

**MINUTES
ENGLEWOOD EAST STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MAY 2, 2024**

1:40 p.m. – 2:27 p.m.
**Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, FL**

Members Present: Shaun O'Rourke, Vice Chair
John Gammel
Jim Gersch

Members Absent: Glen Burnap, Chair

County Staff: Lorraine Moneypenny, Community Liaison

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 1:40 p.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 Minutes:

The February 22, 2024 minutes were unanimously approved as submitted.

Unfinished Business:

- a. Bridge Maintenance Program: Ms. Moneypenny advised that construction will begin June 3 on the shared Englewood East/Gulf Cove rehabilitations of bridges #014082 and #014088. Little traffic disruption is expected. The figure on the financial report reflects only the Englewood East portion; she will verify final cost. Purchasing is preparing the bid to repair and maintain the five other bridges: #014083, #014084, #014091, #014096, #01097. The board remarked that these are in good shape. If one were to fail, the MSBU would pay for repair.
- b. FY25 Paving: Mr. O'Rourke noted the MSBU has a good reserve for this project and no milling will be required. Ms. Moneypenny said Fiscal will present a budget, by December, with a set aside for projected cost and, if appropriate, borrowing options. The actual cost will be allocated in Spring 2025, when the bid is awarded. Mr. Gersch voiced concern about disruption to homeowners and advance communication of road closures. The board requested that the paving projects manager attend the next meeting.

New Business:

None

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion: Mr. Gammel noted that Oyster Creek is choked with vegetation, and a foot higher than it was. Discussion ensued regarding tidal creeks in flood zones, creek navigability, intentional drainage delays, and the direction of water flow in Englewood East. While waterways are not under the purview of the MSBU, the creek may need

attention for purposes of drainage. Ms. Moneypenny said she would consult the appropriate experts in Public Works and invite that expert to the next meeting.



Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 1:30 p.m. in the Mac V. Horton, West County Annex Room 120, as follows:

- Thursday, September 12, 2024
- Thursday, December 12, 2024

The meeting adjourned at 2:27 p.m.

Submitted by Lorraine Moneypenny
Public Works Department


Chair Signature
Date

[illegible]

AGENDA
ENGLEWOOD EAST STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, MAY 2, 2024

1:30 p.m., West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Glen Burnap, Chair
Shaun O'Rourke, Vice Chair
John Gammel
Jim Gresch

COUNTY STAFF: Lorraine Moneypenny, Community Liaison
Karlene McDonald, Operations Supervisor

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Changes to the Agenda / Motion to Approve Changes
4. Citizen Input on Agenda Items (3 Minute Limit)
5. Approval of Minutes: February 22, 2024
6. Unfinished Business
 - a. Bridge Maintenance Program
 - b. FY25 Paving Program
7. New Business
 - a. Financial Reports
8. Citizen Input on MSBU Items (3 Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

Englewood East Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - Mar. 31, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$4,477,064	\$5,934,377	\$7,101,795		
Revenues					
Assessments & Earnings	3,352,337	3,005,156	2,643,676		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$3,352,337	\$3,005,156	\$2,643,676		
Expenditures					
Contract Services	10,125	4,501	7,560	7,200	(10,259)
Pipe Lining	-	150,000	-	57,250	92,750
ROW Maintenance	78,690	100,202	33,818	82,057	(15,674)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	41,076	43,767	17,319	33,480	(7,032)
Public Works Services	446,271	1,508,874	240,021	-	1,268,853
Internal Charges	12,012	17,293	17,293	-	-
Purchased Services	37,499	82,188	51,199	-	30,989
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Eng. East Sidewalks	20,944	484,198	-	3,335	480,863
Eng. East Bridge Maint. Plan	68,418	2,532,863	55,825	77,214	2,399,824
Gulf Cove/Eng. East Bridge Mant. Plan	12,571	201,088	31,161	135,475	34,452
Total Expenditures	\$727,605	\$5,124,974	\$454,197	\$396,011	\$4,274,765
Reserves (Ending Fund Balance)	\$7,101,795	\$3,814,559	\$9,291,274		
Reserve %	90.7%	42.7%	95.3%		

*Gulf Cove SD and Englewood East SD split bridge maintenance costs proportionately.

Date Prepared: 4/4/2024