

FOREST LAKES

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

MINUTES DECEMBER 5, 2023

I. CALL TO ORDER

Mr. Schumacher called the meeting to order at 10:05 A.M. Roll call was taken, and a quorum was not established.

II. ATTENDANCE

Advisory Committee

Marianne Fanning – Chair (Excused)

Greg Pollock – Vice Chair (Excused)

Patrick Bernal

Kathy Thomson

Vacancy

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 Attendees

Doug Burnham – GM Quail Run Golf Club

Paul Carletta – Resident

John Guido - Resident

Jerry Norsic – Resident

Stacie Young – Resident

III. APPROVAL OF AGENDA

The Committee agreed to hold an informational meeting in accordance with the Agenda as amended:

Add: IX. Committee Member Comments – A. Roadway Pavement Markers; B. Woodshire Lane Repaving.

X: Public Comments – A. Main Entrance Royal Palms.

IV. APPROVAL OF MINUTES – November 7, 2023

The minutes of the November 7, 2023, Forest Lakes Roadway and Drainage MSTU meeting will be considered at the January 9, 2024, meeting.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- The community landscaping is in good condition.
- Atrazine, a systemic herbicide, will be applied to grass areas at the front entrance to control emerging broadleaf weeds.
- Some Bougainvillea Standards in the front entrance island do not have buds; replacement should be considered.

- A seasonal flower planting scheme by the Pine Ridge sign should be implemented.

Noted during discussion:

- Ground Zero Landscaping will submit a cost quote to Mr. Schumacher for replacement of the declining 'Helen Johnson' Bougainvillea Standards in the entry island.
- Mr. Schumacher and Mr. Gross will recommend a flower arrangement of annuals for installation at the Pine Ridge sign area.
- Some Poincianas on Woodshire Lane, planted between the sidewalk and the road, should be evaluated for relocation or removal.
- Photos of weed growth in grassy areas at the front entrance and the Poincianas on Woodshire Lane will be forwarded to Mr. Schumacher to address.

Mr. Schumacher noted:

Grounds Maintenance Multi-Year Contract

- The current contract with Ground Zero Landscaping expires on March 22, 2024.
- To clarify the service areas of responsibility outlined in the landscape maintenance contract, a community drive-through was conducted with Mr. Gross.
- 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 contract is subject to approval of the Board of County Commissioners (BCC).

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 December 5, 2023, prepared November 28, 2023.

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. Mettauer Environmental – lake weed control and aerator maintenance.
 6. Mettauer Environmental – lake fountain maintenance.
 7. Premier Staffing – transcription services.
 8. Shenandoah General Construction – stormwater pipe scoping & cleaning.
 9. Simmonds Electrical – lighting & general electrical services.
 10. 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, \$161,272 is committed to existing Purchase Orders and \$23,966 is expended, leaving the remainder of \$70,172 available within budget for additional operating expenses as needed.
 - c. Line 25, County Overhead – Of the \$104,200 budgeted, \$9,117 has been transferred and a balance of \$95,089 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
 - d. Line 28, Capital Projects – A balance of \$2,514,600 remains for improvement projects.
 - e. Line 29, Capital Reserves – \$400,000 of budgeted Capital funds are reserved specifically for roadway paving.
 - f. Line 30, All Expenses – Of the \$2,874,212 budgeted, tabulated Commitments to existing Purchase Orders total \$161,272, \$218,561 has been expended, leaving a remainder of \$2,679,860 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) has been drafted.
- The funds allocated to Ground Zero Landscaping will be expended until a new landscaping contract is awarded in 2024.
- Purchase Orders for Aquatic Vegetation Control and Lake Fountain repairs were issued to Mettauer Environmental on receipt of documentation required by the Risk Management Division.
- The Purchase Order for Hart's Electrical will be closed out.
- Simmonds Electrical will be notified to repair lamp outages.
- The Lake 15 retaining wall repair will be funded from the Improvements General category.
- The 4.000 MSTU millage rate (\$4.00 per \$1,000.00 of Ad Valorem taxable value) will be reviewed during the FY-25 budget planning cycle.

Asset Management Plan

- The *Asset Management Plan* report to identify life expectancies of community assets and corresponding expenditure projections to fund this maintenance was prepared on April 4, 2022.
- A review of assets for which the MSTU is responsible, and the estimated cost of paving roadway assets, will be identified and the results reported to the Committee at a future meeting.

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 2024.

Individuals interested in membership on the Advisory Committee can submit Online Applications at <https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>.

Applications are reviewed by the Committee at an upcoming monthly meeting for consideration to recommend approval to the Board of County Commissioners (BCC).

C. January Meeting Date

The Committee agreed to reschedule the January 2, 2024, meeting to January 9, 2024.

VII. ONGOING BUSINESS

Mr. Schumacher reported:

A. Stormwater

Woodshire Lane Pipe Scope and Clean

Upon approval of an extension to Shenandoah General Construction's Broward College RFP-2018-167-EH Storm Drain Cleaning, Repairs and Maintenance piggyback contract, video inspection and cleaning of storm drainage pipes on Woodshire Lane will be scheduled.

B. Fountain Maintenance and Repairs

- Mettauer Environmental will access 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.
- The two fountains in Lake 14 are under warranty.
- The Lake 9 fountain will be replaced if repairs are not feasible.

C. Drainage Swales

Rip-Rap Data and Plats and 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.

Mr. Schumacher will coordinate a project schedule with ABB based on the proposal and process a Work Order to initiate the work.

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.

Comments

Mr. Burnham reported that the rip rap on Lakes 6 and 7 has eroded into the lakes. The golf course maintenance crew will refurbish the swales with rocks if the MSTU supplies the material.

Mr. Schumacher will review the offer from Mr. Burnham.

IX. COMMITTEE MEMBER COMMENTS

Mr. Schumacher reported:

A. Roadway Paving Markers

Vehicles are encroaching on the northwest corner section of the sidewalk in the vicinity of Daisy Lane.

- The Road Maintenance Division reported “marking tape” is not recommended as vibration is only emitted at higher speeds and road reflectors damage easily.
- Samples of Reflective Pavement Markers (RPM’s) will be submitted to the Committee for consideration at the January 2024 meeting.

B. Woodshire Lane Repaving

- Repaving Woodshire Lane will be considered in 2024.
- Paving the road in its entirety or sectional repaving, including gutters, will be addressed.
- Removal of trees abutting the south end of the roadway will be evaluated.

Mr. Schumacher will:

- Consult with Road Maintenance Division on the roadway condition and subsequently a project outline including event sequence, cost quotes and a timeline.

X. PUBLIC COMMENTS

A. Main Entrance Royal Palms

Mr. Burnham’s reported his research indicates the Royal Palms at the front entrance were planted by the MSTU.

During discussion a palm frond dangling above the exit side of Forest Lakes Blvd was reported.

Mr. Schumacher requested photographs of the item be forwarded to him so he can investigate.

Canal Southern Border

Mr. Schumacher will inquire with the Road Maintenance Division regarding barge activity and vegetation removal on the west bank of the canal and report his findings at a future meeting.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:04 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE



Marianne Fanning, Chair

The Minutes were approved by the Committee on January 9, 2024 as presented _____, or as amended ✓.

MINUTES

<https://www.collierptne.com/wp-content/uploads/2020/12/Agenda-Backup-Forest-Lakes-12-05-23-Optimized.pdf>

NEXT MEETING:

JANUARY 9, 2024 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE
NAPLES, FL 34105
(239) 261-5497