

FOREST LAKES

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

AGENDA

June 6, 2023

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2026)

George E. Fogg (4/21/2024)

Greg Pollock – Vice Chair (4/21/2026)

Kathy Thomson (4/21/2027)

Patrick Bernal (4/21/2027)

County Staff:

Brian Wells – Director, PTNE

Dan Schumacher – MSTU Project Manager

Contractor(s):

Aaron Gross – Ground Zero Landscaping

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES – MAY 2, 2022

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. BUDGET REPORT

B. July 4th Meeting

VII. ONGOING BUSINESS

A. Traffic Signs

B. Drainage Swales

- **Quail Run CC**

- **Camelia Ln**

C. Perimeter Sidewalk Inspection

VIII. NEW BUSINESS

A. Lake 15 Wall Breach

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

JULY 4TH, 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

MAY 2, 2023

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
Greg Pollock – Vice Chair
Patrick Bernal
George Fogg
Kathy Thomson

Staff

Dan Schumacher – Project Manager

Contractors

Rosio Garcia – Operations Coordinator (Excused)
Aaron Gross - Ground Zero Landscaping
Wendy Warren - Premier Staffing (Transcription)

Public Attendees

Barbara Bell - Resident
Doug Burnham – Quail Run Golf Club
John Goody– Resident
Jack Hedenstrom - Resident
Patrick Unrein – Quail Run Golf Club
Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Pollock moved to approve the May 2, 2023, Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. Second by Ms. Thomson. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – April 4, 2023

Mr. Fogg moved to approve the minutes of the April 4, 2023, meeting as presented. Second by Mr. Pollock. Carried unanimously 5 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The community landscape is in good condition.
- Coconut palms at the front entrance were pruned.
- A Geiger tree in the vicinity of Tuppence and Unica Lanes will be staked.
- Irrigation is functioning as intended.

Mr. Fogg noted:

- The plants and ferns along the fence on Woodshire Blvd., across from Emerald Greens Condominiums, are doing well.

- Two dead Palm trees by the maintenance building will be replaced.
- Landscape will be embellished during the rainy season.

Mr. Schumacher and Mr. Gross will evaluate the conditions at the front entrance area landscaping beneath the Royal Palms, in the vicinity of the roundabout, to determine if shade tolerant plants may be an option..

VI. PROJECT MANAGERS REPORT

A. Budget Report

Forest Lakes MSTU Fund Budget 159 dated May 2, 2023

- The FY-23 Millage rate remains constant at 4.0000 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 \$155,956.25; with current Commitments of \$66,335.96, Expenditures of \$87,728.70, and a Budget Remainder (unspent operating funds) of \$76,891.59.
- 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 \$1,909,856.25; with tabulated Commitments of \$66,335.96, Expenditures of \$178,225.20, and a Budget Remainder (total unspent funds) of \$1,740,295.09. The Budget amount of \$1,909,856.25 does not change during the fiscal year.

Forest Lakes MSTU Requested Budget 159 Fiscal Year 2024

Notes:

MINUTES

- FY-08 through FY-21 there were two tax levies – one for operating (Fund 159) one for debt service (Fund 259). The levies totaled \$4.0000 per \$1,000.00 of taxable value.
- The Bond was fully paid in December of 2020 freeing up the 2.6219 tax millage required to fund debt service.
- The FY-24 budget levies a total of 4.0000 mills or \$4.00 per \$1,000.00 of taxable value to support ongoing maintenance requirements and pay-go capital improvements.

Forecast FY 2023:

- Expenditures are forecast at \$170,600.00, in line with the amended Adopted Budget of \$175,500.00.

Current FY 2024:

- Operating expenses include funds for contractual engineering, maintenance and M.S.T.U. overhead costs.
- The capital improvement reserve of \$1,658,600.00 consists of \$1,258,600.00 for general capital projects and \$400,000.00 allocated for roadway repaving.

Revenues:

- The Forest Lakes M.S.T.U. Advisory Committee has recommended that the full authorized millage of 4.0000 per \$1,000.00 of taxable value be levied to support ongoing maintenance requirements and pay-go capital improvements budgeted in Fund (159). This will generate \$1,090,493.01 in property tax revenue based on a taxable value increase of 5.75% over 2023.

Carry Over Funds

- Funds not expended in FY-23 are carried forward into the FY-24 budget.

Mr. Schumacher noted:

- The current contract with Ground Zero Landscaping expires this September 2023. Extension of the contract to ensure continuity of service will be requested.
- Agnoli, Barber & Brundage FY-22 Purchase Order for Swales Data Analysis rolled over to FY-23. There are no engineering projects underway at this time.
- The Shenandoah General Construction pipe scoping and cleaning project is complete; the expenditure will be recorded in the budget through FY-23.
- The FY-23 millage rate of 4.0000 is necessary to accumulate funds for maintenance of community assets, including roadway paving and drainage projects, etc. as identified in the annually updated Capital Asset Plan.
- A budget amendment to finance long-term projects, consistent with the M.S.T.U. ordinance, may be made 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.

Asset Management Plan

- The *Asset Management Plan* report to identify life expectancies of community assets and corresponding expenditure projections to fund this maintenance will be updated and presented to the Committee at a future meeting.

B. Committee Acknowledgements – Barbara Bell & John Goody

Plaques were presented to Ms. Bell and Mr. Goody acknowledge their years of service to the Advisory Committee and contributions to the community. Both had served since 2015.

C. Election of Officer - Vice Chair

Nomination for Vice Chair

Mr. Pollock nominated Kathy Thomson for the position of Vice Chair of the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Fogg. The motion failed with 2 votes in favor and 3 against.

Ms. Thomson nominated Greg Pollock for the position of Vice Chair of the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Fogg. The motion passed with 3 votes in favor and 2 against.

Mr. Pollock assumed the position of Vice Chair.

VII. ONGOING BUSINESS

A. Traffic Signs

Mr. Schumacher reported that a number of signs have been straightened.

B. Roadways

Crosswalks

STATE LAW Yield (Symbol) TO Pedestrian (Symbol) WITHIN CROSSWALK sign, R1-6.

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

Reflective Pavement Markers (RPM)

Vehicles are encroaching on the northwest corner section of the sidewalk in the vicinity of Daisy Lane.

- The Road Maintenance Division reported RPM’s are not the best warning device for vehicles.
- The standard application is “marking tape” which emits a rumbling noise when cars drive over it.
- The Division’s expertise will be sought for correct installation of the tape.
- The community can revert to RPM’s if it is determined the tape is not effective.

Roadway Signage Pine Ridge

Mr. Schumacher will consult with Traffic Operations regarding the installation of a “No Right Turn” sign on Pine Ridge Road at Woodshire Lane.

Roadway Paving

- The Road Maintenance Division is researching contractors to perform scientific evaluation of pavement conditions.
- A contract may be awarded in calendar 2023.

MINUTES

- Mr. Schumacher notified the Division that the Forest Lakes MSTU may be interested in evaluation of their roadways as a test case.
- The vendor would evaluate the community's roadways to assess the current condition and estimate remaining service life.
- Woodshire Lane may be considered for the pilot program.

VIII. NEW BUSINESS

A. Lake 15 Wall Breach

Mr. Schumacher received two preliminary estimates for repair of the Lake #15 wooden retaining wall. He noted:

- A repair-in-kind (RIK) approach was significantly less than construction of riprap.
- A Scope of Work and Request for Quote (RFQ) are expected finalized in June 2023.
- Timeframe for contract award may be in September, with the project schedule would be coordinated with Mr. Burnham, General Manager, Quail Run Golf Club.

Swale Maintenance

The County Surveyor has been contacted to obtain survey in the rip-rap infall and outfall locations of lakes on Quail Run GC.

IX. PUBLIC COMMENTS

Mr. Schumacher will investigate the Lake 9 fountain to determine if it is functioning properly.

Michelle Arnold, former PTNE Division Director, retired March 31, 2023. The new Director will be on board mid-late May.

Mr. Burnham introduced Patrick Unrein, who will attend the meetings on behalf of the Quail Run Golf Club.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:03 A.M.

NEXT MEETING:

JUNE 6, 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 162600000
June 6, 2023

| | FY-23 | Vendor | Item | PO# | Budget | Commitments | Expenditures | Budget Remainder |
|----|--------------------------------|---------------------------------|-------------------------------|---------------|--------------------------|---------------------|------------------------|------------------------|
| 1 | CUR AD VALOREM TAX | | | | \$ (1,031,200.00) | \$ - | \$ (974,590.77) | \$ (56,609.23) |
| 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 | REVENUE STRUCTURE | | | | \$ (1,034,200.00) | \$ - | \$ (991,143.12) | \$ (43,056.88) |
| 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 | TRANSFERS & CONTRIB | | | | \$ (950,656.25) | \$ - | \$ - | \$ (950,656.25) |
| 12 | TOTAL REVENUE | | | | \$ (1,984,856.25) | \$ - | \$ (991,143.12) | \$ (993,713.13) |
| | | 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 |
| | | Ground Zero | Grounds Maintenance | 4500220483 | \$ 75,000.00 | \$ 29,985.00 | \$ 30,015.00 | \$ 15,000.00 |
| | | Amazon | | Pcard | | | \$ 25.98 | |
| 16 | OTHER CONTRACTUAL | | | | \$ 83,659.75 | \$ 75,000.00 | \$ 29,985.00 | \$ 30,040.98 |
| | | 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 | | | \$ 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 | |
| | | NATIONAL TRAFFIC SIGNS IN | Traffic Signage | Pcard 5703-3 | | | \$ 112.21 | |
| | | Lowe's | Safety Markings | Pcard 5703-54 | | | \$ 9.98 | |
| 17 | OTHER CONTRACTUAL | | | | \$ 83,659.75 | \$ 10,671.10 | \$ 44,941.76 | \$ 28,046.89 |
| 18 | ELECTRICITY | FPL | Electricity | 4700004741 | \$ 15,000.00 | \$ 5,785.44 | \$ 9,214.56 | \$ 0.00 |
| 19 | WATER AND SEWER | City of Naples | Reclaimed Water | 4700004742 | \$ 1,500.00 | \$ 727.38 | \$ 772.62 | \$ - |
| 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 | SPRINKLER SYSTEM MAINT. | | | | \$ 1,500.00 | \$ 263.78 | \$ 236.22 | \$ 1,000.00 |
| 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 | LIGHTING MAINTENANCE | | | | \$ 5,000.00 | \$ 1,910.60 | \$ 3,289.40 | \$ (200.00) |
| 24 | LICENSE & PERMITS | | | | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 |
| | | Premier Staffing | Transcriptionist | 4500220496 | | \$ 1,762.25 | \$ 1,025.75 | |
| 25 | OTHER MISCELLANEOUS | | | | \$ 3,000.00 | \$ 1,762.25 | \$ 1,025.75 | \$ 212.00 |
| 26 | OFFICE SUPPLIES | | | | \$ 100.00 | \$ - | \$ - | \$ 100.00 |
| 27 | COPYING CHARGES | JM Todd | Monthly CPC (shared) | 4500221236 | \$ 200.00 | \$ 81.44 | \$ 118.56 | \$ - |

FOREST LAKES M.S.T.U.
Fund 162600000
June 6, 2023

| | FY-23 | Vendor | Item | PO# | Budget | Commitments | Expenditures | Budget Remainder |
|----|-------------------------------------------|--------|---------------------------------|---------------|------------------------|---------------------|----------------------|------------------------|
| 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 | \$ 59,590.49 | \$ 94,745.74 | \$ 76,620.02 |
| 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 | \$ - | \$ 21,491.82 | \$ 2,008.18 |
| 33 | TANSFERS CONST | | | | \$ 32,000.00 | \$ - | \$ 27,463.28 | \$ 4,536.72 |
| 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 | \$ - |
| 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 | \$ 59,590.49 | \$ 185,509.02 | \$ 1,739,756.74 |

| | |
|----------------------|------------------------------------|
| 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: 5/30/2023

| 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%

Pedestrian Safety - Crosswalk Sign Add-On

Yield to Pedestrian Signs -

- Corner of Forest Lakes Blvd & Camelia Ln
- Quantity two (2), one in each approaching lane
- Installed 05.31.23

