

FOREST LAKES

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

MINUTES

MARCH 4, 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 four was present.

II. ATTENDANCE

Advisory Committee

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

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

Doug Burnham – General Manager, QRGC
Barbara Bell – Resident
Paul Carletta - Resident
Jack Hedenstrom - Resident
Deborah Hestrup – Resident
Tom Kinniry - QRGC
Rick Korb - QRGC
Russell Peter – Resident
Steve Thomson - Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Vice Chair Thomson moved to approve the March 4, 2025, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Mr. Bernal. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – February 4, 2025

Ms. Fanning moved to approve the minutes of the February 4, 2025, Forest Lakes MSTU Advisory Committee meeting subject to the following change:

- *Page 2, Item V-A, bullet 1: Contractors Report, Public Utilities Easement, from “The east side entry from Pine Ridge Road onto Forest Lakes Boulevard has a ten-foot utility easement between the road and the single-family homes on Azalea Boulevard.) ...,” to.... The west side entry from Pine Ridge Road onto Forest Lakes Boulevard has a ten-foot utility easement between the road and the single-family homes on Azalea Boulevard).*

- *Page 5, Item VII-D, bullet 1: Ongoing Business, Shopping Center Screening and Hedge, from "The Ficus hedge and vegetation screening bordering the Pine Ridge Crossing Shopping Center and Woodshire Lane on the east boundary of the community has deteriorated.) ...," to The **privet** hedge and vegetation screening bordering the Pine Ridge Crossing Shopping Center and Woodshire Lane on the east boundary of the community has deteriorated. ...).*

Second by Vice Chair Thomson. Carried unanimously 4 – 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping

Mr. Schumacher and Mr. Gross reported:

- Landscaping is well trimmed and in good condition.
- Tree canopies were lifted to improve sight line visibility on the sidewalks.

WeatherTRAK Meter

Mr. Schumacher noted:

- The cap for irrigation meter, which measures the flow of water and sends the information to the controller, was replaced.
- Readings between WeatherTRAK and the County's new meter register gallon usage within 6% confirm the system is working correctly.

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 March 4, 2025, prepared February 26, 2025.

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. Mettauwer Environmental – lake weed control and aerator maintenance.
 5. Pavement Maintenance – concrete sidewalk curbs.
 6. Premier Staffing – transcription services.
 7. Simmonds Electrical – lighting & general electrical services.
 8. SiteOne Landscape Supply – irrigation parts and pumps.
- Budget Summary
 - a. Line 1, Revenue – Of the Millage assessed and to be collected of \$1,268,800, \$1,135,638 has been collected, leaving an outstanding balance of \$133,161.
 - b. Line 2, Carry Forward – Unexpended Prior Year (2024) Funds 2,504,100.
 - c. Line 3, Revenue Total – A total of \$3,772,900.
 - d. Line 23, Operating Expense – Of the \$311,200 budgeted, \$88,082 is committed to existing Purchase Orders and \$71,700 is expended, leaving the remainder of \$151,416 available within budget for additional operating expenses as needed.

- e. Line 27, County Overhead – Of the \$108,500 budgeted, \$28,593 has been transferred and a balance of \$79,906 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
 - f. Line 28, Reserves for Capital - A balance of \$2,953,200 remains for improvement projects.
 - g. Line 29, Reserves for Roadway Paving – \$400,000 of budgeted Capital Reserve funds are designated for roadway paving.
 - h. Line 29, Capital Reserves total balance is \$3,353,200 (the combined total of Lines 27 and 28).
 - i. Line 31, All Expenses – Of the \$3,772,900 budgeted, tabulated Commitments to existing Purchase Orders total \$88,082 and \$100,294 has been expended, leaving a remainder of \$3,584,522 available for MSTU expenditures.
 - j. Unexpended funds will carryforward to the FY-26 budget.
- General
 - a. MSTU Tax Rate: 4.0 Mills (0.4%) to maintain MSTU Roadways and Stormwater Drainage within the taxing district.
 - b. The Ad Valorem property tax value increased 7.65% for fiscal year 2025 over 2024 generating additional revenue of \$87,975.
 - c. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Mr. Schumacher noted:

- Expenditures can exceed the Budget if funds are available in in the Operating Expense Category for transfer.
- Mettauer's purchase order for lake vegetation maintenance expired February 2025.
- The Lake 15 retaining wall repair will be funded from the "Reserves for Capital" category.
- The financial reserve for roadway paving will be evaluated during the FY-26 budget planning process.

FY 2026 Budget Process

- The budget planning process for 2026 will commence in April.
 - The Committee will review the 4.0000 Millage rate* of for the 2025 Tax Bill with consideration during the planning process for current and future expenses.
- Millage options are:
1. Revenue Neutral: Adjust the current millage rate to maintain the FY-25 MSTU revenue level.
 2. Millage Neutral: Maintain the current millage rate of 4.0000 mills, with the MSTU revenue level fluctuating each fiscal year, higher or lower, in tandem with Ad Valorem property values determined by the Property Appraiser.
 3. Decrease the millage to a rate below the MSTU 4.0000 maxim, upon a motion passed by the Advisory Committee.
- * 4.0000 mills equates to \$4.00 assessed per \$1,000 of Ad Valorem taxable value.
- The Fiscal Year 2026 budget is effective October 1, 2025.

Asset Management Plan

- The *Capital Asset Plan* report, dated June 4, 2024, 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.
- As of June 4, 2024, maintenance and repair estimates throughout 2028 total \$2,140,995.
- An updated plan will be presented at the April 2025 meeting. Modifications include:
 - Entryway decorative lighting (low voltage) has been identified as an MSTU asset and will be incorporated into the plan.
 - Lake #9 Rip-Rap wall design and installation will be deleted.
 - Lake #14 aerators estimate will be removed.
 - Repaving estimates will be revised by section based on the current County paving contract rates.

B. Light Pole Outages & LED Lamps

Mr. Schumacher reported:

Outages

- Numerous streetlamp outages occurred in the community.
- Simmonds Electrical replaced electrical contactors in the power box enclosure on Forest Lakes Boulevard by the cart crossing.

LED Lamps

- A flyer featuring the current streetlamp bulb was distributed.
- Simmonds Electrical is researching a retrofit conversion option to replace the high-pressure sodium lamps, which are being phased out, with amber LED's.
- Generally, LED lumens are 3000 Kelvin (warm white) or 5000 Kelvin (cool light).

C. Bid Tabulation – Lakes Maintenance (Aquatic Vegetation Control)

Mr. Schumacher reported:

- A *Request for Quote* (RFQ) for Aquatic Vegetation Control was distributed to three vendors.
- Proposals were received from Mettauer Environmental, Solitude Lake Management, and The Lake Doctors, Inc.
- Mettauer Environmental submitted the lowest qualified bid in the amount of \$12,420.00.
- The contract for monthly service is effective through December 2026.
- Service will commence in March 2025.

VII. ONGOING BUSINESS

A. Bid Tabulation - Lake 9 Fountain Replacement

Mr. Schumacher reported:

Lake 9 Fountain Replacement

- Request for Quote (RFQ) for a 3 HP Kasco aerator fountain to be installed in Lake 9, was distributed to three vendors.
- Proposals were received from Mettauer Environmental, SOLitude Lake Management, and The Lake Doctors, Inc.
- The contract, in the amount of \$10,130.10 was awarded to Lake Doctors, Inc.
- The equipment (motor and light kit) is warrantied and will be installed on receipt.

B. Paving - Woodshire Lane & Forest Lakes Drive

Mr. Schumacher reported:

- Forest Lakes roads are in County inventory but not maintained by the County.
- In accordance with the *Asphalt Maintenance and Related Services Contract*, Pavement Maintenance, Inc. (PMI) submitted cost proposals for the paving project.
 1. Woodshire Lane, in the amount of \$94,492.60, to mill, re-surface, and apply thermoplastic striping.
 2. Forest Lakes Drive, in the amount of \$14,640.20 to mill, re-surface, and apply thermoplastic striping.
- Forest Lakes Drive will be added to The Asset Management Plan paving projects estimates and the numbers will be adjusted to reflect the actual cost incurred.
- A Purchase Order will be issued and work scheduled for the end of March or early April.

C. Shopping Center Screening

Mr. Schumacher reported:

Fence Installation Woodshire Lane/Pine Ridge Crossing Shopping Center

- LJA Engineering, a licensed land surveyor on contract with the County, was assigned to survey the area along the shared property line between Woodshire Lane and the Pine Ridge Crossing Shopping Center.
- A work order will be drafted to issue a Purchase Order.
- Upon receipt of the survey, a black vinyl fence extending from the fence running south of this area to The Crossings parking lot entrance off Woodshire Lane at the north end will be installed by Carter Fence Company.
- Upon installation of the fence extension, Ground Zero Landscaping will install a low block paver wall (approximately 15-foot length) along the base of the fence at the ravine, and lay sod to address erosion.

Code Complaint Filing

A resident of Woodshire Villas reported their Attorney filed a complaint with the County stating the hedge planted by Kite Realty Group on the shared property line with Pine Ridge Crossing, does not conform to code specifications.

Mr. Schumacher requested the complaint number be forwarded to him for reference.

D. Lake 15 Wall Replacement and Lake #2 Stormwater Pipe Replacement

Mr. Schumacher distributed Google Earth images of the Lake 15 wall area and Lake 2 stormwater pipe.

Lake #15 Retaining Wall Replacement

- 2024 replacement estimates quoted for the one-hundred-foot wall ranged from \$29,800 for a wood wall (quoted by a firm specializing in structural golf course repairs) to \$228,986 for wood or \$270,818 for a curtain wall (utilizing a County contractor).

Lake #2 Stormwater Pipe Replacement

- The stormwater pipe is not in MSTU inventory.
- The one-hundred- and thirty-one-foot pipe travels from the swale on the west side of the lake to the lake.
- Cost estimates for the replacement of the pipe will be presented at the April meeting.

Trade-Off Proposal

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Mr. Schumacher proposed the Quail Run Golf Club (QRGC) assume responsibility for the Lake #15 wall replacement, citing financial benefits for construction cost, ease of material staging, and control of the work schedule.

As a trade-off the MSTU would replace the stormwater pipe, not an MSTU asset.

Mr. Burnham will submit the proposal to the Board of Directors of the QRGC and report their response at the April meeting.

VIII. NEW BUSINESS

A. Quail Run Lakes - Riprap Replenishment

Mr. Schumacher reported:

- Quail Run Golf Club (QRGC) requested the MSTU provide riprap material for their lakes, with club Staff to perform the installation.
- A quote for riprap material, based on Mr. Burnham's tonnage estimate and stone size, will be solicited from Preferred Materials in accordance with the *Asphalt Maintenance and Related Services Contract*.
- As recommended by the County Attorney's office (CAO), the proposed cost sharing arrangement will be submitted to the Board of County Commissioners for approval.
- The proposal will be presented to the Committee for consideration.
- Materials delivery is anticipated for April/May 2025.

IX. COMMITTEE MEMBER COMMENTS

Mr. Schumacher responded to inquiries:

Lake Vegetation

Upon issue of a Purchase Order, Mettauer Environmental will be directed to spray the aquatic plant growth in Lakes 15 and 16 during routine maintenance service in April.

Swales Survey

The survey data of the Forest Lakes MSTU - Quail Run Golf Club swales prepared in 2022 by Agnoli, Barber and Brundage (acquired by LJA, Inc. in 2024), including riprap data, does not need to be updated.


X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:03 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE



Greg Pollock, Chair

The Minutes were approved by the Committee on April 1, 2025 as presented X, or as amended ____.

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

MINUTES

NEXT MEETING:

APRIL 1, 2025 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497