

**MINUTES
NORTHWEST PORT CHARLOTTE STREET AND DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
MONDAY, MAY 8, 2023**

**2:02 p.m. – 2:30 p.m.
Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida**

Members Present: Rick Chial, Vice-Chair
Robert Cable
Blair McVety
John Reif

Members Absent: Shawn Joannes, Chair – Apologies Received

County Staff: Karlene McDonald, Operations Supervisor
Erica LeMaster, Community Liaison
Rhonda Harvey, Keep Charlotte Beautiful Coordinator

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 2:02 p.m. A roll call was taken, and a quorum was established.

Changes to Agenda/ Motion to Approve Changes:

Mr. Robert Cable motioned to add Keep Charlotte Beautiful (KCB) to the agenda, it was seconded, and the motion passed unanimously.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

The draft minutes from February 6, 2022, were unanimously approved as written.

Keep Charlotte Beautiful:

Rhonda Harvey with KCB highlighted what her program entails. She indicated to the group a need for a representative for Northwest Port Charlotte Street and Drainage. Rick Chial volunteered to be the point of contact and representative for the Partners for Clean Charlotte Program that works with KCB to coordinate cleanups in the community.

Unfinished Business:

- a. Chamberlain Sidewalks: Discussion ensued regarding the sidewalk location. Erica LeMaster informed the group that the project will have an update next meeting. Project Manager Ray Slade will be invited to provide an update on the funding for Chamberlain.
- b. Bridge Maintenance Program: Project Manager Kelly Slaughter is meeting internally next month to go over projects that will be funded in the next budget cycle. She will be attending the next meeting to provide an update.

New Business:

- a. Financial Reports: The financial reports were reviewed.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Discussion ensued regarding an interest from the group to send community outreach newsletters out to residents. Mr. Chial volunteered to gather information regarding the most cost efficient, proactive way to get this newsletter out to the public. He will present his findings at the next meeting. Mr. Cable discussed a past petition and how he was able to distribute information to the residents. Mr. Cable voiced concerns regarding right of way mowing and litter being left behind. Mr. McVety noted a shoulder repair is needed on Cornelius Blvd behind the Circle K (Chamberlain Blvd).

Schedule Meetings / Items for Next Agenda:

Future meetings are tentatively scheduled at 2:00 p.m. as follows:

- September 21, 2023, Port Charlotte Library
- November 6, 2023, Centennial Park Recreation Center

The meeting adjourned at 2:30 p.m.

Submitted by: Erica LeMaster
Public Works Department


Chair Signature


Date

AGENDA
NORTHWEST PORT CHARLOTTE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
MONDAY, MAY 8, 2023

2:00 p.m., Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida

BOARD MEMBERS: Shawn Joannes, Chair * Apologies Received
Rick Chial, Vice-Chair
Robert Cable
Blair McVety
John Reif

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

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: February 6, 2023
5. Unfinished Business
 - a. Bridge Maintenance Program
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

NW Port Charlotte Non-Urban Street and Drainage MSBU

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

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$ 11,998,286	\$ 8,898,210	\$ 8,627,767	\$ 8,627,767
Revenues				
Assessments & Earnings	3,708,361	3,609,442	2,875,025	3,609,442
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	1,920,000	1,920,000	1,920,000
Total Revenue	\$3,708,361	\$5,529,442	\$4,795,025	\$5,529,442
Expenditures				
Contract Services	21,788	88,000	-	88,000
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	152,828	168,038	23,488	168,038
ROW Reclamation	-	200,000	-	200,000
Speciality Mowing	-	-	-	-
Public Works Services	386,293	728,251	3,168	728,251
Internal Charges	26,290	27,605	27,605	27,605
Purchased Services	50,409	69,740	53,832	69,740
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	1,017,065	3,404,380	2,963,011	3,456,788
Project Costs				
NWPC Bridge Rehab	1,025,965	925,847	-	-
NWPC Paving Program	4,398,241	5,489,663	809,448	809,021
Total Expenditures	\$7,078,880	\$11,121,524	\$3,880,552	\$5,567,443
Reserves (Ending Fund Balance)	\$8,627,767	\$3,306,128	\$9,542,240	\$8,589,766
<i>Reserve %</i>	54.9%	22.9%	71.1%	60.7%

Date Prepared: 4/27/2023

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Northwest Port Charlotte Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6529	GIS Update	12574 Oglesby Terrace	12/12/2022	0.25	18.24	0.00	0.00	0.00		18.24
	Work Order 6529 Total										
		GIS Update Total			0.25	18.24	0.00	0.00	0.00	1.00	18.24
	3539	Investigation	AMITY AVE & FRISCO TER, PORT CHARLOTTE, 33953	11/30/2022	3.00	201.34	0.00	4.67	0.00		206.01
	Work Order 3539 Total										
		Investigation			3.00	201.34	0.00	4.67	0.00	1.00	206.01
	3543	Investigation	FORRESTAL ST & ARMITAGE AVE, PORT CHARLOTTE, 33953	11/30/2022	1.50	100.67	0.00	2.34	0.00		103.01
	Work Order 3543 Total										
		Investigation			1.50	100.67	0.00	2.34	0.00	1.00	103.01
	6121	MSBU Administrative Work	MSBU Meeting Total	11/28/2022	4.50	302.01	0.00	7.01	0.00		309.02
	Work Order 6121 Total										
		Investigation Total			4.50	302.01	0.00	7.01	0.00		309.02
	5615	Vacuum Culvert Cleaning	14374 MASSEY AVE, PORT CHARLOTTE, 33953	11/18/2022	3.00	205.14	0.00	63.17	0.00		268.31
	Work Order 5615 Total										
		Vacuum Culvert Cleaning			3.00	205.14	0.00	63.17	0.00	2.00	268.31
	5637	Vacuum Culvert Cleaning	13547 GOODRICH AVE, PORT CHARLOTTE, 33953	11/18/2022	7.00	478.66	0.00	147.39	0.00		626.05
	Work Order 5637 Total										
		Vacuum Culvert Cleaning			7.00	478.66	0.00	147.39	0.00	4.00	626.05

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Vacuum Culvert Cleaning Total			10.00	683.80	0.00	210.55	0.00		894.36
		Northwest Port Charlotte Street and Drainage Unit Total			18.75	1,295.81	0.00	217.56	0.00		1,513.38

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					18.75	1,295.81	0.00	217.56	0.00		1,513.38

Grand totals for all MSBUs reported



**Northwest Port Charlotte Street & Drainage
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
Monday, May 8, 2023

Location: 1120 Centennial Boulevard, Port Charlotte, Florida
Centennial 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	941.575.3626
BLAIR McVETZ		
Rhonda Harvey	Rhonda.Harvey@charlottecountyfl.gov	941-764-4390
Rick Chial	RICK.CHIAL@GMAIL.COM	651-335-2814
ROBERT CABLE		410 960-9809
JOHN REIF		