

FOREST LAKES

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

MINUTES DECEMBER 1, 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 John Goody (Excused)
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 Rick Korb – President Quail Run GC Patrick Bernal - Resident Peter Wray - 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 Ms. Bell. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – NOVEMBER 10, 2020

Mr. Barry moved to approve the minutes of the November 10, 2020 Forest Lakes Advisory Committee subject to the following change:

Page 3, Item VI Project Managers Report, B. Budget, second bullet: from “...In response flooding reported by residents on the Camelia Lane cul de sac, lots 21 and 22, Mr. Schumacher to request 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.) ...,” to ... In response to a resident’s report of flooding on the Camelia Lane cul de sac, lots 21 and 22, Mr. Schumacher requested a quote from Agnoli, Barber & Brundage, Inc. (ABB) to survey existing swales in the vicinity and design improvements to the outfall to the Gordon River canal...).”

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:

- Shrubs and trees were pruned.
- Fertilizer was applied.

During Committee Discussion the following was addressed:

Mulch at Front Entrance

Ms. Bell motioned to apply brown mulch to the front entrance island. Second by Mr. Barry. Motion carried 3 “yes” - 1 “no.” Mr. Fogg voted “no.”

Forest Lakes Boulevard Trees

- Ms. Bell reported two (2) dead trees southwest of Gardenia Lane prior to the swale to the golf course lake.
- Mr. Schumacher and Mr. Gross drove by to assess the condition of a weakened Cassia Tree on Forest Lakes Blvd at Opuntia Ln.

Woodshire Lane Triangle – Golf Course Maintenance Area

- Exotic plants will be trimmed by Quail Run Golf Club landscape maintenance staff.

Mr. Schumacher will:

- Determine the condition of the referenced trees in the vicinity of Gardenia Lane, remove if dead and replace in spring 2021.
- Monitor the health of the Cassia tree at Opuntia Lane to determine replacement it in spring 2021.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, dated December 1, 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%. 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 \$96,298.81; \$25,803.51 is expended.
- Uncommitted Operating Expense funds available are \$55,050.00.
- 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 \$520,060.77.

Effective October 15, 2020 items over \$5,000.00 are classified as “Capital Expenditures.” The previous threshold was \$1,000.

B. Status Report

1. MSTU Assets Inventory Review & Cost Estimates

The Committee discussed the “Forest Lakes MSTU Asset Management Review” report dated November 10, 2020 which identifies community assets and defines financial requirements to maintain these known assets noting:

- The report addresses Asset Management Principles, establishes Inventory with Determined Quantities, Target Dates for Install and Replacement and Prepare Schedules for Repair/Replacement with Cost.
- The responsibilities include MSTU-specific roadways, drainage systems/structures, lighting, sidewalks, landscaping/irrigation, seawalls, lake, fountains/weed control, etc.
- Estimated replacement cost of identified assets is \$3,859,790.00; annual maintenance expenses are projected at \$172,070.00.

The Committee discussed the following:

- Mr. Schumacher notified the committee that the outstanding balance of the 6,215,000 Bond issued in October 2007 will be paid-off in early 2021.
- With bond payments then ceasing, additional 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.
- Project categories for consideration include additional irrigation, sidewalks, and structural pruning within the MSTU boundary.
- Proposed projects will be prioritized, quotes solicited, and maintenance cost assessed.
- Mr. Barry submitted a Forest Lakes Condominium newsletter page, drainage sketch, and typed notes (circa 2005) and his recollection is that pipes from the Forest Lakes Drive drain to the golf course swales were installed by Kyle Constructions in 2004 – 2005.

Mr. Schumacher will:

- Research the County data base for information to support the documentation provided for MSTU participation in the drainage pipe installation project from Forest Lakes Drive to the golf course.

Committee members will:

- Submit a list of projects for consideration at the January 2021 meeting.

2. Cable Fence Repair

Pending vendor registration with the County, a Purchase Order will be issued to the contractor for the *Verandas at Quail Run* fencing project to repair defective concrete post sections of the

cable fence abutting Quail Run lakes. Post placement locations were confirmed, and the exterior vinyl sleeves will be grey.

4. ABB Survey Quote

A Work Order has been submitted for Agnoli, Barber & Brundage, Inc. (ABB), to provide engineering consulting services for survey and design improvements to the existing outfall swale at the end of Camelia Lane. On receipt of a Purchase Order, a Notice-to-proceed will be issued to ABB.

VII. NEW BUSINESS

ZOOM Meeting Capability

In response to the Committee's query to continue meetings via ZOOM, Mr. Schumacher reported Governor DeSantis did not re-issue the March 9, 2020 Executive Order 20-246, enabling hybrid public meetings via remote access.

Hybrid public meetings can be convened if a quorum of Advisory Committee members is physically present to conduct the meeting and a motion is made to allow non-attending members to attend remotely.

Mr. Schumacher will research options utilizing the ZOOM capability and report his findings to the Committee.

VIII. ONGOING BUSINESS - None

IX. PUBLIC COMMENTS

Mr. Bernal requested the Committee consider continuation of the sidewalk on Forest Lakes Drive. Material he prepared for design and lighting of the proposed installation will be forwarded to Mr. Schumacher to be considered under the "new project" category.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:12 A.M.

NEXT MEETING:

**JANUARY 5, 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 _____.