

BOARD OF COUNTY COMMISSIONERS

SEPTEMBER 16, 2025

A Board Workshop was held at the Murdock Administration Complex in Commission Chambers; Room 119, Port Charlotte, Florida.

The following members were present: Chair Tiseo, Commissioner Constance, Commissioner Deutsch, Commissioner Doherty, and Commissioner Truex. Also in attendance were: County Administrator Flores, County Attorney Knowlton, and Minutes Clerk Welsh. The following members were absent: None.

The Meeting was called to order at 9:00 am, followed by the Pledge of Allegiance.

County Administrator Flores highlighted Board Workshop.

1. Placida Bunkhouse

Tommy Scott, Community Services Director highlighted History of Placida Bunkhouse, 2024 Preservation Plan: Phase 1 – Ongoing preservation and stabilization work, 2024 report rendering for restoration, Option 1 + 2, Proposed option #3, Moving bunkhouse back to Placida: Request for Proposal (RFP) for a vendor to do work, County Attorney's Office (CAO), Design, Cost estimates recap, responded to Tourism funding qualification, Historical Advisory Committee, engineering solutions, and fundraising efforts.

Chair Tiseo discussed invasive species removal, building maintenance, County responsibilities, September 4, 2025 First Budget Public Hearing, saving options, Cost estimates recap, funding sources, fundraising strategy, public private partnership, CAO, historical structure classification standard, Americans with Disabilities Act (ADA) compliance and sidewalks, Tourism element, elevation, escalating operating costs, flood-prone area and protections, interpretive signs, and Historian Jennifer Zobelein. **Commissioner Constance** mentioned 2024 Preservation Plan: Phase 1 – Ongoing preservation and stabilization work, maintenance and relocation costs, current site elevation, resiliency, historical structure, weather patterns, Cost estimates recap, and private fundraising. **Commissioner Deutsch** commented on Cost estimates recap, building preservation and restoration, relocation costs, Option #1, Proposed option #3, current site location, historic markers and value, commitment, community value, Tourism element, and funding sources. **Commissioner Doherty** noted finished floor elevation, CAO, flood panels and protections, architectural solution, Phase 1 – Ongoing preservation and stabilization work, phased approach, site preparation and relocation, historical buildings, design budget, private donations and fundraising efforts, relocation cost responsibility, Request for letters of Interest (RLI) process, civil engineering design options, and staffed professional engineers. **Commissioner Truex** spoke to hybrid solution, CAO, relocation and design costs, Green Street Baptist Church, stabilization, phased approach budget, Cost estimates recap, rotary clubs, community responsibility and fundraising, historic buildings, Boca Grande, transparency, Proposed option #3, site elevation calculations, resiliency, and ADA parking options.

Assistant County Administrator Claire Jubb remarked on Federal Emergency Management Agency (FEMA) historical designation regulations and definitions, Code change, site relocation and elevation requirement, and X flood zone.

County Administrator Flores replied to Cost estimates recap, funding sources, September 23, 2025 Final Budget Public Hearing, service levels, Parks and Recreation Master Plan, project prioritization and reprioritization, phased approach, and costs.

County Attorney Knowlton interjected on Historical Advisory Committee roles and responsibilities.

2. South Gulf Cove Lock

John Elias, Public Works Director gave a brief overview of Lock Background, Boat Traffic Volume, Annual Operating Cost, Fiscal Year (FY) 2026 Equivalent Residential Unit (ERU) Information, South Gulf Cove Waterway Municipal Service Benefit Unit (MSBU) FY 2028 Tender House: WITH Parallel Lock, WITHOUT Parallel Lock, Tender House Design, Timeline & Budget for Tender House, Proposed Parallel Lock Design, Permit Challenges, Current Lock Rehabilitation Needs, MSBU Advisory Board Opinions, Consideration One, Consideration Two, Consideration Three, responded to rate methodology, and Manchester Waterway Lock.

Chair Tiseo discussed wet and dry lot determination, waterway access benefit, project value, and MSBU Advisory Board Opinions. **Commissioner Deutsch** mentioned Consideration Two, tender house, parallel lock, Panama Canal, South Gulf Cove report, traffic and pollution reduction, public safety, and economic advantage. **Commissioner Doherty** commented on Consideration Two, MSBU Advisory Board Opinions, state and federal agencies, and alternatives analysis. **Commissioner Truex** noted MSBU Advisory Board Opinions, Florida Department of Environmental Protection (FDEP) opinion, and Consideration Two.

County Attorney Knowlton interjected on water proximity and property value impacts.

3. Project, Purchasing & Contract Management

Assistant County Administrator Jubb gave a brief overview of Agenda, Project Management, Overview of projects, Governance Structure, Board Of County Commissioners (BCC), Administration, Capital Improvement Program (CIP) Review Committee, Project Team, Departments/Constitutional Officers, Project Sponsor, Project Manager, Managing Changes, Subcontractors, Risks & Grants, What This Framework Delivers, Project Management Institute (PMI) Best Practices, Project Manager Training, replied to project management, proposed delivery system, and procurement process challenges.

Francine Lisby, Assistant Budget Director gave a brief overview of Capital Needs Assessment Timeline, Budget Process Calendar, Capital Needs Assessment (CNA), Capital Improvement Program (CIP): 6 Year CIP for FY 2026 - FY 2031, and FY 2026 Budget (includes carryforward).

Kim Corbett, Purchasing Senior Division Manager gave a brief overview of Mission, Responsibilities of Purchasing, Purchasing Staffing Levels, Purchasing Volume, Purchasing Average Processing Time, Purchasing Website Information, Purchasing Bids On-Line, Types of Procurement, RFP Process, RFP Contracts, Professional Services Library (Request for Letters of Interest), Construction Contracts, Bid Guarantee, Payment Performance Bonds, Annual Contracts, Piggyback Contracts, Piggyback Contract Benefits, Cooperative Contracts Examples, Examples of Agencies Piggybacking our Contracts, Approval Limits, Approval Limits/Oversight, Procurement Cards, Procurement Award, Conclusion, responded to Construction Manager at Risk (CMAR) firm limitations and interest, Burnt Store Water Reclamation Facility (WRF), Bid publication information and bond requirement, liquidated damages, restroom facilities restoration project, terms and conditions review, and project volume data.

Patrick Fuller, Emergency Management Director gave a brief overview of Bold Goal, Roles/Structure, Timeline, Damage Assessment Process, Recovery and Resiliency Project Managers, Core Responsibilities, Collaboration, and Disaster Operations & Emergency Operations Center (EOC) Support.

Sandra Gaw, Business Relationship Manager gave a brief overview of Current State, Opportunities for Improvement, Benefits of an Enterprise Project Management System, and replied to artificial intelligence implementation.

Brian Gleason, Communications Director gave a brief overview of Agenda, Communication Objectives, Communications Plan, Monitoring & Feedback, Fire & Emergency Medical Services (EMS) Station 9 ribbon-cutting, East Port Expansion Groundbreaking, Project Status Updates, East Port Water Reclamation Facility Expansion, Port Charlotte Beach Park Reopening Plan, Quick-Response (QR) Codes, Mid-County Regional Library, and Harbour Heights Street and Drainage Unit.

Chair Tiseo spoke to Burnt Store WRF, CMAR, delivery system determination and standards, rate payer dollars, engineers cost opinion, RFP Contracts, Recommended Action language, South County Regional Park Pool, Payment Performance Bonds, project classification, liquidated damages, cost threshold, bid pool limitations, Purchasing Standards Policy, Piggyback Contracts, service agreements, Charlotte County Utilities (CCU), payment processing contract, Automated Clearing House (ACH) Fee, administrative approval process, staff efforts, September 9, 2025 Regular and Land Use Meeting Purchasing Items, Project Manager, job qualifications, internship opportunities, project management systems AI implementation, Communications Plan, Englewood Beach Parking Lot, Port Charlotte Beach Park Reopening Plan, technology, QR Codes, Monitoring & Feedback, and misinformation. **Commissioner Constance** discussed RFP Contracts, CNA, Recommended Action, negotiations, limitations, deliverables, timeframe, discussion opportunity, language, Professional Services Library (Request for Letters of Interest), Payment Performance Bonds, time constraints, project percentage threshold and prioritization, Board oversight, Piggyback Contracts, CCU payment processor contract, Project Manager, qualifications and selection process, liquidated damages, educational process and outreach, AI, QR Codes, information availability, and Purchasing Volume. **Commissioner Doherty** mentioned RFP Process, delivery system determination and standards, Burnt Store WRF, cost estimates, South County Regional Park Pool, project safeguards and classifications, CMAR, Guaranteed Maximum Price (GMP), RFP Contracts, design costs, public record, CIP Review Committee, service scope review, negotiation process, deliverables schedule, construction and maintenance definitions, Project Manager, project management models, and Benefits of an Enterprise Project Management

System. Commissioner Truex commented on Payment Performance Bonds, Florida Statutes, project cost threshold, South County Regional Park Pool, bid and performance bond requirement, Change Orders, deficiencies, and QR Codes.

County Attorney Knowlton interjected on timing and Agenda item authorization.

County Administrator Flores remarked on Procurement Award, compliance, staff efforts, transparency, Project Manager, job descriptions, qualification and industry standards, Loveland – Grand Master Lift Station and Gravity Inceptors Project, cost challenges, and CIP.

AA. County Administrator Comments

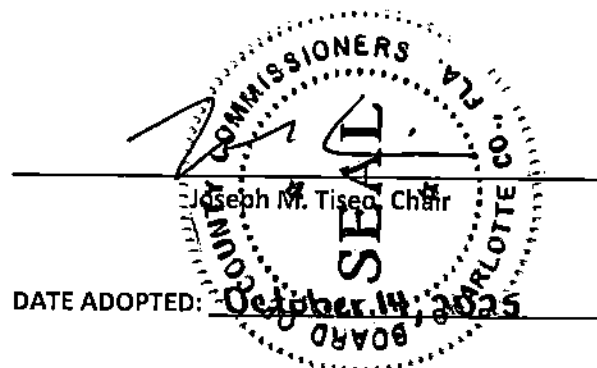
County Administrator Flores noted Hurricanes Helene and Milton, September 9, 2025 Regular and Land Use Meeting, September 23, 2025 Final Budget Public Hearing, and fiscal year end.

BB. County Attorney Comments - None

CC. Commissioner Comments:

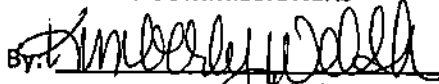
Commissioner Constance spoke to Hurricane Ian, AdventHealth Punta Gorda proposed facility, hospital, revenue, and healthcare facility. Commissioner Doherty discussed staff efforts. Commissioner Truex mentioned staff efforts and Communications Director Brian Gleason.

ADJOURNED: 12:04 pm



ATTEST:

ROGER D. EATON, CLERK
OF THE CIRCUIT COURT AND
EX-OFFICIO TO THE BOARD
OF COUNTY COMMISSIONERS

By: 
Deputy Clerk