

FOREST LAKES

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

MINUTES

OCTOBER 1, 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	Doug Burnham – Quail Run GC 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 Ms. Bell. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – SEPTEMBER 3, 2019

Mr. Fogg moved to approve the minutes of the September 3, 2019 Forest Lakes Advisory Committee as presented. Second by Mr. Barry. Carried unanimously 4 - 0.

V. CONTRACTORS REPORTS

A. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Bougainvilleas and Queen Crepe Myrtle were trimmed.
- New trees planted as part of the *Sidewalk Tree Project Replacement Plan* are doing well.
- Irrigation system repairs included two broken heads and one lateral.
- The irrigation head by the cart path between the club parking lot and hole #10 will be monitored for replacement if repeat repairs are required.
- A monthly irrigation “wet check” is scheduled for October 4, 2019.
- Swales will be mowed monthly commencing October 4, 2019.
- Quail Run Golf Club will remove the distressed tree and potato vine in the area of the maintenance building.

VI. PROJECT MANAGERS REPORT**A. MSTU Bylaws**

Revisions to “*The Forest Lakes Roadway & Drainage Municipal Service Taxing Unit (MSTU) Advisory Committee Bylaws*” requested by the Committee are complete with verbiage for Article IV, Election of Officers, approved by the County Attorney.

The Committee members signed the Bylaws.

Mr. Schumacher will bring a copy of the fully executed bylaws to the November 2019 meeting for members’ records.

B. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, October 1, 2019*” for FY-20 noting November will accurately reflect the FY-20 budget:

- FY-20 Ad Valorem property tax revenue budget is \$278,900.00, an increase of 6.18%.
- Total revenue FY20 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 \$21,757.89 is committed; \$108,112.50 expended.
- Unencumbered Operating Expense funds available are \$48,156.61.
- Reserves of \$23,100.00, line 42, are adequate.
- Total budget remainder balance to roll over from FY-19 to FY-20 is \$199,983.97; funds balance does not apply to the Bond Payment Schedule.
- Upon termination of the bond payments in 2022, capital maintenance projects such as drainage, sidewalks and street paving will be considered.

The Forest Lakes MSTU FY-20 budget, effective October 1, 2019, will be available for Committee review at the November 5, 2019 meeting. Purchase Order requests for FY-20 will be submitted and posted by October 11, 2019. Lykins-Signtek Traffic & Street Signs and Roadway Signage Purchase Orders will roll over to FY-20.

C. Status Report**1. Trees**

- The Committee will review the tree plantings for the *Sidewalk Tree Project Replacement Plan* for enhancement next Spring, 2020.
- Residents who declined the opportunity for the M.S.T.U. to replace trees damaged by Hurricane Irma in the Right of Way (ROW) adjoining their property, will be canvassed in Spring 2020 to enable them the opportunity to reconsider their decision.

2. Roadway Signage

- Mr. Schumacher sent a picture to Lykins-Signtek of the County format for street signs.
- Lykins-Signtek will produce a proof of every sign for Staff approval prior to production.
- New sign installation and repairs to existing signs, in accordance with the “bid” schedule should be completed in October 2019.

3. Code EnforcementWoodshire Lane Hedge

A complaint will be filed with Code Enforcement requesting maintenance of the Woodshire Lane/Pine Ridge Crossing Shopping Center hedge.

Residential Landscape Maintenance

At the September meeting, Staff suggested neighbors contact Code Enforcement to report yard care maintenance violations at two (2) homes on Forest Lakes Boulevard & Gardenia Lane and the filling in of a swale by a homeowner at an address on Forest Lakes Boulevard.

Committee members evidenced landscape maintenance activity at the Gardenia Lane addresses.

Mr. Schumacher will:

- Report the violation for filling the swale to Code Enforcement.
- Inspect the 12” pipe recently installed by the County from Forest Lakes Boulevard to the swale on the 8th golf hole with Mr. Burnham.

4. Light Outages

Hart’s Electrical repaired a lighting outage on the north section of Forest Lakes Boulevard between Woodshire Lane and Quail Forest Boulevard. The connector part was determined to have a structural failure.

A second outage was reported on Woodshire Lane across from Emerald Greens Condominium Association. The failed part, identical to the part required for the previous outage, will be replaced by Hart’s Electrical on receipt.

A back up spare part (as referenced above) was ordered and will be kept in the control cabinet for future repairs.

D. Procurement

1. RFQ – Cable Fence Repair

- The Request for Quote (RFQ) to repair two retaining wall Cable fences on Lakes 2 and 7 is under review by the Procurement Division.
- In accordance with County policy, an *Invitation to Bid* will be posted on Bid-Sync, the County’s internet-based quote solicitation system. Response time is ten (10) days at which time a purchase order will be issued to the lowest qualified bidder in accordance with County policy.

VII. NEW BUSINESS

A. Roadway Pavement Repair

The paved collar surrounding the Woodshire Lane manhole on the northwest corner has deteriorated.

Mr. Schumacher will contact the City of Naples, the entity responsible for manhole maintenance, to repair the cracked pavement.

B. Lake Fountains

Mr. Schumacher reset the east side fountain clock on Lake 14 to nighttime from daytime function.

On issuance of a Purchase Order to Florida Fountains, a mal-functioning lamp on the west side fountain will be repaired.

C. Weir Renovation

The Committee queried if the M.S.T.U. could contribute financially to renovation of the weir, noting the item is determined by the Golden Gate Canal study to be a low priority. Staff responded:

- Funds are not available until the bond debt has been satisfied.
- The weir is outside the M.S.T.U.'s boundaries; the M.S.T.U. does not have jurisdiction over the canal or drainage.
- A letter to SFWMD (Southwest Florida Water Management District) could be drafted advocating the M.S.T.U.'s goal of escalating the item as a priority.

The Quail Run Golf Club plans to share their "*Long Term Infrastructure Planning Committee (LTIPC) MSTU Cooperation Proposal*" for golf course modifications to improve water flow and reduce ponding in the Forest Lakes community with the SFWMD and will work jointly with the Advisory Committee to pursue weir renovation cooperation.

Mr. Schumacher will:

- Consult Jerry Kurtz, Growth Management Division, Stormwater and Environmental Planning, on the matter and invite him to a future M.S.T.U. meeting.

D. Drainage Cleaning

Mr. Schumacher will meet with Mr. Burnham to determine the cause of the blockage in the Forest Lakes Drive drains which flow from the streets, between Villas and into the golf course swale. The Committee will be updated on findings at the November meeting.

VIII. ON GOING BUSINESS**A. Australian Pines – Pine Ridge Road**

Mr. Schumacher reviewed with Michelle Arnold the July 10, 1985 letter to Quail Run GC from the Board of County Commissioners, provided to the Committee by Mr. Barry at the September meeting. The following was noted:

- The Australian Pines are not a community asset.
- Assumption of responsibility for tree maintenance would require an amendment to the Forest Lakes M.S.T.U. Ordinance.
- Trimming of the Australian Pines on Pine Ridge is not currently within the M.S.T.U.'s scope of responsibility.
- Evaluation of this activity was unanimously approved by the Committee at the September 3, 2019 meeting
- A Public Meeting would be necessary to solicit community feedback to the proposed change in the Ordinance incorporating Australian Pine Trimming into the scope of Roadway and Drainage MSTU ordinance.

As a separate first step, Representatives of the Committee and the Quail Run Golf Club will request a meeting with Commissioner Taylor to exchange ideas about the proposal.

IX. PUBLIC COMMENTS**A. Survey**

Rick Korb, President, Quail Run Golf Club, reported receipt of a County-sponsored survey prepared by the various operational divisions administered and distributed by a third-party contractor, Qualtrics. The purpose is to obtain data on how residents rate the level of County services provided to the MSTU.

MINUTES

A resident's email address must be on file with the M.S.T.U. to be included in the distribution of the survey.

B. Fairway Pond

Rick Korb was advised a fountain previously placed in Lake #18 by the eighteenth green was not installed by the M.S.T.U. The M.S.T.U. is responsible for three fountains, one in Lake #9 and two in Lake #14.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 12:00 P.M.

NEXT MEETING:

**NOVEMBER 5, 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 _____.