

# FOREST LAKES

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

## AGENDA

**June 4, 2024**

- I. CALL TO ORDER**
- II. ATTENDANCE**
  - Advisory Committee:**
    - Greg Pollock – Chair (4/21/2026)**
    - Kathy Thomson – Vice Chair(4/21/2027)**
    - Patrick Bernal (4/21/2027)**
    - Marianne Fanning (4/21/2026)**
    - Jerry Norsic (4/21/2028)**
  - 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 – MAY 7, 2024**
- V. CONTRACTOR REPORTS**
  - A. Ground Zero Landscaping – Aaron Gross**
- VI. PROJECT MANAGERS REPORT – Dan Schumacher**
  - A. BUDGET REPORT**
  - B. MSTU Asset Management Review**
- VII. ONGOING BUSINESS**
  - A. Fountain Maintenance & Repairs**
  - B. Drainage Swales – Rip-Rap Data and Plats & Easements**
- VIII. NEW BUSINESS**
  - A. Lake 15 Wall**
  - B. Repaving Assessment**
  - C. Shopping Center Ficus Hedge**
- IX. COMMITTEE MEMBER COMMENTS**
- X. PUBLIC COMMENTS**
- XI. ADJOURNMENT**

### NEXT MEETING

**JULY 2<sup>ND</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

MAY 7, 2024

#### I. CALL TO ORDER

**Chair Pollock** 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

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

##### 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 Attendance

Jack Hedenstrom – Resident  
Deborah Hestrup – Resident  
Tom Kinniry – Quail Run GC  
Jerry Schroer – Resident  
Stacie Young – Resident

#### III. APPROVAL OF AGENDA

*Mr. Norsic moved to approve the May 7, 2024, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Ms. Fanning. Carried unanimously 4 - 0.*

#### IV. APPROVAL OF MINUTES – April 2, 2024

*Ms. Thomson moved to approve the minutes of the April 2, 2024, Forest Lakes MSTU Advisory Committee meeting as presented. Second by Mr. Norsic. Carried unanimously 4 - 0.*

#### V. CONTRACTOR REPORTS

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

**Mr. Gross** reported:

- The community landscaping is in good condition.
- Bougainvillea shrubs and annual flowers were fertilized.
- The plants and ferns along the fence on Woodshire Lane, across from Emerald Greens Condominiums, are doing well.
- Some invasive vines are encroaching on the rear fence.
- Irrigation is functioning as intended.

**Mr. Schumacher** noted:

Homeowner Landscape Maintenance

- The MSTU is not responsible for single-family home landscape maintenance.
- Options, or methods to enforce, edging the lawn area annually abutting the sidewalks will be researched.

Sign Maintenance

- The STOP sign at the intersection of Qual Forest and Forest Lakes Boulevards will be repaired and the boulder removed.

New Grounds Maintenance Multi-Year Contract

- A new multi-year contract for three (3) years with a two (2) year renewal option has been awarded to Ground Zerto Landscaping.
- The NORA (Notice of Recommended Award) challenge period has expired.
- An Executive Summary will be submitted to the Board of County Commissioners (BCC) for contract approval.

**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 May 7, 2024, prepared April 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 22, Operating Expense – Of the \$255,412 budgeted, \$64,289 is committed to existing Purchase Orders and \$121,080 is expended, leaving the remainder of \$70,042 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 \$64,289 and \$218,856 has been expended, leaving a remainder of \$2,591,066 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 to service under their existing contract until the new Grounds Maintenance contract is executed.
- Mettauer’s purchase order (PO) for lake weed control maintenance expires September 2024. A quote will be requested for service after that date.
- Shendandoah General Constructions’ invoice for a video inspection, storm drainpipe cleaning and repairs on Woodshire Lane has been approved. The duplicate Purchase Order entry in the May budget will be deleted.
- Simmonds Electrical will provide a cost quote to repair fourteen lamp outages.
- McShea Contracting installed 175 roadway pavement markers (RPM’s) with on Forest Lakes Blvd between Camelia and Eucalyptus Lanes.
- The Lake 15 retaining wall repair would be funded from the Reserves for Capital category.

**B. MSTU Asset Management Review**

**Mr. Schumacher** reported:

- The updated *Asset Management Plan* report to estimate life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance 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.
- The report, updated quarterly, will be presented to the Committee at a future meeting.

**C. Illegal Business Flyers**

**Mr. Schumacher** reported:

- Flyers soliciting landscape business were posted throughout the community.
- Code Enforcement does not have the authority to discipline the canvasser.
- The flyers can be voluntarily removed.

## VII. ONGOING BUSINESS

**Mr. Schumacher** reported:

### A. Fountain Maintenance and Repairs

#### Lake 14

- The two fountains have been reinstalled and activated.
- New spray nozzles have been ordered to create a consistent output of water.

#### 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) for a Kasco fountain will be solicited through the County's bid system, OpenGov.

### 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.
- ABB's recommendations will be evaluated and a Scope of Work (SOW) for the project distributed for bid.

## 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 is planned to be a like-kind vertical structure.
- The Scope of Work and Request for Quote (RFQ) is treated as a design build project.
- The bid solicitation was distributed to six County approved marine contractors under contract #19-7624. Two bids were received.
- Three bids are required to award a contract. Guidance is being sought from the Procurement Division to restructure and redistribute the bid package.
- Material deliveries will be staged in the Golf Course parking lot and equipment access will be coordinated with Mr. Burnham, Manager, Quail Run Golf Club.

- The project is anticipated to be scheduled after May 15, 2024, upon the issuance of a Purchase Order and the vendor's availability.

## **B. Repaving Assessment**

**Mr. Schumacher** reported:

- Forest Lakes roads that are registered in the County inventory are 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.
- Availability of data collected and input into the Cartegraph Asset Management system is expected beginning in September 2024.
- Meetings will be held with tree service companies for recommendations on tree maintenance in preparation for paving Woodshire Lane.
- An *Invitation to Bid* for the Woodshire Lane paving project is slated for fall of 2024 with work commencing early 2025.

### Roadway Maintenance

- Concrete, two valley gutters and two flumes on Forest Lakes Drive are dislodged and require repair. A Request for Quote has been solicited from Pavement Maintenance (PMI) to repair the area.
- An updated paving quote from county-contractor Preferred Materials, will be requested for entry into the Asset Management Report.

### Tree Roots

- Guidance will be sought from tree service companies 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) of an inch or more between two slabs.
- A quote will be secured to repair the slab(s) to ensure it is in conformance with the standard.

### Street Lamp Maintenance

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

## **IX. COMMITTEE MEMBER COMMENTS**

**Mr. Schumacher** reported:

### Sidewalk Maintenance Woodshire Lane

- Mud accumulates on the sidewalk area adjoining Woodshire Lane and the Pine Ridge Shopping Center.

MINUTES

- The cut-through is not an MSTU asset, however options for maintenance of the sidewalk area to enable pedestrians to traverse safely are being researched.

Landscaping Woodshire Lane

- Maintenance or replacement of the hedge between Woodshire Lane and the Pine Ridge Crossing Shopping Center was discussed in 2019 with the Facility Manager for Kite Realty at that time.
- Code Enforcement will inspect the hedge to determine if the condition constitutes a code violation.

**X. PUBLIC COMMENT**

Traffic Calming

- Jack Hedenstrom requested the installation of a crosswalk between Woodshire Lane and the recreational areas for safety purposes be considered at the June meeting.
- The Traffic Operations Division previously visited the site and determined the area does not qualify for a crosswalk.

**XI. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:50 A.M.*

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

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**Greg Pollock, 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:**

**JUNE 4, 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**  
**June 4, 2024**

FY-24	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1		MILLAGE COLLECTED & INTEREST		\$ (1,180,800.00)	\$ -	\$ (1,158,306.71)	\$ (22,493.29)
2		CARRY FORWARD		\$ (1,693,412.12)	\$ -	\$ -	\$ (1,693,412.12)
3		<b>ALL REVENUES</b>		<b>\$ (2,874,212.12)</b>	<b>\$ -</b>	<b>\$ (1,158,306.71)</b>	<b>\$ (1,715,905.41)</b>
	Agnoli, Barber & Brundage (ABB)	Stormwater Engineering	450022- - -	\$ 25,000.00	\$ -	\$ -	
4		ENG. FEES & OTHERS (631400)		\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
5	Collier County	Indirect Cost	Direct Pay	\$ 5,700.00	\$ -	\$ 5,700.00	\$ -
		P-card	TRX 5911-13		\$ -	\$ -	
	Ground Zero Landscaping	Tree Scaping			\$ -	\$ -	
		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		\$ 18,500.00	\$ 41,500.00	
7		OTHER CONTRACTUAL (634999)		\$ 103,700.00	\$ 18,500.00	\$ 41,500.00	\$ 43,700.00
	Mettauer Environmental	Aquatic Vegetation Control	4500223616		\$ 2,875.00	\$ 4,310.00	
	Mettauer Environmental	Lake Fountain Maintenance	4500228515		\$ 625.00	\$ -	
	Naples Awards	Plaque G Fogg	4500229702		\$ 76.50	\$ -	
	Shenandoah	Stormwater Pipe Scope & Clean - East	4500228430		\$ 11,776.20	\$ 51,978.80	
	McShea	Roadway Pavement Markers (RPMs)	4500230766		\$ 1,400.00	\$ -	
8		OTHER CONTRACTUAL (639990)		\$ 66,900.00	\$ 16,752.70	\$ 56,288.80	\$ (6,141.50)
9	FPL	Electricity	4700004874	\$ 15,000.00	\$ 10,476.83	\$ 7,743.17	\$ (3,220.00)
10	City of Naples	Water - Reclaimed Irrigation	4700004875	\$ 1,500.00	\$ 375.67	\$ 1,124.33	\$ -
11	Collier County	Insurance	Direct Pay	\$ 500.00	\$ 125.00	\$ 375.00	\$ -
12	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		\$ 1,418.65	\$ 1,559.25	
17		OTHER MISCELLANEOUS (649990)		\$ 3,000.00	\$ 1,418.65	\$ 1,559.25	\$ 22.10
18		OFFICE SUPPLIES		\$ 100.00	\$ -	\$ -	\$ 100.00
19	J.M. Todd	Copier CPC	4500227403	\$ 200.00	\$ 77.48	\$ 72.52	\$ 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>\$ 56,842.51</b>	<b>\$ 128,527.21</b>	<b>\$ 70,042.40</b>
23		PTNE STAFF & DIVISION OVERHEAD		\$ 70,300.00	\$ -	\$ 70,300.00	\$ -
24		PROPERTY APPRAISER		\$ 9,000.00	\$ -	\$ 6,355.58	\$ 2,644.42
25		TAX COLLECTOR		\$ 24,900.00	\$ -	\$ 24,239.86	\$ 660.14
26		<b>COUNTY OVERHEAD</b>		<b>\$ 104,200.00</b>	<b>\$ -</b>	<b>\$ 100,895.44</b>	<b>\$ 3,304.56</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>\$ 56,842.51</b>	<b>\$ 229,422.65</b>	<b>\$ 2,587,946.96</b>
31		<b>FY-24 BUDGET GRAND TOTAL</b>	<b>= ALL REVENUES - ALL EXPENSES</b>	<b>\$ -</b>	<b>\$ 56,842.51</b>	<b>\$ (928,884.06)</b>	<b>\$ 872,041.55</b>



**Forest Lakes M.S.T.U.  
Fund 1626  
June 4, 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**      **Increase**

<b>Total Available Balance</b>	<b>\$ 2,587,946.96</b>
<b>Plus Committed And Not Spent</b>	<b>\$ 56,842.51</b>
<b>Estimated Cash</b>	<b>\$ 2,644,789.47</b>

Prepared 05.28.2024 ZS