I. CALL TO ORDER
Chair Fanning called the meeting to order at 10:00 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
Doug Burnham – Quail Run Golf Club
Wendy Warren - JuriSolutions

Community Attendees
Rick Korb
Ken Finegan
Lee Dixon

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.

Ms. Bell arrived.

IV. APPROVAL OF MINUTES – May 1, 2018
Mr. Fogg moved to approve the minutes of the May 1, 2018 Forest Lakes Advisory Committee as presented. Second by Mr. Barry. Carried unanimously 5 - 0.

V. CONTRACTORS REPORTS
A. Windham Studio – Scott Windham, Landscape Architect (not present).
A report was not published for June 2018.

The Committee requested Mr. Windham present the design for the Hurricane Irma Tree Replacement project at the August 2018 meeting. Upon Advisory Committee approval, a Request for Quote (RFQ) will be solicited for installation in FY-19.

B. Ground Zero Landscape Maintenance – Aaron Gross
Mr. Gross reported on landscape maintenance as follows:
- Suckers and low hanging limbs were trimmed from trees.
- Potato vine growing on the fence on Woodshire Lane will be sprayed.
- Fertilizer was applied.
• Damaged fencing encroaching the sidewalk on Woodshire Lane was removed and stored in a wooded area.

During Committee discussion the following was addressed:
• Swale maintenance is scheduled bi-weekly. Ground Zero will review height of grass in the swales and recommend frequency of treatment to ensure adequate drainage. The budget will be reviewed to determine if funding can be modified to accommodate weekly service during the rainy season.

VI. PROJECT MANAGERS REPORT
A. July 3rd Advisory Committee Meeting
The Committee agreed to meet as scheduled on July 3, 2018 at 10:00 a.m.

B. Budget Report
Mr. Schumacher presented the “Forest Lakes MSTU Fund 159, June-5, 2018” for FY-18 noting:
• FY18 Ad Valorem property tax revenue budget is $256,100.00 of which $236,832.03 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 $50,314.98 is committed; $62,502.02 is expended.
• Unencumbered Operating Expense funds available are $49,283.00.
• Improvements General, Line 32, will be accessed to finance both the “Drainage Improvements” project and the McShea Contracting project to replace roadway and crosswalk Thermoplastic striping and reflectors.
• The Purchase Order for Windham Studio’s for Irma Tree Replacement design was released and a Notice-to-Proceed will be issued.
• A Notice-to-Proceed with lamp replacements was sent to Hart’s Electrical.
• The existing Bond will be repaid in 2022.
• Total available balance for FY-18 is $310,400.99.

FY-18 Capital Outlay Budget
Mr. Schumacher provided a recap of FY-18 Capital Outlay expenditures slated, totaling $168,777, versus budgeted funds available of $179,900. The report, detailing the six projects listed below, proposed scaling back the scope of work for the Thermoplastic roadway striping project and deferment of Irma-damaged Boundary Fencing, Street Lamp, and Street Tree replacements to FY-19.

Project 1 – Drainage Structures
Invitation to Bid ((ITB) for “Drainage Improvements” (east of Quail Forest Blvd. on Forest Lakes Blvd.) bid tab averaged $140,000 for the work. The Opinion of Cost estimate in December 2016 by Agnoli, Barber & Brundage was $78,000.

During Committee discussion the following was noted:
• Drainage structure system improvements are necessary based on extensive flooding conditions occurring during storms in the Forest Lakes community.
• The project was delayed until the “off season” at the request of the Quail Run Golf Club.
• The engineering drawings will be accurate long term.
• Costs may increase if the project is postponed.
• The Procurement Office will select a qualified contractor on review of bids.

Ms. Bell motioned for the M.S.T.U. to proceed with the “Drainage Structures Stormwater Improvements Project.” Second by Mr. Fogg. Carried unanimously 5 – 0.

Project 2 – Thermoplastic Roadway Striping
Mr. Schumacher suggested dividing the roadway re-striping project into two phases –
1. Center line, crosswalk, golf cart crossing and reflector applications.
2. Side road striping application.

During Committee discussion the following was addressed:
• Center line striping is an essential safety feature.
• The work should be performed during the dry season for proper “curing.”
• Mobilization cost is $1,200 per phase.
• The current Purchase Order will be scaled back to cover the Phase 1 invoice; the Purchase Order balance will be canceled.

Mr. Fogg motioned to approve McShea Contracting proposal to install thermoplastic center 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 and golf cart crossings in the amount of $25,277. Second by Mr. Goody.
Carried unanimously 5 – 0.

Project 3 – Sidewalk Repair
The sidewalk was damaged in Hurricane Irma and upon receipt of a pre-approved vendor list from the County, the safety hazard will be repaired.

Project 4 – Street Lamps (Irma)
Estimated cost is $25,200 – recommended project be undertaken FY-19.

Project 5 – Woodshire Fence (Irma)
The fence is the property of the M.S.T.U. and represents a boundary demarcation line with an estimated project cost is $30,000. Fence replacement should include a lockable gate.

The Committee considered hedge planting in lieu of border fence but agreed location and maintenance issues are not conducive to planting.

Mr. Schumacher will solicit a quote for fence replacement and removal of the damaged fencing stored in the woods.

Project 6 – Street Trees (Irma)
A Purchase Order has been issued for Windham Studios and a Notice-to-Proceed will be issued. Replacement planting will be scheduled for 2019.

Mr. Fogg moved to prioritize projects four through six as listed above with the goal of executing them in 2019 as funds become available. Second by Mr. Barry.
Carried unanimously 5 – 0.
C. FY-19 Budget – Review.

Mr. Schumacher distributed the proposed FY18 Budget for Committee consideration noting:
- The effective millage rate is 4.0000.
- Revenue structure for FY19 is $419,300 vs. $488,800 for FY18 – a decrease of 14.2%.
- Carry Forward Funds FY19 total $154,200 vs. $245,600 FY18.
- FY 19 Operating Expenses are budgeted to be $295,100 versus FY18’s adopted budget of $342,000. Funds not expended in FY18 will be carried over to FY19.
- Total budgeted FY19 operating expenses of $160,100 are similar to FY18’s $157,300.
- Ad Valorem Property Taxes are projected to increase 8.4% to $277,500.

D. Procurement

1. Quotes:
   i. Drainage Improvements – RFQ Responses
      The Invitation to Bid ((ITB) responses from qualified contractors for “Drainage Improvements” (east of Quail Forest Blvd. on Forest Lakes Blvd.) are under review and a vendor will be selected by the Procurement Services Division.

2. PO’s Requested: n/a
   No Purchase Order requests are pending.

3. PO’s Issued
   i. McShea – Thermoplastic roadway re-stripping.
      The Purchase Order is reflected under Capital Outlay, Line 33 on the budget. As noticed under Item VI. B. the Scope of Work will be modified and a Notice-to-Proceed issued.
   
   ii. Windham Studio – Tree Replacement Plans.
      A Purchase Order has been generated; a Notice-to-Proceed will be issued.

E. Light Poles & Number Duplicates

   Light Pole Numbers

Mr. Schumacher provided a spread sheet identifying quantity of light pole numbers required for the north side of the Forest Lakes Boulevard re-numbering project. A vendor will be requested to provide samples styles and upon selection the numbers will be ordered and installed on the poles.

Traffic Operations

Mr. Schumacher submitted data on the Committee’s requests to direct drivers to utilize the appropriate lane for entry into the Forest Lakes community. The information will be provided to Traffic Operations who will visit the site and provide feedback to the Committee by the end of June.

VII. NEW BUSINESS

A. Quail Run GC – Additional Funds from the MSTU for golf course maintenance.
   1. Request submitted to the County Attorney’s Office to evaluate feasibility.
      Mr. Schumacher reported the County Attorney’s office is reviewing and will render an opinion on the feasibility of the Forest Lakes M.S.T.U. financially participating in projects with the Quail Run Golf Club.
2. Quail Run Board of Directors reviewing County Attorney’s initial parameters. Mr. Korb and Mr. Burnham submitted a letter from the Quail Run Golf Club Board of Directors (dated June 5, 2018) outlining their desire to establish a partnership with the M.S.T.U. and County in order to complete activities beneficial to all parties.

Mr. Schumacher will update the Committee on the County Attorney’s Office’s findings regarding the matter.

VIII. OLD BUSINESS

Australian Pines
Mr. Barry motioned that the Forest Lakes MSTU assume the responsibility of the Australian Pines abutting Pine Ridge Road. These trees line the evacuation route for the entire neighborhood. Their maintenance is important for the safety of all thirteen (13) association residents and the private homes.

The Committee requested Mr. Schumacher investigate the possibility of the County assuming responsibility of the tree trimming (a task undertaken every three years) and provide a report at a future meeting.

Without a second the motion was not considered.

IX. PUBLIC COMMENTS

Lee Dixon, Turtle Lake Golf Colony Condominium Association, thanked the Advisory Committee for their service to the community.

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: July 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 ______.