

**MINUTES
GARDENS OF GULF COVE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 15, 2023**

**9:33 a.m. – 11:35 a.m.
West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Martha Vanderbilt, Chair
Benjamin Sinclair, Vice-Chair
Raymond Forshee

Members Absent: None

County Staff: Kimberly Kelley, Community Liaison

Call to Order / Roll Call:

The meeting was called to order at 9:33 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

None

Sunshine Law/Roberts Rules:

Per the Florida Sunshine Law outlined in Florida Statutes Chapter 286, Florida Public Records Law outlined in Florida Statutes Chapter 119 and Roberts Rules, mandatory training must be provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.

Election of Officers:

Mr. Sinclair motioned for the Chair and Vice Chair to remain the same, the Advisory Board unanimously approved Ms. Vanderbilt remain as Chair and Mr. Sinclair to remain as Vice Chair. Ms. Vanderbilt and Mr. Sinclair accepted.

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

None

Approval of Minutes:

The November 16, 2022, minutes were unanimously approved as submitted.

Unfinished Business:

- a) Maintenance of Street and Drainage: Ms. Kelley will confirm with transportation engineering staff if the radar flashing speed sign will be replaced. The Advisory Board agreed that the sign does help residents be aware of their speed. Mr. Sinclair indicated that the battery and solar panel have been removed. The West Charlotte Stormwater MSBU canal sediment removal program and a request to include the Sioux Waterway was discussed. Mr. Sinclair inquired on street sweeping.

New Business:

- a) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual report and the preliminary FY24/25 budgets reports were provided for review.

Ms. Kelley will confirm the paving project start date. Concrete flatwork was discussed. Mr. Sinclair motioned to increase concrete flatwork in both years from \$10,000 to \$15,000, seconded by Mr. Forshee and unanimously approved.

Citizen Input on MSBU Items (3 Minute Limit):

- Michele Forshee recommends inviting citizens to attend the MSBU meetings for more community input.

Advisory Board Open Discussion:

Ms. Kelley mentioned the next-door app and other social networking platforms to create citizen attendance/participation for the MSBU meeting. The Advisory Board discussed debris removal in the stormwater canals/waterway. Ms. Vanderbilt asked Ms. Kelley if she would attend and present at their annual property owner's association meeting March 21, 2023, at 7:00 p.m.; Ms. Kelley confirmed she would attend.

Scheduled Future Meetings as Needed / Items for Next Agenda:

Future meetings are scheduled at 9:30 a.m. in the West County Annex Room 120 as follows:

- Wednesday, May 17, 2023
- Wednesday, August 16, 2023
- Wednesday, November 8, 2023

Submitted by: Kimberly Kelley
Public Works Department

Marsha Vanderbilt
Chair Signature

5-10-23
Date



**Gardens of Gulf Cove Street & Drainage
Municipal Service Benefit Unit**

Advisory Board Attendance
9:30 a.m., Wednesday, February 15, 2023

Location: 6868 San Casa Drive, Englewood, FL 33950
West County Annex

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

NAME (please print)	Email Address	Phone Number
Kimberly Kelley	Kimberly.Kelley@charlottecountyfl.gov	575-3613
Ben Sinclair	Sinclair Benjamin gmail	815 3841
MARtha VANDERBITT	ydnv1513@gmail.com	513 280-930
Ray Forshee	mForshee2@gmail.com	201-289-2216
Micheli Forshee		

AGENDA

**GARDENS OF GULF COVE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 15, 2023**

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

ADVISORY BOARD: Martha Vanderbilt, Chair
Benjamin Sinclair, Vice Chair
Raymond Forshee
Vacant
Vacant

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Sunshine Law, Roberts Rules
4. Election of Officers
5. Changes to the Agenda / Motion to Approve Changes (if any)
6. Citizen Input on Agenda Items (3-Minute Limit)
7. Approval of Minutes: November 16, 2022
8. Unfinished Business
 - a. Maintenance of Street and Drainage
9. New Business
 - a. Financial Reports
10. Citizen Input on MSBU Items (3-Minute Limit)
11. Advisory Board Open Discussion
12. Meeting Schedule / Items for Next Agenda
13. Motion to Adjourn

Gardens of Gulf Cove Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2022 - Dec 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$414,096	\$462,059	\$617,882	\$617,882
Revenues				
Assessments & Earnings	329,661	331,066	237,151	331,066
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$329,661	\$331,066	\$237,151	\$331,066
Expenditures				
Contract Services	17,732	22,400	-	22,400
Pipe Lining	23,860	200,000	-	200,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	72,792	41,601	-	41,601
Internal Charges	5,053	2,639	2,639	2,639
Purchased Services	6,438	7,581	4,706	7,581
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Total Expenditures	\$125,875	\$274,221	\$7,345	\$274,221
Reserves (Ending Fund Balance)	\$617,882	\$518,904	\$847,687	\$674,727
<i>Reserve %</i>	83.1%	65.4%	99.1%	71.1%

Date Prepared: 1/18/2023

Gardens of Gulf Cove Street and Drainage MSBU

Fund Financial Report - 5 Year Annual Report

Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
Beginning Balance	\$ 675,172	\$ 693,331	\$ 175,681	\$ 189,852	\$ 332,784	\$ 414,096
Revenues						
Assessments & Earnings						
<i>Assessments</i>	143,478	143,685	337,277	335,090	346,535	334,509
<i>Interest</i>	11,745	7,704	4,255	2,175	1,498	5,151
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	(5,191)	2,998	1,654	(2,211)	-	(11,840)
<i>Misc Rev-Refund Prior Year Exp</i>	-	-	-	-	-	-
<i>GDC Recovery (Interfund Trf-Capital Projects)</i>	-	-	-	-	-	-
<i>Excess Fees /Tax Collector</i>	782	881	-	2,019	-	1,841
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	(17,402)	-
Grant & Subsidy Revenue						
<i>State Grant</i>	-	-	-	-	-	-
Loans & Borrowing						
<i>Debt Proceeds</i>	-	-	-	-	-	-
Total Revenue	\$ 150,814	\$ 155,268	\$ 343,186	\$ 337,073	\$ 330,631	\$ 329,661
Expenditures						
Contract Services						
<i>Engineering</i>	-	-	-	-	-	-
<i>Other Contractual Svcs</i>	-	-	425	-	-	7,383
<i>Concrete Flatwork</i>	45,012	1,553	-	-	15,000	5,155
<i>Drainage</i>	-	-	-	-	-	-
<i>Street Sweeping</i>	6,868	7,555	7,555	7,636	7,400	5,194
<i>Installed Sod</i>	-	2,140	4,806	-	-	-
<i>Landscaping</i>	-	4,400	-	-	5,000	-
<i>Paving</i>	-	-	-	-	-	-
Contract Services; other						
<i>Pipe Lining</i>	1,902	564,913	214,654	52,925	200,000	23,860
<i>Right of Way Maint</i>	-	-	-	-	-	-
<i>ROW Reclamation</i>	-	-	-	-	-	-
<i>Specialty Mowing</i>	-	-	-	-	-	-
Public Works Services						
<i>Equip Repl Charges-PubWrks</i>	4,271	6,676	9,926	3,405	3,160	6,146
<i>Operating Exp-PubWrks</i>	64,486	69,628	73,725	38,390	34,373	61,457
<i>Road & Bridge Materials</i>	5,867	7,648	11,599	2,562	127	3,157
<i>Sign Materials</i>	83	505	-	686	4,975	2,033
Internal Charges						
<i>Central/Indirect Svcs</i>	1,007	1,013	2,014	2,115	5,053	5,053
Purchased Services						
<i>Postage-MSBU Notices</i>	-	-	-	-	-	-
<i>Personal Svcs-InterDept</i>	-	-	-	-	-	-
<i>Postage</i>	-	-	-	-	-	-
<i>Utility Service-Electricity</i>	-	-	-	-	-	-
<i>Advertising-Legal</i>	-	264	-	-	150	-
<i>Fees-Landfill</i>	1,045	4,652	-	824	500	2,208
<i>Collection Fee-Tax Collector</i>	2,114	1,973	4,311	4,286	6,931	4,230
Materials and Supplies						
Capital Outlay						
<i>Imprv-Other Than Bldgs</i>	-	-	-	-	-	-
Debt Services						
<i>Principal</i>	-	-	-	-	-	-
<i>Interest</i>	-	-	-	-	-	-
<i>Other Debt Service Costs</i>	-	-	-	-	-	-
Total Expenditures	132,654	672,918	329,015	112,829	282,669	125,875
Reserves (Ending Fund Balance)	\$ 693,331	\$ 175,681	\$ 189,852	\$ 414,096	\$ 380,746	\$ 617,882
<i>Reserve %</i>	83.9%	20.7%	36.6%	78.6%	57.4%	83.1%

Date Prepared: 1/18/2023

Gardens of Gulf Cove Street and Drainage MSBU

Preliminary 2 Year Budget

FY2024 & FY2025

Estimated ERU's and Cost per ERU

	FY2024	FY2025
Vacant		
<i>Estimated ERU's</i>	10.200	10.200
<i>Cost per ERU</i>	\$ 350.00	\$ 350.00
Occupied		
<i>Estimated ERU's</i>	979.900	979.900
<i>Cost per ERU</i>	\$ 350.00	\$ 350.00
Current FY23 Rate	\$ 350.00	
Current Maximum Rate	\$ 350.00	

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 674,727	\$ 666,148
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	346,535	346,535
<i>Interest</i>	2,362	2,332
<i>Less 5% Reserve - FS 129.01(2)b</i>	(17,327)	(17,327)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 331,570	\$ 331,540
<u>Expenditures</u>		
Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	10,000	10,000
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	7,553	7,780
<i>Installed Sod</i>	-	-
<i>Landscaping</i>	-	-
<i>Paving</i>	-	-

	Preliminary Budget FY2024	Preliminary Budget FY2025
Contract Services; other		
<i>Pipe Lining</i>	200,000	200,000
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	11,775	11,775
<i>Operating Exp-PubWrks</i>	75,747	75,747
<i>Road & Bridge Materials</i>	23,233	24,289
<i>Sign Materials</i>	1,639	1,714
Internal Charges		
<i>Central/Indirect Svcs</i>	2,771	2,910
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	500	500
<i>Collection Fee-Tax Collector</i>	6,931	6,931
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Total Expenditures	340,149	341,646
Reserves (Ending Fund Balance)	\$ 666,148	\$ 656,042
<i>Reserve %</i>	66.2%	65.8%

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