

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

ADVISORY BOARD REGULAR MEETING
MONDAY, FEBRUARY 26, 2024

10:38 a.m. – 11:45 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
Richard Mathis

Members Absent: Thomas Freimark, Apologies Received

County Staff: Erica LeMaster, Community Liaison

Guests: Sign in Sheet Attached

Call to Order / Roll Call:

The meeting was called to order at 10:38 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 November 27, 2023, were approved as submitted.

Unfinished Business:

- a. Burnt Store Road & Vincent Avenue: Ms. LeMaster advised the group that there has not been an update since the previous meeting.
- b. Fiscal Year (FY)24 Paving Program: The group requested verification of the amount they have paid into for paving. Mr. Evans discussed concerns regarding hiring a contractor to remove the pavers ahead of paving. Mr. Evans is requesting to speak with Mr. Layport ahead of paving to coordinate/discuss the possibility of using a grinder to taper into the driveways. The group is requesting an estimated start date for paving and approximately how long paving will occur.
- c. Existing Sidewalk Repair and Maintenance: The Advisory Board discussed sidewalk damages and requested an update from Charlotte County Utilities.
- d. Future Sidewalks: The group requested cost estimates for Cape Horn Boulevard to Peppercorn Road, Peppercorn Road to Acapulco Road, and Trading Post Road.

New Business:

- a. Financial Reports: The FY23 Annual Report was reviewed. The group had questions

regarding revenues and expenditures.

- b. No Outlet Signs: The group is requesting no outlet signs on Cape Horn Boulevard. Ms. LeMaster will add the request to the transportation meeting agenda.
- c. Hydraulic Study: Discussion ensued regarding the purview of a hydraulic study, if the privately maintained creeks will be included in the study, and what the Street and Drainage study would entail.

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

None

Advisory Board Open Discussion:

The group discussed a speed sign that was uninstalled on San Edmundo Road. Ms. LeMaster will research and provide additional information.

Schedule Meetings / Items for Next Agenda:

Future meetings are tentatively scheduled at 10:30 a.m.

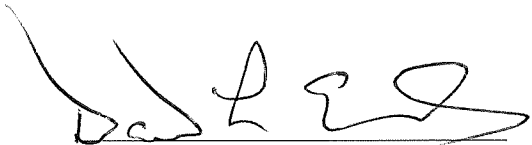
- April 17, 2024
- July 22, 2024
- October 7, 2024

Meeting adjourned at 11:45 a.m.

Submitted by: Erica LeMaster
Public Works Department

Chair Signature

Date



4/17/24

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

ADVISORY BOARD REGULAR MEETING
Monday, February 26, 2024
10:30 a.m., Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida

BOARD MEMBERS: Dave Evans, Chair
Sandra Funk, Vice-Chair
Thomas Freimark
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. Election of Officers
4. Annual Review – Sunshine Law, Roberts Rules of Order, Public Records
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 27, 2023
7. Unfinished Business:
 - a. Burnt Store Rd & Vincent Ave
 - b. FY24 Paving Program
 - c. Existing Sidewalk Repair and Maintenance
 - d. Future Sidewalks
8. New Business:
 - a. Financial Reports
 - b. Hydraulic Study
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 and Drainage MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Actual FY2023
Beginning Balance	\$ 676,620	\$ 1,301,570	\$ 1,951,266	\$ 2,565,239	\$ 2,978,887	\$ 3,148,147
Revenues						
Assessments & Earnings						
Assessments	656,926	655,044	660,298	654,942	672,140	654,053
Interest	24,544	25,526	13,456	24,807	11,287	129,138
Net Inc/(Decr) Fair Market Value-Investments	16,550	16,126	(13,630)	(59,027)	-	25,341
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	-
Excess Fees /Tax Collector	4,028	4,248	3,978	3,604	-	3,545
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(34,172)	-
Grant & Subsidy Revenue						
State Grant	-	-	-	-	-	-
Loans & Borrowing						
Debt Proceeds	-	-	-	-	-	-
Total Revenue	\$ 702,047	\$ 700,943	\$ 664,101	\$ 624,327	\$ 649,255	\$ 812,077
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	3,439	-	365	-	-	-
Concrete Flatwork	-	-	-	-	5,000	-
Drainage	-	-	-	-	-	-
Street Sweeping	-	-	-	-	-	-
Installed Sod	-	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	5,092	2,753	2,256	1,105	17,311	11,253
Operating Exp-PubWrks	45,453	26,314	19,327	21,263	121,238	87,367
Road & Bridge Materials	4,095	2,870	-	-	28,513	23,270
Lighting Materials	41	-	64	640	-	110
Sign Materials	1,677	675	1,341	2,273	3,158	156
Internal Charges						
Central/Indirect Svcs	3,819	1,223	1,284	3,850	1,391	1,391
Purchased Services						
Postage-MSBU Notices	-	-	-	-	-	-
Personal Svcs-InterDept	-	1,030	-	-	-	1,157
Postage	-	-	-	-	-	-
Utility Service-Electricity	-	-	-	-	-	-
Utility Service-Water/Sewer	211	223	222	293	250	276
Utility Service-Traffic Signals/Lights	3,146	3,412	3,370	3,685	3,500	4,701
R/M-Imprv Other than Bldgs	-	3,093	-	-	-	-
Advertising-Legal	-	-	-	-	150	-
Fees-Landfill	1,116	890	321	28	2,000	1,546
Collection Fee-Tax Collector	9,019	8,426	8,445	8,282	13,443	7,893
Materials and Supplies						
Capital Outlay						
Imprv-Other Than Bldgs	-	-	12,117	-	-	-
Debt Services						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Other Debt Service Costs	-	-	-	-	-	-
Total Expenditures	77,097	51,248	50,129	41,419	240,854	139,119
Reserves (Ending Fund Balance)	\$ 1,301,570	\$ 1,951,266	\$ 2,565,239	\$ 3,148,147	\$ 3,387,288	\$ 3,821,104
Reserve %	94.4%	97.4%	98.1%	98.7%	93.4%	96.5%

Date Prepared: 1/10/2024



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

Advisory Board Meeting Attendance
Monday, February 26, 2024

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
Erica LeMaster	Erica.LeMaster@charlottecountyfl.gov	941.575.3626
Dawn Evans		
Rick Mathis	SAIL Army 21. r m @ g mail	(941) 661-3822
SANDRA FUNK	ON FILE	941-815-7340
Mary Ellen Kins	rdginc@comcast.net	240 381 1494