

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, APRIL 6, 2023**

**11:00 a.m. – 1:00 p.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

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 11:00 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda/Motion to Approve Changes:

None

Sunshine Law/Roberts Rules:

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

Election of Officers:

Ms. Cotherman nominated Ms. Haney for Chair; there were no other nominations.
Ms. Haney nominated Ms. Yates; there were no other nominations.
The Advisory Board unanimously approved; Ms. Haney remains as Chair and Ms. Yates remains as Vice Chair.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The November 17, 2022, minutes were unanimously approved as submitted.

Unfinished Business:

- a) Maintenance of Street and Drainage/Bridge Maintenance: Ms. Kelley shared the Project Manager's updates regarding the bridge repair/rehabilitation project. Titan Construction was the lowest bidder with an greater cost than estimated. The contract will be on the Board of County Commissioner (BCC) agenda for April 11, 2023. Once it is approved by the BCC, a pre-construction meeting will be held to set a notice to proceed date. She explained the recommendation of a clear coat does not offer ultraviolet (UV) protection like the tinted products that were demonstrated during the last meeting; noting clear coat will offer water repellency characteristics, but the maintenance cycle will be shorter for parts of the bridge subject to direct exposure to the sun. Additionally, wood sealer clear coats will be augmented with biocidal characteristics to protect the wood from moisture intrusion to avoid

potential biological deterioration (aka rot). Ms. Kelley stated she is not seeking a determination at this meeting, however, a color choice is recommended and would be needed at a future meeting. Mr. Cohen asked the Advisory Board to entertain the idea of a multi-use pathway. Ms. Haney expressed concern of ongoing issues such as right of way noncompliance and parking. Ms. Cotherman inquired on beach renourishment requirement information. There was discussion on a past presentation from DMK for a multi-use pathway, public input and updating the project. Ms. Cotherman motioned to update the previous multi-use plan with a cost not to exceed \$75,000, seconded by Mr. Duncan and it was unanimously approved. Ms. Cotherman inquired on small hurricane debris left in the right of ways.

- b) Road Grading: Ms. Kelley stated for the Penn State Road Study to be updated, it would have to go through the procurement process and the same representative may not be chosen. Buzz Mallet representing Kelley Enterprises asked if engineering could review the turnaround near 382 South Gulf Boulevard. There was discussion on the Penn State Study and compliance in the county right of ways. Ms. Cotherman recommended removing hardscapes such as pilings, fences, and rocks unless they had been permitted. She noted the beach renourishment grant funding received for allowed parking in the right of way in designated spaces.
- c) Traffic Calming: Ms. Kelley recommended removing traffic calming from agenda and explained that traffic calming requests are on hold. The county engineer stated traffic counts for this MSTU could be done in the future.
- d) Purpose of the Unit: Ms. Kelley conveyed this request is in process and awaiting approval to move forward.

New Business:

- a) Financial Reports: The FY23 quarter one actual expenditure, and the adopted FY24/25 preliminary budgets reports were provided. There was discussion on the future paving program and reserves.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

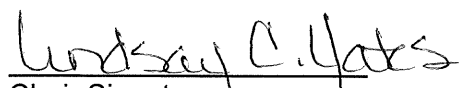
Mr. Duncan mentioned maintenance of the bridge in the New Haven Pass area. Ms. Yates pointed out two areas in need of brush cut due to line of sight safety.

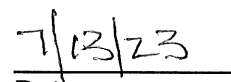
Schedule Meetings / Items for Next Agenda:

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

- Thursday, July 13, 2023
- Thursday, October 19, 2023

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, APRIL 6, 2023

11:00 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. Sunshine Law/Roberts Rules of Order Video
4. Election of Officers
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of the Minutes: November 17, 2022
7. Unfinished Business
 - a) Maintenance of Street and Drainage / Bridge Maintenance
 - b) Road Grading
 - c) Traffic Calming
 - d) Purpose of the Unit
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

**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

Date

Don Pedro Knight Island Street and Drainage MSTU

Fund Financial Report
Oct. 1, 2022 - Dec 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$ 2,496,735.25	\$ 2,439,985.00	\$2,843,823	\$2,843,823
Revenues				
Assessments & Earnings	539,772	638,094	399,157	638,094
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$539,772	\$638,094	\$399,157	\$638,094
Expenditures				
Contract Services	94,037	520,636	8,868	293,128
Pipe Lining	-	-	-	-
ROW Maintenance	-	-	-	-
ROW Reclamation	-	25,000	-	25,000
Speciality Mowing	-	-	-	-
Public Works Services	24,119	27,096	-	27,096
Internal Charges	15,818	8,734	8,734	8,734
Purchased Services	27,591	47,758	13,284	47,758
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Don Pedro Bridge Maint. Plan	31,119	86,580	-	17,937
Total Expenditures	\$192,684	\$715,804	\$30,885	\$419,653
Reserves (Ending Fund Balance)	\$2,843,823	\$2,362,275	\$3,212,095	\$3,062,263
<i>Reserve %</i>	93.7%	76.7%	99.0%	87.9%

Date Prepared: 1/23/2023

Don Pedro Knight Island Street and Drainage MSTU

Preliminary 2 Year Budget FY2024 & FY2025

Valuation

	FY2024	FY2025
Valuation	\$ 482,823,890	\$ 506,965,084
Current Millage	1.4410	1.4410

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 3,062,264	\$ 3,138,831
<u>Revenues</u>		
Assessments & Earnings		
<i>Ad Valorem Taxes</i>	695,749	730,537
<i>Interest</i>	10,718	10,986
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	-	-
<i>Excess Fees /Property Appraiser</i>	-	-
<i>Excess Fees /Tax Collector</i>	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	(35,324)	(37,077)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 671,143	\$ 704,446
<u>Expenditures</u>		
Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	2,000	2,000
<i>Street Sweeping</i>	-	-
<i>Grading</i>	500,000	500,000
<i>Installed Sod</i>	7,500	7,500
Contract Services; other		
<i>Pipe Lining</i>	-	-
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-

	Preliminary Budget FY2024	Preliminary Budget FY2025
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	2,352	2,352
<i>Operating Exp-PubWrks</i>	21,624	21,624
<i>Road & Bridge Materials</i>	132	138
<i>Sign Materials</i>	455	476
Internal Charges		
<i>Central/Indirect Srvs</i>	9,683	9,818
Purchased Services		
<i>R/M-Bridges</i>	-	-
<i>Other Current Chrgs and Oblig</i>	7,500	7,500
<i>Fees-Landfill</i>	500	500
<i>Property Appraiser</i>	13,915	14,611
<i>Collection Fee-Tax Collector</i>	13,915	14,611
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	15,000	15,000
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
Project Costs		
<i>Don Pedro Bridge Maint Plan</i>		
<i>Engineering</i>	-	10,000
<i>Construction</i>	-	40,000
<i>Labor</i>	-	3,000
Total Expenditures	594,576	649,130
Reserves (Ending Fund Balance)	\$ 3,138,831	\$ 3,194,147
<i>Reserve %</i>	84.1%	83.1%

Version Date

1/31/2023

Capital Maintenance Schedule
Public Works - MSBU/TU Bridges
2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Don Pedro Bridge Maintenance Plan	0	53	0	53	0	53	159
Englewood East Bridge Maintenance Plan	2,737	46	47	49	0	0	2,878
GPC Bridge Maintenance and Rehabilitation Program	776	790	705	336	0	0	2,607
Grove City Bridge Rehabilitation	0	110	18	0	0	0	128
Gulf Cove Bridge Maintenance	201	36	0	36	0	0	273
NWPC Bridge Maintenance and Rehabilitation Program	1,581	449	680	0	0	0	2,710
Placida Bridge Rehabilitation Plan	317	0	18	49	0	0	384
Rotonda West Bridge Maintenance Program	9,318	92	171	565	0	0	10,145
South Gulf Cove Bridge Maintenance and Rehabilitation Program	4,030	662	108	329	0	0	5,128
TOTAL	18,959	2,237	1,747	1,416	0	53	24,412

Don Pedro Knight Island Street and Drainage MSTU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
Beginning Balance	\$ 2,375,047	\$ 2,546,488	\$ 2,679,997	\$ 2,195,440	\$ 2,262,407	\$ 2,496,735
Revenues						
Assessments & Earnings						
Ad Valorem Taxes	488,587	510,606	542,222	545,078	586,632	565,375
Interest	41,691	58,088	33,402	13,696	8,327	23,043
Net Inc/(Decr) Fair Market Value-Investments	(18,662)	37,634	18,261	(13,456)	-	(53,658)
Excess Fees /Property Appraiser	-	-	-	-	-	-
Excess Fees /Tax Collector	4,859	4,392	1,492	5,166	-	5,012
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(29,748)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Total Revenue	\$ 516,475	\$ 610,720	\$ 595,377	\$ 550,485	\$ 565,211	\$ 539,772
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	5,040	-	80,810	87,595	10,000	-
Concrete Flatwork	-	-	-	-	-	-
Street Sweeping	-	-	-	-	-	-
Grading	247,983	385,958	648,718	97,482	500,000	94,037
Installed Sod	-	-	-	-	-	-
Contract Services; other						
Pipe Lining	-	-	-	-	-	-
Right of Way Maint	-	-	-	-	-	-
ROW Reclamation	-	-	-	-	25,000	-
Specialty Mowing	-	-	-	-	-	-
Public Works Services						
Equip Repl Charges-PubWrks	775	2,326	734	1,746	1,726	717
Operating Exp-PubWrks	20,506	38,529	39,374	30,196	25,727	28,943
Road & Bridge Materials	-	-	54	-	129	-
Sign Materials	865	457	52	939	364	-
Internal Charges						
Central/Indirect Svcs	4,522	4,748	4,715	4,951	15,818	15,818
Purchased Services						
R/M-Bridges	-	-	2,665	-	-	-
Other Current Chrgs and Oblig	1,685	4,450	1,700	3,580	7,500	4,330
Fees-Landfill	-	-	19	49	500	-
Property Appraiser	13,692	10,957	11,366	11,029	17,599	11,233
Collection Fee-Tax Collector	10,492	10,933	11,490	11,622	17,599	12,028
Materials and Supplies						
Capital Outlay						
Imprv-Other Than Bldgs	-	-	-	-	-	-
Debt Services						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Project Costs						
Don Pedro Bridge Rehab.						
Engineering	7,895	18,775	-	-	-	-
Construction	31,579	79	278,238	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Don Pedro Bridge Maint Plan						
Engineering	-	-	-	-	20,000	25,578
Construction	-	-	-	-	58,000	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Total Expenditures	345,034	477,212	1,079,934	249,190	699,962	192,684
Reserves (Ending Fund Balance)	\$ 2,546,488	\$ 2,679,997	\$ 2,195,440	\$ 2,496,735	\$ 2,127,656	\$ 2,843,823
Reserve %	88.1%	84.9%	67.0%	90.9%	75.2%	93.7%