

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, NOVEMBER 17, 2022**

**9:30 a.m. – 10:46 a.m.
West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

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

Members Absent: None

County Staff: Kimberly Kelley, Community Liaison
Jeff Litherland, Project Engineer
Kelly Slaughter, Project Manager

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.

Changes to the Agenda/Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The July 20, 2022, minutes were unanimously approved as submitted.

Unfinished Business:

- a) Maintenance of Street and Drainage/Bridge Maintenance: There was discussion on the life span of the Michael Kosinski bridge (wooden bridge), sealing versus not sealing, replacement of boards, stamped concrete, asphalt, and increased use by heavy vehicles due to Hurricane Ian. Ms. Cotherman motioned to use clear seal per county engineer recommendation, seconded by Lindsey Yates and it was unanimously approved.
- b) Road Grading: Ms. Kelley stated that she is awaiting to meet with the county attorney regarding the MSTU funding representative revisiting Don Pedro Knight Islands for an update to the Penn State Study. Buzz Mallet representing Kelley Enterprises conveyed that he was able to use some of the material along the roadsides and perform repairs without additional material at this time, however, material was lost due to Hurricane Ian. It was noted that the bid contract was closed, and Kelley Enterprises was the only bidder.
- c) Traffic Calming: Ms. Kelley conveyed that the county engineer will perform traffic recounts however a timeline is not available. There was discussion on lowering the speed limit and speed limit signs.
- d) Purpose of the Unit: Ms. Kelley conveyed this request is in process and is awaiting to meet with the county attorney.

New Business:

- a) Financial Reports: The FY22 quarter four actual expenditure, activity maintenance and the adopted FY23 Budgets reports were provided for review; There was discussion on the upcoming FY24/25 budgets, new activity reports and line items were reviewed.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Duncan inquired on the logistics of the bridge being closed during maintenance. Ms. Cotherman inquired on the Panama Boulevard speed limit being lowered for golf cart use. Mr. Cohen inquired on the multi-use path information collected in the past.

Schedule Meetings / Items for Next Agenda:

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

- Thursday, January 12, 2023
- Thursday, April 6, 2023
- Thursday, July 13, 2023
- Thursday, October 19, 2023

Submitted by: Kimberly Kelley
Public Works Department


Chair Signature

4-6-2023
Date

AGENDA

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

ADVISORY BOARD REGULAR MEETING THURSDAY, NOVEMBER 17, 2022

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

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

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of the Minutes: July 20, 2022
5. Unfinished Business
 - a) Maintenance of Street and Drainage / Bridge Maintenance
 - b) Road Grading
 - c) Traffic Calming
 - d) Purpose of the Unit
6. New Business
 - a) Financial Reports
7. Citizen Input on MSBU items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

Don Pedro Knight Island Street and Drainage MSTU

Fund Financial Report
Oct. 1, 2021 - Sept. 30, 2022

Unaudited as of 9.30.22

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$2,195,440	\$2,262,407	\$2,496,735	\$2,496,735
Revenues				
Assessments & Earnings	550,485	565,211	534,760	565,211
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$550,485	\$565,211	\$534,760	\$565,211
Expenditures				
Contract Services	185,077	510,000	94,037	510,000
Pipe Lining	-	-	-	-
ROW Maintenance	-	-	-	-
ROW Reclamation	-	25,000	-	25,000
Speciality Mowing	-	-	-	-
Public Works Services	32,881	27,946	29,660	27,946
Internal Charges	4,951	15,818	15,818	15,818
Purchased Services	26,280	43,198	27,591	43,198
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Don Pedro Bridge Maint. Plan	-	78,000	25,578	78,000
Total Expenditures	\$249,190	\$699,962	\$192,684	\$699,962
Reserves (Ending Fund Balance)	\$2,496,735	\$2,127,656	\$2,838,811	\$2,361,984
<i>Reserve %</i>	90.9%	75.2%	93.6%	77.1%

Date Prepared: 10/25/2022

Monthly MSBU Activity Report

START DATE: 7/1/2022 END DATE: 9/30/2022

PW-DPKIM

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
					09/09/2022	2.00	179.80	0.00	0.00	0.00	2.00	LHR	179.80
					09/13/2022	2.00	179.80	0.00	0.00	0.00	2.00	LHR	179.80
					09/14/2022	1.00	89.90	0.00	0.00	0.00	1.00	LHR	89.90
					09/15/2022	2.00	175.68	0.00	0.00	0.00	2.00	LHR	175.68
						18.00	1,614.08	0.00	0.00	0.00	18.00	LHR	1,614.08
					07/01/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					07/06/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					07/08/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					07/15/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					07/26/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					07/27/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/03/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/09/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/10/2022	2.00	171.56	0.00	0.00	0.00	2.00	LHR	171.56
					08/11/2022	2.00	171.56	0.00	0.00	0.00	2.00	LHR	171.56
					08/12/2022	2.00	171.56	0.00	0.00	0.00	2.00	LHR	171.56
					08/17/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/18/2022	2.00	171.56	0.00	0.00	0.00	2.00	LHR	171.56
					08/19/2022	2.00	171.56	0.00	0.00	0.00	2.00	LHR	171.56
					08/23/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/24/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/25/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/26/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/30/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					09/07/2022	1.50	128.67	0.00	0.00	0.00	1.50	LHR	128.67
					09/08/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					09/09/2022	2.00	171.56	0.00	0.00	0.00	2.00	LHR	171.56
					09/13/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					09/20/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					09/21/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					09/22/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					09/23/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
						33.50	2,873.63	0.00	0.00	0.00	33.50	LHR	2,873.63
						52.50	4,577.61	0.00	0.00	0.00	52.50	LHR	4,577.61
					08/25/2022	40.00	2,667.60	0.00	141.90	0.00	1.00	ICD	2,809.50
					08/26/2022	28.50	1,974.10	0.00	141.90	0.00	0.00	ICD	2,116.00
					08/29/2022	40.00	2,729.50	0.00	237.10	0.00	0.00	ICD	2,966.60
					08/30/2022	30.00	2,036.80	0.00	141.90	0.00	0.00	ICD	2,178.70
						138.50	9,408.00	0.00	662.80	0.00	1.00	ICD	10,070.80
					08/25/2022	2.00	159.18	0.00	7.86	0.00	2.00	LHR	167.04
					08/26/2022	2.00	159.18	0.00	7.86	0.00	2.00	LHR	167.04
					08/29/2022	2.00	159.18	0.00	7.86	0.00	2.00	LHR	167.04

Meetings Total

Total WO Number: 1790758

1818723 Brush Cut response- S Gulf
Blvd. btw bridges- DPKIM
ROAD-16429 ROADWAY-S GULF
BLVD-DPKIM BLVD-DPKIM

10-5000R Brush Cut-Response

Brush Cut-Response Total

10-9852R Supervision

**ADOPTED
9.27.22**

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
FY 2022/23 BUDGET
DON PEDRO/KNIGHT ISLAND ST/DR MSTU (WJ)
FUND # 1265
ADOPTED MAINTENANCE WORK PROGRAM

CERTIFIED APPRAISED VALUATION - FY21/22 (July 2021)	\$	407,100,895
ESTIMATED APPRAISED VALUATION - FY22/23 (Budget Estimate 5% above July 2021 certified)	\$	433,562,453
CERTIFIED APPRAISED VALUATION - FY22/23 (July 2022)	\$	459,832,276

certified valuation is est. for budget process at 5% and is updated when actual is received

	COST/(\$000)	
	VAL	TOTAL
PROJECTED FUND BALANCE - 10/1/22		\$ 2,439,984
ESTIMATED REVENUE	\$ 1.4410	638,094
(INCLUDES EXTERNAL BORROWING)		
FUNDS AVAILABLE		3,078,078
GRAND TOTAL MSTU WORK PROGRAM	\$ 1.63	707,221
BALANCE AFTER PROGRAM		2,370,856
OTHER CASH OUTFLOWS (TRANSFERS OUT)		-
PROJECTED FUND BALANCE - 9/30/23		\$ 2,370,856

TRANSFERS AND RESERVES SUMMARY

RESERVE FOR FUTURE CAPITAL OUTLAY	1,755,241
RESERVE FOR CONTINGENCY-REGULAR	307,808
RESERVE-CASH CARRIED FORWARD	307,808
TOTAL TRANSFERS AND RESERVES	2,370,856
TOTAL CASH OUTFLOWS AND RESERVES/BALANCES	3,078,078

Desired Minimum Fund Balance:	\$117,870
Allowable Fund Balance:	\$615,616

RATE HISTORY:	UNIT OF MEAS	COST PER UOM	COST/\$100K WITH HMSTD
FY 2013/14	MILL	\$ 1.8012	\$ 180.12
FY 2014/15	MILL	\$ 1.8012	\$ 180.12
FY 2015/16	MILL	\$ 1.8012	\$ 180.12
FY 2016/17	MILL	\$ 1.8012	\$ 180.12
FY 2017/18	MILL	\$ 1.4410	\$ 144.10
FY 2018/19	MILL	\$ 1.4410	\$ 144.10
FY 2019/20	MILL	\$ 1.4410	\$ 144.10
FY 2020/21	MILL	\$ 1.4410	\$ 144.10
FY 2021/22	MILL	\$ 1.4410	\$ 144.10
FY 2022/23	MILL	\$ 1.4410	\$ 144.10

Totals may not add due to rounding.

ADOPTED
9.27.22

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
FY 2022/23 BUDGET
DON PEDRO/KNIGHT ISLAND ST/DR MSTU (WJ)
FUND # 1265
ADOPTED MAINTENANCE WORK PROGRAM

<u>PUBLIC WORKS SERVICES</u>		<u>TOTAL EXP</u>
Maintenance Services		\$ 25,725
Equipment Replacement Charges		877
Signing & Marking Materials		364
Road/Drainage Maintenance Materials		129
TOTAL PUBLIC WORKS SERVICES		27,094
<u>OTHER DIRECT COSTS</u>		
Postage		-
Central/Indirect Services Allocation		8,734
Advertising - Legal		-
TOTAL OTHER DIRECT COST		8,734
<u>CONTRACT SERVICES</u>	<u>C/O \$</u>	<u>NEW \$</u>
Fees-Landfill	10-9004	500
C/S - Road Grading	84-8488	500,000
C/S - ROW Reclamation	84-8484	25,000
C/S - Exotic Animal Control	84-8491	
C/S - Traffic Safety	84-8491	10,000
Other Current Charges (Ferry Fees)	84-8491	7,500
C/S - Bridge Mitigation Sealant Application (FY23 / FY28)	84-8485	10,636
cmb2201 P/S - Bridge Rehab Eng	84-8490	20,000
cmb2201 OTB - Bridge Rehab Construction	84-8495	58,000
C/S - Aquatic Weed Control Svcs.	84-8412	
TOTAL CONTRACT SERVICES		631,636
TOTAL WORK PROGRAM		667,464
TAX COLLECTOR-COLLECTION FEE		19,879
APPRAISAL FEES		19,879
GRAND TOTAL MSTU WORK PROGRAM		\$ 707,221

Budget by Single MSBU

Department: All Departments
Activity: All Activities

Budget Year: 2023-BUDGET
MSBU Code: Don Pedro/Knight Isl St/Dr

WO #	Activity	Work Quantity	Work UOM	ADP	Crew Days	Crew Size	Labor Days	Labor Cost	Tool Cost	Parts Cost	Lump Sum	Budget Total
Don Pedro/Knight Isl St/Dr												
1726516	10-1001-A/C Maint. Potholes	1.00	TN	2.00	0.50	2.25	1.13	797.70	74.27	128.84	0.00	1,000.80
1716165	10-3008-Ret Basins	0.00	LHR	24.00	0.00	2.25	0.00	0.00	0.00	0.00	0.00	0.00
1725862	10-4001-Road Grade	0.00	SY	20,000.00	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00
1725928	10-5000-Brush Cut-Response	15.00	ICD	12.00	1.25	3.00	3.75	2,601.52	323.50	0.00	0.00	2,925.02
1716448	10-5001-Brush Cut-Routine	0.00	CY	2,700.00	0.00	3.75	0.00	0.00	0.00	0.00	0.00	0.00
1725987	10-5004-BC Flail Mowr	5,000.00	CY	12,000.00	0.42	1.00	0.42	315.97	129.15	0.00	0.00	445.12
1728567	10-5007-Sml Trctor Mow	10,000.00	SF	80,000.00	0.13	0.00	0.00	3.84	3.84	0.00	0.00	3.84
1726169	10-8003-Fuel Truck	2.00	LHR	10.00	0.20	1.00	0.20	154.24	43.22	0.00	0.00	197.46
1726223	10-8004-Transport	0.00	LHR	3.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
1716819	10-9004-Landfill Fees	500.00	DOL	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
1726311	10-9007-Bridge Maint	40.00	LHR	10.00	4.00	1.00	4.00	2,828.80	0.00	0.00	0.00	2,828.80
1716839	10-9011-Ferry Fees	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1726354	10-9020-ROW Clr & Haul	0.00	TN	5.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
1728566	10-9030-Inspection - Field	10.00	ICD	10.00	1.00	2.00	2.00	1,507.82	39.10	0.00	0.00	1,546.92
1717041	10-9852-Supervision	10.00	LHR	10.00	1.00	1.00	1.00	878.15	39.10	0.00	0.00	917.25
1717062	10-9866-MSDR	80.00	LHR	10.00	8.00	1.00	8.00	5,256.06	0.00	0.00	0.00	5,256.06
	Program 10 Totals:	15,658.00			516.50		20.50	14,340.26	652.18	128.84	500.00	15,621.27
1726619	60-6001-Sign Maintenance	39.00	SGN	24.00	1.63	1.20	1.96	1,351.03	90.79	307.40	0.00	1,749.22
1726713	60-6002-Sign Preparation	2.00	SGN	26.00	0.08	1.00	0.08	55.26	0.00	56.13	0.00	111.39
1726834	60-6003-Striping	0.00	FS	30,000.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00
1726863	60-6005-Sign Install	0.00	SGN	20.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
1727116	60-6010-Sign Inspection	85.00	SGN	160.00	0.53	1.00	0.53	366.08	50.24	0.00	0.00	416.32
1727196	60-6011-RPM Maint./Install	0.00	EA	475.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
1717737	60-6052-Supervision	15.00	LHR	10.00	1.50	1.00	1.50	1,036.06	83.55	0.00	0.00	1,119.61
	Program 60 Totals:	141.00			3.74		4.07	2,808.43	224.58	363.53	0.00	3,396.54
1717915	84-8484-C/S Vegetation Removal	25,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00
1717926	84-8485-C/S Bridge Repair	58,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,000.00	58,000.00
1717989	84-8488-Contract Grading	500,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	500,000.00
1718048	84-8490-Professional Engineer Svcs	20,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
1718083	84-8491-Oth Contr Svc 1 (See File)	17,500.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,500.00	17,500.00
1718113	84-8492-Oth Contr Svc 2 (See File)	10,636.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,636.00	10,636.00
1718209	84-8497-C/S Pvmr Rejuvenation	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1718260	84-8499 - C/S Survey	0.00	DOL	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Program 84 Totals:	631,136.00			0.00		0.00	0.00	0.00	0.00	631,136.00	631,136.00

Budget by Single MSBU

Budget Year: 2023-BUDGET
MSBU Code: Don Pedro/Knight Isl S/Dr

Department: All Departments
Activity: All Activities

WO #	Activity	Work Quantity	Work UOM	ADP	Crew Days	Crew Size	Labor Days	Labor Cost	Tool Cost	Parts Cost	Lump Sum	Budget Total
1718337	93-9357-Project Management	368.00	LHR	20.00	18.40	0.50	9.20	7,857.09	719.44	0.00	0.00	8,576.53
	Program 93 Totals:	368.00			18.40		9.20	7,857.09	719.44	0.00	0.00	8,576.53
1718418	94-9415-Bridge Eval Inspection	0.00	LHR	8.00	0.00	0.89	0.00	0.00	0.00	0.00	0.00	0.00
1718431	94-9495-Bridge Repair Inspection	0.00	LHR	8.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
1718473	94-9497-Paving Inspection	0.00	LHR	8.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Program 94 Totals:	0.00			0.00		0.00	0.00	0.00	0.00	0.00	0.00
1718519	96-9605-Stormwater Design Support	0.00	LHR	20.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
	Program 96 Totals:	0.00			0.00		0.00	0.00	0.00	0.00	0.00	0.00
1718581	97-9701-Traffic Engr	0.00	LHR	15.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00
	Program 97 Totals:	0.00			0.00		0.00	0.00	0.00	0.00	0.00	0.00
	PW-DPKIM Totals:	647,303.00			538.64		33.76	25,005.78	1,596.20	492.37	631,636.00	658,730.34

Capital Maintenance Schedule
Public Works - MSBU/TU Bridges
2023

Project Costs (in thousands)

Project Name	2023	2024	2025	2026	2027	2028	TOTAL
Don Pedro Bridge Maintenance Plan	87	0	33	0	36	0	155
Englewood East Bridge Maintenance Plan	1,773	391	46	47	49	0	2,305
Gulf Cove Bridge Maintenance	201	0	15	0	16	0	233
Grove City Bridge Rehabilitation	0	107	0	17	0	0	124
NWPC Bridge Maintenance and Rehabilitation Program	926	0	0	0	0	0	926
Placida Bridge Rehabilitation Plan	324	16	0	17	48	0	405
Rotonda West Bridge Maintenance Program	6,642	2,798	92	171	565	0	10,267
South Gulf Cove Bridge Maintenance and Rehabilitation Program	2,567	1,519	662	108	329	0	5,184
TOTAL	12,519	4,830	847	360	1,042	0	19,599