

# FOREST LAKES

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

### MINUTES JANUARY 7, 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 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

##### Contractors

Rosio Garcia – Operations Coordinator (Excused)  
Aaron Gross - Ground Zero Landscaping (Excused)  
Wendy Warren - Premier Staffing (Transcription)

##### Public Attendance

Barbara Bell – Resident  
Paul Carletta - Resident  
John Guido - Resident  
Jack Hedenstrom - Resident  
Deborah Hestrup – Resident  
Jerry Schroer - Resident  
Stacie Young – Resident

#### III. APPROVAL OF AGENDA

*Vice Chair Thomson moved to approve the January 7, 2025, Agenda of the Forest Lakes Roadway and Drainage Advisory Committee MSTU. Second by Ms. Fanning. Carried unanimously 5 - 0.*

#### IV. APPROVAL OF MINUTES – December 3, 2024

*Mr. Bernal moved to approve the minutes of the December 3, 2024, Forest Lakes MSTU Advisory Committee meeting subject to the following change:*

- *Page 3, Item VII-A Project Managers Report, Streetlamps, from "... (A cost quote will be requested from Simmonds Electrical to replace the circuit breaker and twenty (or more) lamp fixtures from the east end of Forest Lakes Boulevard to Wilshire Lane.) ...," to ... A cost quote will be requested from Simmonds Electrical to replace the circuit breaker and twenty (or more) lamp fixtures from the east end of Forest Lakes Boulevard to **Woodshire** Lane. ...).*

*Second by Vice Chair Thomson. Carried unanimously 5 – 0.*

## V. CONTRACTOR REPORTS

### A. Ground Zero Landscaping

**Mr. Schumacher** reported:

- Landscaping is well trimmed and in good condition.
- Bougainvillea Standards at the entrance were removed.

Comments

- Trimmed entrance Ficus debris was not removed the day of pruning.
- Pine needles should be removed from sidewalks.
- Flowers growing over the culvert on Woodshire Lane should be cut back.

*Mr. Schumacher will clarify with Ground Zero Landscaping the time frame standard for removal of pruning debris and request sidewalks and culverts be cleared of vegetation.*

## 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 January 7, 2025, prepared December 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. 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.
  - d. Line 22, Operating Expense – Of the \$311,200 budgeted, \$115,195 is committed to existing Purchase Orders and \$34,407 is expended, leaving the remainder of \$161,597 available within budget for additional operating expenses as needed.
  - e. Line 26, County Overhead – Of the \$108,500 budgeted, \$24,599 has been transferred and a balance of \$83,900 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).

## MINUTES

- 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:

### Lake Maintenance

- Mettauer’s contract for lake vegetation maintenance continues through February 2025, with an RFQ for Aquatic Vegetation Control being prepared.
- A *Request for Quote* (RFQ) to replace the Lake #9 fountain lake fountain has been issued.
- The Lake 15 retaining wall repair will be funded from the “Reserves for Capital” category.

### Curb Replacement

- The invoice for Pavement Maintenance (PMI) replacement and/or repair of 100 lineal feet of valley gutter on the west side and drain inlets on the east side of Woodshire Lane will be processed upon verification of dimensions.

### Streetlamps

- Simmonds Electrical replaced circuit breakers and lamp fixtures from the east end of Forest Lakes Boulevard from Woodshire Lane.

### 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.

## **B. 2025 Projects**

**Mr. Schumacher** tabulated a working list of projects for 2025.

<u>Rank</u>	<u>Vendor</u>	<u>Subject</u>
1	TBD - Bids Received	Lake #9 Fountain Replacement Review & Award
2	Preferred Materials	Woodshire Repaving Mill, Base Repair, & Pave
3	RFQ 3-Quote	Aquatic Weed Control Issue & Award
4	LJA / ABB Fence	Woodshire Property Line Land Survey
5	CMI	Specification Lake #15 Wall Repair Verify & Select

## MINUTES

6	RFQ	Lake #15 Wall Repair Award for Installation
7	Carter Fence Fence -	Woodshire Equip & Install Order Upon Survey
8	Outdoor Lighting	Entryway Low Volt Lighting Quote & Repair
9	LJA / ABB	Swales Data, Plats, & Easements Data Analysis
10	Proj Mgr	Capital Asset Plan - FY25 Update Estimates
11	Preferred Materials	Rip-Rap Stone for Lake Perimeters BCC Approval
12	TBD	LED Street Light Lamp Fixture Conversion to LED

### Caveats:

- Priorities may shift.
- Projects may be added, deleted, or delayed.
- Procurement price limits may increase; would simplify low-dollar purchases.
- New contracts may become available.

### 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 MSTU outdoor landscape lighting for the Palm trees on the entrance median.
- He determined that lighting maintenance and lamp replacement for the front entry sign are an MSTU responsibility.
- Outdoor Lighting Perspectives will be established as a County vendor and a cost proposal solicited to repair the landscape lighting.

### LJA/ABB Swales Data

#### **Mr. Schumacher** reported:

- 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.

### Member Comments - Lake Levels

- Flooding occurs during storm events around the Turtle Lakes Condominium sign posing a potential safety risk.
- The drainage system from the Condominiums through the golf course to Lake 5 should be evaluated to improve the water level.
- This item should be considered for addition to the 2025 project list.

*Projects may be added, deleted or delayed and priorities may shift.*

## **VII. ONGOING BUSINESS**

### **A. Lake 9 Fountains**

#### **Mr. Schumacher** reported:

Lake 9 Fountain Replacement

- Requests for Quotes (RFQ), based on time and materials, for a 3 horsepower Kasco aerator fountain to be installed, were received from three vendors.
- 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.
- A Purchase Order will be issued and installation scheduled.

Lake 14 Fountain Repair

- Mettauer Environmental determined the pump house controller (under warranty) on the east side of the fountain is malfunctioning and has consulted Kasco for repair/replacement recommendation.

**B. Woodshire Lane Paving**

**Mr. Schumacher** reported:

- Forest Lakes roads are in County inventory but not maintained by the County.
- A Request for Quote (RFQ), utilizing the *Asphalt Maintenance and Related Services Contract*, has been submitted to Preferred Materials (PM) for the Woodshire Lane paving project.
- Road Maintenance Div staff will walk the area mid to assess the conditions and provide an opinion on the project scope.
- A PM proposal will be presented to the Committee and, with approval, a Purchase Order issued.
- Work is anticipated in the calendar year 2025.

**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 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.
- Quotes for a heavier gauge link fence, both galvanized and black vinyl coated, have 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 low block paver wall (approx. 15ft length) along the base of the fence at the ravine, plus Bahia Grass sod to address erosion.

**Mr. Schumacher** will:

- Solicit an opinion from Carter Fence Company on the advantages of black vinyl vs. galvanized chain link fencing.
- Request the Committee members endorsement for selection of chain link fencing material at a future meeting.

**C. 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. 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.
- 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.

**B. Woodshire Lane Trees & Palms**

- Trees will be evaluated for decay and removal prior to the paving project, removal paid for by the respective condominium association(s) which own them.

**IX. COMMITTEE MEMBER COMMENTS**

Shrub Removal

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

**X. PUBLIC COMMENTS**

**Mr. Schumacher** responded:

Tree Replacement

- Ground Zero Landscaping noted that the location of a golf course parking lot tree 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.

Forest Lakes Boulevard Pothole

- Repair the pothole on Forest Lakes Boulevard is on the Road Maintenance Division's *Task List*. He will follow up on the repair schedule date.

MINUTES

XI. ADJOURNMENT

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:45 A.M.*

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE



\_\_\_\_\_  
Greg Pollock, Chair

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

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

NEXT MEETING:

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

**XI. ADJOURNMENT**

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**FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE**

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**Greg Pollock, Chair**

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**NEXT MEETING:**

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