

FOREST LAKES

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

AGENDA

March 5, 2024

- I. CALL TO ORDER
- II. ATTENDANCE
Advisory Committee:
Marianne Fanning – Chair (4/21/2026) Jerry Norsic (4/21/2028)
Greg Pollock – Vice Chair (4/21/2026) Kathy Thomson (4/21/2027)
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 – [FEBRUARY 6](#)
- V. CONTRACTOR REPORTS
A. Ground Zero Landscaping – Aaron Gross
- VI. PROJECT MANAGERS REPORT – Dan Schumacher
A. [BUDGET REPORT](#)
B. New Committee Member – Jerry Norsic
C. George E. Fogg – Plaque Presentation
D. Election of Officers
- VII. ONGOING BUSINESS
A. Fountain Maintenance & Repairs
B. 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

APRIL 2ND, 2024 - 10:00 AM
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34105
(239) 261-5497

FOREST LAKES

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

MINUTES

FEBRUARY 6, 2024

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:00 A.M. Roll call was taken, and a quorum of four was present.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair
Greg Pollock – Vice Chair
Patrick Bernal
Kathy Thomson
-Vacancy-

Staff

Brian Wells – Director, PTNE (Excused)
Dan Schumacher – Project Manager
Rosio Garcia – Operations Coordinator (Excused)
Aaron Gross - Ground Zero Landscaping
Wendy Warren - Premier Staffing (Transcription)

Contractors

Public Attendees

Barbara Bell - Resident
Doug Burnham – GM Quail Run Golf Club
Paul Carletta - Resident
John Guido – Resident
Tom McElroy - Resident
Jerry Norsic – Resident
Rober Wiggins – Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Ms. Thomson moved to approve the February 6, 2024, Agenda of the Forest Lakes Roadway and Drainage MSTU. Second by Mr. Bernal. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – November 7, 2023, and December 5, 2023

November 7, 2023

Ms. Thomson moved to approve the minutes of the November 7, 2023, Forest Lakes MSTU meeting as presented. Second by Vice Chair Pollock. Carried unanimously 4 - 0.

December 5, 2023

Mr. Bernal moved to approve the minutes of the December 5, 2023, Forest Lakes MSTU meeting as presented. Second by Vice Chair Pollock.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The community landscaping is in good condition.
- Flowers are blooming at the front entrance.

Noted during discussion:

- Ground Zero Landscaping will trim vegetation encroaching a light pole lamp.

Mr. Schumacher noted:

Grounds Maintenance Multi-Year Contract

- The current contract with Ground Zero Landscaping expires on March 22, 2024.
- Mr. Gross, Ground Zero Landscaping, has executed an extension to the existing contract to continue service until a new contract is awarded.
- An *Invitation to Bid (ITB)* package for a new Grounds Maintenance contract for the MSTU will be posted by February 9, 2024.
- The multi-year contract for three (3) years with a two (2) year renewal option will be 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 February 6, 2024, prepared January 30, 2024.

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. Mettauier Environmental – lake weed control and aerator maintenance.
 6. Mettauier 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, \$139,746 is committed to existing Purchase Orders and \$45,856 is expended, leaving the remainder of \$69,810 available within budget for additional operating expenses as needed.
 - c. Line 26, County Overhead – Of the \$104,200 budgeted, \$26,008 has been transferred and a balance of \$78,399 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
 - d. Line 27, Capital Reserves - A balance of \$2,114,600 remains for improvement projects.
 - e. Line 28, Capital Reserves – \$400,000 of budgeted Capital funds are reserved specifically for roadway paving.

- f. Capital Reserves total balance is \$2,514,600 (the combined total of Lines 27 and 28.
- g. Line 30, All Expenses – Of the \$2,874,212 budgeted, tabulated Commitments to existing Purchase Orders total \$139,746, \$71,656 has been expended, leaving a remainder of \$2,662,809 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 Procurement Division is evaluating the Work Order for Agnoli, Barber & Brundage (ABB).
- The funds allocated to Ground Zero Landscaping will be expended until a new landscaping contract is awarded in 2024.
- The Purchase Order for Hart’s Electrical will be closed out.
- Simmonds Electrical will provide a cost quote to repair lamp outages.
- The Lake 15 retaining wall repair will be funded from the Reserves for Capital category.

FY-25 Budget Process

- The budget planning process for 2025 commences in March and concludes in July.
- The initial *Asset Management Plan* report to estimate life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance, prepared on April 4, 2022, will be reviewed and updated during the planning process.
- The millage of 4.0000 per \$1,000.00 of Ad Valorem taxable value will be reviewed.
- The Fiscal Year 2025 budget is effective October 1, 2024.

Noted during discussion:

- Investment Interest is included in the total shown in Item 1 of the presented MSTU monthly Budget.
- A question was raised about whether County budgets are audited. Mr. Schumacher will investigate and report to the committee.
- The Ad Valorem Tax Value increased 14.22% for fiscal year 2024 over 2023 generating \$146,628 in additional income.

B. Committee Vacancy

Mr. Schumacher reported:

Mr. Norsic’s application to the Advisory Committee was motioned for recommendation by the Committee at the January 9, 2024, MSTU meeting. The application for appointment, effective until April 2028, is on the Board of County Commissioner’s *Consent Agenda* for consideration February 13, 2024.

VII. ONGOING BUSINESS

Mr. Schumacher reported:

A. Stormwater

Woodshire Lane Pipe Scope and Clean

Shenandoah General Construction undertook a video inspection, storm drainpipe cleaning and repairs on Woodshire Lane.

- The project commenced on January 7, 2024, and was completed on January 24, 2024.
- No material issues were identified with the main stormwater pipe which runs along Woodshire Lane.
- The video will be reviewed to determine if any issues are evident in the piping along the roadway which feeds into the culverts.

B. Fountain Maintenance and Repairs

- A power outage occurred on January 12th at the pump house on Lake 14 disabled both aerators.
- The east unit is functioning.
- Mettauer Environmental removed the west unit and sent it to the manufacturer for evaluation. The repair cost may be covered by the warranty.
- Mettauer is scheduled to perform routine maintenance on the fountains.
- The Lake 9 fountain, maintained by a different vendor, is scheduled for service in the next week.

C. Drainage Swales

Rip-Rap Data and Plats & 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.
- Rip Rap data will be incorporated into the report.
- Easement data collected is informational and no action is required by the MSTU.
- A Work Order proposal has been submitted to the Procurement Division.
- A Notice to Proceed (NTP) will be issued as soon as the Work Order is received.

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 finalized.

- The wall replacement is planned to be an in-kind vertical structure.
- The Scope of Work and Request for Quote (RFQ) be issued as a design build project.
- Marine contractors consulted for the Lake 9 wall project will be invited to bid.
- The project schedule targeted for May – June 2024 and access for equipment will be coordinated with Mr. Burnham, Manager, Quail Run Golf Club.

Mr. Schumacher will:

- Consult with the Road Maintenance Division to determine availability to perform on-site Construction Engineering Inspection (CEI) services.

B. Repaving Assessment

Mr. Schumacher reported:

- Many Forest Lakes roads in the Forest Lakes community are in the County inventory, though are not maintained by the County.
- The Road Maintenance Division toured the perimeter roads, Mr. Schumacher and estimated a segment of Woodshire Lane has a life expectancy of one to two years.
- Separately, Road Maintenance is contracting to have County roadways assessed in the coming months, from which condition data for County-inventoried roads within the MSTU would be available.
- An *Invitation to Bid* for the Woodshire Lane paving project is anticipated for late 2024 with work commencing in 2025.
- The financial reserve for roadway paving will be evaluated during the FY-25 budget planning process.

IX. COMMITTEE MEMBER COMMENTS

Mr. Schumacher reported:

A. Sidewalks

- A bi-annual sidewalk assessment will be conducted, and remedial action determined based on observations made during the walk through.
- The sidewalk crack in the vicinity of light pole #102 will be evaluated.

B. Roadway Paving Markers

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

- The Road Maintenance Division evaluated the situation and proposed removing the outer stripe, offsetting it to six (6) inches and installing white Roadway Pavement Markers (RPM's) with yellow reflective centers.
- The Road Maintenance Division submitted a cost quote to remove the stripe, reapply and offset it six (6) inches, and install fifty (50) markers between Eucalyptus and Camelia Lanes.
- Mr. Schumacher will schedule the project.

C. Lake Riprap

- Mr. Burnham provided Mr. Schumacher with the number of yards of riprap required to reinforce the lake banks.
- Mr. Schumacher will research feasible options to supply the material to the Golf Club for installation.

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:36 A.M.

MINUTES

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Marianne Fanning, Chair

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

<https://www.collierptne.com/wp-content/uploads/2020/12/Agenda-Backup-Forest-Lakes-2-06-24-Optimized.pdf>

NEXT MEETING:

MARCH 5, 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

March 5, 2024

	FY-24	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1	MILLAGE COLLECTED & INTEREST		MSTU Revenues		\$ (1,180,800.00)	\$ -	\$ (1,055,130.99)	\$ (125,669.01)
2	CARRY FORWARD		Unexpended Prior Year Funds		\$ (1,693,412.12)	\$ -	\$ -	\$ (1,693,412.12)
3	ALL REVENUES				\$ (2,874,212.12)	\$ -	\$ (1,055,130.99)	\$ (1,819,081.13)
		Agnoli, Barber & Brundage (ABB)	Stormwater Engineering	450022- - - -	\$ 25,000.00	\$ -	\$ -	
4	ENG. FEES & OTHERS (631400)				\$ 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	\$ 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		\$ 37,920.00	\$ 22,080.00	
7	OTHER CONTRACTUAL (634999)				\$ 103,700.00	\$ 37,920.00	\$ 22,080.00	\$ 43,700.00
		Mettauer Environmental	Aquatic Vegetation Control	4500223616		\$ 4,025.00	\$ 2,875.00	
		Mettauer Environmental	Lake Fountain Maintenance	4500228515		\$ 625.00	\$ -	
		Shenandoah	Stormwater Pipe Scope & Clean	4500228430		\$ 63,755.00	\$ -	
		P-card	Tree Scaping	TRX 5911-13		\$ -	\$ 285.00	
		Naples Awards	Plaque G Fogg	4500229702		\$ 76.50	\$ -	
8	OTHER CONTRACTUAL (639990)				\$ 66,900.00	\$ 68,481.50	\$ 3,160.00	\$ (4,741.50)
9	ELECTRICITY	FPL	Electricity	4700004874	\$ 15,000.00	\$ 12,741.22	\$ 5,478.78	\$ (3,220.00)
10	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation	4700004875	\$ 1,500.00	\$ 1,088.23	\$ 411.77	\$ -
11	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 500.00	\$ 250.00	\$ 250.00	\$ -
12	SPRINKLER SYSTEM	SiteOne	Irrigation Parts & Pumps	4500227396	\$ 1,500.00	\$ 1,306.06	\$ 193.94	\$ 0.00
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 (646451)				\$ 18,412.12	\$ 7,831.80	\$ 9,580.32	\$ 1,000.00
15	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
16		Premier Staffing	Transcription	4500227901		\$ 2,606.65	\$ 371.25	
17	OTHER MISCELLANEOUS (649990)				\$ 3,000.00	\$ 2,413.60	\$ 564.30	\$ 22.10
18	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
19	COPYING CHARGES	J.M. Todd	Copier CPC	4500227403	\$ 200.00	\$ 108.40	\$ 41.60	\$ 50.00
20	FERT HERB CHEM				\$ 600.00	\$ -	\$ -	\$ 600.00
21	OTHER OPERATING				\$ 300.00	\$ -	\$ -	\$ 300.00
22	OPERATING EXPENSES				\$ 255,412.12	\$ 137,810.93	\$ 47,790.59	\$ 69,810.60
23	PTNE STAFF & DIVISION OVERHEAD				\$ 70,300.00	\$ -	\$ -	\$ 70,300.00
24	PROPERTY APPRAISER				\$ 9,000.00	\$ -	\$ 4,259.36	\$ 4,740.64
25	TAX COLLECTOR				\$ 24,900.00	\$ -	\$ 22,651.95	\$ 2,248.05
26	COUNTY OVERHEAD				\$ 104,200.00	\$ -	\$ 26,911.31	\$ 77,288.69
27	RESERVES FOR CAPITAL				\$ 2,114,600.00	\$ -	\$ -	\$ 2,114,600.00
28	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
29	CAPITAL RESERVES				\$ 2,514,600.00	\$ -	\$ -	\$ 2,514,600.00
30	ALL EXPENSES				\$ 2,874,212.12	\$ 137,810.93	\$ 74,701.90	\$ 2,661,699.29
31	FY-24 BUDGET GRAND TOTAL		= ALL REVENUES - ALL EXPENSES		\$ -	\$ 137,810.93	\$ (980,429.09)	\$ 842,618.16

**Forest Lakes M.S.T.U.
Fund 1626
March 5, 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%
\$294,456,887	FY 24 Gross Taxable Value	
14.22%	Adjustment FY 23 to FY 24	
	FY 24 Gross MSTU Revenue	FY 23
Millage 4.0000	4.0000	
Tax Dollars \$1,177,828	\$1,031,199	

+6.3% Average

4.0 mill cap
\$146,628

Total Available Balance	\$ 2,661,699.29
Plus Committed And Not Spent	\$ 137,810.93

Estimated Cash	\$ 2,799,510.22
-----------------------	------------------------

Prepared 02.27.2024 ZS

Increase