

# FOREST LAKES

## ROADWAY AND DRAINAGE M.S.T.U. ADVISORY COMMITTEE 8300 Radio Road - Naples, FL 34104

### MINUTES AUGUST 1, 2023

#### I. CALL TO ORDER

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

#### II. ATTENDANCE

<b>Advisory Committee</b>	Marianne Fanning – Chair Greg Pollock – Vice Chair Patrick Bernal (Excused) George Fogg Kathy Thomson
<b>Staff</b>	Dan Schumacher – Project Manager Rosio Garcia – Operations Coordinator (Excused)
<b>Contractors</b>	Scott Hane - Ground Zero Landscaping Wendy Warren - Premier Staffing (Transcription)
<b>Public Attendees</b>	Doug Burnham – Manager, Quail Run Golf Club Jerry Norsic - Resident Stacie Young – Resident

#### III. APPROVAL OF AGENDA

*Ms. Thomson moved to approve the August 7, 2023, Agenda of the Forest Lakes Roadway and Drainage MSTU as amended:*

*Add: VII. Ongoing Business - E. Light Poles.*

*Second by Mr. Fogg. Carried unanimously 4 - 0.*

#### IV. APPROVAL OF MINUTES – May 2, 2023

*Ms. Thomson moved to approve the minutes of the June 6, 2023, meeting as presented.*

*Second by Mr. Pollock. Carried unanimously 4 - 0.*

#### V. CONTRACTOR REPORTS

##### A. Ground Zero Landscaping – Scott Hane

Mr. Hane reported:

- The community landscape is well trimmed and in good condition.
- Perimeter tree canopies were lifted to enhance sidewalk clearance.
- Tree limbs encroaching the light pole lamps were pruned.
- The entryway sign area was cleared.
- Debris was removed from the sidewalks.
- Irrigation is functioning as intended.

*Mr. Gross, Ground Zero Landscaping, submitted a list of lamp outages to Mr. Schumacher.*

**Mr. Fogg** noted:

- Invasive potato vines on the fence bordering Naples Bath & Tennis Club should be sprayed with herbicide.
- The shrubs installed by residents of Emerald Greens Condominiums along the fence on Woodshire Boulevard are blooming.

**Mr. Burnham** reported the golf course swales are in good condition.

## **VI. PROJECT MANAGERS REPORT**

### **A. Budget Report**

*Forest Lakes MSTU Fund 1626 Budget for August 7, 2023, prepared 7/24/23*

- Purchase Orders
  1. Agnoli, Barber & Brundage – engineering, swales survey & data analysis.
  2. Carter Fence – fence repairs.
  3. Ground Zero Landscaping – grounds maintenance.
    - a. Incidentals – landscape materials and refurbishment.
    - b. Maintenance – regular landscape, swales & irrigation maintenance.
  4. Hart’s Electrical – lighting & general electrical services.
  5. Mettauer Environmental – lakes weed control.
  6. Premier Staffing – transcription services.
  7. Shenandoah General Construction – stormwater pipe scoping & cleaning.
  8. SiteOne Landscape Supply – irrigation parts and pumps.
- Budget Summary
  - a. Line 1, Ad Valorem Tax – Of the \$1,031,200 budgeted, \$983,255 has been collected and a balance of \$47,945 remains to collect.
  - b. Line 30, Operating Expense – Of \$230,956 budgeted, \$48,902 is committed on existing Purchase Orders and \$110,724 has been spent, leaving a remainder of \$76,032 available within budget for additional operating expenses as needed.
  - c. Line 33, Transfers Const – Of the \$32,000 budgeted, \$29,609 has been transferred and a balance of \$2,391 remains for transfer. (Property Appraiser & Tax Collector fees).
  - d. Line 35, Transfers – Of the \$63,300 budgeted, \$63,300 has been transferred and a balance of \$0 remains for transfer. (PTNE Staff & Overhead).
  - e. Line 38, Reserves – Of the \$1,658,600 budgeted, \$0 has been spent and a balance of \$1,658,600 remains. (Capital Expenditures).
  - f. Line 39, Total Expenditures – Of \$1,984,856 budgeted, \$44,201 is committed on existing Purchase Orders, with \$203,633 in total expenditures, leaving a remainder of \$1,737,023 available within budget as needed.
- General
  - a. MSTU Tax Rate: 4.00 Mills (0.4%) to maintain MSTU Roadways and Stormwater Drainage within the taxing district.
  - b. Funds not spent in FY-23 (fiscal year 2023) will be carried forward into FY-24.
  - c. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

**Mr. Schumacher** noted:

Sufficient funds remain in both Operating and Capital budget line items going into August and September, the last two months of FY-23.

*\*The Forest Lakes MSTU Advisory Committee will review the millage of 4.0000 per \$1,000.00 of Ad Valorem taxable value during the FY-25 budget planning cycle.*

Asset Management Plan

- The *Asset Management Plan* report to identify life expectancies of community assets and corresponding expenditure projections to fund this maintenance was prepared on April 4, 2022.
- A review of roadway assets for which the MSTU is responsible, and the estimated cost of paving these assets, will be identified and the results reported to the Committee at a future meeting.

**B. September 5<sup>th</sup> Meeting**

*Mr. Fogg motioned to move the September 5, 2023 meeting to August 29, 2023. Second by Mr. Pollock. Carried unanimously 4 – 0.*

**VII. ONGOING BUSINESS**

**A. Traffic Signs**

Crosswalks

STATE LAW Yield (Symbol) TO Pedestrian (Symbol) WITHIN CROSSWALK sign, R1-6.

- Three (3) diamond grade reflective “Pedestrian Yield” signs, twelve (12) by thirty-six (36) inch each, have been received.
- Two “Pedestrian Yield” signs will be installed at the crosswalk at the eastern end of the Forest Lakes Boulevard and Woodshire Lane intersection.
- One (1) “Pedestrian Yield” sign will be installed at the intersection of Forest Lakes Boulevard at the entrance to Quail Forest Boulevard.

**B. Drainage Swales**

Quail Run Golf Club Survey

- The County surveyed the riprap infall and outfall locations of lakes on Quail Run Golf Club on May 25, 2025.
- The data was submitted to Agnoli, Barber & Brundage (ABB) for incorporation into the elevation survey maps prepared in 2022.
- An ABB quotation is expected for the August 29<sup>th</sup> committee meeting.

Drainage Pipe Maintenance

Drainage pipe infrastructure configuration records will be provided to Shenandoah General Construction to enable them to submit a cost proposal to inspect and clean the pipes on the north side of the community.

Committee discussion:

- Collier County has a drain cleaning operation but utilizes Shenandoah for large scale work.
- Consideration should be given to a five (5) year drainage pipe cleaning schedule.

- The Director for Stormwater previously recommended drainage pipes be cleaned on an “as needed” basis.
- Inspection of MSTU-maintained pipes on Quail Run GC will follow.

### **C. Stormwater**

#### Pump Station

- Harts Electrical serviced the pump station between Boxwood and Camelia Lanes.
- Water intrusion in the control box required replacement and reworking of internal components.
- The box housing the unit was secured to the post.
- Harts confirmed the pump is operating as intended.

#### Culvert Pipes Maintenance

- The Road Maintenance Division cleaned out the culvert pipes in the immediate vicinity of the pump station to alleviate water overflow in the catch basin.
- Stormwater flows into the catch basin and exits via the pump and piping underground along Forest Lakes Blvd.
- The pipe then passes to another catch basin which empties into an open swale between Daisy and Camelia Lanes and dumps into the Gordon River canal.
- Agnoli, Barber & Brundage, Inc. (ABB), surveyed and designed improvements to the existing outfall swale in the northeast quadrant at the end of Camelia Lane in spring 2021.

### **D. Perimeter Sidewalk Inspection**

- Seven (7) sidewalk slabs in the community walkways pose a potential trip hazard (a variance of one-half (1/2) of an inch or more between two slabs).
- The Road Maintenance Division will grind the slabs down to conform to Florida Department of Transportation (FDOT) code specifications.

### **E. Light poles**

- A Request for Quote (RFQ) was issued to Hart’s Electrical for replacement of eleven (11) lamp outages.
- Condition of light pole #106 which has fallen to the ground will be ascertained and a request for a cost quote to repair or replace it submitted to Hart’s.
- The lighting repair quote proposal will be presented to the Committee at the August 29<sup>th</sup> meeting.

## **VIII. NEW BUSINESS**

### **A. Lake 15 Wall Breach**

A Scope of Work (SOW) for bid solicitation for repair of the Lake #15 bulkhead is in progress.

- The wall will be a replacement in-kind vertical structure.
- Stormwater staff suggested the Scope of Work and Request for Quote (RFQ) be treated as a design build project.

MINUTES

- The project schedule will be coordinated with Mr. Burnham, Manager, Quail Run Golf Club.

**IX. PUBLIC COMMENTS**

Lake 9 Fountains

- A Scope of Work (SOW) for bid solicitation was distributed to repair the Lake 9 fountain aerators.
- Three (3) proposals from contractors were received.
- A Purchase Order is being prepared for award to the lowest qualified bidder.
- Estimated period to activate the fountains is three (3) to four (4) weeks.

Automobile Parking

**Mr. Schumacher** suggested Code Enforcement be contacted to report vehicles parking on sidewalks in street gutters, and on the grass necessitating traffic to cross over the center divider to transgress.

**X. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:40 A.M.*

**NEXT MEETING:**

**AUGUST 29, 2023 - 10:50 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 8/29, 2023 as presented \_\_\_\_\_, or as amended ✓.