

FOREST LAKES

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

AGENDA

January 7, 2025

- I. CALL TO ORDER**
- II. ATTENDANCE**
Advisory Committee:
Greg Pollock – Chair (4/21/2026) Marianne Fanning (4/21/2026)
Kathy Thomson – Vice Chair (4/21/2027) Jerry Norsic (4/21/2028)
Patrick Bernal (4/21/2027)
County Staff:
Brian Wells – Director, PTNE
Dan Schumacher – MSTU Project Manager
Contractor(s):
Aaron Gross – Ground Zero Landscaping
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES – DECEMBER 3, 2024**
- V. CONTRACTOR REPORTS**
A. Ground Zero Landscaping – Aaron Gross
- VI. PROJECT MANAGERS REPORT – Dan Schumacher**
A. BUDGET REPORT
C. Shopping Center Screening – Hedge & Fence
D. Lake 9 Fountain Replacement
E. Woodshire Paving
- VII. ONGOING BUSINESS**
A. Lake 15 Wall Replacement
- VIII. NEW BUSINESS**
A. Quail Run Lakes – Rip-Rap Replenishment
B. Woodshire Trees & Palms
- IX. COMMITTEE MEMBER COMMENTS**
- X. PUBLIC COMMENTS**
- XI. ADJOURNMENT**

NEXT MEETING

FEBRUARY 4TH, 2025 - 10:00 AM
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34112
(239) 261-5497

FOREST LAKES

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

MINUTES DECEMBER 3, 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 (Excused)
Marianne Fanning
Jerry Norsic

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, QRGC
Barbara Bell – Resident
Howard Falvey - Resident
John Guido - Resident
Jack Hedenstrom - Resident
Deborah Hestrup – Resident
Jerry Schroer - Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Ms. Fanning moved to approve the December 3, 2024, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Vice Chair Thomson. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – November 5, 2024

Mr. Norsic moved to approve the minutes of the November 5, 2024, Forest Lakes MSTU Advisory Committee meeting as amended:

Page 1, Attendance: delete Stacie Young.

Second by Vice Chair Thomson. Carried unanimously 4 – 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Seasonal annuals were planted at the entrance.
- Fertilizer was applied.
- Vegetation debris was removed from the swale area at the end of Camelia Lane to improve drainage.

- A block wall was constructed to retain soil running off on Woodshire Lane. Vegetation was pruned and sidewalk dirt and debris removed.
- Bougainvillea shrubs at the front entrance have deteriorated and cannot be rejuvenated.
- Recommend planting low flowering shrubs or seasonal flowers bordering the edge of the island.

The Committee agreed to remove the Bougainvillea standards at the front entrance. Landscape options to enhance the island will be considered at a future meeting.

Mr. Schumacher noted:

Retaining Wall on Woodshire Lane

- Ground Zero Landscaping excavated the area and constructed a block wall. A cloth barrier was installed behind the wall for stability and riprap stone was placed to enable water flow. A similar structure will be built along the proposed fence bordering the shopping center.

Irrigation System

- The entry island irrigation system is operational; however, data is not being transmitted to cell phones.
- Stahlman diagnosed the system and determined the meter head, which measures the water flow, requires repair or replacement.
- A cost quote will be solicited from Stahlman to repair/replace the irrigation meter.

Debris Removal

Solid Waste Division will be contacted to determine plans to remove debris piles from the Community.

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 3, 2024, prepared November 26, 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. Mettauer Environmental – lake weed control and aerator maintenance.
 5. Pavement Maintenance – concrete sidewalk curbs.
 6. Premier Staffing – transcription services.
 7. Simmonds Electrical – lighting & general electrical services.
 8. SiteOne Landscape Supply – irrigation parts and pumps.
- Budget Summary
 - a. Line 1, Revenue – Millage Collected and Interest budgeted at \$1,288,800.
 - b. Line 2, Carry Forward – Unexpended Prior Year (2024) Funds 2,504,100.
 - c. Line 3, Revenue Total – A total of \$3,772,900.

MINUTES

- d. Line 22, Operating Expense – Of the \$311,200 budgeted, \$124,143 is committed to existing Purchase Orders and \$16,459 is expended, leaving the remainder of \$170,597 available within budget for additional operating expenses as needed.
 - e. Line 26, County Overhead – Of the \$108,500 budgeted, \$8,591 has been transferred and a balance of \$99,908 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
 - f. Line 27, Reserves for Capital - A balance of \$2,953,200 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 \$3,353,200 (the combined total of Lines 27 and 28).
 - i. Line 30, All Expenses – Of the \$3,772,900 budgeted, tabulated Commitments to existing Purchase Orders total \$124,143 and \$25,051 has been expended, leaving a remainder of \$3,623,705 available for MSTU expenditures.
 - j. Unexpended funds will carryforward to the FY-26 budget.
- General
 - a. MSTU Tax Rate: 4.0 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 be reviewed during the FY-26 Budget planning process.
 - c. The Ad Valorem property tax value increased 7.65% for fiscal year 2025 over 2024 generating additional revenue of \$87,975.
 - d. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Mr. Schumacher noted:

Lake Maintenance

- Mettauers contract for lake vegetation maintenance continues through February 2026.
- A Request for Quote for Aquatic Vegetation Control and lake fountain repairs is being prepared for distribution.
- The Lake 15 retaining wall repair will be funded from the “Reserves for Capital” category.

Street Lamps

- A cost quote will be requested from Simmonds Electrical to replace circuit breakers and twenty (or more) lamp fixtures from the east end of Forest Lakes Boulevard to Wilshire Lane.
- Research will commence in 2026 for LED light fixture options to replace the existing sodium-vapor lamps.

B. Curb Replacements – Woodshire Lane

Mr. Schumacher reported:

- PMI replaced and/or repaired 100 lineal feet of valley gutter on the west side and drain inlets on the east side of Woodshire Lane.
- Irrigation line breaks occurred in a 60-foot section on the north end of Woodshire Lane.
- PMI will repair the breaks and Big Cypress Landscaping, Emerald Greens Condominiums landscape contractor, will conduct a “wet check” to confirm the system is functioning.
- The MSTU expenditure was approved by the Committee on October 1, 2024.

C. Shopping Center Screening - Hedge & Fence

Mr. Schumacher reported:

Landscape Installation

- The Ficus hedge and vegetation screening bordering the Pine Ridge Crossing Shopping Center and Woodshire Lane on the east boundary of the community is deteriorating.
- Kite Realty Group will determine, and confirm to Mr. Schumacher, if the irrigation system is functioning as intended.
- Code Enforcement will be consulted if the situation is not addressed.

Fence Installation Woodshire Lane/Pine Ridge Crossing Shopping Center

- The area between Woodshire Lane and the Pine Ridge Crossing Shopping Center houses utilities and a steep washed out roadway berm along Woodshire Lane, posing a safety risk to pedestrians cutting through between Woodshire Lane and the center.
- The fence running south of this area, along the shared property line, may be extended to The Crossings parking lot entrance off Woodshire Lane at the north end.
- A quote for a heavier gauge link fence has been requested from Carter Fence Company.
- A licensed land surveyor on contract with the County will be retained to survey the area.
- Upon installation of the fence extension, Ground Zero Landscaping will install a block wall along the ravine which traverses the cut through to prevent soil erosion onto the sidewalk. Bahia Grass will be sodded-in to secure the soil.

The Committee will determine black vinyl versus galvanized fencing options for the project at a future meeting.

D. Lake 9 and Lake 14 Fountains

Mr. Schumacher reported:

Lake 9 Fountain Replacement

- A Request for Quote (RFQ), based on time and materials, for a 3 horsepower Kasco aerator fountain installed, was issued to three vendors.
- A Purchase Order will be issued to the lowest qualified bidder and installation scheduled.

Lake 14 Fountain Repair

- Mettauer Environmental determined the pump house controller on the east side of the fountain is malfunctioning and has consulted Kasco for a repair/replacement recommendation.
- The fountain was moved to its original location.

VII. ONGOING BUSINESS

A. Lake 15 Wall Replacement

Mr. Schumacher reported:

- A baseline for a replacement lake retaining wall (seawall) has been received from a Marine supply company.
- The design does not utilize a poured cap, with the associated truck access.
- Upon completion of a final design, approval by a licensed structural engineer will be obtained in order to proceed.
- Project installation will be coordinated with the Quail Run Golf Club.

VIII. NEW BUSINESS

A. Paving Contract

Mr. Schumacher reported:

- Forest Lakes roads are in County inventory but not maintained by the County.
- The *Asphalt Maintenance and Related Services Contract* was awarded to Preferred Materials by the Board of County Commissioners (BCC) on November 12, 2024.
- A *Request for Quote* (RFQ) has been submitted to Preferred Materials for the Woodshire Lane paving project.
- Upon presentation to the Committee and approval, a Purchase Order will be issued.
- Work is anticipated in the first quarter of calendar year 2025.

B. Quail Run Riprap Replenishment

Mr. Schumacher reported:

- Quail Run Golf Club (QRGC) has 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 Preferred Materials, Inc in accordance with the *Asphalt Maintenance and Related Services Contract*.
- As recommended by the County Attorney’s office (CAO), the proposed cost sharing arrangement will be submitted to the Board of County Commissioners for approval.
- The proposal will be presented to the Committee for consideration.
- The project will be scheduled for April/May 2025.

IX. COMMITTEE MEMBER COMMENTS

Mr. Schumacher responded to the comments:

Riprap Data and Plats and Easements

- LJA Engineering will incorporate recent survey data including riprap locations and easement/property lines into their plans.
- The report will enable an evaluation of the golf course swale areas which need to be recontoured.

Asset Management Plan

- The *Capital Asset Plan* report, dated June 4, 2024, estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance.
- Assets include roadway pavement, stormwater drainage swales & structures, landscaping & irrigation, lake fountains & weed control, seawalls, sidewalks & lighting, and fencing.
- Entryway light maintenance and lamp replacement will be incorporated into the plan if it is determined they are an MSTU asset.
- As of June 4, 2024, maintenance and repair estimates throughout 2028 total \$2,140,995.
- Pavement Maintenance, LLC. (PMI) will requote the roadway paving estimate for the community and the Asset Plan financials projections updated.

X. PUBLIC COMMENTS

A. Woodshire Villas Traffic Calming Options

A resident will provide Mr. Schumacher with the Sherrif’s Department’s contact information to request installation of a radar sign, preferably including recorded speeds, to assess the extent of speeding in the area.

Lake Fishing on Lake #14

Fishing lines interfere with the operation of the lake fountains. “No Fishing” signs are installed at various locations around the lake.

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

The Minutes were approved by the Committee on _____, 2025 as presented _____, or as amended _____.

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

NEXT MEETING:

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

Forest Lakes M.S.T.U.
Fund 1626
January 7, 2025

	FY-25	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1	MILLAGE COLLECTED & INTEREST		MSTU Revenues		\$ (1,268,800.00)	\$ -	\$ (1,033,183.50)	\$ (235,616.50)
2	CARRY FORWARD		Unexpended Prior Year Funds		\$ (2,504,100.00)	\$ -	\$ -	\$ (2,504,100.00)
3	ALL REVENUES				\$ (3,772,900.00)	\$ -	\$ (1,033,183.50)	\$ (2,739,716.50)
4	ENG. FEES & OTHERS (631400)				\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
5	INDIRECT COST REIMBURSE	Collier County	Indirect Cost	Direct Pay	\$ 3,900.00	\$ 3,900.00	\$ -	\$ -
		Ground Zero Landscaping	Non-Bid Schedule Items	4500233638		\$ 2,280.00	\$ 720.00	
		Ground Zero Landscaping	Landscape Incidentals	4500233638		\$ 5,442.93	\$ 9,557.07	
6	LANDSCAPE INCIDENTALS (634990)				\$ 10,000.00	\$ 7,722.93	\$ 10,277.07	\$ (8,000.00)
		Ground Zero Landscaping	Grounds Maintenance	4500233638		\$ 52,946.00	\$ 13,054.00	
7	OTHER CONTRACTUAL (634999)				\$ 100,000.00	\$ 52,946.00	\$ 13,054.00	\$ 34,000.00
		Pavement Maintenance	Concrete Sidewalks, Curbs	4500233648		\$ 25,000.00	\$ -	
		Mettauwer Environmental	Lakes Maintenance Maintenance	4500233643		\$ 1,250.00	\$ 1,725.00	
8	OTHER CONTRACTUAL (639990)				\$ 140,600.00	\$ 26,250.00	\$ 1,725.00	\$ 112,625.00
9	ELECTRICITY	FPL	Electricity	4700005161	\$ 13,500.00	\$ 10,725.64	\$ 2,774.36	\$ 0.00
10	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation	4700005192	\$ 3,000.00	\$ 2,704.20	\$ 295.80	\$ 0.00
11	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 600.00	\$ 600.00	\$ -	\$ -
12	SPRINKLER SYSTEM	SiteOne	Irrigation Parts & Pumps	4500235293	\$ 1,500.00	\$ 3,500.00	\$ -	\$ (2,000.00)
13	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
		Simmonds Electrical	Electrical Services	4500233651		\$ 4,146.54	\$ 5,853.46	
14	LIGHTING MAINTENANCE (646451)				\$ 6,000.00	\$ 4,146.54	\$ 5,853.46	\$ (4,000.00)
15	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
16		Premier Staffing	Transcription	4500234228		\$ 2,576.95	\$ 400.95	
17	OTHER MISCELLANEOUS (649990)				\$ 3,000.00	\$ 2,576.95	\$ 400.95	\$ 22.10
18	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
19	COPYING CHARGES	J.M. Todd	Copier CPC	4500234730	\$ 200.00	\$ 123.63	\$ 26.37	\$ 50.00
20	FERT HERB CHEM				\$ 500.00	\$ -	\$ -	\$ 500.00
21	OTHER OPERATING				\$ 300.00	\$ -	\$ -	\$ 300.00
22	OPERATING EXPENSES				\$ 311,200.00	\$ 115,195.89	\$ 34,407.01	\$ 161,597.10
23	PTNE STAFF & DIVISION OVERHEAD				\$ 72,600.00	\$ -	\$ -	\$ 72,600.00
24	PROPERTY APPRAISER				\$ 9,400.00	\$ -	\$ 2,209.51	\$ 7,190.49
25	TAX COLLECTOR				\$ 26,500.00	\$ -	\$ 22,389.86	\$ 4,110.14
26	COUNTY OVERHEAD				\$ 108,500.00	\$ -	\$ 24,599.37	\$ 83,900.63
27	RESERVES FOR CAPITAL				\$ 2,953,200.00	\$ -	\$ -	\$ 2,953,200.00
28	RESERVES FOR ROADWAY REPAVING				\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
29	CAPITAL RESERVES				\$ 3,353,200.00	\$ -	\$ -	\$ 3,353,200.00
30	ALL EXPENSES				\$ 3,772,900.00	\$ 115,195.89	\$ 59,006.38	\$ 3,598,697.73
31	FY-25 BUDGET GRAND TOTAL		= ALL REVENUES - ALL EXPENSES		\$ -	\$ 115,195.89	\$ (974,177.12)	\$ 858,981.23

**Forest Lakes M.S.T.U.
Fund 1626
January 7, 2025**

	129,715,669	FY 13 Final Taxable Value	-2.4%		
	129,977,881	FY 14 Final Taxable Value	0.2%		
	140,171,072	FY 15 Final Taxable Value	7.8%		
	152,711,783	FY 16 Final Taxable Value	8.9%		
	165,722,702	FY 17 Final Taxable Value	8.5%		
	190,428,196	FY 18 Final Taxable Value	14.9%		
	202,132,375	FY 19 Final Taxable Value	6.1%		
	210,299,015	FY 20 Final Taxable Value	4.0%		
	219,999,549	FY 21 Final Taxable Value	4.6%		
	227,701,198	FY 22 Final Taxable Value	3.5%		
	257,799,765	FY 23 Final Taxable Value	13.2%		
	294,456,887	FY 24 Final Taxable Value	14.2%		
	\$316,450,549	FY 25 Gross Taxable Value			
	7.65%	Adjustment FY 24 to FY 25			
		FY 25 Gross MSTU Revenue	FY 24		
	Millage	4.0000	4.0000	4.0 mill cap	
	Tax Dollars	\$1,265,802	\$1,177,828	\$87,975	Increase

Total Available Balance	\$ 3,598,697.73
Plus Committed And Not Spent	\$ 115,195.89
Estimated Cash	\$ 3,713,893.62

Prepared 12.30.2024 ZS

+7.0% Average