

FOREST LAKES

**ROADWAY AND DRAINAGE M.S.T.U.
ADVISORY COMMITTEE**
3299 East Tamiami Trail - Suite 103, Naples, FL 34112

MINUTES JANUARY 7, 2020

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:02 A.M.
A quorum of five was present.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair
Barbara Bell – Vice Chair
Richard Barry
George Fogg
John Goody

Staff

Michelle Arnold – Director (Excused)
Dan Schumacher, Collier County – Project Management
Rosio Garcia, Collier County – Asset Management

Contractors

Scott Hane, Ground Zero Landscaping – Grounds Maintenance
Wendy Warren, Premier Staffing – Transcription

Community Attendees

Doug Burnham, Quail Run GC – General Manager
Rick Korb, Quail Run GC – Board President

III. APPROVAL OF AGENDA

*Ms. Bell moved to approve the Agenda for the Forest Lakes Roadway and Drainage M.S.T.U. as presented.
Second by Mr. Fogg. Carried unanimously 5 - 0.*

IV. APPROVAL OF MINUTES – DECEMBER 3, 2019

Mr. Barry moved to approve the minutes of the December 3, 2019 Forest Lakes Advisory Committee subject to the following changes:

Page 3, Item IV. Project Managers Report, B. Status Report, bullet 4: from “... Forest Lake Drive will maintain the current speed limit of 20 mph.) ...,” to ... Forest Lakes Drive will maintain the current speed limit of 20 mph. ...).

Second by Ms. Bell. Carried unanimously 5 - 0.

V. CONTRACTORS REPORTS

A. Ground Zero Landscape Maintenance – Scott Hane

Mr. Hane reported on landscape maintenance as follows:

- Overall condition of landscaping is improving.
- Mulch will be ordered and applied based on Ground Zero’s notification to Staff of historical quantities.

Swales

The swales, serviced week ending January 5, 2019, are again filled with water.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, dated January 7, 2020*” for FY-20:

- FY-20 Ad Valorem property tax revenue budget is \$295,800.00, an increase of 4.14%.
- Total revenue FY20 is \$525,243.00 including carry forward transfers and contributions (minus a 5% reserve of \$14,800).
- Operating Expense Budget is \$173,900.00 of which \$66,652.19 is committed; \$31,889.12 expended.
- Unencumbered Operating Expense funds available are \$75,358.69.
- The Capital Outlay balance remaining of \$155,848.00 reflects a commitment of \$17,595.00 to Lykins-Signtek for Roadway Signage.
- \$1,000.00 budgeted for mulch is adequate.
- Hart’s Electric invoices for recent work total \$1,391.18. Line 28 commitment balance is \$2,608.82.
- Improvement General Funds, Line 37, are available to finance special projects or operating expense shortages with a budget amendment approved by the Board of County Commissioners.
- Transfers to 111, Line 39, is for Staff salaries.
- Budget Transfers from Appraiser and Tax Collector, Lines 41 and 42, are fees billed by the appropriate entities.
- Unallocated budget funds are credited to Capital Outlay.
- Reserves of \$113,400.00, line 45, are adequate.
- Total available balance is \$403,073.64.

November 5, 2019 Budget

The inaccurate Budget Remainder reflected on Line 36, Operating Expense, in the amount of \$80,933.88, resulted from a double entry on Line 20, Other Contractual, for Ground Zero. The error was corrected on the December 3, 2019 budget.

B. Status Report

1. Roadway Signage

- A Notice-to-Proceed was issued to Lykins-Signtek for installation of forty-five (45) street and roadway traffic signs and ten (10) golf cart crossing signs in the community.
- Mr. Schumacher requested a commitment from Lykins-Signtek to prioritize installation for the end of January.

2. Sidewalk Lighting

Hart’s Electric replaced twenty (20) lamp outages. Two (2) Contactors, electrically controlled switches, identified as defective during circuit testing required structural repair.

C. Procurement

1. RFQ – Cable Fence Repair

Mr. Schumacher met with Arc Tech Fencing to review and request a quote for repair to five (5) Cable fences abutting Quail Run lakes.

A Purchase Order can be issued for the work if the quote is under \$3,000.00. The project will be sourced through Bid Sync as a “Quick Quote” in accordance with County procedure if the price exceeds that threshold.

Power Washing

Determination of responsible entity and options to remove potential mold accumulation from the fence will be added to the February 2020 Agenda.

2. Staff Gauges: Survey & Install

A Request for Quote (RFQ) to survey and install Staff Gauges was submitted to the Procurement Services Division for review.

- The Procurement Division will offer the opportunity to bid the project to the County approved engineering firm in the queue. If the pricing levels are within pre-established guidelines, Procurement will award the contract to the firm.
- The survey will use the same “data points” as Collier County Stormwater Management.
- One (1) gauge will be placed at the outfall of Lake #5.
- The second gauge location being considered is Lake #15, near the tennis courts between the Emerald Greens and Fairways condominiums.

Mr. Schumacher will update the Committee on the project status at the February meeting.

VII. NEW BUSINESS

A. Stormwater Pipes & Easements

Rosio Garcia, data input specialist for the County’s *Cartograph Asset Tracking and Work Maintenance Inventory System* reported on the status of research into MSTU-initiated Easements recorded within the Forest Lakes community.

The following documents were distributed for reference:

- A Quail Run Easement Search *Document* from the official land records.
- A color-coded Community Map indicating Easement Areas with Folio (parcel ID) numbers.
- A diagram of the Community highlighting the Quail Run Golf Course and Forest Lakes roads and streets.

The goal of this effort is to ascertain which of the easements noted therein are recorded with the Clerk of Courts, determine what M.S.T.U.’s assets may (or may not) be installed in these areas, and project costs for maintenance, refurbishment, or replacement of these assets in coming years.

Mr. Schumacher will update the committee on progress at the February monthly meeting.

VIII. ON GOING BUSINESS

A. Lake # 18 Water Quality and Fountain Installation Consideration

Mr. Schumacher will meet with SWFL Water Testing, a party recommended by Mettauer Environmental, and secure a tiered quote for various levels of analysis of water testing. The analysis will determine whether installation of a fountain or aerator would provide treatment for any issues needing to be addressed.

The quote will be presented to the Committee for consideration at the February 2020 meeting.

B. Weir Maintenance

Road Maintenance, the division responsible for weir maintenance, advised clean-up of debris accumulation at the weir is scheduled in two (2) to four (4) weeks. *As requested by the Committee, Mr. Schumacher will obtain the maintenance schedule from Road Maintenance Division.*

C. Drain Grate Maintenance

The Committee inquired regarding the party responsible for removing debris from the roadway drainage grates, noting two (2) grates on Forest Lakes Boulevard, in the vicinity of the Turtle Lakes Condominium Association, should be cleaned.

Mr. Schumacher will:

- Inventory the drainage grates and Request a Quote from Ground Zero Landscaping for routine maintenance of the item.
- Amend Ground Zero's Landscaping contract to include grate drainage clearing maintenance.

D. Quail Run - Australian Pines

Members discussed the contents of the letter dated November 15, 2019, from Albert English, Director of Road Maintenance, distributed by Doug Burnham, General Manager, Quail Run Golf Club at the December 3, 2019 meeting.

Rick Korb, President Quail Run Golf Club, requested **Ms. Arnold** provide the forms required to initiate an amendment to the Forest Lakes Roadway and Drainage M.S.T.U. Ordinance.

IX. PUBLIC COMMENTS

None

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:36 P.M.

NEXT MEETING:

**FEBRUARY 4, 2020 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34105
(239) 261-5497**

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Marianne Fanning, Chair

The Minutes were approved by the Committee on _____, 2020 as presented _____, or as amended _____.