

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

**ADVISORY BOARD REGULAR MEETING
MONDAY, JULY 22, 2024**

**10:31 a.m. – 11:51 a.m.
Charlotte Harbor Event & Conference Center
75 Taylor Street, Punta Gorda, Florida**

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

Members Absent: None

County Staff: Erica LeMaster, Community Liaison

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:31 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

Ms. Funk motioned to add traffic calming on Cape Horn Boulevard under New Business. The motion was seconded and passed unanimously.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The April 17, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Burnt Store Road & Vincent Avenue: Discussion ensued regarding a recent Project Development and Environment (PD&E) study from Van Buren Parkway to the Charlotte County Line. Conversation focused on the study results and the recommended intersection control treatment and intersection options. Ms. LeMaster advised the group that there still has not been a resolution regarding the paving of Vincent Avenue.
- b. Road Repair: Peppercorn Avenue & Sugar Court: Ms. LeMaster provided an update that the MSBU will not be charged for the repairs. This was a Charlotte County Utilities (CCU) repair, and they are responsible for the charges incurred.
- c. Fiscal Year (FY) 24 Paving Program: Ms. LeMaster provided an update that the Notice to Proceed date for the FY24 paving program is August 19, 2024. The chosen contractor is Preferred Materials Incorporated, and they are estimating to begin in West County.
- d. Hydrology Study: Ms. LeMaster provided the most recent update advising that Kimley-Horn has been chosen as the engineer for the Hydraulic Study. The group discussed scope considerations focusing on input from surrounding communities.

- e. No Outlet Signs – Cape Horn Boulevard: The group will provide recommended locations for no outlet signs.
- f. San Edmundo Road Speed Sign: Ms. LeMaster provided an update from legal stating that the Advisory Board was notified previously of the policy change which states Municipal Services Benefit Units can no longer fund speed signs. The existing speed signs will stay in place until they are no longer functioning at which time the county will remove them indefinitely.

New Business:

- a. Financial Reports: FY2024 quarter three actual expenditure and activity maintenance reports were provided for review. The FY25 proposed budget was reviewed.
- b. Cape Horn Boulevard Speed Concerns: The group voiced concerns regarding a need for speed humps on Cape Horn Boulevard. Ms. LeMaster advised that the county is no longer installing speed humps as a traffic calming measure. She will add this item to consider other options to the next transportation meeting agenda and follow up with the group at the next regular scheduled meeting.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion: Discussion ensued regarding a recent fish kill.

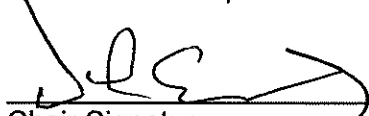
Schedule Meetings / Items for Next Agenda:

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

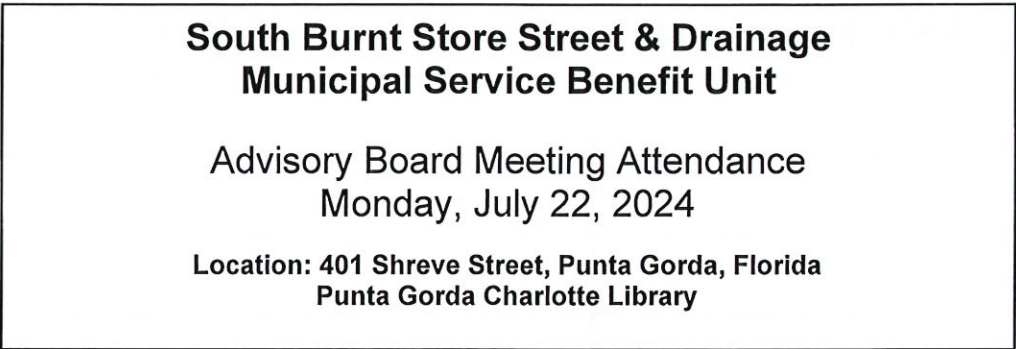
- Monday, October 7, 2024

The meeting adjourned at 11:51 a.m.

Submitted by Erica LeMaster
Public Works Department


Chair Signature

2/6/25
Date

[illegible]

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

ADVISORY BOARD REGULAR MEETING

Monday, July 22, 2024

10:30 a.m., Punta Gorda Library

401 Shreve Street, Punta Gorda, Florida

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

COUNTY STAFF: 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: April 17, 2024
5. Unfinished Business:
 - a. Burnt Store Road & Vincent Avenue
 - b. Road Repair: Peppercorn Avenue & Sugar Court
 - c. FY24 Paving Program
 - d. Hydrology Study
 - e. No Outlet Signs – Cape Horn
 - f. Speed Sign – San Edmundo Road
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, 2023 - June 30, 2024

	Actual FY2023	Adopted Budget FY2024	Amended Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$3,148,147	\$3,556,548	\$3,556,548	\$3,821,104		
Revenues						
Assessments & Earnings	812,077	649,481		700,858		
Grant & Subsidy Revenue	-	-		-		
Loans & Borrowing	-	2,446,000	2,668,000	-		
Total Revenue	\$812,077	\$3,095,481	\$3,317,481	\$700,858		
Expenditures						
Contract Services	-	7,500		3,200	-	4,300
Pipe Lining	-	20,000		-	-	20,000
ROW Maintenance	-	-		-	-	-
ROW Reclamation	-	-		-	-	-
Specialty Mowing	-	-		-	-	-
Public Works Services	122,155	204,319		175,799	-	28,520
Internal Charges	1,391	1,194		1,194	-	-
Purchased Services	15,573	19,425		21,374	-	(1,949)
Materials and Supplies	-	-		-	-	-
Capital Outlay	-	-		-	-	-
Debt Services	-	85,618		-	-	85,618
Project Costs						
South Burnt Store Paving FY24	-	4,712,400	5,617,139	16,383	5,617,139	76,017
Total Expenditures	\$139,119	\$5,050,456	\$6,047,595	\$217,950	\$5,617,139	\$212,506
Reserves (Ending Fund Balance)	\$3,821,104	\$1,601,573	\$826,434	\$4,304,012		
<i>Reserve %</i>	<i>96.5%</i>	<i>24.1%</i>	<i>12.0%</i>	<i>95.2%</i>		

Budget Amendment to add additional funds for paving.

Date Prepared: 7/5/2024

Monthly Funding Report

START DATE:

04/01/2024

END DATE:

06/30/2024

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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
	43069	Asphalt Maintenance		05/07/2024	8.00	534.88	77.40	58.04	0.00		670.32
	Work Order 43069 Total		16334 RABAT WAY, PUNTA GORDA, FL, 33955		8.00	534.88	77.40	58.04	0.00	0.90	670.32
	Asphalt Maintenance Total										
	57096	Contracted Work - Inspection		06/25/2024	0.01	0.74	0.00	0.04	0.00		0.78
	Work Order 57096 Total		298 OVERBROOK ST, Charlotte, FL, 33954		0.01	0.74	0.00	0.04	0.00	5.50	0.78
	#22-530 Safety Mowing - North County										
	Contracted Work - Inspection Total										
	20049	MSBU Administrative Work		04/01/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20049	MSBU Administrative Work		04/02/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20049	MSBU Administrative Work		04/03/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		04/04/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20049	MSBU Administrative Work		04/05/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20049	MSBU Administrative Work		04/09/2024	2.25	166.28	0.00	0.00	0.00		166.28
	20049	MSBU Administrative Work		04/10/2024	3.00	221.70	0.00	0.00	0.00		221.70
	20049	MSBU Administrative Work		04/15/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		04/16/2024	3.25	240.18	0.00	0.00	0.00		240.18
	20049	MSBU Administrative Work		04/17/2024	3.50	258.65	0.00	0.00	0.00		258.65
	20049	MSBU Administrative Work		04/18/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20049	MSBU Administrative Work		04/22/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20049	MSBU Administrative Work		04/24/2024	3.00	221.70	0.00	0.00	0.00		221.70
	20049	MSBU Administrative Work		04/25/2024	0.75	55.43	0.00	0.00	0.00		55.43

Monthly Funding Report

START DATE:

04/01/2024

END DATE:

06/30/2024

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
	20049	MSBU Administrative Work		04/26/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20049	MSBU Administrative Work		04/30/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20049	MSBU Administrative Work		05/01/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20049	MSBU Administrative Work		05/02/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20049	MSBU Administrative Work		05/07/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20049	MSBU Administrative Work		05/13/2024	0.50	44.29	0.00	0.00	0.00		44.29
	20049	MSBU Administrative Work		05/21/2024	2.75	203.23	0.00	0.00	0.00		203.23
	20049	MSBU Administrative Work		05/30/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20049	MSBU Administrative Work		06/06/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		06/10/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		06/12/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20049	MSBU Administrative Work		06/18/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		06/20/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20049	MSBU Administrative Work		06/26/2024	1.00	73.90	0.00	0.00	0.00		73.90
Administrative Time Total					39.50	2,926.39	0.00	0.00	0.00		2,926.46
	20049	MSBU Administrative Work		04/23/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20049	MSBU Administrative Work		04/10/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20049	MSBU Administrative Work		04/17/2024	2.00	147.80	0.00	0.00	0.00		147.80
MSBU Meeting Total					3.50	258.65	0.00	0.00	0.00		258.65
	20049	MSBU Administrative Work		04/10/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20049	MSBU Administrative Work		04/15/2024	0.75	55.43	0.00	0.00	0.00		55.43
MSBU Minutes Total					2.25	166.28	0.00	0.00	0.00		166.28

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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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
Work Order 20049 Total											
					46.00	3,406.74	0.00	0.00	0.00	0.00	3,406.82
MSBU Administrative Work Total											
	50261	Pavement Restoration		06/11/2024	46.00	3,406.74	0.00	0.00	0.00	0.00	3,406.82
Work Order 50261 Total											
			422330428008, 16334 RABAT WAY, PUNTA GORDA, FL		10.00	684.20	43.00	57.38	0.00	0.50	784.58
Pavement Restoration Total											
					10.00	684.20	43.00	57.38	0.00	0.50	784.58
Project Management											
	17107	Project Management		04/26/2024	5.00	432.05	0.00	19.60	0.00	0.00	451.65
Project Management											
	17107	Project Management		04/30/2024	5.00	432.05	0.00	19.60	0.00	0.00	451.65
Project Management											
	17107	Project Management		05/10/2024	5.00	432.05	0.00	19.60	0.00	0.00	451.65
Project Management											
	17107	Project Management		05/14/2024	5.00	432.05	0.00	19.60	0.00	0.00	451.65
Site Visits Total											
					10.00	864.10	0.00	39.20	0.00	0.00	903.30
Work Order 17107 Total											
					20.00	1,728.20	0.00	78.40	0.00	0.00	1,806.60
cmr2209 - South Burnt Store Paving											
Project Management Total											
	16404	ROW - Clearing / Haul Debris		04/02/2024	20.00	1,728.20	0.00	78.40	0.00	0.00	1,806.60
Work Order 16404 Total											
			VINCENT AVE, PUNTA GORDA, 33955		3.00	208.02	0.00	0.00	0.00	0.00	208.02
ROW - Clearing / Haul Debris Total											
					3.00	208.02	0.00	0.00	0.00	0.00	208.02
Shoulder Repair											
	50263	Shoulder Repair		05/08/2024	0.50	32.39	0.00	7.26	0.00	0.00	39.65
Shoulder Repair											
	50263	Shoulder Repair		05/09/2024	19.00	1,270.34	172.00	137.85	0.00	0.00	1,580.19
Shoulder Repair											
	50263	Shoulder Repair		05/10/2024	7.00	468.02	86.00	50.79	0.00	0.00	604.81

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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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
16387 RABAT WAY, PUNTA GORDA, FL, 33955											
	Work Order 50263 Total										
					26.50	1,770.75	258.00	195.89	0.00	0.01	2,224.65
Shoulder Repair Total											
					26.50	1,770.75	258.00	195.89	0.00	0.01	2,224.65
44856		Sign Maintenance		04/01/2024	1.50	97.17	0.00	20.28	0.00		117.45
44856		Sign Maintenance		04/02/2024	0.00	0.00	107.02	0.00	0.00		107.02
16472 CAPE HORN BLVD, CHARLOTTE COUNTY, FL, 33955											
	Work Order 44856 Total										
					1.50	97.17	107.02	20.28	0.00	3.00	224.47
44859		Sign Maintenance		04/01/2024	1.50	97.17	0.00	20.28	0.00		117.45
44859		Sign Maintenance		04/02/2024	0.00	0.00	80.81	0.00	0.00		80.81
17220 CAPE HORN BLVD, CHARLOTTE COUNTY, FL, 33955											
	Work Order 44859 Total										
					1.50	97.17	80.81	20.28	0.00	3.00	198.26
47403		Sign Maintenance		04/18/2024	1.75	113.36	0.00	23.66	0.00		137.03
24357 SARAGOSSA LN, CHARLOTTE COUNTY, FL, 33955											
	Work Order 47403 Total										
					1.75	113.36	0.00	23.66	0.00	3.00	137.03
Sign Maintenance Total											
					4.75	307.70	187.82	64.22	0.00	9.00	559.76
51320		Underground Utility Locates		05/14/2024	5.33	518.56	0.00	20.91	0.00		539.47
Work Order 51320 Total											
					5.33	518.56	0.00	20.91	0.00	4.00	539.47
Underground Utility Locates Total											
					5.33	518.56	0.00	20.91	0.00	4.00	539.47
41881		Vacuum Culvert Cleaning		05/22/2024	1.50	109.24	0.00	1.96	0.00		111.20
41881		Vacuum Culvert Cleaning		05/23/2024	2.00	138.68	0.00	45.88	0.00		184.56
41881		Vacuum Culvert Cleaning		05/30/2024	0.50	39.90	0.00	0.00	0.00		39.90

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Monthly Funding Report

START DATE:

04/01/2024

END DATE:

06/30/2024

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	Work Order 41881 Total		17290 Sagehorn		4.00	287.81	0.00	47.84	0.00	1.00	335.66
	Vacuum Culvert Cleaning Total				4.00	287.81	0.00	47.84	0.00	1.00	335.66
South Burnt Store Street and Drainage Unit Total											10,536.65

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Grand totals for all MSBUs reported					127.59	9,447.60	566.22	522.71	0.00		10,536.65

FY2025

Cost per ERU

Approved FY2025	Proposed FY2025	Changes FY2025
2,253.690	2,247.690	(6.000)
\$ 297.83	\$ 297.83	\$ -
\$ 297.83		
\$ 297.83		

Current FY24 Rate

Current Maximum Rate

Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
\$ 1,601,573	\$ 4,376,048	\$ 2,774,475
671,217	669,430	(1,787)
5,606	24,655	19,049
-	-	-
-	-	-
(33,842)	(34,705)	(863)
-	-	-
-	2,668,000	2,668,000
\$ 642,981	\$ 3,327,380	\$ 2,684,399
-	-	-
-	-	-
7,500	7,500	-
-	-	-
-	-	-
-	-	-
-	-	-
20,000	20,000	-
-	-	-
-	-	-
-	-	-

	Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
Public Works Services			
Equip Repl Charges-PubWrks	19,484	19,484	-
Operating Exp-PubWrks	117,137	117,137	-
Road & Bridge Materials	64,494	64,494	-
Lighting Materials	-	-	-
Sign Materials	4,873	4,873	-
Internal Charges			
Central/Indirect Svcs	1,254	6,243	4,989
Purchased Services			
Postage-MSBU Notices	-	-	-
Personal Svcs-InterDept	-	-	-
Postage	-	-	-
Utility Service-Electricity	-	-	-
Utility Service-Water/Sewer	500	500	-
Utility Service-Traffic Signals/Lights	4,500	4,500	-
R/M-Imprv Other than Bldgs	-	-	-
Advertising-Legal	-	-	-
Fees-Landfill	1,000	1,000	-
Collection Fee-Tax Collector	13,425	13,389	(36)
Materials and Supplies			
Capital Outlay			
Imprv-Other Than Bldgs	-	-	-
Debt Services			
Principal	489,000	534,000	45,000
Interest	69,652	98,124	28,472
Other Debt Service Costs	-	-	-
Project Costs			
South Burnt Store Paving Program			
Paving	-	5,617,139	5,617,139
Rejuvenation	330,000	330,000	-
Labor	6,000	85,811	79,811
Total Expenditures	1,148,819	6,924,194	5,775,375
Reserves (Ending Fund Balance)	\$ 1,095,735	\$ 779,234	\$ (316,501)
Reserve %	48.8%	10.1%	

Version Date

6/7/2024

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

Project Costs (in thousands)	Project Name									
	2025	2026	2027	2028	2029	2030	TOTAL			
Burnt Store Village/Woodland Estates	55	7	6	5	5	4	82			
Englewood East Paving and Mnt Program	8,962	890	262	247	230	213	10,804			
Gardens of Gulf Cove Paving Program	0	2,236	232	84	79	74	2,707			
Greater Port Charlotte Road Paving Program	12,860	4,151	4,151	4,151	4,151	4,151	33,617			
Grove City Paving Program	0	5,074	645	164	156	148	6,186			
Lemon Bay Paving and Maintenance Program	9,776	300	283	265	245	225	11,095			
Pirate Harbor Paving Program	291	40	38	35	32	30	466			
Placida Paving and Maintenance Program	4,017	478	127	119	111	103	4,954			
Rotonda Meadows and Villas Paving and Mnt Program	0	5,303	231	646	205	191	6,576			
Rotonda West Paving Program	17,724	1,933	800	755	707	658	22,576			
South Burnt Store Paving	6,131	86	75	51	33	0	6,376			
South Gulf Cove Paving Program Ph 2 and 3	0	9,104	10,146	664	0	0	19,914			
Tropical Gulf Acres Paving and Mnt Program	0	1,020	306	0	0	0	1,326			
TOTAL	59,817	30,622	17,302	7,186	5,955	5,797	126,679			