

FOREST LAKES

ROADWAY and DRAINAGE M.S.T.U. ADVISORY COMMITTEE

Forest Lakes Condo Association Clubhouse
1058 Forest Lakes Drive, Naples, FL 34110

APRIL 1, 2014

MINUTES

I. CALL TO ORDER

Chairman George Fogg called the meeting to order at 10:00 AM.
A quorum was established; Five voting members were present.

II. ATTENDANCE

Members: George Fogg – Chair, Kenneth Bloom - Vice Chair
Richard Barry, Kevin McKyton, Marianne Fanning

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

Others: Scott Windham – Windham Studio, Inc.

III. APPROVAL OF AGENDA

Additions:

- Under **Item IX**, “*New Business*”
 - Add: “**A. Coordination Meeting with Turtle Lakes & Forest Lakes**”

George Fogg moved to approve the Agenda as amended. Kevin McKyton offered a Second in support of the Motion. Carried unanimously, 5 – 0.

IV. APPROVAL OF MINUTES: March 4, 2014

George Fogg noted that on ‘page 1 it should read ‘Committee Chairman George Fogg vs. President’.

Richard Barry noted that on ‘page 4 the words noted as ‘mileage’ should read ‘millage’ (as in ad valorem tax millage) throughout the entire paragraph.’

Kenneth Bloom moved to approve the Minutes of the March 4, 2014 meeting as amended. Kevin McKyton offered a Second in support of the Motion. Carried unanimously, 5 – 0.

V. BUDGET REPORT – DARRYL RICHARD

(Report attached: “*Forest Lakes MSTU Fund 159, April 1, 2014 Budget Report*”)

FY14 Current Budget:

| | | |
|----------------------------------|---------------|----------------|
| • Current Ad Valorem Tax Budget: | \$ 151,000.00 | (Line Item 1) |
| • Expenditures | \$ 135,371.43 | |
| • Uncollected Total | \$ 15,628.57 | |
| ----- | | |
| • Operating Expenses: | \$ 143,800.00 | (Line Item 38) |
| • Commitments: | \$ 68,891.45 | |
| • Spent to date: | \$ 58,537.84 | |
| • Operating Funds Available: | \$ 16,370.71 | |
| ----- | | |
| • Capital Outlay: | \$ 960,227.80 | (Line Item 40) |
| • Open Purchase Orders: | \$ 650,014.87 | |
| • Spent to Date: | \$ 192,016.13 | |
| • Available Total: | \$ 118,246.80 | |
| ----- | | |
| • Reserves: | \$ 131,700.00 | (Line Item 47) |
| • Total Budget Available: | \$ 269,044.74 | (Line Item 48) |

The Forecast for FY 14 and the Draft FY 2015 Budget was presented by Darryl Richard.

| | <u><i>Forecast FY 14</i></u> | <u><i>Proposed FY 15</i></u> |
|------------------------------|------------------------------|------------------------------|
| Estimated Taxable Value | \$130,045,455.00 | \$135,897,500.48 |
| Estimated Revenue | \$160,835.86 | \$167,630.00 |
| Estimated Operating Expenses | \$133,254.16 | \$165,123.00 |
| Capital Outlay | \$854,019.20 | \$0 |
| Transfers | \$1,015,900.00 | \$53,823.71 |
| Reserves | \$131,700.00 | \$164,163.39 |

Ken Bloom moved to approve the proposed budget with the following changes:

- ***Move \$21,030 from FY 15 to FY 14 for the Engineering Study;***
- ***Add \$20,000 for Drainage Maintenance in FY 15 for a total budget of \$40,000.***

The motion was seconded by Kevin McKyton. Carried unanimously, 5 – 0.

Darryl Richard requested that monies be moved from Capital Improvements to Operating General in order to cover the cost for the \$21,030 consulting fee for FY-14.

Ken Bloom moved for a Budget Amendment to move \$25,000 from the Capital Improvements monies into Operating General to cover the FY-14 cost for the ABB Drainage Study. The motion was seconded by Kevin McKyton. Carried unanimously, 5 – 0.

(Kevin McKyton left @ 11:00 AM.
Quorum: 4 voting members)

VI. PROJECT MANAGER'S REPORT – DARRYL RICHARD

Darryl Richard reviewed the ABB Engineering Proposal as presented for \$21,030 total fees.

A. ABB Engineering Proposal

Darryl Richard distributed the *Agnoli Barber & Brundage, Inc.* proposal for the *Forest Lakes MSTU, Stormwater Investigation and Analysis Consulting Services Revised Scope to include all area East of Quail Forest Boulevard including Woodshire Lane and South to Fairway #5, ABB PN 13-0106* dated March 25, 2014.

There was much discussion on this item since the Committee had previously reviewed the proposal and requesting additions to the scope. The revisions requested were included in the proposal.

Chairman Fogg moved to approval the proposal with expenses not to exceed \$25,000. Ken Bloom offered a Second in Support. Carried unanimously, 4 – 0.

B. Ferguson Estimate (Picture #1/Picture #2) Grate Repair

Darryl Richard present a quote for the repair of stormwater grates located along Forest Lakes Drive which were reported as being in poor condition at the last meeting.

Vice Chairman Bloom moved to approve and accept the quote submitted by Ferguson dated March 25, 2014, for a total of \$722.00. Marianne Fanning offered a Second in support of the motion. Carried unanimously, 4 – 0.

C. Board Advisory - Applicant

Darryl Richard presented the application from Richard Barry for reappointment to the Forest Lakes Advisory Committee. No other applications were received for the vacancy.

Vice Chairman Bloom moved to recommend reappointment of Mr. Barry to the Committee. Chairman Fogg offered a Second in support of the motion. Carried unanimously, 3 – 0, with Richard Barry abstaining.

Action Item: Staff will forward the Committee's recommendation to the Board of County Commissioners for review and approval.

VII. LANDSCAPE ARCHITECT'S REPORT – SCOTT WINDHAM

Reports attached: (1) Forest Lakes MSTU Bond Project F-58 Sidewalk Project Improvements Status Report, dated March 26, 2014), and
(2) Monthly maintenance Report, dated March 25, 2014.

Scott Windham provided a status report concerning the new construction project. He stated the east bound turn lane construction and the west sidewalk and ROW are complete with the exception of the Bahia sod.

The full length of the new sidewalk along Forest Lakes Blvd. is poured and sidewalk light conduit has been run and stubbed out. The sidewalk lighting conduit and parking area construction along Woodshire will be completed next as well as the sidewalk to Pine Ridge Road.

He also reviewed the Maintenance of the area in general looks good.

Darryl Richard asked the Committee whether they wanted to continue with Scott Windham's maintenance contract considering the limited budget.

Chairman Fogg recommended not to continue the Landscape Architect contract during Fiscal Year 2015 and between his and Darryl Richard's expertise, they will complete the monthly landscape review for the MSTU. There was consensus of the Committee to follow that recommendation. They commended Scott Windham for all his professionalism and great work that he has provided the MSTU.

VIII. OLD BUSINESS

(None)

IX. NEW BUSINESS (reported under item XI.)

A. Coordination Meeting with Turtle Lakes & Forest Lakes

Darryl Richard reported that a meeting with representatives from Turtle Lakes & Forest Lakes was held to discuss the wetness of the swales along areas of their community.

Some issues were identified and the maintenance personnel from the respective communities agreed to correct the issues. A follow up meeting is scheduled for April 8th to review the improvements. The objective is to get the swales dried out so that they can be cut in preparation for the rainy season.

X. COMMITTEE MEMBER COMMENTS

- **Mr. Barry** had a question about the sidewalk connection from Woodshire to Pine Ridge Road. Scott Windham clarified the connection is planned.
- **Mrs. Fanning** noted that there are safety concerns with the traffic making u-turns on Pine Ridge with the residents turning right at the new turn lane onto Pine Ridge. She request a sign be installed at Pine Ridge so that the resident know they must yield to the u-turn.

Action Item: Darryl will coordinate with Traffic Operations to review the proposed installation of a "Yield to U-Turn" sign.

- **Vice Chairman Bloom** noted that the bullnose sign at the entrance should be replaced due to the accident.

Action Item: Darryl will coordinate with Traffic Operation to have the sign re-installed as part of the restoration related to the traffic accident.

- **Chairman Fogg** requested that the curbing on the island at the entrance be painted yellow to make it more visible to the traveling public.
Action Item: Darryl will coordinate with the contractor and follow-up on this request.

XI. PUBLIC COMMENTS/QUESTIONS

Ted Fisher had requested that someone from the MSTU take a look at a potential ‘sink hole’ that is near Mira Vista.

Action Item: Darryl will coordinate with Mr. Fisher and have the MSTU’s engineer review this item.

Charlotte Stan, who lives in Forest Lakes Homes, had stated that there needs to be more trees near her home in Forest Lakes Phase II Property. It was determined that this is a homeowner’s association issue and needs to be addressed through Forest Lakes Homeowner’s Association.

Lee Dixon, property manager for Turtle Lakes Condominium Association, had stated that everyone likes the way that the project looks. Lee mentioned that his association would like to make sure that the bricks on the corner near their sign at Quail Forest Boulevard be re-set.

Action Item: Darryl will coordinate with the contractor to make sure that that work item is completed.

Jessa Olson, resident of Turtle Lakes Condominium Association stated that something needs to be done to improve the access to the Publix Shopping Center through the shrub hedge-row.

Chairman Fogg stated that the MSTU cannot be involved with resolution of the access through the shrub hedge-row into the commercial development.

NEXT MEETING: MAY 6, 2014 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 11:30 AM.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

George Fogg, Chairman

The Minutes were approved by the Committee Chair on _____, 2014
“as submitted” [___], **OR** “as amended” [___].