

# FOREST LAKES

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

## MINUTES

**DECEMBER 4, 2018**

### **I. CALL TO ORDER**

**Chair Fanning** called the meeting to order at 10:00 A.M.  
A quorum was established.

### **II. ATTENDANCE**

<b>Advisory Committee</b>	Marianne Fanning – Chair Barbara Bell – Vice Chair Richard Barry George Fogg John Goody (Excused)
<b>Staff</b>	Michelle Arnold – Director (Excused) Dan Schumacher - Project Manager
<b>Contractors</b>	Aaron Gross - Ground Zero Landscaping Wendy Warren – Premier Staffing
<b>Community Attendees</b>	Doug Burnham – GM, Quail Run GC Rick Korb – President, Quail Run GC Joan Nease – Emerald Greens

### **III. APPROVAL OF AGENDA**

*Mr. Fogg moved to approve the Agenda of the Forest Lakes Advisory Committee as presented.  
Second by Mr. Barry. Carried unanimously 4 - 0.*

### **IV. APPROVAL OF MINUTES – November 6, 2018**

*Ms. Bell moved to approve the minutes of the November 6, 2018 Forest Lakes Advisory Committee subject to the following change:*

*Page 4, Item VII. – New & Ongoing Business: Item C: from “...The Committee requested signage for the entrance to the hole 14 golf cart crossing as well as erection of the cart traffic sign on Woodshire Lane and Pine Ridge Road) ...,” The Committee requested signage for the entrance to the **hole 13** golf cart crossing as well as erection of the cart traffic sign on Woodshire Lane and Pine Ridge Road....)”*

*Second by Mr. Fogg. Carried unanimously 4 - 0.*

### **V. CONTRACTORS REPORTS**

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

**B. Perimeter Tree Replacement Plan – Advisory Committee Comments**

The Perimeter Tree Replacement Project will be discussed under Item VI, E; Project Managers Report.

**C. Ground Zero Landscape Maintenance – Aaron Gross**

**Mr. Gross** reported on landscape maintenance as follows:

- Crown of Thorns and shrubs were pruned in a “stair step” style.
- Roundup was sprayed on weed infested areas.
- Fertilizer application is scheduled for December 4, 2018.
- Spider webs on light poles will be cleaned December 4, 2018.
- Sod on the front island damaged as a result of an automobile accident will be replaced; tire ruts have been repaired and an M.S.T.U. supplied replacement sign will be installed.
- Holly and Ficus shrubs will be pruned to enhance sign visibility.

**VI. PROJECT MANAGERS REPORT****A. Budget Report**

**Mr. Schumacher** presented the “*Forest Lakes MSTU Fund 159, December 4, 2018*” for FY-19 noting:

- FY19 Ad Valorem property tax revenue budget is \$278,900.00, an increase of 6.18%.
- Total revenue FY18 is \$444,027.00 including investment interest, transfers and contributions (minus a 5% reserve of \$14,000).
- Operating Expense Budget is \$178,027.00 of which \$102,651.13 is committed; \$8,878.56 expended.
- Unencumbered Operating Expense funds available are \$66,497.31.
- Florikan submitted an invoice for fertilizer.
- The Purchase Order generated for Hart’s Electrical for FY-19 will be reflected in the January 2019 budget.
- Limb and spider web removal around lighting are covered by a line in the “bid tab.”
- The Capital Outlay budget of \$150,100.00, Line 34, will finance special projects including tree replacement, fencing repair, and roadway signage.
- Reserves of \$23,100.00, line 42, are adequate.
- The existing bond will be repaid in 2022.
- Total available balance for FY-19 is \$331,348.27.

**B. Status****1. Fence repairs**

The Procurement Division has issued an *Invitation to Bid* to establish a County contract for fence repairs, to be awarded to the lowest qualified bidder in accordance with County policy and submitted to the Board of County Commissioners for approval in early 2019.

The Procurement Division meeting on January 11, 2019 will review details of the proposed Contract and guidance will be solicited whether to proceed on a “stand alone” basis for Woodshire Lane fencing or wait for the County to approve a vendor.

Dimensional specifications for the Woodshire Lane fence have been tabulated. Piping, posts, and chain link mesh must be replaced, with a lockable gate incorporated into the design.

*Mr. Schumacher will update the Committee at the January meeting on fence replacement status.*

**2. Light Pole replacements.**

A Notice to Proceed was issued to Hart’s Electrical to replace thirty (30) lamp outages. Replacement bulbs will be installed before the holidays.

During Committee discussion the following was addressed:

- What is the life expectancy and operating cost of LED bulbs?
- Labor cost for more frequent installation of metal halide fixtures must be factored into the cost equation.
- An LED bulb should be installed as a test to determine the Color Rendering Index (CRI) and color temperature (warm or cool glow) preference.

*Mr. Schumacher will consult Hart's Electrical and Graybar Electric Supply regarding LED lighting options and costs and report his findings to the Committee at a future meeting.*

### **C. Procurement**

#### **1. PO's Requested: Hart's Electric**

An FY-19 purchase order has been issued providing clearance for Hart's to replace current outages.

#### **2. PO's Issued: n/a**

No new Purchase Orders were issued.

### **D. Light Pole Number Duplicates**

Letter decals for light pole renumbering on the north side of Forest Lakes Boulevard may be ordered in late December, with installation to commence soon thereafter.

### **E. Perimeter Tree Replacements**

Windham Studios previously presented the Forest Lakes M.S.T.U. post-Irma *Street Tree Replacement Project* which focused on juxta positioning seasonal flowering ornamental trees with shade trees along the M.S.T.U. funded perimeter sidewalk.

During Committee discussion the following was noted:

- Presentation plans should conform to standard procedure for Landscape Architecture design drawings.
- One set of plans should denote sixty-eight (68) original trees with placement position pre Irma.
- Two key components for design are flowering trees with alternating seasonal color and pedestrian friendly shade trees.
- The species selected should be drought tolerant and disease resistant and planted in areas where irrigations exists.
- Spacing of plantings varies by the tree species.

The Committee requires additional information prior to approving the landscape plan presented by Windham Studios.

*Mr. Schumacher will research the original Window Studio sidewalk tree design for comparison with the current replacement proposal.*

*Ground Zero Landscaping will submit a cost proposal for the project upon Committee approval of the replacement plan.*

**VII. NEW & ONGOING BUSINESS**

**A. Quail Run GC – MSTU Funds from the MSTU for golf course beautification and maintenance.**

**1. Request submitted to the County Attorney’s Office to evaluate feasibility.**

The County Attorney has advised that limited and specific requirements within Quail Run Golf Club may be considered for possible M.S.T.U. funding.

**Mr. Korb**, President, Quail Run Golf Club, reported the Club Board has created a committee to identify the long-term infrastructure items for partnership consideration with the M.S.T.U.

**2. Real Estate Signs**

The real estate sign placed in the Right of Way (ROW) at Forest Lakes Boulevard and Forest Lakes Drive is not permitted by the County and should be removed.

**B. Roadway Signage: Stop, Street Name and Traffic Signs.**

**Mr. Schumacher** distributed an Inventory Grid and Requested a Quote for installation of sixteen County standard traffic signs that are MUTCD compliant. *An Expenditure Report will be submitted for the January meeting.*

During Committee discussion the following was noted:

- Signs should be uniform, and the speed limit should be consistent and enforced.
- The distance established by the MUTCD for placement of objects adjacent to roadways, (i.e. rocks) should be confirmed. *Mr. Schumacher will forward the query to Traffic Operations for clarification.*

**D. Drain pipe(s) cleanout**

Drainage

The Committee voiced a safety concern regarding water accumulation in the vicinity of Forest Lakes Boulevard and Woodshire Lane noting inadequate drainage is resulting from lowered pavement levels and generating algae on the sidewalk.

Drain Pipe Clean Out History

A previous Purchase Order for stormwater scoping and drainage cleanout was developed and **Mr. Schumacher** will continue the search for the drawing related to the PO.

The Committee agreed storm water drain pipes along Forest Lakes Boulevard and Woodshire Lane should be scoped and cleaned if necessary, prior to 2019 rainy season.

*Mr. Schumacher noted the “Gordon River Extension Stormwater Study” prepared by ABB is scheduled for distribution year end 2018. Findings and recommendations may provide drainage options for consideration for the Forest Lakes community.*

**VIII. OLD BUSINESS**

None

**IX. PUBLIC or BOARD COMMENTS**

**Mr. Schumacher** will consult **Ms. Arnold** for procedural guidance regarding the Sunshine Law regulations to determine feasibility for members to exchange ideas and comments on the Perimeter Tree Planting project in venues outside the monthly meeting and update the Committee.

**X. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:30 AM.*

**NEXT MEETING:**

**JANUARY 8, 2019 - 10:00 A.M.  
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE  
1058 FOREST LAKES DRIVE, NAPLES FL 34112  
(239) 261-5497**

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

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**Marianne Fanning, Chair**

The Minutes were approved by the Committee on \_\_\_\_\_ 2019, as presented \_\_\_\_\_, or as amended \_\_\_\_\_.