

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

**ADVISORY BOARD REGULAR MEETING  
MONDAY, JUNE 5, 2023**

**10:35 a.m. – 11:44 a.m.  
Punta Gorda Charlotte Library  
401 Shreve Street, Punta Gorda, Florida**

**Members Present:** Craig Williams, Chair  
Patrick Hurd, Vice-Chair  
Roy McElwee  
Jeffrey Young

**Members Absent:** Dave Servis, Apologies Received

**County Staff:** Karlene McDonald, Operations Supervisor  
Erica LeMaster, Community Liaison

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 10:35 a.m. and a quorum was established.

**Changes to Agenda/ Motion to Approve Changes:**

None

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

None

**Approval of Minutes:**

The draft minutes from March 6, 2023, and April 19, 2023, were unanimously approved as written.

**Unfinished Business:**

- a. Decorative Lighting: Karlene McDonald informed the Advisory Board on what the process would be to move forward with the decorative lighting. Patrick Hurd raised a motion to remove this item from future agendas with no action needed at this time. The motion was seconded and unanimously approved.
- b. Woodland Estates Community Sign: Craig Williams motioned to remove the agenda item "Woodland Estates Community Sign" with no action needed at this time. The motion was seconded and unanimously approved.
- c. Buffer Zone Landscape Irrigation: Erica LeMaster informed the Advisory Board that the PO has been issued, but Public Works has not received confirmation on the status of the repair. The county is addressing the hurricane repairs first. She will follow up with the Projects Manager to request an update.
- d. FY23 Paving Program: The project has been awarded to Ajax Paving and the county held a preconstruction meeting. Staff is waiting on confirmation for the paving schedule and

information will be forwarded when received. Shoulder restoration, sod, and paver driveways were discussed.

**New Business:**

- a. Financial Reports: The FY23 quarter one and quarter two Monthly Funding Report (formerly maintenance activity report) and FY23 second quarter Actual Expenditure Report was reviewed. Questions regarding the Woodland Estates paving loan were discussed, and the Burnt Store Village – Harborside Woods FY23 Paving Analysis 10-year loan with increase report was reviewed.

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

None

**Advisory Board Open Discussion:**

Conversation followed regarding the private rim ditch. Concerns arose regarding erosion around the newly upsized outfall pipes off Prada Drive. Karlene McDonald explained that repairs could be done in the county right of way, but Public Works will not repair anything that is not in the county right of way including placing rip rap or cleaning out the rim ditch. Erica LeMaster presented an email received from Dave Servis in his absence regarding a Hydraulic Study. Discussion ensued regarding sheet flow, and the Board was advised that this would fall under South Charlotte Stormwater’s purview, and we will invite our Stormwater Engineer to the next meeting to further discuss. Questions arose regarding the right-of-way mowing and litter removal along Burnt Store Road; this contract had to be placed out for bids again and is up for potential award next month.

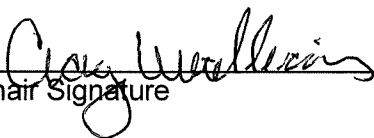
**Meeting Schedule / Items for Next Agenda:**

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

- September 25, 2023
- December 4, 2023

The meeting adjourned at 11:44 a.m.

Submitted by: Erica LeMaster  
Public Works Department

  
Chair Signature

9/25/23  
Date

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

**ADVISORY BOARD REGULAR MEETING  
MONDAY, JUNE 5, 2023**

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

**BOARD MEMBERS:** Craig Williams, Chair  
Jeffrey Young, Vice-Chair  
Patrick Hurd  
Dave Servis  
Roy McElwee

**COUNTY STAFF:** Karlene McDonald, Operations Supervisor  
Erica LeMaster, 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: March 6, 2023
5. Unfinished Business
  - a. Decorative Lighting
  - b. Woodland Estates Community Sign
  - c. Buffer Zone Landscape Irrigation
  - d. FY23 Paving Program
6. New Business
  - a. Financial Reports
7. Citizen Input MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn



## Burnt Store Village Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2022 - Mar. 31, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$429,119	\$226,572	\$445,813	\$445,813
<b>Revenues</b>				
Assessments & Earnings	91,137	93,433	86,296	93,433
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	197,000	-	-
<b>Total Revenue</b>	\$91,137	\$290,433	\$86,296	\$93,433
<b>Expenditures</b>				
Contract Services	1,136	-	-	-
Pipe Lining	-	25,000	-	25,000
ROW Maintenance	564	5,820	-	5,820
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	56,454	61,032	1,253	61,032
Internal Charges	5,109	3,197	3,197	3,197
Purchased Services	9,749	12,353	6,125	11,203
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	16	7,711	16	-
<b>Project Costs</b>				
BSV-Woodland Estates Paving	1,416	182,098	598	618
<b>Total Expenditures</b>	\$74,444	\$297,211	\$11,189	\$106,870
<b>Reserves (Ending Fund Balance)</b>	\$445,813	\$219,794	\$520,919	\$432,376
<i>Reserve %</i>	85.69%	42.51%	97.90%	80.18%

Date Prepared: 4/23/2023

Burnt Store Village Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	6130	MSBU Administrative Work		11/28/2022	0.25	18.24	0.00	0.00	0.00		18.24
		<b>Administrative Time Total</b>				0.25	18.24	0.00	0.00	0.00	18.24
	<b>Work Order 6130 Total</b>					0.25	18.24	0.00	0.00	0.00	18.24
		<b>MSBU Administrative Work Total</b>				0.25	18.24	0.00	0.00	0.00	18.24
	1092	Project Management		12/08/2022	2.00	170.90	0.00	0.00	0.00		170.90
	1092	Project Management		10/14/2022	1.00	85.45	0.00	3.92	0.00		89.37
	1092	Project Management		12/02/2022	2.00	170.90	0.00	7.84	0.00		178.74
	1092	Project Management		12/15/2022	2.00	170.90	0.00	7.84	0.00		178.74
		<b>Site Visits Total</b>				5.00	427.25	0.00	19.60	0.00	446.85
	<b>Work Order 1092 Total</b>					7.00	598.15	0.00	19.60	0.00	617.75
<b>cmr2202 - Burnt Store Village-Woodland Estates Paving</b>											
		<b>Project Management Total</b>				7.00	598.15	0.00	19.60	0.00	617.75
	6693	Vacuum Culvert Cleaning		12/20/2022	8.00	540.24	0.00	138.58	0.00		678.82
	<b>Work Order 6693 Total</b>		<b>25120 HARBORSIDE BLVD</b>		8.00	540.24	0.00	138.58	0.00	3.00	678.82
		<b>Vacuum Culvert Cleaning Total</b>				8.00	540.24	0.00	138.58	0.00	678.82
	<b>Burnt Store Village Street and Drainage Unit Total</b>					15.25	1,156.62	0.00	158.18	0.00	1,314.81



Monthly Funding Report

START DATE:

10/01/2022

END DATE:

03/31/2023

Burnt Store Village 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
	8342	Contracted - Concrete (Driveways)		03/02/2023	0.50	42.73	0.00	0.00	0.00		42.73
	8342	Contracted - Concrete (Driveways)		03/07/2023	0.50	42.73	0.00	0.00	0.00		42.73
		<b>Contract Management Total</b>				1.00	85.45	0.00	0.00	0.00	85.46
	<b>Work Order 8342 Total</b>		<b>25260 ROLAND LN, PUNTA GORDA, 33955</b>		1.00	85.45	0.00	0.00	0.00	600.00	85.46
<b>#20-501 Concrete Flatwork</b>											
		<b>Contracted - Concrete (Driveways) Total</b>				1.00	85.45	0.00	0.00	0.00	85.46
	9199	Contracted - Landscaping		03/31/2023	1.00	85.45	0.00	0.00	0.00		85.45
	<b>Work Order 9199 Total</b>				1.00	85.45	0.00	0.00	0.00	0.00	85.45
<b>#21-054 Landscape Maintenance ROW - South County</b>											
		<b>Contracted - Landscaping Total</b>				1.00	85.45	0.00	0.00	0.00	85.45
	2813	Investigation		02/08/2023	2.00	149.56	0.00	7.84	0.00		157.40
	<b>Work Order 2813 Total</b>		<b>25101 DOREDO DR, PUNTA GORDA, 33955</b>		2.00	149.56	0.00	7.84	0.00	1.00	157.40
	4676	Investigation		02/13/2023	3.00	224.34	0.00	11.76	0.00		236.10
	<b>Work Order 4676 Total</b>		<b>16248 MINORCA DR, PUNTA GORDA, 33955</b>		3.00	224.34	0.00	11.76	0.00	1.00	236.10
		<b>Investigation Total</b>				5.00	373.90	0.00	19.60	0.00	393.50
	7476	Large Pipe Install (Pipes 31" And Up)		02/01/2023	3.00	236.49	0.00	11.76	0.00		248.25
	7476	Large Pipe Install (Pipes 31" And Up)		02/15/2023	20.00	1,367.60	0.00	46.70	0.00		1,414.30
	7476	Large Pipe Install (Pipes 31" And Up)		03/08/2023	30.00	2,047.40	9,538.49	382.30	0.00		11,968.19
	7476	Large Pipe Install (Pipes 31" And Up)		03/09/2023	40.00	2,685.60	0.00	335.60	0.00		3,021.20



Monthly Funding Report

START DATE:

10/01/2022

END DATE:

03/31/2023

Burnt Store Village 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
	7476	Large Pipe Install (Pipes 31" And Up)		03/13/2023	10.00	729.40	0.00	217.60	0.00		947.00
	7476	Large Pipe Install (Pipes 31" And Up)		03/14/2023	34.00	2,290.20	0.00	300.20	0.00		2,590.40
	7476	Large Pipe Install (Pipes 31" And Up)		03/20/2023	0.50	39.42	0.00	1.96	0.00		41.38
	<b>Work Order 7476 Total</b>		<b>PRADA DR &amp; DOREDO DR, PUNTA GORDA, 33955</b>		137.50	9,396.11	9,538.49	1,296.12	0.00	96.00	20,230.72
	<b>Large Pipe Install (Pipes 31" And Up) Total</b>				137.50	9,396.11	9,538.49	1,296.12	0.00		20,230.72
	6130	MSBU Administrative Work		11/28/2022	0.25	18.24	0.00	0.00	0.00		18.24
	6130	MSBU Administrative Work		03/03/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6130	MSBU Administrative Work		03/06/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6130	MSBU Administrative Work		03/27/2023	0.25	18.24	0.00	0.00	0.00		18.24
	<b>Administrative Time Total</b>				1.50	109.41	0.00	0.00	0.00		109.42
	6130	MSBU Administrative Work		03/06/2023	3.00	218.82	0.00	11.76	0.00		230.58
	<b>MSBU Meeting Total</b>				3.00	218.82	0.00	11.76	0.00		230.58
	6130	MSBU Administrative Work		03/08/2023	0.75	54.71	0.00	0.00	0.00		54.71
	6130	MSBU Administrative Work		03/20/2023	0.25	18.24	0.00	0.00	0.00		18.24
	<b>MSBU Minutes Total</b>				1.00	72.94	0.00	0.00	0.00		72.95
	6130	MSBU Administrative Work		03/09/2023	0.25	18.24	0.00	0.00	0.00		18.24
	<b>Public Outreach Total</b>				0.25	18.24	0.00	0.00	0.00		18.24
	<b>Work Order 6130 Total</b>				5.75	419.41	0.00	11.76	0.00	0.00	431.19
	<b>MSBU Administrative Work Total</b>				5.75	419.41	0.00	11.76	0.00		431.19

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

03/31/2023

Burnt Store Village 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
	1092	Project Management		12/08/2022	2.00	170.90	0.00	0.00	0.00		170.90
	1092	Project Management		03/08/2023	1.00	74.78	0.00	3.92	0.00		78.70
		<b>Plan/Spec Review Total</b>				1.00	74.78	0.00	3.92	0.00	78.70
	1092	Project Management		03/08/2023	0.14	10.68	0.00	0.56	0.00		11.24
		<b>Project Meetings Total</b>				0.14	10.68	0.00	0.56	0.00	11.24
	1092	Project Management		10/14/2022	1.00	85.45	0.00	3.92	0.00		89.37
	1092	Project Management		12/02/2022	2.00	170.90	0.00	7.84	0.00		178.74
	1092	Project Management		12/15/2022	2.00	170.90	0.00	7.84	0.00		178.74
	1092	Project Management		03/17/2023	1.14	85.46	0.00	4.48	0.00		89.94
		<b>Site Visits Total</b>				6.14	512.71	0.00	24.08	0.00	536.79
	<b>Work Order 1092 Total</b>					9.29	769.08	0.00	28.56	0.00	797.63
<b>cmr2202 - Burnt Store Village-Woodland Estates Paving</b>											
	<b>Project Management Total</b>					9.29	769.08	0.00	28.56	0.00	797.63
	7516	ROW - Sod - Install New / Replace		03/27/2023	0.00	0.00	125.00	0.00	0.00		125.00
	<b>Work Order 7516 Total</b>		<b>16471 MINORCA DR, PUNTA GORDA, 33955</b>		0.00	0.00	125.00	0.00	0.00	100.00	125.00
		<b>ROW - Sod - Install New / Replace Total</b>				0.00	0.00	125.00	0.00	0.00	125.00
	7758	Small Pipe Install (Pipes Under 31")		02/28/2023	10.00	683.80	0.00	23.35	0.00		707.15
	7758	Small Pipe Install (Pipes Under 31")		03/01/2023	50.00	3,365.40	1,722.03	453.60	0.00		5,541.03
	7758	Small Pipe Install (Pipes Under 31")		03/13/2023	4.00	203.94	0.00	35.40	833.53		1,072.87
	<b>Work Order 7758 Total</b>		<b>25260 ROLAND LN, PUNTA GORDA, 33955</b>		64.00	4,253.14	1,722.03	512.35	833.53	48.00	7,321.05

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

03/31/2023

Burnt Store Village Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
		<b>Small Pipe Install (Pipes Under 31") Total</b>			64.00	4,253.14	1,722.03	512.35	833.53		7,321.05
6289		Standard Cuts		02/01/2023	15.00	990.87	0.00	182.34	0.00		1,173.21
	<b>Work Order 6289 Total</b>		<b>16471 MINORCA DR, PUNTA GORDA, 33955</b>		15.00	990.87	0.00	182.34	0.00	100.00	1,173.21
		<b>Standard Cuts Total</b>			15.00	990.87	0.00	182.34	0.00		1,173.21
5069		Vacuum Culvert Cleaning		01/19/2023	4.00	273.52	0.00	84.22	0.00		357.74
	<b>Work Order 5069 Total</b>		<b>16074 OVERDALE CT, Punta Gorda, 33955</b>		4.00	273.52	0.00	84.22	0.00	1.00	357.74
5798		Vacuum Culvert Cleaning		03/08/2023	12.00	820.56	0.00	252.66	0.00		1,073.22
	<b>Work Order 5798 Total</b>		<b>16315 MAYA CIR, PUNTA GORDA, 33955</b>		12.00	820.56	0.00	252.66	0.00	8.00	1,073.22
6625		Vacuum Culvert Cleaning		01/31/2023	2.00	136.76	0.00	42.11	0.00		178.87
	<b>Work Order 6625 Total</b>		<b>25122 ALICANTE DR, PUNTA GORDA, 33955</b>		2.00	136.76	0.00	42.11	0.00	0.00	178.87
6693		Vacuum Culvert Cleaning		12/20/2022	8.00	540.24	0.00	138.58	0.00		678.82
	<b>Work Order 6693 Total</b>		<b>25120 HARBORSIDE BLVD</b>		8.00	540.24	0.00	138.58	0.00	3.00	678.82
		<b>Vacuum Culvert Cleaning Total</b>			26.00	1,771.08	0.00	517.57	0.00		2,288.65
		<b>Burnt Store Village Street and Drainage Unit Total</b>			264.54	18,144.48	11,385.52	2,568.30	833.53		32,931.86

