

FOREST LAKES

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

AGENDA

MARCH 1, 2022

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2022)

George E. Fogg (4/21/2024)

Barbara Bell – Vice Chair (4/21/2023)

John Goody (4/21/2023)

Richard Barry (4/21/2022)

Staff:

Michelle Arnold – Director

Dan Schumacher – Project Manager

Contractor(s):

Aaron Gross – Ground Zero Landscaping

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES – [FEBRUARY 1, 2022](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#)

B. Advisory Committee Applications –

• [Fanning](#) • [Pollock](#) • [Thomson](#)

C. Lake Wall Repairs:

1. Lake #9 Wall Repair – Jacobs Engineering

i. Lake #9 Wall Design

ii. Lake #9 Wall Replacement

iii. Lakes #14, 15, & 18 Wall Evaluations

C. Lake Aerator Repairs & Maintenance

D. Sidewalk Repairs

VII. NEW BUSINESS

VIII. ONGOING BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

APRIL 5, 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

FEBRUARY 1, 2022

Vice Chair Bell called the meeting to order at 10:00 A.M.
A quorum of three was present.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair
Barbara Bell – Vice Chair
Richard Barry
George Fogg (Excused)
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
Rick Korb – Resident, President, Quail Run GC
Kathy Thomson- Resident
Charles Whitney – Resident, Member, Quail Run GC
Stacie Young - Resident

Guest Attendees

Thomas Kinnery – Member, Quail Run GC
Dana Barrett Lettier
Michelle McCleod – Candidate for County Commissioner District 4

III. APPROVAL OF AGENDA

Mr. Barry moved to approve the February 1, 2022, Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. as presented. Second by Mr. Goody. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES – DECEMBER 7, 2021

Mr. Barry moved to approve the minutes of the December 7, 2021, meeting subject to the following change:

Page 2, Item VI. Project Managers Report, A. Budget Report, bullet 5.9: Delete “... Superb Landscape Services – Grounds & Irrigation Maintenance...”

Second by Mr. Goody. Carried unanimously 3 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross and Mr. Schumacher reported:

- Landscaping is doing well.
- West side entry shrubs were pruned.
- Entry island Bougainvilleas, fertilized twice, are blooming.
- Shrubs on the west entrance sign were pruned to enhance street sign visibility.

- Oak and Orchid tree canopies at addresses 139 and 157 Forest Lakes Blvd. were lifted.
- Fertilizer was applied in accordance with contract specifications.
- Atrazine was applied to control broad leaf and grassy weeds.
- Golf course swales are mowed bi-monthly, weather permitting.
- An old water bag on Forest Lakes Blvd., in the vicinity of the driving range, will be removed.

Chair Fanning arrived and a quorum of four was present.

VI. PROJECT MANAGERS REPORT

A. Budget Report & Capital Budget Reserves

Forest Lakes MSTU Fund Budget 159 dated February 1, 2022

- The FY-22 Millage rate remains constant at 4.000 mills.
- Current Ad Valorem Tax, Line 1, is \$915,600.00; 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 \$1,266,586.50, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
 - Agnoli, Barber & Brundage – Swales Survey: Closed.
 - Ground Zero Landscaping –
 - Incidentals is for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs and swale maintenance,
 - Hart’s Electrical – Electrical Maintenance & Repair.
 - Jacobs Engineering Group – Lake Wall Site Evaluation & Design.
 - Mettauier Environmental – Routine Lakes Maintenance and Repairs.
 - A Purchase Order increase was issued to Mettauier to evaluate the fountain failure on Lake 14, to be reflected in the March 2022 budget report.
 - Premier Staffing – Transcription Services.
 - Site One Landscape Supply – Irrigation Parts & Pumps.
 - Purchase Orders in “red” have been closed out.
- Operating Expense, Line 30, is budgeted at \$230,086.50; with current Commitments of \$93,998.75, Expenditures of \$65,553.79, and a Budget Remainder (unspent operating funds) of \$72,533.96.
- Capital Outlay, Line 33, budgeted at \$168,300.00, is available to fund planned projects.
- Transfer to Fund 111, Line 34, 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 4.0 mills.
- Reserves, Line 39, budgeted at \$778,100, is designated for long term Maintenance and Capital projects.
- Total Expenditures, Line 40, lists FY-22 M.S.T.U. Budget funds at \$1,266,586.50, current Commitments of \$93,988.75, Expenditures of \$84,097.99, and a Budget Remainder of \$1,088,489.76 (= Budget-Commitments-Expenditures). The \$1,266,586.50 Budget amount does not change during the fiscal year.

During discussion, the following was noted:

- At the December 7th Advisory Committee meeting it requested that a portion of the MSTU budget line item, “Capital,” be segmented for Roadway Repaving in the amount of \$400,000.
- Mr. Schumacher consulted with the county Budget Office, with the result that a sentence was added into the County FY-22 Budget Book referring to the \$778,100 Capital reserve: “The reserve consists of \$378,100 allocated for general capital projects and \$400,000 allocated for roadway repaving.”
- Initial preparations for the FY-23 budget will begin in March, finalized by mid-summer, and go into effect October 1, 2022 – the first day of the new fiscal year.
- Updates to the MSTU Asset Management will be ongoing as part of FY-23 budget preparations.

B. Lake Wall Repairs

1. Lake #9 Wall Repair – Jacobs Engineering

i. Lake #9 Design

The Lake #9 wall design and cost estimate was received from the Jacobs Engineering Group November 2, 2021.

A Scope of Work (SOW) with construction design specifications and drawings, will go out for a “Quick Quote” bid to qualified marine construction contractors in February 2022.

- In accordance with County policy, the contract, subject to Board of County Commissioners (BCC) approval, will be awarded to the lowest qualified bidder.
- Targeted mobilization date, coordinated with the Quail Run Golf Club to minimize Club revenue impact, is April 25 – May 6.

The Committee will consider the expenditure upon receipt of bids and selection of contractor.

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

Assessment of three (3) additional wooden walls, included in the November 2, 2021, report, revealed remedial action is required. The top of the wall boards have been marked to identify areas for interim repairs.

C. Lighting Repairs

Hart’s Electrical Inc. replaced nineteen (19) lamp outages, including two (2) at the entryway. The one-hundred seventy-two (172) light poles in Forest Lakes were previously serviced six (6) months ago.

Mr. Schumacher will instruct Ground Zero Landscaping to trim tree branches interfering with streetlights at the entrance to the community.

D. Lake Aerator Repairs and Maintenance (Fountains)

Mettauer Environmental Inc. will evaluate two aerators on Lake #14, behind the Turtle Lakes Condominium, and one on Lake #9 to perform maintenance & repairs.

E. Sidewalk Repairs

Eleven (11) sidewalk slabs in the community walkways pose a trip hazard. A “trip hazard” is defined as a variance of three quarter ($\frac{3}{4}$) inches or more between two slabs.

Pavement Maintenance, LLC. (PMI), a County qualified contractor, submitted a price quote in the amount of \$11,550.00 to furnish all labor, materials and equipment required for the performance of work in connection with sidewalk improvements.

Mr. Barry motioned to approve Pavement Maintenance, LLC.’s proposal dated January 28, 2022, in the amount of \$11,550.00, to replace eleven concrete sidewalk slabs, in accordance with County specifications, on Forest Lakes walkways. Second by Ms. Bell. Carried unanimously 4 – 0.

VII. NEW BUSINESS

Committee Member Applications

Marianne Fanning and Richard Barry’s Advisory Committee terms expire April 22, 2022.

The application form for reappointment to the Forest Lakes Advisory Committee is available on the County website.

Committee applications will be reviewed and motioned at the March 1, 2022, meeting of the M.S.T.U.

VIII. ONGOING BUSINESS

None

IX. PUBLIC COMMENTS

Quail Run Golf Club Officer Transition

Rick Korb, President, Quail Run Golf Club, announced his term as President of the Quail Run Golf Club expires the end of February 2022. He encouraged the M.S.T.U. and club to maintain their positive relationship.

Chuck Whitney will assume the position of President of the Club. A resident of the Forest Lakes Community, Chuck’s career included corporate law and executive management for a utility. He looks forward to working with M.S.T.U members and Staff.

Mr. Korb also introduced Tom Kinnery, a Quail Run Golf Club member, and shared his contributions to the club organization with attendees.

Candidate for Collier County Commissioner District 4

Michelle McLeod introduced herself noting she is running for the position of County Commissioner for District 4. Members and residents are welcome to request guidance from her on matters impacting their district.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:56 P.M.

MINUTES

NEXT MEETING:

**MARCH 1, 2022 - 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 _____, 2022 as presented _____, or as amended _____.

FOREST LAKES M.S.T.U.
Fund 159
March 1, 2022

FY-22	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1		CUR AD VALOREM TAX		\$ (912,600.00)	\$ -	\$ (789,067.47)	\$ (123,532.53)
2		OVERNIGHT INTEREST		\$ -	\$ -	\$ (138.65)	\$ 138.65
3		INVESTMENT INTEREST		\$ (3,000.00)	\$ -	\$ (1,007.89)	\$ (1,992.11)
4		INTEREST TAX COLL.		\$ -	\$ -	\$ (51.88)	\$ 51.88
5		REVENUE STRUCTURE		\$ (915,600.00)	\$ -	\$ (790,265.89)	\$ (125,334.11)
6		TRANSFER FROM PROPERTY APPR.		\$ -	\$ -	\$ -	\$ -
7		CARRY FORWARD GENERAL		\$ (336,500.00)	\$ -	\$ -	\$ (336,500.00)
8		CARRY FORWARD OF ENCUMB AMT		\$ (60,286.50)	\$ -	\$ -	\$ (60,286.50)
9		NEG 5% EST REV		\$ 45,800.00	\$ -	\$ -	\$ 45,800.00
10		TRANSFERS & CONTRIB		\$ (350,986.50)	\$ -	\$ -	\$ (350,986.50)
11		TOTAL REVENUE		\$ (1,266,586.50)	\$ -	\$ (790,265.89)	\$ (476,320.61)
	Agnoli Barber & Brundage, Inc.	Swales Survey	4500211122	\$ -	\$ -	\$ 4,979.50	\$ -
	Jacobs Engineering Group	Lake Wall Site Evaluation, Mitigation & (4500212532	\$ -	\$ 14,069.90	\$ 35,770.10	\$ -
12		ENGINEERING FEES		\$ 75,286.50	\$ 14,069.90	\$ 40,749.60	\$ 20,467.00
13	Collier County		Direct Pay	\$ 4,300.00	\$ 4,300.00	\$ -	\$ -
14	Collier County		Direct Pay	\$ 500.00	\$ -	\$ -	\$ 500.00
15	Ground Zero	Landscape Incidentals	4500213779	\$ 10,000.00	\$ 5,852.50	\$ 147.50	\$ 4,000.00
16	Ground Zero	Grounds Maintenance	4500213779	\$ 75,000.00	\$ 40,710.00	\$ 19,290.00	\$ 15,000.00
	Mettauer Environmental, Inc.	Routine Lakes Maintenance	4500213930	\$ -	\$ 5,630.00	\$ 3,150.00	\$ -
	Pavement Maintenance	Concrete; Sidewalks, etc.	4500216529	\$ -	\$ 11,550.00	\$ -	\$ -
17		OTHER CONTRACTUAL		\$ 35,000.00	\$ 17,180.00	\$ 3,150.00	\$ 14,670.00
18	FP&L	Electricity	4700004607	\$ 13,000.00	\$ 7,399.99	\$ 5,450.01	\$ 150.00
19	City of Naples	Reclaimed Water	4700004568	\$ 1,500.00	\$ 1,145.96	\$ 354.04	\$ (0.00)
20	Collier County	Insurance		\$ 400.00	\$ 200.00	\$ 200.00	\$ -
	SiteOne Landscape Supply	Irrigation Parts	4500213943	\$ -	\$ 500.00	\$ -	\$ -
	Hydropoint Data	Irrigation Controls Data (Renewal)	VISA	\$ -	\$ -	\$ 596.96	\$ -
21		SPRINKLER SYSTEM MAINT.		\$ 1,500.00	\$ 500.00	\$ 596.96	\$ 403.04
22		MULCH		\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	Hart's Electrical	Lighting Repairs	4500213929	\$ -	\$ 3,285.70	\$ 1,114.30	\$ -
	Amazon	Lighting Supplies	VISA	\$ -	\$ -	\$ 65.49	\$ -
23		LIGHTING MAINTENANCE		\$ 5,000.00	\$ 3,285.70	\$ 1,179.79	\$ 534.51
24		SALES TAX EXP		\$ -	\$ -	\$ 4.16	\$ (4.16)
25		LICENSE & PERMITS		\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
	Premier Staffing	Transcriptionist	4500213942	\$ -	\$ 2,950.00	\$ -	\$ -
	Premier Staffing (FY21 Exp)	Transcriptionist	4500215549	\$ -	\$ -	\$ 178.20	\$ -
26		OTHER MISCELLANEOUS		\$ 4,000.00	\$ 2,950.00	\$ 178.20	\$ 871.80
27		OFFICE SUPPLIES		\$ 300.00	\$ -	\$ -	\$ 300.00
28	JM Todd	Monthly CPC (shared)	4500214501	\$ 300.00	\$ 77.48	\$ 36.80	\$ 185.72
29		FERT HERB CHEM		\$ 500.00	\$ -	\$ -	\$ 500.00
30	Sunshine Ace, Nat'l Traffic	Hardware for Signage	VISA	\$ 300.00	\$ -	\$ 93.95	\$ 206.05
31		OTHER TRAINING		\$ 200.00	\$ -	\$ -	\$ 200.00
32		OPERATING EXPENSE		\$ 230,086.50	\$ 97,671.53	\$ 71,431.01	\$ 60,983.96
33		IMPROVEMENTS GENERAL		\$ 168,300.00	\$ -	\$ -	\$ 168,300.00
34		CAPITAL OUTLAY		\$ 168,300.00	\$ -	\$ -	\$ 168,300.00
35		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	\$ -	\$ 3,603.86	\$ 5,896.14
37		TRANS FROM FUND 159 TO TAX COLLECTOR		\$ 21,500.00	\$ -	\$ 17,781.35	\$ 3,718.65
38		TRANSFERS		\$ 90,100.00	\$ -	\$ 21,385.21	\$ 68,714.79
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	\$ 97,671.53	\$ 92,816.22	\$ 1,076,098.75

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
#####	FY-22 Adopted Taxable Value
3.71%	Adj. FY-21 to FY-22

Prepared on: 2/18/2022

FY 22 Adopted Millage & Tax Dollars		
	FY22	FY21
Millage:	4.0000	4.0000
Tax Dollars:	\$912,638	\$879,998

4.0 mill cap
3.71%

Advisory Board Application Form

Collier County Government
3299 Tamiami Trail East, Suite 800
Naples, FL 34112
(239) 252-8400

Application was received on: 1/31/2022 6:03:30 PM.

Name: Marianne Fanning Home Phone:

Home Address: 279 Quail Forest Blvd #213

City: Naples Zip Code: 34105

Phone Numbers

Business:

E-Mail Address:

Board or Committee: Forest Lakes Roadway and Drainage MSTU Advisory Committee

Category: Not indicated

Place of Employment: Retired

How long have you lived in Collier County: more than 15

How many months out of the year do you reside in Collier County: I am a year-round resident

Have you been convicted or found guilty of a criminal offense (any level felony or first degree misdemeanor only)? No

Not Indicated

Do you or your employer do business with the County? No

Not Indicated

NOTE: All advisory board members must update their profile and notify the Board of County Commissioners in the event that their relationship changes relating to memberships of organizations that may benefit them in the outcome of advisory board recommendations or they enter into contracts with the County.

Would you and/or any organizations with which you are affiliated benefit from decisions or

recommendations made by this advisory board? No

Not Indicated

Are you a registered voter in Collier County? Yes

Do you currently hold an elected office? No

Do you now serve, or have you ever served on a Collier County board or committee? Yes

Forest Lakes MSTU

Please list your community activities and positions held:

Chairman Forest Lakes MSTU

Education:

Masters in Healthcare Admin

Experience / Background

Past board member of Verandas At Quail Ru Current member Forest Lakes Roadway and Drainage MSTU. [Chairperson]

Advisory Board Application Form

Collier County Government
3299 Tamiami Trail East, Suite 800
Naples, FL 34112
(239) 252-8400

Application was received on: 2/9/2022 9:41:23 AM.

Name: Gregory Karl Pollock Home Phone:

Home Address: 1084 Forest Lakes dr. #308

City: Naples Zip Code: 34105

Phone Numbers

Business:

E-Mail Address:

Board or Committee: Forest Lakes Roadway and Drainage MSTU Advisory Committee

Category: Not indicated

Place of Employment: Retired

How long have you lived in Collier County: 10-15

How many months out of the year do you reside in Collier County: I am a year-round resident

Have you been convicted or found guilty of a criminal offense (any level felony or first degree misdemeanor only)? No

Not Indicated

Do you or your employer do business with the County? No

Not Indicated

NOTE: All advisory board members must update their profile and notify the Board of County Commissioners in the event that their relationship changes relating to memberships of organizations that may benefit them in the outcome of advisory board recommendations or they enter into contracts with the County.

Would you and/or any organizations with which you are affiliated benefit from decisions or

recommendations made by this advisory board? Yes

Member of Quail Run Golf Course, not a board member.

Are you a registered voter in Collier County? Yes

Do you currently hold an elected office? No

Do you now serve, or have you ever served on a Collier County board or committee? No

Not Indicated

Please list your community activities and positions held:

10 years Industry Borough Planning Commission, 3 years president American Wine Society Pittsburgh,
Master of Doric Lodge in Sewickley, volunteer at Naples Winter Wine Festival.

Education:

High School, continuing education classes, advanced training classes Beaver Valley Nuclear Power Plant.

Experience / Background

10 years on Planning commission most as secretary, rewrote Industry Borough zoning ordinances.

Advisory Board Application Form

Collier County Government
3299 Tamiami Trail East, Suite 800
Naples, FL 34112
(239) 252-8400

Application was received on: 2/11/2022 12:57:05 PM.

Name: Kathy A Thomson Home Phone:

Home Address: 1610 Forest Lakes Blvd

City: Naples Zip Code: 34105-2280

Phone Numbers

Business:

E-Mail Address:

Board or Committee: Forest Lakes Roadway and Drainage MSTU Advisory Committee

Category: Not indicated

Place of Employment: Retired

How long have you lived in Collier County: more than 15

How many months out of the year do you reside in Collier County: I am a year-round resident

Have you been convicted or found guilty of a criminal offense (any level felony or first degree misdemeanor only)? No

Not Indicated

Do you or your employer do business with the County? No

Not Indicated

NOTE: All advisory board members must update their profile and notify the Board of County Commissioners in the event that their relationship changes relating to memberships of organizations that may benefit them in the outcome of advisory board recommendations or they enter into contracts with the County.

Would you and/or any organizations with which you are affiliated benefit from decisions or

recommendations made by this advisory board? No

Not Indicated

Are you a registered voter in Collier County? Yes

Do you currently hold an elected office? No

Do you now serve, or have you ever served on a Collier County board or committee? No

Not Indicated

Please list your community activities and positions held:

Member of Naples Zoo Member of Naples Botanical Garden Attend MSTU monthly meetings

Education:

Associate Degree of Applied Business, Accounting Bachelor of Science Degree, Education

Experience / Background

Math teacher, elementary teacher and elementary assistant 25 years in education - 16 of those years were for CCPS (Collier County Public Schools) Bookkeeping and inventory control 15 years working in the business sector I have lived in my home in Forest Lakes as a full-time resident for 24 years. I regularly get compliments from golfers on how beautiful my backyard looks and compliments from walkers along the sidewalk on the vivid colored bromeliads in my front yard. Since retiring, I have been able to attend the monthly MSTU meetings year-round. I have given input at the meetings on lighting, roadway drainage and beautification. Regarding the budget, I made a suggestion that there be a line item designated specifically for roadway repair under reserves for capital as it is a considerable percent of our budget. For the current FY2022 it has been listed in the notes section and will be a line item in the FY2023 budget.