

**LELY COMMUNITY DEVELOPMENT DISTRICT
NAPLES, FLORIDA
Minutes of the Board of Supervisors Workshop
June 21, 2017**

A workshop of the Supervisors of Lely Community Development District was held on Wednesday, June 21, 2017 at 1 p.m. at the LCDD Maintenance Building.

SUPERVISORS PRESENT: William Lee, Chairman
Robert Fisher, Vice-Chairman (Via Speakerphone)
Kenneth Drum, Secretary
Harold Ousley, Treasurer
Gerry Campkin, Supervisor (Via Speakerphone)

ALSO PRESENT: W. Neil Dorrill, Dorrill Management Group, Manager and
Assistant Secretary/Treasurer
Kevin Carter, Dorrill Management
Freddy Bowers, Operations Manager

ANNUAL HURRICANE AND EMERGENCY MANAGEMENT WORKSHOP

Mr. Dorrill opened the workshop, advising the Board that Mr. Campkin was participating via speakerphone and that Mr. Fisher would call in shortly. He advised that this workshop was held yearly before the start of hurricane season to review the various checklists from the standpoint of landscape and initial debris removal response, which would be the District's responsibility. Additionally, staff would be working with law enforcement and the Fire District in the event of a storm. As a tropical storm was forming in the Gulf, Mr. Dorrill noted that this workshop was timely.

Historically the role the Board plays initially is a response by the District crews, and Mr. Carter would make sure they were aware that they would be on call immediately following a storm event to work alongside the Fire District in debris removal. Lely also serves as a rest station because the facility has been hardened, as its garage bay doors and windows have hurricane braces and window film on them. There is also an emergency generator that is regularly tested.

Mr. Carter has also attended several meetings regarding FEMA eligibility in recovering costs that the District may have that are not insurable, such as debris removal.

Mr. Carter walked the Board through the preparedness list, noting that he felt the District was as prepared and ready as it has ever been for a hurricane. There are a few things that

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have been done in addition to the list that was provided to the Board members. They now have a battery powered NOAA weather radio in the office which will provide updated weather warnings and information throughout a hurricane event.

There are two debris removal companies now that the District works with, and as preferred vendors, they have both agreed to be a first responder to the Lely CDD. Mr. Carter added that for the last few years he has attended the FEMA workshops put on by the County, and now that he is familiar with the process, Lely should be ahead of the game should it be necessary to work with FEMA for reimbursements.

Mr. Drum asked where the debris would be removed from, and Mr. Dorrill noted that depending upon the severity of the storm, the debris would probably be moved to the curb of the roadways, and then the County authorized contractor would have the responsibility to haul it away. Again, the logistics would depend on the severity of the storm. Mr. Drum noted that his association paid for four days of debris removal from private properties, and then the County took over the pickup. He added that at that time FEMA was set up over at the East Naples Community Park, and that is where claims were filed. He also asked if trees were down, would they be removed as well. Mr. Dorrill indicated that in the case of Hurricane Wilma, staff worked alongside the Fire Department which had access to front end loaders. If trees are down they will work with the DOT as well, but they could be overwhelmed if there is too much damage.

Mr. Drum noted that his community had used a landscaper for debris removal until the county and FEMA could take over.

Mr. Dorrill advised the Board that the primary responsibility of an individual homeowner or his association is to get the debris to the curb. To the extent that there is debris in the right-of-way, it will be staff's responsibility to move it. He added that in the event of a declared emergency when people become eligible for FEMA assistance, the storm would be on a large scale and the debris removed will create an enormous pile which will have to be handled by national companies using grinders to convert the debris to mulch to be hauled out by semis.

Mr. Drum asked if the communities were aware of these responsibilities, and Mr. Dorrill suggested that Mr. Bowers go over and introduce himself to Dan Summers, The County's Chief Emergency Manager Director, so that they both can place a face with the name which would be helpful in the future. If a storm does occur, Mr. Bowers will then be able to get answers regarding staging and removal of debris for the District, and in

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addition, do some fact finding so a blast email can be sent out to the Presidents Council for the individual property managers.

Mr. Campkin noted that in the past as a gated community they have paid their landscaper to do the cleanup, as no one from the County ever came in. Mr. Dorrill explained that the severity of a storm is one of the things that they should discuss with the County. In the event of a Presidential Declaration of disaster, then the County will be eligible to recover their costs for the cleanup. In that event, it probably would not matter whether a community is gated or non gated. That will be clarified.

Mr. Drum also indicated that another thing the associations in Lely should be advised of is the coconut palms. They have 99 of these trees in his community, and they have advised their landscapers to get the coconuts off of them as they can be dangerous in a storm. Mr. Carter indicated that the District trees have the coconuts removed, but they do not do this work on private property. Mr. Dorrill suggested that advising the different communities of the importance of their removal should be added to Mr. Bowers' duty list. Additionally, a drive by survey could be done to see if there are neighborhoods that still have palms loaded with coconuts, so some mitigation work can be done.

Mr. Ousley asked about flood insurance with FEMA, noting that he did not think that they had flood insurance coverage. Mr. Dorrill was not sure of that, and will check on it, and if there is none, he will determine if that should be obtained.

Mr. Carter gave the Board a brief overview of the generator capabilities and how often maintenance is done on it. The generator will run eight to ten days on the fuel that it has, and will power every building on the site. It is serviced twice a year where all the systems are checked, and every Monday the generator does a self check where it cuts on and runs for 30 minutes. If a problem is detected, a trouble code will be sent out from the generator itself. This has never happened.

The generator has not had to be used yet, but it has been tested and maintained, and is more than adequate for everything Lely will need from it.

Mr. Dorrill added that Lely buys its own bulk fuel for equipment and vehicles, and the fuel system is wired into the generator, and he asked if the tank is topped off more regularly during hurricane season or if any other extra precaution regarding fuel is taken.

Mr. Carter indicated that the propane is checked twice a year and is topped off when necessary. Gasoline and diesel are monitored by staff every three weeks to a month, and

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if there is any indication that a storm may be coming, those tanks are topped off as well. 500 gallons of diesel and 700 gallons of gasoline are kept on site.

Mr. Ousley asked if staff coordinated with the Master HOA areas for the CSA residents. Mr. Dorrill indicated that once the new landscape settlement agreement goes into effect, then the District would be responsible for those rights-of-way as well. Mr. Dorrill is meeting with Mr. Stock on the following Monday to review the Board's timing and budget requests as well as a potential early start because of the current condition of the landscaping. If the District is compensated, they would rather not wait until October as the landscaping is in very poor condition.

Mr. Dorrill further indicated that the primary discussions to be held at this upcoming meeting would be the Master's continuing collection of CSA contributions from CDD residents on the Master assessment. This would absolve the District from having to have an increase in the non ad valorem tax assessment.

Mr. Dorrill also asked if staff routinely checks at the beginning of the season on expendable supplies such as rain gear, chainsaw blades and chains, and also what staff keeps on hand as far as water in the event the water system went down. Mr. Carter advised that at the beginning of June he went through the hurricane check list and made sure that he had everything listed, which included replacement parts for chain saws. Presently there is not a large stockpile of bottled water, but well in advance of any storm event water will be stocked. He also noted that they had a good relationship with their water vendor and could easily get extra bottled water from them.

Mr. Dorrill indicated that once in the past they purchased a pallet of bottled water, and at the end of the hurricane season it was used for employees until it was used up, and suggested that water be purchased as soon as possible and kept during the season. His primary concern would be during the first 48 hours following a severe storm, as power could be out and people could possibly need water and rest in a cool place for a short period of time. Mr. Carter added that now that the horses have been removed from their storage area, there is much more room in the maintenance building.

Mr. Dorrill asked Mr. Carter if he and Mr. Bowers would give some further thought to a worst case scenario situation with a storm to determine if anything else should be purchased as far as food and water for the maintenance building. He added that the goal of the Lely CDD should be to take care of the immediate needs of the residents and employees for the first 48 to 72 hours.

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Mr. Carter also advised the Board that one of the first things they will do before an imminent storm is to shut down the pump station completely. They will also shut down the fountains at the horses, which can be drained if necessary. The American Flag would be taken down at the appropriate time. New first aid kits have been obtained as well. He pointed out that the list of what is in stock and what will be done at the maintenance building to prepare it for a storm was provided to the Board members in their packets, and reiterated that he felt that Lely was more than prepared for a storm.

Mr. Drum noted that his association board adopted a hurricane policy that is printed and sent out with the quarterly assessment so that everyone knows what to expect. He suggested that if they have the ability to do so, they should communicate beforehand with the residents so that they are aware of the hurricane plans. Mr. Dorrill agreed, and would suggest that Mr. Bowers meet with Mr. Summers so that contact is made, and any other appropriate staff in the Fire District, County Emergency Management to get some answers to questions related to debris, staging and responsibilities. He added that they should also work with the Master HOA to identify the 2017 list of condo presidents with their email addresses so the District has the ability to send out blast emails.

Mr. Drum felt that many residents are not present during the summer, but they will still receive the email.

(Tape ended here)

A five minute break was then taken.