

**MINUTES
GARDENS OF GULF COVE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 4, 2022**

**9:30 a.m. – 11:10 a.m.
West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Martha Vanderbilt, Chair
Benjamin Sinclair, Vice-Chair
Raymond Forshee

Members Absent: Lucille Breen, apologies received
Colleen Carver, absent

County Staff: Kimberly Kelley, Community Liaison

Call to Order / Roll Call:

The meeting was called to order at 9:30 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 Only (3 Minute Limit):

None

Approval of Minutes:

The February 2, 2022 minutes were unanimously approved as submitted.

Unfinished Business:

- a) Landscaping/Trees in Median: Ms. Kelley confirmed the location of the trees to be planted in the medians along Coliseum Boulevard. The Crepe Myrtles were discussed as well as line of sight, warranty and timing of installation. Mr. Sinclair motioned to move forward with the installation of the trees, seconded by Mr. Forshee and it passed 2:1 with Mr. Forshee casting the dissenting vote. Mr. Sinclair pointed out two trees in the right of way near Coliseum Boulevard and Englewood Road. There was discussion on the trees looking deplorable as well as a possible traffic concern; the project manager agreed they should be removed. Mr. Sinclair motioned to have both trees removed with a cost not to exceed \$3000, seconded by Mr. Forshee and it was unanimously approved.
- b) Maintenance of Street and Drainage: The Advisory Board inquired on the pipe lining progression and if the street gutter and catch basins that seem to be deteriorating will be addressed before or during the paving/pipe lining program. There was additional discussion on street sweeping and a pipe near one of the ponds adjacent to Coniston Street that is angling up.
- c) Flashing Speed Limit Sign/Traffic Calming: Ms. Kelley stated there was a temporary flashing radar sign placed near Legend Street and Coliseum Boulevard, and the data was distributed. She also explained the County Attorney's Office determined that MSBU funds could no longer be expended for flashing radar signs.

New Business:

- a) Financial Reports: The FY22 quarter two actual expenditure and activity maintenance reports were reviewed. There was discussion on pipe lining expenditures and the assessment rate.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

The ditch adjacent to Thorman Road and the West Charlotte Stormwater canal sediment removal program were discussed.

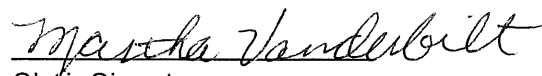
Scheduled Future Meetings as Needed / Items for Next Agenda:

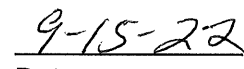
Future meetings are scheduled at 9:30 a.m. in the West County Annex Room 120 as follows:

- Wednesday, August 10, 2022, this meeting will be held at the Ann and Chuck Dever Regional Center.
- Wednesday, November 16, 2022

Submitted by: Kimberly Kelley

Public Works Department


Chair Signature


Date

AGENDA

GARDENS OF GULF COVE STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, MAY 4, 2022

9:30 a.m., Mac V. Horton, West County Annex
6868 San Casa Drive, Englewood, Florida

ADVISORY BOARD: Martha Vanderbilt, Chair
Benjamin Sinclair, Vice Chair
Raymond Forshee
Colleen Carver
Lucille Breen

COUNTY STAFF: Kimberly Kelley

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: February 2, 2022
5. Unfinished Business
 - a. Landscaping/Tree in median
 - b. Maintenance of Street and Drainage
 - c. Flashing Speed Limit Sign/Traffic Calming
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

Gardens of Gulf Cove 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	\$189,852	\$332,784	\$414,096	\$414,096
Revenues				
Assessments & Earnings	337,073	330,631	306,816	330,631
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$337,073	\$330,631	\$306,816	\$330,631
Expenditures				
Contract Services	7,636	27,400	3,055	27,400
Pipe Lining	52,925	200,000	23,860	200,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	45,043	42,635	19,948	42,635
Internal Charges	2,115	5,053	5,053	5,053
Purchased Services	5,110	7,581	6,125	7,581
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Total Expenditures	\$112,829	\$282,669	\$58,042	\$282,669
Reserves (Ending Fund Balance)	\$414,096	\$380,746	\$662,870	\$462,058
<i>Reserve %</i>	78.6%	57.4%	91.9%	62.0%

Date Prepared: 4/3/2022

Monthly MSBU Activity Report

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

PW-GGCM Gardens Gulf Cove S/Dr Mtc

Project Number	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
1220391 PW-GGCM Gardens of Gulf Cove S&D MSDR Annual Work Order														
10-9866 MSDR														
						12/09/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/21/2021	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						12/22/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						12/28/2021	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						01/11/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/12/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/13/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/14/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/19/2022	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
						01/20/2022	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						01/25/2022	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						01/26/2022	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						02/01/2022	2.50	228.48	0.00	0.00	0.00	2.50	LHR	228.48
						02/02/2022	4.50	411.26	0.00	0.00	0.00	4.50	LHR	411.26
						02/04/2022	2.50	228.48	0.00	0.00	0.00	2.50	LHR	228.48
						02/08/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/11/2022	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
						02/23/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
MSDR Total							19.50	1,782.11	0.00	0.00	0.00	19.50	LHR	1,782.11
Total WO Number: 1220391							19.50	1,782.11	0.00	0.00	0.00	19.50	LHR	1,782.11
1775756 Sinkhole - Across from 13284 Englewood Rd - GGCM														
10-9857R Project Management														
						12/07/2021	0.50	59.72	0.00	1.65	0.00	0.50	LHR	61.37
						12/08/2021	0.50	59.72	0.00	1.65	0.00	0.50	LHR	61.37
Project Management Total							1.00	119.44	0.00	3.30	0.00	1.00	LHR	122.74
Total WO Number: 1775756							1.00	119.44	0.00	3.30	0.00	1.00	LHR	122.74
1783650 Sidewalk Repair - near 13387 Copper Ave - GGCM														
10-9002D Misc. Activity														
						01/06/2022	0.00	0.00	89.40	0.00	0.00	0.00	LHR	89.40
Misc. Activity Total							0.00	0.00	89.40	0.00	0.00	0.00	LHR	89.40
Sod by M&O							6.00	416.04	0.00	25.90	0.00	200.00	SF	441.94
Sod by M&O Total							6.00	416.04	0.00	25.90	0.00	200.00	SF	441.94
Total WO Number: 1783650							6.00	416.04	89.40	25.90	0.00	200.00	SF	631.34
1794847 Sidewalk Repair Between- 13546 & 13538 Darnell Ave. - GGCM														
10-2003R Sidewalk Repair														
						02/02/2022	25.00	1,484.25	31.17	221.80	0.00	0.00	SF	1,737.22
						02/03/2022	5.00	349.20	16.54	65.60	0.00	16.00	SF	431.34
						02/28/2022	0.00	0.00	0.00	0.00	0.00	0.00	SF	0.00

Monthly MSBU Activity Report

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

PW-GGCM Gardens Golf Cove S/Dr Mtc

Project Number	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
1794991 FY22 GGCM 6001, Sign Maint. GGCM-TSM TSM														
Location 23 Year-Round														
60-6001R Sign Maintenance														
12/01/2021 1.00 65.31 176.96 7.39 0.00 0.00 12.00 SGN 249.66														
01/11/2022 1.00 65.31 23.56 7.39 0.00 0.00 2.00 SGN 96.26														
Sign Maintenance Total														
Total WO Number: 1794991														
Supervision Total														
97-9752 Supervision														
01/06/2022 1.00 143.84 0.00 2.83 0.00 0.00 1.00 LHR 146.67														
Total WO Number: 1794992														
Supervision Total														
97-9752 Supervision														
01/06/2022 1.00 143.84 0.00 2.83 0.00 0.00 1.00 LHR 146.67														
Total WO Number: 1794992														
Supervision Total														
97-9752 Supervision														
01/06/2022 1.00 143.84 0.00 2.83 0.00 0.00 1.00 LHR 146.67														
Total WO Number: 1794992														
1794999 FY22 GGCM 6010, Sign Insp. GGCM-TSM TSM														
Location 24 Year-Round														
60-6010R Sign Inspection														
12/02/2021 1.00 65.31 0.00 7.39 0.00 0.00 114.00 SGN 72.70														
Sign Inspection Total														
Total WO Number: 1794999														
Sign Maintenance Total														
60-6001R Sign Maintenance														
12/01/2021 0.00 0.00 0.00 0.00 0.00 0.00 0.00 SGN 0.00														
12/02/2021 1.00 65.31 70.48 7.39 0.00 0.00 7.00 SGN 143.18														
12/08/2021 1.00 65.31 36.32 7.39 0.00 0.00 1.00 SGN 109.02														
Sign Maintenance Total														
Total WO Number: 1795006														
Sign Inspection Total														
60-6010R Sign Inspection														
12/02/2021 1.00 65.31 0.00 7.39 0.00 0.00 114.00 SGN 72.70														
Sign Inspection Total														
Total WO Number: 1794999														
1795006 FY22 GGCM 6001, Sign Maint. GGCM-TSM TSM														
Location 24 Year-Round														
60-6001R Sign Maintenance														
12/01/2021 0.00 0.00 0.00 0.00 0.00 0.00 0.00 SGN 0.00														
12/02/2021 1.00 65.31 70.48 7.39 0.00 0.00 7.00 SGN 143.18														
12/08/2021 1.00 65.31 36.32 7.39 0.00 0.00 1.00 SGN 109.02														
Sign Maintenance Total														
Total WO Number: 1795006														
Sign Inspection Total														
60-6010R Sign Inspection														
12/02/2021 1.00 65.31 0.00 7.39 0.00 0.00 114.00 SGN 72.70														
Sign Inspection Total														
Total WO Number: 1794999														
1797371 Vac Con & Inspect Outfall btw ROAD-12457														
two lots- 6636, 6628 Thorman Rd.- GGCM RD-GGCM THORMAN RD-GGCM														
10-3003D VAC CUL Clean														
01/13/2022 3.00 206.31 0.00 62.99 0.00 0.00 1.00 CULV 269.30														
VAC CUL Clean Total														
Total WO Number: 1797371														
Roadway-Romford														
1801064 Check Curb & Gutter- ROAD-12643														
Romford St & Bennett Dr- GGCMM ROMFORD AVE-GGCM														
10-9030D Inspection - Field														
01/20/2022 1.25 100.28 0.00 4.13 0.00 0.00 1.25 LHR 104.40														
Inspection - Field Total														
Total WO Number: 1801064														
Roadway-Bennett														
1802962 PS# 11475114 Sidewalk repair- ROAD-12458														
13474 Bennett Dr.- GGCM ROADWAY-BENNETT DR-GGCM														
10-9030D Inspection - Field														
01/20/2022 1.25 100.28 0.00 4.13 0.00 0.00 1.25 LHR 104.40														
Inspection - Field Total														
Total WO Number: 1801064														

Monthly MSBU Activity Report

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

PW-GGCM Gardens Gulf Cove S/Dr Mtc

Project Number	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
1804038		Sidewalk repair- 13532 Romford Ave.- GGCM	ROAD-12643	ROADWAY-ROMFORD AVE-GGCM	ROMFORD AVE-GGCM	10-9030R Inspection - Field	1.00	80.22	0.00	3.30	0.00	1.00	LHR	83.52
						Inspection - Field Total	1.00	80.22	0.00	3.30	0.00	1.00	LHR	83.52
						Total WO Number: 1802952	1.00	80.22	0.00	3.30	0.00	1.00	LHR	83.52
						Total MSBU: PW-GGCM	70.75	5,219.07	444.43	444.87	0.00	528.75	LHR	6,108.37
						10-9030R Inspection - Field	1.00	80.22	0.00	3.30	0.00	1.00	LHR	83.52
						Inspection - Field Total	1.00	80.22	0.00	3.30	0.00	1.00	LHR	83.52
						Total WO Number: 1804038	1.00	80.22	0.00	3.30	0.00	1.00	LHR	83.52