

# FOREST LAKES

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

### MINUTES FEBRUARY 4, 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 four was present.

#### II. ATTENDANCE

##### Advisory Committee

Greg Pollock – Chair  
Kathy Thomson – Vice Chair  
Patrick Bernal  
Marianne Fanning (Excused)  
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 – General Manager, QRG  
Barbara Bell – Resident  
Paul Carletta - Resident  
Jack Hedenstrom - Resident  
Deborah Hestrup – Resident  
Rick Korb - QRG  
Russell Peter – Resident  
Steve Thomson - Resident  
Stacie Young – Resident

#### III. APPROVAL OF AGENDA

*Mr. Norsic moved to approve the February 4, 2025, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Vice Chair Thomson. Carried unanimously 4 - 0.*

#### IV. APPROVAL OF MINUTES – January 7, 2025

*Mr. Norsic moved to approve the minutes of the January 7, 2025, Forest Lakes MSTU Advisory Committee meeting subject to the following change:*

- *Page 3, Item VII-A Project Managers Report, Streetlamps, from “Simmonds Electrical replaced circuit breakers and lamp fixtures from the east end of Forest Lakes Boulevard to Woodshire Lane.) ...,” to .... Simmonds Electrical replaced circuit breakers and lamp fixtures from the east end of Forest Lakes Boulevard **from** Woodshire Lane ....).*
- *Page 4, Item VII-B Project Managers Report, 2025 Projects, from “6. RFQ - **Library** Lake #15 - Wall Repair Award for Installation.) ...,” to .... 6. RFQ - Lake 15 - Wall Repair Award for Installation ...).*
- *Page 6, Item IX – Public Comments, Tree Replacement, from “Ground Zero Landscaping noted a sprinkler head interfered with the location of the golf course parking lot tree*

damaged by an auto accident and did not recommend replacement.) ...,” to .... Ground Zero Landscaping noted **that the location of a golf course parking lot tree was destroyed by an auto accident and did not recommend replacement due to the location of a taller overhanging tree. An adjacent irrigation head will be disabled, as no longer needed ...).**

*Second by Mr. Bernal. Carried unanimously 4 – 0.*

## V. CONTRACTOR REPORTS

### A. Ground Zero Landscaping

**Mr. Schumacher and Mr. Gross** reported:

- Landscaping is well trimmed and in good condition.
- Tree limbs interfering with light pole lamps were pruned.
- Flowers growing over the culvert on Woodshire Lane were cut back.
- Fertilizer will be applied in February.
- The irrigation system (not an MSTU asset) that waters the Ficus hedge and vegetation bordering the Pine Ridge Crossing Shopping Center and Woodshire Lane on the east boundary of the community is functioning. Ground Zero Landscaping will monitor the condition of the plantings.
- The replacement cap for the irrigation meter, received by SiteOne, will be installed by Ground Zero Landscaping.

#### Public Utility Easement

**Mr. Schumacher** noted:

- The east side entry from Pine Ridge Road onto Forest Lakes Boulevard has a ten-foot utility easement between the road and the single-family homes on Azalea Boulevard.
- Florida Power and Light is responsible for maintaining the area and providing screening/landscaping.

## 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 February 4, 2025, prepared January 28, 2025.*

**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

## MINUTES

- a. Line 1, Revenue – Millage Collected and Interest budgeted at \$1,268,800.
  - 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 23, Operating Expense – Of the \$311,200 budgeted, \$87,512 is committed to existing Purchase Orders and \$62,140 is expended, leaving the remainder of \$161,546 available within budget for additional operating expenses as needed.
  - e. Line 27, County Overhead – Of the \$108,500 budgeted, \$27,750 has been transferred and a balance of \$80,743 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
  - f. Line 28, Reserves for Capital - A balance of \$2,953,200 remains for improvement projects.
  - g. Line 29, 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 \$115,195 and \$59,006 has been expended, leaving a remainder of \$3,598,697 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:

### Expenditures and Invoices Processed

- Expenditures can exceed the Budget if funds are available in in the Operating Expense Category for transfer.
- Pavement Maintenance, Inc.'s (PMI) invoice for the Woodshire Lane project was approved for payment.

### Lake Maintenance

- Mettauer's contract for lake vegetation maintenance expires February 2026.
- A *Request for Quote* (RFQ) for Aquatic Vegetation Control and lake fountain repairs has been distributed to three vendors.
- The Lake 15 retaining wall repair will be funded from the "Reserves for Capital" category.

### Streetlamps

- A roadway tour to identify street light outages will be undertaken.
- LED lamp replacements will be researched.

### 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 have been identified as an MSTU asset and will be incorporated into the plan.
- As of June 4, 2024, maintenance and repair estimates throughout 2028 total \$2,140,995.
- The plan will be updated during the 2026 budget planning period.

Outdoor Lighting

**Mr. Schumacher** reported:

- Windham Studios provided the records for the layout of MSTU landscape lighting, noting Hannula Landscaping was awarded the contract.
- Hannula Landscaping & Irrigation, Inc. sub-contracted the entry lighting project to Outdoor Lighting Perspectives.
- Outdoor Lighting Perspectives located the files for the layout of the MSTU outdoor landscape lighting for the Palm trees on the entrance median.
- He determined the lighting maintenance and lamp replacement for the front entry sign are an MSTU responsibility.
- On receipt of E-Verify documentation, Outdoor Lighting Perspectives will be established as a County vendor and a Purchase Order issued.
- A cost proposal to repair the landscape lighting will be presented to the Committee at the March meeting.

**VII. ONGOING BUSINESS**

**A. Lake 9 Fountain Replacement**

**Mr. Schumacher** reported:

Lake 9 Fountain Replacement

- Request for Quote (RFQ) documentation, Lump Sum, with specifications for a Kasco aerator fountain to be installed, was distributed with the Agenda.
- Proposals were received from Mettauer Environmental, Solitude Lake Management, and The Lake Doctors.
- The vendor selected agreed to release the “Terms & Conditions” cited in their proposal in accordance with the Procurement Division’s and County Attorney’s request.
- Contingent upon receipt of insurance and E-Verify documentation, a Purchase Order will be issued and installation scheduled.

**B. Woodshire Lane Paving**

**Mr. Schumacher** reported:

- Forest Lakes roads are in County inventory but not maintained by the County.
- He met with Pavement Maintenance, Inc. (PMI) and the Public Utilities Department to review the roadways and scope the project.
- In accordance with the *Asphalt Maintenance and Related Services Contract*, Pavement Maintenance, Inc. (PMI) submitted estimates for the Woodshire Lane paving project.
  1. Estimate # MAC25-011, dated January 17, 2025, in the amount of \$94,492.60, to mill and re-surface Woodshire Lane and install pavement markers.
  2. Estimate #MAC25-013, dated January 27, 2025, in the amount of \$14,640.20 to mill, re-surface, and install markers on Forest Lakes Drive.

- Committee discussion ensued. Mr. Schumacher noted that the first section of Woodshire Lane by Emerald Greens is owned by the County. The Road Maintenance Division will be responsible for paving the area at the time it is deemed necessary.
- Work is anticipated in the first quarter of 2025.

*Chair Pollock motioned to approve Preferred Maintenance Inc's Estimate number MAC25-011, dated January 17, 2025, in the amount of \$94,492.60 to mill, re-surface and install pavement markers on Woodshire Lane and Estimate # MAC25-013, dated January 27, 2025, in the amount of \$14,640.20 to mill, re-surface and install pavement markers on Forest Lakes Drive. Second by Mr. Bernal. Carried unanimously 4 – 0.*

### **C. Woodshire Trees & Palms**

- Approximately six (6) failing trees or palms along Woodshire Ln were removed by the Fairways at Emerald Greens condominiums in preparation for the paving project.

### **D. 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 has deteriorated.
- He requested remediation of the situation from Roger McGuinness, Kite Realty Group, noting that the irrigation system should be evaluated including running frequency (number of days per week) and water coverage volume.
- 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.
- Research revealed vinyl coated fencing is more durable, resistant to weather, fading, and staining and is resistant to rust or decomposition.
- 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 low block paver wall (approximately 15-foot length) along the base of the fence at the ravine, plus Bahia Grass sod to address erosion.

**Mr. Schumacher** will:

- Contract a licensed land surveyor on contract with the County to survey the area.
- Request quotes for a heavier gauge link fence, both galvanized and black vinyl coated, from Carter Fence Company.

*Chair Pollock motioned to approve black vinyl coated fencing for installation along the shared property line area between Woodshire Lane and the Pine Ridge Crossing Shopping Center. Second by Vice Chair Thomson. Carried unanimously 4 – 0.*

Code Complaint Filing

A resident of Woodshire Villas reported their Attorney filed a code complaint with the County stating that the hedge planted by Kite Realty Group on the shared property line with Pine Ridge Crossing, does not conform to code specifications.

*Mr. Schumacher requested the complaint number be forwarded to him for reference.*

**E. 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 to proceed.
- Project installation will be coordinated with the Quail Run Golf Club.

*Mr. Burnham reported that another retaining wall piling is failing on Lake 15.*

**VIII. NEW BUSINESS**

**A. Quail Run Lakes - 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.
- A quote for riprap material, based on Mr. Burnham's tonnage estimate and stone size, will be solicited from PMI 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**

Signage Maintenance – Forest Lakes Boulevard

- An upside-down speed sign and leaning “no outage” are to be reset.

Shrub Removal

- A thank you was extended to the Turtle Lakes Condominium Association for clearing Brazilian Pepper shrubs.

Debris Removal

- Hurricane debris in the vicinity of the outlet to Lake 5 has not been removed.

Lake Vegetation

- Plant growth, potentially Hydrilla, an invasive aquatic plant species, is present in Lakes 15 and 16.

*Mr. Schumacher will direct Mettauier Environmental to spray the aquatic plants during routine service.*

Asset Management Plan

- **Mr. Schumacher** will update the plan during the 2026 budget planning period.

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:01 A.M.*

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE



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Greg Pollock, Chair

The Minutes were approved by the Committee on May 4, 2025 as presented \_\_\_\_\_, or as amended X.

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

**NEXT MEETING:**

MARCH 4, 2025 - 10:00 A.M.  
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE  
NAPLES, FL 34105  
(239) 261-5497