

FOREST LAKES

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

AGENDA

SEPTEMBER 1, 2020

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2022)

George E. Fogg (4/21/2024)

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 – AUGUST 4, 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. Sidewalk Repairs.

4. Street Trees.

5. Irrigation Controller – Specification.

VII. NEW BUSINESS:

VIII. ONGOING BUSINESS

A. Stormwater Pipes & Easements.

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

OCTOBER 6, 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 8300 Radio Road - Naples, FL 34104

MINUTES AUGUST 4, 2020

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 (Excused) Dan Schumacher, Collier County – Project Management Rosio Garcia, Collier County – Administrative Assistant
Contractors	Aaron Gross, Ground Zero Landscaping – Grounds Maintenance Wendy Warren, Premier Staffing – Transcription
Community Attendees	Doug Burnham, Quail Run GC – General Manager Rick Korb, Quail Run GC - President

III. APPROVAL OF AGENDA

Ms. Bell moved to approve the Agenda for the Forest Lakes Roadway and Drainage M.S.T.U. subject to the following change:

Add: Item VI. Project Managers Report - B. (7) Lighting Report.

Second by Mr. Goody. Carried unanimously 4 - 0. (Mr. Barry's audio was not working).

IV. APPROVAL OF MINUTES – MARCH 3, 2020

Ms. Bell moved to approve the minutes of the March 3, 2020 Forest Lakes Advisory Committee as presented.

Page 3, Item VI Project Managers Report, B. Budget, second bullet: from "...Transfers to 111, Line 39, is for Staff salaries.)" to ... Transfers to 111, Line 39, are for Staff salaries ...).

Second by Mr. Fogg. Carried unanimously 4 - 0. (Mr. Barry's audio was not working).

V. CONTRACTORS REPORTS

A. Ground Zero Landscape Maintenance – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Community landscaping is doing well.
- Trees were trimmed.
- Herbicide was selectively applied.
- Pruned Brazilian Pepper tree and overhanging branches on the southwest corner of the canal opening; power line crews removed dead debris.
- Swales are in good condition because of drier weather conditions.

Mr. Fogg extended his appreciation to Mr. Gross for maintaining the fenced area by the golf course maintenance building, including spraying of the invasive potato vine.

Perimeter Street Planting

Mr. Schumacher contacted residents in 2019 to provide them an opportunity to have trees destroyed in Hurricane Irma re-planted in their respective Right of Way (ROW).

Property owners on the west side of Forest Lakes Boulevard at Jimpson Lane requested trees be planted abutting their property.

Mr. Gross suggested a native variety of the Desert Cassia tree, displaying yellow flowers spring and fall, be planted, noting all trees recommended by Scott Windham, Windham Studio, Inc., on the *Sidewalk Tree Project Replacement Plan*, estimated cost \$145.00 for the twenty-five (25) gallon size.

During Committee discussion the following was addressed:

- The purpose of tree planting in the Right of Way (ROW) is to provide shade sidewalk areas.
- The photo caption tree description stated the tree grows to ten (10) feet.
- Two (2) ornamentals and one (1) shade tree in two (2) designated Right of Ways (ROW) will be planted for a total of six (6) trees.
- Ground Zero Landscaping provided an estimate for the project: in accordance with County policy contractors invoice actual material and labor hour costs for projects.

Mr. Schumacher will review species selection with Mr. Fogg on behalf of the Committee prior to tree planting during the rainy season.

Mr. Fogg motioned to approve Ground Landscaping, Inc.'s proposal in the amount of \$2,331.90 to install six trees, species to be determined, on the west side of Forest Lakes Boulevard at the intersection of Jimpson Lane. Second by Ms. Bell. Carried unanimously 4 – 0 (Mr. Barry's audio was not functioning).

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, dated August 4, 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 \$26,064.42 is committed; \$79,869.17 expended.
- Unencumbered Operating Expense funds available are \$67,987.38.
- Tree planting will be funded by Operating Expense, Line 36.
- The Capital Outlay balance remaining of \$155,848.00 reflects an expenditure of \$15,565.00 to Lykins-Signtek for Roadway Signage; remaining Purchase Order balance is \$2,030.00.
- 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, are 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 \$338,636.60.

The Forest Lakes MSTU FY-21 budget is effective October 1, 2020. Unexpended funds from Operating Expenses and the Capital Outlay category will “roll-over” to the FY-21 budget. Purchase Order requests for FY-21 will be submitted.

Upon termination of the bond payments in 2022, capital maintenance projects for 2023 will be considered. Quotes are being solicited for major projects such as roadway resurfacing and golf course swale drainage.

B. Status Report

1. Roadway Signage

- A street sign, omitted from the roadway signage project executed by Lykins-Signtek, will be installed on Woodshire Lane and Forest Lakes Boulevard.
- A picture was submitted, and recommendations requested, from the Road Maintenance Division for methods to curb violations of the “no left turn” policy onto Woodshire Lane from Pine Ridge Road.
- The Division is researching placement of a flexible “fan shaped” post, similar in concept to bollards, currently used in the County to deter violations.

Mr. Schumacher will update the Committee on Traffic Operations recommendations at the September meeting.

2. Cable Fence Repair

Alternative construction options to the quote received from Arc Tech Construction Services, LLC to repair to five (5) Cable fences abutting Quail Run lakes are being researched.

Based on Mr. Gross’ suggestion of sea wall pilings as an option, he and Mr. Schumacher will visit Decks & Docks Lumber Company to research pressure treated wood pilings to replace the concrete posts.

Mr. Schumacher will present a quote from Decks & Docks for the wood pilings at the September meeting.

3. Staff Gauges: Survey & Install

Gauges at the outfall of Lake #5 and Lake #15 (near the tennis courts between the Emerald Greens and Fairways condominiums) are being monitored.

- Photographs taken after the June 13, 2020 rain event were distributed. The June 13th reading recorded 4.7 feet; June 15th 2.1 feet indicating the water had receded to a normal level.
- The data collected will be shared with the Stormwater Management Division.

4. Irrigation Controller

Mr. Schumacher reported the stand-alone irrigation controller on the entry side of Forest Lakes Boulevard, across from the club house parking lot failed. The Motorola system utilizes outdated technology and replacement cost is in the \$700.00 to \$800.00 range.

Consistent with other MSTU's, the controller was upgraded to HydroPoint and a flow meter was installed. HydroPoint features:

- Ability to test system electronically vs. manually.
- A Cloud based flow optimization centralized control system with communication via cell phone and the Internet.
- WeatherTRAK delivers accurate site-specific Evapotranspiration (ET) data daily.
- The company can retrofit the existing system with better controllers.
- Staff and the landscaping contractor can program and test the system.
- Supplies are available through a local dealer.

Mr. Schumacher will:

- Send Mr. Fogg the HydroPoint specifications.
- Include the specifications in the September meeting information.

5. Sidewalk Repairs

Bonness Inc. evaluated the condition of the sidewalks from Woodshire Lane to Forest Lakes Boulevard and identified thirty (30) slabs which posed trip and/or safety hazards.

Mr. Schumacher will issue a Notice-to-Proceed to Bonness Inc. in the next few weeks for replacement of the sidewalk slabs in accordance with County standards.

6. Street Trees – Quote

This item was addressed under Contractor Reports; #V.

7. Lighting Report

Mr. Schumacher conducted a drive through of the area and identified fifteen (15) lamp outages. He will verify the lamp outage in the Woodshire Lane vicinity reported by Mr. Fogg is on the replacement list and authorize Hart's Electric to replace the lights.

A breaker on the north side of Forest Lakes Boulevard was repaired week ending August 1st.

VII. NEW BUSINESS

Mr. Schumacher reported Mettauer Environmental replaced the motor on the fountain in Lake #14 on August 3, 2020.

VIII. ONGOING BUSINESS

A. Stormwater Pipes & Easements

Mr. Schumacher reported:

- Purchase Orders from 2003, 2004 and 2005 appear to indicate that drain pipes were installed by Kyle Construction under an umbrella contract through the Public Utilities Division (PUD).
- MSTU minutes from the time indicated “written permission only” was required, not easements.

MINUTES

- Shenandoah Construction performed scoping and clean out service for Forest Lakes in 2010 and 2015.
- The Stormwater and Road Maintenance Divisions nominally recommend drainpipe scoping every five years.
- On verification of stormwater pipe locations, **Mr. Schumacher** will consult with Shenandoah Construction and solicit a quote for the this service.

Mr. Schumacher will continue to research maps identifying stormwater pipes in the community and update the Committee on his findings.

IX. PUBLIC/BOARD COMMENTS

Weir Maintenance

Mr. Schumacher inspected the weir and did not notice any accumulation of debris.

Mr. Korb queried on the status of former Agenda items.

1. Public Meeting – Prune Australian Pines

The public meeting scheduled for March 25, 2020 to solicit community feedback on a proposal to change the M.S.T.U. Ordinance to include trimming of the Australian Pines was cancelled due to the Coronavirus pandemic.

The Committee will be in a better position in fall 2020 to evaluate assumption of additional financial responsibilities upon completion of a review of long term maintenance costs now underway by Staff.

Mr. Schumacher will solicit feedback on avenues available to stage a public meeting remotely.

2. Lake #18 Water Quality

- The first test of the water in Lakes #18 and #15 was conducted by SWFL Water Testing in March 2020.
- At that time, SWFL assessed that adding an aerating fountain in Lake #18 would provide only marginal benefit, if any.
- A second test is planned in the August/September timeframe.

Mr. Schumacher will schedule a second test, compare results to the initial reading and report the findings to the Committee.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:37 A.M.

NEXT MEETING:

SEPTEMBER 1, 2020 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34105
(239) 261-5497

MINUTES

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
September 1, 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		\$ -	\$ -	\$ (1,733.03)	\$ 1,733.03
4		INVESTMENT INTEREST		\$ -	\$ -	\$ (4,544.66)	\$ 4,544.66
5		INTEREST TAX COLLECTOR		\$ -	\$ -	\$ (164.08)	\$ 164.08
6		REVENUE STRUCTURE		\$ (295,800.00)	\$ -	\$ (287,837.23)	\$ (7,962.77)
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)	\$ -	\$ (287,837.23)	\$ (237,405.77)
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		Direct Pay	\$ 500.00	\$ -	\$ -	\$ 500.00
19	Ground Zero	Landscape Incidentals	4500198908	\$ 30,000.00	\$ 6,489.35	\$ 2,934.65	\$ 20,576.00
	Ground Zero	Grounds Maintenance	4500198908	\$ -	\$ 4,850.00	\$ 49,150.00	\$ -
	Mettauer Environmental, Inc.	Install staff gauges	4500203358	\$ -	\$ 195.00	\$ -	\$ 195.00
	Mettauer Environmental, Inc.	Routine Lakes Maintenance	4500198905	\$ -	\$ 2,625.00	\$ 3,675.00	\$ -
20		OTHER CONTRACTUAL		\$ 80,000.00	\$ 7,670.00	\$ 52,825.00	\$ 19,505.00
21	Bonness Inc.	Sidewalk Repairs	4500200192	\$ 10,000.00	\$ 17,526.90	\$ 8,730.84	\$ (16,257.74)
22	FP&L	Electricity	Direct Pay	\$ 15,000.00	\$ 2,393.24	\$ 9,506.76	\$ 3,100.00
23	City of Naples	Reclaimed Water	Direct Pay	\$ 2,000.00	\$ 615.18	\$ 884.82	\$ 500.00
	JM Todd	Copier/Printer Lease (shared)	4500199713	\$ -	\$ -	\$ 133.06	\$ -
	JM Todd	Copier/Printer Lease (shared) new	4500201393	\$ -	\$ 99.22	\$ -	\$ 99.22
24		RENT EQUIPMENT		\$ 300.00	\$ 99.22	\$ 133.06	\$ 67.72
25	Collier County	Insurance	Direct Pay	\$ 400.00	\$ -	\$ 400.00	\$ -
	FIS	Irrigation Parts	4500198910	\$ -	\$ -	\$ -	\$ -
	SiteOne Landscape Supply	Pumps & Related items	4500200820	\$ -	\$ 733.45	\$ 1,516.55	\$ -
	Amazon	Irrigation Clamp	VISA	\$ -	\$ -	\$ 56.80	\$ -
	SiteOne Landscape Supply	Hydropoint Controller	VISA	\$ -	\$ -	\$ 965.21	\$ -
	SiteOne Landscape Supply	Hydropoint Flow Key	VISA	\$ -	\$ -	\$ 206.98	\$ -
26		SPRINKLER SYSTEM MAIN		\$ 1,500.00	\$ 733.45	\$ 2,745.54	\$ (1,978.99)
27	Forestry Resources	Mulch	VISA	\$ 1,000.00	\$ -	\$ 621.60	\$ 378.40
	Harts Electric	Light Pole Relamps	4500198925	\$ -	\$ 1,608.79	\$ 2,391.21	\$ -
	Amazon.com	Thermal Photocontrol	VISA	\$ -	\$ -	\$ 30.50	\$ -
28		LIGHTING MAINTENANCE		\$ 7,500.00	\$ 1,608.79	\$ 4,241.71	\$ 3,469.50
29	Cartegraph Systems, INC.	Cartegraph License & Support for CAT	4500203165	\$ 2,000.00	\$ -	\$ 773.33	\$ 1,226.67
30	Premier Staffing	Transcriptionist	4500198924	\$ 3,500.00	\$ 1,641.22	\$ 1,358.78	\$ 500.00
31		OFFICE SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00
	JM Todd	Monthly CPC (shared)	4500199712	\$ -	\$ -	\$ 64.60	\$ -
	JM Todd	Month CPC (Shared) New	4500201396	\$ -	\$ 112.07	\$ 37.93	\$ -
32		COPIYING CHARGES		\$ 300.00	\$ 112.07	\$ 102.53	\$ 85.40
33		FERT HERB CHEM		\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
	Cecils Copy Express	Laminate pages		\$ -	\$ -	\$ 6.00	\$ -
	Home Depot	Purchase of Pad locks		\$ -	\$ -	\$ 14.97	\$ -
34		OTHER OPERATING SUPPLIES		\$ 300.00	\$ -	\$ 20.97	\$ 279.03
35		OTHER TRAINING		\$ 200.00	\$ -	\$ -	\$ 200.00
36		OPERATING EXPENSE		\$ 173,900.00	\$ 38,889.42	\$ 88,559.59	\$ 46,450.99
	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	\$ 40,919.42	\$ 167,223.37	\$ 317,100.21
		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				
		210,299,015	FY-20 Oct Taxable Value				
		216,607,985	FY-21 July Estimate Taxable Value				
		3.00%	Adj. FY-20 to FY-21				
		Report Date: 8/26/2020					
Property Tax Summary		Operating Budget Summary			Millage Summary		
FY-21 July Estimate Taxable Value	216,607,985	Millage:	FY 20 1.3348	FY 19 1.3793	Debt Service 2.6652	Operations 1.3348	Total 4.0000
		Revenue:	\$289,128	\$278,801	\$577,300	\$289,100	\$866,400

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It is easy to select in preconfigured options for 6 to 36 stations (expandable in 6-station increments), and can optionally monitor flow to detect head or pipe breaks.



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WeatherTRAK® LC+ Controller

- Supports from 6 to 36 stations, plus flow sensor, master valve, and pump start
- Expand with 6-station expansion keys and an optional key for station-based flow
- Automated daily runtime adjustments using site-specific ET Everywhere™ weather data
- Cloud-based scheduling engine optimizes by microclimate, plant, soil, sprinkler type, and slope
- Independent station programming (72 cycles/station), automated cycle-and-soak
- User-defined water days and water windows
- Program settings at controller, using mobile app, or remotely with WeatherTRAK.net
- Up to four simultaneous programs for 24-36 stations
- Up to 7 simultaneously energized outputs: 4 programs, 1 manually operated valve, 1 master valve, and 1 pump start
- Integrated LTE cellular radio and antenna; over-the-air updates
- Supports wired or wireless rain sensor; RainShare™ enables multiple controllers to share a single rain sensor
- Daylight-bright backlit LCD display
- 3-year limited warranty

Enclosure Options

- Plastic wall-mount enclosure with key-lock entry
- 12" w x 8" h x 5-3/4" d, 5 lbs.
- UL Listed NEMA-3R weather-resistant enclosure
- Integrated bubble-level mounting plate with keyhole mounting for easy installation
- Industrial-grade screwless wire terminals

WeatherTRAK® Central

- First year of service included
- Multi-user access via secure login
- Multi-site station group management, access levels, multi-controller station changes
- Manual watering via web or mobile app
- Alerts dashboard and detail with drill-down interface, email alerts notifications
- Extensive, customizable reporting
- Asset management with GIS tracking and integrated Google® Maps™ visualization
- Automated skip days based on zone-specific soil moisture depletion
- Runtime rationing protects plant health within constricted water windows
- Multi-station manual watering from 1-99 minutes

Electrical & Environmental

- Input power: 120 VAC 60Hz, +/- 10%
- Output power: 24 VAC RMS and 1.6 amps maximum total; station and master valve outputs each 1.0 amps maximum
- Transformer Output: 56 VA (24 VAC x 2.33 amps) with a 2.0 amp slo-blo fuse
- Power consumption: 2.5 watts idle, 48 watts full load
- Built-in fault protection and diagnostics
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- Mainline/catastrophic break detection and shutdown
- Leak detection and management
- Real-time, station-specific flow monitoring and control
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- Fault detection, diagnostics, and alerts
- Normally open or normally closed master valve

Note: Flow monitoring requires an optional key

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