

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

**ADVISORY BOARD REGULAR MEETING
MONDAY, JUNE 6, 2022**

**10:07 a.m. – 11:07 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: Craig Williams, Chair
Jeffrey Young, Vice-Chair
Roy McElwee
Dave Servis

Members Absent: Harold Sarver, Absent

County Staff: Karlene McDonald, Community Liaison

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:07 a.m. A roll call was taken, and a quorum was present.

Changes to Agenda/ Motion to Approve Changes:

None

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

None

Approval of Minutes:

Mr. Young requested the last sentence under Citizen Input be modified; the November 29, 2022, minutes were unanimously approved as revised. The sentence was changed to "She stated contractors follow County code therefore the swales are deeper than the topography and water sits for 2-3 days; if there is a storm, water continues to build in the system." The April 27, 2022, minutes were unanimously approved as submitted.

Unfinished Business:

- a. Burnt Store Village Cul-de-Sac Landscaping: Ms. McDonald noted the request for quotes (RFQ) is under review and will be distributed to registered vendor's this week.

New Business:

- a. Financial Reports: The FY22 second quarter financial reports were reviewed. Mr. Young inquired about the reserve policy.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Servis commented on the work order for upsizing the outfall pipes at Prada x Doredo Drives, noted Public Works is still waiting on stock. Discussion ensued regarding drainage concerns along the rim ditch, a potential Memorandum of Understanding for the County to take over maintenance of the rim ditch, and the current development boom along Burnt Store Road. Mr. Young inquired about costs to install "no outlet" signs for each dead-end street. Mr. McElwee commented on Woodland Estate's request to reduce the speed limit, Mr. Young inquired about radar speed feedback signs, and Ms. McDonald confirmed traffic calming is not under the purview of the MSBU.

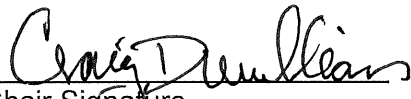
Meeting Schedule / Items for Next Agenda:

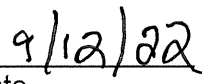
Future meetings are scheduled at 10:00 a.m. at the Punta Gorda Charlotte Library:

- September 12, 2022
- December 12, 2022

The meeting adjourned at 11:07 a.m.

Submitted by: Karlene McDonald
Public Works Department


Chair Signature


Date

**AGENDA
BURNT STORE VILLAGE STREET & DRAINAGE
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**10:00 a.m. Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: Craig Williams, Chair
Jeffrey Young, Vice-Chair
Harold Sarver
Dave Servis
Roy McElwee

COUNTY STAFF: Karlene McDonald, 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 7, 2022 and April 27, 2022
5. Unfinished Business
 - a. Burnt Store Village Cul-de-Sac Landscaping
6. New Business
 - a. Financial Reports
7. Citizen Input MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

PW-BSVM		Burnt Store Village St/Dr Mtc														
Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost			
1220381	PW-BSVM Burnt Store Village MSDR Annual Work Order	PW-BSVM	Burnt Store Village St/Dr Mtc	10-9866 MSDR	12/01/2021	1.75	159.93	0.00	0.00	0.00	1.75	LHR	159.93			
					12/02/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					12/08/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					12/09/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					12/13/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70			
					12/14/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					12/15/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70			
					12/20/2021	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54			
					12/21/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					12/27/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					12/28/2021	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39			
					01/03/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					01/05/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					01/06/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70			
					01/10/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					01/12/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					01/13/2022	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24			
					01/18/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					01/19/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54			
					01/25/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					01/26/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					01/27/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70			
					01/31/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					02/01/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					02/03/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					02/07/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					02/15/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85			
					02/16/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70			
					02/17/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54			
					02/22/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54			
					02/28/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70			
MSDR Total						14.50	1,325.16	0.00	0.00	0.00	14.50	LHR	1,325.16			
Total WO Number: 1220381						14.50	1,325.16	0.00	0.00	0.00	14.50	LHR	1,325.16			
1677300	PW-BSV Burnt Store Vil-Woodland Paving Program cmr2202	PW-BSVM	Burnt Store Village St/Dr Mtc													
Project Management Total						2.00	213.52	0.00	0.00	0.00	2.00	LHR	213.52			
Total WO Number: 1677300						2.00	213.52	0.00	0.00	0.00	2.00	LHR	213.52			
1775505	Lg Pipe Replacements - Prada Dr & Doredo Dr - BSVM	ROAD-19101	ROADWAY-PRADA DR-BSVM													
Project Management Total						2.00	213.52	0.00	0.00	0.00	2.00	LHR	213.52			

Monthly MSBU Activity Report

PW-BSVM Burnt Store Village S/Dr Mtc

START DATE: 12/1/2021

END DATE: 2/28/2022

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Project WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
			10-3003D VAC Cul Clean		02/15/2022	8.00	619.64	0.00	167.96	0.00	1.00	CULV	787.60
			VAC Cul Clean Total			8.00	619.64	0.00	167.96	0.00	1.00	CULV	787.60
			10-9852D Supervision		02/10/2022	1.50	153.78	0.00	0.00	0.00	1.50	LHR	153.78
					02/14/2022	2.50	256.30	0.00	6.60	0.00	2.50	LHR	262.90
					02/15/2022	2.50	256.30	0.00	3.30	0.00	2.50	LHR	259.60
					02/16/2022	4.00	410.08	0.00	9.90	0.00	4.00	LHR	419.98
					02/17/2022	3.00	307.56	0.00	6.60	0.00	3.00	LHR	314.16
			Supervision Total			13.50	1,384.02	0.00	26.40	0.00	13.50	LHR	1,410.42
			10-3010D Lg Pipe Inst		01/12/2022	8.00	550.16	0.00	11.32	0.00	0.00	LF	561.48
					02/10/2022	30.00	2,034.20	0.00	526.70	0.00	0.00	LF	2,560.90
					02/14/2022	48.00	3,374.20	7,397.01	667.22	0.00	0.00	LF	11,438.43
					02/15/2022	40.00	2,693.00	54.40	766.90	0.00	24.00	LF	3,514.30
					02/16/2022	40.00	2,693.00	-590.91	766.90	0.00	40.00	LF	2,868.99
					02/17/2022	36.50	2,462.42	0.00	719.21	0.00	24.00	LF	3,181.63
			Lg Pipe Inst Total			202.50	13,806.98	6,860.50	3,458.25	0.00	88.00	LF	24,125.73
			10-8004D Transport		02/15/2022	2.50	212.88	0.00	59.38	0.00	2.50	LHR	272.25
					02/18/2022	2.50	212.88	0.00	25.30	0.00	2.50	LHR	238.18
			Transport Total			5.00	425.75	0.00	84.68	0.00	5.00	LHR	510.43
			10-8003R Fuel Truck		02/16/2022	1.00	76.26	0.00	10.12	0.00	1.00	LHR	86.38
			Fuel Truck Total			1.00	76.26	0.00	10.12	0.00	1.00	LHR	86.38
			10-9004R Landfill Fees		02/14/2022	0.00	0.00	0.00	0.00	28.28	0.00	DOL	28.28
			Landfill Fees Total			0.00	0.00	0.00	0.00	28.28	0.00	DOL	28.28
			10-9020R ROW Cir & Haul		02/14/2022	1.00	85.15	0.00	0.00	0.00	1.00	LD	85.15
			ROW Cir & Haul Total			1.00	85.15	0.00	0.00	0.00	1.00	LD	85.15
			Total WO Number: 1775505			231.00	16,397.80	6,860.50	3,747.40	28.28	109.50	LD	27,033.98
1793928	Std Cuts - 16333, 16350 Minorca Dr. & Corner of Larocho - BSVM	ROAD-21907	ROADWAY-MINORCA DR-BSVM	MINORCA DR-BSVM									
			10-9030D Inspection - Field		02/22/2022	2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
			Inspection - Field Total			2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
			Total WO Number: 1793928			2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
1795503	FY22 BSVM 6001, Sign Maint. Location 2 Year-Round	BSVM-TSM	TSM		12/02/2021	1.50	97.97	52.10	9.84	0.00	50.00	SGN	159.90
			Sign Maintenance Total			1.50	97.97	52.10	9.84	0.00	50.00	SGN	159.90
			Total WO Number: 1795503			1.50	97.97	52.10	9.84	0.00	50.00	SGN	159.90
1795505	FY22 BSVM 6001, Sign Maint. Location 3 Year-Round	BSVM-TSM	TSM		12/08/2021	1.00	65.31	0.00	6.56	0.00	22.00	SGN	71.87
					01/05/2022	2.00	130.62	0.00	14.78	0.00	8.00	SGN	145.40

Monthly MSBU Activity Report

START DATE: 12/1/2021 END DATE: 2/28/2022

PW-BSVM

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
1795506	FY22 BSVIM 6010, Sign Insp. Location 2 Year-Round	BSVM-TSM	TSM	Sign Maintenance Total	01/07/2022	1.00	65.31	0.00	7.39	0.00	4.00	SGN	72.70
					12/08/2021	4.00	261.24	0.00	28.73	0.00	34.00	SGN	289.97
						1.50	215.76	0.00	4.25	0.00	1.50	LHR	220.01
						1.50	215.76	0.00	4.25	0.00	1.50	LHR	220.01
				Total WO Number: 1795505		5.50	477.00	0.00	32.98	0.00	35.50	LHR	509.98
1795507	FY22 BSVIM 6010, Sign Insp. Location 3 Year-Round	BSVM-TSM	TSM	60-6010R Sign Inspection	12/02/2021	2.00	130.62	0.00	13.12	0.00	70.00	SGN	143.74
						2.00	130.62	0.00	13.12	0.00	70.00	SGN	143.74
						2.00	130.62	0.00	13.12	0.00	70.00	SGN	143.74
									Total WO Number: 1795506				
1796258	Vac Con Rd X Pipe - Minorca Dr btw Cadiz Dr and Puerta Dr. - BSVIM	ROAD-21907	ROADWAY-MINORCA DR-BSVM	60-6010R Sign Inspection	12/08/2021	1.00	65.31	0.00	6.56	0.00	39.00	SGN	71.87
						1.00	65.31	0.00	6.56	0.00	39.00	SGN	71.87
						1.00	65.31	0.00	6.56	0.00	39.00	SGN	71.87
									Total WO Number: 1795507				
10-3003D	VAC Cul Clean		VAC Cul Clean Total	12/15/2021	4.00	275.08	0.00	83.98	0.00	0.00	0.00	CULV	359.06
					4.00	275.08	0.00	83.98	0.00	0.00	CULV	359.06	
					1.50	153.78	0.00	0.00	0.00	1.50	LHR	153.78	
					1.50	153.78	0.00	0.00	0.00	1.50	LHR	153.78	
				Total WO Number: 1796258		5.50	428.86	0.00	83.98	0.00	1.50	LHR	512.84
				Total MSBU: PW-BSVM		265.00	19,296.67	6,912.60	3,900.48	28.28	324.00	LHR	30,138.02

Burnt Store Village Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2021 - Mar. 31, 2022

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$302,376	\$331,555	\$429,119	\$429,119
Revenues				
Assessments & Earnings	276,218	98,008	83,764	98,008
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	197,000	-	197,000
Total Revenue	\$276,218	\$295,008	\$83,764	\$295,008
Expenditures				
Contract Services	4,398	58,100	240	58,100
Pipe Lining	-	25,000	-	25,000
ROW Maintenance	564	5,820	168	5,820
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	31,563	169,693	33,396	169,693
Internal Charges	7,545	5,109	5,109	5,109
Purchased Services	15,044	14,334	4,914	14,334
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	90,359	8,855	16	8,855
Project Costs				
BSV Pavement	-	-	-	-
BSV Cul de Sac Landscaping	-	7,500	-	7,500
BSV Landscaping	-	15,000	-	15,000
BSV-Woodland Estates Paving	-	164,000	-	164,000
Total Expenditures	\$149,474	\$473,411	\$43,844	\$473,411
Reserves (Ending Fund Balance)	\$429,119	\$153,152	\$469,039	\$250,716
<i>Reserve %</i>	74.17%	24.44%	91.45%	34.62%

Date Prepared: 4/1/2022