

FOREST LAKES

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

MINUTES

SEPTEMBER 2, 2025

I. CALL TO ORDER

Chair Pollock called the meeting to order at 10:01 A.M. Roll call was taken, and a quorum of five were present.

II. ATTENDANCE

Advisory Committee

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

Staff

Ellen Sheffey – Director, PTNE (Interim – 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 – General Manager, QRG
Jack Hedenstrom - Resident
Deborah Hestrup – Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Vice Chair Thomson moved to approve the September 2, 2025, Agenda of the Forest Lakes Roadway and Drainage MSTU Advisory Committee. Second by Ms. Fanning. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – August 5, 2025

Mr. Norsic moved to approve the minutes of the August 5, 2025, Forest Lakes Roadway and Drainage MSTU Advisory Committee meeting as presented. Second by Vice Chair Thomson. Carried unanimously 5 - 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Landscaping is well trimmed and in good condition.
- Entryway annual flowers are healthy. Beds will be cleaned out and seasonal winter annuals planted in November/December.
- Trees and shrubs with branches overhanging the sidewalk were pruned.
- Sabal Palm trees on Woodshire Lane were flush cut and removed in preparation for installation of the fence.

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- A landscape plan to beautify the front entrance will be prepared for the Committee to review at the November meeting. Aged Junipers will be removed.

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 September 2, 2025, prepared August 25, 2025.

Mr. Schumacher provided an overview of the budget highlighting:

Purchase Orders

1. City of Naples – reclaimed irrigation water.
2. Carter Fence Company – Woodshire Lane fence.
3. FPL – electricity.
4. Ground Zero Landscaping – grounds maintenance.
 - a. Incidentals – landscape materials and refurbishment.
 - b. Maintenance – regular landscape, swales & irrigation maintenance.
5. Lake Doctors – lake fountain(s).
6. LJA Engineering – engineering consulting services.
7. Pavement Maintenance – concrete sidewalk curbs.
8. Preferred Materials – roadway repaving.
9. Premier Staffing – transcription services.
10. Simmonds Electrical – lighting & general electrical services.
11. SiteOne Landscape Supply – irrigation parts and pumps.
12. Tigris Aquatic Services – Lake’s maintenance, aquatic vegetation control.

Budget Summary

1. Line 1, Revenue – Of the \$1,268,800 Millage assessed, \$1,200,694 has been collected, balance due is \$68,105.
2. Line 2, Carry Forward – Unexpended Prior Year (2024) Funds 2,504,100.
3. Line 3, Revenue Total – A total of \$3,772,900.
4. Line 22, Operating Expense – Of the \$301,060 budgeted, \$50,142 is committed to existing Purchase Orders and \$243,608 is expended, leaving the remainder of \$7,309 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the \$108,500 budgeted, \$108,227 has been transferred and a balance of \$272 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 31, Capital Reserves’ total balance is \$3,353,200.
 - i. Reserves for Capital (Line 29) – a balance of \$2,953,200 remains for improvement projects.
 - ii. Reserves for Roadway Paving (Line 30) – a \$400,000 earmark.
7. Line 32, All Expenses – Of the \$3,772,900 budgeted, \$50,142 remains committed to existing Purchase Orders and \$361,966 has been expended, leaving \$3,360,790 available within budget for additional expenses as needed.
8. Line 33, FY-25 Budget Grand Total – budgeted Revenues (Line 3) and All Expenses (Line 32) are equal and cancel-out, \$50,142 remains committed to existing Purchase Orders, collected Revenues exceed Expenses by \$838,528 and \$788,585 are Unexpended.

General

1. MSTU Millage Rate to maintain MSTU Roadways, Stormwater Drainage, and assets within the taxing district.
 - 2025: 4.0000 Mills per \$1000.00 of taxable value.
 - 2026: 2.5000 Mills per \$1000.00 of taxable value.
2. The Ad Valorem property tax value increased 7.65% for fiscal year 2025 over 2024 generating additional revenue of \$87,975.
3. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Mr. Schumacher noted:

- Revenue collected for FY-26 will be less than FY-25 as the millage rate was reduced from 4.0000 to 2.5000.
- The Office of Budget Management assumes 5% of millage assessed will be delinquent and factors the funds into the budget.
- Funds are available to cover the expenditure overage for Landscape Incidentals.
- The purchase of mulch was invoiced under Ground Zero Landscaping's contract.
- A Purchase Order was issued to Carter Fence for installation of the Woodshire Lane fence.
- Preferred Materials repaving of Woodshire Lane and Forest Lakes Drive, defined as "repairs to existing assets," is recorded under Other Contractual, Line 8.
- A budget amendment will transfer the funds earmarked for roadway paving in the Capital Reserves category, Line 31, to the Other Contractual category.

B. Ordinance Amendment

Mr. Schumacher reported:

The proposed Amendment to Section One of Ordinance 91-107 was approved for advertisement by the Board of County Commissions Agenda at the August 12, 2025, meeting.

The Amendment will be considered at the Board of County Commissioners' meeting on September 23, 2025. He noted:

Amendment Items for Approval

- Lake 15 Wall Replacement
- Lakes Rip-Rap Replenishment
- The Amendment to the Ordinance was approved by the Committee on May 6, 2025.

Lake 15 Wall Replacement and Lake Riprap Replenishment

Lake wall replacement and riprap replenishment are incorporated into the Amendment of Section One of Ordinance 91- 10, permitting the MSTU to undertake repairs to the Quail Run Golf Club property with approval by the Committee.

C. Project List and Criteria

Mr. Schumacher summarized the Forest Lakes MSTU *Project List*, dated September 2, 2025. *(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

- The list can be re-prioritized at the Committee's discretion.
- A Purchase Order has been issued to Carter Fence LLC for the purchase of equipment and installation for the Woodshire Lane fence.

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- The contract for fountain maintenance with Agri Services International (ASI) is for three years with a two-year renewal option. A quote to repair the Lake 14 pump station has been requested.
- The Lake #15 wall repair is pending the Ordinance Amendment. The two phases include design and construction.
- The Riprap stone installation for Lake perimeters is pending an Ordinance Amendment. The stone is available to order and drop ship.
- The *Asset Management Plan*, prepared June 4, 2024, which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028, totaling \$2,140,995, will be updated.

Quail Run Golf Club Ad Valorem Taxes and MSTU Tax Recap

- As part of the Ordinance Amendment, the BCC required a Commercial Impact Statement that indicates that businesses within the tax district are not expected to acquire new taxes because of the change.
- The QRGC millage rate is the same as the MSTU.
- MSTU purchases do not financially impact the Quail Run Golf Club.
- A recap of the analysis, based on 2024 Ad Valorem taxes, was provided.

VII. ONGOING BUSINESS

A. Shopping Center Screening – Fence & Riprap Berm

Mr. Schumacher reported:

Fence Installation Woodshire Lane/Pine Ridge Crossing Shopping Center

- A Purchase Order was issued to Carter Fence LLC in the amount of \$15,025.00 to purchase equipment and install a black vinyl fence extending from the existing fence south of this area to The Crossings parking lot entrance off Woodshire Lane at the north end.
- Ground Zero Landscaping will construct a riprap berm in the ravine, and install a weed mat roll cloth and riprap, at a cost of \$2,717.25.

B. Sidewalk Light Poles

Mr. Schumacher reported:

Lamp replacement

- Simmonds Electrical installed forty-eight (+) streetlamp bulbs around the perimeter with GE brand High Pressure Sodium (HPS) bulbs.
- Seventy-five bulbs remain in inventory for future replacements.
- A retrofit conversion option to replace the HPS lamps, which are being phased out with amber LED's, will be considered when an option becomes available.

Pole #33 Replacement (Woodshire Lane)

- Sternberg is researching replacement options for pole #33.

VIII. NEW BUSINESS

A. Lake Fountain Replacement

- A quote to repair the Lake 14 pump station has been requested.
- Lake Doctors completed the pump installation for the Lake #9 fountain on March 26, 2025.

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B. Crosswalk Sign

- The downed crosswalk sign at Forest Lakes Boulevard and Forest Lakes Drive will be re-installed.

IX. COMMITTEE MEMBER COMMENTS

None

X. PUBLIC COMMENTS

Swale Maintenance

Ground Zero Landscaping will evaluate the condition of the golf course swales and perform maintenance when the water recedes.

Mr. Schumacher reported that he is retiring at the end of September 2025. A successor will be announced at a later date.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:48 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE



Greg Pollock, Chair

Vice Chair

The Minutes were approved by the Committee on Oct 7, 2025 as presented X, or as amended ____.

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

NEXT MEETING:

OCTOBER 7, 2025 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497