

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

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 10, 2023

1:30 p.m. – 2:53 p.m.

Mac V. Horton, West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

OK

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

Members Absent: None

County Staff: Kimberly Kelley, Community Liaison

Call to Order / Roll Call:

The meeting was called to order at 1:30 p.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 15, 2023, minutes were unanimously approved as submitted.

Unfinished Business:

- a) Maintenance of Street and Drainage: Ms. Kelley confirmed that the paving program will begin in fiscal year (FY) 2026. There was discussion on the radar flashing speed signs, school bus routes, street sweeping, and debris in county ponds, lakes and stormwater ditches/canals. Ms. Vanderbilt inquired on supplies being provided to a private property owner for hurricane debris clean-up; Ms. Kelley recommended contacting Keep Charlotte Beautiful. Mr. Forshee explained the community need and feedback of the radar flashing speed signs. Mr. Sinclair explained pictures he provided of culvert boxes near Thorman Road and noted he has been submitting sidewalk repairs. Ms. Vanderbilt inquired on pipelining updates.

New Business:

- a) Financial Reports: The FY23 quarter two actual expenditure and FY23 quarter one activity maintenance reports were provided for review.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

There was discussion on West Charlotte Stormwater projects, canal sediment removal, eel grass, and water quality. Mr. Sinclair inquired on the ERU calculations.

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 16, 2023
- Wednesday, November 8, 2023

Submitted by: Kimberly Kelley
Public Works Department


Chair Signature

11-8-23
Date

AGENDA

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

ADVISORY BOARD REGULAR MEETING WEDNESDAY, MAY 10, 2023

1:30 p.m., Mac V. Horton, West County Annex
6868 San Casa Drive, Englewood, Florida

ADVISORY BOARD: Martha Vanderbilt, Chair
Benjamin Sinclair, Vice Chair
Raymond Forshee
Vacant
Vacant

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Changes to the Agenda / Motion to Approve Changes (if any)
4. Citizen Input on Agenda Items (3-Minute Limit)
5. Approval of Minutes: February 15, 2023
6. Unfinished Business
 - a. Maintenance of Street and Drainage
7. New Business
 - a. Financial Reports
 - b. FY22 Executive Summary
8. Citizen Input on MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 15, 2023**

**9:33 a.m. – 11:35 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: None

County Staff: Kimberly Kelley, Community Liaison

Call to Order / Roll Call:

The meeting was called to order at 9:33 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

None

Sunshine Law/Roberts Rules:

Per the Florida Sunshine Law outlined in Florida Statutes Chapter 286, Florida Public Records Law outlined in Florida Statutes Chapter 119 and Roberts Rules, mandatory training must be provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.

Election of Officers:

Mr. Sinclair motioned for the Chair and Vice Chair to remain the same, the Advisory Board unanimously approved Ms. Vanderbilt remain as Chair and Mr. Sinclair to remain as Vice Chair. Ms. Vanderbilt and Mr. Sinclair accepted.

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

None

Approval of Minutes:

The November 16, 2022, minutes were unanimously approved as submitted.

Unfinished Business:

- a) Maintenance of Street and Drainage: Ms. Kelley will confirm with transportation engineering staff if the radar flashing speed sign will be replaced. The Advisory Board agreed that the sign does help residents be aware of their speed. Mr. Sinclair indicated that the battery and solar panel have been removed. The West Charlotte Stormwater MSBU canal sediment removal program and a request to include the Sioux Waterway was discussed. Mr. Sinclair inquired on street sweeping.

New Business:

- a) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual report and the preliminary FY24/25 budgets reports were provided for review.

Ms. Kelley will confirm the paving project start date. Concrete flatwork was discussed. Mr. Sinclair motioned to increase concrete flatwork in both years from \$10,000 to \$15,000, seconded by Mr. Forshee and unanimously approved.

Citizen Input on MSBU Items (3 Minute Limit):

- Michele Forshee recommends inviting citizens to attend the MSBU meetings for more community input.

Advisory Board Open Discussion:

Ms. Kelley mentioned the next-door app and other social networking platforms to create citizen attendance/participation for the MSBU meeting. The Advisory Board discussed debris removal in the stormwater canals/waterway. Ms. Vanderbilt asked Ms. Kelley if she would attend and present at their annual property owner's association meeting March 21, 2023, at 7:00 p.m.; Ms. Kelley confirmed she would attend.

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, May 17, 2023
- Wednesday, August 16, 2023
- Wednesday, November 8, 2023

Submitted by: Kimberly Kelley
Public Works Department

Chair Signature

Date

Gardens of Gulf Cove Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2022 - Mar. 31, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$414,096	\$462,059	\$617,882	\$617,882
Revenues				
Assessments & Earnings	329,661	331,066	310,543	331,066
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$329,661	\$331,066	\$310,543	\$331,066
Expenditures				
Contract Services	17,732	22,400	650	22,400
Pipe Lining	23,860	200,000	-	200,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	72,792	41,601	8,904	41,601
Internal Charges	5,053	2,639	2,639	2,639
Purchased Services	6,438	7,581	6,028	7,581
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Total Expenditures	125,875	274,221	18,222	274,221
Reserves (Ending Fund Balance)	\$617,882	\$518,904	\$910,203	\$674,727
<i>Reserve %</i>	83.1%	65.4%	98.0%	71.1%

Date Prepared: 4/24/2023

GARDENS OF GULF COVE STREET AND DRAINAGE
Municipal Service Benefit Unit (MSBU)
FY 22 Annual Report – Executive Summary
October 1, 2021 – September 30, 2022

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Laws and Ordinances, ARTICLE XLII. - GARDENS OF GULF COVE STREET AND DRAINAGE UNIT, Sec. 4-6-874.

The purpose of the unit is to provide for the construction, reconstruction, repair, paving, repaving, hard-surfacing, re-hard surfacing, widening, guttering, and draining of the platted streets in the unit, including the necessary appurtenances thereto, including beautification and landscaping projects, from funds derived from assessments within the unit.

Summary

Current Rate: \$350

Max Rate: \$350

The FY22 completed work program included internal maintenance and administrative costs and contracted services for pipe lining, sidewalk repair, tree replacement, sod installation and street sweeping.

The current fiscal year work program includes internal maintenance and administrative costs and contracted services for street sweeping, sidewalk repair, sod installation and pipe lining.

For FY24, the Advisory Board recommends budgeting for the annual internal maintenance and administrative costs and contracted services for sod installation, street sweeping, sidewalk repair and pipe lining.

Future paving is anticipated in FY26.

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Page 1 of 4

Gardens of Gulf Cove Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	5427	Concrete (Sidewalk) Repair/Replace		11/29/2022	0.00	0.00	34.76	0.00	0.00	0.00	34.76
	5427	Concrete (Sidewalk) Repair/Replace		11/30/2022	6.00	400.08	0.00	0.00	0.00	0.00	400.08
	5427	Concrete (Sidewalk) Repair/Replace		12/15/2022	40.00	2,664.70	232.40	908.51	0.00	0.00	3,805.61
	5427	Concrete (Sidewalk) Repair/Replace		12/19/2022	15.00	978.10	16.97	67.20	0.00	0.00	1,062.27
	5427	Concrete (Sidewalk) Repair/Replace		12/21/2022	9.00	580.28	0.00	0.00	0.00	0.00	580.28
	Work Order 5427 Total				70.00	4,623.16	284.13	975.71	0.00	212.00	5,883.00
	13502 ALBERTA AVE, PORT CHARLOTTE, 33981										
	Concrete (Sidewalk) Repair/Replace Total				70.00	4,623.16	284.13	975.71	0.00	0.00	5,883.00
	6070	Investigation		12/13/2022	1.00	74.78	0.00	3.92	0.00	0.00	78.70
	Work Order 6070 Total				1.00	74.78	0.00	3.92	0.00	1.00	78.70
	13481 OVERTON AVE, PORT CHARLOTTE, 33981										
	Investigation Total				1.00	74.78	0.00	3.92	0.00	0.00	78.70
	3707	MSBU Administrative Work		10/19/2022	0.75	56.60	0.00	0.00	0.00	0.00	56.60
	3707	MSBU Administrative Work		10/21/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3707	MSBU Administrative Work		10/26/2022	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	3707	MSBU Administrative Work		10/27/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3707	MSBU Administrative Work		11/01/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	3707	MSBU Administrative Work		11/02/2022	1.50	109.41	0.00	0.00	0.00	0.00	109.41
	3707	MSBU Administrative Work		11/03/2022	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	3707	MSBU Administrative Work		11/04/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	3707	MSBU Administrative Work		11/08/2022	1.00	72.94	0.00	0.00	0.00	0.00	72.94
	3707	MSBU Administrative Work		11/09/2022	1.50	109.41	0.00	0.00	0.00	0.00	109.41
	3707	MSBU Administrative Work		11/15/2022	1.50	109.41	0.00	0.00	0.00	0.00	109.41

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Page 2 of 4

Gardens of Gulf Cove Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	Administrative Time Total										
	Work Order 3707 Total										
	6113	MSBU Administrative Work		11/22/2022	1.50	109.41	0.00	0.00	0.00	0.00	109.41
	6113	MSBU Administrative Work		11/23/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6113	MSBU Administrative Work		12/06/2022	1.00	72.94	0.00	0.00	0.00	0.00	72.94
	6113	MSBU Administrative Work		12/09/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6113	MSBU Administrative Work		12/28/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6113	MSBU Administrative Work		12/29/2022	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	6113	MSBU Administrative Work		12/30/2022	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	Administrative Time Total										
	6113	MSBU Administrative Work		11/16/2022	4.75	346.47	0.00	0.00	0.00	0.00	346.49
	6113	MSBU Administrative Work			3.50	255.29	0.00	0.00	0.00	0.00	255.29
	MSBU Meeting Total										
	6113	MSBU Administrative Work		11/22/2022	3.50	255.29	0.00	0.00	0.00	0.00	255.29
	6113	MSBU Administrative Work			1.00	72.94	0.00	0.00	0.00	0.00	72.94
	MSBU Minutes Total										
	Work Order 6113 Total										
	9.25 674.70 0.00 0.00 0.00 0.00 674.72										
	MSBU Administrative Work Total										
	6791	ROW - Sod - Install New / Replace		12/20/2022	18.25	1,335.57	0.00	0.00	0.00	0.00	1,335.61
	Work Order 6791 Total										
	9.50 628.29 148.75 40.32 0.00 0.00 817.36										
	ROW - Sod - Install New / Replace Total										
	9.50 628.29 148.75 40.32 0.00 0.00 817.36										

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					98.75	6,661.79	432.88	1,019.95	0.00		8,114.67

Gardens of Gulf Cove Street and Drainage Unit Total

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					98.75	6,661.79	432.88	1,019.95	0.00		8,114.67

Grand totals for all MSBUs reported