -                   | -                 | -                  | -        | -        | -                  | -                     | #DIV/0!           |
| Interest  | 17,700.00           | 17,700.00           | -                 | -                  | -        | -        | -                  | (17,700.00)           | 0.0%              |
| Insurance refunds   | -                   | -                   | -                 | -                  | -        | -        | -                  | -                     | #DIV/0!           |
| Negative 5% of estimated revenue                                    | (33,700.00)         | (33,700.00)         | -                 | -                  | -        | -        | -                  | 33,700.00             |                   |
| Budgeted carryforward   | 1,989,400.00        | 1,989,400.00        | -                 | -                  | -        | -        | -                  | (1,989,400.00)        |                   |
| <b>Total revenues + carryforward</b>                                | <b>2,629,800.00</b> | <b>2,629,800.00</b> | <b>-</b>          | <b>1,696.85</b>    | <b>-</b> | <b>-</b> | <b>1,696.85</b>    | <b>(2,628,103.15)</b> | <b>0.1%</b>       |
| <b>EXPENDITURES AND RESERVES</b>                                    |                     |                     |                   |                    |          |          |                    |                       |                   |
| Personal services   |                     |                     |                   |                    |          |          |                    |                       |                   |
| Salaries, taxes and retirement                                      | 86,278.00           | 86,278.00           | -                 | 1,415.01           | -        | -        | 1,415.01           | 84,862.99             | 1.6%              |
| Health, dental, life insurance; Short term, long term disability; V | 17,322.00           | 17,322.00           | 17,322.00         | -                  | -        | -        | -                  | -                     | 100.0%            |
| <b>Total operating</b>  | <b>103,600.00</b>   | <b>103,600.00</b>   | <b>17,322.00</b>  | <b>1,415.01</b>    | <b>-</b> | <b>-</b> | <b>1,415.01</b>    | <b>84,862.99</b>      | <b>18.1%</b>      |
| Operating   |                     |                     |                   |                    |          |          |                    |                       |                   |
| 182700-Street Lighting Operations                                   | 292,000.00          | 292,000.00          | -                 | -                  | -        | -        | -                  | 292,000.00            | 0.0%              |
| 182701-Street Lighting Field Operations                             | -                   | -                   | 108,296.43        | 13,119.88          | -        | -        | 13,119.88          | (121,416.31)          | #DIV/0!           |
| <b>Total operating</b>  | <b>292,000.00</b>   | <b>292,000.00</b>   | <b>108,296.43</b> | <b>13,119.88</b>   | <b>-</b> | <b>-</b> | <b>13,119.88</b>   | <b>170,583.69</b>     | <b>41.6%</b>      |
| Capital outlay  | 1,400.00            | 1,400.00            | -                 | -                  | -        | -        | -                  | 1,400.00              | 0.0%              |
| Transfers out   | 2,093,200.00        | 2,093,200.00        | -                 | 50.91              | -        | -        | 50.91              | 2,093,149.09          | 0.0%              |
| <b>Total expenditures</b>   | <b>2,490,200.00</b> | <b>2,490,200.00</b> | <b>125,618.43</b> | <b>14,585.80</b>   | <b>-</b> | <b>-</b> | <b>14,585.80</b>   | <b>2,349,995.77</b>   | <b>5.6%</b>       |
| Budgeted reserves   |                     |                     |                   |                    |          |          |                    |                       |                   |
| 991000-Reserve for Contingencies                                    | 9,900.00            | 9,900.00            | -                 | -                  | -        | -        | -                  | 9,900.00              |                   |
| 993000-Reserve for capital outlay                                   | 90,000.00           | 90,000.00           | -                 | -                  | -        | -        | -                  | 90,000.00             |                   |
| 998000-Reserve for cash   | 39,700.00           | 39,700.00           | -                 | -                  | -        | -        | -                  | 39,700.00             |                   |
| <b>Total reserves</b>   | <b>139,600.00</b>   | <b>139,600.00</b>   | <b>-</b>          | <b>-</b>           | <b>-</b> | <b>-</b> | <b>-</b>           | <b>139,600.00</b>     | <b>5.3%</b>       |
| <b>Total expenditures + reserves</b>                                | <b>2,629,800.00</b> | <b>2,629,800.00</b> | <b>125,618.43</b> | <b>14,585.80</b>   | <b>-</b> | <b>-</b> | <b>14,585.80</b>   | <b>2,489,595.77</b>   |                   |
| <b>EXCESS OF REVENUE OVER EXPENDITURES</b>                          | <b>-</b>            | <b>-</b>            | <b>-</b>          | <b>(12,888.95)</b> | <b>-</b> | <b>-</b> | <b>(12,888.95)</b> |                       |                   |

2,107,778.76 Projected Carryforward as of 9/30/20  
2,098,388.21 Fund Balance as of 10/31/2020

| <b>PELICAN BAY<br/>INCOME STATEMENT<br/>PELICAN BAY LANDSCAPE, SAFETY, LAKE &amp; BEACH PROJECTS - 322<br/>October 31, 2020<br/>(UNAUDITED)</b> |                     |                     |                   |                   |          |          |                    |                       |                   |
|---|---------------------|---------------------|-------------------|-------------------|----------|----------|--------------------|-----------------------|-------------------|
|   | Adopted Budget      | Amended Budget      | Commitments       | October           | November | December | Total Expenditures | Variance              | % Budget Consumed |
| <b>REVENUES AND CARRYFORWARD</b>  |                     |                     |                   |                   |          |          |                    |                       |                   |
| Special assessments   | 1,409,200.00        | 1,409,200.00        | -                 | 3,084.12          | -        | -        | 3,084.12           | (1,406,115.88)        | 0.2%              |
| FEMA  | -                   | -                   | -                 | 516,360.40        | -        | -        | 516,360.40         | 516,360.40            | #DIV/0!           |
| Interest  | 13,300.00           | 13,300.00           | -                 | -                 | -        | -        | -                  | (13,300.00)           | 0.0%              |
| Insurance refunds   | -                   | -                   | -                 | -                 | -        | -        | -                  | -                     | #DIV/0!           |
| Transfers in  | 2,581,800.00        | 2,581,800.00        | -                 | -                 | -        | -        | -                  | (2,581,800.00)        | 0.0%              |
| Negative 5% of estimated revenue  | (71,100.00)         | (71,100.00)         | -                 | -                 | -        | -        | -                  | 71,100.00             | 0.0%              |
| Budgeted carryforward   | 834,100.00          | 3,314,870.10        | -                 | -                 | -        | -        | -                  | (3,314,870.10)        |                   |
| <b>Total revenues + carryforward</b>  | <b>4,767,300.00</b> | <b>7,248,070.10</b> | <b>-</b>          | <b>519,444.52</b> | <b>-</b> | <b>-</b> | <b>519,444.52</b>  | <b>(6,728,625.58)</b> | <b>7.2%</b>       |
| <b>EXPENDITURES AND RESERVES</b>  |                     |                     |                   |                   |          |          |                    |                       |                   |
| <b>Projects:</b>  |                     |                     |                   |                   |          |          |                    |                       |                   |
| 50066-PBSD Landscape Improvement  | 150,000.00          | 527,677.21          | 3,371.00          | -                 | -        | -        | -                  | 524,306.21            | 0.6%              |
| 50103-PBSD Sinage   | -                   | 95,971.00           | -                 | -                 | -        | -        | -                  | 95,971.00             | 0.0%              |
| 50108-Lake Aeration   | -                   | -                   | -                 | -                 | -        | -        | -                  | -                     | #DIV/0!           |
| 50126-Beach Renourishment   | 515,000.00          | 1,078,883.89        | -                 | -                 | -        | -        | -                  | 1,078,883.89          | 0.0%              |
| 50143-PBSD Field Operation Center Improvements  | -                   | -                   | 8,809.25          | -                 | -        | -        | -                  | (8,809.25)            | #DIV/0!           |
| 50154-Hurricane Irma  | -                   | 620,860.44          | 1,552.50          | -                 | -        | -        | -                  | 619,307.94            | 0.3%              |
| 50157-PBSD-Asset Management   | -                   | 43,553.00           | 4,366.00          | -                 | -        | -        | -                  | 39,187.00             | 10.0%             |
| 50158-PBSD Roadway Safety   | -                   | -                   | -                 | -                 | -        | -        | -                  | -                     | #DIV/0!           |
| 50178-Sidewalk Maintenance/Enhancement  | 20,000.00           | 242,355.00          | 200,811.00        | 13,876.90         | -        | -        | 13,876.90          | 27,667.10             | 88.6%             |
| 50211-PBSD OPS BLD  | -                   | -                   | -                 | -                 | -        | -        | -                  | -                     | #DIV/0!           |
| 50212-PBSD PH1-SW   | -                   | -                   | -                 | -                 | -        | -        | -                  | -                     | #DIV/0!           |
| 51026-PBSD Lake Bank Restoration  | 950,000.00          | 1,132,741.95        | 20,628.19         | 14,540.00         | -        | -        | 14,540.00          | 1,097,573.76          | 3.1%              |
| <b>Total expenditures</b>   | <b>1,635,000.00</b> | <b>3,742,042.49</b> | <b>239,537.94</b> | <b>28,416.90</b>  | <b>-</b> | <b>-</b> | <b>28,416.90</b>   | <b>3,474,087.65</b>   | <b>0.8%</b>       |
| Capital Outlay  | 2,691,800.00        | 3,065,527.61        | 193,078.00        | -                 | -        | -        | 61.68              | 70,438.32             | 0.1%              |
| Transfers out   | 70,500.00           | 70,500.00           | -                 | 61.68             | -        | -        | -                  | 70,438.32             | 0.4%              |
| <b>Total expenditures</b>   | <b>4,397,300.00</b> | <b>6,878,070.10</b> | <b>432,615.94</b> | <b>28,478.58</b>  | <b>-</b> | <b>-</b> | <b>28,478.58</b>   | <b>3,544,525.97</b>   |                   |
| <b>Budgeted reserves</b>  |                     |                     |                   |                   |          |          |                    |                       |                   |
| 992090-Reserve for sinking fund   | 370,000.00          | 370,000.00          | -                 | -                 | -        | -        | -                  | 370,000.00            |                   |
| <b>Total expenditures + reserves</b>  | <b>4,767,300.00</b> | <b>7,248,070.10</b> | <b>432,615.94</b> | <b>28,478.58</b>  | <b>-</b> | <b>-</b> | <b>28,478.58</b>   | <b>3,914,525.97</b>   | <b>6.4%</b>       |
| <b>EXCESS OF REVENUE OVER EXPENDITURES</b>  | <b>-</b>            | <b>-</b>            | <b>-</b>          | <b>490,965.94</b> | <b>-</b> | <b>-</b> | <b>490,965.94</b>  | <b>-</b>              |                   |

3,192,538.69 Projected Carryforward as of 9/30/20  
3,883,809.32 Fund Balance as of 10/31/2020

| PELICAN BAY<br>INCOME STATEMENT<br>CLAM BAY CAPITAL PROJECT FUND - 320<br>October 31, 2020<br>(UNAUDITED) |                   |                   |                   |                 |          |          |                    |                     |                   |
|---|-------------------|-------------------|-------------------|-----------------|----------|----------|--------------------|---------------------|-------------------|
|   | Adopted Budget    | Amended Budget    | Commitments       | October         | November | December | Total Expenditures | Variance            | % Budget Consumed |
| <b>REVENUES AND CARRYFORWARD</b>  |                   |                   |                   |                 |          |          |                    |                     |                   |
| Special assessments   | 188,000.00        | 188,000.00        | -                 | 776.17          | -        | -        | 776.17             | (187,223.83)        | 0.4%              |
| Interest  | 100.00            | 100.00            | -                 | -               | -        | -        | -                  | (100.00)            | 0.0%              |
| Transfer In   | -                 | -                 | -                 | -               | -        | -        | -                  | -                   | #DIV/0!           |
| Negative 5% of estimated revenue  | (9,400.00)        | (9,400.00)        | -                 | -               | -        | -        | -                  | 9,400.00            | 0.0%              |
| Budgeted carryforward   | 14,700.00         | 196,239.52        | -                 | -               | -        | -        | -                  | (196,239.52)        | 0.0%              |
| <b>Total revenues + carryforward</b>  | <b>193,400.00</b> | <b>374,939.52</b> | <b>-</b>          | <b>776.17</b>   | <b>-</b> | <b>-</b> | <b>776.17</b>      | <b>(374,163.35)</b> | <b>0.2%</b>       |
| <b>EXPENDITURES AND RESERVES</b>  |                   |                   |                   |                 |          |          |                    |                     |                   |
| Projects:   |                   |                   |                   |                 |          |          |                    |                     |                   |
| 51100-Clam Bay Restoration  | 150,000.00        | 331,539.52        | 158,064.44        | 5,276.92        | -        | -        | 5,276.92           | 168,198.16          | 49.3%             |
| Total operating   | 150,000.00        | 331,539.52        | 158,064.44        | 5,276.92        | -        | -        | 5,276.92           | 168,198.16          | 49.3%             |
| Transfers out   | 43,400.00         | 43,400.00         | -                 | 15.57           | -        | -        | 15.57              | 43,384.43           | 0.0%              |
| Total expenditures  | 193,400.00        | 374,939.52        | 158,064.44        | 5,292.49        | -        | -        | 5,292.49           | 211,582.59          | 43.6%             |
| Budgeted reserves   |                   |                   |                   |                 |          |          |                    |                     |                   |
| 991000-Reserve for contingencies  | -                 | -                 | -                 | -               | -        | -        | -                  | -                   | -                 |
| 998000-Reserve for cash   | -                 | -                 | -                 | -               | -        | -        | -                  | -                   | -                 |
| Total reserves  | -                 | -                 | -                 | -               | -        | -        | -                  | -                   | -                 |
| <b>Total expenditures + reserves</b>  | <b>193,400.00</b> | <b>374,939.52</b> | <b>158,064.44</b> | <b>5,292.49</b> | <b>-</b> | <b>-</b> | <b>5,292.49</b>    | <b>211,582.59</b>   | <b>43.6%</b>      |
| <b>EXCESS OF REVENUE OVER EXPENDITURES</b>  |                   |                   |                   |                 |          |          |                    |                     |                   |
|   | -                 | -                 | -                 | (4,516.32)      | -        | -        | (4,516.32)         | -                   | -                 |

198,682.09 Projected Carryforward as of 9/30/20  
 207,789.05 Fund Balance as of 10/31/2020

## Clam Bay Update-November 2020

**Clam Bay.** The Annual Clam Bay report, due in mid-December, will provide an update on mangrove monitoring, including several areas that may warrant additional monitoring. At the recent Clam Bay Committee meeting PBSB staff was asked to develop by mid-December a proposal for removing scaevola, a type 1 exotic in the coastal scrub. It may be a multi-year plan. Staff will also work with the County's Coastal Zone Management (CZM) Division to get any damaged or missing canoe trail markers repaired or reinstalled in Clam Bay.

Lisa Jacob, Chad Coleman, Tim Hall, and I met with CZM representatives on October 20 to discuss the five boater safety signs for which Clam Bay is eligible, per FL statute. CZM representatives are expected to follow-up with a draft of the signs and their locations that we discussed. New signs in Clam Bay will need PBF approval.

**Clam Pass.** Tidal monitoring equipment at marker 14 went down in mid-October so tidal ratio data at that marker for all days in October are not available. Mohamed Dabees reported at the October Clam Bay Committee meeting that the average tidal ratio for October at marker 4 declined to .4, a significant drop from ratios in August and September. Mohamed recommended that dredging in Section A and grading on the beaches be done soon. TDC funds will be requested to pay for this dredging/grading event. Neil Dorrill reported that he is interested in having a full dredging event done, possibly in April, 2021, so sand can be removed from Sections A, B, & C. The Clam Bay Committee approved recommending these actions in Clam Pass to the PBSB Board

### **Water Quality.**

**Total phosphorus.** For the first six months of 2020 only 33% of TP samples were out of compliance. While this is more than the 15% that is allowable, it is significantly better than in 2018 when 67% of TP samples were out of compliance and in 2019 when 82% of TP samples were out of compliance. The WQ report for TP and TN for July, August, and September is expected soon.

**Copper.** Only three of 81 samples for January through September 2020 exceeded the allowable limit which is very good.

**Clam Bay Committee.** The committee met on October 27, 2020, and is expected to meet again in January, 2021.

Prepared by Susan O'Brien  
November 2, 2020

## PBSD Lake Bank Remediation.

### Situation:

1. We have surveyed the lakes and identified that many of the lake banks do not meet County code for slope and drop-off
2. With some exceptions overall situation does not appear to have changed significantly in last 20 years.
3. A limited number of sections of some Lake banks are clearly in distress and are in need of urgent attention.
4. As far as we know all lakes are functioning as planned from a storm water management perspective
3. No community input suggesting lake banks in general are a concern either from safety or aesthetic viewpoint

### Questions:

1. What does being out of compliance with Lake Bank County code mean?
2. What is the County/Other communities doing to address their out-of-code Lake Bank situations?
3. We can't ignore the issue but should we consider a slower roll-out - are we getting too far ahead of our community on this? Should we seek specific community input before moving forward?
4. What are our options?



## Lake Bank Remediation Options

**Option 1** Take out large loan and attempt to remediate 10-15 lakes over the next three years.

**Pros** - Makes a significant dent in long term problem

- Recognizes out of compliance conditions

- Can lock in attractive long term financing

**Cons** - Large undertaking requiring additional PBSB resources

- Uncertain Board/community support, may not view problem as sufficiently urgent to require increased level of debt.

**Option 2** Begin long term remediation plan by tackling sections that need urgent attention, e.g headwalls, plus starting to remediate a limited number of lakes (3-5) over a 2-3 year period.

**Pros** - Middle ground approach. Get started on long term problem, limited amount of debt, reduces strain on PBSB resources, can renew/adjust program based on experience and additional needs.

**Cons** - Miss opportunity to lock in long term financing

**Option 3** Tackle specific sections that need attention now and begin 1-2 lakes per year remediation plan that might extend over 10-15 Years.

**Pros** - Addresses non-urgent issue (?) with longer term solution, no assessment increase, no debt.

**Cons** - Delayed action

**Option 4** Only remediate sections of lakes needing attention as they are identified, e.g. significantly eroded banks, head wall collapse, etc. Essentially ongoing expanded maintenance program.

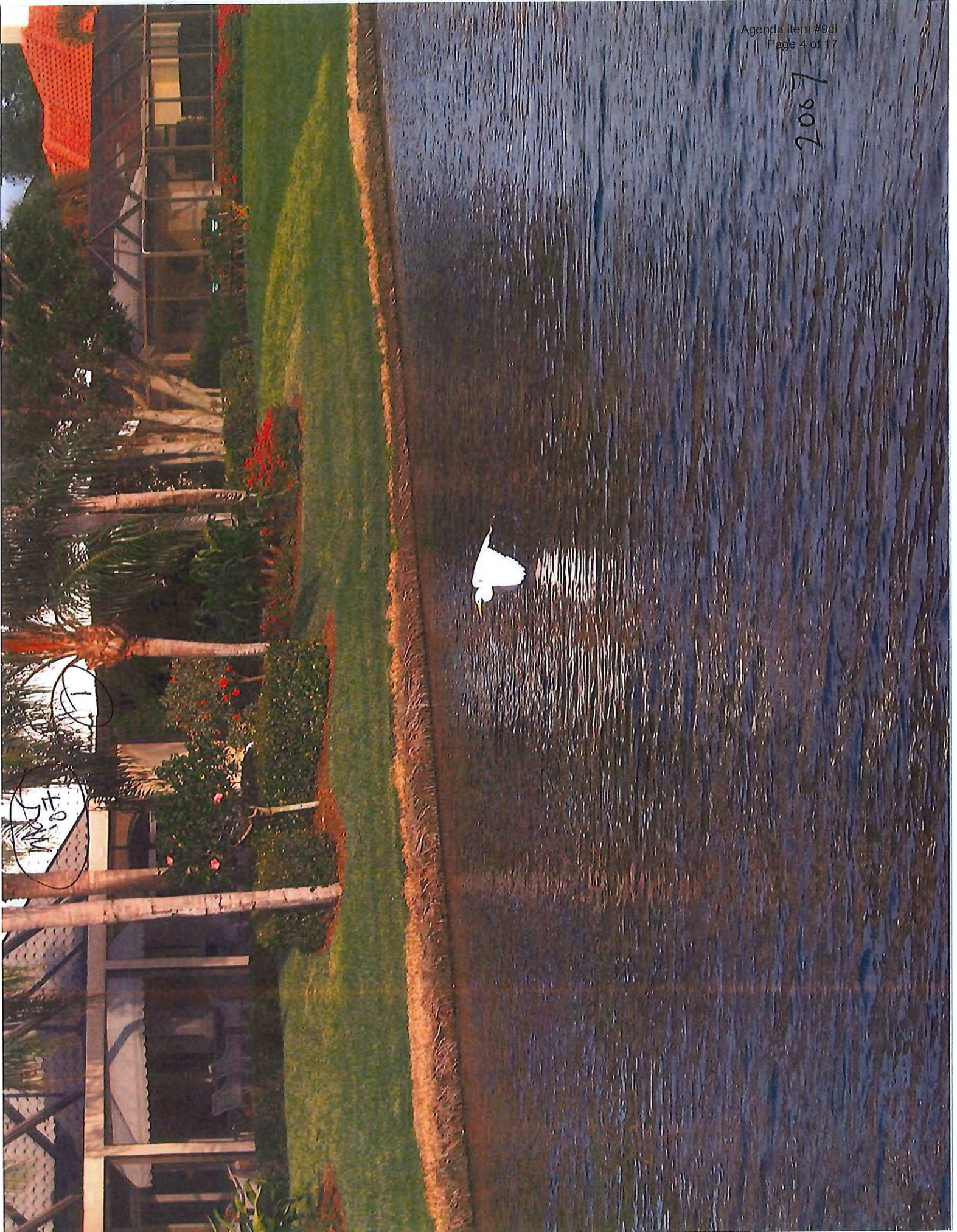
**Pros** - Addresses issues as they arise, manageable within existing resources.

**Cons** - Accepts status quo on current state of lake banks.

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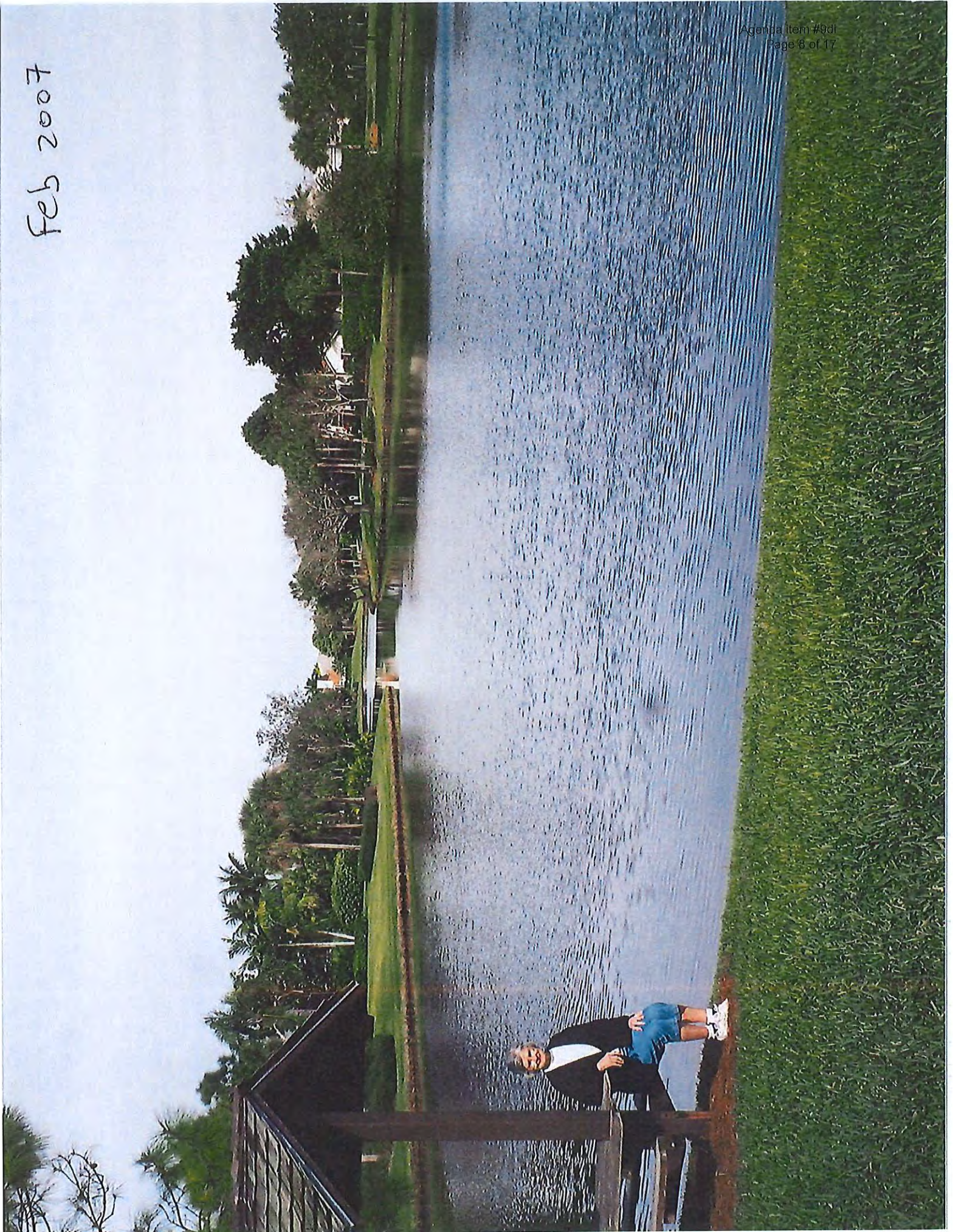
Dec 1998



Nov 2020



Feb 2007



## Pelican Bay Services Division and Water Management

### What most PBSB Board members may know at this time:

- There are six WM basins in PB's master WM system that provide flood and water quality control.
- PBSB has SFWMD permits to maintain 45 of the WM ponds, but does not own these ponds. The other approximately 15 ponds in PB were built by developers and are not part of the original master system. These ponds are owned and maintained by PB condo/HOA associations.
- Most of the WM ponds in PB are 30-40 years old. The pond banks have held up rather well, but some erosion has occurred and some sections of the banks no longer have a 4-1 slope, as specified in the SFWMD permits.
- PBSB's permit documents do not specify that escarpment cannot be more than 9". (SFWMD may have guidelines/expectations for escarpment levels, but they are not specified in PBSB's permit documents.)
- The contractor who did the recent work on Pond 2-9 apparently had not built a bulkhead wall like the one specified, and some of panels of the bulkhead wall are not straight.

### What most PBSB Board members may not know at this time:

- The number of pipes, swales, weirs, culverts, etc. in each WM basin that move water from pond to pond and from one basin to another in PB's master WM system. These components are critical to the basic operation of the WM system.
- The type, condition, and life expectancy of these pipes, swales, culverts, weirs, etc., and the estimated cost of addressing maintenance and/or replacement issues. (If maintenance of these components will be addressed only when they fail, funds need to be available to do so.)
- The current water levels and control settings of the ponds and how they compare to the as-built plans when they were constructed.
- The relationship between escarpment levels and water levels in the ponds.
- Why the water levels of the ponds vary from pond to pond and in some cases significantly?
- Whether fill from PB ponds can be used to remediate issues with pond banks.
- If the original pond banks lasted 30-40 years, could regrading them last another 30-40 years, possibly eliminating the need for either geoweb and/or rip rap?
- The life expectancy of geoweb in WM ponds in SW FL. (so its cost can be compared with regrading and other methods of remediation).
- Typical variance in escarpment height between the rainy and dry seasons.
- The month in which the escarpment measurements at the ponds were taken. (Where I live the escarpment height in the rainy season is significantly less than a foot, and it's more than a foot in the dry season.)
- What pond maintenance work requires a SFWMD permit modification and what work can be done without a permit modification? (Permit modifications add to the cost and number of months before work can be started.)
- The advice/guidance SFWMD engineers would provide PBSB on pond bank maintenance work, i.e., clarification on escarpment height in PB ponds, recommendations on the most effective remediation methods, vendors with pond bank expertise in SW FL, and area associations which have implemented successful pond bank and pipe/weir/culvert remediation/maintenance projects.
- Contractors in South Florida who specialize in pond bank work that PBSB could use as contractors if PBSB did an RFP. Currently PBSB can only use contractors on the County's list of approved contractors, some of whom do not specialize in pond bank work.




**From:** "Roberts, Melissa" <[mroberts@sfwmd.gov](mailto:mroberts@sfwmd.gov)>  
**Date:** Wednesday, October 14, 2020 at 8:43 AM  
**To:** AICP Tom Barber <[tom.barber@abbinc.com](mailto:tom.barber@abbinc.com)>  
**Subject:** RE: More Lake Questions

Tom,

Please see attached.

Thanks,

Melissa M. Roberts, P.E.  
Regulatory Service Center Administrator  
Fort Myers Service Center  
239-338-2929 ext. 7795

[sfwmd.gov/ePermitting](http://sfwmd.gov/ePermitting) 

**NOTE:**

While the District supports that it is commonplace and convenient to collaborate via email during the pre-application/application process, Permit Applications and Responses to a Request for Additional Information (RAI) submitted via email are not an official submittal (Section 4.4 of Environmental Resource Permit Applicant's Handbook Volume I). For timely and efficient processing of permit applications and RAI responses, please submit online using ePermitting (link above).

Florida enjoys a broad public records law - any emails sent to or from this address are subject to review by the public at any time.

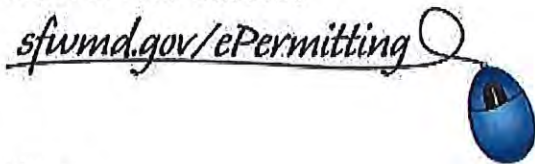
**From:** "Roberts, Melissa" <[mroberts@sfwmd.gov](mailto:mroberts@sfwmd.gov)>  
**Date:** Tuesday, October 13, 2020 at 5:27 PM  
**To:** AICP Tom Barber <[tom.barber@abbinc.com](mailto:tom.barber@abbinc.com)>  
**Subject:** RE: More Lake Questions

I don't think we have anything besides the permit conditions which reference the 4:1 slope that the lake bank slopes need to be maintained at. I believe our tolerance for lake slopes is 3.5:1 and no greater than a 9" step, anything more than that and the lake slopes would be considered out of compliance. We would send non-compliance letters regarding this and only proceed to enforcement if absolutely necessary due to non-responsiveness.

Thanks

Melissa M. Roberts, P.E.  
Regulatory Service Center Administrator

Fort Myers Service Center  
239-338-2929 ext. 7795



**NOTE:**

While the District supports that it is commonplace and convenient to collaborate via email during the pre-application/application process, Permit Applications and Responses to a Request for Additional Information (RAI) submitted via email are not an official submittal (Section 4.4 of Environmental Resource Permit Applicant's Handbook Volume I). For timely and efficient processing of permit applications and RAI responses, please submit online using ePermitting (link above).

Florida enjoys a broad public records law - any emails sent to or from this address are subject to review by the public at any time.

**From:** Tom Barber <[tom.barber@abbinc.com](mailto:tom.barber@abbinc.com)>  
**Sent:** Sunday, October 11, 2020 9:34 PM  
**To:** Roberts, Melissa <[mroberts@sfwmd.gov](mailto:mroberts@sfwmd.gov)>  
**Subject:** More Lake Questions

[Please remember, this is an external email]

Hi Melissa, another question that came from one of the respective boards was related to enforcement. Is there an enforcement mechanism, documentation, rule book that requires compliance of the lake bank specific to the slopes and escarpment? The permit really just says the system must be maintained.

Thanks,

**Tom Barber**

AICP, Director of Planning  
O: (239) 597-3111 C: (239) 825-7130  
[tom.barber@abbinc.com](mailto:tom.barber@abbinc.com)

**ABB, Inc.**

**Agnoli, Barber & Brundage**  
7400 Trail Blvd Suite 200 Naples, FL 34108

CON 24-05

MEMORANDUM

TO: Field Engineering Division, Regulation Department

THROUGH: *AP* Arlan Pankow, Director,  
Field Engineering Division

FROM: *Em.* Ed Maciejko, Supervising Professional,  
Field Engineering Division

DATE: May 20, 1993

SUBJECT: Post Permit Compliance -  
Construction Inspection Tolerance Guidelines

This memo summarizes the recommended tolerances as currently accepted by the Division, the Department and the Office of Counsel. It is generally accepted to expect accuracy to  $\pm 0.1$  foot on all measurements taken by Division staff whenever: a. benchmark data, is available and accurate. b. the beginning/ending points are clearly discernible to the inspector, and c. the inspector has been provided sufficient time and equipment to generate such accuracy. The following noted dimensional tolerances on attachments #1. and #2. are recommended for general use by the Division. More detailed review of site specific conditions and engineering computations are required for further deviation from these guidelines in areas of critical concern (wetland, floodprone, reduced threshold areas, etc.).

Note: regarding b and c above, the inspector's decision at the time of measurement shall prevail as to whether or not these or other circumstances exist. If either or both did exist, the reporting/logging of such data must be prefaced to say measurement "approximately X (dimension or elevation)".

Attachments 1 and 2 follow the format of the Field Engineering Post Permit Compliance inspection checklist (Revised 4-10-92). All dimensions are in feet, unless otherwise noted.

In addition to measured data being included on the checklists, there are also requests for input on observed information, which require a "yes/no" answer. The attached table is an attempt to identify those observed site characteristics that would be severe enough to necessitate additional staff time for resolution. Where a "yes" or "no" answer is shown under the tolerance column, that answer (given on the checklist next to that specific item) would flag that project for additional attention requiring some resolution action. Where there is no "yes" or "no", either answer by itself would not be considered serious enough to warrant additional attention. However, a comment regarding the seriousness of the deficient item should still be entered into the system, as the possibility exists for these conditions to

Memorandum  
Post Permit Compliance -  
Construction Inspection Tolerance Guidelines  
May 20, 1993  
Page 2

be serious enough to warrant additional action. In all cases the construction inspection Standard Operating Procedure should be followed.

Division staff will implement these guidelines immediately and continue to use them until further notice unless the "more detailed review" mentioned above indicates that different tolerance guidelines are more appropriate.

Finally, please always record the required comments and entries resulting from the above on your current paper copy inspection forms/reports until further notice. This is necessary as the PPC automation piece for you to be able to make direct keyboard entries into our PPC database/flagging system is still not fully operational yet. We will advise you, in writing, in the future when the direct entry component of this PPC automation is available for your use and convenience.

EM/AP/s  
Attachment

c: S. Lamb  
J. Hall  
R. Rogers  
S. Burns  
A. Roth  
T. Bates  
T. Waterhouse  
B. Pratt  
A. Goldstein  
J. Show  
G. Ritter  
J. Fumero

CONSTRUCTION INSPECTION NUMERICAL TOLERANCE GUIDELINES

| PAGE | ITEM  | GENERAL TOLERANCE GUIDELINES   |
|------|---|--|
| 25   | BLEEDER<br>invert elevation<br>cross-sectional area   | - 0.15, + 0.15<br>within 10%   |
| 26   | OUTFALL CULVERT<br>upstream invert elevation<br>downstream invert elevation<br>height<br>diameter<br>length | - 0.2, + 0.2<br>less than upstream<br>no tolerance<br>within 10 %<br>not applicable (at this time)   |
| 27   | DROP INLET<br>crest elevation<br>width, diameter, length  | - 0.2, + 0.2<br>within 10%   |
| 28   | SLIDE GATE<br>invert elevation<br>crest elevation<br>width  | - 0.2, + 0.2<br>(cross-sectional area shall be<br>within 10%)  |
| 29   | WEIR<br>crest elevation<br>length   | - 0.2, + 0.2<br>- 0.2, + 0.2   |
| 30   | PUMPS<br>on elevation<br>off elevation<br>capacity  | - 0.2, + 0.2<br>- 0.2, + 0.2<br>no tolerance   |
| 32   | GOLF COURSE SWALES<br>width<br>depth  | - 1/2, + 1/2, or 10%<br>- 1/2, + 1/2, or 10%   |
| 34   | DITCHES - EXTERNAL<br>top width   | -1, + 1  |
| 35   | DIKE SLOPES<br>steeper than 4H. to 1V.  | within 10 percent  |
| 36   | SWM LAKES:<br>area<br>side slopes; 4 to 1,<br>5 to 1,<br>6 to 1   | not applicable (at this time)<br>3-1/2 to 1 or shallower,<br>4-1/2 to 1 or shallower,<br>5-1/2 to 1 or shallower<br><br>Note: step(s) or drop(s) near<br>shoreline should not exceed 9<br>inches |

site specific

CONSTRUCTION INSPECTION NUMERICAL TOLERANCE GUIDELINES  
(CONTINUED)

| PAGE | ITEM  | TOLERANCE  |
|------|---|--|
| 37   | DRY RET./DET. AREAS   | not applicable (at this time)  |
| 38   | RECEIVING BODY<br>NTU's<br>*background NTU's                          | need background NTU's vs.<br>measured NTU's and class of<br>water  |
| 39   | EXFILTRATION TRENCH<br>width<br>depth<br>length<br>overflow elevation | (if accessible)<br>-1 (but should average out)<br>-1/2 (but should average out)<br>-1 (but should average out) |

\*Not currently in the checklist

**From:** Jim Carr <jim.carr@abbinc.com>  
**Sent:** Tuesday, October 13, 2020 3:23 PM  
**To:** JacobLisa <Lisa.Jacob@colliercountyfl.gov>; Tom Barber <tom.barber@abbinc.com>  
**Cc:** ColemanChad <Chad.Coleman@colliercountyfl.gov>  
**Subject:** RE: Lake bank erosion

**EXTERNAL EMAIL:** This email is from an external source. Confirm this is a trusted sender and use extreme caution when opening attachments or clicking links.

Lisa,

Both permits attached in your email (the copies to the board) contain the Item 4 condition:

4. THE PERMITTEE SHALL BE RESPONSIBLE FOR THE CORRECTION OF ANY EROSION OR SHOALING PROBLEMS THAT RESULT FROM THE CONSTRUCTION OR OPERATION OF THE SURFACE WATER MANAGEMENT SYSTEM.

Also attached are permits for Basins 1 & 2, and 3 & 4.

The 08-78 is the original conceptual permit for all basins and also acts as the surface water permit for Basins 1 and 2.

The 10-78 Permit is a mod to the original permit and is the surface water permit for basins 3 and 4.

The 02-83 Permit is a mod and is the surface water management permit for basins 4 and 5. It is in this document that the Special Conditions are delineated which specifically require Item #4.

It's possible that some of the older permits did not include this condition. I think someone would have to pull all of the permits and read through them. Ultimately though, it seems the drainage easement holder should be responsible for maintaining the storm water system.

Regarding the possibility of raising Lake 4-1, as I mentioned at last month's meeting, there are several things to consider. The water management design for Basin 4 is permitted with the flood routings and attenuation volumes that specify 25 year flood elevation for minimum roads, and 100 year flood elevation for building structures. Raising the lake would likely raise the road and/or building requirement, or could require the storage volume lost be provided elsewhere. I believe that if the lake level were raised, the same potential for escarpment would be there, just at a higher elevation on the lake bank.

*James A. Carr, P.E.*

Senior VP  
Agnoli, Barber & Brundage, Inc.  
7400 Trail Boulevard, Suite 200  
Naples, FL 34108  
239.597.3111 ext 215

[www.abbinc.com](http://www.abbinc.com)

From: Jim Carr <[jim.carr@abbinc.com](mailto:jim.carr@abbinc.com)>  
Sent: Tuesday, October 13, 2020 8:53 AM  
To: JacobLisa <[Lisa.Jacob@colliercountyfl.gov](mailto:Lisa.Jacob@colliercountyfl.gov)>; Tom Barber <[tom.barber@abbinc.com](mailto:tom.barber@abbinc.com)>  
Subject: RE: Lake bank erosion

**EXTERNAL EMAIL:** This email is from an external source. Confirm this is a trusted sender and use extreme caution when opening attachments or clicking links.

Lisa,

Attached is one of the Pelican Bay SFWMD Permits.

See page 4, Number 4 (also copied below), which states the permittee's responsibility for erosion or shoaling correction.

4. THE PERMITTEE SHALL BE RESPONSIBLE FOR THE CORRECTION OF ANY EROSION OR SHOALING PROBLEMS THAT RESULT FROM THE CONSTRUCTION OR OPERATION OF THE SURFACE WATER MANAGEMENT SYSTEM.

Regarding escarpment, we spoke with Melissa Roberts, SFWMD Regulatory Office Administrator for Ft. Myers. She said the 9" escarpment height criteria is under their Compliance department and within their construction tolerances guide document. It is not posted online but is used by SFWMD staff. We requested a copy and will forward once received.

*James A. Carr, P.E.*

Senior VP  
Agnoli, Barber & Brundage, Inc.  
7400 Trail Boulevard, Suite 200  
Naples, FL 34108  
239.597.3111 ext 215

[www.abbinc.com](http://www.abbinc.com)





**Lake 4-1 to Lake 4-3 Equalizer Pipes (2ea 54" x 420' = 840' total)**

| Item                             | Linear Feet | Cost per Linear Foot | Total        |
|----------------------------------|-------------|----------------------|--------------|
| Cleaning of pipe                 | 840         | \$20.00              | \$16,800.00  |
| Viewing (video) with written log | 840         | \$2.75               | \$2,310.00   |
| Lining                           | 840         | \$431.00             | \$362,040.00 |
| Divers (450 per hour)            | N/A         | N/A                  | \$4,500.00   |
| Misc (Pumps/ Equipment)          | N/A         | N/A                  | \$5,000.00   |

|                        |              |
|------------------------|--------------|
| Grand Total            | \$390,650.00 |
| 20 percent contingency | \$78,130.00  |
| Total Max Expenditure  | \$468,780.00 |

## PBSD Financing Proposal

PBSD has need to finance (1) \$5 million for Phase 2 of sidewalk project beginning in spring 2021 and extending thru 2023 plus (2) potentially up to an additional \$5 million for lake bank restoration over the next 2-4 years— amount and timing of which is uncertain.

Recommendation from County Finance Director is to enter County's commercial paper pooled loan program for a \$10 million facility. Details:

5 year term with 1 year roll

No facility fee - 0.2% issuance fee on money drawn down (borrowed)

Monthly interest payment on money borrowed - rate adjusts monthly, currently 1.3%

No requirement utilize whole of \$10 million

Do not have repay money borrowed during term but can do so - no penalty

### Benefits to PBSD

Flexibility as to when we draw down money - only when we need it - amount and timing of our projects is uncertain - if we don't need full \$10 million we don't have to borrow it

Establishment of facility meets County "money has to be available to bid requirement"

Can convert to a fixed term loan at any time - may wish to do this depending on amounts ultimately borrowed, trend in future interest rates and PBSD assessment strategy

Provides flexibility to use unused facility to cover unexpected items such as disaster funding, unexpected overruns on major projects, a major beach renourishment event, other unknowns

### Alternatives

Fixed interest/term bank loan available but not ideal when unsure of timing of projects. May be limited to ten years as bank's interest in bidding declines with term. 15 years a possibility. Current rate similar to commercial paper

County Bond Issuance. Possible, but size of financing (at least initially) is not large enough to justify additional issuance costs (estimated by Finance Director at \$60,000) and restrictions on use of funds. Could consider later as longer term nature of financing may be attractive depending on amounts ultimately borrowed, future interest rate, PBSB assessment strategy, etc.

What is risk of going with recommendation

If we know we need a lot of money for lake bank renewal that we will spend in the next three years we could lock in very attractive long term interest rate on financing.

PBSB Board approval of Recommendation

In order to have the facility in place by spring 2021 PBSB should discuss at November Board meeting and approve at December PBSB Board meeting.

[ABOUT](#)[PROGRAM FEES](#)[RESOURCES](#)[COMMISSION](#)[KEY CONTACTS](#)

# About

## About us

For over 25 years, the Florida Local Government Finance Program (FLGFP) has been providing local governments with a flexible, low cost financing alternative. Since inception, the program has loaned over \$2.5 billion to over 50 counties, cities, school boards, port authorities and other special districts across the State of Florida. Created by local governments for local governments, the FLGFP is uniquely qualified to meet your needs. The program is governed by local government officials and backed by some of the nation's most pre-eminent financial institutions. Over the years the FLGFP has provided financing for a wide range of capital improvement projects as well as beach renourishment and channel dredging projects, emergency management and public safety equipment such as airplanes, helicopters and SCUBA equipment. The list is endless. We look forward to learning more about how the FLGFP can assist you with your borrowing needs.

## Our History

The Florida Local Government Finance Commission's commercial paper pooled loan program was established in 1991 to provide local governments in the State of Florida a more cost-effective means of borrowing funds. The Commission was formed by interlocal agreement between Brevard, Collier and Sarasota Counties. The Commission was expanded in 1994 to include Charlotte, Lee and Osceola Counties. The Commission is a legal entity created pursuant to Chapter 163, Florida Statutes. The governing body of the Commission consists of a representative from each of the six member counties. The Commission was established for the purpose of issuing commercial paper notes from which loans would be made to counties, cities, school boards and special districts throughout the State of Florida. The commercial paper notes are issued pursuant to an indenture of trust between the Commission and US Bank, as Trustee to the loan program. Since inception, the program has lent over \$2.5 billion to more than 50 Florida local governments and districts. The loan program was designed to offer participants a more convenient borrowing vehicle with lower interest rates and fees than traditional sources of borrowing, such as bank loans, public offerings of debt, or line of credit financing. Projects typically financed include capital improvement and infrastructure projects involving short-term and intermediate term financing, such as construction loan financing in which the loan will be repaid from the issuance of a long term bond, or pay-as-you go improvements.

[SITEMAP](#)[GET IN TOUCH](#)



# Program Fees

## Initial Issuance Costs

Issuance Costs | *\$2,000 per full million*

Issuance costs are deducted from each draw. This fee is assessed on each full new million dollars borrowed, up to \$20 million in total outstanding loans or \$40,000 in issuance costs paid. Once a participant has paid the \$40,000 in full, no issuance costs will be assessed for additional borrowings.

### Example of Issuance Costs

- Participant makes initial \$10 million draw and pays \$20,000 in issuance costs.
- Participant pays down balance by \$3 million leaving \$7 million balance.
- Participants borrow an additional \$2 million, however, pay no issuance fees due to participants total outstanding balance not exceeding the initial \$10 million.

## Monthly Fees

Interest | *Variable*

Interest is a blended market rate based on the actual interest rates for the Florida Local Government Finance Commission commercial paper. Please see rate chart for current and historical rate information for each series.

Letter of Credit Fee | *Varies by Participant*

J.P. Morgan Bank assesses a Letter of Credit fee based on the credit worthiness of the borrowing entity. The fee is determined in advance of the loan.

Dealer Fee | *8 Basis Points*

The Commercial Paper remarketing agent, J.P. Morgan Securities LLC, receives this fee.

Administrative Fees | *18 Basis Points*

A portion of this fee (10 BP) is paid to the Florida Association of Counties for administering and marketing the program. The remainder (8 BP) is paid to the Commission and used for all expenses associated with the program such as audit fees, legal fees, trustee fees, rating agency fees, etc.

## Reimbursed Assessment

Contingency Account | *1.75% x one month*



**Florida Local Government Finance Program  
Closing Summary**

**Sebring Airport  
Authority**

**July 21, 2017**

**Airport Improvements / Upgrades**

**A-1-1**

---

**Funds to Trustee from J.P. Morgan Securities Inc. \$2,500,000**

**Sebring Airport Authority \$2,492,366**

Wire Instructions:      Wire Instructions  
                                 Bank Name: \_\_\_\_\_  
                                 Routing Number: \_\_\_\_\_  
                                 Account Number: \_\_\_\_\_

|                                  |                    |
|----------------------------------|--------------------|
| Details: Original Proceeds       | \$2,500,000        |
| Issuance Fees                    | (\$4,000)          |
| 11 days of interest at 0.098811% | (\$744)            |
| Contingency                      | (\$3,596)          |
| Net Proceeds                     | <u>\$2,491,660</u> |

---

Interest Account remaining with Trustee \$744

Contingency Account remaining with Trustee \$3,596

\*days of interest = principal \* estimated interest rate \* (days/365)

\*contingency = principal \* .0175 \* (30/365)

PLEASE INITIAL YOUR APPROVAL HERE

