

**MINUTES**  
**SOUTH GULF COVE NON-URBAN STREET & DRAINAGE**  
**MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING**  
**THURSDAY, APRIL 11, 2024**

**9:33 a.m. – 11:20 a.m.**

**Mac V. Horton, West County Annex, Room 120**  
**6868 San Casa Drive, Englewood, Florida**

**Members Present:** Paul Raymond, Chair  
Crystal Evans, Vice Chair  
R. Eric Axelson  
Ron Wozniak  
Fred Wozniak

**Members Absent:** None

**County Staff:** Lorraine Moneypenny, Community Liaison  
Karlene McDonald, Operations Supervisor  
Jeff Litherland, Projects Engineer  
Chuck Peters, Projects Manager  
Jody Mansell, Lighting District Superintendent

**Guests:** Sign-in sheet attached

**Call to Order / Roll Call:**

The meeting was called to order at 9:33 a.m. The Chair noted a quorum was present.

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

No changes were made to the agenda.

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

- Citizen John Ashby urged that traffic lights be installed on McCall Road to minimize the number of accidents. As SR776 is a state road, the citizen was referred to Florida Department of Transportation.

**Approval of Minutes:**

Mr. F. Wozniak moved to approve the minutes of the January 18, 2024 meeting. Ms. Evans seconded. Minutes were approved.

**Unfinished Business:**

- a. South Gulf Cove Entrance Signs – Landscaping: The queen palm called Leaning Larry on Calumet Boulevard will be straightened and staked. Mr. Peters presented a \$2,428 estimate to plant hibiscus, bougainvillea and foxtail ferns at the Ingraham, Keystone and Appleton entrance signs. Discussion ensued regarding costs for various plant materials. Mr. R.

Wozniak moved to proceed. Mr. F. Wozniak seconded, and the motion was approved unanimously. The estimate is attached.

- b. Decorative Bridge Lighting: Mr. Axelson stated that the community, in an informal poll, was divided on whether to light the corners of the four bridges in South Gulf Cove; some worried about light pollution. Ms. Evans emphasized a need to balance safety and beautification. Jody Mansell, Lighting District Superintendent, explained that LED lights can be pointed down to localize lighting; no shield is necessary. Using the Rotonda West lighting project, staff estimates approximately \$350-400,000 for design, permitting and installation of decorative lighting for four bridges. Conversation followed regarding the possibility of installing solar lights; Mr. Mansell noted the ones at Lemon Bay Park have been in place for over a decade and received little to no damage from Hurricane Ian. Staff estimates approximately \$150,000 to install solar lighting at four bridges; this project could proceed independent of the bridge maintenance program. The Advisory Board discussed the aesthetics of the solar panels and battery life. The Advisory Board agreed to table further discussion until the next meeting. Mr. Raymond stressed that any lighting project would have to be funded without a rate increase.
- c. Bridge Maintenance Program (BMP): Mr. Litherland announced that, on May 20, maintenance will begin at Bridge 014054 at Appleton Boulevard over the Santa Cruz Waterway. The bridge will be closed for 75 days; the community will be notified. The other three bridges will undergo maintenance sequentially: 014053 (Keystone @ Santa Cruz), 014055 (Keystone @ President) and 014056 (Ingraham @ President). Staff will forward a link to the project update.

#### **New Business:**

- a. Financial Reports: The Board reviewed the financial report for FY24 (Oct 2023 - Mar 2024) and monthly funding reports for January, February and March. There were comments regarding underspending; Ms McDonald said Public Works expects to be on budget by the end of the fiscal year. The debt service line is to pay the loan for sidewalks. The negative balance projected for the bridge maintenance line item was addressed by the county fiscal department, which collaborated with Public Works to schedule and phase the bridge work in line with the MSBU budget. The Chair remarked that the reserve is healthy. Ms. McDonald said that, whereas the state requires a 10% reserve, the county aims for 20%. If too high a reserve is built, the county may look into lowering assessment rates.

#### **Citizen Input on MSBU Items (3 Minute Limit):**

- John Ashby commented on solar lighting, inquired about the lumens for solar versus electric, suggested the County use the most recent technology with the understanding that it's ever improving. He inquired about the cost to replace a solar light battery.

#### **Advisory Board Open Discussion:**

Ms. McDonald reminded that Board that Transportation Engineering items are outside the MSBU purview. However, several requests were received to reduce the speed limit on the five residential collector roads: Ingraham, San Domingo, Keystone, Appleton and Calumet Boulevards. A previous traffic study had found a mean speed of 48 mph, which does not indicate a speeding

issue. Mr. R. Wozniak asked staff for data on accidents on the major roads inside the MSBU. Board members agreed that any change to speed limits should have community input. They discussed various means of gathering that and will proceed outside the MSBU.

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

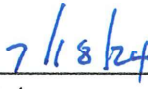
Future meetings are as follows, all to be held at 9:30 a.m. in the West County Annex Conference Room 120:

- Thursday, July 18, 2024
- Thursday, October 10, 2024

The meeting adjourned at 11:20 a.m.

Submitted by Lorraine Money Penny  
Public Works Department

  
Chair Signature

  
Date

## AGENDA

### SOUTH GULF COVE STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

#### ADVISORY BOARD REGULAR MEETING THURSDAY, APRIL 11, 2024

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

**BOARD MEMBERS:** Paul Raymond, Chair  
Crystal Evans, Vice Chair  
R. Eric Axelson  
Frederick Wozniak  
Ronald Wozniak

**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
3. Citizen Input on Agenda Items (3 Minute Limit)
4. Approval of Minutes: January 18, 2024
5. Unfinished Business
  - a. Community Sign Landscaping
  - b. Decorative Bridge Lighting
  - c. Bridge Maintenance Program
6. New Business
  - a. Financial Reports
7. Citizen Input on MSBU Items (3 Minute Limit)
8. Advisory Board Open Discussion
  - a. Speed Reduction Request – Ingraham, San Domingo, Keystone, Appleton, and Calumet Boulevards
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn



## South Gulf Cove Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2023 - Mar. 31, 2024

|                                       | Actual<br>FY2023 | Adopted<br>Budget<br>FY2024 | Amended<br>Budget<br>FY2024 | YTD Actual<br>FY2024 | Encumbered<br>FY2024 | Balance<br>FY2024 |
|---------------------------------------|------------------|-----------------------------|-----------------------------|----------------------|----------------------|-------------------|
| <b>Beginning Balance</b>              | \$6,404,023      | \$6,367,216                 | \$6,367,216                 | \$6,619,224          |                      |                   |
| <b>Revenues</b>                       |                  |                             |                             |                      |                      |                   |
| Assessments & Earnings                | 2,521,194        | 2,043,699                   |                             | 1,802,539            |                      |                   |
| Grant & Subsidy Revenue               | -                | -                           |                             | -                    |                      |                   |
| Loans & Borrowing                     | 1,500,000        | -                           |                             | -                    |                      |                   |
| <b>Total Revenue</b>                  | \$4,021,194      | \$2,043,699                 | \$2,043,699                 | \$1,802,539          |                      |                   |
| <b>Expenditures</b>                   |                  |                             |                             |                      |                      |                   |
| Contract Services                     | 77,553           | 115,002                     |                             | 36,493               | 30,831               | 47,679            |
| Pipe Lining                           | 46,281           | 75,000                      |                             | -                    | -                    | 75,000            |
| ROW Maintenance                       | 90,730           | 115,533                     |                             | 38,993               | 94,612               | (18,072)          |
| ROW Reclamation                       | -                | -                           |                             | -                    | -                    | -                 |
| Speciality Mowing                     | 113,773          | 121,903                     |                             | 49,285               | 101,165              | (28,547)          |
| Public Works Services                 | 371,824          | 635,219                     |                             | 132,877              | -                    | 502,342           |
| Internal Charges                      | 32,601           | 78,949                      |                             | 78,949               | -                    | -                 |
| Purchased Services                    | 38,329           | 53,030                      |                             | 37,718               | -                    | 15,312            |
| Materials and Supplies                | -                | -                           |                             | -                    | -                    | -                 |
| Capital Outlay                        | -                | -                           |                             | -                    | -                    | -                 |
| Debt Services                         | 2,637,976        | 1,088,719                   |                             | 735,520              | -                    | 353,199           |
| <b>Project Costs</b>                  |                  |                             |                             |                      |                      |                   |
| SGC Bridge Rehab                      | 59,324           | 4,146,467                   | 5,568,703                   | 52,220               | 4,742,751            | (648,504)         |
| SGC Multi-Use Pathway                 | 337,602          | 321,304                     |                             | -                    | -                    | 321,304           |
| <b>Total Expenditures</b>             | \$3,805,993      | \$6,751,126                 | \$ 8,173,362                | \$1,162,054          | \$4,969,359          | \$619,713         |
| <b>Reserves (Ending Fund Balance)</b> | \$6,619,224      | \$1,659,789                 | \$ 237,553.00               | \$7,259,709          |                      |                   |
| <i>Reserve %</i>                      | 63.5%            | 19.7%                       | 2.8%                        | 86.2%                |                      |                   |

*Budget adjustment to increase Bridge CMP project for contract award on 2.27.24*

Date Prepared: 4/4/2024



**WALKERS  
SERVICE INC.**

**6620 Riverside Drive  
Punta Gorda, FL 33982**

*Quote*

Date: 2/1/2024  
Quote #: 846

**Charlotte County Purchasing Division  
18500 Murdock Circle #344  
Port Charlotte, FL 33948**

Account #: CONTRACT#24-030

Project: W & S ROW LS MAINT

| Qty          | Description   | Rate   | Total             |
|--------------|---|--------|-------------------|
|              | LANDSCAPE REPLACEMENT   |        |                   |
|              | WEST COUNTY:  |        |                   |
|              | A. MONTHLY LANDSCAPE MAINTENANCE AREAS:                           |        |                   |
|              | A12. South Gulf Cove- REPLANT at Ingraham, Keystone, and Appleton |        |                   |
| 8.5          | Man Hours Plant Installation Labor                                | 160.00 | 1,360.00          |
| 4            | Yards Planting Mix Soil   | 20.00  | 80.00             |
| 42           | 3gal Hibiscus   | 16.00  | 672.00            |
| 2            | 3gal Bougainvillea Dwarf Pink                                     | 16.00  | 32.00             |
| 33           | 1gal Foxtail Ferns  | 6.50   | 214.50            |
| 998.5        | 7% Material Markup  | 0.07   | 69.90             |
| <b>Total</b> |   |        | <b>\$2,428.40</b> |