

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

**ADVISORY BOARD REGULAR MEETING**  
**THURSDAY, MAY 15, 2025**

**9:30 a.m. – 10:18 a.m.**  
**West County Annex, Room 120**  
**6868 San Casa Drive, Englewood, Florida**

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

**County Staff:** Lorraine Moneypenny, Community Liaison

**Guests:** Sign-in sheet attached

**Call to Order / Roll Call:**

The Chair called the meeting to order at 9:30 a.m. She called roll. A quorum was established.

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

“Encroachment in Right-of-Way” was added as item 7 g.

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

None

**Approval of the Minutes:**

The February 20, 2024 minutes were approved.

**Unfinished Business:**

- a. Iguana Control: The Board reviewed the most recent report of Nick Armstrong, the iguana control specialist. They asked that Nick attend the next meeting.
- b. Neighborhood Plan: The community liaison reported the Request for Proposals is published with objectives requested. The response date is June 6.
- c. Brush Cutting at N. Gulf Blvd: After discussion about the fast growth of vegetation along N Gulf Blvd. from the ferry landing to the first house, Ms. Kitchen motioned that the next brush cut go ten feet into the lot. Mr. Cohen seconded, and the motion carried. Mr. Cohen said any board member would be happy to meet the flail mower operator on site.
- d. Road Grading and Recrowning: April road grooming cycle is complete. Kelly Enterprises is developing a plan for recrowning in the fall. It may involve ten dump trucks per day for thirty days.

- e. Speed Limit Signs: Shortly after the new speed ordinance passed in April, County staff placed new speed limit signs. The Board requested two more: one at the northwest corner of the intersection of N. Gulf Blvd. and S. Gulf Blvd and another on Bocilla Dr. before it intersects with Gulf Blvd. It also asked for a flashing speed sign farther along the straightaway, ideally at 370 N. Gulf Blvd.
- f. Sand Removal: Sand removal is complete. Residents participated in two clean-up events that filled two dumpsters, but there is still much to do. The right-of-way is ready for County intervention.
- g. Encroachments in Right of Way (ROW): Ms. Cotherman wrote a letter to County Commissioners on March 18 about homeowner planters, plants, and pavers encroaching on the County ROW. Commissioner Tiseo addressed this with Public Works Director John Elias, who directed the County Engineer to set up a meeting with residents on Don Pedro/Knight Island to discuss options. That is in process. Ms. Cotherman told of a paver encroachment averted at 210 Kettle Harbor Dr. She explained the ROW code enforcement mechanism: a report, a letter, a letter threatening a fine, a fine, then finally a magistrate. She said the complaint-based system does work, but a more comprehensive approach might be attempted.

**New Business:**

- a. Financial Reports: The Board reviewed the FY25 second quarter fund financial report and January – March maintenance activity report. Ms. Yates noted the budget for bridge maintenance. The community liaison conveyed that Jeff Litherland inspected the wooden bridge with a consultant in March and found it to be in good shape. The consultant will present a plan for maintenance before the next dry season.

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

None

**Advisory Board Open Discussion: No discussion.**

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

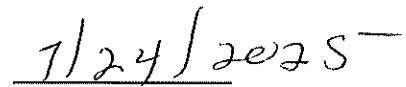
Future meetings are scheduled at 9:30 a.m., at the Mac V. Horton West County Annex as follows:

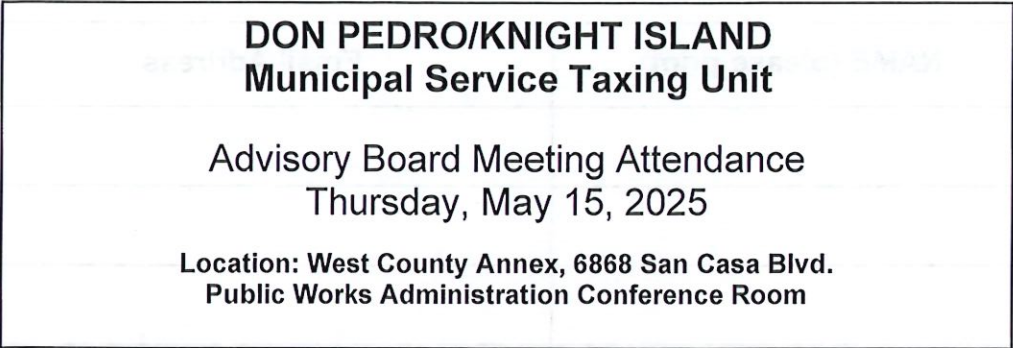
- Thursday, July 24, 2025
- Thursday, November 13, 2025

The meeting was adjourned at 10:18 a.m.

Submitted by Lorraine Money Penny  
Public Works Department

  
Chair Signature

  
Date

[illegible]

Continued – [MSBU NAME]  
Advisory Board Meeting Attendance  
[DATE]

[illegible]

INFORMATION SUPPLIED ON THIS FORM  
BECOMES PUBLIC RECORD

## **AGENDA**

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

#### **ADVISORY BOARD REGULAR MEETING THURSDAY, MAY 15, 2025**

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

**BOARD MEMBERS:** Linda Cotheman, Chair  
David Cohen, Vice Chair  
Lisa Haney  
Kim Kitchen  
Lindsay Yates

**COUNTY STAFF:** Lorraine Moneypenny, Community Liaison

**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: February 20, 2025
5. Unfinished Business
  - a. Iguana control update
  - b. Neighborhood Plan
  - c. Brush cutting at N. Gulf Blvd.
  - d. Road delineation and grading and recrowning
  - e. Speed limit reduction to 15 mph
  - f. Sand removal
6. New Business
  - a. 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

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, FEBRUARY 20, 2025**

**9:30 a.m. – 11:39 p.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:** Kim Kitchen

**County Staff:** Lorraine Moneypenny, Community Liaison  
Jamie Scudera, Project Manager, Coastal Predation

**Guests:** Sign-in sheet attached

**Call to Order / Roll Call:**

The Chair called the meeting to order at 9:30 a.m. She called roll. A quorum was established.

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

Mr. Cohen motioned to move Item 7a, Iguana Control, forward to after the approval of minutes. The Board agreed unanimously.

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

None

**Approval of the Minutes:**

The November 21, 2024 minutes were approved.

**Election of Officers**

Ms. Cotherman was nominated for Chair by Ms. Haney, seconded by Ms. Yates, and elected unanimously. Mr. Cohen nominated himself for Vice Chair. Ms. Cotherman seconded, and he was elected unanimously.

**Robert's Rules of Order / Florida Sunshine Law:**

The Board viewed the annual training videos. Mr. Cohen remarked that the workshop format might be useful for the neighborhood plan.

### **Unfinished Business:**

- a. Iguana Control: The monthly report of the iguana control specialist was provided to the Board. Ms. Scudera manages the USDA contract to control coastal predation on the barrier islands. The shorebird mitigation site re-opened February 15 after Hurricane Milton. Discussion ensued.
- b. Update to Community Plan / Neighborhood Plan: The Purchasing Department sent the Request for Letters of Interest (RLI), identical to the last one, to the community liaison for approval a week ago. It was held for the Board's reconsideration and revaluation at \$195,000 instead of \$200,000. Ms. Cotherman learned that, by the terms of the current *Charlotte County Comprehensive Plan to 2050*, the plan the Board seeks is more accurately called a neighborhood plan. The current RLI draft takes a public works perspective, even though it was co-written by a Community Services staffer. For instance, it calls for the responding firm to recommend inspections and sidewalks. This advisory board wants the firm providing the services only to convene meetings and summarize community sentiment, not provide professional recommendations or propose ordinances. The board edited the February 12, 2025 RLI (see attached). Ms. Cotherman motioned to publish the RLI to seek professional services as amended with a budget of \$195,000. Mr. Cohen seconded, and the motion carried unanimously. Ms. Cotherman directed the community liaison to circulate the revised draft among the Board before submitting to Purchasing.
- c. Brush Cutting at N. Gulf Blvd: Fast-growing vegetation has grown back into the Gulf Blvd. roadway from the barge landing to the first house. The County plans to cut it after the sand removal operation, in about six weeks. The Board would prefer it be done sooner. At least one bush is obstructing traffic visibility at the corner.
- d. Road Delineation and Grading and Recrowning: Beyond routine grooming by Kelly Enterprises, it is impractical to invest in the roads while construction truck volume is still high and sand clearing operations are in progress. The Board postponed this conversation to the next meeting.
- e. Speed Limit Reduction to 15 mph: Ms. Cotherman announced that the Board of County Commissioners will consider a speed limit reduction at its March 25 workshop. The new ordinance would set the speed limit at 20 mph from N. Gulf Boulevard to the resort and 15 mph elsewhere.
- f. Sand Removal: Post-Milton sand removal is in progress. The challenges were discussed at the February 11 Board of County Commissioners meeting. Once the sand removal equipment leaves the island, Ms. Cotherman asked, would the County restore the right of way? There is scattered debris on the bridge approaches and between the bridges, along walls and docks, and in the ROW of vacant lots. Ms. Yates asked if FEMA debris removal contractors have made their final pass.

### **New Business:**

- a. Financial Reports: The Board reviewed the audited FY24 fund financial statement, and the first quarter fund and maintenance activity reports, and the adopted FY25 budget. Mr. Cohen noted the MSBU budgets \$500,000 annually for road grading and spends closer to \$100,000. Mr. Mallett suggested the figure was carried over from a year when the road was rebuilt. When

the recrowning project proceeds, it is likely to cost \$200,000 to \$300,000. It will entail barging eight dump trucks bearing sand every day for a month.

The Board reviewed the preliminary FY26/FY27 budget. Ms. Cotherman motioned to accept the budget. Ms. Haney seconded, and the budget was approved unanimously.

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

None

**Advisory Board Open Discussion:** After discussion, Ms. Yates motioned that Ms. Cotherman write a letter to the County Commissioners on behalf of the advisory board to urge the removal of all unpermitted hardscape in the right of way on North Gulf Blvd. Ms. Haney seconded and the motion carried unanimously. Ms. Yates remarked that two streetlights recently installed are unnecessary and a nuisance. Other members suggested she call Florida Power & Light. Ms. Cotherman said the Board should have input into the right of way lighting ordinance.

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

In the next agenda, Community Plan is renamed Neighborhood Plan. Road delineation will be discussed.

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

- Thursday, May 15, 2025
- Thursday, July 24, 2025
- Thursday, November 13, 2025

The meeting was adjourned at 11:39 a.m.

Submitted by Lorraine Money Penny  
Public Works Department

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Chair Signature

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Date



# Don Pedro Knight Island Street and Drainage MSTU

Fund Financial Report  
Oct. 1, 2024 - Mar. 31, 2025

	Actual FY2024	Adopted Budget FY2025	Amended Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
<b>Beginning Balance</b>	\$3,248,808	\$3,610,107	\$3,610,107	\$3,993,282		
<b>Revenues</b>						
Assessments & Earnings	905,073	779,940	-	747,710		
Grant & Subsidy Revenue	-	-	-	-		
Loans & Borrowing	-	-	-	-		
<b>Total Revenue</b>	\$905,073	\$779,940	779,940	\$747,710		
<b>Expenditures</b>						
Contract Services	113,395	502,000	50,000	89,489	455,341	7,170
Pipe Lining	-	-	-	-	-	-
ROW Maintenance	-	-	-	-	-	-
ROW Reclamation	-	-	-	-	-	-
Speciality Mowing	-	-	-	-	-	-
Public Works Services	12,922	32,239	-	3,823	-	28,416
Internal Charges	6,349	8,592	-	8,592	-	-
Purchased Services	27,653	40,336	-	23,894	4,015	12,427
Materials and Supplies	-	-	-	-	-	-
Capital Outlay	-	15,000	-	-	-	15,000
Debt Services	-	-	-	-	-	-
<b>Project Costs</b>						
Don Pedro Bridge Maint. Plan	280	58,048	-	373	4,965	52,710
<b>Total Expenditures</b>	\$160,598	\$656,215	706,215	\$126,171	\$464,321	\$115,723
<b>Reserves (Ending Fund Balance)</b>	\$3,993,282	\$3,733,832	\$3,683,832	\$4,614,821		
Reserve %	96.1%	85.1%	83.9%	97.3%		

Budget Amendment to add funds for Iguana removal and monitoring agreement.

Date Prepared: 5/6/2025

# Monthly Funding Report

START  
DATE:

01/01/2025

END DATE:

03/31/2025

Page 1 of 3

## Don Pedro and Knight Islands 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
	72637	MSBU Administrative Work		01/02/2025	2.00	147.80	0.00	0.00	0.00		147.80
	72637	MSBU Administrative Work		01/08/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72637	MSBU Administrative Work		01/16/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72637	MSBU Administrative Work		02/12/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72637	MSBU Administrative Work		02/19/2025	2.50	184.75	0.00	0.00	0.00		184.75
	72637	MSBU Administrative Work		02/20/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72637	MSBU Administrative Work		02/21/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72637	MSBU Administrative Work		02/28/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72637	MSBU Administrative Work		03/06/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72637	MSBU Administrative Work		03/10/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72637	MSBU Administrative Work		03/11/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72637	MSBU Administrative Work		03/18/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72637	MSBU Administrative Work		03/24/2025	0.50	36.95	0.00	0.00	0.00		36.95
		<b>Administrative Time Total</b>									
					13.25	979.18	0.00	0.00	0.00		979.18
	72637	MSBU Administrative Work		02/20/2025	5.00	369.50	0.00	0.00	0.00		369.50
		<b>MSBU Meeting Total</b>									
					5.00	369.50	0.00	0.00	0.00		369.50
	72637	MSBU Administrative Work		02/20/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72637	MSBU Administrative Work		02/21/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72637	MSBU Administrative Work		02/28/2025	3.00	221.70	0.00	0.00	0.00		221.70
		<b>MSBU Minutes Total</b>									
					4.50	332.55	0.00	0.00	0.00		332.55
		<b>Work Order 72637 Total</b>			22.75	1,681.23	0.00	0.00	0.00	0.00	1,681.23



Monthly Funding Report

START DATE:

01/01/2025

END DATE:

03/31/2025

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Grand totals for all MSBUs reported											
					33.25	2,629.72	0.00	8.32	0.00		2,638.06

# Don Pedro Knight Island Street and Drainage MSTU

Adopted Budget  
FY2025

## Valuation

Valuation  
Current Millage

Approved FY2025	Adopted FY2025	Changes FY2025
\$ 510,047,763	\$ 560,967,285	\$ 50,919,522
1.4410	1.4410	-

## **Beginning Balance**

## Revenues

### **Assessments & Earnings**

*Ad Valorem Taxes*  
*Interest*  
*Interest-L.G.S.F.T.F.*  
*Net Inc/(Decr) Fair Market Value-Investments*  
*Interest-Tax Coll*  
*Excess Fees /Property Appraiser*  
*Excess Fees /Tax Collector*  
*Less 5% Reserve - FS 129.01(2)b*

### **Grant & Subsidy Revenue**

### **Loans & Borrowing**

*Debt Proceeds*

## **Total Revenue**

## Expenditures

### **Contract Services**

*Professional Svcs-Gen*  
*Engineering*  
*Other Contractual Svcs*  
*Concrete Flatwork*  
*Street Sweeping*  
*Grading*  
*Installed Sod*

### **Contract Services; other**

*Pipe Lining*  
*Right of Way Maint*  
*ROW Reclamation*  
*Specialty Mowing*

Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
\$ 2,968,542	\$ 3,610,107	\$ 641,565
808,477	808,354	(123)
10,390	12,636	2,246
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
(40,944)	(41,050)	(106)
-	-	-
\$ 777,923	\$ 779,940	\$ 2,017
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
500,000	500,000	-
-	-	-
-	-	-
2,000	2,000	-
-	-	-
-	-	-
-	-	-

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
<b>Public Works Services</b>			
<i>Equip Repl Charges-PubWrks</i>	2,352	2,352	-
<i>Operating Exp-PubWrks</i>	21,624	21,624	-
<i>Road &amp; Bridge Materials</i>	7,638	7,638	-
<i>Sign Materials</i>	625	625	-
<b>Internal Charges</b>			
<i>Central/Indirect Svcs</i>	6,666	8,592	1,926
<b>Purchased Services</b>			
<i>R/M-Bridges</i>	-	-	-
<i>Other Current Chrgs and Oblig</i>	7,500	7,500	-
<i>Advertising-Legal</i>	-	-	-
<i>Fees-Landfill</i>	500	500	-
<i>Property Appraiser</i>	16,170	16,168	(2)
<i>Collection Fee-Tax Collector</i>	16,170	16,168	(2)
<b>Materials and Supplies</b>			
<b>Capital Outlay</b>			
<i>Imprv-Other Than Bldgs</i>	15,000	15,000	-
<b>Debt Services</b>			
<i>Principal</i>	-	-	-
<i>Interest</i>	-	-	-
<b>Project Costs</b>			
<b><i>Don Pedro Bridge Maint Plan</i></b>			
<i>Engineering</i>	10,000	15,578	5,578
<i>Construction</i>	40,000	37,287	(2,713)
<i>Labor</i>	3,000	5,183	2,183
<b>Total Expenditures</b>	649,245	656,215	6,970
<b>Reserves (Ending Fund Balance)</b>	\$ 3,097,220	\$ 3,733,832	\$ 636,612
<i>Reserve %</i>	82.7%	85.1%	

Version Date

9/8/2024



Capital Maintenance Schedule  
Public Works - MSBU/TU Bridges  
2025

Project Costs (in thousands)

Project Name	2025	2026	2027	2028	2029	2030	TOTAL
Don Pedro Bridge Maintenance Plan	58	0	53	0	53	0	164
Englewood East Bridge Maintenance Plan	2,440	47	33	0	0	0	2,520
GPC Bridge Maintenance and Rehabilitation Program	772	790	705	336	0	0	2,603
Grove City Bridge Rehabilitation	110	0	18	0	0	0	128
Gulf Cove/Englewood East Bridge Maintenance	353	0	38	0	0	0	391
NWPC Bridge Maintenance and Rehabilitation Program	2,137	680	0	0	0	0	2,817
Placida Bridge Rehabilitation Plan	0	39	49	0	0	0	88
Rotonda West Bridge Maintenance Program	8,863	171	565	0	0	0	9,598
South Gulf Cove Bridge Maintenance and Rehabilitation Program	4,844	1,305	720	0	0	0	6,869
<b>TOTAL</b>	<b>19,578</b>	<b>3,032</b>	<b>2,181</b>	<b>336</b>	<b>53</b>	<b>0</b>	<b>25,179</b>

Adopted CIP 9/24/2024

Charlotte County

# Don Pedro Knight Island Street and Drainage MSTU

## Preliminary 2 Year Budget

FY2026 & FY2027

### Valuation

Valuation  
Current Millage

	FY2026	FY2027
Valuation	\$ 848,772	\$ 891,210
Current Millage	1.4410	1.4410

### Beginning Balance

### Revenues

**Assessments & Earnings**  
*Ad Valorem Taxes*  
*Interest*  
*Less 5% Reserve - FS 129.01(2)b*  
**Grant & Subsidy Revenue**  
**Loans & Borrowing**  
**Total Revenue**

	Preliminary Budget FY2026	Preliminary Budget FY2027
Beginning Balance	\$ 4,183,415	\$ 4,314,612
<b>Assessments &amp; Earnings</b>		
<i>Ad Valorem Taxes</i>	848,772	891,210
<i>Interest</i>	14,642	15,102
<i>Less 5% Reserve - FS 129.01(2)b</i>	(43,171)	(45,316)
<b>Grant &amp; Subsidy Revenue</b>		
<b>Loans &amp; Borrowing</b>		
<b>Total Revenue</b>	\$ 820,243	\$ 860,996
<b><u>Expenditures</u></b>		
<b>Contract Services</b>		
<i>Professional Svcs-Gen</i>	-	-
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	52,500	55,125
<i>Concrete Flatwork</i>	5,000	5,000
<i>Street Sweeping</i>	-	-
<i>Grading</i>	500,000	500,000
<i>Installed Sod</i>	-	-
<b>Contract Services; other</b>		
<i>Pipe Lining</i>	-	-
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-



	Preliminary Budget FY2026	Preliminary Budget FY2027
<b>Public Works Services</b>		
Equip Repl Charges-PubWrks	2,507	2,730
Operating Exp-PubWrks	19,480	21,407
*Road & Bridge Materials	4,315	7,768
Sign Materials	-	-
<b>Internal Charges</b>		
Central/Indirect Svcs	9,022	10,832
<b>Purchased Services</b>		
R/M-Bridges	-	-
Other Current Chrgs and Oblig	4,000	4,000
Advertising-Legal	-	-
Fees-Landfill	500	500
Property Appraiser	16,976	17,825
Collection Fee-Tax Collector	16,976	17,825
<b>Materials and Supplies</b>		
<b>Capital Outlay</b>		
Imprv-Other Than Bldgs	-	-
<b>Debt Services</b>		
Principal	-	-
Interest	-	-
<b>Project Costs</b>		
<b>Don Pedro Bridge Maint Plan</b>		
Engineering	15,578	20,000
Construction	37,287	250,000
Labor	4,905	9,000
<b>Total Expenditures</b>	689,046	922,012
<b>Reserves (Ending Fund Balance)</b>	\$ 4,314,612	\$ 4,253,596
Reserve %	86.2%	82.2%

\*Road & Bridge Materials includes Sod for work program activities

Version Date

2/19/2025

## Budget Report

Don Pedro and Knight Islands Street and Drainage Unit

Budget Year: 2026

Activity Description: All

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost
Asphalt Driveway - Maintenance	1	TONS	\$463.75	\$122.58	\$68.98	\$655.31
Camera/Video	1	PIPES	\$574.40		\$236.52	\$810.92
Data Collection	20	CT	\$599.16		\$16.64	\$615.80
Drainage Maintenance - Swale Grading	4,000	SF	\$3,140.69	\$39.50	\$548.11	\$3,728.30
Drainage Maintenance Re-grading	400	SF	\$225.90	\$2.76	\$38.37	\$267.03
Fuel Work	2	EQUIPMENT	\$160.78		\$45.32	\$206.10
GIS Update	50	CT	\$1,282.67			\$1,282.67
Ground Penetrating Radar	1	TICKETS	\$36.42		\$4.09	\$40.50
Investigation	2	INSPECTIONS	\$153.92		\$9.50	\$163.42
MSBU Administrative Work	70	HOURS	\$5,387.20		\$291.20	\$5,678.40
Project Management	10	LABOR	\$1,329.80			\$1,329.80
ROW - Vegetation / Boom Mowing	30,000	CY	\$1,374.00		\$481.00	\$1,855.00
ROW Watering	8,000	GALLONS	\$1,832.00		\$261.87	\$2,093.87
Sign Fabrication	5	SIGNS	\$104.04	\$158.19	\$4.89	\$267.12
Sign Inspection	80	SIGNS	\$277.76		\$42.24	\$320.00
Sign Installation	5	SIGNS	\$161.45	\$78.83	\$24.55	\$264.83
Sign Maintenance	30	SIGNS	\$968.70	\$450.57	\$147.30	\$1,566.57
Support (Post) Maintenance	10	POSTS	\$161.45	\$60.46	\$24.55	\$246.46
Transport	4	TRIP	\$971.07		\$169.73	\$1,140.80
Vacuum Culvert Cleaning	2	CULVERTS	\$274.82		\$91.76	\$366.58
Don Pedro and Knight Islands Street and Drainage Unit Total			\$19,479.97	\$912.89	\$2,506.61	\$22,899.47

## Budget Report

Activity Description: All Don Pedro and Knight Islands Street and Drainage Unit

Budget Year: 2027

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost
Asphalt Driveway - Maintenance	1	TONS	\$463.75	\$135.14	\$68.98	\$667.88
Camera/Video	1	PIPES	\$574.40		\$236.52	\$810.92
Data Collection	20	CT	\$599.16		\$16.64	\$615.80
Drainage Maintenance - Swale Grading	2,500	SF	\$1,962.93	\$24.69	\$342.57	\$2,330.19
Drainage Maintenance Re-grading	250	SF	\$141.19	\$1.73	\$23.98	\$166.89
Fuel Work	2	EQUIPMENT	\$160.78		\$45.32	\$206.10
GIS Update	50	CT	\$1,282.67			\$1,282.67
Graffiti Removal	50	LF				
Ground Penetrating Radar	1	TICKETS	\$36.42		\$4.09	\$40.50
Investigation	2	INSPECTIONS	\$153.92		\$9.50	\$163.42
MSBU Administrative Work	70	HOURS	\$5,387.20		\$291.20	\$5,678.40
Pavement Markings	30	MARKINGS	\$1,611.72	\$178.00	\$305.34	\$2,095.06
Project Management	10	LABOR	\$1,329.80			\$1,329.80
ROW - Vegetation Management	300	STRUCTURES	\$645.80	\$10.29	\$178.70	\$834.79
ROW Watering	5,000	GALLONS	\$1,145.00		\$163.67	\$1,308.67
Sign Fabrication	10	SIGNS	\$208.09	\$348.82	\$9.77	\$566.67
Sign Inspection	80	SIGNS	\$277.76		\$42.24	\$320.00
Sign Installation	5	SIGNS	\$161.45	\$86.91	\$24.55	\$272.91
Sign Maintenance	35	SIGNS	\$1,130.15	\$579.55	\$171.85	\$1,881.55
Striping	30,000	LF	\$2,727.40	\$4,108.46	\$508.90	\$7,344.76
Support (Post) Maintenance	10	POSTS	\$161.45	\$66.65	\$24.55	\$252.65
Transport	4	TRIP	\$971.07		\$169.73	\$1,140.80

## Budget Report

Activity Description: All

Budget Year: 2027

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Total
Vacuum Culvert Cleaning	2	CULVERTS	\$274.82		\$91.76	\$366.58
Don Pedro and Knight Islands Street and Drainage Unit Total			\$21,406.91	\$5,540.24	\$2,729.86	\$29,677.01

Capital Maintenance Schedule  
Public Works - MSBU/TU Bridges  
2026-2027

Project Costs (in thousands)

Project Name	2026	2027	2028	2029	2030	2031	TOTAL
Don Pedro Bridge Maintenance Plan	58	279	-	284	-	284	905
Englewood East Bridge Maintenance Plan	2,542	-	-	-	-	-	2,542
GPC Bridge Maintenance and Rehabilitation Program	1,753	816	1,180	184	1,112	442	5,487
Gulf Cove/Englewood East Bridge Maintenance	384	-	-	-	-	-	384
NWPC Bridge Maintenance and Rehabilitation Program	3,226	1,352	-	-	-	-	4,578
Rotonda West Bridge Maintenance Program	7,579	565	-	-	-	-	8,144
South Gulf Cove Bridge Maintenance and Rehabilitation Program	5,651	720	-	-	-	-	6,371
<b>TOTAL</b>	<b>21,193</b>	<b>3,732</b>	<b>1,180</b>	<b>468</b>	<b>1,112</b>	<b>726</b>	<b>28,411</b>



Charlotte County Purchasing Division  
18500 Murdock Circle, Suite 344  
Port Charlotte, Florida 33948-1094

Phone 941.743.1378

## NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS  
CHARLOTTE COUNTY, FLORIDA

The County of Charlotte will be receiving sealed proposals at the Purchasing Division, Suite 344, Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948-1094, for:

**RFP NO. 20250360**  
**DON PEDRO AND KNIGHT ISLAND NEIGHBORHOOD PLAN**

It is the intent of Charlotte County to seek professional services for a firm to convene four community input sessions and deliver a neighborhood plan for Thornton Key, Palm Island, Knight Island and Don Pedro Island. The plan will reflect the desires of the majority of the community members and refrain from making professional recommendations.

There will not be a Pre-Submittal Conference for this project. Please send all questions to the email address below.

**PROPOSAL DUE DATE: 3:00 p.m. (EST), JUNE 6, 2025**  
**PURCHASING DIVISION CONFERENCE ROOM**

Proposal Documents may be obtained by accessing the Charlotte County Purchasing Division's website at <https://purchasingbids.charlottecountyfl.gov> under "Purchasing Bids Online", document number 253602. Any questions can be answered by contacting Alisa L. True, CPPB, Senior Contract Specialist at 941.743.1549, or email: [Alisa.True@CharlotteCountyFL.gov](mailto:Alisa.True@CharlotteCountyFL.gov)

**ELECTRONIC BID SUBMISSIONS:** All submittals for this project shall be submitted electronically. Please visit <http://bit.ly/3TYAyKa> and follow given instructions.

Notice of Availability  
Posted: May 9, 2025

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**DON PEDRO AND KNIGHT ISLAND NEIGHBORHOOD PLAN**  
**RFP NO. 20250360**

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## **PART II SCOPE OF SERVICES**

**RP-19 PROJECT DESCRIPTION:** Charlotte County is requesting proposals from qualified firms to provide the professional services required to convene four (4) community input sessions and deliver a neighborhood plan for Thornton Key, Palm Island, Knight Island, and Don Pedro Island.

The plan will reflect the desires of the majority of the community members. Awarded firm shall refrain from making professional recommendations. Awarded firm shall reference, update, and mirror the 2006 community plan as referenced in RP-21.

**RP-20 SCOPE OF SERVICES:** The awarded firm is to convene a series of public meetings to gather input for a neighborhood plan. This will be a phased project with public input meetings to occur at the beginning of each phase and at the end of each chapter prior to moving onto the next phase (phase 1, chapters 1-2; phase 2, chapters 3-5 phase 3, chapter 6-7). The meetings will require a comprehensive presentation of the review process and proposed revisions.

**RP-21 2006 COMMUNITY PLAN CONTENT:** An outline detailing the contents of each chapter of the 2006 Community Plan Content is as follows:

### **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**

#### **1.3 Other Existing Regulations that impact Island Property Owners**

##### **1.3.1 The Coastal High Hazard Area**

##### **1.3.2 The Waterfront Ordinance**

##### **1.3.3 The Transfer of Density Units Ordinance**

##### **1.3.4 Section 3-9-10 of Charlotte County Code – "Non-conformities"**

#### **1.4 Lack of Preservation of Green Space**

#### **1.5 Build-out and Zoning Codes**

##### **1.5.1 Issues related to Build-Out and Zoning Codes**

#### **1.6 Commercial Development**

##### **1.6.1 Issues related to Commercial Development**

#### **1.7 Short-Term Rental of Residential Dwelling Units**

##### **1.7.1 Issues related to short-term rental of residential dwelling units**

### **Chapter Two: Natural and Scenic Resources & Environmental Quality**

#### **2.0 Introduction/Overview**

#### **2.1 Preservation of Fauna/Wildlife**

##### **2.1.1 Sea Turtles**

##### **2.1.2 Manatee Protection**

##### **2.1.3 Gopher Tortoises**

##### **2.1.4 Shorebirds**

##### **2.1.5 Feral Iguanas**

#### **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**

#### **2.3 Preservation of Water Quality**

##### **2.3.0 Introduction/Overview**

##### **2.3.1 Issues related to Water Quality**

##### **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
- 3.8 Red Tide

### **Chapter Four: Infrastructure**

- 4.1 Transportation
  - 4.1.0 Introduction/Overview
  - 4.1.1 Transportation between the Island and the Mainland
    - 4.1.1.1 Individually owned boats
      - 4.1.1.1.1 Issues related to individually owned boats
    - 4.1.1.2 Ferry Service
      - 4.1.1.2.1 Issues related to the Ferry Service
    - 4.1.1.3 Parking at the Ferry Landings
      - 4.1.1.3.1 Issues related to Parking at the Ferry Landings
  - 4.1.2 Transportation on the Island
    - 4.1.2.1 The Roads
      - 4.1.2.1.1 Issues related to the roads
    - 4.1.2.2 Golf Carts (Residential Electric Vehicles)
      - 4.1.2.2.1 Issues related to Golf Carts
    - 4.1.2.3 The Bridges
      - 4.1.2.3.1 Issues related to the Bridges
- 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
  - 4.2.3 Water Approach
    - 4.2.3.1 Issues related to Water
- 4.3 Other Infrastructural Elements/Services to the Community
  - 4.3.1 Street Lighting
  - 4.3.2 Underground Utilities
  - 4.3.3 U.S. Post Office delivery of mail
  - 4.3.4 Garbage, recyclable and yard waste pick-up
    - 4.3.4.1 Issues related to garbage, recyclable and yard waste pick-up contract
  - 4.3.5 Mosquito Control
  - 4.3.6 Island Signage
    - 4.3.6.1 Issues related to island signage

## **Chapter Five: Fire, Emergency Medical Services and Disaster Planning**

### **5.0 Introduction/Overview**

#### **5.1 Fire and Emergency Medical Services**

#### **5.2 Fire and Emergency Medical Services Response to the Islands**

##### **5.2.1 Helicopter Evacuation**

##### **5.2.2 Fire Hydrants**

##### **5.2.3 Fire Flow**

##### **5.2.4 Volunteer Recruitment**

#### **5.3 Hurricane Evacuation and Disaster Planning**

##### **5.3.1 Issues related to hurricane evacuation and disaster planning**

###### **5.3.1.1 Disaster Emergency Communication to Residents**

###### **5.3.1.2 Evacuation Plan**

###### **5.3.1.3 Ferry Evacuation**

###### **5.3.1.4 Re-Entry Procedures**

## **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**

## **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**

### **7.4 The Future of the Community Plan**

The 2006 Community Plan can be viewed here:

<https://www.charlottecountyfl.gov/file/570/CommPlanPublicationVersion-4.21.2006.pdf>

**END OF PART II**

**PART III  
PROPOSAL FORMAT & EVALUATION METHOD**

**RP-22 RULES FOR PROPOSALS:**

A. The proposal must name all persons or entities interested in the proposals as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. The following is an excerpt from Charlotte County Resolution #2011-221 and applies to this proposal: **"Any questions regarding a project or submittal shall be directed to the designated person in the Purchasing Division for a response. From the time the notice of request for proposals is published until the contract is awarded, there shall not be any contact between a proposer, agent or other representative and any member of the selection committee, user department, Administration, or any member of the Board of County Commissioners regarding the project or proposal submitted by any proposer. Should any member of the selection committee initiate contact or fail to report any contact, such committee member may be subject to disciplinary action up to and including dismissal. If any proposer, agent or other representative contacts any committee member, user department, Administration or member of the Board of County Commissioners regarding a request for proposals or submitted proposal, the proposer is subject to sanctions up to and including having the County disqualify the firm's submittal."**

C. For your information, the members of the Professional Services Committee for this project are as follows:

Elizabeth Nocheck, Senior Planner – Community Development  
Karlene McDonald, Operations Supervisor – Public Works, Maintenance & Operations Division  
JoAnn Vernon, County Engineer – Public Works, Engineering

**RP-23 PROPOSAL FORMAT:** Firms shall prepare their proposals using the format outlined in the Consultant Evaluation Form on pages 16 and 17.

**RP-24 PROPOSAL REQUIREMENTS:** In addition to the information required in the Consultant Evaluation Form, provide the following information:

A. **Team Organization, Management and General Qualifications -** Multiple firm or joint venture teams should clearly identify the roles and responsibilities of the proposed participants. Team and project management structure should be documented. The principal within the prime firm responsible for the project and the proposed project manager should be identified and a statement presented that those persons would not be substituted without the express permission of the County. Teams should demonstrate experience in previous similar projects.

B. **Work Plan -** Firms submitting should demonstrate their understanding of the project. An outline description of anticipated project tasks in sequence should be prepared. Firms should identify anticipated deliverables and a general schedule for a project of this magnitude.

C. **Individual Qualifications -** Firms should submit the resumes of key people. Firms should specifically identify the project manager on the project and his/her qualifications. Provide a statement indicating that the project manager will not be substituted without the express permission of the County.

D. **Experience and References -** Supply materials indicative of experience in other projects of similar complexity. A reference list for each firm is required, including name, project and telephone number. A reference list for the project manager is required identifying name, project and telephone number.

Proposals are to be typed on the firm's letterhead, specifically referring to the project and the scope of services, containing all required information. That information is to be submitted electronically. Please visit <http://bit.ly/3TYAyKa> and follow given instructions.

**RP-25 EVALUATION METHOD AND CRITERIA:**

A. **General -** The County shall be the sole judge as to the merits of the proposal, and the resulting agreement. The County's decision will be final. **Please note that proposals will be evaluated on content, *not bulk*.**

The County's evaluation criteria will include, but shall not be limited to, considerations listed on **Proposal Requirements, page 14**. As mentioned in **PROPOSAL FORMAT**, the proposals should be prepared using the format outlined in the Consultant Evaluation Form on pages 16 and 17.

B. Selection - The Professional Services Committee shall evaluate the proposals submitted. Telephone discussions will be held with all firms submitting and a short list of firms from proposals will be ranked in order. Final approval will be by the Board of County Commissioners who may request public presentation.

**RP-26 ANTICIPATED SCHEDULE:** The projected schedule of events for this proposal is as follows:

05-09-25	County advertises for proposals
06-06-25	Proposal due date
06-24-25	Professional Services Committee short lists firms



**EVALUATION FORM**

**CONSULTANT EVALUATION FORM  
CHARLOTTE COUNTY, FLORIDA**

**RFP# 20250360, DON PEDRO AND KNIGHT ISLAND NEIGHBORHOOD PLAN**

<i>Evaluation Criteria</i>	<i>Value</i>	<i>Assigned Value</i>	<i>Weight</i>	<i>Score</i>
<b>I. TEAM PROPOSED FOR THIS PROJECT</b>				
A. Background of the personnel 1. Project Manager 2. Other Key Personnel 3. Consultants	1-5		X 12	
<b>II. PROPOSED MANAGEMENT PLAN</b>				
A. Team Organization 1. Community Meetings 2. Community Plan Updates and Recommendations	1-5		X 12	
<b>III. PREVIOUS EXPERIENCE OF TEAM PROPOSED FOR THIS PROJECT</b>				
A. Describe previous community planning and community meeting projects.	1-5		X 12	
<b>IV. PROJECT CONTROL</b>				
A. Schedule 1. What techniques are planned to assure that schedule will be met? 2. Who will be responsible to assure that schedule will be met?	1-5		X 17	
B. Cost 1. What control techniques are planned? 2. Demonstrate ability to meet project cost control. 3. Who will be responsible for cost control?				
C. Recent, current and projected workload				
<b>V. PRESENT PROPOSED DESIGN APPROACH FOR THIS PROJECT</b>				
A. Describe proposed community meeting organization / facilitation philosophy. B. Describe proposed design philosophy. C. What problems do you anticipate and how do you propose to solve them? D. Describe proposed community plan update process, including community meeting(s) organization and facilitation.	1-5		X 16	
<b>VI. PRESENT EXAMPLES OF RECENTLY ACCOMPLISHED SIMILAR PROJECTS</b>				
A. Describe the projects to demonstrate. 1. Schedule control. 2. Cost control. 3. Dealing with difficult people, diverse opinions, and means taken to resolve issues. 4. Any additional costs caused by design deficiencies, not program changes.	1-5		X 12	
<b>VII. DESCRIBE YOUR EXPERIENCE AND CAPABILITIES IN THE FOLLOWING AREAS.</b>				
A. Community meeting organization and facilitation. B. In-person and online opinion surveys C. Community plan writing and updates/revisions. D. Land use and infrastructure planning E. Land development code writing. F. Presentation of recommendations to elected officials. G. Specialized Experience.	0-5		X 16	





Don Pedro / Knight / Palm Island

**CHARLOTTE COUNTY**  
FLORIDA

Iguana Control Report

31 January 2025 - 14 May 2025



### Narrative Summary

Black spiny-tailed iguana control efforts began at the end of October with the hiring of Nick Armstrong as the USDA Wildlife Services (WS) Iguana Trapper for DPKI. WS spent the first couple of months reaching out to homeowners, landowners, HOAs, etc. to gain access to properties on the island to trap and conduct removal efforts. Once access was permitted, WS placed cage traps and conducted targeted pneumatic work to remove iguanas. Temperatures dipped in late December and January which greatly reduced iguana sightings. Since WS is only partially funded by this agreement, so it was determined that the best use of the available budget would be to postpone trapping efforts until the temperatures once again increase. During February, Nick had the birth of a child so efforts slowed down until the middle of March. At that point, temperatures have begun to increase resulting in increased productivity on removing iguanas. As the data shows increasing numbers from March to 14 May 2025. At this time, Nick is heavily skewing his workload to focus on the DPKI iguanas removal contract.

Submitted by: Nick Armstrong Date 12 February 2025

Location	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	FY 25 Total
Bridge		0	0	0	0	0	0	0	0				0
Resort		9	4	0	0	0	13	31	20				77
Point Bocilla		3	1	0	0	0	1	5	1				11
Gulf Drives		0	0	0	0	0	0	2	13				15
Total	0	12	5	0	0	0	14	38	34	0	0	0	



Age & sex	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Hatchling													
Juvenile/Hatchling		3	1			1	5	2					12
Adult male		6				2	11	12					31
Adult female		3	4			11	23	19					60
Unrecovered is in M/F Count													0
<b>FY 2025 Total</b>	<b>0</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>39</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>103</b>

[illegible]

Method	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Shot		9	5		14	36	30						94
Trapped		3	0			2							5
Snared -- NO SNARES													0
Hand caught/Gathered													0
Roadkill													0
FY25 total													0
Monthly average													0
Sum	12	5	0	0	14	38	30	0	0	0	0	0	99

[illegible]