

FOREST LAKES

ROADWAY and DRAINAGE M.S.T.U.

ADVISORY COMMITTEE
3299 East Tamiami Trail - Suite 103
Naples, FL 34112

AUGUST 6, 2013

MINUTES

I. CALL TO ORDER:

Chairman Robert Jones called the meeting to order at 10:00 AM.
A quorum was established; three voting members were present.

II. ATTENDANCE:

Members: Robert Jones – Chairman
George Fogg – Vice Chair
Kenneth Bloom

Excused: Richard Barry; Kevin McKyton

County: Darryl Richard – MSTU Project Manager
Harry Sells – Project Manager
Michelle Arnold – Director, ATM

Other: Scott Windham – Windham Studio, Inc.
(JuriStaff – Anne Iacuzzo)

III. APPROVAL OF AGENDA:

Vice Chairman Fogg moved to approve the Agenda as submitted. Second in support offered by Kenneth Bloom. Carried unanimously, 3 – 0.

IV. APPROVAL OF MINUTES – July 2, 2013:

Vice Chairman Fogg moved to approve the Minutes of the July 2nd meeting as submitted. Second in support offered by Kenneth Bloom. Carried unanimously, 3 – 0.

V. BUDGET – DARRYL RICHARD

A. Monthly Budget Report

(Report attached: “Forest Lakes MSTU Fund 159, dated August 6, 2013”)

• Current Ad Valorem Tax Budget:	\$ 149,900.00	
• Tax Receipts Collected:	\$ 144,545.48	
• To be Collected	\$ 5,543.52	
• Operating Expense:	\$ 173,500.00	(Line Item 34)

• Open Purchase Orders:	\$ 41,811.39	
• Spent to date:	\$ 71,425.65	
• Operating Funds Available:	\$ 60,262.96	
• Capital Improvements:	\$ 1,138,493.51	(Line Items 35 & 36)
• Open Commitments:	\$ 43,602.30	
• Spent to Date:	\$ 82,837.71	
• Available Funds:	\$ 1,012,053.50	
• Reserves (debt service – Bond):	\$ 1,166,000.00	
• Total Budget:	\$ 2,243,377.09	

Darryl Richard explained the taxable value was still estimated.

Michelle Arnold reminded the Committee that the figures were based on the property values for the previous Fiscal Year.

Action Item: Darryl Richard will contact the Budget Office to verify the current value.

Vice Chairman Fogg moved to approve the budget report as presented. Second in support offered by Kenneth Bloom. Carried unanimously, 3 – 0.

VI. PROJECT MANAGER’S REPORT

A. Maintenance Consulting Engineer

Darryl Richard stated a proposal was received from Windham Studio for CEI services.

He noted a proposal was needed for a Maintenance Consulting Engineer. He requested Windham Studio prepare a proposal for review during the next meeting. He stated the purpose was to retain the services of a Professional Engineer for maintenance consulting at a cost of no more than \$5,000 per hour. The PE would be consulted for specific issues, i.e., civil engineering or stormwater questions, and to provide oversight concerning the MSTU’s maintenance program in general. He/she would report directly to the Committee.

Darryl Richard stated he would like to retain ABB.

Vice Chairman Fogg noted water backup has been an ongoing problem on Forest Lakes Blvd. He thanked Darryl Richard for recently inspecting the culvert, which was partially blocked, and unplugging it.

Kenneth Bloom suggested the culverts should be inspected on a yearly basis and the item should be included on the maintenance schedule.

B. Weirs

Mr. Richard stated keeping the weir free of debris is critical and it should be monitored. It is the responsibility of Stormwater to service the weirs. He contacted the maintenance supervisor for Stormwater and the weir was cleaned – debris was removed – last Friday.

Michelle Arnold noted it was the responsibility of the MSTU to maintain portions of the system on the golf course as well as the culverts.

Darryl Richard stated monitoring the culverts was one component of the maintenance plan under development. He further stated a Contractor has been retained to de-silt/clean the pipes. He noted the timing of the activities, as well as the frequency, is crucial and is being addressed on a proactive basis.

He stated the weir had been on Stormwater's maintenance list since it was constructed over 1 ½ years ago but it was not recognized as critical to Forest Lakes until he requested a site inspection and cleaning. He stated he will add the topic of coordination by the MSTU's Project Manager with Stormwater to the maintenance list.

Kenneth Bloom suggested adding a Line Item to the MSTU's budget for maintenance. It will be better for the community to have an established plan. He stated the culverts and weir should be inspected, at a minimum, prior to and after the rainy season.

Darryl Richard stated the pipes should be cleaned every two years. He noted they were last cleaned approximately three years ago and confirmed they should be inspected/cleaned during this year's dry season. He confirmed the bid from the contractor was viable for one more year. He agreed the costs must be evaluated in terms of the budget.

Vice Chairman Fogg noted vandalism of the trees – pushing trees over – is a continuous problem. Trees have been re-staked and then knocked over with days of the re-staking.

He suggested adding a Line Item for re-staking and replacement of trees to the maintenance budget.

VII. LANDSCAPE ARCHITECT'S REPORT – SCOTT WINDHAM

Vice Chairman Fogg asked why the Committee was not approving a bid today. **Scott Windham** replied they were ready to “go to bid” but there were last minute reviews and comments from the County's R-O-W Department concerning the signalization plan and subterranean wiring. The document was resubmitted for approval. In addition, there have been several questions from the contractors who were confused by the quantities of items and discrepancies on the spread sheet.

Chairman Jones noted he has been advised of missing covers on the golf inlets that could become a safety issue, i.e, a child could fall through.

Darryl Richard stated one of the reasons why he wanted ABB under contract was to evaluate the safety issues within the maintenance plan and to recommend necessary modifications.

Scott Windham noted the bid specifications for the contract were more complex than “normal.” There were more line items and the subdivisions for alternates.

The due date is August 26th.

Kenneth Bloom outlined the timeline:

- September: The Committee will approve a contractor
- October: Board of County Commissioners approves the proposed contract
- November/December: Review of contract by Budget Office
- December: Snowbirds return
- January, 2014: Work should begin

He requested that a plan be in place and available by the December or January meeting so returning residents will know when shovels will be in the ground. The Committee must be prepared to answer questions at the January meeting.

Action Item: Darryl Richard will prepare a schedule for the next meeting.

Mr. Bloom asked if the turn lane and the sidewalk will be started at the same time. **Scott Windham** replied the pre-construction meetings – when the parties will discuss strategies with the contractor – will determine how the project is implemented.

Kenneth Bloom presented his concerns:

- The front entrance is the most populated area during “season,” i.e., heavy traffic flow. He suggested completing the work in a timely manner.
- The residents should be notified in writing as to exactly what will happen, when, and the length of the project.

Vice Chairman Fogg concurred, noting there will be more traffic and pedestrian congestion problems than on previous projects. He stated the contractor should be advised of the situation. At a minimum, vehicle traffic will double while pedestrian traffic will quadruple.

Mr. Bloom reiterated informing the residents in advance was critical. He noted the correspondence must contain the details of the contractor’s plan. He suggested including an alternate route: to travel east-bound on Pine Ridge Road, Woodshire would be the best option.

Suggestion: The sidewalk project should take precedence; the turn lane can be completed after “season” is over.

Action Item: **Darryl Richard** stated he will discuss timing and options with the Contractor. The contract runs for 120 days to substantial completion.

Kenneth Bloom asked if 45 days would be enough to complete the turn lane project. He noted after the road work is completed, the hedging and irrigation work is “off road” – the beautification portion of the project.

Chairman Jones stated whatever is done – it must be done correctly.

A. Proposal/Fee Matrix – Windham Studio, Inc.

Scott Windham provided background information:

- The previous Phase 2 proposal covered the final wrap-up of Phase 1, but

the bulk of the contract was for construction services when Phase 2 was a more extensive project (Phase 2 and Phase 3 were to proceed as one project). As a result of the construction services in the proposal, when the Scope of Work for Phase 3 was prepared, construction services were not included because it had been covered under Phase 2. The original Phase 2 proposal has expired.

He stated the new proposal (attached) is a restatement of the scope of the construction services contained in the previous proposal and will covers both Phase 2 and Phase 3. He further stated the fees have remained the same.

Kenneth Bloom asked if the item was included in the budget and funds have not yet been spent.

Darryl Richard stated since the construction may occur in October, the County will issue a Notice to Proceed after October 1st.

Kenneth Bloom moved to approve the new proposal and fee matrix for Phase 2 and Phase 3 construction services, not to exceed \$30,000. Second in support offered by Vice Chairman Fogg. Carried unanimously, 3 – 0.

Vice Chairman Fogg asked if the Scope of Work contained removal of exotic plants near maintenance building for the golf course. He stated there were large trees in the area.

Scott Windham noted removal was included in the old Phase 2 plan but not in the new proposal.

Mr. Fogg noted Brazilian Pepper and Australian Pine trees were located outside the gate for the maintenance building. The trees were in the right-of-way.

Action Item: **Darryl Richard** stated he will research the location to determine if removal is the responsibility of the MSTU or the golf course.

Kenneth Bloom noted if it is a “club issue,” the trees will not be removed. In his opinion, if removal is necessary to make the area look better and is a maintenance issue, the question of how to proceed will depend on the proposed cost.

(*Note:* The topic was added to the Agenda for the September meeting, per direction of Darryl Richard.)

Vice Chairman Fogg stated he has been pruning the Brazilian Pepper trees on a monthly basis to keep them from invading the walkway since maintaining the walkway is the responsibility of the MSTU.

He noted the walkway along Woodshire is being encroached by Royal Poinciana trees. The trees sag and he recently trimmed the branches. He also stated the trees along Forest Lakes are overhanging the sidewalks.

Darryl Richard explained the trees on Woodshire were primarily planted by the HOA. He stated since the MSTU is putting in a sidewalk, the draft of the specifications for the maintenance contractor will include instructions to trim the

Poinciana trees up to a height of ten feet. He reiterated, wherever there is a sidewalk, there will be a clearance of at least ten feet.

He reminded the Members that there are some trees that were not planted by the MSTU that are encroaching the roadways. It is the responsibility of the property owners. He requested the Committee's opinion. He suggested sending letters to the property owners reminding them of their responsibility since the trees are on their property. He noted the MSTU is responsible for trimming the trees that affect the roadways but only if the trees were planted by the MSTU.

Michelle Arnold stated if the overhang branches become a safety issue, the MSTU may need to assume responsibility for maintaining clearance.

Darryl Richard confirmed the MSTU is responsible for maintaining the roadways.

Kenneth Bloom suggested the MSTU should maintain the required height for clearance (14 feet) but nothing more. The trees should be trimmed to eliminate safety issues only, but not for beautification.

Action Item: Mr. Richard stated he will include the requirement/restrictions for trimming trees along the sidewalks and roadways in the specifications for the maintenance contractor.

VIII. OLD BUSINESS

(None)

IX. NEW BUSINESS

(None)

X. COMMITTEE MEMBER COMMENTS

(None)

XI. PUBLIC COMMENTS

- A question was asked if the construction crew could work in two shifts to complete the work at the entrance.

Action Item: Darryl Richard stated he would discuss the option with the Contractor at the pre-construction meeting.

- **Lee Dixon**, manager of Turtle Lakes, thanked Darryl Richard for his assistance in handling the water issue.
He further stated he checked the rain sensors and they were working properly and are not contributing to the overflow affecting the golf course.

**NEXT MEETING: OCTOBER 3, 2013 AT 10:00 AM
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKE DRIVE, NAPLES, FL 34105**

There being no further business for the good of the County, the Meeting was adjourned by order of the Chairman at 11:20 AM.

**FOREST LAKES ROADWAY AND
DRAINAGE MSTU ADVISORY
COMMITTEE**

Robert Jones, Chairman

The Minutes were approved by the Committee Chair on _____, 2013
“*as submitted*” [___], **OR** “*as amended*” [___].