

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



OCTOBER 16, 2024 10:00 AM – 11:00 AM

**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**

AGENDA

I. Attendance

Advisory Committee

Alberto Sanchez Jimenez- Chairperson (3/26/27)

Gregory Davenport- Co-Chairperson (3/26/26)

Jana Boger (3/26/27)

Brian Galligan (3/26/26)

Jean Hofstetter (3/26/27)

Staff

Judy Sizensky – PTNE Project Manager

Rosio Garcia – Operations Coordinator

Transcriptionist

Wendy Warren

II. Approval of Agenda

III. Approval of Minutes – June 5, 2024

IV. Project Manager Report – Judy Sizensky

A. Discussion of maintenance/bids: Quality Enterprise and Coastal Concrete

B. Budget Report

V. Old Business

VI. New Business

VII. Public Comments

VIII. Member Comments

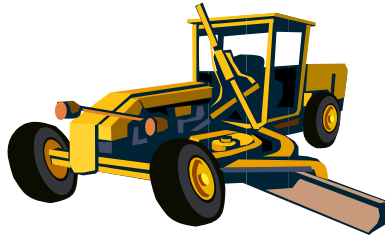
IX. Adjourn

Next Meeting Date:

TBD

Rock Road MSTU

8300 Radio Road,
Naples, FL 34104



Rock Road MSTU Public Meeting IFAS

14700 Immokalee Road
Naples, FL 34120

MINUTES June 5, 2024

I. CALL TO ORDER

Ms. Sizensky called the meeting to order at 3:10 P.M. Roll call was taken, and a quorum of four was present.

II. ATTENDANCE

Advisory Committee

Chair – Alberto Sanchez
Vice Chair – Gregory Davenport
Jana Boger
Brian Galligan
Jean Hofstetter

Staff

Brian Wells, Director, PTNE (Excused)
Judith Sizensky, Project Manager
Rosio Garcia, Operations Analyst
Keyla Castro, Operations Support Specialist
Wendy Warren , Premier Staffing

Contractors

III. APPROVAL OF THE AGENDA

Mr. Davenport moved to approve the Agenda of the Rock Road MSTU Advisory Committee. Second by Ms. Hofstetter. Carried unanimously 4 - 0.

IV. APPROVAL OF THE MINUTES

Ms. Boger moved to approve the minutes of the May 8, 2024, Rock Road MSTU Advisory Committee meeting. Second by Mr. Sanchez. Carried unanimously 4 - 0.

Mr. Galligan joined the meeting at 3:19 P.M. A quorum of five was present.

V. Election of Officers

Nomination for Chair

Ms. Boger nominated Alberto Sanchez for the position of Chair of the Rock Road MSTU Advisory Committee for one year, or until a successor is appointed. Second by Ms. Hofsteter. Nominations were closed, and no others were tendered. Carried unanimously 5 - 0.

Mr. Sanchez assumed the Chair.

Nomination for Vice Chair

Chair Sanchez nominated Gregory Davenport for the position of Vice Chair of the Rock Road MSTU Advisory Committee for one year, or until a successor is appointed. Second by Ms. Boger. Nominations were closed, and no others were tendered. Carried unanimously 5 - 0.

Mr. Davenport assumed Vice Chair.

PROJECT MANAGER REPORT – Judy Sizensky

A. Discussion of Maintenance

Ms. Sizensky reported:

- The goal of the MSTU is to maintain and improve the roads within the MSTU.
- The maintenance of Rock Road was transferred to the County in 2022 and is not an MSTU expense, while some roads are maintained by the MSTU.
- The Road Maintenance Division performed maintenance on the auxiliary roads at the MSTU's expense.

On site meeting with Road Maintenance

- An on-site meeting to review the specifications for roadway maintenance was held with the Road Maintenance Division supervisor, Ms. Sizensky, Chair Sanchez, and Ms. Boger.
- All roads within the MSTU were inspected with the goal being to eliminate potholes.
- Rock Road south of the paved section and Keri Island Road were prioritized for maintenance.
- An aggregate, lime rock material, #57 or #58, should be used or when feasible, material on the sidelines broken up, crushed, and redistributed.
- The wet material should be spread and rolled creating a crown from the center in the road to the outer edge.
- The Road Maintenance Division supervisor recommended road maintenance be scheduled bi-monthly.

Ms. Sizensky will:

- Obtain cost estimates from the Road Maintenance Division for bi-monthly/annual maintenance of the roadways and special projects identified by the Committee.
- Notify the Committee of the cost estimates on receipt from the Road Maintenance Division.
- Email a copy of the MSTU boundary district roadways to Committee members.

Vice Chair Davenport motioned to approve an expenditure in an amount not to exceed twenty-four thousand dollars annually for bi-monthly maintenance (rolling and wetting) of the roads. Second by Ms. Boger. Carried unanimously 5 – 0.

Vice Chair Davenport motioned to approve an expenditure in an amount not to exceed twenty thousand dollars for repairs for Rock Road south of Mingo Drive to Shady Lane to Keri Island Road west of Rock Road to Catawba Street. Second by Mr. Galligan. Carried unanimously 5 – 0.

B. Budget Report

Ms. Sizensky reported:

Rock Road MSTU Fund Budget 1632 dated June 5, 2024, prepared June 3, 2024.

- Budget Summary
 - a. Revenue – Ad Valorem Taxes Assessed are \$24,300.00.
 - b. Revenue Operating Sub-Total – Millage Collected and Interest budgeted total \$25,278.63.
 - 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 netting a total available of \$102,900.00.
 - d. Revenue subtotal, Lines 1 – 8, is budgeted at \$127,200.00.
 - e. Operating Expense – Of the \$71,100.00 budgeted, \$8,514.17 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, \$7,407.04 has been transferred and a balance of \$1,492.96 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 \$8,514.17 and \$10,254.37 has been expended, leaving the remainder of \$108,431.46 available for MSTU expenditure.

Ms. Sizensky reported:

- Year to date the cost for materials (including delivery) for Rock Road maintenance totaled \$8,737.50.
- Expenditure reimbursement to the Road Maintenance Division for maintenance of MSTU auxiliary roadways, in the amount of \$4,940.00, is not reflected in the June 5th budget.
- 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 next meeting will be held October 9, 2024, at 3:00 P.M.

VIII. PUBLIC COMMENTS

None

IX. MEMBER COMMENTS

Traffic Calming

Citing pedestrian safety concerns, Vice Chair Davenport will contact the Collier County Sheriff’s Office to request additional speed limit signs for 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.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:58 P.M.

ROCK ROAD MSTU ADVISORY COMMITTEE

Alberto Sanchez, Chair

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

NEXT MEETING:

**OCTOBER 9, 2024 - 3:00 P.M.
UF/IFAS COLLIER EXTENSION
14700 IMMOKALEE ROAD
NAPLES, FL 34120**

ROCK ROAD MSTU FUND 1632 October 16, 2024 FY25

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			\$ (25,100.00)	\$ (25,100.00)	\$ -	\$ -	\$ (25,100.00)
2	361170	OVERNIGHT INTEREST					\$ -	\$ -	\$ -
3	361180	INVESTMENT INTEREST					\$ -	\$ -	\$ -
4	361320	INTEREST TAX COLLECTOR					\$ -	\$ -	\$ -
**REVENUE - OPERATING Sub-Total					\$ (25,100.00)	\$ (25,100.00)	\$ -	\$ -	\$ (25,100.00)
5	486600	TRANSFER FROM PROPERTY APPRAISER						\$ 35.58	\$ (35.58)
6	486700	TRANSFER FROM TAX COLLECTOR							\$ -
7	489200	CARRY FORWARD GENERAL			\$ (102,800.00)	\$ (102,800.00)			\$ (102,800.00)
8	489201	CARRY FORWARD OF ENC				\$ (3,435.15)			\$ (3,435.15)
9	489900	NEGATIVE 5% ESTIMATED REVENUES			\$ 1,300.00	\$ 1,300.00			\$ 1,300.00
**CONTRIBUTION AND TRANSFERS Sub-Total					\$ (101,500.00)	\$ (104,935.15)	\$ -	\$ 35.58	\$ (104,970.73)
***REVENUE Sub Total					\$ (126,600.00)	\$ (130,035.15)	\$ -	\$ 35.58	\$ (130,070.73)
10	634970	INDIRECT COST REIMBURSEMENT			\$ 900.00	\$ 900.00	\$ 900.00		\$ -
11	634999	OTHER CONTRACTUAL SERVICES GRIPPO PAVEN 4500228394			\$ 89,100.00	\$ 92,535.15	\$ 397.77	\$ 3,037.38	\$ 89,100.00
12	641950	POSTAGE FREIGHT AND UPS							\$ -
13	645100	INSURANCE GENERAL			\$ 100.00	\$ 100.00	\$ 100.00		\$ -
14	649100	LEGAL ADVERTISING			\$ 600.00	\$ 600.00			\$ 600.00
15	649990	OTHER MISCELLANEOUS SERVICE\$ PREMIER STAF 4500231105					\$ 614.00		\$ (614.00)
16	651110	OFFICE SUPPLIES GENERAL			\$ 100.00	\$ 100.00			\$ 100.00
17	651210	COPYING CHARGES JM TODD 4500227043			\$ 200.00	\$ 200.00	\$ 150.00		\$ 50.00
18	652990	OTHER OPERATING SUPPLIES			\$ 100.00	\$ 100.00			\$ 100.00
**OPERATING EXPENSE					\$ 91,100.00	\$ 94,535.15	\$ 2,161.77	\$ 3,037.38	\$ 89,336.00
19	911011	TRANS TO 1011 UNINCO			\$ 6,600.00	\$ 6,600.00			\$ 6,600.00
**TRANSFERS					\$ 6,600.00	\$ 6,600.00	\$ -	\$ -	\$ 6,600.00
20	930600	PA BUDGET TRANS			\$ 600.00	\$ 600.00			\$ 600.00
21	930700	BUDGET TRANSFERS TAX COLLECTOR			\$ 1,800.00	\$ 1,800.00			\$ 1,800.00
**TRANSFER CONST					\$ 2,400.00	\$ 2,400.00	\$ -	\$ -	\$ 2,400.00
22	993000	RESERVE FOR CAPITAL OUTLAY			\$ 26,500.00	\$ 26,500.00			\$ 26,500.00
**RESERVES					\$ 26,500.00	\$ 26,500.00	\$ -	\$ -	\$ 26,500.00
Total Budget					\$ 126,600.00	\$ 130,035.15	\$ 2,161.77	\$ 3,037.38	\$ 124,836.00

Total Available Balance	\$ 124,836.00
Plus Committed And Not Spent	\$ 2,161.77
Estimated Cash	\$ 126,997.77

Taxable Value	Fiscal Year	% from prior fiscal year	Milage Rate	l Valorem Rec'd
\$37,201,064	FY 22 July 1 Taxable Value	#VALUE!	3.0000	\$ 111,600
\$34,277,450	FY 23 July 1 Taxable Value	-7.86%	1.3413	\$ 46,000
\$85,517,869	FY 24 July 1 Taxable Value	149.49%	3.0000	\$ 256,600

Prepared 10/14/2024 ZS