

# FOREST LAKES

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

## AGENDA

**May 2, 2023**

**I. CALL TO ORDER**

**II. ATTENDANCE**

**Advisory Committee:**

**Marianne Fanning – Chair (4/21/2026)**

**Patrick Bernal (4/21/2027)**

**George E. Fogg (4/21/2024)**

**Greg Pollock (4/21/2026)**

**Kathy Thomson (4/21/2027)**

**Staff:**

**Dan Schumacher – Project Manager**

**Contractor(s):**

**Aaron Gross – Ground Zero Landscaping**

**III. APPROVAL OF AGENDA**

**IV. APPROVAL OF MINUTES – APRIL 4, 2022**

**V. CONTRACTOR REPORTS**

**A. Ground Zero Landscaping – Aaron Gross**

**VI. PROJECT MANAGERS REPORT – Dan Schumacher**

**A. BUDGET REPORT**

**B. Committee Acknowledgements – Barbara Bell & John Goody**

**C. Election of Officer – Vice-Chair**

**VII. ONGOING BUSINESS**

**A. Traffic Signs**

**B. Roadways**

**VIII. NEW BUSINESS**

**A. Lake 15 Wall Breach**

**IX. PUBLIC COMMENTS**

**X. ADJOURNMENT**

**NEXT MEETING**

**JUNE 6<sup>TH</sup>, 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

APRIL 4, 2023

#### I. CALL TO ORDER

**Chair Fanning** called the meeting to order at 10:01 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

Dan Schumacher – Project Manager

Rosio Garcia – Operations Coordinator (Excused)

##### Contractors

Aaron Gross - Ground Zero Landscaping

Wendy Warren - Premier Staffing (Transcription)

##### Public Attendees

Patrick Bernal – Resident

Doug Burnham – Quail Run Golf Club

Paul Carletta – Resident

Paul Kaplowe - Resident

Kathy Thomson – Resident

Stacie Young – Resident

Chuck Whitney - Resident

#### III. APPROVAL OF AGENDA

*Mr. Fogg moved to approve the April 4, 2023 Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. Second by Mr. Goody. Carried unanimously 5 - 0.*

#### IV. APPROVAL OF MINUTES – March 7, 2023

*Mr. Pollock moved to approve the minutes of the March 7, 2023 meeting as amended:*

Page 8, Item VIII New Business, A. Lake 15 Wall Breach from “... **Mr. Schumacher** met with Artistic Structures, Inc. for a condition evaluation of the Lake #16 bulkhead.) ...” to ... **Mr. Schumacher** met with Artistic Structures, Inc. for a condition evaluation of the **Lake #15** bulkhead...”

*Second by Mr. Goody. Carried unanimously 5 - 0.*

#### V. CONTRACTOR REPORTS

##### A. Ground Zero Landscaping – Aaron Gross

**Mr. Gross** reported:

- The community landscape is in good condition.
- Early spring hard pruning was done on shrubs.
- New plant material around the benches is healthy.

- Foliage is sparse on two (2) entryway Bougainvillea Standards, but new buds are emerging. The health of the shrubs, trained to grow as a tree, will be monitored.
- Irrigation is functioning as intended.

**Mr. Fogg** noted the plants and ferns along the fence on Woodshire Blvd., across from Emerald Greens Condominiums, are being hand watered. Landscape will be embellished during the rainy season.

*Mr. Schumacher will evaluate the trees on the west side of Forest Lakes Boulevard and identify specimens for potential replacement during the summer months. Two (2) Bougainvillea Standards will be considered for replacement at the entrance if foliage has not leafed out.*

## VI. PROJECT MANAGERS REPORT

### A. Budget Report

#### Forest Lakes MSTU Fund Budget 159 dated March 7, 2023

- The FY-23 Millage rate remains constant at 4.0 mills.
- Current Ad Valorem Tax, Line 1, is \$1,034,200.00; 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.
  - Carter Fence – Fence Repairs.
  - Ground Zero Landscaping –
    - Incidentals are 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.
  - SiteOne Landscape Supply – Irrigation Parts & Pumps.
- Operating Expense, Line 30, is budgeted at \$230,956.25; with current Commitments of \$67,816.37, Expenditures of \$86,222.31, and a Budget Remainder (unspent operating funds) of \$76,917.57.
- 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, Line 38, in the amount of \$1,658,600.00, designates two categories, Line 36, in the amount of \$1,258,600.00, for anticipated Maintenance and Capital projects in future fiscal years and Line 37, in the amount of \$400,000.00, for roadway paving.
- Total Budget, Line 39, lists FY-23 M.S.T.U. budgeted funds at \$1,984,856.25; with tabulated Commitments of \$67,816.37, Expenditures of \$174,295.39, and a Budget Remainder (total unspent funds) of \$1,742,744.49. The Budget amount of \$1,984,856.25 does not change during the fiscal year.

**Mr. Schumacher noted:**

FY-24 Budget and Asset Management Plan

- FY-24 Budget planning has commenced. The proposed budget will be presented to the Committee for review and approval.
- The *Asset Management Plan* report to identify life expectancies of community assets and corresponding expenditure projections to fund these maintenance needs will be updated and presented to the Committee on finalization of the FY-24 budget.

**B. Committee Seats – BCC Results**

Applicants **Patrick Bernal** and **Kathy Thomson** were appointed to the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee by the Board of County Commissioners (BCC). Their four (4) year terms commence April 22, 2023, upon expiration of terms of Barbara Bell and John Goody.

Election for the office of Vice Chair, vacated by Ms. Bell, will be held at the May 2023 meeting.

**VII. ONGOING BUSINESS**

**A. Ian Traffic Sign(s) Damage**

**Mr. Schumacher** reported:

- Eleven (11) signs and one (1) street name sign were damaged during Hurricane Ian.
- Lykins-Signtek has submitted a quote in the amount of \$1,870.00 to re-set fallen poles and replace damaged poles and signs.
- A Request for Quote (RFQ) will be solicited from an additional vendor.
- Issuance of a Purchase Order will be coordinated with the Clerk's Office.
- The street sign on Azalea Lane will be addressed under a separate contract.

**B. Crosswalks**

A photo of a *STATE LAW Yield (Symbol) TO Pedestrian (Symbol) WITHIN CROSSWALK sign, RI-6* was presented for installation at the Forest Lakes Boulevard crosswalk in the vicinity of the Quail Run Golf Club and Camelia Lane.

- Staff will order two signs twelve (12) by thirty-six (36) inch each, for installation on the existing signpost on Forest Lakes Boulevard and Camelia Lane intersection.
- Installation of "Pedestrian Yield" signage will be subsequently considered for other crosswalks in the community.

Hedge Maintenance Fence- Quail Run Golf Club

The M.S.T.U. did not install and have not maintained the hedge, however **Mr. Schumacher** will confer with Mr. Burnham regarding its condition.

**VIII. NEW BUSINESS**

**A. Lake 15 Wall Breach**

**Mr. Schumacher** received two (2) quotes for repair of Lake #15 bulkhead. He noted:

- The quote for a repair in kind (RIK) approach was significantly less than construction of riprap.

- A Scope of Work and Request for Quote (RFQ) bid solicitation will be finalized by June 2023.
- A contract will be awarded, and the project initiated based on the vendors availability, estimated late summer 2023.
- The project schedule will be coordinated with Mr. Burnham, Manager, Quail Run Golf Club.

### **B. Plugged Stormwater Pipe**

The Road Maintenance Division cleaned both ends of a thirty (30) foot stormwater pipe, between the Quail Run property behind the driving range and Forest Lakes Boulevard/Boxwood Lane, eliminating any impediment to water flow during the rainy season. Photographs were distributed.

**Mr. Schumacher** will retain a contractor to evaluate the overflow pump on the north side of the street, which activates when the intersection accumulates water. The pump diverts water to the swale which the M.S.T.U. dredged in April 2021 and subsequently to the canal. The float mechanism will be inspected to ensure the pump activation water level is correct.

#### Drainpipe Scoping

**Mr. Schumacher** will solicit a quote from Shenandoah Construction to scope additional culvert sections on Wilshire Boulevard in FY-24.

## **IX. PUBLIC COMMENTS**

### Building Directory Signage

Restoration of the directory sign at the Forest Lakes Boulevard community entrance is the responsibility of the Homeowner Associations as it is not an M.S.T.U. asset.

### Roadway Maintenance

**Mr. Schumacher** will investigate the reported vegetation debris on the roadway and in curbs abutting the median at the Forest Lakes Blvd main front entrance.

### Speed Limit Signs

In response to a resident's request that a consistent speed limit be adopted for the community, **Mr. Schumacher** reported that the 25 MPH limit posted around the community is the lowest speed enforceable by the Collier County Sheriff's Office.

### Roadway Signage

**Mr. Schumacher** will consult with Traffic Operations regarding the installation of a road barrier or alternate deterrent to prevent a left turn into the Pine Ridge Crossings shopping center.

### Culvert and Swale Drainage Maintenance

**Mr. Schumacher** will consult the County Attorney to verify maintenance of culverts under driveways is the responsibility of the homeowner and report his findings to the Committee.

Swale maintenance between properties is a homeowner's responsibility. Swales are not to be modified and, if so, a code violation may issued to the property owner.

***Mr. Schumacher and Chair Fanning** expressed their gratitude to Ms. Bell and Mr. Goody for their years of service and welcomed the new Committee members.*

**X. ADJOURNMENT**

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

**NEXT MEETING:**

**MAY 2, 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**

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**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**

**May 2, 2023**

	<b>FY-23</b>	<b>Vendor</b>	<b>Item</b>	<b>PO#</b>	<b>Budget</b>	<b>Commitments</b>	<b>Expenditures</b>	<b>Budget Remainder</b>
1	CUR AD VALOREM TAX				\$ (1,031,200.00)	\$ -	\$ (961,252.11)	\$ (69,947.89)
2	OVERNIGHT INTEREST				\$ -	\$ -	\$ (12,686.08)	\$ 12,686.08
3	INVESTMENT INTEREST				\$ (3,000.00)	\$ -	\$ (3,266.17)	\$ 266.17
4	INTEREST TAX COLL.				\$ -	\$ -	\$ (600.10)	\$ 600.10
5	<b>REVENUE STRUCTURE</b>				<b>\$ (1,034,200.00)</b>	<b>\$ -</b>	<b>\$ (977,804.46)</b>	<b>\$ (56,395.54)</b>
6	TRANS FROM 259				\$ (38,500.00)	\$ -	\$ -	\$ (38,500.00)
7	TRANSFER FROM PROPERTY APPR.				\$ -	\$ -	\$ -	\$ -
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	<b>TRANSFERS &amp; CONTRIB</b>				<b>\$ (950,656.25)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (950,656.25)</b>
12	<b>TOTAL REVENUE</b>				<b>\$ (1,984,856.25)</b>	<b>\$ -</b>	<b>\$ (977,804.46)</b>	<b>\$ (1,007,051.79)</b>
		Agnoli Barber & Brundage	Swales Data Analysis	4500217841		\$ 203.50	\$ 2,393.00	
13	<b>ENGINEERING FEES</b>				<b>\$ 27,596.50</b>	<b>\$ 203.50</b>	<b>\$ 2,393.00</b>	<b>\$ 25,000.00</b>
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
		Ground Zero	Grounds Maintenance	4500220483		\$ 34,655.00	\$ 25,345.00	\$ (60,000.00)
		Amazon		Pcard		\$ -	\$ 25.98	
16	<b>OTHER CONTRACTUAL</b>				<b>\$ 83,659.75</b>	<b>\$ 75,000.00</b>	<b>\$ 34,655.00</b>	<b>\$ 25,370.98</b>
		Amazon	Padlocks	PCARD 5514-86		\$ -	\$ 30.99	
		Mettauer Environmental	Routine Lakes Maintenance	4500221198		\$ 375.00	\$ 2,625.00	
		Shenandoah General Construction	Stormwater Pipe Scope & Clean	4500219256		\$ 45.55	\$ 38,959.20	
		Mettauer Environmental	Aerators Maintenance	4500222918		\$ -	\$ 475.55	
		Carter Fence	Chain Link Fence Repairs	4500223043		\$ -	\$ 2,100.00	
		Mettauer Environmental	ATF	4500223590		\$ 45.62	\$ 8,245.86	
		Mettauer Environmental	Returned for ATF	4500213930		\$ 475.55	\$ (8,767.03)	
		Mettauer Environmental	Monthly Maintenance	4500223616		\$ 9,775.00	\$ 1,150.00	
17	<b>OTHER CONTRACTUAL</b>				<b>\$ 83,659.75</b>	<b>\$ 10,716.72</b>	<b>\$ 44,819.57</b>	<b>\$ 28,123.46</b>
18	ELECTRICITY	FPL	Electricity	4700004741	\$ 15,000.00	\$ 7,393.55	\$ 7,606.45	\$ -
19	WATER AND SEWER	City of Naples	Reclaimed Water	4700004742	\$ 1,500.00	\$ 927.84	\$ 572.16	\$ -
20	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 400.00	\$ 100.00	\$ 300.00	\$ -
		SiteOne Landscape Supply	Irrigation Parts	4500220460		\$ 263.78	\$ 236.22	
21	<b>SPRINKLER SYSTEM MAINT.</b>				<b>\$ 1,500.00</b>	<b>\$ 263.78</b>	<b>\$ 236.22</b>	<b>\$ 1,000.00</b>
22	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	LIGHTING MAINTENANCE Cont.	Amazon	Lighting Photo Cells	PCARD 5515-22	\$ -	\$ -	\$ 76.67	\$ (76.67)
		Hart's Electrical Inc.	Electrical Repairs	4500220484		\$ 1,910.60	\$ 3,289.40	
23	<b>LIGHTING MAINTENANCE</b>				<b>\$ 5,000.00</b>	<b>\$ 1,910.60</b>	<b>\$ 3,289.40</b>	<b>\$ (200.00)</b>
24	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing	Transcriptionist	4500220496		\$ 1,970.15	\$ 622.85	
25	<b>OTHER MISCELLANEOUS</b>				<b>\$ 3,000.00</b>	<b>\$ 1,970.15</b>	<b>\$ 622.85</b>	<b>\$ 407.00</b>
26	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
27	COPYING CHARGES	JM Todd	Monthly CPC (shared)	4500221236	\$ 200.00	\$ 94.82	\$ 105.18	\$ -
28	FERT HERB CHEM			PCARD 5515-25	\$ 500.00	\$ -	\$ 236.22	\$ 263.78
29	OTHER OPERATING SUPPLIES				\$ 300.00	\$ -	\$ -	\$ 300.00

**FOREST LAKES M.S.T.U.**

Fund 159

May 2, 2023

	FY-23	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
<b>30</b>	<b>OPERATING EXPENSE</b>				\$ 155,956.25	\$ 66,335.96	\$ 87,728.70	\$ 76,891.59
31	TRANS FROM FUND 159 TO PROPERTY APPRAISER				\$ 8,500.00	\$ -	\$ 5,971.46	\$ 2,528.54
32	TRANS FROM FUND 159 TO TAX COLLECTOR				\$ 23,500.00	\$ -	\$ 21,225.04	\$ 2,274.96
<b>33</b>	<b>TANSFERS CONST</b>				\$ 32,000.00	\$ -	\$ 27,196.50	\$ 4,803.50
34	TRANS FROM FUND 159 TO FUND 111		Reimbursement for Staff Support		\$ 63,300.00	\$ -	\$ 63,300.00	\$ -
<b>35</b>	<b>TRANSFERS</b>				\$ 63,300.00	\$ -	\$ 63,300.00	\$ -
36	RESERVES FOR CAPITAL				\$ 1,258,600.00	\$ -	\$ -	\$ 1,258,600.00
37	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
<b>38</b>	<b>RESERVES</b>				\$ 1,658,600.00	\$ -	\$ -	\$ 1,658,600.00
<b>39</b>	<b>TOTAL EXPENDITURES</b>				\$ 1,909,856.25	\$ 66,335.96	\$ 178,225.20	\$ 1,740,295.09

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
<b>\$257,799,765</b>	<b>FY-23 Adopted Taxable Value</b>
13.22%	Adj. FY-22 to FY-23

Prepared on: 4/26/2023

FY-23 Adopted Millage & Tax Dollars		
	FY-23	FY-22
Millage:	4.0000	4.0000
Tax Dollars:	\$1,031,199	\$910,805

4.0 mill cap  
+ \$120,394      13.22%