

# FOREST LAKES

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

## MINUTES

**SEPTEMBER 3, 2019**

### **I. CALL TO ORDER**

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

### **II. ATTENDANCE**

<b>Advisory Committee</b>	Marianne Fanning – Chair Barbara Bell – Vice Chair Richard Barry George Fogg John Goody
<b>Staff</b>	Michelle Arnold – Director (Excused) Dan Schumacher - Project Manager
<b>Contractors</b>	Aaron Gross - Ground Zero Landscaping Wendy Warren – Premier Staffing
<b>Community Attendees</b>	Doug Burnham – Quail Run GC Rick Korb – Quail Run GC Stacie Young – Resident Roger Young – Resident Kathy Thomson – Resident

### **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. Barry. Carried unanimously 5 - 0.**

### **IV. APPROVAL OF MINUTES – AUGUST 6, 2019**

**Mr. Barry moved to approve the minutes of the August 6, 2019 Forest Lakes Advisory Committee subject to the following changes:**

*Page 1, Item IV Approval of the minutes: from “...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.) ...,” to ... Mr. Barry moved to approve the minutes of the July 2, 2019 Forest Lakes Advisory Committee as presented. Second by Mr. Fogg. **Carried unanimously 5 - 0...**.”*

*Page 3, Item VI C.2 Project Managers Report, paragraph 2: from “...The Traffic Operations Department drove the roads and concurred with the Committees recommendation.) ...,” to ... The Traffic Operations Department drove the roads and concurred with the **Committees’** recommendation...).”*

*Page 3, Item VI C.3 Project Managers Report, paragraph 1 delete “...An additional gauge was installed at the weir...).”*

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

## V. CONTRACTORS REPORTS

### A. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- A Bougainvillea standard will be replaced on the entry island.
- A tree will be planted in the open space on Forest Lakes Drive and Forest Lakes Boulevard; irrigation is available.
- Fallen Palm branches will be removed.
- Quail Run Golf Club will remove the distressed tree and potato vine in the area of the maintenance building when club budget funds become available.

## 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.

Mr. Schumacher will email a final copy of the bylaws to the Committee for execution at the October 2019 meeting.

### B. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, September 3, 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 \$29,609.39 is committed; \$99,530.03 expended.
- Unencumbered Operating Expense funds available are \$48,887.58.
- Two Purchase Orders for Lykins Signtek in the amount of \$5,848.00 (Street & Traffic Signs) and \$17595.00 (Roadway Signage) are reflected in the Capital Outlay budget, Line 35. Capital Outlay budget remainder is \$126,657.00.
- Reserves of \$23,100.00, line 42, are adequate.
- \$48,887.58 in Operating Expenses and \$126,657 in the Capital Outlay category are anticipated to “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 \$200,740.82.

*The Forest Lakes MSTU FY-20 budget is effective October 1, 2019. Purchase Order requests for FY-20 will be submitted. Lykins Signtek Traffic & Street Signs and Roadway Signage Purchase Orders will roll over to FY-20.*

### C. Status Report

#### 1. Trees

- Six (6) Crepe Myrtle, two (2) Queen Crepes and two (new) trees were planted as part of the *Sidewalk Tree Project Replacement Plan*.
- Members noted the purpose of tree planting in the Right of Way (ROW) is to provide shade for residents while they enjoy outdoor sidewalk activities.

**Mr. Schumacher** will:

- Contact residents prior to the 2020 rainy season to provide them an opportunity to reconsider their decision to have trees planted in the Right of Way (ROW).

## **2. Roadway Signage**

- A Notice-to-Proceed was issued to Lykins-Signtek for the street name and traffic signs identified for replacement. The project is anticipated to commence late September to early October 2019.
- **Mr. Schumacher** will request the Road Maintenance Department review placement of the “no left turn” sign exiting the shopping center, noting the sign is knocked down on a regular basis, and relay their recommendation to the Committee.
- The Committee’s proposal to place an additional “no left turn” sign on the southeast side of the roadway will be taken under advisement.

## **3. Stormwater – Staff Gauges**

The following was noted:

- Staff Gauges to measure water level and flow in the lakes are on order. Two gauges will be installed, one each at the entry and exit sides of Lake 5.
- Data collection will assist the County 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.

## **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 to provide ease of identification, is complete. Light pole #156 is now #50. Original numbers will be painted over after the rainy season.

**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 email the updated map to Committee members.

## **5. Replacement Light Pole – Woodshire Lane**

**Mr. Schumacher** reported:

- Light pole installation on Woodshire Lane is complete.
- Failure of the photo eye and connection to the photo eye on Woodshire Lane, and a section of Forest Lakes Boulevard resulted in extensive light outages. The malfunction is scheduled to be corrected.

## **6. Code Enforcement**

- Staff sent an inquiry to Code Enforcement requesting The Crossings be notified of their responsibility to cut the hedge screening Woodshire Lane.
- Clusia could be an alternative planting to the hedge; irrigation is present at the site.

**D. Procurement****1. RFQ – Wire Fence Repair**

- The Request for Quote (RFQ) to repair two retaining wall Cable fences on Lakes 2 and 7 was submitted to the Procurement Division for review.
- In accordance with County policy, an *Invitation to Bid* will be posted on Bid-Sync, the County's internet-based quote solicitation system. A purchase order will be issued to the lowest qualified bidder in accordance with County policy.

**VII. NEW BUSINESS**

**Mr. Barry** addressed the Committee concerning maintenance of the Australian Pines along the stretch of Pine Ridge Road abutting the golf course highlighting:

- Collier County mandated the Quail Run Golf Club maintain the growth of the Australian Pines along the stretch of Pine Ridge Road abutting the golf course.
- The trees border the Hurricane Evacuation Route designated by the County.
- County Road 896 is the only evacuation route available to the Forest Lakes M.S.T.U. community.
- A letter dated July 10, 1985, from the Board of County Commissioners, stated Collier County would undertake the necessary trimming work on the pine trees to minimize the effects of natural needle, cone, and branch accumulations in the roadway drainage system and to reduce the driving hazard created by wet needles on the pavement and branches falling onto traffic (Committee members and Staff were copied on the letter).
- The cost of the maintenance was shifted to Quail Run in 1997.
- The responsibility to maintain safety and the accessibility of the evacuation route should be County responsibility.
- The FY-19 Operating Expense budget surplus of \$40,000.00 plus, slated to be rolled over to FY-20, should be utilized to trim the trees.

***Mr. Barry moved that the Forest Lakes M.S.T.U. trim the Australian Pines on Pine Ridge Road when necessary in 2020, and before the next mandated trimming due in three years, a permanent solution to protect the evacuation route be established among Collier County departments. Second by Mr. Fogg. Carried unanimously 5 – 0.***

**Mr. Schumacher** will:

- Provide a copy of the letter to the appropriate County agencies.
- Research the feasibility of amending the ordinance of the Forest Lakes Roadway and Drainage M.S.T.U. to include the maintenance.

**VIII. ON GOING BUSINESS**Swales

Staff will review any issues with swales maintenance.

**IX. PUBLIC COMMENT**

**Stacie Young** queried regarding the M.S.T. U's actions to alleviate flooding during storm events at the entrance to the community.

The Committee responded:

- Drainage improvement is the primary function of the Advisory Committee.
- A Drainage Structures Stormwater Improvement Project for Catch Basin & Piping was undertaken between Forest Lakes Boulevard and Lake 18. The project significantly reduced water accumulation in the area.

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- A Master Stormwater Management Program to improve water flow, reduce ponding and improve drainage through a major golf course redesign, has been proposed as a cooperative project between the Quail Run Golf Club and the M.S.T.U.
- A resident in the community filled in the swale on their property. *Staff will notify Code Enforcement.*

**Kathy Thompson** requested the following:

- A copy of the Agnoli, Barber and Brundage's (ABB) Gordon River Watershed Study document referred to in the August 6, 2019 minutes. *Mr. Schumacher will email the report.*
- M.S.T.U. assistance in enforcing yard care maintenance compliance for two homes on Gardenia Lane and Forest Lakes Boulevard. *Staff inquired about the property addresses and suggested Code Enforcement be contacted.*

**X. ADJOURNMENT**

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

**NEXT MEETING:**

**OCTOBER 1, 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**

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**Marianne Fanning, Chair**

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