

FOREST LAKES

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

MINUTES FEBRUARY 7, 2023

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:02 A.M. A quorum of four was present.

II. ATTENDANCE

Advisory Committee	Marianne Fanning – Chair Barbara Bell – Vice Chair (Excused) 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 (Excused) Wendy Warren - Premier Staffing (Transcription)
Public Attendees	Patrick Bernal – Resident Doug Burnham – Quail Run Golf Club Patrick Hibson - Resident Kathy Thomson – Resident Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Pollock moved to approve the February 7, 2023 Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. Second by Mr. Fogg. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – January 10, 2023

Mr. Pollock moved to approve the minutes of the January 10, 2023 meeting as amended:

Page 2, Item V.A. Contractor Reports, Resident Comment: from "... Ms. Thomson reported some Geiger trees in the vicinity of Gardenia Lane are not doing well, noting sparse foliage and absence of flowers. Pictures of the trees were available.) ...," to ... **Ms. Young** reported some Geiger trees in the vicinity of Gardenia Lane are not doing well, noting sparse foliage and absence of flowers. Pictures of the trees were available ...).

Second by Mr. Fogg. Carried unanimously 4 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Schumacher reported on the community drive-through with Mr. Gross.

- The community landscape is in good condition.
- The front entry is well trimmed.
- Bougainvillea Standards decimated by the hurricane will take time to sprout leaves.
- Debris by the outfall on Lake #5 was pulled aside.

Mr. Fogg reported:

- The new plantings between the fence and the sidewalk on Woodshire Lane across from Emerald Greens Condominiums are thriving.
- Shrubbery planting is nearing completion. The new ferns will take one (1) to two (2) years to mature.
- Significant landscaping embellishing the area will be evident by spring/summer of 2024.

Mr. Schumacher will:

- Based on a report and photographs received, investigate a potentially clogged drain on Forest Lakes Boulevard between Boxwood and Camelia Lanes.
- Verify if a defoliated tree is M.S.T.U. property.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Forest Lakes MSTU Fund Budget 159 dated February 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 is for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs and swale maintenance.
 - Hart’s Electrical – Electrical Maintenance & Repair.
 - Mettauer 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 \$231,956.25; with current Commitments of \$70,247.31, Expenditures of \$70,166.37, and a Budget Remainder (unspent operating funds) of \$91,619.24.
- 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 \$1,985,856.25; with tabulated Commitments of \$70,247.31, Expenditures of \$93,979.38, and a Budget Remainder (total unspent funds) of \$1,821,706.23. The Budget amount of \$1,985,856.25 does not change during the fiscal year.

Mr. Schumacher noted:

- The Ad Valorem tax dollar increase for FY-23 over FY-22 of 13.22% translates into tax revenue.
- For 2022, the maximum increase on the assessed value of a *Homestead* property in Florida has been capped at 3% by the Florida Department of Revenue (FDOR).
- The number of taxable units in Forest Lakes, based on data provided by the County property appraiser, is eighteen hundred fifty-four (1854) of which twenty-five (25) percent are *Homesteaded*.
- Agnoli, Barber & Brundage FY-22 Purchase Order for Swales Data Analysis rolled over to FY-23. There are no engineering projects planned at this time.
- Shenandoah General Construction pipe scoping and cleaning project is complete; the expenditure will be recorded on the budget through FY-23.
- Funds are available for Mettauer Environmental routine maintenance.
- A Purchase Order in the amount of \$2,100.00, was issued to Carter Fence Company, Inc. for repairs to the chain link fence on Woodshire Lane.
- Hart's Electrical Purchase Order may be increased in anticipation of additional lamp replacements.
- 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 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.

B. Election of Officers

Nomination for Chair

Mr. Pollock nominated Marianne Fanning for the position of 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. Nominations were closed and no others were tendered. Carried unanimously 4 - 0.

Ms. Fanning retained the Chair.

Nomination for Vice Chair

Mr. Fogg nominated Barbara Bell 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. Goody. Nominations were closed and no others were tendered. Carried unanimously 4 - 0.

Ms. Bell retained her position as Vice Chair.

C. Committee Seats

Mr. Schumacher reported:

- The two (2) available four-year term positions on the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee are advertised in accordance with the County policy. Residency within the boundaries of the M.S.T.U. and voter registration are requirements for membership.
- The M.S.T.U.'s duties and responsibilities reflect the common interest of the community. It is a County run authority taxing all property owners within the defined boundaries. Monies must be expended for the equal benefit of all those within the M.S.T.U.
- Barbara Bell's and John Goody's terms expire in April 2023 and are eligible to apply for reappointment.
- All interested parties for membership on the Advisory Committee can access the Online Application at <https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>.
- Applications received in advance of the March meeting will be considered by the Advisory Committee at that time, with two (2) to be motioned for recommendation to the Board of County Commissioners for appointment to the Advisory Committee.

D. Lakes Maintenance – Mettauer Environmental**Lakes 15 & 16 Vegetation**

- Hydrilla, an invasive aquatic plant species, treated chemically treated twice in lakes #15 and #16, is responding to the treatment and dying out.

E. Bylaws – Review for Approval at the March Meeting

Copies of the original and proposed, edited, bylaws for *The Forest Lakes Roadway & Drainage Municipal Service Taxing Unit (MSTU) Advisory Committee Bylaws* will be distributed to the Committee for review and comment prior to the March meeting.

Mr. Fogg suggested deletion of ARTICLE VII, *Public Participation*, from the current document due to non-use. **Mr. Schumacher** noted *ARTICLE VII is an important option particularly in the event of a Public Meeting with large attendance. The request will be reviewed by Ms. Arnold.*

VII. ONGOING BUSINESS,**A. Woodshire Lane Fence Damage**

- Carter Fence Company, Inc. submitted the lowest qualified bid in the amount of \$2,100.00 to repair three (3) sections of the Woodshire Lane fence, damaged during a recent storm.
- A Purchase Order has been issued and work is anticipated to commence by the end of February 2023.

Fence Tree Trimming

- A representative for the Naples Bath and Tennis Club's Common Areas Committee agreed to have their landscaping contractor trim back the trees and foliage overhanging the fence.
- Mr. Schumacher designated the area of the Woodshire Lane fence to be trimmed with green tape.

- Mr. Fogg noted the original fence, installed by Naples Bath and Tennis, was replaced by the M.S.T.U. when the fence deteriorated. *He will send a note to Mr. Schumacher recapping, to his knowledge, the fence's history.*

B. 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.
- Staff will coordinate the issuance of a Purchase Order with the Clerk's Office and confirm multiple bids are not required.
- The street sign on Azalea Lane will be addressed under a separate contract.

Crosswalk Sign on Forest Lakes Boulevard

Mr. Schumacher will research options to install a STOP sign to the "Crosswalk Ahead" sign at the Forest Lakes Boulevard crosswalk accessing the Quail Run Golf Club.

Signpost Installation

Not all signs in the community are an M.S.T.U. asset. **Mr. Schumacher** will solicit a recommendation from Traffic Operations for securing poles in concrete versus the ground and report his findings at a future meeting.

VIII. NEW BUSINESS

A. Lakes Maintenance – Request for Quotes

A bid solicitation for Lakes Maintenance, including both aquatic weed control and fountain/aerator maintenance, is due February 10, 2023. The Request for Quote (RFQ) requires bids from three (3) qualified contractors. A Purchase order for one (1) or more years should be issued by the end of February.

Mr. Burnham reported the lake riprap in some areas should be stabilized and expressed concern about the condition of the Lake #16 bulkhead. *Mr. Schumacher and Mr. Burnham will inspect the area and determine a course of action.*

IX. PUBLIC COMMENTS

Mr. Hibson thanked the members for the beautification and drainage improvements to the community and the following topics were discussed:

Roadway Signage

Will the Committee consider installation of a road barrier to prevent a left turn into the Pine Ridge Crossings shopping center?

Culvert Drainage

Collier County suggested he contact the M.S.T.U. to request cleaning of a clogged culvert running under his driveway. The blockage was potentially caused during excavation work performed by Florida Power and Light (FPL).

Mr. Schumacher noted that culverts in front of homes had previously been maintained by the property owners. He will plan to walk the area with Mr. Hibson and verify the MSTU policy for culvert blockage to ascertain responsibility.

Roadway Paving

Mr. Schumacher responded to Mr. Hibson’s query referencing a tree root uprooting pavement on Woodshire Boulevard noting:

- In January 2023, Mr. Molloy, Preferred Materials, evaluated the condition of paved roads in the community and determined the roadways have two (2) to three (3) years useful life remaining.
- The valley gutter/roadway on Woodshire Lane sank because of a large tree root growing under the pavement.
- An agronomist will be consulted to determine if the above referenced tree root can be removed without damaging the tree and if the root is removed, the area will be repaved.
- Preferred Materials submitted a cost quote in the amount of \$10,611.00 to excavate and repave a fifty (50) foot section of the road, including the area with the tree root, between light poles thirty-three (33) and thirty-four (34).
- The tree work, including trimming, would be a separate contract.
- The Committee will decide if the project should be undertaken soon or postponed to coordinate with paving of a larger segment of the roadway.

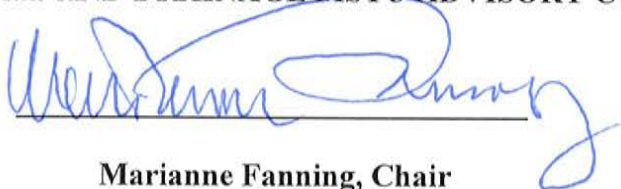
X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:59 A.M.

NEXT MEETING:

MARCH 7, 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 March 7, 2023 as presented , or as amended _____.