

**MINUTES
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, SEPTEMBER 15, 2022**

**10:14 a.m. – 11:17 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: George Herl, Chair
Phillip Smallwood, Vice-Chair
Lynn McCulloch
Andrew Wolf

Members Absent: Jeffrey Nilsson, apologies received

County staff: Karlene McDonald, Community Liaison
Jamie Boies, Administrative Services Coordinator
James Layport, Projects Manager

Guests: See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:14 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda:

None

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

None

Approval of Minutes:

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

Unfinished Business:

- a. FY23 Paving Program: James Layport, Projects Manager for paving, stated the original estimate is going to come back higher as prices have increased. Back and forth discussion began regarding where to mill roads and not mill, as well as if culverts should be installed by the MSBU. Ms. McCulloch motioned to open citizen input; seconded by Mr. Wolf and it was unanimously agreed.
- Bob DiMuzio questioned which homes would be receiving culverts. He thinks that the homeowners should be asked if they want the culverts. He recommends installing culverts to the homes in question.
- Mr. Smallwood motioned to start milling at the intersection of Yacht Club Boulevard and Treasure Island Boulevard and not to mill Yacht Club Boulevard to Burnt Store Road with the understanding that swale driveways at non milled sections will be converted to concrete pipe. Mr. Herl seconded the motion, and it was unanimously approved.
- There was discussion of the bank on Jean La Fitte Boulevard. Ms. McDonald stated it is being monitored by our Engineering Department.

New Business:

- a. Financial Reports: The FY22 third quarter financial reports were reviewed. Mr. Smallwood mentioned the cost of regrades and there was talk of drainage issues.

- b. 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:

None

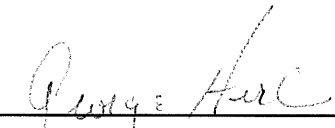
Meeting Schedule / Items for the next agenda:

Future meetings are scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library as follows:

- ~~December 28, 2022~~
- March 22, 2023
- June 14, 2023
- September 20, 2023
- December 18, 2023

The meeting adjourned at 11:17 a.m.

Submitted by: Jamie Boies
Public Works Department



Chair Signature

Date

Monthly MSBU Activity Report

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

PW-PHM Pirate Harbor St/Dr Mtc

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
	1220408	PW-PHM Pirate Harbor S&D MSDR Annual Work Order	PW-PHM	Pirate Harbor St/Dr Mtc										
					10-9866 MSDR	03/01/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/09/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						03/10/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						03/17/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						03/22/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/23/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						03/24/2022	3.25	297.02	0.00	0.00	0.00	3.25	LHR	297.02
						03/28/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/29/2022	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						04/05/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/06/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/07/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/14/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						04/27/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						04/28/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/02/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/03/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/09/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/11/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/17/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/18/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/23/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/24/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/31/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					MSDR Total		13.75	1,256.61	0.00	0.00	0.00	13.75	LHR	1,256.61
					Total WO Number: 1220408		13.75	1,256.61	0.00	0.00	0.00	13.75	LHR	1,256.61
1703031	FY 20 Safety Mowing - Contract 20-001 - PHM		ROAD-19367	ROADWAY-JOLLY ROGER BLVD-PHM	JOLLY ROGER BLVD-SBSM									
					10-9031R Inspection C/S Mowing	03/08/2022	1.00	102.52	0.00	3.30	0.00	1.00	LHR	105.82
						04/14/2022	1.00	80.22	0.00	3.30	0.00	1.00	LHR	83.52
						05/23/2022	0.50	40.11	0.00	1.65	0.00	0.50	LHR	41.76
					Inspection C/S Mowing Total		2.50	222.85	0.00	8.25	0.00	2.50	LHR	231.10
					Total WO Number: 1703031		2.50	222.85	0.00	8.25	0.00	2.50	LHR	231.10
1779548	L&G - N Side of Buccaneer Blvd to Outfall - PHM		ROAD-18063	ROADWAY-BUCCANEER BLVD-PHM	BUCCANEER BLVD-SBSM									
					10-9852D Supervision	05/10/2022	3.00	255.45	0.00	9.90	0.00	3.00	LHR	265.35
					Supervision Total		3.00	255.45	0.00	9.90	0.00	3.00	LHR	265.35
					10-3001D Drainage Maint.	05/02/2022	1.00	68.77	0.00	1.42	0.00	0.00	SF	70.19
						05/09/2022	4.00	275.08	0.00	5.66	0.00	0.00	SF	280.74
						05/10/2022	29.00	1,968.32	0.00	389.83	0.00	1,380.00	SF	2,358.15

Monthly MSBU Activity Report

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

PW-PHM

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
				Drainage Maint. Total			34.00	2,312.17	0.00	396.91	0.00	1,380.00	SF	2,709.08
				10-9020R ROW Clr & Haul		05/10/2022	1.00	65.88	0.00	12.01	0.00	1.00	LD	77.89
				ROW Clr & Haul Total			1.00	65.88	0.00	12.01	0.00	1.00	LD	77.89
				Total WO Number: 1779548			38.00	2,633.50	0.00	418.82	0.00	1,384.00	LD	3,052.32
1812959	Field Inspection- Stop Sign- Buccaneer Blvd & Yacht Club Blvd.- PHM	ROAD-18063	ROADWAY-BUCCANEER BLVD-PHM	BUCCANEER R BLVD-SBSM										
				10-9030R Inspection - Field		04/23/2022	4.00	263.52	0.00	11.32	0.00	4.00	LHR	274.84
				Inspection - Field Total			4.00	263.52	0.00	11.32	0.00	4.00	LHR	274.84
				Total WO Number: 1812959			4.00	263.52	0.00	11.32	0.00	4.00	LHR	274.84
1812983	FY22 Trouble Call--PHM, Stop sign down Yacht Club/Buccaneer	PHM-TSM	TSM											
				60-6013R TSM Trouble Calls		04/23/2022	2.00	193.60	47.69	11.96	0.00	1.00	ICD	253.25
				TSM Trouble Calls Total			2.00	193.60	47.69	11.96	0.00	1.00	ICD	253.25
				Total WO Number: 1812983			2.00	193.60	47.69	11.96	0.00	1.00	ICD	253.25
				Total MSBU: PW-PHM			60.25	4,570.08	47.69	450.35	0.00	1,405.25	ICD	5,068.12

Pirate Harbor 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	\$400,089	\$387,768	\$395,257	\$395,257
Revenues				
Assessments & Earnings	117,644	115,556	115,499	115,556
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$117,644	\$115,556	\$115,499	\$115,556
Expenditures				
Contract Services	12,565	17,450	6,625	17,450
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	3,384	3,384	1,799	3,384
ROW Reclamation	-	-	-	-
Speciality Mowing	-	3,014	-	3,014
Public Works Services	103,543	68,204	8,909	68,204
Internal Charges	796	712	712	712
Purchased Services	2,188	2,904	2,285	2,904
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Pirate Harbor Paving Program	-	-	-	-
Total Expenditures	\$122,476	\$115,668	\$20,330	\$115,668
Reserves (Ending Fund Balance)	\$395,257	\$387,656	\$490,426	\$395,146
<i>Reserve %</i>	76.3%	77.0%	96.0%	77.4%

Date Prepared: 7/1/2022