

FOREST LAKES

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

MINUTES APRIL 5, 2022

Chair Fanning called the meeting to order at 10:02 A.M.
A quorum of three was present.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair
Barbara Bell – Vice Chair
Richard Barry (Excused)
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)

Public Attendees

Doug Burnham – General Manager, Quail Run GC
Patrick Bernal – Resident
Thomas Kinnery – Member, Quail Run GC
Michelle McCleod – Candidate for County Commissioner District 4
Gregory Pollack – Resident
Kathy Thomson – Resident
Chuck Whitney – Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Ms. Bell moved to approve the April 5, 2022, Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. Second by Mr. Goody. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES – March 1, 2021

Ms. Bell moved to approve the minutes of the March 1, 2022, meeting subject to the following change:

*Attendance: Remove Community Attendee under the misspelled “Stacey” Young.
Second by Mr. Goody. Carried unanimously 3 - 0.*

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The entryway and Forest Lakes Boulevard landscaping are doing well.
- Crown of thorns were removed from the entry island.
- One irrigation head bordering the front sidewalk was lowered.

VI. Project Managers Report

A. Budget Report & Capital Budget Reserves

Forest Lakes MSTU Fund Budget 159 dated April 5, 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 11, 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 – Irrigation Controls cloud subscription.
 - Jacobs Engineering Group – Lake Wall Site Evaluation & Design.
 - Mettauer Environmental – Routine Lakes Maintenance and Repairs.
 - Pavement Maintenance – Sidewalk Repairs.
 - Premier Staffing – Transcription Services.
 - Site One Landscape Supply – Irrigation Parts & Pumps.
- Red indicates a Purchase Order is closed and the money expended.
- Operating Expense, Line 32, is budgeted at \$230,086.50; with current Commitments of \$78,753.82, Expenditures of \$96,298.01, and a Budget Remainder (unspent operating funds) of \$55,034.67.
- Capital Outlay, Line 34, budgeted at \$168,300.00, is for current fiscal year long term projects, consistent with the MSTU ordinance and upon a motion from the Advisory Committee.

Mr. Fogg arrived. A quorum of four was present at 10:08 a.m.

- Transfer to Fund 111, Line 35, in the amount of \$59,100.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Property Appraiser, Line 36, in the amount of \$9,500.00, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 37, in the amount of \$21,500.00, is for collection of M.S.T.U. millage as part of the annual County tax bill, currently 4.0 mills.
- Reserves, Line 40, in the amount of \$778,100.00, is for anticipated Maintenance and Capital projects in future fiscal years.
- Total Budget, Line 41, lists FY-22 M.S.T.U. budgeted funds at \$1,266,586.50; with tabulated Commitments of \$264,208.43, Expenditures of \$128,810.00, and a Budget Remainder (total unspent funds) of \$873,568.07. 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 previously 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, Line 40, \$400,000.00 is “earmarked” for roadway re-paving.
- Funds from Reserves, Line 40, can be accessed if necessary for current year expenditures by a Budget Amendment, upon approval by the Board of County Commissioners (BCC).
- The FY-22 millage rate of 4.0 is necessary to accumulate funds to fund maintenance of community assets, such as roadway paving and drainage projects, as identified in the Capital Asset Plan and updated annually.
- Fund 159 is exclusive to the Forest Lakes M.S.T.U. and cannot be utilized by outside entities.

Asset Inventory Review & Cost Estimates

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

- The list sequences MSTU assets by an anticipated year of replacement and replacement cost, plus an ongoing annual maintenance cost where applicable.
- Assets include roadway pavement, stormwater drainage swales & structures, landscaping & irrigation, lake fountains & weed control, seawalls, sidewalks & Lighting, and fencing.
- Projected asset replacement costs through 2040 total \$8,532,983. (w/ 7% annual inflation)

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

The Committee discussed:

- The Asset Plan estimates were updated in February 2022.
- Concrete seawalls, installed by the MSTU, and light pole replacement represent seventy-four percent of the Capital Asset Replacement projected cost by the years 2037 and 2040.
- Projections will be revised, based on actual expenditures, or cost quotes submitted by contractors.
- Annual inflation is incorporated into the long-term estimates.
- The data is provided to the Office of Budget Management (OMB) to assist with budget planning and justification for the M.S.T.U. millage rate.

B. Advisory Committee Applications

Mr. Schumacher reported there are two (2) advisory seats available on the Forest Lakes Roadway and Drainage Advisory Committee. The terms are for 4-years commencing April 2022 and applications were received from Marianne Fanning, Patrick Anthony Bernal, Gregory Karl Pollock, and Kathy A. Thomson.

Chair Fanning spoke on her desire to be reappointed to the Committee.

Mr. Bernal, Mr. Pollock, and Ms. Thomson addressed the Committee on their desires to be seated on the Committee.

MINUTES

Mr. Schumacher noted that M.S.T.U. Committee Member Richard Barry could not be present due to an emergency but submitted a letter dated April 5, 2022, (see attached Addendum A) recommending Marianne Fanning be reappointed and Patrick Bernal be appointed to the Committee.

Michelle Arnold, Director of PTNE, was contacted by phone who stated the Committee could motion to accept the letter as a recommendation.

Mr. Fogg motioned to accept Mr. Barry's Letter of Recommendation as Mr. Barry's intention to vote for Marianne Fanning and Patrick Bernal. Second by Ms. Bell. Carried unanimously 4 – 0.

Recommendation for Marianne Fanning

Mr. Goody moved to recommend the Board of County Commissioners re-appoint Marianne Fanning to the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee. Second by Mr. Fogg. Carried unanimously 4 - 0. Chair Fanning abstained.

Recommendation for Patrick Bernal

Ms. Bell moved to recommend the Board of County Commissioners appoint Mr. Bernal to the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee. Second by Mr. Barry via the letter. Motion failed, 2 – 0.

Recommendation for Gregory Pollock

Mr. Goody moved to recommend the Board of County Commissioners appoint Mr. Pollock to the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee. Second by Mr. Fogg. No vote was taken on the motion. Motion failed, 2 – 0.

Recommendation for Kathy Thomson

Ms. Fanning moved to recommend the Board of County Commissioners appoint Ms. Thomson to the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee. Motion failed, 1 – 0.

Mr. Schumacher stated the results of the Committee's motions would be submitted to the Board of County Commissioners (BCC) indicating a majority of the Members could not provide a recommendation on the matter.

C. Lake #9 Wall Repair

Mr. Schumacher reported:

- A Scope of Work (SOW) with construction design specifications and drawings went out for bid to four (4) qualified marine construction contractors week ending February 26, 2022.
 - The Lump Sum bid tabulation dated March 11, 2022, included proposals from three (3) contractors:
 - Kelly Bothers \$193,426.00
 - Quality Enterprises USA \$214,716.00
 - TSI Disaster Recovery \$271,467.00
- Note: Jacobs Engineering provided an Opinion of Cost on March 7, 2022, of \$172,080.00.
- As the lowest qualified bidder, a Purchase Order in the amount of \$193,426.00 will be issued to Kelly Brothers, Inc.
 - Mr. Schumacher hosted a pre-construction meeting on site with Kelly Brothers, Jacobs Engineering, County inspectors, and Mr. Burnham.

MINUTES

- Planned project commencement date is May 13, 2022.
- The Quail Run Golf Club will be closed for ten (10) days to accommodate construction.

D. Lake Aerator Repairs and Maintenance

Mettauer Environmental will replace two (2) fountains in Lake #14 at a cost of \$7,175.00. The work includes the timer clocks and performing maintenance on the Lake #9 aerator. It is anticipated to be completed week ending April 9th.

E. Sidewalk Repairs

Pavement Maintenance, LLC. (PMI), repaired eleven (11) sidewalk slabs in the community walkways. The Purchase Order in the amount of \$11,550.00 has been closed.

Walkways will be assessed bi-annually for trip hazards, defined as a variance of three-quarters (3/4) of an inch or more between two slabs.

F. Swales Drainage Analysis

Mr. Schumacher met with representatives of Agnoli, Barber & Brundage, Inc. (ABB) to clarify the data format for reports on the recent swale survey for the Forest Lakes M.S.T.U. Quail Run Golf Club.

- Elevations along the swales will be plotted on the typical x-y axis for clear illustration.
- Variations, slopes, and high & low points will be visibly discernable.
- Areas meeting the threshold for regrading will be identified and remedial action recommended.

A Work Order is anticipated the week ending April 9th with work commencing in late April.

VII. NEW BUSINESS

None

VIII. ONGOING BUSINESS

Mr. Burnham requested the M.S.T.U. consider assuming responsibility for trimming the Australian Pine trees bordering Pine Ridge Road.

- The County notified the Quail Run Golf Club the trees must be pruned in 2022.
- Immediate trimming of the trees in two locations is required to facilitate replacement of light poles damaged by automobile accidents.

During Committee discussion the following was noted:

- The Australian Pine trees are not an M.S.T.U. asset.
- Adding maintenance activities for community assets not within the scope of the M.S.T.U. requires an amendment to the Forest Lakes Roadway and Drainage M.S.T.U. Ordinance.
- A Public Meeting would be necessary to solicit community feedback on the proposed expansion of the Ordinance scope.
- Board of County Commissioners (BCC) approval is required for any amendment to the Ordinance.

IX. PUBLIC COMMENTS

Mr. Schumacher will review a crack in one of the recently replaced sidewalk slabs in the vicinity of Gardenia Lane, as reported by Ms. Young; with remedial action to be required of the contractor as needed.

MINUTES

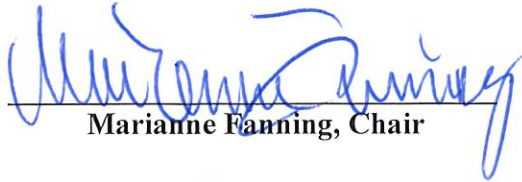
X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:49 A.M.

NEXT MEETING:

**MAY 3, 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 May 3, 2022 as presented , or as amended _____.