

FOREST LAKES

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

AGENDA

January 10, 2023

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 – [DECEMBER 06, 2022](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#)

B. Lakes Maintenance – Mettauer Environmental

1. Lakes 15 & 16 Vegetation

2. Alternative Control Method

VII. ONGOING BUSINESS

A. Woodshire Fence Damage

B. Ian Traffic Sign(s) Damage

VIII. NEW BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

FEBRUARY 7TH, 2023 - 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 6, 2022

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 George Fogg John Goody 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 – GM, Quail Run Golf Club Patrick Bernal - Resident Kathy Thomson – Resident Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Pollock moved to approve the December 6, 2022 Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. as amended:

Add: VIII. Ongoing Business - D. Review of Capital Asset Management Plan.

Second by Mr. Fogg. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – November 1, 2022

Mr. Fogg moved to approve the minutes of the November 1, 2022 meeting as presented. Second by Ms. Bell. Carried unanimously 5 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

- Regular landscape maintenance was performed.
- Sidewalk and roadway debris was removed.
- Two (2) trees at the front of the property were straightened and staked.
- Tree canopies on Woodshire Lane were trimmed to improve walkability and visibility.
- Invasive vines encroaching on the rear fence on Woodshire Lane were sprayed with herbicide.

Mr. Schumacher reported:

- **Mr. Schumacher** contacted a property owner at the corner of Lyonia Ln and Forest Lakes Blvd about replacing a downed Cassia tree or removing the remaining stump. The owner requested a different tree variety, which will be reviewed as a potential replacement.
- Debris piled by Emerald Green Condominiums between the fence and the road was removed by the County. County equipment could not remove debris under some trees.
- **Mr. Burnham** reported tree limbs encroaching from various condominium properties onto the Quail Run swales. Pruning of this vegetation is outside the scope of Ground Zero Landscaping's MSTU contract. The Condominium Associations may be the entities responsible for cleanup.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Forest Lakes MSTU Fund Budget 159 dated December 6, 2022

- The FY-23 Millage rate remains constant at 4.0 mills.
- Current Ad Valorem Tax, Line 1, is \$1,031,200.00; an increase of 13.22% over FY-22.
- Transfers and Contributions, Line 11, are \$950,656.25; a carryover of unexpended FY-22 funds (minus 5%).
- Total Revenue, Line 12, is \$1,984,856.25, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
 - Agnoli, Barber & Brundage - Swales Survey Data Analysis.
 - Ground Zero Landscaping –
 - Incidentals is for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs and swale maintenance.
 - Hart's Electrical – Electrical Maintenance & Repair.
 - Mettauier Environmental – Routine Lakes Maintenance and Repairs.
 - Premier Staffing – Transcription Services.
 - Shenandoah General Construction – Stormwater Pipe Cleaning.
 - Site One Landscape Supply – Irrigation Parts & Pumps.
- Operating Expense, Line 30, is budgeted at \$230,956.25; with current Commitments of \$86,155.96, Expenditures of \$51,668.17, and a Budget Remainder (unspent operating funds) of \$893,132.12.
- Transfer to the Property Appraiser, Line 31, in the amount of \$8,500.00, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 32, in the amount of \$23,500.00, is for collection of M.S.T.U. millage as part of the annual County tax bill, currently 4.0 mills.
- Transfer to Fund 111, Line 34, in the amount of \$63,300.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Reserves for Capital, Line 38, in the amount of \$1,658,600.00, incorporates two categories; Line 36, in the amount of \$1,258,600.00, for anticipated Maintenance and Capital projects and Line 37, for expected roadway paving in future fiscal years.
- Total Budget, Line 39, lists FY-23 M.S.T.U. budgeted funds at \$1,984,856.25; with tabulated Commitments of \$86,155.96, Expenditures of \$59,749.98, and a Budget Remainder (total unspent funds) of \$1,838,950.31. The Budget amount of \$1,984,856.25 does not change during the fiscal year.

Mr. Schumacher noted:

- Agnoli, Barber & Brundage FY-22 Purchase Order for Swales Data Analysis rolled over to FY-23. The work is complete; final payment is pending.
- A \$3,000.00 purchase order was issued to Mettauier Environmental for Lakes Maintenance.
- Incidental charges included padlocks for the Lake 14 fountain controllers and four (4) photo eyes for the lights on Woodshire Lane.
- Shenandoah General Construction pipe scoping and cleaning project is complete; the expenditure will be recorded on the budget through FY-23.
- Separate Purchase Orders will be issued for some hurricane damage repairs to enable Collier County to apply for reimbursement from FEMA.
- FY-23 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 updated annually.
- A budget amendment to finance long-term projects, consistent with the M.S.T.U. ordinance, may be requested upon recommendation by the Advisory Committee and approval by the Board of County Commissioners (BCC).
- Fund 159 is exclusive to the Forest Lakes M.S.T.U. and cannot be utilized by outside entities.

B. Lakes Maintenance – Mettauier Environmental

- Purchase Order Increase
 - Mettauier Environmental's County contract expired April 2022.
 - The FY-22 purchase order expired in September and there is not an alternate County contractor.
 - Issuance of a new Purchase Order as noted in the budget enabled Mettauier to continue maintenance.
- Lakes 15 & 16 Vegetation
 - Hydrilla, an invasive aquatic plant species, was chemically treated in lakes 15 and 16 by Mettauier during the December maintenance cycle.
- Contract Solicitation
 - Mr. Schumacher will issue a bid solicitation for Lakes Maintenance in January, this to include both aquatic weed control and fountain/aerator maintenance.

The Committee discussed:

- A biological control to Hydrilla growth by introducing “grass eating carp” into the lakes.
- A permit would be required from Florida Fish and Wildlife Conservation Commission (FWC).

Mr. Pollock will submit information on the biological control method to Mr. Schumacher for review. The concept will be discussed at a future meeting.

C. Richard “Dick” Barry, Former Advisory Committee Member

Mr. Burnham reported that the reception hosted at Quail Run Golf Club in honor of Mr. Barry was well attended.

D. January 3rd Meeting Date

Mr. Goody motioned to reschedule the January 3, 2023, meeting date to January 10, 2023. Second by Mr. Pollock. Carried unanimously 5 – 0.

VII. ONGOING BUSINESS,

A. Hurricane Ian Debris Pickup

Debris pickup contracted by the MSTU is complete.

B. Woodshire Fence Damage (Trees)

The Naples Bath and Tennis Grounds Maintenance Committee has not responded to the MSTU's request to repair three (3) sections of the Woodshire Lane fence, damaged during a recent storm.

Mr. Schumacher provided photographs and solicited cost quotes from Carter Fence Company, Inc. and Century Fence Co., Inc. Carter Fence Company acknowledged a quote would be presented in a week.

C. Ian Traffic Sign(s) Damage

Mr. Schumacher reported:

- Eleven (11) signs and one (1) street name sign were damaged during Hurricane Ian.
- Most signs can be re-set, some need new poles.
- A cost quote will be solicited from Lykins Signtek for the project.
- Signs qualifying to be reset will be scheduled early 2023.
- Lead time for replacement of signs which require a new pole and the street sign on Azalea Lane is unknown.

D. Review of Capital Asset Management Plan

The Committee requested a review of the Asset Management Plan's financials to ensure reserve funds are adequate to meet the maintenance needs of the community.

The Swales drainage project expense noted in the Asset Plan for 2025 will be undertaken in 2023.

- There is an easement for the area behind the Villas at Quail Run.
- The location of easements for the Emerald Greens Condo Association will be researched with the Building Department.
- Elevation points determined by Agnoli, Barber & Brundage have been plotted.
- The height differential between the golf course tee box 14 to the end of Lake 15, is one and one-quarter (1.25) feet.
- Lowest and highest data points for swale riprap need to be determined.
- Remediation for the swales is planned for May. The project will be coordinated with Quail Run Golf Club management.

Mr. Schumacher will:

- Initiate the process internally to update the Asset Management Plan for review.
- Schedule a drive through of the roadways with Preferred Paving Company, Inc. to evaluate life expectancy and estimated cost for repaving.
- Meet with the PTNE division budget analyst for MSTU's in April 2023 to start the FY-24 budget planning process.

It was noted that maintenance of a manhole at the intersection of Forest Lakes Blvd and Woodshire Ln is the responsibility of the City of Naples, as are all roadway manholes within the community.

VIII. NEW BUSINESS

Single Family Home Pool Installation

Mr. Pollock reported a residential pool installation in the vicinity of the 9th hole tee box that may overfill dirt into the adjacent swale. Re-grading of the area will be considered if a drainage problem develops.

IX. PUBLIC COMMENTS

None

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:54 A.M.

NEXT MEETING:

**JANUARY 10, 2023 - 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 _____, 2023 as presented _____, or as amended _____.

FOREST LAKES M.S.T.U.

Fund 159

January 10, 2023

	FY-23	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1	CUR AD VALOREM TAX				\$ (1,031,200.00)	\$ -	\$ (856,385.64)	\$ (174,814.36)
2	OVERNIGHT INTEREST				\$ -	\$ -	\$ (1,617.21)	\$ 1,617.21
3	INVESTMENT INTEREST				\$ (3,000.00)	\$ -	\$ (1,100.58)	\$ (1,899.42)
4	INTEREST TAX COLL.				\$ -	\$ -	\$ -	\$ -
5	REVENUE STRUCTURE				\$ (1,034,200.00)	\$ -	\$ (859,103.43)	\$ (175,096.57)
6	TRANS FROM 259				\$ (38,500.00)	\$ -	\$ -	\$ (38,500.00)
7	TRANSFER FROM PROPERTY APPR.				\$ -	\$ -	\$ (599.52)	\$ 599.52
8	CARRY FORWARD GENERAL				\$ (912,800.00)	\$ -	\$ -	\$ (912,800.00)
9	CARRY FORWARD OF ENCUMB AMT				\$ (51,256.25)	\$ -	\$ -	\$ (51,256.25)
10	NEG 5% EST REV				\$ 51,900.00	\$ -	\$ -	\$ 51,900.00
11	TRANSFERS & CONTRIB				\$ (950,656.25)	\$ -	\$ (599.52)	\$ (950,056.73)
12	TOTAL REVENUE				\$ (1,984,856.25)	\$ -	\$ (859,702.95)	\$ (1,125,153.30)
		Agnoli Barber & Brundage	Swales Data Analysis	4500217841		\$ 203.50	\$ 2,393.00	
13	ENGINEERING FEES				\$ 27,596.50	\$ 203.50	\$ 2,393.00	\$ 25,000.00
14	INDIRECT COST REIMBURS	Collier County		Direct Pay	\$ 4,200.00	\$ 2,100.00	\$ 2,100.00	\$ -
15	LANDSCAPE INCIDENTALS	Ground Zero	Landscape Incidentals	4500220483	\$ 10,000.00	\$ 6,000.00	\$ -	\$ 4,000.00
16	OTHER CONTRACTUAL	Ground Zero	Grounds Maintenance	4500220483	\$ 75,000.00	\$ 49,555.00	\$ 10,445.00	\$ 15,000.00
		Amazon	Padlocks	PCARD 5514-86		\$ -	\$ 30.99	
		Mettauer Environmental	Routine Lakes Maintenance	4500221198		\$ 1,950.00	\$ 1,050.00	
		Shenandoah General Construction	Stormwater Pipe Scope & Clean	4500219256		\$ 45.55	\$ 38,959.20	
17	OTHER CONTRACTUAL				\$ 83,659.75	\$ 1,995.55	\$ 40,040.19	\$ 41,624.01
18	ELECTRICITY	FPL	Electricity	4700004741	\$ 15,000.00	\$ 12,011.75	\$ 2,988.25	\$ -
19	WATER AND SEWER	City of Naples	Reclaimed Water	4700004742	\$ 1,500.00	\$ 1,316.44	\$ 183.56	\$ (0.00)
20	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 400.00	\$ 400.00	\$ -	\$ -
		SiteOne Landscape Supply	Irrigation Parts	4500220460		\$ 263.78	\$ 236.22	
21	SPRINKLER SYSTEM MAINT.				\$ 1,500.00	\$ 263.78	\$ 236.22	\$ 1,000.00
22	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
		Amazon	Lighting Photo Cells	PCARD 5515-22		\$ -	\$ 76.67	
		Hart's Electrical Inc.	Electrical Repairs	4500220484		\$ 647.85	\$ 1,852.15	
23	LIGHTING MAINTENANCE				\$ 5,000.00	\$ 647.85	\$ 1,928.82	\$ 2,423.33
24	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing	Transcriptionist	4500220496		\$ 2,579.00	\$ 14.00	
25	OTHER MISCELLANEOUS				\$ 3,000.00	\$ 2,579.00	\$ 14.00	\$ 407.00
26	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
27	COPYING CHARGES	JM Todd	Monthly CPC (shared)	4500221236	\$ 200.00	\$ 177.52	\$ 22.48	\$ (0.00)
28	FERT HERB CHEM			PCARD 5515-25	\$ 500.00	\$ -	\$ 236.22	\$ 263.78
29	OTHER OPERATING SUPPLIES				\$ 300.00	\$ -	\$ -	\$ 300.00
30	OPERATING EXPENSE				\$ 230,956.25	\$ 77,250.39	\$ 60,664.41	\$ 93,118.12
31	TRANS FROM FUND 159 TO PROPERTY APPRAISER				\$ 8,500.00	\$ -	\$ 2,027.32	\$ 6,472.68
32	TRANS FROM FUND 159 TO TAX COLLECTOR				\$ 23,500.00	\$ -	\$ 19,127.71	\$ 4,372.29
33	TANSFERS CONST				\$ 32,000.00	\$ -	\$ 21,155.03	\$ 10,844.97
34	TRANS FROM FUND 159 TO FUND 111		Reimbursement for Staff Support		\$ 63,300.00	\$ -	\$ -	\$ 63,300.00
35	TRANSFERS				\$ 63,300.00	\$ -	\$ -	\$ 63,300.00

FOREST LAKES M.S.T.U.

Fund 159

January 10, 2023

	FY-23	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
36	RESERVES FOR CAPITAL				\$ 1,258,600.00	\$ -	\$ -	\$ 1,258,600.00
37	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
38	RESERVES				\$ 1,658,600.00	\$ -	\$ -	\$ 1,658,600.00
39	TOTAL EXPENDITURES				\$ 1,984,856.25	\$ 77,250.39	\$ 81,819.44	\$ 1,825,863.09

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
227,701,198	FY-22 Oct Taxable Value
\$257,799,765	FY-23 Adopted Taxable Value
13.22%	Adj. FY-22 to FY-23

Prepared on: 12/30/2022

FY-23 Adopted Millage & Tax Dollars

	<u>FY-23</u>	<u>FY-22</u>
Millage:	4.0000	4.0000
Tax Dollars:	\$1,031,199	\$910,805

4.0 mill cap

+ \$120,394

13.22%