

FOREST LAKES

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

AGENDA

December 6, 2022

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2026)

John Goody (4/21/2023)

Barbara Bell – Vice Chair (4/21/2023)

Greg Pollock (4/21/2026)

George E. Fogg (4/21/2024)

Staff:

Michelle Arnold – Director

Dan Schumacher – Project Manager

Contractor(s):

Aaron Gross – Ground Zero Landscaping

III. APPROVAL OF **AGENDA**

IV. APPROVAL OF MINUTES – NOVEMBER 01, 2022

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. **BUDGET REPORT**

B. Lakes Maintenance – Mettauer Environmental

- PO Increase Issued
- Lakes 15 & 16 Vegetation

C. Dick Barry

D. January 3rd Meeting Date

VII. ONGOING BUSINESS

A. Ian Debris Pickup

B. Woodshire Fence Damage

C. Ian Traffic Sign(s) Damage

VIII. NEW BUSINESS

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

JANUARY 3RD, 2023 - 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 NOVEMBER 1, 2022

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:00 A.M.
A quorum of four was present.

II. ATTENDANCE

Advisory Committee	Marianne Fanning – Chair Barbara Bell – Vice Chair George Fogg John Goody (Excused) Greg Pollock
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)
Public Attendees	Patrick Bernal - Resident Tom Kinnery - Resident Kathy Thomson – Resident Bob Wiggins – Quail Run Golf Club Member Stacie Young – Resident

III. APPROVAL OF AGENDA

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

Add: VIII. Ongoing Business - A. Agnoli, Barber & Brundage Swales Survey.
Second by Ms. Bell. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – August 2, 2022

Ms. Bell moved to approve the minutes of the August 2, 2022 meeting as presented. Second by Mr. Pollock. Carried unanimously 4 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

- Landscaping maintenance is focused on cleanup from Hurricane Ian.
- Sidewalk and roadway debris was removed from roadways and sidewalks.
- Damaged tree branches were pruned, with a Cassia and an Orchid tree removed.
- Bushes were pruned flush; entrance Bougainvilleas are in good condition.
- Five (5) trees at the front of the property need to be straightened and staked.
- Golf course swales have been serviced over the past two (2) weeks; maintenance is complete.

- An irrigation lateral pipe and one (1) head damaged by a fallen sign at the front of the property were repaired.

Mr. Fogg reported plants along the fence on Woodshire Lane, across from the Emerald Greens Condominiums damaged by Ian, appear to be rejuvenating.

The Committee discussed:

- Debris piles on the cul-de-sacs have been removed.
- An inquiry to Collier 311, the County’s non-emergency public information platform, noted all Hurricane Ian debris piles would be picked up by Thanksgiving.
- The “Quail Run Golf Club” sign in front of the adjacent parking lot is the responsibility of the club and not the MSTU. Mr. Doug Burnham, General Manager, noted that the sign had been re-stood.

Mr. Schumacher reported:

- SiteOne submitted a cost quote for fertilizer. Product will be ordered, and application scheduled.
- The Lake 18 aerator pump installed by Mettauer Environmental is not working. Mettauer will perform a diagnostic and repair the pump.
- Hart’s Electric replaced thirty-five (35) streetlamps. The vendor continues to search for an LED retrofit lamp compatible with the existing lamp holder.

VI. Project Managers Report

A. Budget Report & Capital Budget Reserves

Forest Lakes MSTU Fund Budget 159 dated November 1, 2022

- The FY-23 Millage rate remains constant at 4.0 mills.
- Current Ad Valorem Tax, Line 5, is \$1,031,200.00; an increase of 12.6% over FY-22.
- Transfers and Contributions, Line 11, are \$899,400.00; a carryover of unexpended FY-22 funds (minus 5%).
- Total Revenue, Line 12, is \$1,933,600.00, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
 - Agnoli, Barber & Brundage - Swales Survey Data Analysis.
 - Ground Zero Landscaping –
 - Incidentals is for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs and swale maintenance.
 - Hart’s Electrical – Electrical Maintenance & Repair.
 - Mettauer Environmental – Routine Lakes Maintenance and Repairs.
 - Premier Staffing – Transcription Services.
 - Site One Landscape Supply – Irrigation Parts & Pumps.
- Operating Expense, Line 35, is budgeted at \$182,296.50; with current Commitments of \$94,381.07, Expenditures of \$1,619.43, and a Budget Remainder (unspent operating funds) of \$86,296.00.
- Transfer to Fund 111, Line 39, in the amount of \$63,300.00, 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 \$8,500.00, 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 \$23,500.00, is for collection of M.S.T.U. millage as part of the annual County tax bill, currently 4.0 mills.

- Reserves, Line 43, in the amount of \$1,686,600.00, is for anticipated Maintenance and Capital projects in current and future fiscal years.
- Total Budget, Line 44, lists total FY-23 M.S.T.U. budgeted funds at \$1,936,196.50; with tabulated Commitments of \$94,381.07, Expenditures of \$3,646.75, and a Budget Remainder (total unspent funds) of \$1,836,168.69. The Budget amount of \$1,936,196.50 does not change during the fiscal year.

Mr. Schumacher noted:

- Agnoli, Barber & Brundage FY-22 Purchase Order for Swales Data Analysis rolled over to FY-23. The work is complete; final payment is pending.
- Mettauer’s County contract expired April 2022. A proposal will be requested to include algae and aquatic weed control and fountain maintenance for the lakes.
- Funds previously allocated for payments on the bond debt prior to January 2021 are now allocated in the Fund 159 budget to Line 43, Reserves, in the amount of \$1,658,600.00.
- Reserves, Line 43 for \$1,658,600.00 will designate a Reserves for Capital Expenditures on Line 41 and a Reserves for Roadway Paving, in the amount of \$400,000.00 on Line 42.
- FY-23 millage rate of 4.0 is necessary to accumulate funds to fund maintenance of community assets, such as roadway repaving and drainage projects, as identified in the Capital Asset Plan and updated annually.
- If necessary, a budget amendment to fund long-term projects, consistent with the M.S.T.U. ordinance, may be requested upon recommendation by the Advisory Committee and approval by the Board of County Commissioners (BCC).
- Fund 159 is exclusive to the Forest Lakes M.S.T.U. and cannot be accessed by other County entities for activities outside of the MSTU.

B. Stormwater Pipe Scope and Clean – Shenandoah

Shenandoah video inspected and desilted stormwater drainage pipes and structures along Forest Lakes Boulevard, between Quail Forest Boulevard and Woodshire Lane. The bulk of the work, initiated mid-September, was completed by September 26th, prior to Hurricane Ian. Balance of the project was completed October 10th – 11th.

Staff suggested inspecting and cleaning segments of the drainage system annually. A proposal for stormwater pipe scoping and cleaning of the main drainpipe installed along Woodshire Lane down to the exit into the south canal from Naples Bath & Tennis will be considered for FY-23.

VII. NEW BUSINESS,

A. Woodshire Fence Damage (Trees)

Mr. Schumacher contacted a Member of the Naples Bath and Tennis Grounds Maintenance Committee to request the Woodshire Lane fence, damaged during a recent storm, be repaired, and the aging and invasive trees be removed by their landscaping contractor. The individual agreed to present the fence repair request to their Board, however declined to consider landscape cleanup.

Photos taken pre and post Hurricane Ian will be compared to determine if additional damage specific to the Hurricane incurred.

An update will be provided to the Committee at a future date.

B. Ian Traffic Sign(s) Damage

Mr. Schumacher has tabulated a list of signs which need straightening or resetting.

A vendor will be contracted to perform the task.

Kite Property Management will be notified to reset the downed sign at the Pine Ridge Crossing Shopping Center entrance on Woodshire Lane.

C. Ian Debris Pickup

This item was discussed under the Contractor’s Report.

VIII. ONGOING BUSINESS

A. Swales Drainage Analysis – Agnoli, Barber & Brundage

Analysis of the data collected from the recent Quail Run Golf Club swale survey for the Forest Lakes M.S.T.U. identified areas of water retention.

- The work order did not include going into the rip rap at the entry to the lakes.
- Collection of data points in the swales will determine whether the rip rap is an impediment for to lake infalls and outfalls.
- Depending on workload, a Survey Crew from Road Maintenance Division may be available to survey limited elevation data points. The data points would be provided to AB&B for incorporation into the elevation database and maps.
- Staff also requested a quote from AB&B to go into the rip rap at the entrance to the lakes to determine pertinent data points.
- Easement lines will be mapped and the relationship to the swales the M.S.T.U. maintains noted.

Mr. Schumacher will:

- Determine a course of action to obtain the lake infall/outfall elevation data points.
- Prepare a *Scope of Work* to request quotes for needed swale recontouring.
- Coordinate the project schedule with Mr. Burnham, General Manager, Quail Run Golf Club.

IX. PUBLIC COMMENTS

None

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:58 A.M.

NEXT MEETING:

**DECEMBER 6, 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

December 6, 2022

	FY-23	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1	CUR AD VALOREM TAX				\$ (1,031,200.00)	\$ -	\$ (202,724.50)	\$ (828,475.50)
2	OVERNIGHT INTEREST				\$ -	\$ -	\$ (673.84)	\$ 673.84
3	INVESTMENT INTEREST				\$ (3,000.00)	\$ -	\$ (439.48)	\$ (2,560.52)
4	INTEREST TAX COLL.				\$ -	\$ -	\$ -	\$ -
5	REVENUE STRUCTURE				\$ (1,034,200.00)	\$ -	\$ (203,837.82)	\$ (830,362.18)
6	TRANS FROM 259				\$ (38,500.00)	\$ -	\$ -	\$ (38,500.00)
7	TRANSFER FROM PROPERTY APPR.				\$ -	\$ -	\$ (599.52)	\$ 599.52
8	CARRY FORWARD GENERAL				\$ (912,800.00)	\$ -	\$ -	\$ (912,800.00)
9	CARRY FORWARD OF ENCUMB AMT				\$ (51,256.25)	\$ -	\$ -	\$ (51,256.25)
10	NEG 5% EST REV				\$ 51,900.00	\$ -	\$ -	\$ 51,900.00
11	TRANSFERS & CONTRIB				\$ (950,656.25)	\$ -	\$ (599.52)	\$ (950,056.73)
12	TOTAL REVENUE				\$ (1,984,856.25)	\$ -	\$ (204,437.34)	\$ (1,780,418.91)
		Agnoli Barber & Brundage	Swales Data Analysis	4500217841		\$ 2,596.50	\$ -	
13	ENGINEERING FEES				\$ 27,596.50	\$ 2,596.50	\$ -	\$ 25,000.00
14	INDIRECT COST REIMBURS	Collier County		Direct Pay	\$ 4,200.00	\$ 2,100.00	\$ 2,100.00	\$ -
15	LANDSCAPE INCIDENTALS	Ground Zero	Landscape Incidentals	4500220483	\$ 10,000.00	\$ 6,000.00	\$ -	\$ 4,000.00
16	OTHER CONTRACTUAL	Ground Zero	Grounds Maintenance	4500220483	\$ 75,000.00	\$ 54,315.00	\$ 5,685.00	\$ 15,000.00
		Amazon	Padlocks	PCARD 5514-86		\$ -	\$ 30.99	
		Mettauer Environmental	Routine Lakes Maintenance	4500221198		\$ 2,475.00	\$ 525.00	
		Shenandoah General Construction	Stormwater Pipe Scope & Clean	4500219256		\$ 45.55	\$ 38,959.20	
17	OTHER CONTRACTUAL				\$ 83,659.75	\$ 2,520.55	\$ 39,515.19	\$ 41,624.01
18	ELECTRICITY	FPL	Electricity	4700004741	\$ 15,000.00	\$ 12,988.32	\$ 2,011.68	\$ 0.00
19	WATER AND SEWER	City of Naples	Reclaimed Water	4700004742	\$ 1,500.00	\$ 1,316.44	\$ 183.56	\$ (0.00)
20	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 400.00	\$ 400.00	\$ -	\$ -
		SiteOne Landscape Supply	Irrigation Parts	4500220460		\$ 500.00	\$ -	
21	SPRINKLER SYSTEM MAINT.				\$ 1,500.00	\$ 500.00	\$ -	\$ 1,000.00
22	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
		Amazon	Lighting Photo Cells	PCARD 5515-22		\$ -	\$ 76.67	
		Hart's Electrical Inc.	Electrical Repairs	4500220484		\$ 647.85	\$ 1,852.15	
23	LIGHTING MAINTENANCE				\$ 5,000.00	\$ 647.85	\$ 1,928.82	\$ 2,423.33
24	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing	Transcriptionist	4500220496		\$ 2,579.00	\$ -	
25	OTHER MISCELLANEOUS				\$ 3,000.00	\$ 2,579.00	\$ -	\$ 421.00
26	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
27	COPYING CHARGES	JM Todd	Monthly CPC (shared)	4500221236	\$ 200.00	\$ 192.30	\$ 7.70	\$ (0.00)
28	FERT HERB CHEM			PCARD 5515-25	\$ 500.00	\$ -	\$ 236.22	\$ 263.78
29	OTHER OPERATING SUPPLIES				\$ 300.00	\$ -	\$ -	\$ 300.00
30	OPERATING EXPENSE				\$ 230,956.25	\$ 86,155.96	\$ 51,668.17	\$ 93,132.12
31	TRANS FROM FUND 159 TO PROPERTY APPRAISER				\$ 8,500.00	\$ -	\$ 2,027.32	\$ 6,472.68
32	TRANS FROM FUND 159 TO TAX COLLECTOR				\$ 23,500.00	\$ -	\$ 6,054.49	\$ 17,445.51
33	TANSFERS CONST				\$ 32,000.00	\$ -	\$ 8,081.81	\$ 23,918.19
34	TRANS FROM FUND 159 TO FUND 111		Reimbursement for Staff Support		\$ 63,300.00	\$ -	\$ -	\$ 63,300.00
35	TRANSFERS				\$ 63,300.00	\$ -	\$ -	\$ 63,300.00

FOREST LAKES M.S.T.U.
Fund 159
December 6, 2022

	FY-23	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
36	RESERVES FOR CAPITAL				\$ 1,258,600.00	\$ -	\$ -	\$ 1,258,600.00
37	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
38	RESERVES				\$ 1,658,600.00	\$ -	\$ -	\$ 1,658,600.00
39	TOTAL EXPENDITURES				\$ 1,984,856.25	\$ 86,155.96	\$ 59,749.98	\$ 1,838,950.31

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
227,701,198	FY-22 Oct Taxable Value
\$257,799,765	FY-23 Adopted Taxable Value
13.22%	Adj. FY-22 to FY-23

Prepared on: 11/28/2022

FY-23 Adopted Millage & Tax Dollars		
	<u>FY-23</u>	<u>FY-22</u>
Millage:	4.0000	4.0000
Tax Dollars:	\$1,031,199	\$910,805

4.0 mill cap
+ \$120,394 13.22%