

**MINUTES
GULF COVE STREET AND DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
FRIDAY, APRIL 14, 2023**

1:30 pm - 3:24 pm

**Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Rebecca Wirth, Chair
Richard Van Acker, Vice Chair
James Wernicke
Robert Parkinson

Members Absent: None

County Staff: Kimberly Kelley, Community Liaison

Guests: Sign-in roster attached

Call to Order / Roll Call:

The meeting was called to order at 1:30 p.m. A roll call was taken, and a quorum was present.

Changes to Agenda/ Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

- Rick Peleske stated he has been a resident and requests stop signs, street signs and a four-way stop at Gillot Boulevard and David Boulevard for safety of drivers and the community.

Approval of Minutes:

The minutes from December 2, 2022, were unanimously approved as written.

Unfinished Business:

- a) Maintenance of Streets and Drainage: Mr. Parkinson commented a need for additional signage as mentioned in citizen input as growth and development continues. Mr. Van Acker mentioned Foresman Boulevard has the NO THRU TRUCK sign missing. Ms. Kelley conveyed the citizen input from the Gulf Cove Waterway meeting regarding washouts that occurred during Hurricane Ian. There was discussion on the road washouts, culvert pipes and slopes, paving program, trailer and rocks left on Holton Avenue. Ms. Kelley conveyed the following information regarding stormwater canal/waterway clean-up: Hurricane Ian had rainfall that was considered a five-hundred-year storm event. Stormwater design standards in Florida are for twenty-five-year events for roadway and neighborhood drainage and one-hundred-year events for major stormwater infrastructure. All damage and erosion that occurred because of Hurricane Ian within the county right of way and drainage outfalls will be repaired by the county. The County will not effectuate repairs on private property. There may be cases where coordination may be required but will be determined on a case-by-case basis. Staff is currently working on over ninety areas with Hurricane Ian related damage to infrastructure. The work will be completed as quickly as possible. Staff are currently waiting for funding from the National Resource Conservation Service (NRCS) which is part of the United States Department of Agriculture. The process is moving but takes time. The county will hire a contractor to do the work once funding has been secured from the NRCS. Ms. Kelley shared the bridge project manager update: DRMP Engineering was selected to design the bridge rehabilitation for the two bridges Gulf Cove shares with Englewood East. The county is currently in scope and fee negotiations with them. Ms. Kelley mentioned

that the median maintenance was approved by the BCC and the no parking signs in medians were discussed.

New Business:

- a) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure and the preliminary FY24/25 budgets reports were provided for review; there was discussion on the new activity maintenance activity and line items were reviewed. Mr. Wernicke noted the history of the assessment rate being removed from the new format of preliminary FY24/25 budgets; it was unanimous agreed with all advisory board members that the history should be defined on the budgets especially for onboarding of new advisory board members.

Citizen Input on MSBU Items (3 Minute Limit):

- Connie Patty explained the washout that occurred during the hurricane event, inquired when the county will perform maintenance and noted she has spoken to Project Manager Ray Slade.
- Rick Peleske pointed out a pipe that shows on our map that is not actually there.

Sunshine Law/Roberts Rules:

Per the Florida Sunshine Law outlined in Florida Statutes Chapter 286, Florida Public Records Law outlined in Florida Statutes Chapter 119 and Roberts Rules, which is mandatory training provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.

Election of Officers:

- Chair: Mr. Van Acker nominated Mr. Wernicke for Chair, there were no other nominations.
- Vice-Chair: Mr. Wernicke nominated Mr. Parkinson for Vice Chair, there were no other nominations.

Mr. Wernicke accepted the nomination for Chair, Mr. Parkinson accepted the nomination for Vice Chair, and it was unanimously approved

Advisory Board Open Discussion:

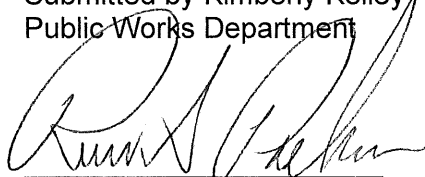
Mr. Wernicke commented on an abandoned vehicle and rubble that illegally dumped on Holton Ter. Ms. Kelley noted this will be reviewed by illegal dumping prior to pick up.

Schedule Meetings / Items for Next Agenda:

Meetings are scheduled at 1:30 pm on the dates:

- Wednesday, July 19, 2023
- Wednesday, October 18, 2023

Submitted by Kimberly Kelley
Public Works Department



Chair Signature

7/19/23
Date: _____

AGENDA

**GULF COVE STREET AND DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
FRIDAY, APRIL 14, 2023**

**1:30 p.m., Mac V. Horton West County Annex
6868 San Casa Dr. Room 120, Englewood FL**

ADVISORY BOARD MEMBERS: Rebecca Wirth, Chair
Richard Van Acker, Vice-Chair
James Wernicke
Robert Parkinson
Vacant

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Changes to the Agenda
4. Sunshine Law/Roberts Rules of Order
5. Election of Officers
6. Citizen Input on Agenda Items (3-Minute Limit)
7. Approval of Minutes: December 2, 2022
8. Unfinished Business
 - a. Maintenance of Streets and Drainage / Traffic
9. New Business
 - a. Financial Reports
10. Citizen Input on MSBU Items (3-Minute Limit)
11. Advisory Board Open Discussion
12. Meeting Schedule / Items for Next Agenda
13. Motion to Adjourn

Gulf Cove Street and Drainage MSBU

Fund Financial Report
Oct. 1 2022 - Dec. 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$ 1,215,885	\$ 1,476,376	\$ 1,551,659	\$ 1,551,659
Revenues				
Assessments & Earnings	994,547	984,484	552,657	984,484
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$994,547	\$984,484	\$552,657	\$984,484
Expenditures				
Contract Services	62,788	67,250	-	68,450
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	54,909	64,744	-	64,744
ROW Reclamation	-	-	-	-
Speciality Mowing	2,310	-	-	4,330
Public Works Services	501,600	475,124	-	475,124
Internal Charges	15,599	15,650	15,650	15,650
Purchased Services	20,445	24,756	10,960	24,756
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Gulf Cove Sidewalks	1,121	191,545	-	-
Gulf Cove/Eng. East Bridge Mant. Plan	-	201,265	-	-
Total Expenditures	\$658,773	\$1,060,334	\$26,610	\$673,054
Reserves (Ending Fund Balance)	\$1,551,659	\$1,400,526	\$2,077,706	\$1,863,089
<i>Reserve %</i>	70.2%	56.9%	98.7%	73.5%

*Gulf Cove SD and Englewood East SD split bridge maintenance costs proportionately.

Date Prepared: 2/6/2023

Gulf Cove Street and Drainage MSBU
Preliminary 2 Year Budget
FY2024 & FY2025

Estimated ERU's and Cost per ERU

	FY2024	FY2025
Vacant and Occupied		
<i>Estimated ERU's</i>	8,237.350	8,237.350
<i>Cost per ERU</i>	\$ 125.00	\$ 125.00
Current FY23 Rate	\$ 125.00	
Current Maximum Rate	\$ 166.00	

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 1,863,090	\$ 1,797,937
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	1,029,669	1,029,669
<i>Interest</i>	6,521	6,293
<i>Less 5% Reserve - FS 129.01(2)b</i>	(51,810)	(51,799)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 984,380	\$ 984,163
<u>Expenditures</u>		
Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	15,000	15,000
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	1	2
<i>Installed Sod</i>	125,000	125,000
<i>Paving</i>	-	-
Contract Services; other		
<i>Pipe Lining</i>	20,000	20,000
<i>Right of Way Maint</i>	56,398	58,090
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	6,760	6,884

	Preliminary Budget FY2024	Preliminary Budget FY2025
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	90,186	90,186
<i>Operating Exp-PubWrks</i>	456,256	456,256
<i>Road & Bridge Materials</i>	20,632	21,570
<i>Sign Materials</i>	15,273	15,967
Internal Charges		
<i>Central/Indirect Srvs</i>	16,433	17,255
Purchased Services		
<i>Postage</i>	-	-
<i>Personal Srvs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	-	-
<i>Other Current Chrgs and Oblig</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	4,000	4,000
<i>Collection Fee-Tax Collector</i>	20,594	20,594
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>Gulf Cove/Eng. East Bridge Mant. Plan</i>		
<i>Engineering</i>	46,000	5,000
<i>Construction</i>	153,500	12,000
<i>Labor</i>	3,500	2,000
Total Expenditures	1,049,533	869,804
Reserves (Ending Fund Balance)	\$ 1,797,937	\$ 1,912,296
<i>Reserve %</i>	63.1%	68.7%

*Gulf Cove SD and Englewood East SD split bridge maintenance costs proportionately.

Version Date 2/6/2023

Capital Maintenance Schedule
 Public Works - MSBU/TU Bridges
 2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Don Pedro Bridge Maintenance Plan	0	53	0	53	0	53	159
Englewood East Bridge Maintenance Plan	2,537	31	47	33	0	0	2,647
GPC Bridge Maintenance and Rehabilitation Program	776	790	705	336	0	0	2,607
Grove City Bridge Rehabilitation	0	110	18	0	0	0	128
Gulf Cove/Englewood East Bridge Maintenance	406	38	0	38	0	0	482
NWPC Bridge Maintenance and Rehabilitation Program	1,581	449	680	0	0	0	2,710
Placida Bridge Rehabilitation Plan	317	0	18	49	0	0	384
Rotonda West Bridge Maintenance Program	9,318	92	171	565	0	0	10,145
South Gulf Cove Bridge Maintenance and Rehabilitation Program	4,030	662	108	329	0	0	5,128
TOTAL	18,964	2,224	1,747	1,402	0	53	24,390

Gulf Cove Street and Drainage MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
Beginning Balance	\$ 2,372,789	\$ 1,938,438	\$ 1,185,187	\$ 1,174,555	\$ 933,698	\$ 1,215,885
Revenues						
Assessments & Earnings						
Assessments	1,344,550	1,325,186	1,317,236	1,341,149	1,029,231	1,005,059
Interest	30,728	34,406	15,615	6,363	4,212	12,891
Net Inc/(Decr) Fair Market Value-Investments	(14,158)	20,076	10,158	(6,509)	-	(29,365)
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	433
Excess Fees /Tax Collector	7,329	8,125	295	8,079	-	5,530
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(51,672)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Debt Proceeds	2,040,000	-	-	-	-	-
Total Revenue	\$ 3,408,449	\$ 1,387,794	\$ 1,343,305	\$ 1,349,082	\$ 981,771	\$ 994,547
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	109,701	10,412	20,170	27,554	-	8,000
Concrete Flatwork	-	-	-	-	5,000	1,746
Drainage	-	-	-	-	-	-
Street Sweeping	-	-	-	0.08	-	0.09
Installed Sod	925	41,484	60,070	44,577	62,250	53,042
Paving	-	-	-	-	-	-
Contract Services; other						
Pipe Lining	-	8,878	-	-	20,000	-
Right of Way Maint	40,000	34,016	55,260	53,272	59,946	54,909
ROW Reclamation	65,512	-	-	-	-	-
Specialty Mowing	-	-	-	-	-	2,310
Public Works Services						
Equip Repl Charges-PubWrks	6,198	70,521	51,844	72,199	74,451	103,614
Operating Exp-PubWrks	80,036	434,257	340,809	364,014	405,680	387,180
Road & Bridge Materials	6,203	18,083	10,159	5,475	30,787	8,428
Sign Materials	832	1,775	820	7,698	11,772	3,499
Internal Charges						
Central/Indirect Svcs	23,556	12,229	22,695	23,830	15,599	15,599
Purchased Services						
Postage	-	-	-	3,468	-	-
Personal Svcs-InterDept	-	-	83	299	-	-
Postage	-	-	-	-	-	-
Utility Service-Electricity	-	-	-	-	-	-
Other Current Chrgs and Oblig	-	-	-	-	-	124
Advertising-Legal	-	-	-	-	150	524
Fees-Landfill	376	3,483	4,184	5,571	4,000	7,089
Collection Fee-Tax Collector	19,806	18,193	16,835	17,154	20,585	12,709
Materials and Supplies						
Capital Outlay						
Imprv-Other Than Bldgs	-	-	-	-	-	-
Debt Services						
Principal	3,400,000	680,000	680,000	680,000	-	-
Interest	54,731	42,511	15,469	2,549	-	-
Other Debt Service Costs	935	-	88	94	-	-
Project Costs						
Gulf Cove Sidewalks						
Engineering	33,990	135,251	75,452	-	185,553	-
Construction	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Gulf Cove Paving Program						
Paving	-	-	-	-	-	-
Rejuvenation	-	629,953	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Bridge Master Plan						
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	7,000	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Total Expenditures	3,842,801	2,141,044	1,353,937	1,307,752	902,773	658,773
Reserves (Ending Fund Balance)	\$ 1,938,438	\$ 1,185,187	\$ 1,174,555	\$ 1,215,885	\$ 1,012,696	\$ 1,551,659
Reserve %	33.5%	35.6%	46.5%	48.2%	52.9%	70.2%

