

FOREST LAKES

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

AGENDA

August 5, 2025

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:

Ellen Sheffey – Director, PTNE (Interim)
Dan Schumacher – MSTU Project Manager

Contractor(s):

Aaron Gross – Ground Zero Landscaping

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES – JUNE 3, 2025

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. BUDGET REPORT

B. Ordinance Amendment –

- **August 12th BCC Agenda Item for Approval**
 - **Lake 15 Wall Replacement**
 - **Lakes Rip-Rap Replenishment**

C. September Committee Meeting Date

VII. ONGOING BUSINESS

A. Shopping Center Screening – Fence & Riprap Berm

B. Sidewalk Light Poles –

- **Lamp Replacements**
- **Pole #33 Replacement (Woodshire Ln)**

VIII. NEW BUSINESS

IX. COMMITTEE MEMBER COMMENTS

X. PUBLIC COMMENTS

XI. ADJOURNMENT

NEXT MEETING

SEPTEMBER 2ND, 2025 - 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 3, 2025

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
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 Attendees

Barbara Bell – Resident
Doug Burnham – General Manager, Quail Run GC
Jack Hedenstrom – Resident
Deborah Hestrup – Resident
Tom Kinnery – Quail Run GC
Stacie Young – Resident

III. APPROVAL OF AGENDA

Vice Chair Thomson moved to approve the June 3, 2025, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Mr. Norsic. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – May 6, 2025

Vice Chair Thomson moved to approve the minutes of the May 6, 2025, Forest Lakes MSTU Advisory Committee meeting as amended:

- *Page 3 Project Manager's Report, Committee Discussion: Property Tax Pie Chart*, prepared by Stacie Young: estimated percentage allocation of Property Taxes per household indicates MSTU assessed taxes are 28% of the total.
...,” to *Property Tax Pie Chart*, prepared by **Kathy Thomson**: estimated percentage allocation of Property Taxes per household indicates MSTU assessed taxes are 28% of the total ...).

Second by Mr. Bernal. Carried unanimously 4 – 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Landscaping is well trimmed and in good condition.
- Seasonal annuals will be planted at the entrance.
- Trees with limbs encroaching on lamp poles will be pruned back.
- Plants and shrubs were sprayed with insecticide, as necessary.

Mr. Schumacher distributed the WeatherTRAK Single Controller Measured Usage History report which records irrigation system function detailing water usage, including actual and estimated consumption, by site, controller, and station. The system is performing well.

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 3, 2025, prepared May 27, 2025.

Mr. Schumacher provided an overview of the budget highlighting:

Purchase Orders

1. City of Naples – reclaimed irrigation water.
2. DeAngelo Contracting/Tigris – Lake’s maintenance, aquatic vegetation control.
3. FPL – electricity.
4. Ground Zero Landscaping – grounds maintenance
 - a. Incidentals – landscape materials and refurbishment.
 - b. Maintenance – regular landscape, swales & irrigation maintenance.
5. Lake Doctors – lake fountain(s).
6. LJA Engineering – Engineering consulting services.
6. Pavement Maintenance – concrete sidewalk curbs.
7. Preferred Materials – Roadway repaving.
8. Premier Staffing – transcription services.
9. Simmonds Electrical – lighting & general electrical services.
10. SiteOne Landscape Supply – irrigation parts and pumps.

Budget Summary

1. Line 1, Revenue – Of the \$1,268,800 Millage assessed, \$1,260,109 has been collected, leaving an outstanding balance of \$8,690.
2. Line 2, Carry Forward – Unexpended Prior Year (2024) Funds 2,504,100.
3. Line 3, Revenue Total – A total of \$3,772,900.
4. Line 22, Operating Expense – Of the \$311,060 budgeted, \$174,413 is committed to existing Purchase Orders and \$94,544 is expended, leaving the remainder of \$32,102 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the \$108,500 budgeted, \$105,448 has been transferred and a balance of \$3,051 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 31, Capital Reserves’ total balance is \$3,353,200.
 - i. Reserves for Capital (29) – a balance of \$2,953,200 remains for improvement projects.
 - ii. Reserves for Roadway Paving (30) – a \$400,000 earmark.

7. Line 32, All Expenses – Of the \$3,772,900 budgeted, \$174,413 remains committed to existing Purchase Orders and \$210,122 has been expended, leaving \$3,388,364 available within budget for additional expenses as needed.
8. Line 33, FY-25 Budget Grand Total – budgeted Revenues (Line 3) and All Expenses (Line 32) are equal and cancel-out, \$174,413 remains committed to existing Purchase Orders, collected Revenues exceed Expenses by \$1,049,987 and \$875,573 are Unexpended.

General

1. MSTU Tax Rate: 4.0 Mills to maintain MSTU Roadways and Stormwater Drainage within the taxing district.
2. The Ad Valorem property tax value increased 7.65% for fiscal year 2025 over 2024 generating additional revenue of \$87,975.
3. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Mr. Schumacher noted:

- DeAngelo Contracting Services, LLC, the Lakes Maintenance/Aquatic Weed Control contractor, was acquired by Tigris. A new Purchase Order will be issued and services, including weed control, will be scheduled.
- A work order has been processed for LJA Engineering Services. Upon receipt, a Notice to Proceed with the survey required for the Woodshire Lane fence installation will be issued.
- Funds will be moved from Operating Expenses, Line 22, to Lighting Maintenance, Line 15 to fund streetlamp repairs by Simmonds Electrical.
- Roadway paving expenditures are defined as “repairs to existing assets.” A budget amendment will transfer the funds earmarked for roadway paving in the Capital Reserves category, Line 31, to the Other Contractual category, Line 8.

Fiscal Year 2026 MSTU Millage

Mr. Schumacher submitted the Committee’s recommendation to reduce the millage rate to 2.5000 mills for FY-26 to the Office of Management and Budget.

B. Ordinance Amendment

Mr. Schumacher reported:

- The County Attorney’s office advised that stormwater drainage on the Quail Run property are outside of the existing MSTU responsibilities, which specifically address only “roadway-related drainage.”
- An amendment to change the MSTU ordinance to broaden the scope of roadway related stormwater activities to include the golf course, walls and riprap, is required to address the issues.
- The County Attorney will review and provide an opinion on the proposed amendment.
- An “Executive Summary” will be written for consideration by the Board of County Commissioners (BCC).
- Upon a recommendation from the Advisory Committee, the amended Ordinance will be submitted to the BCC for approval.

Lake 15 Wall Replacement and Lake Riprap Replenishment

Lake wall replacement and riprap replenishment will be incorporated into the amended Ordinance being drafted permitting the MSTU to undertake repairs to the Quail Run Golf Club property.

C. Lakes Maintenance (Aquatic Vegetation Control)

Mr. Schumacher reported:

- Tigris Aquatic Services, formerly DeAngelo Contracting Services, treated all the lakes and riprap, including the lily pads (Lake #14) and the balloon (Lake #16), in Quail Run Golf Club for weed control.
- The next service is scheduled for June/July 2025.

Forest Lakes MSTU Projects

Mr. Schumacher provided a recap of projects currently underway:

<u>Rank</u>	<u>Vendor</u>	<u>Subject</u>	<u>Action</u>
1	LJA / ABB Fence	Woodshire Property Line	Survey
2	BCC Agenda	Lake #15 Wall Repair	Ordinance Change
3	Simmonds Ele	48 + Lamp Replacements	75 Bulbs In-stock
4	Carter Fence	Fence - Woodshire Equip & Install	Order Upon Survey
5	Simmonds Ele	Lamp Pole Replacement - Sternberg	RFQ
6	Preferred Materials	Rip-Rap Stone for Lake Perimeters	Ordinance & RFQ
7	Engr - Library-ST	Lake #15 Wall Repair	Design
8	Marine - Library	Lake #15 Wall Repair	RFQ & Award Installation
9	Outdoor Lighting	Entryway Low Volt Lighting	Quote & Repair*
10	LJA / ABB	Swales Data, Plats, & Easements	Data Analysis
11	Proj Mgr	Capital Asset Plan - FY25	Update

*E verification documentation is pending to establish the supplier as a County vendor.

VII. ONGOING BUSINESS**A. Shopping Center Screening – Survey & Fence**

Mr. Schumacher reported:

Fence Installation Woodshire Lane/Pine Ridge Crossing Shopping Center

- LJA Engineering submitted a proposal dated June 2, 2025, in the amount of \$2,301.00 to provide professional surveying services to stake the property line between the Crossings Shopping Center and the Forest Lakes Community boundary.
- A Purchase Order, anticipated week ending June 14th, will be issued to LJA Engineering to survey and mark the boundary.
- LJA will perform survey services within two weeks of receipt of the Purchase Order.
- Carter Fence Company provided an estimate dated May 30, 2025 in the amount of \$12,900.00, to install a galvanized fence, or \$15,025.00 for all black vinyl, extending from the existing fence running south of this area to The Crossings parking lot entrance off Woodshire Lane at the north end.
- Carter Fence Company will secure the required permit at a cost not to exceed \$650.00.
- Upon installation of the fence extension, Ground Zero Landscaping will install a low block paver wall (approximately 15-foot length) along the base of the fence and ravine, and lay sod to address erosion.

Mr. Norsic motioned to proceed with Carter Fence Company's installation of a black vinyl coated fence, Estimate #57657, dated May 30, 2025 in the amount of \$15,025.00, plus permitting cost, along the shared property line area between Woodshire Lane and the Pine Ridge Crossing Shopping Center upon completion of a survey by LJA Engineering. Second by Mr. Bernal. Carried unanimously 4 – 0.

B. Sidewalk Light Poles

Mr. Schumacher reported:

Lamp replacement

- Seventy-five GE brand High Pressure Sodium (HPS) bulbs will be ordered for lamp replacements on forty-eight poles at a cost of \$1,110.75.
- A request was sent to Simmonds Electrical to undertake the task of installing the bulbs.
- Additional quantities may be ordered to ensure inventory for future outages.
- A retrofit conversion option to replace the HPS lamps, which are being phased out with amber LED's, will be considered when an option becomes available.

Pole #33 Replacement (Woodshire Lane)

- Sternberg will provide a cost quote to install a replacement for pole #33.
- An accident report was obtained from the Sheriff's Office and an insurance claim filed with the County Risk Management Division.

Ms. Fanning joined the meeting at 10:30 A.M. A quorum of five was present.

VIII. NEW BUSINESS

A. Swale Vegetation – Forest Lakes Boulevard

Mr. Schumacher reported:

- The roadside swale fronting 1706 Forest Lakes Boulevard is cluttered with debris.
- Ground Zero Landscaping provided an estimate to clean out the debris.
- The swales effectiveness to alleviate roadside drainage will be evaluated during the rainy season after the debris is cleared.

IX. COMMITTEE MEMBER COMMENTS

None

X. PUBLIC COMMENTS

Mr. Burnham expressed his appreciation to the MSTU Committee Members and Staff for working with the QRGC to resolve drainage issues vital to the community. He hopes the repair of the Lake #15 wall, which has been a lengthy process, is undertaken shortly and looks forward to a continuation of partnership in the future.

Mr. Schumacher reported:

Entryway Lighting

- Upon receipt of E-Verify documentation, Outdoor Lighting Perspectives will be established as a County vendor and a Purchase Order will be issued to repair the landscape lighting on the entrance median.
- Fixture height will be determined with consideration given to an increase from the current position.
- An alternative vendor will be sourced if Outdoor Lighting Perspectives does not respond in a timely manner.

Entryway Construction

- Hotwire Communications laid conduit for telecommunication services along the sidewalk on Pine Ridge Road bordering the community entrance. Damaged grass was replaced with sod.

Woodshire Villas Code Complaint Update

Mr. Hedenstrom of Woodshire Villas reported a response was received to the Code Complaint filed with the County stating the hedge planted by Kite Realty Group on the shared property line with Pine Ridge Crossing does not conform to code specifications. The findings confirmed the hedge did not meet code requirements. He will forward the document to Mr. Schumacher.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:45 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Greg Pollock, Chair

The Minutes were approved by the Committee on _____, 2025 as presented _____, or as amended _____.

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

NEXT MEETING:

AUGUST 5, 2025 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497

Forest Lakes M.S.T.U.
Fund 1626
August 5, 2025

	FY-25	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1	MILLAGE COLLECTED & INTEREST		MSTU Revenues		\$ (1,268,800.00)	\$ -	\$ (1,307,902.75)	\$ 39,102.75
2	CARRY FORWARD		Unexpended Prior Year Funds		\$ (2,504,100.00)	\$ -	\$ -	\$ (2,504,100.00)
3	ALL REVENUES				\$ (3,772,900.00)	\$ -	\$ (1,307,902.75)	\$ (2,464,997.25)
4	ENG. FEES & OTHERS (631400)	LJA Engineering	Survey	TBD	\$ 14,860.00	\$ 2,301.00	\$ -	\$ 12,559.00
5	INDIRECT COST REIMBURSE	Collier County	Indirect Cost	Direct Pay	\$ 3,900.00	\$ -	\$ 3,900.00	\$ -
6	INTERDEPARTMENT PAYMENT	IGC#100474	30x30 Stop Sign @51 Forest Lakes Blvd			\$ -	\$ 50.75	\$ (50.75)
		Ground Zero Landscaping	Non-Bid Schedule Items	4500233638		\$ 2,280.00	\$ 720.00	
		Ground Zero Landscaping	Landscape Incidentals	4500233638		\$ 3,973.60	\$ 11,026.40	
7	LANDSCAPE INCIDENTALS (634990)				\$ 10,000.00	\$ 6,253.60	\$ 11,746.40	\$ (8,000.00)
		Ground Zero Landscaping	Grounds Maintenance	4500233638		\$ 14,617.00	\$ 51,383.00	
		Preferred Materials	Woodshire Ln Repaving	4500237693		\$ 97,219.38	\$ -	
		Preferred Materials	Forest Lakes Dr	4500237734		\$ 16,512.33	\$ -	
8	OTHER CONTRACTUAL (634999)				\$ 100,000.00	\$ 128,348.71	\$ 51,383.00	\$ (79,731.71)
		Mettauer Environmental	Lakes - Aquatic Vegetation Control	4500233643		\$ 100.00	\$ 2,875.00	
		Pavement Maintenance	Concrete Sidewalks, Curbs	4500233648		\$ 3,980.00	\$ 21,020.00	
		DeAngelo Contracting	Lakes - Aquatic Vegetation Control	4500238403		\$ 10,000.00		
9	OTHER CONTRACTUAL (639990)				\$ 140,600.00	\$ 14,080.00	\$ 23,895.00	\$ 102,625.00
10	ELECTRICITY	FPL	Electricity	4700005161	\$ 13,500.00	\$ 4,548.19	\$ 9,751.81	\$ (800.00)
11	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation	4700005192	\$ 3,000.00	\$ 1,802.04	\$ 1,197.96	\$ -
12	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 600.00	\$ 150.00	\$ 450.00	\$ -
13	SPRINKLER SYSTEM	SiteOne	Irrigation Parts & Pumps	4500235293	\$ 1,500.00	\$ 3,276.56	\$ 223.44	\$ (2,000.00)
14	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
		1000 Bulbs	HPS Lightpole Lamps	P-Card		\$ -	\$ 1,110.75	
		Simmonds Electrical	Electrical Services	4500233651		\$ 485.03	\$ 9,514.97	
15	LIGHTING MAINTENANCE (646451)				\$ 6,000.00	\$ 485.03	\$ 10,625.72	\$ (5,110.75)
16	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing	Transcription	4500234228		\$ 1,359.25	\$ 1,618.65	
17	OTHER MISCELLANEOUS (649990)				\$ 3,000.00	\$ 1,359.25	\$ 1,618.65	\$ 22.10
18	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
19	COPYING CHARGES	J.M. Todd	Copier CPC	4500234730	\$ 200.00	\$ 40.29	\$ 109.71	\$ 50.00
20	FERT HERB CHEM				\$ 500.00	\$ -	\$ -	\$ 500.00
21	OTHER OPERATING				\$ 300.00	\$ -	\$ -	\$ 300.00
22	OPERATING EXPENSES				\$ 301,060.00	\$ 162,644.67	\$ 114,952.44	\$ 23,462.89
23		Lake Doctors	Lake #9 Fountain Replacement	4500237453	\$ 10,140.00	\$ -	\$ 10,130.10	\$ 9.90
24	IMPROVEMENTS GENERAL (763100)				\$ 10,140.00	\$ -	\$ 10,130.10	\$ 9.90
25	PTNE STAFF & DIVISION OVERHEAD				\$ 72,600.00	\$ -	\$ 72,600.00	\$ -
26	PROPERTY APPRAISER				\$ 9,400.00	\$ -	\$ 9,208.79	\$ 191.21
27	TAX COLLECTOR				\$ 26,500.00	\$ -	\$ 26,419.19	\$ 80.81
28	COUNTY OVERHEAD				\$ 108,500.00	\$ -	\$ 108,227.98	\$ 272.02
29	RESERVES FOR CAPITAL				\$ 2,953,200.00	\$ -	\$ -	\$ 2,953,200.00
30	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
31	CAPITAL RESERVES				\$ 3,353,200.00	\$ -	\$ -	\$ 3,353,200.00
32	ALL EXPENSES				\$ 3,772,900.00	\$ 162,644.67	\$ 233,310.52	\$ 3,376,944.81
33	FY-25 BUDGET GRAND TOTAL		= ALL REVENUES - ALL EXPENSES		\$ -	\$ 162,644.67	\$ (1,074,592.23)	\$ 911,947.56

Forest Lakes M.S.T.U.
Fund 1626
August 5, 2025

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 Final Taxable Value	14.2%
\$316,450,549	FY 25 Gross Taxable Value	
7.65%	Adjustment FY 24 to FY 25	
	FY 25 Gross MSTU Revenue	FY 24
Millage	4.0000	4.0000
Tax Dollars	\$1,265,802	\$1,177,828

+7.0% Average

Total Available Balance	\$ 3,376,944.81
Plus Committed And Not Spent	\$ 162,644.67
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Estimated Cash	\$ 3,539,589.48

Prepared 07.28.2025 MV

4.0 mill cap	
\$87,975	Increase