

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

ADVISORY BOARD REGULAR MEETING
MONDAY, SEPTEMBER 25, 2023

10:35 a.m. – 12:38 p.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida

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

Members Absent: None

County Staff: Erica LeMaster, Community Liaison
Jason Thomas, Stormwater Engineer

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 June 5, 2023, were unanimously approved as written.

Unfinished Business:

- a. Buffer Zone Landscape Irrigation: The group provided contact information for the new ground's supervisor. Ms. LeMaster will reach out in attempt to set a meeting with him and Public Works staff.
- b. Fiscal Year (FY)23 Paving Program: Discussion ensued regarding the current paving program. Concerns were voiced regarding the communication process, not enough information on door knockers, planning process, and outside contractors coming into the community during paving. It was mentioned that there should be a set protocol in place in the future. The group discussed areas that are still in need of sod, and areas that need to be resodded. Ms. LeMaster reminded the group that there is a delay in sod due to the sod fields being too wet, but all these concerns should be addressed by the contractors.
- c. Dorado x Prada Washout: The group stated that the washout was addressed, and repairs were completed.

New Business:

- a. Financial Reports: The FY23 quarter three Monthly Funding Report (formerly maintenance activity report) and FY23 third 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.
- b. Right of Way (ROW) Mowing: Ms. LeMaster provided the board cost estimates, explanation of contract, how it's broken down and calculated by acres, how many cycles per year, and the difference between specialty mowing and safety mowing.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Servis ended the meeting with a history of Burnt Store Village, current and future growth, and development concerns, sheet flow, and his hopes for the future. This was Mr. Servis' last meeting with the Advisory Board as he will not be seeking reappointment.

Meeting Schedule / Items for Next Agenda:

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

- December 4, 2023

The meeting adjourned at 12:38 p.m.

Submitted by: Erica LeMaster
Public Works Department

Craig Wellborn
Chair Signature

12/4/23
Date

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

**ADVISORY BOARD REGULAR MEETING
MONDAY, September 25, 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: June 5, 2023
5. Approval of Meeting Schedule: Fiscal Year 2024
6. Unfinished Business
 - a. Buffer Zone Landscape Irrigation
 - b. FY23 Paving Program
 - c. Dorado x Prada Washout
7. New Business
 - a. Financial Reports
 - b. ROW Mowing
8. Citizen Input MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn



**Burnt Store Village Street & Drainage
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
Monday, September 25, 2023

Location: 401 Shreve Street, Punta Gorda, Florida
Punta Gorda Charlotte Library

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

NAME (please print)	Email Address	Phone Number
Erica LeMaster	Erica.LeMaster@charlottecountyfl.gov	941.575.3626
DAVE SERVIS	SERVISDAVE@YAHOO.COM	941 575 5191
Roy M'Elwee	on file	on file
Craig Williams	on file	on file
JEFF YOUNG	ON FILE	ON FILE
JASON THOMAS	JASON.THOMAS@CHARLOTTECOUNTYFLGOV	941-507-3650
Patrick Hurd	phurd229@hotmail.com	770-815-1509

Burnt Store Village Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2022 - June 30, 2023

	Actual FY2022	Adopted Budget FY2023	Amended Budget FY2022	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$429,119	\$226,572	\$226,572	\$445,813	\$445,813
Revenues					
Assessments & Earnings	91,137	93,433		102,470	93,433
Grant & Subsidy Revenue	-	-		-	-
Loans & Borrowing	-	197,000	208,000	-	208,000
Total Revenue	\$91,137	\$290,433	\$301,433	\$102,470	\$301,433
Expenditures					
Contract Services	1,136	-		6,600	6,600
Pipe Lining	-	25,000		-	-
ROW Maintenance	564	5,820		63	5,820
ROW Reclamation	-	-		-	-
Speciality Mowing	-	-		-	-
Public Works Services	56,454	61,032		31,301	58,391
Internal Charges	5,109	3,197		3,197	3,197
Purchased Services	9,749	12,353		9,397	11,245
Materials and Supplies	-	-		-	-
Capital Outlay	-	-		-	-
Debt Services	16	7,711		16	16
Project Costs					
BSV-Woodland Estates Paving	1,416	182,098	205,117	798	207,617
Total Expenditures	\$74,444	\$297,211	\$326,328	\$51,371	\$292,887
Reserves (Ending Fund Balance)	\$445,813	\$219,794	\$201,677	\$496,912	\$454,359
Reserve %	85.69%	42.51%	38.20%	90.63%	60.80%

*Budget Amendment for additional paving costs.

Date Prepared: 7/20/2023

Monthly Funding Report

START DATE: 10/01/2022

END DATE: 06/30/2023

Page 1 of 9

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
	8384	Camera/Video		04/04/2023	1.50	109.41	0.00	5.88	0.00		115.29
	Work Order 8384 Total		16317 NAVARRO CT, Punta Gorda, 33955		1.50	109.41	0.00	5.88	0.00	1.00	115.29
	Camera/Video Total				1.50	109.41	0.00	5.88	0.00	1.00	115.29
	8342	Contracted - Concrete (Driveways)		04/19/2023	0.00	0.00	0.00	0.00	6,600.00		6,600.00
	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
	Contract Management Total				1.00	85.45	0.00	0.00	0.00		85.46
	Work Order 8342 Total		25260 ROLAND LN, PUNTA GORDA, 33955		1.00	85.45	0.00	0.00	6,600.00	600.00	6,685.46
	#20-501 Concrete Flatwork				1.00	85.45	0.00	0.00	6,600.00	600.00	6,685.46
	9199	Contracted - Landscaping		03/31/2023	1.00	85.45	0.00	0.00	0.00		85.45
	9199	Contracted - Landscaping		05/04/2023	0.00	0.00	0.00	0.00	735.70		735.70
	9199	Contracted - Landscaping		04/05/2023	0.25	21.36	0.00	0.00	0.00		21.36
	9199	Contracted - Landscaping		05/04/2023	0.25	21.36	0.00	0.00	0.00		21.36
	Contract Management Total				0.50	42.73	0.00	0.00	0.00		42.72
	Work Order 9199 Total				1.50	128.18	0.00	0.00	735.70	0.00	863.87
	#21-054 Landscape Maintenance ROW - South County				1.50	128.18	0.00	0.00	735.70	0.00	863.87
	Contracted - Landscaping Total				1.50	128.18	0.00	0.00	735.70	0.00	863.87
	10222	GIS Update		05/11/2023	0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 10222 Total		PRADA DR & DOREDO DR, PUNTA GORDA, 33955		0.25	18.24	0.00	0.00	0.00	1.00	18.24

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

06/30/2023

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
	10709	GIS Update	16317 NAVARRO CT, PUNTA GORDA, 33955	06/09/2023	0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 10709 Total				0.25	18.24	0.00	0.00	0.00	1.00	18.24
	10965	GIS Update	25260 ROLAND LN, PUNTA GORDA, 33955	06/16/2023	0.50	36.47	0.00	0.00	0.00		36.47
	Work Order 10965 Total				0.50	36.47	0.00	0.00	0.00	2.00	36.47
	GIS Update Total				1.00	72.94	0.00	0.00	0.00	4.00	72.95
	2813	Investigation	25101 DOREDO DR, PUNTA GORDA, 33955	02/08/2023	2.00	149.56	0.00	7.84	0.00		157.40
	Work Order 2813 Total				2.00	149.56	0.00	7.84	0.00	1.00	157.40
	4676	Investigation	16248 MINORCA DR, PUNTA GORDA, 33955	02/13/2023	3.00	224.34	0.00	11.76	0.00		236.10
	Work Order 4676 Total				3.00	224.34	0.00	11.76	0.00	1.00	236.10
	9828	Investigation	25141 HARBORSIDE BLVD, PUNTA GORDA, 33955	04/11/2023	1.00	74.78	0.00	3.92	0.00		78.70
	Work Order 9828 Total				1.00	74.78	0.00	3.92	0.00	1.00	78.70
	10066	Investigation	DOREDO DR & PRADA DR	04/21/2023	1.00	78.83	0.00	3.92	0.00		82.75
	Work Order 10066 Total				1.00	78.83	0.00	3.92	0.00	2.00	82.75
	10246	Investigation	25478 ESTRADA CIR	06/15/2023	3.00	221.58	0.00	5.88	0.00		227.46
	Work Order 10246 Total				3.00	221.58	0.00	5.88	0.00	1.00	227.46

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

06/30/2023

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
	11958	Investigation		06/12/2023	0.75	59.12	0.00	2.94	0.00		62.06
	Work Order 11958 Total		25356 ESTRADA CIR, PUNTA GORDA, 33955		0.75	59.12	0.00	2.94	0.00	1.00	62.06
	Investigation Total										
	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
	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
	7476	Large Pipe Install (Pipes 31" And Up)		05/03/2023	0.00	0.00	2,295.00	0.00	0.00		2,295.00
	Work Order 7476 Total		PRADA DR & DOREDO DR, PUNTA GORDA, 33955		137.50	9,396.11	11,833.49	1,296.12	0.00	96.00	22,525.72
	Large Pipe Install (Pipes 31" And Up) Total										
	6130	MSBU Administrative Work		03/09/2023	0.25	18.24	0.00	0.00	0.00		18.24
	Public Outreach Total										
	6130	MSBU Administrative Work		03/06/2023	3.00	218.82	0.00	11.76	0.00		230.58
	6130	MSBU Administrative Work		04/19/2023	0.75	54.71	0.00	0.00	0.00		54.71
	6130	MSBU Administrative Work		06/05/2023	2.00	145.88	0.00	0.00	0.00		145.88
	MSBU Meeting Total										
					5.75	419.41	0.00	11.76	0.00		431.17

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

06/30/2023

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
	6130	MSBU Administrative Work		03/08/2023	0.75	54.71	0.00	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	0.00	18.24
	6130	MSBU Administrative Work		04/21/2023	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6130	MSBU Administrative Work		06/05/2023	4.50	328.23	0.00	0.00	0.00	0.00	328.23
		MSBU Minutes Total									
	6130	MSBU Administrative Work		11/28/2022	0.25	18.24	0.00	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	0.00	36.47
	6130	MSBU Administrative Work		03/06/2023	0.50	36.47	0.00	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	0.00	18.24
	6130	MSBU Administrative Work		04/14/2023	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	6130	MSBU Administrative Work		04/27/2023	0.50	31.91	0.00	0.00	0.00	0.00	31.91
	6130	MSBU Administrative Work		05/01/2023	1.00	72.94	0.00	0.00	0.00	0.00	72.94
	6130	MSBU Administrative Work		05/08/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6130	MSBU Administrative Work		05/10/2023	1.00	72.94	0.00	0.00	0.00	0.00	72.94
	6130	MSBU Administrative Work		05/15/2023	1.00	72.94	0.00	0.00	0.00	0.00	72.94
	6130	MSBU Administrative Work		05/17/2023	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6130	MSBU Administrative Work		05/22/2023	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	6130	MSBU Administrative Work		05/23/2023	2.00	145.88	0.00	0.00	0.00	0.00	145.88
	6130	MSBU Administrative Work		05/30/2023	2.00	145.88	0.00	0.00	0.00	0.00	145.88
	6130	MSBU Administrative Work		06/05/2023	2.50	182.35	0.00	0.00	0.00	0.00	182.35
	6130	MSBU Administrative Work		06/07/2023	1.00	72.94	0.00	0.00	0.00	0.00	72.94
	6130	MSBU Administrative Work		06/13/2023	2.00	145.88	0.00	0.00	0.00	0.00	145.88
	6130	MSBU Administrative Work		06/19/2023	1.50	109.41	0.00	0.00	0.00	0.00	109.41

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

06/30/2023

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
	6130	MSBU Administrative Work		06/27/2023	1.50	109.41	0.00	0.00	0.00	0.00	109.41
	Administrative Time Total										
	Work Order 6130 Total										
	MSBU Administrative Work Total										
	1092	Project Management		12/08/2022	2.00	170.90	0.00	0.00	0.00	0.00	170.90
	1092	Project Management		05/02/2023	2.00	170.90	0.00	0.00	0.00	0.00	170.90
	1092	Project Management		06/06/2023	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	1092	Project Management		03/08/2023	1.00	74.78	0.00	3.92	0.00	0.00	78.70
	Plan/Spec Review Total										
	1092	Project Management		06/21/2023	3.00	224.34	0.00	11.76	0.00	0.00	236.10
	1092	Project Management		06/26/2023	2.00	149.56	0.00	7.84	0.00	0.00	157.40
	Project Inspection Total										
	1092	Project Management		10/14/2022	1.00	85.45	0.00	3.92	0.00	0.00	89.37
	1092	Project Management		12/02/2022	2.00	170.90	0.00	7.84	0.00	0.00	178.74
	1092	Project Management		12/15/2022	2.00	170.90	0.00	7.84	0.00	0.00	178.74
	1092	Project Management		03/17/2023	1.14	85.46	0.00	4.48	0.00	0.00	89.94
	1092	Project Management		04/14/2023	1.00	85.45	0.00	3.92	0.00	0.00	89.37
	1092	Project Management		06/13/2023	2.00	170.90	0.00	7.84	0.00	0.00	178.74
	Site Visits Total										
	MSBU Administrative Work Total										
	1092	Project Management		03/08/2023	0.14	10.68	0.00	0.56	0.00	0.00	11.24
	1092	Project Management		05/24/2023	0.29	21.37	0.00	1.12	0.00	0.00	22.49

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

06/30/2023

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	
		Project Meetings Total										
		Work Order 1092 Total			20.57	1,677.04	0.00	61.04	0.00	0.00	1,738.08	
cmr2202 - Burnt Store Village-Woodland Estates Paving												
	8834	Project Management		04/07/2023	0.00	0.00	0.00	0.00	83.88		83.88	
		Work Order 8834 Total	Safety Mowing & Litter Removal		0.00	0.00	0.00	0.00	83.88	0.00	83.88	
#22-530 Safety Mowing - South County												
		Project Management Total										
	7516	ROW - Sod - Install New / Replace		03/27/2023	0.00	0.00	125.00	0.00	0.00	0.00	125.00	
		Work Order 7516 Total	16471 MINORCA DR, PUNTA GORDA, 33955		0.00	0.00	125.00	0.00	0.00	100.00	125.00	
	11713	ROW - Sod - Install New / Replace		05/30/2023	15.00	1,023.70	470.00	97.65	0.00		1,591.35	
		Work Order 11713 Total	25260 ROLAND LN, PUNTA GORDA, 33955		15.00	1,023.70	470.00	97.65	0.00	800.00	1,591.35	
		ROW - Sod - Install New / Replace Total										
	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	
	7758	Small Pipe Install (Pipes Under 31")		04/10/2023	2.50	168.67	0.00	4.67	0.00		173.34	
		Work Order 7758 Total	25250 ROLAND LN, Punta Gorda, 33955		66.50	4,421.81	1,722.03	517.02	833.53	48.00	7,494.39	
	9641	Small Pipe Install (Pipes Under 31")		05/03/2023	30.00	2,047.40	0.00	217.60	0.00		2,265.00	
	9641	Small Pipe Install (Pipes Under 31")		05/04/2023	17.00	1,196.90	0.00	43.55	0.00		1,240.45	

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

06/30/2023

Page 7 of 9

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
	9641	Small Pipe Install (Pipes Under 31")		05/08/2023	24.00	1,637.92	7,399.99	53.44	0.00	0.00	9,091.35
	9641	Small Pipe Install (Pipes Under 31")		05/09/2023	20.00	1,409.20	0.00	46.70	0.00	0.00	1,455.90
	9641	Small Pipe Install (Pipes Under 31")		05/10/2023	10.00	683.80	440.95	0.00	0.00	0.00	1,124.75
	9641	Small Pipe Install (Pipes Under 31")		05/11/2023	1.50	101.97	0.00	33.99	0.00	0.00	135.96
	Work Order 9641 Total		16317 NAVARRO CT, PUNTA GORDA, 33955		102.50	7,077.19	7,840.94	395.28	0.00	136.00	15,313.41
	Small Pipe Install (Pipes Under 31") Total				169.00	11,499.00	9,562.97	912.30	833.53	184.00	22,807.80
	6289	Standard Cuts		02/01/2023	15.00	990.87	0.00	182.34	0.00	0.00	1,173.21
	Work Order 6289 Total		16471 MINORCA DR, PUNTA GORDA, 33955		15.00	990.87	0.00	182.34	0.00	100.00	1,173.21
	7836	Standard Cuts		04/04/2023	12.00	822.84	0.00	28.02	0.00	0.00	850.86
	7836	Standard Cuts		04/24/2023	37.00	2,557.98	0.00	335.60	0.00	0.00	2,893.58
	7836	Standard Cuts		04/26/2023	2.00	136.76	0.00	0.00	0.00	0.00	136.76
	7836	Standard Cuts		05/04/2023	1.00	70.46	0.00	0.00	0.00	0.00	70.46
	7836	Standard Cuts		06/22/2023	0.00	0.00	390.00	0.00	0.00	0.00	390.00
	Work Order 7836 Total		16248 MINORCA DR, PUNTA GORDA, 33955		52.00	3,588.04	390.00	363.62	0.00	650.00	4,341.66
	Standard Cuts Total				67.00	4,578.91	390.00	545.96	0.00	750.00	5,514.87
	4869	Vacuum Culvert Cleaning		05/24/2023	4.00	273.52	0.00	84.22	0.00	0.00	357.74
	Work Order 4869 Total		25181 ESMERALDA CT, Punta Gorda, 33955		4.00	273.52	0.00	84.22	0.00	1.00	357.74

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

06/30/2023

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
	5069	Vacuum Culvert Cleaning	16074 OVERDALE CT, Punta Gorda, 33955	01/19/2023	4.00	273.52	0.00	84.22	0.00	0.00	357.74
	Work Order 5069 Total										
	5798	Vacuum Culvert Cleaning	16315 MAYA CIR, PUNTA GORDA, 33955	03/08/2023	12.00	820.56	0.00	252.66	0.00	0.00	1,073.22
	Work Order 5798 Total										
	6625	Vacuum Culvert Cleaning	25122 ALICANTE DR, PUNTA GORDA, 33955	01/31/2023	2.00	136.76	0.00	42.11	0.00	0.00	178.87
	Work Order 6625 Total										
	6693	Vacuum Culvert Cleaning	25120 HARBORSIDE BLVD	12/20/2022	8.00	540.24	0.00	138.58	0.00	0.00	678.82
	Work Order 6693 Total										
	12165	Vacuum Culvert Cleaning	25356 ESTRADA CIR, PUNTA GORDA, 33955	06/13/2023	4.00	273.52	0.00	84.22	0.00	0.00	357.74
	Work Order 12165 Total										
	Vacuum Culvert Cleaning Total										
	Burnt Store Village Street and Drainage Unit Total										
					490.57	34,008.35	22,381.46	3,652.98	8,253.11		68,295.96

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

06/30/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					490.57	34,008.35	22,381.46	3,652.98	8,253.11		68,295.96

Grand totals for all MSBUs reported

Proposal for Extra Work at Charlotte County-Group 3 South

Property Name	Charlotte County-Group 3 South	Contact	Chuck Peters
Property Address	18500 Murdock Circle, Suite 344 Port Charlotte, FL 33948	To	Charlotte County Purchasing Division
		Billing Address	18500 Murdock Cir Ste 344 Port Charlotte, FL 33948

Project Name Burnt Store Village

Project Description Bad Master Module in Hunter I Core Timer

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Master Module	\$70.99	\$70.99
3.00	HOUR	Tech labor	\$55.00	\$165.00

For internal use only

SO# 8200229
JOB# 344300028
Service Line 150

Total Price \$235.99

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
550 Theresa Blvd, Port Charlotte, FL 33954 ph. (941) 249.9831 fax (941) 249.9834

TERMS & CONDITIONS

- 1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
- 2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- 3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
- 4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- 5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- 6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- 7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
- 8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- 9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
- 10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
- 11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
- 12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- 13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- 14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

- 16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
- 17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract
By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Signature _____ Title **Project Manager**
Chuck Peters _____ **August 14, 2023**
Printed Name Date

BrightView Landscape Services, Inc. "Contractor"
Irrigation Manager
Signature _____ Title
Brent Michael Roy _____ **August 14, 2023**
Printed Name Date

Job #: 344300028
SO #: 8200229 **Proposed Price: \$235.99**

