

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, MARCH 12, 2026**

**10:30 a.m. – 11:40 a.m.  
Punta Gorda Charlotte Library  
401 Shreve Street, Port Charlotte, Florida**

**Members Present:** Craig Williams, Chair  
Roy McElwee  
James Sparks

**Members Absent:** Tim Coughlin, apologies received  
Robert Carrier, apologies received

**County Staff:** Erica Hayes, Community Liaison  
Karlene McDonald, Operations Supervisor

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 10:30 a.m. A roll call was taken, and a quorum was established.

**Changes to the Agenda / Motion to Approve Changes:**

None

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

None

**Approval of the Minutes:**

The December 4, 2025, minutes were unanimously approved as written.

**Unfinished Business:**

- a. Drainage Concerns: Staff reported that Public Works inspected Kimberly Court following reports of standing water during heavy rainfall events. Line and grade adjustments and pipe cleaning were identified as necessary maintenance actions. Residents were advised that individual service requests must be submitted for culvert cleaning. Staff noted that current drainage maintenance operations remain largely reactive due to limited staffing and equipment. Efforts are underway to increase fleet capacity to support more proactive maintenance. Board members expressed concerns regarding delays in swale grading and standing water affecting roadway conditions on Casa Drive. Staff explained that drainage maintenance priorities are assigned based on risk level, with imminent flooding to structures receiving the highest priority. Staff agreed to follow up with Public Works regarding the status of the outstanding work order.

**New Business:**

- a. Financial Reports: Fiscal Year (FY) 2026 quarter one actual expenditure and maintenance activity reports were presented for review. The FY2025 Annual Report and

Executive Summary were reviewed. The Advisory Board noted that additional details regarding the paving loan are still pending from Fiscal staff.

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

None

**Advisory Board Open Discussion:**

- Board members discussed ongoing concerns regarding overgrowth within the primary rim ditch and the impact of increased runoff associated with new development. Staff advised that a hydrology study is in progress and potential stormwater retention solutions are being evaluated. It was noted that the County cannot perform maintenance within privately owned drainage areas without voluntary easements or formal agreements. Department policy currently requires participation from all affected stakeholders prior to entering into maintenance agreements.
- Discussion occurred regarding roadway damage resulting from utility work associated with fiber optic installation. Concerns were raised about temporary asphalt patches not being restored to match existing roadway conditions. Staff indicated that the matter would be referred to the appropriate inspection personnel for review.

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

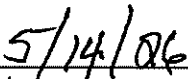
Future meetings are scheduled at 10:30 a.m., at the Punta Gorda Charlotte Library as follows:

- Wednesday, May 13, 2026
- Wednesday, September 2, 2026
- Wednesday, November 18, 2026

The meeting adjourned at 11:40 a.m.

Submitted by Erica Hayes  
Public Works Department

  
Chair Signature

  
Date

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

**ADVISORY BOARD REGULAR MEETING**  
**THURSDAY, MARCH 12, 2026**

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

**BOARD MEMBERS:** Craig Williams, Chair  
Tim Coughlin, Vice-Chair  
Robert Carrier  
Roy McElwee  
James Sparks

**COUNTY STAFF:** Erica Hayes, Community Liaison

**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: December 4, 2025
5. Unfinished Business
  - a. Drainage Concerns
6. New Business
  - a. Financial Reports
7. Citizen Input MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

# Burnt Store Village Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2025 - Dec. 31, 2025

	Actual FY2025	Adopted Budget FY2026	YTD Actual FY2026	Encumbered FY2026	Balance FY2026
<b>Beginning Balance</b>	\$450,338	\$367,653	\$342,775		
<b>Revenues</b>					
Assessments & Earnings	117,096	97,638	62,806		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
<b>Total Revenue</b>	\$117,096	\$97,638	\$62,806		
<b>Expenditures</b>					
Contract Services	8,620	6,000	-	-	6,000
Pipe Lining	-	-	-	-	-
ROW Maintenance	770	798	87	-	711
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	154,403	107,928	-	-	107,928
Internal Charges	4,693	3,800	-	-	3,800
Purchased Services	11,964	13,274	3,671	-	9,603
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	27,670	28,000	1,854	-	26,146
				-	-
<b>Project Costs</b>					
BSV-Woodland Estates Paving	16,540	20,655	-	-	20,655
<b>Total Expenditures</b>	\$224,659	\$180,455	\$5,612	\$0	\$174,843
<b>Reserves (Ending Fund Balance)</b>	\$342,775	\$284,836	\$399,969		
<i>Reserve %</i>	60.41%	61.22%	98.62%		

Date Prepared: 1/7/2026

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Burnt Store Village 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
	48422	Contracted - Mowing		11/03/2025	0.00	0.00	0.00	0.00	87.00		87.00
	<b>Work Order 48422 Total</b>		<b>South County Safety Mowing and Litter Removal</b>		0.00	0.00	0.00	0.00	87.00	0.00	87.00
<b>#23-480 South County Safety Mowing</b>											
	<b>Contracted - Mowing Total</b>				0.00	0.00	0.00	0.00	87.00	0.00	87.00
	112544	Contracted Work		10/10/2025	0.00	0.00	0.00	0.00	7,600.00		7,600.00
	<b>Work Order 112544 Total</b>		<b>25356 ESTRADA CIR, PUNTA GORDA, FL, 33955</b>		0.00	0.00	0.00	0.00	7,600.00	380.00	7,600.00
<b>#23-603 Concrete Flatwork</b>											
	125457	Contracted Work		11/07/2025	0.00	0.00	0.00	0.00	7,800.00		7,800.00
	125457	Contracted Work		11/03/2025	0.25	21.60	0.00	0.00	0.00		21.60
			<b>Contract Management Total</b>		0.25	21.60	0.00	0.00	0.00		21.60
	<b>Work Order 125457 Total</b>		<b>25210 ROLAND LN, PUNTA GORDA, FL, 33955</b>		0.25	21.60	0.00	0.00	7,800.00	390.00	7,821.60
<b>#23-603 Concrete Flatwork</b>											
	<b>Contracted Work Total</b>				0.25	21.60	0.00	0.00	15,400.00	770.00	15,421.60
	130704	Contracted Work - Inspection		10/16/2025	1.00	75.74	0.00	4.16	0.00		79.90
	<b>Work Order 130704 Total</b>		<b>ROLAND LN, PUNTA GORDA, FL, 33955</b>		1.00	75.74	0.00	4.16	0.00	1.00	79.90
<b>#23-480 South County Safety Mowing</b>											
	<b>Contracted Work - Inspection Total</b>				1.00	75.74	0.00	4.16	0.00	1.00	79.90
	44519	Drainage Maintenance - Swale Grading		10/31/2025	15.00	1,038.10	0.00	517.85	0.00		1,555.95
	44519	Drainage Maintenance - Swale Grading		11/03/2025	22.00	1,521.58	0.00	348.77	0.00		1,870.35
	44519	Drainage Maintenance - Swale Grading		11/15/2025	0.00	0.00	1,715.00	0.00	0.00		1,715.00
	<b>Work Order 44519 Total</b>		<b>16288 MINTRA CT, PUNTA GORDA, FL, 33955</b>		37.00	2,559.68	1,715.00	866.62	0.00	3,250.00	5,141.30

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Burnt Store Village Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	46464	Drainage Maintenance - Swale Grading		10/22/2025	0.00	0.00	737.28	0.00	0.00		737.28
	<b>Work Order 46464 Total</b>		<b>25115 ESMERALDA CT, PUNTA GORDA, FL, 33955</b>		0.00	0.00	737.28	0.00	0.00	0.00	737.28
	102398	Drainage Maintenance - Swale Grading		10/29/2025	44.00	3,043.16	0.00	368.54	0.00		3,411.70
	102398	Drainage Maintenance - Swale Grading		10/30/2025	43.50	3,003.27	0.00	367.34	0.00		3,370.60
	102398	Drainage Maintenance - Swale Grading		11/15/2025	0.00	0.00	2,891.00	0.00	0.00		2,891.00
	<b>Work Order 102398 Total</b>		<b>25072 ESTRADA CIR, PUNTA GORDA, FL</b>		87.50	6,046.43	2,891.00	735.88	0.00	5,700.00	9,673.30
	115718	Drainage Maintenance - Swale Grading		10/14/2025	0.00	0.00	983.04	0.00	0.00		983.04
	<b>Work Order 115718 Total</b>		<b>16170 QUICHE CT, PUNTA GORDA, FL, 33955</b>		0.00	0.00	983.04	0.00	0.00	2,350.00	983.04
	131701	Drainage Maintenance - Swale Grading		10/27/2025	15.50	1,109.75	0.00	168.48	0.00		1,278.23
	<b>Work Order 131701 Total</b>		<b>25000 HARBORSIDE BLVD, PUNTA GORDA, FL, 33955</b>		15.50	1,109.75	0.00	168.48	0.00	900.00	1,278.23
	<b>Drainage Maintenance - Swale Grading Total</b>				140.00	9,715.85	6,326.32	1,770.97	0.00	12,200.00	17,813.15
	131945	GIS Update		10/23/2025	0.25	18.48	0.00	0.00	0.00		18.48
	<b>Work Order 131945 Total</b>				0.25	18.48	0.00	0.00	0.00	1.00	18.48
	132391	GIS Update		10/28/2025	0.25	18.48	0.00	0.00	0.00		18.48
	<b>Work Order 132391 Total</b>		<b>16158 ORTEGA DR, PUNTA GORDA, FL, 33955</b>		0.25	18.48	0.00	0.00	0.00	1.00	18.48

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Burnt Store Village Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	132393	GIS Update		10/28/2025	0.50	36.95	0.00	0.00	0.00		36.95
	<b>Work Order 132393 Total</b>		<b>16126 ORTEGA DR, PUNTA GORDA, FL, 33955</b>		0.50	36.95	0.00	0.00	0.00	2.00	36.95
	132404	GIS Update		10/28/2025	0.25	18.48	0.00	0.00	0.00		18.48
	<b>Work Order 132404 Total</b>		<b>16105 ORTEGA DR, PUNTA GORDA, FL, 33955</b>		0.25	18.48	0.00	0.00	0.00	1.00	18.48
	135368	GIS Update		11/12/2025	8.00	591.20	0.00	0.00	0.00		591.20
	135368	GIS Update		11/13/2025	4.00	295.60	0.00	0.00	0.00		295.60
	135368	GIS Update		11/18/2025	8.00	591.20	0.00	0.00	0.00		591.20
	135368	GIS Update		11/19/2025	7.50	554.25	0.00	0.00	0.00		554.25
	135368	GIS Update		11/20/2025	4.00	295.60	0.00	0.00	0.00		295.60
	<b>Work Order 135368 Total</b>				31.50	2,327.85	0.00	0.00	0.00	295.00	2,327.85
	<b>GIS Update Total</b>				32.75	2,420.23	0.00	0.00	0.00	300.00	2,420.24
	112561	Investigation		10/06/2025	1.50	113.61	0.00	6.24	0.00		119.85
	<b>Work Order 112561 Total</b>		<b>422329302008, 16320 QUESA DR, PUNTA GORDA, FL</b>		1.50	113.61	0.00	6.24	0.00	1.00	119.85
	113357	Investigation		10/21/2025	2.50	189.35	0.00	10.40	0.00		199.75
	<b>Work Order 113357 Total</b>		<b>16111 DINAL DR, PUNTA GORDA, FL, 33955</b>		2.50	189.35	0.00	10.40	0.00	1.00	199.75
	113542	Investigation		10/22/2025	2.00	151.48	0.00	8.32	0.00		159.80
	<b>Work Order 113542 Total</b>		<b>25255 ESTRADA CIR, PUNTA GORDA, FL, 33955</b>		2.00	151.48	0.00	8.32	0.00	1.00	159.80

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Burnt Store Village 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
	116566	Investigation		10/29/2025	2.00	151.48	0.00	8.32	0.00		159.80
	<b>Work Order 116566 Total</b>		<b>16141 JUAREZ CIR, PUNTA GORDA, FL, 33955</b>		2.00	151.48	0.00	8.32	0.00	1.00	159.80
	117159	Investigation		10/29/2025	0.86	64.92	0.00	3.57	0.00		68.49
	<b>Work Order 117159 Total</b>		<b>24311 CONTRA COSTA LN, PUNTA GORDA, FL, 33955</b>		0.86	64.92	0.00	3.57	0.00	1.00	68.49
	117464	Investigation		10/29/2025	2.00	151.48	0.00	8.32	0.00		159.80
	<b>Work Order 117464 Total</b>		<b>25453 AVILLAS CT, PUNTA GORDA, FL, 33955</b>		2.00	151.48	0.00	8.32	0.00	1.00	159.80
	117998	Investigation		11/03/2025	2.00	151.48	0.00	8.82	0.00		160.30
	<b>Work Order 117998 Total</b>		<b>25864 PRADA DR, PUNTA GORDA, FL, 33955</b>		2.00	151.48	0.00	8.82	0.00	1.00	160.30
	119035	Investigation		11/12/2025	1.00	75.74	0.00	4.41	0.00		80.15
	<b>Work Order 119035 Total</b>		<b>422329104005, 16379 ALCIRA CIR, PUNTA GORDA, FL</b>		1.00	75.74	0.00	4.41	0.00	1.00	80.15
	120770	Investigation		12/04/2025	1.50	113.61	0.00	6.62	0.00		120.23
	<b>Work Order 120770 Total</b>		<b>16039 JUAREZ CIR, PUNTA GORDA, FL, 33955</b>		1.50	113.61	0.00	6.62	0.00	1.00	120.23
	129630	Investigation		10/10/2025	1.50	113.61	0.00	6.24	0.00		119.85
	<b>Work Order 129630 Total</b>		<b>PRADA DR &amp; DOREDO DR, PUNTA GORDA, FL, 33955</b>		1.50	113.61	0.00	6.24	0.00	1.00	119.85

Burnt Store Village 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
	131942	Investigation		10/24/2025	3.00	227.22	0.00	12.48	0.00		239.70
	<b>Work Order 131942 Total</b>		<b>422329134013, 16137 ALCIRA CIR, PUNTA GORDA, FL</b>		3.00	227.22	0.00	12.48	0.00	1.00	239.70
	131943	Investigation		10/24/2025	3.00	227.22	0.00	12.48	0.00		239.70
	<b>Work Order 131943 Total</b>		<b>16132 ALCIRA CIR, PUNTA GORDA, FL, 33955</b>		3.00	227.22	0.00	12.48	0.00	1.00	239.70
	<b>Investigation Total</b>				<b>22.86</b>	<b>1,731.20</b>	<b>0.00</b>	<b>96.21</b>	<b>0.00</b>	<b>12.00</b>	<b>1,827.42</b>
	128202	MSBU Administrative Work		10/01/2025	0.18	13.04	0.00	0.00	0.00		13.04
	128202	MSBU Administrative Work		10/02/2025	0.33	24.63	0.00	0.00	0.00		24.63
	128202	MSBU Administrative Work		10/06/2025	0.33	24.63	0.00	0.00	0.00		24.63
	128202	MSBU Administrative Work		10/07/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128202	MSBU Administrative Work		10/13/2025	0.37	27.10	0.00	0.00	0.00		27.10
	128202	MSBU Administrative Work		10/20/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128202	MSBU Administrative Work		10/21/2025	1.27	94.08	0.00	0.00	0.00		94.08
	128202	MSBU Administrative Work		10/27/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128202	MSBU Administrative Work		10/28/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128202	MSBU Administrative Work		10/29/2025	2.00	147.80	0.00	0.00	0.00		147.80
	128202	MSBU Administrative Work		10/30/2025	0.56	41.57	0.00	0.00	0.00		41.57
	128202	MSBU Administrative Work		11/03/2025	0.59	43.47	0.00	0.00	0.00		43.47
	128202	MSBU Administrative Work		11/04/2025	0.09	6.52	0.00	0.00	0.00		6.52
	128202	MSBU Administrative Work		11/10/2025	0.47	34.78	0.00	0.00	0.00		34.78
	128202	MSBU Administrative Work		11/12/2025	0.31	22.93	0.00	0.00	0.00		22.93
	128202	MSBU Administrative Work		11/13/2025	0.24	17.84	0.00	0.00	0.00		17.84

Burnt Store Village 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
	128202	MSBU Administrative Work		11/17/2025	0.19	13.86	0.00	0.00	0.00		13.86
	128202	MSBU Administrative Work		11/24/2025	1.15	84.77	0.00	0.00	0.00		84.77
	128202	MSBU Administrative Work		11/25/2025	0.58	43.11	0.00	0.00	0.00		43.11
	128202	MSBU Administrative Work		12/02/2025	0.78	57.60	0.00	0.00	0.00		57.60
	128202	MSBU Administrative Work		12/03/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128202	MSBU Administrative Work		12/04/2025	1.50	110.85	0.00	0.00	0.00		110.85
	128202	MSBU Administrative Work		12/09/2025	0.25	18.48	0.00	0.00	0.00		18.48
	128202	MSBU Administrative Work		12/11/2025	0.57	42.38	0.00	0.00	0.00		42.38
	128202	MSBU Administrative Work		12/16/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128202	MSBU Administrative Work		12/17/2025	0.74	54.34	0.00	0.00	0.00		54.34
		<b>Administrative Time Total</b>			15.05	1,112.22	0.00	0.00	0.00		1,112.24
	128202	MSBU Administrative Work		10/29/2025	3.00	221.70	0.00	0.00	0.00		221.70
	128202	MSBU Administrative Work		12/04/2025	3.50	258.65	0.00	0.00	0.00		258.65
		<b>MSBU Meeting Total</b>			6.50	480.35	0.00	0.00	0.00		480.35
	128202	MSBU Administrative Work		12/08/2025	2.50	184.75	0.00	0.00	0.00		184.75
		<b>MSBU Minutes Total</b>			2.50	184.75	0.00	0.00	0.00		184.75
	<b>Work Order 128202 Total</b>				24.05	1,777.32	0.00	0.00	0.00	0.00	1,777.34
	<b>MSBU Administrative Work Total</b>				24.05	1,777.32	0.00	0.00	0.00	0.00	1,777.34
	135346	ROW Watering		11/12/2025	0.00	0.00	0.00	31.62	0.00		31.62
	135346	ROW Watering		11/19/2025	1.50	103.41	0.00	23.72	0.00		127.13
	135346	ROW Watering		11/20/2025	1.00	68.94	0.00	15.81	0.00		84.75

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Burnt Store Village 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
	135346	ROW Watering		11/21/2025	2.00	139.44	0.00	15.81	0.00		155.25
	135346	ROW Watering		11/24/2025	2.00	133.72	0.00	15.81	0.00		149.53
	135346	ROW Watering		11/25/2025	2.00	133.72	0.00	15.81	0.00		149.53
	135346	ROW Watering		12/05/2025	1.00	68.94	0.00	15.81	0.00		84.75
	<b>Work Order 135346 Total</b>		<b>16288 MINTRA CT, PUNTA GORDA, FL, 33955</b>		9.50	648.17	0.00	134.39	0.00	12,000.00	782.56
	135347	ROW Watering		11/12/2025	2.00	137.88	0.00	31.62	0.00		169.50
	135347	ROW Watering		11/19/2025	1.50	103.41	0.00	23.72	0.00		127.13
	135347	ROW Watering		11/20/2025	1.00	68.94	0.00	15.81	0.00		84.75
	135347	ROW Watering		11/21/2025	2.00	139.44	0.00	15.81	0.00		155.25
	135347	ROW Watering		11/24/2025	2.00	133.72	0.00	15.81	0.00		149.53
	135347	ROW Watering		11/25/2025	2.00	133.72	0.00	15.81	0.00		149.53
	135347	ROW Watering		12/05/2025	1.00	68.94	0.00	15.81	0.00		84.75
	<b>Work Order 135347 Total</b>		<b>25072 ESTRADA CIR, PUNTA GORDA, FL</b>		11.50	786.05	0.00	134.39	0.00	10,000.00	920.44
	<b>ROW Watering Total</b>				21.00	1,434.22	0.00	268.77	0.00	22,000.00	1,703.00
	109604	Small Pipe Install (Pipes 31" And Under)		12/11/2025	3.00	216.74	0.00	42.26	0.00		259.00
	<b>Work Order 109604 Total</b>		<b>25356 ESTRADA CIR, PUNTA GORDA, FL, 33955</b>		3.00	216.74	0.00	42.26	0.00	24.00	259.00
	<b>Small Pipe Install (Pipes 31" And Under) Total</b>				3.00	216.74	0.00	42.26	0.00	24.00	259.00
	134660	Support (Post) Maintenance		11/07/2025	1.50	103.41	39.66	9.83	0.00		152.89
	<b>Work Order 134660 Total</b>				1.50	103.41	39.66	9.83	0.00	3.00	152.89

Burnt Store Village 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
		<b>Support (Post) Maintenance Total</b>			1.50	103.41	39.66	9.83	0.00	3.00	152.89
	125628	Vacuum Culvert Cleaning		10/27/2025	3.00	208.02	0.00	68.82	0.00		276.84
	<b>Work Order 125628 Total</b>		<b>16158 ORTEGA DR, PUNTA GORDA, FL, 33955</b>		3.00	208.02	0.00	68.82	0.00	2.00	276.84
	132011	Vacuum Culvert Cleaning		10/27/2025	3.00	208.02	0.00	45.88	0.00		253.90
	<b>Work Order 132011 Total</b>		<b>16304 ALCIRA CIR, PUNTA GORDA, FL</b>		3.00	208.02	0.00	45.88	0.00	1.00	253.90
	132023	Vacuum Culvert Cleaning		10/27/2025	3.00	208.02	0.00	68.82	0.00		276.84
	<b>Work Order 132023 Total</b>		<b>422329134001, 16031 ALCIRA CIR, PUNTA GORDA, FL</b>		3.00	208.02	0.00	68.82	0.00	2.00	276.84
	132402	Vacuum Culvert Cleaning		10/27/2025	3.00	208.02	0.00	68.82	0.00		276.84
	<b>Work Order 132402 Total</b>		<b>16105 ORTEGA DR</b>		3.00	208.02	0.00	68.82	0.00	1.00	276.84
	135453	Vacuum Culvert Cleaning		11/20/2025	24.50	1,745.86	0.00	567.45	0.00		2,313.30
	<b>Work Order 135453 Total</b>		<b>PRADA DR &amp; DOREDO DR, PUNTA GORDA, FL, 33955</b>		24.50	1,745.86	0.00	567.45	0.00	8.00	2,313.30
	141286	Vacuum Culvert Cleaning		12/22/2025	5.00	346.70	0.00	136.90	0.00		483.60
	<b>Work Order 141286 Total</b>		<b>25210 ROLAND LN, PUNTA GORDA, FL, 33955</b>		5.00	346.70	0.00	136.90	0.00	0.00	483.60
	<b>Vacuum Culvert Cleaning Total</b>				41.50	2,924.64	0.00	956.69	0.00	14.00	3,881.32





# Burnt Store Village Street and Drainage MSBU

Fund Financial Report - 5 Year Annual Report

Oct. 1, 2020 - Sept. 30, 2025

	Actual FY2021	Actual FY2022	Actual FY2023	Actual FY2024	Adopted Budget FY2025	Amended Budget FY2025	Actual FY2025
<b>Beginning Balance</b>	\$ 302,376	\$ 429,119	\$ 445,813	\$ 512,172	\$ 504,037	\$ 504,037	\$ 450,338
<b>Revenues</b>							
<b>Assessments &amp; Earnings</b>							
Assessments	269,729	70,990	69,402	69,194	71,195	-	68,999
Assessments-HSW	4,904	24,383	25,295	29,226	30,345	-	29,331
Interest	2,305	3,627	18,176	10,441	1,765	-	8,434
Interest Earnings-L.G.S.F.T.F.	-	-	-	11,496	-	-	7,976
Net Inc/(Decr) Fair Market Value-Investments	(2,375)	(8,387)	3,878	6,791	-	-	1,683
Interest-Tax Coll	-	-	-	61	-	-	212
Misc Rev	-	-	-	-	-	-	-
Excess Fees /Tax Collector	1,654	525	513	429	-	-	460
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(5,166)	-	-
<b>Grant &amp; Subsidy Revenue</b>							
<b>Loans &amp; Borrowing</b>							
Debt Proceeds	-	-	208,000	-	-	-	-
<b>Total Revenue</b>	\$ 276,218	\$ 91,137	\$ 325,265	\$ 127,637	\$ 98,139	\$ 98,139	\$ 117,096
<b>Expenditures</b>							
<b>Contract Services</b>							
Engineering	-	-	-	-	-	-	-
Other Contractual Svcs	4,398	-	236	238	-	-	1,020
Concrete Flatwork	-	-	6,600	-	-	-	7,600
Drainage	-	-	-	-	-	-	-
Street Sweeping	-	-	-	-	-	-	-
Installed Sod	-	1,136	-	-	-	-	-
Landscaping	-	-	-	-	-	-	-
Paving	-	-	-	-	-	-	-
<b>Contract Services; other</b>							
Pipe Lining	-	-	-	-	-	-	-
Right of Way Maint	564	564	324	774	5,820	-	770
ROW Reclamation	-	-	-	-	-	-	-
Specialty Mowing	-	-	-	-	-	-	-
<b>Public Works Services</b>							
Equip Repl Charges-PubWrks	2,282	8,571	4,473	11,993	12,728	-	23,726
Operating Exp-PubWrks	26,917	40,729	40,310	101,011	80,992	23,000	103,608
Road & Bridge Materials	1,703	7,102	23,801	19,355	33,456	-	26,654
Sign Materials	661	52	-	2,129	4,079	-	416
<b>Internal Charges</b>							
Central/Indirect Svcs	7,545	5,109	3,197	2,020	4,693	-	4,693
<b>Purchased Services</b>							
Admin Svcs-PubWrks	-	-	-	-	-	-	-
Personal Svcs-InterDept	-	-	-	-	-	-	-
Postage	-	-	-	-	-	-	-
Postage-MSBU Notices	43	-	-	-	-	-	-
Utility Service-Electricity	7,056	8,210	9,941	11,854	8,500	-	10,901
Utility Svc - Water/Sewer	4,090	332	843	350	500	-	89
Printing & Binding	-	-	54	-	-	-	-
Advertising-Legal	343	-	411	-	-	-	-
Fees-Landfill	-	-	-	-	250	-	-
Collection Fee-Tax Collector	3,513	1,206	1,143	1,005	2,031	-	973
<b>Materials and Supplies</b>							
<b>Capital Outlay</b>							
Imprv-Other Than Bldgs	-	-	-	-	-	-	-
<b>Debt Services</b>							
Principal	90,000	-	-	21,000	21,000	-	21,000
Interest	348	-	1,198	9,517	10,983	-	6,670
Other Debt Service Costs	11	16	16	-	-	-	-
<b>Project Costs</b>							
<b>BSV-Woodland Estates Paving</b>							
Paving	-	-	159,588	7,542	28,318	-	-
Rejuvenation	-	-	-	-	12,000	-	16,272
Labor (not reported separate prior to FY23)	-	1,416	6,770	684	4,000	-	268
<b>Total Expenditures</b>	149,474	74,444	258,906	189,471	229,350	252,350	224,659
<b>Reserves (Ending Fund Balance)</b>	\$ 429,119	\$ 445,813	\$ 512,172	\$ 450,338	\$ 372,826	\$ 349,826	\$ 342,775
Reserve %	74.2%	85.7%	66.4%	70.4%	61.9%	58.1%	60.4%

**BURNT STORE VILLAGE STREET AND DRAINAGE  
Municipal Service Benefit Unit (MSBU)  
FY25 Annual Report – Executive Summary  
October 1, 2024 – September 30, 2025**

**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 XXXVI. - BURNT STORE VILLAGE STREET AND DRAINAGE UNIT, Sec. 4-6-754. - Purpose.**

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, and beautification projects, from funds derived from special assessments within the unit only.

**Summary**

**Current Rates: Burnt Store Village: \$50  
Woodland Estates: \$350**

**Max Rate: \$195  
Max Rate: \$350**

The FY25 completed work program included all internal maintenance and administrative costs. Contracted services included right-of-way safety mowing, concrete flatwork, and paving rejuvenation.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services of right-of-way safety mowing and concrete flatwork.

For FY27, the Advisory Board recommends budgeting for internal maintenance and administrative costs and contracted services for right-of-way safety mowing and concrete flatwork.

Woodland Estates is currently paying back a loan for paving which is anticipated to be paid off in FY33.

Future paving for Burnt Store Village is anticipated for 2034.



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

Advisory Board Meeting Attendance  
Thursday, March 12, 2026

Location: 401 Shreve St, Punta Gorda, Florida  
Punta Gorda Charlotte Library

**INFORMATION SUPPLIED ON THIS FORM  
BECOMES PUBLIC RECORD**

NAME (please print)	Email Address	Phone Number
Erica Hayes	Erica.LeMaster@charlottecountyfl.gov	941.575.3626
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Roy McElwee	on file	on file
Crag Williams	on file	on file
	Email Address	