

FOREST LAKES

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

AGENDA

November 7, 2023

- I. CALL TO ORDER**
- II. ATTENDANCE**
Advisory Committee:
Marianne Fanning – Chair (4/21/2026) George E. Fogg (Resigned)
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 – OCTOBER 3**
- V. CONTRACTOR REPORTS**
 - A. Ground Zero Landscaping – Aaron Gross**
- VI. PROJECT MANAGERS REPORT – Dan Schumacher**
 - A. BUDGET REPORT**
 - B. Committee Vacancy**
- VII. ONGOING BUSINESS**
 - A. Lighting – Light Pole 106 Replacement**
 - B. Stormwater – Pipe Scope & Clean**
 - C. Drainage Swales – Rip-Rap Data and Plats & Easements**
 - D. Fountain Maintenance & Repairs**
- VIII. NEW BUSINESS**
 - A. Lake 15 Wall Breach**
- IX. PUBLIC COMMENTS**
- X. ADJOURNMENT**

NEXT MEETING

DECEMBER 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 OCTOBER 3, 2023

I. CALL TO ORDER

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

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair (04/21/26)

Greg Pollock – Vice Chair (04/21/26)

Patrick Bernal (04/21/27)

Kathy Thomson (04/21/27)

-Vacancy-

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 – GM Quail Run Golf Club

Jerry Norsic – Resident

Patrick Unrein – Quail Run Golf Club

Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Pollock moved to approve the October 3, 2023, Agenda of the Forest Lakes Roadway and Drainage MSTU. Second by Ms. Thomson. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – August 29, 2023

Mr. Bernal moved to approve the minutes of the August 29, 2023, meeting as presented. Second by Mr. Pollick. Carried unanimously 4 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The community landscape is well trimmed and in good condition.
- Bougainvillea Standards at the entrance are blooming.
- Newly planted bushes at the rear of the property and trees bordering the circle look good.
- Fertilizer will be applied in October in accordance with the schedule.
- The invasive vines on the fence bordering Naples Bath and Tennis Club were sprayed with herbicide.
- The golf course swales were mowed.

Mr. Schumacher noted:

- The irrigation system is working as intended.
- A quote will be solicited from Ground Zero Landscaping to flush cut the Sabal Palms abutting the exterior side of the fence on Woodshire Lane.

VI. PROJECT MANAGERS REPORT

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 October 3, 2023, prepared September 28, 2023.

- Purchase Orders
 1. Agnoli, Barber & Brundage – engineering, swales survey & data analysis.
 2. Carter Fence – fence repairs.
 3. Ground Zero Landscaping – grounds maintenance
 - a. Incidentals – landscape materials and refurbishment.
 - b. Maintenance – regular landscape, swales & irrigation maintenance.
 4. Hart’s Electrical – lighting & general electrical services.
 5. Mettauer Environmental – lake weed control and aerator maintenance.
 6. Premier Staffing – transcription services.
 7. Shenandoah General Construction – stormwater pipe scoping & cleaning.
 8. SiteOne Landscape Supply – irrigation parts and pumps.
- Budget Summary
 - a. Line 1, Ad Valorem Tax – Of the \$1,031,200 budgeted, \$983,255 has been collected and a balance of \$47,945 remains to collect.
 - b. Line 30, Operating Expense – Of \$230,956 budgeted, \$42,481 is committed on existing Purchase Orders and \$131,256 has been spent, leaving the remainder of \$57,220 available within budget for additional operating expenses as needed.
 - c. Line 33, Transfers Const – Of the \$32,000 budgeted, \$29,609 has been transferred and a balance of \$2,391 remains for transfer. (Property Appraiser & Tax Collector fees).
 - d. Line 35, Transfers – Of the \$63,300 budgeted, \$63,300 has been transferred and a balance of \$0 remains for transfer. (PTNE Staff & Overhead).
 - e. Line 38, Reserves – Of the \$1,658,600 budgeted, \$0 has been spent and a balance of \$1,658,600 remains. (Capital Expenditures).
 - f. Line 39, Total Expenditures – Of \$1,984,856 budgeted, \$48,901 is committed to existing Purchase Orders, with \$212,224 in total expenditures, leaving a remainder of \$1,723,730 available within budget as needed.
- General
 - a. MSTU Tax Rate: 4.00 Mills (0.4%) to maintain MSTU Roadways and Stormwater Drainage within the taxing district.
 - b. Funds not spent in FY-23 (fiscal year 2023) will be carried forward into FY-24.
 - c. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Mr. Schumacher noted:

- This is the last budget presented for 2023.
- Purchase Orders for FY-24 will be processed commencing October 2, 2023.

- Hart's Electrical Purchase Order will roll over to FY-24 to complete the replacement of Lamp Pole #106.
- Simmonds Electrical of Naples is the primary contractor for lighting and general electrical repairs in FY-24.
- The millage of 4.0000 per \$1,000.00 of Ad Valorem taxable value will be reviewed 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 assets for which the MSTU is responsible, and the estimated cost of paving roadway assets, will be identified and the results reported to the Committee at a future meeting.

B. Committee Vacancy

Mr. Schumacher reported the resignation of George Fogg for the committee, creating a vacancy on the Forest Lakes Roadway and Drainage MSTU Advisory Committee for the partial term through April 2024.

Interested parties can submit an application online at this link:

<https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>.

Applications are reviewed by the Committee at an upcoming monthly meeting for consideration to recommend approval of an applicant to the Board of County Commissioners (BCC).

Prior to the end of the partial term, the Committee seat will be reposted to receive applications for the next full term, from the current member or new applicants as well.

VII. ONGOING BUSINESS

A. Lighting

Pole 106 Replacement

Hart's Electrical provided a proposal in the amount of \$9,710.00 to supply and install a Sternberg LED fixture and pole, color black, to replace the original pole knocked down by a car accident. The project will be scheduled for late October.

B. Stormwater

Woodshire Lane Pipe Scope & Clean

The Committee approved Shenandoah General Construction's cost proposal in the amount of \$66,567.50 to video inspect and clean storm drainage pipes on Woodshire Lane. The proposal is a piggyback of Shenandoah's Broward College RFP-2018-167-EH Storm Drain Cleaning, Repairs and Maintenance Contract.

E Verify Certification has been received. The project will be scheduled on issuance of a Purchase Order.

C. Drainage Swales

Rip-Rap Data and Plats and Easements

Agnoli, Barber & Brundage, Inc.'s proposal to review and incorporate recent survey data of the Forest Lakes MSTU - Quail Run Golf Club swales into the plans prepared in 2022, was approved by the Committee on August 29, 2023.

Mr. Schumacher will coordinate a project schedule with ABB based on the proposal and request a Purchase Order to initiate the work.

D. Fountain Repairs

A quote has been requested from Mettauer Environmental to assess the condition and perform maintenance on the three MSTU-maintained lake fountains, one in Lake 9 and two in Lake 14 on Quail Run GC. Necessary repairs will be identified and quoted.

A PO will be requested October 1st.

VIII. NEW BUSINESS

A. Lake 15 Wall Breach

Preparation of an RFQ to repair of the Lake #15 bulkhead is in progress.

- An in-kind vertical wall replacement is planned.
- The project schedule and access for equipment will be coordinated with Quail Run Golf Club.

Grounds Maintenance Multi-Year Contract

Mr. Schumacher noted:

- The current contract with Ground Zero Landscaping expires in March 2024.
- An *Invitation to Bid (ITB)* for a new Grounds Maintenance contract for the MSTU will be prepared and submitted to Procurement Division..
- The contract is subject to approval of the Board of County Commissioners (BCC).

IX. PUBLIC COMMENTS

Turtle Lake Court

Mr. Schumacher reported that Turtle Lake Court is classified as an “internal private driveway” and is not an MSTU asset to maintain.

Asset Management Review

Mr. Schumacher will update the Asset Management Report in 2024.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:53 A.M.

<https://www.collierptne.com/wp-content/uploads/2020/12/Agenda-Backup-Forest-Lakes-10-03-23-Optimized.pdf>

MINUTES

NEXT MEETING:

**NOVEMBER 7, 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 1626

November 7, 2023

| | FY-24 | Vendor | Item | PO# | Budget | Commitments | Expenditures | Available |
|----|---------------------------------|---------------------------------|--------------------------------------|---------------|------------------------|------------------------|----------------------|------------------------|
| 1 | MILLAGE COLLECTED & INTEREST | | MSTU Revenues | | \$ 1,180,800.00 | \$ - | \$ - | \$ 1,180,800.00 |
| 2 | CARRY FORWARD | | Unexpended Prior Year Funds | | \$ 1,693,412.12 | \$ - | \$ 13,873.17 | \$ 1,679,538.95 |
| 3 | ALL REVENUES | | | | \$ 2,874,212.12 | \$ - | \$ 13,873.17 | \$ 2,860,338.95 |
| 4 | ENG. FEES & OTHERS | Agnoli, Barber & Brundage (ABB) | Stormwater Engineering | 450022- - - - | \$ 25,000.00 | \$ - | \$ - | \$ 25,000.00 |
| 5 | INDIRECT COST REIMBURSE | Collier County | Indirect Cost | Direct Pay | \$ 5,700.00 | \$ 5,700.00 | \$ - | \$ - |
| 6 | LANDSCAPE INCIDENTALS (634990) | Ground Zero Landscaping | Landscape Incidentals | 4500226908 | \$ 10,000.00 | \$ 6,000.00 | \$ - | \$ 4,000.00 |
| 7 | OTHER CONTRACTUAL (634999) | Ground Zero Landscaping | Grounds Maintenance | 4500226908 | \$ 103,700.00 | \$ 54,240.00 | \$ 5,760.00 | \$ 43,700.00 |
| | | Shenandoah | Stormwater Pipe Scope & Clean | 450022- - - - | | \$ - | \$ - | |
| 8 | OTHER CONTRACTUAL (639990) | | | | \$ 66,900.00 | \$ 74,092.50 | \$ - | \$ (7,192.50) |
| 9 | ELECTRICITY | FPL | Electricity | 4700004874 | \$ 15,000.00 | \$ 17,178.20 | \$ 1,041.80 | \$ (3,220.00) |
| 10 | WATER AND SEWER | City of Naples | Water - Reclaimed Irrigation | 4700004875 | \$ 1,500.00 | \$ 1,500.00 | \$ - | \$ - |
| 11 | INSURANCE GENERAL | Collier County | Insurance | Direct Pay | \$ 500.00 | \$ 500.00 | \$ - | \$ - |
| 12 | SPRINKLER SYSTEM | SiteOne | Irrigation Parts & Pumps | 4500227396 | \$ 1,500.00 | \$ 1,500.00 | \$ - | \$ - |
| 13 | MULCH | | | | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 |
| | | Hart's Electrical (FY23) | Light Pole Replacement | 4500220484 | | \$ 2,831.80 | \$ - | |
| | | Simmonds Electrical (FY24) | Electrical Services | 4500226938 | | \$ 5,000.00 | \$ - | |
| 14 | LIGHTING MAINTENANCE | | | | \$ 18,412.12 | \$ 7,831.80 | \$ 9,580.32 | \$ 1,000.00 |
| 15 | LICENSE & PERMITS | | | | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 |
| | | Premier Staffing | Transcription | 4500227887 | | \$ 2,977.90 | \$ - | |
| 16 | OTHER MISCELLANEOUS | | | | \$ 3,000.00 | \$ 2,977.90 | \$ - | \$ 22.10 |
| 17 | OFFICE SUPPLIES | | | | \$ 100.00 | \$ - | \$ - | \$ 100.00 |
| 18 | COPYING CHARGES | J.M. Todd | Copier CPC | 450022- - - - | \$ 200.00 | \$ 141.90 | \$ 8.10 | \$ 50.00 |
| 19 | FERT HERB CHEM | | | | \$ 600.00 | \$ - | \$ - | \$ 600.00 |
| 20 | OTHER OPERATING | | | | \$ 300.00 | \$ - | \$ - | \$ 300.00 |
| 21 | OPERATING EXPENSES | | | | \$ 255,412.12 | \$ 171,662.30 | \$ 16,390.22 | \$ 67,359.60 |
| 22 | PTNE STAFF & DIVISION OVERHEAD | | | | \$ 70,300.00 | \$ - | \$ - | \$ 70,300.00 |
| 23 | PROPERTY APPRAISER | | | | \$ 9,000.00 | \$ - | \$ 2,163.14 | \$ 6,836.86 |
| 24 | TAX COLLECTOR | | | | \$ 24,900.00 | \$ - | \$ - | \$ 24,900.00 |
| 25 | COUNTY OVERHEAD | | | | \$ 104,200.00 | \$ - | \$ 2,163.14 | \$ 102,036.86 |
| 26 | IMPROVEMENTS GENERAL | | | | \$ 2,114,600.00 | \$ - | \$ - | \$ 2,114,600.00 |
| 27 | CAPITAL PROJECTS | | | | \$ 2,114,600.00 | \$ - | \$ - | \$ 2,114,600.00 |
| 28 | ROADWAY REPAVING | | | | \$ 400,000.00 | \$ - | \$ - | \$ 400,000.00 |
| 29 | CAPITAL RESERVES | | | | \$ 400,000.00 | \$ - | \$ - | \$ 400,000.00 |
| 30 | ALL EXPENSES | | | | \$ 2,874,212.12 | \$ 171,662.30 | \$ 18,553.36 | \$ 2,683,996.46 |
| 31 | FY-24 BUDGET GRAND TOTAL | | = ALL REVENUES - ALL EXPENSES | | \$ - | \$ (171,662.30) | \$ (4,680.19) | \$ 176,342.49 |

FOREST LAKES M.S.T.U.

Fund 1626

November 7, 2023

| | | |
|--------------------------------|----------------------------------|---------------|
| 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 | 4.0000 |
| Tax Dollars \$1,177,828 | \$1,031,199 | |

+6.3% Average

4.0 mill cap
\$73,314

| | |
|-------------------------------------|------------------------|
| Total Available Balance | \$ 2,683,996.46 |
| Plus Committed And Not Spent | \$ 171,662.30 |

| | |
|-----------------------|------------------------|
| Estimated Cash | \$ 2,855,658.76 |
|-----------------------|------------------------|

Prepared on 10/30/23 ds

Increase