

# 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

<b>Advisory Committee</b>	Marianne Fanning – Chair Barbara Bell – Vice Chair Richard Barry George Fogg (Excused) 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 Rick Korb – Resident, President, Quail Run GC Kathy Thomson- Resident Charles Whitney – Resident, Member, Quail Run GC Stacie Young - Resident
<b>Guest Attendees</b>	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.

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- 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.
  - Mettauer Environmental – Routine Lakes Maintenance and Repairs.
    - A Purchase Order increase was issued to Mettauer 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 7<sup>th</sup> 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.

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**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**

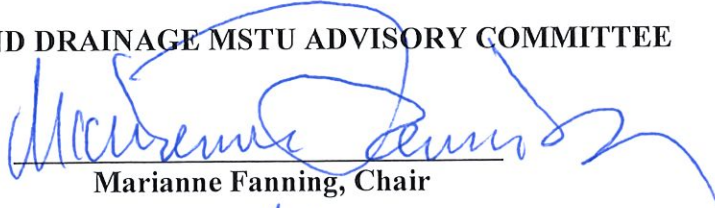
*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:56 P.M.*

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 3/1/2022, 2022 as presented \_\_\_\_\_, or as amended \_\_\_\_\_.

**MEETING ATTENDANCE**

**FOREST LAKES M.S.T.U. ADVISORY COMMITTEE**

Date: **March 01, 2022**

**FY-22**

NAME

POSITION

SIGNATURE

**COMMITTEE MEMBERS**

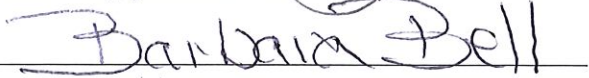
Marianne Fanning

Chair

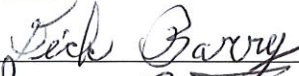


Barbara Bell

Vice Chair



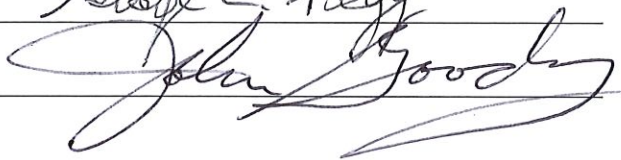
Dick Barry



George Fogg



John Goody



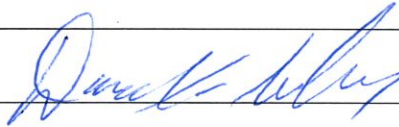
**COUNTY STAFF**

Michelle Arnold

Director, PTNE

Dan Schumacher

MSTU Project Manager



Harry Sells

MSTU Project Manager

Rosio Garcia

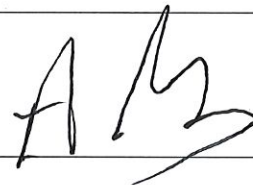
Office Coordinator



**CONTRACTORS**

Aaron Gross

Ground Zero (Grounds Maintenance)



Scott Hane

Ground Zero (Grounds Maintenance)

**OTHERS**

Rick Korb

Quail Run GC

Doug Burnham

Quail Run GC (General Manager)

