

FOREST LAKES

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

MINUTES AUGUST 29, 2023

I. CALL TO ORDER

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

II. ATTENDANCE

Advisory Committee	Marianne Fanning – Chair Greg Pollock – Vice Chair (Excused) Patrick Bernal George Fogg (Excused) Kathy Thomson
Staff	Brian Wells – Director, PTNE (Excused) Dan Schumacher – Project Manager Rosio Garcia – Operations Coordinator (Excused)
Contractors	Aaron Gross – Ground Zero Landscaping Wendy Warren – Premier Staffing (Transcription)
Public Attendees	Jerry Norsic – Resident Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Bernal moved to approve the August 29, 2023, Agenda of the Forest Lakes Roadway and Drainage MSTU. Second by Ms. Thomson. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES – August 1, 2023

Mr. Bernal moved to approve the minutes of the August 1, 2023, meeting as amended:

Page 4, Item VIII. On Going Business, B. Drainage Swales, Quail Run Golf Club Survey, first dot from “... The County surveyed the riprap infall and outfall locations of lakes on Quail Run Golf Club on May 25, 2025 ...” to ... The County surveyed the riprap infall and outfall locations of lakes on Quail Run Golf Club on May 25, **2023**.”

Second by Ms. Thomson. Carried unanimously 3 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The community landscape is well trimmed and in good condition.
- The Poinciana tree canopy at the entrance will be lifted.
- Fertilizer will be applied in September or October in accordance with the schedule.
- The invasive vines on the fence bordering Naples Bath and Tennis Club were sprayed with herbicide.
- The golf course swales were mowed.
- The shrubs along the fence on Woodshire Lane, across from Emerald Greens Condominiums, are doing well.
- Irrigation is functioning as intended.

Mr. Schumacher noted the MSTU does not maintain the landscaping on private property in the area abutting the west side of the front entrance roadway. Ground Zero Landscaping does trim shrubs and tree limbs to prevent sidewalk encroachment and ensure visibility.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Forest Lakes MSTU Fund 1626 Budget for August 29, 2023

- 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
 - b. 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.
 - c. Line 30, Operating Expense – Of \$230,956 budgeted, \$48,902 is committed on existing Purchase Orders and \$119,316 has been spent, leaving the remainder of \$62,739 available within budget for additional operating expenses as needed.
 - d. 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).
 - e. Line 35, Transfers – Of the \$63,300 budgeted, \$63,300 has been transferred and a balance of \$0 remains for transfer. (PTNE Staff & Overhead).
 - f. Line 38, Reserves – Of the \$1,658,600 budgeted, \$0 has been spent and a balance of \$1,658,600 remains. (Capital Expenditures).
 - g. Line 39, Total Expenditures – Of \$1,984,856 budgeted, \$48,901 is committed on existing Purchase Orders, with \$212,224 in total expenditures, leaving a remainder of \$1,723,730 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 September, the last month 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.

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, were installed.
 - Two signs were installed at the crosswalk at the eastern end of the Forest Lakes Boulevard and Woodshire Lane intersection.
 - One (1) sign was installed at the intersection of Forest Lakes Boulevard at the entrance to Quail Forest Boulevard.

In total, five (5) “Pedestrian Yield” signs, including two (2) signs on the signpost on Forest Lakes Boulevard at the Camelia Lane intersection, have been installed in the community.

B. Lighting

Pole 106 Replacement

Hart’s Electrical provided a proposal in the amount of \$9,710.00 to supply and install a Sternberg LED fixture and pole, color black, to replace the original pole knocked down by a car accident.

Ms. Thomson motioned to approve Hart’s Electrical Inc.’s proposal #18-7311, dated August 16, 2023, in the amount of \$9,710.00 to supply and install a Sternberg LED fixture and pole. Second by Mr. Bernal. Carried unanimously 3 – 0.

A claim for reimbursement, based on the Sherriff’s report of the incident and the actual cost of the pole replacement, will be filed by Risk Management with the vehicle operator’s insurance company.

C. Stormwater

Woodshire Lane Pipe Scope & Clean

Shenandoah General Construction provided a cost proposal in the amount of \$66,567.50 to video inspect and clean storm drainage pipes on Woodshire Lane. The proposal is piggyback of Shenandoah’s Broward College RFP-2018-167-EH Storm Drain Cleaning, Repairs and Maintenance Contract.

Ms. Thomson motioned to approve Shenandoah General Construction, LLC's proposal #P31247, dated August 22, 2023, in the amount of \$66,567.50 to video and clean the storm drainage pipes on Woodshire Lane. Second by Mr. Bernal. Carried unanimously 3 – 0.

D. Drainage Swales

Agnoli, Barber & Brundage, Inc. provided a proposal to review and incorporate recent survey data of the Quail Run Golf Club swales into the plans prepared in 2022. Services include:

1. Swales Plans

- Prepare a plan showing the topography of existing golf course swales based on the 2023 survey data provided by the County. Add lake riprap infall and outfall elevations provided by the County into the swale plans prepared by ABB in August 2022.
- Plot the centerline of swale grades to identify where survey topography indicates high or low points in swales at lake rip-rap infalls and outfalls. Show swale profile on plans where improvements should be made.
- Prepare an engineering drawing.

Estimated Project Cost: \$3,828.00

2. Easements and Plats

Review the easements, condominium plats and subdivision plats provided by the MSTU to determine locations of the easements within the Forest Lakes MSTU including:

- Quail Run Easements
- Condo Plat Maps & Easements
- Plat maps abutting the golf course fifteen (15) foot drainage easements.

Estimated Project Cost: \$4,430.00

Total Estimated Budget and Reimbursables: \$8,458.00

Mr. Bernal motioned to approve Agnoli, Barber & Brundage, Inc.'s proposal dated August 22, 2023, in the amount of \$8,458.00 to review and incorporate recent survey data of the Forest Lakes MSTU - Quail Run Golf Club swales into the plans prepared in 2022. Second by Ms. Thomson. Carried unanimously 3 – 0.

Mr. Schumacher noted on completion of the ABB project, a Scope of Work will be prepared, cost quotes solicited, and the project scheduled.

E. Fountain Repairs

A Request For Quotes (RFQ) will be prepared for quarterly or semi-annual fountain maintenance, the term to be through September 2025, commencing upon issuance of a Purchase Order.

Initially, the three (3) fountains will be evaluated and serviced.

VIII. NEW BUSINESS

A. Lake 15 Wall Breach

MINUTES

A Request For Quotes (RFQ) will be prepared to replace the Lake #15 retaining wall.

- An in-kind vertical wall structure will be specified.
- A design-build project is under consideration.
- The project access and schedule will be coordinated with Mr. Burnham, General Manager, Quail Run Golf Club.

IX. PUBLIC COMMENTS

None

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:38 A.M.

NEXT MEETING:

**OCTOBER 3, 2023 - 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 Oct. 3^{error}, 2023 as presented , or as amended _____.