

**MINUTES OF MEETING
GATEWAY SERVICES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Gateway Services Community Development District was held on Thursday, February 18, 2016 at 3:00 P.M. at the Gateway Services CDD Offices meeting room located at 13240 Griffin Drive, Fort Myers, Florida 33913.

Present and constituting a quorum were:

William Guy	Chairman
Margaret Fineberg	Vice Chair
Pam Gill	Supervisor
Gary Neubauer	Supervisor
Rod Senior	Supervisor

Also present were:

Cal Teague	District Manager
Anthony Pires, Jr.	District Counsel
Danny Nelson	District Engineer, Tetra Tech
Tyler Wainright	Tetra Tech
April White	District Operations Manager
Cyndi Kline	Utility Billing Manager

Guests and Several Residents

The following is a summary of the minutes and actions taken at the February 18, 2016 regular meeting of the Gateway Services Community Development District Board of Supervisors.

FIRST ORDER OF BUSINESS **Call to Order & Pledge of Allegiance**

A quorum was established with all Supervisors present.

The Pledge of Allegiance was recited.

Overview of Meeting Procedures and Decorum

The audience was reminded to fill out a "Request to Address" if they would like to address the Board on any item.

SECOND ORDER OF BUSINESS

Audience/Public Comments

- A. **Regarding Agenda Items**
- B. **Regarding Non-Agenda Items**

- Mr. Bob Geppert of the Ponds Work Group presented a proposal from Mettauier Environmental to clean the stormwater piping. We haven't done any significant cleaning in two years. A bid has been worked on between the District, Tetra Tech and the Ponds Work. The recommended vendor is Mettauier Environmental, Inc. Pelican Preserve used this vendor on their new restaurant area, Flip Flops. The proposal will be brought before the Board in two weeks and the contract will not exceed \$150,000 for cleaning the sewers. There are funds within this line item; accrued funds from prior years that were not spent. It is not expected to spend anywhere near \$150,000.

Mr. Danny Nelson of Tetra Tech noted he and his firm are familiar with Mettauier Environmental, they have been around a long time and they have worked with government agencies.

- Mr. Ed Tinkle commented on sewer cleaning and noted Pelican Preserve is moving forward and Gateway is still at a standstill.

District Counsel responded it is his understanding that the activities involved and the cleaning of the system in the pipes as they occur is maintenance and not construction activity.

Mr. Tinkle noted he just wants to get the road deal done and at a previous meeting he heard a high bid was received and then the project went in limbo. Now he heard the District has entered into some type of a purchase order agreement with a vendor or multiple vendors to do this work.

The Chairman asked the Manager to look into this and bring the Board up to date on this topic.

- Mr. Tinkle also discussed pine straw versus mulch. He stated pine straw is listed in Mainscape's contract. He also wants to talk about Task Authorization FY2016-2 later in the meeting.

Mr. Phil Mezey, representing PPAC requested Board approval to move forward with replacing the lights on 47 light poles with LED lights as savings are significant. The project will not exceed \$30,000. West Cost Lighting will do the work and the lights will be for Pelican Preserve Boulevard and some are going into the residential areas.

On MOTION by Mr. Neubauer seconded by Mr. Senior with all in favor the lighting project for LED lighting presented by Mr. Phil Mezey of Pelican Preserve, at a cost of not to exceed \$30,000 was approved. 5/0

Mr. Mezey also noted we have reconstituted our Pelican Preserve Safety and Security Work Group and we are expanding our look to include safety, the traffic safety within the community, and looking carefully at crime in the community. A list of the committee members was presented to the Board for approval; they are: Ted Crawford, Barry Ernst, Sarah Mabrey, Phil Mezey, Gary Neubauer, Carolyn Smith and Cindy Weigel.

On MOTION by Ms. Fineberg seconded by Ms. Gill with all in favor the list of 7 community members for the PPSSWG submitted by Mr. Mezey was approved. 5/0

FIFTH ORDER OF BUSINESS

Staff Reports

C. District Manager

i. Employee Compensation Considerations

Mr. Teague referred to the memo he provided that was included in the Board’s meeting book. Regarding staff compensation increases a 2% increase was recommended with some adjustment for lower paid employees. Regarding on-call compensation the Board was encouraged to look at the attachment to the memo provided by District Counsel.

As noted by Mr. Teague, Severn Trent employees who are required to be on-call are paid \$20 per day and when on-call they are on call for one week for \$140 per week.

It was recommended that the following actions take place, authorization for the 2% pay increase for COLA, adjustments for 5 employees, 3 part-time pool attendants and 2 full-time employees and also the implementation of on-call compensation for designated employees.

Mr. Guy stated the on-call addition is in conjunction with the Fair Labor Standards Act (FLSA).

A discussion regarding the 2% COLA increase ensued. The following was discussed:

- The 2% COLA increase would include all staff members regardless of how long they were with the District.
- Mr. Neubauer was not in favor of the increase for all staff members regardless of their length of service.
- It was suggested that the 2% increase should apply to only staff members who have been with the District for at least one year and staff members must be in good status.
- 2% defies quality or merit.
- The 2% increase should not be done annually. The Board needs to discipline themselves and not rely on COLA and should introduce a merit program. An instrument to measure performance needs to be developed.
- All employees have been evaluated but the criteria for measuring performance was insufficient and it didn't effectively measure the employees' performance or ability to meet the objectives of the job.
- The criteria instrument needs to be developed and the new talent recently brought on (Cindy Kline and April White) can assist in putting together a tool and determine what standards to be measured against.

On MOTION by Ms. Fineberg seconded by Ms. Gill with all in favor the 2% COLA increase for employees who have been with the District for 12 months or more and the merit increase for five employees as noted in the memo from Mr. Teague was approved. 5/0

A discussion ensued regarding the On-Call portion of Mr. Teague's memorandum. It was noted only one person is on call at a time and a set criteria is no alcohol, contact with employee by cell phone and when called, should respond within 15 minutes.

On MOTION by Ms. Fineberg seconded by Ms. Gill with all in favor the on-call policy as suggested by the Manager including the criteria noted above with a written document to be presented at the next meeting was approved. 5/0

THIRD ORDER OF BUSINESS

Discussion Item

A. Task Authorization Amendment – Road Turnover

A lengthy discussion and explanation of this item ensued led by Mr. Nelson and Mr. Paul Wingard. Mr. Ed Tinkle pointed out and clarified that there were five issues included in the task authorization amendment, which are questionable.

The item was called for a vote with the following noted:

Ms. Gill MOVED seconded by Ms. Fineberg to approve Task Authorization Amendment for Road Turnover No. FY2016-2.

Further discussion ensued with Mr. Teague noting that going forward with this project the Board will be provided with each invoice, with supporting documents.

Mr. Senior stated he does not feel comfortable with agreeing to this today and suggests directing the District Manager and District Engineer to come back to the Board in two weeks with more substantiation as to where the \$35,000 came from and taking the point of whether we can cap the change order at a certain figure less than \$58,000, maybe \$40,000 or something; having the District Manager recommend to the Board what should be approved.

Upon the discussion above, Ms. Fineberg WITHDREW her second of the above motion and Ms. Gill agreed.

The Chairman instructed Mr. Wingard to provide more detail on the \$35,000 and to keep going and the Board will guarantee that in two weeks it will all be settled if he does what the Board has asked him to do.

Mr. Neubauer stated he wants to authorize \$35,000 and the additional \$5,000 because he trusts him, a relationship has been established.

Mr. Pires added, in order to authorize payment of \$35,000 a Change Order needs to be approved, then the bills would be submitted, the Board would review the bills to make sure everything is appropriate for payment.

Ms. Gill MOVED seconded by Ms. Fineberg to approve the change order with the understanding that before any cash leaves our drawer the supporting documentation detail will be sent to the Board.

On VOICE Vote with Ms. Gill, Ms. Fineberg and Mr. Guy voting Aye and Mr. Neubauer and Mr. Senior voting Nay the motion passed. 3/2

The record will reflect the meeting recessed.

The record will reflect Ms. Gill left the meeting.

B. Website Proposal

Mr. Senior gave an overview regarding the Vistalogix proposal. Ms. Fineberg expressed some concerns in the proposal and suggested inviting a Vistalogix representative, Mr. Brian Haas, to either attend or call in to a future meeting. Ms. Diane Collins was invited to comment regarding her opinion of the software. Mr. Pires suggested modifying the scope of work and some of the language to address Florida law requirements as to governmental bodies. Mr. Teague will contact Mr. Haas to arrange a presentation. Ms. April White was directed to see where there is overlap with the Entech agreement.

FOURTH ORDER OF BUSINESS

Consent Agenda

- A. Approval of the January 21, 2016 Meeting Minutes**
- B. Maintenance Inspection Report**
- C. Contract Spreadsheet**
- D. Consideration of Resolution 2016-02 – Legal Services**
- E. Consideration of Resolution 2016-03 – Engineering Services**

Items A, C, D and E were pulled for discussion.

Mr. Senior reminded the Board that a discussion regarding resident water usage issues is needed for a future meeting.

Mr. Senior updated Mr. Neubauer on an item discussed at the last meeting regarding ADT and the alarm system. The Board concurred that bids for security access gates maintenance contracts should be obtained.

Regarding items 4D and E of the consent agenda Mr. Senior handed out a document. He indicated the Tetra Tech Engineering contract should be renewed for two years to take it to 2018, because we need to stack our professional services so they don't all expire at the same time and Ms. Fineberg agreed.

A brief discussion ensued regarding the renewal of both of the professional contracts.

Mr. Nelson noted he did not have any objections to the Board approving the Tetra Tech contract renewal for a two year period, 2016 through 2018. Resolution 2016-3 will be amended to reflect a two year contract.

A discussion ensued regarding the fees included with the engineering services renewal contract.

On MOTION by Mr. Neubauer seconded by Ms. Fineberg with all in favor the consent agenda items 4A through 4E were approved; Resolutions 2016-02 and 2016-03 were adopted as amended as amended (resolutions will include dollar amounts, the Tetra Tech renewal contract to be changed from three years to two years). 4/0

FIFTH ORDER OF BUSINESS

Staff Reports (continued)

A. District Counsel

Mr. Pires updated the Board on his review with Ms. White regarding the AED project. Recommendations regarding this project will be brought to the Board at a future meeting.

B. District Engineer

i. Gateway Operations Building Expansion

Mr. Nelson discussed a handout regarding the proposed Operations building expansion and suggested that the meeting attendees proceed outside to view the Gateway

Bay/Shop area. Mr. Pires reminded the Board that no conversation could occur until everyone returned to the Board room so that the discussion would be recorded and be in compliance with the Sunshine Law.

Before moving to the outside of the building, Mr. Teague requested the Board consider approving the contract with TECO Natural Gas contract for heating the pool.

Mr. Senior MOVED seconded by Ms. Fineberg to authorize staff to move forward with the TECO Natural Gas contract, with a 3 year fixed rate of 66 cents or as close to that as possible, pending legal review and authorizing the Chairman to execute the contract.

On VOICE Vote with Mr. Senior, Ms. Fineberg and Mr. Guy voting Aye and Mr. Neubauer voting NAY the motion above was approved. 3/1

Mr. Teague also attempted to address the six month soccer field contract renewal. The most current contract terminated in November, 2015. District Counsel's understanding was the contract would be approved for renewal contingent upon financials being received by the Board, however none have been received as of this date.

On MOTION by Ms. Fineberg seconded by Mr. Senior with all in favor a six month renewal contract for use of the soccer field by GSA to terminate on June 30, 2016 was approved. 4/0

The record will reflect Ms. Fineberg left the meeting.

The meeting moved outside for a presentation by Mr. Tyler Wainright regarding the proposed operations building extension.

The meeting reconvened with three Board members, staff and audience members present.

The Board was encouraged to ask questions regarding the building extension item.

Mr. Guy inquired about the cost and the time for construction of this project.

Mr. Wainright noted possible square foot costs could be evaluated and brought to the Board at a future meeting.

This item will be revisited at the next meeting.

Mr. Teague updated the Board and noted we are interviewing applicants for the position of Utility Manager next Thursday. There are 7 candidates including one internal candidate. Interviews will be done by Ms. White and Mr. Teague.

Scheduling a workshop date was discussed. Mr. Senior will not be available 3/17 and 3/18. Mr. Neubauer is not available 3/11 thru 3/16. Mr. Guy is not available 3/6 thru 3/13.

SIXTH ORDER OF BUSINESS

Supervisor Comments

Mr. Guy reminded Mr. Teague that at the next meeting the Board should discuss the water usage issue and the water meter replacement finalization.

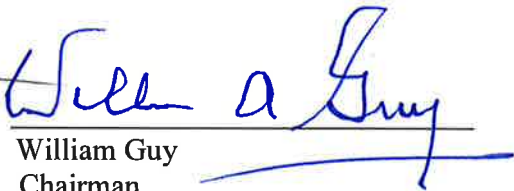
SEVENTH ORDER OF BUSINESS

Adjournment

The meeting adjourned at 6:24 P.M.



Cal Teague
District Manager



William Guy
Chairman