

# FOREST LAKES

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

### MINUTES AUGUST 27, 2024

#### 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 – Manager, QRG  
Marlene DeRaeve – Resident  
Craig Frankel - Resident  
Jack Hedenstrom  
Deborah Hestrup – Resident  
Rick Korb – Resident  
John Ribes - Resident  
Stacie Young – Resident

#### III. APPROVAL OF AGENDA

**Mr. Bernal moved to approve the August 27, 2024, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU as modified:**

*Add: VIII. New Business – C. Turtle Lakes Retaining Wall Fence Posts.*

**Second by Ms. Fanning. Carried unanimously 4 - 0.**

#### IV. APPROVAL OF MINUTES – July 2, 2024

**Mr. Bernal moved to approve the minutes of the July 2, 2024, Forest Lakes MSTU Advisory Committee meeting subject to the following change:**

*Page 2, Budget Summary, Line 22, Operating Expense d. from "... Of the \$255,412 budgeted, \$52,958 is committed to existing Purchase Orders and \$132,576 is expended, leaving the remainder of \$68,880 available within budget for additional operating expenses as needed.) ...," to ... Of the \$255,412 budgeted, \$52,958 is committed to existing Purchase Orders and \$132,572 is expended, leaving the remainder of \$69,880 available within budget for additional operating expenses as needed...).*

**Second by Ms. Thomson. Carried unanimously 4 – 0.**

**V. CONTRACTOR REPORTS**

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

**Mr. Gross** reported:

- The community landscaping is in good condition.

**Mr. Schumacher** noted:

- Issues with the irrigation controller are being addressed.

**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 27, 2024, prepared August 21, 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
    - a. Incidentals – landscape materials and refurbishment.
    - b. Maintenance – regular landscape, swales & irrigation maintenance.
  4. Hart’s Electrical – lamp pole #106 replacement.
  5. John Mader Enterprises, Inc – stormwater pipe maintenance.
  6. LJA Land Development – engineering services.
  7. McShea – roadway pavement markers (RPM’s)
  8. Mettauer Environmental – lake weed control and aerator maintenance.
  9. Mettauer Environmental – lake fountain maintenance.
  10. Premier Staffing – transcription services.
  11. Shenandoah General Construction – stormwater pipe scoping & cleaning.
  12. Simmonds Electrical – lighting & general electrical services.
  13. 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 22, Operating Expense – Of the \$255,412 budgeted, \$87,376 is committed to existing Purchase Orders and \$151,168 is expended, leaving the remainder of \$16,866 available within budget for additional operating expenses as needed.
  - e. Line 26, County Overhead – Of the \$104,200 budgeted, \$103,492 has been transferred and a balance of \$707 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
  - f. Line 27, Reserves for Capital - A balance of \$2,114,600 remains for improvement projects.
  - g. Line 28, Reserves for Roadway Paving – \$400,000 of budgeted Capital Reserve funds are designated for roadway paving.
  - h. Line 29, Capital Reserves total balance is \$2,514,600 (the combined total of Lines 27 and 28).

- i. Line 30, All Expenses – Of the \$2,874,212 budgeted, tabulated Commitments to existing Purchase Orders total \$87,376 and \$254,661 has been expended, leaving a remainder of \$2,532,174 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. Gross taxable value increased 14.22% FY-23 to FY-24 generating additional revenue of \$146,628 for the MSTU.
- c. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

**Mr. Schumacher** noted:

- Mettauer’s contract for lake vegetation maintenance expires September 2024. A quote will be requested for service after that date.

FY-25 Budget Process

- The millage rate of 4.00 per \$1,000 of Ad Valorem taxable value will be continued in FY-25 and subsequently reviewed again for FY-26.
- The Fiscal Year 2025 budget is effective October 1, 2024.

## VII. ONGOING BUSINESS

**Mr. Schumacher** reported:

### A. Lake 15 Wall Replacement

**Mr. Schumacher** reported:

- The Scope of Work was reset in two phases: Design and Construction.
- Preliminary design:
  - A concrete truck is not able to transgress the area to install a cap on the curtain wall.
  - A design utilizing cap construction with a composite material, which does not require truck access, will be specified.
- The final design will be submitted for verification and approval (signed & stamped) by a licensed Structural Engineer on contract with the County.

### B. Lake 9 Fountain Replacement

- A Request for Quote (RFQ), based on time and materials, for a new replacement aerator fountain, will be issued to three vendors.

### C. Drainage Swales – Riprap Data and Plats & Easements

**Mr. Schumacher** reported:

- Stormwater Management representatives met him on site to address flooding concerns and potential remedies. They noted:
  - Properties are not being flooded.
  - A determination will be made if the moveable gate by Lake 15 is a County asset recorded in inventory.

**D. Shopping Center Ficus Hedge & Fence****Mr. Schumacher** reported:

- Two complaints were filed with the Code Enforcement division on May 9, 2024, concerning the insufficient condition of The Crossings shopping center's screening hedge along Woodshire Lane, the east boundary of the community.
- Code Enforcement inspected the hedge recently and the property manager, Kite Realty Group is developing a landscaping plan to address the issues perimeter vegetation screening requirements.

Fence Installation Woodshire Lane/Pine Ridge Crossings Shopping Center

- The area between Woodshire Lane and the Shopping Center houses utilities and poses a safety risk to individuals cutting through between Woodshire Lane and the center.
- The fence from to the south of the area between Woodshire Lane and the Shopping Center may be extended to the center parking lot entrance off Woodshirte Lane.
- Carter Fence Company provided a base line in the amount of \$9,500.00 to install a fence, 6 feet high by 425 lineal feet, to eliminate access from the Woodshire Lane to the Shopping Center.
- A formal quote for a heavier gauge link fence and specifications will be presented to the Committee for consideration at the October meeting.
- Ground Zero Landscaping will be consulted for ways to address the ravine that now traverses the cut-through, possibly rip-rap.

**VIII. NEW BUSINESS****A. Repaving Assessment****Mr. Schumacher** reported:

- Forest Lakes roads are in County inventory but not maintained by the County.
- The County contracted Roadway Asset Services, LLC (RAS) to collect video and GPS data of the roadway. The information will be used to evaluate the pavement so the County may plan and manage the maintenance and rehabilitation of the roadway network.
- The data collected is being input into the Cartegraph Asset Management system.
- The County paving contract expired in August 2023.
- A multi-year paving contract has gone out to bid. The Board of County Commissioners (BCC) will award the contract.
- Preferred Materials recommended the cost estimate for paving be increased 15% from the quote provided and recorded in the Asset Management Plan in 2020.
- An *Invitation to Bid* for the Woodshire Lane paving project upon award and issuance of a new County paving contract, with work anticipated in calendar 2025.

Valley Gutter Replacement**Mr. Schumacher** reported:

- Pavement Maintenance (PMI) provided a quote in the amount of \$10,880.00 to replace and/or repair 100 lineal feet of valley gutter on Woodshire Lane.
- Tree roots will be removed as necessary.

- Upon a motion by the committee, a Purchase Order will be issued for work to be completed by November 2024.

*Ms. Fanning motioned to approve an amount not to exceed \$25,000.00 to Pavement Maintenance, LLC. to replace and/or repair valley gutter, including tree root removal as necessary, in preparation for paving Woodshire Lane. Second by Mr. Bernal. Carried unanimously 4 – 0.*

**B. Quail Run Riprap Replenishment**

**Mr. Schumacher** reported:

- Quail Run Golf Club (QRGC) has requested the MSTU provide riprap material to replenish the golf course lake walls, with Club staff to perform the installation.
- Upon initial review by the County Attorney's Office (CAO), it was recommended the proposed cost sharing arrangement be submitted to the Board of County Commissioners (BCC) for prior review and approval.

**C. Turtle Lakes Retaining Wall Fence Posts**

**Mr. Schumacher** reported:

- Several concrete post sections of the Lake 16 cable fence require repair.
- Defective posts will be inventoried, and a quote requested from Estates Land Solutions to re-set posts in concrete, encase them with a grey vinyl sleeve and reinstall stainless-steel hardware.

**IX. COMMITTEE MEMBER COMMENTS**

**None**

**X. PUBLIC COMMENTS**

**A. Woodshire Villas Traffic Calming Options**

**Mr. Hedenstrom** reported:

- The Homeowners Association for Woodshire Villas has requested the installation of a crosswalk between Woodshire Lane and the recreational areas for safety purposes.
- A document was distributed with a map indicating the County owns Woodshire Lane from Pine Ridge Road to the entrance to Emeralds Greens Condominiums. All other roadways in Forest Lakes are privately owned.
- Trees and shrubs in the vicinity approaching condominium driveways were pruned back to increase line-of-sight visibility.
- The Association would consider funding a sidewalk installation for access to an MSTU installed crosswalk.

**Mr. Schumacher** reported:

- Previously, a Traffic Engineer from the county Traffic Operations Division (TOD) visited the site and determined the area does not meet the criteria specified in the nationwide Manual on Uniform Traffic Control Devices (MUTCD) due to insufficient automobile and pedestrian traffic volumes.
- He will consult further with a traffic engineer to determine variables and provide an opinion on solutions.

MINUTES

**FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE**



**Greg Pollock, Chair**

The Minutes were approved by the Committee on Aug 27, 2024 as presented \_\_\_\_\_, or as amended ✓.

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

**NEXT MEETING:**

**AUGUST 27, 2024 - 10:00 A.M.**  
**FOREST LAKES CONDO ASSOCIATION CLUBHOUSE**  
**1058 FOREST LAKES DRIVE**  
**NAPLES, FL 34105**  
**(239) 261-5497**