

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 13, 2025**

**10:34 a.m. – 11:54 a.m.
Punta Gorda Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: Dave Evans, Chair
Sandra Funk, Vice Chair
Elisabeth Geltz
Dr. Mary-Ellen Kiss

Members Absent: None

County Staff: Erica Hayes, Community Liaison

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:34 a.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 the Minutes:

The June 25, 2025, minutes were unanimously approved as written.

Unfinished Business:

- a. Vincent Avenue: The Board discussed continued challenges regarding the paving responsibility for Vincent Road. Lee County remains resistant to maintaining its portion of the roadway, and Section 22 may need to establish a Municipal Services Taxing Unit (MSTU) to fund future improvements. Discussion included potential interlocal agreements between Section 22 and Charlotte County, similar to the Hillsborough Road model.
- b. Fiscal Year (FY) 24 Paving Program: Restoration is in progress, it has been delayed due to extreme heat conditions. Concerns were raised regarding sod replacement, quality of restoration on manicured properties, and cracked sidewalks. Members requested follow-up from Staff and contractors on warranty coverage and long-term fixes. The board reiterated the importance of striping for cyclist and pedestrian safety, particularly along Cape Horn Boulevard and Vincent Avenue. County staff advised that traffic volumes currently fall below thresholds required for striping, but data will continue to be monitored. The group raised concern regarding pavement conditions especially construction vehicle damage and inadequate pavement mix specifications.

- c. Cape Horn Boulevard Speed Concerns: The Advisory Board discussed the removal of a speed sign. The Advisory Board will compile a letter to legal seeking justification. Concerns continue regarding speeding vehicles creating safety issues for pedestrians, cyclists, and school buses.
- d. Turn Radius – Cape Horn Blvd: The Advisory Board discussed the previous design options and cost estimates for median modifications and curb adjustments. After discussion, Mrs. Funk made a motion to adopt a 60-degree radius design, with striping and rubber bumpers for safety. The motion was seconded by Dr. Kiss, and the motion carried unanimously. Staff will confirm ^{if} there is sufficient MSBU funds to cover turn radius modifications.

New Business:

Financial Reports: The planned FY26/27 budget was provided. Staff gave clarification that our maintenance program is based off current years and the amount of request for the current year when budgeting for specific items including drainage maintenance and right-of-way watering costs.

Citizen Input on MSBU items (3 Minute Limit):

None

Advisory Board Open Discussion:

- Advisory Board members raised concerns regarding delays and confusion in processing drainage-related work orders. Staff provided a dedicated Public Works Admin email for direct reporting.
- The Board discussed long-term plans for sidewalks, particularly along Peppercorn Road. They agreed to begin public outreach through surveys or POA mailers to gauge resident support, noting the importance of transparency and community input.
- Decorative lighting: Solar options may be explored in the future.

Schedule Meetings / Items for Next Agenda:

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

- Wednesday, October 22, 2025

The meeting adjourned at 11:54 a.m.

Submitted by Erica Hayes
Public Works Department


Chair Signature


Date

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

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 13, 2025

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

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

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. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: June 25, 2025
5. Unfinished Business:
 - a. Burnt Store Road & Vincent Avenue
 - b. FY24 Paving Program
 - c. Speed Concerns – Cape Horn Blvd.
 - d. Turn Radius – Cape Horn Blvd. at Burnt Store Rd.
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

South Burnt Store Street and Drainage MSBU

Planned 2 Year Budget

FY2026 & FY2027

Estimated ERU's and Cost per ERU

	FY2026	FY2027
Vacant and Occupied		
<i>Estimated ERU's</i>	2,246.190	2,246.190
<i>Cost per ERU</i>	\$ 297.83	\$ 297.83
 Current FY25 Rate	 \$ 297.83	
Current Maximum Rate	\$ 297.83	

Beginning Balance

Revenues

	Planned Budget FY2026	Planned Budget FY2027
Assessments & Earnings		
<i>Assessments</i>	668,983	668,983
<i>Interest</i>	24,002	2,835
<i>Interest Earnings-L.G.S.F.T.F.</i>	-	-
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	-	-
<i>Interest-Tax Coll</i>	-	-
<i>Misc Rev-Refund Prior Year Exp</i>	-	-
<i>Excess Fees /Tax Collector</i>	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	(34,650)	(33,591)
Grant & Subsidy Revenue		
<i>State Grant</i>	-	-
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 658,335	\$ 638,227

Expenditures

Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	20,000	20,000
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	-	-
<i>Installed Sod</i>	-	-
<i>Paving</i>	-	-

	Planned Budget FY2026	Planned Budget FY2027
Contract Services; other		
<i>Pipe Lining</i>	30,000	30,000
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	11,645	14,941
<i>Operating Exp-PubWrks</i>	84,592	106,517
<i>Road & Bridge Materials</i>	13,436	21,805
<i>Lighting Materials</i>	-	-
<i>Sign Materials</i>	-	-
Internal Charges		
<i>Central/Indirect Svcs</i>	5,594	5,874
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	-	-
<i>Utility Service-Water/Sewer</i>	500	500
<i>Utility Service-Traffic Signals/Lights</i>	4,500	4,500
<i>R/M-Imprv Other than Bldgs</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	2,000	2,000
<i>Collection Fee-Tax Collector</i>	13,380	13,380
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	394,000	394,000
<i>Interest</i>	80,546	61,858
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>South Burnt Store Paving Program</i>		
<i>Paving</i>	5,617,139	-
<i>Rejuvenation</i>	354,000	-
<i>Labor</i>	74,932	-
Total Expenditures	6,706,264	675,375
Reserves (Ending Fund Balance)	\$ 809,760	\$ 772,612
<i>Reserve %</i>	10.8%	53.4%

Version Date 7/9/2025

Budget Report

Activity Description: All South Burnt Store Street and Drainage Unit
Budget Year: 2026

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost
ADA Mat	2	MATS	\$242.37	\$126.58	\$8.65	\$377.60
Brush Cutting	125	CY	\$134.54		\$24.59	\$159.14
Camera/Video	5	PIPES	\$3,067.60		\$1,182.60	\$4,250.20
Concrete (Sidewalk) Repair/Replace	200	SF	\$2,908.40	\$2,634.02	\$469.60	\$6,012.02
Concrete Catch Basin Repair	2	REPAIRS	\$1,454.20	\$121.63	\$161.80	\$1,737.63
Data Collection	50	CT	\$1,579.40		\$47.50	\$1,626.90
Drainage Maintenance - Swale Grading	3,000	SF	\$2,544.34	\$1,643.45	\$411.09	\$4,598.88
Drainage Maintenance Re-grading	300	SF	\$176.06	\$0.44	\$28.78	\$205.28
Fuel Work	4	EQUIPMENT	\$302.28		\$90.64	\$392.92
GIS Update	50	CT	\$1,316.17			\$1,316.17
Investigation	10	INSPECTIONS	\$808.10		\$47.50	\$855.60
Large Pipe Install (Pipes 31" And Up)	1	LF	\$74.21	\$142.20	\$29.09	\$245.49
MSBU Administrative Work	120	HOURS	\$9,476.40		\$499.20	\$9,975.60
Pavement Markings	100	MARKINGS	\$5,808.20	\$565.10	\$1,017.80	\$7,391.10
Project Management	4	LABOR	\$375.03			\$375.03
ROW - Vegetation Management	200	STRUCTURES	\$465.67	\$6.53	\$119.13	\$591.33
ROW Watering	6,000	GALLONS	\$1,480.20		\$196.40	\$1,676.60
Sign Fabrication	20	SIGNS	\$441.26	\$664.41	\$19.54	\$1,125.21
Sign Inspection	1,500	SIGNS	\$5,633.06		\$791.94	\$6,425.00
Sign Installation	5	SIGNS	\$174.63	\$82.77	\$24.55	\$281.95
Sign Maintenance	300	SIGNS	\$10,477.50	\$4,731.00	\$1,473.00	\$16,681.50
Small Pipe Install (Pipes 31" And Under)	32	LF	\$2,194.30	\$2,181.52	\$294.30	\$4,670.12
Standard Cuts	300	SF	\$2,194.30	\$218.30	\$294.30	\$2,706.90

Budget Report

Activity Description: All

South Burnt Store Street and Drainage Unit

Budget Year: 2026

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost
Street Light Repair	126	LIGHTS	\$26,887.35		\$3,287.55	
Support (Post) Maintenance	50	POSTS	\$873.13	\$317.39	\$122.75	
Transport	2	TRIP	\$526.47		\$84.87	
Vacuum Culvert Cleaning	20	CULVERTS	\$2,976.40		\$917.60	
South Burnt Store Street and Drainage Unit Total			\$84,591.56	\$13,435.34	\$11,644.76	\$109,671.66

Budget Report

Activity Description: All South Burnt Store Street and Drainage Unit
Budget Year: 2027

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost
ADA Mat	2	MATS	\$242.37	\$132.91	\$8.65	\$383.93
Asphalt Driveway - Maintenance	1	TONS	\$482.13	\$135.14	\$68.98	\$686.26
Brush Cutting	125	CY	\$134.54		\$24.59	\$159.14
Camera/Video	5	PIPES	\$3,067.60		\$1,182.60	\$4,250.20
Concrete (Catch Basins)	1	CATCH BASINS	\$2,950.00	\$445.77	\$404.20	\$3,799.97
Concrete (Sidewalk) Repair/Replace	200	SF	\$2,908.40	\$2,765.72	\$469.60	\$6,143.72
Concrete Catch Basin Repair	2	REPAIRS	\$1,454.20	\$127.71	\$161.80	\$1,743.71
Data Collection	50	CT	\$1,579.40		\$47.50	\$1,626.90
Drainage Maintenance - Swale Grading	15,000	SF	\$12,721.71	\$8,627.74	\$2,055.43	\$23,404.89
Drainage Maintenance Re-grading	1,500	SF	\$880.32	\$2.29	\$143.88	\$1,026.49
Fuel Work	6	EQUIPMENT	\$453.42		\$135.96	\$589.38
GIS Update	50	CT	\$1,316.17			\$1,316.17
Investigation	10	INSPECTIONS	\$808.10		\$47.50	\$855.60
Large Pipe Install (Pipes 31" And Up)	1	LF	\$74.21	\$149.31	\$29.09	\$252.60
MSBU Administrative Work	120	HOURS	\$9,476.40		\$499.20	\$9,975.60
Pavement Markings	100	MARKINGS	\$5,808.20	\$593.34	\$1,017.80	\$7,419.34
Project Management	4	LABOR	\$375.03			\$375.03
ROW - Vegetation Management	300	STRUCTURES	\$698.50	\$10.29	\$178.70	\$887.49
ROW Watering	30,000	GALLONS	\$7,401.00		\$982.00	\$8,383.00
Sign Fabrication	25	SIGNS	\$551.57	\$872.04	\$24.43	\$1,448.04
Sign Inspection	1,800	SIGNS	\$6,759.68		\$950.32	\$7,710.00
Sign Installation	7	SIGNS	\$244.48	\$121.68	\$34.37	\$400.52
Sign Maintenance	300	SIGNS	\$10,477.50	\$4,967.55	\$1,473.00	\$16,918.05

Budget Report

Activity Description: All South Burnt Store Street and Drainage Unit
Budget Year: 2027

Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Total
Small Pipe Install (Pipes 31" And Under)	32	LF	\$2,194.30	\$2,290.59	\$294.30	\$4,779.19
Standard Cuts	300	SF	\$2,194.30	\$229.20	\$294.30	\$2,717.80
Street Light Repair	126	LIGHTS	\$26,887.35		\$3,287.55	\$30,174.90
Support (Post) Maintenance	50	POSTS	\$873.13	\$333.26	\$122.75	\$1,329.14
Transport	2	TRIP	\$526.47		\$84.87	\$611.33
Vacuum Culvert Cleaning	20	CULVERTS	\$2,976.40		\$917.60	\$3,894.00
South Burnt Store Street and Drainage Unit Total			\$106,516.87	\$21,804.55	\$14,940.97	\$143,262.39

Capital Maintenance Schedule
Public Works - MSBU/TU Road Paving
2026-2027

Project Costs (in thousands)	Project Name							2026	2027	2028	2029	2030	2031	TOTAL
Burnt Store Village/Woodland Estates Paving Program								28	6	5	5	4	3	50
Englewood East Paving Program FY25								10,222	206	195	182	170	156	11,131
Englewood East Paving Program FY26								12,300	1,354	569	537	503	468	15,731
Englewood East Paving Program FY27								-	16,588	1,709	768	724	679	20,468
Gardens of Gulf Cove Paving Program								3,024	307	140	132	124	115	3,843
Greater Port Charlotte Paving Program								4,717	-	-	-	-	-	4,717
Greater Port Charlotte Paving Program FY26								1,800	-	-	-	-	-	1,800
Greater Port Charlotte Paving Program FY27								-	4,911	-	-	-	-	4,911
Greater Port Charlotte Paving Program FY28								-	-	4,911	-	-	-	4,911
Greater Port Charlotte Paving Program FY29								-	-	-	4,911	-	-	4,911
Greater Port Charlotte Paving Program FY30								-	-	-	-	4,911	-	4,911
Greater Port Charlotte Paving Program FY31								-	-	-	-	-	4,911	4,911
Grove City Paving Program								5,096	486	177	167	157	146	6,229
Lemon Bay Paving Program								3,985	283	265	245	225	205	5,208
Pirate Harbor Paving Program								290	38	35	32	30	27	451
Placida Paving Program								394	100	94	88	82	75	833
Rotonda Meadows and Villas Paving Program								-	-	9,303	731	218	205	10,457
Rotonda West Paving Program								18,932	464	438	411	382	351	20,979
South Burnt Store Paving Program								6,127	62	42	22	5	-	6,257
South Gulf Cove Paving Program Phase B								14,148	1,458	655	618	579	538	17,996
South Gulf Cove Paving Program Phase C								-	14,713	1,485	681	643	602	18,124
TOTAL								81,062	40,976	20,023	9,530	8,756	8,482	168,830

Charlotte County

MEETING NOTES
Public Meeting #1
Burnt Store Drainage Study
July 22, 2025, 9:00 AM

Q&A Session:

- Does the study account for new construction in the area?
 - Yes, future development will be considered in the build-out model.
- What storm events are being evaluated in the model?
 - 100 yr and 1 actual storm event for Calibration
- Where does Hog Branch originate and how does that affect the watershed?
 - This will be evaluated as a boundary condition of the model
- Will Lee County be notified of the findings of this study?
 - Lee County will be notified of the findings as will the Water Management District.
- For current construction – will the developer be notified of the results of this study so they can improve their stormwater management system?
 - If there are major issues, we can communicate that to the EOR, but it may not result in any redesign.
- Is Burnt Store Marina included in the study?
 - The full development area is not included in the study, but the offsite flow is being accounted for in the boundary conditions.
- Is Kimley-Horn on-site doing field review of existing conditions?
 - Yes, Kimley-Horn has field verified over 400 structures.
- What types of projects should be expected to come out of alternatives analysis?
 - Larger pipes, improved swale capacity, and improved canal capacity, and new stormwater management areas.
- How are we modeling how much water is infiltrating when the water table is so high?
 - Infiltration and runoff are determined based on the soil type and land use. Additional evaluation of how runoff is measured. Node percolation is not evaluated as part of this model. Additional groundwater modeling is not being completed with this drainage study.
- Does the model account for the channel (Referred to as the “spur canal” or “rim ditch”) along Burnt Store Village
 - Yes, this is included in the model and is at the increased level of model detail for the existing development areas.

Notes from discussion with residents:

- Testimonial from D. Servis
 - Reiterated existing drainage problems believed to be caused by new development and limited outfall capacity
 - Detailed drainage issues associated with Burnt Store Rim Ditch

- Responsibility of maintenance of swales should be Charlotte MSBU
- Burnt Store Village concerns have intensified in recent years.
 - Community is concerned about the stormwater management system, which outfalls to a "spur canal" bordering the southern and eastern border of the development not being adequate for current or buildout conditions.
 - Infrastructure at the corner of Zemel Rd & Burnt Store Road gets clogged up and causes issues.
 - Community is concerned that if improvements are made to Burnt Store Village it will negatively impact developments west of Burnt Store Road.
- Burnt Store Village has flooding along some of the roadways (including school bus stops)
 - Community concerned that swales were not reinstalled properly
- Woodland Estates
 - Impacted by inflow from rim ditch along Burnt Store Village
 - Channel flow along rim ditch is consistently clogged, poor maintenance
- Burnt Store Colony experiences flooding
- Community is concerned about inflow from east
 - Discharges to pond south of Burnt Store Village.
 - Excess flow and debris
- There is a new road going in connecting US-41 and Burnt Store Road and the community would like to know what impact that will have on drainage.
- Impact of storms and improvements on infrastructure and utilities
 - Lift stations, treatment plans, existing wet and dry utilities (fiber)
- Community is concerned with the retention ponds in Firelight. They are full and they are curious how much water they can take before they overtop the neighboring developments.
- New water treatment facility going in off Burnt Store Road and community would like to know the impact on neighboring communities.
- Burnt Store Village canal breaking from inflow from adjacent wetlands.
- Concerns about level of operation and maintenance in several locations

Action Items – This Study:

- Discuss findings of Community Survey and Feedback with County.
- Review model schematic and parameters based on Public Feedback
- Determine Calibration Event
- Evaluate Boundary-Stage Assumptions for Hog Branch and adjacent waterways and where they originate as it relates to the model and contributing flow.
 - Evaluate if this is outfalling to the pond off Burnt Store Road
- Evaluate improvements to ditch along perimeter of Burnt Store Village and Woodland Estates as potential project
- Discuss Developments to be considered for Future Conditions Model
 - New road connecting US-41 and Burnt Store Road
 - Additional Firelight area

- Water treatment facility off Burnt Store Road
- Design elevations for new developments

Other Potential Action Items – Not Part of Current Study

- Additional hydrologic modeling of contributing drainage areas
- Evaluate additional design storms or Calibration Events
- Evaluate Water Quality impacts and benefits of proposed improvements
- Operation and Maintenance Plans for existing and proposed systems

[illegible]