

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, SEPTEMBER 24, 2025**

**9:30 a.m. – 11:28 a.m.
Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, Florida**

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

Members Absent: Wayne L'Heureux
Anthony Liguori

County Staff: Lorraine Moneypenny, Community Liaison
Ray Slade, Project Manager

Guests: Jason Green, Axis Companies

Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. Mr. L'Heureux and Mr. Liguori were absent. Both have terms expiring October 31, 2025; neither has applied for reappointment. They are both thanked for their service. A quorum was present.

Changes to the Agenda / Motion to Approve Changes:

None.

Approval of Minutes:

The June 18, 2025 meeting minutes were unanimously approved as submitted.

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

None

Unfinished Business:

- a. North Beach Road Multiuse Pathway Project: Mr. Greene of Axis Infrastructure presented a cost estimate for the addition of drainage option C1 to the North Beach Road Multiuse Pathway engineering design. It is \$39,030. Mr. Pinkerton asked, if this is the additional design cost, what is the additional construction cost? Would the addition of option C1 to the sidewalk construction plan mean North Beach Rd. is protected from flooding? Would it mean additional maintenance costs to be borne by the MSBU? Mr. Slade said this option would increase stormwater storage capacity. Storm surge would overwhelm any drainage infrastructure. The sidewalk design completion and construction are budgeted for Fiscal Year (FY) 2026. Design is paused at 30% until the Advisory Board decides whether or not to include Option C. The Board acknowledged North Beach Rd. sidewalk is Phase 4 of the 2013 Master Plan. They recalled the January 2024 public meeting which yielded this drainage feasibility study as a

compromise. The Board discussed high taxes, pros and cons of sidewalks, and reprogramming the money to maintain existing infrastructure. Mr. Greene said he will forward a preliminary conceptual estimate of construction cost for Option C next week. Without that, the Board would have a difficult time assessing the cost-benefit ratio.

Ms. Harper-Nibert motioned to continue the discussion after Financial Reports. Mr. Pinkerton seconded and the motion carried.

- b. Streetlights: The advisory board looks forward to the installation of a light in the roundabout shell decoration. All other streetlights under the purview of the MSBU have been addressed. Ms. Powers inquired about the decorative light at Pelican Landing. Mr. Pinkerton asked who would pay to replace lights gutted by scrappers after the hurricane.
- c. Little Court: Ms. Harper-Nibert said the Public Works intervention on Little Ct. seems to have worked. The Board reviewed the July flap gate maintenance report. All four flap gates were cleaned by the contractor, Florida Marine. Two of the four flaps are obstructed by debris in the waterway. Another is obstructed by a new piling installation. Board members expressed concern that the contractor will not be able to access the flap gates in the future.

New Business:

- a. Financial Reports: The Advisory Board reviewed the third quarter financials for Fiscal Year (FY) 2025. Mr. Pinkerton questioned costs for some work orders.
- b. New Quorum Rule: A board member who recuses himself from a vote due to conflict of interest cannot be counted in the quorum.

Citizen Input on MSBU Items (3 Minute Limit): Ms. White displayed pictures of cement dumped at the corner of Little Court. She recalled that a County employee was doing research on an alternative to the flap gate. The community liaison said she would invite Jason Thomas to the next meeting.

Advisory Board Open Discussion: Mr. Pinkerton requested service to remove sand in storm drains along Shoreview Rd. He expressed disapproval of the County landscape service that dumped mulch along Gulf Blvd. without first picking up trash or mowing grass. He called for the County to be accountable. These MSBU meetings are a demonstration of accountability.

Schedule Meetings / Items for Next Agenda:

All members of the Advisory Board approved the proposed 2026 schedule of meetings. Future meetings are scheduled at 9:30 a.m. in the Mac V. Horton, West County Annex Room 120, as follows:

- Wednesday, September 24, 2025
- Wednesday, December 3, 2025
- Wednesday, March 18, 2026
- Wednesday, June 17, 2026
- Wednesday, September 16, 2026
- Wednesday, December 9, 2026

Mr. Pinkerton suggested the Board discuss beautification of the roundabout at the next meeting.

The meeting adjourned at 11:28 a.m.

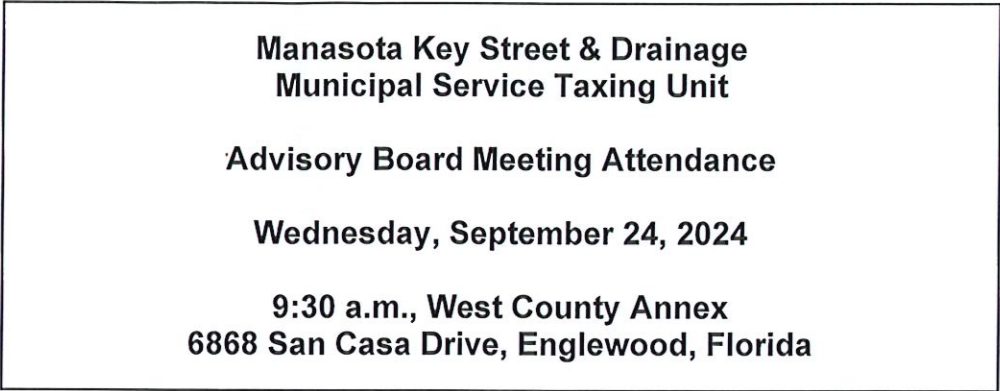
Submitted by Lorraine Moneypenny
Public Works Department

A handwritten signature in blue ink, consisting of a large loop followed by a horizontal line extending to the right.

Chair Signature

12.3.2025

Date

[illegible]

AGENDA

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

ADVISORY BOARD REGULAR MEETING WEDNESDAY, SEPTEMBER 24, 2025

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

BOARD MEMBERS: Heather Harper-Nibert, Chair
Anthony Liguori, Vice Chair
Wayne L'Heureux
Derek Pinkerton
Linda Powers

COUNTY STAFF: Lorraine Moneypenny, Community Liaison
Raymond Slade, Project Manager

GUESTS: Jason Green, Axis Infrastructure

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: June 18, 2025
6. Unfinished Business
 - a. North Beach Road Sidewalk Project / Drainage Feasibility Study
 - b. Streetlights
 - c. Little Court
7. New Business
 - a. Financial Reports
 - b. New Quorum Rule
8. Citizen Input on MSTU Items (3 Minute Limit)
9. Advisory Board Open Discussion
10. Items for Next Agenda
11. Motion to Adjourn

Manasota Key Street and Drainage MSTU

Fund Financial Report
Oct. 1, 2024 - June 30, 2025

	Actual FY2024	Adopted Budget FY2025	Amended Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$1,547,928	\$1,773,882	\$1,773,882	\$1,899,467		
Revenues						
Taxes & Earnings	626,056	629,441	-	647,581		
Grant & Subsidy Revenue	-	-	-	-		
Loans & Borrowing	-	-	-	-		
Total Revenue	\$626,056	\$629,441	629,441	\$647,581		
Expenditures						
Contract Services	28,580	50,000	-	13,050	14,884	22,066
Pipe Lining	-	-	-	23,738	-	(23,738)
ROW Maintenance	-	-	-	-	-	-
ROW Reclamation	-	-	-	-	-	-
Speciality Mowing	67,680	76,291	-	22,899	70,610	(17,218)
Public Works Services	47,368	175,626	-	37,533	-	138,093
Internal Charges	8,601	5,467	-	5,467	-	-
Purchased Services	36,175	40,006	-	27,217	-	12,789
Materials and Supplies	-	-	-	-	-	-
Capital Outlay	29,730	30,000	-	31,500	13,500	(15,000)
Debt Services	-	-	-	-	-	-
Project Costs						
Manasota Key Community Plan	56,383	395,344	68,300	45,723	362,709	55,212
Total Expenditures	\$274,518	\$772,734	841,034	\$207,128	461,703	172,203
Reserves (Ending Fund Balance)	\$1,899,467	\$1,630,589	\$1,562,289	\$2,339,920		
Reserve %	87.4%	67.8%	65.0%	91.9%		

Budget Amendment to add funds for Drainage Feasibility Study.

Date Prepared: 7/30/2025

Monthly Funding Report

START
DATE:

04/01/2025

END DATE:

06/30/2025

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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
	74092	Contracted - Landscaping		04/01/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/02/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/03/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/04/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/08/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/09/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/10/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/11/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/15/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/16/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/17/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/18/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/22/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/23/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/25/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/29/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		04/30/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		05/06/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		05/07/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		05/08/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		05/09/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		05/13/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		05/14/2025	0.25	21.60	0.00	1.04	0.00		22.64

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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
	74092	Contracted - Landscaping		05/15/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		05/16/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		05/20/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		05/21/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/03/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/04/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/05/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/06/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/10/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/11/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/12/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/13/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/17/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/19/2025	0.25	21.60	0.00	1.04	0.00		22.64
	74092	Contracted - Landscaping		06/20/2025	0.25	21.60	0.00	0.00	0.00		21.60
Contract Inspection Total											
	74092	Contracted - Landscaping		04/03/2025	0.00	0.00	0.00	0.00	249.46		249.46
	74092	Contracted - Landscaping		05/29/2025	0.00	0.00	0.00	0.00	3,470.00		3,470.00
	74092	Contracted - Landscaping		06/01/2025	0.00	0.00	0.00	0.00	4,160.00		4,160.00
Work Order 74092 Total											
			West County Landscape Maintenance		9.50	820.90	0.00	38.48	7,879.46	0.00	8,738.74
#24-030 Landscape Maintenance ROW - West County											
Contracted - Landscaping Total											
					9.50	820.90	0.00	38.48	7,879.46	0.00	8,738.74

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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
	105687	GIS Update		05/12/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 105687 Total										18.48
	105689	GIS Update		05/12/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 105689 Total										18.48
	GIS Update Total										36.96
	97457	Investigation		04/01/2025	3.00	209.35	0.00	4.75	0.00		214.10
	Work Order 97457 Total										214.10
	25 FRIENDSHIP LN, ENGLEWOOD, FL, 34223										
	Investigation Total										214.10
	104026	Miscellaneous		04/29/2025	25.00	1,801.62	0.00	208.02	0.00		2,009.64
	Work Order 104026 Total										2,009.64
	COQUINA LN, ENGLEWOOD, FL, 34223										
	Miscellaneous Total										2,009.64
	72672	MSBU Administrative Work		06/18/2025	4.00	295.60	0.00	0.00	0.00		295.60
	MSBU Meeting Total										295.60
	72672	MSBU Administrative Work		06/18/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		06/20/2025	1.00	73.90	0.00	0.00	0.00		73.90
	MSBU Minutes Total										147.80
	72672	MSBU Administrative Work		04/02/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72672	MSBU Administrative Work		04/17/2025	0.50	36.95	0.00	0.00	0.00		36.95

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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
	72672	MSBU Administrative Work		04/23/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72672	MSBU Administrative Work		05/06/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		05/09/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72672	MSBU Administrative Work		05/13/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72672	MSBU Administrative Work		05/29/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		06/10/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72672	MSBU Administrative Work		06/11/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		06/17/2025	2.50	184.75	0.00	0.00	0.00		184.75
	72672	MSBU Administrative Work		06/18/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		06/19/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		06/20/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72672	MSBU Administrative Work		06/24/2025	1.00	73.90	0.00	0.00	0.00		73.90
				Administrative Time Total							
					14.00	1,034.60	0.00	0.00	0.00		1,034.61
Work Order 72672 Total					20.00	1,478.00	0.00	0.00	0.00	0.00	1,478.01
MSBU Administrative Work Total					20.00	1,478.00	0.00	0.00	0.00	0.00	1,478.01
2846		Project Management		04/03/2025	1.00	86.41	0.00	0.00	0.00		86.41
2846		Project Management		04/30/2025	2.00	172.82	0.00	0.00	0.00		172.82
2846		Project Management		05/05/2025	1.00	86.41	0.00	0.00	0.00		86.41
2846		Project Management		05/12/2025	1.00	86.41	0.00	0.00	0.00		86.41
2846		Project Management		05/26/2025	2.00	172.82	0.00	0.00	0.00		172.82
2846		Project Management		05/29/2025	1.00	86.41	0.00	0.00	0.00		86.41

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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
	2846	Project Management		06/03/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2846	Project Management		06/11/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2846	Project Management		06/16/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2846	Project Management		06/17/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2846	Project Management		06/18/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2846	Project Management		06/19/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2846	Project Management		06/23/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2846	Project Management		06/26/2025	2.00	172.82	0.00	0.00	0.00		172.82
Plan/Spec Review Total											
	2846	Project Management			23.00	1,987.43	0.00	0.00	0.00		1,987.43
	2846	Project Management		04/14/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2846	Project Management		06/24/2025	0.50	43.21	0.00	0.00	0.00		43.21
Public Outreach Total											
	2846	Project Management		05/12/2025	0.00	0.00	0.00	0.00	34,392.50		34,392.50
Work Order 2846 Total											
					24.00	2,073.84	0.00	0.00	34,392.50	0.00	36,466.35
C411406 - Manasota Key Community Plan											
	6726	Project Management		05/05/2025	0.25	21.60	0.00	0.00	0.00		21.60
Contract Management Total											
					0.25	21.60	0.00	0.00	0.00		21.60
					0.25	21.60	0.00	0.00	0.00	0.00	21.60
Work Order 6726 Total											
					24.25	2,095.44	0.00	0.00	34,392.50	0.00	36,487.95
#21-409 Manasota Key Hydro Flap Gate Maintenance											
Project Management Total											
	103310	ROW - Clearing / Haul Debris		04/25/2025	30.00	2,088.65	0.00	277.05	0.00		2,365.70
	103310	ROW - Clearing / Haul Debris		04/28/2025	8.00	577.94	0.00	172.10	0.00		750.04
	103310	ROW - Clearing / Haul Debris		04/29/2025	5.00	344.70	0.00	63.85	105.27		513.82

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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
	103310	ROW - Clearing / Haul Debris		05/02/2025	1.00	79.79	0.00	4.16	0.00		83.95
	Work Order 103310 Total		MEREDITH DR, ENGLEWOOD, FL, 34223		44.00	3,091.08	0.00	517.16	105.27	5.00	3,713.51
	ROW - Clearing / Haul Debris Total										
	97551	ROW Watering		04/02/2025	1.00	79.79	0.00	0.00	0.00		79.79
	97551	ROW Watering		04/03/2025	1.00	68.94	0.00	9.82	0.00		78.76
	97551	ROW Watering		04/04/2025	0.50	34.47	0.00	4.91	0.00		39.38
	97551	ROW Watering		04/09/2025	0.50	34.47	0.00	4.91	0.00		39.38
	97551	ROW Watering		04/15/2025	0.50	34.47	0.00	4.91	0.00		39.38
	97551	ROW Watering		04/16/2025	2.00	133.72	0.00	9.82	0.00		143.54
	97551	ROW Watering		04/17/2025	1.00	68.94	0.00	9.82	0.00		78.76
	97551	ROW Watering		04/25/2025	1.00	68.94	0.00	4.91	0.00		73.85
	Work Order 97551 Total		GULF BLVD & LITTLE CT, ENGLEWOOD, FL, 34223		7.50	523.74	0.00	49.10	0.00	5,850.00	572.84
	ROW Watering Total										
	87833	Small Pipe Install (Pipes 31" And Under)		04/16/2025	0.00	0.00	930.00	0.00	0.00		930.00
	87833	Small Pipe Install (Pipes 31" And Under)		04/21/2025	0.25	19.95	0.00	0.00	0.00		19.95
	Work Order 87833 Total		GULF BLVD & LITTLE CT, ENGLEWOOD, FL, 34223		0.25	19.95	930.00	0.00	0.00	148.00	949.95
	Small Pipe Install (Pipes 31" And Under) Total										
	97061	Standard Cuts		04/01/2025	36.00	2,503.08	0.00	316.71	0.00		2,819.79

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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	
	97061	Standard Cuts	1235 GULF BLVD, ENGLEWOOD, FL, 34223	04/02/2025	0.00	0.00	0.00	0.00	1,425.00		1,425.00	
	97061	Standard Cuts		04/04/2025	1.00	79.79	0.00	4.16	0.00			83.95
	Work Order 97061 Total				37.00	2,582.87	0.00	320.87	1,425.00	300.00	4,328.74	
	Standard Cuts Total											
	92666	Support (Post) Maintenance	1155 SHORE VIEW DR, Charlotte, FL, 34223	04/07/2025	0.00	0.00	78.96	0.00	0.00		78.96	
	Work Order 92666 Total				0.00	0.00	78.96	0.00	0.00	2.00	78.96	
	98876	Support (Post) Maintenance		04/10/2025	5.00	330.62	0.00	12.98		0.00		343.60
	98876	Support (Post) Maintenance		05/09/2025	0.50	32.39	0.00	0.00	0.00	0.00		32.39
	98876	Support (Post) Maintenance		05/12/2025	0.25	16.19	204.04	0.00	0.00		220.23	
	Work Order 98876 Total				5.75	379.21	204.04	12.98	0.00	6.00	596.22	
	Support (Post) Maintenance Total											
	104512	Underground Utility Locates		05/02/2025	0.89	86.43	0.00	0.00	0.00		86.43	
	Work Order 104512 Total				0.89	86.43	0.00	0.00	0.00	5.00	86.43	
	109308	Underground Utility Locates		05/30/2025	2.67	259.28	0.00	11.09	0.00		270.37	
	Work Order 109308 Total				2.67	259.28	0.00	11.09	0.00	12.00	270.37	

Monthly Funding Report

START
DATE:

04/01/2025

END DATE:

06/30/2025

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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
	109690	Underground Utility Locates		06/05/2025	6.00	583.38	0.00	24.96	0.00		608.34
	Work Order 109690 Total										608.34
	Underground Utility Locates Total										965.14
	110633	Vacuum Culvert Cleaning		06/11/2025	24.00	1,685.06	0.00	513.00	0.00		2,198.06
	Work Order 110633 Total 2100 N BEACH RD, ENGLEWOOD, FL, 34223										2,198.06
	Vacuum Culvert Cleaning Total										2,198.06
	Manasota Key Street and Drainage Unit Total										62,368.82



MEMORANDUM

JSK 25-063

Date: September 17, 2025
To: All County Recording Secretaries
From: Janette S. Knowlton, County Attorney *JSK*
Subject: Quorum Provision Update

Please be advised that, in response to recent case law, we are implementing an important update regarding quorum requirements when a board member has a voting conflict of interest.

Effective immediately, when a board member is legally prohibited from voting on a matter due to a conflict of interest and must recuse themselves, that member **shall not be counted toward the quorum for that specific item**.

If the recusal results in the loss of a quorum on that matter, the item can automatically be **continued to the next scheduled meeting** for further consideration.

This change will be formally incorporated into board rules and bylaws during the next scheduled review process. In the interim, please distribute this memo at your upcoming board meetings and ensure that board Chairs are made aware of this procedural adjustment so they may implement it as appropriate.

Should you have any questions or require clarification, feel free to contact me directly.

Thank you for your attention to this important matter.

JSK/ca

OFFICE OF THE COUNTY ATTORNEY

18500 Murdock Circle | Port Charlotte, FL 33948
Phone: 941.743.1330 | Fax: 941.743.1550

Florida Marine Works

3271 Tamiami Trail Unit G,
Port Charlotte, FL 33952 US
John@FloridaMarineWorks.com



INVOICE

BILL TO
Charlotte County Board of County Commissioners
18500 Murdock cir
Port Charlotte, FI 33948

INVOICE 1644
DATE 07/10/2025
TERMS Due on receipt
DUE DATE 07/10/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Hydro Flap	Clean and inspect Manasota Key Hydro Flaps PO 25000313	1	4,350.00	4,350.00

BALANCE DUE \$4,350.00

The most recent quarterly cleaning and inspection of the Hydro Flaps on Manasota Key, in accordance with contract 24-494, PO 25000313 was completed on Friday July 11th 2025. The 4 flaps reside in three locations and our findings are in summary as follows.

Location A) Two flaps, in close proximity, are located on the seaward side of the bulkhead abutting the El Galleon condos @ 1765 Gulf Blvd, with a large flap to the South of a smaller flap located to the North. These were both found to be moderately encrusted with hard and soft marine organisms. After cleaning, an inspection indicates that the Flaps are in good to excellent condition. All attaching hardware, framework and piping are intact and functional and are in good to excellent condition. The lip seal on the frame is pliable and in good to excellent condition and would provide good sealing characteristics. Sediment and seabed levels are sufficient as to allow proper articulation of the flaps as natural forces require. The North flap is now obstructed by a new dock construction piling installation that has been performed since our last visit. The flap will articulate enough to flow water but cannot be properly cleaned, pursuant to our current contract, unless the pilings are relocated.

Location B) A single Flap resides on the seaward side of the bulkhead at the North canal terminus next to the property located at 135 Sandollar lane. The single flap was found to be moderately encrusted with hard and soft marine organisms, and had the most aggressive growth out of the 4, mostly due to its direct exposure to sunlight. After cleaning, an inspection indicates that the Flap is in good to excellent condition. All attaching hardware, framework and piping are intact and functional but remain in a damaged status condition, as previously noted. The lip seal on the frame is pliable and in good to excellent condition and would provide good sealing characteristics. Sediment and seabed levels would interfere with movement at this flap due to silting and relative proximity of the placement of the flap and frame to the seabed. Sediment was wiped away, without removal, so as to be sufficient as to allow proper articulation of the flaps as natural forces require. Additionally, the canal is mostly inaccessible by vessel and various types of hurricane debris were removed from the flap area which prevented normal articulation (see additional pic) and placed on seawall cap for disposal by a nearby homeowner. Large additional debris remains in close proximity of the flap and frame which cannot be removed without contracting for additional equipment.

Location C) A single Flap resides on the seaward side of the bulkhead at the South canal terminus next to the property located at 100 Mockingbird lane. The single flap was found to be moderately encrusted with hard and soft marine organisms. After cleaning, an inspection indicates that the Flap is in good to excellent condition. All attaching hardware, framework and piping are intact and functional and in good to excellent condition. The lip seal on the frame is pliable and in good to excellent condition and would provide good sealing characteristics. Sediment and seabed are noted to be sufficient as to allow proper articulation of the flaps as natural forces require. . Additionally, the canal has become inaccessible due to storm debris tree growth. The flap will be extremely difficult to maintain, under our current contract, until the debris is removed and/or the trees are trimmed back

Manasota Key Street & Drainage

MSBU Advisory Board

2026 Meeting Schedule - Proposed

- Wednesday, March 18, 2026
- Wednesday, June 17, 2026
- Wednesday, September 16, 2026
- Wednesday, December 9, 2026