

FOREST LAKES

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

AGENDA

MARCH 2, 2021

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 (4/21/2024)

John Goody (4/21/2023)

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 – FEBRUARY 2, 2020

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT

A. BUDGET REPORT

B. Status Report:

1. Cable Fence Repair

2. ABB Survey - Northwest Swale Survey & Profile

VII. NEW BUSINESS

VIII. ONGOING BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

APRIL 6, 2021 - 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

FEBRUARY 2, 2021

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, 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 Rick Korb – President Quail Run GC Kathleen Richichi – Property Manager

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. Goody. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – DECEMBER 1, 2020

Mr. Fogg moved to approve the minutes of the December 1, 2020 Forest Lakes Advisory Committee subject to the following changes:

*Page 2, Item V Contractor Reports, A. Ground Zero Landscaping, bullet 3: from “... Ms. Bell reported two (2) dead trees southwest of Gardenia Lane prior to the swale to the golf course lake.) ...,” to ... Ms. Bell reported two (2) dead trees **just south of Gardenia Lane prior to the swale to the Gorden River extension...**.”*

Page 5, Next Meeting Date: The January 5, 2021 meeting was rescheduled for February 2, 2021. Second by Ms. Bell. Carried unanimously 5 – 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Repaired irrigation breaks, two (2) laterals and four (4) heads, at front entrance.
- Applied Atrazine herbicide to front entrance grass for weed control.

- Pruned Clusia hedge bordering the golf course on the east side of the front entrance driveway.
- Removed pine needles from grates and fence border along Woodshire Ln.
- Pruned exotics and Brazilian Pepper trees along Woodshire Ln.
- Two (2) dead Crape Myrtles just south of Gardenia Lane on Forest Lakes Boulevard were removed.

During Committee Discussion the following was addressed:

- An area on the Naples Bath & Tennis side of the fence, south of Emerald Greens Condos, bordering Woodshire Lane, was cleared of vegetation to install a pad and lift station outside the boundaries of Forest Lakes.
- Bougainvilleas at the front entrance will rejuvenate with fertilizer and improved weather conditions.
- Mr. Schumacher and Mr. Gross will evaluate cost effectiveness of relocating a segment of irrigation piping at the front entrance to reduce damage by vehicles.

Woodshire Lane Triangle – Golf Course Maintenance Area

- Quail Run Golf Club landscape maintenance staff removed Brazilian Pepper plants south of their service complex on Woodshire Ln.

Mr. Schumacher will:

- Monitor the health of the Cassia tree at Opuntia Lane to determine replacement it in spring 2021.

VI. PROJECT MANAGERS REPORT

A. Election of Officers 2021-2022

i. Nominations for Chair

Vice Chair Bell nominated Marianne Fanning for the position of Chair of the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Fogg. Nominations were closed and no others were tendered. Ms. Fanning retained the Chair.

ii. Nominations for Vice-Chair

Chair Fanning nominated Barbara Bell for the position of Vice-Chair of the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Fogg. Nominations were closed and no others were tendered. Ms. Bell retained her position as Vice-Chair of the Committee.

B. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, dated February 2, 2021.*” for FY-21:

- FY-21 Ad Valorem property tax revenue budget is \$303,400.00, an increase of 3% over FY-20.
- Total revenue FY-21 is \$642,852.32 including investment interest, transfers, and contributions (minus a 5% reserve of \$15,200).
- The FY-21 Millage rate remains constant at 4.000%. 2.665% of the millage is diverted to debt service; 1.335 is allocated to operations. *Future millage rate will be reviewed on payoff of the Bond.*
- Current Operating Expense Budget of \$177,152.32 is the sum of lines 12 – 32.

- Commitments total \$83,447.73; \$44,930.37 is expended.
- Uncommitted Operating Expense funds available are \$48,774.22.
- In the event Line items 12 -31 exceed the budgeted amount, funds can be accessed from Line 32, the budget remainder.
- The Landscape Ground Maintenance Purchase Order is for routine monthly maintenance, as well as new or replacement plants and trees under the line item Landscape Incidentals.
- The Mettauer Environmental PO covers service for aquatic vegetation control in the lakes.
- The Bonness PO, carried over from FY-20, will be closed out.
- Florida Power & Light expenses fund electricity for lights and pumps.
- Irrigation water costs are paid to the City of Naples.
- SiteOne Landscape PO is for irrigation parts.
- Hart's Electrical PO is for lighting repairs.
- Transfer to Fund 111, Line 33, is for Staff salaries.
- Budget Transfers Appraiser and Tax Collector, Lines 37 and 38, are fees billed by other appropriate County entities.
- Improvements General Fund, Line 33, reserved to fund capital projects, available balance is \$169,000.00 of which \$700.00 is committed.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$230,000.00.
- Effective October 15, 2020 items over \$5,000.00 are classified as "Capital Expenditures." The previous threshold was \$1,000.
- Total available balance, less committed expenses, is \$539,040.04.

As recommended by the Collier County Office of Management and Budget (OMB), the Limited General Obligation Bond, Forest Lakes MSTU, Series 2007, final payoff was made in January 2021, realizing an interest savings of \$22,950.00.

C. Status Report

1. Zoom Meeting Criteria

A quorum can be attained during Forest Lakes MSTU "hybrid" public meetings three of the five of Advisory Committee members are physically present to conduct the meeting and a motion is made to allow committee members not present to attend remotely.

The Committee queried regarding consequences of ZOOM meetings if the specified criteria for a quorum is not met, to which **Mr. Schumacher** responded that "motions" to approve actions directed by the advisory committee cannot be made and the meeting would then be considered "informational" only.

Ms. Arnold noted applicability of the criteria relates to all Collier County Advisory Committees/Boards appointed by the Board of County Commissioner and subject to the Sunshine Laws.

Mr. Fogg motioned to conduct meetings of the Forest Lakes Roadway and Drainage Advisory Committee at the Forest Lakes Condo Association Clubhouse. Second by Ms. Bell. Carried unanimously 5 – 0.

2. Cable Fence Repair

A Purchase Order has been issued to the contractor who previously repaired defective concrete post sections of the cable fence at the *Verandas at Quail Run*. Final count for MSTU post placement locations will be identified and the exterior vinyl sleeves will be grey.

Commencement of work is contingent upon the Procurement Department's receipt of Insurance and Workman's Compensation certificates.

3. ABB Survey – Northwest Swale Survey & Profile

A Purchase Order was issued to Agnoli, Barber & Brundage, Inc. (ABB), to provide engineering consulting services for survey and design improvements to the existing outfall swale in the northeast quadrant at the end of Camelia Lane.

Progress Report

- ABB surveyed the existing swales outflow area in the vicinity of the Camelia Lane cul de sac.
- Ground Zero Landscaping removed debris from the pump outflow catch basin and culvert and adjacent Rip Rap was re-set.
- ABB will define the profile and design elevation improvements to the outfall to the Gordon River canal.
- Time frame for receipt of design recommendations is estimated at five to six weeks.

Staff anticipates the water drainage issue on the Camelia Lane cul de sac, lots 21 and 22, will be alleviated due to the repair and reactivation of the pump and new swale profile designed by ABB.

4. Forest Lakes Condominiums – Drainage

Mr. Schumacher distributed survey/plot plan maps, prepared by Tri-County Engineering, Inc., of Forest Lakes II, A Condominium and Forest Lakes IV, A Condominium, identifying area permanent easements highlighted in yellow.

Mr. Barry previously provided Staff with condo newsletter pages alluding to Kyle Construction having installed drainage pipes in 2004 -2005 from the Forest Lakes Drive drain to the golf course swales, seemingly at the direction of the MSTU. Whether the pipes were subsequently maintained by the MSTU in 2010 and 2015 is to be determined.

Ms. Arnold advised the drainage pipes may have been installed by way of a temporary construction, not permanent, easement. The MSTU is only responsible for maintenance of items which have a permanent legal easement and benefit the entire community.

Mr. Schumacher will research the County data base for information to seek documentation the MSTU participated in the drainage pipe installation project and update the Committee the March meeting.

The Committee will review the easement terms and conditions at the March 2021 meeting and decide a course of action.

5. Prospective MSTU Projects – Upon Bond Payment

Capital funds may become available for new MSTU projects after the current fiscal year 2021 – subject to the standing and projected maintenance costs for assets already in the MSTU inventory.

Proposed projects will be prioritized, quotes solicited, and maintenance cost assessed.

MINUTES

The Committee expressed a preference for maintaining the infrastructure including landscape maintenance, roads, two (2) new sidewalk installations and evaluation/implementation of drainage systems to alleviate flooding during extreme weather events.

VII. NEW BUSINESS

Mr. Schumacher will solicit a quote from ABB to survey the golf course in 2022 for Committee consideration.

VIII. ONGOING BUSINESS

None

IX. PUBLIC COMMENTS

A memorandum dated January 7, 2021, from **Rick Korb**, President and **Doug Burnham**, GM, Quail Run Golf Club, identifying long-term infrastructure items potentially in partnership with the MSTU as outlined in a presentation to the Committee on May 5, 2019, was distributed to the Committee.

Suggested drainage improvements include:

- Lowering the ground water table in the community.
- A new design of the swale system to ensure adequate drainage exists in the community.
- Establishment of an MSTU tree trimming program for the swale easements and Pine Ridge Road.
- Replacement of the pipes crossing fairways that are more likely collapsed due to materials used and age.
- Modify the lakes on the course that retain water for drainage.

At a later time, the Committee will review the Quail Run Golf Club's proposal in tandem with other projects proposed under the "Prospective MSTU Projects" category.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:55 A.M.

NEXT MEETING:

**MARCH 2, 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 _____, 2021 as presented _____, or as amended _____.

FOREST LAKES MSTU
FUND 159
March 2, 2021

FY-21	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder	
1		CUR AD VALOREM TAX		\$ (303,400.00)	\$ -	\$ (265,678.35)	\$ (37,721.65)	
2		OVERNIGHT INTEREST		\$ -	\$ -	\$ (236.48)	\$ 236.48	
3		INVESTMENT INTEREST		\$ -	\$ -	\$ (577.15)	\$ 577.15	
4		INTEREST TAX CO				\$ (24.23)	\$ 24.23	
5	REVENUE STRUCTURE			\$ (303,400.00)	\$ -	\$ (266,516.21)	\$ (36,883.79)	
6		TRANSFER FROM 259		\$ (50,000.00)	\$ -	\$ (17,500.00)	\$ (32,500.00)	
7		TRANSFER FROM PROPERTY APPR.		\$ -	\$ -	\$ -	\$ -	
8		TRANSFER FROM TAX COLLECTOR		\$ -	\$ -	\$ -	\$ -	
9		CARRY FORWARD GENERAL		\$ (335,900.00)	\$ -	\$ -	\$ (335,900.00)	
10		CARRY FORWARD OF ENCUMB AMT		\$ (18,752.32)	\$ -	\$ -	\$ (18,752.32)	
11		NEG 5% EST REV		\$ 15,200.00	\$ -	\$ -	\$ 15,200.00	
12	TRANSFERS & CONTRIB			\$ (389,452.32)	\$ -	\$ (17,500.00)	\$ (371,952.32)	
13	TOTAL REVENUE			\$ (692,852.32)	\$ -	\$ (284,016.21)	\$ (408,836.11)	
14	ENGINEERING FEES	Agnoli, Barger & Brundage, Inc.	Stormwater Engineering Services - ABB PN 20-013	4500208535	\$ 10,000.00	\$ 1,471.50	\$ 5,360.50	\$ 3,168.00
15	INDIRECT COST REIMBURS	Collier County			\$ 5,100.00	\$ 2,550.00	\$ 2,550.00	\$ -
16	INTERDEPT. PAYMENT	Collier County			\$ 500.00	\$ -	\$ -	\$ 500.00
17	LANDSCAPE INCIDENTALS	Ground Zero	Landscape Incidentals	4500206672	\$ 20,000.00	\$ 8,405.00	\$ 1,595.00	\$ 10,000.00
		Ground Zero	Grounds Maintenance	4500206672	\$ -	\$ 40,645.00	\$ 19,355.00	\$ -
		Mettaufer Environmental, Inc.	Routine Lakes Maintenance	4500206669	\$ -	\$ 6,300.00	\$ -	\$ -
18	OTHER CONTRACTUAL				\$ 80,000.00	\$ 46,945.00	\$ 19,355.00	\$ 13,700.00
		Bonness Inc.	Sidewalk Repairs	4500200192	\$ -	\$ -	\$ 17,526.90	\$ -
		Estates Landscraping	Post & Cable Repairs	4500209347	\$ -	\$ 1,598.00	\$ -	\$ -
19	OTHER CONTRACTUAL				\$ 27,526.90	\$ 1,598.00	\$ 17,526.90	\$ 8,402.00
20	ELECTRICITY	FP&L	Electricity		\$ 13,000.00	\$ 6,900.29	\$ 5,099.71	\$ 1,000.00
21	WATER AND SEWER	City of Naples	Reclaimed Water		\$ 1,500.00	\$ 1,148.76	\$ 351.24	\$ -
22	RENT EQUIPMENT				\$ 300.00	\$ -	\$ -	\$ 300.00
23	INSURANCE GENERAL	Collier County	Insurance		\$ 400.00	\$ 200.00	\$ 200.00	\$ -
24	SPRINKLER SYSTEM MAIN	SiteOne Landscape Supply	Irrigation Parts	4500206993	\$ 1,500.00	\$ 500.00	\$ -	\$ 1,000.00
25	MULCH	Forestry Resource	Mulch		\$ 1,000.00	\$ -	\$ 669.20	\$ 330.80
26	LIGHTING MAINTENANCE	Harts Electric	Lighting Repairs	4500207296	\$ 7,500.00	\$ 4,000.00	\$ -	\$ 3,500.00
27	LICENSE & PERMITS	Cartegraph Systems, INC.	Cartegraph License & Support for CAT	4500203165	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing	Transcriptionist	4500206256	\$ -	\$ 2,385.70	\$ 564.30	\$ -
		Mader Electric Motors	Stormwater Pump System	VISA	\$ -	\$ -	\$ 500.00	\$ -
28	OTHER MISCELLANEOUS				\$ 4,725.42	\$ 2,385.70	\$ 1,064.30	\$ 1,275.42
29	OFFICE SUPPLIES				\$ 300.00	\$ -	\$ -	\$ 300.00
30	COPYING CHARGES	JM Todd	Monthly CPC (shared)	4500207221	\$ 300.00	\$ 55.85	\$ 44.15	\$ 200.00
31	FERT HERB CHEM				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
32	OTHER OPERATING SUPPLIES				\$ 300.00	\$ -	\$ -	\$ 300.00
33	OTHER TRAINING				\$ 200.00	\$ -	\$ -	\$ 200.00
34	OPERATING EXPENSE				\$ 177,152.32	\$ 76,160.10	\$ 53,816.00	\$ 47,176.22
35	IMPROVEMENTS GENERAL	Computers At Work	Laptop for MSTU Project Manager	4500209003	\$ 169,000.00	\$ 700.00	\$ -	\$ 168,300.00
36	CAPITAL OUTLAY				\$ 169,000.00	\$ 700.00	\$ -	\$ 168,300.00
			TRANS TO 111 UNINCOR		\$ 56,700.00	\$ -	\$ -	\$ 56,700.00
			TRANS TO 259 F		\$ 50,000.00	\$ -	\$ 17,500.00	\$ 32,500.00
37	TRANSFERS				\$ 106,700.00	\$ -	\$ 17,500.00	\$ 89,200.00
38			Budget Trans from Appraiser		\$ 2,700.00	\$ -	\$ 1,231.56	\$ 1,468.44
39			Budget Trans from Tax Collector		\$ 7,300.00	\$ -	\$ 6,002.62	\$ 1,297.38
40	TRANSFERS CONST				\$ 10,000.00	\$ -	\$ 7,234.18	\$ 2,765.82
41	RESERVES FOR CAPITAL				\$ 230,000.00	\$ -	\$ -	\$ 230,000.00
42	RESERVES				\$ 230,000.00	\$ -	\$ -	\$ 230,000.00
43	TOTAL EXPENDITURES				\$ 692,852.32	\$ 76,860.10	\$ 78,550.18	\$ 537,442.04

	176,394,909 145,888,273 132,933,552 129,715,669 129,977,881 140,171,072 152,711,783 165,722,702 190,428,196 202,132,375 210,299,015 216,607,985 3.00%	FY-10 Final Taxable Value FY-11 Final Taxable Value FY-12 Final Taxable Value FY-13 Oct Taxable Value FY-14 Oct Taxable Value FY-15 Oct Taxable Value FY-16 Oct Taxable Value FY-17 Oct Taxable Value FY-18 Oct Taxable Value FY-19 Oct Taxable Value FY-20 Oct Taxable Value FY-21 July Estimate Taxable Value Adj. FY-20 to FY-21	Report Date: 2/23/2021
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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
		Revenue:	\$289,128	\$278,801	\$577,300	\$289,100
					Total 4.0000	\$866,400