

# FOREST LAKES

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

## AGENDA

**April 2, 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 – MARCH 5**
- V. CONTRACTOR REPORTS**  
A. Ground Zero Landscaping – Aaron Gross
- VI. PROJECT MANAGERS REPORT – Dan Schumacher**  
A. BUDGET REPORT  
B. MSTU Asset Management Review  
C. 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

**MAY 7<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 MARCH 5, 2024

#### I. CALL TO ORDER

**Chair Fanning** called the meeting to order at 10:01 A.M. Roll call was taken, and a quorum of three was present.

#### II. ATTENDANCE

##### Advisory Committee

Marianne Fanning – Chair  
Greg Pollock – Vice Chair (Excused)  
Patrick Bernal  
Jerry Norsic (Excused)  
Kathy Thomson

##### 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

Barbara Bell – Resident  
Doug Burnham – GM Quail Run Golf Club  
Paul Carletta - Resident  
George Fogg – Guest  
Kent Gaston – Resident  
John Guido – Resident  
Stacie Young – Resident

#### III. APPROVAL OF AGENDA

*Ms. Thomson moved to approve the March 5, 2024, Agenda of the Forest Lakes Roadway and Drainage MSTU. Second by Mr. Bernal. Carried unanimously 3 - 0.*

#### IV. APPROVAL OF MINUTES – February 6, 2024

*Ms. Thomson moved to approve the minutes of the February 6, 2024, Forest Lakes MSTU meeting as presented. Second by Mr. Bernal. Carried unanimously 3 - 0.*

#### V. CONTRACTOR REPORTS

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

**Mr. Gross** reported:

- The community landscaping is in good condition.
- Annual flowers at the front entrance are blooming.
- Bougainvillea shrubs were treated with insecticide.
- Trees are healthy and doing well.
- Plant material along the back fence on Woodshire Lane is in satisfactory condition.

**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 was posted with a submission deadline of March 11, 2024.
- The multi-year contract for three (3) years with options for two (2) 1-year renewals 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, accessible at the link shown at the end of these Minutes).*

*Forest Lakes MSTU Fund 1626 Budget for March 5, 2024, prepared February 27, 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 22, Operating Expense – Of \$255,412 budgeted, \$137,810 is committed to existing Purchase Orders and \$47,790 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, \$26,911 has been transferred and a balance of \$77,289 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. Line 29, 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 \$137,810, \$74,701 has been expended, leaving a remainder of \$2,661,699 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. Gross taxable value increased 14.22% FY23 to FY24 generating additional revenue of \$146,628 for the MSTU.
- b. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

FY-25 Budget Process

- The budget planning process for 2025 commences in March and concludes in July.
- The *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 updated and presented to the Committee for review at the March 2024 meeting.
- The financial reserve for roadway paving will be evaluated during the FY-25 budget planning process.
- The millage of 4.00 per \$1,000.00 of Ad Valorem taxable value will be reviewed.
- The Fiscal Year 2025 budget is effective October 1, 2024.

**B. New Committee Member**

**Mr. Schumacher** reported:

Jerry Norsic was approved for Committee membership by the Board of County Commissioners (BCC). The four-year term expires April 21, 2028.

**C. George E. Fogg Board of County Commissioners Proclamation**

**Chair Fanning** presented a commemorative plaque on behalf of The Board of County Commissioners and the MSTU to George E. Fogg in recognition of the significant contribution he made to the Forest Lakes Roadway and Drainage Advisory Committee from September 2005 to September 2023.

**D. Election of Officers**

With two members of the Advisory Committee absent, a motion was made to defer the officer election process to the April 2024 meeting.

*Mr. Bernal motioned to defer the Election of Officers to the April 2, 2024, meeting of the MSTU. Second by Ms. Thomson. Carried unanimously 3 – 0.*

**VII. ONGOING BUSINESS**

**Mr. Schumacher** reported:

**A. Fountain Maintenance and Repairs**

- Aerators on both fountains were disabled by a power outage on January 12<sup>th</sup> at the pump house on Lake 14.

- Mettauer Environmental removed the east fountain to perform general maintenance. The north anchor line had been disconnected, the pump was entangled with fishing lines and lures and the power cord was coiled up.
- Mettauer Environmental removed the west unit and sent it to the manufacturer, Kasco Marine, for repair.
- The two Lake 14 fountains are expected to be reinstalled upon receipt of the repaired west unit.
- Cost quotes are being solicited to replace the Lake 9 fountain. The model selected will feature a sealed motor and match the Lake 14 fountains.

*Mr. Schumacher requested Turtle Lake Condominiums reiterate the fishing prohibition from their side of Lake 14.*

## **B. Drainage Swales – Riprap Data and Plats & Easements**

**Mr. Schumacher** reported:

### Rip-Rap Data and Plats and Easements

- Agnoli, Barber & Brundage’s proposal to incorporate survey data from the Quail Run Golf Club drainage swales into elevation plans prepared in 2022, was initially approved by the Committee on August 29, 2023.
- Additional easement and plat map data along the golf course boundary will also be investigated.
- A Purchase Order and Notice to Proceed (NTP) will be issued upon approval of the initiating Work Order.

## **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.

- An in-kind vertical wall replacement is planned.
- The Scope of Work and Request for Quote (RFQ) will be structured as a design build project.
- The RFQ will be issued to the vendors under the county’s Marine Contractors category.
- On-site work will be scheduled after May 15, 2024.

**Mr. Schumacher** will:

- Consult with the Road Maintenance Division to determine availability to perform on-site Construction Engineering Inspection (CEI) services.
- A Request for Quote (RFQ) may be issued to independent CEI contractors if the County cannot accommodate the project period.

### **B. Repaving Assessment**

**Mr. Schumacher** reported:

- Forest Lakes roadways are included in the County inventory but are not County-maintained.

- To enhance the ability of Road Maintenance Division to plan and fund roadway maintenance and repaving, the County has contracted Roadway Asset Services, LLC (RAS) to perform an extensive pavement evaluation throughout Collier County.
- Forest Lakes roadways in the County inventory will be evaluated as part of the contracted work.

**Roadway Paving Markers**

**Mr. Schumacher** reported:

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 six (6) inches and installing white Roadway Pavement Markers (RPM's).
- A quote has been received for the planned RPM upgrade, subject to technical review.
- Sound alert enhancements will be researched to determine if the application is appropriate for the project.
- The project will be scheduled upon issuance of a Purchase Order.

**IX. COMMITTEE MEMBER COMMENTS**

**Mr. Schumacher** reported:

**A. Sidewalks**

- The location of tree roots lifting the asphalt pavement on Forest Lakes Drive was reported to the Road Maintenance Division, to be reviewed in consultation with Road Maintenance Division.
- The sidewalk crack in the vicinity of light pole #102 will be evaluated and remedial action determined based on observations.

**B. Roadway Pavement Repairs**

**Mr. Schumacher** reported:

- An *Invitation to Bid* for the Woodshire Lane paving project is anticipated for fall of 2024 with work nominally commencing early 2025.
- Roadway work is not scheduled for Forest Lakes Drive in 2025. Road Maintenance Division will assess the road and identify areas to be addressed for spot repairs.

**C. Tree Branch Maintenance**

**Mr. Schumacher** reported:

- The tree with an over-hanging branch on Woodshire Lane at the entrance to the Publix Shopping Center, is not an MSTU asset.
- Trees and landscaping not installed by the MSTU must be maintained by the responsible party.

**X. PUBLIC COMMENTS**

None

**XI. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:43 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 \_\_\_\_\_.

<https://www.collierptne.com/mtsu/forest-lakes-roadway-drainage-advisory-commitee/>

**NEXT MEETING:**

**APRIL 2, 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**

**April 2, 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)	\$ -	\$ (1,083,357.49)	\$ (97,442.51)
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>\$ (1,083,357.49)</b>	<b>\$ (1,790,854.63)</b>
		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		\$ 2,000.12	\$ 3,999.88	
6	LANDSCAPE INCIDENTALS (634990)				\$ 10,000.00	\$ 2,000.12	\$ 3,999.88	\$ 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		\$ 3,450.00	\$ 3,450.00	
		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	\$ 67,906.50	\$ 3,735.00	\$ (4,741.50)
9	ELECTRICITY	FPL	Electricity	4700004874	\$ 15,000.00	\$ 11,731.58	\$ 6,488.42	\$ (3,220.00)
10	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation	4700004875	\$ 1,500.00	\$ 873.07	\$ 626.93	\$ -
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		\$ -	\$ 9,580.32	
		Simmonds Electrical (FY-24)	Electrical Services	4500226938		\$ 4,610.00	\$ 390.00	
14	LIGHTING MAINTENANCE (646451)				\$ 18,412.12	\$ 4,610.00	\$ 9,970.32	\$ 3,831.80
15	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
16		Premier Staffing	Transcription	4500227901		\$ 2,220.55	\$ 757.35	
17	OTHER MISCELLANEOUS (649990)				\$ 3,000.00	\$ 2,220.55	\$ 757.35	\$ 22.10
18	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
19	COPYING CHARGES	J.M. Todd	Copier CPC	4500227403	\$ 200.00	\$ 97.80	\$ 52.20	\$ 50.00
20	FERT HERB CHEM				\$ 600.00	\$ -	\$ -	\$ 600.00
21	OTHER OPERATING				\$ 300.00	\$ -	\$ -	\$ 300.00
22	<b>OPERATING EXPENSES</b>				<b>\$ 255,412.12</b>	<b>\$ 131,765.68</b>	<b>\$ 51,004.04</b>	<b>\$ 72,642.40</b>
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	\$ -	\$ 23,216.48	\$ 1,683.52
26	<b>COUNTY OVERHEAD</b>				<b>\$ 104,200.00</b>	<b>\$ -</b>	<b>\$ 97,775.84</b>	<b>\$ 6,424.16</b>
27	RESERVES FOR CAPITAL				\$ 2,114,600.00	\$ -	\$ -	\$ 2,114,600.00
28	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
29	<b>CAPITAL RESERVES</b>				<b>\$ 2,514,600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,514,600.00</b>
30	<b>ALL EXPENSES</b>				<b>\$ 2,874,212.12</b>	<b>\$ 131,765.68</b>	<b>\$ 148,779.88</b>	<b>\$ 2,593,666.56</b>
31	<b>FY-24 BUDGET GRAND TOTAL</b>		= ALL REVENUES - ALL EXPENSES		<b>\$ -</b>	<b>\$ 131,765.68</b>	<b>\$ (934,577.61)</b>	<b>\$ 802,811.93</b>



**Forest Lakes M.S.T.U.  
Fund 1626  
April 2, 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</b>	<b>4.0000</b>	<b>4.0000</b>
<b>Tax Dollars</b>	<b>\$1,177,828</b>	<b>\$1,031,199</b>

+6.3% Average

4.0 mill cap  
\$146,628

<b>Total Available Balance</b>	<b>\$ 2,593,666.56</b>
<b>Plus Committed And Not Spent</b>	<b>\$ 131,765.68</b>

<b>Estimated Cash</b>	<b>\$ 2,725,432.24</b>
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Prepared 02.27.2024 ZS

Increase