

FOREST LAKES

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

AGENDA

December 3, 2024

- 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 – NOVEMBER 5, 2024**
- V. CONTRACTOR REPORTS**
A. Ground Zero Landscaping – Aaron Gross
- VI. PROJECT MANAGERS REPORT – Dan Schumacher**
A. BUDGET REPORT
B. Curb Replacements – Woodshire Ln
C. Shopping Center Screening – Hedge & Fence
D. Lake 9 Fountain Replacement
- VII. ONGOING BUSINESS**
A. Lake 15 Wall Replacement
- VIII. NEW BUSINESS**
A. Paving Contract
B. Quail Run Lakes – Rip-Rap Replenishment
- IX. COMMITTEE MEMBER COMMENTS**
- X. PUBLIC COMMENTS**
A. Woodshire Villa – Traffic Calming Options
- XI. ADJOURNMENT**

NEXT MEETING

JANUARY 7TH, 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 NOVEMBER 5, 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)

Contractors

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

Public Attendance

Doug Burnham – Manager, Quail Run GC
Paul Carletta - Resident
John Guido - Resident
Jack Hedenstrom – Resident
Deborah Hestrap – Resident
Harry Koploy – Resident
Rick Korb – Resident
Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Bernal moved to approve the November 5, 2024, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Ms. Fanning. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – October 1, 2024

Mr. Bernal moved to approve the minutes of the October 1, 2024, Forest Lakes MSTU Advisory Committee meeting as presented. Second by Mr. Norsic. Carried unanimously 5 – 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Seasonal annuals will be planted this month.
- Shrubs damaged by Hurricane Milton were replaced.
- Perimeter tree canopies were lifted to improve sidewalk clearance.
- Fertilization is scheduled for November.
- Broken irrigation heads were replaced.

Mr. Schumacher noted:

- The irrigation system is functioning as intended; however, data is not being transmitted to cell phones. The system will be diagnosed, and component(s) replaced to reactivate data transmission – as needed.
- A determination will be made for lighting maintenance and lamp replacement responsibilities for the front entry sign.
- A block wall will be constructed to retain soil running off on Woodshire Lane. Vegetation will be pruned and sidewalk dirt and debris removed at that time.

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 November 5, 2024, prepared October 30, 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. LJA Land Development – engineering services (planned)
 5. Mettauier Environmental – lake weed control and aerator maintenance.
 6. Pavement Maintenance – sidewalk & concrete valley gutter replacements.
 7. Premier Staffing – transcription services.
 8. Simmonds Electrical – lighting & general electrical services.
 9. 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.
 - d. Line 22, Operating Expense – Of the \$311,200 budgeted, \$128,468 is committed to existing Purchase Orders and \$12,134 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, \$797 has been transferred and a balance of \$107,702 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 \$128,468 and \$12,931 has been expended, leaving a remainder of \$3,631,499 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 continue in FY-26 and subsequently reviewed again for FY-27.
 - c. Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Mr. Schumacher noted:

- The Ad Valorem property tax value increased 7.65% for fiscal year 2025 over 2024 generating additional revenue of \$87,975.
- Simmonds Electrical submitted a cost quote to evaluate the photo eye electrical circuit from Woodshire Lane to Forest Lakes Boulevard and replace lamp fixtures outages.
- Mettauer's contract for lake vegetation maintenance continues through February 2026.
- The Lake 15 retaining wall repair will be funded from the Reserves for Capital category.

B. Curb Replacements – Woodshire Lane

Mr. Schumacher reported:

- Pavement Maintenance, LLC. (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.
- The expenditure will be within the \$25,000 allowance approved by the Committee on October 1, 2024.

C. Shopping Center Screening - Hedge & Fence

Mr. Schumacher reported:

Landscape Installation

- 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.
- Code Enforcement approved the hedge installation noting it met the improvement requirements, including an insubstantial change. The Code Enforcement case has been closed.

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 sodden-in to secure the soil.

D. 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 brand lake fountain with a 2 year warranty, replicating the Lake 14 fountain, will be specified.

Mr. Schumacher will:

- Request the fountain company evaluate the fountains on Lake 14 to determine the source of a reported malfunction.

VII. ONGOING BUSINESS

A. Lake 15 Wall Replacement

Mr. Schumacher reported:

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

B. Quail Run Riprap Replenishment

Mr. Schumacher reported:

- Quail Run Golf Club (QRGC) requested the MSTU provide riprap material for their lakes, with club Staff to perform the installation.
- 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 approval.
- The proposal will be presented to the Committee for consideration.

Mr. Schumacher noted:

- Quote for riprap material will be obtained, pending the Board of County Commissioners (BCC) passage of a paving and aggregates material contract for roadway maintenance.

Mr. Schumacher will:

- Verify quantity and size of stone material required with Mr. Burnham.
- Scheduled the project for April / May 2025.

VIII. NEW BUSINESS

A. Repaving Contract

Mr. Schumacher reported:

- Forest Lakes roads are in County inventory but not maintained by the County.
- The *Asphalt Maintenance and Related Services* contract has gone out to bid and the Board of County Commissioners (BCC) is expected to award the contract in November.
- An RFQ for the Woodshire Lane paving project will be prepared upon award and issuance of the new County contract. Work is anticipated in the calendar year 2025.

IX. COMMITTEE MEMBER COMMENTS

Mr. Schumacher responded to comments:

Riprap Data and Plats and Easements

- LJA Engineering will incorporate recent survey data including riprap locations and easement/property lines into their plans.

MINUTES

- The report will enable an evaluation of the golf course swale areas which may need to be recontoured.

Pavement Maintenance

- Potholes on Forest Lakes Boulevard will be evaluated and remedial action taken, as necessary.

Lake 15 Vegetation

- Hydrilla, an invasive aquatic plant species, is present in Lake 15.
- An opinion from Mettauer Environmental regarding chemical treatment will be obtained.

X. PUBLIC COMMENTS

A. Woodshire Villas Traffic Calming Options

Mr. Schumacher presented a “Speed Range Report” generated from data collected by a Traffic Logix brand radar speed detection & display sign operating on St Andrews Blvd in the Lely Golf Estates MSTU. He noted the system which monitors speed and issues visual warnings to drivers has not acted as an enforcement mechanism to deter speeders on the roadway.

Mr. Schumacher suggested residents in the community may wish to request installation of a radar sign from the Sheriff’s Office or Road Maintenance Division, preferably including recorded speeds to assess the extent of speeding.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:05 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Greg Pollock, Chair

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

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

NEXT MEETING:

DECEMBER 3, 2024 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497

Forest Lakes M.S.T.U.
Fund 1626
December 3, 2024

| | FY-25 | Vendor | Item | PO# | Budget | Commitments | Expenditures | Available |
|----|---------------------------------|-------------------------|-------------------------------|------------|--------------------------|----------------------|------------------------|--------------------------|
| 1 | MILLAGE COLLECTED & INTEREST | | MSTU Revenues | | \$ (1,268,800.00) | \$ - | \$ (225,926.86) | \$ (1,042,873.14) |
| 2 | CARRY FORWARD | | Unexpended Prior Year Funds | | \$ (2,504,100.00) | \$ - | \$ 17.95 | \$ (2,504,117.95) |
| 3 | ALL REVENUES | | | | \$ (3,772,900.00) | \$ - | \$ (225,908.91) | \$ (3,546,991.09) |
| 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 | | \$ 904.99 | \$ 5,095.01 | |
| 6 | LANDSCAPE INCIDENTALS (634990) | | | | \$ 10,000.00 | \$ 3,184.99 | \$ 5,815.01 | \$ 1,000.00 |
| | | Ground Zero Landscaping | Grounds Maintenance | 4500233638 | | \$ 58,848.00 | \$ 7,152.00 | |
| 7 | OTHER CONTRACTUAL (634999) | | | | \$ 100,000.00 | \$ 58,848.00 | \$ 7,152.00 | \$ 34,000.00 |
| | | Pavement Maintenance | Concrete Sidewalks, Curbs | 4500233648 | | \$ 25,000.00 | \$ - | |
| | | Mettaufer Environmental | Lakes Maintenance Maintenance | 4500233643 | | \$ 1,825.00 | \$ 1,150.00 | |
| 8 | OTHER CONTRACTUAL (639990) | | | | \$ 140,600.00 | \$ 26,825.00 | \$ 1,150.00 | \$ 112,625.00 |
| 9 | ELECTRICITY | FPL | Electricity | 4700005161 | \$ 13,500.00 | \$ 11,687.69 | \$ 1,812.31 | \$ (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 | | \$ 10,000.00 | \$ - | |
| 14 | LIGHTING MAINTENANCE (646451) | | | | \$ 6,000.00 | \$ 10,000.00 | \$ - | \$ (4,000.00) |
| 15 | LICENSE & PERMITS | | | | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 |
| 16 | | Premier Staffing | Transcription | 4500234228 | | \$ 2,770.00 | \$ 207.90 | |
| 17 | OTHER MISCELLANEOUS (649990) | | | | \$ 3,000.00 | \$ 2,770.00 | \$ 207.90 | \$ 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 | \$ 124,143.51 | \$ 16,459.39 | \$ 170,597.10 |
| 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 | \$ - | \$ 6,382.14 | \$ 20,117.86 |
| 26 | COUNTY OVERHEAD | | | | \$ 108,500.00 | \$ - | \$ 8,591.65 | \$ 99,908.35 |
| 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 | \$ 124,143.51 | \$ 25,051.04 | \$ 3,623,705.45 |
| 31 | FY-25 BUDGET GRAND TOTAL | | = ALL REVENUES - ALL EXPENSES | | \$ - | \$ 124,143.51 | \$ (200,857.87) | \$ 76,714.36 |

**Forest Lakes M.S.T.U.
Fund 1626
December 3, 2024**

| | | |
|----------------------|----------------------------------|--------------------|
| 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 |
| Tax Dollars | \$1,265,802 | \$1,177,828 |

| | |
|-------------------------------------|------------------------|
| Total Available Balance | \$ 3,623,705.45 |
| Plus Committed And Not Spent | \$ 124,143.51 |

| | |
|-----------------------|------------------------|
| Estimated Cash | \$ 3,747,848.96 |
|-----------------------|------------------------|

Prepared 10.30.2024 ZS

+7.0% Average

4.0 mill cap
\$87,975

Increase