

FOREST LAKES

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

AGENDA

November 1, 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 – [August 02, 2022](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#)

B. Stormwater Pipe Scope & Clean - Shenandoah

VII. NEW BUSINESS

A. Woodshire Fence Damage (Trees)

B. Ian Traffic Sign(s) Damage

C. Ian Debris Pickup

VIII. ONGOING BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

DECEMBER 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 AUGUST 2, 2022

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:00 A.M.
A quorum of three was present.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair
Barbara Bell – Vice Chair (Excused)
George Fogg
John Goody (Excused)
Greg Pollock

Staff

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

Contractors

Aaron Gross - Ground Zero Landscaping
Jim Carr – Agnoli, Barber & Brundage
Wendy Warren - Premier Staffing (Transcription)

Public Attendees

Tom Kinnery - Resident
Kathy Thomson – Resident
Steve Thomson - Resident
Stacie Young – Resident
Roger Young - Resident
Michelle McCleod – Candidate for County Commissioner District 4

III. APPROVAL OF AGENDA

Mr. Fogg moved to approve the August 2, 2022 Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. as amended:

Add: VI. Project Manager’s Report - E. Pipe Scope and Clean.

Second by Mr. Pollock. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES – June 7, 2022

Mr. Pollock moved to approve the minutes of the June 7, 2022 meeting as presented. Second by Chair Fanning. Carried unanimously 3 - 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.
- A portion of the drainage system at the entrance was cleared of debris.
- Fertilizer will be applied in the fall in accordance with the contract schedule.

- Invasive potato vines on the fence bordering Naples Bath and Tennis Club will be sprayed with herbicide.
- Irrigation is functioning as intended.

Mr. Fogg reported on the Emerald Greens Condominium Associations Landscape project:

- Deteriorating Palm trees along the fence on Woodshire Lane across from Emerald Greens Condominiums will be replaced.
- Boston Ferns will be planted under the trees.
- Significant landscaping embellishing the area will be flourishing spring/summer of 2023.

VI. Project Managers Report

D. Swales Drainage Analysis – Agnoli, Barber & Brundage

The Committee agreed to modify the Agenda and hear Item 6D at this time.

Jim Carr of Agnoli, Barber & Brundage provided their Swales Drainage Analysis He noted:

- Analysis of the data collected from the recent Quail Run Golf Club swale survey for the Forest Lakes M.S.T.U. identified variations in elevations and areas of water retention.
- The document and map reference the required swale improvements.
- Variations, slopes, and high & low points were visible in approximately twelve (12) locations in the swales.
- Areas meeting the threshold for regrading were identified and remedial action to level out the high points to maximize drainage are recommended.
- Successful projects completed in 2017 (“Drainage Structures” stormwater project, Quail Forest Blvd.) and 2021 (“Northwest Swale” project - Camelia Lane) minimized obstructions to water flow.

The Committee discussed:

- Water flow from lake to lake is conveyed through the swales which run southerly and westerly along the golf course fairway to the Gorden River canal.
- Swale’s depth and locations are adequate to convey water flow to the lakes.
- Flood prevention is prioritized as follows:
 - Homes
 - Roadways
 - Golf Course
- Installation of a catch basin by the swimming pool to route water to the lake at the end of Turtle Lakes Condominium Association is outside the project scope.
- The elevations utilized are NAVD and ABB will confirm if datum in 2007 is different from surveys between 2012 and 2017.

Mr. Schumacher will:

- Post the ABB swale drainage data analysis file and comparison map for ten (10) years ago versus today on the County website.
- Prepare a *Scope of Work* proposal with Agnoli, Barber & Brundage for Committee review and approval by the Committee.

A. Budget Report & Capital Budget Reserves

Forest Lakes MSTU Fund Budget 159 dated August 2, 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.

MINUTES

- 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 Survey. *Closed.*
 - Swales 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.
 - HydroPoint – Irrigation Controls Cloud Subscription renewed through 2024.
 - Jacobs Engineering Group – Lake Wall Site Evaluation & Design.
 - Kelly Brothers – Lake Retaining Wall Replacement.
 - Mettauier 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 \$41,715.97, Expenditures of \$139,417.74, and a Budget Remainder (unspent operating funds) of \$22,952.79.
- 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 41, in the amount of \$778,100.00, is for anticipated Maintenance and Capital projects in future fiscal years. Line 39 for \$378,100.00 is for Capital Expenditures; Line 40, in the amount of \$400,000.00, is for roadway repaving.
- 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.

Forest Lakes MSTU Fund 159 Budget FY-23

- The FY-23 budget is effective October 1, 2022.
- The Ad Valorem Taxable dollar value data from the Property Appraiser’s site will be distributed at the October meeting.
- 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.
- Unexpended budget remainder funds as of September 30, 2022, Line 42, will carry-over to the FY-23 budget.
- FY-22 Purchase Orders will be closed out and new Purchase Orders generated.

B. September Meeting Date

Mr. Pollock motioned to cancel the September 6, 2022, meeting of the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee and reconvene on October 4, 2022. Second by Mr. Fogg. Carried unanimously 3 – 0.

C. Lighting Report

Mr. Schumacher conducted a drive through to inventory the status of the lights.

A Notice-to-Proceed will be issued to Hart’s Electrical to replace ten (10) lamp outages.

LED Retrofit Lamps

Hart’s Electrical verified LED retrofit lamps, adaptable to the existing lamp holder, are not available. Lamps will be replaced with the current metal halide fixture style.

D. Swales Drainage Analysis – Agnoli, Barber & Brundage

The item was moved for presentation prior to item A.

E. Pipe Scope and Clean

A proposal from Shenandoah, in the amount of \$39,004.75, to furnish a crew and equipment to desilt and video inspect storm drainage on Forest Lakes Boulevard – Quail Forest Boulevard to Woodshire Lane, was submitted. Pricing is “piggybacked” off Shenandoah’s Broward College RFP-2018-167-EH *Storm Drain Cleaning, Repairs and Maintenance Contract*.

Mr. Fogg motioned to approve Shenandoah’s proposal #P26458 dated July 7, 2022, for an amount not to exceed \$40,000.00 to Pipe Scope and Clean Forest Lakes stormwater pipes in accordance with the schedule attached to the estimate. Second by Mr. Pollock. Carried unanimously 3 – 0.

VII. NEW BUSINESS,

None

VIII. ONGOING BUSINESS

Traffic Signs

The “No Left Turn” sign by the Publix Super Market at Pine Ridge Crossing is missing.

Traffic Operations is responsible for signage outside M.S.T.U. boundaries. The Sheriff’s office has authority over the roadway and violation enforcement.

Mr. Schumacher will seek a determination on the entity liable for damages resulting from signage non-compliance and update the Committee at a future meeting.

IX. PUBLIC COMMENTS

In response to a query from an attendee, Mettauer Environmental will re-route the fountain cable back to the control cabinet in the pump house by week ending August 13, 2022.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:31 A.M.

MINUTES

NEXT MEETING:

**OCTOBER 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
November 1, 2022

	FY-23	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1	CUR AD VALOREM TAX				\$ (1,031,200.00)	\$ -	\$ -	\$ (1,031,200.00)
2	OVERNIGHT INTEREST				\$ -	\$ -	\$ -	\$ -
3	INVESTMENT INTEREST				\$ (3,000.00)	\$ -	\$ -	\$ (3,000.00)
4	INTEREST TAX COLL.				\$ -	\$ -	\$ -	\$ -
5	REVENUE STRUCTURE				\$ (1,034,200.00)	\$ -	\$ -	\$ (1,034,200.00)
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				\$ -	\$ -	\$ -	\$ -
10	NEG 5% EST REV				\$ 51,900.00	\$ -	\$ -	\$ 51,900.00
11	TRANSFERS & CONTRIB				\$ (899,400.00)	\$ -	\$ (599.52)	\$ (898,800.48)
12	TOTAL REVENUE				\$ (1,933,600.00)	\$ -	\$ (599.52)	\$ (1,933,000.48)
13		Agnoli Barber & Brundage	Swales Data Analysis	4500217841		\$ 2,596.50	\$ -	
14	ENGINEERING FEES				\$ 27,596.50	\$ 2,596.50	\$ -	\$ 25,000.00
15	INDIRECT COST REIMBURS	Collier County		Direct Pay	\$ 4,200.00	\$ 4,200.00	\$ -	\$ -
16	LANDSCAPE INCIDENTALS	Ground Zero	Landscape Incidentals	4500220483	\$ 10,000.00	\$ 6,000.00	\$ -	\$ 4,000.00
17	OTHER CONTRACTUAL	Ground Zero	Grounds Maintenance	4500220483	\$ 75,000.00	\$ 60,000.00	\$ -	\$ 15,000.00
18		Mettauier Environmental	Routine Lakes Maintenance	4500221198		\$ -	\$ 525.00	
19	OTHER CONTRACTUAL				\$ 35,000.00	\$ -	\$ 525.00	\$ 34,475.00
20	ELECTRICITY	FPL	Electricity	4700004741	\$ 15,000.00	\$ 13,905.57	\$ 1,094.43	\$ 0.00
21	WATER AND SEWER	City of Naples	Reclaimed Water	4700004742	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -
22	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 400.00	\$ 400.00	\$ -	\$ -
23	SPRINKLER SYSTEM MAINT.	SiteOne Landscape Supply	Irrigation Parts	4500220460		\$ 500.00	\$ -	
24	SPRINKLER SYSTEM MAINT.				\$ 1,500.00	\$ 500.00	\$ -	\$ 1,000.00
25	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
26	LIGHTING MAINTENANCE	Hart's Electrical Inc.	Electrical Repairs	4500220484		\$ 2,500.00	\$ -	
27	LIGHTING MAINTENANCE				\$ 5,000.00	\$ 2,500.00	\$ -	\$ 2,500.00
28	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
29	OTHER MISCELLANEOUS	Premier Staffing	Transcriptionist	4500220496		\$ 2,579.00	\$ -	
30	OTHER MISCELLANEOUS				\$ 3,000.00	\$ 2,579.00	\$ -	\$ 421.00
31	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
32	COPYING CHARGES	JM Todd	Monthly CPC (shared)	4500221236	\$ 200.00	\$ 200.00	\$ -	\$ -
33	FERT HERB CHEM				\$ 500.00	\$ -	\$ -	\$ 500.00
34	OTHER OPERATING SUPPLIES				\$ 300.00	\$ -	\$ -	\$ 300.00
35	OPERATING EXPENSE				\$ 182,296.50	\$ 94,381.07	\$ 1,619.43	\$ 86,296.00
36	TRANS FROM FUND 159 TO PROPERTY APPRAISER				\$ 8,500.00	\$ -	\$ 2,027.32	\$ 6,472.68
37	TRANS FROM FUND 159 TO TAX COLLECTOR				\$ 23,500.00	\$ -	\$ -	\$ 23,500.00
38	TANSFERS CONST				\$ 32,000.00	\$ -	\$ 2,027.32	\$ 29,972.68
39	TRANS FROM FUND 159 TO FUND 111		Reimbursement for Staff Support		\$ 63,300.00	\$ -	\$ -	\$ 63,300.00
40	TRANSFERS				\$ 63,300.00	\$ -	\$ -	\$ 63,300.00
41	RESERVES FOR CAPITAL				\$ 1,658,600.00	\$ -	\$ -	\$ 1,658,600.00
42	RESERVES FOR ROADWAY REPAVING				\$ -	\$ -	\$ -	\$ -
43	RESERVES				\$ 1,658,600.00	\$ -	\$ -	\$ 1,658,600.00

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

	FY-23	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
44	TOTAL EXPENDITURES				\$ 1,936,196.50	\$ 94,381.07	\$ 3,646.75	\$ 1,838,168.68
			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			
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%	

Prepared on: 10/25/2022