

FOREST LAKES

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

MINUTES

APRIL 2, 2019

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:00 A.M.
A quorum was established.

II. ATTENDANCE

Advisory Committee	Marianne Fanning – Chair Barbara Bell – Vice Chair Richard Barry (Excused) George Fogg John Goody
Staff	Michelle Arnold – Director (Excused) Dan Schumacher - Project Manager Caroline Soto – Budget Analyst
Contractors	Aaron - Ground Zero Landscaping Wendy Warren – Premier Staffing
Community Attendees	Doug Burnham – GM, Quail Run GC Rick Korb – President, Quail Run GC Gregory Pollock – Resident Robert Monico - Resident

III. APPROVAL OF AGENDA

Ms. Bell moved to approve the Agenda as presented. Second by Mr. Fogg. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – MARCH 5, 2019

Mr. Fogg moved to approve the minutes of the March 5, 2019 Forest Lakes Advisory Committee meeting subject to the following change:

*Page 2, Item VII. B – Project Manager’s Report: 1. Fence Repairs –from “... Project specs and requirements for “Bid Sync” are entered on line with a quote thresh hold of \$50,000 or less ...,” to ... Project specs and requirements for “Bid Sync” are entered on line with a quote **threshold** of \$50,000 or less ...).”*

Second by Mr. Goody. Carried unanimously 4 - 0.

V. CONTRACTORS REPORTS

A. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Bougainvillea stakes were removed.
- Landscaping by the back fence was pruned.
- A damaged irrigation valve was repaired.
- Turf was treated for weed infestation.

Brazilian Pepper MSTU Fence

Brazilian Pepper engulfing the fence should be removed prior to installation of new fencing. Ground Zero Landscaping will provide two quotes for vegetation removal and fence straightening for consideration as follows:

1. Clear the entire corner of Brazilian Pepper and miscellaneous landscape material.
2. Remove Brazilian Pepper plant from a four-foot area of the fence only.

Mr. Schumacher and Mr. Fogg will visit the area to determine the Scope of Work.

Mr. Burnham volunteered to extend the Ivy Hedge themed fence by the Quail Run maintenance lot if the M.S.T.U. selects option #1, above.

VI. PROJECT MANAGERS REPORT

A. Proposed FY-20 Budget

Ms. Soto presented the “*Forest Lakes MSTU Fund 159, proposed budget for FY20*” effective October 1, 2019 noting:

- Operating Expense Budget FY19 forecast is \$157,100.00; Operating Expense Budget FY20 is \$153,300.00.

During discussion, the Committee agreed to modify the FY20 proposed budget as follows:

	<u>Budget</u>	<u>Forecast</u>	<u>Proposed</u>	<u>Increase</u>
• Engineering Fees:	\$ 2,000.00	\$ 0.00	\$ 10,000.00	\$ 8,000.00
• Other Contractual:	\$90,000.00	\$99,677.00	\$100,000.00	\$10,000.00
• Lighting Maintenance:	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	<u>\$ 2,500.00</u>
Total Increase to Operating Expenses				\$20,500.00

Funds not expended in FY19 are carried-over to the FY20 budget.

Capital Outlay Funds can be transferred to Operating Expense via a budget amendment approved by the Board of County Commissioners (BCC). Estimated time frame for transfer process is Six (6) weeks.

Mr. Fogg motioned to approve the proposed FY20 budget for the Forest Lakes Roadway and Drainage M.S.T.U., subject to amendments recorded during discussion. Second by Mr. Goody. Carried unanimously 4 – 0.

B. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, April 2, 2019*” for FY19 noting:

- FY19 Ad Valorem property tax revenue budget is \$278,900.00, an increase of 6.18%.
- Total revenue FY18 is \$444,027.00 including investment interest, transfers and contributions (minus a 5% reserve of \$14,000).
- Operating Expense Budget is \$178,027.00 of which \$69,165.34 is committed; \$36,052.35 expended.
- Unencumbered Operating Expense funds available are \$72,809.31.
- Mettauer Environmental’s Purchase Order has a balance remaining of \$2,625.00. Services provided are for lakes maintenance and aquatic weed vegetation treatment; pest control, such as eradication of snakes (water moccasins), is not part of their scope of responsibility.
- The Capital Outlay budget balance of \$143,630.00, Line 35, will finance special projects including tree, fencing and light pole replacement/repair and roadway signage.
- Reserves of \$23,100.00, line 42, are adequate.

MINUTES

- Upon payment of the existing bond in 2022, capital maintenance projects such as drainage, sidewalks and street paving will be considered.
- Total available balance for FY-19 is \$242,451.44.

Mr. Schumacher will confer with Florida Fish and Wildlife Conservation (FWC) on policy for removal/eradication of venomous snakes.

C. Status

1. Fence Repairs – Bids received and award in process.

Woodshire Lane

- The County awarded a contract to Century Fence Company in February 2019.
- Mr. Schumacher met with the contractor to Request a Quote (RFQ) for additional fencing.

2. Light Pole #156 Replacement. Notice-to-Proceed issued.

Mr. Schumacher issued a Notice-to-Proceed (NTP) to Hart's Electrical to replace light pole #156 on Forest Lakes Blvd in front of Turtle Lake Golf Colony condominiums.

LED Replacement Lighting

- As pricing becomes more competitive, and the appropriate retrofit product is available, the plan is to convert all M.S.T.U. light poles to LED lamps.
- In the near term, conventional replacements will be installed for lamp outages.

3. Roadway Signage – Stop, Street Name and Traffic Signs.

A quote for the "Traffic Sign bid schedule" advertised on BidSync, the county's internet-based quote solicitation system produced no Vendor bids.

Mr. Schumacher will meet with a local company to solicit a quote and update the Committee on the project status at the May meeting.

Funds for the project were approved by the Committee on October 2, 2018.

D. Procurement

1. PO's Requested: n/a

No new Purchase Orders were issued.

2. PO's Issued: Hart's Electrical for *Sternberg* Light Pole replacement, \$6470.

A Purchase Order was issued for replacement of the light pole #156. On completion of light pole #156 installation, one additional pole will be ordered and installed on Woodshire Lane.

E. Light Pole Number Duplicates – Replacement numbers.

The Turtle Lakes Condominium Association, Forest Lakes Boulevard, needs to clean the scum residue on the pole numbers to enable the new decals for light pole renumbering to be installed.

Mr. Goody will discuss the requirement with association management and advise Mr. Schumacher of the outcome.

F. Perimeter Tree Replacements

Mr. Schumacher and Mr. Gross evaluated the Sidewalk Trees list designating the location, position and quantity of replacement trees.

Golf Course Parking Lot Trees

Three or four trees bordering the golf course parking lot on Forest Lakes Boulevard are recommended. On receipt of a cost proposal from Ground Zero Landscaping, **Mr. Schumacher** will email Committee members and request a Motion to Proceed with planting.

Two additional quotes will be requested from Ground Zero Landscaping for the *Street Tree Replacement Project* as follows:

1. Irrigated areas.
2. Non irrigated areas.

Quotes will be presented for review at the May 2019 meeting and a final decision solicited regarding planting of non-irrigated areas, particularly the southwest corner of the property.

VII. NEW & ONGOING BUSINESS

A. Quail Run GC – MSTU Funds from the MSTU for golf course drainage.

Mr. Korb, President, Quail Run Golf Club, reported:

- The nine-member Quail Run committee formed to identify long-term infrastructure projects for partnership with the M.S.T.U. has completed a conceptual design for golf course modifications to improve water flow and reduce ponding in the Forest Lakes community.
- A conceptual plan for the golf course proposed by the Quail Run Golf Club Board of Directors, will be presented to the M.S.T.U. Committee at the May 7 meeting.
- Landscape beautification will be integrated into the design; however, water retention and improved drainage are the primary goals.
- The project will be considered after the bond payments are completed in 2022.

Mr. Schumacher will consult with ABB (Agnoli, Barber & Brundage) about a Scope of Work proposal after the Quail Run plan is received. The Committee stated it would be expeditious for ABB to complete the engineering study in the coming months, versus waiting till the bond is paid, to enable the feasibility and scope of the Quail Run concept to be determined well in advance.

B. Stormwater Drainage Piping Maps.

Mr. Schumacher has located some, but not all, maps identifying locations of stormwater pipes in the community. The project will be pursued in tandem with the Golf Course renovation project.

VIII. OLD BUSINESS

Traffic Signs

The “No U Turn” sign by the Publix Super Market at Pine Ridge Crossing is not effective.

Mr. Schumacher will review the ROW (Right of Way) drawing to determine jurisdiction and request Traffic Operations review the area and suggest an alternative solution to alleviate the lack of compliance issue.

Golf Cart Crossing Signs

Mr. Burnham noted windshield height signs are most effective.

IX. PUBLIC COMMENTS

Robert Monico requested the M.S.T.U review the drainage system and storage capacity for the Phase I Villas on forest Lakes drive.

The Committee noted:

- Drainage for individual Condominium areas is not in the M.S.T.U.'s scope of responsibilities.
- Engineering services to address drainage or sidewalk maintenance are not planned at this time.
- Future projects will be considered in 2022 when the bond is paid off.

Mr. Schumacher will confer with Mr. Barry to determine historical M.S.T.U. involvement in the vicinity.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:35 PM.

NEXT MEETING:

**MAY 7, 2019 - 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 _____, 2019, as presented _____, or as amended _____.