

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, FEBRUARY 10, 2022**

**9:30 a.m. – 10:40 a.m.  
West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida**

**Members Present:** Linda Cotherman, Vice Chair  
Lindsay Yates  
Lisa Haney  
**Members Absent:** Gary Wilkins  
**County Staff:** Kimberly Kelley, Community Liaison  
**Guests:** Sign-in sheet attached

**Call to Order / Roll Call:**

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

**Review Sunshine Law, and Roberts Rules of Order:**

The Advisory Board watched the Sunshine Law and Roberts Rules of Order video provided by the Charlotte County Attorney's office.

**Election of Officers:**

Chair: Ms. Cotherman nominated Ms. Haney, there were no other nominations.

Vice-Chair: Ms. Cotherman nominated Ms. Yates, there were no other nominations.

Ms. Haney accepted the position of Chair, Ms. Yates accepted the position of Vice-Chair, and it was unanimously approved.

**Changes to the Agenda/Motion to Approve Changes:**

None

**Citizen Input on Agenda Items (3 Minute Limit):**

None

**Approval of the Minutes:**

The November 3, 2021, minutes were unanimously approved.

**Unfinished Business:**

- a) Maintenance of Street and Drainage/Bridge Maintenance: Ms. Cotherman pointed out locations that currently needs brush cut; she will follow up with pictures and more locations. Ms. Kelley explained that at this time there is not a right-of-way (ROW) code compliance officer; the ROW concerns are on hold, and she anticipates providing more information by the next meeting. Ms. Kelley explained that the project managers for the bridge maintenance plan will be attending the next meeting to go over the recent Florida Department of Transportation bridge inspections in comparison to the bridge maintenance plan report that was provided in 2019; she believed that more funding will be needed. Ms. Yates commented that the wood on the Kosinski bridge looks terrible. Ms. Kelley explained that the project managers are sending request of letters out and inquired if the Advisory Board would want to recommend sealing the wooden bridge. The Advisory Board

unanimously agreed that the entire bridge needed to be sealed. There was additional discussion on the rehabilitation and maintenance previously performed on this bridge, the purpose of sealing and asked to see the specifications and cost of the project when sent to purchasing. Ms. Kelley explained that the Boca Grande iguana removal contract could not be shared, the Advisory Board would need to change the purpose of the unit to include this subject and a new contract would need to be acquired. Ms. Haney motioned to include removal of invasive and exotic animals into the purpose of the unit, seconded by Ms. Yates and it was unanimously approved.

- b) Road Grading: Buzz Mallet, contractor on record, stated that road grading continues, asked if there were any bad spots on the road and he will be trying to keep the wash boards to a minimum.
- c) Traffic Calming: Ms. Kelley stated that the traffic calming policy is being revised, until the new policy is approved by the Board of County Commissions all traffic requests are on hold. She provided the flashing radar speed data collected. Ms. Cotherman conveyed that the reports do not show the day, time, and speed breakdown; Ms. Kelley will inquire if additional information can be provided.

**New Business:**

- a) Financial Reports: They FY21 Qtr.4 Annual and FY22 quarter one Actual Expenditure, quarter one Activity Maintenance and the Adopted FY22/23 Budgets reports were provided for review.

**Citizen Input on MSTU items (3 Minute Limit):**

- Mr. Mallet stated if the bridge were to be sealed to make sure it will be done property, his concern would be that moisture has been in the cracks of the boards and once sealed it could trap the moisture and rot inside.

**Advisory Board Open Discussion:**

Ms. Cotherman noted the Penn State study and vegetation placed along the roadway of sand roads for stabilization and erosion control. Ms. Cotherman stated that she has been corresponding with the Right-of-Way Supervisor regarding a specific muhly grass along the road. Ms. Kelley explained that it was staff recommendation not to place vegetation in the right-of-way along the sand roads, specifically for line-of-sight concerns and the discussions regarding removal of vegetation within the ROW.

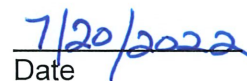
**Schedule Meetings / Items for Next Agenda:**

Future meetings are scheduled at 9:30 a.m., as follows:

- February 10, 2022, Location- Mac V. Horton West County Annex
- May 19, 2022, Location - Mac V. Horton West County Annex
- August 18, 2022, Location -Ann & Chuck Dever Regional Park
- November 17, 2022, Location Mac V. Horton West County Annex

Submitted by: Kimberly Kelley  
Public Works Department

  
Chair Signature

  
Date



**AGENDA**

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, FEBRUARY 10, 2022**

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

**BOARD MEMBERS:** Gary Wilkins, Chair  
Linda Cotherman, Vice Chair  
Lindsay Yates  
Lisa Haney

**COUNTY STAFF:** Kimberly Kelley

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Sunshine Law and Roberts Rule of Order
3. Election of Officers
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of the Minutes: November 03, 2021
7. Unfinished Business
  - a) Road Grading
  - b) Traffic Calming
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 - Dec. 31, 2021

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$2,195,440	\$2,262,407	\$2,496,735	\$2,496,735
<b>Revenues</b>				
Assessments & Earnings	550,485	565,211	407,761	565,211
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$550,485	\$565,211	\$407,761	\$565,211
<b>Expenditures</b>				
Contract Services	185,077	510,000	7,000	510,000
Pipe Lining	-	-	-	-
ROW Maintenance	-	-	-	-
ROW Reclamation	-	25,000	-	25,000
Speciality Mowing	-	-	-	-
Public Works Services	32,881	27,946	2,326	27,946
Internal Charges	4,951	15,818	15,818	15,818
Purchased Services	26,280	43,198	13,787	43,198
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
Bridge Maint. Master Plan	-	-	-	-
Don Pedro Bridge Rehab.	-	-	-	-
Don Pedro Bridge Maint. Plan	-	78,000	-	78,000
<b>Total Expenditures</b>	\$249,190	\$699,962	\$38,931	\$699,962
<b>Reserves (Ending Fund Balance)</b>	\$2,496,735	\$2,127,656	\$2,865,565	\$2,361,984
<i>Reserve %</i>	90.9%	75.2%	98.7%	77.1%

Date Prepared: 1/14/2022



# Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

**PW-DPKIM**

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
				Inspection - Field Total			1.00	73.33	0.00	3.76	0.00	1.00	LHR	77.09
				Total WO Number: 1787898			1.00	73.33	0.00	3.76	0.00	1.00	LHR	77.09
				ROADWAY-PALM	PALM									
				DR-DPKIM	DR-DPKIM									
				10-9030R Inspection - Field		10/29/2021	1.00	73.33	0.00	3.76	0.00	1.00	LHR	77.09
				Inspection - Field Total			1.00	73.33	0.00	3.76	0.00	1.00	LHR	77.09
				Total WO Number: 1787901			1.00	73.33	0.00	3.76	0.00	1.00	LHR	77.09
				ROADWAY-PALM	PALM									
				DR-DPKIM	DR-DPKIM									
				10-9030R Inspection - Field		10/29/2021	2.00	146.66	0.00	7.52	0.00	2.00	LHR	154.18
				Inspection - Field Total			2.00	146.66	0.00	7.52	0.00	2.00	LHR	154.18
				Total WO Number: 1790362			2.00	146.66	0.00	7.52	0.00	2.00	LHR	154.18
				Total MSBU: PW-DPKIM			28.00	2,303.69	0.00	22.56	0.00	28.00	LHR	2,326.25

# FINAL - Q4

CHARLOTTE COUNTY PUBLIC WORKS  
MSTU FINANCIAL HISTORY  
FY 12 THRU FY 21  
FUND 1265  
DON PEDRO/KNIGHT ISLAND ST/DR UNIT

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Adopted Budget FY 20-21	FY 20-21 12 Mo. Actual (a)
<b>BEGINNING BALANCE</b>	\$ 466,181.66	\$ 574,586.26	\$ 982,648.46	\$ 1,365,688.64	\$ 1,799,292.03	\$ 2,094,114.12	\$ 2,375,046.79	\$ 2,546,487.97	\$ 2,679,996.80	\$ 1,835,794.53	\$ 2,195,440.02
<b>REVENUES RECEIVED:</b>											
Assessments & Earnings Assessments	580,424.14	518,604.36	520,641.60	533,239.13	545,941.09	578,448.67	488,587.12	510,606.41	542,221.96	564,476.79	545,077.92
Assessments & Earnings Interest	2,581.14	4,306.61	7,110.56	13,325.54	16,189.77	25,566.84	41,690.56	58,088.12	33,402.47	7,034.96	13,696.16
Assessments & Earnings Excess Fees/Misc.	8,823.53	6,146.82	6,691.42	5,021.77	5,734.45	6,319.08	4,868.74	4,392.27	1,491.64	-	5,166.23
Assessments & Earnings Net Inc(Decr) FMV/Inves	1,790.18	(4,064.19)	1,918.51	4,127.12	143.20	(5,396.11)	(18,661.55)	37,633.59	18,261.36	(28,575.59)	(13,465.58)
Assessments & Earnings Less: Reserve - FS 129.01	597,618.99	524,993.30	536,362.09	555,713.56	568,008.51	604,938.48	516,474.87	610,720.39	595,377.43	542,935.17	550,484.73
<b>TOTAL BALANCES &amp; RSVS</b>	<b>1,057,800.65</b>	<b>1,099,579.56</b>	<b>1,519,010.55</b>	<b>1,921,402.20</b>	<b>2,367,300.54</b>	<b>2,699,052.60</b>	<b>2,891,521.66</b>	<b>3,157,206.36</b>	<b>3,275,374.23</b>	<b>2,378,730.70</b>	<b>2,745,924.75</b>
<b>EXPENDITURES</b>											
Contract Services C/S - Other Contractual Svcs		4,243.39									85,565.00
Contract Services C/S - Paving							5,039.82			7,000.00	
Bridge Maint. Master Plan C/S - Bridge Master Plan c410214							7,895.00	18,775.00			
Don Pedro Bridge Rehab. Engineering											
Don Pedro Bridge Maint. Plan P/S - Bridge Rehab Eng cmb2201											
Don Pedro Bridge Maint. Plan OTB - Bridge Rehab Construction cmb2201											
Contract Services P/S - Bridge Inspection								2,665.00			
Don Pedro Bridge Rehab. C/S - Bridge Repair						21,621.25	31,578.75	79.03	278,237.66		97,482.40
Contract Services C/S - Road Grading	126,860.00	51,825.46	93,295.00	171,839.64		225,599.89	247,983.32	385,958.42	648,718.34	250,000.00	
Contract Services C/S - Traffic Safety											2,030.00
Contract Services C/S - Survey									80,810.00		
ROW Reclamation C/S - ROW Reclamation		8,743.00	5,052.00	2,496.00	2,237.00	1,800.00	4,522.00	4,748.00	4,715.00	15,000.00	4,951.00
Internal Charges Central/Indirect Allocatir											
Purchased Services Advertising-Legal											
Purchased Services Fees-Landfill		342.72	35.64		197.64	40.32	18.51		39,373.66	500.00	48.81
Maintenance Services Maintenance Services	11,808.71	20,721.17	25,276.12	33,009.72	21,931.65	40,275.61	20,505.86	38,528.85	19,325.45	19,325.45	30,196.37
Purchased Services Operating Exp-PubWrks	155.93										
Maintenance Services Equipment Repl Chgs/P	861.93	2,011.06	2,113.54	4,043.21	1,860.04	2,215.37	775.08	2,326.06	733.79	2,545.37	1,745.73
Maintenance Services Other Current Charges (	8,115.00	2,610.00	1,630.00	43,990.00	43,990.00	6,480.00	1,685.00	4,450.00	1,700.00	30,000.00	3,580.00
Purchased Services Property Appraiser Fees	12,906.51	13,978.92	14,475.10	12,480.81	13,343.22	13,307.31	13,691.72	10,957.06	11,366.14	16,934.30	11,029.47
Purchased Services Tax Collector-Collection	12,509.09	11,272.68	11,313.43	11,565.38	11,819.43	12,469.57	10,492.24	10,932.63	11,480.42	16,934.30	11,622.06
Maintenance Services Sign Materials	142.79		131.08	64.65	241.09	196.49	864.90	456.51	51.78	210.24	938.66
Maintenance Services Materials- Road & Bridg	2,608.94	1,182.70		22,740.40	5,726.71				53.91	416.59	
<b>TOTAL EXPENDITURES</b>	<b>483,214.39</b>	<b>116,931.10</b>	<b>153,321.91</b>	<b>122,110.17</b>	<b>273,186.42</b>	<b>324,005.81</b>	<b>345,033.69</b>	<b>477,211.56</b>	<b>1,079,934.21</b>	<b>363,817.26</b>	<b>249,189.50</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 574,586.26</b>	<b>\$ 982,648.46</b>	<b>\$ 1,365,688.64</b>	<b>\$ 1,799,292.03</b>	<b>\$ 2,094,114.12</b>	<b>\$ 2,375,046.79</b>	<b>\$ 2,546,487.97</b>	<b>\$ 2,679,996.80</b>	<b>\$ 2,195,440.02</b>	<b>\$ 2,014,913.44</b>	<b>\$ 2,496,735.25</b>

Note (a): Twelve Month Actuals per Ledger Summary Report of 09/30/21  
Maintenance Mgmt System through 09/30/21



## Explanation of Terms

### Revenue:

- **Net Inc(Decr) FMV/Invest.** – The Clerk of the Court’s Finance Dept invests the money that the MSBU’s have on hand. Every year the Clerk’s Finance is required to mark up or down to fair market value all investments the County has. This markup or markdown is what gets posted to this line item.
- **Excess Fees/Misc.** - Excess Fees returned from the tax collector and Miscellaneous Revenue from accident claims.
- **Less: Reserve – FS 129.01(2)(B)** – The receipts portion of the budget shall include 95 percent of all receipts reasonably to be anticipated from all sources.

### Expenditure:

- **Other Contractual Services** – This may include but is not limited to: Street Sweeping, Tree Removal, Tree Replacement, Installed Sod, Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.), Pipe Lining, Traffic Control, Welding, POA Fees, Fabrication, Survey.
- **Central/Indirect Allocation** – Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
- **Equipment Repl Chgs/PW** – Costs that are incurred for the use of equipment on a particular job. For example: The use of a tractor or excavator on a job.
- **Tax Collector-Collection Fee** – Tax collector fees based on the collected assessment revenue.
- **Materials – Road & Bridge** – Costs of the materials used for a particular job.

### Reserves:

- **Reserve for Contingencies** – To maintain adequate levels of fund balance to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, and other unforeseen financial situations after exhausting all other funding options. Balance not less than 5% and not greater than 10% of the total budget.
- **Cash Carried Forward** – A reserve amount for the purpose of paying expenses from Oct. 1 of the ensuing fiscal year until the time when the revenues for that year are expected to be available. Balance not less than 5% and not greater than 10% of the total budget.
- **Future Capital Outlay** – Reserve amount accumulated for the purpose of funding capital projects must be spent on such project within six years from the date it was assessed or collected.

## Category Definitions - Quarterly Financial Reports

**Revenues:**

**Includes:**

Assessments & Earnings	Assessment fees, Interest and Investment Earnings
Grant & Subsidy Revenue	Federal, State and Local Grants, Subsidies from other funding sources
Loans & Borrowing	Debt proceeds

**Expenditures:**

**Includes:**

Contract Services	<p>Installed Sod Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.) Street Sweeping Survey Traffic Control Tree Removal / Replacement **excludes project costs and itemized contractual items listed below</p> <p>Different templates will show different itemized accounts Itemized Items - SD Template - Pipe Lining, ROW Maint, ROW Recl, Spec Mowing Itemized Items - WWV template - Survey, Navigatoinal Trimming Itemized Items - Stormwater - Pipe Lining, Water Quality Itemized Items - Beaches - none, most expenses are project related</p>
Public Works Services	<p>Costs incurred by the MSBU Work Program and Project(s) for Labor, Tools/Equipment and Material usage</p> <p>Public Works Services periods covered: Q1 PE 12.31 = (2mo) October - November actuals Q2 PE 3.31 = (5mo cumulative) October - February actuals Q3 PE 6.30 = (8mo cumulative) October - May actuals Q4 PE 9.30 = (12mo cumulative) October - September actuals</p>
Internal Charges	Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
Purchased Services	<p>Legal Advertising (MSBU Notice Mailings) / Postage Aquatic Weed Charges Landfill Fees POA Fees Electricity &amp; Water Tax Collector Collection Fees</p>
Materials and Supplies	Operating Supplies (Example: Stakes for sea turtle nest / beach monitoring)
Capital Outlay	<p>Non project related capital costs (Example: Permanent radar signs) Right of Way Acquisition (Example: Easements)</p>
Debt Services	<p>Principal Loan Payments Interest Payments Cost of debt (arbitrage, closing costs, etc)</p>

**Project Costs**

**Includes:**

Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design
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**Reserves (Ending Fund Balance)**

**Includes:**

Reserves / Ending Fund Balance	Reserve for Contingencies, Cash Carried Forward, Future Capital Outlay (per reserve policy)
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