

**MINUTES
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 6, 2025**

**10:43 a.m. – 12:20 p.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: George Herl, Chair
Phillip Smallwood, Vice-Chair
Scott Day
John Pavek
Andrew Wolf

Members Absent: None

County Staff: Erica LeMaster, Community Liaison

Guests: None

Call to Order / Roll Call

The meeting was called to order at 10:43 a.m. Roll call was taken, and a quorum was established.

Election of Officers:

- Mr. Wolf elected Scott Day as Chair, seconded by Mr. Pavek, and passed unanimously.
- Mr. Smallwood elected John Pavek as Vice Chair, seconded by Mr. Wolf, and passed unanimously.

Approval of Minutes:

The draft minutes from November 6, 2024, were unanimously approved as submitted.

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

None

Unfinished Business:

- a. Fiscal Year (FY)23 Paving Program: Mrs. Hayes provided the most recent paving program totals for Pirate Harbor, advising that the final amount provided by Mr. Layport Projects Manager came in at \$154,999.75 below the contracted amount.
- b. Road Markings – Pirate Harbor Entrance: Mrs. Hayes provided an update that there is no tentative start date at this time.
- c. Drainage Concerns – Jolly Roger Blvd, Treasure Island Blvd: Line and Grade was completed on Treasure Island Boulevard. This item will be removed from future agendas. Mrs. Hayes advised that the investigator has not been out to document potential erosion on Jolly Roger Boulevard.

New Business:

- a. Financial Reports: The FY25 quarter one expenditure and monthly funding reports were reviewed, as well as the FY24 Annual Report.

Citizen Input on MSBU Items (3-Minute Limit):

None

Advisory Board Open Discussion:

- The group discussed the possibility of median landscaping at the entrance of Pirate Harbor. Mrs. Hayes will invite Chuck Peters projects manager to the next meeting to discuss options.

Annual Review: Sunshine Law, Roberts Rules of Order

The Advisory Board watched the Sunshine Law and Roberts Rules of Order videos presented by the County Attorney. Mrs. Hayes reviewed where to find the Records Management Departments contact information on the Charlottecountyfl.gov webpage and noted that a public record request can be submitted to any county employee. There were no questions on any of these items.

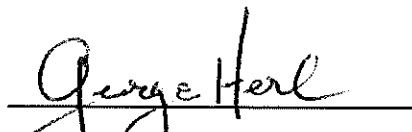
Meeting Schedule / Items for the next agenda:

Meetings are scheduled as follows:

- June 18, 2025, at 2:00 p.m. at the Charlotte Harbor Event Center
- September 17, 2025, at 10:30 a.m. at the Punta Gorda Charlotte Library
- November 5, 2025, at 10:30 a.m. at the Punta Gorda Charlotte Library

The meeting adjourned at 12:20 p.m.

Submitted by: Erica Hayes
Public Works Department


Chair Signature

6-18-2025
Date

**AGENDA
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 6, 2025**

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

BOARD MEMBERS: George Herl, Chair
Phillip Smallwood, Vice-Chair
Scott Day
Andrew Wolf

COUNTY STAFF: Erica Hayes, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Approval of Minutes: November 6, 2024
3. Election of Officers
4. Citizen Input on Agenda Items (3-Minute Limit)
5. Unfinished Business:
 - a. Update: FY23 Paving Program
 - b. Drainage Concerns - Jolly Roger Blvd, Treasure Island Blvd
 - c. Pirate Harbor Entrance – Road Markings
6. New Business:
 - a. Financial Reports
7. Advisory Board Open Discussion
8. Citizen Input on MSBU Items (3-Minute Limit)
9. Annual Review: Sunshine Law, Roberts Rules of Order
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

Pirate Harbor Street and Drainage MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2019 - Sept. 30, 2024

	Actual FY2020	Actual FY2021	Actual FY2022	Actual FY2023	Adopted Budget FY2024	Actual FY2024
Beginning Balance	\$ 293,057	\$ 400,089	\$ 395,257	\$ 479,125	\$ 1,633,972	\$ 862,213
Revenues						
Assessments & Earnings						
Assessments	116,945	116,824	116,408	116,444	139,449	134,959
Interest	5,445	2,243	3,868	25,195	5,719	19,318
Interest-L.G.S.F.T.F	-	-	-	-	-	21,256
Net Inc/(Decl) Fair Market Value-Investments	3,328	(2,128)	(9,036)	8,549	-	14,443
Interest-Tax Coll	-	-	-	-	-	96
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	-
GDC Recovery (Interfund Trf-Capital Projects)	-	-	-	-	-	-
Excess Fees /Tax Collector	-	704	641	631	-	588
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(7,259)	-
Grant & Subsidy Revenue						
State Grant	-	-	-	-	-	-
Loans & Borrowing						
Debt Proceeds	-	-	-	1,113,000	-	-
Total Revenue	\$ 125,718	\$ 117,644	\$ 111,881	\$ 1,263,820	\$ 137,909	\$ 190,660
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	-	-	6,625	675	-	-
Concrete Flatwork	-	4,785	-	-	5,000	-
Drainage	-	-	-	-	-	-
Street Sweeping	-	-	-	-	-	-
Installed Sod	-	7,780	1,440	-	-	-
Paving	-	-	-	-	-	-
Contract Services; other						
Pipe Lining	-	-	-	-	20,000	-
Right of Way Maint	2,988	3,384	3,384	1,944	3,047	4,644
ROW Reclamation	-	-	-	-	-	-
Specialty Mowing	-	-	-	-	-	-
Public Works Services						
Equip Repl Charges-PubWrks	322	15,013	971	934	6,441	220
Operating Exp-PubWrks	13,093	82,225	13,040	12,576	48,668	8,143
Road & Bridge Materials	30	5,939	-	3,674	26,963	-
Sign Materials	-	366	369	-	446	53
Internal Charges						
Central/Indirect Svcs	758	796	712	748	1,103	1,103
Purchased Services						
Personal Svcs-InterDept	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Printing & Binding	-	-	-	178	-	-
Advertising-Legal	-	-	-	411	-	-
Fees-Landfill	-	694	-	861	-	-
Collection Fee-Tax Collector	1,495	1,494	1,472	1,405	2,789	1,377
Materials and Supplies						
Capital Outlay						
Imprv-Other Than Bldgs	-	-	-	-	-	-
Debt Services						
Principal	-	-	-	-	74,500	74,000
Interest	-	-	-	6,403	54,526	51,242
Other Debt Service Costs	-	-	-	-	-	-
Project Costs						
Pirate Harbor Paving Program						
Paving	-	-	-	822,949	1,093,716	63,686
Rejuvenation	-	-	-	-	42,000	-
Labor (not reported separate prior to FY23)	-	-	-	27,976	17,172	4,494
Total Expenditures	18,686	122,476	28,013	880,733	1,396,371	208,961
Reserves (Ending Fund Balance)	\$ 400,089	\$ 395,257	\$ 479,125	\$ 862,213	\$ 375,510	\$ 843,911
Reserve %	95.5%	76.3%	94.5%	49.5%	21.2%	80.2%

Date Prepared: 1/29/2025

Pirate Harbor Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2024 - Dec. 31, 2024

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$862,213	\$708,551	\$843,911		
Revenues					
Assessments & Earnings	190,660	134,504	88,893		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$190,660	\$134,504	\$88,893		
Expenditures					
Contract Services	-	5,000	-	-	5,000
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	4,644	3,139	1,161	4,475	(2,497)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	8,416	82,912	-	-	82,912
Internal Charges	1,103	6,954	6,954	-	-
Purchased Services	1,377	2,783	1,723	-	1,060
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	125,242	109,975	13,410	-	96,565
Project Costs					
Pirate Harbor Paving Program	68,179	255,629	-	155,000	100,629
Total Expenditures	\$208,961	\$486,392	\$23,248	\$159,475	303,669
Reserves (Ending Fund Balance)	\$843,911	\$356,663	\$909,556		
Reserve %	80.2%	42.3%	97.5%		

Date Prepared: 1/31/2025

Monthly Funding Report

START
DATE:

10/01/2024

END DATE:

12/31/2024

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Pirate Harbor 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
#23-480 South County Safety Mowing	76690	Brush Cutting	24096 JEAN LA FITTE BLVD, PUNTA GORDA, FL, 33955	11/08/2024	6.00	408.44	0.00	72.12	0.00		480.56
	Work Order 76690 Total				6.00	408.44	0.00	72.12	0.00	300.00	480.56
	Brush Cutting Total				6.00	408.44	0.00	72.12	0.00	300.00	480.56
	48421	Contracted - Mowing		10/02/2024	0.00	0.00	0.00	0.00	522.00		522.00
	48421	Contracted - Mowing	12/03/2024	0.00	0.00	0.00	0.00	522.00		522.00	
	Work Order 48421 Total			0.00	0.00	0.00	0.00	1,044.00	0.00	1,044.00	
	South County Safety Mowing and Litter Removal			0.00	0.00	0.00	0.00	1,044.00	0.00	1,044.00	
	Contracted - Mowing Total			0.00	0.00	0.00	0.00	1,044.00	0.00	1,044.00	
	76692	Contracted Work - Inspection	11/07/2024	0.50	37.87	0.00	0.00	2.08	0.00		39.95
	Work Order 76692 Total		PIRATE HARBOR BLVD, PUNTA GORDA, FL, 33955	0.50	37.87	0.00	0.00	2.08	0.00	0.50	39.95
#23-480 South County Safety Mowing	Contracted Work - Inspection Total			0.50	37.87	0.00	0.00	2.08	0.00	0.50	39.95
	57031	Drainage Maintenance - Swale Grading	12/03/2024	7.00	484.18	0.00	0.00	19.00	0.00		503.18
	57031	Drainage Maintenance - Swale Grading	12/06/2024	50.00	3,670.30	0.00	0.00	1,077.30	0.00		4,747.60
	Work Order 57031 Total		24180 TREASURE ISLAND BLVD, PUNTA GORDA, FL, 33955	57.00	4,154.48	0.00	0.00	1,096.30	0.00	1,560.00	5,250.78
	Drainage Maintenance - Swale Grading Total			57.00	4,154.48	0.00	0.00	1,096.30	0.00	1,560.00	5,250.78
	72681	MSBU Administrative Work	11/06/2024	1.75	129.33	0.00	0.00	0.00	0.00		129.33
MSBU Minutes Total			1.75	129.33	0.00	0.00	0.00	0.00		129.33	
72681	MSBU Administrative Work	10/01/2024	0.75	55.43	0.00	0.00	0.00	0.00		55.43	

Monthly Funding Report

START
DATE:

10/01/2024

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12/31/2024

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Pirate Harbor 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
	72681	MSBU Administrative Work		10/16/2024	1.50	110.85	0.00	0.00	0.00		110.85
	72681	MSBU Administrative Work		10/17/2024	1.50	110.85	0.00	0.00	0.00		110.85
	72681	MSBU Administrative Work		10/23/2024	1.75	129.33	0.00	0.00	0.00		129.33
	72681	MSBU Administrative Work		10/24/2024	2.00	147.80	0.00	0.00	0.00		147.80
	72681	MSBU Administrative Work		10/30/2024	1.00	73.90	0.00	0.00	0.00		73.90
	72681	MSBU Administrative Work		11/05/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72681	MSBU Administrative Work		11/06/2024	3.25	240.18	0.00	0.00	0.00		240.18
	72681	MSBU Administrative Work		11/13/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72681	MSBU Administrative Work		11/14/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72681	MSBU Administrative Work		11/19/2024	2.50	184.75	0.00	0.00	0.00		184.75
	72681	MSBU Administrative Work		11/20/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72681	MSBU Administrative Work		11/21/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72681	MSBU Administrative Work		12/03/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72681	MSBU Administrative Work		12/05/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72681	MSBU Administrative Work		12/17/2024	0.75	55.43	0.00	0.00	0.00		55.43
Administrative Time Total					19.50	1,441.05	0.00	0.00	0.00		1,441.09
	72681	MSBU Administrative Work		11/06/2024	2.50	184.75	0.00	0.00	0.00		184.75
MSBU Meeting Total					2.50	184.75	0.00	0.00	0.00		184.75
Work Order 72681 Total					23.75	1,755.13	0.00	0.00	0.00	0.00	1,755.17
MSBU Administrative Work Total					23.75	1,755.13	0.00	0.00	0.00	0.00	1,755.17
6795		Project Management		12/17/2024	2.00	172.82	0.00	8.32	0.00		181.14

Monthly Funding Report

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10/01/2024

END DATE:

12/31/2024

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Work Order 6795 Total											
cmr2204 - Pirate Harbor FY23 Paving Program				Site Visits Total	2.00	172.82	0.00	8.32	0.00		181.14
					2.00	172.82	0.00	8.32	0.00	0.00	181.14
Project Management Total											
					2.00	172.82	0.00	8.32	0.00	0.00	181.14
Pirate Harbor Street and Drainage Unit Total											
					89.25	6,528.73	0.00	1,178.82	1,044.00		8,751.60

Monthly Funding Report

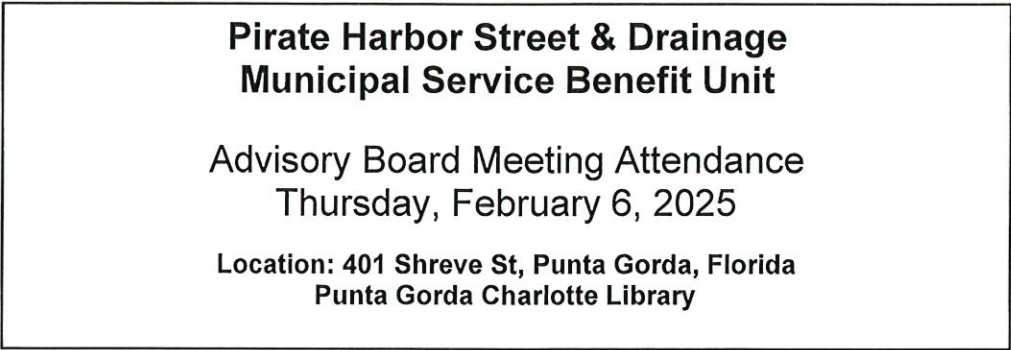
START
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END DATE:

12/31/2024

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Grand totals for all MSBUS reported											
					89.25	6,528.73	0.00	1,178.82	1,044.00		8,751.60

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