

FOREST LAKES

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

AGENDA

DECEMBER 4, 2018

- I. CALL TO ORDER
- II. ATTENDANCE
 - Advisory Committee Marianne Fanning – Chair (4/21/2022)
 - Barbara Bell – Vice Chair (4/21/2019)
 - Richard Barry (4/21/2022)
 - George E. Fogg (4/21/2020)
 - John Goody (4/21/2019)
 - Staff Michelle Arnold – Director
 - Dan Schumacher – Project Manager
 - Contractors Aaron Gross – Ground Zero
- III. APPROVAL OF **AGENDA**
- IV. APPROVAL OF **MINUTES** – OCTOBER 2, 2018
- V. CONTRACTOR REPORTS:
 - A. Windham Studio Landscape Architecture – Scott Windham (not present)
 - B. Perimeter Tree Replacement Plan – Advisory Committee Comments
 - C. Ground Zero Landscape Maintenance – Aaron Gross
- VI. PROJECT MANAGERS REPORT:
 - A. **BUDGET REPORT.**
 - B. Status –
 - 1. Fence repairs.
 - 2. Light Pole lamp replacements.
 - C. Procurement –
 - 1. PO's Requested: Hart's Electric.
 - 2. PO's Issued: n/a.
 - D. Light Pole Number Duplicates.
 - E. Perimeter Tree replacements.
- VII. NEW & ONGOING BUSINESS:
 - A. Quail Run GC – MSTU Funds from the MSTU for golf course beatification & maintenance.
 - B. Roadway Signage: Stop, Street Name, and Traffic signs.
 - C. Drain Pipe(s) cleanout.
- VIII. OLD BUSINESS
- IX. PUBLIC COMMENTS
- X. ADJOURNMENT

NEXT MEETING:

JANUARY 8, 2018 - 10:00 AM -**PROPOSED**-
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34112
(239) 261-5497

FOREST LAKES

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

MINUTES

NOVEMBER 6, 2018

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 (Excused) |
| Staff | Michelle Arnold – Director (Excused) Dan Schumacher - Project Manager |
| Contractors | Aaron Gross - Ground Zero Landscaping Wendy Warren – Premier Staffing |
| Community Attendees | Doug Burnham – GM, Quail Run GC Rick Korb – President, Quail Run GC |

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 4 - 0.*

IV. APPROVAL OF MINUTES – October 2, 2018

Mr. Barry moved to approve the minutes of the October 2, 2018 Forest Lakes Advisory Committee as submitted. Second by Ms. Bell. Carried unanimously 4 - 0.

V. CONTRACTORS REPORTS

**A. Windham Studio Landscape Architecture – Scott Windham, Landscape Architect
(not contracted) – No October report.**

B. Perimeter Tree Replacement Plan – Advisory Committee Comments

The Perimeter Tree Replacement Project to be reviewed at the December 2018 meeting was discussed under Item VI, E; Project Managers Report.

C. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Lifted canopy on trees bordering sidewalks.
- Removed broken leader limb from tree in front abutting the sidewalk path used by golf carts.
- Brazilian Peppers emerging through the fence from Naples Bath and Tennis were clipped.
- Fence vines, boulders adjacent to sidewalks, tree rings and sidewalk curbs were sprayed for weeds.

- **Mr. Schumacher** issued a Notice-to-Proceed for fertilizer application. Ground Zero Landscaping will order delivery direct from Florikan.

During Committee discussion the following was addressed:

- Fertilizer blend is nitrogen free with low phosphorous content to minimize “red tide” pollution damage resulting from product run off.
- Sod damage on the front island as a result of an automobile accident will be replaced and tire ruts repaired when the destroyed sign is removed.
- Lake aquatic vegetation in the swales was inspected by **Mr. Schumacher** and **Mr. Burnham**. Mettauer Environmental was advised diligence is required to ensure weed control maintenance is effective.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, November 6, 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 \$179,027.00 of which \$102,170.99 is committed.
- Unencumbered Operating Expense funds available are \$72,097.31.
- The Capital Outlay budget of \$150,100. Line 34, will finance special projects including tree replacement, fencing repair, and roadway signage.
- **Mr. Schumacher** will confirm the accuracy of the balance outstanding for Haskins, Inc., Line 33.
- The existing bond will be repaid in 2022.
- Total available balance for FY-19 is \$337,653.87.

B. Status

1. Fence repairs

Data to secure a quote for the Woodshire Lane fence installation has been collected. Piping and posts have to be replaced and a lockable gate incorporated into the design.

Mr. Schumacher will utilize the County’s format to initiate a Request For Quote (RFQ) for projects under \$50K. The template will be submitted to Procurement for review week ending November 10, 2018; on approval the RFQ will be distributed to qualified contractors with an anticipated installation in early 2019.

*On receipt of the estimate for the fence repair, **Mr. Schumacher** will investigate if the item qualifies for FEMA or insurance reimbursement.*

2. Light Pole replacements.

An estimate for destroyed light pole replacements will be solicited from Hart’s Electrical with installation scheduled on completion of the Woodshire Lane fence project.

Hart’s is experimenting with retrofitting lamps with compatible LED bulbs. Thirty bulb outages were recorded by Staff. **Mr. Schumacher** will compare current outage list to previous list accumulated several months prior, secure a quote for repairs and issue a Notice-To-Proceed (NTP) for replacements.

3. Committee Member Nameplates.

Mr. Schumacher distributed Committee member identification name plates.

C. Procurement

1. PO's Requested: Hart's Electric

FY-18 Purchase Order balance of funds was rolled over to FY-19 to ensure continuity in service. An FY-19 purchase order will be subsequently requested.

The contract permits projects up to \$200K are allowed to be undertaken without solicitation of additional quotes.

2. PO's Issued: n/a

No new Purchase Orders were issued.

D. Light Pole Number Duplicates

Mr. Schumacher will purchase the number and letter decals for light pole renumbering on the north side of the Forest Lakes Boulevard.

E. Perimeter Tree Replacements

Windham Studios has previously presented the Forest Lakes M.S.T.U. post-Irma *Street Tree Replacement Project* 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 be large scale for ease of specimen identification and roadway placement.
- One set of plans should denote position of trees prior to Hurricane Irma.
- Trees will be planted in the County Right of Way (ROW) and maintained by the M.S.T.U.
- Easement boundaries will be reviewed.
- Upon design approval by the Committee, a methodology to share the renovation plan with homeowners for comment will be evaluated.
- A quote will be solicited from Ground Zero Landscaping, with the trees to be warranted for one-year.
- Committee members are requested to submit their comments and proposed design modifications to Mr. Schumacher prior to the December meeting.

An on-site meeting for Committee members, Mr. Windham and Mr. Schumacher to tour the roadway areas designated for "Tree Replacement" and discuss product selection will be considered.

Mr. Burnham volunteered the use of club golf carts for the event. Mr. Schumacher will determine the feasibility of the proposal and notify members of the date and time.

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, specific requirements within Quail Run Golf Club may be considered for possible MSTU funding.

The following points were noted:

- The existing MSTU bond must first be repaid.
- Long-term expenses for roadway repairs and resurfacing must be identified and earmarked.

MINUTES

- Items related to drainage and beautification enhancement, and affiliated costs, should be identified by the Advisory Committee for planning purposes.

Mr. Burnham will tabulate a list of candidate items and costs for MSTU consideration.

Mr. Korb, President, Quail Run Golf Club reported the Quail Run Golf Club is featured with a six-page article, titled "Hidden Jewel in Middle of Naples," in Golf Course Magazine.

B. "NO TRUCKS" Signs

Mr. Schumacher will investigate the feasibility of posting "Limit 1 Ton" on the "No Trucks" signs.

C. Roadway Signage: Stop, Street Name Traffic Signs.

A price quote will be sought for replacement of the County standard sign blade and post for all missing or damaged signs as inventoried by **Mr. Schumacher**.

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.

D. Drain pipe(s) cleanout

Mr. Schumacher has searched information on cleaning of storm water drain pipes along Forest Lakes Boulevard and Woodshire Lane. He will research the date of prior cleaning, investigate options for cleanout and secure quotes for Committee review at a future meeting. The project may be slated for 2019.

VIII. OLD BUSINESS

None.

IX. PUBLIC or BOARD COMMENTS

Drainage Concern Advisory

A safety concern was addressed regarding water accumulation in the vicinity of Forest Lakes Boulevard and Woodshire Lane. Inadequate drainage is resulting from lowered pavement levels and generating algae on the sidewalk.

Mr. Schumacher and **Mr. Burnham** will investigate the area and evaluate potential causes of condition and provisions for remediation. An engineering firm may need to be retained to analyze the situation and propose a solution.

Muscovy Duck Population

Mr. Barry presented the Florida Fish and Wildlife Conservation Commission requirements pertaining to Muscovy ducks regarding relocation of the species.

During Committee discussion the following was addressed:

- Is there an Ordinance prohibiting feeding of the ducks?
- Can the MSTU consider a project to relocate the ducks?

Mr. Schumacher will research the request and apprise the Committee of his findings at a future meeting.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:25 AM.

NEXT MEETING:

**DECEMBER 4, 2018 - 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

Marianne Fanning, Chair

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

**FOREST LAKES MSTU
FUND 159
December 4, 2018**

| FY-19 | Vendor | Item | PO# | Budget | Commitments | Expenditures | Budget Remainder |
|-------|--------------------|---------------------------------|---------------------------------|------------------------|----------------------|-----------------------|------------------------|
| 1 | | CUR AD VALOREM TAX | | \$ (278,900.00) | \$ - | \$ (20,861.31) | \$ (258,038.69) |
| 2 | | DEL AD VALOREM | | \$ - | \$ - | \$ - | \$ - |
| 3 | | OVERNIGHT INTEREST | | \$ - | \$ - | \$ (89.54) | \$ 89.54 |
| 4 | | INVESTMENT INTEREST | | \$ - | \$ - | \$ (598.24) | \$ 598.24 |
| 5 | | INTEREST TAX COLLECTOR | | \$ - | \$ - | \$ - | \$ - |
| 6 | | REVENUE STRUCTURE | | \$ (278,900.00) | \$ - | \$ (21,549.09) | \$ (257,350.91) |
| 7 | | CARRY FORWARD GEN | | \$ (154,200.00) | \$ - | \$ - | \$ (154,200.00) |
| 8 | | CARRY FORWARD OF ENCUMB AMT | | \$ (24,927.00) | \$ - | \$ - | \$ (24,927.00) |
| | | TRANSFER FROM TAX COLLECTOR | | \$ - | \$ - | \$ (2,278.99) | \$ 2,278.99 |
| | | Unused Fees | | \$ - | \$ - | \$ - | \$ - |
| 9 | | NEG 5% EST REV | | \$ 14,000.00 | \$ - | \$ - | \$ 14,000.00 |
| 10 | | TRANSFERS & CONTRIB | | \$ (165,127.00) | \$ - | \$ (2,278.99) | \$ (162,848.01) |
| 11 | | TOTAL REVENUE | | \$ (444,027.00) | \$ - | \$ (23,828.08) | \$ (420,198.92) |
| 12 | | ENGINEERING FEES | | \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 |
| 13 | | ENGINEERING FEES OTHER | | \$ 8,000.00 | \$ - | \$ - | \$ 8,000.00 |
| 14 | Collier County | INDIRECT COST REIMBURS | Direct Pay | \$ 5,000.00 | \$ - | \$ 2,500.00 | \$ 2,500.00 |
| 15 | Collier County | INTERDEPT. PAYMENT | Direct Pay | \$ 500.00 | \$ - | \$ - | \$ 500.00 |
| | Ground Zero | Landscape Incidentals - FY19 | 4500191318 | - | \$ 10,000.00 | \$ - | - |
| | Ground Zero | Landscape Incidentals - FY18 | 4500184455 | - | \$ 2,688.00 | \$ - | - |
| 16 | | LANDSCAPE INCIDENTALS | | \$ 12,688.00 | \$ 12,688.00 | \$ - | \$ - |
| | Ground Zero | Grounds & Swales Maint - FY19 | 4500191318 | - | \$ 55,000.00 | \$ - | - |
| | Mettauer | Routine Lakes Maint - FY19 | 4500190382 | \$ - | \$ 5,775.00 | \$ 525.00 | - |
| | Ground Zero | Grounds Maint - FY18 | 4500184455 | \$ - | \$ 420.00 | \$ 1,913.00 | - |
| | Ground Zero | Swales Maint - FY18 | 4500183632 | \$ - | \$ 5,472.00 | \$ 1,872.00 | - |
| 17 | | OTHER CONTRACTUAL | | \$ 99,677.00 | \$ 66,667.00 | \$ 4,310.00 | \$ 28,700.00 |
| 18 | | OTHER CONTRACTUAL | | \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 |
| 19 | FP&L | ELECTRICITY | Direct Pay | \$ 15,000.00 | \$ 11,771.21 | \$ 1,428.79 | \$ 1,800.00 |
| 20 | City of Naples | WATER AND SEWER | Reclaimed Water | \$ 2,500.00 | \$ 1,331.63 | \$ 168.37 | \$ 1,000.00 |
| 21 | JM Todd | RENT EQUIPMENT | Copier/Printer Lease (shared) | \$ 300.00 | \$ 266.12 | \$ - | \$ 33.88 |
| 22 | Collier County | INSURANCE GENERAL | Insurance | \$ 300.00 | \$ - | \$ - | \$ 300.00 |
| 23 | FIS | SPRINKLER SYSTEM MAIN | Irrigation Parts | \$ 1,500.00 | \$ 500.00 | \$ - | \$ 1,000.00 |
| 24 | Forestry Resources | MULCH | Mulch | \$ 1,000.00 | \$ 1,000.00 | \$ - | \$ - |
| 25 | Harts Electric | | Electrical Repair Services | 4500182830 | \$ 562.00 | \$ - | - |
| | Harts Electric | | Light Pole Relamps | TBD | \$ 3,100.00 | \$ - | - |
| | | LIGHTING MAINTENANCE | | \$ 5,562.00 | \$ 3,662.00 | \$ - | \$ 1,900.00 |
| | Juristaff, Inc. | | Transcriptionist | 4500182118 | \$ - | \$ 436.57 | - |
| | Premier Staffing | | Transcriptionist | 4500189934 | \$ - | \$ 3,000.00 | - |
| 26 | | OTHER MISCELLANEOUS | | \$ 3,500.00 | \$ 3,000.00 | \$ 436.57 | \$ 63.43 |
| 27 | Staples Advantage | OFFICE SUPPLIES | Office Supplies | 4500190280 | \$ 300.00 | \$ 200.00 | \$ 100.00 |
| 28 | JM Todd | COPYING CHARGES | Monthly CPC (shared) | 4500191081 | \$ 300.00 | \$ 265.17 | \$ (34.83) |
| | SiteOne Landscape | | Fertilizer | 4500191419 | \$ - | \$ 300.00 | - |
| | Florikan | | Fertilizer | 4500189762 | \$ - | \$ 1,000.00 | - |
| 29 | | FERT HERB CHEM | | \$ 1,500.00 | \$ 1,300.00 | \$ - | \$ 200.00 |
| 30 | CDW | OTHER OPERATING SUPPLIES | Provide office Equipment Intern | 4500190280 | \$ 200.00 | \$ - | \$ 200.00 |
| 31 | CDW | OTHER TRAINING | Provide office Equipment Intern | 4500190280 | \$ 200.00 | \$ - | \$ 200.00 |
| 32 | | OPERATING EXPENSE | | \$ 178,027.00 | \$ 102,651.13 | \$ 8,878.56 | \$ 66,497.31 |
| 33 | Haskins, Inc. | IMPROVEMENTS GENERAL | Stormwater Drainage Improv. | 4500188310 | \$ 150,100.00 | \$ - | \$ 150,100.00 |
| 34 | | CAPITAL OUTLAY | | \$ 150,100.00 | \$ - | \$ - | \$ 150,100.00 |
| 35 | | TRANS TO 111 UNINCOR | | \$ 57,900.00 | \$ - | \$ - | \$ 57,900.00 |
| 36 | | TRANS TO 112 UNINCOR | | \$ 25,400.00 | \$ - | \$ - | \$ 25,400.00 |
| 37 | | TRANSFERS | | \$ 83,300.00 | \$ - | \$ - | \$ 83,300.00 |
| 38 | | Budget Trans from Appraiser | | \$ 2,500.00 | \$ - | \$ 523.20 | \$ 1,976.80 |
| 39 | | Budget Trans from Tax Collector | | \$ 7,000.00 | \$ - | \$ 625.84 | \$ 6,374.16 |
| 40 | | TRANSFERS CONST | | \$ 9,500.00 | \$ - | \$ 1,149.04 | \$ 8,350.96 |
| 41 | | RESERVES FOR FUTURE CONST | | \$ 23,100.00 | \$ - | \$ - | \$ 23,100.00 |
| 42 | | RESERVES | | \$ 23,100.00 | \$ - | \$ - | \$ 23,100.00 |
| 43 | | TOTAL EXPENDITURES | | \$ 444,027.00 | \$ 102,651.13 | \$ 10,027.60 | \$ 331,348.27 |

| | |
|-------------|---------------------------|
| 176,394,909 | FY-10 Final Taxable Value |
| 145,888,273 | FY-11 Final Taxable Value |
| 132,933,552 | FY-12 Final Taxable Value |
| 129,715,669 | FY-13 Oct Taxable Value |
| 129,977,881 | FY-14 Oct Taxable Value |
| 140,171,072 | FY-15 Oct Taxable Value |
| 152,711,783 | FY-16 Oct Taxable Value |
| 165,722,702 | FY-17 Oct Taxable Value |
| 190,428,196 | FY-18 Oct Taxable Value |
| 202,194,186 | FY-19 Oct Taxable Value |
| 6.18% | Adj. FY-18 to FY-19 |

| Property Tax Summary | | Operating Budget Summary | | | Millage Summary | | |
|-------------------------|-------------|--------------------------|-----------|-----------|-----------------|------------|-----------|
| FY-19 Oct Taxable Value | 202,194,186 | Millage: | FY 19 | FY 18 | Debt Service | Operations | Total |
| | | | 1.3793 | 1.3431 | 2.6207 | 1.3793 | 4.0000 |
| | | Revenue: | \$278,886 | \$255,764 | \$529,900 | \$278,900 | \$808,800 |