

# FOREST LAKES

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

## AGENDA

SEPTEMBER 7, 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 – [AUGUST 03, 2021](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#)

B. Status Report:

1. Swales Re-Survey

2. Lake #9 Wall Repair

3. Graffiti

VII. NEW BUSINESS

VIII. ONGOING BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

### NEXT MEETING

OCTOBER 5, 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 AUGUST 3, 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 (Excused) George Fogg John Goody
<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 Patrick Bernal – Forest Lakes Resident

#### III. APPROVAL OF AGENDA

*Ms. Bell moved to approve the Agenda for the Forest Lakes Roadway and Drainage M.S.T.U. subject to the following change:*

*Move Item VI. 2 – Project Managers Report, Status Report, Lake #9 Wall Repair, to VI. 3 – Project Managers Report.*

*Move Item VI. 3 – Project Managers Report, Status Report, Graffiti, to VI. 2 – Project Managers Report.*

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

#### IV. APPROVAL OF MINUTES – JULY 6, 2021

*Ms. Bell moved to approve the minutes of the July 6, 2021 Forest Lakes Advisory Committee as presented. Second by Mr. Fogg. Carried unanimously 4 - 0.*

#### V. CONTRACTOR REPORTS

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

**Mr. Gross** reported on landscape maintenance as follows:

- Royal Palms at entrance island will be treated for crown fungus.
- The invasive potato vines on the fence bordering Naples Bath and Tennis Club will be sprayed with herbicide.
- Potato vine in the triangular area near the Quail Run Golf Club maintenance lot will be sprayed.

- Two (2) Crepe Myrtle trees, one white and one pink, will be planted between Narita Lane and Opuntia Lane on Forest Lakes Boulevard.

The Committee discussed the condition of the front entrance landscaping:

- Seasonal weather conditions deter plant health.
- Palm tree fronds fall and damage plantings.
- Bougainvillea Standards and Crown of Thorns plants are unattractive.
- Peperomia, a Florida native ground cover, should be considered to replace the Crown of Thorns plants.

Action

- Crown of Thorns plants will be removed.
- Mulch will be applied.
- Mr. Fogg will submit pictures of recommended plant species to landscape the entrance area to Mr. Schumacher.

**VI. PROJECT MANAGERS REPORT**

**A. Budget Report**

*Mr. Schumacher presented the Forest Lakes Roadway & Drainage MSTU Fund 159 dated August 3, 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 \$692,852.32 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 is \$177,152.32.
- Commitment's total \$54,505.51; \$97,484.93 is expended.
- Uncommitted Operating Expense funds available are \$25,161.88.
- No new Purchase Orders were generated.
- Other Contractual budget remainder, Line 18 in the amount of \$13,700.00 (including \$10,000.00 for Landscape Incidentals) is sufficient.
- In the event Line items 15 -35 would exceed the budgeted amount, funds can be accessed from Line 36, the budget remainder.
- Purchase Orders for Agnoli, Barber & Brundage are for engineering services and the golf course swales survey and evaluation.
- 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.
- Transfer to Fund 111, Line 39, is for MSTU Staff salaries.
- Financial Transfer to the Property Appraiser, Line 42, is fees for services rendered by the department.
- Financial Transfer to the Tax Collector, Line 43, is fees incurred for verification of MSTU tax collections.
- Improvements General Fund, Line 37, reserved to fund capital projects, available balance is \$169,000.00.
- Reserves for Insurance and Catastrophic/Hurricane funds, Lines 46, total \$265,000.00.

- Total available balance, less committed expenses, is \$460,222.26.
- Unexpended funds will roll over to the FY-22 budget.

## **B. Status Report**

### **1. Swales Re-Survey**

The resurvey by Agnoli, Barber & Brundage to verify changes to the swales and determine if action to remedy is necessary should be completed mid-August. Data will be collected and processed to determine:

- Variations from the previous survey.
- Identification of locations which may or may not be within the perimeter of either the easement or boundary of the golf course.

*Mr. Schumacher anticipates the firm will determine the extent swales may have “filled” in and/or any elevation changes which potentially impact the original drainage design. Corrective measures would be suggested.*

### **2. Graffiti**

**Mr. Schumacher** revealed an unsigned letter was received by the County reporting graffiti on structures in the Forest Lakes community. Corrective action(s) include:

- Defaced poles have been painted.
- Irrigation control cabinet will be repainted with gray paint.
- STOP and crosswalk sign replacements will be ordered and installed.

### **3. Lake #9 Wall Repair**

Jacobs Engineering Group Inc. submitted a proposal dated July 28, 2021, for *Scope of Services for Structural Analysis, Engineering and Design for “Quail Run Golf Club: Lake Wall Site Evaluation(s), Mitigation, and Construction Monitoring.”*

The primary objective of the project is to repair a Lake #9 retaining wall failure. The Jacobs proposal to assess the failure and design a replacement lake retaining wall, totaling a not-to-exceed price of \$108,260.00, was presented.

The Committee discussed the proposal:

- Life span of current lake walls is unknown.
- Cost of inspection of walls for Lakes 14,15 and 16 is not a major contributor to project expense.
- Wall repair in entirety is necessary.
- Acceleration of the project schedule timeline is not feasible.
- Hours of field inspection services during construction affect cost.
- Riprap wall design will significantly reduce cost due to elimination of TASKS III and IV.

### **Next Steps**

**Mr. Burnham** will:

- Poll the Quail Run Golf Club Board members for feedback on the two (2) proposed options.
- Report Board member comments to Mr. Schumacher.

**Mr. Schumacher** will:

- Review the Committee’s direction to scale back the project with Ms. Arnold.
- Request Jacobs Engineering, Inc. submit a re-structured proposal for continuation of sloped riprap wall repair on Lake 9.
- Poll the Committee members on acceptance/non-acceptance of the revised proposal.
- If necessary, schedule a “special” meeting of the M.S.T.U. to review and approve the proposal.

**VIII. ONGOING BUSINESS**

**Australian Pine Maintenance**

**Mr. Schumacher** responded to the Committee’s inquiry regarding trimming of Australian Pines bordering Pine Ridge Road noting:

- The Australian Pines are not a community asset within the M.S.T.U.’s scope of responsibility.
- Collier County stated the trees are on private property and the County will not assume the expense of trimming.
- Assumption of responsibility for tree maintenance by the M.S.T.U. would require an amendment to the Ordinance.
- Consideration of responsibility would necessitate a Public Meeting “in season” to solicit community feedback to support a proposed change in the Ordinance incorporating “trees” within the scope of Roadway and Drainage.

*Mr. Schumacher recommended addressing the project upon completion of the Lake #9 wall project.*

**IX. PUBLIC COMMENTS**

None

**X. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:32 P.M.*

**NEXT MEETING:**

**SEPTEMBER 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 \_\_\_\_\_, 2021 as presented \_\_\_\_\_, or as amended \_\_\_\_\_.

**FOREST LAKES MSTU**  
**FUND 159**  
**September 7, 2021**

FY-21	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1		CUR AD VALOREM TAX		\$ (303,400.00)	\$ -	\$ (289,372.94)	\$ (14,027.06)
2		OVERNIGHT INTEREST		\$ -	\$ -	\$ (416.01)	\$ 416.01
3		INVESTMENT INTEREST		\$ -	\$ -	\$ (1,478.39)	\$ 1,478.39
4		INTEREST TAX CO				\$ (31.22)	\$ 31.22
5		<b>REVENUE STRUCTURE</b>		<b>\$ (303,400.00)</b>	<b>\$ -</b>	<b>\$ (291,298.56)</b>	<b>\$ (12,101.44)</b>
6		TRANSFER FROM 259		\$ (85,000.00)	\$ -	\$ (76,600.00)	\$ (8,400.00)
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		<b>TRANSFERS &amp; CONTRIB</b>		<b>\$ (424,452.32)</b>	<b>\$ -</b>	<b>\$ (76,600.00)</b>	<b>\$ (347,852.32)</b>
13		<b>TOTAL REVENUE</b>		<b>\$ (727,852.32)</b>	<b>\$ -</b>	<b>\$ (367,898.56)</b>	<b>\$ (359,953.76)</b>
	Agnoli Barber & Brundage, Inc	Engineering Services	4500208535		\$ -	\$ 6,754.25	
	Agnoli Barber & Brundage, Inc	Engineering Services	4500210339		\$ -	\$ 1,224.00	
	Agnoli Barber & Brundage, Inc.	Swales Survey	4500211122		\$ 16,668.50	\$ 2,375.50	
	Jacobs Engineering Group	Lake Wall Site Evaluation,Mitigation & (	4500212532		\$ 49,840.00	\$ -	
14		<b>ENGINEERING FEES</b>		<b>\$ 10,000.00</b>	<b>\$ 66,508.50</b>	<b>\$ 10,353.75</b>	<b>\$ (66,862.25)</b>
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	\$ 6,094.67	\$ 3,905.33	\$ 10,000.00
	Ground Zero	Grounds Maintenance	4500206672		\$ 5,429.00	\$ 54,571.00	
	Mettauer Environmental, Inc.	Routine Lakes Maintenance	4500206669		\$ -	\$ 1,050.00	\$ 5,250.00
18		<b>OTHER CONTRACTUAL</b>		<b>\$ 80,000.00</b>	<b>\$ 6,479.00</b>	<b>\$ 59,821.00</b>	<b>\$ 13,700.00</b>
	Bonness Inc.	Sidewalk Repairs	4500200192		\$ -	\$ 17,526.90	
	National Traffic	Provide Traffic Signage	VISA		\$ -	\$ 133.30	
	Estates Landscaping	Post & Cable Repairs	4500209347		\$ 1,598.00	\$ -	
19		<b>OTHER CONTRACTUAL</b>		<b>\$ 57,526.90</b>	<b>\$ 1,598.00</b>	<b>\$ 17,660.20</b>	<b>\$ 38,268.70</b>
20	FP&L	Electricity	Direct Pay	\$ 13,000.00	\$ 1,302.43	\$ 11,097.57	\$ 600.00
21	City of Naples	Reclaimed Water	Direct Pay	\$ 1,500.00	\$ 608.60	\$ 891.40	\$ -
22		RENT EQUIPMENT		\$ 300.00	\$ -	\$ -	\$ 300.00
23	Collier County	Insurance	Direct Pay	\$ 400.00	\$ -	\$ 400.00	\$ -
	SiteOne Landscape Supply	Irrigation Parts	4500206993		\$ 500.00	\$ -	
	Hydropoint Data	Cloud access to Hydropoint	VISA		\$ -	\$ 235.00	
	Mader Electric Motors	Pump station maintenance	VISA		\$ -	\$ 722.35	
24		<b>SPRINKLER SYSTEM MAIN</b>		<b>\$ 1,500.00</b>	<b>\$ 500.00</b>	<b>\$ 957.35</b>	<b>\$ 42.65</b>
25	Forestry Resource	Mulch	PCARD	\$ 1,000.00	\$ -	\$ 669.20	\$ 330.80
26	Harts Electric	Lighting Repairs	4500207296	\$ 7,500.00	\$ 2,908.20	\$ 1,091.80	\$ 3,500.00
27	Cartegraph Systems, INC.	Cartegraph License & Support for CAT	4500212152	\$ 2,000.00	\$ -	\$ 1,546.66	\$ 453.34
	Premier Staffing	Transcriptionist	4500206256		\$ 1,940.20	\$ 1,009.80	
	Mader Electric Motors	Stormwater Pump System	VISA		\$ -	\$ 500.00	
	Lykins Signtek	Street Name Signs	VISA		\$ -	\$ 440.00	
28		<b>OTHER MISCELLANEOUS</b>		<b>\$ 4,725.42</b>	<b>\$ 1,940.20</b>	<b>\$ 1,949.80</b>	<b>\$ 835.42</b>
29		OFFICE SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00
30	JM Todd	Monthly CPC (shared)	4500207221	\$ 300.00	\$ 26.21	\$ 103.79	\$ 170.00
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/Sunshine Ace	Padlock/Hardware	VISA	\$ 300.00	\$ -	\$ 45.59	\$ 254.41
35		OTHER TRAINING		\$ 200.00	\$ -	\$ -	\$ 200.00
36		<b>OPERATING EXPENSE</b>		<b>\$ 207,152.32</b>	<b>\$ 87,965.81</b>	<b>\$ 116,554.55</b>	<b>\$ 2,631.96</b>
37		IMPROVEMENTS GENERAL		\$ 139,000.00	\$ -	\$ -	\$ 139,000.00
38		<b>CAPITAL OUTLAY</b>		<b>\$ 139,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 139,000.00</b>
39		TRANS TO 111 UNINCOR		\$ 56,700.00	\$ -	\$ 56,700.00	\$ -
40		TRANS TO 259 F		\$ 50,000.00	\$ -	\$ 50,000.00	\$ -
41		<b>TRANSFERS</b>		<b>\$ 106,700.00</b>	<b>\$ -</b>	<b>\$ 106,700.00</b>	<b>\$ -</b>
42		Budget Trans from Appraiser		\$ 2,700.00	\$ -	\$ 2,463.11	\$ 236.89
43		Budget Trans from Tax Collector		\$ 7,300.00	\$ -	\$ 6,476.51	\$ 823.49
44		<b>TRANSFERS CONST</b>		<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 8,939.62</b>	<b>\$ 1,060.38</b>
45		RESERVES FOR CAPITAL		\$ 265,000.00	\$ -	\$ -	\$ 265,000.00
46		<b>RESERVES</b>		<b>\$ 265,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 265,000.00</b>
47		<b>TOTAL EXPENDITURES</b>		<b>\$ 727,852.32</b>	<b>\$ 87,965.81</b>	<b>\$ 232,194.17</b>	<b>\$ 407,692.34</b>

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 9/01/2021 mts

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