

FOREST LAKES

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

AGENDA

May 7, 2024

- I. CALL TO ORDER**
- II. ATTENDANCE**
Advisory Committee:
Greg Pollock – Chair (4/21/2026) **Marianne Fanning (4/21/2026)**
Kathy Thomson – Vice Chair(4/21/2027) **Jerry Norsic (4/21/2028)**
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 – APRIL 02**
- V. CONTRACTOR REPORTS**
A. Ground Zero Landscaping – Aaron Gross
- VI. PROJECT MANAGERS REPORT – Dan Schumacher**
A. BUDGET REPORT
B. MSTU Asset Management Review
C. Illegal Business Flyers
- 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

JUNE 4TH, 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

APRIL 2, 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 five was present.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair
Greg Pollock – Vice Chair
Patrick Bernal
Jerry Norsic
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
Sonie Dopkowski - Resident
Jack Hedenstrom - Resident
Deborah Hestrup – Resident
Tom Kinniry – Quail Run GC
Rick Korb - Resident
Bob Wiggins - Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Norsic moved to approve the April 2, 2024, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU as amended:

Add: VII. Ongoing Business – C. Roadway Pavement Markers Forest Lakes Boulevard.

Second by Ms. Thompson. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – March 5, 2024

Ms. Thomson moved to approve the minutes of the March 5, 2024, Forest Lakes MSTU Advisory Committee meeting as presented. Second by Mr. Bernal. Carried unanimously 5 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The community landscaping is in good condition.

- Front entrance plantings were sprayed with insecticide.
- The entrance and Forest Lakes Boulevard areas will be fertilized in April.

Mr. Schumacher noted:

Grounds Maintenance Multi-Year Contract

- The multi-year contract for three (3) years with two (2) 1-year renewal options will be awarded to Ground Zerto Landscaping.
- 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 April 2, 2024, prepared March 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 the \$255,412 budgeted, \$131,765 is committed to existing Purchase Orders and \$51,004 is expended, leaving the remainder of \$72,642 available within budget for additional operating expenses as needed.
 - e. Line 26, County Overhead – Of the \$104,200 budgeted, \$97,775 has been transferred and a balance of \$6,424 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
 - f. Line 27, Reserves for Capital - A balance of \$2,114,600 remains for improvement projects.
 - g. Line 28, Reserves for Roadway Paving – \$400,000 of budgeted Capital Reserve funds are designated for roadway paving.
 - h. Line 29, Capital Reserves total balance is \$2,514,600 (the combined total of Lines 27 and 28).
 - i. Line 30, All Expenses – Of the \$2,874,212 budgeted, tabulated Commitments to existing Purchase Orders total \$131,765, \$148,779 has been expended, leaving a remainder of \$2,593,666 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% FY-23 to FY-24 generating additional revenue of \$146,628 for the MSTU.
 - c. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Mr. Schumacher noted:

- Agnoli, Barber & Brundage (ABB) has been purchased by LJA Land Development (LJA), headquartered in Houston, TX. The new company name is in the process of replacing ABB in the Procurement Divisions vendor listing.
- Ground Zero Landscaping will continue service under their existing contract until the new Grounds Maintenance contract is executed.
- The Purchase Order for Hart's Electrical will be closed out.
- Simmonds Electrical will provide a cost quote to repair 14 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 has commenced.
- The financial reserve for roadway paving will be evaluated during the FY-25 budget planning process.
- The millage rate of 4.00 per \$1,000 of Ad Valorem taxable value will be continued in FY-25 and subsequently be reviewed again for FY-26.
- The Fiscal Year 2025 budget is effective October 1, 2024.

B. MSTU Asset Management Review

Mr. Schumacher reported:

- The baseline *Asset Management Plan* report format for estimating service life expectancies of MSTU assets and corresponding future expenditures projections for maintenance or replacements was presented to the Committee for review.
- Assets include roadway pavement, stormwater drainage swales & structures, landscaping & irrigation, lake fountains & weed control, seawalls, sidewalks & lighting, and fencing.
- Annual inflation is incorporated into the long-term estimates.
- The data is provided to the Office of Budget Management (OMB) to assist with budget planning and justification for the MSTU millage rate.

C. Election of Officers

Nomination for Chair

Ms. Fanning nominated Mr. Pollock for the position of Chair of the Forest Lakes Roadway and Drainage MSTU Advisory Committee for the 2024/2025 term. Second by Ms. Thomson. Nominations were closed, and no others were tendered. Carried unanimously 5 - 0.

Mr. Pollock assumed the Chair.

Nomination for Vice Chair

Mr. Bernal nominated Ms. Thomson for the position of Vice Chair of the Forest Lakes Roadway and Drainage MSTU Advisory Committee for the 2024/2025 term. Second by Ms. Fanning. Nominations were closed, and no others were tendered. Carried unanimously 5 - 0.

Ms. Thomson assumed Vice Chair.

VII. ONGOING BUSINESS

Mr. Schumacher reported:

A. Fountain Maintenance and Repairs

Lake 14

- Aerators on both fountains were disabled by a power outage on January 12, 2024, at the pump house on Lake 14.
- Mettauer Environmental removed the pumps for service.
- The west unit was repaired, under warranty, by Kasco Marine.
- The east fountain pump, entangled with fishing lines and a disconnected north anchor line, was removed and general maintenance performed.
- Reinstalled the 2 fountains has been delayed by the low water table in the lake, preventing access to the anchor lines and reactivation of the fountains.
- Mettauer will coordinate the reactivation with Mr. Burnham.

Lake 9

- The quote received to replace the Lake 9 fountain with a model replicating the Lake 14 fountains exceeded \$3,000.
- A Request for Quote (RFQ) will be solicited through the County's bid system, OpenGov.

Mr. Schumacher renotified Turtle Lake Condominiums that fishing is prohibited in the lakes.

B. Drainage Swales – Riprap Data and Plats & Easements

Mr. Schumacher reported:

Rip-Rap Data and Plats and Easements

- Agnoli, Barber & Brundage, Inc. was acquired by LJA Engineering in March 2024.
- The Work Order document, processed by the Procurement Division, is pending verification of documentation required to register LJA as a vendor.
- Upon completion of the name change a Purchase Order and Notice to Proceed will be issued.
- The project will incorporate recent survey data of the Forest Lakes MSTU - Quail Run Golf Club swales into the plans prepared in 2022, as approved by the Committee on August 29, 2023, including Riprap data.

C. Roadway Pavement Markers Forest Lakes Boulevard

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 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.
- A Purchase Order in the amount of \$1,400 will be issued to McShea Contracting to install the markers.

VIII. NEW BUSINESS

Mr. Schumacher reported:

A. Lake 15 Wall Replacement

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

- The wall replacement will be a like-kind vertical structure.
- The Scope of Work and Request for Quote (RFQ) are structured for design-build project.
- The bid solicitation was distributed to 6 County approved marine contractors under contract #19-7624.
- The bids, due April 5, 2024, will be evaluated toward awarding a contract.
- Material deliveries will be staged in the Golf Course parking lot and equipment access will be coordinated with Mr. Burnham, GM, Quail Run Golf Club.
- Installation can be scheduled after May 15, 2024, contingent on issue of a Purchase Order and the vendor's availability.

Mr. Schumacher will send the bid results to Committee members for review.

B. Repaving Assessment

Mr. Schumacher reported:

- Forest Lakes roads are in County inventory but not maintained by the County.
- The County contracted Roadway Asset Services, LLC (RAS) to collect video and GPS data of the roadway for a pavement evaluation survey allowing the County to plan and manage the maintenance and rehabilitation of the roadway network more effectively.
- Ms. Thomson reported that the contractor had toured the primary Forest Lakes roads.
- An *Invitation to Bid* for the Woodshire Lane repaving is anticipated for fall of 2024, with work commencing early 2025.

IX. COMMITTEE MEMBER COMMENTS

Mr. Schumacher reported:

Roadway Maintenance

- Concrete, 2 valley gutters and 2 flumes on Forest Lakes Drive are dislodged and require repair.
- Pavement Maintenance (PMI) evaluated the condition and will provide a quote to repair the area.

Tree Roots

- Guidance will be sought for a method to remove trees or their roots encroaching the roadway prior to paving.

Perimeter Sidewalk Maintenance

- A concrete slab, across from the pump on the golf course side of Forest Lakes Drive, is broken.
- A potential trip hazard is defined as a variance of one-half (1/2) inch or more between two slabs.
- A quote will be secured to repair the slab to ensure it is in conformance with the standard.

Mr. Schumacher and Mr. Pollock will walk the perimeter sidewalk and mark areas for repair/replacement.

Street Lamp Maintenance

- A quote will be solicited from Simmonds Electrical to replace 14 street lamps.
- A retrofit conversion option to replace metal halide lamps with LED's will be researched.

X. PUBLIC COMMENT

Mr. Schumacher reported:

Sidewalk Maintenance

- Mud accumulates on the sidewalk area adjoining Woodshire Lane and the Pine Ridge Shopping Center.
- The sidewalk is not an MSTU asset, however Mr. Schumacher will view the area with Mr. Gross, Ground Zero Landscaping, to assess the situation and options for maintenance.

Crosswalk Woodshire Lane

- Mr. Hedenstrom conveyed a request by residents to install a crosswalk between Woodshire Lane and the maintenance area for safety considerations.

Mr. Schumacher will meet with residents to share guidance received from the Traffic Operations Division addressing Association concerns.

Landscaping Woodshire Lane

Mr. Schumacher will contact Robert McGuinness, Kite Realty, to discuss maintenance or replacement of the hedge between Woodshire Lane and the Pine Ridge Crossing Shopping Center.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:09 A.M.

MINUTES

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Greg Pollock, Chair

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

[Forest Lakes Roadway & Drainage MSTU | Collier PTNE Collier PTNE](#)

NEXT MEETING:

MAY 7, 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
May 7, 2024

	FY-24	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1	MILLAGE COLLECTED & INTEREST		MSTU Revenues		\$ (1,180,800.00)	\$ -	\$ (1,135,206.67)	\$ (45,593.33)
2	CARRY FORWARD		Unexpended Prior Year Funds		\$ (1,693,412.12)	\$ -	\$ -	\$ (1,693,412.12)
3	ALL REVENUES				\$ (2,874,212.12)	\$ -	\$ (1,135,206.67)	\$ (1,739,005.45)
		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	\$ -	\$ 5,700.00	\$ -
		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		\$ 24,460.00	\$ 35,540.00	
7	OTHER CONTRACTUAL (634999)				\$ 103,700.00	\$ 24,460.00	\$ 35,540.00	\$ 43,700.00
		Mettauer Environmental	Aquatic Vegetation Control	4500223616		\$ 2,875.00	\$ 4,310.00	
		Mettauer Environmental	Lake Fountain Maintenance	4500228515		\$ 625.00	\$ -	
		Shenandoah	Stormwater Pipe Scope & Clean	4500228430		\$ -	\$ -	
		P-card	Tree Scaping	TRX 5911-13		\$ -	\$ -	
		Naples Awards	Plaque G Fogg	4500229702		\$ 76.50	\$ -	
		Shenandoah		4500228430	\$ 63,755.00	\$ 11,776.20	\$ 51,978.80	
		McShea		4500230766		\$ 1,400.00	\$ -	
8	OTHER CONTRACTUAL (639990)				\$ 66,900.00	\$ 16,752.70	\$ 56,288.80	\$ (6,141.50)
9	ELECTRICITY	FPL	Electricity	4700004874	\$ 15,000.00	\$ 10,829.57	\$ 7,390.43	\$ (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	\$ 125.00	\$ 375.00	\$ -
12	SPRINKLER SYSTEM	SiteOne	Irrigation Parts & Pumps	4500227396	\$ 1,500.00	\$ 2,506.06	\$ 193.94	\$ (1,200.00)
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		\$ 2,042.35	\$ 935.55	
17	OTHER MISCELLANEOUS (649990)				\$ 3,000.00	\$ 2,042.35	\$ 935.55	\$ 22.10
18	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
19	COPYING CHARGES	J.M. Todd	Copier CPC	4500227403	\$ 200.00	\$ 90.19	\$ 59.81	\$ 50.00
20	FERT HERB CHEM				\$ 600.00	\$ -	\$ -	\$ 600.00
21	OTHER OPERATING				\$ 300.00	\$ -	\$ -	\$ 300.00
22	OPERATING EXPENSES				\$ 255,412.12	\$ 64,289.06	\$ 121,080.66	\$ 70,042.40
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	COUNTY OVERHEAD				\$ 104,200.00	\$ -	\$ 97,775.84	\$ 6,424.16
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	\$ 64,289.06	\$ 218,856.50	\$ 2,591,066.56
31	FY-24 BUDGET GRAND TOTAL		= ALL REVENUES - ALL EXPENSES		\$ -	\$ 64,289.06	\$ (916,350.17)	\$ 852,061.11

**Forest Lakes M.S.T.U.
Fund 1626
May 7, 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 Increase

Total Available Balance	\$ 2,591,066.56
Plus Committed And Not Spent	\$ 64,289.06
Estimated Cash	\$ 2,655,355.62

Prepared 04.30.2024 ZS