

FOREST LAKES

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

AGENDA

JANUARY 7, 2020

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2022)

Barbara Bell – Vice Chair (4/21/2023)

Richard Barry (4/21/2022)

George E. Fogg (4/21/2020)

John Goody (4/21/2023)

Staff:

Michelle Arnold – Director

Dan Schumacher – Project Manager

Contractors:

Aaron Gross – Ground Zero Landscaping

Wendy Warren – Premier Staffing (Transcription)

II. APPROVAL OF AGENDA

III. APPROVAL OF [MINUTES – DECEMBER 3, 2019](#)

IV. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

V. PROJECT MANAGERS REPORT

A. [BUDGET REPORT](#).

B. Status Report:

1. Roadway Signage.

2. Sidewalk Lighting – Repaired.

C. Procurement:

1. RFQ – Cable Fence Repair.

2. RFQ – Staff Gauges: Survey & Install.

VI. NEW BUSINESS

A. Stormwater Pipes & Easements.

VII. ONGOING BUSINESS

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

NEXT MEETING

FEBRUARY 4, 2020 - 10:00 AM

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

DECEMBER 3, 2019

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:00 A.M.

A quorum of five was present.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair

Barbara Bell – Vice Chair

Richard Barry

George Fogg

John Goody

Staff

Michelle Arnold – Director

Dan Schumacher - Project Manager

Contractors

Aaron Gross - Ground Zero Landscaping

Wendy Warren – Premier Staffing

Community Attendees

Doug Burnham – Quail Run GC

Rick Korb – Quail Run GC

III. APPROVAL OF AGENDA

Mr. Fogg moved to approve the Agenda for the Forest Lakes Roadway and Drainage M.S.T.U. as modified:

Add: Item V. Project Manager's Report, B. - 3. Easements.

Item VII. Ongoing Business, A. Quail Run - Australian Pines

Second by Ms. Bell. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – NOVEMBER 5, 2019

Mr. Barry moved to approve the minutes of the November 5, 2019 Forest Lakes Advisory Committee subject to the following changes:

*Page 2, Item IV. Contractors Reports, A., bullet 1: from "... Drier weather will enhance the Bougainvilleas color.) ...," to ... Drier weather will enhance the **Bougainvillea's** color...)."*

Page 2, Item IV. Contractors Reports, A., Perimeter Street Planting, bullet 1: "... A Forest Lakes Blvd. resident queried on the time frame for installation of new trees in their right of way (ROW)...," Mr. Schumacher will provide the resident's address to the Committee...).

*Page 2, Item V. Project Managers Report, A., Budget, bullet 4 : "... Unencumbered Operating Expense funds available are \$80,933.88.)...," **Mr. Schumacher** will review Operating Expense funds available recorded on the November 5, 2019 budget with Caroline Soto, Budget Analyst, for accuracy and update the Committee at the next scheduled meeting...).*

*Page 3, Item V. Project Managers Report, B. Status Report, bullet 3: from "...Mr. Schumacher will also spray paint utility locations.) ...," to ... Mr. Schumacher will also **mark sign locations with spray paint for utility locates...**)."*

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

IV. CONTRACTORS REPORTS

A. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Overall condition of landscaping is good.
- Golf course maintenance crews will spray the vines on the service yards' chain link fence on Woodshire Boulevard.
- Brazilian Pepper growing at the corner of the service yard fence will be hand trimmed and the area cleaned by golf course maintenance.

Swales

Swale conditions were evaluated in response to a homeowner's request and Staff determined the vegetation was mowed and the swales are in good condition.

Re-grading can be considered if a drainage problem is identified. A survey would have to be completed by an engineering firm such as Agnoli Barber & Brundage (ABB). The Committee reported a survey was previously completed by (PBSJ) Post, Buckley, Schuh and Jernigan, acquired by WS Atkins in 2010, and renamed "Atkins" and the swales were graded based on the data provided at that time.

Mr. Schumacher will research County files for the work by PBSJ, referenced above.

Lake # 18 Water Quality and Fountain Installation Consideration

Noting excessive treatment for aquatic vegetation control reduces oxygen levels in the water, Mettauer Environmental treated the south end of the lake in October and the north side in November 2019. Chemical testing is performed by the company to evaluate conditions.

Rick Korb, President Quail Run Golf Club, reported an odor emitting from the water and presence of dead fowl and noted similar conditions do not appear to exist in the other golf course lakes.

During Committee discussion the following was addressed:

- Installation of a fountain, surface aerator or fountain with built in aerator may improve the condition and aid in the goal of controlling the algae growth.
- Florida Fountains, the vendor previously contracted to service the lake fountains, is in negotiation with the County for contract renewal and may provide a price quote for the work.
- A source of power must be located to enable fountain operation.

Mr. Schumacher will:

- Determine a party available to conduct an analysis of the lake water and whether installation of a fountain would provide treatment for any issues needing to be addressed.
- Coordinate power source options for a fountain or aerator installation with Hart's Electric.
- Secure quotes for an aerator and fountain with built-in aerator.

V. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, dated December 3, 2019*” for FY-20:

- FY-20 Ad Valorem property tax revenue budget is \$295,800.00, an increase of 4.14%.
- Total revenue FY20 is \$525,243.00 including carry forward transfers and contributions (minus a 5% reserve of \$14,800).
- Operating Expense Budget is \$173,900.00 of which \$82,837.28 is committed; \$15,454.03 expended.
- Unencumbered Operating Expense funds available are \$75,608.69.
- Landscape Incidentals budget for tree and plant replacement, Line 19, is \$30,000.00, of which \$14,307.35 is committed and \$692.65 expended.
- Grounds maintenance, Line 19, in the amount of \$45,000.00, covers routine maintenance. \$9,550.00 has been invoiced year-to-date.
- The Capital Outlay balance remaining of \$150,000.00 reflects a commitment of \$23,443.00 to Lykins-Signtek for Roadway Signage.
- Improvement General Funds, Line 37, are available to finance special projects or operating expense shortages with a budget amendment approved by the Board of County Commissioners.
- Transfers to 111, Line 39, is for Staff salaries.
- Budget Transfers from Appraiser and Tax Collector, Lines 41 and 42, are fees billed by the appropriate entities.
- Unallocated budget funds are credited to Capital Outlay.
- Reserves of \$113,400.00, line 45, are adequate.

B. Status Report

1. Roadway Signage

- A Notice-to-Proceed was issued for installation of roadway traffic signs in the community.
- Florida Public Utilities, Sunshine 811, will be contacted to identify underground utilities in preparation for sign placement.
- Installation date is “to be determined.”
- Forest Lake Drive will maintain the current speed limit of 20 mph.

Mr. Schumacher will mark the sign locations with spray paint for utility locates.

2. Sidewalk Lighting

A Notice-to-Proceed was issued to Hart’s Electric to replace thirteen (13) lamp outages. Repair completion is estimated within two (2) weeks.

3. Easements

To obtain execution of easements granted to the County for Forest Lakes, the following occurred:

- Mr. Burnham, Quail Run Golf Club General Manager, provided a color-coded map of the Forest Lakes drainage system dated July 24, 2009.
- Mr. Schumacher distributed a Quail Run Land Records Easement Search with recorded dates for easements or agreements.
- Members noted Condominium Associations within Forest Lakes also have easements.

- The drains between Forest Lakes Drive and the golf course, denoted in purple on the map, require clean out and the entity responsible for the undertaking must be identified.

Mr. Schumacher will coordinate map data with the land records to determine easements registered with the Collier Clerk's office. Findings will be presented at the January 2020 meeting.

4. Sidewalk Repairs

Bonness Inc. replaced sidewalk slabs which posed trip and/safety hazards in accordance with County standards from Woodshire Lane to Forest Lakes Boulevard

C. Procurement

1. RFQ – Cable Fence Repair

Mr. Schumacher has requested Arc Tech Fencing meet with him to review repair of Cable fences along five (5) Quail Run lakes and provide an estimate for their repair.

The Committee will be updated on the repair status at the January 2020 meeting.

VI. NEW BUSINESS

Five Year Business Plan

Ms. Arnold informed the Committee of a project being undertaken to identify and plan for M.S.T.U. financial responsibilities:

- Existing easements and all current maintenance responsibilities will be identified.
- Useful life, repair patterns and maintenance cost data for assets will be input into the *Cartegraph Asset Tracking and Work Maintenance Inventory System* implemented by the County.
- A schedule will be set for implementation of maintenance and/or improvement projects.
- The intent is to demonstrate long term financial responsibilities of the M.S.T.U. for planning purposes.

Weir Maintenance

The Committee queried if a vendor could be retained to perform routine clean-ups of debris accumulation at the weir.

Mr. Schumacher will follow up with Road Maintenance, the division responsible for weir maintenance, ascertain their schedule for the clean-up, and update the Committee at the January 2020 meeting.

VII. ON GOING BUSINESS

A. Quail Run - Australian Pines

Mr. Korb, President Quail Run Golf Club, recapped a timeline of communication with Commissioner Taylor's office.

A letter dated November 15, 2019, from Albert English, Director of Road Maintenance to the Doug Burnham, General Manager, Quail Run Golf Club regarding trimming of the Australian Pines noted:

- A letter dated July 10, 1985 was part of a one-time capital project through the Collier County Contracts and Construction Department for tree trimming required by the widening of Pine Ridge Road.
- The trees were planted by the Quail Run Golf Club and are on private property.
- The trees are on the Category 1 list; an invasive plant according to the Florida Exotic Pest Plant Council and trimming is necessary due to the very shallow root system.

MINUTES

- The average life span of an Australian Pine is forty (40) to fifty (50) years and it may be better suited to consider tree replacement and to create a long-term plan.
- The County does not trim trees on private property without Board of County Commissioners approval which could be sought if the Club so desires.

During Committee discussion the following was noted:

- Adding maintenance activities for community assets not within the scope of the M.S.T.U. such as trimming the Australian Pines, requires a revision to the Forest Lakes Roadway and Drainage Ordinance.
- A Public Meeting would be necessary to solicit community feedback on any proposed change in the M.S.T.U. Ordinance.
- The Board of County Commissioners (BCC) must approve any amendment to the Ordinance.

Ms. Arnold reported that despite the Committee's motion-to-approve at the September 3, 2019 meeting, the M.S.T.U. does not have the authority to prune the trees.

Ms. Arnold can provide Mr. Korb and Mr. Schumacher the forms to initiate an amendment to the M.S.T.U. Ordinance.

VIII. PUBLIC COMMENTS

Mr. Burnham distributed an article dated January 10, 2019 from "Real Estate Homes" citing deterioration of real estate values in some communities as a result of community golf course closings.

IX. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 12:14 P.M.

NEXT MEETING:

**JANUARY 7, 2020 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34105
(239) 261-5497**

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Marianne Fanning, Chair

The Minutes were approved by the Committee on _____, 2020 as presented _____, or as amended _____.

FOREST LAKES MSTU
FUND 159
January 7, 2020

FY-20	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1		CUR AD VALOREM TAX		\$ (295,800.00)	\$ -	\$ (236,848.63)	\$ (58,951.37)
2		DEL AD VALOREM		\$ -	\$ -	\$ -	\$ -
3		OVERNIGHT INTEREST		\$ -	\$ -	\$ (205.06)	\$ 205.06
4		INVESTMENT INTEREST		\$ -	\$ -	\$ (967.52)	\$ 967.52
5		INTEREST TAX COLLECTOR		\$ -	\$ -	\$ -	\$ -
6		REVENUE STRUCTURE		\$ (295,800.00)	\$ -	\$ (238,021.21)	\$ (57,778.79)
7		CARRY FORWARD GEN		\$ (220,800.00)	\$ -	\$ -	\$ (220,800.00)
8		CARRY FORWARD OF ENCUMB AMT		\$ (23,443.00)	\$ -	\$ -	\$ (23,443.00)
9		TRANSFER FROM PROPERTY APPR.		\$ -	\$ -	\$ -	\$ -
10		NEG 5% EST REV		\$ 14,800.00	\$ -	\$ -	\$ 14,800.00
11		TRANSFERS & CONTRIB		\$ (229,443.00)	\$ -	\$ -	\$ (229,443.00)
12		TOTAL REVENUE		\$ (525,243.00)	\$ -	\$ (238,021.21)	\$ (287,221.79)
13		Workers Compensation		\$ 100.00	\$ 1.87	\$ -	\$ 98.13
14		PERSONAL SERVICE		\$ 100.00	\$ 1.87	\$ -	\$ 98.13
15		ENGINEERING FEES		\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
16		ENGINEERING FEES OTHER		\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
17		INDIRECT COST REIMBURS	Collier County	\$ 5,100.00	\$ 2,550.00	\$ 2,550.00	\$ -
18		INTERDEPT. PAYMENT	Collier County	\$ 500.00	\$ -	\$ -	\$ 500.00
19		LANDSCAPE INCIDENTALS	Ground Zero	\$ 30,000.00	\$ 14,307.35	\$ 692.65	\$ 15,000.00
			Ground Zero	\$ -	\$ 28,005.00	\$ 16,995.00	\$ -
			Mettaufer	\$ -	\$ 4,725.00	\$ 1,575.00	\$ -
20		OTHER CONTRACTUAL		\$ 80,000.00	\$ 32,730.00	\$ 18,570.00	\$ 28,700.00
21		OTHER CONTRACTUAL	Bonness Inc.	\$ 10,000.00	\$ -	\$ 5,075.19	\$ 4,924.81
22		ELECTRICITY	FP&L	\$ 15,000.00	\$ 9,207.95	\$ 2,692.05	\$ 3,100.00
23		WATER AND SEWER	City of Naples	\$ 2,000.00	\$ 1,328.16	\$ 171.84	\$ 500.00
24		RENT EQUIPMENT	JM Todd	\$ 300.00	\$ 266.12	\$ -	\$ 33.88
25		INSURANCE GENERAL	Collier County	\$ 400.00	\$ 400.00	\$ -	\$ -
			FIS	\$ -	\$ 200.00	\$ -	\$ -
			FIS	\$ -	\$ 250.00	\$ -	\$ -
			FIS	\$ -	\$ 250.00	\$ -	\$ -
26		SPRINKLER SYSTEM MAIN		\$ 1,500.00	\$ 700.00	\$ -	\$ 800.00
27		MULCH	Forestry Resources	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
28		LIGHTING MAINTENANCE	Harts Electric	\$ 7,500.00	\$ 2,608.82	\$ 1,391.18	\$ 3,500.00
29		LICENSE & PERMITS		\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
30		OTHER MISCELLANEOUS	Premier Staffing	\$ 3,500.00	\$ 2,294.62	\$ 705.38	\$ 500.00
31		OFFICE SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00
32		COPYING CHARGES	JM Todd	\$ 300.00	\$ 259.17	\$ 40.83	\$ (0.00)
33		FERT HERB CHEM		\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
34		OTHER OPERATING SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00
35		OTHER TRAINING		\$ 200.00	\$ -	\$ -	\$ 200.00
36		OPERATING EXPENSE		\$ 173,900.00	\$ 66,652.19	\$ 31,889.12	\$ 75,358.69
			Lykins Signtek	\$ -	\$ 17,595.00	\$ -	\$ -
37		IMPROVEMENTS GENERAL		\$ 173,443.00	\$ 17,595.00	\$ -	\$ 155,848.00
38		CAPITAL OUTLAY		\$ 173,443.00	\$ 17,595.00	\$ -	\$ 155,848.00
39		TRANS TO 111 UNINCOR		\$ 54,400.00	\$ -	\$ -	\$ 54,400.00
40		TRANSFERS		\$ 54,400.00	\$ -	\$ -	\$ 54,400.00
41		Budget Trans from Appraiser		\$ 2,700.00	\$ -	\$ 591.60	\$ 2,108.40
42		Budget Trans from Tax Collector		\$ 7,300.00	\$ -	\$ 5,439.58	\$ 1,860.42
43		TRANSFERS CONST		\$ 10,000.00	\$ -	\$ 6,031.18	\$ 3,968.82
44		RESERVES FOR FUTURE CONST		\$ 113,400.00	\$ -	\$ -	\$ 113,400.00
45		RESERVES		\$ 113,400.00	\$ -	\$ -	\$ 113,400.00
46		TOTAL EXPENDITURES		\$ 525,243.00	\$ 84,249.06	\$ 37,920.30	\$ 403,073.64

	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
	202,132,375	FY-19 Oct Taxable Value
	210,499,015	FY-20 July Estimate Taxable Value
	4.14%	Adj. FY-19 to FY-20

Property Tax Summary		Operating Budget Summary			Millage Summary		
FY-20 July Estimate Taxable Value	210,499,015		FY 20	FY 19	Debt Service	Operations	Total
		Millage:	1.4052	1.3793	2.5948	1.4052	4.0000
		Revenue:	\$295,793	\$278,801	\$546,200	\$295,800	\$842,000