

FOREST LAKES

ROADWAY AND DRAINAGE M.S.T.U.
ADVISORY COMMITTEE
8300 Radio Road
Naples, Fla. 34104

AGENDA

AUGUST 4, 2020

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2022)

George E. Fogg (4/21/2020)

Barbara Bell – Vice Chair (4/21/2023)

John Goody (4/21/2023)

Richard Barry (4/21/2022)

Staff:

Michelle Arnold – Director

Dan Schumacher – Project Manager

Contractors:

Aaron Gross – Ground Zero Landscaping

Wendy Warren – Premier Staffing (Transcription)

III. APPROVAL OF AGENDA

IV. APPROVAL OF [MINUTES – MARCH 3, 2020](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross.

VI. PROJECT MANAGERS REPORT

A. [BUDGET REPORT.](#)

B. Status Report:

1. Roadway Signage.

2. Cable Fence Repair.

3. Staff Gauges.

4. Irrigation Controller.

5. Sidewalk Repairs.

6. Street Trees – Quote.

VII. NEW BUSINESS:

VIII. ONGOING BUSINESS

A. Stormwater Pipes & Easements.

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

SEPTEMBER 1, 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 MARCH 3, 2020

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:00 A.M.
A quorum of four was present.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair
Barbara Bell – Vice Chair
Richard Barry (Excused)
George Fogg
John Goody

Staff

Michelle Arnold – Director (Excused)
Dan Schumacher, Collier County – Project Management

Contractors

Aaron Gross, Ground Zero Landscaping – Grounds Maintenance
Wendy Warren, Premier Staffing – Transcription

Community Attendees

Doug Burnham, Quail Run GC – General Manager
Dan Boeckman
Peter Wray

III. APPROVAL OF AGENDA

Ms. Bell moved to approve the Agenda for the Forest Lakes Roadway and Drainage M.S.T.U. as presented. Second by Mr. Fogg. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – FEBRUARY 4, 2020

Ms. Bell moved to approve the minutes of the February 4, 2020 Forest Lakes Advisory Committee as presented. Second by Mr. Goody. Carried unanimously 4 - 0.

V. CONTRACTORS REPORTS

A. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Community landscaping is healthy; property is serviced weekly.
- Trees and median plantings will be fertilized this month.
- A short in the solenoid valve or irrigation clock wiring caused irrigation to malfunction.
- Irrigation is being run manually as control system re-programming was not successful. A manual trace will be conducted to identify the source of the problem.

Mr. Schumacher noted SiteOne is the source for procurement of irrigation parts.

Entrance Island Landscaping

Fertilization of the Bougainvillea's will benefit blooming enhancing color on the front entrance median.

Swales

Swale conditions have deteriorated and require mowing and cleaning of excessive vegetation debris.

Re-grading should 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 the swales were graded based on the data provided at that time.

Mr. Fogg motioned for Staff to Request a Quote from Agnoli Barber & Brundage (ABB) to evaluate the swale system in Forest Lakes and make recommendations, including re-grading, to improve the functionality of the system. Second by Ms. Fanning. Carried unanimously 4 – 0.

VI. PROJECT MANAGERS REPORT

A. Committee Reappointment – George E. Fogg.

The Committee discussed Mr. Fogg's applications to the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for a four-year term noting contributions he has made to the Committee and willingness to be reappointed.

Ms. Bell moved to recommend the Board of County Commissioners reappoint George Fogg for a four-year term, commencing April 22, 2020, to the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee. Second by Mr. Goody. Carried unanimously 4 – 0.

B. Budget Report

Mr. Schumacher presented the "Forest Lakes MSTU Fund 159, dated March 3, 2020" 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 \$59,519.50 is committed; \$39,071.03 expended.
- Unencumbered Operating Expense funds available are \$75,309.47.
- No new Purchase Orders were issued.
- Invoiced Expenditure by Bonness, Inc. in the amount of \$5,075.19 funded sidewalk repairs. The Purchase Order balance of \$4,924.81 will finance future sidewalk repairs if required.
- Line 26 – Sprinkler System Maintenance: The Collier County contract with Florida Irrigation Supply (FIS) has expired. The County opted to "piggyback" off the Lee County contract which includes two contractors, FIS and Siteone Landscape Supply.
- Hart's Electrical remaining balance of \$3,500.00 is enough; no recent lamp repairs have been required.
- The Capital Outlay balance remaining of \$155,848.00 reflects a commitment of \$17,595.00 to Lykins-Signtek for Roadway Signage rolled over from FY-2019.

- 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.
- Total available balance is \$402,056.38.

Mr. Schumacher will research why the budget does not reflect a Purchase Order for SiteOne Landscape Supply.

New Projects

The Committee suggested resurrecting the landscape plan for Woodshire Lane in the area between the road and the fence noting the irrigation system would have to be extended.

Mr. Schumacher will request copies of the original design proposed by Windham Studios, Inc. and asked members to preview the proposed area in preparation for discussion at the April 2020 meeting.

C. Status Report

1. Roadway Signage

- Lykins-Signtek installed all roadway traffic, street and golf cart crossing signs in the community.
- The “no left turn” sign on Woodshire Lane at the exit from the Pine Ridge Crossings shopping center was knocked down.
- A “no left turn” sign will be installed on the **southwest** Woodshire Lane exit from the Pine Ridge Crossings shopping center.

Mr. Schumacher will consult with Traffic Operations to solicit an opinion on effective enforcement of the “no left turn” policy on Woodshire Lane.

Mr. Schumacher notified the Sheriff’s Department the speed limit in Forest Lakes is now consistent at 25 mph and conforms to the minimum guidelines for speed limit compliance by law enforcement.

D. Procurement

1. Quote – Cable Fence Repair

Quote #20200207002 dated February 7, 2020, in the amount of \$17,825.00, was received from Arc Tech Construction Services, LLC for repair to five (5) Cable fences abutting Quail Run lakes.

The Committee discussed the proposal and determined the cost exceeded the amount the M.S.T.U. should invest in the fencing project.

Noting the fence addresses a safety concern by deterring access to the lake, it was recommended alternative construction options be researched.

Mr. Schumacher will do a general post to secure additional bids for consideration.

2. RFQ - Staff Gauges: Survey & Install

A Request for Quote (RFQ) to survey and install Staff Gauges was submitted to the Procurement Services Division for review.

- Staff is researching the feasibility of retaining Mettauer Environmental Services to install the Staff Gauges.
- The land survey will use the same “data points” as Collier County Stormwater Management.
- One (1) gauge will be placed at the outfall of Lake #5.
- The second gauge location being considered is Lake #15, near the tennis courts between the Emerald Greens and Fairways condominiums.
- The Gauges should be installed prior to the 2020 rainy season.

Mr. Schumacher will update the Committee on the project status at the April 2020 meeting.

VII. NEW BUSINESS

A. Public Meeting – Prune Australian Pines

- 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 is 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.
- The tree trimming would be scheduled for May or June 2020.
- Request for Quote (RFQ) criteria will be researched.

A **Public Meeting** is scheduled for Wednesday, March 25, 2020 at 7:00 p.m. at the Quail Run Golf Course Club Room to solicit input from tax paying residents on the “*Proposed M.S.T.U. Ordinance Revision*” to add the maintenance of Australian Pine Trees along Pine Ridge Road to the M.S.T.U.’s financial obligations.

The notice will be mailed to all property owners with United States and Canadian addresses recorded in the County database the week of March 14, 2020.

Mr. Schumacher will clarify the voting status of Quail Run Golf Club members with the County Attorney.

VIII. ON GOING BUSINESS

A. Stormwater Pipes & Easements

Mr. Schumacher will secure quotes to clean the stormwater pipes prior to the 2020 rainy season.

B. Lake #18 Water Quality - Quote

Mettauer Environmental informed **Mr. Schumacher** the water quality in the lake is good.

IX. PUBLIC/BOARD COMMENTS

Weir Maintenance

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

Stormwater and Environmental Planning

The Growth Management Division, Stormwater and Environmental Planning Section, has not yet responded to the Committee's invitation for a representative to speak with them about the status of the Gorden River Watershed Study and options to alleviate flooding in Forest Lakes.

Mr. Schumacher will update the committee on the status at a future meeting.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:15 A.M.

NEXT MEETING:

**APRIL 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
August 4, 2020

FY-20	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder																						
1		CUR AD VALOREM TAX		\$ (295,800.00)	\$ -	\$ (281,395.46)	\$ (14,404.54)																						
2		DEL AD VALOREM		\$ -	\$ -	\$ -	\$ -																						
3		OVERNIGHT INTEREST		\$ -	\$ -	\$ (1,637.50)	\$ 1,637.50																						
4		INVESTMENT INTEREST		\$ -	\$ -	\$ (4,073.77)	\$ 4,073.77																						
5		INTEREST TAX COLLECTOR		\$ -	\$ -	\$ (164.08)	\$ 164.08																						
6		REVENUE STRUCTURE		\$ (295,800.00)	\$ -	\$ (287,270.81)	\$ (8,529.19)																						
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)	\$ -	\$ (287,270.81)	\$ (237,972.19)																						
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		\$ 5,100.00	\$ -	\$ 5,100.00	\$ -																						
18	Collier County	INTERDEPT. PAYMENT	Direct Pay	\$ 500.00	\$ -	\$ -	\$ 500.00																						
19	Ground Zero	LANDSCAPE INCIDENTALS	4500198908	\$ 30,000.00	\$ 12,489.35	\$ 2,934.65	\$ 14,576.00																						
	Ground Zero	Grounds Maintenance	4500198908		\$ 1,710.00	\$ 43,290.00																							
	Mettauer Environmental, Inc.	Install staff gauges	4500203358		\$ 195.00																								
	Mettauer Environmental, Inc.	Routine Lakes Maintenance	4500198905		\$ 2,625.00	\$ 3,675.00																							
20		OTHER CONTRACTUAL		\$ 80,000.00	\$ 4,530.00	\$ 46,965.00	\$ 28,505.00																						
21	Bonness Inc.	OTHER CONTRACTUAL	Sidewalk Repairs	4500200192	\$ 10,000.00	\$ -	\$ 1,269.16																						
22	FP&L	ELECTRICITY	Electricity	Direct Pay	\$ 15,000.00	\$ 3,204.57	\$ 3,100.00																						
23	City of Naples	WATER AND SEWER	Reclaimed Water	Direct Pay	\$ 2,000.00	\$ 615.18	\$ 500.00																						
24	JM Todd		Copier/Printer Lease (shared)	4500199713	\$ -	\$ 133.06																							
	JM Todd		Copier/Printer Lease (shared) new	4500201393	\$ -	\$ 99.22																							
		RENT EQUIPMENT		\$ 300.00	\$ 99.22	\$ 133.06	\$ 67.72																						
25	Collier County	INSURANCE GENERAL	Insurance	Direct Pay	\$ 400.00	\$ 400.00	\$ -																						
	FIS		Irrigation Parts	4500198910	\$ -	\$ -																							
	SiteOne Landscape Supply		Pumps & Related items	4500200820	\$ 733.45	\$ 1,516.55																							
	FIS		Irrigation Parts	4500200747	\$ -	\$ 250.00																							
26		SPRINKLER SYSTEM MAIN		\$ 1,500.00	\$ 733.45	\$ 1,766.55	\$ (1,000.00)																						
27	Forestry Resources	MULCH	Mulch	Visa Card	\$ 1,000.00	\$ -	\$ 378.40																						
28	Harts Electric	LIGHTING MAINTENANCE	Light Pole Relamps	4500198925	\$ 7,500.00	\$ 1,861.69	\$ 3,500.00																						
29	Cartegraph Systems, INC.	LICENSE & PERMITS	Cartegraph License & Support for CAT	4500203165	\$ 2,000.00	\$ 773.33	\$ 1,226.67																						
30	Premier Staffing	OTHER MISCELLANEOUS	Transcriptionist	4500198924	\$ 3,500.00	\$ 1,641.22	\$ 500.00																						
31		OFFICE SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00																						
	JM Todd		Monthly CPC (shared)	4500199712	\$ -	\$ 64.60																							
	JM Todd		Month CPC (Shared) New	4500201396	\$ -	\$ 116.41																							
		COPYING CHARGES		\$ 300.00	\$ 116.41	\$ 98.19	\$ 85.40																						
33		FERT HERB CHEM		\$ 1,500.00	\$ -	\$ -	\$ 1,500.00																						
34	Cecil's Copy Express		Laminate pages		\$ -	\$ 6.00																							
	Home Depot		Purchase of Pad locks		\$ -	\$ 14.97																							
		OTHER OPERATING SUPPLIES		\$ 300.00	\$ -	\$ 20.97	\$ 279.03																						
35		OTHER TRAINING		\$ 200.00	\$ -	\$ -	\$ 200.00																						
36		OPERATING EXPENSE		\$ 173,900.00	\$ 26,064.42	\$ 79,869.17	\$ 67,987.38																						
	Lykins Signtek		Roadway Signage	4500197353	\$ -	\$ 2,030.00	\$ 15,565.00																						
37		IMPROVEMENTS GENERAL		\$ 173,443.00	\$ 2,030.00	\$ 15,565.00	\$ 155,848.00																						
38		CAPITAL OUTLAY		\$ 173,443.00	\$ 2,030.00	\$ 15,565.00	\$ 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	\$ -	\$ 2,366.39	\$ 333.61																						
42		Budget Trans from Tax Collector		\$ 7,300.00	\$ -	\$ 6,330.52	\$ 969.48																						
43		TRANSFERS CONST		\$ 10,000.00	\$ -	\$ 8,696.91	\$ 1,303.09																						
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	\$ 28,094.42	\$ 158,532.95	\$ 338,636.60																						
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: right;">176,394,909</td> <td style="width: 50%;">FY-10 Final Taxable Value</td> </tr> <tr> <td style="text-align: right;">145,888,273</td> <td>FY-11 Final Taxable Value</td> </tr> <tr> <td style="text-align: right;">132,933,552</td> <td>FY-12 Final Taxable Value</td> </tr> <tr> <td style="text-align: right;">129,715,669</td> <td>FY-13 Oct Taxable Value</td> </tr> <tr> <td style="text-align: right;">129,977,881</td> <td>FY-14 Oct Taxable Value</td> </tr> <tr> <td style="text-align: right;">140,171,072</td> <td>FY-15 Oct Taxable Value</td> </tr> <tr> <td style="text-align: right;">152,711,783</td> <td>FY-16 Oct Taxable Value</td> </tr> <tr> <td style="text-align: right;">165,722,702</td> <td>FY-17 Oct Taxable Value</td> </tr> <tr> <td style="text-align: right;">190,428,196</td> <td>FY-18 Oct Taxable Value</td> </tr> <tr> <td style="text-align: right;">202,132,375</td> <td>FY-19 Oct Taxable Value</td> </tr> <tr> <td style="text-align: right;">210,499,015</td> <td>FY-20 July Estimate Taxable Value</td> </tr> <tr> <td style="text-align: right;">4.14%</td> <td>Adj. FY-19 to FY-20</td> </tr> </table>		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		Report Date: 7/28/2020
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Property Tax Summary		Operating Budget Summary		Millage Summary																									
FY-20 July Estimate Taxable Value	210,499,015																												
		Millage:	FY 20	FY 19	Debt Service	Operations																							
		Revenue:	1.4052	1.3793	2.5948	1.4052																							
			\$295,793	\$278,801	\$546,200	\$295,800																							
					Total	\$842,000																							