

FOREST LAKES

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

AGENDA

JUNE 01, 2021

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2022)

Barbara Bell – Vice Chair (4/21/2023)

Richard Barry (4/21/2022)

George E. Fogg (4/21/2024)

John Goody (4/21/2023)

Staff:

Michelle Arnold – Director

Dan Schumacher – Project Manager

Contractors:

Aaron Gross – Ground Zero Landscaping

TBD – Premier Staffing (Transcription)

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES – [MAY 4, 2021](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#)

1. FY-22 Budget Motion

B. Status Report:

1. Swales Re-Survey

2. Lake #9 Wall Repair

3. Lighting Repairs

VII. NEW BUSINESS

A. Sidewalks on Forest Lakes Drive - Patrick Bernal presentation

B. Volunteers to Plant Ground Cover – Across from Emerald Green Condominiums.

VIII. ONGOING BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

JULY 6, 2021 - 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 4, 2021

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 Barbara Bell – Vice Chair Richard Barry George Fogg John Goody
Staff	Michelle Arnold – Director Dan Schumacher – Project Manager Rosio Garcia – Administrative Assistant (Excused)
Contractors	Aaron Gross - Ground Zero Landscaping Wendy Warren - Premier Staffing (Transcription)
Community Attendees	Doug Burnham – General Manager, Quail Run GC Rick Korb – President, Quail Run GC Patrick Bernal – Forest Lakes Resident Joanne Varner – Forest Lakes Resident

III. APPROVAL OF AGENDA

Mr. Fogg moved to approve the Agenda for the Forest Lakes Roadway and Drainage M.S.T.U. as amended:

Add

*Item V. Project Manager's Report - B. Status Report: 5. Fence Gate and 6. Volunteers to Plant.
Second by Ms. Bell. Carried unanimously 5 - 0.*

IV. APPROVAL OF MINUTES – APRIL 6, 2021

Ms. Bell moved to approve the minutes of the April 6, 2021 Forest Lakes Advisory Committee as presented. Second by Mr. Fogg. Carried unanimously 5 – 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported on landscape maintenance as follows:

- Treated turf with herbicide for weed control.
- Pruned shrubs and plants.
- Sprayed vines with pesticide along the rear fence.
- Finished northwest swale refurbishment for Agnoli, Barber & Brundage, Inc. (ABB).

Mr. Schumacher will:

- Evaluate the health of two failing trees between Narita Lane and Opuntia Lane and determine if replacement is needed.

VI. PROJECT MANAGERS REPORT**A. Budget Report***Forest Lakes MSTU Fund 159 dated May 4, 2021*

- FY-21 Ad Valorem property tax revenue budget is \$303,400.00, an increase of 3% over FY-20.
- Total revenue FY-21 is \$602,852.32 including investment interest, transfers, and contributions (minus a 5% reserve of \$15,200).
- The FY-21 Millage rate remains constant at 4.000.
- Current Operating Expense Budget of \$177,152.32.
- Commitment's total \$60,503.92; \$74,429.59 is expended.
- Uncommitted Operating Expense funds available are \$44,218.81.
- In the event Line items 15 -35 exceed the budgeted amount, funds can be accessed from Line 36, the budget remainder.
- No new Purchase Orders were generated.
- The Landscape Ground Maintenance Purchase Order is for routine monthly maintenance, as well as new or replacement plants and trees under the line-item Landscape Incidentals.
- The Mettauer Environmental PO covers service for aquatic vegetation control in the lakes.
- Florida Power & Light expenses fund electricity for lights and pumps.
- Irrigation water costs are paid to the City of Naples.
- Hart's Electrical PO balance, Line 26, for lighting repairs is \$3,500.00.
- Transfer to Fund 111, Line 39, is for Staff salaries.
- Budget Transfers Appraiser and Tax Collector, Lines 37 and 38, are fees billed by other appropriate County entities.
- Improvements General Fund, Line 37, reserved to fund capital projects, available balance is \$169,000.00.
- Reserves for Insurance and Catastrophic/Hurricane funds, Lines 36, total \$230,000.00.
- Total available balance, less committed expenses, is \$477,423.65.

Forest Lakes MSTU Proposed Fund Budget Fiscal Year 2022

Mr. Schumacher presented the “*Forest Lakes MSTU Fund 159, proposed budget for Fiscal Year 2022*” effective October 1, 2021 noting:

- Funds not expended in FY-21 are carried forward into the FY-22 budget.
- Budgeted revenue for Engineering Fees should be increased to accommodate projects.
- Commitments for landscaping and lighting and sidewalk repairs should be reviewed.
- Capital Outlay Funds can be transferred to Operating Expense via a budget amendment approved by the Board of County Commissioners (BCC). Estimated time frame for transfer process is six (6) weeks.
- Committee member comments will be revisited at the June meeting for a motion to approve the FY-22 budget at the June meeting.

B. Status Report**1. Lighting Repairs**

A drive through revealed seventeen (17) light outages.

LED Retrofit Lamps

Hart's Electrical will verify if LED retrofit lamps can be adapted to the existing lamp holder. Alternatively, lamps will be replaced with current fixture style.

Quote

Hart's Electrical submitted a quote in the amount of \$440.00 per inspection to identify lamp outages and repairs.

The Committee accepted Mr. Schumacher's proposal for Staff to conduct the lighting inspection on a quarterly basis.

2. Cable Fence Repair

A photo of four (4) concrete post sections of the cable fence at the *Verandas at Quail Run* was distributed. Posts were set in concrete, encased with a grey vinyl sleeve and existing stainless-steel hardware re-installed. One (1) post is reserved for future replacement.

3. Northwest Swale Repair

Mr. Schumacher met with James Carr, Project Manager at Agnoli, Barber & Brundage, Inc. (ABB), for an overview of construction design improvements to the existing outfall swale in the northeast quadrant at the end of Camelia Lane.

Hart's Electrical will repair and activate the north side pump alarms at a cost of \$300.00.

Mr. Schumacher sent written notification to all residents stating, "swales are not to be modified and, if so, will result in a code violation issued to the party(s) involved."

4. Golf Course Swales Elevation Re-survey

Agnoli, Barber & Brundage, Inc. (ABB) submitted a proposal in the amount of \$19,044.00 to re-survey swale elevations on Quail Run Golf Club for the purpose of comparison to the 2014 survey. Previously un-surveyed swales will be assessed to determine drainage ability at lakes 14, 15 and 16.

Ms. Bell motioned to accept Agnoli, Barber & Brundage's proposal in the amount of \$19,044.00 to survey all swale elevations on Quail Run Golf Club. Second by Mr. Fogg. Carried unanimously 5 – 0.

Mr. Schumacher will initiate the Purchase Order process and provide a Notice to Proceed (NTP) to ABB.

5. Fence Gate

The gate on the MSTU fence abutting Naples Bath and Tennis along Woodshire Lane was vandalized to enable unauthorized passage through the locked gate. Local residents use the gate for access to periodically pick up litter and remove invasive plants encroaching over the fence.

- Ground Zero Landscaping Staff tightened and re-aligned the latch bolts.
- Additionally, Mr. Schumacher has now attached a chain & lock to the gate.

6. Volunteers to Plant Ground Cover

Mr. Fogg inquired about volunteer residents planting Boston Ferns on Woodshire Lane along the sidewalk, between the road and the fence, across from the Emerald Greens Condominiums.

During Committee discussion, the following:

- Is Boston Fern an invasive species?
- Will maintenance of the planted area increase landscape cost?
- Land ownership must be determined.

Ms. Arnold and Staff will research land ownership and share the findings.

The Agenda item “Volunteers to Plant Ground Cover” was tabled to the June meeting. Members will drive the area and formulate an opinion for discussion.

VII. NEW BUSINESS

A. Prospective Future Project Presentation

1. Sidewalks on Forest Lakes Drive – Patrick Bernal

Mr. Bernal presented a Power Point presentation for a proposed “*Walking Path*” in the Forest Lakes community.

Goal

- Enhance resident safety by minimizing the pedestrian traffic on Forest Lakes Drive and provide exercise and leisure opportunities for all residents.

Description

- Five (5) foot wide, handicap accessible, sidewalk of concrete or a combination of concrete and pavers starting at the north entrance of the Forest Lake condominiums and meandering southward to Forest Lakes Drive.

Feasibility Study

- Verify County easements.
- Retain approval and agreement to grant permanent easements from Forest Lakes Condominium Board or Association for the walkway.
- Survey existing conditions.
- Work with architects, engineers, contractor’s, and residents to determine walkway path.
- Create a conceptual design.
- Request quotes.

Next Steps (in sequence)

1. A clear consensus in favor of the sidewalk project among the Forest Lakes Condominium associations must be verified, including the acceptance of permanent County easements where the sidewalk is to be installed.
2. Staff and committee assessment of available MSTU funds for the project, including long term maintenance after construction.

The item will be included on the June 2021 Agenda.

B. Lake #9 Wall Repair

Doug Burnham reported a section of the wooden retaining wall on Quail Run lake #9 has collapsed. A quote has been requested from Agnoli, Barber & Brundage to design a plan for replacement.

MINUTES

Alternative methods for reconstruction include continuation of the rip rap or replacing the wooden portion with a similar vertical wall of composite material.

Mr. Schumacher offered an expectation of \$30,000 for the evaluation, permitting, and design phase of the repair project.

Mr. Fogg motioned to approve an amount not to exceed \$30,000.00 for evaluation, permitting and design plans for repairs to the damage on the Lake 9 wall. Second by Mr. Barry. Carried unanimously 5 – 0.

VIII. ONGOING BUSINESS

None

IX. PUBLIC COMMENTS

Mr. Burnham introduced the subject of a possible collapsed drain pipe into lake #2 on Quail Run GC, for future evaluation.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 12:32 P.M.

NEXT MEETING:

**JUNE 1, 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 _____, 2021 as presented _____, or as amended _____.

FOREST LAKES MSTU
FUND 159
June 1, 2021

FY-21	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1		CUR AD VALOREM TAX		\$ (303,400.00)	\$ -	\$ (287,938.45)	\$ (15,461.55)
2		OVERNIGHT INTEREST		\$ -	\$ -	\$ (342.01)	\$ 342.01
3		INVESTMENT INTEREST		\$ -	\$ -	\$ (858.43)	\$ 858.43
4		INTEREST TAX CO				\$ (29.45)	\$ 29.45
5		REVENUE STRUCTURE		\$ (303,400.00)	\$ -	\$ (289,168.34)	\$ (14,231.66)
6		TRANSFER FROM 259		\$ (50,000.00)	\$ -	\$ (17,500.00)	\$ (32,500.00)
7		TRANSFER FROM PROPERTY APPR.		\$ -	\$ -	\$ -	\$ -
8		TRANSFER FROM TAX COLLECTOR		\$ -	\$ -	\$ -	\$ -
9		CARRY FORWARD GENERAL		\$ (335,900.00)	\$ -	\$ -	\$ (335,900.00)
10		CARRY FORWARD OF ENCUMB AMT		\$ (18,752.32)	\$ -	\$ -	\$ (18,752.32)
11		NEG 5% EST REV		\$ 15,200.00	\$ -	\$ -	\$ 15,200.00
12		TRANSFERS & CONTRIB		\$ (389,452.32)	\$ -	\$ (17,500.00)	\$ (371,952.32)
13		TOTAL REVENUE		\$ (692,852.32)	\$ -	\$ (306,668.34)	\$ (386,183.98)
	Agnoli Barber & Brundage, Inc	Engineering Services	4500208535			\$ 6,754.25	
	Agnoli Barber & Brundage, Inc	Engineering Services	4500210339		\$ 1,258.00		
14		ENGINEERING FEES		\$ 10,000.00	\$ 1,258.00	\$ 6,754.25	\$ 1,987.75
15	Collier County		Direct Pay	\$ 5,100.00	\$ -	\$ 5,100.00	\$ -
16	Collier County		Direct Pay	\$ 500.00	\$ -	\$ -	\$ 500.00
17	Ground Zero	Landscape Incidentals	4500206672	\$ 20,000.00	\$ 6,775.57	\$ 3,224.43	\$ 10,000.00
	Ground Zero	Grounds Maintenance	4500206672		\$ 27,853.00	\$ 32,147.00	
	Mettaufer Environmental, Inc.	Routine Lakes Maintenance	4500206669	\$ -	\$ 2,625.00	\$ 3,675.00	
18		OTHER CONTRACTUAL		\$ 80,000.00	\$ 30,478.00	\$ 35,822.00	\$ 13,700.00
	Bonness Inc.	Sidewalk Repairs	4500200192		\$ -	\$ 17,526.90	
	Estates Landscraping	Post & Cable Repairs	4500209347		\$ 1,598.00	\$ -	
19		OTHER CONTRACTUAL		\$ 27,526.90	\$ 1,598.00	\$ 17,526.90	\$ 8,402.00
20	FP&L	Electricity	Direct Pay	\$ 13,000.00	\$ 3,940.72	\$ 8,059.28	\$ 1,000.00
21	City of Naples	Reclaimed Water	Direct Pay	\$ 1,500.00	\$ 789.12	\$ 710.88	\$ -
22		RENT EQUIPMENT		\$ 300.00	\$ -	\$ -	\$ 300.00
23	Collier County	Insurance	Direct Pay	\$ 400.00	\$ 100.00	\$ 300.00	\$ -
	SiteOne Landscape Supply	Irrigation Parts	4500206993		\$ 500.00	\$ -	
	Hydropoint Data	Cloud access to Hydropoint	VISA		\$ -	\$ 235.00	
24		SPRINKLER SYSTEM MAIN		\$ 1,500.00	\$ 500.00	\$ 235.00	\$ 765.00
25	Forestry Resource	Mulch	PCARD	\$ 1,000.00	\$ -	\$ 669.20	\$ 330.80
26	Harts Electric	Lighting Repairs	4500207296	\$ 7,500.00	\$ 4,000.00	\$ -	\$ 3,500.00
27	Cartegraph Systems, INC.	Cartegraph License & Support for CAT		\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
	Premier Staffing	Transcriptionist	4500206256		\$ 2,385.70	\$ 564.30	
	Mader Electric Motors	Stormwater Pump System	VISA		\$ -	\$ 500.00	
	Lykins Signtek	Street Name Signs	VISA		\$ -	\$ 440.00	
28		OTHER MISCELLANEOUS		\$ 4,725.42	\$ 2,385.70	\$ 1,504.30	\$ 835.42
29		OFFICE SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00
30	JM Todd	Monthly CPC (shared)	4500207221	\$ 300.00	\$ 25.15	\$ 74.85	\$ 200.00
31	Computers At Work	Computer Equip	4500209909		\$ -	\$ 261.11	\$ (261.11)
32	Computers At Work	Laptop for MSTU Project Manager	4500209003		\$ -	\$ 700.00	\$ (700.00)
33		FERT HERB CHEM		\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
34	Home Depot	Padlock	VISA	\$ 300.00	\$ -	\$ 16.98	\$ 283.02
35		OTHER TRAINING		\$ 200.00	\$ -	\$ -	\$ 200.00
36		OPERATING EXPENSE		\$ 177,152.32	\$ 51,850.26	\$ 80,959.18	\$ 44,342.88
37		IMPROVEMENTS GENERAL		\$ 169,000.00	\$ -	\$ -	\$ 169,000.00
38		CAPITAL OUTLAY		\$ 169,000.00	\$ -	\$ -	\$ 169,000.00
39		TRANS TO 111 UNINCOR		\$ 56,700.00	\$ -	\$ 56,700.00	\$ -
40		TRANS TO 259 F		\$ 50,000.00	\$ -	\$ 17,500.00	\$ 32,500.00
41		TRANSFERS		\$ 106,700.00	\$ -	\$ 74,200.00	\$ 32,500.00
42		Budget Trans from Appraiser		\$ 2,700.00	\$ -	\$ 1,847.34	\$ 852.66
43		Budget Trans from Tax Collector		\$ 7,300.00	\$ -	\$ 6,447.82	\$ 852.18
44		TRANSFERS CONST		\$ 10,000.00	\$ -	\$ 8,295.16	\$ 1,704.84
45		RESERVES FOR CAPITAL		\$ 230,000.00	\$ -	\$ -	\$ 230,000.00
46		RESERVES		\$ 230,000.00	\$ -	\$ -	\$ 230,000.00
47		TOTAL EXPENDITURES		\$ 692,852.32	\$ 51,850.26	\$ 163,454.34	\$ 477,547.72

176,394,909	FY-10 Final Taxable Value
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
216,607,985	FY-21 July Estimate Taxable Value
3.00%	Adj. FY-20 to FY-21

Report Date: 5/24/2021

Property Tax Summary		Operating Budget Summary			Millage Summary		
FY-21 July Estimate Taxable Value	216,607,985	Millage:	FY 20 1.3348	FY 19 1.3793	Debt Service 2.6652	Operations 1.3348	Total 4.0000
		Revenue:	\$289,128	\$278,801	\$577,300	\$289,100	\$866,400

Account Major Fund Line Item Detail Proforma

Collier County Government

Fiscal Year 2022

	FY 2020 Actual	FY 2021 Adopted	FY 2021 Amended	FY 2022 Forecast	FY 2022 Current	FY 2022 Expanded	FY 2022 Budget	Adopted % Change
<u>159 Forest Lakes Roadway & Drainage MSTU</u>								
<u>50 Personal Services Expenditures</u>								
162523-159 524100 Workers	2	0	0	0	0	0	0	N/A
Expenditures	2	0	0	0	0	0	0	N/A
<u>60 Operating Expense Expenditures</u>								
162523-159 631400 Engineering Fees	0	10,000	10,000	25,000	15,000	0	15,000	50.00
162523-159 634970 Indirect Cost	5,100	5,100	5,100	5,100	4,300	0	4,300	-15.69
162523-159 634980 Interdept Payment	0	500	500	0	500	0	500	0.00
162523-159 634990 Landscape	4,272	20,000	20,000	15,000	10,000	5,000	10,000	-50.00 -75%
162523-159 634999 Other Contractual	66,490	80,000	80,000	75,000	75,000	0	75,000	-6.25
162523-159 639990 Other Contractual	8,731	10,000	27,527	27,500	35,000	10,000	35,000	250.00 0%
162523-159 643100 Electricity	10,349	13,000	13,000	13,000	13,000	0	13,000	0.00
162523-159 643400 Water And Sewer	1,065	1,500	1,500	1,500	1,500	0	1,500	0.00
162523-159 644600 Rent Equipment	133	300	300	0	0	0	0	-100.00
162523-159 645100 Insurance General	400	400	400	400	400	0	400	0.00
162523-159 646311 Sprinkler System	2,746	1,500	1,500	1,500	1,500	0	1,500	0.00
162523-159 646318 Mulch	622	1,000	1,000	700	1,000	0	1,000	0.00
162523-159 646451 Lighting	3,965	7,500	7,500	4,000	5,000	0	5,000	-33.33
162523-159 649010 Licenses And	773	2,000	2,000	2,000	2,000	0	2,000	0.00
162523-159 649990 Other	1,775	3,500	4,725	4,700	4,000	0	4,000	14.29
162523-159 651110 Office Supplies	0	300	300	300	300	0	300	0.00
162523-159 651210 Copying Charges	103	300	300	200	300	0	300	0.00
162523-159 652310 Fertilizer Herbicides	0	1,000	1,000	500	500	0	500	-50.00
162523-159 652990 Other Operating	21	300	300	300	300	0	300	0.00
162523-159 654360 Other Training Ed	0	200	200	0	200	0	200	0.00
Expenditures	106,545	158,400	177,152	176,700	169,800	0	169,800	7.20
<u>70 Capital Outlay Expenditures</u>								
162523-159 763100 Improvements	15,565	169,000	169,000	169,000	168,300	0	168,300	-0.41
162523-159 764900 Data Processing	0	0	0	700	0	0	0	N/A
Expenditures	15,565	169,000	169,000	169,700	168,300	0	168,300	-0.41
<u>29 Property Taxes Revenues</u>								
162523-159 311100 Current Ad Valorem	281,395	303,400	303,400	291,300	897,700	0	897,700	195.88
Revenues	281,395	303,400	303,400	291,300	897,700	0	897,700	195.88
<u>36 Interest / Misc Revenues</u>								
162523-159 361320 Interest Tax	164	0	0	0	0	0	0	N/A
Revenues	164	0	0	0	0	0	0	N/A
Fund Total Expenditure:	122,112	327,400	346,152	346,400	338,100	0	338,100	3.27
Fund Total Revenue:	281,560	303,400	303,400	291,300	897,700	0	897,700	195.88
Fund Balance:	159,448	-24,000	-42,752	-55,100	559,600	0	559,600	-2,431.67%