

**REGULAR MEETING MINUTES**  
**SOUTH BURNT STORE STREET & DRAINAGE UNIT ADVISORY COMMITTEE**  
**JULY 21, 2015 – Regular Meeting**  
**10:00 A.M. - Public Works Conference Room**

**Attendees:** James Brown, Sandra Funk, Robert Hancik, Robert Pietrasanta, and Paula Short

**Absent:** Richard Mathis (excused)

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

**Guests:** Sign-in sheet attached

The meeting was called to order at 10:02 a.m. A roll call was taken that established a quorum was present. A previously recorded presentation on Roberts Rules of Order and the Sunshine Law was viewed by the Committee.

**Changes to the Agenda:** No changes made by the Committee.

The minutes from the April 30, 2015 and June 4, 2015 were unanimously approved as written.

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

- No citizens present

**Unfinished Business:**

- **Sidewalks:** Ms. Harrison stated the sidewalk project will have an in-house inspector and bid review and specifications should be submitted to Purchasing by July 24, 2015. Discussion continued regarding completion of Burnt Store Road before the sidewalk project commences. Mr. Brown questioned if the same contractor for the Burnt Store Project will be bidding on the sidewalk project. Discussion continued regarding details of the sidewalk project, State Statues regarding the bidding process, and change orders within projects. Mr. Brown advised the sidewalks within Burnt Store Lakes are uneven and is hopeful that sidewalk standards have improved.
- **Financials:** Ms. Harrison distributed the six month actual report for Committee review and discussion. Mr. Brown questioned interest and total reserves on the report. Discussion continued regarding the requirement of a reserve balance, funding of drive pipes and outfalls, rate increases for paving in November 2016, and community outreach. Mr. Hancik requested County staff to keep the Committee informed about banking the money for paving and timing for requesting an assessment increase for road paving. Ms. Harrison will forward the combined beginning balance plus interest information and the reserve requirement to the Committee. Ms. Harrison stated she has requested an explanation from Finance for each line item on the budget reports.

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

- No citizens present

**Advisory Committee Open Discussion:**

- Mr. Pietrasanta questioned if the Chair is allowed to vote on motions. Ms. Harrison confirmed.

The next meeting will be held on Tuesday, October 27, 2015 at 10:00a.m. in the Public Works Conference Room.

The meeting was adjourned at 11:10 a.m.

Submitted by:

Kelly Louttit  
Public Works Department

CHARLOTTE COUNTY  
PUBLIC WORKS DIVISION  
SOUTH BURNT STORE S&D ADVISORY COMMITTEE MEETING  
ATTENDANCE ROSTER

MEETING DATE: THURSDAY, JULY 21, 2015

MEETING TIME: 10:00 A.M. – PUBLIC WORKS CONFERENCE ROOM

**INFORMATION SUPPLIED ON THIS FORM BECOMES  
PUBLIC RECORD**

| NAME (please print)  | Email Address                         | Telephone Number |
|----------------------|---------------------------------------|------------------|
| Dawn Harrison, MS DR | Dawn.Harrison@charlottefl.com         | 575-3613         |
| Kelly Louttit, Admin | Kelly.Louttit@charlottecountyfl.gov   | 575-3692         |
| Mike Dallenbach      | Mike.Dallenbach@charlottecountyfl.gov | 575-3635         |
| Sandy Funk           | office@bs/poa.org                     | 639-5881         |
| Paula Sheert         | pjared3@gmail.com                     | 239-960-3220     |
| ROBERT PIETRASANTA   | trebor32@hotmail.com                  | 637-7454         |
| Tim Brown            | TBrown4087@aol.com                    | 637-8690         |
| Rob Hancock          | robhanck@gmail.com                    |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |
|                      |                                       |                  |