

# FOREST LAKES

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

## AGENDA

March 7, 2023

I. CALL TO ORDER

II. ATTENDANCE

Advisory Committee:

Marianne Fanning – Chair (4/21/2026)

John Goody (4/21/2023)

Barbara Bell – Vice Chair (4/21/2023)

Greg Pollock (4/21/2026)

George E. Fogg (4/21/2024)

Staff:

Michelle Arnold – Director

Dan Schumacher – Project Manager

Contractor(s):

Aaron Gross – Ground Zero Landscaping

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES – [FEBRUARY 7, 2022](#)

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

VI. PROJECT MANAGERS REPORT – Dan Schumacher

A. [BUDGET REPORT](#)

B. Committee Seats – two (2) terms expiring in April

- Online Application: <https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>

C. Lakes Maintenance – Mettauer Environmental

- New Purchase Order (PO) issued for services March 2023 - September 2024.
- Lowest bid from among Mettauer, Superior Waterway, and Solitude Lake.

D. Updated [Bylaws](#)

VII. ONGOING BUSINESS

A. Woodshire Fence Damage

B. Ian Traffic Sign(s) Damage

VIII. NEW BUSINESS

A. LAKE 15 WALL BREACH

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NEXT MEETING

APRIL 4<sup>TH</sup>, 2023 - 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 FEBRUARY 7, 2023

#### I. CALL TO ORDER

**Chair Fanning** called the meeting to order at 10:02 A.M. A quorum of four was present.

#### II. ATTENDANCE

<b>Advisory Committee</b>	Marianne Fanning – Chair Barbara Bell – Vice Chair (Excused) George Fogg John Goody Greg Pollock
<b>Staff</b>	Michelle Arnold – Director (Excused) Dan Schumacher – Project Manager Rosio Garcia – Operations Coordinator (Excused)
<b>Contractors</b>	Aaron Gross - Ground Zero Landscaping (Excused) Wendy Warren - Premier Staffing (Transcription)
<b>Public Attendees</b>	Patrick Bernal – Resident Doug Burnham – Quail Run Golf Club Patrick Hibson - Resident Kathy Thomson – Resident Stacie Young – Resident

#### III. APPROVAL OF AGENDA

*Mr. Pollock moved to approve the February 7, 2023 Agenda of the Forest Lakes Roadway and Drainage M.S.T.U. Second by Mr. Fogg. Carried unanimously 4 - 0.*

#### IV. APPROVAL OF MINUTES – January 10, 2023

*Mr. Pollock moved to approve the minutes of the January 10, 2023 meeting as amended:*

Page 2, Item V.A. Contractor Reports, Resident Comment: from “... Ms. Thomson reported some Geiger trees in the vicinity of Gardenia Lane are not doing well, noting sparse foliage and absence of flowers. Pictures of the trees were available.) ...,” to ... **Ms. Young** reported some Geiger trees in the vicinity of Gardenia Lane are not doing well, noting sparse foliage and absence of flowers. Pictures of the trees were available ...).”

*Second by Mr. Fogg. Carried unanimously 4 - 0.*

#### V. CONTRACTOR REPORTS

##### A. Ground Zero Landscaping – Aaron Gross

**Mr. Schumacher** reported on the community drive-through with Mr. Gross.

- The community landscape is in good condition.
- The front entry is well trimmed.
- Bougainvillea Standards decimated by the hurricane will take time to sprout leaves.
- Debris by the outfall on Lake #5 was pulled aside.

**Mr. Fogg** reported:

- The new plantings between the fence and the sidewalk on Woodshire Lane across from Emerald Greens Condominiums are thriving.
- Shrubbery planting is nearing completion. The new ferns will take one (1) to two (2) years to mature.
- Significant landscaping embellishing the area will be evident by spring/summer of 2024.

**Mr. Schumacher** will:

- Based on a report and photographs received, investigate a potentially clogged drain on Forest Lakes Boulevard between Boxwood and Camelia Lanes.
- Verify if a defoliated tree is M.S.T.U. property.

**VI. PROJECT MANAGERS REPORT****A. Budget Report***Forest Lakes MSTU Fund Budget 159 dated February 7, 2023*

- The FY-23 Millage rate remains constant at 4.0 mills.
- Current Ad Valorem Tax, Line 1, is \$1,034,200.00; an increase of 13.22% over FY-22.
- Transfers and Contributions, Line 11, are \$950,656.25; a carryover of unexpended FY-22 funds (minus 5%).
- Total Revenue, Line 12, is \$1,984,856.25, including investment interest, transfers, and contributions.
- Purchase Orders: (Contractors)
  - Agnoli, Barber & Brundage - Swales Survey Data Analysis.
  - Carter Fence – Fence Repairs.
  - Ground Zero Landscaping –
    - Incidentals is for landscape refurbishment and miscellaneous.
    - Grounds Maintenance includes irrigation repairs and swale maintenance.
  - Hart’s Electrical – Electrical Maintenance & Repair.
  - Mettauier Environmental – Routine Lakes Maintenance and Repairs.
  - Premier Staffing – Transcription Services.
  - Shenandoah General Construction – Stormwater Pipe Cleaning.
  - SiteOne Landscape Supply – Irrigation Parts & Pumps.
- Operating Expense, Line 30, is budgeted at \$231,956.25; with current Commitments of \$70,247.31, Expenditures of \$70,166.37, and a Budget Remainder (unspent operating funds) of \$91,619.24.
- Transfer to the Property Appraiser, Line 31, in the amount of \$8,500.00, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 32, in the amount of \$23,500.00, is for collection of M.S.T.U. millage as part of the annual County tax bill, currently 4.0 mills.
- Transfer to Fund 111, Line 34, in the amount of \$63,300.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Reserves, Line 38, in the amount of \$1,658,600.00, designates two categories, Line 36, in the amount of \$1,258,600.00, for anticipated Maintenance and Capital projects in future fiscal years and Line 37, in the amount of \$400,000.00, for roadway paving.
- Total Budget, Line 39, lists FY-23 M.S.T.U. budgeted funds at \$1,985,856.25; with tabulated Commitments of \$70,247.31, Expenditures of \$93,979.38, and a Budget Remainder (total unspent funds) of \$1,821,706.23. The Budget amount of \$1,985,856.25 does not change during the fiscal year.

**Mr. Schumacher noted:**

- The Ad Valorem tax dollar increase for FY-23 over FY-22 of 13.22% translates into tax revenue.
- For 2022, the maximum increase on the assessed value of a *Homestead* property in Florida has been capped at 3% by the Florida Department of Revenue (FDOR).
- The number of taxable units in Forest Lakes, based on data provided by the County property appraiser, is eighteen hundred fifty-four (1854) of which twenty-five (25) percent are *Homesteaded*.
- Agnoli, Barber & Brundage FY-22 Purchase Order for Swales Data Analysis rolled over to FY-23. There are no engineering projects planned at this time.
- Shenandoah General Construction pipe scoping and cleaning project is complete; the expenditure will be recorded on the budget through FY-23.
- Funds are available for Mettauier Environmental routine maintenance.
- A Purchase Order in the amount of \$2,100.00, was issued to Carter Fence Company, Inc. for repairs to the chain link fence on Woodshire Lane.
- Hart's Electrical Purchase Order may be increased in anticipation of additional lamp replacements.
- FY-23 millage rate of 4.0 is necessary to accumulate funds to fund maintenance of community assets, such as roadway paving and drainage projects, as identified in the Capital Asset Plan updated annually.
- A budget amendment to finance long-term projects, consistent with the M.S.T.U. ordinance, may be made upon recommendation by the Advisory Committee and approval by the Board of County Commissioners (BCC).
- Fund 159 is exclusive to the Forest Lakes M.S.T.U. and cannot be utilized by outside entities.

**B. Election of Officers**

**Nomination for Chair**

*Mr. Pollock nominated Marianne Fanning for the position of Chair of the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Fogg. Nominations were closed and no others were tendered. Carried unanimously 4 - 0.*

*Ms. Fanning retained the Chair.*

**Nomination for Vice Chair**

*Mr. Fogg nominated Barbara Bell for the position of Vice Chair of the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Goody. Nominations were closed and no others were tendered. Carried unanimously 4 - 0.*

*Ms. Bell retained her position as Vice Chair.*

**C. Committee Seats**

**Mr. Schumacher** reported:

- The two (2) available four-year term positions on the Forest Lakes Roadway and Drainage M.S.T.U. Advisory Committee are advertised in accordance with the County policy. Residency within the boundaries of the M.S.T.U. and voter registration are requirements for membership.
- The M.S.T.U.'s duties and responsibilities reflect the common interest of the community. It is a County run authority taxing all property owners within the defined boundaries. Monies must be expended for the equal benefit of all those within the M.S.T.U.
- Barbara Bell's and John Goody's terms expire in April 2023 and are eligible to apply for reappointment.
- All interested parties for membership on the Advisory Committee can access the Online Application at <https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>.
- Applications received in advance of the March meeting will be considered by the Advisory Committee at that time, with two (2) to be motioned for recommendation to the Board of County Commissioners for appointment to the Advisory Committee.

**D. Lakes Maintenance – Mettauer Environmental****Lakes 15 & 16 Vegetation**

- Hydrilla, an invasive aquatic plant species, treated chemically treated twice in lakes #15 and #16, is responding to the treatment and dying out.

**E. Bylaws – Review for Approval at the March Meeting**

Copies of the original and proposed, edited, bylaws for *The Forest Lakes Roadway & Drainage Municipal Service Taxing Unit (MSTU) Advisory Committee Bylaws* will be distributed to the Committee for review and comment prior to the March meeting.

Mr. Fogg suggested deletion of ARTICLE VII, *Public Participation*, from the current document due to non-use. **Mr. Schumacher** noted *ARTICLE VII is an important option particularly in the event of a Public Meeting with large attendance. The request will be reviewed by Ms. Arnold.*

**VII. ONGOING BUSINESS,****A. Woodshire Lane Fence Damage**

- Carter Fence Company, Inc. submitted the lowest qualified bid in the amount of \$2,100.00 to repair three (3) sections of the Woodshire Lane fence, damaged during a recent storm.
- A Purchase Order has been issued and work is anticipated to commence by the end of February 2023.

Fence Tree Trimming

- A representative for the Naples Bath and Tennis Club's Common Areas Committee agreed to have their landscaping contractor trim back the trees and foliage overhanging the fence.
- Mr. Schumacher designated the area of the Woodshire Lane fence to be trimmed with green tape.

- Mr. Fogg noted the original fence, installed by Naples Bath and Tennis, was replaced by the M.S.T.U. when the fence deteriorated. *He will send a note to Mr. Schumacher recapping, to his knowledge, the fence's history.*

## **B. Ian Traffic Sign(s) Damage**

**Mr. Schumacher** reported:

- Eleven (11) signs and one (1) street name sign were damaged during Hurricane Ian.
- Lykins-Signtek has submitted a quote in the amount of \$1,870.00 to re-set fallen poles and replace damaged poles and signs.
- Staff will coordinate the issuance of a Purchase Order with the Clerk's Office and confirm multiple bids are not required.
- The street sign on Azalea Lane will be addressed under a separate contract.

### Crosswalk Sign on Forest Lakes Boulevard

**Mr. Schumacher** will research options to install a STOP sign to the "Crosswalk Ahead" sign at the Forest Lakes Boulevard crosswalk accessing the Quail Run Golf Club.

### Signpost Installation

Not all signs in the community are an M.S.T.U. asset. **Mr. Schumacher** will solicit a recommendation from Traffic Operations for securing poles in concrete versus the ground and report his findings at a future meeting.

## **VIII. NEW BUSINESS**

### **A. Lakes Maintenance – Request for Quotes**

A bid solicitation for Lakes Maintenance, including both aquatic weed control and fountain/aerator maintenance, is due February 10, 2023. The Request for Quote (RFQ) requires bids from three (3) qualified contractors. A Purchase order for one (1) or more years should be issued by the end of February.

**Mr. Burnham** reported the lake riprap in some areas should be stabilized and expressed concern about the condition of the Lake #16 bulkhead. **Mr. Schumacher and Mr. Burnham will inspect the area and determine a course of action.**

## **IX. PUBLIC COMMENTS**

**Mr. Hibson** thanked the members for the beautification and drainage improvements to the community and the following topics were discussed:

### Roadway Signage

Will the Committee consider installation of a road barrier to prevent a left turn into the Pine Ridge Crossings shopping center?

### Culvert Drainage

Collier County suggested he contact the M.S.T.U. to request cleaning of a clogged culvert running under his driveway. The blockage was potentially caused during excavation work performed by Florida Power and Light (FPL).

**Mr. Schumacher** noted that culverts in front of homes had previously been maintained by the property owners. He will plan to walk the area with Mr. Hibson and verify the MSTU policy for culvert blockage to ascertain responsibility.

Roadway Paving

**Mr. Schumacher** responded to Mr. Hibson's query referencing a tree root uprooting pavement on Woodshire Boulevard noting:

- In January 2023, Mr. Molloy, Preferred Materials, evaluated the condition of paved roads in the community and determined the roadways have two (2) to three (3) years useful life remaining.
- The valley gutter/roadway on Woodshire Lane sank because of a large tree root growing under the pavement.
- An agronomist will be consulted to determine if the above referenced tree root can be removed without damaging the tree and if the root is removed, the area will be repaved.
- Preferred Materials submitted a cost quote in the amount of \$10,611.00 to excavate and repave a fifty (50) foot section of the road, including the area with the tree root, between light poles thirty-three (33) and thirty-four (34).
- The tree work, including trimming, would be a separate contract.
- The Committee will decide if the project should be undertaken soon or postponed to coordinate with paving of a larger segment of the roadway.

**X. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:59 A.M.*

**NEXT MEETING:**

**MARCH 7, 2023 - 10:00 A.M.  
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE  
1058 FOREST LAKES DRIVE, NAPLES, FL 34105  
(239) 261-5497**

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

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**Marianne Fanning, Chair**

The Minutes were approved by the Committee on \_\_\_\_\_, 2023 as presented \_\_\_\_\_, or as amended \_\_\_\_\_.

**FOREST LAKES M.S.T.U.**

**Fund 159**

**March 7, 2023**

	<b>FY-23</b>	<b>Vendor</b>	<b>Item</b>	<b>PO#</b>	<b>Budget</b>	<b>Commitments</b>	<b>Expenditures</b>	<b>Budget Remainder</b>
1	CUR AD VALOREM TAX				\$ (1,031,200.00)	\$ -	\$ (916,926.94)	\$ (114,273.06)
2	OVERNIGHT INTEREST				\$ -	\$ -	\$ (6,750.00)	\$ 6,750.00
3	INVESTMENT INTEREST				\$ (3,000.00)	\$ -	\$ (2,100.82)	\$ (899.18)
4	INTEREST TAX COLL.				\$ -	\$ -	\$ (510.84)	\$ 510.84
5	<b>REVENUE STRUCTURE</b>				<b>\$ (1,034,200.00)</b>	<b>\$ -</b>	<b>\$ (926,288.60)</b>	<b>\$ (107,911.40)</b>
6	TRANS FROM 259				\$ (38,500.00)	\$ -	\$ -	\$ (38,500.00)
7	TRANSFER FROM PROPERTY APPR.				\$ -	\$ -	\$ -	\$ -
8	CARRY FORWARD GENERAL				\$ (912,800.00)	\$ -	\$ -	\$ (912,800.00)
9	CARRY FORWARD OF ENCUMB AMT				\$ (51,256.25)	\$ -	\$ -	\$ (51,256.25)
10	NEG 5% EST REV				\$ 51,900.00	\$ -	\$ -	\$ 51,900.00
11	<b>TRANSFERS &amp; CONTRIB</b>				<b>\$ (950,656.25)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (950,656.25)</b>
12	<b>TOTAL REVENUE</b>				<b>\$ (1,984,856.25)</b>	<b>\$ -</b>	<b>\$ (926,288.60)</b>	<b>\$ (1,058,567.65)</b>
		Agnoli Barber & Brundage	Swales Data Analysis	4500217841		\$ 203.50	\$ 2,393.00	
13	<b>ENGINEERING FEES</b>				<b>\$ 27,596.50</b>	<b>\$ 203.50</b>	<b>\$ 2,393.00</b>	<b>\$ 25,000.00</b>
14	INDIRECT COST REIMBURS	Collier County		Direct Pay	\$ 4,200.00	\$ 2,100.00	\$ 2,100.00	\$ -
15	LANDSCAPE INCIDENTALS	Ground Zero	Landscape Incidentals	4500220483	\$ 10,000.00	\$ 6,000.00	\$ -	\$ 4,000.00
16	OTHER CONTRACTUAL	Ground Zero	Grounds Maintenance	4500220483	\$ 75,000.00	\$ 42,165.00	\$ 17,835.00	\$ 15,000.00
		Amazon	Padlocks	PCARD 5514-86		\$ -	\$ 30.99	
		Shenandoah General Construction	Stormwater Pipe Scope & Clean	4500219256		\$ 45.55	\$ 38,959.20	
		Carter Fence	Chain Link Fence Repairs	4500223043		\$ -	\$ 2,100.00	
		Mettauer Environmental	ATF - Expense Reversed	4500213930		\$ 8,291.48	\$ (8,291.48)	
		Mettauer Environmental	Monthly Maintenance - thru 3/2023	4500221198		\$ 375.00	\$ 2,625.00	
		Mettauer Environmental	Aerators Maintenance	4500222918		\$ -	\$ 475.55	
		Mettauer Environmental	ATF - Fountain Replacements	4500223590		\$ 45.62	\$ 8,245.86	
		Mettauer Environmental	Monthly Maintenance - thru 9/2024	4500223616		\$ 10,925.00	\$ -	
17	<b>OTHER CONTRACTUAL</b>				<b>\$ 83,659.75</b>	<b>\$ 19,682.65</b>	<b>\$ 44,145.12</b>	<b>\$ 19,831.98</b>
18	ELECTRICITY	FPL	Electricity	4700004741	\$ 15,000.00	\$ 9,772.82	\$ 5,227.18	\$ -
19	WATER AND SEWER	City of Naples	Reclaimed Water	4700004742	\$ 1,500.00	\$ 1,123.68	\$ 376.32	\$ (0.00)
20	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 400.00	\$ 200.00	\$ 200.00	\$ -
		SiteOne Landscape Supply	Irrigation Parts	4500220460		\$ 263.78	\$ 236.22	
21	<b>SPRINKLER SYSTEM MAINT.</b>				<b>\$ 1,500.00</b>	<b>\$ 263.78</b>	<b>\$ 236.22</b>	<b>\$ 1,000.00</b>
22	MULCH				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	LIGHTING MAINTENANCE Cont.	Amazon	Lighting Photo Cells	PCARD 5515-22	\$ -	\$ -	\$ 76.67	\$ (76.67)
		Hart's Electrical Inc.	Electrical Repairs	4500220484		\$ 1,910.60	\$ 3,289.40	
23	<b>LIGHTING MAINTENANCE</b>				<b>\$ 5,000.00</b>	<b>\$ 1,910.60</b>	<b>\$ 3,289.40</b>	<b>\$ (200.00)</b>
24	LICENSE & PERMITS				\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Premier Staffing	Transcriptionist	4500220496		\$ 2,579.00	\$ 14.00	
25	<b>OTHER MISCELLANEOUS</b>				<b>\$ 3,000.00</b>	<b>\$ 2,579.00</b>	<b>\$ 14.00</b>	<b>\$ 407.00</b>
26	OFFICE SUPPLIES				\$ 100.00	\$ -	\$ -	\$ 100.00
27	COPYING CHARGES	JM Todd	Monthly CPC (shared)	4500221236	\$ 200.00	\$ 115.95	\$ 84.05	\$ -
28	FERT HERB CHEM			PCARD 5515-25	\$ 500.00	\$ -	\$ 236.22	\$ 263.78
29	OTHER OPERATING SUPPLIES				\$ 300.00	\$ -	\$ -	\$ 300.00
30	<b>OPERATING EXPENSE</b>				<b>\$ 230,956.25</b>	<b>\$ 86,116.98</b>	<b>\$ 76,213.18</b>	<b>\$ 68,626.09</b>
31	TRANS FROM FUND 159 TO PROPERTY APPRAISER				\$ 8,500.00	\$ -	\$ 3,999.39	\$ 4,500.61



FOREST LAKES ROADWAY & DRAINAGE  
MUNICIPAL SERVICE TAXING UNIT (MSTU) ADVISORY COMMITTEE

BYLAWS

ARTICLE I

Name

The name of this Advisory body shall be the “Forest Lakes Roadway & Drainage Municipal Service Taxing Unit (MSTU) Advisory Committee.”

ARTICLE II

Jurisdiction

The Advisory Committee shall function as an advisory body to the Board of County Commissioners (BCC) and is governed under Ordinance 91-107, as amended. The Committee will make recommendations to the BCC in matters related to roadways, drainage, sidewalks, and beautification within the district; as well as funding, preparation of bid documents, management of contracts, and management of the annual budget.

The BCC shall have the final authority over the actions of the MSTU.

ARTICLE III

Officers and their Duties

- Section 1. The officers shall consist of a Chair and Vice-Chair.
- Section 2. The Chair shall preside at the meetings and shall have the duties normally conferred by parliamentary usage of such officers.
- Section 3. The Chair may call special meetings, appoint subcommittees, and act as a liaison with government bodies and other related committees.
- Section 4. The Chair shall have the privilege of discussing all matters before the Committee and shall have the same voting rights as all Committee members.
- Section 5. The Vice-Chair during the absence of the Chair or the Chair's inability to serve, shall exercise all of the duties and powers of the Chair.
- Section 6. The full Committee may participate in the election process and vote.
- Section 7. The Advisory Committee shall adopt procedures by which it shall operate.

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### ARTICLE IV Election of Officers

- Section 1. Nomination of Chair and Vice-Chair shall be made from the floor at the annual organization meeting in February of each year, and the election shall be held immediately thereafter.
- Section 2. A candidate receiving the majority vote shall be declared elected and shall serve a term of one (1) year, or until a successor shall take office. An Officer is eligible for reelection if the term of the Advisory Committee is extended.
- Section 3. Vacancies in the position of Chair and Vice-Chair shall be filled immediately by regular elections procedures.
- Section 4. The Chair or Vice-Chair may be removed from office by a super majority of the Committee with or without cause.

### ARTICLE V Committee Structure and Meeting Requirements

- Section 1. The Forest Lakes Roadway & Drainage Municipal Service Taxing Unit (MSTU) Advisory Committee shall consist of five (5) members.
- Section 2. Committee Appointments – Appointment of members to the Advisory Committee shall be by resolution of the BCC, which resolution shall set forth a date of appointment. Each appointment shall be for a term of four (4) years. Appointments to fill any vacancies on the Advisory Committee shall be for the remainder of the unexpired term.
- Section 3. Regular Meetings – Regular meetings of the Advisory Committee shall be held on the first Tuesday monthly at 10:00 a.m., Forest Lakes Condo Association Clubhouse, 1058 Forest Lakes Drive, Naples, FL 34105. If a regular meeting is required to be held at a time and location other than what is specified herein, notice will be provided at least seventy-two (72) hours prior to the meeting and posted on the County website.
- Section 4. Special Meetings – Special meetings of the Advisory Committee may be convened by the Chair upon giving notice thereof.
- Section 5. Notices – Notices of an Advisory Committee meeting shall be given to all members and to the Public at least seventy-two (72) hours in advance of the

## BYLAWS

meeting. At any meeting, the Committee may set a future meeting date. Staff shall provide notices and Agendas to members at least seventy-two (72) hours prior to said meetings.

Section 6. Attendance – Members shall notify the Staff Liaison or the Transcriptionist in advance if they cannot attend a meeting. If a member misses two (2) successive Committee meetings without notification, their appointment may be forfeited.

Attendance is preferred in-person but may occur remotely provided that (1) there is a quorum of the Committee members physically present; and (2) the members who are present authorize the remote participation. The absent members can then conduct themselves in the same manner as if they were present, including making motions and voting on items.

Section 7. Quorum – A quorum of the Advisory Committee shall consist of three (3) members and an affirmative vote of a majority of those present and voting shall be necessary to pass any motion. In the absence of a quorum, those members present may review the Agenda items and make recommendations that may be reviewed for approval by the Advisory Committee at its next meeting where there is a quorum present.

Section 8. Voting – Voting shall be by voice vote, or show of hands, if necessary, and may be recorded by individual (or group).

Section 9. Meetings – All meetings shall be open to the public to encourage public awareness and participation. All public attendees shall identify themselves by name, address, and signature on the meeting attendance list.

Section 10. Minutes – Minutes shall be taken at all Advisory Committee meetings. Voice recording of meetings is acceptable. A written record of meetings, resolutions, findings, and determinations shall be kept for the Advisory Committee.

Section 11. Documents – The Public Transit & Neighborhood Enhancement (PTNE) Staff shall assist with preparation, duplication, and distribution of materials necessary for meetings. Copies of all Advisory Committee minutes, resolutions, reports, and exhibits shall be submitted to the Clerk's Office and posted on the County Website for public viewing.

Section 12. Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

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Section 13. Agendas – Agendas are set by the Chair in coordination with the Staff Liaison and Transcriptionist. Advisory Committee members may send Agenda item requests to the Staff Liaison and/or Transcriptionist prior to publishing of the Agenda. Agenda additions and modifications may be made at the meeting prior to approval of the Agenda.

### ARTICLE VI Order of Business

- I. Call to Order
- II. Attendance
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Contractor Reports
- VI. Project Manager's Report
- VII. Budget Report
- VIII. Ongoing Business
- IX. New Business
- X. Committee Member Comment
- XI. Public Comment – items NOT on the Agenda.
- XII. Adjournment
- XIII. Next Meeting Date

### ARTICLE VII Public Participation

All Forest Lakes Roadway & Drainage Municipal Service Taxing Unit (MSTU) Advisory Committee meetings will be public meetings as required by Florida Statutes. Participation by the Public is encouraged, and to be fair to all wishing to participate, the following rules shall apply when receiving public comment.

- Section 1. Public Comment on Items on the Agenda – During each portion of the Agenda the Chair may open the meeting for public comment.
- a. The Chair shall declare when the floor will be open to public comment.
  - b. The Chair shall declare when the public comment period for the Agenda item is closed for public comment. Once the item is closed for public comment there shall be no further comment from the floor.
  - c. At the discretion of the Chair, all persons wishing to speak on an Agenda item may be required to register with the Staff liaison prior to the presentation of the Agenda item by completing a speaker's slip.

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- d. All public participants must identify themselves by name and address.
- e. All registered speakers will receive up to three (3) minutes to speak unless the time is adjusted by the Chair.
- f. There will be no sharing of minutes among those present to extend the time permitted to speak.
- g. Once a participant has been afforded the opportunity to speak, they may not speak again unless requested by the Chair.

Section 2. Public Comment on Items NOT on the Agenda – A Public Comment section will be included in each Agenda. During this portion of the meeting items that have not been brought forward previously or were not on the Agenda may be discussed or raised by the Public.

- a. At the discretion of the Chair, all persons wishing to speak under public comment on items not on the Agenda may be required to register with the Staff liaison prior to this portion of the Agenda by completing a speaker's slip.
- b. All public participants must identify themselves by name, address, and specify a subject matter.
- c. All registered speakers will receive up to three (3) minutes to speak unless the time is adjusted by the Chair.
- d. There will be no sharing of minutes among those present to extend the time permitted to speak.
- e. Once a participant has been afforded the opportunity to speak, they may not speak again unless requested by the Chair.

## ARTICLE VIII

### Amendment to Bylaws

Section 1. Any proposed permanent amendment to the Bylaws shall be provided to every Advisory Committee member at least seven seventy-two (72) hours before it is voted on at a regular meeting.

Section 2. These Bylaws, and all amendments to the Bylaws, will become effective upon an affirmative vote of a majority of the quorum.