

MINUTES

FOREST LAKES

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

MINUTES

DECEMBER 2, 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 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)
Jeffrey Felger – Project Manager
Rosio Garcia – Operations Coordinator

Contractors

Aaron Gross - Ground Zero Landscaping
Wendy Warren - Premier Staffing (Transcription)

Public Attendees

Barbara Bell - Resident
Doug Burnham – General Manager, QRG
Paul Carletta - Resident
Jack Hedenstrom - Resident
Deborah Hestrup – Resident
Rick Korb – Resident, QRG
Tom Kinnery – Resident
Tom McElroy - Resident
Michael Poff – Resident
Steve Thomson – Resident
Megan Young - Resident
Steve Young – Resident

III. APPROVAL OF AGENDA

Vice Chair Thomson moved to approve the December 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 – November 4, 2025

Vice Chair Thomson moved to approve the minutes of the November 4, 2025, Forest Lakes Roadway and Drainage MSTU Advisory Committee meeting subject to the following change:

- *Page 6, Item X – Lamp Outage, from "... (A resident reported a lamp outage on pole #100 in the vicinity of Narita Lane.) ...," to ... A resident reported a lamp outage on pole #143 in the vicinity of Narita Lane ...).*

Second by Mr. Norsic. Carried unanimously 5 – 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Landscaping is well trimmed and in good condition.
- A new landscape bed was planted in front of the community sign.
- Penta flowers in the entryway will be replaced with Impatiens at a future date.
- A main line valve break underneath the sign and a crushed lateral line at the edge of the road were repaired.
- Golf Course swales are in good condition.

Ground Zero Landscaping will:

- Remove pine needles on the sidewalk, and area abutting the fence, on Woodshire Lane.
- Prune Poinciana trees to increase sight line of visibility.

Mr. Felger will:

- Contact the Road Maintenance Division to remove glass debris on Lake Forest Boulevard, at the intersection of Pine Ridge Road.
- Determine ownership of the Quail Run monument sign on Forest Lakes Boulevard.

VI. PROJECT MANAGERS REPORT

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 2, 2025, prepared November 26, 2025.

Mr. Felger 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 Services Inc. – grounds maintenance.
 - a. Incidentals – landscape materials and refurbishment.
 - b. Maintenance – regular landscape, swales & irrigation maintenance.
5. The Lake Doctors, Inc. – lake fountain(s).
6. Jacobs Engineering Group, Inc. – engineering consulting and design services.
7. Naples Electric Motor Works – Pump station services.
8. Pavement Maintenance Inc. – Sidewalk and curb repairs.
9. Premier Staffing Source, Inc. – transcription services.
10. Simmonds Electrical of Naples, Inc. – lighting & general electrical services.
11. SiteOne Landscape Supply – irrigation parts and pumps.
12. TIGRIS Aquatic Services, LLC – Lake's maintenance, aquatic vegetation control.
13. Tree Scaping of Naples – Tree pruning.

Budget Summary

1. Line 1, Revenue – Millage assessed and Interest totals \$849,700, a decrease of \$419,100 over 2024, due to a millage rate reduction from 4.000 to 2.5000.

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2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds 3,617,825.
3. Line 3, Revenue Total – A total of \$4,467,525.
4. Line 23, Operating Expense – Of the \$349,225 budgeted, \$196,803 is committed to existing Purchase Orders and \$19,878 is expended, leaving the remainder of \$132,543 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the \$109,200 budgeted and \$7,488 has been transferred, and a balance of \$101,711 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 31, Capital Reserves - \$4,009,100 remains for future improvements.
7. Line 32, All Expenses – Of the \$4,467,525 budgeted, \$196,803 remains committed to existing Purchase Orders and \$27,366 is expended leaving \$4,243,354 available within budget for additional expenses as needed.

General

1. The Fiscal Year 2026 budget is effective October 1, 2025. Unspent Fiscal Year 2025 funds were carried forward to 2026.
2. The Ad Valorem property tax value increased 7.03% for fiscal year 2025 over 2024.
3. The MSTU Millage Rate for 2026 is 2.5000 per \$1000.00 of taxable value.
4. The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
5. Tax Millage collected and interest, to maintain and improve MSTU assets, can only be utilized by the MSTU and within the district boundary.

Mr. Felger noted:

- Purchase Orders have been requested for Lake Doctors and Tree Scaping of Naples, Inc.
- Tigress Aquatic services for lake maintenance/aquatic weed control will be scheduled monthly.
- A query will be made to determine if Mettauwer Environmental, Inc. is a contract option for lake maintenance services.
- Tree Scaping of Naples submitted proposals to trim trees on the southwest corner of Woodshire Lane, overhanging the fence, and palms.
- 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.

VII. ONGOING BUSINESS

Mr. Felger reported:

A. Sidewalk Light Poles

- Simmonds Electrical of Naples is researching replacement options for Pole #33 on Woodshire Lane.
- A pole outfitted with an LED lamp will provide better illumination for the area.
- Pole #33, fitted with an LED fixture, will be relocated to a corner location on Woodshire Lane and a functioning pole from the Pine Ridge Road entrance moved to the original Pole #33 location.

B. Lake #15 Wall Maintenance

- Jacob's Engineering Group, Inc., submitted a proposal to prepare a design and monitor construction for the Quail Run Golf Club, Lake 15, wall replacement.

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- The MSTU will oversee and consider fiscal responsibility for the project subject to approval by the Committee.
- Project installation will be coordinated with the Quail Run Golf Club.

C. Lake Fountain Maintenance

Lake #9

- Lake Doctors will perform maintenance on the Lake #9 pump.
- The pump, installed on March 26, 2025, at a cost of \$10,130, is under warranty.

Lake #14

- Lake Doctors will commence repair work on the pump station and two fountains on Lake #14 upon completion of Lake #9 maintenance.

D. Fertilizer

Ground Zero Landscaping applied fertilizer in November in accordance with the schedule.

E. Entrance Flooding

A map defining property easements in the Forest Lakes Community was distributed with the Agenda.

The Ordinance includes the front entrance, and a water drainage feasibility study can be conducted to determine methods to alleviate flooding at the entrance.

Mr. Felger will present data and options for consideration to the Committee at the January 2026 meeting.

VIII. NEW BUSINESS

A. Lake Riprap Replenishment Lake 7 and 8

- 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 Pavement Maintenance, Inc. (PMI) in accordance with the *Asphalt Maintenance and Related Services Contract*.
- The proposed cost sharing arrangement will be presented to the Committee for consideration.
- Installation of riprap will be scheduled during the rainy season and coordinated with Mr. Burnham.

B. Front Entrance Lights

- An on-site meeting with Simmonds Electrical was held on November 24, 2025, to assess the scope of work to be performed.
- Simmonds confirmed the transformers need to be replaced as well as a sensor for the decorative entry post lights.
- Members requested a warm color for the palm tree lights.

C. Stormwater Retention on Roadways

- Flooding occurs during storm events posing a safety hazard.
- A stormwater mitigation study on the community roadways can be contracted.
- Cost of improvements and the tool for financial funding will be identified.

D. Sidewalk Replacement

Perimeter Sidewalk Maintenance

- An assessment of sidewalk conditions, including the slab in front of the Quail Run Club House, will be conducted.
- Concrete slabs with a variance of one-half inch or more between slabs will be marked for repair.
- A quote will be requested from PMI based on the condition of slabs surveyed.

E. Pump Station

The Road Maintenance Division reported that the pump station on the west side of the entrance to the community is not in their inventory. Other entities will be contacted to determine ownership.

A meeting with the Public Utilities Department will be sought to determine options to camouflage the pump.

F. Swale Recontouring

- Shenandoah Construction declined the project to reshape the swales on the golf course.
- An alternative vendor will be solicited and a quote requested.

G. Entrance Landscaping West Side

- Ground Zero Landscaping will consider landscaping options for the west side of the entrance to the community.
- Existing vegetation will be removed and drip irrigation installed.
- New landscaping will be compatible with the plantings on the east side of the entrance.
- A plan will be presented to the Committee for consideration.

H. Quotes

Mr. Felger submitted the following quotes for Committee consideration.

Simmonds Electrical of Naples, Inc.

Simmonds Electric submitted proposal No. 2517162, dated November 25, 2025, in the amount of \$4,223.68, for street light maintenance. Twenty 70w HPS lamps and five 70 w HPS ballasts, supplied by Collier County, will be installed. The photocell (s) will be replaced.

Mr. Norsic motioned to approve Simmonds Electrical of Naples, Inc. proposal No. 2517162, dated November 25, 2025, in the amount of \$4,223.68, to replace twenty lamps and five ballasts on MSTU streetlights. Second by Mr. Bernal. Carried unanimously 5 – 0.

Jacobs Engineering Group, Inc.

Jacobs Engineering Group, Inc. submitted a cost estimate dated November 21, 2025, in the amount of \$43,996.00, for the “Quail Run Golf Club Lake 14 Wall Replacement Design, and Construction Monitoring.” The proposal includes Topographic Survey Services in the amount of \$3,500.00.

The Committee will consider the proposal at the January 6, 2026, meeting.

Service Contracting Solutions

SCS submitted Service Agreement 23-8169, dated November 19, 2025, in the amount of \$11,328.80, to pressure wash sidewalks in the Forest Lakes MSTU.

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Discussion ensued regarding potential damage pressure washing may cause to the concrete sidewalks.

Vice Chair Thomson motioned to approve Service Contracting Solutions Service Agreement No. 23-8169, in the amount of \$11,328.80, to pressure wash sidewalks in Forest Lakes. Second by Mr. Norsic. Carried unanimously 5 – 0.

Tree Scaping of Naples, Inc.

1. Tree Scaping of Naples submitted Quote No. 11439, dated December 1, 2025, in the amount of \$9,120.00, to cut back branches to the property line along the fence, approximately 3200 feet, and clear the light post.

Mr. Bernal motioned to approve Tree Scaping of Naples, Inc.'s Quote No. 11439, dated December 1, 2025, in the amount of \$9,120.00 to prune branches to the property line along the fence, approximately 3200 feet, clear the light post. Second by Vice Chair Thomson. Carried unanimously 5 – 0.

2. Tree Scaping of Naples submitted Quote No. 11438, dated December 1, 2025, in the amount of \$1,245.00, to trim palm trees.

Ms. Fanning moved to approve Tree Scaping of Naples, Inc.'s Quote No. 1438, dated December 1, 2025, in the amount of \$1,245.00, to prune coconut and royal palms. Second by Mr. Norsic. Carried unanimously 5 -0.

Roadway Paving

Mr. Felger proposed paving one mile of roads and sixteen cul-de-sacs in 2026. A quote will be presented to the Committee for consideration at the January 2026 meeting. The project does not include the entrance.

IX. COMMITTEE MEMBER COMMENTS

None

X. PUBLIC COMMENTS

Signage

Mr. Felger will contact the Traffic Operations Division on the feasibility of installing signage on the south side of Pine Ridge Road, prior to the turn onto Woodshire Lane, directing delivery vehicles to the entrance of the shopping center east of Woodshire Lane.

Canal Southern Border

Mr. Felger will:

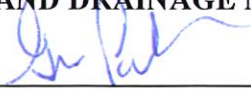
- Inquire with the Stormwater Management Division regarding plans for the dredging and/or maintenance of the canal between the rock weir and the infall from Naples Bath & Tennis to the east.
- Request removal of debris from the weir area.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:14 A.M.

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FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE



Greg Pollock, Chair

The Minutes were approved by the Committee on Jan 6 2026 as presented ✓, or as amended ____.

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

NEXT MEETING:

JANUARY 6, 2026 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497