

MINUTES

**FOREST  
LAKES**

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

**MINUTES  
NOVEMBER 2, 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**

<b>Advisory Committee</b>	Marianne Fanning – Chair Barbara Bell – Vice Chair Richard Barry George Fogg John Goody (Excused)
<b>Staff</b>	Michelle Arnold – Director (Excused) Dan Schumacher – Project Manager Rosio Garcia – Operations Coordinator (Excused)
<b>Contractors</b>	Aaron Gross - Ground Zero Landscaping Wendy Warren - Premier Staffing (Transcription)
<b>Community Attendees</b>	Doug Burnham – General Manager, Quail Run GC Rick Korb – President, Quail Run GC

**III. APPROVAL OF AGENDA**

*Mr. Fogg moved to approve the November 2, 2021, Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. as presented. Second by Mr. Bell. Carried unanimously 4 - 0.*

**IV. APPROVAL OF MINUTES – OCTOBER 5, 2021**

*Ms. Bell moved to approve the minutes of the October 5, 2021, meeting subject to the following changes:*

*Page 2, Item VI. Project Managers Report, A. Budget Report, bullet 5: from “... Commitment’s total \$72,354.68; \$131,607.89 is expended) ...,” to ... **Commitments** total \$72,354.68; \$131,607.89 is expended...).”*

*Page 3, Item VI. Project Managers Report, A. FY-22 Budget Highlights, bullet 8: from “... With the final payment in January 2021 on the County-issued Series 2007 Bond, the full 4.0 MSTU millage collected will be allocated to the Operating and Capital fund classifications, resulting is substantially higher dollars in the FY-22 Capital funds portion of the budget.) ...,” to ... With the final payment in January 2021 on the County-issued Series 2007 Bond, the full 4.0 MSTU millage collected will be allocated to the Operating and Capital fund classifications, resulting in substantially higher dollars in the FY-22 Capital funds portion of the budget....).”*

*Second by Mr. Barry. Carried unanimously 4 - 0.*

**V. CONTRACTOR REPORTS**

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

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

- Tree canopies were lifted to avoid sidewalk encroachment.

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- Breaks in the Clusia hedge at the entrance driveway were repaired.
- The front southwest entrance hedge by the pine tree was trimmed to conform to the current FDOT pruning policy of cut to 18 inches, maintain at 24 inches, for sight-line visibility.
- Atrazine herbicide will be applied to treat weed growth on the grass at the entrance to the community.

*Mr. Schumacher will direct Ground Zero Landscaping to remove the Crown of thorns on the second median at front entrance and discuss lowering of mower height for swale trimming.*

### **B. Planting on Woodshire Lane**

**Mr. Fogg** reported:

- The Ground Zero Landscaping personnel are properly maintaining the new plantings along the fence on Woodshire Lane across from Emerald Greens Condominiums.
- Landscaping installation includes twenty-one (21) trees, twenty (20) shrubs and eighty-three (83) ferns.
- Royal Poinciana and Tulip trees anchor the western and eastern sides respectively of the new landscape.
- Some tree seedlings planted will be replaced with larger specimens.
- Clerodendrum plants offer prolific color; ferns are planted in lieu of sod.
- Additional planting of the area will be curtailed until the “rainy” season of 2022.

## **VI. PROJECT MANAGERS REPORT**

### **A. Budget Report**

Forest Lakes MSTU Fund Budget 159 dated November 2, 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 \$1,263,586.50, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
  - Agnoli, Barber & Brundage – Swales Survey
  - Ground Zero – Grounds & Irrigation and Quail Run GC Swales Maintenance
  - Hart’s Electrical – Electrical Maintenance & Repair
  - Jacobs Engineering Group – Lake Wall Site Evaluation & Design
  - Mettauier Environmental – Routine Lakes Maintenance
  - Premier Staffing – Transcription Services
  - Site One Landscape Supply – Irrigation Parts & Pumps
- Operating Expense, Line 30, is budgeted at \$230,086.50; with current Commitments of \$145,961.72, Expenditures of \$6,539.06, and a Budget Remainder (unspent operating funds) of \$77,585.72.
- Capital Outlay, Line 32, budgeted at \$168,300.00, is available to fund planned projects.
- Transfer to Fund III, Line 33, is for MSTU Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Property Appraiser, Line 35, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 36, is for collection of M.S.T.U. millage as part of the tax bill, currently 2.0 mills.

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- Reserves, Line 39, budgeted at \$778,100, is designated for long term projects, 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 \$145,961.72, Expenditures of \$8,340.99, and a Budget Remainder (unspent operating funds) of \$1,112,283.79. Only the \$1,263,586.50 amount does not change during the fiscal year.

During discussion the following was addressed:

- 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 reflected in the Fund 159 budget, Line 38, 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 for anticipated maintenance of community assets, such as roadway repaving 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 with consideration of Capital Reserves necessary for future expenses.

### Public Access Data Links

The Florida Sunshine Law requires that historical M.S.T.U. data, such as meeting minutes, be available for public access.

- [Sunshine Law Presentation Guide/Collier County, FL \(colliercountyfl.gov\)](#)
- [PowerPoint Presentation \(colliercountyfl.gov\)](#)

M.S.T.U information can be retrieved at:

- [Advisory Boards and Authorities \(colliercountyfl.gov\)](#)

## **B. Status Report**

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

**Mr. Schumacher** has requested recommendations from Agnoli, Barber & Brundage (ABB) for beneficial analysis of the recently collected swales elevation data, potentially identifying corrective swales re-grading on the golf course for improved drainage.

The goal of the M.S.T.U. is to provide community-wide drainage by way of MSTU maintained assets.

**Mr. Schumacher** will:

- Order a larger format of ABB’s survey MAP for Committee reference.
- Confer with ABB on the status of further analysis.
- Update the committee at the December 2021 meeting.

Swale maintenance discussion among attendees and members addressed:

- The M.S.T.U. only maintains the swales identified on the *Quail Run Golf Course Swale Map*.
- Single family homeowners reported a potential reduction in land elevation and requested swales on the west side of Forest Lakes Boulevard feeding into the canal be evaluated and maintained by the M.S.T.U.

**Mr. Schumacher will:**

- Review the Plat Map for single family properties on the west side of Forest Lakes Boulevard in the vicinity of Gardenia Lane to evaluate potential elevation changes.
- Visit the described vicinity.
- Update the Committee on findings at a future meeting.

**2. Lake #9 Wall Repair – Jacobs Engineering**

Purchase and work orders for assessment and design were issued August 30, 2021, to Jacobs Engineering Group Inc. for "*Quail Run Golf Club: Lake Wall Site Evaluation(s), Mitigation, and Construction Monitoring.*" The primary requirement is to repair a Lake #9 wooden retaining wall failure.

Project Status

- The Lake #9 wall design was received from the Jacobs Engineering Group November 2, 2021.
- Assessment of three (3) additional wooden walls, accompanied by a *white paper*, was included in the submission.
- Pending review, the design for construction will go out to bid to qualified contractors.

**3. Graffiti – Five (5) Replacement Traffic Signs.**

Ground Zero Landscaping installed four (4) STOP signs (diamond grade) and one (1) STOP AHEAD crosswalk sign defaced by graffiti.

**VII. NEW BUSINESS**

**A. Quail Forest Blvd – October 23<sup>rd</sup> Car Crash**

A vehicle traveling south on Quail Forest Blvd., in the vicinity of the Miravista Condo Association, hit a tree. No action is planned by the M.S.T.U. as the impacted tree is on private property. *Ms. Sillery has requested a police report of the accident.*

**VIII. ONGOING BUSINESS**

None

**IX. PUBLIC COMMENTS**

**1. Gordon River Watershed Project Letter**

A resident reported receipt of a letter from the County regarding the Gordon River Watershed project.

Mr. Schumacher noted:

- The Gordon River Watershed Study, published by Agnoli, Barber & Brundage in December 2018, identified six (6) weirs to be replaced.
- 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.

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- Residents are encouraged to contact the firm identified in the mailer to request information and updates on the project.

**2. Tree Replacements**

Homeowners requested leaning and unhealthy trees in the vicinity of Gardenia Lane and Forest Lakes Boulevard be replaced with new specimens.

*Mr. Schumacher noted that among the homeowners canvassed in the Spring of 2020, several declined the offer for the M.S.T.U. to replace trees damaged by Hurricane Irma in the Right of Way (ROW) adjoining their property as part of the Sidewalk Tree Project Replacement Plan. He will re-evaluate the possibilities, confirm presence of irrigation and suggest options at a future meeting.*

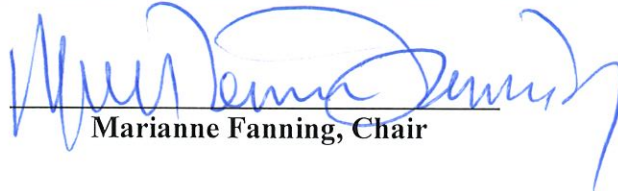
**X. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:30 P.M.*

**NEXT MEETING:**

**DECEMBER 7, 2021 - 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 12.07, 2021 as presented \_\_\_\_\_, or as amended \_\_\_\_\_.