

FOREST LAKES

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

MINUTES
FEBRUARY 4, 2020

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:05 A.M.
A quorum of five was present.

II. ATTENDANCE

Advisory Committee

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

Staff

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

Contractors

Aaron Gross, 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

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 4 - 0.

IV. APPROVAL OF MINUTES – JANUARY 7, 2020

Mr. Barry moved to approve the minutes of the January 7, 2020 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:

- Turf was treated with herbicide and fertilized.
- Punch list items including removal of suckers and lifting of canopies on trees were addressed.
- Vegetation on the Naples Bath and Tennis side of the Woodshire Lane boundary fence was trimmed.
- Trees bordering Naples Bath and Tennis were “topped” by Florida Power and Light (FPL).

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, dated February 4, 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 \$61,233.34 is committed; \$37,357.19 expended.
- Unencumbered Operating Expense funds available are \$75,309.47.
- No new Purchase Orders were issued.
- Invoiced Expenditure by Bonness, Inc. in the amount of \$\$4,924.81 funded sidewalk repairs. The Purchase Order balance of \$4,924.81 will finance future sidewalk repairs if required.
- The Capital Outlay balance remaining of \$155,848.00 reflects a commitment of \$17,595.00 to Lykins-Signtek for Roadway Signage rolled over from FY-2019.
- 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 \$402,056.38.

B. Status Report

1. Roadway Signage

- Lykins-Signtek installed roadway traffic, street and golf cart crossing signs in the community week ending February 1, 2020.
- One street name sign on a cul-de-sac remains to be installed.
- One fallen arrow sign was re-stood; a second one was replaced with a curve sign.
- A sign is present at the Woodshire Lane crosswalk by the thirteenth (13th) hole of the golf course.
- A revised “no left turn” sign is under consideration for on the **southeast side** of the Woodshire Lane exit from the ‘Crossings’ shopping center.

The Committee queried regarding a traffic noise ordinance for enforcement in the community.

Mr. Schumacher will:

- Notify the Sheriff’s Department the perimeter speed limit in the community is now consistent at 25 mph and conforms to the minimum guidelines for speed limit compliance by law enforcement.
- Request a Quote (RFQ) for a “no left turn sign” and two cart crossing signs from Lykins-Signtek. The Roadway Signage Purchase Order balance will fund the additional signs.
- Research the *Code of Laws and Ordinances* for Collier County to determine existence of a local noise ordinance designating “quiet hours” and report his findings to the Committee at the March meeting.

2. Lake #18 Water Quality - Quote

Mr. Schumacher met with SWFL Water Testing, a party recommended by Mettauier Environmental, and secured quote #1001 dated January 16, 2020, in the amount of \$277.00 for Monthly Collection Testing of the water in Lake #18. Representatives of SWFL Water Testing initial observations noted the Lake water looked normal.

During Committee discussion the following was addressed:

- Will installation of a fountain or aerator provide treatment for any issues needing to be addressed?
- Frequency of testing should be three to four times a year commencing in March/April 2020.

Mr. Schumacher will order the initial 2020 water quality test in March..

C. Procurement

1. RFQ – Cable Fence Repair

A proposal has not been received from Arc Tech Fencing for repair to five (5) Cable fences abutting Quail Run lakes.

The Procurement Services Division is investigating the lack of response from the contractor.

Mr. Schumacher will update the Committee on project status at the March 2020 meeting.

Power Washing

The Committee concurred mold removal from the fence is not an M.S.T.U. responsibility.

2. RFQ Staff Gauges: Survey & Install

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

- Staff is researching feasibility of retaining a General Contractor whose Scope of Work would include procurement of a land survey and Staff Gauge installation.
- The survey will use the same reference datum as the Collier County Stormwater Division.
- 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 March 2020 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* provided a progress report on the status of research into MSTU-initiated Easements recorded within the Forest Lakes community.

The following documents were distributed for reference:

- Tabulation of recorded easements for Quail Run, pertaining to Lake easements, and Forest Lakes identified from RWA Consulting Survey and Mapping records with maps.
- Based on data tabulation, staff will do field work to locate actual parcels.

- Linear perimeter footage was calculated to assist with future Request for Quotes (RFQ) so maintenance of rip rap in the lakes can be computed.

On completion of easement identification, a map will be constructed to graphically illustrate the location of the easements.

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

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

VIII. ON GOING BUSINESS

The perimeter sidewalks on Woodshire Lane and Forest Lakes Boulevard are evaluated at six (6) month intervals to identify potential trip and/or safety hazards, to be repaired as necessary. The next review will commence in March.

The Committee will be updated on Mr. Schumacher's findings at the monthly meeting following the sidewalk evaluation.

IX. PUBLIC/BOARD COMMENTS

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

Richard Barry requested supporting documentation from the County stating the letter to the Quail Run Golf Club from the Board of County Commissioners, dated July 10, 1985 provided to the Committee at the September 2020 meeting, regarding trimming of the Australian Pines was a one-time event.

George Fogg will apply for reappointment to the Forest Lakes Advisory Committee for a 4-year term.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:25 P.M.

NEXT MEETING:

MARCH 3, 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 _____.