

FOREST LAKES

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

AGENDA

August 1, 2023

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2026)

George E. Fogg (4/21/2024)

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 – [JUNE 6, 2022](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#)

B. September 5th Meeting

VII. ONGOING BUSINESS

A. Traffic Signs

B. Drainage Swales

C. Stormwater

D. Perimeter Sidewalk Inspection

VIII. NEW BUSINESS

A. Lake 15 Wall Breach

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

SEPTEMBER 5TH, 2023 - 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 JUNE 6, 2023

I. CALL TO ORDER

Chair Fanning called the meeting to order at 10:00 A.M. A quorum of five was present.

II. ATTENDANCE

Advisory Committee	Marianne Fanning – Chair Greg Pollock – Vice Chair Patrick Bernal George Fogg Kathy Thomson
Staff	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 Jack Hedenstrom - Resident Paul Kaplowe – Resident Jerry Norsic - Resident Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Fogg moved to approve the June 6, 2023, Agenda of the Forest Lakes Roadway and Drainage MSTU as amended:

Add: VIII. New Business - B. Lake 9 and Lake 14 Fountains.

Second by Mr. Bernal. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – May 2, 2023

Mr. Pollock moved to approve the minutes of the May 2, 2023, 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 landscape is in good condition.
- Flowers were fertilized.
- Irrigation is functioning as intended.
- Debris will be removed from culvert pipe grates.

Mr. Fogg noted:

- The plants and ferns along the fence on Woodshire Boulevard, across from Emerald Greens Condominiums, continue to thrive.

VI. PROJECT MANAGERS REPORT

A. Budget Report

Forest Lakes MSTU Fund Budget 159 dated June 6, 2023

- The FY-23 Millage rate remains constant at 4.0000 mills.
- Current Ad Valorem Tax, Line 1, is \$1,034,200.00; an increase of 13.22% over FY-22.
- Transfers and Contributions, Line 11, are \$950,656.25; a carryover of unexpended FY-22 funds (minus 5%).
- Total Revenue, Line 12, is \$1,984,856.25, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
 - Agnoli, Barber & Brundage - Swales Survey Data Analysis.
 - Carter Fence – Fence Repairs.
 - Ground Zero Landscaping –
 - Incidentals are for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs and swale maintenance.
 - Hart’s Electrical – Electrical Maintenance & Repair.
 - Mettauier Environmental – Routine Lakes Maintenance and Repairs.
 - Premier Staffing – Transcription Services.
 - Shenandoah General Construction – Stormwater Pipe Cleaning.
 - SiteOne Landscape Supply – Irrigation Parts & Pumps.
- Operating Expense, Line 30, is budgeted at \$230,956.25; with current Commitments of \$59,590.49, Expenditures of \$94,745.74, and a Budget Remainder (unspent operating funds) of \$76,620.02.
- Transfer to the Property Appraiser, Line 31, in the amount of \$8,500.00, is for computation of MSTU Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 32, in the amount of \$23,500.00, is for collection of MSTU millage as part of the annual County tax bill, currently 4.0 mills.
- Transfer to Fund 111, Line 34, in the amount of \$63,300.00, is for MSTU Staff salaries and accrued County overhead related to MSTU operations.
- Reserves, Line 38, in the amount of \$1,658,600.00, designates two categories, Line 36, in the amount of \$1,258,600.00, for anticipated Maintenance and Capital projects in future fiscal years and Line 37, in the amount of \$400,000.00, for roadway paving.
- Total Budget, Line 39, lists FY-23 MSTU budgeted funds at \$1,984,856.25; with tabulated Commitments of \$59,590.49, Expenditures of \$185,509.02, and a Budget Remainder (total unspent funds) of \$1,739,756.74. The Budget amount of \$1,984,556.25 does not change during the fiscal year.

Mr. Schumacher noted:

- The current contract with Ground Zero Landscaping expires in 2024. Extension of the current contract for 180-days will be requested.
- The capital improvement reserve of \$1,658,600.00 consists of \$1,258,600.00 for general capital projects and \$400,000.00 allocated for roadway repaving.
- The FY-23 millage rate of 4.0000 is necessary to accumulate funds for maintenance of community assets, including roadway paving and drainage projects, etc. as identified in the annually updated Capital Asset Plan.
- A budget amendment to finance long-term projects, consistent with the MSTU ordinance, can be requested upon recommendation by the Advisory Committee for approval by the Board of County Commissioners (BCC).

- Funds not expended in FY-23 are carried forward into the FY-24 budget.
- Fund 159 is exclusive to the Forest Lakes MSTU and cannot be utilized by outside entities.

The Advisory Committee will review the Forest Lakes MSTU 4.0000 millage rate (\$4.00 per \$1,000.00 of taxable value) during the FY-25 budget planning cycle.

Asset Management Plan

- The *Asset Management Plan* report to identify life expectancies of community assets and corresponding expenditure projections to fund this maintenance was prepared on April 4, 2022.
- A review of roadway assets for which the MSTU is responsible and the estimated cost of paving these assets will be identified and the results reported to the Committee.
- The paving quote secured in spring 2022 will be presented at the August 2023 meeting.

B. July 4th Meeting

Mr. Fogg motioned to cancel the July meeting and reconvene August 1, 2023. Second by Mr. Pollock. Carried unanimously 5 – 0.

VII. ONGOING BUSINESS

A. Traffic Signs

Crosswalks

STATE LAW Yield (Symbol) TO Pedestrian (Symbol) WITHIN CROSSWALK sign, R1-6.

- Two diamond grade reflective “Pedestrian Yield” signs, twelve (12) by thirty-six (36) inch each, were installed on the existing signpost on Forest Lakes Boulevard at the Camelia Lane intersection.
- Two additional “Pedestrian Yield” signs will be installed at the crosswalk on Woodshire Lane, the intersection with Forest Lakes Boulevard, plus a third installed at the crosswalk on Quail Forest Boulevard (southbound) at the intersection with Forest Lakes Boulevard.

Mr. Schumacher will order three (3) Pedestrian Yield” signs.

B. Drainage Swales

• **Quail Run Golf Club**

- The County surveyed the riprap infall and outfall locations of lakes on Quail Run Golf Club on May 25, 2023.
- The tabulated data will be submitted to Agnoli, Barber & Brundage (ABB) for incorporation into the elevation survey maps prepared in 2022.
- ABB will evaluate the information and recommend action as necessary.

Mr. Schumacher will share the findings with the Committee at the August meeting.

- **Camelia Lane**

- Ground Zero Landscaping cleaned out the clogged drain adjacent to the Camelia Lane cul-de-sac on June 5, 2023, removing brush and debris impeding the flow of stormwater pumped to the Gordon River Canal.
- A quote will be sought from a County vendor to service the pump station on Forest Lakes Boulevard by Camelia Lane. Floats and electrical components will be checked to confirm the pump will activate as necessary.
- The item is a maintenance expense.

C. Perimeter Sidewalk Inspection

- Eight (8) sidewalk slabs in the community walkways pose a potential trip hazard. A “trip hazard” is defined as a variance of one-half (1/2) of an inch or more between two slabs.
- A request for repairs will be issued to the Road Maintenance Division.

VIII. NEW BUSINESS

A. Lake 15 Wall Breach

Mr. Schumacher has prepared a Scope of Work (SOW) for bid solicitation for repair of the Lake #15 bulkhead. He noted:

- A Scope of Work and Request for Quote (RFQ) for an in-kind replacement will be drafted, in consultation with Procurement Division.
- The contract may be awarded in September and the project will be initiated based on the vendors’ availability.
- The project schedule will be coordinated with Mr. Burnham, Manager, Quail Run Golf Club.

Lake 9 and Lake 14 Fountains

- Hart’s Electrical inspected the electrical circuits to two (2) fountains on Lake 14 and one (1) fountain on Lake 9 and determined the malfunction was not electrical.
- **Mr. Schumacher** will request Mettauer Environmental to inspect the equipment to determine what repairs are needed.

Staff Update

Former and Current PTNE Directors

Michelle Arnold, former PTNE Division Director, retired March 31, 2023. **Brian Wells** is the new PTNE Director, having assumed the duties May 22nd this year.

Former and Current MSTU Project Manager

Harry Sells, MSTU Project Manager, retired April 1, 2023 (“Quit on April Fools Day,” as he put it.). **Judith Sizensky**, previously a Grants Coordinator with Collier County, has assumed the MSTU Project Manager position from Mr. Sells.

New PTNE staff member

Keyla Castro has joined PTNE as an Operations Support Specialist.

IX. PUBLIC COMMENTS

Mr. Schumacher noted that a “No Right Turn” sign on eastbound Pine Ridge Road approaching Woodshire Lane is not feasible, per guidance from Traffic Operations Division.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:40 A.M.

NEXT MEETING:

**AUGUST 1, 2023 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34105
(239) 261-5497**

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Marianne Fanning, Chair

The Minutes were approved by the Committee on _____, 2023 as presented _____, or as amended _____.

FOREST LAKES M.S.T.U.
Fund 162600000
August 1, 2023

	FY-23	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
1	CUR AD VALOREM TAX				\$ (1,031,200.00)	\$ -	\$ (983,255.00)	\$ (47,945.00)
2	OVERNIGHT INTEREST				\$ -	\$ -	\$ -	\$ -
3	INVESTMENT INTEREST				\$ (3,000.00)	\$ -	\$ (19,527.58)	\$ 16,527.58
4	INTEREST TAX COLL.				\$ -	\$ -	\$ (701.90)	\$ 701.90
5	REVENUE STRUCTURE				\$ (1,034,200.00)	\$ -	\$ (1,003,484.48)	\$ (30,715.52)
6	TRANS FROM 259				\$ (38,500.00)	\$ -	\$ -	\$ (38,500.00)
7	TRANSFER FROM PROPERTY APPR.				\$ -	\$ -	\$ -	\$ -
8	CARRY FORWARD GENERAL				\$ (912,800.00)	\$ -	\$ -	\$ (912,800.00)
9	CARRY FORWARD OF ENCUMB AMT				\$ (51,256.25)	\$ -	\$ -	\$ (51,256.25)
10	NEG 5% EST REV				\$ 51,900.00	\$ -	\$ -	\$ 51,900.00
11	TRANSFERS & CONTRIB				\$ (950,656.25)	\$ -	\$ -	\$ (950,656.25)
12	TOTAL REVENUE				\$ (1,984,856.25)	\$ -	\$ (1,003,484.48)	\$ (981,371.77)
		Agnoli Barber & Brundage	Swales Data Analysis	4500217841		\$ 203.50	\$ 2,393.00	
13	ENGINEERING FEES				\$ 27,596.50	\$ 203.50	\$ 2,393.00	\$ 25,000.00
14	INDIRECT COST REIMBURS	Collier County		Direct Pay	\$ 4,200.00	\$ 2,100.00	\$ 2,100.00	\$ -
15	LANDSCAPE INCIDENTALS	Ground Zero	Landscape Incidentals	4500220483	\$ 10,000.00	\$ 6,000.00	\$ -	\$ 4,000.00
		Ground Zero	Grounds Maintenance	4500220483	\$ 75,000.00	\$ 18,390.00	\$ 41,610.00	\$ 15,000.00
		Harts Electrical	Electrical Work	4500220484		\$ 388.41	\$ -	
		Amazon		Pcard		\$ -	\$ 25.98	
16	OTHER CONTRACTUAL				\$ 83,659.75	\$ 75,000.00	\$ 18,778.41	\$ 41,635.98
		Amazon	Padlocks	PCARD 5514-86		\$ -	\$ 30.99	
		Mettauer Environmental	Routine Lakes Maintenance	4500221198		\$ 375.00	\$ 2,625.00	
		Shenandoah General Construction	Stormwater Pipe Scope & Clean	4500219256		\$ 45.55	\$ 38,959.20	
		Mettauer Environmental	Aerators Maintenance	4500222918		\$ -	\$ 475.55	
		Carter Fence	Chain Link Fence Repairs	4500223043		\$ -	\$ 2,100.00	
		Mettauer Environmental	ATF	4500223590		\$ -	\$ 8,245.86	
		Mettauer Environmental	Returned for ATF	4500213930		\$ 475.55	\$ (8,767.03)	
		Mettauer Environmental	Monthly Maintenance	4500223616		\$ 8,050.00	\$ 2,875.00	
		NATIONAL TRAFFIC SIGNS IN	Traffic Signage	Pcard 5703-3		\$ -	\$ 112.21	
		Lowe's	Safety Markings	Pcard 5703-54		\$ -	\$ 9.98	
17	OTHER CONTRACTUAL				\$ 83,659.75	\$ 8,946.10	\$ 46,666.76	\$ 28,046.89
18	ELECTRICITY	FPL	Electricity	4700004741	\$ 15,000.00	\$ 4,443.56	\$ 10,756.44	\$ (200.00)
19	WATER AND SEWER	City of Naples	Reclaimed Water	4700004742	\$ 1,500.00	\$ 526.15	\$ 973.85	\$ -
20	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 400.00	\$ 100.00	\$ 300.00	\$ -
		SiteOne Landscape Supply	Irrigation Parts	4500220460		\$ 263.78	\$ 236.22	
21	SPRINKLER SYSTEM MAINT.				\$ 1,500.00	\$ 263.78	\$ 236.22	\$ 1,000.00
22	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	LIGHTING MAINTENANCE Cont.	Amazon	Lighting Photo Cells	PCARD 5515-22	\$ -	\$ -	\$ 76.67	\$ (76.67)
		Hart's Electrical Inc.	Electrical Repairs	4500220484		\$ 1,816.55	\$ 3,383.45	
23	LIGHTING MAINTENANCE				\$ 5,000.00	\$ 1,816.55	\$ 3,383.45	\$ (200.00)
24	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing	Transcriptionist	4500220496		\$ 960.35	\$ 1,827.65	
25	OTHER MISCELLANEOUS				\$ 3,000.00	\$ 960.35	\$ 1,827.65	\$ 212.00
26	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00

FOREST LAKES M.S.T.U.
Fund 162600000
August 1, 2023

	FY-23	Vendor	Item	PO#	Budget	Commitments	Expenditures	Budget Remainder
27	COPYING CHARGES	JM Todd	Monthly CPC (shared)	4500221236	\$ 200.00	\$ 62.19	\$ 137.81	\$ -
28	FERT HERB CHEM			PCARD 5515-25	\$ 500.00	\$ -	\$ 236.22	\$ 263.78
29	OTHER OPERATING SUPPLIES				\$ 300.00	\$ -	\$ -	\$ 300.00
30	OPERATING EXPENSE				\$ 230,956.25	\$ 44,200.59	\$ 110,724.05	\$ 76,031.61
31	TRANS FROM FUND 159 TO PROPERTY APPRAISER				\$ 8,500.00	\$ -	\$ 7,943.53	\$ 556.47
32	TRANS FROM FUND 159 TO TAX COLLECTOR				\$ 23,500.00	\$ -	\$ 21,665.10	\$ 1,834.90
33	TANSFERS CONST				\$ 32,000.00	\$ -	\$ 29,608.63	\$ 2,391.37
34	TRANS FROM FUND 159 TO FUND 111		Reimbursement for Staff Support		\$ 63,300.00	\$ -	\$ 63,300.00	\$ -
35	TRANSFERS				\$ 63,300.00	\$ -	\$ 63,300.00	\$ -
36	RESERVES FOR CAPITAL				\$ 1,658,600.00	\$ -	\$ -	\$ 1,658,600.00
37					\$ -	\$ -	\$ -	\$ -
38	RESERVES				\$ 1,658,600.00	\$ -	\$ -	\$ 1,658,600.00
39	TOTAL EXPENDITURES				\$ 1,984,856.25	\$ 44,200.59	\$ 203,632.68	\$ 1,737,022.98

132,933,552	FY-12 Final Taxable Value
129,715,669	FY-13 Oct Taxable Value
129,977,881	FY-14 Oct Taxable Value
140,171,072	FY-15 Oct Taxable Value
152,711,783	FY-16 Oct Taxable Value
165,722,702	FY-17 Oct Taxable Value
190,428,196	FY-18 Oct Taxable Value
202,132,375	FY-19 Oct Taxable Value
210,299,015	FY-20 Oct Taxable Value
219,999,549	FY-21 Oct Taxable Value
227,701,198	FY-22 Oct Taxable Value
\$257,799,765	FY-23 Adopted Taxable Value
13.22%	Adj. FY-22 to FY-23

Prepared on: 7/24/2023

FY-23 Adopted Millage & Tax Dollars		
	FY-23	FY-22
Millage:	4.0000	4.0000
Tax Dollars:	\$1,031,199	\$910,805

4.0 mill cap
+ \$120,394 13.22%