

FOREST LAKES

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

AGENDA

DECEMBER 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

Contractor(s):

Aaron Gross – Ground Zero Landscaping

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES – [NOVEMBER 2, 2021](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#)

B. Status Report:

1. Lake #9 Wall Repair – Jacobs Engineering

i. Lake #9 Wall Design

ii. Lakes #9, 14, 15, 18 Wall Evaluations

VII. NEW BUSINESS

VIII. ONGOING BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

JANUARY 4, 2022 - 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 NOVEMBER 2, 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	Doug Burnham – General Manager, Quail Run GC Rick Korb – President, Quail Run GC

III. APPROVAL OF AGENDA

Mr. Fogg moved to approve the November 2, 2021, Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. as presented. Second by Mr. Bell. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – OCTOBER 5, 2021

Ms. Bell moved to approve the minutes of the October 5, 2021, meeting subject to the following changes:

*Page 2, Item VI. Project Managers Report, A. Budget Report, bullet 5: from “... Commitment’s total \$72,354.68; \$131,607.89 is expended) ...,” to ... **Commitments** total \$72,354.68; \$131,607.89 is expended...).”*

*Page 3, Item VI. Project Managers Report, A. FY-22 Budget Highlights, bullet 8: from “... 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 is substantially higher dollars in the FY-22 Capital funds portion of the budget.) ...,” to ... 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....).”*

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

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

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

- Tree canopies were lifted to avoid sidewalk encroachment.

- Breaks in the Clusia hedge at the entrance driveway were repaired.
- The front southwest entrance hedge by the pine tree was trimmed to conform to the current FDOT pruning policy of cut to 18 inches, maintain at 24 inches, for sight-line visibility.
- Atrazine herbicide will be applied to treat weed growth on the grass at the entrance to the community.

Mr. Schumacher will direct Ground Zero Landscaping to remove the Crown of thorns on the second median at front entrance and discuss lowering of mower height for swale trimming.

B. Planting on Woodshire Lane

Mr. Fogg reported:

- The Ground Zero Landscaping personnel are properly maintaining the new plantings along the fence on Woodshire Lane across from Emerald Greens Condominiums.
- Landscaping installation includes twenty-one (21) trees, twenty (20) shrubs and eighty-three (83) ferns.
- Royal Poinciana and Tulip trees anchor the western and eastern sides respectively of the new landscape.
- Some tree seedlings planted will be replaced with larger specimens.
- Clerodendrum plants offer prolific color; ferns are planted in lieu of sod.
- Additional planting of the area will be curtailed until the “rainy” season of 2022.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Forest Lakes MSTU Fund Budget 159 dated November 2, 2021

- The FY-22 Millage rate remains constant at 4.000 mills.
- Current Ad Valorem Tax, Line 1, is \$912,600.00; an increase of 3.71% over FY-21.
- Transfers and Contributions, Line 9, are \$350,986.50; a carry-over of unexpended FY-21 funds.
- Total Revenue, Line 10, is \$1,263,586.50, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
 - Agnoli, Barber & Brundage – Swales Survey
 - Ground Zero – Grounds & Irrigation and Quail Run GC Swales Maintenance
 - Hart’s Electrical – Electrical Maintenance & Repair
 - Jacobs Engineering Group – Lake Wall Site Evaluation & Design
 - Mettauier Environmental – Routine Lakes Maintenance
 - Premier Staffing – Transcription Services
 - Site One Landscape Supply – Irrigation Parts & Pumps
- Operating Expense, Line 30, is budgeted at \$230,086.50; with current Commitments of \$145,961.72, Expenditures of \$6,539.06, and a Budget Remainder (unspent operating funds) of \$77,585.72.
- Capital Outlay, Line 32, budgeted at \$168,300.00, is available to fund planned projects.
- Transfer to Fund 111, Line 33, is for MSTU Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Property Appraiser, Line 35, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 36, is for collection of M.S.T.U. millage as part of the tax bill, currently 2.0 mills.

- Reserves, Line 39, budgeted at \$778,100, is designated for long term projects, Insurance, and Catastrophic/Hurricane damage repair.
- Total Budget, Line 40, lists FY-22 M.S.T.U. budgeted funds at \$1,266,586.50; with tabulated Commitments of \$145,961.72, Expenditures of \$8,340.99, and a Budget Remainder (unspent operating funds) of \$1,112,283.79. Only the \$1,263,586.50 amount does not change during the fiscal year.

During discussion the following was addressed:

- The Collier County Office of Management and Budget (OMB) paid off the Limited General Obligation Bond, Forest Lakes MSTU, Series 2007, in January 2021.
- Funds applied to satisfy the bond debt prior to January 2021 are now reflected in the Fund 159 budget, Line 38, Reserves for Capital, in the amount of \$778,100.00.
- Funds are exclusive to the M.S.T.U. and cannot be utilized by outside entities.
- The FY-22 millage rate of 4.0000 is necessary to accumulate funds for anticipated maintenance of community assets, such as roadway repaving and drainage projects, identified in the “Forest Lakes MSTU Asset Management Review” report dated November 10, 2020.
- The FY-22 over FY-21 increase in Operating Expense, Line 30, from \$177,152.32 to \$230,086.50 is due to Engineering Fees incurred for the Swales Survey and Lake #9 wall repair projects.
- The millage rate is evaluated annually with consideration of Capital Reserves necessary for future expenses.

Public Access Data Links

The Florida Sunshine Law requires that historical M.S.T.U. data, such as meeting minutes, be available for public access.

- [Sunshine Law Presentation Guide/Collier County, FL \(colliercountyfl.gov\)](#)
- [PowerPoint Presentation \(colliercountyfl.gov\)](#)

M.S.T.U information can be retrieved at:

- [Advisory Boards and Authorities \(colliercountyfl.gov\)](#)

B. Status Report

1. Swales Re-Survey – Agnoli, Barber & Brundage (ABB)

Mr. Schumacher has requested recommendations from Agnoli, Barber & Brundage (ABB) for beneficial analysis of the recently collected swales elevation data, potentially identifying corrective swales re-grading on the golf course for improved drainage.

The goal of the M.S.T.U. is to provide community-wide drainage by way of MSTU maintained assets.

Mr. Schumacher will:

- Order a larger format of ABB’s survey MAP for Committee reference.
- Confer with ABB on the status of further analysis.
- Update the committee at the December 2021 meeting.

Swale maintenance discussion among attendees and members addressed:

- The M.S.T.U. only maintains the swales identified on the *Quail Run Golf Course Swale Map*.
- Single family homeowners reported a potential reduction in land elevation and requested swales on the west side of Forest Lakes Boulevard feeding into the canal be evaluated and maintained by the M.S.T.U.

Mr. Schumacher will:

- Review the Plat Map for single family properties on the west side of Forest Lakes Boulevard in the vicinity of Gardenia Lane to evaluate potential elevation changes.
- Visit the described vicinity.
- Update the Committee on findings at a future meeting.

2. Lake #9 Wall Repair – Jacobs Engineering

Purchase and work orders for assessment and design 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 requirement is to repair a Lake #9 wooden retaining wall failure.

Project Status

- The Lake #9 wall design was received from the Jacobs Engineering Group November 2, 2021.
- Assessment of three (3) additional wooden walls, accompanied by a *white paper*, was included in the submission.
- Pending review, the design for construction will go out to bid to qualified contractors.

3. Graffiti – Five (5) Replacement Traffic Signs.

Ground Zero Landscaping installed four (4) STOP signs (diamond grade) and one (1) STOP AHEAD crosswalk sign defaced by graffiti.

VII. NEW BUSINESS

A. Quail Forest Blvd – October 23rd Car Crash

A vehicle traveling south on Quail Forest Blvd., in the vicinity of the Miravista Condo Association, hit a tree. No action is planned by the M.S.T.U. as the impacted tree is on private property. *Ms. Sillery has requested a police report of the accident.*

VIII. ONGOING BUSINESS

None

IX. PUBLIC COMMENTS

1. Gorden River Watershed Project Letter

A resident reported receipt of a letter from the County regarding the Gorden River Watershed project.

Mr. Schumacher noted:

- The Gorden River Watershed Study, published by Agnoli, Barber & Brundage in December 2018, identified six (6) weirs to be replaced.
- The M.S.T.U. does not have jurisdiction over the Forest Lakes rock weir sat the southwest corner of the community, on the canal.

MINUTES

- Residents are encouraged to contact the firm identified in the mailer to request information and updates on the project.

2. Tree Replacements

Homeowners requested leaning and unhealthy trees in the vicinity of Gardenia Lane and Forest Lakes Boulevard be replaced with new specimens.

Mr. Schumacher noted that among the homeowners canvassed in the Spring of 2020, several declined the offer for the M.S.T.U. to replace trees damaged by Hurricane Irma in the Right of Way (ROW) adjoining their property as part of the Sidewalk Tree Project Replacement Plan. He will re-evaluate the possibilities, confirm presence of irrigation and suggest options at a future meeting.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:30 P.M.

NEXT MEETING:

**DECEMBER 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 M.S.T.U.
Fund 159
December 7, 2021

FY-22	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1		CUR AD VALOREM TAX		\$ (912,600.00)	\$ -	\$ (201,682.94)	\$ (710,917.06)
2		OVERNIGHT INTEREST		\$ -	\$ -	\$ (16.13)	\$ 16.13
3		INVESTMENT INTEREST		\$ (3,000.00)	\$ -	\$ (216.52)	\$ (2,783.48)
4		REVENUE STRUCTURE		\$ (915,600.00)	\$ -	\$ (201,915.59)	\$ (713,684.41)
5		TRANSFER FROM PROPERTY APPR.		\$ -	\$ -	\$ -	\$ -
6		CARRY FORWARD GENERAL		\$ (336,500.00)	\$ -	\$ -	\$ (336,500.00)
7		CARRY FORWARD OF ENCUMB AMT		\$ (60,286.50)	\$ -	\$ -	\$ (60,286.50)
8		NEG 5% EST REV		\$ 45,800.00	\$ -	\$ -	\$ 45,800.00
9		TRANSFERS & CONTRIB		\$ (350,986.50)	\$ -	\$ -	\$ (350,986.50)
10		TOTAL REVENUE		\$ (1,266,586.50)	\$ -	\$ (201,915.59)	\$ (1,064,670.91)
		Agnoli Barber & Brundage, Inc. Swales Survey	4500211122	\$ -	\$ -	\$ 4,979.50	\$ -
		Jacobs Engineering Group Lake Wall Site Evaluation, Mitigation & C	4500212532	\$ -	\$ 15,929.60	\$ 33,910.40	\$ -
11		ENGINEERING FEES		\$ 75,286.50	\$ 15,929.60	\$ 38,889.90	\$ 20,467.00
12	Collier County	INDIRECT COST REIMBURS	Direct Pay	\$ 4,300.00	\$ 4,300.00	\$ -	\$ -
13	Collier County	INTERDEPT. PAYMENT	Direct Pay	\$ 500.00	\$ -	\$ -	\$ 500.00
14	Ground Zero	LANDSCAPE INCIDENTALS	Landscape Incidentals	\$ 10,000.00	\$ 5,852.50	\$ 147.50	\$ 4,000.00
15	Ground Zero	OTHER CONTRACTUAL	Grounds Maintenance	\$ 75,000.00	\$ 54,305.00	\$ 5,695.00	\$ 15,000.00
16	Mettauer Environmental, Inc.	OTHER CONTRACTUAL	Routine Lakes Maintenance	\$ 35,000.00	\$ 5,250.00	\$ 1,050.00	\$ 28,700.00
17	FP&L	ELECTRICITY	Electricity	\$ 13,000.00	\$ 10,956.95	\$ 1,893.05	\$ 150.00
18	City of Naples	WATER AND SEWER	Reclaimed Water	\$ 1,500.00	\$ 1,324.38	\$ 175.62	\$ (0.00)
19	Collier County	INSURANCE GENERAL	Insurance	\$ 400.00	\$ 400.00	\$ -	\$ -
20	SiteOne Landscape Supply	SPRINKLER SYSTEM MAINT.	Irrigation Parts	\$ 1,500.00	\$ 500.00	\$ -	\$ 1,000.00
21		MULCH		\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	Hart's Electrical		Lighting Repairs	\$ 4500213929	\$ 2,000.00	\$ -	\$ -
	Amazon		Lighting Supplies	VISA	\$ -	\$ 65.49	\$ -
22		LIGHTING MAINTENANCE		\$ 5,000.00	\$ 2,000.00	\$ 65.49	\$ 2,934.51
23		SALES TAX EXP		\$ -	\$ -	\$ 4.16	\$ (4.16)
24		LICENSE & PERMITS		\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
	Premier Staffing		Transcriptionist	4500213942	\$ 2,950.00	\$ -	\$ -
	Premier Staffing (FY21 Exp)		Transcriptionist	4500215549	\$ -	\$ 178.20	\$ -
25		OTHER MISCELLANEOUS		\$ 4,000.00	\$ 2,950.00	\$ 178.20	\$ 871.80
26		OFFICE SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00
27	JM Todd	COPYING CHARGES	Monthly CPC (shared)	\$ 300.00	\$ 104.58	\$ 9.70	\$ 185.72
28		FERT HERB CHEM		\$ 500.00	\$ -	\$ -	\$ 500.00
29	Sunshine Ace	OTHER OPERATING SUPPLIES	Hardware for Signage	\$ 300.00	\$ -	\$ 59.45	\$ 240.55
30		OTHER TRAINING		\$ 200.00	\$ -	\$ -	\$ 200.00
31		OPERATING EXPENSE		\$ 230,086.50	\$ 103,873.01	\$ 48,168.07	\$ 78,045.42
32		IMPROVEMENTS GENERAL		\$ 168,300.00	\$ -	\$ -	\$ 168,300.00
33		CAPITAL OUTLAY		\$ 168,300.00	\$ -	\$ -	\$ 168,300.00
34		TRANS FROM FUND 159 TO FUND 111	Reimbursement for Staff Support	\$ 59,100.00	\$ -	\$ -	\$ 59,100.00
36		TRANS FROM FUND 159 TO PROPERTY APPRAISER		\$ 9,500.00	\$ -	\$ 1,801.93	\$ 7,698.07
37		TRANS FROM FUND 159 TO TAX COLLECTOR		\$ 21,500.00	\$ -	\$ 6,033.66	\$ 15,466.34
38		TRANSFERS		\$ 90,100.00	\$ -	\$ 7,835.59	\$ 82,264.41
39		RESERVES FOR CAPITAL		\$ 778,100.00	\$ -	\$ -	\$ 778,100.00
40		RESERVES		\$ 778,100.00	\$ -	\$ -	\$ 778,100.00
41		TOTAL EXPENDITURES		\$ 1,266,586.50	\$ 103,873.01	\$ 56,003.66	\$ 1,106,709.83

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
219,999,549	FY-21 Oct Taxable Value
\$228,159,517	FY-22 Adopted Taxable Value
3.71%	Adj. FY-21 to FY-22

Report Date: 11/30/2021

FY 22 Adopted Millage & Tax Dollars		
	FY22	FY21
Millage:	4.0000	4.0000
Tax Dollars:	\$912,638	\$303,315

4.0 mill cap
200.9%