

**MINUTES  
GREATER PORT CHARLOTTE STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
MONDAY, SEPTEMBER 18, 2023**

**2:02 p.m. – 3:06 p.m.  
Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** John Carlson, Chair  
Stephanie King, Vice Chair  
Greg Carney  
Bob Logan  
Lorraine Money Penny

**Members Absent:** None

**County Staff:** Raymond Slade, Projects Manager  
Lisa Eby, Executive Assistant

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 2:02 p.m. A roll call was taken, and a quorum was established.

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

None

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

None

**Approval of Minutes:**

The draft minutes from June 26, 2023, were unanimously approved as submitted.

**Unfinished Business:**

- a. Bridge Maintenance Program: The group was provided an update regarding which bridges would be maintained first: Wintergarden Avenue over the Como Waterway, Pellam Boulevard over the Auburn Waterway, Ohara Drive over the Atlantis Waterway. Ms. LeMaster advised that after October 1<sup>st</sup> they will begin requests for letters of interest to begin the design and engineering process. The purchasing and bid process was explained. Questions were raised regarding the need for maintenance of the bridges; Ms. LeMaster advised that we are starting a routine bridge maintenance program. The scope of the Bridge Maintenance program was discussed and FY24 will start the design & engineering of the first set of 23 bridges within the program for Greater Port Charlotte.
- b. Future Sidewalk Projects: Conversation began with Florida Power and Light (FPL) and Charlotte County Utility (CCU) Projects. Ms. LeMaster explained that at this time there are no projects planned for the foreseeable future but stressed that things could change at any time. Concerns arose regarding the removal of FPL poles. Mr. Slade updated the group that FPL, CCU, and Comcast are all on board with the Dorchester Sidewalk Project. He stated that FPL has budgeted the funds and is ready to move forward. Conversation ensued regarding the CIP and Mr. Slade is confident that the funding is sufficient to move forward with the project. Questions arose regarding the previous delay in the bid process. Mr. Slade explained that the hurricane caused delays, especially for FPL's poles. The bid process was explained to the group. The group inquired on previous sidewalk costs, funding, allocation of funding, design, sales tax projects, future sidewalk projects, and what a CIP is. Mr. Slade explained to the group that if bid comes in over budget, they can shelve the project until funding is available.

Discussion continued whether to approve for the project to be put out to bid. Mrs. King made a motion that Public Works go forward with Bids as long as the bid does not exceed the current CIP budget line item. Discussion ensued regarding the length of the sidewalk, and the possibility of splitting the project into two phases. The motion was seconded and passed unanimously.

- c. Future Paving: Contractors have started in other areas, and Greater Port Charlotte is slated to begin in FY24. Updates will be provided to the group as they are received. Discussion ensued regarding reclaiming and paving Hillsborough. Ms. LeMaster explained that the cost will be split with City of North Port and provided the group the cost estimate. Questions arose regarding if edge of pavement repairs will be addressed ahead of paving. Ms. LeMaster will provide further updates at the next meeting. Concerns were voiced regarding other areas that need edge of pavement repairs. Discussion ensued regarding causes of damage to edge of pavement, and the need for more permanent repairs. Questions regarding eighteen-wheeler vehicles causing damages and if anything can be done to prevent them from using certain streets.

### **New Business**

- a. Financial Reports and Preliminary FY24 & FY25 Budgets: The FY23 quarter three actual expenditure report was reviewed. It was noted that the expenditures for Public Works are only showing totals up to March 31, 2023. The FY23 quarter three monthly funding report (formerly maintenance activity report) was reviewed. Ms. Lemaster advised the budget is over for concrete flatwork and pipe lining and that Fiscal will move funds to make up the cost, if needed. Questions ensued regarding a purchase order for pipe lining. Ms. LeMaster displayed the work order in City Works and explained the work that was charged. Questions were raised regarding contractor costs vs. in-house costs. Ms. LeMaster explained pipe lining vs. pipe replacement and cost savings.

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

None

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

Mrs. Moneypenny had questions regarding the scope of the Advisory Board. Discussion ensued regarding how a meeting is run, Sunshine Law, Robert's Rules, and topics under Greater Port Charlotte Street and Drainage's purview. Discussion continued with educating the public on Municipal Services Benefit Units. The potential of providing updates or a comprehensive picture of future projects that are planned for Greater Port Charlotte Street and Drainage was discussed. The round-a-bout at Midway Boulevard and Edgewater Boulevard was mentioned, concerning vehicles failing to yield. Ms. LeMaster let the group know FY24's meeting schedule will be reviewed.

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

Future meetings are scheduled at 2:00 p.m. at the Charlotte Harbor Event Center:

- December 11, 2023

The meeting adjourned at 3:06 p.m.

Submitted by: Erica LeMaster  
Public Works Department

  
Chair Signature

12/11/2023  
Date

**AGENDA  
GREATER PORT CHARLOTTE STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
MONDAY, SEPTEMBER 18, 2023**

**2:00 p.m., Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**BOARD MEMBERS:** John Carlson, Chair  
Stephanie King, Vice-Chair  
Greg Carney  
Bob Logan

**COUNTY STAFF:** Erica LeMaster, Community Liaison  
Karlene McDonald, Operations Supervisor

**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 Minutes: June 26, 2023
5. Unfinished Business
  - a. Bridge Maintenance Program
  - b. Dorchester Street Sidewalk Project
  - c. FY23 Paving Program Update
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

# Greater Port Charlotte Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2022 - June 30, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$ 14,365,859	\$ 15,173,858	\$ 16,485,568	\$ 16,485,568
<b>Revenues</b>				
Assessments & Earnings	9,151,888	9,073,250	9,135,811	9,073,250
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$9,151,888	\$9,073,250	\$9,135,811	\$9,073,250
<b>Expenditures</b>				
Contract Services	456,325	872,110	68,509	885,627
Pipe Lining	148,033	250,000	344,077	485,417
ROW Maintenance	274,455	301,770	132,525	301,770
ROW Reclamation	-	300,000	-	-
Speciality Mowing	194,544	185,343	129,473	185,343
Public Works Services	3,990,009	4,582,251	467,754	3,300,000
Internal Charges	76,222	70,523	70,523	70,523
Purchased Services	148,944	340,156	174,329	340,356
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
GPC Bridge Maint. & Rehab. Program	-	-	-	-
GPC Sidewalk	56,412	3,406,702	1,306	1,306
GPC Paving Program	1,524,678	4,607,605	156,611	156,611
Drainage Restoration Ackerman Project	162,557	294,441	43,099	43,099
<b>Total Expenditures</b>	\$7,032,178	\$15,210,901	\$1,588,205	\$5,770,051
<b>Reserves (Ending Fund Balance)</b>	\$16,485,568	\$9,036,207	\$24,033,174	\$19,788,767
<i>Reserve %</i>	70.1%	37.3%	93.8%	77.4%

Date Prepared: 7/20/2023





**PROPOSAL # 22-0174-27**

Hinterland Group Inc.  
 2051 West Blue Heron Blvd  
 Riviera Beach, FL 33404  
[Info@HinterlandGroup.com](mailto:Info@HinterlandGroup.com)

**7/25/2023**

Charlotte County BOCC  
 Attn: Randy Vowell  
 18500 Murdock Circle  
 Port Charlotte, FL 33948  
[Randy.Vowell@charlottecountyfl.gov](mailto:Randy.Vowell@charlottecountyfl.gov)

Job Name: Charlotte County - 18358 Burkholder Circle

Item	Description	Qty	Unit	Unit Price	Extended Price
1a.	TV Survey Pre/Post	165	LF	\$ 15.00	\$2,475.00
2	Warranty	165	LF	\$ 20.00	\$3,300.00
5a	Heavy Cleaning 16"-29"	165	LF	\$ 10.00	\$1,650.00
12	24" Cured In Place Pipe - 10.5mm	165	LF	\$ 115.00	\$18,975.00
50	Disposal of Materials	33	CY	\$ 235.00	\$7,755.00
51	Mobilization	1	LS	\$ 9,600.00	\$9,600.00
<b>Point Repairs @ Sinkhole Locations</b>					
	2 man survey crew	36	HR	\$ 225.00	\$8,100.00
	Track/Wheeled Excavator w/ Operator	36	HR	\$ 155.00	\$5,580.00
	Dirt	9	EA	\$ 75.00	\$675.00
	Floritam Sod	200	EA	\$ 9.00	\$1,800.00
	24" HDPE	20	LF	\$ 155.00	\$3,100.00
	Connect Pipe to Existing Pipe/Inlet	1	EA	\$ 3,000.00	\$3,000.00
	Remove/Dispose of Existing Cross-Drain Pipe	20	LF	\$ 65.00	\$1,300.00

**Grand Total: \$67,310.00**

**Exclusions from Scope:**

1. **Permitting and Bonding**
2. **Any major MOT required (road closures, lane closures, detours, etc.)**
3. **Sizes shown on plans are assumed to be correct**
4. **This quote does not provide any bypass or manhole lining**
5. **Hinterland will not be held liable for line collapse during clean and tv due to the unknown condition of existing pipe.**
6. **Any other work not specifically listed in inclusions above**
7. **Hinterland is not responsible for pipe collapse during calcium deposit removal due to unknown conditions located in host pipe**

NOTE: Due to the fragile condition of the existing pipe(s), the possibility of the pipe collapsing exists during the construction phase. If this unlikely event occurs, we will provide you with an additional estimate for a necessary point repair to complete the lining process. Due to the poor condition of the original host pipe, residual settling may appear at the surface grade post lining. This condition is not covered under warranty. Unforeseen conditions can affect the amount of time to complete the work, therefore increasing or decreasing estimate.

**ALL PO's/Contractual Issuances are to be emailed to: [info@hinterlandgroup.com](mailto:info@hinterlandgroup.com)**

**Prepared By:**

Jake Crowe  
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 Office: (561) 640-3503  
 Mobile: (803)309-7487

**CGC1520354 • CUC1224634 • CBC1255077 • EC13003615**

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_