

FOREST LAKES

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

MINUTES OCTOBER 1, 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 five was present.

II. ATTENDANCE

Advisory Committee

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

Staff

Brian Wells – Director, PTNE (Excused)
Dan Schumacher – Project Manager
Rosio Garcia – Operations Coordinator (Excused)
Aaron Gross - Ground Zero Landscaping
Wendy Warren - Premier Staffing (Transcription)

Contractors

Public Attendance

Doug Burnham – Manager, QRG
Marlene DeRaeve – Resident
Craig Frankel - Resident
Jack Hedenstrom
Deborah Hestrap – Resident
Rick Korb – Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Ms. Thomson moved to approve the October 1, 2024, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Mr. Norsic. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – August 27, 2024

Mr. Norsic moved to approve the minutes of the August 27, 2024, Forest Lakes MSTU Advisory Committee meeting subject to the following change:

Page 3, Item VII-A Ongoing Business, Bullet # 3 from “... (The final design will be submitted to a design engineer from the County library for measurement verification and approval.) ...,” to ... The final design will be submitted for verification and approval (signed and stamped) by a licensed Structural Engineer on contract with the County ...).

Second by Mr. Bernal. Carried unanimously 5 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The annuals are in good condition. A seasonal winter planting scheme will be installed in November.
- Debris on the roads, sidewalks and drains were removed.
- Fertilization will be scheduled for the end of October.

Mr. Schumacher noted:

- The MSTU is responsible for pruning ornamental trees bordering the sidewalk around Forest Lakes Boulevard.
- Perimeter tree canopies will be lifted to enhance sidewalk clearance.
- Ground Zero landscaping will mow the Lake #8 swale.
- Homeowners are responsible for drainage pipe maintenance under their driveways.
- Installation of drainage pipes on private property by the homeowner requires a permit and conformance to specified requirements.
- The irrigation controller is functioning, however the flow from the controller to the MSTU meter is not being measured accurately. Ground Zero landscaping will re-wire the box to activate the flow tracking signal. A diagnostic will be performed during the dry season.

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 October 1, 2024, prepared September 24, 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, \$76,456 is committed to existing Purchase Orders and \$161,283 is expended, leaving the remainder of \$17,62 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 \$76,456 and \$264,775 has been expended, leaving a remainder of \$2,532,980 available for MSTU expenditures.
 - j. Unexpended funds will carryforward to the FY-25 budget.
- General
 - a. MSTU Tax Rate: 4.00 Mills (0.4%) to maintain MSTU Roadways and Stormwater Drainage within the taxing district.
 - b. The millage rate of 4.00 per \$1,000 of Ad Valorem taxable value will continue in FY-25 and subsequently reviewed again for FY-26.
 - c. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Mr. Schumacher noted:

- 2025 Purchase Orders have been requested for active vendors.
- Mettauer’s contract for lake vegetation maintenance expired September 2024. Continuance of service on a temporary basis through February 2026 has been requested.
- Simmonds Electrical has replaced Hart’s Electrical for electric services.
- McShea Contracting and Shendandoah General Construction will not be listed as contractors in the new budget, as there are no active requirements for their services.
- The Lake 15 retaining wall repair will be funded from the Reserves for Capital category.
- The final budget for FY-24 and initial budget for FY-25 budget will be recorded.

B. Lake 15 Wall Replacement

Mr. Schumacher reported:

- A preliminary design and cost proposal was received from a contractor for a pre-designed retaining seawall.
- The design does not utilize a poured concrete cap, with the associated truck access.
- The Procurement Division will be consulted for guidance on the concept to determine if the Scope of Work and Request for Quote can be treated as a design/build project.
- Clarification regarding final design submission for verification and approval (signed and stamped) by a licensed Structural Engineer on contract with the County will be sought.
- Project installation will be coordinated with the QRCG.

C. 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.
- A Kasco pond fountain to replicate Lake 14 fountain will be specified.

D. Shopping Center Ficus Hedge & Fence

Mr. Schumacher reported:

- Kite Realty Group removed the Ficus hedge and installed vegetation screening bordering the Pine Ridge Crossing Shopping Center and Woodshire Lane, the east boundary of the community.

Fence Installation Woodshire Lane/Pine Ridge Crossing Shopping Center

- The area between Woodshire Lane and the Pine Ridge Crossing Shopping Center houses utilities and poses a safety risk to individuals cutting through between Woodshire Lane and the center.
- The fence south of the area between Woodshire Lane and the Shopping Center may be extended to The Crossings parking lot entrance off Woodshire Lane.
- A quote for a heavier gauge link fence has been requested from Carter Fence Company.
- A survey requirement will be confirmed, if any.
- Ground Zero Landscaping was consulted on ways to address the ravine that now traverses the cut through, and recommended Bahia Grass with soil to level out the area.

Mr. Schumacher will consult with Code Enforcement to determine if the new hedge conforms to the County's specifications for installation of screening vegetation.

VII. ONGOING BUSINESS

Mr. Schumacher reported:

- Several concrete posts for the Lake 16 cable retaining fence require repair.
- A quote will be sought from Estates Land Solutions to re-set posts in concrete, encase them with a grey vinyl sleeve and reinstall stainless-steel hardware.

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.
- A 1.5-inch leveling course of asphalt will be installed to conform to the County standard and extend the life of the roadways. One roadway per year will be considered for paving.
- An *Invitation to Bid* for the Woodshire Lane paving project will be distributed upon award and issuance of a new County paving contract. Work is anticipated in calendar year 2025.

B. Quail Run Riprap Replenishment

Mr. Schumacher reported:

- Quail Run Golf Club (QRGC) management requested the MSTU provide riprap material for the course lakes, with club Staff to perform the installation.

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- Upon 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.
- The proposal will be presented to the Committee for consideration.

Mr. Schumacher will:

- Verify quantity and size of stone material required with Mr. Burnham.
- Visit the quarry Preferred Materials uses and secure a quote for the riprap stone.
- Schedule the project for April or May 2025.

IX. COMMITTEE MEMBER COMMENTS

Mr. Schumacher reported Mettauer Environmental performed routine maintenance on Lake #14.

X. PUBLIC COMMENTS

A. Woodshire Villas Traffic Calming Options

Mr. Schumacher reported:

- A Traffic Engineer was consulted for an opinion on traffic safety improvement opportunities.
- Diagrams of the areas viewed were distributed to the Committee.
- In concurrence with the Traffic Operations Division (TOD) officials' findings, it was determined the area does not meet the national Manual on Uniform Traffic Control Devices (MUTCD) criteria for a crosswalk due to insufficient automobile and pedestrian traffic volumes.
- Recommendations for the HOA to enhance visibility included:
 1. Trim foliage close to the Right of Way (ROW) to expand line-of-sight visibility.
 2. Move the STOP signs forward and position them three feet from the curb.

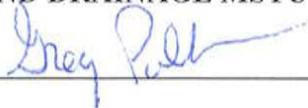
Discussions ensued regarding speed deterrent methods. The installation of speed monitoring signs was presented as consideration.

Mr. Schumacher will provide data from the Traffic Logix SafePace 100 speed monitoring device utilized in the Lely MSTU for Committee review.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:09 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE



Greg Pollock, Chair

The Minutes were approved by the Committee on Nov 5, 2024 as presented , or as amended .

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

MINUTES

NEXT MEETING:

NOVEMBER 5, 2024 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497