

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

**ADVISORY BOARD REGULAR MEETING
MONDAY, MARCH 6, 2023**

**10:30 a.m. – 12:18 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

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

Members Absent: None

County Staff: Karlene McDonald, Operations Supervisor
John Elias, Public Works Director
Janina Stamoulis, Executive Assistance to the BCC

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:30 a.m. and a quorum was established.

Election of Officers:

- Chair: Mr. Williams nominated himself, seconded by Mr. Hurd, there were no other nominations.
- Vice-Chair: Mr. Hurd nominated himself, seconded by Mr. Williams, there were no other nominations.

Nominations were unanimously agreed.

Hydraulic Study:

Discussion ensued regarding drainage and sheet flow and future development. Mr. Elias noted that the stormwater systems in Charlotte County are designed for a 5–10-year rain event, which is a typical afternoon storm. Mr. Servis is requesting the hydraulic study to establish the direction of the sheet flow and determine if the rim ditch is adequate. Mr. Young noted drainage studies are done on a per-development basis and permitting is granted once modeling shows the runoff rates will not be greater than pre-construction, however, the Advisory Board wants an overall view of the impacts of development to all south county. Staff will take their request into consideration and Mr. Elias noted this study, if approved, would most likely be funded through the South Charlotte Stormwater MSBU, potentially under a special assessment to those who would receive a benefit.

Mr. Williams commented on the erosion along the private POA ditch that runs to the rim ditch, stated staff could not locate record repairs for the timeframe he believes the Menzi Muck broke

down in the rim ditch and claimed the rip rap at the corner of the rim ditch and the POA ditch has eroded due to the Menzi being towed out of the ditch 4-5 years ago. He requested Public Works dredge the rip rap and place it along the bank edge. Conversation followed regarding the Burnt Store Road expansion and Right-of-Way permitting requirements.

Sunshine Law, Roberts Rules of Order and Public Records Review:

The Advisory Board viewed the Sunshine Law and Roberts Rules of Order Video. Ms. McDonald briefly went over record retention and public records requests.

Changes to Agenda/ Motion to Approve Changes:

Ms. McDonald requested a motion to add the Hydraulic Study to the agenda after the election of officers. Mr. Hurd motioned, seconded by Mr. Williams. Discussion ensued and Mr. Servis clarified his request for a hydraulic study of all south county, commented on drainage issues within Burnt Store Village and the rim ditch and noted the buffer road the state established on their land. The Chair called for a vote on the motion, and it was adopted 4:1.

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

None

Approval of Minutes:

The draft minutes from December 12, 2022, were unanimously approved as written.

Unfinished Business:

- a. "No Outlet" Sign Request: Ms. McDonald provided a brief update regarding impacts from Hurricane Ian and the timeline for the installation of the signs.
- b. Buffer Zone Landscape Irrigation: Ms. McDonald noted this will be tabled until staff can meet with Mr. Harold Sarver.
- c. Quesa Drive Barrier Request: Mr. Servis rescinded his request due to the new construction occurring at this location.

New Business:

- a. Financial Reports: The FY 2022 annual expenditure report and FY23 first quarter actual expenditure were reviewed; the Board had no additional questions.
- b. FY24 & FY25 Budgets: The preliminary budget was reviewed; Ms. McDonald noted the current annual assessment rate is not sufficient for the work program and current costs for materials. She noted staff is looking to reduce the program to avoid an assessment rate increase and will schedule an additional meeting to review if necessary.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Conversation followed regarding paving, the anticipated useful life of asphalt and impacts of new construction on road surfaces. Ms. McDonald noted the FY23 paving contract has been posted for bids. Mr. Servis stated the ditch is still not being mowed at Doredo Drive and Burnt Store Road. Discussion ensued regarding decorative lighting, Mr. Servis would like cost

estimates provided regarding 2 lights each for Alcazar Drive and Minorca Drive, on the same side as the electric. Mr. Williams commented the lack of lighting on Burnt Store Road at Harborside Boulevard for the school bus stop and requested estimates for the replacement or re-design of the Woodland Estates community sign.

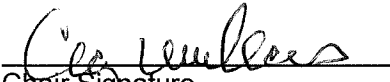
Meeting Schedule / Items for Next Agenda:

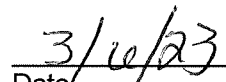
Future meetings are scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library:

- June 5, 2023
- September 11, 2023
- December 4, 2023

The meeting adjourned at 12:18 a.m.

Submitted by: Karlene McDonald
Public Works Department


Chair Signature


Date

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

**ADVISORY BOARD REGULAR MEETING
MONDAY, MARCH 6, 2023**

**10:30 a.m. Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: Craig Williams, Chair
Jeffrey Young, Vice-Chair
Patrick Hurd
Dave Servis
Roy McElwee

COUNTY STAFF: Karlene McDonald, Operations Supervisor

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Election of Officers
3. Annual Review: Sunshine Law, Roberts Rules of Order, Public Records
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: December 12, 2022
7. Unfinished Business
 - a. "No Outlet" Sign Request
 - b. Buffer Zone Landscape Irrigation
 - c. Quesa Drive Barrier Request
8. New Business
 - a. Financial Reports
 - b. Preliminary FY24 & FY25 Budgets
9. Citizen Input MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn



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

Advisory Board Meeting Attendance
Monday, March 6, 2023

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
Karlene McDonald	Karlene.McDonald@charlottecountyfl.gov	941.575.3627
Roy Mc Elwee	ON FILE	ON FILE
Craig Williams	on file	on file
DAVE SERVIS	EMSERVIS@GMAIL.COM	575 5191
Patsy Hurd	PHURD229@HOTMAIL.COM	770 815-1509
NINA STAMOLIS	ON FILE	ON FILE

Burnt Store Village Street and Drainage MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
Beginning Balance	\$ 267,116	\$ 375,723	\$ 298,964	\$ 302,376	\$ 331,555	\$ 429,119
Revenues						
Assessments & Earnings						
Assessments	270,381	270,708	270,256	269,729	71,395	70,990
Assessments-HSW	4,907	4,909	4,910	4,904	30,785	24,383
Interest	5,552	7,773	4,085	2,305	986	3,627
Net Inc/(Decr) Fair Market Value-Investments	(2,720)	4,249	2,488	(2,375)	-	(8,387)
Misc Rev	-	-	-	-	-	-
Excess Fees /Tax Collector	1,501	1,690	1,785	1,654	-	525
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(5,158)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Debt Proceeds	450,000	-	-	-	197,000	-
Total Revenue	\$ 729,621	\$ 289,328	\$ 283,523	\$ 276,218	\$ 295,008	\$ 91,137
Expenditures						
Contract Services						
Other Contractual Svcs	517	12,097	(11,700)	4,398	-	-
Installed Sod	-	756	2,490	-	58,100	1,136
Landscaping	-	-	-	-	22,500	-
Contract Services; other						
Pipe Lining	-	-	-	-	25,000	-
Right of Way Maint	3,600	555	498	564	5,820	564
Public Works Services						
Equip Repl Charges-PubWrks	541	4,184	2,702	2,282	21,347	8,571
Operating Exp-PubWrks	11,141	33,898	24,780	26,917	143,265	42,145
Road & Bridge Materials	-	2,502	1,177	1,703	3,707	7,102
Sign Materials	210	6,137	565	661	1,374	52
Internal Charges						
Central/Indirect Svcs	14,176	4,202	7,502	7,545	5,109	5,109
Purchased Services						
Admin Svcs-PubWrks	702	-	-	-	-	-
Personal Svcs-InterDept	-	-	962	-	-	-
Postage-MSBU Notices	-	-	-	43	-	-
Utility Service-Electricity	4,661	4,215	4,831	7,056	5,140	8,210
Utility Svc - Water/Sewer	-	-	-	4,090	5,000	332
Advertising-Legal	-	-	-	343	150	-
Fees-Landfill	-	-	-	-	2,000	-
Collection Fee-Tax Collector	4,055	3,784	3,540	3,513	2,044	1,206
Materials and Supplies						
Capital Outlay						
Debt Services						
Principal	570,000	120,000	240,000	90,000	-	-
Interest	11,411	9,901	2,754	348	8,855	-
Other Debt Service Costs	-	-	11	11	-	16
Project Costs						
BSV-Woodland Estates Paving						
Paving	-	-	-	-	164,000	-
Rejuvenation	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
BSV Pavement						
Paving	-	163,857	-	-	-	-
Rejuvenation	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Total Expenditures	621,014	366,088	280,111	149,474	473,411	74,444
Reserves (Ending Fund Balance)	\$ 375,723	\$ 298,964	\$ 302,376	\$ 429,119	\$ 153,152	\$ 445,813
Reserve %	37.7%	45.0%	51.9%	74.2%	24.4%	85.7%

Burnt Store Village 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	\$429,119	\$226,572	\$445,813	\$445,813
Revenues				
Assessments & Earnings	91,137	93,433	58,687	93,433
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	197,000	-	-
Total Revenue	\$91,137	\$290,433	\$58,687	\$93,433
Expenditures				
Contract Services	1,136	-	-	-
Pipe Lining	-	25,000	-	25,000
ROW Maintenance	564	5,820	-	5,820
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	56,454	61,032	-	61,032
Internal Charges	5,109	3,197	3,197	3,197
Purchased Services	9,749	12,353	2,096	11,203
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	16	7,711	-	-
Project Costs				
BSV-Woodland Estates Paving	1,416	182,098	-	-
Total Expenditures	\$74,444	\$297,211	\$5,293	\$106,252
Reserves (Ending Fund Balance)	\$445,813	\$219,794	\$499,207	\$432,994
<i>Reserve %</i>	85.69%	42.51%	98.95%	80.30%

Date Prepared: 2/2/2023

Burnt Store Village Street and Drainage MSBU
Preliminary 2 Year Budget
FY2024 & FY2025

Estimated Burnt Store Village ERU's and Cost per ERU

	FY2024	FY2025
Vacant		
<i>Estimated ERU's</i>	-	-
<i>Cost per ERU</i>	\$ 50.00	\$ 50.00
Occupied		
<i>Estimated ERU's</i>	1,426.900	1,426.900
<i>Cost per ERU</i>	\$ 50.00	\$ 50.00
Current FY23 Rate	\$ 50.00	
Current Maximum Rate	\$ 195.00	

Estimated BSV Harborside Woods ERU's and Cost per ERU

	FY2024	FY2025
Vacant		
<i>Estimated ERU's</i>	23.000	23.000
<i>Cost per ERU</i>	\$ 303.00	\$ 303.00
Occupied		
<i>Estimated ERU's</i>	63.700	63.700
<i>Cost per ERU</i>	\$ 303.00	\$ 303.00
Current FY23 Rate	\$ 303.00	
Current Maximum Rate	\$ 303.00	

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 432,994	\$ 251,711
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	71,345	71,345
<i>Assessments-HSW</i>	26,271	26,271
<i>Interest</i>	1,516	881
<i>Less 5% Reserve - FS 129.01(2)b</i>	(4,957)	(4,925)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	197,000	-
Total Revenue	\$ 291,175	\$ 93,572

	Preliminary Budget FY2024	Preliminary Budget FY2025
Expenditures		
Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	-	-
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	-	-
<i>Installed Sod</i>	87,500	87,500
<i>Landscaping</i>	-	-
<i>Paving</i>	-	-
Contract Services; other		
<i>Pipe Lining</i>	-	-
<i>Right of Way Maint</i>	5,820	5,820
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	22,381	22,381
<i>Operating Exp-PubWrks</i>	142,481	142,481
<i>Road & Bridge Materials</i>	8,165	8,536
<i>Sign Materials</i>	3,010	3,147
Internal Charges		
<i>Central/Indirect Svcs</i>	3,357	7,045
Purchased Services		
<i>Admin Svcs-PubWrks</i>	-	-
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage-MSBU Notices</i>	-	-
<i>Utility Service-Electricity</i>	8,500	8,500
<i>Utility Svc - Water/Sewer</i>	500	500
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	250	250
<i>Collection Fee-Tax Collector</i>	1,427	1,427
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	19,700
<i>Interest</i>	8,135	7,711
<i>Other Debt Service Costs</i>	-	-
Project Costs		
BSV-Woodland Estates Paving		
<i>Paving</i>	176,000	-
<i>Rejuvenation</i>	-	12,000
<i>Labor</i>	4,932	-
Total Expenditures	472,458	326,998
Reserves (Ending Fund Balance)	\$ 251,711	\$ 18,285
<i>Reserve %</i>	34.8%	5.3%

Version Date 2/7/2023

Capital Maintenance Schedule
Public Works - MSBU/TU Road Paving
2024-2025

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Burnt Store Village/Woodland Estates	191	20	7	7	6	5	236
Cook & Brown Little Farm Paving and Mtc. Program	9	3	2	1	1	0	16
Deep Creek Paving Program	155	55	27	14	1	0	252
Englewood East Paving and Mint Program	0	8,962	890	262	247	230	10,591
Gardens of Gulf Cove Paving Program	0	0	2,236	232	84	79	2,632
Greater Port Charlotte Road Paving Program	8,275	4,607	4,151	4,151	4,151	4,151	29,488
Grove City Paving Program	0	0	5,074	645	164	156	6,039
Harbour Heights Paving Program	337	0	0	0	0	0	337
Lemon Bay Paving and Maintenance Program	6,471	711	206	189	171	152	7,900
Manasota Key Paving Program	12	0	0	0	0	0	12
Neal Road Paving Program	1,632	122	0	0	0	0	1,754
NW Port Charlotte Paving and Maintenance	5,161	82	71	55	28	21	5,418
Peace River Shores Paving Program	10	5	0	0	0	0	15
Pirate Harbor Paving Program	866	74	29	28	26	25	1,048
Placida Paving and Maintenance Program	0	4,017	478	127	119	111	4,851
Punta Gorda Non Urban Paving Program	161	15	6	3	1	0	186
Rotonda Heights Paving Program	32	5	0	0	0	0	37
Rotonda Meadows and Villas Paving and Mint Program	0	0	5,303	231	646	205	6,385
Rotonda West Paving Program	0	17,430	1,651	532	501	469	20,583
South Burnt Store Paving	4,798	406	53	36	19	0	5,312
South Gulf Cove Paving Program Ph 1	151	48	5	0	0	0	204
South Gulf Cove Paving Program Ph 2 and 3	0	0	9,104	10,146	664	0	19,914
South Punta Gorda Heights Paving Program	15	12	10	5	0	0	42
South Punta Gorda Heights West Paving Program	20	15	10	1	0	0	46
Suncoast Blvd Paving and Maintenance Program	8	3	2	2	1	0	16
Tropical Gulf Acres Paving and Mint Program	1,020	306	0	0	0	0	1,326
TOTAL	29,323	36,898	29,317	16,667	6,831	5,604	124,640