

# FOREST LAKES

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

### MINUTES MARCH 7, 2023

#### I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:01 A.M. A quorum of four was present.

#### II. ATTENDANCE

<b>Advisory Committee</b>	Marianne Fanning – Chair Barbara Bell – Vice Chair George Fogg John Goody Greg Pollock
<b>Staff</b>	Michelle Arnold – Director Dan Schumacher – Project Manager Rosio Garcia – Operations Coordinator (Excused)
<b>Contractors</b>	Aaron Gross - Ground Zero Landscaping Wendy Warren - Premier Staffing (Transcription)
<b>Public Attendees</b>	Patrick Bernal – Resident Doug Burnham – Quail Run Golf Club Paul Carletta - Resident Kathy Thomson – Resident Stacie Young – Resident Robert Wiggins - Resident

#### III. APPROVAL OF AGENDA

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

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

*Mr. Pollock moved to approve the minutes of the February 7, 2023 meeting as presented. Second by Mr. Goody. Carried unanimously 4 - 0.*

*Ms. Bell arrived. A quorum of five was present at 10:04 a.m.*

#### V. CONTRACTOR REPORTS

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

Mr. Gross reported:

- The community landscape is in good condition.
- The Clusia on the main island at the front entry was pruned to improve sight line visibility.
- 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.
- The plants and ferns along the fence on Woodshire Blvd., across from Emerald Greens Condominiums, are in good condition.

- Tree limbs, obscuring some light pole photo eye sensors, were trimmed.
- The golf course swales were mowed.
- Irrigation is functioning as intended.

**Mr. Schumacher** reported:

- An evening drive through of the community confirmed there are no light outages at this time.
- FPL provides electricity for the pole lights.
- The M.S.T.U. maintains the photo eye light sensor, made by Intermatic, for the lamp pole.
- Light quality improved with branch trimming maintenance.

## **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.
  - 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 \$230,956.25; with current Commitments of \$86,116.98, Expenditures of \$76,213.18, and a Budget Remainder (unspent operating funds) of \$68,626.09.
- 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 \$86,116.98, Expenditures of \$100,551.11, and a Budget Remainder (total unspent funds) of \$1,798,188.16. The Budget amount of \$1,984,856.25 does not change during the fiscal year.

**Mr. Schumacher noted:**

- A Purchase Order in the amount of \$10,925.00 was issued to Mettauer Environmental for Aquatic Vegetation Maintenance Services.

Interest Rate on Reserve Balances (IORB)

A property owner inquired on the means the County manages the M.S.T.U. reserve funds.

Ms. Arnold noted the County has a strategy for the funds and an update will be provided to the Committee at a future meeting.

**B. Committee Seats**

**Mr. Schumacher** reported there are two (2) advisory seats available on the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee. The four (4) year terms commence April 2023.

Interested parties for membership on the Advisory Committee submitted Online Applications at <https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>.

Current Committee members Barbara Bell and John Goody are eligible for reappointment but stated they were not applying to be seated on the Committee.

Recommendation for Patrick Bernal

***Mr. Fogg moved to recommend the Board of County Commissioners appoint Patrick Bernal to the Forest Lakes MSTU Advisory Committee. Second by Ms. Bell. Carried unanimously 5 - 0.***

Recommendation for Kathy Thomson

***Mr. Fogg moved to recommend the Board of County Commissioners appoint Kathy Thomson to the Forest Lakes MSTU Advisory Committee. Second by Ms. Bell. Carried unanimously 5 - 0.***

The candidates motioned for recommendation will be placed on the Board of County Commissioner's *Consent Agenda* for appointment to the Advisory Committee.

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

**C. Updated Bylaws & Committee Signatures**

Copies of the proposed, edited, Bylaws for The Forest Lakes Roadway & Drainage Municipal Service Taxing Unit (MSTU) Advisory Committee were distributed to the Committee.

The significant edits were:

ARTICLE V

Committee Structure and Meeting Requirements

Section 6. Attendance is preferred in-person but may occur *remotely* provided that (1) there is a quorum of the Committee members physically present; and (2) the members who are present authorize the remote participation. The absent members can then conduct themselves in the same manner as if they were present, including making motions and voting on items.

ARTICLE VII.

Public Participation

Section 2. Public Comment on Items NOT on the Agenda

A Public Comment section will be included in each Agenda. During this portion of the meeting items that have not been brought forward previously or were *not* on the Agenda may be discussed or raised by the Public.

- a. At the discretion of the Chair, all persons wishing to speak under public comment on items not on the Agenda *may be* required to register with the Staff liaison prior to this portion of the Agenda by completing a speaker's slip.

***Mr. Fogg motioned to approve the Forest Lakes Roadway and Drainage Municipal Service Taxing Unit (M.S.T.U.) Bylaws as amended. Second by Vice Chair Bell. Carried unanimously 5 - 0.***

Marianne Fanning, Chair, Barbara Bell, Vice Chair, Mr. Fogg, Mr. Goody and Mr. Pollock signed the Bylaws for the Forest Lakes M.S.T.U. Advisory Committee on the 7<sup>th</sup> day of March 2023.

**D. Lakes Maintenance - Mettauwer Environmental**

- New Purchase Order (PO) issued for services March 2023 through September 2024
  - Quotes were received from three (3) qualified contractors for Aquatic Vegetation Services for Forest Lakes.
  - .Mettauer Environmental submitted the low bid of \$10,925.00, including both aquatic weed control and fountain/aerator maintenance, and was awarded the contract.
  - The contract date, effective March 2023, expires September 2024.
  - Additional tasks will be quoted at an hourly rate.

**VII. ONGOING BUSINESS**

**A. Woodshire Lane Fence Damage**

- Carter Fence Company, Inc. repaired three (3) sections of the Woodshire Lane fence, damaged during a recent storm.
- Mr. Schumacher inspected the fence repair work and certified it was satisfactory.

*Mr. Schumacher sent correspondence to the Naples Bath and Tennis Club Common Areas Committee thanking them and their contractor for trimming back the tree limbs and foliage overhanging the MSTU fence.*

**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 is coordinating the issuance of a Purchase Order with the Clerk's Office. Multiple bids may be required.
- The street sign on Azalea Lane will be addressed under a separate purchase order.

**VIII. NEW BUSINESS**

**A. Lake 15 Wall Breach**

**Mr. Schumacher** met with Artistic Structures, Inc. for a condition evaluation of the Lake #15 bulkhead. Photographs of the entire wall and the piling wall were distributed. He noted:

- The vendor inspected the one hundred (100) foot wall and performed a structural evaluation.
- A replacement in entirety was suggested, citing concern for failure of the structure if the damaged section alone was repaired.
- Initially, a repair in kind (RIK) approach will be sourced, citing replacement cost should be significantly less than construction of riprap.
- Artistic Structures will provide a cost proposal for wall design and replacement.
- The project schedule will be coordinated with Mr. Burnham, Manager, Quail Run Golf Club.

**IX. PUBLIC COMMENTS**

**Mr. Burnham** reported residents expressed concern with the swale mowing process, noting the machines and debris were infiltrating the common space.

**Mr. Schumacher** will notify Mr. Gross, Ground Zero Landscaping, of the complaints and determine a course of action to alleviate the condition.

Roadway Signage

1. 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.
2. The feasibility of removing a damaged bollard, which is not an M.S.T.U. asset, will be researched.

Forest Lakes Boulevard Irrigation

**Mr. Wiggins** queried regarding irrigation alternatives for “the boulevard” between the sidewalk and the street in the vicinity of the Turtle Lake Golf Colony Condominiums.

**Mr. Fogg** suggested drought-tolerant plant material such as ferns and shrubs be installed.

Crosswalk Sign on Forest Lakes Boulevard

**Mr. Schumacher** received a photo from a resident of a “Crosswalk Ahead” STOP sign option for the Forest Lakes Boulevard crosswalk at the Quail Run Golf Club in the vicinity of Camelia Lane. He will follow up with Traffic Operations to determine the feasibility of modifying the sign.

**X. ADJOURNMENT**

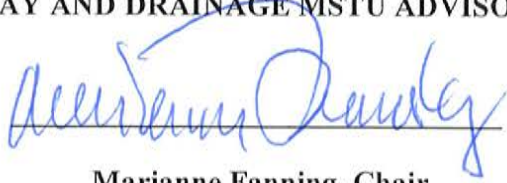
*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:08 A.M.*

**NEXT MEETING:**

**APRIL 4, 2023 - 10:00 A.M.  
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE  
1058 FOREST LAKES DRIVE, NAPLES, FL 34105  
(239) 261-5497**

MINUTES

**FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE**



**Marianne Fanning, Chair**

The Minutes were approved by the Committee on April 4, 2023 as presented \_\_\_\_\_, or as amended ✓.