

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

ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 8, 2023

10:34 a.m. – 11:53 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida

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

Members Absent: None

County Staff: Karlene McDonald, Operations Supervisor
Erica LeMaster, Community Liaison
James Layport, Projects Manager

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:34 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

None

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

None

Approval of Minutes:

The draft minutes from March 20, 2023, 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. The updated sidewalk estimates were presented. The Board inquired on the possibility of breaking the Peppercorn Blvd project into two phases. Karlene McDonald explained that it would be more cost effective to include the whole street in design and break construction into two phases later.
- b. FY24 Paving Program: Conversation followed on paving costs, life expectancy, the paving process, paver driveways, and construction impacts to roadways. Mr. Evans requested clarification on millings. James Layport explained that they are only milling what they must for example: curb and gutter. Ms. Funk expressed concerns regarding pavers around the cul-de-sac on Mint Lane; the County will try their best to avoid them, but they are not permitted. Discussion ensued regarding the rejuvenation process and road crossing pipe replacements ahead of paving. Ms. McDonald updated the Board regarding maintenance of Vincent Avenue. Ms. Funk gave background on the Burnt Store Marina Property Owners Association.

New Business:

- a. Financial Reports: The FY23 quarter two actual expenditure report was reviewed. It was noted that the expenditures for Public Works Services is only showing totals up till January 31, 2023. The FY23 quarter one and quarter two monthly funding report (formerly maintenance activity report) were reviewed. There was an inquiry regarding labor hours booked to a specific work order.

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

None

Advisory Board Open Discussion:

Mr. Freimark inquired about landscaping/beautification funding. Discussion ensued regarding speed control signs/counters, and the possibility of a signalized intersection of Burnt Store Road and Vincent Avenue. The Board was notified that a commitment will be made during the ongoing Pre-Design and Engineering (PD&E) Study to revisit this intersection during the design phase.

Schedule Meetings / Items for Next Agenda:

Mr. Evans requested the August date be rescheduled; Ms. LeMaster will see if this request can be accommodated. Future meetings are scheduled at 10:30 a.m. at the Punta Gorda Library as follows:

- August 14, 2023
- November 27, 2023

Meeting adjourned at 11:53 a.m.

Submitted by: Erica LeMaster
Public Works Department


Chair Signature

Date 8/7/23

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

ADVISORY BOARD REGULAR MEETING

Thursday, June 8, 2023

10:30 a.m., Punta Gorda Charlotte Library

401 Shreve Street, Punta Gorda, Florida

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

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

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: March 20, 2023
5. Unfinished Business:
 - a. Future Sidewalks
 - b. FY24 Paving Program
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

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

Monthly Funding Report

START DATE: 10/01/2022 END DATE: 12/31/2022

South Burnt Store Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3701	MSBU Administrative Work		11/21/2022	4.00	291.76	0.00	0.00	0.00		291.76
		MSBU Meeting Total				4.00	291.76	0.00	0.00	0.00	291.76
	Work Order 3701 Total					4.00	291.76	0.00	0.00	0.00	291.76
		MSBU Administrative Work Total				4.00	291.76	0.00	0.00		291.76
	6777	ROW - Sod - Install New / Replace		12/20/2022	0.00	0.00	58.75	0.00	0.00		58.75
	6777	ROW - Sod - Install New / Replace		12/29/2022	12.00	782.48	0.00	38.08	0.00		820.56
	Work Order 6777 Total		17359 HUANCAY LN, Punta Gorda, 33955		12.00	782.48	58.75	38.08	0.00	100.00	879.31
		ROW - Sod - Install New / Replace Total				12.00	782.48	58.75	38.08	0.00	879.31
	3548	Small Pipe Repair (Pipes Under 31")		12/01/2022	3.00	208.14	0.00	4.67	0.00		212.81
	3548	Small Pipe Repair (Pipes Under 31")		12/14/2022	38.00	2,609.48	0.00	482.14	0.00		3,091.62
	3548	Small Pipe Repair (Pipes Under 31")		12/21/2022	11.00	709.23	0.00	52.36	0.00		761.59
	3548	Small Pipe Repair (Pipes Under 31")		12/28/2022	48.00	3,280.54	72.99	644.20	0.00		3,997.73
	3548	Small Pipe Repair (Pipes Under 31")		12/29/2022	0.00	0.00	0.00	64.18	0.00		64.18
	Work Order 3548 Total		17359 HUANCAY LN, PUNTA GORDA, 33955		100.00	6,807.39	72.99	1,247.55	0.00	1.00	8,127.93
		Small Pipe Repair (Pipes Under 31") Total				100.00	6,807.39	72.99	1,247.55	0.00	8,127.93
	3900	Vacuum Culvert Cleaning		12/28/2022	9.00	615.42	0.00	189.50	0.00		804.92
	Work Order 3900 Total		16531 SAN EDMUNDO RD, PUNTA GORDA, 33955		9.00	615.42	0.00	189.50	0.00	1.00	804.92
		Vacuum Culvert Cleaning Total				9.00	615.42	0.00	189.50	0.00	804.92

Monthly Funding Report

START
DATE:

10/01/2022

END DATE:

12/31/2022

Page 2 of 3

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
			South Burnt Store Street and Drainage Unit Total		125.00	8,497.05	131.74	1,475.12	0.00		10,103.92

Monthly Funding Report

START DATE: 10/01/2022 END DATE: 12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
Grand totals for all MSBUs reported					125.00	8,497.05	131.74	1,475.12	0.00		10,103.92

South Burnt Store Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2022 - Mar. 31, 2023

	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	560,988	649,255
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$624,327	\$649,255	\$560,988	\$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	29,854	170,220
Internal Charges	3,850	1,391	1,391	1,391
Purchased Services	12,288	19,343	12,344	19,343
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Total Expenditures	\$41,419	\$240,854	\$43,589	\$240,854
Reserves (Ending Fund Balance)	\$3,148,147	\$3,387,288	\$3,665,546	\$3,556,548
<i>Reserve %</i>	98.7%	93.4%	98.8%	93.7%

Date Prepared: 4/27/2023

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

03/31/2023

South Burnt Store Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	5495	Asphalt Maintenance		01/26/2023	6.00	412.56	0.00	14.01	0.00		426.57
	5495	Asphalt Maintenance		01/31/2023	0.00	0.00	59.97	0.00	0.00		59.97
	Work Order 5495 Total		16572 SAN EDMUNDO RD, PUNTA GORDA, 33955		6.00	412.56	59.97	14.01	0.00	0.08	486.54
	Asphalt Maintenance Total				6.00	412.56	59.97	14.01	0.00		486.54
	6894	GIS Update		01/31/2023	0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 6894 Total		16245 CAPE HORN BLVD, PUNTA GORDA, 33955		0.25	18.24	0.00	0.00	0.00	1.00	18.24
	7440	GIS Update		02/06/2023	0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 7440 Total		16572 SAN EDMUNDO RD, Punta Gorda, 33955		0.25	18.24	0.00	0.00	0.00	1.00	18.24
	GIS Update Total				0.50	36.47	0.00	0.00	0.00		36.48
	5750	Investigation		03/23/2023	1.00	74.78	0.00	3.92	0.00		78.70
	Work Order 5750 Total		VINCENT AVE & CAPE HORN BLVD, PUNTA GORDA, 33955		1.00	74.78	0.00	3.92	0.00	1.00	78.70
	5886	Investigation		01/03/2023	20.00	1,367.60	0.00	46.70	0.00		1,414.30
	Work Order 5886 Total		16245 CAPE HORN BLVD, PUNTA GORDA, 33955		20.00	1,367.60	0.00	46.70	0.00	1.00	1,414.30
	7249	Investigation		01/26/2023	2.00	149.56	0.00	7.84	0.00		157.40
	Work Order 7249 Total		16334 RABAT WAY		2.00	149.56	0.00	7.84	0.00	1.00	157.40

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

03/31/2023

South Burnt Store Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	8877	Investigation		03/21/2023	2.00	149.56	0.00	7.84	0.00		157.40
	Work Order 8877 Total		PEPPERCORN RD & SUGAR CT		2.00	149.56	0.00	7.84	0.00	1.00	157.40
		Investigation Total			25.00	1,741.50	0.00	66.30	0.00		1,807.80
	3701	MSBU Administrative Work		11/21/2022	4.00	291.76	0.00	0.00	0.00		291.76
			MSBU Meeting Total		4.00	291.76	0.00	0.00	0.00		291.76
	Work Order 3701 Total				4.00	291.76	0.00	0.00	0.00	0.00	291.76
	6132	MSBU Administrative Work		02/22/2023	5.00	427.25	0.00	19.60	0.00		446.85
	6132	MSBU Administrative Work		01/04/2023	2.00	170.90	0.00	7.84	0.00		178.74
	6132	MSBU Administrative Work		01/31/2023	2.00	170.90	0.00	7.84	0.00		178.74
	6132	MSBU Administrative Work		03/06/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6132	MSBU Administrative Work		03/13/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6132	MSBU Administrative Work		03/14/2023	3.00	256.35	0.00	0.00	0.00		256.35
	6132	MSBU Administrative Work		03/17/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6132	MSBU Administrative Work		03/20/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6132	MSBU Administrative Work		03/21/2023	0.25	18.24	0.00	0.00	0.00		18.24
		Administrative Time Total			9.25	762.27	0.00	15.68	0.00		777.95
	6132	MSBU Administrative Work		03/20/2023	3.00	231.33	0.00	7.84	0.00		239.17
			MSBU Meeting Total		3.00	231.33	0.00	7.84	0.00		239.17
	6132	MSBU Administrative Work		03/22/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6132	MSBU Administrative Work		03/24/2023	0.25	18.24	0.00	0.00	0.00		18.24

Monthly Funding Report

START DATE: 10/01/2022 END DATE: 03/31/2023

South Burnt Store Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
				MSBU Minutes Total	0.75	54.71	0.00	0.00	0.00		54.71
				Work Order 6132 Total	18.00	1,475.55	0.00	43.12	0.00	0.00	1,518.68
				MSBU Administrative Work Total	22.00	1,767.31	0.00	43.12	0.00		1,810.44
7292		Open Road Cut Road Repair		01/26/2023	11.00	763.84	0.00	33.05	0.00		796.88
7292		Open Road Cut Road Repair		01/31/2023	10.00	660.58	0.00	85.90	0.00		746.48
7292		Open Road Cut Road Repair		02/01/2023	21.00	1,376.41	0.00	304.38	0.00		1,680.79
7292		Open Road Cut Road Repair		02/06/2023	0.00	0.00	15.02	0.00	0.00		15.02
		Work Order 7292 Total	16334 RABAT WAY, Punta Gorda, 33955		42.00	2,800.83	15.02	423.33	0.00	0.15	3,239.17
				Open Road Cut Road Repair Total	42.00	2,800.83	15.02	423.33	0.00		3,239.17
6777		ROW - Sod - Install New / Replace		12/20/2022	0.00	0.00	58.75	0.00	0.00		58.75
6777		ROW - Sod - Install New / Replace		12/29/2022	12.00	782.48	0.00	38.08	0.00		820.56
		Work Order 6777 Total	17359 HUANCAY LN, Punta Gorda, 33955		12.00	782.48	58.75	38.08	0.00	100.00	879.31
6935		ROW - Sod - Install New / Replace		01/05/2023	24.00	1,639.52	0.00	141.90	0.00		1,781.42
		Work Order 6935 Total	16245 CAPE HORN BLVD, Punta Gorda, 33955		24.00	1,639.52	0.00	141.90	0.00	100.00	1,781.42
				ROW - Sod - Install New / Replace Total	36.00	2,422.00	58.75	179.98	0.00		2,660.73
6809		Small Pipe Install (Pipes Under 31")		01/03/2023	10.00	788.30	0.00	39.20	0.00		827.50
6809		Small Pipe Install (Pipes Under 31")		01/04/2023	40.00	2,727.20	1,072.09	453.60	0.00		4,252.89

Monthly Funding Report

START DATE: 10/01/2022 END DATE: 03/31/2023

South Burnt Store Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	6809	Small Pipe Install (Pipes Under 31")		01/05/2023	0.00	0.00	117.50	142.40	0.00		259.90
	6809	Small Pipe Install (Pipes Under 31")		01/09/2023	17.00	1,247.11	0.00	168.85	0.00		1,415.96
	Work Order 6809 Total		16245 CAPE HORN BLVD, PUNTA GORDA, 33955		67.00	4,762.61	1,189.59	804.05	0.00	32.00	6,756.25
	Small Pipe Install (Pipes Under 31") Total				67.00	4,762.61	1,189.59	804.05	0.00		6,756.25
	3548	Small Pipe Repair (Pipes Under 31")		12/01/2022	3.00	208.14	0.00	4.67	0.00		212.81
	3548	Small Pipe Repair (Pipes Under 31")		12/14/2022	38.00	2,609.48	0.00	482.14	0.00		3,091.62
	3548	Small Pipe Repair (Pipes Under 31")		12/21/2022	11.00	709.23	0.00	52.36	0.00		761.59
	3548	Small Pipe Repair (Pipes Under 31")		12/28/2022	48.00	3,280.54	72.99	644.20	0.00		3,997.73
	3548	Small Pipe Repair (Pipes Under 31")		12/29/2022	0.00	0.00	0.00	64.18	0.00		64.18
	Work Order 3548 Total		17359 HUANCAY LN, PUNTA GORDA, 33955		100.00	6,807.39	72.99	1,247.55	0.00	1.00	8,127.93
	8306	Small Pipe Repair (Pipes Under 31")		01/31/2023	40.00	2,642.32	41.50	419.76	0.00		3,103.58
	Work Order 8306 Total		16572 SAN EDMUNDO RD, Punta Gorda, 33955		40.00	2,642.32	41.50	419.76	0.00	1.00	3,103.58
	8570	Small Pipe Repair (Pipes Under 31")		01/31/2023	50.00	3,302.90	0.00	512.60	0.00		3,815.50
	8570	Small Pipe Repair (Pipes Under 31")		03/22/2023	0.00	0.00	125.00	0.00	0.00		125.00
	Work Order 8570 Total		16572 SAN EDMUNDO RD, PUNTA GORDA, 33955		50.00	3,302.90	125.00	512.60	0.00	1.00	3,940.50
	Small Pipe Repair (Pipes Under 31") Total				190.00	12,752.61	239.49	2,179.91	0.00		15,172.01
	3900	Vacuum Culvert Cleaning		12/28/2022	9.00	615.42	0.00	189.50	0.00		804.92

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

03/31/2023

South Burnt Store Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	Work Order 3900 Total		16531 SAN EDMUNDO RD, PUNTA GORDA, 33955		9.00	615.42	0.00	189.50	0.00	1.00	804.92
6039		Vacuum Culvert Cleaning		01/31/2023	4.00	273.52	0.00	84.22	0.00		357.74
	Work Order 6039 Total		16572 SAN EDMUNDO RD		4.00	273.52	0.00	84.22	0.00	1.00	357.74
6196		Vacuum Culvert Cleaning		02/01/2023	5.00	341.90	0.00	105.27	0.00		447.18
	Work Order 6196 Total		23967 CEDAR RAPIDS RD, PUNTA GORDA, 33955		5.00	341.90	0.00	105.27	0.00	3.00	447.18
	Vacuum Culvert Cleaning Total				18.00	1,230.84	0.00	378.99	0.00		1,609.84
South Burnt Store Street and Drainage Unit Total					406.50	27,926.72	1,562.81	4,089.68	0.00		33,579.26

Monthly Funding Report

**START
DATE:**

10/01/2022

END DATE:

03/31/2023

Page 6 of 6

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
Grand totals for all MSBUs reported					406.50	27,926.72	1,562.81	4,089.68	0.00		33,579.26

Sidewalk Estimates

South Burnt Store Street & Drainage

Location	Section	Design cost	Construction cost	Total cost	Length (LF)
Peppercorn Rd.	Burnt Store Rd. to Acapulco Rd.	\$190,330.00	\$815,700.00	\$1,006,030.00	5438
Cabana Rd.	Burnt Store Rd. to Cape Horn Blvd.	\$93,100.00	\$399,000.00	\$492,100.00	2660
Santa Inez Rd.	Peppercorn Rd. to Cape Horn Blvd.	\$110,250.00	\$472,500.00	\$582,750.00	3150
Acapulco Rd.	Cape Horn Blvd. to End at mangroves	\$214,245.00	\$918,150.00	\$1,132,395.00	2148
Boca Vista Rd.	Vincent Ave. to End at mangroves	\$51,800.00	\$222,000.00	\$273,800.00	1480
San Edmundo Rd.	Cape Horn Blvd. to San Ciprian Rd.	\$239,050.00	\$1,024,500.00	\$1,263,550.00	6830
San Ciprian Rd.	San Edmundo Rd. to Cape Horn Blvd.	\$58,800.00	\$252,000.00	\$310,800.00	1680
Cedar Rapids Rd.	Vincent Ave. to Boca Vista Rd.	\$75,180.00	\$322,200.00	\$397,380.00	2148

as of 3.24.2023

