

# FOREST LAKES

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

## AGENDA

**December 5, 2023**

- I. CALL TO ORDER**
- II. ATTENDANCE**
  - Advisory Committee:**
    - Marianne Fanning – Chair (4/21/2026)      Kathy Thomson (4/21/2027)
    - Greg Pollock – Vice Chair (4/21/2026)      - Vacancy -
    - 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 – [NOVEMBER 7](#)**
- V. CONTRACTOR REPORTS**
  - A. Ground Zero Landscaping – Aaron Gross**
- VI. PROJECT MANAGERS REPORT – Dan Schumacher**
  - A. [BUDGET REPORT](#)**
  - B. Committee Vacancy**
  - C. January Meeting Date**
- VII. ONGOING BUSINESS**
  - A. Stormwater – Pipe Scope & Clean**
  - B. Fountain Maintenance & Repairs**
  - C. Drainage Swales – Rip-Rap Data and Plats & Easements**
- VIII. NEW BUSINESS**
  - A. Lake 15 Wall Breach**
- IX. PUBLIC COMMENTS**
- X. ADJOURNMENT**

### NEXT MEETING

**JANUARY 2<sup>ND</sup>, 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 NOVEMBER 7, 2023

#### I. CALL TO ORDER

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

#### II. ATTENDANCE

##### Advisory Committee

Marianne Fanning – Chair  
Greg Pollock – Vice Chair (Excused)  
Patrick Bernal  
Kathy Thomson  
Vacancy

##### Staff

Brian Wells – Director, PTNE (Excused)  
Dan Schumacher – Project Manager

##### Contractors

Rosio Garcia – Operations Coordinator (Excused)  
Aaron Gross - Ground Zero Landscaping  
Wendy Warren - Premier Staffing (Transcription)

##### Public Attendees

Doug Burnham – GM Quail Run Golf Club  
Paul Carletta - Resident  
Jerry Norsic – Resident  
Stacie Young – Resident

#### III. APPROVAL OF AGENDA

*Ms. Thomson moved to approve the November 7, 2023, Agenda of the Forest Lakes Roadway and Drainage MSTU. Second by Mr. Bernal. Carried unanimously 3 - 0.*

#### IV. APPROVAL OF MINUTES – October 3, 2023

*Mr. Bernal moved to approve the minutes of the October 3, 2023, meeting as presented. Second by Ms. Thomson. Carried unanimously 3 - 0.*

#### V. CONTRACTOR REPORTS

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

Mr. Gross reported:

- The community landscaping is in good condition.
- Front entrance plantings and shrubs were pruned.
- Tree canopies were lifted to improve sight line visibility on the sidewalks.
- The weir area on Camelia Lane was cleared of Areca Palm debris.
- Fertilizer was applied in October in accordance with the schedule.
- The invasive vines on the fence bordering Naples Bath and Tennis Club were sprayed with herbicide.
- Small Sabal Palms on the Naples Bath and Tennis Club side of the Woodshire Lane fence were pruned.

- Pruning of Royal Palm fronds and seed pods is not included in the Landscape Maintenance Contract.

**Mr. Schumacher** noted:

Grounds Maintenance Multi-Year Contract

- 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 posted and awarded to the lowest qualified bidder.
- The contract is subject to approval of the Board of County Commissioners (BCC).

## **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 November 7, 2023, prepared October 30, 2023.

- 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 – lighting & general electrical services.
  5. Mettauier Environmental – lake weed control and aerator maintenance.
  6. Mettauier Environmental – lake fountain maintenance.
  7. Premier Staffing – transcription services.
  8. Shenandoah General Construction – stormwater pipe scoping & cleaning.
  9. Simmonds Electrical – lighting & general electrical services.
  10. SiteOne Landscape Supply – irrigation parts and pumps.
- Budget Summary
  - a. Line 1, Ad Valorem Tax – \$1,180,800 is budgeted and remains to collect.
  - b. Line 2, Carry Forward – Unspent funds from previous fiscal years and retained within the MSTU, in the amount of \$1,693,412, \$13,873 has been expended; \$1,679,339 is available.
  - c. Line 3 – All Revenues – Of the \$2,874,212 budgeted, \$13.873 is expended; \$2,860.339 is available.
  - d. Line 21, Operating Expense – Of \$255,412 budgeted, \$171,662 is committed on MSTU-issued Purchase Orders and \$16,390 has been spent, leaving the remainder of \$67,360 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 25, County Overhead – Of the \$104,200 budgeted, \$2,163 has been transferred with a balance of \$102,037 to be assessed. (PTNE Staff & support, Property Appraiser & Tax Collector).
  - e. Line 27, Capital Projects – Of the \$2,114,600 budgeted, \$0 has been transferred, and a balance of \$2,114,600 remains available.
  - f. Line 29, Capital Reserves – \$400,000 of budgeted Capital funds are reserved specifically for roadway paving.

- f. Line 31, FY-24 Budget Grand Total – The zero-budget balance total reflects that Revenue funds have not been collected. Commitments to existing Purchase Orders are (\$171,662),
- g. Total Available Balance is \$2,683,996.

- General

- a. MSTU Tax Rate: 4.00 Mills (0.4%) to maintain MSTU Roadways and Stormwater Drainage within the taxing district.
- b. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

**Mr. Schumacher** noted:

- This is the first accurate budget for fiscal 2024.
- A Purchase Order has been requested for Agnoli, Barber & Brundage (ABB).
- The funds allocated to Ground Zero Landscaping will be expended until a new landscaping contract is awarded in 2024.
- The invoice received from Hart’s Electrical for light pole replacement will be processed.
- The Lake 15 retaining wall repair will be funded from the Improvements General category.
- 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:

An open seat is available on the Forest Lakes Roadway and Drainage MSTU Advisory Committee for the partial term through April 2024.

Individuals interested in membership on the Advisory Committee can submit Online Applications at <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 seat will be advertised to for the upcoming opening so interested individuals may apply to fill the vacancy.

**VII. ONGOING BUSINESS**

**Mr. Schumacher** reported:

**A. Lighting**

Pole 106 Replacement

- Hart's Electrical installed a Sternberg LED fixture and pole, color black, to replace the original pole knocked down by a car accident.
- A spare light cover is available in inventory.
- The light Lumen value will be evaluated to determine desirability for future replacements.

## **B. Stormwater**

### Woodshire Lane Pipe Scope & Clean

On approval of an extension to Shenandoah General Construction's Broward College RFP-2018-167-EH Storm Drain Cleaning, Repairs and Maintenance piggyback contract, a Purchase Order will be issued to video inspect and clean storm drainage pipes on Woodshire Lane.

## **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 the Quail Run Golf Course.
- On receipt of Workmen's Compensation Insurance Certification, a Purchase Order will be issued, and the work scheduled.

## **VIII. NEW BUSINESS**

### **A. Lake 15 Wall Breach**

A Scope of Work (SOW) for bid solicitation for repair of the Lake #15 bulkhead is in progress.

- The wall replacement will be a like-kind vertical structure.
- Stormwater staff suggested the Scope of Work and Request for Quote (RFQ) be treated as a design build project.
- Marine contractors consulted for the Lake 9 wall project will be invited to bid.
- The contract will be awarded, and the project initiated based on the vendor's availability.
- The project schedule targeted for May 2024 and access for equipment will be coordinated with Mr. Burnham, Manager, Quail Run Golf Club.

## **IX. PUBLIC and COMMITTEE COMMENTS**

**Mr. Schumacher** responded to inquiries:

### Roadway Paving

- The Road Maintenance Division is researching contractors to perform scientific evaluation of pavement conditions.

## MINUTES

- The Division was notified that Forest Lakes is interested in evaluation of their roadways as a test case and the area on Woodshire may be considered for the pilot program.
- The vendor would evaluate the community's roadways, recommend a paving topcoat or repaving, and an expected period for the work to commence.

### Reflective Pavement Markers (RPM)

Vehicles are encroaching on the northwest corner section of the sidewalk in the vicinity of Daisy Lane.

- The Road Maintenance Division reported RPM's are not the best warning device for vehicles.
- The standard application is "marking tape" which emits a rumbling noise when cars drive over it.
- The Division's expertise will be sought for correct installation of the tape.
- The community can revert to RPM's if it is determined the tape is not effective.

*Mr. Schumacher will contact the Road Maintenance Division for an update and report his findings at a future meeting.*

## X. ADJOURNMENT

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:35 A.M.*

## FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

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**Marianne Fanning, Chair**

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

<https://www.collierptne.com/wp-content/uploads/2020/12/Agenda-Backup-Forest-Lakes-11-07-23-Optimized.pdf>

### **NEXT MEETING:**

**DECEMBER 2, 2023 - 10:00 A.M.**  
**FOREST LAKES CONDO ASSOCIATION CLUBHOUSE**  
**1058 FOREST LAKES DRIVE**  
**NAPLES, FL 34105**  
**(239) 261-5497**

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**Forest Lakes M.S.T.U.**

**Fund 1626**

**December 5, 2023**

	<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	\$ -	\$ 251,638.14	\$ 929,161.86
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>\$ 251,638.14</b>	<b>\$ 2,622,573.98</b>
		Agnoli, Barber & Brundage (ABB)	Stormwater Engineering	450022- - - -	\$ 25,000.00	\$ -		
4	ENG. FEES & OTHERS				\$ 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	4500226908		\$ 6,000.00	\$ -	
6	LANDSCAPE INCIDENTALS (634990)				\$ 10,000.00	\$ 6,000.00	\$ -	\$ 4,000.00
		Ground Zero Landscaping	Grounds Maintenance	4500226908		\$ 49,470.00	\$ 10,530.00	
7	OTHER CONTRACTUAL (634999)				\$ 103,700.00	\$ 49,470.00	\$ 10,530.00	\$ 43,700.00
		Mettauer Environmental	Aquatic Vegetation Control	4500223616		\$ 5,750.00	\$ 1,150.00	
		Mettauer Environmental	Lake Fountain Maintenance	4500228515		\$ 625.00	\$ -	
		Shenandoah	Stormwater Pipe Scope & Clean	4500228430		\$ 63,755.00	\$ -	
8	OTHER CONTRACTUAL (639990)				\$ 66,900.00	\$ 70,130.00	\$ 1,150.00	\$ (4,380.00)
9	ELECTRICITY	FPL	Electricity	4700004874	\$ 15,000.00	\$ 16,100.78	\$ 2,119.22	\$ (3,220.00)
10	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation	4700004875	\$ 1,500.00	\$ 1,303.39	\$ 196.61	\$ (0.00)
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 (FY-23)	Electrical Services	4500220484		\$ 2,831.80	\$ 9,580.32	
		Simmonds Electrical (FY-24)	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	4500227901		\$ 2,606.65	\$ 371.25	
16	OTHER MISCELLANEOUS (649990)				\$ 3,000.00	\$ 2,606.65	\$ 371.25	\$ 22.10
17	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
18	COPYING CHARGES	J.M. Todd	Copier CPC	4500227403	\$ 200.00	\$ 131.09	\$ 18.91	\$ 50.00
19	FERT HERB CHEM				\$ 600.00	\$ -	\$ -	\$ 600.00
20	OTHER OPERATING				\$ 300.00	\$ -	\$ -	\$ 300.00
21	<b>OPERATING EXPENSES</b>				<b>\$ 255,412.12</b>	<b>\$ 161,273.71</b>	<b>\$ 23,966.31</b>	<b>\$ 70,172.10</b>
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	\$ -	\$ 6,948.03	\$ 17,951.97
25	<b>COUNTY OVERHEAD</b>				<b>\$ 104,200.00</b>	<b>\$ -</b>	<b>\$ 9,111.17</b>	<b>\$ 95,088.83</b>
26	RESERVES FOR CAPITAL				\$ 2,114,600.00	\$ -	\$ -	\$ 2,114,600.00
27	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
28	<b>CAPITAL RESERVES</b>				<b>\$ 2,514,600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000.00</b>
29	<b>ALL EXPENSES</b>				<b>\$ 2,874,212.12</b>	<b>\$ 161,273.71</b>	<b>\$ 33,077.48</b>	<b>\$ 2,679,860.93</b>
30	<b>FY-24 BUDGET GRAND TOTAL</b>		<b>= ALL REVENUES - ALL EXPENSES</b>		<b>\$ -</b>	<b>\$ (161,273.71)</b>	<b>\$ 218,560.66</b>	<b>\$ (57,286.95)</b>



**Forest Lakes M.S.T.U.**  
**Fund 1626**  
**December 5, 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%
<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 4.0000</b>		<b>4.0000</b>
<b>Tax Dollars \$1,177,828</b>		<b>\$1,031,199</b>

+6.3% Average

**4.0 mill cap**  
**\$146,628**

<b>Total Available Balance</b>	<b>\$ 2,679,860.93</b>
<b>Plus Committed And Not Spent</b>	<b>\$ 161,273.71</b>

<b>Estimated Cash</b>	<b>\$ 2,841,134.64</b>
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Prepared 11/28/23 GH

Increase