

**MEETING MINUTES**  
**BURNT STORE VILLAGE STREET & DRAINAGE ADVISORY BOARD**  
**February 23, 2016 – Regular Meeting**  
**10:00 a.m. in the Public Works Conference Room**

**Attendees:** Charles Costa, Robert Mercier, Dave Servis, Joseph Dlugosz, and Richard Symon

**County:** Dawn Harrison, Mike Dallenbach, and Kelly Louttit

Meeting was called to order at 10:00 a.m. A roll call was taken that determined a quorum was present. Membership status was reviewed

The Advisory Board viewed a previously recorded presentation on the Sunshine Law and Robert's Rules of Order and signed the acknowledgement forms. Discussion occurred regarding the Sunshine Law and Robert's Rules of Order.

**Changes to the Agenda:** Mr. Costa motioned to add lighting to the agenda; Mr. Mercier seconded and the motion passed unanimously.

The minutes from the November 17, 2015 meeting were unanimously approved as written.

**Citizen Input on Agenda Items Only (3 Minute Limit)**

- No citizens present

**Unfinished Business:**

Landscaping: Mr. Mercier was told the project is in Purchasing and may be over budget. Discussion continued by the Advisory Board regarding a possible fund transfer from the cul-de-sac project to the landscaping. Mr. Servis asked if Purchasing will add 30% percent to the contract. Ms. Harrison stated Purchasing does not charge anything additional and the only charge will be for the contract specialist to review the contract. Discussion continued regarding possible budget transfers. Mr. Mercier motioned to approve funding and authorize Dawn Harrison to seek up to an additional fifty thousand dollars for the landscape project; seconded by Mr. Costa and the motion passed unanimously. Timeframe was discussed.

Lighting: Ms. Harrison stated Facilities will oversee the installation of the ground lighting.

Drainage Complaints: Mr. Servis advised sinkholes are starting at 25935 Prada Drive and between 25186 and 25176 Estrada Circle. Mr. Servis advised a pothole repair is need on Maya Circle across from 16291 and 16299 Maya Circle. Discussion continued regrading drainage issues Doredo, Harborside, Estrada, Alcazar, and Quesa. Mr. Dallenbach provided updates on drainage issues. Doredo near Quesa piping may be installed, Quesa on the west side line and grade will not be performed at this time by the road project the funding will come from the MSBU, Estrada, Doredo, and Esmeralda have open work orders, and Alcazar will have line and grade performed. The project manager has Zemel Road wash out on the punch list for repair. Mr. Servis stated the cattails were sprayed on Zemel. Discussion continued regarding possible solutions for the drainage issues in the area. Mr. Symon discussed ponding of water on Harborside. Ms. Harrison will contact Mr. Benjamin regarding the issue. Mr. Mercier asked about estimated costs associated to correct the drainage issues caused by the Burnt Store Road project and suggested possible legal action against the contractor. Mr. Dallenbach stated Mr. Vernon will have to address the matter. At the suggestion of Mr. Servis, Mr. Mercier withdrew his suggestion the POA may seek legal counsel on the matter so the plan that Mr. Dallenbach and Mr. Servis formulated to take care of the drainage issues using MSBU funds could proceed. Mr. Servis conveyed on Prada and Avillas Court a line and grade needs to performed. Mr. Dallenbach advised the drainage pipe on Jubal Court needs to be replaced.

**New Business:**

Election of Chair and Vice: Mr. Costa nominated Mr. Mercier for Chair; seconded by Mr. Servis and Mr. Mercier accepted the position. Mr. Symon nominated Mr. Servis for Vice Chair; Mr. Servis declined. Mr. Mercier nominated Mr. Symon for Vice; seconded by Mr. Costa and Mr. Symon accepted the position

Financial Reports – Ms. Harrison provided the three month actual financial reports for Advisory Board review and discussion. Ms. Harrison will email the balance of the loan to Mr. Mercier. Mr. Servis asked

about installation of a street light on the corner of Doredo and Quesa. Ms. Harrison will check with the Lighting department.

Drainage- Items were discussed under drainage in unfinished business.

**Citizen Input on MSBU Related Items (3 Minute Limit)**

- No citizens present

**Advisory Board Open Discussion:**

- Mr. Servis stated speeding is a concern in Burnt Store Village and would like a four way stop sign on Minorca Drive. Mr. Dallenbach will contact the Traffic Engineer to attend the next Advisory Board meeting.
- Mr. Servis asked about a street sign for Burnt Store Village on Burnt Store Road. Mr. Dallenbach will contact Signing and Marking to inquire. Flashing speeding signs were discussed by the Advisory Board. Discussion continued regarding options for speed enforcement in Burnt Store Village.

**Items for next agenda:**

- Drainage
- Landscaping
- Traffic Count
- Ground Lighting

The next meeting is scheduled for May 25, 2016 at 10:00 a.m. at the Public Works Conference Room.

The meeting was adjourned at 11.57 a.m.

Submitted by:

Kelly Louttit

Public Works Department

