

**MINUTES
BURNT STORE VILLAGE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
MONDAY, MARCH 7, 2022**

**10:00 a.m. – 11:37 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: Dave Servis, Chair
Harold Sarver, Vice-Chair
Roy McElwee
Craig Williams
Jeffrey Young

Members Absent: None

County Staff: Karlene McDonald, Community Liaison
Nicole Harrelson, Senior Administrative Assistant
Erica LeMaster, Senior Administrative Assistant

Guests: See attached sign-in sheet

Call to Order / Roll Call:

The meeting was called to order at 10:00 a.m. A roll call was taken, and a quorum was present.

Election of Officers:

- Chair: Mr. Williams nominated himself seconded by Mr. Sarver, there were no other nominations
- Vice-Chair: Mr. Sarver nominated Mr. Young, seconded by Mr. Williams, there were no other nominations.

Nominations were unanimously agreed; Mr. Williams accepted the position of Chair and Mr. Young accepted the position of Vice-Chair.

Sunshine Law, Roberts Rules of Order and Public Records Review:

The Sunshine Law and Roberts Rules of Order PowerPoint presentation were viewed. Ms. McDonald touched upon public records law and where to find the Records Management Department contact information on the County webpage.

Changes to Agenda/ Motion to Approve Changes:

Mr. Servis motioned to add outfall pipes at the end of Doredo Drive to the rim ditch under Unfinished Business, seconded by Mr. Young and unanimously approved. Mr. Young motioned to revise the date on the agenda to 2022 from 202, seconded by Mr. Sarver and unanimously approved.

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

- Ms. Walsh discussed the upsized pipe that was replaced at the end of Doredo Drive.

Approval of Minutes:

The November 29, 2022, minutes were unanimously approved as written.

Unfinished Business:

- a. Burnt Store Village Cul-de-Sac Landscaping: Ms. McDonald noted cul-de-sac's 15 and 16 call for royal palms trees, she inquired about an alternative option. Discussion ensued regarding more cost-effective alternatives and the Advisory Board requested cost estimates for pigmy date palms, bottle brush palms, foxtail palms and infant royal palms. Mr. Young inquired about the possibility of stone or lava rock as an alternative to mulch. There was discussion about planting just palms, shrubs and replacing ground plantings with mulch or rock. Mr. Sarver noted several shrubs have been successful, and requested cost estimates for dwarf holly, coontie and variegated arborical. Mr. Young requested plantings occur in June if possible, noting the lack of irrigation in the cul-de-sacs. Ms. McDonald again reminded the Advisory Board that Charlotte County Utilities is not responsible to replace any cul-de-sac landscaping damaged during repairs or maintenance, it would fall on the Street & Drainage MSBU and because of the underground utilities, Public Works does not recommend additional landscaping in the cul-de-sacs.
- b. Woodland Estates Decorative Lighting: The Lighting District Superintendent estimates approximately \$35,000 for one decorative light to be installed near the Woodland Estates Community sign. Ms. McDonald noted the MSBU would be responsible for funding the maintenance of the light once installed. Mr. McElwee motioned not to move forward at this time and remove this from future agendas, seconded by Mr. Servis and unanimously approved.
- c. Woodland Estates Request for Golf Cart Community: Ms. McDonald inquired as to the community's intentions for a golf cart community, stated golf carts would not be permissible outside the subdivision, including Turtle Crossing Commons, Burnt Store Road and the sidewalks, Mr. Williams confirmed people use the carts to commute to their neighbor's houses. Conversation ensued regarding speed zones.
- d. Outfall Pipe Replacement – Prada Drive x Doredo Drive: Discussion ensued regarding the upsizing of the outfall pipes at the intersection of Prada Drive and Doredo Drive and a potential Memorandum of Understanding (MOU) for the rim ditch. Ms. McDonald confirmed all the private property owners along the rim ditch would have to agree prior to the County entertaining an MOU. Discussion ensued regarding future development. Mr. Servis inquired about plans to install a grate at the upsized pipe end off Doredo Drive and when edge of pavement repairs will be conducted.

New Business:

- a. Financial Reports: The FY22 first quarter financial reports were reviewed. Mr. McElwee inquired about driveway pipe replacements and conversation followed regarding swale driveways, and driveway pavers ahead of the paving program.

Citizen Input on MSBU Items (3 Minute Limit):

- Ms. Walsh was asked by the President of the POA if the County surveys the landscape to see if the sheet flow and runoff water is running in the right direction or if they wait for new builds to address the issue. She stated contractors follow County code therefore the swales are deeper than the topography and water sits for 2-3 days; if there is a storm, water continues to build in the system.

Advisory Board Open Discussion:

Ms. McDonald clarified that Ms. Walsh was referring to development of single-family residential lots, confirmed single lots obtain permit exemptions from SWFWMD, but the Charlotte County Right-of-Way permitting division shoots the pre-existing grades in the area and determines what the swale grade and driveway pipe inverts should be for the new build. Mr. Servis inquired about any County records that would show what the original depth and design would be for the ponds within Burnt Store Village. Mr. Williams inquired about backup generators for lift stations. Mr. Servis commented on the plywood present in the Burnt Store Road ditch and Mr. Young inquired about flashing radar speed signs.

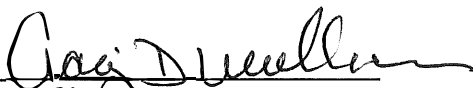
Meeting Schedule / Items for Next Agenda:

The Advisory Board approved the 2022 meeting schedule; future meetings are scheduled at 10:00 a.m. at the Punta Gorda Charlotte Library:

- June 6, 2022
- September 12, 2022
- December 12, 2022

The meeting adjourned at 11:37 a.m.

Submitted by: Karlene McDonald
Public Works Department


Chair Signature


Date

**AGENDA
BURNT STORE VILLAGE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
MONDAY, MARCH 7, 2022**

**10:00 a.m. Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: Dave Servis, Chair
Harold Sarver, Vice-Chair
Roy McElwee
Craig Williams
Jeffrey Young

COUNTY STAFF: Karlene McDonald, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Election of Officers
3. Annual Review – Sunshine Law, Roberts Rules of Order, Public Record
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 29, 2021
7. Unfinished Business
 - a. Burnt Store Village Cul-de-Sac Landscaping
 - b. Woodland Estates Decorative Lighting
 - c. Woodland Estates Request for Golf Cart Community
8. New Business
 - a. Financial Reports
9. Citizen Input MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
Burnt Store Village St/Dr Mtc													
1220381	PW-BSVM Burnt Store Village MSDR Annual Work Order	PW-BSVM	Burnt Store Village St/Dr Mtc	10-9866 MSDR	10/04/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/05/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
					10/12/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/14/2021	0.75	56.95	0.00	0.00	0.00	0.75	LHR	56.95
					10/19/2021	0.75	56.95	0.00	0.00	0.00	0.75	LHR	56.95
					10/25/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
					10/26/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/28/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					11/03/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					11/08/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					11/15/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					11/18/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					11/22/2021	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
					11/23/2021	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
					11/29/2021	3.00	274.17	0.00	0.00	0.00	3.00	LHR	274.17
					11/30/2021	1.75	159.93	0.00	0.00	0.00	1.75	LHR	159.93
						11.00	951.18	0.00	0.00	0.00	11.00	LHR	951.18
						11.00	951.18	0.00	0.00	0.00	11.00	LHR	951.18
MSDR Total													
				Total WO Number: 1220381									
Burnt Store Village St/Dr Mtc													
1677300	PW-BSV Burnt Store VII-Woodland Paving Program cmr2202	PW-BSVM	Burnt Store Village St/Dr Mtc	95-9357R Project Management	11/23/2021	2.00	213.52	0.00	0.00	0.00	2.00	LHR	213.52
					11/24/2021	2.00	213.52	0.00	0.00	0.00	2.00	LHR	213.52
						4.00	427.04	0.00	0.00	0.00	4.00	LHR	427.04
Project Management Total													
				95-9532R Survey	11/19/2021	3.00	294.66	0.00	7.08	0.00	3.00	LHR	301.74
Survey Total													
				Total WO Number: 1677300									
1744088	Vac Con - 25174 and 25196 Alcazar Dr - B SVM	ROAD-21889	ROADWAY-ALCAZAR DR-BSVM	ALCAZAR DR-BSVM		3.00	294.66	0.00	7.08	0.00	3.00	LHR	301.74
				10-3003D VAC Cul Clean		7.00	721.70	0.00	7.08	0.00	7.00	LHR	728.78
VAC Cul Clean Total													
				Total WO Number: 1744088									
1775505	Lg Pipe Replacements - Prada Dr & Doredo Dr - B SVM	ROAD-19101	ROADWAY-PRADA DR-BSVM	PRADA DR-BSVM		4.00	275.08	0.00	83.98	0.00	2.00	CULV	359.06
				10-3003D VAC Cul Clean		4.00	275.08	0.00	83.98	0.00	2.00	CULV	359.06
VAC Cul Clean Total													
				Total WO Number: 1744088									
1775505	Sm Driveway pipe install - 25161 Harborside Blvd - B SVM	ROAD-19099	ROADWAY-HARBORSIDE BLVD-BSVM	HARBORSIDE BLVD-SBVM		2.00	137.54	0.00	41.99	0.00	1.00	CULV	179.53
				VAC Cul Clean		2.00	137.54	0.00	41.99	0.00	1.00	CULV	179.53
VAC Cul Clean Total													
				Total WO Number: 1775505									
1777054	Sm Driveway pipe install - 25161 Harborside Blvd - B SVM	ROAD-19099	ROADWAY-HARBORSIDE BLVD-BSVM	HARBORSIDE BLVD-SBVM		2.00	137.54	0.00	41.99	0.00	1.00	CULV	179.53
				VAC Cul Clean		2.00	137.54	0.00	41.99	0.00	1.00	CULV	179.53
VAC Cul Clean Total													
				Total WO Number: 1775505									

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-BSVM Burnt Store Village St/Dr Mtc

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
				10-3003D VAC Cul Clean	11/02/2021	4.00	275.08	0.00	83.98	0.00	1.00	CULV	359.06
				VAC Cul Clean Total		4.00	275.08	0.00	83.98	0.00	1.00	CULV	359.06
				Total WO Number: 1777054		4.00	275.08	0.00	83.98	0.00	1.00	CULV	359.06
1780558	Driveway- Sinkhole Inspection - 25170 Roland In - BSVM	ROAD-19068	ROADWAY-ROLAND LN-BSVM	ROLAND LN-SBMSM	10/04/2021	0.00	0.00	0.00	18.80	0.00	0.00	SF	18.80
				10-2005D Con Drways		0.00	0.00	0.00	18.80	0.00	0.00	SF	18.80
				Con Drways Total		0.00	0.00	0.00	18.80	0.00	0.00	SF	18.80
				10-5003D C/S-Sod Instltd	10/27/2021	0.00	0.00	0.00	0.00	240.00	0.00	SF	240.00
				C/S-Sod Instltd Total		0.00	0.00	0.00	0.00	240.00	0.00	SF	240.00
				Total WO Number: 1780558		0.00	0.00	0.00	18.80	240.00	0.00	SF	258.80
1793926	Vac Con - Dbl Barrel Rd Xing on Alicante Dr btw Galiano & Alicra - BSVM	ROAD-21897	ROADWAY-ALICANTE DR-BSVM	ALICANTE DR-BSVM	11/30/2021	6.00	412.62	0.00	125.97	0.00	2.00	CULV	538.59
				10-3003D VAC Cul Clean		6.00	412.62	0.00	125.97	0.00	2.00	CULV	538.59
				VAC Cul Clean Total		6.00	412.62	0.00	125.97	0.00	2.00	CULV	538.59
				Total WO Number: 1793926		6.00	412.62	0.00	125.97	0.00	2.00	CULV	538.59
				Total MSBU: PW-BSVM		34.00	2,773.20	0.00	361.80	240.00	24.00	CULV	3,375.00

Burnt Store Village Street and Drainage MSBU

Fund Financial Report

Oct. 1 - Dec. 31, 2021

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$302,376	\$331,555	\$429,119	\$429,119
Revenues				
Assessments & Earnings	276,218	98,008	64,240	98,008
Grant Revenue	-	-	-	-
Loans & Borrowing	-	197,000	-	197,000
Total Revenue	\$276,218	\$295,008	\$64,240	\$295,008
Expenditures				
Contract Services	4,398	58,100	240	58,100
Pipe Lining	-	25,000	-	25,000
ROW Maintenance	564	5,820	132	5,820
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	31,563	169,693	628	169,693
Internal Charges	7,545	5,109	5,109	5,109
Purchased Services	15,044	14,334	2,490	14,334
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	90,359	8,855	-	8,855
Project Costs				
BSV Pavement	-	-	-	-
BSV Cul de Sac Landscaping	-	7,500	-	7,500
BSV Landscaping	-	15,000	-	15,000
BSV-Woodland Estates Paving	-	164,000	-	164,000
Total Expenditures	\$149,474	\$473,411	\$8,598	\$473,411
Reserves (Ending Fund Balance)	\$429,119	\$153,152	\$484,761	\$250,716
<i>Reserve %</i>	74.17%	24.44%	98.26%	34.62%

Date Prepared: 1/26/2022

Category Definitions - Quarterly Financial Reports

Revenues:	Includes:
Assessments & Earnings	Assessment fees, Interest and Investment Earnings
Grant & Subsidy Revenue	Federal, State and Local Grants, Subsidies from other funding sources
Loans & Borrowing	Debt proceeds

Expenditures:	Includes:
Contract Services	Installed Sod Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.) Street Sweeping Survey Traffic Control Tree Removal / Replacement **excludes project costs and itemized contractual items listed below Different templates will show different itemized accounts Itemized Items - SD Template - Pipe Lining, ROW Maint, ROW Recl, Spec Mowing Itemized Items - WWV template - Survey, Navigatoinal Trimming Itemized Items - Stormwater - Pipe Lining, Water Quality Itemized Items - Beaches - none, most expenses are project related
Public Works Services	Costs incurred by the MSBU Work Program and Project(s) for Labor, Tools/Equipment and Material usage Public Works Services periods covered: Q1 PE 12.31 = (2mo) October - November actuals Q2 PE 3.31 = (5mo cumulative) October - February actuals Q3 PE 6.30 = (8mo cumulative) October - May actuals Q4 PE 9.30 = (12mo cumulative) October - September actuals
Internal Charges	Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
Purchased Services	Legal Advertising (MSBU Notice Mailings) / Postage Aquatic Weed Charges Landfill Fees POA Fees Electricity & Water Tax Collector Collection Fees
Materials and Supplies	Operating Supplies (Example: Stakes for sea turtle nest / beach monitoring)
Capital Outlay	Non project related capital costs (Example: Permanent radar signs) Right of Way Acquisition (Example: Easements)
Debt Services	Principal Loan Payments Interest Payments Cost of debt (arbitrage, closing costs, etc)

Project Costs	Includes:
Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design

Reserves (Ending Fund Balance)	Includes:
Reserves / Ending Fund Balance	Reserve for Contingencies, Cash Carried Forward, Future Capital Outlay (per reserve policy)

Explanation of Terms

Revenue:

- **Net Inc(Decr) FMV/Invest.** – The Clerk of the Court’s Finance Dept invests the money that the MSBU’s have on hand. Every year the Clerk’s Finance is required to mark up or down to fair market value all investments the County has. This markup or markdown is what gets posted to this line item.
- **Excess Fees/Misc.** - Excess Fees returned from the tax collector and Miscellaneous Revenue from accident claims.
- **Less: Reserve – FS 129.01(2)(B)** – The receipts portion of the budget shall include 95 percent of all receipts reasonably to be anticipated from all sources.

Expenditure:

- **Other Contractual Services** – This may include but is not limited to: Street Sweeping, Tree Removal, Tree Replacement, Installed Sod, Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.), Pipe Lining, Traffic Control, Welding, POA Fees, Fabrication, Survey.
- **Central/Indirect Allocation** – Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
- **Equipment Repl Chgs/PW** – Costs that are incurred for the use of equipment on a particular job. For example: The use of a tractor or excavator on a job.
- **Tax Collector-Collection Fee** – Tax collector fees based on the collected assessment revenue.
- **Materials – Road & Bridge** – Costs of the materials used for a particular job.

Reserves:

- **Reserve for Contingencies** – To maintain adequate levels of fund balance to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, and other unforeseen financial situations after exhausting all other funding options. Balance not less than 5% and not greater than 10% of the total budget.
- **Cash Carried Forward** – A reserve amount for the purpose of paying expenses from Oct. 1 of the ensuing fiscal year until the time when the revenues for that year are expected to be available. Balance not less than 5% and not greater than 10% of the total budget.
- **Future Capital Outlay** – Reserve amount accumulated for the purpose of funding capital projects must be spent on such project within six years from the date it was assessed or collected.

**BURNT STORE VILLAGE STREET AND DRAINAGE
Municipal Service Benefit Unit (MSBU)
FY21 Annual Report – Executive Summary
October 1, 2020 – September 30, 2021**

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Laws and Ordinances, ARTICLE XXXVI. - BURNT STORE VILLAGE STREET AND DRAINAGE UNIT, Sec. 4-6-754. - Purpose.

The purpose of the unit is to provide for the construction, reconstruction, repair, paving, repaving, hard-surfacing, re-hard surfacing, widening, guttering and draining of the platted streets in the unit, including the necessary appurtenances thereto, and beautification projects, from funds derived from special assessments within the unit only.

Summary

**Current Rates: Burnt Store Village: \$195.00
Woodland Estates: \$50.00**

Max Rate: \$195.00

The FY21 completed work program included all internal maintenance and administrative costs and contracted services for right-of-way mowing and hard wiring the community sign lighting for Woodland Estates.

The current fiscal year work program includes all internal maintenance and administrative costs. The Advisory Board approved a rate increase for the property owners in Woodland Estates (Harborside Subdivision) with a 10-year loan for paving. Contracted services include right-of-way mowing, landscape irrigation improvements, cul-de-sac landscaping, pipe lining and paving of Woodland Estates.

For FY23, the Advisory Board recommends budgeting for internal maintenance and administrative costs and contracted services for right-of-way mowing, pavement rejuvenation and pipe lining.

Future paving for Burnt Store Village is anticipated for 2032. The Woodland Estates paving loan is anticipated to be paid off in 2033.







