

**Rock Road MSTU  
Advisory Committee  
8300 Radio Road  
Naples, FL 34104**



**JUNE 5, 2024 3:00 PM – 4:00 PM**

**Committee Members and Project Manager will meet at  
UF/IFAS Collier Extension, 14700 Immokalee Road, Naples, FL 34120  
All others are encouraged to attend via Zoom video conference**

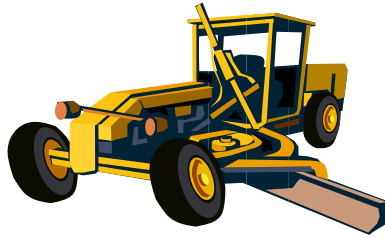
- I. Call to order and Pledge of Allegiance**
- II. Attendance**

Advisory Committee	Jana Boger (3/26/27) Gregory Davenport (3/26/26) Brian Galligan (3/26/26) Jean Hofstetter (3/26/27) Alberto Sanchez Jimenez (3/26/27)
Staff	Judy Sizensky – PTNE Project Manager Rosio Garcia – Operations Coordinator
Transcriptionist	Wendy Warren
- III. Approval of Agenda**
- IV. Approval of Minutes – May 8, 2024**
- V. Election of Officers**
- VI. Project Manager Report – Judy Sizensky**
  - A. Discussion of maintenance-Met with Road Maintenance onsite.
  - B. Budget Report
- VII. Old Business**
- VIII. New Business**
- IX. Public Comments**
- X. Member Comments**
- XI. Adjourn**

**NEXT MEETING DATE:  
TO BE DETERMINED**

# Rock Road MSTU

8300 Radio Road,  
Naples, FL 34104



**Rock Road MSTU Public Meeting  
IFAS  
14700 Immokalee Road  
Naples, FL 34120**

**MINUTES  
May 8, 2024**

**I. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Ms. Sizensky called the meeting to order at 3:02 P.M. Roll call was taken, and a quorum of four was present.

**II. ATTENDANCE**

**Advisory Committee**

Jana Boger  
Gregory Davenport  
Brian Galligan  
Jean Hofstetter  
Alberto Sanchez

**Staff**

Brian Wells, Director, PTNE  
Judith Sizensky, Project Manager  
Rosio Garcia, Operations Analyst  
Keyla Castro, Operations Support Specialist (ZOOM)

**Contractors**

Wendy Warren , Premier Staffing

**III. APPROVAL OF THE AGENDA**

*The Committee agreed to hold an informational meeting in accordance with the Agenda.*

**IV. APPROVAL OF THE MINUTES – N/A – KICKOFF MEETING**

*This is the first meeting of the Rock Road MSTU Advisory Committee. Meeting minutes will commence effective May 8, 2024.*

**V. PROJECT MANAGER REPORT – Judy Sizensky**

**A. Introductions**

County staff and committee members introduced themselves.

Jean Hofstetter provided information pertaining to Rock Road’s history including Right of Way (ROW), easement, legal description and survey documentation.

**Ms. Sizensky** presented a recap of Ordinance 2024-03 noting:

- Collier County Ordinance No. 2024-03 was filed with the Florida Department of State on January 24, 2024.
- The Ordinance amended Collier County Ordinance 2006-56, *The Rock Road Improvement Municipal Service Taxing Unit*, to provide for a section creating the *Rock Road Improvement Municipal Taxing Unit Advisory Committee (MSTU)*.
- The “Committee” will consist of three members residing within the boundaries of the Taxing District and two members owners of residential or commercial property within the MSTU.
- Appointment of members to the Committee shall be by resolution of the Board of County Commissioners (BCC).

#### Committee discussion

- The terms of the Ordinance were reviewed.
- The nomination of Officers will be held at the next regular meeting to enable consideration to be given to all committee members.

### **B. Discussion of Maintenance**

**Ms. Sizensky** reported:

- The goal of the MSTU is to maintain and improve the roads in the MSTU.
- The maintenance of Rock Road was transferred to the County in 2022 and is not an MSTU expense.
- Some side roads are maintained by the MSTU.
- The size of the MSTU is not large enough to qualify for an annual County maintenance contract.
- No responses were received to the Request for Quote for grading the private roads.
- The Road Maintenance Division performed the necessary maintenance on the auxiliary roads at MSTU’s expense.

**Ms. Sizensky** will:

- Prepare a Scope of Work (SOW) to distribute to the Road Maintenance Division for a cost quote to perform maintenance on the private roads within the MSTU.
- An aggregate, lime rock material, #57 or #58, will be specified for use.
- The wet material should be spread and rolled creating a crown from the center in the road to the outer edge.
- Road maintenance will be scheduled annually in May with touch ups as needed in November.

*Ms. Sizensky will schedule an on-site meeting with MSTU members to review the specifications for roadway maintenance.*

### **C. Budget Report**

**Ms. Sizensky** reported:

Rock Road MSTU Fund Budget 1632 dated May 8, 2024.

- Budget Summary
  - a. Revenue – Ad Valorem Taxes Assessed are \$24,300.00.
  - b. Revenue Total – Millage Collected and Interest budgeted total \$24,596.60.
  - c. Contributions and Transfers – Unexpended funds from prior years carry-forward total \$104,200.00; 5% negative revenues (uncollected property taxes) are estimated at \$1,300.00.
  - d. Revenue subtotal, Lines 1 – 8, is budgeted at \$127,200.00.

- e. Operating Expense – Of the \$71,100.00 budgeted, \$8,526.88 is committed to existing Purchase Orders and \$2834.62 is expended, leaving the remainder of \$59,738.50 available within budget for additional operating expenses as needed.
- f. County Overhead – Of the \$8,900.00 budgeted, \$7,401.57 has been transferred and a balance of \$1,493.43 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
- g. Reserves for Capital - A balance of \$47,200.00 remains for improvement projects.
- h. All Expenses – Of the \$127,200,00 budgeted, tabulated Commitments to existing Purchase Orders total \$8,526.88 and \$10,236.19 has been expended, leaving the remainder of \$108,436.93 available for MSTU expenditure.

**Ms. Sizensky** reported:

- Year to date the cost for materials (including delivery) for Rock Road maintenance totaled \$8,737.50.
- Legal advertising in the amount of \$600.00 was expended to notify the public of the proposed new ordinance.
- Funds collected by the Rock Road MSTU cannot be utilized outside of the MSTU.
- The Fiscal Year 2025 budget is effective October 1, 2024.

**VI. OLD BUSINESS**

None

**VII. NEW BUSINESS**

Meeting Schedule

The Committee agreed the monthly meetings will be held on Wednesdays at 3 p.m.

**VIII. PUBLIC COMMENTS**

None

**IX. MEMBER COMMENTS**

Traffic Concerns

- Individuals intending to head west on Immokalee Road are required to turn right off Rock Road and make a U Turn at the Charter School intersection.
- The intersection traffic light remains active on weekends. Members noted based on their understanding of Traffic Operations guidelines, the light should be deactivated during certain time periods.
- For vehicular and pedestrian safety, the number of speed limit signs should be increased on Rock Road

Landscape Maintenance

- The Road Maintenance Division is responsible for trimming trees on the County owned paved portion of Rock Road.
- Vegetation in the Right of Way (ROW) is not maintained by the County or the MSTU.
- A Revision to the Ordinance is required for the MSTU to expand the scope of their asset maintenance and improvements.

**X. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by Ms. Sizensky at 4:11 P.M.*

**ROCK ROAD MSTU ADVISORY COMMITTEE**

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**Chair**

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

**NEXT MEETING:**

**JUNE 5, 2024 - 3:00 P.M.  
UF/IFAS COLLIER EXTENSION  
14700 IMMOKALEE ROAD  
NAPLES, FL 34120**

## ROCK ROAD MSTU FUND 1632 June 5, 2024 FY24

Item #	GL/Commitment item#	GL/Commitment item name	Vendor	PO#	Adopted Budget	Amended Budget	Commitments	Actuals(Expenditures)	Available (Total)
1	311100	CURRENT AD VALOREM TAXES			\$ (24,300.00)	\$ (24,300.00)	\$ -	\$ (22,947.53)	\$ (1,352.47)
2	361170	OVERNIGHT INTEREST						\$ (1,821.54)	\$ 1,821.54
3	361180	INVESTMENT INTEREST						\$ (485.80)	\$ 485.80
4	361320	INTEREST TAX COLLECTOR						\$ (23.76)	\$ 23.76
<b>**REVENUE - OPERATING Sub-Total</b>					<b>\$ (24,300.00)</b>	<b>\$ (24,300.00)</b>	<b>\$ -</b>	<b>\$ (25,278.63)</b>	<b>\$ 978.63</b>
5	486600	TRANSFER FROM PROPERTY APPRAISER							\$ -
6	486700	TRANSFER FROM TAX COLLECTOR							\$ -
7	489200	CARRY FORWARD GENERAL			\$ (104,200.00)	\$ (104,200.00)			\$ (104,200.00)
8	489900	NEGATIVE 5% ESTIMATED REVENUES			\$ 1,300.00	\$ 1,300.00			\$ 1,300.00
<b>**CONTRIBUTION AND TRANSFERS Sub-Total</b>					<b>\$ (102,900.00)</b>	<b>\$ (102,900.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (102,900.00)</b>
<b>***REVENUE Sub Total</b>					<b>\$ (127,200.00)</b>	<b>\$ (127,200.00)</b>	<b>\$ -</b>	<b>\$ (25,278.63)</b>	<b>\$ (101,921.37)</b>
9	634970	INDIRECT COST REIMBURSEMENT			\$ 1,200.00	\$ 1,200.00		\$ 1,200.00	\$ -
10	634999	OTHER CONTRACTUAL SERVICES	GRIPPO PA	4500228394	\$ 68,600.00	\$ 68,600.00	\$ 7,797.69	\$ 939.81	\$ 59,862.50
11	641950	POSTAGE FREIGHT AND UPS			\$ 200.00	\$ 200.00			\$ 200.00
12	645100	INSURANCE GENERAL			\$ 100.00	\$ 100.00	\$ 25.00	\$ 75.00	\$ -
13	649100	LEGAL ADVERTISING			\$ 600.00	\$ 600.00		\$ 560.00	\$ 40.00
14	649990	OTHER MISCELLANEOUS SERVICES PREMIER S		4500231105			\$ 614.00		\$ (614.00)
15	651110	OFFICE SUPPLIES GENERAL			\$ 100.00	\$ 100.00			\$ 100.00
16	651210	COPYING CHARGES	JM TODD	4500227043	\$ 200.00	\$ 200.00	\$ 77.48	\$ 72.52	\$ 50.00
17	652990	OTHER OPERATING SUPPLIES			\$ 100.00	\$ 100.00			\$ 100.00
<b>**OPERATING EXPENSE</b>					<b>\$ 71,100.00</b>	<b>\$ 71,100.00</b>	<b>\$ 8,514.17</b>	<b>\$ 2,847.33</b>	<b>\$ 59,738.50</b>
18	911011	TRANS TO 1011 UNINCO			\$ 6,500.00	\$ 6,500.00		\$ 6,500.00	\$ -
<b>**TRANSFERS</b>					<b>\$ 6,500.00</b>	<b>\$ 6,500.00</b>	<b>\$ -</b>	<b>\$ 6,500.00</b>	<b>\$ -</b>
19	930600	PA BUDGET TRANS			\$ 600.00	\$ 600.00		\$ 305.74	\$ 294.26
20	930700	BUDGET TRANSFERS TAX COLLECTOR			\$ 1,800.00	\$ 1,800.00		\$ 601.30	\$ 1,198.70
<b>**TRANSFER CONST</b>					<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ -</b>	<b>\$ 907.04</b>	<b>\$ 1,492.96</b>
21	993000	RESERVE FOR CAPITAL OUTLAY			\$ 47,200.00	\$ 47,200.00			\$ 47,200.00
<b>**RESERVES</b>					<b>\$ 47,200.00</b>	<b>\$ 47,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,200.00</b>
<b>Total Budget</b>					<b>\$ 127,200.00</b>	<b>\$ 127,200.00</b>	<b>\$ 8,514.17</b>	<b>\$ 10,254.37</b>	<b>\$ 108,431.46</b>

Total Available Balance	\$ 108,431.46
Plus Committed And Not Spent	\$ 8,514.17
<b>Estimated Cash</b>	<b>\$ 116,945.63</b>

Prepared 06/03/2024 ZS