

**MINUTES
NORTHWEST PORT CHARLOTTE STREET AND DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
MONDAY, FEBRUARY 6, 2023**

**2:12 p.m. – 3:04 p.m.
Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida**

Members Present: Shawn Joannes, Chair
John Reif, Vice-Chair
Robert Cable
Rick Chial
Blair McVety

Members Absent: None

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 2:12 p.m. A roll call was taken, and a quorum was established.

Election of Officers:

Mr. Joannes nominated himself for Chair; seconded by Mr. Reif and unanimously approved. Mr. Joannes nominated Mr. Chial for Vice-Chair; seconded by Mr. McVety and unanimously approved.

Annual Review: Sunshine Law, Robert's Rule of Order, and Public Records:

Ms. McDonald reviewed the Sunshine Law PowerPoint presentation. The Roberts Rules of Order PowerPoint presentation was given.

Changes to Agenda/ Motion to Approve Changes:

Mr. McVety motioned to add sidewalks continuous to unfinished business. Mr. Reif seconded. All were in favor.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

The draft minutes from November 28, 2022, were unanimously approved as written.

New Business:

a. Financial Reports: The financial reports were reviewed.

Unfinished Business:

a. Sidewalks: It was noted that the CIP was missing on the budget. Karlene will look into this issue with Fiscal and also invite Ray Slade; Project Manager to the next meeting.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Joannes has some concerns with the damage on the roads from the debris contractor trucks and would like to know how it will be corrected. Mr. Cable would like to know if FDOT has any plans for turn lanes at 776 and Biscayne Boulevard. Ms. McDonald referred him to MPO for assistance as the county does not maintain 776.

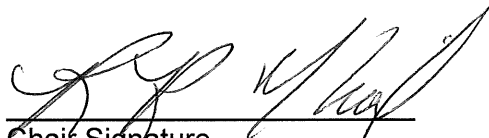
Schedule Meetings / Items for Next Agenda:

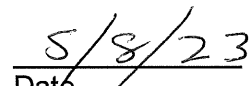
Future meetings are tentatively scheduled at 2:00 p.m. as follows:

- May 8, 2023, Centennial Park Recreation Center
- September 21, 2023, Port Charlotte Library
- November 6, 2023, Centennial Park Recreation Center

The meeting adjourned at 3:04 p.m.

Submitted by: Jamie Boies
Public Works Department


Chair Signature


Date

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

ADVISORY BOARD REGULAR MEETING
MONDAY, February 6, 2023

2:00 p.m., Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida

BOARD MEMBERS: Shawn Joannes, Chair
John Reif, Vice-Chair
Robert Cable
Rick Chial
Blair McVety

COUNTY STAFF: Karlene McDonald, Community Liaison
Jamie Boies, Administrative Services Coordinator

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Election of Officers
3. Annual Review: Sunshine Law, Robert's Rule of Order, and Public Records
4. Changes to Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 28, 2022
- e. 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

NW Port Charlotte Non-Urban 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	\$ 11,998,286	\$ 8,898,210	\$ 8,627,767	\$ 8,627,767
Revenues				
Assessments & Earnings	3,708,361	3,609,442	1,699,797	3,609,442
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	1,920,000	1,920,000	1,920,000
Total Revenue	\$3,708,361	\$5,529,442	\$3,619,797	\$5,529,442
Expenditures				
Contract Services	21,788	88,000	-	88,000
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	152,828	168,038	-	168,038
ROW Reclamation	-	200,000	-	200,000
Speciality Mowing	-	-	-	-
Public Works Services	386,293	728,251	-	728,251
Internal Charges	26,290	27,605	27,605	27,605
Purchased Services	50,409	69,740	31,968	69,740
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	1,017,833	3,404,380	2,937,450	3,404,380
Project Costs				
NWPC Bridge Rehab	1,025,965	925,847	-	38,980
NWPC Paving Program	4,397,473	5,489,663	-	1,291,478
Total Expenditures	\$7,078,880	\$11,121,524	\$2,997,024	\$6,036,472
Reserves (Ending Fund Balance)	\$8,627,767	\$3,306,128	\$9,250,541	\$8,120,738
<i>Reserve %</i>	54.9%	22.9%	75.5%	57.4%

Date Prepared: 1/19/2023

NW Port Charlotte NU 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	Amended Budget FY2022	Actual FY2022
Beginning Balance	\$ 6,671,263	\$ 8,407,781	\$ 9,391,627	\$ 10,954,506	\$ 8,842,524	\$ 8,842,524	\$ 11,998,286
Revenues							
Assessments & Earnings							
Assessments	3,676,216	3,774,970	3,699,537	3,874,842	3,775,182	-	3,701,065
Interest	178,494	196,424	148,767	71,447	28,807	-	75,819
Net Inc/(Decr) Fair Market Value-Investments	(65,764)	127,769	90,484	(74,930)	-	-	(165,087)
Misc Rev-Refund Prior Year Exp	-	-	4,125	244	-	-	569
GDC Recovery (Interfund Trf-Capital Projects)	75,631	75,631	75,631	75,631	75,631	-	75,631
Excess Fees /Tax Collector	20,039	23,146	395	23,341	-	-	20,364
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(190,199)	-	-
Grant & Subsidy Revenue							
Loans & Borrowing							
Debt Proceeds	4,800,000	-	-	4,479,000	-	-	-
Total Revenue	\$ 8,684,617	\$ 4,197,939	\$ 4,018,939	\$ 8,449,576	\$ 3,689,421	\$ 3,689,421	\$ 3,708,361
Expenditures							
Contract Services							
Engineering	-	-	-	-	-	-	-
Other Contractual Svcs	-	11,600	761	28,709	-	-	-
Concrete Flatwork	-	-	-	-	5,000	-	5,885
Drainage	-	-	-	-	-	-	-
Street Sweeping	-	-	-	1	-	-	1
Installed Sod	14,464	113,849	69,371	1,938	83,000	-	15,902
Paving	-	-	-	-	-	-	-
Contract Services; other							
Pipe Lining	19,619	-	-	-	20,000	-	-
Right of Way Maint	50,000	51,314	160,274	152,828	163,144	-	152,828
ROW Reclamation	25,450	267,967	650,494	150,000	200,000	-	-
Specialty Mowing	-	-	-	-	-	-	-
Public Works Services							
Equip Repl Charges-PubWrks	33,886	115,913	67,525	32,714	156,537	-	51,701
Operating Exp-PubWrks	360,766	809,736	459,478	305,220	1,082,927	-	488,373
Road & Bridge Materials	14,607	24,727	5,383	5,920	38,824	-	8,710
Sign Materials	6,765	3,746	2,362	5,055	13,739	-	16,355
Internal Charges							
Central/Indirect Svcs	13,335	14,002	74,085	39,097	26,290	-	26,290
Purchased Services							
Postage-MSBU Notices	-	-	-	-	-	-	-
Personal Svcs-InterDept	-	-	62	-	-	-	-
Postage	-	-	-	-	-	-	-
Utility Service-Electricity	-	-	-	-	-	-	-
Advertising-Legal	-	-	-	343	150	-	-
Fees-Landfill	7,147	5,356	4,378	3,228	5,000	-	3,610
Collection Fee-Tax Collector	54,154	51,824	47,283	49,561	66,066	-	46,800
Materials and Supplies							
Capital Outlay							
Imprv-Other Than Bldgs	-	-	-	3,510	-	-	-
Debt Services							
Principal	-	480,000	480,000	480,000	923,000	-	903,000
Interest	99,925	126,080	78,264	45,022	270,183	-	114,065
Other Debt Service Costs	-	-	204	45,575	-	-	768
Project Costs							
NWPC Bridge Rehab							
Engineering	17,243	-	81,283	2,798	86,162	-	22,571
Construction	-	-	-	-	737,895	863,825	907,202
Labor (not reported separate prior to FY23)	-	-	-	-	-	-	-
NWPC Paving Program							
Paving	6,230,741	1,137,979	274,856	6,054,277	6,635,145	-	4,314,819
Rejuvenation	-	-	-	-	766,000	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-	-
Total Expenditures	6,948,100	3,214,092	2,456,060	7,405,796	11,279,062	11,404,992	7,078,880
Reserves (Ending Fund Balance)	\$ 8,407,781	\$ 9,391,627	\$ 10,954,506	\$ 11,998,286	\$ 1,252,883	\$ 1,126,953	\$ 8,627,767
Reserve %	54.8%	74.5%	81.7%	61.8%	10.0%	9.0%	54.9%

NW Port Charlotte NU 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>	14,246.650	14,246.650
<i>Cost per ERU</i>	\$ 218.00	\$ 218.00
Occupied		
<i>Estimated ERU's</i>	3,078.700	3,078.700
<i>Cost per ERU</i>	\$ 218.00	\$ 218.00
Current FY23 Rate	\$ 218.00	
Current Maximum Rate	\$ 218.00	

Beginning Balance

Revenues

	Preliminary Budget FY2024	Preliminary Budget FY2025
Assessments & Earnings		
<i>Assessments</i>	3,776,927	3,776,927
<i>Interest</i>	28,423	11,417
<i>GDC Recovery (Interfund Trf-Capital Projects)</i>	75,631	75,631
<i>Less 5% Reserve - FS 129.01(2)b</i>	(190,268)	(189,418)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 3,690,713	\$ 3,674,557

Expenditures

Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	7,500	7,500
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	2	3
<i>Installed Sod</i>	125,000	125,000
<i>Paving</i>	-	-

	Preliminary Budget FY2024	Preliminary Budget FY2025
Contract Services; other		
<i>Pipe Lining</i>	20,000	20,000
<i>Right of Way Maint</i>	155,506	160,172
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	72,918	72,918
<i>Operating Exp-PubWrks</i>	384,837	384,837
<i>Road & Bridge Materials</i>	12,201	12,756
<i>Sign Materials</i>	4,668	4,880
Internal Charges		
<i>Central/Indirect Srvs</i>	115,734	46,616
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Personal Srvs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	5,000	5,000
<i>Collection Fee-Tax Collector</i>	75,539	75,539
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	911,000	918,000
<i>Interest</i>	91,001	82,000
<i>Other Debt Service Costs</i>	-	-
Project Costs		
NWPC Bridge Rehab		
<i>Engineering</i>	145,248	60,000
<i>Construction</i>	1,399,971	374,000
<i>Labor</i>	35,583	15,000
NWPC Paving Program		
<i>Paving</i>	4,531,952	-
<i>Rejuvenation</i>	-	-
<i>Labor</i>	455,977	-
Total Expenditures	8,549,637	2,364,221
Reserves (Ending Fund Balance)	\$ 3,261,814	\$ 4,572,150
<i>Reserve %</i>	27.6%	65.9%

Version Date 1/24/2023

Capital Maintenance Schedule
 Public Works - MSBU/TU Bridges
 2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Don Pedro Bridge Maintenance Plan	0	53	0	53	0	53	159
Englewood East Bridge Maintenance Plan	2,737	46	47	49	0	0	2,878
GPC Bridge Maintenance and Rehabilitation Program	776	790	705	336	0	0	2,607
Grove City Bridge Rehabilitation	0	110	18	0	0	0	128
Gulf Cove Bridge Maintenance	201	36	0	36	0	0	273
NWPC Bridge Maintenance and Rehabilitation Program	1,581	449	680	0	0	0	2,710
Placida Bridge Rehabilitation Plan	317	0	18	49	0	0	384
Rotonda West Bridge Maintenance Program	9,318	92	171	565	0	0	10,145
South Gulf Cove Bridge Maintenance and Rehabilitation Program	4,030	662	108	329	0	0	5,128

TOTAL 18,959 2,237 1,747 1,416 0 53 24,412

Capital Maintenance Schedule
Public Works - MSBU/TU Road Paving
2024-2025

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Burnt Store Village/Woodland Estates	211	7	7	6	5	3	239
Cook & Brown Little Farm Paving and Mtc. Program	9	3	2	1	1	0	16
Deep Creek Paving Program	155	55	27	14	1	0	252
Englewood East Paving and Mint Program	0	8,962	890	262	247	230	10,591
Gardens of Gulf Cove Paving Program	0	0	2,236	232	84	79	2,632
Greater Port Charlotte Road Paving Program	8,277	4,607	4,151	4,151	4,151	4,151	29,490
Grove City Paving Program	0	0	5,074	645	164	156	6,039
Harbour Heights Paving Program	337	0	0	0	0	0	337
Lemon Bay Paving and Maintenance Program	6,695	695	189	171	152	133	8,035
Manasota Key Paving Program	12	0	0	0	0	0	12
Neal Road Paving Program	1,632	122	0	0	0	0	1,754
NW Port Charlotte Paving and Maintenance	5,161	82	71	55	28	21	5,418
Peace River Shores Paving Program	10	5	0	0	0	0	15
Pirate Harbor Paving Program	866	74	29	28	26	25	1,048
Placida Paving and Maintenance Program	0	4,017	478	127	119	111	4,851
Punta Gorda Non Urban Paving Program	161	15	6	3	1	0	186
Rotonda Heights Paving Program	32	5	0	0	0	0	37
Rotonda Meadows and Villas Paving and Mint Program	0	0	5,303	231	646	205	6,385
Rotonda West Paving Program	0	17,430	1,651	532	501	469	20,583
South Burnt Store Paving	4,798	406	53	36	19	0	5,312
South Gulf Cove Paving Program Ph 1	151	48	5	0	0	0	204
South Gulf Cove Paving Program Ph 2 and 3	0	0	9,104	10,146	664	0	19,914
South Punta Gorda Heights Paving Program	15	12	10	5	0	0	42
South Punta Gorda Heights West Paving Program	20	15	10	1	0	0	46
Suncoast Blvd Paving and Maintenance Program	8	3	2	2	1	0	16
Tropical Gulf Acres Paving and Mint Program	1,326	0	306	0	0	0	1,632
TOTAL	29,875	36,563	29,605	16,648	6,811	5,583	125,086

