

**MINUTES
DON PEDRO & KNIGHT ISLANDS STREET & DRAINAGE
MUNICIPAL SERVICE TAXING UNIT (MSTU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, JANUARY 11, 2024**

**9:31 a.m. – 11:03 a.m.
West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Lisa Haney, Chair
Lindsay Yates, Vice Chair
David Cohen
Linda Cotherman
David Duncan

Members Absent: None

County Staff: Kellie Stewart, Community Liaison
Karlene McDonald, Operations Supervisor

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:31 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Election of Officers:

Ms. Yates nominated Ms. Cotherman for Chair and Mr. Cohen for Vice Chair; there were no other nominations. It was seconded and unanimously approved.

Robert's Rules of Order / Sunshine Law:

Per the Florida Sunshine Law outlined in Florida Statutes Chapter 286, Florida Public Records Law outlined in Florida Statutes Chapter 119, and Robert's Rules of Order, mandatory training must be provided each year during the Advisory Board meeting in December or soon thereafter. Training was completed by all Board members in attendance.

Citizen Input on Agenda Items (3 Minute Limit):

- Mr. Mallet spoke about private citizens initiating right-of-way (ROW) maintenance.

Approval of the Minutes:

The October 19, 2023, minutes were unanimously approved as written.

Discussion with Mr. Tim Ziegler:

Mr. Ziegler of the Center for Dirt and Gravel Road Studies presented a summary of his findings while visiting the Islands. His overall recommendations were the following: (1) keep the travel lanes between 12-18 feet wide; (2) use physical, non-permanent barriers to define road corridor such as vegetation or wide swales; (3) limit residential landscaping construction and placement of permanent features in the ROW, especially pavers, rocks, or poles; (4) expand open areas into rain gardens to hold more run-off capacity; (5) create a meandering road alignment or non-linear travel path to reduce speeding; (6) setting a traffic speed of 15 miles per hour for all vehicles on the Island to include the usage of signs or speed humps; and (7) public outreach and education to explain reasons to reduce dust. Discussion continued.

Unfinished Business:

- a. Bridge Maintenance Plan: Ms. Stewart mentioned that an upcoming update on the bridge sealing is expected in the next few weeks because the project managers couldn't conduct a site walk-through in November. Mr. Duncan also asked about the bridges line item for fiscal year (FY) 2025 in the FY 2024-2025 budget.
- b. Community Plan: Ms. Stewart conveyed that Ms. McDonald has composed a letter of intent (RLI) and is currently awaiting input from other internal departments before presenting it to the Advisory Board.
- c. Iguana Control – United States Department of Agriculture (USDA): Ms. Stewart informed that the USDA's contract representative reached out to Ms. McDonald yesterday, and the next steps for an iguana control trapping contract will be provided shortly.
- d. Maintenance of Streets and Drainage: Ms. Stewart talked about the fees for barges, mentioned that a work order for mowing in the area between North Gulf Boulevard and South Gulf Boulevard, spanning between the bridges, is currently underway, and the code enforcement concern on North Gulf Boulevard will be brought before the magistrate in February.

New Business:

- a. Financial Reports: The fiscal year (FY) 2023 quarter four actual expenditure and activity maintenance reports were provided for review. The Board had no questions at this time.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

Ms. Stewart advised this is her last meeting, as she has taken a promotion elsewhere in the county. There was no further discussion.

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 9:30 a.m., at the Mac V. Horton West County Annex as follows:

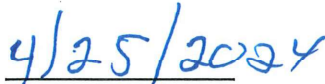
- Thursday, April 25, 2024
- Thursday, July 11, 2024
- Thursday, November 21, 2024

The meeting adjourned at 11:03 a.m.

Submitted by Kellie Stewart
Public Works Department



Chair Signature



Date



**Don Pedro & Knight Islands Street & Drainage
Municipal Service Taxing Unit**

**Advisory Board Meeting Attendance
Thursday, January 11, 2024**

**9:30 a.m., West County Annex
6868 San Casa Drive, Englewood, FL**

**INFORMATION SUPPLIED ON THIS FORM
BECOMES PUBLIC RECORD**

NAME (please print)	Email Address	Phone Number
Kellie Stewart	Kellie.Stewart@charlottecountyfl.gov	941.575.3613
Karlene McDonald	Karlene.McDonald@charlottecountyfl.gov	941.575.3600
<i>Kendo Cothran</i>	<i>kcotherman@yahoo.com</i>	<i>941-276-1140</i>
<i>David Cohen</i>	<i>dpcohen@conncast.net</i>	<i>201-646-1450</i>
<i>Buzz Mallett</i>	<i>buzz@buzzmallett.com</i>	<i>941-830-0510</i>
<i>Lindsay Yates</i>	<i>lyates@bpringtips.com</i>	<i>970-819-1819</i>
<i>David Duncan</i>	<i>dduncan813@aol.com</i>	<i>863-559-1327</i>
<i>Tim Ziegler</i>	<i>tmz115@psu.edu</i>	<i>814-571-8361</i>
<i>Lisa Honey</i>	<i>L-honey@yahoo.com</i>	<i>813-523-6362</i>

AGENDA

DON PEDRO & KNIGHT ISLANDS STREET & DRAINAGE MUNICIPAL SERVICE TAXING UNIT (MSTU)

ADVISORY BOARD REGULAR MEETING THURSDAY, JANUARY 11, 2024

9:30 a.m., West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Lisa Haney, Chair
Lindsay Yates, Vice Chair
David Cohen
Linda Cotherman
David Duncan

COUNTY STAFF: Kellie Stewart, Community Liaison
Karlene McDonald, Operations Supervisor

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Election of Officers / Robert's Rules of Order / Sunshine Law
4. Citizen Input on Agenda Items (3 Minute Limit)
5. Approval of the Minutes: October 19, 2023
6. Discussion with Mr. Tim Ziegler of Penn State University
7. Unfinished Business
 - a. Bridge Maintenance Plan
 - b. Community Plan
 - c. Iguana Control – USDA
 - d. Maintenance of Streets and Drainage
8. New Business
 - a. Financial Reports
9. Citizen Input on MSBU items (3 Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Don Pedro Knight Island Street and Drainage MSTU

Fund Financial Report
 Oct. 1, 2022 - Sept. 30, 2023
Unaudited as of 9.30.23

	Actual FY2022	Adopted Budget FY2023	Amended Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$2,496,735	\$2,439,985	\$2,439,985	\$2,843,823	\$2,843,823
Revenues					
Assessments & Earnings	539,772	638,094		735,447	735,447
Grant & Subsidy Revenue	-	-		-	-
Loans & Borrowing	-	-		-	-
Total Revenue	\$539,772	\$638,094	\$638,094	\$735,447	\$735,447
Expenditures					
Contract Services	94,037	520,636		108,797	108,797
Pipe Lining	-	-		-	-
ROW Maintenance	-	-		-	-
ROW Reclamation	-	25,000		-	-
Speciality Mowing	-	-		-	-
Public Works Services	24,119	27,096		4,772	4,772
Internal Charges	15,818	8,734		8,734	8,734
Purchased Services	27,591	47,758		27,309	27,309
Materials and Supplies	-	-		-	-
Capital Outlay	-	-		-	-
Debt Services	-	-		-	-
Project Costs					
Don Pedro Bridge Maint. Plan	31,119	86,580	247,157	222,109	222,109
Total Expenditures	\$192,684	\$715,804	\$876,381	\$371,721	\$371,721
Reserves (Ending Fund Balance)	\$2,843,823	\$2,362,275	\$2,201,698	\$3,207,549	\$3,207,549
Reserve %	93.7%	76.7%	71.5%	89.6%	89.6%

Budget Amendment to add additional funding for bridge maintenance

Date Prepared: 10/23/2023

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Don Pedro and Knight Islands Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6116	MSBU Administrative Work		07/26/2023	0.25	27.64	0.00	0.00	0.00	0.00	27.64
	6116	MSBU Administrative Work		07/28/2023	0.25	27.64	0.00	0.00	0.00	0.00	27.64
	6116	MSBU Administrative Work		08/01/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6116	MSBU Administrative Work		08/02/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6116	MSBU Administrative Work		08/08/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6116	MSBU Administrative Work		08/09/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6116	MSBU Administrative Work		08/10/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6116	MSBU Administrative Work		08/11/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6116	MSBU Administrative Work		08/15/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6116	MSBU Administrative Work		08/17/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6116	MSBU Administrative Work		08/18/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6116	MSBU Administrative Work		08/22/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6116	MSBU Administrative Work		08/30/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6116	MSBU Administrative Work		08/31/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6116	MSBU Administrative Work		09/01/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6116	MSBU Administrative Work		09/12/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6116	MSBU Administrative Work		09/15/2023	1.00	72.94	0.00	0.00	0.00	0.00	72.94
	6116	MSBU Administrative Work		09/19/2023	1.00	72.94	0.00	0.00	0.00	0.00	72.94
	6116	MSBU Administrative Work		09/22/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6116	MSBU Administrative Work		09/26/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6116	MSBU Administrative Work		09/27/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Don Pedro and Knight Islands Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Administrative Time Total			8.50	638.81	0.00	0.00	0.00	0.00	638.85
		Work Order 6116 Total			8.50	638.81	0.00	0.00	0.00	0.00	638.85
		MSBU Administrative Work Total			8.50	638.81	0.00	0.00	0.00	0.00	638.85
	2858	Project Management		08/01/2023	0.00	0.00	0.00	0.00	1,951.25	0.00	1,951.25
	2858	Project Management		08/08/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
		Plan/Spec Review Total			1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2858	Project Management		09/01/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2858	Project Management		09/06/2023	1.00	92.28	0.00	0.00	0.00	0.00	92.28
		Project Meetings Total			2.00	177.73	0.00	0.00	0.00	0.00	177.73
	2858	Project Management		08/25/2023	1.00	92.28	0.00	0.00	0.00	0.00	92.28
		Site Visits Total			1.00	92.28	0.00	0.00	0.00	0.00	92.28
		Work Order 2858 Total			4.00	355.46	0.00	0.00	1,951.25	0.00	2,306.71
		cmb2201 - Don Pedro Bridge Maintenance Plan									
	7030	Project Management		09/05/2023	0.25	21.36	0.00	0.00	0.00	0.00	21.36
		Plan/Spec Review Total			0.25	21.36	0.00	0.00	0.00	0.00	21.36
	7030	Project Management		07/31/2023	0.50	42.72	0.00	0.00	0.00	0.00	42.73
		Project Inspection Total			0.50	42.72	0.00	0.00	0.00	0.00	42.73
		Work Order 7030 Total			0.75	64.09	0.00	0.00	0.00	0.00	64.09
		#23-008 DPKI Sand Road Maintenance									
		26 COLE PL, KNIGHT ISLAND, 33946									
		Project Management Total			4.75	419.55	0.00	0.00	1,951.25	0.00	2,370.80
		Don Pedro and Knight Islands Street and Drainage Unit Total			13.25	1,058.35	0.00	0.00	1,951.25	0.00	3,009.65

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					13.25	1,058.35	0.00	0.00	1,951.25		3,009.65

Grand totals for all MSBUS reported