

**MINUTES  
DEEP CREEK NON-URBAN STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
MONDAY, OCTOBER 16, 2023**

**10:10 a.m. – 10:57 a.m.  
Harold Avenue Recreation Center  
23400 Harold Ave, Port Charlotte, Florida**

**Members Present:** Art Seymour, Chair  
Drew Rossi, Vice-Chair  
Don Dyer  
Stephen Rabinowitz

**Members Absent:** Phillip Jacobus, Apologies Received

**County Staff:** Karlene McDonald, Operations Supervisor  
Erica LeMaster, Community Liaison  
Lisa Eby, Executive Assistant

**Guests:** See attached sign-in sheet

**Call to Order / Roll Call:**

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

**Changes to the Agenda:**

Mr. Dyer requested that Drainage Concerns be added under New Business, Item D.

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

Mrs. Salome requested information regarding maintenance on Copiapo Circle. Ms. McDonald advised that this repair is being funded by Hurricane Ian reimbursement, and that the repairs were recently awarded. She provided detail regarding the cost, description of repairs, and the process regarding the timeline for repairs. Mrs. Dupont had questions regarding the status of the Memorandum of Understanding and was advised we will discuss that item during unfinished business.

**Approval of Minutes:**

The draft minutes from the regular July 24, 2023, meeting was approved as submitted.

**Unfinished Business:**

- a. Update: Rampart Boulevard Sidewalk Project: Ms. LeMaster provided an update that public works is still working on the scope, she explained as soon as the scope and fee are approved the project will move into the survey phase.
- Update: Memorandum of Understanding (MOU): Ms. McDonald provided an update to the group that we have contacted all the stake holders and will be setting a meeting with public works staff and the stakeholders. She explained that we have met with legal and have begun drafting the Memorandum of Understanding (MOU) document and are working on the exhibits.

**New Business:**

- a. Financial Reports and Preliminary FY24 & FY25 Budgets: Clarification was given on expenditures and projects.
- b. Fiscal Year 2024 Schedule: The 2024 meeting schedule was approved as written.
- Drainage Concerns: Maintenance of overflow structures was discussed.

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

None

**Advisory Board Open Discussion:**

The group discussed drainage concerns on Explorer Road. Public works will check the right of way to ensure if the grades are up to standard.


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

Future meetings are tentatively scheduled at 10:00 a.m. as follows:

- February 5, 2024
- April 29, 2024
- July 29, 2024
- November 20, 2024

The meeting adjourned at 10:57 a.m.

Submitted by: Erica LeMaster  
Public Works Department

  
\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date



**Deep Creek Non-Urban Street & Drainage  
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance  
Monday, October 16, 2023

Location: 23400 Harold Ave, Port Charlotte, Florida  
Harold Avenue Regional Park Recreation Center

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

NAME (please print)	Email Address	Phone Number
Karlene McDonald	Karlene.McDonald@charlottecountyfl.gov	941.575.3627
Erica LeMaster	Erica.LeMaster@charlottecountyfl.gov	941.575.3600
Brandyn Jackson		(217)737-7633
Art Seymour	on file	
STEPHAN RABINOWITZ	Steve 2150@gmail.com	941 735-7246
Rick Bejarano	rpbearno@gmail.com	617 570 1414
Marc Cyganik	MCyganik@TownCSports.com	239-410-4062
Diane Dupont	dianed2057@gmail.com	781-248-4464
Carmen Salome	Carmen.salome@gmail.com	239-745-5127
Karen Mowlein	K.MOERLEIN@YAHOO.COM	606-219-2272
Aimee Schneider		
Gayle Jefferson	Gayle Jefferson@me.com	571 212 9928
Lisa Eby	on file	on file
Joe Cyganik	Joe.Cyganik@Kinley-Horn.com	239-470-1186

**Deep Creek Street and Drainage MSBU**  
**2 Year Budget**  
**FY2024 & FY2025**

**Estimated ERU's and Cost per ERU**

	<b>FY2024</b>	<b>FY2025</b>
<b>Vacant</b>		
<i>Estimated ERU's</i>	1,764.200	1,764.200
<i>Cost per ERU</i>	\$ 305.00	\$ 305.00
<b>Occupied</b>		
<i>Estimated ERU's</i>	6,909.510	6,909.510
<i>Cost per ERU</i>	\$ 305.00	\$ 305.00
<b>Current FY23 Vacant Rate</b>	\$ 197.64	
<b>Current FY23 Occupied Rate</b>	\$ 187.94	
<b>Current Maximum Rate</b>	\$ 305.00	

**Beginning Balance**

**Revenues**

	<b>Adopted Budget FY2024</b>	<b>Approved Budget FY2025</b>
<b>Assessments &amp; Earnings</b>		
<i>Assessments</i>	2,645,482	2,645,482
<i>Interest</i>	6,311	5,271
<i>Less 5% Reserve - FS 129.01(2)b</i>	(132,590)	(132,538)
<b>Grant &amp; Subsidy Revenue</b>		
<i>State Grant</i>	-	-
<b>Loans &amp; Borrowing</b>		
<i>Debt Proceeds</i>	-	-
<b>Total Revenue</b>	\$ 2,519,203	\$ 2,518,215

**Expenditures**

<b>Contract Services</b>		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	25,000	25,000
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	-	-
<i>Installed Sod</i>	-	-
<i>Paving</i>	-	-

	<b>Adopted Budget FY2024</b>	<b>Approved Budget FY2025</b>
<b>Contract Services; other</b>		
<i>Pipe Lining</i>	300,000	300,000
<i>Right of Way Maint</i>	30,279	31,188
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	17,304	17,824
<b>Public Works Services</b>		
<i>Equip Repl Charges-PubWrks</i>	115,730	115,730
<i>Operating Exp-PubWrks</i>	726,634	726,634
<i>Road &amp; Bridge Materials</i>	380,786	383,776
<i>Sign Materials</i>	25,927	27,106
<b>Internal Charges</b>		
<i>Central/Indirect Srvs</i>	27,522	28,898
<b>Purchased Services</b>		
<i>Personal Srvs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Printing &amp; Binding</i>	-	-
<i>Other Current Chrgs and Oblig</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	20,000	20,000
<i>Collection Fee-Tax Collector</i>	52,910	52,910
<b>Materials and Supplies</b>		
<b>Capital Outlay</b>		
<i>Imprv-Other Than Bldgs</i>	-	-
<b>Debt Services</b>		
<i>Principal</i>	535,300	535,300
<i>Interest</i>	74,108	54,819
<i>Other Debt Service Costs</i>	-	-
<b>Project Costs</b>		
<b>Deep Creek Sidewalks</b>		
<i>Engineering</i>	66,000	128,000
<i>Construction</i>	395,000	-
<i>Labor</i>	23,920	2,000
<b>Total Expenditures</b>	2,816,420	2,449,185
<b>Reserves (Ending Fund Balance)</b>	\$ 1,505,765	\$ 1,574,795
<i>Reserve %</i>	34.8%	39.1%

Version Date 9/20/2023





# INVOICE

SEND ALL PAYMENTS TO:  
 SUNBELT RENTALS, INC.  
 PO BOX 409211  
 ATLANTA, GA 30384-9211

INVOICE NUMBER	140448270-0002
ACCOUNT NUMBER	5437750
INVOICE DATE	6/24/23
Page: 1	

INVOICE TO  
 CHARLOTTE COUNTY PUBLIC WORKS  
 18500 MURDOCK CIRCLE  
 CHARLOTTE, FL 33948-1068

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JOB ADDRESS  
 25296 OJIBWAY CT, PUNTA GORDA  
 CHARLOTTE COUNTY PUBLIC WORKS  
 25296 OJIBWAY CT  
 PUNTA GORDA, FL 33983 6069  
 C#: 941-743-1378 J#: 941-743-1378

RECEIVED BY  
 PRINCE, RYAN

CONTRACT NUMBER  
 140448270

PURCHASE ORDER NUMBER  
 N/R

JOB NUMBER  
 32- CHARLOTTE COUNTY

BRANCH  
 1095 TAMPA TRENCH SAFETY  
 7851 COMMUNICATIONS LN  
 TAMPA, FL 33619 6503  
 813-988-1033

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
4.00	BAB-C2-10 120" BAB CORNER POST-2 WAY	34.20	34.20	80.10	226.95	907.80
10.00	BAB-8 - BUILD-A-BOX PANEL - 2X8FT	30.40	30.40	70.20	198.90	1989.00
104.00	BAB-PIN - 5/8 X 5" HITCH PIN & KEEPER					N/C
6.00	BAB-TS-6096 - TUBE STRUT 60"-96"	10.45	10.45	23.40	66.30	397.80
1.00	BAB-LE - BAB LIFTING EYES (SET/4)	5.70	5.70	14.40	40.80	40.80
1.00	LIFT SLING-4LEG-10MM (3/8") X 13FT CHAIN	50.35	50.35	117.90	334.05	334.05
	10398162 Make: GUNNEBO Model: TG4-BKG38 Ser #: 138685-4					
	DELIVERY CHARGE					3669.45
	PICKUP CHARGE					800.00
						700.00

Rental Sub-total: 3669.45

5169.45

A discount of \$647.55 has been applied.

**BILLED FOR FOUR WEEKS 6/07/23 THRU 7/04/23.**

SUBTOTAL	5169.45
TAX	
INVOICE TOTAL	5169.45

WEEK BILL

NET 60

ANTHONY SMITH anthony.smith@sunbeltrentals.com



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SUNBELT RENTALS, INC.  
PO BOX 409211  
ATLANTA, GA 30384-9211

INVOICE NUMBER	140448270-0003
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 CHARLOTTE COUNTY PUBLIC WORKS  
 25296 OJIBWAY CT  
 PUNTA GORDA, FL 33983 6069

C#: 941-743-1378 J#: 941-743-1378

RECEIVED BY PRINCE, RYAN	CONTRACT NUMBER 140448270
PURCHASE ORDER NUMBER N/R	
JOB NUMBER 32- CHARLOTTE COUNTY	
BRANCH 1095 TAMPA TRENCH SAFETY	
7851 COMMUNICATIONS LN TAMPA, FL 33619 6503 813-988-1033	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
4.00	BAB-C2-10 120" BAB CORNER POST-2 WAY Billed from 7/05/23 thru 7/11/23	34.20	34.20	80.10	226.95	320.40
10.00	BAB-8 - BUILD-A-BOX PANEL - 2X8FT	30.40	30.40	70.20	198.90	702.00
104.00	BAB-PIN - 5/8 X 5" HITCH PIN & KEEPER					N/C
6.00	BAB-TS-6096 - TUBE STRUT 60"-96"	10.45	10.45	23.40	66.30	140.40
1.00	BAB-LE - BAB LIFTING EYES (SET/4)	5.70	5.70	14.40	40.80	14.40
1.00	LIFT SLING-4LEG-10MM (3/8") X 13FT CHAIN 10398162 Make: GUNNEBO Model: TG4-BKG38 Ser #: 138685-4	50.35	50.35	117.90	334.05	117.90
Rental Sub-total:						1295.10

A discount of \$143.90 has been applied.

FINAL BILL: 7/05/23 09:00 AM THRU 7/11/23 08:15 AM.

1295.10

RENTAL RETURN

NET 60

ANTHONY SMITH anthony.smith@sunbeltrentals.com

SUBTOTAL	1295.10
TAX	
INVOICE TOTAL	1295.10



Roberto Lolocono Inc.  
 Building Contractor  
 State License # RB0067184



(941) 769-0294  
 (Fax) 979-8941

27047 Omni Lane, Punta Gorda, FL 33983

**Cost Estimate**

Page 1 of 1

ERS#: 23c0735  
 Annual Contract #: 20-501  
 CC Work Order #:  
 Prepared by: Morgan T.

Name: Charlotte County Board of County Commissioners  
Sidewalk Restoration

Address: 18500 Murdock Circle  
Port Charlotte, FL 33948

Work requested by: Randy Vowell

**Project Description:** Sidewalk Restoration

Job Location: Deep Creek Blvd. & Rio De Janerio, Punta Gorda, FL

ERS...Construction hereby submits specifications and estimates for the following:

Date: 8/10/2023  
 Phone: (941) 575-3680  
 Fax: (941)

**Work to include:**

- Remove and replace (4) sections of sidewalk.
- (3) sections of 8'x8'
- (1) section of 7'x8'
- Approx.: 248 sqft

Concrete	\$11.00	248	Sq. Feet =	\$2,728.00
Materials			X 7% =	\$0.00
Subcontractor			X 7% =	\$0.00
Rental			X 7% =	\$0.00
Permit				\$0.00
Other:				\$0.00
<b>Total</b>				<b>\$2,728.00</b>

Proposal does not include unforeseen damages that may not be obvious without the benefit of removing any impediments. Any changes and/or modifications will be charged separately as change orders and must be approved by written authorization from the homeowner and/or responsible party only.

We hereby propose to furnish labor and material -- complete in accordance with the above specifications for the sum of:

Two Thousand Seven Hundred Twenty-Eight & 00/100 dollars ( \$2,728.00 )

ERS Authorized Signature: Roberto Lolocono

Note: Proposal may be withdrawn if not accepted within 30 days

## **FY2024 Tentative Meeting Schedule**

### **Deep Creek Street and Drainage**

#### **MSBU Advisory Board**

**Wednesdays at 10:00 a.m. for the following dates:**

- **2/5/2024 - Harold Ave. Recreation Center**
- **4/29/2024 - Harold Ave. Recreation Center**
- **7/29/2024 - Charlotte Harbor Event Center**
- **11/20/2024 - Harold Ave. Recreation Center**

## **FY2024 Tentative Meeting Schedule**

### **Deep Creek Street and Drainage**

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