

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

ADVISORY BOARD REGULAR MEETING
MONDAY, September 12, 2022

10:04 a.m. – 11:47 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida

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

Members Absent: Harold Sarver, apologies received

County Staff: Karlene McDonald, Community Liaison
Jamie Boies, Administrative Services Coordinator

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:04 a.m. A roll call was taken, and a quorum was present.

Changes to Agenda/ Motion to Approve Changes:

None

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

None

Approval of Minutes:

The draft minutes from June 6, 2022, were unanimously approved as submitted.

Unfinished Business:

- a. Burnt Store Village Cul-de-Sac Landscaping: Ms. McDonald stated the bids came back. Mr. Servis noted we are coming into dry season, and it may not be the best timing for new landscaping. Mr. Servis motioned to not move forward at this time; seconded by Mr. Young and it was unanimously approved.
- b. Woodland Estates Speed Limit Reduction Request: Mr. McElwee stated that he heard back from the Transportation Engineer and was told that a speed study was completed, and a speed limit reduction is not warranted at this time.
- c. "No outlet" Sign Request: Advisory Board tabled discussion until next meeting to get community input.

New Business:

- a. Buffer Zone Landscape Irrigation: Advisory Board tabled until the next meeting in order to get input from Mr. Sarver, who was absent.

- b. Financial Reports: The FY22 third quarter financial reports were reviewed.
- c. FY24 & FY25 Budgets: Ms. McDonald noted staff was preparing the FY24 & FY25 budgets and they would be available for review in early 2023.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

There was discussion regarding the maintenance of the community entry signs. A work order will be created for Facilities to fix the issues with the Woodland Estates sign. There was debate of maintenance of the rim ditch. There was conversation of the new construction in the area and Mr. Servis mentioned having a hydraulic survey done. There was mention of federal grants being given and for the County to research.

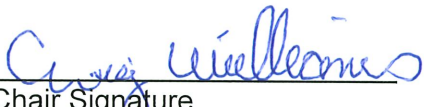
Meeting Schedule / Items for Next Agenda:

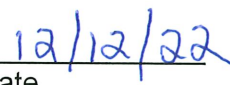
Future meetings are scheduled at 10:00 a.m. at the Punta Gorda Charlotte Library:

- December 12, 2022

The meeting adjourned at 11:47 a.m.

Submitted by: Jamie Boies
Public Works Department


Chair Signature


Date

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
 FY 2022/23 BUDGET
 SOUTH BURNT STORE ST/DR MTC. UNIT (SD)
 FUND # 1446
 PROPOSED MAINTENANCE WORK PROGRAM

**PRELIM
6.6.22**

ESTIMATED ERU'S - FY 22/23 - NO MOWING ASSESSMENT	(Burnt Store Lakes)	2,256.8
	COST PER	
	<u>ERU</u>	<u>TOTAL</u>
PROJECTED FUND BALANCE - 10/1/22		\$ 2,978,887
ESTIMATED REVENUE AT PROPOSED RATE - BSL PROPERTIE	\$ 297.83	<u>649,255</u>
FUNDS AVAILABLE		3,628,142
GRAND TOTAL MSBU WORK PROGRAM	\$ 106.72	<u>240,852</u>
BALANCE AFTER PROGRAM		3,387,290
OTHER CASH OUTFLOWS (TRANSFERS OUT)		-
PROJECTED FUND BALANCE - 9/30/23		<u>\$ 3,387,290</u>

TRANSFERS AND RESERVES SUMMARY

RESERVE FOR FUTURE CAPITAL OUTLAY	2,661,662
RESERVE FOR CONTINGENCY-REGULAR	362,814
RESERVE-CASH CARRIED FORWARD	<u>362,814</u>
<i>TOTAL TRANSFERS AND RESERVES</i>	<u>3,387,290</u>
TOTAL CASH OUTFLOWS AND RESERVES/BALANCES	<u>\$ 3,628,142</u>

Desired Minimum Fund Balance	\$40,142
Allowable Fund Balance:	\$725,628

<u>RATE HISTORY:</u>	<u>UNIT OF MEAS</u>	<u>COST PER UOM</u>	<u>PER 80' LOT</u>
FY 2013/14	ERU	\$ 52.83	\$ 52.83
FY 2014/15	ERU	\$ 52.83	\$ 52.83
FY 2015/16	ERU	\$ 52.83	\$ 52.83
FY 2016/17	ERU	\$ 52.83	\$ 52.83
FY 2017/18	ERU	\$ 297.83	\$ 297.83
FY 2018/19	ERU	\$ 297.83	\$ 297.83
FY 2019/20	ERU	\$ 297.83	\$ 297.83
FY 2020/21	ERU	\$ 297.83	\$ 297.83
FY 2021/22	ERU	\$ 297.83	\$ 297.83
FY 2022/23 Proposed	ERU	\$ 297.83	\$ 297.83

CURRENT MAXIMUM RATE SOUTH BURNT STORE \$ 297.83

Totals may not add due to rounding.

PRELIM
6.6.22

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
FY 2022/23 BUDGET
SOUTH BURNT STORE ST/DR MTC. UNIT (SD)
FUND # 1446
PROPOSED MAINTENANCE WORK PROGRAM

<u>PUBLIC WORKS SERVICES</u>	<u>TOTAL EXP</u>
Maintenance Services	\$ 121,237
Equipment Replacement Charges	17,311
Signing & Marking Materials	3,157
Road/Drainage Maintenance Materials	28,513
Lighting Material	-
TOTAL PUBLIC WORKS SERVICES	170,218

<u>OTHER DIRECT COSTS</u>	
Utility Services/Electric-Decorative System	3,500
Utility Services/Water	250
Central/Indirect Services Allocation	1,391
Advertising - Legal	150
TOTAL OTHER DIRECT COST	5,291

<u>CONTRACT SERVICES</u>	<u>C/O \$</u>	<u>NEW \$</u>		
Landfill Fees			10-9004	2,000
C/S - Sod Installed			10-5003	24,900
cmr2209 C/S - Paving			84-8487	
C/S - Concrete Flatwork			84-8478	5,000
C/S - Pipe Liner			84-8494	20,000
C/S - Aquatic Weed Control Svcs.			84-8412	-
C/S - ROW Mowing			84-8490	-
C/S - Survey			84-8499	-
C/S - Specialty Mowing			84-8496	
P/S - Engineering - Sidewalks			84-8490	-
C/S - Sidewalk			84-8479	-
TOTAL CONTRACT SERVICES				51,900

TOTAL WORK PROGRAM	227,409
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TAX COLLECTOR-COLLECTION FEE	13,443
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DEBT SERVICES	cmr2209 Principal Pymts
	cmr2209 Interest Pymts

GRAND TOTAL MSBU WORK PROGRAM	\$ 240,852
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Budget by Single MSBU

Budget Year: 2023-BUDGET
MSBU Code: South Burnt Store St/Dr Mtc

Department: All Departments
Activity: All Activities

WO #	Activity	Work Quantity	Work UOM	ADP	Crew Days	Crew Size	Labor Days	Labor Cost	Tool Cost	Parts Cost	Lump Sum	Budget Total
South Burnt Store St/Dr Mt												
1726547	10-1001-A/C Maint. Potholes	2.00	TN	2.00	1.00	2.25	2.25	1,595.39	148.54	257.68	0.00	2,001.61
1724468	10-1006-Pvmt Rst Builders	0.00	TN	2.00	0.00	2.30	0.00	0.00	0.00	0.00	0.00	0.00
1721353	10-2003-Sidewalk Repair	750.00	SF	100.00	7.50	1.75	13.13	9,726.58	737.44	519.89	0.00	10,983.91
1734538	10-2005-Con Drways	600.00	SF	300.00	2.00	3.25	6.50	4,744.54	712.30	3,041.32	0.00	8,498.16
1724943	10-2011-Catch Basin Repair	2.00	RPR	1.00	2.00	2.00	4.00	2,872.65	388.39	455.38	0.00	3,716.41
1725089	10-3001-Drainage Maint.	30,000.00	SF	3,500.00	8.57	4.25	36.42	26,865.13	4,630.59	4.13	0.00	31,499.84
1725648	10-3002-Major Outfall	0.00	SY	1,200.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00
1725185	10-3003-VAC Cul Clean	20.00	CULV	10.00	2.00	2.00	4.00	2,932.87	884.40	0.00	0.00	3,817.27
1725685	10-3004-Sm Pipe Inst	160.00	LF	32.00	5.00	3.00	15.00	10,892.49	2,302.50	6,640.38	0.00	19,835.37
1725728	10-3005-Sm Pipe Rpr	3.00	RPR	2.00	1.50	3.00	4.50	3,267.75	690.75	142.43	0.00	4,100.93
1725758	10-3007-MAN Cul Clean	0.00	SF	1,500.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
1734539	10-3009-Sidelot Outfall	600.00	SF	2,500.00	0.24	4.00	0.96	713.05	126.34	57.52	0.00	896.90
1749757	10-3010-Lg Pipe Inst	160.00	LF	40.00	4.00	4.00	16.00	11,884.13	2,249.60	16,892.90	0.00	31,026.63
1725833	10-3014-Drg Mtc Regrading	4,000.00	SF	5,000.00	0.80	4.00	3.20	2,376.83	307.44	0.00	0.00	2,684.27
1725896	10-4002-Shoulder Repr	1.00	SM	0.50	2.00	4.00	8.00	5,861.60	913.60	501.05	0.00	7,276.25
1734541	10-5000-Brush Cut-Response	5.00	ICD	12.00	0.42	3.00	1.26	874.11	108.70	0.00	0.00	982.81
1716459	10-5001-Brush Cut-Routine	0.00	CY	2,700.00	0.00	3.75	0.00	0.00	0.00	0.00	0.00	0.00
1716469	10-5003-C/S-Sod Instlld	24,900.00	DOL	1,000.00	24.90	0.00	0.00	0.00	0.00	0.00	24,900.00	24,900.00
1726007	10-5004-BC Flail Mowr	5,000.00	CY	12,000.00	0.42	1.00	0.42	315.97	129.15	0.00	0.00	445.12
1726079	10-5005-Sod Watering	7,200.00	GAL	2,400.00	3.00	1.00	3.00	2,256.90	237.90	0.00	0.00	2,494.80
1726192	10-8003-Fuel Truck	10.00	LHR	10.00	1.00	1.00	1.00	771.18	216.10	0.00	0.00	987.28
1726245	10-8004-Transport	4.00	LHR	3.00	1.33	1.00	1.33	1,079.18	387.30	0.00	0.00	1,466.48
1726297	10-9002-Misc. Activity	10.00	LHR	10.00	1.00	1.00	1.00	655.02	39.10	0.00	0.00	694.12
1716780	10-9004-Landfill Fees	2,000.00	DOL	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1726382	10-9020-ROW Clr & Haul	0.00	TN	5.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
1734542	10-9030-Inspection - Field	15.00	LHR	10.00	1.50	2.00	3.00	2,261.73	58.65	0.00	0.00	2,320.38
1716943	10-9031-Inspection C/S Mowing	0.00	LHR	10.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
1716976	10-9033-Inspection C/S Sidewalk	0.00	LHR	10.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
1716985	10-9034-Inspection C/S Veg Remvl	0.00	LHR	10.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
1717037	10-9852-Supervision	30.00	LHR	10.00	3.00	1.00	3.00	2,634.45	117.30	0.00	0.00	2,751.75
1717108	10-9866-MSDR	70.00	LHR	10.00	7.00	1.00	7.00	4,599.05	0.00	0.00	0.00	4,599.05
	Program 10 Totals:	75,542.00			2,080.18		134.97	99,180.60	15,386.09	28,512.68	26,900.00	169,979.34
1726675	60-6001-Sign Maintenance	260.00	SGN	24.00	10.83	1.20	13.00	8,976.46	603.23	2,042.43	0.00	11,622.13
1726791	60-6002-Sign Preparation	30.00	SGN	26.00	1.15	1.00	1.15	794.32	0.00	806.89	0.00	1,601.21
1734543	60-6005-Sign Install	6.00	SGN	20.00	0.30	1.00	0.30	207.21	16.71	168.87	0.00	392.79

Budget by Single MSBU

Budget Year: 2023-BUDGET

MSBU Code: South Burnt Store St/Dr Mtc

Department: All Departments

Activity: All Activities

WO #	Activity	Work Quantity	Work UOM	ADP	Crew Days	Crew Size	Labor Days	Labor Cost	Tool Cost	Parts Cost	Lump Sum	Budget Total
1727039	60-6008-Herbicide Sign Shop	440.00	SGN	170.00	2.59	1.15	2.98	2,057.28	230.24	25.33	0.00	2,312.85
1727101	60-6009-Hand Liners (Legends)	0.00	LGD	50.00	0.00	4.45	0.00	0.00	0.00	0.00	0.00	0.00
1727150	60-6010-Sign Inspection	1,474.00	SGN	160.00	9.21	1.00	9.21	6,361.44	873.11	0.00	0.00	7,234.54
1717707	60-6013-TSM Trouble Calls	4.00	ICD	2.00	2.00	1.25	2.50	1,781.18	90.10	113.50	0.00	1,984.78
1717757	60-6052-Supervision	20.00	LHR	10.00	2.00	1.00	2.00	1,381.42	111.40	0.00	0.00	1,492.82
	Program 60 Totals:	2,234.00			28.08		31.13	21,559.31	1,924.79	3,157.02	0.00	26,641.12
1717769	70-7007-St Light Maint.	0.00	LITE	8.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
	Program 70 Totals:	0.00			0.00		0.00	0.00	0.00	0.00	0.00	0.00
1717793	84-8468-ROW/Land Acquisition	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1739154	84-8478-C/S Concrete Flatwork	5,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
1717851	84-8480-C/S Mowing	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1739190	84-8489-Drainage Project	20,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
1718059	84-8490-Professional Engineer Svcs	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1718092	84-8491-Oth Contr Svc 1 (See File)	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1718120	84-8492-Oth Contr Svc 2 (See File)	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1718140	84-8493-Contract Landscaping	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1751167	84-8494-C/S Pipe Liner	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1718198	84-8496-C/S Specialty Mowing	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1718268	84-8499 - C/S Survey	0.00	DOL	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	Program 84 Totals:	25,000.00			0.00		0.00	0.00	0.00	0.00	25,000.00	25,000.00
1718370	93-9357-Project Management	10.00	LHR	20.00	0.50	2.00	1.00	497.54	0.00	0.00	0.00	497.54
	Program 93 Totals:	10.00			0.50		1.00	497.54	0.00	0.00	0.00	497.54
1718539	96-9605-Stormwater Design Support	0.00	LHR	20.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
1718556	96-9657-Stormwater Project Mgmt	0.00	LHR	20.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
	Program 96 Totals:	0.00			0.00		0.00	0.00	0.00	0.00	0.00	0.00
1718593	97-9701-Traffic Engr	0.00	LHR	15.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00
	Program 97 Totals:	0.00			0.00		0.00	0.00	0.00	0.00	0.00	0.00
	PW-SBSM Totals:	102,786.00			2,108.76		167.10	121,237.45	17,310.88	31,669.70	51,900.00	222,118.00

Capital Maintenance Schedule
Public Works - MSBU/TU Road Paving
2023

Project Costs (in thousands)	2023	2024	2025	2026	2027	2028	TOTAL
Burnt Store Village/Woodland Estates	190	8	7	7	6	5	223
Cook & Brown Paving and Mtc. Program	5	4	3	2	1	1	16
Deep Creek Paving Program	93	74	55	27	14	1	264
Englewood East Paving and Mnt Program	0	0	8,670	612	0	0	9,282
Gardens of Gulf Cove Paving Program	0	0	2,205	194	53	47	2,499
Greater Port Charlotte Road Paving Program	4,607	4,607	4,151	4,151	4,151	4,151	25,820
Grove City Paving Program	0	0	0	5,074	645	164	5,883
Harbour Heights Paving Program	307	32	0	0	0	0	339
Lemon Bay Paving and Maintenance Program	6,477	222	206	189	171	152	7,417
Manasota Key Paving Program	14	0	0	0	0	0	14
NW Port Charlotte Paving and Maintenance	5,590	91	82	71	55	28	5,917
Peace River Shores Paving Program	47	42	37	0	0	0	126
Pirate Harbor Paving Program	832	75	31	29	28	26	1,022
Placida Paving and Maintenance Program	0	0	4,017	338	127	119	4,600
Punta Gorda Non Urban Paving Program	466	73	162	6	3	1	710
Rotonda Heights Paving Program	20	14	7	1	0	0	42
Rotonda Meadows and Villas Paving and Mnt Program	0	0	0	5,303	231	646	6,180
Rotonda West Paving Program	0	0	17,430	1,571	532	501	20,035
South Burnt Store Paving	0	4,798	376	53	36	19	5,282
South Gulf Cove Paving Program Ph 1	93	71	48	1	0	0	212
South Gulf Cove Paving Program Ph 2-5	0	0	0	8,063	8,849	556	17,468
South Punta Gorda Heights Paving Program	31	27	23	19	6	0	106
South Punta Gorda Heights West Paving Program	30	25	20	5	0	0	80
Suncoast Blvd Paving and Maintenance Program	5	4	3	2	2	1	17
Tropical Gulf Acres Paving and Mnt Program	1,020	306	0	306	0	0	1,632
TOTAL	19,826	10,473	37,534	26,025	14,908	6,419	115,185

South Burnt Store Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2021 - June 30, 2022

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$1,951,266	\$2,447,070	\$2,565,239	\$2,565,239
Revenues				
Assessments & Earnings	664,101	648,429	625,063	648,429
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$664,101	\$648,429	\$625,063	\$648,429
Expenditures				
Contract Services	1,381	29,900	-	29,900
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	22,989	161,668	18,642	161,668
Internal Charges	1,284	3,850	3,850	3,850
Purchased Services	12,358	19,363	15,031	19,363
Materials and Supplies	-	-	-	-
Capital Outlay	12,117	-	-	-
Debt Services	-	-	-	-
Project Costs				
South Burnt Store Paving FY24	-	-	-	-
Total Expenditures	\$50,129	\$234,781	\$37,523	\$234,781
Reserves (Ending Fund Balance)	\$2,565,239	\$2,860,718	\$3,152,779	\$2,978,887
<i>Reserve %</i>	98.1%	92.4%	98.8%	92.7%

Date Prepared: 7/5/2022

Monthly MSBU Activity Report

START DATE: 3/1/2022 END DATE: 5/31/2022

PW-SBBSM

Project	WO 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
	1800749	Sm pipe install- 24393 Lucas Way- SBSM	ROAD-19119	ROADWAY-LUCAS WAY-SBBSM	LUCAS WAY-SBBSM		1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
							Total WO Number: 1789786							
						03/10/2022	2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
							2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
							2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
							Total WO Number: 1800749							
	1810711	Inspect Possible Sinkhole - Lockhart Ct - SBSM	ROAD-19932	ROADWAY-LOCKHART CT-SBBSM	LOCKHART CT-SBBSM		2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
						04/05/2022	2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
							2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
							2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
							Total WO Number: 1810711							
							26.75	2,361.97	0.00	100.01	0.00	25.75	LHR	2,461.98
							Total MSBU: PW-SBBSM							



**Burnt Store Village Street & Drainage
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
Monday, September 12, 2022

Location: 401 Shreve Street, Punta Gorda, Florida
Punta Gorda Charlotte Library

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

NAME (please print)	Email Address	Phone Number
Karlene McDonald	Karlene.McDonald@charlottecountyfl.gov	941.575.3627
Jamie Boies	on file	
DAVE SERVIS	CM SERVIS@GMAIL.COM	941 575 5191
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