

FOREST LAKES

ROADWAY AND DRAINAGE M.S.T.U.
ADVISORY COMMITTEE
3299 East Tamiami Trail - Suite 103, Naples, FL 34112

MINUTES

APRIL 3, 2018

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:03 A.M.
A quorum was established.

II. ATTENDANCE

Advisory Committee	Marianne Fanning – Chair Barbara Bell – Vice Chair Richard Barry George Fogg John Goody
Staff	Michelle Arnold – Director (Excused) Dan Schumacher - Project Manager
Contractors	Aaron Gross - Ground Zero Landscaping Wendy Warren - JuriSolutions
Community Attendees	Doug Burnham – Quail Run Golf Club

III. APPROVAL OF AGENDA

Mr. Fogg moved to approve the Agenda of the Forest Lakes Advisory Committee as presented. Second by Ms. Bell. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – March 6, 2018

Mr. Fogg moved to approve the minutes of the March 6, 2018 Forest Lakes Advisory Committee subject to the following changes:

Page 4, Item VI. – Project Manager’s Report: C. Community Letter - Bullet 5: from “... Additionally, Mr. Schumacher will investigate if and how the Community Letter and a map of the MSTU district may be disseminated on Channel 9, an information channel some within Forest Lakes have access...,” to ... Additionally, Mr. Schumacher will investigate if and how the Community Letter and a map of the MSTU district may be disseminated on Channel 9, an information channel **to which** some within Forest Lakes have access ...).”

Page 4, Item VI. – Project Manager’s Report: Quotes - *Motion* from “... Mr. Fogg motioned to approve Windham Studio, Inc.’s proposal, dated February 14, 2018, for the Forest Lakes M.S.T.U. Irma Tree Replacement Plans per the Fixed Term Professional Landscape Architectural Services Contract #16-659 Not-to-Exceed \$7,080.00; reimbursables, Task 6.0, inclusive. Second by Mr. Barry...,” to ... Mr. Fogg motioned to approve Windham Studio, Inc.’s proposal, dated February 14, 2018, for the Forest Lakes M.S.T.U. Irma Tree Replacement Plans per the Fixed Term Professional Landscape Architectural Services Contract #16-659 Not-to-Exceed \$7,080.00; reimbursables, Task 6.0, inclusive. Second by Mr. Barry. **Carried unanimously 5 – 0 ...).**”
Second by Ms. Bell. Carried unanimously 5 - 0.

V. CONTRACTORS REPORTS

A. Windham Studio – Scott Windham, Landscape Architect (not present).

Scott Windham’s monthly maintenance report dated March 27, 2018 was distributed.

WSI will prepare the Irma tree replacement conceptual plans on receipt of a Purchase Order and Notice-to-Proceed.

B. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- A second application of fertilizer will be applied the end of April to beginning of May.
- Debris removal is ongoing.

During Committee discussion the following was addressed:

- Encroaching sidewalk debris between the fence and road on Woodshire Lane should be removed.
- Trim high grass on Forest Lakes Boulevard at edge of sidewalk.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, April 6, 2018*” for FY18 noting:

- FY18 Ad Valorem property tax revenue budget is \$256,100.00 of which \$228,405.97 has been collected.
- Total revenue FY18 is \$488,800.00 including investment interest, transfers and contributions (minus a 5% reserve of \$12,900).
- Operating Expense Budget is \$162,100.00 of which \$56,997.92 is committed; \$41,938.58 is expended.
- Unencumbered Operating Expense funds available are \$63,163.50.
- Improvements General, Line 32, will be accessed to finance the Agnoli Barber & Brundage Inc. “*Drainage Improvements*” project and the McShea Contracting installation of Thermoplastic striping of roadways and installation of reflectors project.
- Costs related to Hurricane repairs and clean up are funded by a Purchase Order billed to FEMA and are not reflected in the budget.
- The MSTU is responsible for storm related expenses if FEMA declines reimbursement.
- An insurance claim will be filed with the County’s Risk Management division if FEMA declines payment; a \$500 deductible may apply.
- Total available FY-18 balance is \$383,889.53.

B. FY-19 Millage – Motion to renew 4.000 mils or change.

Mr. Schumacher advised the Committee of their Millage Rate assessment options for FY-19 as follows:

- Lower the current millage rate of 4.0000 (2.6569 of which is allocated to debt service satisfied in 2022) to establish a Revenue Neutral Policy, maintaining the FY18 income level.
- Maintain the current 4.0 millage rate, increasing revenue dollars proportionate to the increase in Ad Valorem Property Tax Value.

Mr. Fogg motioned to maintain the millage rate at 4.0000 for Fiscal Year 2019. Second by Ms. Fanning. Carried unanimously 5 – 0.

Mr. Schumacher will present the proposed FY19 budget at the May meeting.

C. Quotes

1. Quotes:

i. Invitation to Bid (ITB) – Bid package in Procurement Office for advertisement & award.

In accordance with County practice, an *Invitation to Bid ((ITB)* for a comprehensive multi-year Landscape and Irrigation Maintenance contract bundling landscaping, swale maintenance and a lighting report, currently under review by the Procurement Division, will be advertised to qualified contractors.

Aquatic vegetation maintenance in the Quail Run Golf Club lakes will continue as a separate free standing contract with Mettauer Environmental.

2. PO's Requested

Mr. Schumacher reported:

i. Davey Tree – Phase 2 clean-up

An PO Req has been submitted for Phase 2 clean-up.

ii. Municipal Supply & Sign – STOP/Street signs.

A Purchase Order has been requested.

iii. Windham Studio – Tree Replacement Plans.

A Purchase Order has been requested and should be issued in a few weeks.

iv. McShea – Thermoplastic roadway re-striping.

Issuance of a Purchase Order is anticipated shortly.

At the request of the Committee, Mr. Schumacher will inquire about the installation of Blue roadway reflectors at Fire Hydrant locations.

3. PO's Issued

None

D. Light Poles & Number Duplicates

Mr. Schumacher reported:

- Hart's Electrical has been retained for light repairs.
- Mr. Schumacher will provide Mr. Gross information on the cleaning method recommended for dirt removal from existing pole numbers based on his consultation with Mr. Goody.
- Cleaning will be scheduled; poles will be renumbered to ensure no overlap in numbers.
- Downed light poles will be inventoried and a quote obtained for replacements.
- The M.S.T.U. will submit an invoice to FEMA for light pole reimbursement.
- An insurance claim will be filed with the County's Risk Management Division if FEMA denies the payment request for the light poles; a \$500 deductible may apply.

VII. NEW BUSINESS

None

VIII. OLD BUSINESS

None

IX. PUBLIC COMMENTS

A. Community-wide “door charge” – proposed by Quail Run GC.

Mr. Schumacher reported:

- The Quail Run Golf Club has proposed a \$10 ‘Door Charge’ to a number of Condominium Associations in the community to assist with ongoing maintenance of the golf course property.
- The proposed fee was discussed at a Quail Run sponsored meeting with association presidents, whereupon there was a suggestion that the MSTU assume responsibility for the desired additional funding.
- The residents noted the golf course is an integral part of the community, positively impacting neighborhood property values and the MSTU is common to all Associations and single family homes within Forest Lakes.
- The Ordinance governing the M.S.T.U. may be modified upon Board of County Commissioners (BCC) approval to encompass projects beyond the original scope of “Roadways and Drainage.”
- While M.S.T.U. FY-18 funding is sufficient to support current and planned projects, the availability of funds for additional Quail Run activities would need to be evaluated.
- The M.S.T.U. currently only has easements for the lakes and ponds on the Golf Course; however the M.S.T.U. is equipped to assume responsibility and coordinate the activities of additional projects.

Mr. Schumacher will confer with the County Attorney to determine the legal feasibility of MSTU funding for non-drainage Golf Course maintenance.

During Committee discussion the following was noted:

- Mr. Burnham volunteered to make “door Charge” presentations and solicit feedback from all associations in the Forest Lakes community.
- A list of priority projects would be developed to help provide guidance.
- The maintenance of the Australian Pine trees on Pine Ridge Road should be addressed as a separate issue given the safety and light pole interference concerns.

Mr. Schumacher will investigate maintenance responsibility for the Australian Pine trees along Pine ridge road for discussion at a future meeting.

Mr. Fogg motioned for the Forest Lakes M.S.T.U. Advisory Committee and Staff to explore the feasibility of the concept including determining the parameters of any beautification operations or projects benefiting the golf course providing the entity responsible for the Quail Run Golf Club maintain its status as a golf course. Second by Mr. Barry. Motion carried 4 – 1. Mr. Barry abstained.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:35 AM.

NEXT MEETING:

**MAY 1, 2018 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES FL 34112**

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Marianne Fanning, Chair

The Minutes were approved by the Committee on _____, 2018, as presented _____, or as amended _____.