

# FOREST LAKES

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

## AGENDA

**January 9, 2024**

- I. CALL TO ORDER**
- II. ATTENDANCE**  
Advisory Committee:  
Marianne Fanning – Chair (4/21/2026)      Kathy Thomson (4/21/2027)  
Greg Pollock – Vice Chair (4/21/2026)      - Vacancy -  
Patrick Bernal (4/21/2027)  
County Staff:  
Brian Wells – Director, PTNE  
Dan Schumacher – MSTU Project Manager  
Contractor(s):  
Aaron Gross – Ground Zero Landscaping
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES – DECEMBER 5**
- V. CONTRACTOR REPORTS**
  - A. Ground Zero Landscaping – Aaron Gross**
- VI. PROJECT MANAGERS REPORT – Dan Schumacher**
  - A. BUDGET REPORT**
  - B. Committee Vacancy – Jerry Norsic Application**
  - C. Vegetation Clearing along the Gordon River Canal**
- VII. ONGOING BUSINESS**
  - A. Stormwater – Pipe Scope & Clean**
  - B. Fountain Maintenance & Repairs**
  - C. Drainage Swales – Rip-Rap Data and Plats & Easements**
- VIII. NEW BUSINESS**
  - A. Lake 15 Wall Breach**
  - B. Repaving Assessment**
- IX. COMMITTEE MEMBER COMMENTS**
- X. PUBLIC COMMENTS**
- XI. ADJOURNMENT**

## NEXT MEETING

**FEBRUARY 6<sup>TH</sup>, 2024 - 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 DECEMBER 5, 2023

#### I. CALL TO ORDER

**Mr. Schumacher** called the meeting to order at 10:05 A.M. Roll call was taken, and a quorum was not established.

#### II. ATTENDANCE

##### **Advisory Committee**

Marianne Fanning – Chair (Excused)

Greg Pollock – Vice Chair (Excused)

Patrick Bernal

Kathy Thomson

Vacancy

##### **Staff**

Brian Wells – Director, PTNE (Excused)

Dan Schumacher – Project Manager

Rosio Garcia – Operations Coordinator (Excused)

##### **Contractors**

Aaron Gross - Ground Zero Landscaping

Wendy Warren - Premier Staffing (Transcription)

##### **Public Attendees**

Doug Burnham – GM Quail Run Golf Club

Paul Carletta – Resident

John Guido - Resident

Jerry Norsic – Resident

Stacie Young – Resident

#### III. APPROVAL OF AGENDA

*The Committee agreed to hold an informational meeting in accordance with the Agenda as amended:*

*Add: IX. Committee Member Comments – A. Roadway Pavement Markers; B. Woodshire Lane Repaving.*

*X: Public Comments – A. Main Entrance Royal Palms.*

#### IV. APPROVAL OF MINUTES – November 7, 2023

*The minutes of the November 7, 2023, Forest Lakes Roadway and Drainage MSTU meeting will be considered at the January 9, 2024, meeting.*

#### V. CONTRACTOR REPORTS

##### **A. Ground Zero Landscaping – Aaron Gross**

**Mr. Gross** reported:

- The community landscaping is in good condition.
- Atrazine, a systemic herbicide, will be applied to grass areas at the front entrance to control emerging broadleaf weeds.
- Some Bougainvillea Standards in the front entrance island do not have buds; replacement should be considered.

- A seasonal flower planting scheme by the Pine Ridge sign should be implemented.

Noted during discussion:

- Ground Zero Landscaping will submit a cost quote to Mr. Schumacher for replacement of the declining 'Helen Johnson' Bougainvillea Standards in the entry island.
- Mr. Schumacher and Mr. Gross will recommend a flower arrangement of annuals for installation at the Pine Ridge sign area.
- Some Poincianas on Woodshire Lane, planted between the sidewalk and the road, should be evaluated for relocation or removal.
- Photos of weed growth in grassy areas at the front entrance and the Poincianas on Woodshire Lane will be forwarded to Mr. Schumacher to address.

**Mr. Schumacher** noted:

Grounds Maintenance Multi-Year Contract

- The current contract with Ground Zero Landscaping expires on March 22, 2024.
- To clarify the service areas of responsibility outlined in the landscape maintenance contract, a community drive-through was conducted with Mr. Gross.
- An *Invitation to Bid (ITB)* package for a new Grounds Maintenance contract for the MSTU will be posted and awarded to the lowest qualified bid.
- The contract is subject to approval of the Board of County Commissioners (BCC).

**VI. PROJECT MANAGERS REPORT – Dan Schumacher**

**A. Budget Report**

*(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

*Forest Lakes MSTU Fund 1626 Budget for December 5, 2023, prepared November 28, 2023.*

**Mr. Schumacher** provided an overview of the budget highlighting:

- Purchase Orders
  1. City of Naples – reclaimed irrigation water.
  2. FPL – electricity.
  3. Ground Zero Landscaping – grounds maintenance
    - a. Incidentals – landscape materials and refurbishment.
    - b. Maintenance – regular landscape, swales & irrigation maintenance.
  4. Hart’s Electrical – lamp pole #106 replacement.
  5. Mettauer Environmental – lake weed control and aerator maintenance.
  6. Mettauer Environmental – lake fountain maintenance.
  7. Premier Staffing – transcription services.
  8. Shenandoah General Construction – stormwater pipe scoping & cleaning.
  9. Simmonds Electrical – lighting & general electrical services.
  10. SiteOne Landscape Supply – irrigation parts and pumps.
- Budget Summary
  - a. Line 1, Revenue – Millage Collected and Interest budgeted at \$1,180,800.
  - b. Line 2, Carry Forward – Unexpended Prior Year (2023) Funds 1,693,412.
  - c. Line 3 – Revenue Total – A total of \$2,874,212.

- d. Line 21, Operating Expense – Of \$255,412 budgeted, \$161,272 is committed to existing Purchase Orders and \$23,966 is expended, leaving the remainder of \$70,172 available within budget for additional operating expenses as needed.
  - c. Line 25, County Overhead – Of the \$104,200 budgeted, \$9,117 has been transferred and a balance of \$95,089 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
  - d. Line 28, Capital Projects – A balance of \$2,514,600 remains for improvement projects.
  - e. Line 29, Capital Reserves – \$400,000 of budgeted Capital funds are reserved specifically for roadway paving.
  - f. Line 30, All Expenses – Of the \$2,874,212 budgeted, tabulated Commitments to existing Purchase Orders total \$161,272, \$218,561 has been expended, leaving a remainder of \$2,679,860 available for MSTU expenditures.
- General
    - a. MSTU Tax Rate: 4.00 Mills (0.4%) to maintain MSTU Roadways and Stormwater Drainage within the taxing district.
    - b. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

**Mr. Schumacher** noted:

- The Work Order for Agnoli, Barber & Brundage (ABB) has been drafted.
- The funds allocated to Ground Zero Landscaping will be expended until a new landscaping contract is awarded in 2024.
- Purchase Orders for Aquatic Vegetation Control and Lake Fountain repairs were issued to Mettauer Environmental on receipt of documentation required by the Risk Management Division.
- The Purchase Order for Hart's Electrical will be closed out.
- Simmonds Electrical will be notified to repair lamp outages.
- The Lake 15 retaining wall repair will be funded from the Improvements General category.
- The 4.000 MSTU millage rate (\$4.00 per \$1,000.00 of Ad Valorem taxable value) will be reviewed during the FY-25 budget planning cycle.

Asset Management Plan

- The *Asset Management Plan* report to identify life expectancies of community assets and corresponding expenditure projections to fund this maintenance was prepared on April 4, 2022.
- A review of assets for which the MSTU is responsible, and the estimated cost of paving roadway assets, will be identified and the results reported to the Committee at a future meeting.

**B. Committee Vacancy**

**Mr. Schumacher** reported:

An open seat is available on the Forest Lakes Roadway and Drainage MSTU Advisory Committee for the partial term through April 2024.

Individuals interested in membership on the Advisory Committee can submit Online Applications at <https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>.

Applications are reviewed by the Committee at an upcoming monthly meeting for consideration to recommend approval to the Board of County Commissioners (BCC).

**C. January Meeting Date**

The Committee agreed to reschedule the January 2, 2024, meeting to January 9, 2024.

**VII. ONGOING BUSINESS**

**Mr. Schumacher** reported:

**A. Stormwater**

Woodshire Lane Pipe Scope and Clean

Upon approval of an extension to Shenandoah General Construction's Broward College RFP-2018-167-EH Storm Drain Cleaning, Repairs and Maintenance piggyback contract, video inspection and cleaning of storm drainage pipes on Woodshire Lane will be scheduled.

**B. Fountain Maintenance and Repairs**

- Mettauer Environmental will access the condition and perform maintenance on the three MSTU maintained lake fountains, one in Lake 9 and two in Lake 14 on the Quail Run Golf Course.
- The two fountains in Lake 14 are under warranty.
- The Lake 9 fountain will be replaced if repairs are not feasible.

**C. Drainage Swales**

Rip-Rap Data and Plats and Easements

Agnoli, Barber & Brundage, Inc.'s proposal to review and incorporate recent survey data of the Forest Lakes MSTU - Quail Run Golf Club swales into the plans prepared in 2022, was approved by the Committee on August 29, 2023.

**Mr. Schumacher** will coordinate a project schedule with ABB based on the proposal and process a Work Order to initiate the work.

**VIII. NEW BUSINESS**

**Mr. Schumacher** reported:

**A. Lake 15 Wall Breach**

A Scope of Work (SOW) for bid solicitation for repair of the Lake #15 bulkhead is in progress.

- The wall replacement will be a like-kind vertical structure.
- Stormwater staff suggested the Scope of Work and Request for Quote (RFQ) be treated as a design build project.
- Marine contractors consulted for the Lake 9 wall project will be invited to bid.
- The contract will be awarded, and the project initiated based on the vendor's availability.
- The project schedule targeted for May 2024 and access for equipment will be coordinated with Mr. Burnham, Manager, Quail Run Golf Club.

**Comments**

**Mr. Burnham** reported that the rip rap on Lakes 6 and 7 has eroded into the lakes. The golf course maintenance crew will refurbish the swales with rocks if the MSTU supplies the material.

*Mr. Schumacher will review the offer from Mr. Burnham.*

**IX. COMMITTEE MEMBER COMMENTS**

**Mr. Schumacher** reported:

**A. Roadway Paving Markers**

Vehicles are encroaching on the northwest corner section of the sidewalk in the vicinity of Daisy Lane.

- The Road Maintenance Division reported “marking tape” is not recommended as vibration is only emitted at higher speeds and road reflectors damage easily.
- Samples of Reflective Pavement Markers (RPM’s) will be submitted to the Committee for consideration at the January 2024 meeting.

**B. Woodshire Lane Repaving**

- Repaving Woodshire Lane will be considered in 2024.
- Paving the road in its entirety or sectional repaving, including gutters, will be addressed.
- Removal of trees abutting the south end of the roadway will be evaluated.

**Mr. Schumacher will:**

- Consult with Road Maintenance Division on the roadway condition and subsequently a project outline including event sequence, cost quotes and a timeline.

**X. PUBLIC COMMENTS**

**A. Main Entrance Royal Palms**

**Mr. Burnham’s** reported his research indicates the Royal Palms at the front entrance were planted by the MSTU.

During discussion a palm frond dangling above the exit side of Forest Lakes Blvd was reported.

*Mr. Schumacher requested photographs of the item be forwarded to him so he can investigate.*

**Canal Southern Border**

**Mr. Schumacher** will inquire with the Road Maintenance Division regarding barge activity and vegetation removal on the west bank of the canal and report his findings at a future meeting.

**XI. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:04 A.M.*

**FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE**

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**Marianne Fanning, Chair**

The Minutes were approved by the Committee on \_\_\_\_\_, 2024 as presented \_\_\_\_\_, or as amended \_\_\_\_\_.

MINUTES

<https://www.collierptne.com/wp-content/uploads/2020/12/Agenda-Backup-Forest-Lakes-12-05-23-Optimized.pdf>

**NEXT MEETING:**

**JANUARY 9, 2024 - 10:00 A.M.**  
**FOREST LAKES CONDO ASSOCIATION CLUBHOUSE**  
**1058 FOREST LAKES DRIVE**  
**NAPLES, FL 34105**  
**(239) 261-5497**

**Forest Lakes M.S.T.U.**

**Fund 1626**

**January 9, 2024**

	<b>FY-24</b>	<b>Vendor</b>	<b>Item</b>	<b>PO#</b>	<b>Budget</b>	<b>Commitments</b>	<b>Expenditures</b>	<b>Available</b>
1	MILLAGE COLLECTED & INTEREST		MSTU Revenues		\$ 1,180,800.00	\$ -	\$ 953,554.01	\$ 227,245.99
2	CARRY FORWARD		Unexpended Prior Year Funds		\$ 1,693,412.12	\$ -		\$ 1,693,412.12
3	<b>ALL REVENUES</b>				<b>\$ 2,874,212.12</b>	<b>\$ -</b>	<b>\$ 953,554.01</b>	<b>\$ 1,920,658.11</b>
		Agnoli, Barber & Brundage (ABB)	Stormwater Engineering	450022- - - -	\$ 25,000.00	\$ -		
4	ENG. FEES & OTHERS				\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
5	INDIRECT COST REIMBURSE	Collier County	Indirect Cost	Direct Pay	\$ 5,700.00	\$ 2,850.00	\$ 2,850.00	\$ -
		Ground Zero Landscaping	Landscape Incidentals	4500226908		\$ 2,820.12	\$ 3,179.88	
6	LANDSCAPE INCIDENTALS (634990)				\$ 10,000.00	\$ 2,820.12	\$ 3,179.88	\$ 4,000.00
		Ground Zero Landscaping	Grounds Maintenance	4500226908		\$ 49,470.00	\$ 10,530.00	
7	OTHER CONTRACTUAL (634999)				\$ 103,700.00	\$ 49,470.00	\$ 10,530.00	\$ 43,700.00
		Mettauer Environmental	Aquatic Vegetation Control	4500223616		\$ 5,175.00	\$ 1,725.00	
		Mettauer Environmental	Lake Fountain Maintenance	4500228515		\$ 625.00	\$ -	
		Shenandoah	Stormwater Pipe Scope & Clean	4500228430		\$ 63,755.00	\$ -	
8	OTHER CONTRACTUAL (639990)				\$ 66,900.00	\$ 69,555.00	\$ 1,725.00	\$ (4,380.00)
9	ELECTRICITY	FPL	Electricity	4700004874	\$ 15,000.00	\$ 14,978.90	\$ 3,241.10	\$ (3,220.00)
10	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation	4700004875	\$ 1,500.00	\$ 1,303.39	\$ 196.61	\$ (0.00)
11	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 500.00	\$ 375.00	\$ 125.00	\$ -
12	SPRINKLER SYSTEM	SiteOne	Irrigation Parts & Pumps	4500227396	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -
13	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
		Hart's Electrical (FY-23)	Electrical Services	4500220484		\$ 2,831.80	\$ 9,580.32	
		Simmonds Electrical (FY-24)	Electrical Services	4500226938		\$ 5,000.00	\$ -	
14	LIGHTING MAINTENANCE				\$ 18,412.12	\$ 7,831.80	\$ 9,580.32	\$ 1,000.00
15	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing	Transcription	4500227901		\$ 2,606.65	\$ 371.25	
16	OTHER MISCELLANEOUS (649990)				\$ 3,000.00	\$ 2,606.65	\$ 371.25	\$ 22.10
17	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
18	COPYING CHARGES	J.M. Todd	Copier CPC	4500227403	\$ 200.00	\$ 124.70	\$ 25.30	\$ 50.00
19	FERT HERB CHEM				\$ 600.00	\$ -	\$ -	\$ 600.00
20	OTHER OPERATING				\$ 300.00	\$ -	\$ -	\$ 300.00
21	<b>OPERATING EXPENSES</b>				<b>\$ 255,412.12</b>	<b>\$ 153,415.56</b>	<b>\$ 31,824.46</b>	<b>\$ 70,172.10</b>
22	PTNE STAFF & DIVISION OVERHEAD				\$ 70,300.00	\$ -	\$ -	\$ 70,300.00
23	PROPERTY APPRAISER				\$ 9,000.00	\$ -	\$ 2,163.14	\$ 6,836.86
24	TAX COLLECTOR				\$ 24,900.00	\$ -	\$ 20,894.94	\$ 4,005.06
25	<b>COUNTY OVERHEAD</b>				<b>\$ 104,200.00</b>	<b>\$ -</b>	<b>\$ 23,058.08</b>	<b>\$ 81,141.92</b>
26	RESERVES FOR CAPITAL				\$ 2,114,600.00	\$ -	\$ -	\$ 2,114,600.00
27	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
28	<b>CAPITAL RESERVES</b>				<b>\$ 2,514,600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000.00</b>
29	<b>ALL EXPENSES</b>				<b>\$ 2,874,212.12</b>	<b>\$ 153,415.56</b>	<b>\$ 54,882.54</b>	<b>\$ 2,665,914.02</b>
30	<b>FY-24 BUDGET GRAND TOTAL</b>		<b>= ALL REVENUES - ALL EXPENSES</b>		<b>\$ -</b>	<b>\$ (153,415.56)</b>	<b>\$ 898,671.47</b>	<b>\$ (745,255.91)</b>



**Forest Lakes M.S.T.U.**  
**Fund 1626**  
**January 9, 2024**

129,715,669	FY 13 Final Taxable Value	-2.4%
129,977,881	FY 14 Final Taxable Value	0.2%
140,171,072	FY 15 Final Taxable Value	7.8%
152,711,783	FY 16 Final Taxable Value	8.9%
165,722,702	FY 17 Final Taxable Value	8.5%
190,428,196	FY 18 Final Taxable Value	14.9%
202,132,375	FY 19 Final Taxable Value	6.1%
210,299,015	FY 20 Final Taxable Value	4.0%
219,999,549	FY 21 Final Taxable Value	4.6%
227,701,198	FY 22 Final Taxable Value	3.5%
257,799,765	FY 23 Final Taxable Value	13.2%
<b>\$294,456,887</b>	<b>FY 24 Gross Taxable Value</b>	
<b>14.22%</b>	<b>Adjustment FY 23 to FY 24</b>	
	<b>FY 24 Gross MSTU Revenue</b>	<b>FY 23</b>
<b>Millage 4.0000</b>	<b>4.0000</b>	<b>4.0000</b>
<b>Tax Dollars \$1,177,828</b>	<b>\$1,031,199</b>	

+6.3% Average

**4.0 mill cap**  
**\$146,628**

<b>Total Available Balance</b>	<b>\$ 2,665,914.02</b>
<b>Plus Committed And Not Spent</b>	<b>\$ 153,415.56</b>

<b>Estimated Cash</b>	<b>\$ 2,819,329.58</b>
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Prepared 01.02.2024 GH

Increase