

FOREST LAKES

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

AGENDA

September 2, 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 – AUGUST 5, 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**

VII. ONGOING BUSINESS

A. Shopping Center Screening – Fence & Riprap Berm

B. Sidewalk Light Poles

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

VIII. NEW BUSINESS

A. Lake Fountain Maintenance

IX. COMMITTEE MEMBER COMMENTS

X. PUBLIC COMMENTS

XI. ADJOURNMENT

NEXT MEETING

OCTOBER 7TH, 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

AUGUST 5, 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 five were present.

II. ATTENDANCE

Advisory Committee

Greg Pollock – Chair
Kathy Thomson – Vice Chair
Patrick Bernal
Marianne Fanning
Jerry Norsic

Staff

Ellen Sheffey – Director, PTNE (Interim)
Dan Schumacher – Project Manager
Rosio Garcia – Operations Coordinator (Excused)

Contractors

Aaron Gross - Ground Zero Landscaping
Wendy Warren - Premier Staffing (Transcription)

Public Attendees

Doug Burnham – General Manager, QRGC
Karlene Carlquist - Resident
John Ribes – Resident
Jerry Schroer - Resident
Deborah Hestrup – Resident
Tom Kinnery - QRGC
Stacie Young – Resident

III. APPROVAL OF AGENDA

Vice Chair Thomson moved to approve the August 5, 2025, Agenda of the Forest Lakes Roadway and Drainage MSTU Advisory Committee. Second by Mr. Bernal. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – June 3, 2025

Vice Chair Thomson moved to approve the minutes of the June 3, 2025, Forest Lakes Roadway and Drainage MSTU Advisory Committee meeting as presented. Second by Mr. Norsic. Carried unanimously 5 – 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Landscaping is well trimmed and in good condition.
- Pentas planted at the entrance are doing well.
- Potato Vine encroaching the Ficus hedge was sprayed with herbicide and removed.
- Trees and shrubs with branches overhanging the sidewalk will be pruned.

- Brazilian Pepper trees on the southwest corner of Woodshire Lane, overhanging the fence, should be trimmed back.

Mr. Schumacher reported:

- Naples Bath and Tennis Club pruned the exotics in 2024 as a one-time service.
- Florida law states maintenance of vegetation is the responsibility of the property owner upon which it encroaches.
- A quote will be requested from Ground Zero Landscaping and/or a County contractor, for removal of the hanging branches.

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 August 5, 2025, prepared July 28, 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, \$1,307,902 has been collected, a surplus of \$39,102.
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 \$301,060 budgeted, \$162,644 is committed to existing Purchase Orders and \$114,952 is expended, leaving the remainder of \$23,462 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the \$108,500 budgeted, \$108,227 has been transferred and a balance of \$272 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 (Line 29) – a balance of \$2,953,200 remains for improvement projects.
 - ii. Reserves for Roadway Paving (Line 30) – a \$400,000 earmark.
7. Line 32, All Expenses – Of the \$3,772,900 budgeted, \$162,644 remains committed to existing Purchase Orders and \$233,310 has been expended, leaving \$3,376,944 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, \$162,644 remains committed to existing Purchase Orders, collected Revenues exceed Expenses by \$1,074,592 and \$911,947 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:

- The perimeter sidewalk will be reviewed to and identify trip hazard areas requiring repair/replacement.

B. Ordinance Amendment

Mr. Schumacher distributed a portion of the proposed Amendment to Section One of Ordinance 91-107. The item is on the Board of County Commissions Agenda for approval August 12, 2025. He noted:

- The Unit hereby created and established is for the purpose of providing new and replacement MSTU assets and services for the function, improvement, maintenance, and safety of:
 - A. Roadways - construction, restoration, paving, street and traffic control signage, striping and markings, and associated roadway structures.
 - B. Stormwater Drainage – catch basins, culverts, curbs, drain inlets, gutters, lake retaining walls (vertical, riprap, other), lake aquatic weed control, pipes, pump stations, stormwater inlets and outfalls, swales, and associated drainage structures.
 - C. Beautification – decorative and street lighting, fountains, fences, irrigation, landscaping, sidewalks, and associated beautification structures.
- The Unit shall possess all powers to do all things reasonably necessary in connection therewith, including but not limited to, maintenance of any existing MSTU assets, within the Unit, as recommended by the Advisory Committee.

Notation:

- Items listed do not automatically become assets or responsibilities of the Forest Lakes Roadway & Drainage MSTU.
- Standard practices of the Road, Bridge & Stormwater Maintenance Division and the Code Enforcement Division should be investigated for projects under consideration by the MSTU.
- The Committee approved the Amendment to the Ordinance on May 6, 2025.

Lake 15 Wall Replacement and Lake Riprap Replenishment

Lake wall replacement and riprap replenishment are incorporated into the Amendment of Section One of Ordinance 91- 10, permitting the MSTU to undertake repairs to the Quail Run Golf Club property with approval by the Committee.

C. September Committee Meeting Date

The Committee agreed the next meeting date will be September 2, 2025.

VII. ONGOING BUSINESS

A. Shopping Center Screening – Fence & Riprap Berm

Mr. Schumacher reported:

Fence Installation Woodshire Lane/Pine Ridge Crossing Shopping Center

- LJA Engineering surveyed the property line between the Crossings Shopping Center and the Forest Lakes Community boundary.
- Carter Fence Company provided an estimate dated May 30, 2025, in the amount of \$15,025.00 for a black vinyl fence extending from the existing fence south of this area to The Crossings parking lot entrance off Woodshire Lane at the north end.
- Carter Fence Company's cost of up to \$650.00 for permit processing is included in the estimate.
- Ground Zero Landscaping will flush cut and remove Sabal Palms along the fence line at a cost of \$600.00. Additional plants will not be installed; irrigation is not available in the area.
- Ground Zero Landscaping will construct a riprap berm in the ravine, and install a weed mat roll cloth and riprap, at a cost of \$2,717.25.

Mr. Norsic motioned to approve Carter Fence Company, Inc.'s Estimate Number 57657, dated July 30, 2025, in the amount of \$15,025.00, to obtain a permit and install a black vinyl coated fence along the shared property line area between Woodshire Lane and the Pine Ridge Crossing Shopping Center. Second by Mr. Bernal. Carried unanimously 5 – 0.

Woodshire Villas Code Complaint Update

John Ribes of Woodshire Villas reported:

- Code Enforcement confirmed that the hedge planted by Kite Realty Group on the shared property line with Pine Ridge Crossing does not conform to code specifications. An "action" update has not been received from Code Enforcement.
- The Woodshire Villas Association planted a hedge on their property line. Irrigation is available in the area.
- He will forward the Code Case Number to Mr. Schumacher.

B. Sidewalk Light Poles

Mr. Schumacher reported:

Lamp replacement

- Simmonds Electrical installed sixty-five to seventy-five percent of the streetlamp bulbs around the perimeter with GE brand High Pressure Sodium (HPS) bulbs.
- Remaining lamp replacements are pending equipment availability for installation.
- Twenty to twenty-five bulbs remain in inventory for future replacements.
- 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 is researching replacement options for pole #33.

VIII. NEW BUSINESS

None

IX. COMMITTEE MEMBER COMMENTS

None

X. PUBLIC COMMENTS

None

XI. 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

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:

SEPTEMBER 2, 2025 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497

Forest Lakes M.S.T.U.
Fund 1626
September 2, 2025

	FY-25	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1	MILLAGE COLLECTED & INTEREST		MSTU Revenues		\$ (1,268,800.00)	\$ -	\$ (1,200,694.65)	\$ (68,105.35)
2	CARRY FORWARD		Unexpended Prior Year Funds		\$ (2,504,100.00)	\$ -	\$ -	\$ (2,504,100.00)
3	ALL REVENUES				\$ (3,772,900.00)	\$ -	\$ (1,200,694.65)	\$ (2,572,205.35)
4	ENG. FEES & OTHERS (631400)	LJA Engineering	Survey	TBD	\$ 14,860.00	\$ 741.00	\$ 1,560.00	\$ 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	\$ -	\$ 7,735.00	\$ 58,265.00	
		Preferred Materials	Woodshire Ln Repaving	4500237693	\$ -	\$ 100.00	\$ 97,119.38	
		Preferred Materials	Forest Lakes Dr	4500237734	\$ -	\$ -	\$ 16,512.33	
8	OTHER CONTRACTUAL (634999)				\$ 100,000.00	\$ 7,835.00	\$ 171,896.71	\$ (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	
		Tigris Aquatic Services	Lakes - Aquatic Vegetation Control	4500238552	\$ -	\$ 4,894.89	\$ 5,105.11	
		Carter Fence	Fence - Woodshire Ln	4500240046	\$ -	\$ 15,025.00	\$ -	
9	OTHER CONTRACTUAL (639990)				\$ 140,600.00	\$ 23,999.89	\$ 29,000.11	\$ 87,600.00
10	ELECTRICITY	FPL	Electricity	4700005161	\$ 13,500.00	\$ 4,548.19	\$ 10,880.66	\$ (1,928.85)
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	\$ -	\$ 600.00	\$ -
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	\$ -	\$ 1,166.20	\$ 1,811.70	
17	OTHER MISCELLANEOUS (649990)				\$ 3,000.00	\$ 1,166.20	\$ 1,811.70	\$ 22.10
18	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
19	COPYING CHARGES	J.M. Todd	Copier CPC	4500234730	\$ 200.00	\$ 35.28	\$ 114.72	\$ 50.00
20	FERT HERB CHEM				\$ 500.00	\$ -	\$ -	\$ 500.00
21	OTHER OPERATING				\$ 300.00	\$ -	\$ -	\$ 300.00
22	OPERATING EXPENSES				\$ 301,060.00	\$ 50,142.79	\$ 243,608.17	\$ 7,309.04
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	\$ 50,142.79	\$ 361,966.25	\$ 3,360,790.96
33	FY-25 BUDGET GRAND TOTAL		= ALL REVENUES - ALL EXPENSES		\$ -	\$ 50,142.79	\$ (838,728.40)	\$ 788,585.61

**Forest Lakes M.S.T.U.
Fund 1626
September 2, 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

4.0 mill cap
\$87,975

Total Available Balance	\$ 3,360,790.96
Plus Committed And Not Spent	\$ 50,142.79
Estimated Cash	\$ 3,410,933.75

Prepared 08.25.2025 MV

Increase