

FOREST LAKES

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

MINUTES

OCTOBER 5, 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

Advisory Committee	Marianne Fanning – Chair Barbara Bell – Vice Chair Richard Barry George Fogg John Goody (Excused)
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	Rick Korb – President, Quail Run GC Stephen Gray – Forest Lakes Resident

III. APPROVAL OF AGENDA

Ms. Bell moved to approve the October 5, 2021 Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. as amended:

*Add: Item V. Contractor Reports - B. Planting on Woodshire Lane; C. Bench on Woodshire Lane
Item VII. New Business – A. ZOOM Remote Meeting Access.*

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

IV. APPROVAL OF MINUTES – SEPTEMBER 7, 2021

Mr. Barry moved to approve the minutes of the September 7, 2021 meeting as presented. Second by Ms. Bell. Carried unanimously 4 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross and Mr. Schumacher reported:

- Trees and shrubs were pruned.
- Two (2) Crape Myrtle trees, one white and one pink, between Narita Lane and Opuntia Lane on Forest Lakes Boulevard are doing well.
- Royal Palms on entrance island were treated twice for crown fungus and fertilized; health is improving.
- Vines along the Woodshire Lane fence were sprayed with herbicide.
- A break in the irrigation line in the vicinity of the front entrance parking lot will be repaired week ending October 9, 2021.

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- The front southwest entrance hedge by the pine tree will be trimmed to conform to the current FDOT pruning policy of cut to 18 inches, maintain at 24 inches, for sight line visibility.

B. Planting on Woodshire Lane

Mr. Fogg reported:

- The Ground Zero Landscaping personnel are properly maintaining the new plantings along the fence across Woodshire Lane from Emerald Greens Condominiums.
- New shade and drought tolerant plants are exhibiting growth and will be hand watered as necessary.
- Royal Poinciana and Tulip trees anchor the western and eastern sides respectively of the new landscape.
- Seedlings planted include Sabal Palm tree, Firebush and Clerodendrum.
- Additional planting of the area will be curtailed until the “rainy” season of 2022.

C. Park Benches on Woodshire Lane

Mr. Gray conveyed a request from the Emerald Greens Condo Association to install a bench(s) on Woodshire Lane.

- Bench and pad cost are estimated in the \$500.00 - \$600.00 range.
- Color choices include gray, green or tan.
- Estimated longevity of the bench is twenty (20) years.

The Committee noted Emerald Greens Condo Association, a private entity, would be the source of funding and responsible for maintenance.

Mr. Schumacher noted that installation of the bench on the Emerald Greens private property would be subject to applicable County permit requirements.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Mr. Schumacher presented the Forest Lakes Roadway & Drainage MSTU Fund 159 year-end budget dated October 5, 2021. The FY-22 budget will be available at the November meeting.

- 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.
- Commitments total \$72,354.68; \$131,607.89 is expended.
- Uncommitted Operating Expense funds available are \$3,189.75.
- 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 \$13,200.00 (including \$10,500.00 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.
- 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.

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- Transfer to Fund 111, Line 39, is for MSTU Staff salaries and accrued County overhead related to M.S.T.U. operations.
- 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 \$408,250.13

FY-22 Budget Highlights

- Unexpended FY-21 funds will “roll over” to the FY-22 budget.
- Jacobs Engineering Inc. FY-21 Purchase Order will be rolled over to FY-22.
- Operating Expense funds for FY-22 are \$230,086.50.
- Capital Outlay funds for FY-22 are \$168,300.00.
- Reserves for Capital funds for FY-22 are \$778,100.00.
- Procurement Division processes standard maintenance Purchase Order requests for FY-22 beginning October 1st.
- The Committee can motion a funds transfer from Capital Outlay to Operating Expense, subject to approval by Board of County Commissioner.
- With the final payment in January 2021 on the County-issued Series 2007 Bond, the full 4.0 MSTU millage collected will be allocated to the Operating and Capital fund classifications, resulting in substantially higher dollars in the FY-22 Capital funds portion of the budget.
- These additional funds will be accumulated for current drainage projects (i.e. Lake #9 Retaining Wall replacement) and roadway repaving expected to commence in the coming few years.

Grounds & Swales Maintenance Breakdown

- Swale maintenance expenses, incorporated into the Grounds Maintenance contract, are nominally two (2) times per month during the rainy season and one (1) time monthly in the dry season.
- General grounds maintenance expenses comprise approximately 60-70%; with swales maintenance the remaining 30-40%.

Budget Line 41 Transfers

- Transfer to Fund 111, UNINCOR, is for MSTU Staff salaries and accrued County overhead related to M.S.T.U. operations.
- **Mr. Schumacher** will research Line 40, Transfer to 259F, and report composition of funds to the Committee at the November meeting.

B. Status Report

1. Swales Re-Survey

A survey MAP by Agnoli, Barber & Brundage (ABB) of the swales, identifying elevations and changes from previously recorded surveys, was distributed to the Committee; including the Quail Run GC property boundary.

Data comparison revealed variations from the previous survey – current measurements in black, previous in red, and differences in blue.

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Mr. Schumacher will meet with Jim Carr, ABB to discuss:

- Methods to process the data.
- Relevant factors in terms of the need to re-grade.
- Areas holding water.
- Corrective measures recommended.

The goal of the M.S.T.U. is to enhance community-wide roadway drainage while receiving runoff from private properties throughout the community.

Mr. Schumacher will:

- Research availability of prior surveys by WilsonMiller, Inc., now merged with Stantec, so data can be incorporated into ABB findings, as necessary
- Request a more readable MAP from ABB for Committee reference.
- Meet with Mr. Burnham, Manager, Quail Run Golf Club, to identify drainage issues within the scope of MSTU responsibilities.
- Provide an update on the status of the project at the November 2021 meeting.

2. Lake #9 Wall Repair- Jacobs Engineering

A Work Order and Purchase Order 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 objective of the project is to repair a Lake #9 retaining wall failure and evaluate the condition of three other wooden lake retaining walls.

Project Status

- Johnson Engineering has completed a topographical survey in the vicinity of the lake, collapsed wall, and adjacent areas.
- Jacobs Engineering Group will initiate the design phase for a riprap replacement wall for the lake.
- Jacobs will notify the South Florida Water Management District Agenda of the planned Lake #9 wall repair.
- Subsequently, the Jacobs design for construction of the Lake #9 rip-rap replacement wall will go out for construction bids from qualified contractors.

Mr. Korb requested County consider the negative financial impact to the Quail Run Golf Club if completion of construction is not expected by the end December and suggested postponement to late spring or summer should that be case.

Mr. Schumacher will keep Mr. Burnham, Quail Run General Manager, up to date on the projected time frame for construction.

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 will be installed by Ground Zero Landscaping.

VII. NEW BUSINESS

A. ZOOM Remote Meeting Access

Staff received a resident request to attend the Forest Lakes Advisory Committee meeting remotely via ZOOM.

Hybrid remote public meetings may be conducted to facilitate remote participation of Committee members and the public at large. The meeting utilizes both in-person and remote participation, usually via internet access.

A minimum quorum of three (3) in-person Advisory Committee members is required to conduct business and the participation of off-site committee members is subject to approval by a motion by the in-person committee members.

Mr. Schumacher will investigate adequate Internet access and meeting formats available at the Forest Lakes Condo Association Clubhouse to offer ZOOM remote access meetings.

VIII. ONGOING BUSINESS

None

IX. PUBLIC COMMENTS

None

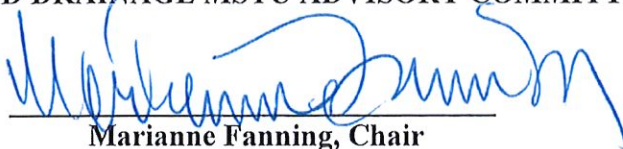
X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:35 P.M.

NEXT MEETING:

**NOVEMBER 2, 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 11-2, 2021 as presented , or as amended _____.