

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

**ADVISORY BOARD REGULAR MEETING
MONDAY, MARCH 20, 2023**

**10:35 a.m. – 12:13 p.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: Dr. Mary Ellen Kiss, Chair
Dave Evans, Vice-Chair
Sandra Funk

Members Absent: None

County Staff: Karlene McDonald, Operations Supervisor
Ray Slade, Projects Manager

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:35 a.m. A roll call was taken, and a quorum was present.

Election of Officers:

- Chair: Ms. Funk nominated Mr. Evans, seconded by Dr. Kiss, there were no other nominations.
- Vice-Chair: Dr. Kiss nominated Ms. Funk, seconded by Mr. Evans, there were no other nominations.

Nominations were unanimously agreed; Mr. Evans accepted his position as Chair and Ms. Funk accepted her position as Vice-Chair.

Sunshine Law, Roberts Rules of Order and Public Records Review:

The Advisory Board viewed the Sunshine Law and Roberts Rules of Order Video. Conversation followed regarding record retention policies.

Changes to the Agenda / Motion to Approve Changes:

Ms. Funk motioned to add road repairs to the paving item, seconded by Dr. Kiss and unanimously approved. Mr. Evans inquired about a future signalized intersection at Vincent Avenue and Burnt Store Road.

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

None

Approval of Minutes:

The draft minutes from November 21, 2022, were approved as submitted.

Unfinished Business:

- a. Future Sidewalks: Discussion ensued regarding sidewalk design and construction estimates based on recent project bids, county standards for sidewalks, options to budget a sidewalk program, impacts to driveway pavers and timelines for design.
- b. FY24 Paving Program: Conversation followed on paving costs, public education of the MSBU system, cul-de-sac radiuses and construction impacts to roadways. Ms. McDonald

noted there is a preliminary meeting with Lee County Public Works and the Punta Gorda Isles Section 22 HOA next week to discuss maintenance of Vincent Avenue. Dr. Kiss inquired about any specific roads needing immediate attention.

New Business:

- a. Financial Reports: The FY23 adopted budget, FY22 annual and FY23 first quarter actual expenditure reports were reviewed. There was inquiry as to what is covered under the *Road & Bridge Materials* line item.
- b. Preliminary FY24 & FY25 Budgets: Mr. Evans requested confirmation on the paving estimate for FY24, there were no other comments or recommendations at this time.

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

None

Advisory Board Open Discussion:

Dr. Kiss requested an update on the road crossing pipe replacements ahead of paving.

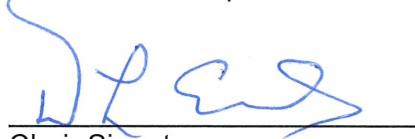
Schedule Meetings / Items for Next Agenda:

Ms. McDonald will look to reschedule the May meeting date to accommodate the Paving Projects Manger's schedule. Future meetings are scheduled at 10:30 a.m. at the Punta Gorda Library as follows:

- May 22, 2023
- August 14, 2023
- November 27, 2023

Meeting adjourned at 12:13 p.m.

Submitted by: Karlene McDonald
Public Works Department



Chair Signature

6-8-23

Date

AGENDA
SOUTH BURNT STORE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
MONDAY, MARCH 20, 2023

10:30 a.m., Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida

BOARD MEMBERS: Dr. Mary-Ellen Kiss, Chair
Dave Evans, Vice-Chair
Sandra Funk

COUNTY STAFF: Karlene McDonald, Operations Supervisor

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Election of Officers
3. Annual Review: Sunshine Law, Roberts Rules of Order and Public Records
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 21, 2022
7. Unfinished Business:
 - a. Future Sidewalks
 - b. FY24 Paving Program
8. New Business:
 - a. Financial Reports
 - b. Preliminary FY24 & FY25 Budgets
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn



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

Advisory Board Meeting Attendance
Monday, March 20, 2023

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
SANDRA FUNK	quilterfunk@yahoo.com	941-815-7340
Mary Ellen Kiss	vdginc@comcast.net	240 381 1894
Dave EVANS	bringleybrins@gmail	257-484-7141
Ray Slade	on file	

South Burnt Store 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	\$ 44,196	\$ 676,620	\$ 1,301,570	\$ 1,951,266	\$ 2,447,070	\$ 2,565,239
Revenues						
Assessments & Earnings						
Assessments	667,327	656,926	655,044	660,298	673,126	654,942
Interest	9,216	24,544	25,526	13,456	9,431	24,807
Net Inc/(Decr) Fair Market Value-Investments	(4,901)	16,550	16,126	(13,630)	-	(59,027)
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	-
GDC Recovery (Interfund Trf-Capital Projects)	-	-	-	-	-	-
Excess Fees /Tax Collector	3,638	4,028	4,248	3,978	-	3,604
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(34,128)	-
Grant & Subsidy Revenue						
State Grant	-	-	-	-	-	-
Loans & Borrowing						
Debt Proceeds	-	-	-	-	-	-
Total Revenue	\$ 675,280	\$ 702,047	\$ 700,943	\$ 664,101	\$ 648,429	\$ 624,327
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	4,115	3,439	-	365	-	-
Concrete Flatwork	-	-	-	-	5,000	-
Drainage	-	-	-	-	-	-
Street Sweeping	-	-	-	-	-	-
Installed Sod	1,495	-	338	1,016	24,900	-
Paving	-	-	-	-	-	-
Contract Services; other						
Pipe Lining	-	-	-	-	20,000	-
Right of Way Maint	-	-	-	-	-	-
ROW Reclamation	-	-	-	-	-	-
Specialty Mowing	-	-	-	-	-	-
Public Works Services						
Equip Repl Charges-PubWrks	858	5,092	2,753	2,256	16,117	1,105
Operating Exp-PubWrks	16,141	45,453	26,314	19,327	114,783	21,263
Road & Bridge Materials	100	4,085	2,870	-	28,428	-
Lighting Materials	3	41	-	64	-	640
Sign Materials	719	1,677	675	1,341	2,340	2,273
Internal Charges						
Central/Indirect Svcs	6,123	3,819	1,223	1,284	3,850	3,850
Purchased Services						
Postage-MSBU Notices	-	-	-	-	-	-
Personal Svcs-InterDept	-	-	1,030	-	-	-
Postage	-	-	-	-	-	-
Utility Service-Electricity	-	-	-	-	-	-
Utility Service-Water/Sewer	200	211	223	222	250	293
Utility Service-Traffic Signals/Lights	3,272	3,146	3,412	3,370	3,500	3,685
R/M-Imprv Other than Bldgs	-	-	3,093	-	-	-
Advertising-Legal	-	-	-	-	150	-
Fees-Landfill	-	1,116	890	321	2,000	28
Collection Fee-Tax Collector	9,830	9,019	8,426	8,445	13,463	8,282
Materials and Supplies						
Capital Outlay						
Imprv-Other Than Bldgs	-	-	-	12,117	-	-
Debt Services						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Other Debt Service Costs	-	-	-	-	-	-
Total Expenditures	42,856	77,097	51,248	50,129	234,781	41,419
Reserves (Ending Fund Balance)	\$ 676,620	\$ 1,301,570	\$ 1,951,266	\$ 2,565,239	\$ 2,860,718	\$ 3,148,147
Reserve %	94.0%	94.4%	97.4%	98.1%	92.4%	98.7%

South Burnt Store 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	\$ 2,565,239	\$ 2,978,887	\$ 3,148,147	\$ 3,148,147
Revenues				
Assessments & Earnings	624,327	649,255	364,011	649,255
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$624,327	\$649,255	\$364,011	\$649,255
Expenditures				
Contract Services	-	29,900	-	29,900
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	25,281	170,220	-	170,220
Internal Charges	3,850	1,391	1,391	1,391
Purchased Services	12,288	19,343	7,499	19,343
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Total Expenditures	\$41,419	\$240,854	\$8,890	\$240,854
Reserves (Ending Fund Balance)	\$3,148,147	\$3,387,288	\$3,503,267	\$3,556,548
<i>Reserve %</i>	98.7%	93.4%	99.7%	93.7%

Date Prepared: 1/18/2023

South Burnt Store Street and Drainage MSBU

Preliminary 2 Year Budget

FY2024 & FY2025

Estimated ERU's and Cost per ERU

Vacant and Occupied	FY2024	FY2025
<i>Estimated ERU's</i>	2,253.990	2,253.990
<i>Cost per ERU</i>	\$ 297.83	\$ 297.83
Current FY23 Rate	\$ 297.83	
Current Maximum Rate	\$ 297.83	

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 3,556,548	\$ 1,619,905
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	671,306	671,306
<i>Interest</i>	12,448	5,670
<i>Less 5% Reserve - FS 129.01(2)b</i>	(34,188)	(33,849)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	2,446,000	-
Total Revenue	\$ 3,095,566	\$ 643,127
<u>Expenditures</u>		
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>	-	-
<i>Installed Sod</i>	37,500	37,500
<i>Paving</i>	-	-
Contract Services; other		
<i>Pipe Lining</i>	20,000	20,000
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-

	Preliminary Budget FY2024	Preliminary Budget FY2025
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	19,198	19,207
<i>Operating Exp-PubWrks</i>	116,271	116,486
<i>Road & Bridge Materials</i>	9,243	9,727
<i>Lighting Materials</i>	-	-
<i>Sign Materials</i>	3,591	3,755
Internal Charges		
<i>Central/Indirect Svcs</i>	1,461	1,534
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	-	-
<i>Utility Service-Water/Sewer</i>	500	500
<i>Utility Service-Traffic Signals/Lights</i>	4,500	4,500
<i>R/M-Imprv Other than Bldgs</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	1,000	1,000
<i>Collection Fee-Tax Collector</i>	13,427	13,427
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	489,000
<i>Interest</i>	85,618	69,652
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>South Burnt Store Paving Program</i>		
<i>Paving</i>	4,620,000	-
<i>Rejuvenation</i>	-	330,000
<i>Labor</i>	92,400	6,000
Total Expenditures	5,032,209	1,129,788
Reserves (Ending Fund Balance)	\$ 1,619,905	\$ 1,133,244
<i>Reserve %</i>	24.4%	50.1%

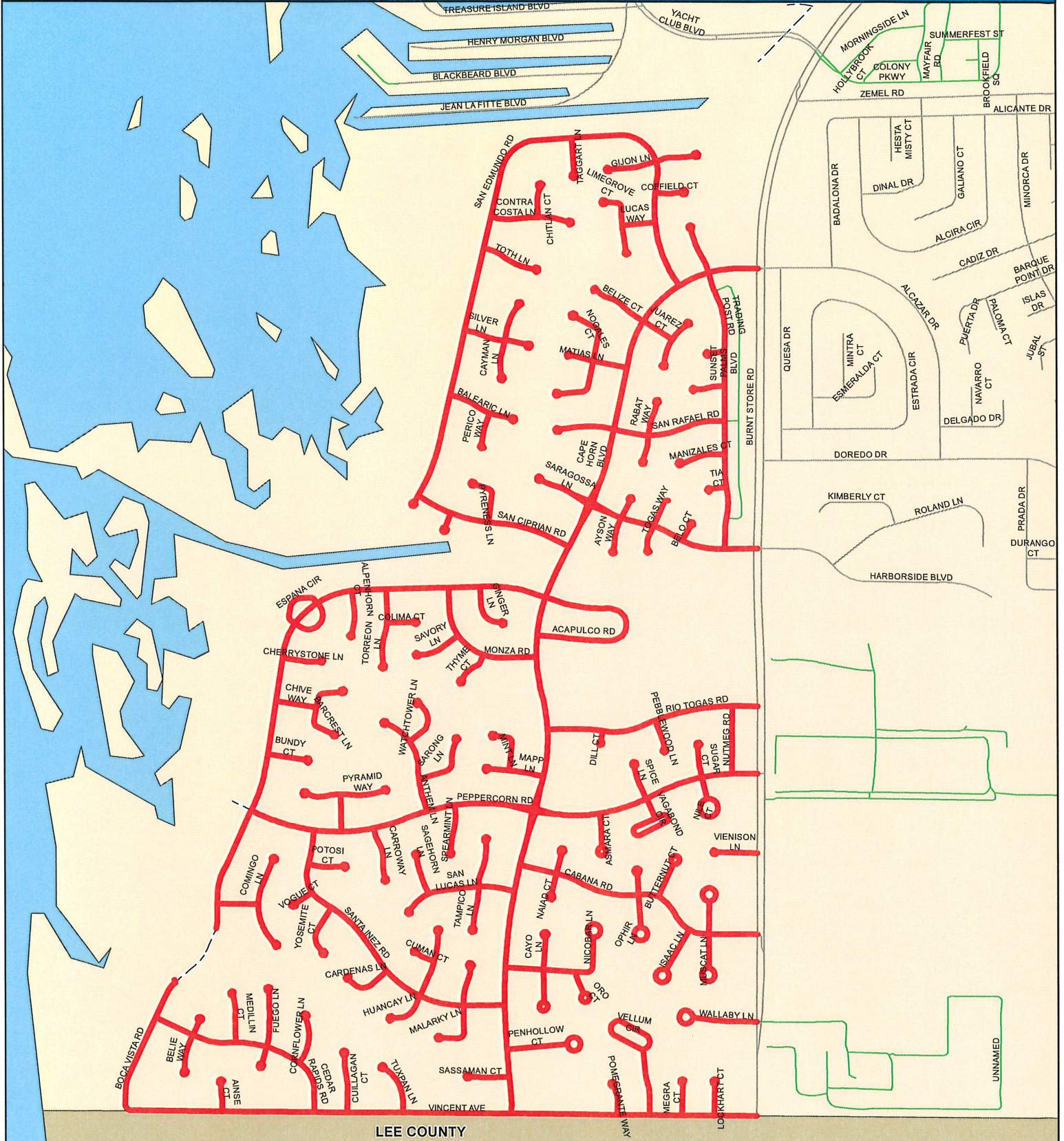
Version Date 2/10/2023

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

Project Costs (in thousands)	2024	2025	2026	2027	2028	2029	TOTAL
Burnt Store Village/Woodland Estates	191	21	7	7	6	5	237
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	8,275	4,607	4,151	4,151	4,151	4,151	29,488
Grove City Paving Program	0	0	5,074	645	164	156	6,039
Harbour Heights Paving Program	297	0	0	0	0	0	297
Lemon Bay Paving and Maintenance Program	6,471	711	206	189	171	152	7,900
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	833	75	31	29	28	26	1,023
Placida Paving and Maintenance Program	0	4,017	478	127	119	111	4,851
Punta Gorda Non Urban Paving Program	451	30	6	3	1	0	490
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	1,020	306	0	0	0	0	1,326
TOTAL	29,541	36,916	29,318	16,668	6,832	5,606	124,881

South Burnt Store

Paving Program - FY 2024








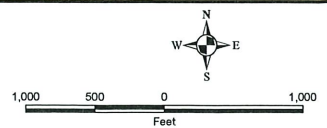
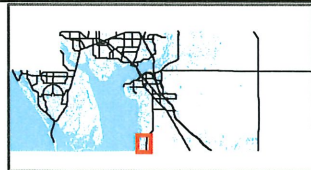
LEE COUNTY

Stateplane Projection
Datum: NAD83
Units: Feet

Source: Public Works

Metadata available upon request

- FY24 SBurntStore MAINT BY:**
-  Major Roads
 -  Dedicated - Not Maintained
 -  Dedicated - Privately Maintained
 -  Private
 -  Other Streets



This map is a representation of compiled public information. It is believed to be an accurate and true depiction for the stated purpose, but Charlotte County and its employees make no guarantee, implied or otherwise, to the accuracy, or completeness. We therefore do not accept any responsibility as to its use. This is not a survey or title to be used for design. Reflected Dimensions are for informational purposes only and may have been rounded to the nearest tenth. For precise dimensions, please refer to recorded plats and related documents.

Sidewalk Estamates

South Burnt Store Street & Drainage MSBU

Location	Section	Design cost	Construction cost	Total cost
Peppercorn Rd.	Burnt Store Rd. to Acapulco Rd.	\$190,330.00	\$815,700.00	\$1,006,030.00
Cabana Rd.	Burnt Store Rd. to Cape Horn Blvd.	\$99,100.00	\$399,000.00	\$492,100.00
Santa Inez Rd.	Peppercorn Rd. to Cape Horn Blvd.	\$110,250.00	\$472,500.00	\$582,750.00
Acapulco Rd.	W. Peppercorn Rd. to End at mangroves	\$213,150.00	\$913,500.00	\$1,126,650.00
Boca Vista Rd.	Vincent Ave. to End at mangroves	\$51,800.00	\$222,000.00	\$273,800.00
San Edmundo Rd.	Cape Horn Blvd. to San Ciprian Rd.	\$239,050.00	\$1,024,500.00	\$1,263,550.00
San Ciprian Rd.	San Edmundo Rd. to Cape Horn Blvd.	\$58,800.00	\$252,000.00	\$310,800.00