

**MINUTES
SOUTH BURNT STORE STREET & DRAINAGE
MUNICIPAL BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 5, 2025**

**10:30 a.m. – 12:05 p.m.
Punta Gorda Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: Dave Evans, Chair
Sandra Funk, Vice Chair
Dr. Mary-Ellen Kiss
Members Absent: Richard Mathis
County Staff: Erica Hayes, Community Liaison
Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:30 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Election of Officers:

- Ms. Funk elected Dave Evans as Chair, seconded by Dr. Kiss and passed unanimously.
- Dr. Kiss elected Sandra Funk as Vice-Chair, seconded by Dave Evans and passed unanimously.

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.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The April 10, 2024, and July 22, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Vincent Avenue: Mrs. Hayes provided an update that there is a meeting set with Charlotte County Board of County Commissioners and Lee County at the Charlotte Harbor Event Center on April 15th, 2025, at 2:00 p.m. to discuss the paving of Vincent Avenue.
- b. Fiscal Year (FY) 24 Paving Program: Mrs. Hayes provided an update that paving has been delayed. As soon as she has an update, she will provide a tentative start date to the group.

- c. Hydrology Study: Mrs. Hayes provided an update that Charlotte County had their kickoff meeting with Kimley Horn to discuss the Hydrology Study. Staff and the consultant have begun collecting the data needed to compile the study. Discussion ensued regarding private ditches that serve multiple communities, impact fees, and future projects.
- d. No Outlet Signs – Cape Horn Boulevard: The group is considering locations and will provide recommendations at a later date.
- e. Cape Horn Boulevard Speed Concerns: Past concerns were addressed regarding the median turn radius at Cape Horn Boulevard. Mrs. Hayes presented transportation engineering's idea to push the median back 6-8 feet so that buses have more room to turn without causing damage to the median. The group voiced concerns regarding the landscaping and aesthetics and requested transportation engineering look into the possibility of moving the north end right of way back instead of moving the median. The group discussed speeding and high-volume traffic concerns on Cape Horn Boulevard requesting a speed and volume study.

New Business:

- a. Financial Reports: FY25 quarter one actual expenditure and activity maintenance reports were provided for review. The FY24 annual report was reviewed.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

- Discussion ensued regarding a need for coordination between Community Development and Public Works Departments in regards to new construction specifically driveways.
- A sink hole at 24094 Santa Inez Road was discussed and a work order status was requested.

Schedule Meetings / Items for Next Agenda:

Future meetings are tentatively scheduled at 10:30 a.m., as follows:

- Wednesday, June 25, 2025
- Wednesday, August 13, 2025
- Wednesday, October 22, 2025

The meeting adjourned at 12:05 p.m.

Submitted by Erica Hayes
Public Works Department


Chair Signature

6/25/25
Date

AGENDA
SOUTH BURNT STORE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 5, 2025

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

BOARD MEMBERS: Dave Evans, Chair
Sandra Funk, Vice-Chair
Dr. Mary-Ellen Kiss
Richard Mathis

COUNTY STAFF: Erica Hayes, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Election of Officers
4. Citizen Input on Agenda Items (3-Minute Limit)
5. Approval of Minutes: July 22, 2024
6. Approval of FY2025 Meeting Schedule
7. Unfinished Business:
 - a. Burnt Store Road & Vincent Avenue
 - b. FY24 Paving Program
 - c. Hydrology Study
 - d. No Outlet Signs – Cape Horn Blvd.
 - e. Speed Concerns – Cape Horn Blvd.
8. New Business:
 - a. Financial Reports
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Annual Review: Sunshine Law, Roberts Rules of Order
12. Meeting Schedule / Items for Next Agenda
13. Motion to Adjourn

South Burnt Store 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	Amended Budget FY2024	Actual FY2024
Beginning Balance	\$ 1,301,570	\$ 1,951,266	\$ 2,565,239	\$ 3,148,147	\$ 3,556,548	\$ 3,556,548	\$ 3,821,104
Revenues							
Assessments & Earnings							
Assessments	655,044	660,298	654,942	654,053	671,217		652,917
Interest	25,526	13,456	24,807	129,138	12,448		85,690
Interest Earnings-L.G.S.F.T.F.	-	-	-	-	-		92,317
Net Inc/(Decr) Fair Market Value-Investments	16,126	(13,630)	(59,027)	25,341	-		51,076
Interest-Tax Coll	-	-	-	-	-		894
Misc Rev-Refund Prior Year Exp	-	-	-	-	-		-
Excess Fees /Tax Collector	4,248	3,978	3,604	3,545	-		2,846
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(34,184)		-
Grant & Subsidy Revenue							
State Grant	-	-	-	-	-		-
Loans & Borrowing							
Debt Proceeds	-	-	-	-	2,446,000	2,688,000	-
Total Revenue	\$ 700,943	\$ 664,101	\$ 624,327	\$ 812,077	\$ 3,095,481	\$ 3,317,481	\$ 885,740
Expenditures							
Contract Services							
Engineering	-	-	-	-	-		-
Other Contractual Svcs	-	365	-	-	-		-
Concrete Flatwork	-	-	-	-	7,500		20,000
Drainage	-	-	-	-	-		-
Street Sweeping	-	-	-	-	-		-
Installed Sod	338	1,016	-	-	-		-
Paving	-	-	-	-	-		-
Contract Services; other							
Pipe Lining	-	-	-	-	20,000		-
Right of Way Maint	-	-	-	-	-		-
ROW Reclamation	-	-	-	-	-		-
Specialty Mowing	-	-	-	-	-		-
Public Works Services							
Equip Repl Charges-PubWrks	2,753	2,256	1,105	11,253	19,476		13,036
Operating Exp-PubWrks	26,314	19,327	21,263	87,367	116,923		153,322
Road & Bridge Materials	2,870	-	-	23,270	63,259		31,123
Lighting Materials	-	64	640	110	-		174
Sign Materials	675	1,341	2,273	156	4,661		677
Internal Charges							
Central/Indirect Svcs	1,223	1,284	3,850	1,391	1,194		1,194
Purchased Services							
Postage-MSBU Notices	-	-	-	-	-		-
Personal Svcs-InterDept	1,030	-	-	1,157	-		374
Postage	-	-	-	-	-		-
Utility Service-Electricity	-	-	-	-	-		-
Utility Service-Water/Sewer	223	222	293	276	500		508
Utility Service-Traffic Signals/Lights	3,412	3,370	3,685	4,701	4,500		3,225
R/M-Imprv Other than Bldgs	3,093	-	-	-	-		-
Advertising-Legal	-	-	-	-	-		-
Fees-Landfill	890	321	28	1,546	1,000		8,061
Collection Fee-Tax Collector	8,426	8,445	8,282	7,893	13,425		6,664
Materials and Supplies							
Capital Outlay							
Imprv-Other Than Bldgs	-	12,117	-	-	-		-
Debt Services							
Principal	-	-	-	-	-		-
Interest	-	-	-	-	85,618		-
Other Debt Service Costs	-	-	-	-	-		-
Project Costs							
South Burnt Store Paving Program							
Paving	-	-	-	-	4,620,000	5,617,139	-
Rejuvenation	-	-	-	-	-		-
Labor (not reported separate prior to FY23)	-	-	-	-	92,400		20,582
Total Expenditures	51,248	50,129	41,419	139,119	5,050,456	6,047,595	258,940
Reserves (Ending Fund Balance)	\$ 1,951,266	\$ 2,565,239	\$ 3,148,147	\$ 3,821,104	\$ 1,601,573	\$ 826,434	\$ 4,447,904
Reserve %	97.4%	98.1%	98.7%	96.5%	24.1%	12.0%	94.5%

Date Prepared: 1/29/2025

South Burnt Store 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	\$3,821,104	\$4,376,048	\$4,447,904		
Revenues					
Assessments & Earnings	885,740	659,380	386,812		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	2,668,000	-		
Total Revenue	\$885,740	\$3,327,380	\$386,812		
Expenditures					
Contract Services	20,000	7,500	9,450	-	(1,950)
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	198,333	205,988	-	-	205,988
Internal Charges	1,194	6,243	6,243	-	-
Purchased Services	18,832	19,389	7,709	-	11,680
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	632,124	-	-	632,124
Project Costs					
South Burnt Store Paving FY24	20,582	6,032,950	-	5,617,139	415,811
Total Expenditures	\$258,940	\$6,924,194	\$23,402	\$5,617,139	\$1,283,653
Reserves (Ending Fund Balance)	\$4,447,904	\$779,234	\$4,811,314		
Reserve %	94.5%	10.1%	99.5%		

Date Prepared: 1/31/2025

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

12/31/2024

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South Burnt Store 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
	62348	Contracted - Concrete (Driveways)		10/18/2024	0.75	59.84	0.00	2.94	0.00		62.78
		Contract Inspection Total									
					0.75	59.84	0.00	2.94	0.00		62.78
	62348	Contracted - Concrete (Driveways)		10/14/2024	0.25	21.60	0.00	0.00	0.00		21.60
	62348	Contracted - Concrete (Driveways)		10/21/2024	0.25	21.60	0.00	0.00	0.00		21.60
		Contract Management Total									
					0.50	43.21	0.00	0.00	0.00		43.20
				10/21/2024	0.00	0.00	0.00	0.00	16,800.00		16,800.00
		Work Order 62348 Total	422331109012, 17105 BARCREST LN, PUNTA GORDA, FL		1.25	103.05	0.00	2.94	16,800.00	800.00	16,905.98
#23-603 Concrete Flatwork											
	64592	Contracted - Concrete (Driveways)		11/19/2024	0.00	0.00	0.00	0.00	9,450.00		9,450.00
	64592	Contracted - Concrete (Driveways)		11/19/2024	0.75	59.84	0.00	3.12	0.00		62.96
		Contract Inspection Total									
					0.75	59.84	0.00	3.12	0.00		62.96
	64592	Contracted - Concrete (Driveways)		11/18/2024	0.25	21.60	0.00	0.00	0.00		21.60
	64592	Contracted - Concrete (Driveways)		11/19/2024	0.25	21.60	0.00	0.00	0.00		21.60
		Contract Management Total									
					0.50	43.21	0.00	0.00	0.00		43.20
		Work Order 64592 Total	17123 BARCREST LN, PUNTA GORDA, FL, 33955		1.25	103.05	0.00	3.12	9,450.00	450.00	9,556.16
#23-603 Concrete Flatwork											
		Contracted - Concrete (Driveways) Total									
					2.50	206.10	0.00	6.06	26,250.00	1,250.00	26,462.14
	36213	Drainage Maintenance - Swale Grading		12/17/2024	10.00	700.92	0.00	102.50	0.00		803.42
		Work Order 36213 Total	17123 BARCREST LN		10.00	700.92	0.00	102.50	0.00	970.00	803.42
	41880	Drainage Maintenance - Swale Grading		12/03/2024	7.00	484.18	0.00	19.00	0.00		503.18
	41880	Drainage Maintenance - Swale Grading		12/17/2024	10.00	700.92	0.00	102.50	0.00		803.42

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

12/31/2024

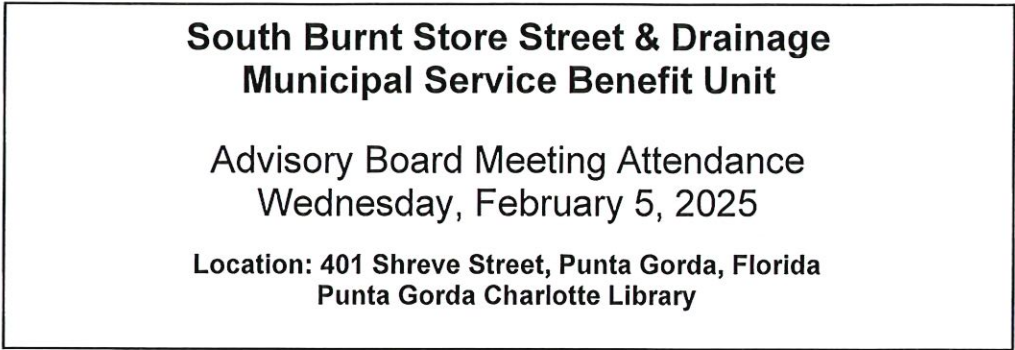
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South Burnt Store Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	17290 SAGEHORN LN, PUNTA GORDA, FL, 33955										
	Work Order 41880 Total										
					17.00	1,185.10	0.00	121.50	0.00	420.00	1,306.60
	Drainage Maintenance - Swale Grading Total										
					27.00	1,886.02	0.00	224.00	0.00	1,390.00	2,110.02
				10/29/2024	4.00	277.36	0.00	9.32	0.00		286.68
					4.00	277.36	0.00	9.32	0.00	1.00	286.68
	Investigation										
	Work Order 71211 Total										
			24094 SANTA INEZ RD, PUNTA GORDA, FL, 33955								
	Investigation Total										
	72744	MSBU Administrative Work		10/02/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72744	MSBU Administrative Work		10/06/2024	1.00	73.90	0.00	0.00	0.00		73.90
	72744	MSBU Administrative Work		10/07/2024	1.25	92.38	0.00	0.00	0.00		92.38
	72744	MSBU Administrative Work		10/15/2024	1.50	110.85	0.00	0.00	0.00		110.85
	72744	MSBU Administrative Work		10/17/2024	1.75	129.33	0.00	0.00	0.00		129.33
	72744	MSBU Administrative Work		10/23/2024	1.25	92.38	0.00	0.00	0.00		92.38
	72744	MSBU Administrative Work		10/24/2024	1.25	92.38	0.00	0.00	0.00		92.38
	72744	MSBU Administrative Work		10/29/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72744	MSBU Administrative Work		11/05/2024	0.25	18.48	0.00	0.00	0.00		18.48
	72744	MSBU Administrative Work		12/03/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72744	MSBU Administrative Work		12/09/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72744	MSBU Administrative Work		12/16/2024	0.50	36.95	0.00	0.00	0.00		36.95
	Administrative Time Total										
					11.25	831.38	0.00	0.00	0.00		831.41
					11.25	831.38	0.00	0.00	0.00	0.00	831.41
	Work Order 72744 Total										

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		MSBU Administrative Work Total			11.25	831.38	0.00	0.00	0.00	0.00	831.41
		South Burnt Store Street and Drainage Unit Total			44.75	3,200.85	0.00	239.38	26,250.00		29,690.25

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											
					44.75	3,200.85	0.00	239.38	26,250.00		29,690.25

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