

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 14, 2024**

**9:31 a.m. – 10:42 a.m.
Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, Florida**

Members Present: Kathi Obendorfer, Chair
Michael Beaudoin, Vice Chair
Wayne L'Heureux
Betsy McCallum

Members Absent: Apologies received from Lorraine Johannessen

County Staff: Erica LeMaster, Community Liaison
Katie Lukasek, Interim Lighting District Coordinator
Ray Slade, Projects Manager
Jason Thomas, Stormwater Engineer

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:31 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Election of Officers: The election of officers was tabled until the next regular scheduled meeting.

Sunshine Law, Roberts Rules of Order and Public Records:

The Annual Review of Sunshine Law, Roberts Rules of Order and Public Records were tabled until the next regular scheduled meeting.

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

None

Approval of Minutes:

The December 13, 2023, minutes were unanimously approved as submitted.

Unfinished Business:

- a. North Beach Road Sidewalk Project Update: Mr. Slade presented the sidewalk plan 30% design. As it does not address how existing drainage may be impacted by new sidewalks, Mr. Slade recommended that the scope be amended, for an additional cost, to design for optimal drainage. Once direction is provided, amendments would be incorporated into the 60% plan. Mr. Beaudoin remarked that it is best to mitigate any flood risk as an unintended consequence of the sidewalk. The Board agreed that proper drainage is important. Mr. Slade said he would draft an amended scope and set that in motion.

- b. Maintenance of Street and Drainage/Lighting: Ms. Lukasek explained that it is not possible to just replace the bulbs in the twenty-six streetlights in the roundabout. The poles are at the end of their useful life and must be replaced. The material cost for replacing these is estimated at \$156,000. To minimize budget impact, installation could proceed in stages. The Board discussed lighting options. Ms. Lukasek said she will present maps and staging recommendations at the next meeting.

New Business:

- a. Financial Reports: The fiscal year (FY) 2023 annual report was reviewed, as well as the FY 2024 quarter one maintenance activity report.

Citizen Input on MSBU items (3 Minute Limit):

- Ms. LeMaster advised that Public Works will set a meeting with the public to address drainage concerns on Little Court.
- Mr. Meyer noted an increase of flooding over the past 5 years on Little Court.
- Mr. McCain raised concern about new construction building higher up than existing homes; also, covers over the culvert pipe at 1205 Gulf Boulevard.
- Citizen complained about home flooding on the south end of Little Court.
- Citizen drew attention to lack of drainage pipe at a new home at Gulf Boulevard and Little Court.
- Stormwater Engineer Mr. Thomas explained storm trends and elevation levels on the key and his strenuous efforts to find a solution for Little Court. He said he will investigate the suggested gate between Shoreview Boulevard and Little Court.

Advisory Board Open Discussion:

Mr. Thomas provided the results of the most recent flap gate inspection on December 28, 2023, stating that all flap gates are functional. One flap gate has damage but is still functioning. Mr. Thomas provided a detailed explanation of how a flapper gate operates.

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 9:30 a.m. in the Mac V. Horton, West County Annex Room 120, as follows:

- Wednesday, June 12, 2024
- Wednesday, September 18, 2024
- Wednesday, December 11, 2024

The meeting adjourned at 10:42 a.m.

Submitted by Erica LeMaster
Public Works Department


Chair Signature


Date



**Manasota Key Street & Drainage
Municipal Service Taxing Unit**

**Advisory Board Meeting Attendance
9:30 a.m., Wednesday, February 14, 2024**

**West County Annex, Room 120
6868 San Casa Drive, Englewood, FL**

**INFORMATION SUPPLIED ON THIS FORM
BECOMES PUBLIC RECORD**

NAME (please print)	Email Address	Phone Number
Kathi Orendorfer	Kathi.Orendorfer@gmail.com	941-445-3175
Kathleen White	KwhiteAmI@gmail.com	941-773-0165
Ray Slatk	Raymond.Slatk@charlottecountyfl.gov	941-575-3665
Jan + Brett Kern	NONE	941-441-7610
JASON THOMAS	JASON.THOMAS@MANASOTAKEYFL.GOV	941-575-3650
Richard Lori Sembler	RSembler56@gmail.com	516 428-4648
DAVID MYHR	dquemyhr@comcast.net	651-253-5596
Bonnie Ibrahim	bonnie.ibrahim1@gmail.com	914-281-3219
Betsy McCull		
Heather Nibert	heather@beachshackofmanasotakey.com	407 383 7574
Katie Lukasek	katie.lukasek@charlottecountyfl.gov	941-575-3621

AB

AGENDA

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

ADVISORY BOARD REGULAR MEETING WEDNESDAY, FEBRUARY 14, 2024

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

BOARD MEMBERS: Kathi Obendorfer, Chair
Michael Beaudoin, Vice Chair
Lorraine Johannessen
Wayne L'Heureux
Betsy McCallum

COUNTY STAFF: Erica LeMaster, Community Liaison

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: December 13, 2023
6. Unfinished Business
 - a. North Beach Road Sidewalk Project Update
 - b. Streetlights
 - c. Maintenance of Streets and Drainage
7. New Business
 - a. Financial Reports
8. Citizen Input on MSTU Items (3 Minute Limit)
9. Advisory Board Open Discussion
10. Election of Officers
11. Annual Review: Sunshine Law, Robert's Rules of Order, Public Records
12. Meeting Schedule / Items for Next Agenda
13. Motion to Adjourn

Manasota Key Street and Drainage MSTU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Actual FY2023
Beginning Balance	\$ 1,940,190	\$ 2,286,479	\$ 2,650,384	\$ 921,887	\$ 1,085,681	\$ 1,202,261
Revenues						
Assessments & Earnings						
Ad Valorem Taxes	406,436	430,723	442,887	469,258	554,017	522,133
Interest	45,538	37,236	10,272	9,846	4,174	55,970
Net Inc/(Decr) Fair Market Value-Investments	29,791	22,079	(6,016)	(22,779)	-	10,842
Misc Rev-Refund Prior Year Exp	364	-	-	-	-	-
Excess Fees /Property Appraiser	3,410	1,185	4,109	1,353	-	1,189
Excess Fees /Tax Collector	-	-	-	2,689	-	2,936
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(27,910)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Debt Proceeds	-	-	-	-	-	-
Total Revenue	\$ 485,539	\$ 491,222	\$ 451,251	\$ 460,366	\$ 530,281	\$ 593,070
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	6,998	9,492	11,811	31,401	40,000	28,781
Concrete Flatwork	-	-	-	-	5,000	-
Street Sweeping	-	-	-	-	4,500	-
Installed Sod	-	-	-	208	8,300	-
Landscaping	-	-	475	-	20,000	360
Contract Services; other						
Pipe Lining	-	-	-	-	-	-
Right of Way Maint	-	-	-	-	-	-
ROW Reclamation	-	-	-	-	-	-
Specialty Mowing	59,610	62,530	67,120	77,300	78,830	71,572
Public Works Services						
Equip Repl Charges-PubWrks	262	220	1,071	1,088	3,603	932
Operating Exp-PubWrks	26,670	18,733	141,655	24,169	50,378	23,159
Lighting Materials	4	-	37	10	-	1,436
Road & Bridge Materials	-	-	310	41	886	-
Sign Materials	128	140	134	276	1,080	-
Internal Charges						
Central/Indirect Svcs	3,528	3,183	3,342	3,833	4,025	4,025
Purchased Services						
Personal Svcs-InterDept	-	-	1,391	429	-	-
Postage	-	-	-	-	-	-
Utility Service-Electricity	142	143	866	3,644	250	3,168
Utility Service-Water/Sewer	8,428	5,908	7,756	4,769	6,500	4,523
Utility Service-Traffic Signs/Lights	2,268	1,872	2,059	2,404	3,000	2,548
Advertising-Legal	-	-	-	-	150	-
Fees-Landfill	-	-	21	-	250	-
Property Appraiser	8,404	9,044	8,762	8,924	16,621	9,079
Collection Fee-Tax Collector	8,519	8,946	9,248	9,775	16,621	10,833
Materials and Supplies						
Equipment-Over \$1,000/Under \$5,000 Each	-	1,715	-	-	-	-
Capital Outlay						
Imprv-Other Than Bldgs	-	-	-	-	-	-
Debt Services						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Project Costs						
Manasota Key Community Plan						
Engineering	14,205	5,275	5,215	-	256,938	79,271
Construction	86	116	1,910,448	1,980	147,000	-
Labor (not reported separate prior to FY23)	-	-	-	8,246	-	5,310
Manasota Key Paving Program						
Paving	-	-	8,027	640	12,790	-
Rejuvenation	-	-	-	-	-	1,444
Labor (not reported separate prior to FY23)	-	-	-	857	1,001	963
Total Expenditures	139,250	127,317	2,179,748	179,992	677,723	247,403
Reserves (Ending Fund Balance)	\$ 2,286,479	\$ 2,650,384	\$ 921,887	\$ 1,202,261	\$ 938,239	\$ 1,547,928
Reserve %	94.3%	95.4%	29.7%	87.0%	58.1%	86.2%

Date Prepared: 1/2/2024

Manasota Key Street and Drainage MSTU

Fund Financial Report
Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$1,202,261	\$1,474,105	\$1,547,928		
Revenues					
Taxes & Earnings	593,070	522,524	384,203		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$593,070	\$522,524	\$384,203		
Expenditures					
Contract Services	29,141	50,000	-	3,000	47,000
Pipe Lining	-	-	-	-	-
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	71,572	74,068	6,360	28,333	39,375
Public Works Services	25,527	84,875	80	-	84,795
Internal Charges	4,025	8,601	8,601	-	-
Purchased Services	30,151	35,546	15,925	-	19,621
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	30,000	-	-	30,000
Debt Services	-	-	-	-	-
Project Costs					
Manasota Key Community Plan	84,580	494,317	687	383,805	109,825
Manasota Key Paving Program	2,407	-	-	-	-
Total Expenditures	\$247,403	\$777,407	\$31,654	415,137	330,616
Reserves (Ending Fund Balance)	\$1,547,928	\$1,219,222	\$1,900,477		
Reserve %	86.2%	61.1%	98.4%		

Date Prepared: 1/22/2024

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 1500
DATE 01/22/2024
TERMS Due on receipt
DUE DATE 01/22/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/28/2023	Hydro Flap PO#2021002101	Clean and inspect Hydroflaps	1	3,450.00	3,450.00

Please acknowledge receipt, Thank you

BALANCE DUE

\$3,450.00

The most recent quarterly cleaning and inspection of the Hydro Flaps on Manasota Key, in accordance with PO 2021002101, 2021000409 was completed on Thursday, December 28th 2023. 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.

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.

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.