

**MINUTES
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD SPECIAL MEETING
WEDNESDAY, JUNE 14, 2023**

**10:29 a.m. – 11:25 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: Phillip Smallwood, Vice-Chair
Tom McClung
Lynn McCulloch
Andrew Wolf

Members Absent: George Herl, Chair - Apologies Received

County Staff: Erica LeMaster, Community Liaison
James Layport, Projects Manager

Guests: See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:29 a.m. Roll call was taken, and a quorum was established.

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

None

Approval of Minutes:

The meeting minutes for March 15, 2023, and April 18, 2023, were unanimously approved as submitted.

Unfinished Business:

- a. FY23 Paving Program: Mr. Layport provided an update regarding the paving project and a projected start date. He explained the paving process and provided recommendations the community could follow post-paving. Discussion ensued regarding the curve on Treasure Island Boulevard and clearing and grubbing of trees ahead of paving. Paving concerns were addressed regarding traffic, Right of Way damages, flaggers, weather delays, emergency vehicles having access during paving, paver driveways, and new construction contractors that could potentially cause damages to the freshly paved roadways. Mr. Layport advised the Board to contact the County as the contractors could be held responsible for repairs if damages occur.

New Business:

- a. Financial Reports: The FY23 quarter two actual expenditure report was reviewed. It was noted that the expenditures for Public Works Services is only showing totals up till January 31, 2023. The FY23 quarter one and quarter two monthly funding report (formerly maintenance activity report) were reviewed. There was an inquiry requesting the cost for culvert pipe replacements on Yacht Club Boulevard.

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

- Scott Day voiced concerns regarding vehicles traveling on the roadway after paving, and if a road could be closed after paving. Mr. Layport advised that if cars are driving normally there wouldn't be a concern to the pavement.

Advisory Board Open Discussion:

Discussion ensued regarding a future bank stabilization project on Jean La Fitte Road. The Board voiced concerns regarding using MSBU funding towards this project. Erica LeMaster will gather more information and provide the Board with an update.

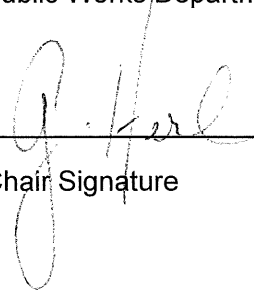
Meeting Schedule / Items for the next agenda:

The Advisory Board approved the 2023 meeting schedule; future meetings are scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library as follows:

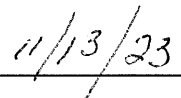
- September 20, 2023
- December 18, 2023

The meeting adjourned at 11:25 a.m.

Submitted by: Erica LeMaster
Public Works Department



Chair Signature



Date

**AGENDA
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, September 20, 2023**

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

BOARD MEMBERS: George Herl, Chair
Phillip Smallwood, Vice-Chair
Tom McClung
Lynn McCulloch
Andrew Wolf

COUNTY STAFF: Erica LeMaster, Community Liaison
Karlene McDonald, Operations Supervisor

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Citizen Input on Agenda Items (3-Minute Limit)
3. Approval of Minutes: June 14, 2023
4. Unfinished Business:
 - a. Update: FY23 Paving Program
 - b. Jean La Fite Bank Stabilization Project
5. New Business:
 - a. Financial Reports
 - b. FY24 Advisory Board Meeting Schedule
6. Citizen Input on MSBU Items (3-Minute Limit)
7. Advisory Board Open Discussion
8. Meeting Schedule / Items for Next Agenda
9. Motion to Adjourn

Pirate Harbor Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2022 - June 30, 2023

	Actual FY2022	Adopted Budget FY2023	Amended Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$ 395,257	\$ 395,146	\$ 395,146	\$ 479,125	\$ 479,125
Revenues					
Assessments & Earnings	111,881	115,335		124,776	115,335
Grant & Subsidy Revenue	-	-		-	-
Loans & Borrowing	-	606,000	916,716	-	1,113,000
Total Revenue	\$111,881	\$721,335	\$1,032,051	\$124,776	\$1,228,335
Expenditures					
Contract Services	8,065	17,450		675	675
Pipe Lining	-	20,000		-	-
ROW Maintenance	3,384	3,486		378	4,640
ROW Reclamation	-	-		-	-
Speciality Mowing	-	-		-	-
Public Works Services	14,380	26,912		11,669	24,694
Internal Charges	712	748		748	748
Purchased Services	1,472	2,410		3,261	3,410
Materials and Supplies	-	-		-	-
Capital Outlay	-	-		-	-
Debt Services	-	33,732		-	-
Project Costs					
Pirate Harbor Paving Program	-	798,660	1,093,716	1,509	1,096,972
Total Expenditures	\$28,013	\$903,398	\$1,214,114	\$18,239	\$1,131,139
Reserves (Ending Fund Balance)	\$479,125	\$213,083	213,083	\$585,663	\$576,321
<i>Reserve %</i>	94.5%	19.1%	14.9%	97.0%	33.8%

*Budget Amendment for additional paving costs.

Date Prepared: 7/21/2023

Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

Pirate Harbor Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	8528	Contracted - Concrete (Driveways)		05/11/2023	0.00	0.00	0.00	0.00	3,760.00		3,760.00
	8528	Contracted - Concrete (Driveways)		03/07/2023	0.50	42.73	0.00	0.00	0.00		42.73
	8528	Contracted - Concrete (Driveways)		03/15/2023	0.25	21.36	0.00	0.00	0.00		21.36
		Contract Management Total			0.75	64.09	0.00	0.00	0.00		64.09
		Work Order 8528 Total	24612 YACHT CLUB BLVD, Punta Gorda, 33955		0.75	64.09	0.00	0.00	3,760.00	376.00	3,824.09
		#20-501 Concrete Flatwork									
	8565	Contracted - Concrete (Driveways)		05/11/2023	0.00	0.00	0.00	0.00	5,588.00		5,588.00
	8565	Contracted - Concrete (Driveways)		03/08/2023	0.50	42.73	0.00	0.00	0.00		42.73
	8565	Contracted - Concrete (Driveways)		03/15/2023	0.25	21.36	0.00	0.00	0.00		21.36
		Contract Management Total			0.75	64.09	0.00	0.00	0.00		64.09
		Work Order 8565 Total	24512 YACHT CLUB BLVD, Punta Gorda, 33955		0.75	64.09	0.00	0.00	5,588.00	508.00	5,652.09
		#20-501 Concrete Flatwork									
		Contracted - Concrete (Driveways) Total			1.50	128.18	0.00	0.00	9,348.00	884.00	9,476.18
	8881	Contracted Work - Inspection		03/20/2023	1.00	74.78	0.00	3.92	0.00		78.70
		Work Order 8881 Total	24255 BUCCANEER BLVD, PUNTA GORDA, 33955		1.00	74.78	0.00	3.92	0.00	1.00	78.70
		#22-530 Safety Mowing - South County									
		Contracted Work - Inspection Total			1.00	74.78	0.00	3.92	0.00	1.00	78.70
	7394	GIS Update		01/30/2023	0.25	18.24	0.00	0.00	0.00		18.24
		Work Order 7394 Total	24512 YACHT CLUB BLVD, Punta Gorda, 33955		0.25	18.24	0.00	0.00	0.00	1.00	18.24
	10159	GIS Update		05/10/2023	0.25	18.24	0.00	0.00	0.00		18.24

Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

Pirate Harbor Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	Work Order 10159 Total		24612 YACHT CLUB BLVD, Punta Gorda, 33955		0.25	18.24	0.00	0.00	0.00	1.00	18.24
	10160	GIS Update		05/10/2023	0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 10160 Total		24512 YACHT CLUB BLVD, Punta Gorda, 33955		0.25	18.24	0.00	0.00	0.00	1.00	18.24
	GIS Update Total										
	6135	MSBU Administrative Work		03/02/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6135	MSBU Administrative Work		03/09/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6135	MSBU Administrative Work		03/13/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6135	MSBU Administrative Work		03/15/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6135	MSBU Administrative Work		04/14/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6135	MSBU Administrative Work		04/19/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6135	MSBU Administrative Work		05/01/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6135	MSBU Administrative Work		05/10/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6135	MSBU Administrative Work		05/23/2023	2.00	145.88	0.00	0.00	0.00		145.88
	6135	MSBU Administrative Work		05/30/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6135	MSBU Administrative Work		06/12/2023	2.00	145.88	0.00	0.00	0.00		145.88
	6135	MSBU Administrative Work		06/14/2023	3.00	218.82	0.00	0.00	0.00		218.82
	6135	MSBU Administrative Work		06/19/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6135	MSBU Administrative Work		06/27/2023	0.50	36.47	0.00	0.00	0.00		36.47
	Administrative Time Total				12.75	929.99	0.00	0.00	0.00		930.00
	6135	MSBU Administrative Work		03/15/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6135	MSBU Administrative Work		04/19/2023	0.25	18.24	0.00	0.00	0.00		18.24

Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

Pirate Harbor Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6135	MSBU Administrative Work		06/14/2023	4.00	291.76	0.00	0.00	0.00	0.00	291.76
	6135	MSBU Administrative Work		06/16/2023	2.00	145.88	0.00	0.00	0.00	0.00	145.88
		MSBU Minutes Total			6.75	492.35	0.00	0.00	0.00	0.00	492.35
	6135	MSBU Administrative Work		03/15/2023	2.00	145.88	0.00	0.00	0.00	0.00	145.88
	6135	MSBU Administrative Work		04/18/2023	1.00	72.94	0.00	3.92	0.00	0.00	76.86
	6135	MSBU Administrative Work		06/14/2023	2.50	182.35	0.00	9.80	0.00	0.00	192.15
		MSBU Meeting Total			5.50	401.17	0.00	13.72	0.00	0.00	414.89
		Work Order 6135 Total			25.00	1,823.50	0.00	13.72	0.00	0.00	1,837.24
		MSBU Administrative Work Total			25.00	1,823.50	0.00	13.72	0.00	0.00	1,837.24
	6795	Project Management		01/04/2023	3.00	256.35	0.00	0.00	0.00	0.00	256.35
	6795	Project Management		06/06/2023	2.00	170.90	0.00	0.00	0.00	0.00	170.90
	6795	Project Management		03/08/2023	1.00	74.78	0.00	3.92	0.00	0.00	78.70
		Plan/Spec Review Total			1.00	74.78	0.00	3.92	0.00	0.00	78.70
	6795	Project Management		06/21/2023	3.00	224.34	0.00	11.76	0.00	0.00	236.10
	6795	Project Management		06/26/2023	5.00	373.90	0.00	19.60	0.00	0.00	393.50
	6795	Project Management		06/27/2023	7.00	523.46	0.00	27.44	0.00	0.00	550.90
	6795	Project Management		06/28/2023	2.00	149.56	0.00	7.84	0.00	0.00	157.40
		Project Inspection Total			17.00	1,271.26	0.00	66.64	0.00	0.00	1,337.90
	6795	Project Management		03/08/2023	0.14	10.68	0.00	0.56	0.00	0.00	11.24
	6795	Project Management		05/24/2023	0.29	21.37	0.00	1.12	0.00	0.00	22.49
		Project Meetings Total			0.43	32.05	0.00	1.68	0.00	0.00	33.73

Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

Pirate Harbor Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6795	Project Management		03/17/2023	1.14	85.46	0.00	4.48	0.00	0.00	89.94
	6795	Project Management		04/14/2023	2.00	170.90	0.00	7.84	0.00	0.00	178.74
	6795	Project Management		06/13/2023	2.00	170.90	0.00	7.84	0.00	0.00	178.74
				5.14	427.26	0.00	20.16	0.00	0.00	0.00	447.42
		Work Order 6795 Total		28.57	2,232.60	0.00	92.40	0.00	0.00	0.00	2,325.00

Site Visits Total

cmr2204 - Pirate Harbor FY23 Paving Program

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Project Management Total			28.57	2,232.60	0.00	92.40	0.00	0.00	2,325.00
	6940	Small Pipe Install (Pipes Under 31")		03/02/2023	10.50	702.03	0.00	16.35	0.00	0.00	718.38
	6940	Small Pipe Install (Pipes Under 31")		03/06/2023	40.00	2,727.20	1,313.80	453.60	0.00	0.00	4,494.60
	6940	Small Pipe Install (Pipes Under 31")		03/13/2023	1.50	101.97	0.00	17.70	442.69	0.00	562.36
	6940	Small Pipe Install (Pipes Under 31")		05/31/2023	0.00	0.00	240.00	0.00	0.00	0.00	240.00

Work Order 6940 Total 24612 YACHT CLUB BLVD, Punta Gorda, 33955

		Work Order 6940 Total		52.00	3,531.20	1,553.80	487.65	442.69	24.00	0.00	6,015.34
	6941	Small Pipe Install (Pipes Under 31")		03/02/2023	12.00	802.32	0.00	18.68	0.00	0.00	821.00
	6941	Small Pipe Install (Pipes Under 31")		03/07/2023	37.00	2,523.26	1,880.41	335.60	0.00	0.00	4,739.27
	6941	Small Pipe Install (Pipes Under 31")		03/13/2023	1.50	101.97	0.00	17.70	418.72	0.00	538.39
	6941	Small Pipe Install (Pipes Under 31")		05/04/2023	1.00	70.46	0.00	0.00	0.00	0.00	70.46
	6941	Small Pipe Install (Pipes Under 31")		05/31/2023	0.00	0.00	240.00	0.00	0.00	0.00	240.00

Work Order 6941 Total 24512 YACHT CLUB BLVD, Punta Gorda, 33955

		Work Order 6941 Total		51.50	3,498.01	2,120.41	371.98	418.72	32.00	0.00	6,409.12
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Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

Pirate Harbor Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6942	Small Pipe Install (Pipes Under 31")		03/02/2023	1.50	100.29	0.00	2.34	0.00	0.00	102.63
		Work Order 6942 Total	24551 YACHT CLUB BLVD, PUNTA GORDA, 33955		1.50	100.29	0.00	2.34	0.00	0.00	102.63
		Small Pipe Install (Pipes Under 31") Total			105.00	7,129.50	3,674.22	861.96	861.41	56.00	12,527.09
		Pirate Harbor Street and Drainage Unit Total			161.82	11,443.26	3,674.22	972.00	10,209.41		26,298.93

Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					161.82	11,443.26	3,674.22	972.00	10,209.41		26,298.93

Grand totals for all MSBUs reported



**Pirate Harbor Street & Drainage
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
Wednesday, September 20, 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
Erica LeMaster	Erica.LeMaster@charlottecountyfl.gov	941.575.3626
G. Herli	gherli@Comcast.net	941-628-5583
Lynn McCulloch	Lynn_M_McCulloch@yahoo.com	941-505-1672
Phillip Smallwood	PhillipRSmallwood@gmail.com	502-773-2616
Andy Wolf	AndyWolf5173@ymail.com	742-1800
DAVE & GENISE VIGNE	vignedave@gmail.com	941 7874637
Joann & Ken Meyer	Sanibeljm@verizon.net	732-546-2383
Darlene & David Smith		954-629-4074
STACY	P. STACY@yahoo.com	216-389-3014
Tom Nickling	tundra_tom@yahoo.com	5366328931
JASON THOMAS	JASON.THOMAS@CHARLOTTECOUNTYFL.GOV	941-575-3850

