

LELY COMMUNITY DEVELOPMENT DISTRICT
NAPLES, FLORIDA
Board of Supervisors Workshop
June 20, 2018

A workshop of the Supervisors of Lely Community Development District was held on Wednesday, June 20, 2018 at 1:00 p.m. at the LCDD Maintenance Building.

SUPERVISORS PRESENT: William Lee, Chairman
Gerry Campkin, Vice Chairman
Kenneth Drum, Secretary
Harold Ousley, Treasurer

ALSO PRESENT: W. Neil Dorrill, Dorrill Management Group, Manager and
Assistant Secretary
Kevin Carter, Dorrill Management
Tony Pires, District Counsel

WORKSHOP: Hurricane Preparedness

The Workshop was opened by Mr. Lee at 1:03 p.m., and Mr. Dorrill then suggested that it would be helpful to discuss what went well and what did not during the last hurricane, and what modifications can be made to the procedures that are in place.

Mr. Carter then went through the list of items they have in place, noting what improvements could be made to them. Hurricane Irma was a bad storm, and Lely was prepared, but the check list of items has been added to after that experience.

The agreements with the clearing companies were a great help and they did an excellent job, getting to Lely within hours of the hurricane to begin clearing the roadways. They have agreed to be on call in the future as well, and it was noted that Weery Trucking was especially helpful.

In going through the checklist of items, Mr. Carter noted that he can see the importance of these items having been through a storm like Hurricane Irma. Making sure the fuel levels were high before a storm was not an issue for Lely as they have an excellent relationship with their fuel provider, and their storage tanks hold 700 gallons of unleaded gas and 500 gallons of diesel fuel.

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Prior to a storm all the equipment is filled, including the trucks, patrol car, chain saws, weed eaters and utility vehicles. Nine additional chains saws have been ordered for the coming hurricane season as more were needed during the previous season. They will be kept in inventory for hurricane use only. A case of 16 and 18 inch chains will be kept stocked as well as chain saw oil and the fuel mix that is needed.

Two by four banding and band clamps for straightening trees are in stock, and the generator, which was very important to have during the hurricane, is maintained on a regular basis once a year, and it also self checks once a week. If anything is found that needs to be checked, a message is sent via its computer to the company it was purchased from. The propane fuel has been ordered to top off the tank, and Mr. Carter noted that the generator carried them through until the power came back on.

Flashlights and sufficient batteries are in stock, and the cameras for Mr. Carter and Mr. Bowers are in good condition, as the previous year they were used extensively to document the damage for both insurance and FEMA purposes. Quite a bit was learned during the FEMA process as to what they require, especially as it relates to the labor force. FEMA requires exact documentation on what every employee did almost every minute of the day, and staff has learned some better ways to capture that data in the event they need to in the future.

As there is usually 50 to 100 yards of debris present at Lely, and they will have that removed completely before any hurricane is due to hit so there is plenty of room for hurricane debris. Twelve tarps are stored in the garage area along with heavy duty gloves, ropes and chains, plywood and tapcons and tire sealant. Mr. Carter noted, however, that the Maintenance building held up very well, and sustained no damage. The pump station also withstood the storm very well.

This pre hurricane work is usually done during the summer months, so they are in the process of making sure everything is in place. The coconuts are removed from the palms on a regular, ongoing basis. PVC piping that is stored at the chemical building is tied down and all loose items are put inside. A more than adequate supply of first aid materials are in place, as well as more than enough food and water for the employees, although they will increase the water supplies this season.

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The irrigation team will check those systems and the pump station to make sure everything is turned off and locked, as well as the water feature at the horse monument. The American Flag will be taken down as well.

The previous year they asked the staff to come in the day after the hurricane and offered an incentive to them to do that. That will be offered to staff in the event of another storm, as it was a great help.

Staff hopes they will not face the same type of storm this year, but will plan as though it is going to happen.

Mr. Ousley asked if Lely had separate hurricane insurance, and Mr. Dorrill advised that they have property insurance that has a separate wind load deductible. He felt that it was 3 percent, but will check on that. In response to Mr. Ousley's question about whether arrangements have been made for flatbed trucks to come in and remove debris, Mr. Carter indicated that he has had ongoing discussions with Weery Trucking and Bobcat Tractor, and they have both agreed to repeat their agreement with Lely for this work.

Mr. Carter felt that the question would be whether the Board wished to use both of these companies, noting that Weery trucking owns their own equipment and they are willing to be the first responder. Bobcat Tractor also did an excellent job, and they were at Lely at 4:00 a.m. the morning after the storm clearing the roads. Mr. Carter felt that they should use them both in the event of another storm, and the Board agreed.

Mr. Dorrill suggested that they memorialize that agreement, and also tie it back to the appropriate FEMA rate schedule. After Hurricane Irma Mr. Dorrill made some notes to the FEMA file for the auditor, indicating that they had made the deal with these contractors in advance. Mr. Lee agreed that they set up an agreement with these contractors in advance, and Mr. Dorrill will make sure that Lely is first in line with Weery and Bobcat with a formalized written contract. In the case of Bobcat Tractors there was a retainer in place, and if it is not used for a hurricane event, they will come in after that season and do the tree trimming and pruning for Lely.

Mr. Ousley also felt that it was important to provide gas to the employees who came in, and Mr. Lee agreed. Mr. Dorrill suggested that this be addressed as part of the regular meeting. Mr. Ousley felt that Mr. Dorrill had done a good job with the incentive to bring the staff in after the storm, and providing free food for them as many of the staff members struggled to care for their families after the hurricane.

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Mr. Ousley also asked if the Governor was holding up the FEMA check, and Mr. Carter noted that the latest update they had received indicated that one of the three stages has been approved for payment, and they are now waiting for it. The other two phases are going through the process with the State, and have already been approved by FEMA.

Mr. Drum asked about the overtime pay for the staff during one of these storm events, as they are not management employees. They are given a bonus by Lely, and he wondered if this would meet the requirements for reimbursement. Mr. Carter indicated that overtime is captured and they are paid for it. Mr. Dorrill added that it is part of the FEMA claim; all of the salaries and benefits are shown on the FEMA worksheet.

Mr. Drum also reminded the Board that the maintenance building was built about 20 years ago, and the building standards have changed since that time. He asked if the building was up to current codes, and what is done with the windows and garage doors during a storm. Mr. Dorrill indicated that they do not meet the current code, but they have done some things to improve the structure. The roll down doors now have braces and the windows in the meeting portion of the building do have hurricane film on them.

Mr. Dorrill added that they will be discussing a new door on the regular agenda at today's meeting, and they will also evaluate the remaining windows and get a price on changing them to the impact glass.

Mr. Drum felt it would be a good idea to bring the building up to current codes, as it would be a hard loss if it were taken down in a storm. Mr. Carter advised that the company who gave them a quote for the new door is also a contractor, and they could be approached for some information on how to bring the building up to current code standards.

Mr. Ousley asked if they had a replacement value on what it would cost if the building were completely wiped away. Mr. Dorrill indicated that they have a commercial property package tied to a schedule of values. The policy goes into effect October first, and they just received their renewal package. An appraisal can be obtained from a general contractor on what would be required to replace this building to make sure that they are properly insured.

Mr. Dorrill asked Mr. Carter what kind of propane capacity the tanks currently have for the generator, and was advised that it will run seven to ten days nonstop with the four big propane tanks. Mr. Dorrill suggested that a few cots be purchased and kept stored in the building, as there were few workers and their families who were displaced from their homes and stayed in the building for a few days after the storm.

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Mr. Dorrill also indicated that there was no cell service after the storm in North Naples for about a week, which made it very hard for him and Mr. Carter to reach each other during that time. He has found out that satellite phones can be rented for practically nothing, and they have emergency locator beacons on them, and suggested that they purchase some of those for staff.

The food provided to staff that Mr. Carter alluded to was a very good idea, and Mr. Carter added that they have a grill stored in the back of the building that works very well. It was suggested that hamburgers and hotdogs be purchased and stored in the Maintenance Building freezer as this is what seems to be enjoyed the most. There was some difficulty getting food at the grocery stores as the lines were long and the shelves were emptied very quickly.

Mr. Dorrill also asked what the total number of engine hours were on the generator, and what is appropriate for an institutional type use, as it is probably at least five years old at this point. That will be checked on. While Lely has very good supplies of gas and diesel, Mr. Dorrill had an opportunity to work with Samaritan's Purse after the storm and discovered that they only use ethanol free gas as the machine breaks down much faster with gas containing ethanol. He suggested that they get some large, OSHA approved containers for this ethanol free gas, as it appears that it is more reliable and has higher octane.

Mr. Pires agreed that the adjuster should look at the building ordinance coverage, which would restore the building to the current codes. He also agreed with Mr. Dorrill as it relates to ethanol free gas being used in their chain saws and other small pieces of equipment.

Mr. Pires also noted that they have new, flat, high definition television antennas on the market that can pull in three or four stations when cable may not be available. He also suggested portable camping stoves.

A comment from the audience was inaudible.

A resident suggested that the Board may want to consider one or two photographic drones, which are available for less than \$300 apiece, which would be very helpful for reconnaissance work after a storm. He also strongly urged that the Board purchase satellite phones. The Board did think that these phones would be an excellent investment.

A brief recess was then taken.