

FOREST LAKES

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

AGENDA

FEBRUARY 1, 2022

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

Contractor(s):

Aaron Gross – Ground Zero Landscaping

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES – [DECEMBER 7, 2021](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#) & CAPITAL BUDGET RESERVES

B. Lake Wall Repairs:

1. Lake #9 Wall Repair – Jacobs Engineering

i. Lake #9 Wall Design.

ii. Lakes #14, 15, 18 Wall Evaluations.

C. Lighting Repairs.

D. Lake Aerator Repairs & Maintenance.

E. Sidewalk Repairs:

VII. ONGOING BUSINESS

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

NEXT MEETING

MARCH 1, 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 DECEMBER 7, 2021

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 (Excused) Richard Barry George Fogg John Goody
Staff	Michelle Arnold – Director Dan Schumacher – Project Manager Rosio Garcia – Operations Coordinator (Excused)
Contractors	Aaron Gross - Ground Zero Landscaping Wendy Warren - Premier Staffing (Transcription)
Community Attendees	Doug Burnham – General Manager, Quail Run GC

III. APPROVAL OF AGENDA

Mr. Barry moved to approve the December 7, 2021, Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. as presented. Second by Mr. Goody. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – NOVEMBER 2, 2021

Mr. Barry moved to approve the minutes of the November 2, 2021, meeting subject to the following change:

Page 4, Item IX. Public Comments, 1. Budget Report, bullet 2: from “... The M.S.T.U. does not have jurisdiction over the Forest Lakes rock weir sat the southwest corner of the community, on the canal) ...,” to ... The M.S.T.U. does not have jurisdiction over the Forest Lakes rock weir at the southwest corner of the community, on the canal ...).”

Second by Mr. Fogg. Carried unanimously 4 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross and **Mr. Schumacher** reported:

- Shrubs, including the Green Island Ficus, were pruned.
- Fertilizer was applied in accordance with contract specifications.
- The Crown of thorns on Median #2 at the front entrance were removed.
- Golf course swales were trimmed.

The Committee requested landscaping in the sidewalk section of the Woodshire Lane shortcut to the shopping center be evaluated for remedial action to prevent silt accumulation.

Sidewalk LightingMaintenance

- Photo eye sensors for decorative lamp posts were installed as needed.
- Lighting related maintenance items submitted to Mr. Schumacher by Kathy Thomson will be scheduled for service with Hart's Electrical.
- The Committee opted for Staff to conduct the lighting inspection on a quarterly basis to identify lamp outages and repairs. *Hart's Electrical submitted a quote in the amount of \$440.00 per inspection in April 2021.*

Conversion to LED Lamps

- Sternberg and Lumec are the primary vendors for decorative lighting.
- Lumec produces a lamp lens retro fit kit with LED bulbs; estimated cost per retrofit insert is \$700.00 plus installation.
- Hart's Electrical verified a suitable LED bulb is not available to fit the existing lamp head and emit the preferred amber color.
- Installation of a street light pole at the entrance (exit side) of the community has been suggested.

The Committee previously determined cost of conversion to LED lamps is greater than the repair costs for the existing Sodium bulbs and potential electrical usage savings.

VI. PROJECT MANAGERS REPORT**A. Budget Report**Forest Lakes MSTU Fund Budget 159 dated December 7, 2021

- The FY-22 Millage rate remains constant at 4.000 mills.
- Current Ad Valorem Tax, Line 1, is \$912,600.00; an increase of 3.71% over FY-21.
- Transfers and Contributions, Line 9, are \$350,986.50; a carry-over of unexpended FY-21 funds.
- Total Revenue, Line 10, is \$1,266,586.50, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
 - Agnoli, Barber & Brundage – Swales Survey
 - Ground Zero Landscaping –
Incidentals is for landscape refurbishment and miscellaneous
Grounds Maintenance includes irrigation repairs and swale maintenance
 - Hart's Electrical – Electrical Maintenance & Repair
 - Jacobs Engineering Group – Lake Wall Site Evaluation & Design
 - McGee & Associates – Landscape Architecture
 - Mettauer Environmental – Routine Lakes Maintenance
Mettauer's County contract expires April 2022. The Road & Maintenance Department will post a bid solicitation for contract award. In the event a contract is not executed and a 180 day extension is not granted, Mr. Schumacher will Request a Quote (RFQ) to ensure interim service.
 - Premier Staffing – Transcription Services
 - Site One Landscape Supply – Irrigation Parts & Pumps
 - Superb Landscape Services – Grounds & Irrigation Maintenance
 - Purchase Orders in "red" have been closed out.

- Operating Expense, Line 30, is budgeted at \$230,086.50; with current Commitments of \$103,873.01, Expenditures of \$48,168.07, and a Budget Remainder (unspent operating funds) of \$78,045.42.
- Capital Outlay, Line 32, budgeted at \$168,300.00, is available to fund planned projects.
- Transfer to Fund 111, Line 34, is for MSTU Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Property Appraiser, Line 36, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 37, is for collection of M.S.T.U. millage as part of the tax bill, currently 2.0 mills.
- Reserves, Line 39, budgeted at \$778,100, is designated for long term maintenance projects and Insurance and Catastrophic/Hurricane damage repair.
- Total Budget, Line 40, lists FY-22 M.S.T.U. budgeted funds at \$1,266,586.50; with tabulated Commitments of \$103,873.01, Expenditures of \$56,003.66, and a Budget Remainder (unspent operating funds) of \$1,106,709.83. The \$1,266,586.50 amount does not change during the fiscal year.

During discussion the following was noted:

- The Collier County Office of Management and Budget (OMB) paid off the Limited General Obligation Bond, Forest Lakes MSTU, Series 2007, in January 2021.
- Funds applied to satisfy the bond debt prior to January 2021 are now identified in the Fund 159 budget, Line 39, Reserves for Capital, in the amount of \$778,100.00.
- Funds are exclusive to the M.S.T.U. and cannot be utilized by outside entities.
- The FY-22 millage rate of 4.0000 is necessary to accumulate funds to finance maintenance of community assets, such as roadway paving and drainage projects, identified in the “Forest Lakes MSTU Asset Management Review” report dated November 10, 2020.
- The FY-22 over FY-21 increase in Operating Expense, Line 30, from \$177,152.32 to \$230,086.50 is due to Engineering Fees incurred for the Swales Survey and Lake #9 wall repair projects.
- The millage rate is evaluated annually based on current and future MSTU expenses.

Asset Inventory Review & Cost Estimates

The Capital Maintenance Plan FY-21 identifies community assets and defines financial requirements to maintain these known assets. The following was noted:

- Asset responsibility verification and maintenance includes roadways, drainage systems/structures, lighting, sidewalks, landscaping/irrigation, seawalls, lake, fountains/weed control.
- Tables detail 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).
- Estimated annual maintenance projected expense is reflected as “Capital Replacement Reserve” in the FY-22 budget.

The Committee discussed segmenting a portion of the Capital Reserve Fund as a line item in the Budget for Roadway Paving.

Ms. Arnold will seek the guidance of the budget department regarding creation of a roadway paving reserve.

Mr. Schumacher will Request a Quote (RFQ) per mile for roadway paving from Bonness Inc. and update the *Asset Inventory* cost projection estimates.

The Committee will deliberate the benefits of earmarking Roadway Paving as a budget item and make a recommendation at a future meeting.

B. Status Report

1. Lake #9 Wall Repair – Jacobs Engineering

Purchase and work orders were issued August 30, 2021, to Jacobs Engineering Group Inc. for “*Quail Run Golf Club: Lake Wall Site Evaluation(s), Mitigation, and Construction Monitoring.*”

i. Lake #9 Design

The Lake #9 wall design and cost projection estimate was received from the Jacobs Engineering Group November 2, 2021. A cost projection estimate received by Staff is under review.

- A Scope of Work (SOW) with construction design specifications and drawings, will go out to bid to qualified marine construction contractors February/March 2022.
- Targeted mobilization date, coordinated with the Quail Run Golf Club to minimize Club revenue impact, is end April/May 2022.
- The goal is to complete the project prior to the summer rainy season.

The Committee will consider the expenditure upon receipt of bids and selection of contractor.

ii. Lakes #14, 15, 18 Wall Evaluations

Assessment of three (3) additional wooden walls, included in the November 2, 2021 report, revealed remedial action is required.

VII. NEW BUSINESS

None

VIII. ONGOING BUSINESS

1. Swales Re-Survey – Agnoli, Barber & Brundage (ABB)

A proposal from Agnoli, Barber & Brundage (ABB) with corrective measures recommended to re-grade the golf course swales based on data variations recorded in their October 2021 report has not been received.

Mr. Schumacher will distribute a larger format of ABB’s survey MAP to the Committee at the January 2022 meeting.

2. Woodshire Lane Planting

Additional planting of the area will be curtailed until the “rainy” season of 2022. Ground cover is planted under trees. Flags will be removed as plants mature.

3. Emerald Greens Benches

The Emerald Greens Condo Association completed installation of a bench pad and the bench has been purchased. A second pad and bench installation are under consideration.

IX. PUBLIC COMMENTS

Doug Burnham suggested establishment of a reserve for “community enhancement projects” in addition to the Asset Maintenance reserve.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:15 P.M.

NEXT MEETING:

**JANUARY 4, 2022 - 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 _____, 2022 as presented _____, or as amended _____.

FOREST LAKES M.S.T.U.
Fund 159
February 1, 2022

FY-22	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1		CUR AD VALOREM TAX		\$ (912,600.00)	\$ -	\$ (747,016.77)	\$ (165,583.23)
2		OVERNIGHT INTEREST		\$ -	\$ -	\$ (83.29)	\$ 83.29
3		INVESTMENT INTEREST		\$ (3,000.00)	\$ -	\$ (927.97)	\$ (2,072.03)
4		REVENUE STRUCTURE		\$ (915,600.00)	\$ -	\$ (748,028.03)	\$ (167,571.97)
5		TRANSFER FROM PROPERTY APPR.		\$ -	\$ -	\$ -	\$ -
6		CARRY FORWARD GENERAL		\$ (336,500.00)	\$ -	\$ -	\$ (336,500.00)
7		CARRY FORWARD OF ENCUMB AMT		\$ (60,286.50)	\$ -	\$ -	\$ (60,286.50)
8		NEG 5% EST REV		\$ 45,800.00	\$ -	\$ -	\$ 45,800.00
9		TRANSFERS & CONTRIB		\$ (350,986.50)	\$ -	\$ -	\$ (350,986.50)
10		TOTAL REVENUE		\$ (1,266,586.50)	\$ -	\$ (748,028.03)	\$ (518,558.47)
		Agnoli Barber & Brundage, Inc. Swales Survey	4500211122	\$ -	\$ -	\$ 4,979.50	\$ -
		Jacobs Engineering Group Lake Wall Site Evaluation, Mitigation & C	4500212532	\$ -	\$ 14,069.90	\$ 35,770.10	\$ -
11		ENGINEERING FEES		\$ 75,286.50	\$ 14,069.90	\$ 40,749.60	\$ 20,467.00
12		INDIRECT COST REIMBURS	Collier County Direct Pay	\$ 4,300.00	\$ 4,300.00	\$ -	\$ -
13		INTERDEPT. PAYMENT	Collier County Direct Pay	\$ 500.00	\$ -	\$ -	\$ 500.00
14		LANDSCAPE INCIDENTALS	Ground Zero Landscape Incidentals	\$ 10,000.00	\$ 5,852.50	\$ 147.50	\$ 4,000.00
15		OTHER CONTRACTUAL	Ground Zero Grounds Maintenance	\$ 75,000.00	\$ 45,270.00	\$ 14,730.00	\$ 15,000.00
16		OTHER CONTRACTUAL	Mettauer Environmental, Inc. Routine Lakes Maintenance	\$ 35,000.00	\$ 6,155.00	\$ 2,625.00	\$ 26,220.00
17		ELECTRICITY	FP&L Electricity	\$ 13,000.00	\$ 8,971.05	\$ 3,878.95	\$ 150.00
18		WATER AND SEWER	City of Naples Reclaimed Water	\$ 1,500.00	\$ 1,145.96	\$ 354.04	\$ (0.00)
19		INSURANCE GENERAL	Collier County Direct Pay	\$ 400.00	\$ 300.00	\$ 100.00	\$ -
		SiteOne Landscape Supply Irrigation Parts	4500213943	\$ -	\$ 500.00	\$ -	\$ -
		Hydropoint Data Irrigation Controls Data (Renewal)	VISA	\$ -	\$ -	\$ 596.96	\$ -
20		SPRINKLER SYSTEM MAINT.		\$ 1,500.00	\$ 500.00	\$ 596.96	\$ 403.04
21		MULCH		\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
		Hart's Electrical Lighting Repairs	4500213929	\$ -	\$ 4,400.00	\$ -	\$ -
		Amazon Lighting Supplies	VISA	\$ -	\$ -	\$ 65.49	\$ -
22		LIGHTING MAINTENANCE		\$ 5,000.00	\$ 4,400.00	\$ 65.49	\$ 534.51
23		SALES TAX EXP		\$ -	\$ -	\$ 4.16	\$ (4.16)
24		LICENSE & PERMITS		\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing Transcriptionist	4500213942	\$ -	\$ 2,950.00	\$ -	\$ -
		Premier Staffing (FY21 Exp) Transcriptionist	4500215549	\$ -	\$ -	\$ 178.20	\$ -
25		OTHER MISCELLANEOUS		\$ 4,000.00	\$ 2,950.00	\$ 178.20	\$ 871.80
26		OFFICE SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00
27		COPYING CHARGES	JM Todd Monthly CPC (shared)	\$ 300.00	\$ 84.34	\$ 29.94	\$ 185.72
28		FERT HERB CHEM		\$ 500.00	\$ -	\$ -	\$ 500.00
29		OTHER OPERATING SUPPLIES	Sunshine Ace, Nat'l Traffic Hardware for Signage	\$ 300.00	\$ -	\$ 93.95	\$ 206.05
30		OTHER TRAINING		\$ 200.00	\$ -	\$ -	\$ 200.00
31		OPERATING EXPENSE		\$ 230,086.50	\$ 93,998.75	\$ 63,553.79	\$ 72,533.96
32		IMPROVEMENTS GENERAL		\$ 168,300.00	\$ -	\$ -	\$ 168,300.00
33		CAPITAL OUTLAY		\$ 168,300.00	\$ -	\$ -	\$ 168,300.00
34		TRANS FROM FUND 159 TO FUND 111	Reimbursement for Staff Support	\$ 59,100.00	\$ -	\$ -	\$ 59,100.00
35		TRANS FROM FUND 159 TO PROPERTY APPRAISER		\$ 9,500.00	\$ -	\$ 3,603.86	\$ 5,896.14
36		TRANS FROM FUND 159 TO TAX COLLECTOR		\$ 21,500.00	\$ -	\$ 16,940.34	\$ 4,559.66
37		TRANSFERS		\$ 90,100.00	\$ -	\$ 20,544.20	\$ 69,555.80
38		RESERVES FOR CAPITAL		\$ 778,100.00	\$ -	\$ -	\$ 778,100.00
39		RESERVES		\$ 778,100.00	\$ -	\$ -	\$ 778,100.00
40		TOTAL EXPENDITURES		\$ 1,266,586.50	\$ 93,998.75	\$ 84,097.99	\$ 1,088,489.76

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: 1/24/2022

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%

Public Services Department

Improvement Districts and MSTU
Forest Lakes Roadway & Drainage MSTU (159)

Notes:

Limited General Obligation Bonds approved by district referendum in November 2006, totaling up to \$6,250,000, were sold in October 2007. Net proceeds booked to the project fund (159) after issuance costs and certain eligible project costs totaled approximately \$5,900,000. Construction costs for the various projects were substantially under the original engineers cost estimate due to the competitive bidding environment. Construction was completed and approximately \$973,200 in unspent bond proceeds were transferred from the operating fund to the debt service fund as a debt service reserve. From FY 08 through FY21 there were two tax levies - one for operating (Fund 159) and one for debt service (Fund 259). Together the levies totaled \$4.000 per \$1,000 of taxable value - the amount authorized within the enabling ordinance 91-107 as amended by Ordinance 2005-20. The Bond was fully paid in December 2020 freeing up the 2.6219 tax millage required to fund debt service. Consistent with the Forest Lakes MSTU Advisory Committee's recommendation, this budget levies a total of 4.0000 mills or \$4.00 per \$1,000 of taxable value to support ongoing maintenance requirements and pay-go capital improvements.

Forecast FY 2021:

Forecast expenditures are in line with the budget as amended for prior year contracts that rolled forward.

Current FY 2022:

Operating expense includes funds for contractual engineering, maintenance and MSTU overhead costs. A capital improvement allowance of \$168,300 along with a reserve of \$778,100 is provided. **The reserve consists of \$378,100 allocated for general capital projects and \$400,000 allocated for roadway repaving.**

Revenues:

Since FY 2006 a millage of 4.0000 per \$1,000 of taxable value has been levied for the Forest Lakes MSTU. From FY 2008 through FY 2021 the millage was split between the operating budget in Fund (159) and the Debt Service budget in Fund (259). The Forest Lakes Bond was fully paid in December 2020 freeing up the 2.6219 mill previously allocated to the debt service budget. The Forest Lakes MSTU Advisory Committee has recommended that the full authorized millage of 4.0000 be levied to support ongoing maintenance requirements and pay-go capital improvements budgeted in Fund (159).

Taxable value for the MSTU is \$228,159,517, an increase of 3.71% relative to last year. The rolled back rate for this MSTU is 1.3294 per \$1,000 of taxable value. Ordinance 1991-107 as amended by Ordinance 2005-20 authorizes a millage of 4.0000 per \$1,000 of taxable value. This budget levies 4.0000 mills which will generate \$912,600 in property tax revenue.