

FOREST LAKES

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

MINUTES

NOVEMBER 10, 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 George Fogg
Staff	John Goody (Excused) 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 James Molenaar - Resident

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES – OCTOBER 6, 2020

Ms. Bell moved to approve the minutes of the October 6, 2020 Forest Lakes Advisory Committee as presented. Second by Mr. Fogg. Carried unanimously 4 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Debris from tropical storm Eta was removed.
- Replanted Cassia tree toppled by Eta.
- Light poles were cleaned.
- Ficus hedge was pruned.
- Fertilizer was applied.

During Committee discussion the following were addressed:

Mulch at Front Entrance

- Primary benefit of mulch application is aesthetic.
- Mulch protects roadway plantings from detrimental weather conditions, controls weeds, retains moisture and protects tree roots from wind damage.
- Ground Zero estimates two (2) pallets of mulch are needed.

Woodshire Lane Triangle – Golf Course Maintenance Area

- Growth of exotic plants needs to be curtailed.

Tree Canopy Lifting

- Residents are permitted to retain outside contractors to lift tree canopies in their Right of Ways (ROW).

Staff Gauges

Gauges in three (3) locations recorded appropriate water levels indicating sufficient lake drainage.

Mr. Schumacher will:

- Solicit a quote from Ground Zero Landscaping to replace the Cassia tree damaged by Eta.
- Based on the service map, determine entity responsible for landscape maintenance of the Woodshire Lane triangle abutting the golf course maintenance area.

The Committee will:

- Evaluate desirability of mulch application and motion to proceed or discontinue the practice at the December 2020 meeting.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, dated November 10, 2020*” 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%. *Future millage rate will be reviewed on payoff of the Bond.*
- Current Operating Expense Budget is \$177,152.32 of which Commitments total \$114,877.47; \$6,724.86 is expended.
- Uncommitted Operating Expense funds available are \$55,550.00.
- The Landscape Ground Maintenance Purchase Order is for routine monthly maintenance; Landscape Incidentals PO covers plant replacements.
- The Mettauer Environmental PO covers service for aquatic vegetation maintenance in the lakes.
- The Bonness PO, carried over from FY-20, will be closed out pending payment for light pole replacement.
- Florida Power & Light expense funds electricity for lights and pumps.
- Water and sewer costs are paid to the City of Naples.
- SiteOne Landscape PO is for irrigation parts.
- Hart’s Electrical PO is for lighting repairs.
- The FY-20 Purchase Order balance for Premier Staffing in the amount of \$1,225.42, available for outstanding 2020 invoice submissions, will be closed out.
- Transfer to Fund 111, Line 33, is for Staff salaries.
- Budget Transfers Appraiser and Tax Collector, Lines 35 and 36, are fees billed by the appropriate entities.
- Improvements General Fund, Line 31, reserved to fund capital projects, available balance is \$169,000.00.
- Reserves for Insurance and Catastrophic/Hurricane funds total \$230,000.00.
- Total available balance, less committed expenses, is \$520,595.48.

B. Status Report

1. January 2021 Bond Repayment

The Collier County Office of Management and Budget (OMB) recommends the *Limited General Obligation Bond, Forest Lakes MSTU, Series 2007*, principal payoff be accelerated to January 1, 2021 (one year early) realizing an interest savings of \$22,950.00. Payment is subject to Board of County Commissioners (BCC) approval.

Mr. Fogg motioned to acknowledge the Committee has been advised of, and does not object to, the Office of Management and Budget's recommendation to prepay the General Obligation Bond, Forest Lakes MSTU, Series 2007, on January 1, 2021 subject to approval by the Board of County Commissioners. Second by Mr. Barry. Carried unanimously 4 – 0.

2. MSTU Assets Inventory Review & Cost Estimates

Ms. Arnold presented the Forest Lakes MSTU Asset Management Review report dated November 10, 2020 supported by a Power Point presentation and document hand out.

- Asset Management Principles *Establish Inventory with Determined Quantities Target Dates for Install and Replacement and Prepare Schedules for Repair/Replacement with Cost.*
- Asset responsibility verification and maintenance includes roadways, drainage systems/structures, lighting, sidewalks, landscaping/irrigation, seawalls, lake, fountains/weed control, etc.
- Tables detailed replacement costs by year including drainage work and annual maintenance costs.
- Estimated asset replacement costs total \$3,859,790.00 through 2038.
- Estimated annual asset maintenance costs total \$172,070.00 in Fiscal Year 2021 (FY-21).

The Committee discussed the following:

- Swales in the single-family residential properties intersecting Forest Lakes Boulevard, highlighted in yellow on the drawing, drain stormwater to both the west & south canals and the swales on Quail Run GC.
- Existing drainage easements identified in the development plat map provide the MSTU authority to address deficiencies either directly or through County Code Enforcement.
- New projects for future consideration include sidewalk installation and lighting on the spur streets off Forest Lakes Drive and Quail Forest Boulevard.
- Budget reserves will be accumulated for asset repairs, replacements, and committee-approved improvements within budget.

3. Cable Fence Repair

A quote from the *Verandas at Quail Run* fencing contractor for concrete posts to repair defective sections of the cable fence abutting Quail Run lakes has been requested. Exterior vinyl sleeves are available in white or grey.

Mr. Fogg motioned to specify the post vinyl sleeves in grey to coordinate with the color tone of the existing concrete posts. Second by Ms. Bell. Carried unanimously 4 – 0.

4. Light Pole Replacement

Bonness Inc replaced the Sternberg light pole on Woodshire Lane knocked down by their crew during annual sidewalk repairs. Bonness assumed financial responsibility for replacement at no additional cost to the MSTU.

5. ABB Survey Quote

In response flooding reported by residents on the Camelia Lane cul de sac, lots 21 and 22, Mr. Schumacher to requested a quote from Agnoli, Barber & Brundage, Inc. (ABB) survey the existing swales in the vicinity and design improvements to the outfall to the Gordon River canal. Scope of work includes:

- Survey of Existing Conditions.
- Design corrective modifications.
- Prepare engineering documents for solicitation.

Mr. Fogg motioned to approve Agnoli, Barber & Brundage, Inc.'s proposal, dated October 21, 2020 in the amount of \$6,832.00, to render professional engineering consulting services to survey and design improvements to an existing outfall swale at the end of Camelia Lane within Forest Lakes. Second by Mr. Barry. Carried unanimously 4 – 0.

VII. NEW BUSINESS

None

VIII. ONGOING BUSINESS

The Committee discussed vehicle size options for waste collection to reduce wear on the roadways.

A representative from the Solid Waste Management Department will be invited to an MSTU meeting to address the Committees concerns.

IX. COMMITTEE MEMBER / PUBLIC COMMENTS

In response to Mr. Molenaar's query regarding a sunset date for the MSTU, Ms. Arnold noted the Forest Lakes MSTU continues in perpetuity under the County ordinance establishing this Municipal Service Taxing Unit.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:26 A.M.

NEXT MEETING:

**DECEMBER 1, 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 _____.