

**INFRASTRUCTURE BOARD MEETING**  
**NOTICE**

DATE: September 18, 2014

TO: Doug Pace, Chairman  
Chris Foley, Vice Chairman  
Dan Hartshorne  
John Hail  
James White

Stephen R. Fowler, Commission Advisor  
Keith Bodeker, Public Works

There will be a meeting of the **BELLEAIR INFRASTRUCTURE BOARD ON MONDAY, SEPTEMBER 22, 2014 AT 5:00 P.M. IN THE TOWN HALL AUDITORIUM.**

Please plan to attend. In the event you are unable to attend this meeting, please notify the Town Clerk's office at 588-3769 Ext. 214 or 312.

**Your attendance is very important!**

The following agenda items are provided for your consideration:

1. Approval of Infrastructure Board Minutes  
Documents: [04-07-2014.DOCX](#)
2. Citizen's Comments  
(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)
3. Election of Officers  
Documents: [INFRA ELECTION OF OFFICERS.DOCX](#)
4. Post Design Services for Bayview Drive Project  
Documents: [BAYVIEW RSH.DOCX](#), [BAYVIEW DRIVE 4 - POSTDESIGNSERVICES 2014-08-12 \(2\).PDF](#)
5. Town Hall Renovations  
Documents: [TOWN HALL RENOVATIONS.DOCX](#)
6. Update on Street Light Program  
Documents: [STREET LIGHT.DOCX](#)
7. Fiscal Year 14/15 Work Plan  
Documents: [FISCAL YEAR 1415 WORKPLAN.DOCX](#), [COMPILED STORMWATER STRUCTURES GRIDS.PDF](#)
8. Construction Project Updates
9. Other Business
10. Commission Advisor Report
11. Adjournment

\*\* To be distributed.  
\* Previously distributed.

Copy to: Micah Maxwell, Town Manager  
Donna Carlen, Town Clerk  
JP Murphy, Assistant Town Manager

**MINUTES OF MEETING OF THE INFRASTRUCTURE BOARD TOWN OF BELLEAIR, FLORIDA HELD AT TOWN HALL ON APRIL 7, 2014 AT 5:00 PM**

**MEMBERS PRESENT:** Doug Pace, Chairman  
James White  
John Hail  
Daniel Hartshorne  
Chris Foley

**MEMBERS ABSENT:** NONE

**OTHERS PRESENT:** Perry Lopez, Public Works Director

Quorum present on roll call with Mr. Pace presiding; the meeting was called to order at 5:00 pm.

**APPROVAL OF MINUTES – FEBRUARY 3, 2014**

Mr. White moved approval of the Minutes of the February 3, 2014 meeting. Motion seconded by Mr. Hartshorne and carried unanimously.

**CITIZENS' COMMENTS**

There were no citizens' comments.

**APPROVAL OF PALMETTO RD. FDR**

Perry Lopez, Public Works Director stated that as part of the capital improvement plan, staff was recommending to use the Full Depth Reclamation (FDR) method for replacing Palmetto Rd.; staff felt that this was the most cost efficient way to proceed repairing the road; spoke about stormwater structures along Palmetto Rd.; stated that by going with the FDR it would eliminate the need for engineering services; that staff recommended to piggy back with the City of Largo's contract for the same work; that the project was slated at \$1.5 million dollars with the original estimates; that by going with the FDR the cost would be \$571,161.00; that the town would be saving \$928,839 dollars; reviewed the schedule of values; provided the actual bid tab with the City of Largo; stated that staff recommends approval of a piggy back contract to perform the FDR work for Palmetto Rd. to Asphalt Paving Systems in the amount of \$571,161.

Mr. Foley inquired as to why the FDR was less expensive than going with the traditional route.

Mr. Perry stated that the town used the FDR method on the Pineland and Palm View project; provided a brief explanation of the FDR method; spoke about the curb and sidewalk replacement

.

Mr. Foley moved to approve the Palmetto Rd. full depth reclamation project. Motion was seconded by Mr. Hartshorne and approved unanimously.

**REVIEW OF THE WATER RATES**

JP Murphy, Assistant Town Manager stated that this item was brought to the board's attention as to the increase of water rates; stated that the rates had gone up 40% to 50% depending on utilization; stated that the water revenue that had not been sufficient to meet the operational expenses and was averaging at a negative \$331,000. 00 over 5 years; that there had been decreases in consumption not only due to the hotel closure, but a number of other items had occurred as well; there was water use restrictions and with the recession, people cut back their costs of water wherever they could; that another reason was regulatory from SWFWMD; that turning off the tap had great effects in revenues; that the past rate structure relied heavily on high consumption when the bi-monthly structure was in force; provided information regarding the past tier structure and costs; explained the new monthly billing system and benefits of going to monthly billing; provided a breakdown of the new tiered rate structure and costs; spoke about condo consumption and reviewed the comparison heat map provided regarding other municipalities' water costs per month.

Discussion ensued regarding reclaimed water; regarding setting water rates; regarding potable water consumption costs and revenue as it pertained to reclaimed water for irrigation.

Mr. Hail inquired about the possibility of a new water plant and the cost for that project.

Mr. Hartshorne stated that the big issue coming forward was Reverse Osmosis (RO); stated that the town had wells of varying lives; that under RO the water would be mixed together; that the town would be required to get involved with this in the not too distance future; that the cost was huge at a tune of \$9.7 million dollars; spoke about the infrastructure improvements; spoke about the need for reserves; stated that the only way for Belleair to survive into the future safely was to sell the water system; spoke about the benefits of selling the water system and the high costs for going with the RO system; spoke about a pipe replacement rebate.

Mr. Murphy stated that the town was involved with a corporative funding agreement with SWFWMD to do a preliminary engineering report to receive a more finite cost estimate on various methodologies for undertaking RO and to look at the capital cost so that the commission could make a better decision as to whether to retain, go with RO, sell and use a different water source.

Discussion ensued regarding a RO and the potential costs; regarding reclaimed water.

Mr. Murphy spoke about the "Fresh Keeper" process which helped with salt water intrusion; spoke about the costs for the deep injection wells for RO; spoke about other water providers such as Clearwater and selling the system; spoke about the water fund and pipe replacement; stated that once he received the PER he would bring that before the board for discussion.

Discussion ensued regarding water usage as it pertained to the Belleview Biltmore Hotel; regarding the water fund and the general fund reserves; regarding the economy.

**DISCUSSION OF DUTIES AND RESPONSIBILITIES OF THE INFRASTRUCTURE BOARD**

Mr. Murphy stated that staff was taking this item up to all the advisory boards; stated that basically it was an opportunity for the board members to communicate to the commission as the what the role of the board was; that this was an opportunity for the members to discuss those roles and to make any changes; stated that with being the newest board that the language was not as antiquated as some of the those boards that had been setting for 20 to 30 years; stated that Resolution 2010-55 laid out three main pieces for the board; stated that 95-13 dealt with the board construction in terms of the chairman and board advisor; reviewed both Resolution 2010-55 and 95-13 with the board; asked if there was any questions regarding the roles of the board and the commission advisor and if they were happy with the construction of the board.

Discussion ensued regarding the roles for the board; regarding some of the studies that were done based on the board's recommendation.

It was the consensus of the board to keep the roles the same and not the make any changes.

Commissioner Fowler stated that he felt that the commissioner advisor was a conduit to the commission; that if there was issues at the board level, that he wanted to bring those issues to the commission; that he did not want to inflect his feelings on to this board.

**CONSTRUCTION PROJECT UPDATES**

Perry Lopez stated that the three major construction projects mentioned at the last meeting were now complete; stated that they have begun the Indian Rocks/Ponce de Leon Blvd., traffic calming project; that within the next 2-3 weeks they will close Indian Rocks Road; that the Pinellas Althea project was out for bid; that there was a pre-bid meeting and there were 8 contractors present; that the Verona/Osceola project was in the engineering stage; that he was working on updating the capital improvement project schedule; that he hoped by the next meeting to provide the new schedule.

Discussion ensued regarding Duke Energy concerning street lights.

**OTHER BUSINESS**

There was no other business to discuss.

**COMMISSION ADVISOR REPORT**

Commissioner Fowler stated that it was time to appoint members for expired terms of service for the board; stated that the terms for Mr. Hail and Mr. Foley were ending the end of May; asked if

they were interested in continuing to serve on the Infrastructure board; that the existing board members would have the right of first refusal.

**COMMISSION ADVISOR REPORT, cont.**

Mr. Hail and Mr. Foley both stated they would like to continue to serve on the board for the 2 year term.

Commissioner Fowler stated that he had notice some new potholes on Indian Rocks Road; inquired about patching and repair for those holes.

Discussion ensued regarding the maintenance of Indian Rocks Road and the closing for the round-about construction; regarding the patching during that time; regarding a letter of complaint concerning construction on Bayview.

Commissioner Fowler expressed his concerns regarding stagnate water along Belleair Creek.

Mr. Lopez stated that staff had requested a proposal on looking at the entire creek for cleanup; that it would be a new project added to the capital improvement list; stated that he has started the stormwater preventative maintenance which will be done at least twice a year.

Discussion ensued regarding the cleanup of Belleair Creek; regarding a dam that had been built by someone along the creek at Roebing Rd.; regarding stormwater maintenance; regarding water run off along the Pinellas Trail.

Commissioner Fowler spoke about the town's water rates versus the high water rates of other municipalities in Florida.

**ADJOURNMENT**

There being no further business to come before the board the meeting was adjourned in due form at 6:40 PM.

**APPROVED:**

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**Chairman**

# Summary

To: Mayor and Commissioners  
From: Micah Maxwell, Town Manager  
Subject: Election of Officers  
Memo Date: 9/11/2014

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**Summary:** The board needs to approve their annual board officers.

**Previous Action:** None,

**Background/Problem Discussion:** Annually the Board has the opportunity to select its own board officers

**Alternatives/Options:**

1. Any board member may serve as an officer. Currently Doug Pace serves as Chairman and Jim White serves as Vice-Chairman.

**Financial Implications:** None

**Recommendation:** None

**Proposed Motion:** I nominate (Board member name) to serve as Chairman of the Infrastructure Board.

I nominate (Board member name) to serve as Vice-Chairman of the Infrastructure Board.

## Summary

To: Infrastructure Board  
From Micah Maxwell, Town Manager  
Subject: Post Design Services for Bayview Drive Project  
Date: 09/11/2014

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**Summary:** Staff would like to engage RS&H to perform post design services for the Bayview Project.

**Previous Board Action:** None

**Background/Problem Discussion:** Typically when the town engages an engineer for design services, that design includes post-design services for the designed project. This includes bid support (questions, analysis, recommendations, etc.), as well as construction support services (engineering level inspections, as built drawings, meeting attendance for contractor/engineer communication, etc.). Because Bayview drive was split into two projects, the original post design services with TBE was used in the Manatee project. When the town split the project off, it engaged RS&H to handle the plan modifications, however that initial scope did not include anything for post design. This is the proposal for those services. |

**Alternative/Options:**

1. Approve proposal
2. Do nothing

**Financial Implications:** X

**Recommendation:** Staff recommends approval of the proposal.



1715 North Westshore Boulevard  
Suite 500  
Tampa, Florida 33607

☎ 813-289-5550  
☎ 813-289-0263  
[rsandh.com](http://rsandh.com)

August 12, 2014

Mr. Micah Maxwell, PE  
Town of Belleair  
901 Ponce de Leon Blvd.  
Belleair, FL 33756

Subject: Bayview Drive Street and Drainage Improvements Proposal for  
Professional Engineering Services 4 – Post Design Services

Mr. Maxwell:

The Town of Belleair (TOWN) has retained RS&H, Inc. (ENGINEER), to provide professional engineering services for the referenced project. This proposal is provided as a result of additional design, permitting and consulting effort for the referenced project that was not anticipated in our original scope and fee proposal. As a result from our Scoping Meeting on May 23<sup>rd</sup>, the ENGINEER has prepared a supplemental scope and fee proposal for Professional Services for the referenced project. The Services have been broken into two parts – Bidding Support Services and Construction Support Services.

**Task 4 Post Design Services** – The Post Design Services are broken into two phases: Bidding Support Services and Construction Support Services.

**A. Bidding Support Services** – The ENGINEER will provide Bidding Phase Services that shall include the following tasks:

- Pre-bid Meeting – The ENGINEER will attend and participate at a pre-bid meeting.
- Bidder RFI's – The ENGINEER will provide written responses to bidder's technical questions (RFI's) and prepare project design addenda or revisions to the construction package as necessary for the TOWN's distribution.
- Bid Recommendation – The ENGINEER will review all construction bids received and assist TOWN in identifying a qualified bidder, as well as provide a formal recommendation to the TOWN.

**B. Construction Support Services** - THE ENGINEER will provide Construction Phase Services that shall include the following tasks:

- Pre-Construction Meeting – The ENGINEER will attend and participate in Pre-Construction meeting.
- Shop Drawing Reviews – The ENGINEER will review shop drawing submittals by Contractor for technical and functional compliance requirements as described in the approved bid documents to include manufacturer’s data sheets, bulletins, technical guidelines, manuals, etc. for all materials and equipment proposed to be installed in the project. These items must be evaluated and accepted as correct and appropriate per the bid documents or as an “equal or better than” substitution.
- Contractor RFI’s – The ENGINEER will review Contractor’s Requests for Information (RFI’s) for adherence to all technical and functional compliance requirements as described in the approved bid documents. Coordinate any modifications with the TOWN for concurrence prior to approval of RFI.
- Site Visits – The ENGINEER will conduct two site visits to observe construction activities during construction to ensure ability of ENGINEER to provide Record Drawings and appropriate certifications to TOWN and other pertinent Agencies.
- Construction Meetings – The ENGINEER will attend Bi-weekly Construction Meetings (Assume 12 meetings).
- Substantial Completion Inspection Review – The ENGINEER will perform one preliminary punch-list inspection at Substantial Completion.
- Final Completion Inspection Review – The ENGINEER will perform one final inspection at the Completion of Construction.
- As-Built Drawing Review – The ENGINEER will review the As-Built drawings in the field for adherence to all technical and functional compliance requirements as described in the bid documents. Contractor shall incorporate all approved field revisions made during the course of construction.
- SWFWMD Certification – The ENGINEER will provide SWFWMD certification based upon As-Built plans provided by Contractor and/or CEI team.

The fee proposal spreadsheets are attached for the additional services for this project. Please contact me should you have any questions.

Sincerely,  
RS&H, Inc.

A handwritten signature in blue ink that reads "Bret W. Bennett". The signature is stylized, with the first letters of each word being prominent.

Bret W. Bennett, PE  
Project Manager  
FL Lic. No. 53977

cc: Keith Bodeker  
Michael S. Dixon, PE  
Robert Garrigues, PE

**Master Summary - Estimate of Work Effort & Fee Proposal**

Consultant: RS&H, Inc.

Date Prepared: May 27, 2014

Job Description: **Bayview Drive Proposal for Professional Engineering Services 4 – Bidding Support and Construction Support**

	Project Officer	Project Manager	Senior Engineer	Design Engineer	Eng Tech	Environl Scientist	Clerical	Total Man Hours by Activity	Burdened Salary Cost by Activity	Comments
<b>Work Element / Activity</b>	\$194	\$189	\$166	\$126	\$95	\$88	\$66			
<b>Post Design Services</b>								<b>190</b>	<b>\$30,007</b>	
<b>H. Bidding Support Services</b>	<b>1</b>	<b>9</b>	<b>6</b>	<b>5</b>		<b>4</b>		<b>25</b>	<b>\$3,873</b>	
Pre-Bid Meeting		3	3			2				
Response to bidder RFI's		3	3	3		2				
Review construction bids	1	3		2						
<b>I. Construction Support Services</b>	<b>2</b>	<b>48</b>	<b>58</b>	<b>54</b>		<b>2</b>	<b>1</b>	<b>165</b>	<b>\$26,134</b>	
Pre-Construction Meeting		3	3							
Review Shop Drawings		4	4	4						
Review Contractor RFI's		8	8	8						
Site Visits (2 total)		4	4	4						
Bi-weekly Const Mtgs (12 total)		18	18	18						
Preliminary Punchlist Inspection		4	4	4						
Final Inspection		3	3							
Contractor As-Built Review		2	8	8						
Record Drawings / Certifications	2	2	6	8		2	1			
<b>Totals</b>	<b>3</b>	<b>57</b>	<b>64</b>	<b>59</b>		<b>6</b>	<b>1</b>	<b>190</b>	<b>\$30,007</b>	<b>190</b>
<b>Classification Totals</b>								<b>\$30,007</b>		<b>Check</b>
	\$582	\$10,773	\$10,624	\$7,434		\$528	\$66			
<b>Sub-Consultants</b>										
<b>Sub-Consultants TOTAL</b>										
<b>\$30,007</b>										

## Summary

To: Infrastructure Board  
From Micah Maxwell, Town Manager  
Subject: Town Hall Renovations  
Date: 09/11/2014

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**Summary:** Staff seeks to do some town hall renovations at the same time that it revamps the air conditioning in town hall.

**Previous Board Action:** None

**Background/Problem Discussion:** As the board may be aware, the air conditioning system in town hall has reached the end of its useful life. Staff has been working with Commissioner Fowler, who has graciously donated his time to assist with the potential layout of the area in question. Staff is looking for feedback on the proposed layout prior to going into full design.

**Alternative/Options:** Discussion item only

**Financial Implications:** Unknown at this time

**Recommendation:** Discussion item only

# Summary

To: Mayor and Commissioners  
From: Micah Maxwell, Town Manager  
Subject: Update on Street Light Program  
Memo Date: 9/11/2014

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**Summary:** Staff has seen a sharp rise in the lights approved by Commission a few years ago and would like to discuss the issue.

**Previous Action:** None,

**Background/Problem Discussion:** A few years ago the town approved the take over and update of our street lighting system. That program is ongoing, however we have seen a sharp increase in the cost of the lights approved a few years ago. Staff is currently looking at other options which will be brought back to both the board and commission should a similar option be identified. If no similar light can be found, staff may bring some alternative lights back to the board and commission for discussion.

**Alternatives/Options:**  
Update only

**Financial Implications:** None

**Recommendation:** None

**Proposed Motion:** None

# Summary

To: Mayor and Commissioners  
From: Micah Maxwell, Town Manager  
Subject: Fiscal Year 14/15 Work Plan  
Memo Date: 9/11/2014

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**Summary:** Staff is presenting it's work plan for board comment for the 14/15 fiscal year.

**Previous Action:** None,

**Background/Problem Discussion:** Historically staff has been forced to be very reactive to public works issues throughout the Town of Belleair. Since major construction has rectified issues in many parts of town, staff has developed a more focused work plan that balances reaction to issues with preventative maintenance.

**Alternatives/Options:**

Staff is looking for any comments on the staff plan.

**Financial Implications:** None

**Recommendation:** None

**Proposed Motion:** None- this is more of a discussion item.

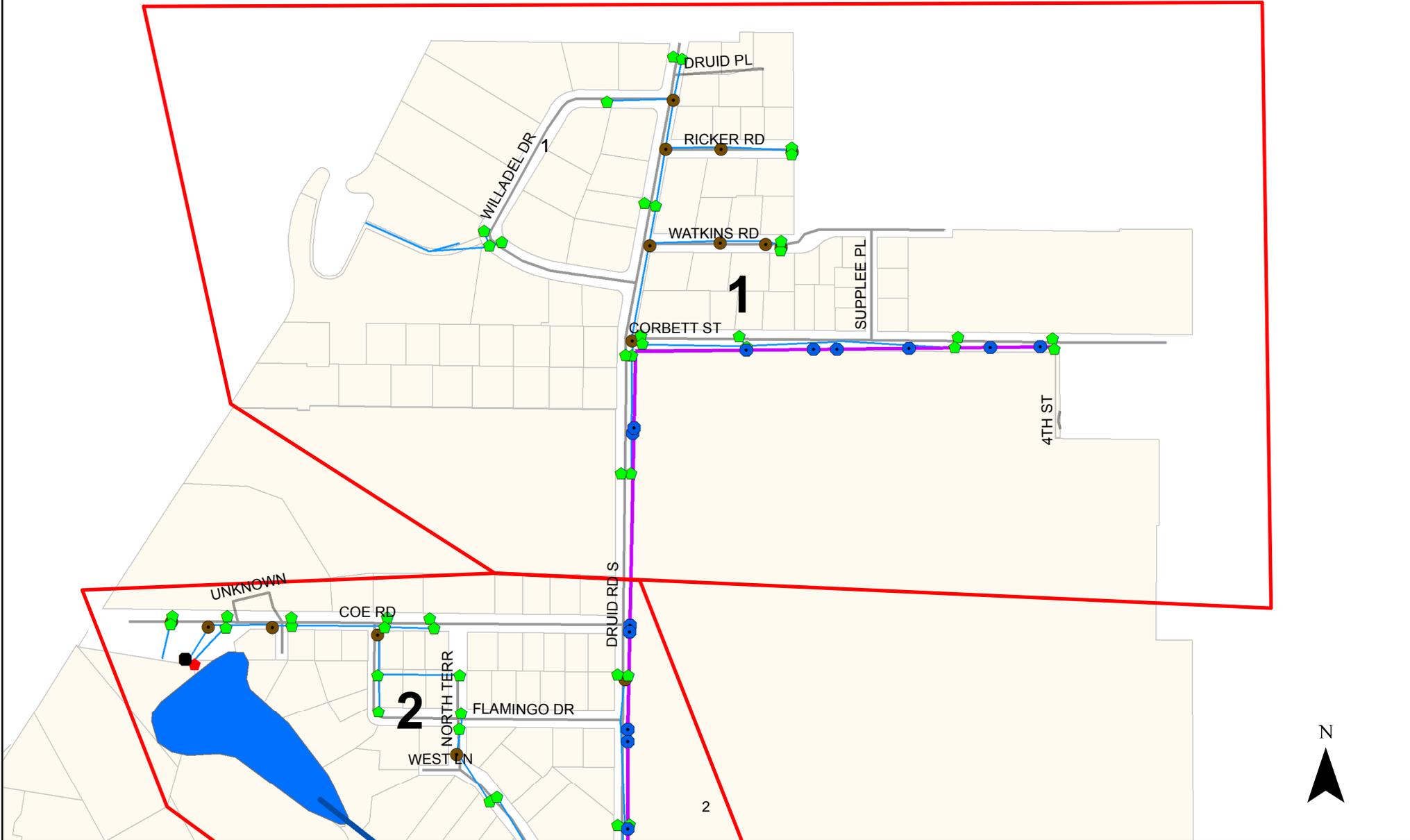
		Count of Structures							
Grid	Assigned Month	Major Outfalls	Stormwater Pumps	Weir	Baffle Box	Cleanout	Inlets	Manhole	Total Storm Structures
1	June	0	0	0	0	8	24	9	41
2	March	1	0	1	0	5	30	8	45
3	April	0	0	0	0	0	11	0	11
4	October	0	0	0	0	0	21	0	21
5	May	0	2	0	0	0	29	0	31
6	September	1	0	0	1	12	53	21	88
7	July or August	0	0	0	0	0	31	4	35
8	November	1	0	0	0	3	48	6	58
9	December	0	0	0	0	0	47	4	51
10	January	1	0	0	0	0	30	3	34
Total		4	2	1	1	28	324	55	415

		Linear Feet of Infrastructure						
Grid	Assigned Month	Conveyance Swales	Exfiltration Trench	Grass Treatment Swale	Storm lines	Sidewalk	Curb	Belleair Roads
1	June	2,410	2,400	-	4,960		15,931	7,966
2	March	2,482	1,395	-	5,811	-	13,926	6,963
3	April	1,448	-	-	2,424	3,634	28,796	14,398
4	October	-	-	-	5,253	1,327	23,325	11,663
5	May	1,250	-	353	8,651	-	40,332	20,166
6	September	350	8,201	-	6,518	-	26,004	13,002
7	July or August	-	-	-	4,535	7,838	36,222	18,111
8	November	-	2,616	-	8,045	14,824	30,158	15,079
9	December	-	-	-	8,188	10,652	30,598	15,299
10	January	-	-	-	5,599	13,891	37,996	18,998
Total		7,940	14,612	353	59,984	52,166	283,288	141,644

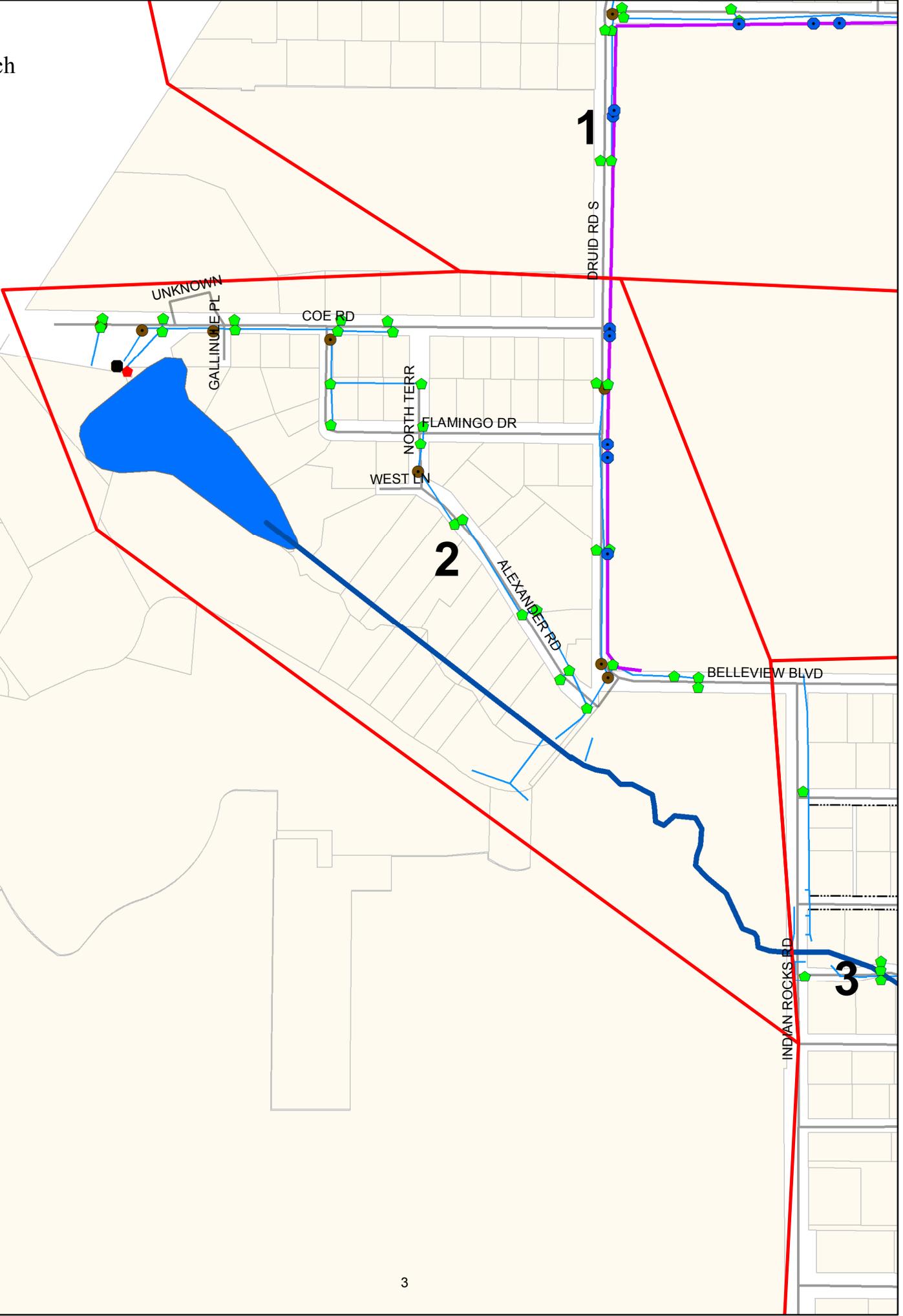
# Legend

- |   |  |  |  |
|---|--|--|--|
|  Grid             |  Baffle Box |  Conveyance_Swale       |  Wet Retention    |
|  Major Outfalls   |  Cleanout   |  Exfiltration_Trench    |  Sidewalks        |
|  Weir             |  Inlets     |  Grass_Treatment_Swales |  BelleairRoads    |
|  Stormwater_Pumps |  Manhole    |  Storm_Lines            |  Belleair_Parcels |

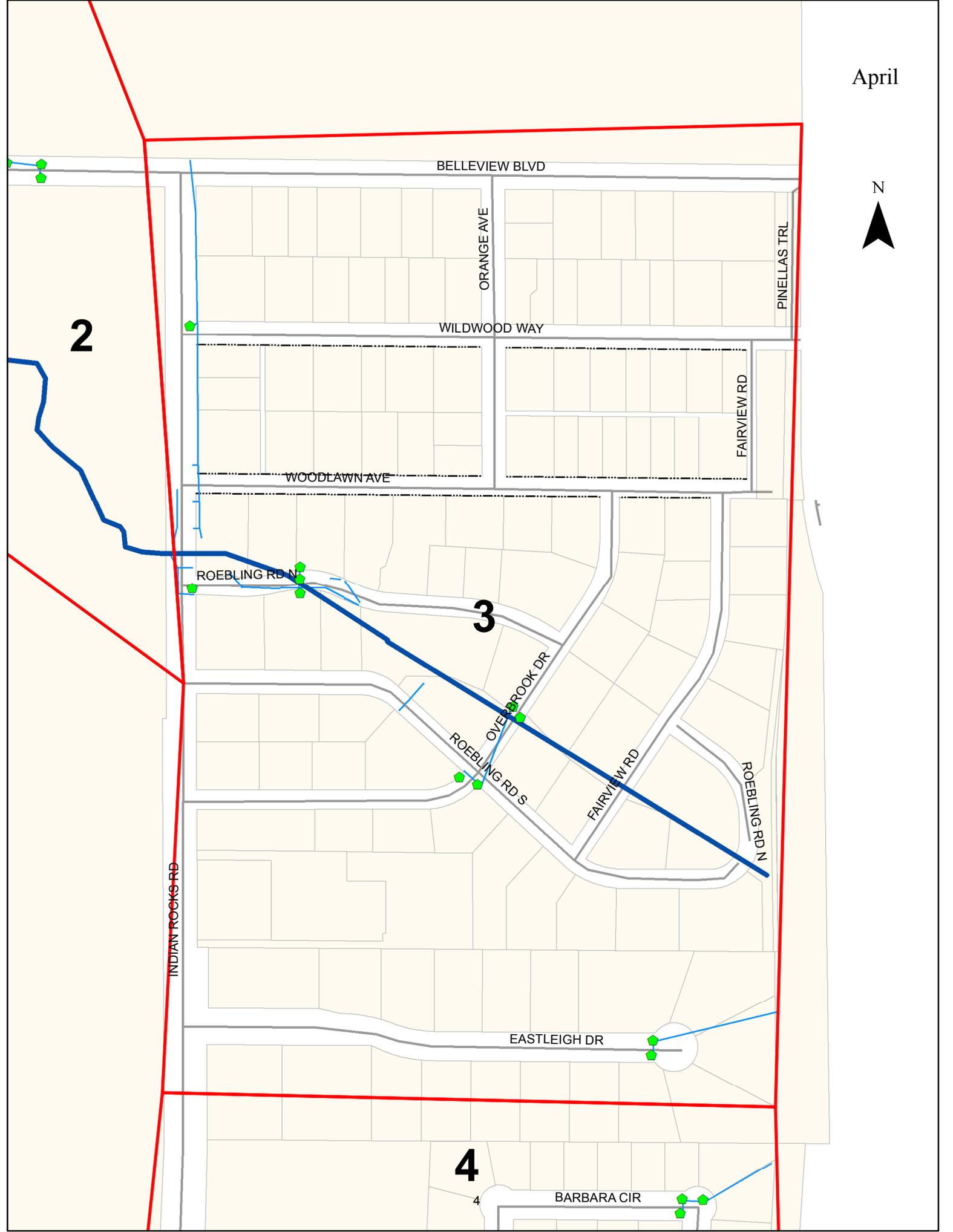
June



March



April



2

3

4

BELLEVIEW BLVD

ORANGE AVE

WILDWOOD WAY

PINELLAS TRL

FAIRVIEW RD

WOODLAWN AVE

ROEBLING RD N

OVERBROOK DR

ROEBLING RDS

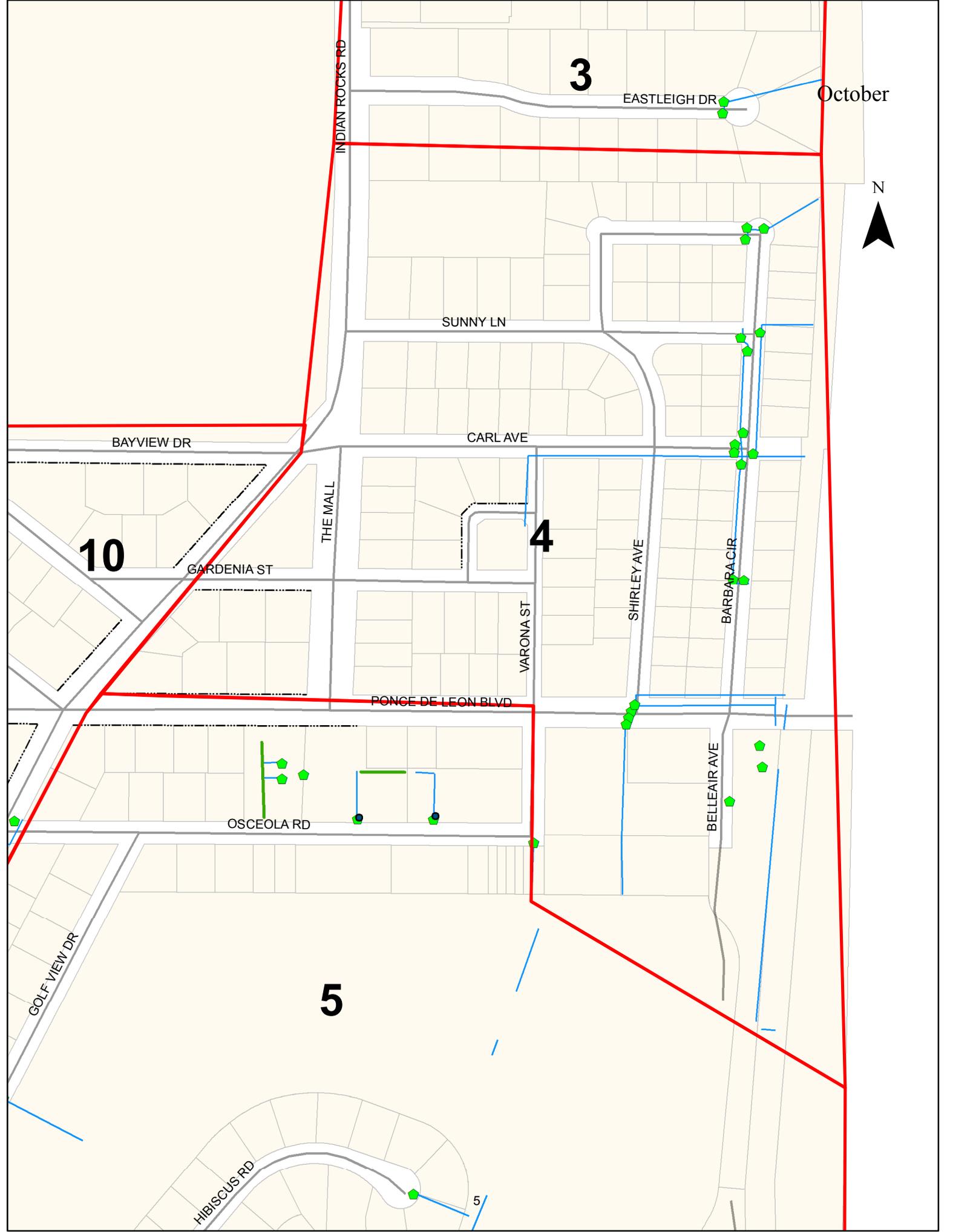
FAIRVIEW RD

ROEBLING RD N

INDIAN ROCKS RD

EASTLEIGH DR

BARBARA CIR



October



3

10

4

5

5

INDIAN ROCKS RD

EASTLEIGH DR

SUNNY LN

CARL AVE

BAYVIEW DR

GARDENIA ST

THE MALL

VARONA ST

SHIRLEY AVE

BARBARA CIR

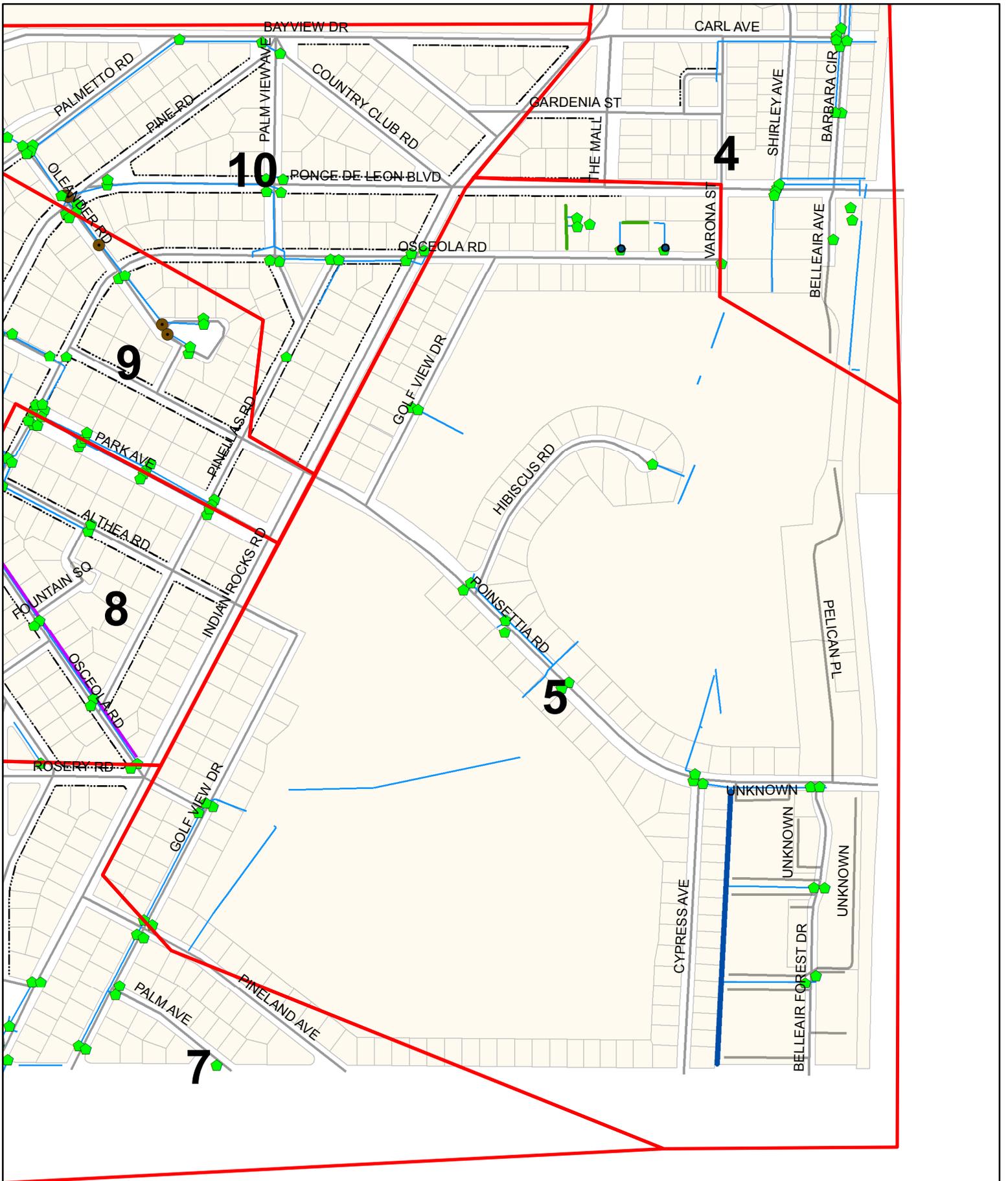
PONCE DE LEON BLVD

OSCEOLA RD

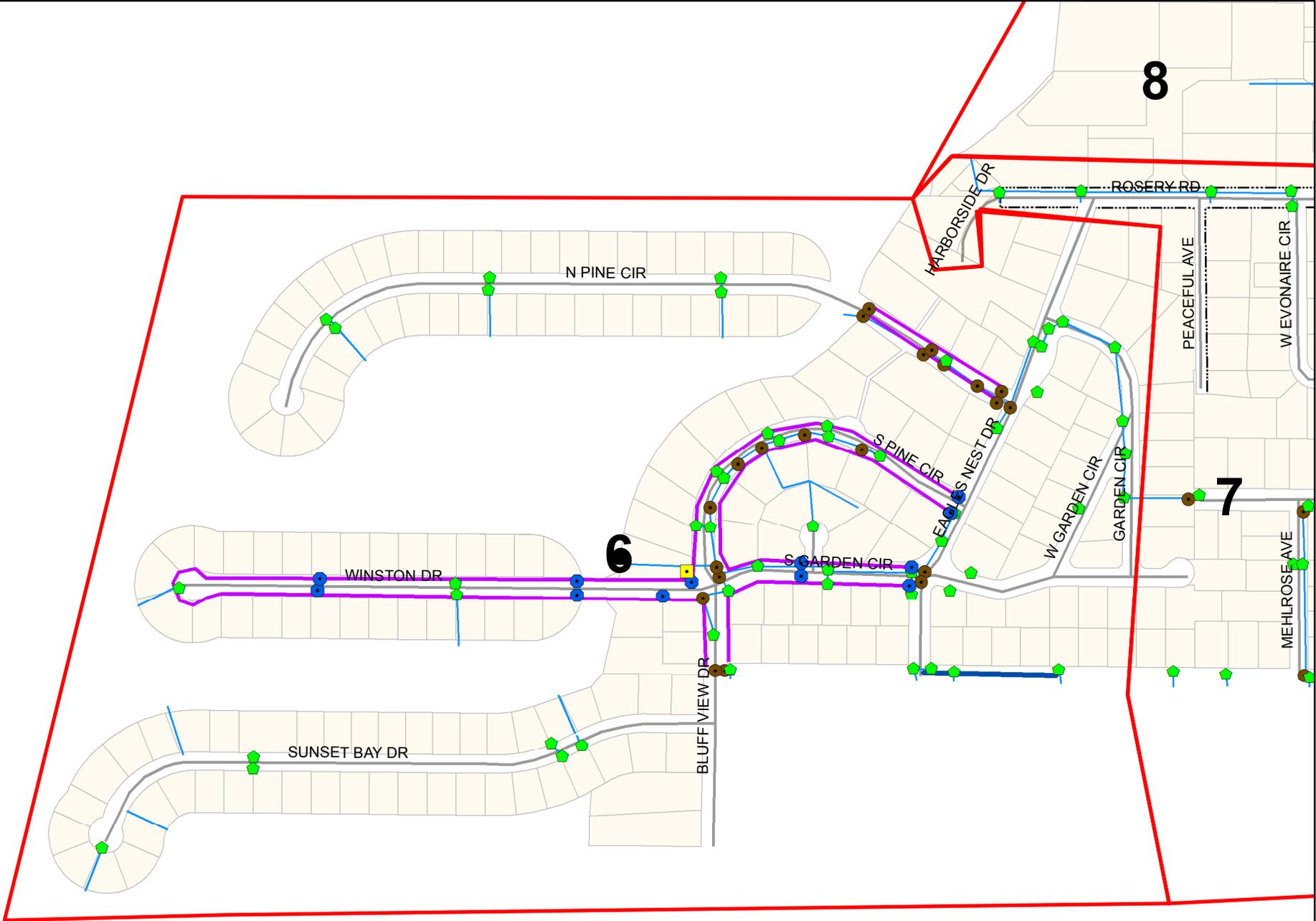
BELLEAIR AVE

GOLF VIEW DR

HIBISCUS RD

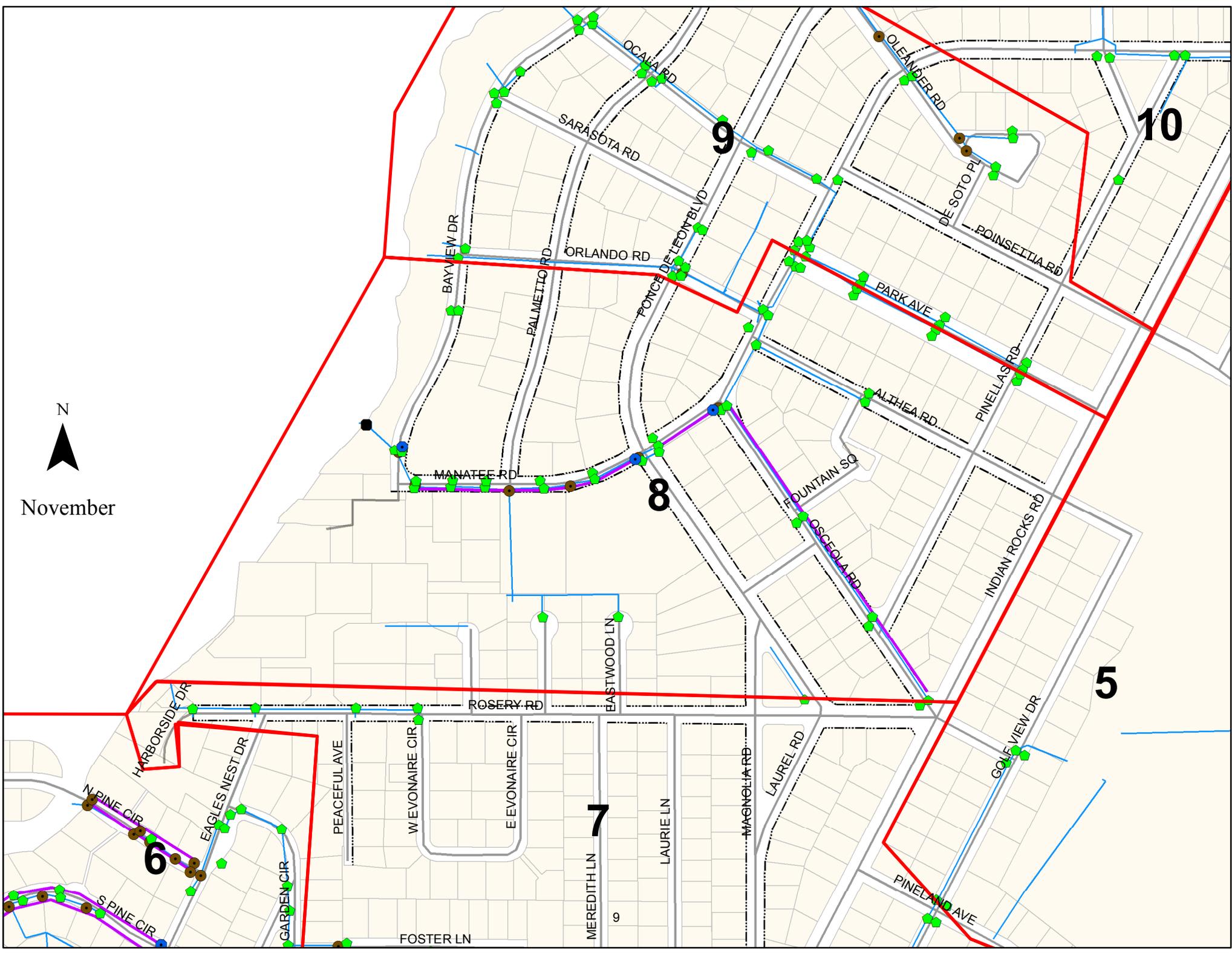


May



September





N

November

10

9

8

5

6

7

9

OCALA RD

SARASOTA RD

OLIVER RD

BAYVIEW DR

ORLANDO RD

PALMETTO RD

PONCE DE LEON BLVD

DE SOTO PL

POINSETTIA RD

PARK AVE

PINELLAS RD

ALTHEA RD

MANATEE RD

FOUNTAIN SQ

OSCEOLA RD

INDIAN ROCKS RD

EASTWOOD LN

ROSEY RD

HARBORSIDE DR

N PINE CIR

EAGLES NEST DR

PEACEFUL AVE

WEVONAIRE CIR

E EVONAIRE CIR

MEREDITH LN

Laurie LN

MAGNOLIA RD

LAUREL RD

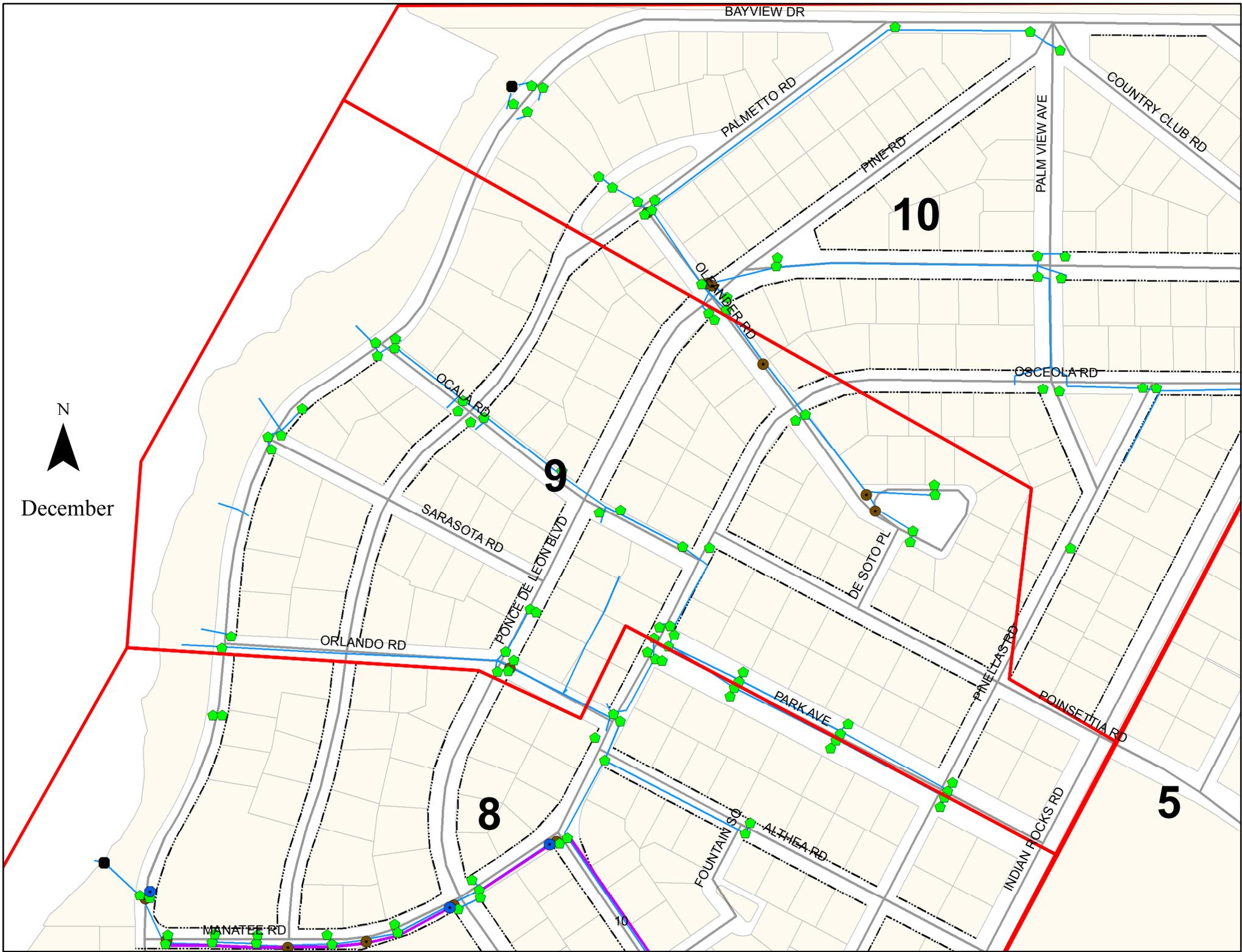
GOLF VIEW DR

PINELAND AVE

GARDEN CIR

S PINE CIR

FOSTER LN



N



December

N



January

