

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

ADVISORY BOARD REGULAR MEETING
MONDAY, AUGUST 7, 2023

10:33 a.m. – 11:23 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

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:33 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 June 8, 2023, were approved as submitted.

Unfinished Business:

- a. Burnt Store Road & Vincent Avenue: Discussion ensued regarding traffic counts. Ms. McDonald gave the group an update that Public Works is continuing to pursue an agreement with Lee County for maintenance of Vincent Avenue. The group is considering going to Lee County Board meetings to have their concerns emphasized.
- b. FY24 Paving Program: Conversation ensued regarding paver driveways and concerns regarding contractors' availability and timeliness to replace pavers. The group questioned the possibility of Public Works removing the pavers as part of the paving program and requested a cost estimate. Concerns regarding some of the paver driveways that have the asphalt restoration in the driveway apron were raised, followed by questions on if they still need to remove pavers. Mr. Evans requested a meeting with Mr. Layport to address these concerns. Ms. LeMaster will follow up with the Projects Manager and provide an update.
- c. Future Sidewalks: The updated sidewalk estimates were presented providing cost estimates of splitting Peppercorn Boulevard into two phases. The group presented questions of other funding alternatives and discussed disadvantages of taking over future sidewalk maintenance themselves. Conversation followed regarding community outreach to inform residents of South Burnt Store of possible tax increases if they were to approve the sidewalks. The group requested for loan scenarios and will work on educating the residents and requesting citizen input regarding a sidewalk program.

New Business:

- a. Financial Reports: There was an inquiry regarding the status of an Investigation work order. Ms. LeMaster will follow up with staff and provide an update.

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

None

Advisory Board Open Discussion:

None

Schedule Meetings / Items for Next Agenda:

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


- November 27, 2023

Meeting adjourned at 11:23 a.m.

Submitted by: Erica LeMaster
Public Works Department

Chair Signature

Date



11/27/23

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

ADVISORY BOARD REGULAR MEETING
Monday, August 7, 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: June 8, 2023
5. Unfinished Business:
 - a. Burnt Store Rd & Vincent Ave
 - b. FY24 Paving Program
 - c. Future Sidewalks
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 - June 30, 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	679,608	649,255
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$624,327	\$649,255	\$679,608	\$649,255
Expenditures				
Contract Services	-	29,900	-	5,000
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	25,281	170,220	33,602	144,049
Internal Charges	3,850	1,391	1,391	1,391
Purchased Services	12,288	19,343	15,996	19,743
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Total Expenditures	\$41,419	\$240,854	\$50,990	\$190,183
Reserves (Ending Fund Balance)	\$3,148,147	\$3,387,288	\$3,776,765	\$3,607,219
<i>Reserve %</i>	98.7%	93.4%	98.7%	95.0%

Date Prepared: 7/24/2023

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 Accomp	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	0.08	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	2.00	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 Accomp	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	2.00	157.40
		Investigation Total			25.00	1,741.50	0.00	66.30	0.00	5.00	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 Accompl	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	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	0.15	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	200.00	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	32.00	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	3.00	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	5.00	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

