

FOREST LAKES

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

MINUTES

AUGUST 6, 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 George Fogg John Goody
Staff	Michelle Arnold – Director (Excused) Dan Schumacher - Project Manager
Contractors	Aaron Gross - Ground Zero Landscaping Wendy Warren – Premier Staffing
Community Attendees	Rick Korb – Quail Run GC

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES – JULY 2, 2019

Mr. Barry moved to approve the minutes of the July 2, 2019 Forest Lakes Advisory Committee as presented. Second by Mr. Fogg. Carried unanimously 4 - 0.

V. CONTRACTORS REPORTS

A. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Entry island Bougainvilleas were hand pruned to strengthen and thicken the trunks. Weeping style will be implemented in fall 2019.
- The Potato Vine by the fence has been removed. The area will continue to be sprayed and vine pruned to eliminate growth.
- Mr. Korb will request Mr. Burnham secure a quote and present it to the Quail Run Golf Club Board, for removal of the distressed tree in the area of the maintenance building.
- **Mr. Schumacher** offered to visit the area to confirm scope of work required with **Mr. Korb**.

VI. PROJECT MANAGERS REPORT

A. MSTU Bylaws

Mr. Schumacher emailed members verbiage revisions highlighted in red to *The Forest Lakes Roadway & Drainage Municipal Service Taxing Unit (MSTU) Advisory Committee bylaws*.

During Committee discussion members recommended additional revisions to the current bylaws.

Mr. Schumacher will provide a final copy of the bylaws to the Committee for signature execution at the September 2019 meeting.

B. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, August 6, 2019*” for FY19 noting:

- FY19 Ad Valorem property tax revenue budget is \$278,900.00, an increase of 6.18%.
- Total revenue FY19 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 \$42,973.27 is committed; \$85,702.15 expended.
- Unencumbered Operating Expense funds available are \$49,351.58.
- A Purchase Order for Lykins Signtek in the amount of \$5,848.00 is reflected in the Capital Outlay budget, Line 35. Capital Outlay budget remainder is \$144,252.00.
- Reserves of \$23,100.00, line 42, are adequate.
- Budget funds not expended in 2019 will “roll-over” to the FY-20 budget.
- Upon termination of the bond payments in 2022, capital maintenance projects such as drainage, sidewalks and street paving will be considered.
- Total available balance for FY-19 is \$218,799.82.

The Forest Lakes MSTU FY-20 budget is finalized. Mr. Schumacher will submit Purchase Order requests for FY-20 in September.

C. Status Report

1. Trees

Many of the residents Mr. Schumacher contacted to solicit agreement to the *Sidewalk Tree Project Replacement Plan*, expressed a preference to forego new trees in the Right of Way (ROW) abutting their property.

Six (6) Crepe Myrtle and two (2) Queen Crepes will be planted within the next two weeks.

Mr. Schumacher will re-contact residents who declined trees when the new trees are planted to provide them an opportunity to reconsider their decision.

Homeowners on the cul-de-sacs were previously notified in writing by the M.S.T.U. regarding their responsibility to maintain trees in the ROW (exclusive of branches over hanging the sidewalk for which the M.S.T.U. assumes responsibility). It was noted that Ground Zero’s Landscape contract does not include structural pruning of M.S.T.U. trees along the Forest Lakes Blvd. sidewalk but does include fertilization.

Mr. Goody motioned to approve homeowners’ option to accept or decline replacement MSTU sidewalk trees in the Right of Way adjoining their land for trees damaged in Hurricane Irma. Second by Ms. Bell. The motion passed with 4 votes in favor and 1 against. Mr. Fogg opposed.

2. Roadway Signage

The list for street name and traffic signs identified for replacement is complete. Golf Cart crossing signs are included. Cross Walk signs will be replaced as necessary.

A “Do Not Enter” sign will be added to the program for placement on Forest Lakes Boulevard, south end of the Pine Ridge Road inbound entrance median.

The Committee motioned on June 6, 2019 to approve a 25-mph speed limit on roadways and 15- mph yellow advisory signs on curves. The Traffic Operations Department drove the roads and concurred with the Committees recommendation.

No responses were received for a Request for Quote (RFQ) for sign replacement and installation, advertised twice on BidSync, the County’s internet-based quote solicitation system. Lykins Signtek’s quote in the amount of \$17,595.00, received post deadline, is under review by the Procurement Division.

The project will be funded by the Capital Improvements budget category.

Mr. Fogg motioned to approve up to twenty-thousand dollars (\$20,000.00) for roadway and community signage. Second by Ms. Bell. Carried unanimously 5 – 0.

3. Stormwater – Staff Gauges

Three Staff Gauges to measure water level and flow in the lakes were purchased. Two gauges will be installed at the entry and exit sides of Lake 5. An additional gauge was installed at the weir.

Data collection will assist the County and Agnoli, Barber and Brundage in determining weir water levels at the southwest corner compared with recommended levels.

A survey, based on a global reference point, will be ordered to establish a common reference with the Golden Gate Canal Study.

Mr. Schumacher emailed a portion of Agnoli, Barber and Brundage’s (ABB) Gorden River Watershed Study to Advisory Committee members.

4. Light Pole Re-Numbering

Light pole renumbering on the north side of Forest Lakes Boulevard to eliminate numeric duplication, including letter designation on the entry way pole, and provide ease of identification, is complete. Rainy conditions precluded painting over the old numbers.

Ms. Rosio Garcia will update the map to reflect the current pole numbers and integrate the data into the *Cartograph Asset Tracking and Work Maintenance Inventory System*.

Mr. Schumacher will check light pole #156 to determine if numbers are missing as reported by a Committee member.

5. Replacement Light Pole – Woodshire Lane

On receipt of the fixture, pole installation will be scheduled.

6. Code Enforcement

Staff responded to a call received from Code Enforcement requesting maintenance be performed in the vicinity of Control Enclosures on the west side of Forest Lakes Boulevard (as you enter inbound from Pine Ridge Road). Mr. Schumacher advised that the M.S.T.U. is not

responsible for landscape maintenance in this area and suggested FPL or Traffic Operations Division be contacted.

D. Procurement

1. RFQ – Wire Fence Repair

Mr. Schumacher will issue a Request for Quote (RFQ) to repair two retaining wall Cable fences on Lakes 2 and 7 in the next few weeks.

VII. NEW BUSINESS

Water Leak

An irrigation leak was reported in the vicinity of Emerald Greens Condominiums and Woodshire Lane. **Mr. Schumacher** noted the M.S.T.U. is not responsible for irrigation maintenance in that location.

Australian Pine Tree Trimming on Pine Ridge

The trees, owned by the Quail Run Golf Club, are due for trimming in August 2020. Prior communication from the Transportation Department cited height interference with light poles, hazardous debris and impediment to traffic necessitates scheduled maintenance every three (3) years.

Mr. Barry recommended the tree trimming expense be considered a Capital Maintenance Project, funded by the Forest Lakes M.S.T.U. Capital Improvements Budget category, on termination of the Bond payments in 2022.

Mr. Schumacher noted a project study can be initiated as the M.S.T.U. bond retirement date nears. The County Attorney's office would then be consulted.

VIII. ON GOING BUSINESS

In response to **Lowell Hayes'** request for the M.S.T.U. provide drainage relief for water accumulation adjacent to her condominium during storm events, Mr. Barry noted the M.S.T.U. created a drainage swale in the area years ago.

Mr. Schumacher and Mr. Barry will review the situation and evaluate the entity responsible for drainage maintenance in the area described.

IX. PUBLIC COMMENTS

None.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:45 P.M.

NEXT MEETING:

**SEPTEMBER 3, 2019 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34105
(239) 261-5497**

MINUTES

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Marianne Fanning, Chair

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