

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, APRIL 25, 2024**

**9:30 a.m. – 11:00 a.m.  
West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida**

**Members Present:** Linda Cotherman, Chair  
David Cohen, Vice Chair  
Lisa Haney  
Lindsay Yates

**Members Absent:** None

**County Staff:** Lorraine Money Penny, Community Liaison  
Karlene McDonald, Operations Supervisor

**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 established.

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

None

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

None

**Approval of the Minutes:**

The January 11, 2024 minutes were unanimously approved as written.

**Unfinished Business:**

- a. Community Plan: Staff presented a draft Request for Letters of Interest (RLI) soliciting a consultant to update the community plan. The scope of work calls for community input at the end of each chapter. Ms. Cotherman proposed, and, after discussion, members agreed that community input is desirable before and after chapters. Mr. Cohen moved, and Ms. Haney seconded that this be added to the scope of the RLI: "Solicit public input at the beginning of each phase in addition to the end of each chapter – Phase 1 being chapters 1-2; Phase 2 being chapters 3-5; and Phase 3 being chapters 6-7." The motion carried.
- b. Iguana Control: Stuart Jump, Jr. assistant district supervisor, SW Florida USDA APHIS Wildlife Services, determined iguana control is warranted on Don Pedro Island and possibly Knight Island. Ms. Money Penny presented a sample of the work plan he proposes. His contractor would provide one trapper, at half time, for \$50,000 a year. The trapper would work on private property if invited; homeowners would likely have to sign a form allowing temporary right of entry. Ms. Haney suggested that homeowners adopt a flag system. She asked whether humane methods would be used, whether other animals might be harmed, and how often traps would be checked. Ms. Cotherman suggested, and all agreed, that Mr. Jump be invited to present at a town hall at Palm Island Estates in May, to answer questions from the community. Ms. McDonald clarified the Sunshine Law implications of board members attending a public event.
- c. Bridge Maintenance Plan: Ms. Money Penny presented an email from Jeff Litherland, project engineer, which says: (1) the warranty walk-through concluded the sealant applied in May 2023 performs as expected under bridge conditions; (2) worn deck boards should be replaced in FY25 and FY27, and the whole deck in FY29; (3) there is an option to replace travel lanes

or the whole deck with IPE or Jatoba lumber. A table summarizes suggested maintenance intervals and costs. Discussion ensued.

**New Business:**

- a. Right-of-Way Landscape Project: The first step would be landscape design. Ms. Money Penny conveyed the estimated cost, per Chuck Peters, Safety Mowing and Landscape Projects Manager: \$50,000. Ms. McDonald reminded the board that the County no longer permits citizen volunteer groups planting in the ROW for liability reasons. The board asked that Chuck Peters attend the next meeting with a draft RLI for consideration.
- b. Financial Reports: The FY24 Q2 actual expenditure and activity maintenance reports were provided for review. The Board had no questions at this time.
- c. Central sewer project - ROW impact: Environmental Utilities (EU) is seeking permission from the Public Service Commission to install sewers on the island. Contractors are bound to restore ROW to original condition, but the board is concerned that neither EU nor the county has the expertise to restore DPKI's unique sand roads. Ms. McDonald offered that funds can be earmarked in the next budget for a consultant to research the issue if it comes to pass.

**Citizen Input on MSTU items (3 Minute Limit):**

- Mr. Mallet: On wooden bridge maintenance, he suggested that sealing the deck is futile; boards should be replaced as needed. On sand road maintenance, he suggested adding dump truckloads of sand to improve road crowns – the number to be determined.

**Advisory Board Open Discussion:**

Ms. Money Penny reported that the speed limit reduction to 15 mph is in process and Public Works has declined to entertain consultant Ziegler's recommendations for speed bumps, roadside swales, raingardens, or road narrowing. The ROW landscaping will create a perception of narrowing.

Ms. Cotherman asked staff to check on brush cutting work order at N. Gulf Blvd. and to add road grading to the next agenda.

The board discussed encroachment on ROW by utilities (mostly cable companies) and homeowners – permitting, enforcement, and impacts on drainage. They asked that Joey Jackson, ROW supervisor, attend the next meeting.

**Schedule Meetings / Items for Next Agenda:**

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

- Thursday, July 11, 2024
- Thursday, November 21, 2024

The meeting adjourned at 11:00 a.m.

Submitted by Lorraine Money Penny  
Public Works Department

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

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**Citizen Input on MSTU items (3 Minute Limit):**

- Mr. Mallet: On wooden bridge maintenance, he suggested that sealing the deck is futile; boards should be replaced as needed. On sand road maintenance, he suggested adding 6 dump trucks of sand to improve road crowns, *the number of which is TBD, will be added*

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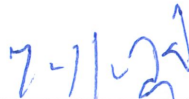
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Submitted by Lorraine Money Penny  
Public Works Department

  
\_\_\_\_\_  
Chair Signature

  
\_\_\_\_\_  
Date



**DON PEDRO/KNIGHT ISLAND**  
**Municipal Service [Benefit/Taxing] Unit**

Advisory Board Meeting Attendance  
 Thursday, April 25, 2024

Location: 7000 Florida Street, Punta Gorda, FL 33950  
 Public Works Administration Conference Room

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

| NAME (please print) | Email Address                          | Phone Number |
|---------------------|--|--------------|
| Karlene McDonald    | Karlene.McDonald@charlottecountyfl.gov |              |
| David Cohen         | davidpaulcohen@gmail.com               |              |
| Buzz Mallett        | buzz@buzzmallett.com                   | 941-830-0540 |
| Lindsay Gates       | Lgates@springtips.com                  | 970-879-1879 |
| LISA HANEY          | L_haney@yahoo.com                      | 813-523-6362 |
| Hilda Cothran       | lcothran@yahoo.com                     | 941-276-1140 |
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## AGENDA

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

#### ADVISORY BOARD REGULAR MEETING THURSDAY, APRIL 25, 2024

9:30 a.m., West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida

**BOARD MEMBERS:** Linda Cotherman, Chair  
David Cohen, Vice Chair  
Lisa Haney  
David Duncan  
Lindsay Yates

**COUNTY STAFF:** Lorraine Money Penny, Community Liaison  
Karlene McDonald, Operations Supervisor

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3 Minute Limit)
4. Approval of the Minutes: January 11, 2024
5. Unfinished Business
  - a. Community Plan
  - b. Iguana Control – USDA
6. New Business
  - a. Right-of-Way Landscape Project
  - b. Financial Reports
7. Citizen Input on MSBU items (3 Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn



## PURCHASING DIVISION

18500 Murdock Circle, Port Charlotte, Florida 33948-1094

Phone 941.743.1378 Facsimile 941.743.1384

[www.charlottecountyfl.com](http://www.charlottecountyfl.com)

*"To exceed expectations in the delivery of public services"*

Date: January xx, 2024

Email (7 pages)

**NOTICE OF REQUEST FOR LETTERS OF INTEREST  
CHARLOTTE COUNTY, FLORIDA  
WORK ORDER # \_\_\_\_\_, FILE # \_\_\_\_\_  
DON PEDRO & KNIGHT ISLANDS COMMUNITY PLAN UPDATE**

The Charlotte County Purchasing Division is currently accepting Letters of Interest from firms in its Professional Services Library RLI 2015000421 category for Civil Engineering.

**GENERAL DESCRIPTION:** Charlotte County is seeking professional services for a firm to review and update the 2006 Thorton Key, Palm Island, Knight Island and Don Pedro Island Community Plan (attached). The update will include noting which of the original recommendations have been implemented, which recommendations should be omitted or revised, determining additional recommended action and associated costs including the implementation of a potential sidewalk program under Chapter. The documentation should report under the same chapters; land use, natural resources and environmental quality, navigation and coastal elements, infrastructure, emergency planning. Recommendations on sand road maintenance. As part of the recommended actions and future planning and maintenance, the Consultant shall recommend the type of inspections to be performed and when the inspection should be performed.

**SCOPE OF SERVICES:** The awarded firm is to provide the County with updates and recommendations to the Community Plan. This will be a phased project with public input meetings to occur at the end of each chapter review prior to moving onto the next phase; the meetings will require a comprehensive presentation of the review process and proposed revisions.

### Chapter One: Land Use

- 1.0 Introduction/Overview
- 1.1 The Principal Land Use Regulatory Elements
  - 1.1.1 Zoning Code
  - 1.1.2 The Future Land Use Map Designations
  - 1.1.3 The 1991 Bridgeless Barrier Island Overlay
- 1.2 Issues related to the Land Use Regulatory Elements
  - 1.2.1 Inconsistencies among the Zoning Code, Future Land Use Map and the Bridgeless Barrier Island Overlay District
  - 1.2.2 Recommendations regarding the Land Use Regulatory Elements
    - 1.2.2.1 Recommendation 1 – Request for Single Family Residential build-out
- 1.3 Other Existing Regulations that impact Island Property Owners
  - 1.3.1 The Coastal High Hazard Area

- 2.1.6.5 Recommendation 24 – Investigate Island Gopher Tortoise Habitat
- 2.1.6.6 Recommendation 25 – Conduct a gopher tortoise census
- 2.1.6.7 Recommendation 26 – Inventory of tortoise burrows
- 2.1.6.8 Recommendation 27 – Eliminate mitigation fees
- 2.1.6.9 Recommendation 28 – Increase penalties for violations
- 2.1.6.10 Recommendation 29 – Investigate sea turtle ordinance penalties
- 2.1.6.11 Recommendation 30 – Tortoise-friendly fencing
- 2.1.6.12 Recommendation 31 – Enforce leash laws
- 2.1.6.13 Recommendation 32 – Enforce prohibition of dogs on the beach
- 2.1.6.14 Recommendation 33 – Monitor iguana population on Island
- 2.2 Preservation of Flora/Vegetation and Habitat
  - 2.2.1 Issues related to the Preservation of Existing Green Space and Maintaining and Enhancing Florida Friendly Planting
  - 2.2.2 Sea Grass Beds
  - 2.2.3 Support of Mangrove Infrastructure
  - 2.2.4 Dune Protection and Dune Re-vegetation
  - 2.2.5 Removal of Exotics
  - 2.2.6 Xeriscaping and Florida Friendly Plantings
  - 2.2.7 Recommendations for Preservation of Flora/Environment and Habitat
    - 2.2.7.1 Recommendation 34 – Support Island-specific tree ordinance
    - 2.2.7.2 Recommendation 35 – Enforce mangrove-trimming regulations
    - 2.2.7.3 Recommendation 36 – Request ADA-compliant dune walkovers
    - 2.2.7.4 Recommendation 37 – Keep foot traffic off the dunes
    - 2.2.7.5 Recommendation 38 – Investigate semi-permeable sand fencing
    - 2.2.7.6 Recommendation 39 – Enforce vehicle ban on the beach
    - 2.2.7.7 Recommendation 40 – Explore potential tortoise burrow/exotics disclosure statements
    - 2.2.7.8 Recommendation 41 – Remove invasive species from public land and rights-of way
    - 2.2.7.9 Recommendation 42 – Promote water conservation
- 2.3 Preservation of Water Quality
  - 2.3.0 Introduction/Overview
  - 2.3.1 Issues related to Water Quality
  - 2.3.2 Recommendations to Ensure and Preserve Water Quality
    - 2.3.2.1 Recommendation 43 – Meet with water monitoring organizations
    - 2.3.2.2 Recommendation 44 – Create Island water quality monitoring program
    - 2.3.2.3 Recommendation 45 – Fund data analysis and annual summary report
  - 2.3.3 Funding for Environmental Projects

## Chapter Three: Navigation and Coastal Component

- 3.0 Introduction/Overview
- 3.1 The Intra-coastal Waterway
- 3.2 Stump Pass
- 3.3 Canal and Waterway Maintenance
- 3.4 Beach Protection and Renourishment
  - 3.4.1 Funding Mechanism
  - 3.4.2 Groins
  - 3.4.3 Maintenance Techniques
- 3.5 Enforcement of Speed Zones
  - 3.5.1 Jet-skis/Recreational Watercraft
  - 3.5.2 Water Skiers
- 3.6 Docks
  - 3.6.1 Public Docks
- 3.7 Interior Waterway Dredging

- 4.1.2.2.2 Recommendation 67 – Support for recommendations in Chapter 6
  - 4.1.2.2.3 Recommendation 68 – Support for use of battery-powered golf carts
  - 4.1.2.2.4 Recommendation 69 – Establish an Island-wide “golf cart registration”
  - 4.1.2.3 The Bridges
    - 4.1.2.3.1 Issues related to the Bridges
    - 4.1.2.3.2 Recommendations related to the Bridges
      - 4.1.2.3.2.1 Recommendation 70 – No bridge to the mainland
      - 4.1.2.3.2.2 Recommendation 71 – Summary of recommendations in Appendix
      - 4.1.2.3.2.3 Recommendation 72 – Work cooperatively with Public Works on the Kosinski Bridge project
      - 4.1.2.3.2.4 Recommendation 73 – Maintain ongoing and active relationship with DPW
  - 4.2 Water and Wastewater
    - 4.2.1 Introduction/Overview
    - 4.2.2 Wastewater Approach
      - 4.2.2.1 Issues related to Wastewater
        - 4.2.2.1.1 Development
        - 4.2.2.1.2 Cost
        - 4.2.2.1.3 Need
        - 4.2.2.1.4 Methods/Alternatives for Wastewater Removal
          - 4.2.2.1.4.1 Septic Tanks
          - 4.2.2.1.4.2 Aerobic Treatment Units
          - 4.2.2.1.4.3 Central Sewer
      - 4.2.2.2 Summary of Issues
    - 4.2.2.3 Recommendation for Wastewater Approach
      - 4.2.2.3.1 Recommendation 74: Prepare cost analysis for wastewater alternatives
      - 4.2.2.3.2 Recommendation 75: Determine conditions that will “trigger” a need for change
      - 4.2.2.3.3 Recommendation 76: Allow for change in advance of degradation
      - 4.2.2.3.4 Recommendation 77: Establish water testing program
      - 4.2.2.3.5 Recommendation 78: Preventive care for older septic systems
      - 4.2.2.3.6 Recommendation 79: No new wastewater treatment plants on the Island
      - 4.2.2.3.7 Recommendation 80: New wastewater system compliant with Comp. Plan
  - 4.2.3 Water Approach
    - 4.2.3.1 Issues related to Water
    - 4.2.3.2 Recommendations
      - 4.2.3.2.1 Recommendation 81 – Maintain permeable roadways
      - 4.2.3.2.2 Recommendation 82 – Look for ways to preserve water resources
      - 4.2.3.2.3 Recommendation 83 – Explore CCU as a potable water service provider
      - 4.2.3.2.4 Recommendation 84 – Reserve a ‘place in line’ for potable water service
      - 4.2.3.2.5 Recommendation 85 – Ensure that potable water service complies with Comp Plan
- 4.3 Other Infrastructural Elements/Services to the Community
  - 4.3.1 Street Lighting
    - 4.3.1.1 Recommendation 86 – Restrict street lighting
  - 4.3.2 Underground Utilities
    - 4.3.2.1 Recommendation 87 – Establish a sub-committee to explore the feasibility of a conversion to underground utilities
  - 4.3.3 U.S. Post Office delivery of mail
    - 4.3.3.1 Recommendation 88 – Feasibility determination
    - 4.3.3.2 Recommendation 89 – Public workshop on desirability of mail delivery
  - 4.3.4 Garbage, recyclable and yard waste pick-up
    - 4.3.4.1 Issues related to garbage, recyclable and yard waste pick-up



- 5.3.2.2 Recommendation 112 – Encourage Use of Weather Radios
- 5.3.2.3 Recommendation 113 – Ferry Shut-Down Notification in Emergencies
- 5.3.2.4 Recommendation 114 – “First-In” Rescue Team Status for Station #10
- 5.3.2.5 Recommendation 115 – Coordinated Communication with 211

## **Chapter Six: Enforcement of Regulations**

- 6.0 Introduction and Overview
- 6.1 Issues related to the Enforcement of Regulations
  - 6.1.1 Lack of Presence
  - 6.1.2 List of Priority Issues
  - 6.1.3 Lack of Awareness
- 6.2 Recommendations for the Enforcement of Regulations
  - 6.2.1 Recommendation 116 – Rigorously enforce the existing regulations
  - 6.2.2 Recommendation 117 – Prepare a recommended annual schedule of coverage
  - 6.2.3 Recommendation 118 – Re-activate Neighborhood Watch
  - 6.2.4 Recommendation 119 – Website for common island complaints and regulations that apply
  - 6.2.5 Recommendation 120 – “Good neighbor letter” for preliminary notice of complaint
  - 6.2.6 Recommendation 121 – Post table of regulations from website on bulletin boards/kiosk
  - 6.2.7 Recommendation 122 – Work with rental management to include regulations in rental information packets
  - 6.2.8 Recommendation 123 – Work with homeowners’ associations to develop signage with impact
  - 6.2.9 Recommendation 124 – Work with Charlotte County on special enforcement issues

## **Chapter Seven: The Future of the Island**

- 7.1 More Island Control
- 7.2 Issues related to Island Control
- 7.3 Recommendations related to Island Control
  - 7.3.1 Recommendation 125 – Wait for public input prior to implementing capital projects
  - 7.3.2 Recommendation 126 – Workshop topic of “Island Control” in the future as part of Plan implementation
- 7.4 The Future of the Community Plan
  - 7.4.1 Recommendation 127 – Protocol for appending/amending Community Plan
  - 7.4.2 Recommendation 128 – Administrative budget for Advisory Committee.

## WORK PLAN

**Cooperator: Charlotte County**

**Contact: Tina Powell**

**Location: Charlotte County, Florida**

**Dates: October 1, 2023 to September 30, 2024**

In accordance with the Cooperative Service Agreement between Charlotte County, FL (County) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS), this Work Plan sets forth the objectives, activities and budget of this project during the period of this agreement.

### **Program Objective**

The objective of this agreement is to assist the residents of the Charlotte County portion of Gasparilla Island in reducing damage caused by the black spiny-tailed iguana (*Ctenosaura similis*) otherwise known as ctenosaurs to an acceptable level.

### **Plan of Action**

WS will provide a full-time Wildlife Specialist to conduct ctenosaur management activities for 12 months (1 year) on the Charlotte County portion of Gasparilla Island. The WS employee will have appropriate training and professional expertise to conduct ctenosaur population reduction activities. The Wildlife Specialist will initiate and carry out or cooperate in the implementation of controlling ctenosaurs throughout the entirety of the project.

### **Technical Training and Scientific Advice**

The Wildlife Specialist shall be available to provide technical training for persons assigned responsibilities to monitor or supervise the monitoring of ctenosaur populations as time and budgetary constraints allow. "Monitoring" as used herein refers to observations of ctenosaurs or ctenosaur sign.

### **Data Collection and Monitoring**

The WS Wildlife Specialist shall collect data (i.e., number of animals trapped and removed, location, age, sex, length, etc.) accumulated in accordance with ongoing ctenosaur operational activities. The data will be provided to the County in a pre-determined format.

### **Operational Support**

At the request of Charlotte County, Florida, Wildlife Services shall provide direct operational assistance on the Charlotte County side of the Island. Wildlife Services uses an integrated wildlife damage management (IWDM) plan. This means a variety of methods may be used in order the appropriately solve the problem. These methods may include but are not limited to; cage traps, snares, foothold traps, funnel traps, colony traps, and shooting. WS frequently must custom design capture technologies for unique species or situations. Novel applications could be applied to ctenosaurs as well.

## Money Penny, Lorraine

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**From:** Litherland, Jeff  
**Sent:** Wednesday, April 24, 2024 12:43 PM  
**To:** Money Penny, Lorraine  
**Cc:** Slaughter, Kelly; McDonald, Karlene; Vernon, Joanne  
**Subject:** RE: DPKI bridge update

Lorraine

I have spent several hours researching the life expectancy, maintenance intervals and treatment methods of wooden bridges. Information is as abundant as it is varied. I understand the DPKI MSBU needs to program for the continuous maintenance of the bridge and this information is my best take on what that should be. I personally have no experience with wooden bridges prior to my current position and am providing my best assessment based on what I have seen since I started with the county, and recommendations provided to me.

Regarding completion of the 2023 project: On January 30, 2024, Kelly and Jeff assessed the bridge condition as part of a warranty walk-through process. The work that was done as part of the maintenance project completed May 24, 2023, appears to be performing as expected. While the deck exhibits flaking in the travel lanes due to traffic wear, it is wear that was expected and all other surfaces that were treated are performing well.

Since the deck deterioration is a normal part of the wooden bridge status quo, planning should include a replacement of the worn pieces and re-sealing in the next year (FY25) and again 2 years later along with the other surfaces (FY27). Estimated deck sealing cost is \$60,000 per application, which would include replacement of select deteriorated boards. FY29 should include resurfacing the entire deck. The surfaces beyond the deck should be monitored for condition but sealed ever 5 years, maximum.

An option it could include the partial replacement of the deck (travel lanes) or whole replacement with a harder, yet more expensive lumber – IPE or Jatoba. Estimated cost to replace the deck is \$211,500 with these alternate materials. Ipe allegedly lasts 25 years or more and requires no staining. Since the current deck should last a few more years, more research could be done to determine the most cost effective solution.

I have included a table of my suggested maintenance intervals and costs. These are what I consider worst case, the MSBU and the county should monitor the condition of the staining and make adjustments as needed.

| Surface Category                   | Area  | Frequency | Fiscal Year | Unit Cost | Cost         | Optional Cost               |
|------------------------------------|-------|-----------|-------------|-----------|--------------|-----------------------------|
| Underside                          | 21500 | 7         | 2027        | \$ 6.50   | \$139,750.00 |                             |
| Topside minus deck                 | 12681 | 4         | 2027        | \$ 8.00   | \$101,448.00 |                             |
| Deck                               | 4500  | 2         | 2025        | \$ 9.00   | \$ 40,500.00 | \$ 20,000.00 For board repl |
| Deck Replacement- Pine             | 4500  | 10        | 2029        | \$ 27.40  | \$123,300.00 |                             |
| Deck Replacement- Ipe<br>or Jatoba | 4500  | 20        | 2029        | \$ 47.00  | \$211,500.00 | \$ 211,500.00               |

Jeff Litherland