

**MINUTES**  
**BOCA GRANDE STREET & DRAINAGE**  
**MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING**  
**WEDNESDAY, APRIL 20, 2022**

**9:30 a.m. – 9:51 a.m.**  
**West County Annex, Room 120**  
**6868 San Casa Drive, Englewood, Florida**

**Members Present:** William York, Chair  
Marcia Scott, Vice Chair  
Timothy Freeman  
**Members Absent:** None  
**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 minutes from January 13, 2021, were approved as submitted.

**Unfinished Business:**

- a) Iguana Control: The Advisory Board expressed concern of the USDA technician time spent in Lee County and would like more focus on Charlotte County before going towards the southern end. They were pleased with the increased numbers in March.
- b) Pedestrian Safety: Ms. Kelley explained that the county attorney made a determination that MSBU funds cannot be used to fund capital projects such as crosswalks, sidewalks, and some traffic calming devices on gas tax (road & bridge) roads; these items would need their own separate funding source. The Advisory Board noted pedestrian safety needs to be a priority for this area.
- c) Maintenance of Streets and Drainage: Mr. Freeman inquired on the request of the removal of Australian pines and pipes along the lake to be cleaned.

**New Business:**

- a) Financial Reports: The FY22 second quarter Activity Maintenance and the FY22 first quarter Actual Expenditure financial reports were provided for review.

**Citizen Input on MSBU items (3 Minute Limit):**

None

**Advisory Board Open Discussion:**

The meeting scheduled for July 27 was discussed and it was unanimously agreed upon to cancel it.

**Schedule Meetings / Items for Next Agenda:**

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

- Wednesday, November 2, 2022

Submitted by: Kimberly Kelley  
Public Works Department

  
Chair Signature / Date

## **AGENDA**

### **BOCA GRANDE STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

#### **ADVISORY BOARD REGULAR MEETING WEDNESDAY, APRIL 20, 2022**

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

**BOARD MEMBERS:** Tim Freeman, Chair  
Marcia Scott, Vice Chair  
William York  
Vacant  
Vacant

**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 the Minutes: January 13, 2021
5. Unfinished Business
  - a) Iguana Control
  - b) Pedestrian Safety/ Gasparilla Rd.
  - c) Maintenance of Streets and Drainage
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

[illegible]

# Boca Grande Street and Drainage MSBU

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

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$225,613	\$172,529	\$236,857	\$236,857
<b>Revenues</b>				
Assessments & Earnings	92,938	91,374	85,228	91,374
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$92,938	\$91,374	\$85,228	\$91,374
<b>Expenditures</b>				
Contract Services	71,286	109,150	39,747	109,150
Pipe Lining	-	-	-	-
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	7,638	45,402	2,587	45,402
Internal Charges	1,392	1,475	1,475	1,475
Purchased Services	1,378	2,861	1,700	2,861
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
<b>Total Expenditures</b>	\$81,694	\$158,888	\$45,509	\$158,888
<b>Reserves (Ending Fund Balance)</b>	\$236,857	\$105,015	\$276,576	\$169,343
<i>Reserve %</i>	74.4%	39.8%	85.9%	51.6%

Date Prepared: 4/1/2022

# Monthly MSBU Activity Report

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

PW-BOCAGRM Boca Grande St/Dr Mtc

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
1220378 PW-BOCAGRM Boca Grande PW-BOCAGRM Boca Grande St/Dr Mtc S&D MSDR Annual Work Order														
					10-9886 MSDR	12/09/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/21/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/22/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						12/28/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/11/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/12/2022	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
						01/13/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/14/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						01/19/2022	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
						01/20/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/25/2022	2.50	228.48	0.00	0.00	0.00	2.50	LHR	228.48
						01/26/2022	3.75	342.71	0.00	0.00	0.00	3.75	LHR	342.71
						01/28/2022	3.50	319.87	0.00	0.00	0.00	3.50	LHR	319.87
						02/01/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/04/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						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		17.75	1,622.17	0.00	0.00	0.00	17.75	LHR	1,622.17
					Total WO Number: 1220378		17.75	1,622.17	0.00	0.00	0.00	17.75	LHR	1,622.17
1803494 FY22 BOCAGRM 6010, Sign Insp. Location Year-Round N BOCAGRM-SIG Signs & MNA														
					60-6010R Sign Inspection	02/08/2022	2.00	130.62	0.00	13.12	0.00	52.00	SGN	143.74
					Sign Inspection Total		2.00	130.62	0.00	13.12	0.00	52.00	SGN	143.74
					Total WO Number: 1803494		2.00	130.62	0.00	13.12	0.00	52.00	SGN	143.74
					Total MSBU: PW-BOCAGRM		19.75	1,752.79	0.00	13.12	0.00	69.75	SGN	1,765.91