

FOREST LAKES

ROADWAY AND DRAINAGE M.S.T.U.

ADVISORY COMMITTEE
2885 HORSESHOE DRIVE SOUTH
NAPLES, FL 34104

May 9, 2012

Minutes

I. Call to order

Meeting was called to order at 10:02 a.m. by Robert Jones.
A quorum was established.

II. Attendance

Members: Robert Jones, George Fogg, Dick Barry, Kenneth Bloom, Kevin McKyton

County: Darryl Richard–Project Manager, Michelle Arnold-ATM Director

Other: Scott Windham-Windham Studio, Darlene Lafferty-Juristaff

III. Approval of Agenda

Add: VII. A. Gordon River Update

VIII. A., page 5, line one, the motion should read: 2 “areas”

George Fogg moved to approve the agenda as amended. Second by Dick Barry. Motion carried unanimously 5-0.

IV. Approval of Minutes – April 11, 2012

Change: II, page 1, Attendance, Other should read: Anne Iaccuzo-Juristaff

George Fogg moved to approve the minutes of March 14, 2012 as submitted. Second by Dick Barry. Motion carried unanimously 4-0.

V. Transportation Services

A. Budget Report – Gloria Herrera

Darryl Richard reviewed the following: (See attached)

- Collected Ad Valorem Tax \$141,854.27
- Capital Outlay Actual Expenditures \$690,461.74

B. Project Manager Report – Darryl Richard reported:

- Ribbon Cutting Ceremony Invitation (See attached)
 - \$100.00 fee is due for miscellaneous cost associated with the event (See attached)

George Fogg moved to approve up to \$250.00 for miscellaneous expenses for the Ribbon Cutting Ceremony. Second by Dick Barry. Motion carried unanimously 5-0.

Discussion ensued on Lighting (Christmas) at the Front Entry.

Darryl Richard reviewed Change Order #2 by Richards Co. to include: (See attached)

- Swap the Lights to LED from KIM Lighting
- Add (4) receptacles for Holiday Lighting
 - (2) at the Main Island
 - (1) at the circle Island
 - (1) at the Sign
 - The receptacles will carry the load for LED (will not accommodate incandescent lights)

Kenneth Bloom suggested using Trimmers Holiday Décor to install the Christmas Decorations.

Michelle Arnold recommended the following before installing the receptacles:

- Verify the type of Lights (Christmas Decorations) that will be installed by the Contractor
- Confer with the Golf Course on the Christmas Lights to Request a contribution for the Decorations
- Noted the legality of the MSTU continuing to incur cost for properties that are outside the MSTU

Darryl Richard clarified that Item No. 3 on the Change Order was requested by the City of Naples to reinforce the concrete at the Lift Station Entrance.

George Fogg moved to approve the request for the Change Order #2 (Richards Co.) not to exceed \$11,000.00. Second by Dick Barry.

Darryl Richard reviewed the following documents:

- Richards Co. revision to RFP #1 (See attached)
- Quotes for Scope Changes as requested by Scott Windham to include (See attached)
 - Address the high pressure in the water line
 - Adjustments to Plant Materials to screen the power drop (Resident request)
 - Changes for miscellaneous Plant Materials at the Front Entrance (for visibility of the Sign)

After discussion it was concluded that a Pressure Reducer Valve and Landscape modifications are needed.

Motion was amended to read: "not to exceed \$21,000.00." Second by Dick Barry. Motion carried 5-0.

VI. Landscape Architect Report – Windham Studio

Scott Windham reported the following additional items: (See attached)

Light Pole Base Update

- 3R's worked with a Structural Engineer to provide specs for (3) spread footers
 - *Change Order was submitted for price and time change*
 - *Change Order approval is pending*

Darryl Richard the Contractor will resume work on the Project upon the Change Order approval.

Kenneth Bloom expressed dissatisfaction with the delayed status Project and the lack of maintenance and cleanup of the jobsite.

Staff replied:

- The process for Change Orders is time consuming
- Maintenance and Cleanup of the jobsite will be addressed with the Contractor to include
 - *Mowing*
 - *Removal of the prefab Light footings*
 - *Weed removal*
 - *Photographs of the jobsite and a letter will be sent to the Contractor (by Staff)*

Status Report (See attached)

- Street Tree Installation Status
 - *Hannula called in a refresh on the Utility locates*
- Phase II
 - *Change Order was approved to complete the ground cover work*
- Phase III
 - *NTP was received for the Street Lighting (Forest Lakes Dr. and Quail Run Blvd) and Turn Lane (Pine Ridge)*
 - *ABB was directed to start surveying*
 - *Signage will be ordered during Phase III*

VII. Old Business

A. Gordon River Update

Darryl Richard announced that the Gordon River Project is under Construction and will be complete mid-July.

George Fogg suggested sending a thank you letter to Jerry Kurtz for his efforts on the Project.

George Fogg moved to send a letter to Jerry Kurtz and anyone else that is appropriate thanking them for all the time and effort they put in getting this Project underway. Second by Kenneth Bloom. Motion carried unanimously 5-0.

Staff will draft the letter and obtain signatures from the Committee Members.

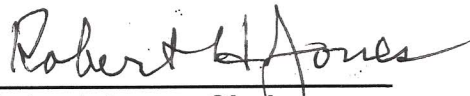
VIII. New Business

Darryl Richard announced a ribbon cutting ceremony will be held May 15th.

IX. Public Comment - None

There being no further business to come before the Committee, the meeting was adjourned by the Vice Chairman at 11:24 a.m.

**Forest Lakes Roadway and Drainage MSTU
Advisory Committee**



Robert Jones, Chairman

These minutes approved by the Committee on 6-13-12,
as presented or amended .

**Next meeting is June 13 2012 at 10:00 a.m.
Growth Management Division – Construction & Maintenance
2885 Horseshoe Drive South, Naples, FL 34104**