

FOREST LAKES

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

MINUTES MARCH 1, 2022

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 |
| Contractors | Aaron Gross - Ground Zero Landscaping Wendy Warren - Premier Staffing (Transcription) |
| Community Attendees | Doug Burnham – General Manager, Quail Run GC Patrick Bernal – Resident Paul Carletta – Resident Gregory Pollack - Resident Kathy Thomson - Resident Peter Wray – Resident Stacey Young - Resident Charles Whitney – Resident, Member, Quail Run GC |
| Guest Attendees | Thomas Kinnery – Member, Quail Run GC Michelle McCleod – Candidate for County Commissioner District 4 |

III. APPROVAL OF AGENDA

Mr. Fogg moved to approve the March 1, 2022, Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. as amended:

Add: VI. Project Managers Report - F. Swales Drainage – ABB Proposal.

Second by Mr. Goody. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – February 1, 2021

Mr. Barry moved to approve the minutes of the February 1, 2022, meeting subject to the following change:

Page 3, Item VI. Project Managers Report, D. Lake Aerator Repairs and Maintenance (Fountains):

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

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

Second by Mr. Fogg. Carried unanimously 5 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The entryway and Forest Lakes Boulevard landscaping are doing well.
- The Royal Palm at the front entrance is responding to treatment and sprouting new fronds.
- Trees bordering the Quail Run Golf Club driving range were pruned and an old water bag removed.
- Stakes were removed from new trees.
- Tree canopies were lifted to enhance sidewalk clearance.
- Broken irrigation heads and laterals were replaced.
- Fertilizer will be applied in April in accordance with contract specifications.
- Mulch will be applied to selective areas.

The Committee queried regarding possibility of planting annuals in the entry island.

- Annuals should be planted in late fall.
- Soil requires enrichment including additional soil and fertilizer.
- Irrigation frequency should be increased to ensure flowers bloom.
- Impatiens are a good choice for seasonal flower planting.

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.
- New plantings are maturing.
- Ferns will be planted under the trees at the beginning of the “rainy” season.

Mr. Schumacher reported:

- Hart’s Electrical replaced all lamp outages.
- Sternberg Lighting will provide cost data on retrofitting the street light pole luminaires with an LED kit. The analysis will be presented to the Committee at a future meeting.

VI. Project Managers Report

A. Budget Report & Capital Budget Reserves

Forest Lakes MSTU Fund Budget 159 dated March 1, 2022

- The FY-22 Millage rate remains constant at 4.0 mills.
- Current Ad Valorem Tax, Line 1, is \$915,600.00; an increase of 3.71% over FY-21.
- Transfers and Contributions, Line 10, 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.
 - Ground Zero Landscaping – Incidentals is for landscape refurbishment and miscellaneous. Grounds Maintenance includes irrigation repairs and swale maintenance,
 - Hart’s Electrical – Electrical Maintenance & Repair.
 - HydroPoint Data Systems – Irrigation Control data renewal.
 - Jacobs Engineering Group – Lake Wall Site Evaluation & Design.
 - Mettauer Environmental – Routine Lakes Maintenance and Repairs.

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- Pavement Maintenance – Sidewalk Repairs. Purchase Order issued for \$11,550.00.
- 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 \$97,671.53, Expenditures of \$71,431.01, and a Budget Remainder (unspent operating funds) of \$60,983.96.
- Capital Outlay, Line 34, budgeted at \$168,300.00, is available to fund planned projects.
- Transfer to Fund 111, Line 35, is for MSTU Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Property Appraiser, Line 36, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 37, is for collection of M.S.T.U. millage as part of the tax bill, currently 4.0 mills.
- Reserves, Line 40, budgeted at \$778,100, is designated for long term maintenance projects and Insurance and Catastrophic/Hurricane damage repair.
- Total Budget, Line 41, lists FY-22 M.S.T.U. budgeted funds at \$1,266,586.50; with tabulated Commitments of \$97,671.53, Expenditures of \$92,816.22, and a Budget Remainder (unspent operating funds) of \$1,076,098.75. The \$1,266,586.50 amount does not change during the fiscal year.

Mr. Schumacher noted:

- The 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 39, Reserves for Capital, in the amount of \$778,100.00.
- Of the \$778,100.00 Reserves for Capital, \$400,000.00 is “earmarked” for roadway paving.
- Funds are exclusive to the M.S.T.U. and cannot be utilized by outside entities.
- The FY-22 millage rate of 4.0 is necessary to accumulate funds to finance maintenance of community assets, such as roadway paving and drainage projects, as 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.
- A budget amendment to transfer funds from Capital Outlay to finance special projects, subject to Board of County Commissioner (BCC) approval, is an option if a financial shortfall occurs.

Asset Inventory Review & Cost Estimates

The Capital Asset Plan dated March 1, 2022 identifies community assets and defines financial requirements to maintain these known assets. The following was noted:

- Asset Management Principles *Establishes Inventory with Determined Quantities Target Dates for Install and Replacement* and includes *Schedules for Repair/Replacement with Cost*.
- Assets include roadways, drainage systems/structures, landscaping & irrigation, lake maintenance & fountains, fencing, lighting, seawalls, and sidewalks.
- Estimated asset replacement costs total \$4,004,421.00 through 2040.

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Mr. Schumacher Requested a Quote (RFQ) to scope and clean drainage pipes for which the M.S.T.U. is responsible. The proposal will be presented at a future meeting and work schedule determined.

On May 7, 2019, the Quail Run Golf Club presented the “*Long Term Infrastructure Planning Committee (LTIPC) MSTU Cooperation Proposal*” and requested the project be considered for partnership with the M.S.T.U. once bond payments were completed.

- The Power Point Presentation identified both Short (2019-2022) and Long (2020-2025) term goals to benefit both the M.S.T.U. community and the Golf Club.
- The proposed joint venture offered “A Master Water Management Program using the Quail Run Golf Club,” with more storage and improved drainage through a major golf course redesign.

Mr. Schumacher reported:

- A comprehensive engineering analysis is required to evaluate expansion of the lakes.
- Southwest Florida Water Management District (SFWMD) approval is required for any plan involving pumping water off the property.
- The Growth Management Department, Stormwater and Environmental Planning, would have to be consulted on the project.

Mr. Schumacher noted:

- Collier 311 and/or the Road Maintenance Division should be contacted to report concerns on the weir not being maintained.
- Roads are restriped at the same time when roadway re-paving is performed.

B. Advisory Committee Applications

Mr. Schumacher reported the two (2) available four-year term positions on the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee have been advertised in accordance with County policy. Residency within the boundaries of the M.S.T.U. and voter registration are requirements for application to the Advisory Committee.

It was also noted that the M.S.T.U.’s duties and responsibilities reflect the common interest of the community. As a County authority taxing all property owners within the defined boundaries, collected funds must be expended for the equal benefit of all those within the M.S.T.U.

Applications have thus far been received from the following individuals:

- Marianne Fanning
- Gregory Karl Pollock
- Kathy A. Thomson

Chair Fanning, Mr. Pollock, and Ms. Thompson shared their credentials with the Committee and expressed their desire to participate as a member of the Advisory Committee.

Applications received in advance of the April meeting will be considered by the Advisory

Committee at that time, with two (2) to be motioned for recommendation to the Board of County Commissioners for appointment to the Advisory Committee.

Appointments are subject to approval by Board of County Commissioners (BCC).

C. Lake #9 Wall Repair – Jacobs Engineering

i. Lake #9 Wall Design

The Lake #9 wall design and cost projection estimate was received from Jacobs Engineering Group November 2, 2021. Upon review, design modifications which did not affect product quality or endurance were made.

ii. Lake #9 Wall Replacement

- A Scope of Work (SOW) with construction design specifications and drawings went out for bid to four (4) qualified marine construction contractors the week ending February 26, 2022.
- Mr. Schumacher invited the contractors to an on-site project review meeting week ending March 5th.
- In accordance with County policy, the contract will be awarded to the lowest qualified bidder.
- Targeted mobilization date is April-May 2022 to coordinate with the Quail Run Golf Club to minimize Club revenue impact and to avoid the start of rainy season.

iii. 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.

- Jacobs Engineering identified cap boards in need of repair/replacement.
- A Request for Quote (RFQ) to correct the deficiency will be solicited.

D. Lake Aerator Repairs and Maintenance

Mettauer Environmental evaluated two (2) aerators on Lake #14, behind the Turtle Lakes Condominium, and one (1) aerator on Lake #9.

- Lake 14: One (1) aerator is broken, the second is in poor condition.
- Lake #9: The aerator requires parts service.

Mettauer Environmental provided a proposal to replace two (2) fountains in Lake #14 at a cost of \$7,175.00 including timer clocks.

The Committee noted the benefits of aeration to lake water and confirmed the fountains will be lighted.

Mr. Barry motioned to approve the proposal from Mettauer Environmental dated February 22, 2022, in the amount of \$7,175.00 for installation of two fountains on Lake #14. Second by Mr. Goody. Carried unanimously 5 – 0.

Wildlife

Residents in attendance expressed safety concerns due to the presence of Alligators in the lake areas.

Staff will investigate signage available to notify of the hazard.

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-quarters ($\frac{3}{4}$) of an inch 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.

F. Swales Drainage – ABB Proposal

Agnoli, Barber & Brundage, Inc. (ABB) submitted a proposal in the amount of \$5,916.00 to provide professional services to review the recent survey of the Forest Lakes M.S.T.U. Quail Run Golf Club and evaluate benefit of regrading swales.

Mr. **Schumacher** will review the format utilized for any reports with ABB to ensure they are understandable to a layperson.

Ms. Bell motioned to approve Agnoli, Barber & Brundage, Inc. Contract No. 18-7432 CE dated February 22, 2022, in the amount of \$5,916.00 to prepare a proposal to review the recent survey of the Forest Lakes M.S.T.U. Quail Run Golf Club. Second by Mr. Fogg. Carried unanimously 5 – 0.

VII. NEW BUSINESS

None

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 11:30 P.M.

NEXT MEETING:

APRIL 5, 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

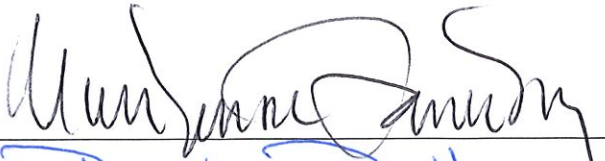
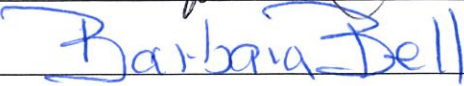


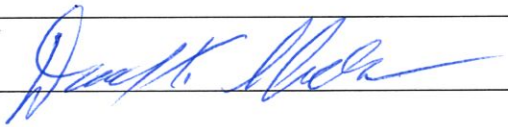

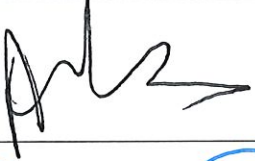

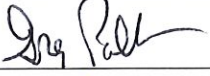

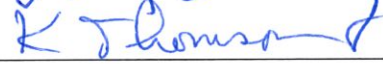
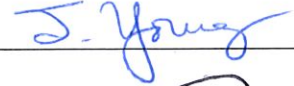

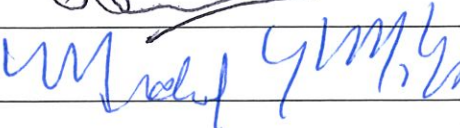
The Minutes were approved by the Committee on March 5, 2022 as presented _____, or as amended _____.

MEETING ATTENDANCE

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

Date: April 05, 2022

FY-22

| <u>NAME</u> | <u>POSITION</u> | <u>SIGNATURE</u> |
|---|-----------------------------------|---|
| <u>COMMITTEE MEMBERS</u> | | |
| Marianne Fanning | Chair |  |
| Barbara Bell | Vice Chair |  |
| Dick Barry | | |
| George Fogg | |  |
| John Goody | |  |
| <u>COUNTY STAFF</u> | | |
| Michelle Arnold | Director, PTNE | |
| Dan Schumacher | MSTU Project Manager |  |
| Harry Sells | MSTU Project Manager | |
| Rosio Garcia | Office Coordinator |  |
| <u>CONTRACTOR(S)</u> | | |
| Aaron Gross | Ground Zero (Grounds Maintenance) |  |
| <u>OTHERS</u> | | |
| Doug Burnham | Quail Run GC (General Manager) |  |
|  | Resident (El Cardo's) | Greg Pellack |
| Tom Kinning | Quail Run |  |
| Kathy Thomson | resident |  |
| Stacie Young | resident |  |
| CHUCK WHITNEY | RESIDENT | |
| PATRICK BERNAL | RESIDENT |  |
| Michelle Meled | BCC Candidate |  |