

MEETING NOTES
DON PEDRO & KNIGHTS ISLAND STREET & DRAINAGE MSTU ADVISORY BOARD
January 6, 2016 – Regular Meeting
2:00 P.M. – San Casa Conference Room

Attendees: Linda Cotherman, Donald Milroy, and Timothy Malone

County: Mike Dallenbach, Dawn Harrison, John Elias, Dan Quick, and Kelly Louttit

Guests: Sign-in sheet attached

The meeting was called to order at 2:01 p.m. A roll call was taken that determined a quorum was present and membership status was reviewed.

Changes to the agenda: Ms. Cotherman motioned to add road repair and speed limit sign relocation to the agenda; seconded by Mr. Milroy and motion passed unanimously.

- The Sunshine Law and Robert's Rules of Order Presentation and the election of Chair and Vice Chair was tabled until the next meeting.
- The minutes from October 20, 2015 were unanimously approved as amended.

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

- Ms. Madden is frustrated by the lack of road maintenance and a stated a permanent solution is needed for the roads on the island.

Unfinished Business:

- **Road Repair:** Ms. Cotherman stated 410 N Gulf Blvd is still in need of repair. Mr. Dallenbach stated a work order will be created to repair the roots invading the asphalt.
- **Speed Limit Sign relocation:** Ms. Cotherman discussed locations of the speed limit signs in need of relocation. Ms. Harrison will contact Signing and Marking to review the request for relocation of the speed limit signs.
- **Contract/Road Grading:** Ms. Cotherman questioned the fastest and easiest way to expedite a maintenance contract for road grading. Discussion continued regarding past grading projects and the need to hire an Engineering consultant to address the issues surrounding the roads within the MSTU. Mr. Malone indicated the marl placed on the roads has caused issues on the road. Mr. Elias discussed quantities of marl transported to the island and stated the less pervious material (asphalt) was previously existing. Mr. Quick advised if the marl needed to be removed a consultant would be able to identify the areas for removal. Mr. Elias, Mr. Dallenbach and Mr. Quick will develop a work plan for the roads by following the specified conditions laid out in the Penn State study. Mr. Milroy suggested to have a box blade and operator on the island full time and is frustrated the Advisory Board is still discussing the road conditions three years later. Ms. Cotherman discussed the Penn State Study and stated the previous contractor did not follow the scope of work. Discussion continued. Mr. Quick requested permission from the Advisory Board to develop the scope of work and hire a consultant engineer and stated the consultant will work to identify all issues such as the asphalt removal, marl removal, location of utilities, recording of utility conflicts, and work to bring the roads up to the Penn State study standard. Ms. Cotherman stated a grading maintenance contract needs to be put in place immediately for a least year until a permanent solution is sought. Discussion continued regarding materials and grading. Mr. Quick advised no more material will be brought to the island but Public Works will continue to grade the roads until the bids are obtained from a third party. Mr. Dallenbach will be contacted when the Advisory Board feels road grading is needed. Mr. Quick discussed the value of hiring a consultant to solve all issues that may arise regarding the road project. Parking pod funding and the importance of sustaining the parking pods was discussed. Ms. Cotherman questioned the enforcement process when residents install plantings in the parking pods. Mr. Quick stated Public Works does not do enforcement and this issue will need to be addressed by the County Attorney or Code Enforcement. Mr. Quick will submit a legal request to get a determination for enforcement on right-of-

way plantings in the parking pods. Mr. Quick reiterated that Public Works will continue to grade the roads while Mr. Quick, Mr. Dallenbach, and Mr. Elias will put together a scope of services to submit to the Purchasing Department with the approval of the Advisory Board which will include a request to hire an on call company to perform grading. Mr. Quick will put out to bid a request for an engineering consultant to review and evaluate the scope of work needed to bring the roads up to the Penn State University study standard.

- N Gulf Blvd Recovery area: Ms. Cotherman discussed the N Gulf Blvd Recovery area and the parking pods. The Advisory Board stated positive feedback has been received from residents. Mr. Milroy stated some vacant lots have vegetation overgrowth to the road.
- Bridge Maintenance: Mr. Dallenbach advised there is no update from Engineering at this time. Mr. Elias will inquire about the status of the bridge maintenance. Discussion continued regarding the scope of work to be performed on the bridge.

New Business:

- Financials: Ms. Harrison distributed the twelve month actual financial report for Advisory Board review and discussion and will provide the activity report via email.

Citizen Input on MSBU Related Items (3 Minute Limit):

- Ms. Yates asked why the bridge pads failed. Mr. Elias stated most contracts only cover repairs for one year.
- Mr. Madden discussed the previous placement of the marl and believes the residents should not be held financially liable for removal of the material.

Advisory Committee members open discussion

- Mr. Milroy stated when the consultant is hired his recommendation will be for the person to be present before and after a rain event to observe the existing problems of the roadways on the island.

The next meeting is scheduled for Wednesday, March 10, 2016 at 2:00 p.m. in the San Casa Conference Room.

The meeting was adjourned at 3:10 p.m.

Submitted by:

Kelly Louttit

Public Works Department

**CHARLOTTE COUNTY
PUBLIC WORKS DIVISION
DON PEDRO KNIGHTS ISLAND S&D ADVISORY BOARD MEETING
ATTENDANCE ROSTER**

MEETING DATE: WEDNESDAY, JANUARY 6, 2016- REGULAR MEETING

MEETING TIME: 2:00 P.M. –SAN CASA CONFERENCE ROOM

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

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