

**MINUTES  
MANASOTA KEY STREET & DRAINAGE  
MUNICIPAL SERVICE TAXING UNIT (MSTU)**

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, DECEMBER 3, 2025**

**9:30 a.m. – 12:06 p.m.  
Mac V. Horton West County Annex  
6868 San Casa Drive, Englewood, Florida**

**Members Present:** Heather Harper-Nibert, Chair  
Derek Pinkerton  
Linda Powers

**County Staff:** Lorraine Moneypenny, Community Liaison  
Jason Thomas, Project Manager

**Call to Order / Roll Call:**

The meeting was called to order at 9:30 a.m. A quorum was present.

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

None.

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

Mr. Ochab said most residents agree a sidewalk is needed along North Beach Rd. That road is more elevated than Gulf Boulevard. Drainage may be sufficient. He hopes dead trees along the road will be removed as part of the process.

**Approval of Minutes**

The minutes of the September 24, 2025 regular meeting and the November 5, 2025 special meeting were approved as submitted.

**Unfinished Business**

- a. North Beach Road Sidewalk Project / Drainage: Ms. Harper-Nibert recalled that sidewalk design was paused while the advisory board sought more community input about the drainage add-on. The sidewalk has been planned for a long time and is important for safety. Mr. Pinkerton asked if information is available yet about costs, including electricity and maintenance, and any increase in the required loan. He predicted that revenues would decrease in 2026. Ms. Harper-Nibert pointed out the healthy reserves in the budget. She moved that the sidewalk design consultant resume work and add Drainage Option B at \$39,030. Ms. Powers seconded and the motion carried 2:1, with Mr. Pinkerton voting nay.
- b. Hydro Flap gates near Little Court: Hydro flap gates are installed at 4 locations: 165 Gulf Blvd. / El Galleon; 135 Sand Dollar Ln. (two); 100 Mockingbird Ln. and inspected quarterly. Because of obstructions and debris, they are becoming inaccessible to Florida Marine Works, the inspection contractor. That company's contract just expired. Mr. Thomas said the flaps are working well to exclude tidal waters. Mr. Pinkerton pointed out that one has been reported in

damaged condition for many quarters. Mr. Thomas suggested all or some could be replaced by a duckbill valve. He displayed one. Like the flaps, they require maintenance. Mr. Thomas recommends that internal staff be trained to maintain them. Public Works staff already disallowed that option, as the job requires scuba certification and special liabilities. Ms. Harper-Nibert moved not to renew the Florida Marine Works inspection contract until alternative options have been explored. Mr. Pinkerton seconded and the motion carried 3:3.

Mr. Pinkerton said drainage would be improved if Public Works were to dig out swales sedimented with sand. The community liaison said Public Works is pleased to inspect swales that take more than three days to drain. The solution is not always to remove material from a swale, but to consider the low water table and flow between swales. Mr. Thomas reminded the advisory board that the primary function of swales is to filter stormwater. Inlets and ponds, which are designed to retain water for a 25-year storm (eight inches in 24 hours), might sit at a lower capacity now than intended. He offered to send the as-built document to the advisory board.

Mr. Thomas said the Gulf Boulevard sidewalk has a water quality feature. At the time of its construction, three Downstream Defenders were installed to trap trash before water flows to the Gulf. Ms. Harper-Nibert asked for confirmation that Public Works empties/vacuums the devices regularly.

#### **New Business**

- c. Gulf Blvd. Streetlights: The County submitted a claim to Federal Highway Administration (FHWA) to repair thirteen streetlights along Gulf Blvd. damaged during hurricanes. There is no estimated response time. If the Advisory Board were to opt to use MSBU funds to effect the repairs, there would be no reimbursement. Mr. Pinkerton moved that the County provide an estimate to purchase and install thirteen streetlights. Ms. Harper-Nibert seconded, and the motion carried 3:3.
- d. ROW Landscaping / Roundabout Beautification: During the hurricanes and the subsequent sand removal operation, the ROW irrigation system and most plants and trees were severely damaged. The West County landscape contractor estimates it will cost the MSBU \$30,000 to \$40,000 to repair the backflow loop; replace the irrigation controller; troubleshoot irrigation system; repair one zone at a time; replace dead plants and trees. Mr. Pinkerton asked whether the Advisory Board may specify a different contractor and specific plantings. No, as this is simply a restoration at the County's existing Level of Service. The Advisory Board agreed that the County should move forward with irrigation repair and plant replacement. The Advisory Board would like to provide input before the plant replacement begins.
- e. Crosswalk on Beach Rd.: Ms. Harper-Nibert read the response from the County to a request by a business owner to add a crosswalk to the curve at Gulf Blvd. That location would not meet standards. The Advisory Board suggested the County add signage to direct pedestrians to the current safe crossings.

Ms. Harper-Nibert pointed out two other unsafe conditions for pedestrians. Sand accumulates on sidewalks. And the Beach Rd. sidewalk to the bridge ends abruptly, causing walkers to cross unsafely.

f. Financial Reports: The Advisory Board examined maintenance and activity and financial reports for the fourth quarter of Fiscal Year 2025. There were no questions.

**Citizen Input on MSTU Items**

- Mr. Oachab said there is an open permit to change the zoning of the Manasota Key Resort from multifamily to planned development. The projected 246 units would certainly have an impact on drainage.

**Election of Officers**

Ms. Harper-Nibert was nominated for Chair by Ms. Powers, seconded by Mr. Pinkerton, and elected unanimously. Mr. Pinkerton was nominated for Vice Chair by Ms. Powers, seconded by Ms. Harper-Nibert, and elected unanimously.

**Annual Training: Florida Sunshine Law and Robert's Rules of Order**

All members of the Advisory Board watched the training videos on Florida Sunshine Law and Robert's Rules of Order.

**Advisory Board Open Discussion**

None.

**Items for Next Agenda/Meeting Schedule**

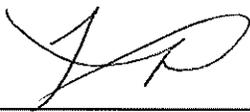
All items are retained. Meetings are scheduled for these dates at 9:30 a.m.

- Wednesday, March 18
- Wednesday, June 17
- Wednesday, September 16
- Wednesday, December 9

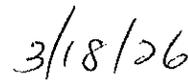
**Motion to Adjourn**

The meeting adjourned at 12:06 p.m.

Submitted by Lorraine Moneypenny  
Public Works Department



Chair Signature



Date



## AGENDA

### MANASOTA KEY STREET & DRAINAGE MUNICIPAL SERVICE TAXING UNIT (MSTU)

#### ADVISORY BOARD REGULAR MEETING WEDNESDAY, DECEMBER 3, 2025

9:30 a.m., Mac V. Horton, West County Annex  
6868 San Casa Drive, Englewood, Florida

**BOARD MEMBERS:** Heather Harper-Nibert, Chair  
Derek Pinkerton  
Linda Powers

**COUNTY STAFF:** Lorraine Moneypenny, Community Liaison  
Jason Thomas, Stormwater Engineer  
Chuck Peters, Projects Manager, Landscaping  
Jody Mansell, Projects Manager, Lighting

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Citizen Input on Agenda Items (3 Minute Limit)
4. Changes to the Agenda / Motion to Approve Changes
5. Approval of Minutes: September 24, 2025 regular meeting and November 5, 2025 special meeting
6. Unfinished Business
  - a. North Beach Road Sidewalk Project / Drainage
  - b. Hydro Flap gates near Little Ct.
7. New Business
  - a. Gulf Blvd. Streetlights
  - b. ROW Landscaping / Roundabout Beautification
  - c. Crosswalk on Beach Rd.
  - d. Financial Reports
8. Citizen Input on MSTU Items (3 Minute Limit)
9. Election of Officers
10. Annual Training: Florida Sunshine Law and Robert's Rules of Order
11. Advisory Board Open Discussion
12. Items for Next Agenda
13. Motion to Adjourn

## Manasota Key Street and Drainage MSTU

### Fund Financial Report

Oct. 1, 2024 - Sept. 30, 2025

*Unaudited as of 9.30.25*

	Actual FY2024	Adopted Budget FY2025	Amended Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
<b>Beginning Balance</b>	\$1,547,928	\$1,773,882	\$1,773,882	\$1,899,467		
<b>Revenues</b>						
Taxes & Earnings	626,056	629,441	-	692,282		
Grant & Subsidy Revenue	-	-	-	-		
Loans & Borrowing	-	-	-	-		
<b>Total Revenue</b>	\$626,056	\$629,441	629,441	\$692,282		
<b>Expenditures</b>						
Contract Services	28,580	50,000	-	17,400	10,174	22,426
Pipe Lining	-	-	-	23,738	-	(23,738)
ROW Maintenance	-	-	-	-	-	-
ROW Reclamation	-	-	-	-	-	-
Speciality Mowing	67,680	76,291	-	54,249	27,340	(5,298)
Public Works Services	47,368	175,626	-	271,510	-	(95,884)
Internal Charges	8,601	5,467	-	5,467	-	-
Purchased Services	36,175	40,006	-	32,154	-	7,852
Materials and Supplies	-	-	-	-	-	-
Capital Outlay	29,730	30,000	-	45,000	-	(15,000)
Debt Services	-	-	-	-	-	-
<b>Project Costs</b>						
Manasota Key Community Plan	56,383	395,344	68,300	53,322	359,093	51,229
<b>Total Expenditures</b>	\$274,518	\$772,734	841,034	\$502,840	396,607	(58,413)
<b>Reserves (Ending Fund Balance)</b>	\$1,899,467	\$1,630,589	\$1,562,289	\$2,088,909		
<i>Reserve %</i>	87.4%	67.8%	65.0%	80.6%		

*Budget Amendment to add funds for Drainage Feasibility Study.*

Date Prepared: 10/31/2025

# Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

## Manasota Key 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
	74092	Contracted - Landscaping		07/01/2025	0.00	0.00	0.00	0.00	4,160.00		4,160.00
	74092	Contracted - Landscaping		07/22/2025	0.00	0.00	0.00	0.00	9,138.00		9,138.00
	74092	Contracted - Landscaping		08/01/2025	0.00	0.00	0.00	0.00	4,160.00		4,160.00
	74092	Contracted - Landscaping		09/01/2025	0.00	0.00	0.00	0.00	4,160.00		4,160.00
	74092	Contracted - Landscaping		07/08/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/09/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/10/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/11/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/15/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/16/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/17/2025	0.25	21.60	0.00	0.00	0.00		21.60
	74092	Contracted - Landscaping		07/18/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/22/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/24/2025	2.50	216.03	0.00	1.04	0.00		217.07
	74092	Contracted - Landscaping		07/25/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/29/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		07/30/2025	0.27	23.57	0.00	1.13	0.00		24.70
	74092	Contracted - Landscaping		07/31/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/01/2025	0.25	21.60	0.00	0.00	0.00		21.60
	74092	Contracted - Landscaping		08/05/2025	0.25	21.60	0.00	0.00	0.00		21.60
	74092	Contracted - Landscaping		08/06/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/07/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/12/2025	0.25	21.60	0.00	0.00	0.00		21.60

# Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

## Manasota Key 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
	74092	Contracted - Landscaping		08/14/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/15/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/19/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/20/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/21/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/26/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/27/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/28/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		08/29/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/09/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/10/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/11/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/12/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/16/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/17/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/18/2025	0.23	19.44	0.00	0.94	0.00		20.38
	74092	Contracted - Landscaping		09/19/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/23/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/24/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/25/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/26/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		09/30/2025	0.25	21.60	0.00	1.04	0.00		22.64
<b>Contract Inspection Total</b>					12.50	1,079.93	0.00	38.47	0.00		1,118.31

# Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

## Manasota Key Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Comp	Total Cost
		Work Order 74092 Total	West County Landscape Maintenance		12.50	1,079.93	0.00	38.47	21,618.00	0.00	22,736.31
		#24-030 Landscape Maintenance ROW - West County									
		Contracted - Landscaping Total			12.50	1,079.93	0.00	38.47	21,618.00	0.00	22,736.31
	96746	Investigation		07/02/2025	1.25	94.68	0.00	5.20	0.00		99.88
		Work Order 96746 Total	2240 N BEACH RD, ENGLEWOOD, FL		1.25	94.68	0.00	5.20	0.00	1.00	99.88
	110444	Investigation		07/01/2025	1.06	80.20	0.00	4.40	0.00		84.60
		Work Order 110444 Total	411912477009, 110 WILHELM DR, ENGLEWOOD, FL		1.06	80.20	0.00	4.40	0.00	1.00	84.60
		Investigation Total			2.31	174.87	0.00	9.60	0.00	2.00	184.48
	72672	MSBU Administrative Work		07/18/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72672	MSBU Administrative Work		07/22/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		07/23/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		07/25/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72672	MSBU Administrative Work		09/11/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72672	MSBU Administrative Work		09/12/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		09/23/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72672	MSBU Administrative Work		09/24/2025	1.00	73.90	0.00	0.00	0.00		73.90
		Administrative Time Total			8.00	591.20	0.00	0.00	0.00		591.20
	72672	MSBU Administrative Work		09/24/2025	3.00	221.70	0.00	0.00	0.00		221.70
		MSBU Minutes Total			3.00	221.70	0.00	0.00	0.00		221.70

# Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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## Manasota Key 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
	72672	MSBU Administrative Work		09/24/2025	5.00	369.50	0.00	0.00	0.00	0.00	369.50
	<b>Work Order 72672 Total</b>				16.00	1,182.40	0.00	0.00	0.00	75.75	1,182.40
	<b>MSBU Administrative Work Total</b>				16.00	1,182.40	0.00	0.00	0.00	75.75	1,182.40
	2846	Project Management		07/22/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		07/23/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		07/28/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		08/11/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		08/13/2025	1.00	86.41	0.00	0.00	0.00	0.00	86.41
	2846	Project Management		08/20/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		08/26/2025	1.00	86.41	0.00	0.00	0.00	0.00	86.41
	2846	Project Management		08/27/2025	1.00	86.41	0.00	0.00	0.00	0.00	86.41
	2846	Project Management		09/01/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		09/03/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		09/09/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		09/10/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		09/29/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	<b>Plan/Spec Review Total</b>				23.00	1,987.43	0.00	0.00	0.00	0.00	1,987.43
	2846	Project Management		07/08/2025	2.00	172.82	0.00	0.00	0.00	0.00	172.82
	2846	Project Management		07/29/2025	0.00	0.00	0.00	8.32	0.00	0.00	8.32
	<b>Project Meetings Total</b>				2.00	172.82	0.00	8.32	0.00	0.00	181.14
	2846	Project Management		09/23/2025	0.00	0.00	0.00	0.00	3,615.60	0.00	3,615.60

# Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

## Manasota Key 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
	2846	Project Management		09/23/2025	0.50	43.21	0.00	0.00	0.00	0.00	43.21
					0.50	43.21	0.00	0.00	0.00	0.00	43.21
		<b>Public Outreach Total</b>			25.50	2,203.46	0.00	8.32	3,615.60	0.00	5,827.38
		<b>Work Order 2846 Total</b>	North Beach Road Sidewalks								
<b>C411406 - Manasota Key Community Plan</b>											
	6726	Project Management		08/05/2025	0.25	21.60	0.00	0.00	0.00	0.00	21.60
					0.25	21.60	0.00	0.00	0.00	0.00	21.60
		<b>Contract Management Total</b>			0.25	21.60	0.00	0.00	0.00	0.00	21.60
		<b>Work Order 6726 Total</b>	Manasota Key								
<b>#21-409 Manasota Key Hydro Flap Gate Maintenance</b>											
		<b>Project Management Total</b>			25.75	2,225.06	0.00	8.32	3,615.60	0.00	5,848.98
	126810	Street Light Repair		09/24/2025	0.00	0.00	220,474.95	0.00	0.00	0.00	220,474.95
					0.00	0.00	220,474.95	0.00	0.00	0.00	220,474.95
		<b>Work Order 126810 Total</b>	2240 N BEACH RD, Charlotte, FL, 34223 Seafoam LED								
	126971	Street Light Repair		09/24/2025	0.00	0.00	1,850.00	0.00	0.00	0.00	1,850.00
					0.00	0.00	1,850.00	0.00	0.00	1.00	1,850.00
		<b>Work Order 126971 Total</b>	2025 N BEACH RD, Charlotte, FL, 34223								
		<b>Street Light Repair Total</b>			0.00	0.00	222,324.95	0.00	0.00	1.00	222,324.95
	114280	Underground Utility Locates		07/03/2025	4.00	388.92	0.00	16.64	0.00	0.00	405.56
					4.00	388.92	0.00	16.64	0.00	2.00	405.56
		<b>Work Order 114280 Total</b>									
	115938	Underground Utility Locates		07/15/2025	4.00	388.92	0.00	16.64	0.00	0.00	405.56
					4.00	388.92	0.00	16.64	0.00	3.00	405.56
		<b>Work Order 115938 Total</b>									

# Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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## Manasota Key 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
	116440	Underground Utility Locates		07/17/2025	4.00	388.92	0.00	16.64	0.00		405.56
	<b>Work Order 116440 Total</b>		7000 FLORIDA ST, PUNTA GORDA, FL, 33950		4.00	388.92	0.00	16.64	0.00	8.00	405.56
	117650	Underground Utility Locates		07/21/2025	1.00	97.23	0.00	4.16	0.00		101.39
	<b>Work Order 117650 Total</b>		7000 FLORIDA ST, PUNTA GORDA, FL, 33950		1.00	97.23	0.00	4.16	0.00	5.00	101.39
	117934	Underground Utility Locates		07/29/2025	1.85	179.50	0.00	7.68	0.00		187.18
	117934	Underground Utility Locates		09/09/2025	0.00	0.00	70.81	0.00	0.00		70.81
	<b>Work Order 117934 Total</b>		7000 FLORIDA ST, PUNTA GORDA, FL, 33950		1.85	179.50	70.81	7.68	0.00	21.00	257.99
	118874	Underground Utility Locates		08/04/2025	0.89	86.43	0.00	3.70	0.00		90.12
	<b>Work Order 118874 Total</b>		7000 FLORIDA ST, PUNTA GORDA, FL, 33950		0.89	86.43	0.00	3.70	0.00	7.00	90.12
	122798	Underground Utility Locates		08/26/2025	0.73	70.71	0.00	3.03	0.00		73.74
	<b>Work Order 122798 Total</b>		7000 FLORIDA ST, PUNTA GORDA, FL, 33950		0.73	70.71	0.00	3.03	0.00	9.00	73.74
	125035	Underground Utility Locates		09/11/2025	1.78	172.85	0.00	7.40	0.00		180.25
	<b>Work Order 125035 Total</b>		7000 FLORIDA ST, PUNTA GORDA, FL, 33950		1.78	172.85	0.00	7.40	0.00	9.00	180.25
	126093	Underground Utility Locates		09/17/2025	2.00	194.46	0.00	8.32	0.00		202.78
	<b>Work Order 126093 Total</b>		7000 FLORIDA ST, PUNTA GORDA, FL, 33950		2.00	194.46	0.00	8.32	0.00	5.00	202.78

# Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

## Manasota Key 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
	126502	Underground Utility Locates		09/19/2025	1.60	155.57	0.00	6.66	0.00	0.00	162.22
	<b>Work Order 126502 Total</b>		<b>7000 FLORIDA ST, PUNTA GORDA, FL, 33950</b>		<b>1.60</b>	<b>155.57</b>	<b>0.00</b>	<b>6.66</b>	<b>0.00</b>	<b>8.00</b>	<b>162.22</b>
	126635	Underground Utility Locates		09/22/2025	0.73	70.71	0.00	3.03	0.00	0.00	73.74
	<b>Work Order 126635 Total</b>		<b>7000 FLORIDA ST, PUNTA GORDA, FL, 33950</b>		<b>0.73</b>	<b>70.71</b>	<b>0.00</b>	<b>3.03</b>	<b>0.00</b>	<b>11.00</b>	<b>73.74</b>
	127231	Underground Utility Locates		09/25/2025	2.00	194.46	0.00	8.32	0.00	0.00	202.78
	<b>Work Order 127231 Total</b>		<b>7000 FLORIDA ST, PUNTA GORDA, FL, 33950</b>		<b>2.00</b>	<b>194.46</b>	<b>0.00</b>	<b>8.32</b>	<b>0.00</b>	<b>7.00</b>	<b>202.78</b>
	127894	Underground Utility Locates		09/30/2025	3.43	333.36	0.00	14.26	0.00	0.00	347.62
	<b>Work Order 127894 Total</b>		<b>7000 FLORIDA ST, PUNTA GORDA, FL, 33950</b>		<b>3.43</b>	<b>333.36</b>	<b>0.00</b>	<b>14.26</b>	<b>0.00</b>	<b>7.00</b>	<b>347.62</b>
	127950	Underground Utility Locates		09/30/2025	3.00	291.69	0.00	12.48	0.00	0.00	304.17
	<b>Work Order 127950 Total</b>		<b>7000 Florida Street Punta Gorda, Florida 33950</b>		<b>3.00</b>	<b>291.69</b>	<b>0.00</b>	<b>12.48</b>	<b>0.00</b>	<b>1.00</b>	<b>304.17</b>
	<b>Underground Utility Locates Total</b>										
					31.00	3,013.73	70.81	128.94	0.00	103.00	3,213.49
	<b>Manasota Key Street and Drainage Unit Total</b>										
					87.55	7,675.99	222,395.7	185.34	25,233.60		255,490.61
							6				

# Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					87.55	7,675.99	222,395.76	185.34	25,233.60		255,490.61

Grand totals for all MSBUs reported

# Manasota Key Street and Drainage MSTU

## 2 Year Budget FY2026 & FY2027

### Valuation

Valuation  
Current Millage

	FY2026	FY2027
Valuation	\$ -	\$ 853,607,815
Current Millage	0.7798	0.7798

### Beginning Balance

	Adopted Budget FY2026	Approved Budget FY2027
Beginning Balance	\$ 2,089,337	\$ 2,026,211

### Revenues

#### Assessments & Earnings

Ad Valorem Taxes

548,016

602,818

Interest

7,313

7,092

Less 5% Reserve - FS 129.01(2)b

(27,767)

(30,496)

#### Grant & Subsidy Revenue

#### Loans & Borrowing

Debt Proceeds

3,642,000

-

### Total Revenue

\$ 4,169,562

\$ 579,414

### Expenditures

#### Contract Services

Engineering

-

-

Other Contractual Svcs

83,750

47,188

Concrete Flatwork

5,000

5,000

Street Sweeping

-

-

Installed Sod

-

-

Landscaping

-

-

#### Contract Services; other

Pipe Lining

-

-

Right of Way Maint

-

-

ROW Reclamation

-

-

Specialty Mowing

71,173

73,309

#### Public Works Services

Equip Repl Charges-PubWrks

12,277

12,870

Operating Exp-PubWrks

76,702

81,719

Lighting Materials

-

-

Road & Bridge Materials

14,748

17,315

Sign Materials

-

-

	<b>Adopted Budget FY2026</b>	<b>Approved Budget FY2027</b>
<b>Internal Charges</b>		
<i>Central/Indirect Svcs</i>	6,601	6,931
<b>Purchased Services</b>		
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	4,000	4,000
<i>Utility Service-Water/Sewer</i>	9,000	9,000
<i>Utility Service-Traffic Signs/Lights</i>	3,000	3,000
<i>Printing &amp; Binding</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	250	250
<i>Property Appraiser</i>	10,961	12,057
<i>Collection Fee-Tax Collector</i>	10,961	12,057
<b>Materials and Supplies</b>		
<i>Equipment-Over \$1,000/Under \$5,000 Each</i>	-	-
<b>Capital Outlay</b>		
<i>Imprv-Other Than Bldgs</i>	-	-
<b>Debt Services</b>		
<i>Principal</i>	-	729,000
<i>Interest</i>	91,043	149,132
<b>Project Costs</b>		
<b><i>Manasota Key Community Plan (Sidewalks)</i></b>		
<i>Engineering</i>	337,973	-
<i>Construction</i>	3,421,001	-
<i>Labor</i>	74,248	-
<b>Total Expenditures</b>	<b>4,232,688</b>	<b>1,162,828</b>
<b>Reserves (Ending Fund Balance)</b>	<b>\$ 2,026,211</b>	<b>\$ 1,442,797</b>
<i>Reserve %</i>	<i>32.4%</i>	<i>55.4%</i>

Version Date

9/23/2025



# ESTIMATED COST SUMMARY

## STORMWATER IMPROVEMENTS

Please note all pricing data is per FDOT pricing history for 2023-2024. The following estimates provided are based on preliminary design, information collected and shall be considered a rough estimate. Once an option is selected a more comprehensive design can be completed with a more exact and detailed cost estimate. Please note cost is only for added stormwater improvements.

OPTION A - NO STORMWATER STORAGE PROVIDED				
	Price/Unit	Qty	Unit	Unit Total
ITEM	\$			
NONE	\$0.00			
TOTAL	\$0.00			\$0.00

OPTION B - TOTAL STORMWATER STORAGE PROVIDED = 589 CY				
	Price/Unit	Qty	Unit	Unit Total
ITEM	\$			
Channel Excavation	\$26.94	737	CY	\$19,855
TOTAL				\$19,855

OPTION C - MINIMUM STORMWATER STORAGE POTENTIAL = 807 CY				
	Price/Unit	Qty	Unit	Unit Total
ITEM				
Channel Excavation	\$26.94	737	CY	\$19,855
1 runs of 18" Perforated Piping	\$56.64	1650	LF	\$93,456
TOTAL				\$113,311

OPTION C - MAXIMUM STORMWATER STORAGE POTENTIAL = 1,242 CY				
	Price/Unit	Qty	Unit	Unit Total
ITEM				
Channel Excavation	\$26.94	737	CY	\$19,855
3 runs of 18" Perforated Piping	\$169.97	1650	LF	\$280,451
TOTAL				\$300,305

<b>OPTION D - STORAGE POTENTIAL = 1,242 CY (OPTION DEEMED INFEASIBLE DUE TO</b>				
	Price/Unit	Qty	Unit	Unit Total
ITEM				
Channel Excavation	\$26.94	737	CY	\$19,855
3 runs of 18" Perforated Piping	\$169.97	1650	LF	\$280,451
12" Pipe Culvert	\$122.06	1200	LF	\$146,472
12" Mitered End Sections	\$3,500.00	66	EA	\$231,000
Modified Manhole Control Structure	\$15,400.00	4	EA	\$61,600
ROW Acquisition	Unknown	TBD	Placeholder	\$500,000
Underdrain, Type III	\$30.84	600	LF	\$18,504
Manatee Grate	\$2,400.00	1	EA	\$2,400
Manhole Structure	\$8,975.13	4	EA	\$35,901
<b>TOTAL</b>				<b>\$1,296,182</b>

Kennedy Electric Company of Punta Gorda,  
Inc.

P.O. Box 511184

Punta Gorda, FL 33951

+19416391250

kennedyelec@hotmail.com

<http://www.kennedyservicesinc.com>



**BILL TO**

Jody Mansell

Charlotte County Purchasing

18500 Murdock Circle Suite 344

Port Charlotte, FL 33948-1094

**INVOICE 22159**

**DATE 05/19/2025 TERMS Due on receipt**

**DUE DATE 05/19/2025**

**P.O. NUMBER**

2024002359 - Partial

**PROJECT NAME**

Manasota Green Poles/Fixtures

**DESCRIPTION**

**AMOUNT**

Installed all poles County had (4 are still remaining - Install skirts when order arrives)  
70% draw of proposal amount of 45,000.00

31,500.00

**TOTAL DUE**

**\$31,500.00**



**KENNEDY ELECTRIC CO. OF PUNTA GORDA, INC.**  
 PO BOX 511184 941-639-1250  
 PUNTA GORDA, FL 33951-1184 Fax 941-629-8666

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State Certified ♦ License # EC0002368 ♦ License # CAC1816037

March 11, 2025

Charlotte County  
 Purchasing Division  
 18500 Murdock Circle, Ste 344  
 Port Charlotte, FL 33948-1068  
 Attn: Jody Mansell / Email: [Jody.mansell@charlottecountyfl.gov](mailto:Jody.mansell@charlottecountyfl.gov)

Re: Manasota Key Round-a-bout

**PROPOSAL**

8 Bollard Lights

- Remove existing bollards
- Remove base studs
- Drill new holes in existing base, set new anchors bolts, hydraulic cement in place.
- Evaluate existing conductors. Replace where necessary.
- Re-use surge devices
- Place 8 new bollard fixtures supplied by Charlotte County
- Verify voltage, ensure wiring supports integrated GFCI's in new bollards.

Projected Labor	\$ 10,000.00
Materials	\$ <u>7,163.50</u>
<b>Total</b>	<b>\$ 17,163.50</b>

Please return the signed proposal by fax or email to [kennedyelec@hotmail.com](mailto:kennedyelec@hotmail.com). Once received, we will begin the paperwork and material ordering to get this scheduled and completed.

---

Signature

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Date

2268 Southeast 28th Street Cape Coral, Fl. 33904  
Phone: 239-573-9427

e-mail: RLUMENATOR@aol.com

**R.J. Steedman, LLC.**

*Manufacturers Representatives*

## Nova Pole Products

**Utility Structures, Inc. PEMCO Lighting**

To: Charlotte County Lighting District attn: Jody Mansell From: Ron Steedman

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Fax:

Date 5/8/2025

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Manasota Key

CC:

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Re:

As manufacturer's representative/ agent for Pemco Lighting, we are pleased to quote the following:

(8) XWIN-W5-NL-100W-TURTLE AMBER-U (120/277)-3-RAL6027-TX \$2232.00 EA

(8) 4512-180-RAL6027 TX 180 degree shields... \$86.00 EA

Includes BAW couplers, shroud, and adapter plate

Price includes frt



Ron Steedman

RJ Steedman, LLC Manufacturers Representative/ Agent for Pemco, USI & Nova Pole

2268 Southeast 28th Street Cape Coral, Fl. 33904  
Phone: 239-573-9427

e-mail: RLUMENATOR@aol.com

**R.J. Steedman, LLC.**

*Manufacturers Representatives*

## Nova Pole Products

**Utility Structures, Inc. PEMCO Lighting**

To: Charlotte County Lighting District ATTN: JODY MANSELL      o From: Ron Steedman

Fax:

Date April 28, 2025

Manasota Key

CC:

Re:

As manufacturer's representative/agent for Pemco Lighting, we are pleased to quote the following:

(10) Pemco CAV6, 42" H bollards, 30w turtle amber, with GFI and plastic "in-use" cover and shield., . Seafoam Manasota Key Green.....\$1850.00 each

Pricing includes freight 8-10 weeks est shipping

  
Ron Steedman

RJ Steedman, LLC Manufacturers Representative/ Agent for Pemco, USI & Nova Pole

2268 Southeast 28th Street Cape Coral, Fl. 33904  
Phone: 239-573-9427

e-mail: RLUMENATOR@aol.com



## Nova Pole Products

**Utility Structures, Inc. PEMCO Lighting**

To: Charlotte County Lighting District attn: Jody Mansell      From: Ron Steedman

---

Fax:

Date 5/8/2025

---

Manasota Key

CC:

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Re:

As manufacturer's representative/ agent for Nova Pole, we are pleased to quote the following:

(8) NP50D14AB-RAL6027- Manasota Key pole & arm assembly.....\$4445.00 each

Includes BAW couplers, shroud, and adapter plate

Price includes frt

A handwritten signature in black ink, appearing to read "Ron Steedman".

Ron Steedman

RJ Steedman, LLC Manufacturers Representative/ Agent for Pemco, USI & Nova Pole

2268 Southeast 28th Street Cape Coral, Fl. 33904  
Phone: 239-573-9427

e-mail: RLUMENATOR@aol.com



## Nova Pole Products

Utility Structures, Inc. PEMCO Lighting

To: Charlotte County Lighting District attn: Jody Mansell From: Ron Steedman

Fax:

Date 4/26/2025

Re: Manasota Key

CC:

As manufacturer's representative/ agent for Nova Pole, we are pleased to quote the following:

(40) 9004 Cast breakaway coupler cover. 2 pc set adapted with #93553 cover ring powder coated ZT311G82 (Seafoam green).....\$385.00 each

(40) #91732 Charlotte County base adapter plate.....\$250.00 each

Price includes frt

A handwritten signature in black ink that reads "Ron Steedman". Below the signature, the name "Ron Steedman" is printed in a black, sans-serif font.

Ron Steedman

RJ Steedman, LLC Manufacturers Representative/ Agent for Pemco, USI & Nova Pole

Gulf Blvd. lights

#	Damage Type	Pull Box/Mopad Price	Pole & Arm Price	Fixture Price	Wire Cost	Labor Cost	Total Cost
1	Weld broken		\$3,795.00	\$2,150.00	\$16.00		
2	Downed Pole		\$3,795.00	\$2,150.00	\$16.00		
3	Downed Pole		\$3,795.00	\$2,150.00	\$16.00		
4	Downed Pole		\$3,795.00	\$2,150.00	\$16.00		
5	Pull Box and Wiring	\$85.00			\$16.00		
6	Downed Pole		\$3,795.00	\$2,150.00	\$16.00		
7	Downed Pole		\$3,795.00	\$2,150.00	\$16.00		
8	Downed Pole		\$3,795.00	\$2,150.00	\$16.00		
9	Downed Pole		\$3,795.00	\$2,150.00	\$16.00		
10	Downed Pole		\$3,795.00	\$2,150.00	\$16.00		
11	Downed Pole		\$3,795.00	\$2,150.00	\$16.00		
12	Pull Box and Wiring	\$85.00			\$16.00		
13	Weld broken		\$3,795.00	\$2,150.00	\$16.00		





November 18, 2025

RE: Beach Rd Crosswalks needed (Manasota Key)

Mr. Hagemann,

Thank you for your message and for sharing the pedestrian safety concerns you've observed near your business on Beach Road. I also want to apologize for the delayed response, as we needed to schedule and complete the required pedestrian crossing review before providing feedback on this request.

Our staff evaluated both locations you identified at the ends of the bridge. The southern point you referenced would be within the horizontal curve at the island approach. Due to limited sight distance and the increased risk to pedestrians, current design practices do not support placing crosswalks within or immediately adjacent to a curve. In addition, there is an already existing high-emphasis pedestrian crossing approximately 380 ft. from the bridge that will be enhanced with additional signage.

At the north end, there is an existing designated pedestrian crossing at the residential community, providing pedestrians with a defined and appropriate location to cross that will also be enhanced with additional signage.

Based on current engineering standards and warrant criteria, the two requested locations do not meet the conditions necessary for installing additional marked crosswalks; however, we will continue to monitor pedestrian activity along this corridor and will keep your concerns in mind as we review future improvements in the area.

Thank you again for reaching out and for your continued commitment to the safety of residents and visitors on Manasota Key. If you have any questions, please feel free to reach out to me directly at the number below.

Sincerely,

James Richardson  
Projects Manager