

FOREST LAKES

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

AGENDA

August 27, 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 – July 2, 2024**
- V. CONTRACTOR REPORTS**
 - A. Ground Zero Landscaping – Aaron Gross**
- VI. PROJECT MANAGERS REPORT – Dan Schumacher**
 - A. BUDGET REPORT**
- VII. ONGOING BUSINESS**
 - A. Lake 15 Wall Replacement**
 - B. Lake 9 Fountain Replacement**
 - C. Drainage Swales – Rip-Rap Data and Plats & Easements**
 - D. Shopping Center Ficus Hedge & Fence**
- VIII. NEW BUSINESS**
 - A. Repaving Assessment**
 - B. Quail Run Lakes - Rip-Rap Replenishment**
- IX. COMMITTEE MEMBER COMMENTS**
- X. PUBLIC COMMENTS**
 - A. WOODSHIRE VILLA - TRAFFIC CALMING OPTIONS**
- XI. ADJOURNMENT**

NEXT MEETING

OCTOBER 1ST, 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

JULY 2, 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
Doug Burnham – Manager, QRG
Marlene DeRaeve – Resident
Deborah Hestrap – Resident
Rick Korb – Resident
John Ribes - Resident
Jerry Schroer – Resident
Bob Wiggins - Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Ms. Fanning moved to approve the July 2, 2024, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Ms. Thomson. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – June 4, 2024

Ms. Thomson moved to approve the minutes of the June 4, 2024, Forest Lakes MSTU Advisory Committee meeting as presented. Second by Ms. Fanning. Carried unanimously 5 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The community landscaping is in good condition.
- Seasonal flowers were planted at the entrance.
- Invasive vines encroaching on the rear fence were sprayed.
- Low hanging tree branches will be pruned.
- Irrigation is functioning as intended.

Mr. Schumacher noted:

Landscape Maintenance

- Vegetation debris clogging drainage grates due to storm activity will be cleared by Ground Zero Landscape.

Grounds Maintenance Multi-Year Contract

- Ground Zero Landscaping's multi-year contract for three (3) years with a two (2) year renewal option was approved by the Board of County Commissioners (BCC) on June 25, 2024.

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 July 2, 2024, prepared June 25, 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. LJA Land Development – engineering services.
 6. McShea – roadway pavement markers (rpm's)
 7. Mettauier Environmental – lake weed control and aerator maintenance.
 8. Mettauier 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, \$52,958 is committed to existing Purchase Orders and \$132,576 is expended, leaving the remainder of \$68,880 available within budget for additional operating expenses as needed.
 - e. Line 26, County Overhead – Of the \$104,200 budgeted, \$101,396 has been transferred and a balance of \$2,803 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 \$52,958 and \$233,969 has been expended, leaving a remainder of \$2,587,284 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 has been purchased by LJA Engineering, headquartered in Houston, TX. The new company has been established as a County vendor.
- New Purchase Orders for maintenance and incidentals will be issued to Ground Zero Landscaping. 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 has been paid.
- The Purchase Order for Hart’s Electrical will be closed out.
- A Notice-to-Proceed has been issued to Simmonds Electrical to repair perimeter lamp outages. The vendor is waiting for parts.
- The Lake 15 retaining wall repair will be funded from the Reserves for Capital category.

FY-25 Budget Process

- The budget planning 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

Mr. Schumacher reported:

- Vendor quotes have been requested to update the *Capital Asset Plan* report presented to the Committee at the June 2024 meeting.
- The report estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance.
- Assets include roadway pavement, stormwater drainage swales & structures, landscaping & irrigation, lake fountains & weed control, seawalls, sidewalks & lighting, and fencing.

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 create a consistent pattern of water.

Lake 9

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

B. Drainage Swales – Riprap Data and Plats & Easements

Mr. Schumacher reported:

- LJA Engineering will submit a quote for services, a work order will be issued and the project scheduled.
- The approved plans will incorporate recent survey data including riprap locations and easement/property lines.
- The report will enable an objective evaluation of the golf course swale areas which need to be reconfigured.
- LJA's recommendations will be evaluated and a Scope of Work (SOW) for the project distributed for bid.

Quail Run GC – MSTU Funds Request for Golf Course Renovation

Mr. Burnham reported:

- Roadway flooding occurs in the community during significant rain events, documented in videos taken during three June 2024 storm events.
- The Quail Run Golf Club (QRGC) is proposing a partnership with the MSTU during renovation of the golf course with the goal of increasing lake water retention and redirecting drainage.
- QRGC is requesting the MSTU allocate two million dollars for future golf course maintenance.
- The County Attorney evaluated the feasibility of the MSTU financially participating in projects with the QRGC in 2018 and advised that limited and specific expenditures within Quail Run Golf Club may potentially be considered for MSTU funding.
- Mr. Burnham requested an opportunity to meet with Jim Carr, LJA, to review viable solutions to reduce flooding in the community in conjunction with renovations to the golf course.

Mr. Schumacher will:

- Request an updated opinion from Road Maintenance and Stormwater Management to determine projects and remedies recommended to reduce flooding.

VIII. NEW BUSINESS**A. Lake 15 Wall**

Mr. Schumacher reported:

A Request for Quote for bid solicitation for repair of the Lake #15 bulkhead was distributed to six County approved marine contractors under contract #19-7624.

- The Scope of Work was reset in two phases: Design and Construction.
- The design process is moving forward.
- A request has been submitted for assignment of a structural engineering firm from the County library.
- A work order will be put together over the next few weeks.
- Proposals will be submitted to the Committee for approval.
- 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 will be scheduled based on the contractor's availability.

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. The information will be used to evaluate the pavement so the County may plan and manage the maintenance and rehabilitation of the roadway network.
- Input of the data collected 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 slated for fall of 2024 with work commencing early 2025.

C. Shopping Center Ficus Hedge

Mr. Schumacher reported:

- Two complaints were filed with the Code Enforcement division on May 9, 2024, concerning the insufficient condition of The Crossings shopping center's screening hedge along Woodshire Lane, the east boundary of the community.
- Code Enforcement inspected the hedge and determined the condition constitutes a code violation.
- Both parties identified in the complaint responded they are investigating the height requirement for the hedge.
- **He** has requested to be included in any meetings involving selection of a hedge species.

August 2024 Meeting Date

Chair Pollock motioned to move the Forest Lakes Roadway and Drainage MSTU meeting date from August 6, 2024, to August 27, 2024, and cancel the September 3, 2024, meeting date. Second by Mr. Bernal. Carried unanimously 5 – 0.

IX. COMMITTEE MEMBER COMMENTS

None

X. PUBLIC COMMENTS

Traffic Calming

- The Homeowners Association for Woodshire Villas has requested the installation of a crosswalk between Woodshire Lane and the recreational areas for safety purposes.
- Jerry Schroer submitted a photo of a raised crosswalk near Arthrex in North Naples for design consideration.
- Previously, the Traffic Operations Division (TOD) officials visited the site and determined the area does not meet the national Manual on Uniform Traffic Devises (MUTCD) criteria for a crosswalk based on insufficient automobile and pedestrian traffic volumes.
- TOD recommended the landscaping trees and foliage in the vicinity of and approaching the three condominium driveways be pruned back to provide sufficient line-of-sight visibility.
- Mr. Schroer requested the topic be added to the August 2024 Agenda.

Perimeter Sidewalk Maintenance

- Concrete slabs with a variance of one-half (1/2) of an inch or more between two slabs were ground down July 1, 2024.
- Replacement of two slabs is pending.

Gorden River Extension Debris

Residents should report trash accumulation blocking the weir to Collier 311.

Pine Ridge Road Traffic Light at Forest Lakes Blvd.

Residents should contact Collier 311 to request a time modification to the Pine Ridge Road traffic light turn signal entering the Forest Lakes community.

STOP Sign at Forest Lakes Blvd. and Wilshire Lane

Mr. Schumacher will consult with the Road Maintenance Division to determine if a STOP sign can be installed at the intersection of Forest Lakes Blvd. and Wilshire Lane and report his findings to the Committee.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:29 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 _____.

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

NEXT MEETING:

AUGUST 27, 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
Aug 27, 2024

FY-24	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available	
1	MILLAGE COLLECTED & INTEREST	MSTU Revenues		\$ (1,180,800.00)	\$ -	\$ (1,210,219.37)	\$ 29,419.37	
2	CARRY FORWARD	Unexpended Prior Year Funds		\$ (1,693,412.12)	\$ -	\$ -	\$ (1,693,412.12)	
3	ALL REVENUES			\$ (2,874,212.12)	\$ -	\$ (1,210,219.37)	\$ (1,663,992.75)	
	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	4500232195		\$ 10,000.00	\$ -	
		Ground Zero Landscaping	Landscape Incidentals	4500226908		\$ 1,186.49	\$ 4,813.51	
6	LANDSCAPE INCIDENTALS (634990)			\$ 10,000.00	\$ 11,186.49	\$ 4,813.51	\$ (6,000.00)	
	Ground Zero Landscaping	Grounds Maintenance	4500226908		\$ 5,433.00	\$ 47,530.00		
	Ground Zero Landscaping	Grounds Maintenance	4500232195		\$ 40,000.00	\$ 7,037.00		
7	OTHER CONTRACTUAL (634999)			\$ 103,700.00	\$ 45,433.00	\$ 54,567.00	\$ 3,700.00	
	Mettauer Environmental	Aquatic Vegetation Control	4500223616		\$ 575.00	\$ 6,610.00		
	JOHN MADER ENTERPRISES INC	Stormwater Pump Maintenance	4500232101		\$ 2,250.00	\$ 750.00		
	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	\$ 15,226.20	\$ 60,976.90	\$ (9,303.10)	
9	ELECTRICITY	FPL	Electricity	4700004874	\$ 15,000.00	\$ 7,240.94	\$ 10,979.06	\$ (3,220.00)
10	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation	4700004875	\$ 1,500.00	\$ 88.31	\$ 1,411.69	\$ -
11	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 500.00	\$ -	\$ 500.00	\$ -
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		\$ 1,032.55	\$ 1,959.35	
17	OTHER MISCELLANEOUS (649990)			\$ 3,000.00	\$ 1,032.55	\$ 1,959.35	\$ 8.10	
18	OFFICE SUPPLIES			\$ 100.00	\$ -	\$ -	\$ 100.00	
19	COPYING CHARGES	J.M. Todd	Copier CPC	4500227403	\$ 200.00	\$ 53.08	\$ 96.92	\$ 50.00
20	FERT HERB CHEM			\$ 600.00	\$ -	\$ -	\$ 600.00	
21	OTHER OPERATING			\$ 300.00	\$ -	\$ -	\$ 300.00	
22	OPERATING EXPENSES			\$ 255,412.12	\$ 87,376.63	\$ 151,168.69	\$ 16,866.80	
23	PTNE STAFF & DIVISION OVERHEAD			\$ 70,300.00	\$ -	\$ 70,300.00	\$ -	
24	PROPERTY APPRAISER			\$ 9,000.00	\$ -	\$ 8,451.80	\$ 548.20	
25	TAX COLLECTOR			\$ 24,900.00	\$ -	\$ 24,740.93	\$ 159.07	
26	COUNTY OVERHEAD			\$ 104,200.00	\$ -	\$ 103,492.73	\$ 707.27	
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	\$ 87,376.63	\$ 254,661.42	\$ 2,532,174.07	
31	FY-24 BUDGET GRAND TOTAL	= ALL REVENUES - ALL EXPENSES		\$ -	\$ 87,376.63	\$ (955,557.95)	\$ 868,181.32	

**Forest Lakes M.S.T.U.
Fund 1626
Aug 27, 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	\$ 2,532,174.07
Plus Committed And Not Spent	\$ 87,376.63
Estimated Cash	\$ 2,619,550.70

Prepared 08.21.2024 ZS