

FOREST LAKES

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

MINUTES JANUARY 9, 2024

I. CALL TO ORDER

Mr. Schumacher called the meeting to order at 10:00 A.M. Roll call was taken, and a quorum of three was present.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair
Greg Pollock – Vice Chair
Patrick Bernal
Kathy Thomson
- Vacancy -

Staff

Brian Wells – Director, PTNE
Dan Schumacher – Project Manager
Rosio Garcia – Operations Coordinator (Excused)

Contractors

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

Public Attendees

Doug Burnham – GM Quail Run Golf Club
Joe Kemper – Resident
Tom McElroy – Resident
Jerry Norsic – Resident
Pat Unrein – Resident
Stacie Young – Resident

Mr. Schumacher introduced Brian Wells, Director, PTNE Division, to the Committee.

III. APPROVAL OF AGENDA

Vice Chair Pollock moved to approve the January 9, 2024, Agenda of the Forest Lakes Roadway and Drainage MSTU. Second by Ms. Thomson. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES – November 7, 2023, and December 5, 2023

November 7, 2023

The minutes of the November 7, 2023, Forest Lakes Roadway and Drainage MSTU meeting will be considered at the February 6, 2024, meeting.

December 5, 2023

The minutes of the December 5, 2023, Forest Lakes Roadway and Drainage MSTU meeting were approved by the Committee as amended:

*Page 5, Adjournment “There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:04 A.M. ...” to ... There being no further business to come before the Committee, the meeting was adjourned by **Mr. Schumacher** at 11:04 A.M.”*

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The community landscaping is in good condition.
- Atrazine, a systemic herbicide, was applied to grass areas at the front entrance to control emerging broadleaf weeds.
- Select ‘Helen Johnson’ Bougainvillea Standards in the front entrance island were replaced.
- A new variety of continuous blooming Petunias were planted in the front.
- Branches overhanging the fence bordering the Naples Bath and Tennis Club were pruned and invasive vines were sprayed with herbicide.
- Poincianas tree seedling on Woodshire Lane, growing between the sidewalk and the road, were removed.

Noted during discussion:

- On occasion, Mr. Gross selectively activates the sprinkler system at Forest Lakes Blvd and Pine Ridge Rd remotely via his phone to ensure landscaped areas are receiving sufficient water.

Mr. Schumacher noted:

Grounds Maintenance Multi-Year Contract

- The current contract with Ground Zero Landscaping expires on March 22, 2024.
- An *Invitation to Bid (ITB)* package for a new Grounds Maintenance contract for the MSTU will be posted and awarded to the lowest qualified bid.
- The new multi-year contract is structured for three (3) years, plus two (2) 1-year renewal options.
- The contract is subject to approval by the Board of County Commissioners (BCC).

Landscape Maintenance

- A palm frond straddling the powerline at the Forest Lakes Blvd front entrance exit side was removed by Tree Scaping, a vendor under County contract.

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 January 9, 2024, prepared January 2, 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
 4. Incidentals – landscape materials and refurbishment.
 5. Maintenance – regular landscape, swales & irrigation maintenance.
 6. Hart’s Electrical – lamp pole #106 replacement.
 7. Mettauier Environmental – lake weed control and aerator maintenance.

8. Mettauer 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 21, Operating Expense – Of \$255,412 budgeted, \$153,415 is committed to existing Purchase Orders and \$31,824 is expended, leaving the remainder of \$70,172 available within budget for additional operating expenses as needed.
 - e. Line 25, County Overhead – Of the \$104,200 budgeted, \$23,058 has been transferred and a balance of \$81,142 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
 - f. Line 28, Capital Projects – A balance of \$2,514,600 remains for improvement projects.
 - g. Line 29, Capital Reserves – \$400,000 of budgeted Capital funds are reserved specifically for roadway paving.
 - h. Line 30, All Expenses – Of the \$2,874,212 budgeted, tabulated Commitments to existing Purchase Orders total \$153,415, \$54,882 has been expended, leaving a remainder of \$2,665,914 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. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Mr. Schumacher noted:

- The Work Order for Agnoli, Barber & Brundage (ABB) will be submitted to the Procurement Division.
- The funds allocated to Ground Zero Landscaping will be expended until a new landscaping contract is awarded in 2024.
- The Purchase Order for Hart’s Electrical will be closed out.
- Simmonds Electrical will provide a cost quote to repair lamp outages.
- 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.

Repaving Assessment

Mr. Schumacher toured the community roads, excluding the cul-de-sacs, with a Road Maintenance Division representative to assess the condition of the roads. He noted Forest Lakes roads are in County inventory but not maintained by the County.

- Woodshire Lane has a life expectancy of one to two years.

- The current County contract for paving expires in late spring 2024 and all time is allocated to other jobs.
- Road Maintenance has contracted a technologically equipped vendor for road condition evaluation.
- The contractor will drive the primary Forest Lakes roads, collect condition data and input the findings into the Cartegraph Asset Management system.
- A project outline including event sequence, cost quotes and a timeline will be presented to the Committee.
- An *Invitation to Bid* for the Woodshire Lane paving project is planed for October-November 2024, with work commencing in January-February 2025.
- The financial reserve for roadway paving will be evaluated during the FY-25 budget planning process.

Mr. Bernal joined the meeting. A quorum of four was present at 10:25 A.M.

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 21, 2024. An application was received from Jerry Norsic.

Mr. Norsic addressed the Committee on his desire and qualifications to be seated on the Committee.

Recommendation for Jerry Norsic

Vice Chair Pollock motioned to recommend the Board of County Commissioners appoint Jerry Norsic to the Forest Lakes MSTU Advisory Committee. Second by Mr. Bernal. Carried unanimously 4 - 0.

The committee recommendation will be placed on an upcoming BCC meeting *Consent Agenda* for approval by the commissioners.

Prior to the end of the partial term, the seat will be advertised for the upcoming opening so interested individuals may apply to fill the vacancy. Mr. Norsic will be eligible for reappointment.

C. Vegetation Clearing Along the Gordon River Canal

Mr. Schumacher reported:

Tim McElroy, a resident of Narita Lane, inquired regarding the clearance of vegetation on the west side of the Gordon River Canal.

- Utilizing funds received from Hurricane Ian, the County sub-contracted limited clearance of bank vegetation overhanging and dropping debris into the canal.

Canal Upgrade Project

- A project date to replace the rock weir at the southwest corner of the MSTU has not been established.

- An attendee reported that vegetation is piled up at the Rock Weir by Royal Poinciana and he will share the information with County personnel.

VII. ONGOING BUSINESS

Mr. Schumacher reported:

A. Stormwater

Woodshire Lane Pipe Scope and Clean

Shenandoah General Construction is undertaking a video inspection and stormwater drainpipe cleaning along Woodshire Lane.

B. Fountain Maintenance and Repairs

- Mettauer Environmental will 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 January 12, 2024.
- A cost quote will be submitted if Mettauer determines repairs are necessary.
- The two fountains in Lake 14 are under warranty.

C. Drainage Swales

Rip-Rap Data and Plats & 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.
- ABB will update the schedule and provide a proposal to Mr. Schumacher for submission to the Procurement Division for initiation of a Work Order.
- Rip Rap data will be incorporated into the report.
- Easement data collected is informational and no action is required by the MSTU.

VIII. NEW BUSINESS

Mr. Schumacher reported:

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.

B. Repaving Assessment

Mr. Schumacher will request the Road Maintenance Division evaluate the cracks in the pavement on Forest Lakes Boulevard and recommend a course of action.

IX. COMMITTEE MEMBER COMMENTS

Mr. Schumacher reported:

A. Asset Management Plan

- The initial *Asset Management Plan* report to estimate life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance was prepared on April 4, 2022.
- The plan will be reviewed and updated, with an estimated completion in April 2024.

B. Millage Rate Review

- The millage, 4.0000 per \$1,000.00 of Ad Valorem taxable value, will be reviewed during the Fiscal Year 2025 budget planning cycle.
- Guidance will be sought from the Office of Management & Budget (OMB) regarding the appropriate date for Committee review.

C. Roadway Paving Markers

Vehicles have encroached on the sidewalk along Forest Lakes Blvd in the vicinity of Daisy Lane.

- Reflective roadway pavement markers will be installed as a preventative measure to discourage this driving behavior.
- The Road Maintenance Division evaluated the situation and will secure a cost quote to install the markers between Camelia Ln & Eucalyptus Ln for presentation to the Committee.

Committee discussion:

- Blue markers should be installed by fire hydrants. *Mr. Schumacher will evaluate.*
- Future reinstallation of RPM's on MSTU-maintained roadways will be evaluated separately at a later time.

X. PUBLIC COMMENTS

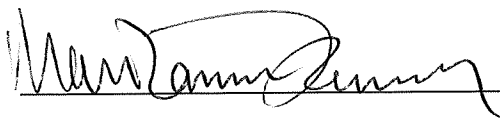
A. Canal Southern Border

Mr. Schumacher will inquire with the Road Maintenance Division regarding any planned clearing in the canal between the rock weir and the infall from Naples Bath & Tennis to the east.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:50 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE



Marianne Fanning, Chair

The Minutes were approved by the Committee on 2/6, 2024 as presented , or as amended .

MINUTES

<https://www.collierptne.com/wp-content/uploads/2020/12/Agenda-Backup-Forest-Lakes-1-09-24-Optimized.pdf>

NEXT MEETING:

FEBRUARY 6, 2024 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE
NAPLES, FL 34105
(239) 261-5497