

FOREST LAKES

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

AGENDA

August 2, 2022

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2026)

John Goody (4/21/2023)

Barbara Bell – Vice Chair (4/21/2023)

Greg Pollock (4/21/2026)

George E. Fogg (4/21/2024)

Staff:

Michelle Arnold – Director

Dan Schumacher – Project Manager

Contractor(s):

Aaron Gross – Ground Zero Landscaping

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES – [JUNE 07, 2022](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#)

B. September Meeting

C. Lighting Report

D. Swales Drainage Data Analysis – ABB

VII. NEW BUSINESS

VIII. ONGOING BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

SEPTEMBER 6TH, 2022 - 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

JUNE 7, 2022

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
George Fogg
John Goody (Excused)
Greg Pollock

Staff

Michelle Arnold – Director (Excused)
Dan Schumacher – Project Manager
Rosio Garcia – Operations Coordinator (Excused)

Contractors

Aaron Gross - Ground Zero Landscaping
Wendy Warren - Premier Staffing (Transcription)

Public Attendees

Doug Burnham – General Manager, Quail Run GC
Dick Barry - Resident
Patrick Bernal – Resident
Paul Kaplowe - Resident
Tom Kinnery - Resident
Kathy Thomson – Resident
Stacie Young – Resident
Michelle McCleod – Candidate for County Commissioner District 4

III. APPROVAL OF AGENDA

Mr. Fogg moved to approve the June 7, 2022, Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. Second by Ms. Bell. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – May 3, 2022

Ms. Bell moved to approve the minutes of the May 3, 2022, meeting as presented. Second by Mr. Fogg. Carried unanimously 4 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

- Landscaping is in good condition.
- Perimeter tree canopies were lifted, and shrubs pruned to enhance sidewalk clearance.
- Shrubs were pruned and sprayed to prevent insect infestation.
- Irrigation is functioning as intended.
- A leaning sign on Quail Forest Boulevard will be straightened.

Mr. Fogg reported:

- The new plantings along the fence on Woodshire Lane across from Emerald Greens Condominiums are maturing and trees are flowering.
- Significant landscaping embellishing the area will be evident by spring/summer of 2023.
- Vandals topped some plants and uprooted trees.

The Committee declined Mr. Fogg's request to provide mulch for the area noting the maintenance is the responsibility of the Emerald Greens Condominium Association.

Mr. Schumacher noted two (2) staff gauges indicated overflowing of water and he will direct Ground Zero Landscaping to remove debris between Lake #5 and the southern perimeter of the canal on the lake side.

VI. Project Managers Report**Richard Barry Board of County Commissioners Proclamation**

Chair Fanning presented a commemorative plaque on behalf of The Board of County Commissioners and the M.S.T.U. to Richard Barry in recognition of the significant contribution he made to the Forest Lakes Roadway and Drainage Advisory Committee from April 2010 to April 2022.

A. Budget Report & Capital Budget Reserves**Forest Lakes MSTU Fund Budget 159 dated June 7, 2022**

- The FY-22 Millage rate remains constant at 4.0 mills.
- Current Ad Valorem Tax, Line 5, is \$915,600.00; an increase of 3.71% over FY-21.
- Transfers and Contributions, Line 10, are \$350,986.50; a carry-over of unexpended FY-21 funds.
- Total Revenue, Line 11, is \$1,266,586.50, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
 - Agnoli, Barber & Brundage
 - Swales Drainage Analysis. *Closed.*
 - Purchase Order for Data Analysis Pending.
 - Ground Zero Landscaping –
 - Incidentals is for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs and swale maintenance.
 - Hart's Electrical – Electrical Maintenance & Repair.
 - HydroPoint – Irrigation Controls Cloud Subscription renewed through 2024.
 - Jacobs Engineering Group – Lake Wall Site Evaluation & Design.
 - Kelly Brothers – Lake Retaining Wall Replacement.
 - Mettauer Environmental #9 – Routine Lakes Maintenance and Repairs.
 - Pavement Maintenance – Sidewalk Repairs. *Closed.*
 - Premier Staffing – Transcription Services.
 - Site One Landscape Supply – Irrigation Parts & Pumps.
- Red indicates a Purchase Order is closed and the money expended.
- Operating Expense, Line 32, is budgeted at \$204,086.50; with current Commitments of \$63,867.74, Expenditures of \$117,040.10, and a Budget Remainder (unspent operating funds) of \$23,178.66.
- Capital Outlay, Line 34, balance of \$874.00 reflects a reduction of \$193,426.00 from the original budget to finance replacement of the lake #9 retaining wall.
- Transfer to Fund 111, Line 35, in the amount of \$59,100.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.

- Transfer to the Property Appraiser, Line 36, in the amount of \$9,500.00, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 37, in the amount of \$21,500.00, is for collection of M.S.T.U. millage as part of the annual County tax bill, currently 4.0 mills.
- Reserves, Line 40, in the amount of \$778,100.00, is for anticipated Maintenance and Capital projects in future fiscal years.
- Total Budget, Line 41, lists FY-22 M.S.T.U. budgeted funds at \$1,266,586.50; with tabulated Commitments of \$257,293.74, Expenditures of \$200,840.36, and a Budget Remainder (total unspent funds) of \$808,452.40. The \$1,266,586.50 amount does not change during the fiscal year.

A budget amendment to fund long term projects, consistent with the M.S.T.U. ordinance, can be proposed upon a motion from the Advisory Committee.

Mr. Schumacher noted:

- The County Office of Management and Budget (OMB) paid off the Limited General Obligation Bond, Forest Lakes MSTU, Series 2007, in January 2021.
- Funds previously applied to satisfy the bond debt prior to January 2021 are now reflected in the Fund 159 budget, Line 39, Reserves for Capital, in the amount of \$778,100.00.
- Of the \$778,100.00 Reserves, Line 40, \$400,000.00 is “earmarked” for roadway re-paving.
- Funds from Reserves, Line 40, can be accessed if necessary for current year expenditures by a Budget Amendment, upon approval by the Board of County Commissioners (BCC).
- The FY-22 millage rate of 4.0 is necessary to accumulate funds to fund maintenance of community assets, such as roadway paving and drainage projects, as identified in the Capital Asset Plan and updated annually.
- Fund 159 is exclusive to the Forest Lakes M.S.T.U. and cannot be utilized by outside entities.

B. Lake Wall Replacement

Kelly Brothers completed construction of the Lake #9 retaining wall and “*as built*” drawings are remain to be submitted for review and approval.

Lake #9 Fountain

A proposal has been requested from Mettauier Environmental to re-route the fountain cable back to the control cabinet at the pump house.

A request was received that the fountain lights be white.

C. Lake Aerator Repairs and Maintenance

Mettauer Environmental replaced two (2) fountain aerators, including the timer clocks, in Lake #14 at a final cost of \$8,291.48.

D. Swales Drainage Data Analysis

A Purchase Order has been issued to Agnoli, Barber & Brundage, Inc. (ABB) for analysis of the data collected from the recent Quail Run Golf Club swale survey for the Forest Lakes M.S.T.U. The analysis will address variations in elevations and areas of water retention.

- Elevations along the swales will be plotted on the typical x-y axis for clear illustration.
- Variations, slopes, and high & low points will be visibly discernable.

- Areas meeting the threshold for regrading will be identified and remedial action recommended.
- Drainage easements for properties bordering the golf course will be identified.
- The results of the analysis will be presented to the Committee at the August 2022 meeting.
- Based on the report the Committee will determine any swale modifications to consider in FY-23.

VII. NEW BUSINESS,

A. Prospective Projects (April 2021 List)

Existing Projects

Completed Projects

- Pump Swale. *NW corner of Forest Lakes Boulevard.*
- Lake Aerators. *Two (2) aerators on Lake #14 replaced.*
- Irrigation Controller Replacement. *HydroPoint controller installed.*
- Fence Post & Cable Replacement. *Four (4) concrete posts and cable fencing replaced.*
- Wooden Seawall Structure. *Lake #9 retaining wall replaced.*

Open Projects

- Roadway Repaving. *Cost quote will be updated.*
- Stormwater Pump Station. *Functioning as intended, future project.*
- Street/Traffic Signs. *Addressed as needed.*
- Fairway Swales Regrading. *Agnoli, Barber & Brundage to recommend based on data.*
- Raising Roadway. *Remove project from the list based on success of larger drainpipe and second culvert installation on Forest Lakes Blvd. between Quail Forest Blvd. and Woodshire Lane resulting in faster water drain down.*
- Lighting Quail Forest Blvd. *Staff contacted Florida Power & Light for clarification on lighting district designation in the community. Extension of roadway lighting on Quail Forest Blvd. will be researched pending information received from FPL.*
- Drainpipe Scoping recommended every five (5) years. **Mr. Schumacher** has solicited a quote from Shenandoah Construction. *Service will be performed if cost proposal is within maintenance budgeted guidelines.*
- Lake and swale water retention. *ABB survey data will address water retention and methods to remediate. Devise a system to pump surface water to a retention area prior to a rain event to prevent flooding.*

Proposed Projects

Projects for Consideration

- Flooding remediation at the intersection of Villas in Phase 1. *Easements and/or permits do not exist for this non M.S.T.U. asset. The community has performed maintenance.*
- Sidewalks
 - *“Walking Path” in the Forest Lakes community to enhance resident safety by minimizing the pedestrian traffic on Forest Lakes Drive and provide exercise and leisure opportunities for all residents. Staff received emails from residents opposed to the project. Project is “on hold” pending further research.*
 - *Extension of sidewalk behind Phase I Villas. The M.S.T.U. does not have easements for this area. Concepts will be shared with Staff for this inactive project.*

MINUTES

- Drainage solutions in partnership with the golf course. *ABB analysis of data to recommend remedial action.*
- Drain at Forest Lakes Blvd. and Woodshire Ln. *Reviewed drain function with ABB and determined item can be maintained by the Landscape Contractor.*

Non M.S.T.U. Assets Projects

- Australian Pine Tree trimming on Pine Ridge Road:
 - An amendment to the Forest Lakes Roadway and Drainage Ordinance is required.
 - A Public Meeting would be necessary to solicit community feedback on the proposed change of incorporating “trees” into the scope of the Ordinance.
 - The Board of County Commissioners (BCC) must approve any amendment to the Ordinance.
- Neighborhood Directory Lighting.
- Gordon River Extension drainage and installation of weir. *This is a County Road maintenance Division responsibility.*
- Clean up of GRE and drainage canal on the south side. *The County Road Maintenance Division is the responsible entity. Staff suggested calling “311” to request a maintenance.*
- Extend irrigation from Forest Lakes Blvd. to Woodshire Lane and install landscaping.
- Sign installation on Woodshire Lane identify area condominiums.
- Plant vines on the chain link fences to screen The Crossings Shopping Center.

Projects will be prioritized, and available funding identified at a future meeting.

VIII. ONGOING BUSINESS

None

IX. PUBLIC COMMENTS

Mr. Schumacher will confirm a fallen sign in the golf club parking lot is an M.S.T.U. asset, and if so, arrange for re-installation or replacement.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:16 A.M.

NEXT MEETING:

**JULY 5, 2022 - 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 _____, 2022 as presented _____, or as amended _____.

FOREST LAKES M.S.T.U.

Fund 159

August 2, 2022

	FY-22	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1	CUR AD VALOREM TAX				\$ (912,600.00)	\$ -	\$ (870,755.48)	\$ (41,844.52)
2	OVERNIGHT INTEREST				\$ -	\$ -	\$ (696.90)	\$ 696.90
3	INVESTMENT INTEREST				\$ (3,000.00)	\$ -	\$ (3,168.91)	\$ 168.91
4	INTEREST TAX COLL.				\$ -	\$ -	\$ (66.20)	\$ 66.20
5	REVENUE STRUCTURE				\$ (915,600.00)	\$ -	\$ (874,687.49)	\$ (40,912.51)
6	TRANSFER FROM PROPERTY APPR.				\$ -	\$ -	\$ -	\$ -
7	CARRY FORWARD GENERAL				\$ (336,500.00)	\$ -	\$ -	\$ (336,500.00)
8	CARRY FORWARD OF ENCUMB AMT				\$ (60,286.50)	\$ -	\$ -	\$ (60,286.50)
9	NEG 5% EST REV				\$ 45,800.00	\$ -	\$ -	\$ 45,800.00
10	TRANSFERS & CONTRIB				\$ (350,986.50)	\$ -	\$ -	\$ (350,986.50)
11	TOTAL REVENUE				\$ (1,266,586.50)	\$ -	\$ (874,687.49)	\$ (391,899.01)
		Agnoli Barber & Brundage	Swales Survey	4500211122	\$ -	\$ -	\$ 4,979.50	\$ -
		Jacobs Engineering Group	Lake Wall Evaluations & Design	4500212532	\$ -	\$ -	\$ 49,840.00	\$ -
		Agnoli Barber & Brundage	Swales Data Analysis	4500217841	\$ -	\$ 2,596.50	\$ 3,319.50	\$ -
12	ENGINEERING FEES				\$ 62,286.50	\$ 2,596.50	\$ 58,139.00	\$ 1,551.00
13	INDIRECT COST REIMBURS	Collier County		Direct Pay	\$ 4,300.00	\$ -	\$ 4,300.00	\$ -
14	INTERDEPT. PAYMENT	Collier County		Direct Pay	\$ 500.00	\$ -	\$ -	\$ 500.00
15	LANDSCAPE INCIDENTALS	Ground Zero	Landscape Incidentals	4500213779	\$ 10,000.00	\$ 5,062.50	\$ 937.50	\$ 4,000.00
16	OTHER CONTRACTUAL	Ground Zero	Grounds Maintenance	4500213779	\$ 62,000.00	\$ 16,305.00	\$ 43,695.00	\$ 2,000.00
		Mettauer Environmental	Routine Lakes Maintenance	4500213930	\$ 12,280.00	\$ 10,705.00	\$ 5,250.00	\$ (3,675.00)
		Pavement Maintenance	Concrete; Sidewalks, etc.	4500216529	\$ -	\$ -	\$ 11,550.00	\$ -
17	OTHER CONTRACTUAL				\$ 35,000.00	\$ 10,705.00	\$ 16,800.00	\$ 7,495.00
18	ELECTRICITY	FPL	Electricity	4700004607	\$ 13,000.00	\$ 2,360.94	\$ 10,489.06	\$ 150.00
19	WATER AND SEWER	City of Naples	Reclaimed Water	4700004568	\$ 1,500.00	\$ 583.58	\$ 916.42	\$ -
20	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 400.00	\$ -	\$ 400.00	\$ -
		SiteOne Landscape Supply	Irrigation Parts	4500213943	\$ -	\$ 450.12	\$ 49.88	\$ -
		HydroPoint	Irrigation Controls Data (Renewal)	VISA	\$ -	\$ -	\$ 596.96	\$ -
21	SPRINKLER SYSTEM MAINT.				\$ 1,500.00	\$ 450.12	\$ 646.84	\$ 403.04
22	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
		Hart's Electrical	Lighting Repairs	4500213929	\$ -	\$ 2,000.00	\$ 1,114.30	\$ -
		Amazon	Lighting Supplies	VISA	\$ -	\$ -	\$ 65.49	\$ -
23	LIGHTING MAINTENANCE				\$ 5,000.00	\$ 2,000.00	\$ 1,179.79	\$ 1,820.21
24	SALES TAX EXP				\$ -	\$ -	\$ 4.16	\$ (4.16)
25	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing	Transcriptionist	4500213942	\$ -	\$ 1,643.20	\$ 1,306.80	\$ -
		Premier Staffing (FY21 Exp)	Transcriptionist	4500215549	\$ -	\$ -	\$ 178.20	\$ -
		Naples Award	Advisory Committee Recog.	VISA	\$ -	\$ -	\$ 66.50	\$ -
		Midwest Printing	Large Topo Map	VISA	\$ -	\$ -	\$ 142.50	\$ -
26	OTHER MISCELLANEOUS				\$ 4,000.00	\$ 1,643.20	\$ 1,694.00	\$ 662.80
27	OFFICE SUPPLIES				\$ 300.00	\$ -	\$ -	\$ 300.00
28	COPYING CHARGES	JM Todd	Monthly CPC (shared)	4500214501	\$ 300.00	\$ 9.13	\$ 105.15	\$ 185.72
29	FERT HERB CHEM				\$ 500.00	\$ -	\$ -	\$ 500.00
30	OTHER OPERATING SUPPLIES	Sunshine Ace, Nat'l Traffic	Hardware for Signage	VISA	\$ 300.00	\$ -	\$ 110.82	\$ 189.18
31	OTHER TRAINING				\$ 200.00	\$ -	\$ -	\$ 200.00
32	OPERATING EXPENSE				\$ 204,086.50	\$ 41,715.97	\$ 139,417.74	\$ 22,952.79

FOREST LAKES M.S.T.U.
Fund 159
August 2, 2022

	FY-22	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
33	IMPROVEMENTS GENERAL	Kelly Brothers	Lake Retaining Wall Replacement	4500217318	\$ 194,300.00	\$ 20,000.00	\$ 173,426.00	\$ 874.00
34	CAPITAL OUTLAY				\$ 194,300.00	\$ 20,000.00	\$ 173,426.00	\$ 874.00
35	TRANS FROM FUND 159 TO FUND 111		Reimbursement for Staff Support		\$ 59,100.00	\$ -	\$ 59,100.00	\$ -
36	TRANS FROM FUND 159 TO PROPERTY APPRAISER				\$ 9,500.00	\$ -	\$ 7,207.69	\$ 2,292.31
37	TRANS FROM FUND 159 TO TAX COLLECTOR				\$ 21,500.00	\$ -	\$ 19,415.11	\$ 2,084.89
38	TRANSFERS				\$ 90,100.00	\$ -	\$ 85,722.80	\$ 4,377.20
39	RESERVES FOR CAPITAL				\$ 378,100.00	\$ -	\$ -	\$ 378,100.00
40	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
41	RESERVES				\$ 778,100.00	\$ -	\$ -	\$ 778,100.00
42	TOTAL EXPENDITURES				\$ 1,266,586.50	\$ 61,715.97	\$ 398,566.54	\$ 806,303.99

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
219,999,549	FY-21 Oct Taxable Value
\$228,159,517	FY-22 Adopted Taxable Value
3.71%	Adj. FY-21 to FY-22

Prepared on: 7/25/2022

FY 22 Adopted Millage & Tax Dollars		
	FY22	FY21
Millage:	4.0000	4.0000
Tax Dollars:	\$912,638	\$303,315

4.0 mill cap
200.9%