

**MINUTES  
GREATER PORT CHARLOTTE STREET & DRAINAGE  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
MONDAY, JUNE 26, 2023**

**2:00 p.m. – 2:31 p.m.  
Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** John Carlson, Chair  
Stephanie King, Vice Chair  
Greg Carney  
Bob Logan

**Members Absent:** None

**County Staff:** Karlene McDonald, Operations Supervisor  
Raymond Slade, Projects Manager  
Lisa Eby, Executive Assistant

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 2:00 p.m. A roll call was taken, and a quorum was established.

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

None

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

None

**Approval of Minutes:**

The draft minutes from March 27, 2023, were unanimously approved as submitted.

**Unfinished Business:**

- a. Bridge Maintenance Program: FY24 will start the design & engineering of the first set of 23 bridges within the program for Greater Port Charlotte. Conversation followed regarding hurricane damages being included. Ms. McDonald advised that hurricane repairs will be a separate project. Updates on the Bridge Maintenance Program will be provided at the next meeting.
- b. Future Sidewalk Projects: Mr. Slade provided an update regarding the Dorchester Street Sidewalk Project and noted Florida Power & Light (FPL) has approved the environmental review process to relocate utility poles ahead of the County's project. Concerns were discussed regarding the possibility of future FPL and Charlotte County Utilities (CCU) projects and the impact it could have on the sidewalk. The Advisory Board requested a commitment from CCU and FPL before a decision is made and agreed to table action on the Dorchester Street Sidewalk Project until the next meeting.
- c. Future Paving: The FY23 tentative program start date was discussed. Ms. LeMaster will notify the group when the paving schedule is received.

**New Business**

- a. Financial Reports and Preliminary FY24 & FY25 Budgets: The FY23 quarter two actual expenditure report was reviewed. It was noted that the expenditures for Public Works are only showing totals up till January 31, 2023. The FY23 quarter one and quarter two monthly funding report (formerly maintenance activity report) were reviewed.

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

None

**Advisory Board Open Discussion:**

None

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

Future meetings are scheduled at 2:00 p.m. at the Charlotte Harbor Event and Conference Center:

- September 18, 2023
- December 11, 2023

The meeting adjourned at 2:31 p.m.

Submitted by: Erica LeMaster  
Public Works Department



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Chair Signature

9/18/2023  
Date

**AGENDA  
GREATER PORT CHARLOTTE STREET & DRAINAGE  
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MONDAY, JUNE 26, 2023**

**2:00 p.m., Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**BOARD MEMBERS:** John Carlson, Chair  
Stephanie King, Vice-Chair  
Greg Carney  
Bob Logan

**COUNTY STAFF:** Erica LeMaster, Community Liaison  
Karlene McDonald, Operations Supervisor

**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 27, 2023
5. Unfinished Business
  - a. Bridge Maintenance Program
  - b. Dorchester Street Sidewalk Project
  - c. FY23 Paving Program Update
6. New Business
  - a. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

# Greater Port Charlotte 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>	\$ 14,365,859	\$ 15,173,858	\$ 16,485,568	\$ 16,485,568
<b>Revenues</b>				
Assessments & Earnings	9,151,888	9,073,250	7,840,358	9,073,250
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$9,151,888	\$9,073,250	\$7,840,358	\$9,073,250
<b>Expenditures</b>				
Contract Services	456,325	872,110	11,237	872,110
Pipe Lining	148,033	250,000	213,582	341,541
ROW Maintenance	274,455	301,770	42,180	301,770
ROW Reclamation	-	300,000	-	-
Speciality Mowing	194,544	185,343	75,075	185,343
Public Works Services	3,990,009	4,582,251	125,221	4,582,251
Internal Charges	76,222	70,523	70,523	70,523
Purchased Services	148,944	340,156	152,117	340,356
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
GPC Bridge Maint. & Rehab. Program	-	-	-	-
GPC Sidewalk	56,412	3,406,702	743	747
GPC Paving Program	1,524,678	4,607,605	154,539	154,593
Drainage Restoration Ackerman Project	162,557	294,441	13,304	13,304
<b>Total Expenditures</b>	\$7,032,178	\$15,210,901	\$858,520	\$6,862,537
<b>Reserves (Ending Fund Balance)</b>	\$16,485,568	\$9,036,207	\$23,467,406	\$18,696,281
<i>Reserve %</i>	70.1%	37.3%	96.5%	73.2%

Date Prepared:

4/24/2023



ARBORx Tree Services

PO Box 21775  
Sarasota, FL 34276

# Proposal

Date	P#-WO#
4/10/2023	7110 P1

<b>Billing Address</b>
Charlotte Co. Utilities 25550 Harborview Rd Port Charlotte, FL 33980

<b>Job Location</b>		
Charlotte Co. Utilities 1157 Loveland Blvd Pt. Charlotte, FL 33980 Loveland at Harold and Dawn		
<b>Rep</b>	<b>Contact Name</b>	<b>Contact Phone</b>
J	Chuck Peters	941-740-0585

Qty	Description	Each	Total
	<p>Scope Of Work: Remove dead and uprooted hazardous Pine tree overhanging right-of-way and road. Cut trunk at height that will remove risk of falling over onto sidewalk and roadway. Leave rest of trunk. Tree base is located on neighboring property, not owned or managed by the county.</p> <p>Special Instructions: Bucket truck to be placed in right-of-way with wench used to lower branch. 2 LOCATIONS</p> <p>LOCATION 1. 1157 Loveland Blvd (at Harold) Hazards: Utility boxes in right-of-way must be protected. Do not drive over covers.</p> <p>1 Remove Hardwood: Remove 24" DBH dead Pine and cut to 12 feet</p> <p>LOCATION 2. Intersection of Loveland Blvd and Dawn Ave 1 Remove Hardwood: Remove 24" + DBH hazardous leaning Pine Tree and cut to 12 feet Debris Removal</p> <p>ARBORx Tree Services is very careful not to do any damage, but is not responsible for the following: underground utilities, landscaping, lawns, sprinkler systems, sidewalks, driveways, roads, screens, pool cages, &amp; fences. By signing this Proposal you agree to the terms provided.</p> <p>X _____</p> <p>Date: _____</p> <p>Please provide P.O.# _____</p>	650.00	650.00
		650.00	650.00
			0.00

PROPOSAL IS GOOD FOR 30 DAYS. - PLEASE SIGN AND RETURN			<b>Total</b>	\$1,300.00
Phone #	Fax #	E-mail	Web Site	
941-926-1177	941-926-1121	info@arborxtree.com	www.arborxtree.com	



