

# FOREST LAKES

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

## AGENDA

**July 2, 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 – JUNE 4**

**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**

**AUGUST 6<sup>TH</sup>, 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

**JUNE 4, 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 five was present.

#### **II. ATTENDANCE**

##### **Advisory Committee**

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

##### **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 Attendance**

Barbara Bell – Resident  
William Csogi – Resident  
Marlene DeRaeve – Resident  
Craig Frankel – Resident  
Jack Hedenstrom - Resident  
Rick Korb – Quail Run Golf Club  
John Ribes – Resident  
Stacie Young – Resident

#### **III. APPROVAL OF AGENDA**

*Ms. Thomson moved to approve the June 4, 2024, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Ms. Fanning. Carried unanimously 5 - 0.*

#### **IV. APPROVAL OF MINUTES – May 7, 2024**

*Ms. Fanning moved to approve the minutes of the May 7, 2024, Forest Lakes MSTU Advisory Committee meeting as presented. Second by Mr. Norsic. Carried unanimously 5 - 0.*

#### **V. CONTRACTOR REPORTS**

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

**Mr. Gross** reported:

- The community landscaping is in good condition.
- Seasonal flower plantings will be monitored for heat stress.
- Areca Palms were pruned.
- Invasive vines encroaching on the southeast fence were cleared.
- Irrigation is functioning as intended.

**Mr. Schumacher** noted:

Landscape Maintenance

- Vegetation debris was removed from the end of Camelia Lane and Lake 5 outfall toward the Gordon River Canal.

Grounds Maintenance Multi-Year Contract

- Ground Zero Landscaping's multi-year contract for three (3) years with a two (2) 1-year renewal options is on the June 25, 2024 Board of County Commissioners (BCC) Agenda for 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 June 4, 2024, prepared May 28, 2024.*

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

- Purchase Orders
  1. City of Naples – reclaimed irrigation water.
  2. FPL – electricity.
  3. Agnoli, Barber & Brundage (LJA) – engineering services.
  4. Ground Zero Landscaping – grounds maintenance
    - a. Incidentals – landscape materials and refurbishment.
    - b. Maintenance – regular landscape, swales & irrigation maintenance.
  5. Hart's Electrical – lamp pole #106 replacement.
  6. McShea – roadway pavement markers (rpm's)
  7. Mettauer Environmental – lake weed control and aerator maintenance.
  8. Mettauer Environmental – lake fountain maintenance.
  9. Premier Staffing – transcription services.
  10. Shenandoah General Construction – stormwater pipe scoping & cleaning.
  11. Simmonds Electrical – lighting & general electrical services.
  12. 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, \$56,842 is committed to existing Purchase Orders and \$128,527 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, \$100,895 has been transferred and a balance of \$3,304 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 \$56,842 and \$229,422 has been expended, leaving a remainder of \$2,587,946 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. A review of the SAP system indicates the new company has been established as a County vendor.
- New Purchase Orders for maintenance and incidentals will be issued to Ground Zero Landscaping upon BCC approval of the new multi-year contract. The current Purchase Orders will be closed pending receipt and payment of invoices pertaining to the prior contract.
- Mettauer’s contract for lake vegetation 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 paid.
- McShea Contracting invoice for installation of 175 roadway pavement markers (RPM’s) on Forest Lakes Boulevard between Eucalyptus and Camelia Lanes will be paid.
- The Purchase Order for Hart’s Electrical will be closed out.
- Simmonds Electrical provided a cost quote to repair up to thirty-five lamp outages, fourteen of which are confirmed.
- The Lake 15 retaining wall repair will be funded from the Reserves for Capital category.

FY-25 Budget Process

- The FY-25 budget process is typically finalized in July of the current fiscal year.
- The millage rate of 4.00 per \$1,000 of Ad Valorem taxable value will be continued in FY-25 and subsequently reviewed again for FY-26.
- The Fiscal Year 2025 budget is effective October 1, 2024.

**B. MSTU Asset Management Review – Rev 1**

**Mr. Schumacher** reported:

- The *Capital Asset Plan* report, dated June 4, 2024, to estimate service life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance, was presented to the Committee.
- Assets include roadway pavement, stormwater drainage swales & structures, landscaping & irrigation, lake fountains & weed control, seawalls, sidewalks & lighting, and fencing.
- Maintenance and repair estimates through 2028 total \$2,140,995. The primary expenditures are attributed to roadway paving and lake retaining wall replacements.

- The data is provided to the Office of Budget Management (OMB) to assist with budget planning and justification for the MSTU millage rate.

**C. Lake Wall 15**

**Mr. Schumacher** reported:

A Request for Quote (RFQ) for bid solicitation for repair of the Lake #15 bulkhead was issued to six

County approved marine contractors under contract #19-7624.

- The RFQ was structured as a design-build project.
- Two bids were received. Three bids are required to award a contract.
- Additionally, the bids received were too dissimilar for equal comparison.
- As a result, the procurement process will be reset in two phases; the first for Design and second for Construction.
- 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 time frame is third or fourth quarter 2024.

**VII. ONGOING BUSINESS**

**Mr. Schumacher** reported:

**A. Fountain Maintenance and Repairs**

Lake 14

- With new replacement spray nozzles obtained under warranty, the two fountains have been reinstalled and activated.
- The nozzles, to be installed in June, will create a consistent pattern of water.

Lake 9

- A Request for Quote (RFQ) based on time and materials will be issued to procure a new replacement aerator fountain.

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

**Mr. Schumacher** reported:

- He will contact ABB to obtain an updated quote for services, process a Work Order and schedule the project timeline.
- 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 locations and confirmation of easement and property lines in select areas.
- The report will enable an objective evaluation of the golf course swale areas which need to be reconfigured.

**VIII. NEW BUSINESS**

**A. 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. The information will be used to evaluate the pavement so the County may plan and manage the maintenance and rehabilitation of the roadway network.
- Availability of data collected and input into the Cartegraph Asset Management system is expected in September 2024.
- Preferred Materials recommended the cost estimate for paving be increased 15% from the quote provided and recorded in the Asset Management Plan in 2020.
- A 1.5-inch leveling course of asphalt will be installed to conform to the County standard and extend the life of the roadways. One roadway per year will be considered for paving.
- An *Invitation to Bid* for the Woodshire Lane paving project is anticipated for fall of 2024 with work commencing early 2025.

### **B. Shopping Center Ficus Hedge**

**Mr. Schumacher** reported:

- Two complaints have been filed with Code Enforcement division concerning the poor, insufficient condition of The Crossings shopping center's screening hedge along Woodshire Blvd, the east boundary of the community.
- Code Enforcement has inspected the hedge and determined the condition constitutes a code violation.
- Both responsible parties have been notified of the required \_\_\_\_\_.

### **IX. COMMITTEE MEMBER COMMENTS**

None

### **X. PUBLIC COMMENT**

#### Traffic Calming

- Jack Hedenstrom of the Woodshire Villa condominiums requested installation of a crosswalk on Woodshire Lane, between the condominium's units and swimming pool area across the street for safety purposes.
- He provided a site plan of the area and the proposed crossing.
- Previously the county Traffic Operations Division (TOD) engineering visited the site and determined the area does not meet the national MUTCD\* criteria for a crosswalk based on insufficient automobile and pedestrian traffic volumes.
- TOD recommended that landscaping trees and foliage in the vicinity of and approaching the three condominium driveways be pruned-back to provide sufficient line-of-sight visibility.
- Discussion ensued with residents regarding MSTU guidelines, including signage and painting strips on the road.

*Mr. Schumacher will research possible avenues to address the concern and present his findings at a future meeting.*

\* Manual on Uniform Traffic Control Devices

**XI. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:54 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:**

**JULY 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**  
**July 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)	\$ -	\$ (1,191,863.30)	\$ 11,063.30
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>\$ (1,191,863.30)</b>	<b>\$ (1,682,348.82)</b>
		LJA Land Development (formerly ABE	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	\$ -
		P-card	Tree Scaping	TRX 5911-13		\$ -	\$ -	
		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		\$ 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		\$ 1,725.00	\$ 5,460.00	
		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		\$ -	\$ 1,561.60	
8	OTHER CONTRACTUAL (639990)				\$ 66,900.00	\$ 14,126.20	\$ 59,076.90	\$ (6,303.10)
9	ELECTRICITY	FPL	Electricity	4700004874	\$ 15,000.00	\$ 9,228.07	\$ 8,991.93	\$ (3,220.00)
10	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation	4700004875	\$ 1,500.00	\$ 375.67	\$ 1,124.33	\$ -
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		\$ 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	COPYING CHARGES	J.M. Todd	Copier CPC	4500227403	\$ 200.00	\$ 68.63	\$ 81.37	\$ 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>\$ 52,958.40</b>	<b>\$ 132,572.92</b>	<b>\$ 69,880.80</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	\$ -	\$ 24,740.93	\$ 159.07
26	<b>COUNTY OVERHEAD</b>				<b>\$ 104,200.00</b>	<b>\$ -</b>	<b>\$ 101,396.51</b>	<b>\$ 2,803.49</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>\$ 52,958.40</b>	<b>\$ 233,969.43</b>	<b>\$ 2,587,284.29</b>
31	<b>FY-24 BUDGET GRAND TOTAL</b>		= ALL REVENUES - ALL EXPENSES		<b>\$ -</b>	<b>\$ 52,958.40</b>	<b>\$ (957,893.87)</b>	<b>\$ 904,935.47</b>

**Forest Lakes M.S.T.U.  
Fund 1626  
July 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>\$ 2,587,284.29</b>
<b>Plus Committed And Not Spent</b>	<b>\$ 52,958.40</b>

<b>Estimated Cash</b>	<b>\$ 2,640,242.69</b>
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*Prepared 06.25.2024 ZS*

**Increase**