

MINUTES

**FOREST
LAKES**

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

**MINUTES
MAY 3, 2022**

Chair Fanning 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 (Excused) George Fogg John Goody
Staff	Michelle Arnold – Director (Excused) Dan Schumacher – Project Manager Rosio Garcia – Operations Coordinator (Excused)
Contractors	Aaron Gross - Ground Zero Landscaping (Excused) Wendy Warren - Premier Staffing (Transcription)
Public Attendees	Doug Burnham – General Manager, Quail Run GC Patrick Bernal – Resident Paul Kaplowe - Resident Gregory Pollock – Resident Kathy Thomson – Resident Stacie Young – Resident

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES – April 5, 2022

Mr. Fogg moved to approve the minutes of the April 5, 2022, meeting as presented. Second by Mr. Goody. Carried unanimously 3 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping

Mr. Schumacher reported:

- The entryway landscaping is in good condition.
- Perimeter tree canopies were lifted, and shrubs pruned to enhance sidewalk clearance.
- Fertilizer was applied in accordance with contract specifications.
- Weather permitted swales to be mowed.
- Irrigation is functioning as intended.

Mr. Fogg reported on activities by residents of the Emerald Greens condominium:

- The new plantings along the fence on Woodshire Lane across from Emerald Greens Condominiums are maturing.
- Twenty-one (21) trees, nineteen (19) large shrubs, and some ferns were planted.
- Additional ferns will be planted under the trees at the beginning of the “rainy” season.
- Significant landscaping embellishing the area will be evident by Spring/summer of 2023.

VI. Project Managers Report

A. Election of Officers 2022 - 2023

i. Nominations for Chair

Mr. Goody nominated Marianne Fanning for the position of Chair of the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Fogg. Carried unanimously 3 – 0.

Nominations were closed and no others were tendered. Ms. Fanning retained the office of Chair.

ii. Nominations for Vice-Chair

Chair Fanning nominated Barbara Bell for the position of Vice-Chair of the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Fogg. Carried unanimously 3 – 0.

Nominations were closed and no others were tendered. Ms. Bell retained the office of Vice-Chair.

B. Advisory Committee Applications

Mr. Schumacher addressed the one (1) vacant seat available on the Forest Lakes Roadway and Drainage Advisory Committee. The term is for 4-years commencing May 2022 and applications were received from Patrick A. Bernal, Gregory K. Pollock, and Kathy A. Thomson.

Ballot Procedure to Vote

A ballot was distributed to each of the three Committee members present and each ballot listed the three applicants, including an adjacent check box.

Committee members were instructed to place a check mark in the appropriate box indicating their recommendation for appointment to the Committee.

Mr. Schumacher noted that M.S.T.U. Committee member Barbara Bell could not be present, but submitted an executed ballot indicating Patrick Bernal be recommended for appointed to the Committee.

Balloting Results: Bernal - Bell.
 Pollock - Fanning, Fogg, Goody.

Recommendation for Gregory Pollock

Chair Fanning 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. The motion carried with 3 in favor and 1 against by the ballot vote.

C. Budget Report & Capital Budget ReservesForest Lakes MSTU Fund Budget 159 dated May 3, 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. *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.
 - HydroPoint – Irrigation Controls cloud subscription.
 - Jacobs Engineering Group – Lake Wall Site Evaluation & Design.
 - Mettauer Environmental – Routine Lakes Maintenance and Repairs.
 - Pavement Maintenance – Sidewalk Repairs. *Closed.*
 - 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 \$204,086.50; with current Commitments of \$70,782.43, Expenditures of \$104,209.41, and a Budget Remainder (unspent operating funds) of \$29,094.66.
- Capital Outlay, Line 34, balance of \$874.00 reflects a reduction of \$193,426.00 from the original budget to finance replacement of the lake #9 retaining wall.
- A budget Current fiscal year long term projects, consistent with the M.S.T.U. ordinance and upon a motion from the Advisory Committee.
- 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.

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- 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.

C. FY-23 Budget - Proforma

Fiscal Year 2023

A preliminary FY-23 Budget Proforma, effective October 1, 2022, with a millage rate consistent with FY-22 was presented for informational purposes.

- Total Estimated Revenue is \$1,894,000.00, including Ad Valorem Tax revenue, Investment Interest, and estimated Transfers and Contributions in the amount of \$951,300.00, a carry-over of unexpended FY-22 funds.
- Capital Outlay is planned at \$0.00 as there are no projects under consideration. A budget amendment, motioned by the Advisory Committee, can be enacted if funds are required for a special project.
- Transfer to Fund 111 in the amount of \$63,300.00, an increase of 7.1% over FY-22, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Operating Expense, projected at \$179,700.00, represents a 5.83% increase over the FY-22.

E. Lake #9 Wall Repair

Mr. Schumacher hosted a pre-construction meeting on site with Kelly Brothers, Jacobs Engineering, County inspectors, and Mr. Burnham of Quail Run GC.

The Project construction commencement date is May 9, 2022, with an estimated completion date of May 20, 2022.

F. Lake Aerator Repairs and Maintenance

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

Installation will be undertaken when the water level is satisfactory to enable cable replacement.

G. Swales Drainage Analysis

Mr. Schumacher met with representatives of Agnoli, Barber & Brundage, Inc. (ABB) to clarify the data graphic 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 Assignment Direct Select* form has been submitted to the Procurement Division; a Purchase Order is pending.
- Estimated period for ABB to commence work is sixty (60) days.
- ABB will present the data analysis results to the Committee at a future monthly Advisory Committee meeting.
- Based on the report, the Committee will evaluate swale modifications for FY-23.

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VII. NEW BUSINESS,

1. Members requested the "Prospective M.S.T.U. Projects List" from January 2021 be published for review. At that time, the Committee expressed support for maintaining the infrastructure including landscape maintenance, roads, two (2) new sidewalk installations and evaluation and implementation of drainage systems to alleviate flooding during extreme weather events.
2. Staff will research expansion of street light installation to include Quail Forest Boulevard.
3. **Mr. Schumacher** will research availability of a large-scale Community Map as a reference tool for use during meetings.

VIII. ONGOING BUSINESS

Sidewalk Maintenance

Pavement Maintenance, Inc. installed eleven (11) replacement sidewalk slabs to remedy Trip Hazard conditions at those locations.

Subsequently, one of the replacement slabs in the vicinity of Gardenia Lane cracked near an edge, as reported by Ms. Young, and was re-excavated and reinstalled as new.

Sidewalks are inspected for trip hazards annually at minimum by staff and remedial repairs made as needed.

Noting slab replacement is currently more cost effective than grinding or filling voids underneath, based on the County bid tab, Mr. Schumacher will review alternative methods for future concrete slab repairs as suggested by a meeting attendee.

IX. PUBLIC COMMENTS

Road Re-Paving

Mr. Schumacher reported \$400,000.00 is earmarked in the Capital Reserve Budget for roadway paving. The surface application will be two (2) inches deep.

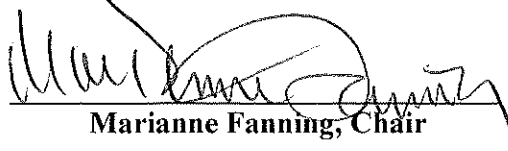
It was noted that Public Utilities such as potable water, sewer, manholes, etc. are assets of the City of Naples and problems concerning them should be reported directly to the City.

Mr. Schumacher will investigate pavement sliding/deformation at the intersection of Forest Lakes and Quail Forest Boulevards.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:03 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE


Marianne Fanning, Chair

The Minutes were approved by the Committee on June 7, 2022 as presented , or as amended _____.

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NEXT MEETING:

**JUNE 7, 2022 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34105
(239) 261-5497**

MEETING ATTENDANCE

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

Date: **June 07, 2022**

FY-22

NAME

POSITION

SIGNATURE

COMMITTEE MEMBERS

Marianne Fanning

Chair

Marianne Fanning

Barbara Bell

Vice Chair

Barbara Bell

George Fogg

George E. Fogg

John Goody (Excused)

- OPEN - *Greg Pollock*

Greg Pollock

COUNTY STAFF

Michelle Arnold

Director, PTNE

Dan Schumacher

MSTU Project Manager

Harry Sells

MSTU Project Manager

Rosio Garcia

Office Coordinator

CONTRACTOR(S)

Aaron Gross

Ground Zero (Grounds Maintenance)

A. M.

OTHERS

Doug Burnham

Quail Run GC (General Manager)

Doug Burnham

DICK BARRY

Dick Barry

Tom Kinning

Tom Kinning

Stacie Young resident

Stacie Young

Kathy Thomson resident

Kathy Thomson

Patrick Bernal resident

Patrick Bernal

Michelle McLeod candidate

Michelle McLeod