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
John Bates
Frank and Maryann Lagonigro
Robert Monico

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

IV. APPROVAL OF MINUTES – February 6, 2018
Mr. Fogg moved to approve the minutes of the February 6, 2018 Forest Lakes Advisory Committee subject to the following changes:

Page 2, Item V. A. – Contractor’s Report: Windham Studio Bullet 5: Mr. Barry contested the following note: “…the Committee does not have the knowledge or expertise to undertake the Tree Replacement project on its own….”

Page 2, Item VI. E. – Contractor’s Report: Ground Zero Landscape Report from “… Calusa has been pruned…,” to “… Calusia has been pruned….”

Page 3, Item VI. A. – Project Manager’s Report: Budget Report Bullet 6 from “…The outstanding balance for Hannula Landscaping, a carry-over from the FY17 swale maintenance contract, will be cancelled….” to “… The outstanding balance for Hannula Landscaping, a carry-over from the FY17 swale maintenance contract, will be carried over to the FY18 budget for swale maintenance and the Purchase Order will be cancelled….”

Page 5, Item VII. – New Business: Stairs by Emerald Green Condo Association from “…Mr. Schumacher noted the County Attorney advised construction of a stairway at the Emerald Green Condo Association would require handicap ramp access and the M.S.T.U. would assume liability….” to “… Mr. Schumacher noted the County Attorney advised construction of a stairway at the
intersection of Woodshire Lane and Forest Lakes Boulevard would require handicap ramp access and the M.S.T.U. would assume liability …).”

Second by Mr. Barry. Carried unanimously 5 - 0.

V. CONTRACTORS REPORTS
   A. Windham Studio – Scott Windham, Landscape Architect (not present).
      Scott Windham’s monthly maintenance report dated February 28, 2018 was distributed.

   B. Ground Zero Landscape Maintenance – Aaron Gross
      Mr. Gross reported on landscape maintenance as follows:
      - Bougainvillea Standard’s at the entrance have been pruned as necessary.
      - Turf was treated with Altrazine herbicide for weed infestation; an additional treatment will be applied if needed.
      - Irrigation is functioning as intended.

      Davey Tree Expert Company
      Removal of debris on Woodshire Lane resulting from Hurricane Irma is in progress. Davey Tree was directed to cut back material on the east side of the fence.

VI. PROJECT MANAGERS REPORT
   A. Budget Report
      Mr. Schumacher presented the “Forest Lakes MSTU Fund 159, March 6, 2018” for FY18 noting:
      - FY18 Ad Valorem property tax revenue budget is $256,100.00 of which $225,041.24 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 $60,165.76 is committed; $38,338.58 is expended.
      - Unencumbered Operating Expense funds available are $63,595.66.
      - A Purchase Order was issued to Davey Tree Expert Company in the amount of $15K.
      - Funds are available for Hart’s Electrical for replacement of lamp outages. Observed outages should be reported to Mr. Schumacher.
      - Mettauer Environmental, contractor for aquatic vegetation maintenance in the Quail Run Golf Club lakes, notifies Mr. Schumacher upon each monthly treatment.
      - Agnoli Barber & Brundage Inc. engineering and specification documents - “Drainage Improvements” (east of Quail Forest Blvd. on Forest Lakes Blvd.) have been submitted to the Procurement Services Division in preparation for an “Invitation to Bid” (ITB) to qualified contractors.
      - Total available FY-18 balance is $384,321.69.

   Phase I Forest Lakes Villas Drainage
      Mr. Schumacher reported on Phase I drainage status as follows:
      - Projects undertaken by the M.S.T.U. have addressed drainage and roadway improvements which offer community-wide benefit.
      - The main arteries for drainage in the community are the golf course swales.
      - Individual property owners and condominiums associations are responsible for directing their drainage water to the swales.
A review of the online Property Appraiser records indicates the roadways in the Forest Lakes Villas development, including those in Phase I, are privately owned. Mr. Schumacher will update the Committee on his inquiry to the Real Property Division regarding the existence of easements as the current map depicts golf course easements only.

During Committee discussion the following was noted:
- The Committee requested confirmation of road ownership from Forest Lakes Boulevard to the entrance of Woodshire Lane as previous information indicated the road was County-owned, not as private property.

**Mr. Schumacher** will:
- Review the community roadway maps with the Property Appraiser’s Office.

**B. M.S.T.U. Committee Applications**

1. **Reappointment – Richard Barry, Marianne Fanning**
   - Mr. Schumacher distributed applications for the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee.

   *Mr. Fogg moved to recommend the Board of County Commissioners appoint Richard Barry to the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for a four-year term commencing April 22, 2018. Second by Chair Fanning. Carried unanimously 5 - 0.*

   *Mr. Barry moved to recommend the Board of County Commissioners appoint Marianne Fanning to the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for a four-year term commencing April 22, 2018. Second by Ms Bell. Carried unanimously 5 - 0.*

2. **New – James Hennink, Robert Monico**
   - Mr. Schumacher acknowledged he received applications from two additional qualified candidates, Mr. Hennink and Mr. Monico, and suggested they re-apply if an opening on the Advisory Committee becomes available.

   *Chair Fanning and Mr. Fogg thanked the public attendees for their contributions to the M.S.T.U. and welcomed their participation at meetings.*

**C. Community Letter – Roadway and Drainage M.S.T.U. Presented**

- Mr. Schumacher distributed a letter drafted by Barbara Bell entitled “Forest Lakes Roadway & Drainage MSTU” dated March 6, 2018 outlining the MSTU’s responsibilities and contact information for dissemination to the community’s residents.

During Committee discussion the following was noted:
- A copy of the letter was provided to Committee members for review prior to publication.
- Suggestions were taken under advisement and incorporated into the document.
- Mr. Fogg suggested adding verbiage to bullet 1 denoting “Master” Drainage system and structures.
- In the letter, the County web site is featured as a venue for residents to obtain information, including a community map, and to provide feedback.
• 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.

D. Residents Survey – BCC sponsored, by Qualtrics

Mr. Schumacher reported the County sponsored survey link to obtain data on how residents’ rate levels of service provided by the County was distributed via email. Staff has not received results and it will be re-distributed periodically.

E. Maintenance Traffic Sign – Do Not Enter w/Symbol

Mr. Schumacher distributed a photo of a sample “Do Not Enter” sign for the entrance median noting existing signage is in compliance with traffic laws.

The cost for the “Do Not Enter” sign with symbol for the entrance median will be added to the Municipal Supply & Sign’s quote with the Committees approval for installation of the sign.

Mr. Fogg motioned to approve installation of a County standard “Do Not Enter” sign on the exit side of the Forest Lakes entrance island for automobiles turning onto Forest Lakes Boulevard from Pine Ridge Road. Second by Ms. Bell. Carried unanimously 5 – 0.

F. Quotes

Mr. Schumacher reported as follows:

1. Quote:

   Mr. Schumacher distributed a revised Scope Matrix and Fee Schedule proposal, dated February 14, 2018 for design services for the Forest Lakes Irma Street Tree Replacement project. Windham Studio’s work order will be modified in the amount of $7,080.00 with Committee approval.

   During Committee discussion the following was noted:
   • The Committee will determine the final selection, sequence and location of the trees.
   • The project will be funded in the Fiscal Year during which the project is executed; funds are available for the work in the 2018 budget.
   • The proposal from Windham Studios includes preparation of construction documents and limited on-site monitoring and review.
   • The revised hourly quote reflects a reduction in on-site monitoring and review during installation.
   • Reimbursables, Task 6.0, are included in the quote proposal.

   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.

2. PO’s Requested:
   i. Municipal Supply & Sign – STOP/Street signs.

   A quote has been requested from Municipal Sign & Supply Company for sign replacement including stop signs for Quail Forest and Forest Lakes. The left turn sign from Pine Ridge Road onto Woodshire Lane indicating “No Trucks” is the property of
the M.S.T.U. and replacement will be included in the quote. The “No Turn Sign” will be reinstalled.

3. PO’s Issued:
   i. Davey Tree – Woodshire Clean-up (Irma) – March 5 Start Date.
      The Purchase Order for The Davey Tree Expert Company, for removal of debris on Woodshire Lane resulting from Hurricane Irma, invoicing to be invoiced to FEMA.

4. McShea - Roadway Striping
   i. Mr. Schumacher will present a Purchase Order request to the Procurement Services Division for McShea Contracting to install Thermoplastic center and side line striping and reflectors on the Forest Lakes roadways of Woodshire Lane, Forest Lakes Boulevard, Forest Lakes Drive and Quail Forest Boulevard including stop bars, crosswalks, cul-de-sacs and golf cart crossings.

G. Light Poles & Number Duplicates
   Mr. Schumacher reported:
   • 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 declines payment for the light poles; a $500 deductible may apply.
   • Thirty-one duplicate numbered light poles (63 – 92) in the northeast segment of Forest Lakes Boulevard will be renumbered on completion of debris removal and cleaning.

VII. NEW BUSINESS
   A. Fence Line Maintenance – Pine Ridge Crossing
      Mr. Schumacher will schedule an on-site meeting with a representative from Kite Realty, the shopping center property management firm, to discuss the issue with hedge maintenance.

      He will notify Code Enforcement if Kite does not address the deficiencies.

   B. Lift Station Construction
      Mr. Schumacher spoke with a City of Naples Staff member and reported the construction was initiated by their Utilities Dept to improve capacity and reliability.

VIII. OLD BUSINESS
   None.

IX. PUBLIC COMMENTS
   Frank Lagonigro expressed his appreciation for the Committees work and noted the Community Letter is beneficial and may encourage homeowner involvement.

X. ADJOURNMENT

   There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:41 AM.
MINUTES

NEXT MEETING: APRIL 3, 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 _______. 