

**MINUTES  
DEEP CREEK STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD MEETING  
WEDNESDAY, NOVEMBER 20, 2024**

**10:02 a.m. – 11:05 a.m.  
Harold Avenue Recreation Center  
23400 Harold Avenue, Port Charlotte, Florida**

**Members Present:** Art Seymour, Chair  
Drew Rossi, Vice Chair  
Richard Beierle  
Diane Dupont  
Stephen Rabinowitz

**Members Absent:** None

**County Staff:** Erica LeMaster, Community Liaison  
Anthony Altmeyer, Operations Supervisor  
Ryan Prince, Field Supervisor  
Lisa Eby, Executive Assistant

**Guests:** Sign-in sheet attached

**Call to Order / Roll Call:**

The meeting was called to order at 10:02 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

**Unfinished Business:**

- a. Update: Rampart Boulevard Sidewalk Project: Ms. LeMaster provided an update that the survey has been completed and the information will be put into the 30% plans which will show the conceptual layout of the sidewalk and existing features with no grades on it yet. Once reviewed and comments are added they will address them and start working on the 60% plans. Once we have the approved 30% plans estimated for the end of February 2025 once received, she will share the 30% plans with the Advisory Board.
- b. Memorandum of Understanding (MOU): Ms. LeMaster updated the group that the MOU has been revised and is awaiting final signatures. The MOU is scheduled to go before the Board of County Commissioners (BCC) for approval during the January 14, 2025, meeting.
- c. Canal Debris Removal: Ms. LeMaster provided the most recent update received from Karen Bliss, Projects Manager, right now, the state Florida Department of Emergency Management (FDEM) is spearheading the waterway debris collection. We do not have a timeline and are currently working on pinpointing offload sites, etc. Ms. LeMaster provided the debris website advising for residents to report their waterway debris to [www.Floridadebriscleanup.com](http://www.Floridadebriscleanup.com).
- d. Drainage Concerns: Ms. LeMaster provided a list of open and closed drainage work orders to the group via email. The group discussed upcoming drainage with Mr. Prince and Mr. Altmeyer. Discussion ensued regarding work order timelines and outstanding work order

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statuses. The group requested that drainage funding be moved to pipelining for drainage work that is unable to be accomplished during the fiscal year (FY).

**New Business:**

- a. Financial Reports: The FY24 quarter four actual expenditure report was reviewed. The FY24 quarter four monthly funding report (formerly maintenance activity report) were reviewed, as well as the FY25 Adopted Budget.
- b. Sandhill Boulevard Sidewalk Project: Ms. LeMaster advised that there is no update available at this time, she will provide an update once one becomes available.

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

- None

**Advisory Board Open Discussion:**

- Mr. Rossi requested an update regarding speeding in Deep Creek and Ms. LeMaster advised that this item is on the agenda for the next transportation meeting. She will provide an update once that meeting has taken place.

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

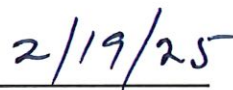
Future meetings are scheduled at 10:00 a.m., as follows:

- Wednesday, February 19, 2025, Charlotte Harbor Event Center

The meeting adjourned at 11:05 a.m.

Submitted by Erica LeMaster  
Public Works Department

  
\_\_\_\_\_  
Chair Signature

  
\_\_\_\_\_  
Date





**Deep Creek Non-Urban Street & Drainage  
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance  
Wednesday, November 20, 2024

Location: 23400 Harold Avenue, Port Charlotte, Florida  
Harold Avenue Recreation Center

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

NAME (please print)	Email Address	Phone Number
Lisa Eby	<a href="mailto:Lisa.Eby@charlottecountyfl.gov">Lisa.Eby@charlottecountyfl.gov</a>	
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Drew Rossi	drewrossi@gmail.com	941-380-3172
Diane Dupont	dianed2857@gmail.com	781-248-2464
Don Dyer	dddondyer@gmail.com	941 457 0078
Anthony Altmeyer	Anthony.Altmeyer@charlottecountyfl.gov	941-575-3600
Ryan Prince	ryan.prince@charlottecountyfl.gov	941-575-3600

**AGENDA**  
**DEEP CREEK NON-URBAN STREET & DRAINAGE**  
**MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING**  
**Monday, November 20, 2024**

**10:00 a.m. Harold Avenue Recreation Center**  
**23400 Harold Avenue, Port Charlotte, Florida**

**BOARD MEMBERS:** Art Seymour, Chair  
Drew Rossi, Vice-Chair  
Richard Beierle  
Diane Dupont  
Stephen Rabinowitz

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

**PURPOSE:** Regular Meeting

1. Call to Order / Pledge of Allegiance / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: July 29, 2024
5. Unfinished Business
  - a. Update: Rampart Boulevard Sidewalk Project
  - b. Update: Memorandum of Understanding (MOU)
  - c. Update: Canal Debris Removal
  - d. Update: Drainage Concerns
  - e. Future Sidewalk Projects: Deep Creek Blvd, Sandhill Blvd
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

# Deep Creek Street and Drainage MSBU

Adopted Budget  
FY2025

## Estimated ERU's and Cost per ERU

### **Vacant**

*Estimated ERU's*

*Cost per ERU*

### **Occupied**

*Estimated ERU's*

*Cost per ERU*

**Current FY24 Vacant Rate**

**Current FY24 Occupied Rate**

**Current Maximum Rate**

Approved FY2025	Adopted FY2025	Changes FY2025
1,764.200	1,506.100	(258.100)
\$ 305.00	\$ 305.00	\$ -
6,909.510	7,139.710	230.200
\$ 305.00	\$ 305.00	\$ -
\$ 305.00		
\$ 305.00		
\$ 305.00		

## **Beginning Balance**

## Revenues

### **Assessments & Earnings**

*Assessments*

*Interest*

*Interest Earnings-L.G.S.F.T.F.*

*Less 5% Reserve - FS 129.01(2)b*

### **Grant & Subsidy Revenue**

*State Grant*

### **Loans & Borrowing**

*Debt Proceeds*

## **Total Revenue**

Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
\$ 1,505,765	\$ 1,943,530	\$ 437,765
2,645,482	2,636,973	(8,509)
5,271	6,803	1,532
-	-	-
(132,538)	(132,550)	(12)
-	-	-
-	-	-
-	-	-
\$ 2,518,215	\$ 2,511,226	\$ (6,989)
-	-	-
-	-	-
25,000	25,000	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

## Expenditures

### **Contract Services**

*Engineering*

*Other Contractual Svcs*

*Concrete Flatwork*

*Drainage*

*Street Sweeping*

*Installed Sod*

*Paving*

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
<b>Contract Services; other</b>			
<i>Pipe Lining</i>	300,000	300,000	-
<i>Right of Way Maint</i>	31,188	31,188	-
<i>ROW Reclamation</i>	-	-	-
<i>Specialty Mowing</i>	17,824	17,824	-
<b>Public Works Services</b>			
<i>Equip Repl Charges-PubWrks</i>	115,730	115,730	-
<i>Operating Exp-PubWrks</i>	726,634	726,634	-
<i>Road &amp; Bridge Materials</i>	383,776	383,776	-
<i>Sign Materials</i>	27,106	27,106	-
<b>Internal Charges</b>			
<i>Central/Indirect Srvs</i>	28,898	29,247	349
<b>Purchased Services</b>			
<i>Personal Srvs-InterDept</i>	-	-	-
<i>Postage</i>	-	-	-
<i>Printing &amp; Binding</i>	-	-	-
<i>Other Current Chrgs and Oblig</i>	-	-	-
<i>Advertising-Legal</i>	-	-	-
<i>Fees-Landfill</i>	20,000	20,000	-
<i>Collection Fee-Tax Collector</i>	52,910	52,740	(170)
<b>Materials and Supplies</b>			
<b>Capital Outlay</b>			
<i>Imprv-Other Than Bldgs</i>	-	-	-
<b>Debt Services</b>			
<i>Principal</i>	535,300	335,300	(200,000)
<i>Interest</i>	54,819	53,540	(1,279)
<i>Other Debt Service Costs</i>	-	-	-
<b>Project Costs</b>			
<b>Deep Creek Sidewalks</b>			
<i>Engineering</i>	128,000	194,000	66,000
<i>Construction</i>	-	395,000	395,000
<i>Labor</i>	2,000	20,779	18,779
<b>Total Expenditures</b>	2,449,185	2,727,864	278,679
<b>Reserves (Ending Fund Balance)</b>	\$ 1,574,795	\$ 1,726,892	\$ 152,097
<i>Reserve %</i>	39.1%	38.8%	

Version Date

9/8/2024





# Deep Creek Street and Drainage MSBU

## Fund Financial Report

Oct. 1, 2023 - Sept. 30, 2024

Unaudited as of 9.30.24

	Actual FY2023	Adopted Budget FY2024	Amended Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
<b>Beginning Balance</b>	\$2,145,400	\$1,802,982	\$1,802,982	\$2,444,572		
<b>Revenues</b>						
Assessments & Earnings	1,714,378	2,519,203		2,670,406		
Grant & Subsidy Revenue	-	-		-		
Loans & Borrowing	887,500	-	-	-		
<b>Total Revenue</b>	\$2,601,878	\$2,519,203	\$2,519,203	\$2,670,406		
<b>Expenditures</b>						
Contract Services	43,589	25,000		151,688	14,400	(141,088)
Pipe Lining	155,692	300,000		417,829	130,390	(248,219)
ROW Maintenance	24,164	30,279		26,131	8,498	(4,350)
ROW Reclamation	-	-		-	-	-
Speciality Mowing	12,517	17,304		8,750	6,125	2,429
Public Works Services	494,674	1,249,077		484,147	-	764,930
Internal Charges	23,014	27,522		27,522	-	-
Purchased Services	29,187	72,910		58,392	-	14,518
Materials and Supplies	-	-		-	-	-
Capital Outlay	-	-		-	-	-
Debt Services	1,516,238	609,408	935,300	1,003,928	-	5,480
<b>Project Costs</b>						
Deep Creek Sidewalks	3,632	484,920		4,197	73,449	407,274
<b>Total Expenditures</b>	\$2,302,706	\$2,816,420	\$3,216,420	\$2,182,584	\$232,862	\$800,975
<b>Reserves (Ending Fund Balance)</b>	\$2,444,572	\$1,505,765	\$1,105,765	\$2,932,395		
Reserve %	51.5%	34.8%	25.6%	57.3%		

Budget Amendment for an additional FY24 loan payment to payoff Phase 1 paving loan.

Date Prepared: 10/28/2024