

FOREST LAKES

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

AGENDA

OCTOBER 5, 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

Contractor(s):

Aaron Gross – Ground Zero Landscaping

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES –[SEPTEMBER 07, 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 – Agnoli, Barber & Brundage (ABB)
 - Swales Comparison Map – Progress
2. Lake #9 Wall Repair – Jacobs Engineering
3. Graffiti

VII. NEW BUSINESS

VIII. ONGOING BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

NOVEMBER 2, 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

SEPTEMBER 7, 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 (Excused) Dan Schumacher – Project Manager Rosio Garcia – Operations Coordinator (Excused)
Contractors	Aaron Gross - Ground Zero Landscaping Wendy Warren - Premier Staffing (Transcription)
Community Attendees	Doug Burnham – General Manager, Quail Run GC Patrick Bernal – Forest Lakes Resident Tom Kinniry – Quail Run GC

III. APPROVAL OF AGENDA

Mr. Barry moved to approve the Agenda as presented. Second by Mr. Goody. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – AUGUST 3, 2021

Mr. Fogg moved to approve the minutes of the August 3, 2021 meeting as presented. Second by Ms. Bell. Carried unanimously 5 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

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

- Two (2) Crepe Myrtle trees, one white and one pink, were planted between Narita Lane and Opuntia Lane on Forest Lakes Boulevard.
- Crown of thorns were removed from the entry island.
- Royal Palms on entrance island were treated twice for crown fungus and fertilized; health will be monitored.
- Vines along the fence were sprayed with herbicide.
- Florida Power & Light (FPL) pole replacement between Forest Lakes and Naples Bath and Tennis Club is ongoing.
- Mettauer Environmental serviced the swales in August, sprayed the riprap and reported no algae issues.

The Committee discussed:

- The two (2) Crepe Myrtle trees appear distressed and drip bags should be considered for irrigation.
- Lawn mower operators should be vigilant mowing the area and application of Roundup spray monitored, to ensure new planting along the sidewalk, between the road and the fence, across from Emerald Greens Condominiums is not damaged.
- Tree branches over-hanging the sidewalk and encroaching on light poles should be trimmed.

Action

- Crepe Myrtle trees' health will be monitored by Ground Zero Landscaping.
- Mr. Fogg will place flags encompassing the new plantings along the fence, across from Emerald Greens Condominiums, to protect the material.
- Mr. Gross will notify landscape maintenance personnel to be observant of the new plantings along the fence across Woodshire Ln from Emerald Greens Condominiums.
- Canopies on trees overhanging the sidewalk will be raised , and Royal Poinciana dead limbs & Pepper tree branches along the rear fence pruned.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the Forest Lakes Roadway & Drainage MSTU Fund 159 dated September 7, 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 \$727,852.32 including investment interest, transfers, and contributions (minus a 5% reserve of \$15,200).
- The FY-21 Millage rate remains constant at 4.0000.
- Current Operating Expense Budget is \$207,152.32.
- Commitment's total \$87,965.81; \$116,554.93 is expended.
- Uncommitted Operating Expense funds available are \$2,631.96.
- A Purchase Order and Notice-to-Proceed were issued to Jacobs Engineering Group Inc. in the amount of \$49,840.00 for the Lake #9 wall project. Services will not be invoiced in 2021, the Purchase Order will roll over to FY-22.
- 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 \$139,000.00.
- Reserves for Insurance and Catastrophic/Hurricane funds, Lines 46, total \$265,000.00.
- Total available balance, less committed expenses, is \$407,692.00

The Forest Lakes MSTU FY-22 budget, effective October 1, 2021, is finalized. Unexpended FY-21 funds will “roll over” to the FY-22 budget. Purchase Orders, excluding Jacobs Engineering Inc., for FY-21 will be closed out and Purchase Order requests for FY-22 submitted to Procurement Division.

B. Status Report

1. Swales Re-Survey

Mr. Schumacher will review the draft copy of the resurvey by Agnoli, Barber & Brundage to verify changes to the swales and ensure all data points are referenced.

Data comparison will reveal:

- Variations from the previous survey.
- Determination of the extent to which swales may have “filled” in and/or any elevation changes which may potentially impact the original drainage design.
- Identification of locations which may or may not be within the perimeter of either the easement or boundary of the golf course.
- Corrective measures recommended.
- A copy of the MAP will be provided to the Committee at the October meeting.
- Final analysis results should be available for presentation in November.

2. Lake #9 Wall Repair

Purchase and work orders 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 objective of the project is to repair a Lake #9 retaining wall failure. Jacobs will assess the failure and design a riprap replacement lake retaining wall.

- Topographical survey data points in the vicinity of the lake, collapsed wall, and adjacent areas were obtained on September 4, 2021.
- Mr. Schumacher will work with the project engineer to establish time frames for lake wall evaluations for Lakes #9, #14, #15 and #18.
- Upon completion of the Lake #9 survey and modeling, the project will transition into the design phase.
- Subsequently, the Jacobs design will be advertised for construction of the Lake #9 rip-rap replacement wall.

As confirmed in a memo from Mr. Burnham to Mr. Schumacher, the Quail Run Golf Club Board consented to a riprap wall replacement design for Lake #9 wall.

3. Graffiti

Mr. Schumacher reported corrective action to eliminate graffiti on structures in the Forest Lakes community as follows:

- Defaced lamp poles were repainted black.
- An irrigation control cabinet was repainted with gray paint.
- Four (4) STOP signs (diamond grade) and one (1) STOP AHEAD crosswalk sign replacement inserts have been ordered.

VII. NEW BUSINESS

None

VIII. ONGOING BUSINESS

Australian Pine Maintenance

Mr. Schumacher consulted Pam Lulich, Landscape Operations Manager, Road Maintenance Division, on Australian Pine trimming and will update the Committee and Mr. Burnham at a future meeting.

IX. PUBLIC COMMENTS

Mr. Burnham reported:

- The golf course parking lot vehicle spaces are being painted and the cart paths sealed.
- Swale maintenance due to wet conditions is not satisfactory.

Mr. Schumacher and Mr. Burnham will assess condition of the swales following the MSTU meeting.

Mr. Bernal conveyed a request from the Forest Lakes Condominium Association to create one (1) way directional streets in the recreation area.

Mr. Schumacher noted the road is private and the County does not have to approve the change if signage is installed properly with adherence to roadway clearance standards.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:35 P.M.

NEXT MEETING:

**OCTOBER 5, 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
October 5th, 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		\$ -	\$ -	\$ (437.41)	\$ 437.41
3		INVESTMENT INTEREST		\$ -	\$ -	\$ (1,512.21)	\$ 1,512.21
4		INTEREST TAX CO		\$ -	\$ -	\$ (31.22)	\$ 31.22
5		REVENUE STRUCTURE		\$ (303,400.00)	\$ -	\$ (291,353.78)	\$ (12,046.22)
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		TRANSFERS & CONTRIB		\$ (424,452.32)	\$ -	\$ (76,600.00)	\$ (347,852.32)
13		TOTAL REVENUE		\$ (727,852.32)	\$ -	\$ (367,953.78)	\$ (359,898.54)
	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	\$ -	\$ 10,446.50	\$ 8,597.50	
	Jacobs Engineering Group	Lake Wall Site Evaluation,Mitigation & (4500212532	\$ -	\$ 49,840.00	\$ -	
14		ENGINEERING FEES		\$ 10,000.00	\$ 60,286.50	\$ 16,575.75	\$ (66,862.25)
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	\$ 5,594.67	\$ 3,905.33	\$ 10,500.00
	Ground Zero	Grounds Maintenance	4500206672	\$ -	\$ 74.00	\$ 60,426.00	\$ -
	Mettauer Environmental, Inc.	Routine Lakes Maintenance	4500206669	\$ -	\$ 525.00	\$ 5,775.00	\$ -
18		OTHER CONTRACTUAL		\$ 80,000.00	\$ 599.00	\$ 66,201.00	\$ 13,200.00
	Bonness Inc.	Sidewalk Repairs	4500200192	\$ -	\$ -	\$ 17,526.90	\$ -
	National Traffic	Provide Traffic Signage	VISA	\$ -	\$ -	\$ 348.84	\$ -
	Estates Landscraping	Post & Cable Repairs	4500209347	\$ -	\$ 276.38	\$ 1,321.62	\$ -
19		OTHER CONTRACTUAL		\$ 57,526.90	\$ 276.38	\$ 19,197.36	\$ 38,053.16
20	FP&L	Electricity	Direct Pay	\$ 13,000.00	\$ 281.90	\$ 12,118.10	\$ 600.00
21	City of Naples	Reclaimed Water	Direct Pay	\$ 1,500.00	\$ 433.68	\$ 1,066.32	\$ -
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		SPRINKLER SYSTEM MAIN		\$ 1,500.00	\$ 500.00	\$ 957.35	\$ 42.65
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	\$ -	\$ 773.33	\$ 1,226.67
	Premier Staffing	Transcriptionist	4500206256	\$ -	\$ 1,465.00	\$ 1,485.00	\$ -
	Mader Electric Motors	Stormwater Pump System	VISA	\$ -	\$ -	\$ 500.00	\$ -
	Lykins Signtek	Street Name Signs	VISA	\$ -	\$ -	\$ 440.00	\$ -
28		OTHER MISCELLANEOUS		\$ 4,725.42	\$ 1,465.00	\$ 2,425.00	\$ 835.42
29		OFFICE SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00
30	JM Todd	Monthly CPC (shared)	4500207221	\$ 300.00	\$ 9.35	\$ 120.65	\$ 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		OPERATING EXPENSE		\$ 207,152.32	\$ 72,354.68	\$ 131,607.89	\$ 3,189.75
37		IMPROVEMENTS GENERAL		\$ 139,000.00	\$ -	\$ -	\$ 139,000.00
38		CAPITAL OUTLAY		\$ 139,000.00	\$ -	\$ -	\$ 139,000.00
39		TRANS TO 111 UNINCOR		\$ 56,700.00	\$ -	\$ 56,700.00	\$ -
40		TRANS TO 259 F		\$ 50,000.00	\$ -	\$ 50,000.00	\$ -
41		TRANSFERS		\$ 106,700.00	\$ -	\$ 106,700.00	\$ -
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		TRANSFERS CONST		\$ 10,000.00	\$ -	\$ 8,939.62	\$ 1,060.38
45		RESERVES FOR CAPITAL		\$ 265,000.00	\$ -	\$ -	\$ 265,000.00
46		RESERVES		\$ 265,000.00	\$ -	\$ -	\$ 265,000.00
47		TOTAL EXPENDITURES		\$ 727,852.32	\$ 72,354.68	\$ 247,247.51	\$ 408,250.13

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 9/29/2021

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