

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

**ADVISORY BOARD MEETING
THURSDAY, SEPTEMBER 4, 2025**

**10:07 a.m. – 11:59 a.m.
Harold Avenue Recreation Center
23400 Harold Avenue, Port Charlotte, Florida**

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

Members Absent: Richard Beierle, Apologies Received

County Staff: Erica Hayes, Community Liaison
Ray Slade, Projects Manager

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 10:07 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:
None

Approval of Minutes: The July 10, 2025, minutes were unanimously approved.

Citizen Input on Agenda Items (3 Minute Limit):
None

Unfinished Business:

- a. Update: Rampart Boulevard Sidewalk Project: Mr. Slade Reviewed progress from 30% to 60% design, with adjustments to sidewalk placement closer to the roadway for fewer conflicts. The current schedule anticipates 90% plans by November 2025, 100% by December, bidding in early 2026, and construction mid-2026.
- b. Memorandum of Understanding (MOU): The group discussed large stormwater pipe re-lining. A grant funding request is in process and is awaiting review outcome. Members raised specific concerns of pipe lining locations at golf course swales.
- c. Drainage Concerns: The group voiced concerns regarding 1133 Capricorn Boulevard and an issue with standing water.
- d. Future Sidewalk Projects: The Advisory Board discussed a phased approach for future sidewalk projects, with the following priorities identified:
Phase 1: Deep Creek Boulevard & Seasons Drive (approximately 1.25 miles)
Phase 2: Nuremberg Boulevard (north and south sections)
Phase 3: Aysen Drive Loop
Phase X: San Cristobal Avenue (timing dependent on the Sandhill project)

The Board emphasized the importance of aligning sidewalk planning with sales tax projects such as Sandhill Boulevard. Members were encouraged to attend upcoming sales tax committee meetings to advocate MSBU priorities. Additionally, the Board suggested engaging the public prior to major construction phases to ensure transparency and community support.

- e. Striping, curbing: The Board reviewed a range of potential improvements, including raised medians, splitter islands, pedestrian crossings, and no-passing zones. A raised landscaped median with a pedestrian refuge was proposed on Rio De Janeiro Avenue near the school zone. Intersections, for raised crossings and pedestrian safety enhancements include Rio De Janeiro Avenue & Nuremberg Boulevard, Rampart Boulevard & Rio De Janeiro Avenue, Rampart Boulevard & Nuremberg Boulevard, and Deep Creek Boulevard & Seasons Drive. The Board also discussed edge and center striping on Mauritania Road as a measure to improve roadway safety.

New Business

- a. Financial Reports: The Board reviewed the FY26/27 Planned Budget as well as the FY25 Quarter Three Expenditure and Monthly Funding Report (formerly known as the Maintenance Activity Report). Discussion included the scheduled payoff of the paving loan in 2026. The Board agreed it would be prudent to maintain the current assessment rate in order to budget for future sidewalk and roadway improvement projects.

Citizen Input on MSBU items (3 Minute Limit):

- None

Advisory Board Open Discussion:

Mr. Dyer updated the group that the Deep Creek Civic Association is interested in building a community center and discussed future initiatives.

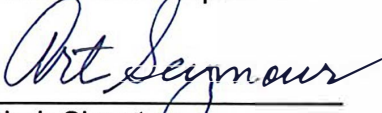
Schedule Meetings / Items for Next Agenda:

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

- Wednesday, July 10, 2025

The meeting adjourned at 11:59 a.m.

Submitted by Erica Hayes
Public Works Department


Chair Signature

11/20/25
Date

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

ADVISORY BOARD REGULAR MEETING
Thursday, September 4, 2025

10:00 a.m. Harold Avenue Regional Park Recreation Center
23400 Harold Ave, Port Charlotte, Florida

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

COUNTY STAFF: Erica Hayes, 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 10, 2025
5. Unfinished Business
 - a. Update: Rampart Boulevard Sidewalk Project
 - b. Update: Memorandum of Understanding (MOU)
 - c. Update: Drainage Concerns
 - d. Future Sidewalk Projects
 - e. Road Striping and Signage
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

Planned 2 Year Budget

FY2026 & FY2027

Estimated ERU's and Cost per ERU

	FY2026	FY2027
Vacant		
<i>Estimated ERU's</i>	1,377.000	1,377.000
<i>Cost per ERU</i>	\$ 305.00	\$ 305.00
Occupied		
<i>Estimated ERU's</i>	7,276.010	7,276.010
<i>Cost per ERU</i>	\$ 305.00	\$ 305.00
Current FY25 Vacant Rate	\$ 305.00	
Current FY25 Occupied Rate	\$ 305.00	
Current Maximum Rate	\$ 305.00	

Beginning Balance

Revenues

	Planned Budget FY2026	Planned Budget FY2027
Assessments & Earnings		
<i>Assessments</i>	2,639,169	2,639,169
<i>Interest</i>	11,344	8,727
<i>Less 5% Reserve - FS 129.01(2)b</i>	(132,526)	(132,395)
Grant & Subsidy Revenue		
Loans & Borrowing		
Total Revenue	\$ 2,517,987	\$ 2,515,501

Expenditures

Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	150,000	150,000
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	-	-
<i>Installed Sod</i>	-	-
<i>Paving</i>	-	-
Contract Services; other		
<i>Pipe Lining</i>	420,000	420,000
<i>Right of Way Maint</i>	30,279	31,188
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	10,000	15,000
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	119,925	122,679
<i>Operating Exp-PubWrks</i>	688,550	705,148
<i>Road & Bridge Materials</i>	309,269	327,893
<i>Sign Materials</i>	-	-

	Planned Budget FY2026	Planned Budget FY2027
Internal Charges		
<i>Central/Indirect Svcs</i>	32,992	34,642
Purchased Services		
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Printing & Binding</i>	-	-
<i>Other Current Chrgs and Oblig</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	15,000	15,000
<i>Collection Fee-Tax Collector</i>	52,784	52,784
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	689,900	-
<i>Interest</i>	22,269	-
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>Deep Creek Sidewalks (Rio De Janeiro-Navigator)</i>		
<i>Engineering</i>	30,270	-
<i>Construction</i>	514,785	-
<i>Labor</i>	39,365	-
<i>Deep Creek Sidewalks (Rio De Janeiro-Seasons)</i>		
<i>Engineering</i>	125,330	-
<i>Construction</i>	-	1,042,089
<i>Labor</i>	15,000	25,000
Total Expenditures	3,265,718	2,941,423
Reserves (Ending Fund Balance)	\$ 2,493,214	\$ 2,067,292
<i>Reserve %</i>	43.3%	41.3%

Version Date

7/2/2025

Budget Report

Activity Description: All

	Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
ADA Mat	4	MATS	\$484.73	\$253.16	\$17.30		\$755.20
Asphalt Maintenance	3	TONS	\$2,157.90	\$349.50	\$222.15		\$2,729.55
Brush Cutting	3,750	CY	\$4,036.31		\$737.81		\$4,774.13
Camera/Video	20	PIPES	\$12,270.40		\$4,730.40		\$17,000.80
Concrete - Armoring	30	CY	\$8,356.13	\$5,773.91	\$1,459.50		\$15,589.54
Concrete (Driveways)	720	SF	\$3,490.08	\$2,028.48	\$360.24		\$5,878.80
Concrete (Mitered Ends)	2	PIPE END	\$1,454.20	\$1,026.83	\$161.80		\$2,642.83
Concrete (Sidewalk) Repair/Replace	800	SF	\$11,633.60	\$10,536.08	\$1,878.40		\$24,048.08
Concrete Catch Basin Repair	8	REPAIRS	\$5,816.80	\$486.52	\$647.20		\$6,950.52
Data Collection	75	CT	\$2,368.10		\$71.25		\$2,440.35
Drainage Maintenance - Swale Grading	250,000	SF	\$212,028.57	\$136,954.29	\$34,257.14		\$383,240.00
Drainage Maintenance Re-grading	25,000	SF	\$14,672.00	\$36.40	\$2,398.00		\$17,106.40
Fuel Work	100	EQUIPMENT	\$7,557.00		\$2,266.00		\$9,823.00
GIS Update	100	CT	\$2,632.33				\$2,632.33
Graffiti Removal	50		\$294.57	\$14.52	\$32.25		\$341.34
Ground Penetrating Radar	4	TICKETS	\$157.94		\$16.34		\$174.28
Investigation	10	INSPECTIONS	\$808.10		\$47.50		\$855.60
Large Pipe Install (Pipes 31" And Up)	420	LF	\$31,168.20	\$59,723.90	\$12,215.70		\$103,107.80
MSBU Administrative Work	150	HOURS	\$11,845.50		\$624.00		\$12,469.50
Open Road Cut Road Repair	9	TONS	\$1,618.43	\$1,103.43	\$166.61		\$2,888.47
Pavement Markings	50	MARKINGS	\$2,904.10	\$282.55	\$508.90		\$3,695.55
Pavement Restoration	9	TONS	\$6,473.70	\$972.90	\$666.45		\$8,113.05
Project Management	20	LABOR	\$1,875.13				\$1,875.13

Budget Report

Activity Description: All Deep Creek (Non-Urban) Street and Drainage Unit
Budget Year: 2026

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost
Road Edging	10,000	LF	\$2,205.60		\$531.20	
ROW - Clearing / Haul Debris	5	TONS	\$2,194.30		\$429.50	
ROW - Vegetation / Boom Mowing	50,000	CY	\$2,467.00		\$801.67	
ROW - Vegetation Management	1,000	STRUCTURES	\$2,328.33	\$32.67	\$595.67	
ROW Watering	500,000	GALLONS	\$123,350.00		\$16,366.67	
RPM Install	400	RPM	\$2,082.40	\$528.07	\$181.43	
Shoulder Repair	1	MILES	\$1,438.60	\$98.60	\$97.60	
Sidlot Outfall Maintenance	4,800	SF	\$4,882.37	\$4,021.17	\$1,565.76	
Sign Fabrication	50	SIGNS	\$1,103.14	\$1,661.03	\$48.86	
Sign Inspection	1,500	SIGNS	\$5,633.06		\$791.94	
Sign Installation	5	SIGNS	\$174.63	\$82.77	\$24.55	
Sign Maintenance	1,500	SIGNS	\$52,387.50	\$23,655.00	\$7,365.00	
Small Pipe Install (Pipes 31" And Under)	800	LF	\$54,857.50	\$54,538.00	\$7,357.50	
Small Pipe Repair (Pipes 31" And Under)	10	REPAIRS	\$10,971.50	\$823.30	\$2,021.00	
Standard Cuts	3,200	SF	\$23,405.87	\$2,328.53	\$3,139.20	
Striping	15,000	LF	\$1,472.85	\$1,956.41	\$254.45	
Transport	26	TRIP	\$6,844.07		\$1,103.27	
Vacuum Culvert Cleaning	300	CULVERTS	\$44,646.00		\$13,764.00	
Deep Creek (Non-Urban) Street and Drainage Unit Total			\$688,549.54	\$309,268.01	\$119,924.20	
						\$1,117,741.75

Budget Report

Activity Description: All

Deep Creek (Non-Urban) Street and Drainage Unit
Budget Year: 2027

Budget Details							
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
ADA Mat	4	MATS	\$484.73	\$265.82	\$17.30		\$767.86
Asphalt Maintenance	3	TONS	\$2,157.90	\$366.98	\$222.15		\$2,747.03
Brush Cutting	3,750	CY	\$4,036.31		\$737.81		\$4,774.13
Camera/Video	20	PIPES	\$12,270.40		\$4,730.40		\$17,000.80
Concrete - Armoring	30	CY	\$8,356.13	\$6,062.59	\$1,459.50		\$15,878.21
Concrete (Driveways)	720	SF	\$3,490.08	\$2,129.90	\$360.24		\$5,980.22
Concrete (Mitered Ends)	2	PIPE END	\$1,454.20	\$1,078.17	\$161.80		\$2,694.17
Concrete (Sidewalk) Repair/Replace	800	SF	\$11,633.60	\$11,062.88	\$1,878.40		\$24,574.88
Concrete Catch Basin Repair	8	REPAIRS	\$5,816.80	\$510.84	\$647.20		\$6,974.84
Data Collection	75	CT	\$2,369.10		\$71.25		\$2,440.35
Drainage Maintenance - Swale Grading	250,000	SF	\$212,028.57	\$143,795.71	\$34,257.14		\$390,081.43
Drainage Maintenance Re-grading	25,000	SF	\$14,672.00	\$38.20	\$2,398.00		\$17,108.20
Fuel Work	100	EQUIPMENT	\$7,557.00		\$2,266.00		\$9,823.00
GIS Update	100	CT	\$2,632.33				\$2,632.33
Graffiti Removal	100		\$589.14	\$30.48	\$64.50		\$684.12
Ground Penetrating Radar	4	TICKETS	\$157.94		\$16.34		\$174.28
Investigation	10	INSPECTIONS	\$808.10		\$47.50		\$855.60
Large Pipe Install (Pipes 31" And Up)	420	LF	\$31,166.20	\$62,709.99	\$12,215.70		\$106,093.89
MSBU Administrative Work	150	HOURS	\$11,845.50		\$624.00		\$12,469.50
Open Road Cut Road Repair	9	TONS	\$1,618.43	\$1,158.60	\$166.61		\$2,943.64
Pavement Markings	260	MARKINGS	\$15,101.32	\$1,542.68	\$2,646.28		\$19,290.28
Pavement Restoration	9	TONS	\$6,473.70	\$1,021.55	\$666.45		\$8,161.70
Project Management	20	LABOR	\$1,875.13				\$1,875.13

Budget Report

Activity Description: All

Deep Creek (Non-Urban) Street and Drainage Unit

Budget Year: 2027

Budget Details							
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
Road Edging	20,000	LF	\$4,411.20		\$1,062.40		\$5,473.60
ROW - Clearing / Haul Debris	5	TONS	\$2,194.30		\$429.50		\$2,623.80
ROW - Vegetation / Boom Mowing	50,000	CY	\$2,467.00		\$801.67		\$3,268.67
ROW - Vegetation Management	500	STRUCTURES	\$1,164.17	\$17.15	\$297.83		\$1,479.15
ROW Watering	500,000	GALLONS	\$123,350.00		\$16,366.67		\$139,716.67
RPM Install	800	RPM	\$4,164.80	\$1,108.93	\$362.86		\$5,636.58
Shoulder Repair	1	MILES	\$1,438.60	\$103.53	\$97.60		\$1,639.73
Sidlot Outfall Maintenance	4,800	SF	\$4,882.37	\$4,222.06	\$1,565.76		\$10,670.19
Sign Fabrication	50	SIGNS	\$1,103.14	\$1,744.09	\$48.86		\$2,896.09
Sign Inspection	1,500	SIGNS	\$5,633.06		\$791.94		\$6,425.00
Sign Installation	5	SIGNS	\$174.63	\$86.91	\$24.55		\$286.09
Sign Maintenance	1,500	SIGNS	\$52,387.50	\$24,837.75	\$7,365.00		\$84,590.25
Small Pipe Install (Pipes 31" And Under)	800	LF	\$54,857.50	\$57,264.75	\$7,357.50		\$119,479.75
Small Pipe Repair (Pipes 31" And Under)	10	REPAIRS	\$10,971.50	\$864.45	\$2,021.00		\$13,856.95
Standard Cuts	3,200	SF	\$23,405.87	\$2,444.80	\$3,139.20		\$28,989.87
Striping	25,000	LF	\$2,454.75	\$3,423.73	\$424.08		\$6,302.56
Transport	26	TRIP	\$6,844.07		\$1,103.27		\$7,947.33
Vacuum Culvert Cleaning	300	CULVERTS	\$44,646.00		\$13,764.00		\$58,410.00
Deep Creek (Non-Urban) Street and Drainage Unit Total			\$705,147.06	\$327,892.54	\$122,678.25		\$1,155,717.85

Deep Creek Street and Drainage MSBU

Fund Financial Report

Oct. 1, 2024 - June 30, 2025

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$2,444,572	\$1,943,530	\$2,917,610		
Revenues					
Assessments & Earnings	2,731,877	2,511,226	2,580,916		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$2,731,877	\$2,511,226	\$2,580,916		
Expenditures					
Contract Services	157,688	25,000	128,050	5,900	(108,950)
Pipe Lining	454,239	300,000	226,267	93,980	(20,247)
ROW Maintenance	29,396	31,188	21,558	13,071	(3,441)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	10,500	17,824	5,535	8,730	3,559
Public Works Services	537,614	1,253,246	423,709	-	829,537
Internal Charges	27,522	29,247	29,247	-	-
Purchased Services	33,452	72,740	53,602	-	19,138
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	1,003,928	388,840	353,708	-	35,132
Project Costs					
Deep Creek Paving Program	-	-	-	-	-
Deep Creek Sidewalks (Rio De Janeiro-Navigator)	4,499	609,779	48,711	59,527	501,541
Total Expenditures	\$2,258,839	\$2,727,864	\$1,290,387	\$181,207	\$1,256,270
Reserves (Ending Fund Balance)	\$2,917,610	\$1,726,892	\$4,208,139		
Reserve %	56.4%	38.8%	76.5%		

Date Prepared: 7/30/2025

Deep Creek Street & Drainage

2026 Meeting Schedule

Meeting Location – Harold Avenue Recreation Center

January 29, 2026 10am-12pm

May 6, 2026 10am-12pm

August 26, 2026 10am-12pm

November 5, 2026 10am-12pm