

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 21, 2024**

**10:32 a.m. – 11:11 a.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: George Herl, Chair
Phillip Smallwood, Vice-Chair
Tom McClung
Scott Day

Members Absent: Andrew Wolf, Apologies Received

County Staff: Erica LeMaster, Community Liaison
James Layport, Projects Manager

Guests: See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:32 a.m. Roll call was taken, and a quorum was established.

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

None

Approval of Minutes:

The draft minutes from May 29, 2024, were unanimously approved as submitted.

Unfinished Business:

- a. Fiscal Year (FY)23 Paving Program: Mr. Layport provided an update that the punch list has been completed excluding replacing areas of sod where sod died due to non-watering and areas where premium sod was supposed to be laid. Questions ensued regarding financial responsibility for sod replacement, rejuvenation schedule, and liquid adjustments. Mr. Layport explained that the group will not be charged for sod that has to be relayed. Mr. Layport explained that they currently have about \$162,000 left over from the paving project stressing that liquid adjustments will come out of this balance and explained the process of liquid adjustments. Mr. Layport advised that rejuvenation is still on schedule and the MSBU has not yet been charged, but this has been budgeted.

New Business:

- a. Financial Reports: The FY24 quarter three expenditure and monthly funding reports were reviewed, as well as the FY25 Proposed Budget.
- b. Drainage Concerns – Jolly Roger Blvd, Treasure Island Blvd: Ms. LeMaster advised that a line and grade is scheduled for a portion of Treasure Island Blvd. An update was also provided stating that Treasure Island Blvd will be inspected for possible bank erosion.

The group is requesting that this just be monitored at this time. The group discussed concerns of possible increased waterflow through the north ditch at Jolly Roger Blvd.

- c. Road Markings – Pirate Harbor Entrance: Ms. LeMaster provided an update that this is on the list to be addressed. Stressing that markings within the MSBU boundaries will be charged to the MSBU.

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

None

Advisory Board Open Discussion:

- New Construction: The group expressed concerns regarding Charlotte County new construction and culvert policies.
- Contractor Damages and Liability: The group expressed concerns regarding contractors causing damages to county-maintained roads and who to contact in these situations.
- Comcast Repair – Jolly Roger Blvd x Yacht Club Blvd: The group expressed concerns with the condition of the roadway post repair. Mr. Layport advised that the repair is completed and comcast was financially responsible for cost incurred for the repair.

Meeting Schedule / Items for the next agenda:

Meetings are tentatively scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library as follows:

- November 6, 2024

The meeting adjourned at 11:32 a.m.

Submitted by: Erica LeMaster
Public Works Department



Chair Signature

11-6-2024

Date

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 21, 2024**

**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 LeMaster, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Approval of Minutes: May 29, 2024
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Unfinished Business:
 - a. Update: FY23 Paving Program
5. New Business:
 - a. Financial Reports
 - b. Drainage Concerns- Jolly Roger Blvd, Treasure Island Blvd
 - c. Pirate Harbor Entrance - Road Markings
6. Advisory Board Open Discussion
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Meeting Schedule / Items for Next Agenda
9. Motion to Adjourn

Pirate Harbor Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - June 30, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$479,125	\$1,633,972	\$862,213		
Revenues					
Assessments & Earnings	150,820	137,909	153,772		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	1,113,000	-	-		
Total Revenue	\$1,263,820	\$137,909	\$153,772		
Expenditures					
Contract Services	675	5,000	-	-	5,000
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	1,944	3,047	2,556	3,485	(2,994)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	17,184	82,518	5,888	-	76,630
Internal Charges	748	1,103	1,103	-	-
Purchased Services	2,855	2,789	2,607	-	182
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	6,403	129,026	114,073	-	14,953
Project Costs					
Pirate Harbor Paving Program	850,924	1,152,888	58,014	162,881	931,993
Total Expenditures	\$880,733	\$1,396,371	\$184,241	\$166,366	1,045,764
Reserves (Ending Fund Balance)	\$862,213	\$375,510	\$831,744		
Reserve %	49.5%	21.2%	81.9%		

Date Prepared: 7/3/2024

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

Page 1 of 4

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	12581	Contracted - Mowing	Safety Mowing & Litter Removal	04/02/2024	0.00	0.00	0.00	0.00	117.00		117.00
	12581	Contracted - Mowing		05/01/2024	0.00	0.00	0.00	0.00	522.00		522.00
	Work Order 12581 Total			0.00	0.00	0.00	0.00	639.00	63.00	639.00	
	#23-480 South County Safety Mowing										
	48421	Contracted - Mowing		06/04/2024	0.00	0.00	0.00	0.00	522.00		522.00
#23-480 South County Safety Mowing	Work Order 48421 Total		Safety Mowing and Litter Removal		0.00	0.00	0.00	0.00	522.00	0.00	522.00
	#23-480 South County Safety Mowing				0.00	0.00	0.00	0.00	522.00	0.00	522.00
	Contracted - Mowing Total				0.00	0.00	0.00	0.00	1,161.00	63.00	1,161.00
	52262	Contracted Work - Inspection		05/21/2024	1.00	75.74	0.00	3.92	0.00	0.00	
#23-480 South County Safety Mowing	Work Order 52262 Total		24318 TREASURE ISLAND BLVD, CHARLOTTE COUNTY, FL, 33955		1.00	75.74	0.00	3.92	0.00	1.00	79.66
	#23-480 South County Safety Mowing										
	Contracted Work - Inspection Total				1.00	75.74	0.00	3.92	0.00	1.00	79.66
	14219	Investigation		04/16/2024	2.00	151.48	0.00	7.84	0.00	0.00	
#23-480 South County Safety Mowing	Work Order 14219 Total		24196 YACHT CLUB BLVD, Punta Gorda, 33955		2.00	151.48	0.00	7.84	0.00	1.00	159.32
	Contracted Work - Inspection Total										
	56018	Investigation		06/25/2024	1.50	113.61	0.00	5.88	0.00	0.00	
#23-480 South County Safety Mowing	Work Order 56018 Total		422319377001, 24170 TREASURE ISLAND BLVD, PUNTA GORDA, FL		1.50	113.61	0.00	5.88	0.00	1.00	119.49
	Investigation Total				3.50	265.09	0.00	13.72	0.00	2.00	278.81
	20053	MSBU Administrative Work		04/02/2024	0.50	36.95	0.00	0.00	0.00	0.00	
#23-480 South County Safety Mowing	20053	MSBU Administrative Work		04/08/2024	0.50	36.95	0.00	0.00	0.00		36.95

7/8/2024 4:12:16 PM

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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
	20053	MSBU Administrative Work		04/16/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20053	MSBU Administrative Work		05/21/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20053	MSBU Administrative Work		05/22/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20053	MSBU Administrative Work		05/29/2024	2.00	147.80	0.00	0.00	0.00		147.80
	20053	MSBU Administrative Work		05/30/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20053	MSBU Administrative Work		05/31/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20053	MSBU Administrative Work		06/11/2024	2.00	147.80	0.00	0.00	0.00		147.80
	20053	MSBU Administrative Work		06/17/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20053	MSBU Administrative Work		06/26/2024	1.00	73.90	0.00	0.00	0.00		73.90
Administrative Time Total											
	20053	MSBU Administrative Work		05/29/2024	10.50	775.95	0.00	0.00	0.00		775.97
					2.25	166.28	0.00	0.00	0.00		166.28
MSBU Meeting Total											
					2.25	166.28	0.00	0.00	0.00		166.28
	20053	MSBU Administrative Work		05/30/2024	1.75	129.33	0.00	0.00	0.00		129.33
					1.75	129.33	0.00	0.00	0.00		129.33
MSBU Minutes Total											
					14.50	1,071.55	0.00	0.00	0.00	0.00	1,071.58
Work Order 20053 Total											
					14.50	1,071.55	0.00	0.00	0.00	0.00	1,071.58
MSBU Administrative Work Total											
6795		Project Management		04/03/2024	4.00	345.64	0.00	15.68	0.00		361.32
					4.00	345.64	0.00	15.68	0.00		361.32
Site Visits Total											
6795		Project Management		04/22/2024	3.00	227.22	0.00	11.76	0.00		238.98
6795		Project Management		05/15/2024	8.00	605.92	0.00	31.36	0.00		637.28

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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
Project Inspection Total											
		Work Order 6795 Total			15.00	1,178.78	0.00	58.80	0.00	0.00	1,237.58
cmr2204 - Pirate Harbor FY23 Paving Program											
Project Management Total											
	57098	Sign Maintenance		06/25/2024	2.00	129.56	0.00	19.04	0.00	0.00	148.60
Work Order 57098 Total											
			24466 JEAN LA FITTE BLVD, CHARLOTTE COUNTY, FL, 33955		2.00	129.56	0.00	19.04	0.00	0.00	148.60
Sign Maintenance Total											
					2.00	129.56	0.00	19.04	0.00	0.00	148.60
Pirate Harbor Street and Drainage Unit Total											
					36.00	2,720.72	0.00	95.48	1,161.00		3,977.23

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											
					36.00	2,720.72	0.00	95.48	1,161.00		3,977.23

Pirate Harbor Street and Drainage MSBU

Proposed 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	Proposed FY2025	Changes FY2025
162.200	159.200	(3.000)
\$ 345.00	\$ 345.00	\$ -
242.000	244.000	2.000
\$ 345.00	\$ 345.00	\$ -
\$ 345.00		
\$ 345.00		
\$ 345.00		

Beginning Balance

Revenues

Assessments & Earnings

Assessments

Interest

Net Inc/(Decr) Fair Market Value-Investments

Misc Rev-Refund Prior Year Exp

GDC Recovery (Interfund Trf-Capital Projects)

Excess Fees /Tax Collector

Less 5% Reserve - FS 129.01(2)b

Grant & Subsidy Revenue

State Grant

Loans & Borrowing

Debt Proceeds

Total Revenue

Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
\$ 375,510	\$ 708,551	\$ 333,041
139,449	139,104	(345)
1,315	2,480	1,165
-	-	-
-	-	-
-	-	-
-	-	-
(7,039)	(7,080)	(41)
-	-	-
-	-	-
-	-	-
\$ 133,725	\$ 134,504	\$ 779
-	-	-
-	-	-
5,000	5,000	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

Expenditures

Contract Services

Engineering

Other Contractual Svcs

Concrete Flatwork

Drainage

Street Sweeping

Installed Sod

Paving

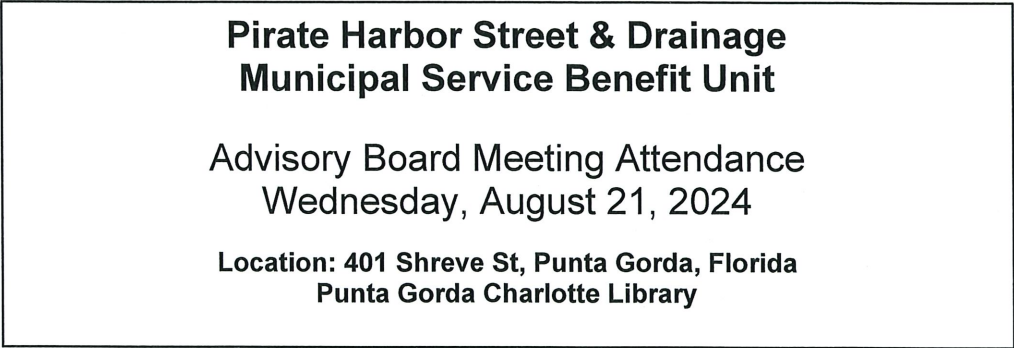
	Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
Contract Services; other			
<i>Pipe Lining</i>	20,000	20,000	-
<i>Right of Way Maint</i>	3,139	3,139	-
<i>ROW Reclamation</i>	-	-	-
<i>Specialty Mowing</i>	-	-	-
Public Works Services			
<i>Equip Repl Charges-PubWrks</i>	6,441	6,441	-
<i>Operating Exp-PubWrks</i>	48,668	48,668	-
<i>Road & Bridge Materials</i>	27,337	27,337	-
<i>Sign Materials</i>	466	466	-
Internal Charges			
<i>Central/Indirect Svcs</i>	1,158	6,954	5,796
Purchased Services			
<i>Personal Svcs-InterDept</i>	-	-	-
<i>Postage</i>	-	-	-
<i>Printing & Binding</i>	-	-	-
<i>Advertising-Legal</i>	-	-	-
<i>Fees-Landfill</i>	-	-	-
<i>Collection Fee-Tax Collector</i>	2,789	2,783	(6)
Materials and Supplies			
Capital Outlay			
<i>Imprv-Other Than Bldgs</i>	-	-	-
Debt Services			
<i>Principal</i>	74,500	74,500	-
<i>Interest</i>	42,302	35,475	(6,827)
<i>Other Debt Service Costs</i>	-	-	-
Project Costs			
<i>Pirate Harbor Paving Program</i>			
<i>Paving</i>	-	203,974	203,974
<i>Rejuvenation</i>	-	42,000	42,000
<i>Labor</i>	-	9,655	9,655
Total Expenditures	231,800	486,392	254,592
Reserves (Ending Fund Balance)	\$ 277,435	\$ 356,663	\$ 79,228
<i>Reserve %</i>	54.5%	42.3%	

Version Date

6/5/2024

Capital Maintenance Schedule
Public Works - MSBU/TU Road Paving
2025

Project Costs (in thousands)	Project Name									
	2024	2025	2026	2027	2029	2030	TOTAL			
Burnt Store Village/Woodland Estates	55	7	6	5	5	4	82			
Englewood East Paving and Mnt Program	8,962	890	262	247	230	213	10,804			
Gardens of Gulf Cove Paving Program	0	2,236	232	84	79	74	2,707			
Greater Port Charlotte Road Paving Program	12,860	4,151	4,151	4,151	4,151	4,151	33,617			
Grove City Paving Program	0	5,074	645	164	156	148	6,186			
Lemon Bay Paving and Maintenance Program	9,776	300	283	265	245	225	11,095			
Pirate Harbor Paving Program	291	40	38	35	32	30	466			
Placida Paving and Maintenance Program	4,017	478	127	119	111	103	4,954			
Rotonda Meadows and Villas Paving and Mnt Program	0	5,303	231	646	205	191	6,576			
Rotonda West Paving Program	17,724	1,933	800	755	707	658	22,576			
South Burnt Store Paving	6,161	75	51	26	7	0	6,320			
South Gulf Cove Paving Program Ph 2 and 3	0	9,104	10,146	664	0	0	19,914			
Tropical Gulf Acres Paving and Mnt Program	0	1,020	306	0	0	0	1,326			
TOTAL	59,846	30,611	17,278	7,161	5,929	5,797	126,623			

[illegible]