

**MINUTES
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD SPECIAL MEETING
WEDNESDAY, SEPTEMBER 20, 2023**

**10:46 a.m. – 11:42 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: George Herl, Chair
Phillip Smallwood, Vice-Chair
Tom McClung
Lynn McCulloch
Andrew Wolf

Members Absent: None

County Staff: Erica LeMaster, Community Liaison
Karlene McDonald, Operations Supervisor
Jason Thomas, Stormwater Engineer

Guests: See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:46 a.m. Roll call was taken, and a quorum was established.

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

None

Approval of Minutes:

The draft minutes from June 14, 2023, were unanimously approved as submitted.

Unfinished Business:

- a. Fiscal Year (FY)23 Paving Program: The group discussed the paving and requests to meet with Mr. Layport to discuss a few issues they would like him to look at. Mr. Smallwood thanked Mr. Staebler, engineering inspector, for his great communication, and efforts overseeing operations so the project could run smoothly. The group requested clarification on survey markers being replaced. Ms. LeMaster will follow up with Mr. Layport.

New Business:

- a. Financial Reports: The FY23 quarter three actual expenditure report was reviewed. It was noted that the expenditures for Public Works Services is only showing totals up until March 31, 2023. The FY23 quarter three monthly funding report (formerly maintenance activity report) was reviewed.

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

- Concerns were voiced regarding damages to a residential lot that was used as a staging area during paving. Ms. LeMaster will follow up with the Projects Manager for clarification.

Advisory Board Open Discussion:

Discussion ensued regarding a future bank stabilization project on Jean La Fitte Road. The Board voiced concerns regarding cost, watershed from Zemel Road, and future development for Burnt Store Road. Mr. Thomas informed the group of a more cost-effective solution to put in RIP RAP to stabilize the bank. He explained that this would be done in house for a minimal charge. The Advisory Board continued with disapproval and why they think Street and Drainage should not fund this project. The group voiced their opinion on sheet flow being the main cause of the issue and are still against funding this project. Ms. McDonald explained that there currently are no drainage issues and that this project is motivated by the street eroding. The group requested legal's opinion, and Ms. LeMaster will update the group at the next meeting. There was conversation regarding the classifications of a 100-year storm, and concerns regarding flooding from new developments. Mr. Thomas explained the process new developments must follow, there was also discussion regarding rain gauges. Conversation went on to discuss impact fees, and cost of sewer for new developments.

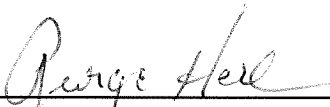
Meeting Schedule / Items for the next agenda:

The Advisory Board approved the 2023 meeting schedule; future meetings are tentatively scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library as follows:

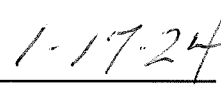
- December 18, 2023

The meeting adjourned at 11:42 a.m.

Submitted by: Erica LeMaster
Public Works Department



Chair Signature



Date

**AGENDA
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, September 20, 2023**

**10:30 a.m., Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: George Herl, Chair
Phillip Smallwood, Vice-Chair
Tom McClung
Lynn McCulloch
Andrew Wolf

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

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Citizen Input on Agenda Items (3-Minute Limit)
3. Approval of Minutes: June 14, 2023
4. Unfinished Business:
 - a. Update: FY23 Paving Program
 - b. Jean La Fitte Bank Stabilization Project
5. New Business:
 - a. Financial Reports
 - b. FY24 Advisory Board Meeting Schedule
6. Citizen Input on MSBU Items (3-Minute Limit)
7. Advisory Board Open Discussion
8. Meeting Schedule / Items for Next Agenda
9. Motion to Adjourn

Pirate Harbor Street and Drainage MSBU

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

	Actual FY2022	Adopted Budget FY2023	Amended Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$ 395,257	\$ 395,146	\$ 395,146	\$ 479,125	\$ 479,125
Revenues					
Assessments & Earnings	111,881	115,335		124,776	115,335
Grant & Subsidy Revenue	-	-		-	-
Loans & Borrowing	-	606,000	916,716	-	1,113,000
Total Revenue	\$111,881	\$721,335	\$1,032,051	\$124,776	\$1,228,335
Expenditures					
Contract Services	8,065	17,450		675	675
Pipe Lining	-	20,000		-	-
ROW Maintenance	3,384	3,486		378	4,640
ROW Reclamation	-	-		-	-
Speciality Mowing	-	-		-	-
Public Works Services	14,380	26,912		11,669	24,694
Internal Charges	712	748		748	748
Purchased Services	1,472	2,410		3,261	3,410
Materials and Supplies	-	-		-	-
Capital Outlay	-	-		-	-
Debt Services	-	33,732		-	-
Project Costs					
Pirate Harbor Paving Program	-	798,660	1,093,716	1,509	1,096,972
Total Expenditures	\$28,013	\$903,398	\$1,214,114	\$18,239	\$1,131,139
Reserves (Ending Fund Balance)	\$479,125	\$213,083	213,083	\$585,663	\$576,321
Reserve %	94.5%	19.1%	14.9%	97.0%	33.8%

*Budget Amendment for additional paving costs.

Date Prepared: 7/21/2023

Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

Pirate Harbor 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	
	Work Order 10159 Total											
	10160	GIS Update	24612 YACHT CLUB BLVD, Punta Gorda, 33955	05/10/2023	0.25	18.24	0.00	0.00	0.00	1.00	18.24	
	Work Order 10160 Total											
	10160	GIS Update	24512 YACHT CLUB BLVD, Punta Gorda, 33955	05/10/2023	0.25	18.24	0.00	0.00	0.00	1.00	18.24	
	GIS Update Total											
	6135	MSBU Administrative Work		03/02/2023	0.50	36.47	0.00	0.00	0.00	3.00	54.72	
	6135	MSBU Administrative Work		03/09/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	6135	MSBU Administrative Work		03/13/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	6135	MSBU Administrative Work		03/15/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	6135	MSBU Administrative Work		04/14/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	6135	MSBU Administrative Work		04/19/2023	0.25	18.24	0.00	0.00	0.00		18.24	
	6135	MSBU Administrative Work		05/01/2023	0.25	18.24	0.00	0.00	0.00		18.24	
	6135	MSBU Administrative Work		05/10/2023	1.00	72.94	0.00	0.00	0.00		72.94	
	6135	MSBU Administrative Work		05/23/2023	2.00	145.88	0.00	0.00	0.00		145.88	
	6135	MSBU Administrative Work		05/30/2023	1.00	72.94	0.00	0.00	0.00		72.94	
	6135	MSBU Administrative Work		06/12/2023	2.00	145.88	0.00	0.00	0.00		145.88	
	6135	MSBU Administrative Work		06/14/2023	3.00	218.82	0.00	0.00	0.00		218.82	
	6135	MSBU Administrative Work		06/19/2023	0.25	18.24	0.00	0.00	0.00		18.24	
	6135	MSBU Administrative Work		06/27/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	Administrative Time Total											
	6135	MSBU Administrative Work		03/15/2023	12.75	929.99	0.00	0.00	0.00		930.00	
	6135	MSBU Administrative Work		04/19/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	6135	MSBU Administrative Work		04/19/2023	0.25	18.24	0.00	0.00	0.00		18.24	

Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

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Pirate Harbor 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
	6135	MSBU Administrative Work		06/14/2023	4.00	291.76	0.00	0.00	0.00		291.76
	6135	MSBU Administrative Work		06/16/2023	2.00	145.88	0.00	0.00	0.00		145.88
	MSBU Minutes Total										
	6135	MSBU Administrative Work		03/15/2023	6.75	492.35	0.00	0.00	0.00		492.35
	6135	MSBU Administrative Work		04/18/2023	2.00	145.88	0.00	0.00	0.00		145.88
	6135	MSBU Administrative Work		06/14/2023	1.00	72.94	0.00	3.92	0.00		76.86
	6135	MSBU Administrative Work		06/14/2023	2.50	182.35	0.00	9.80	0.00		192.15
	MSBU Meeting Total										
		Work Order 6135 Total			5.50	401.17	0.00	13.72	0.00	0.00	414.89
					25.00	1,823.50	0.00	13.72	0.00	0.00	1,837.24
	MSBU Administrative Work Total										
	6795	Project Management		01/04/2023	3.00	256.35	0.00	0.00	0.00		256.35
	6795	Project Management		06/06/2023	2.00	170.90	0.00	0.00	0.00		170.90
	6795	Project Management		03/08/2023	1.00	74.78	0.00	3.92	0.00		78.70
	Plan/Spec Review Total										
					1.00	74.78	0.00	3.92	0.00		78.70
	6795	Project Management		06/21/2023	3.00	224.34	0.00	11.76	0.00		236.10
	6795	Project Management		06/26/2023	5.00	373.90	0.00	19.60	0.00		393.50
	6795	Project Management		06/27/2023	7.00	523.46	0.00	27.44	0.00		550.90
	6795	Project Management		06/28/2023	2.00	149.56	0.00	7.84	0.00		157.40
	Project Inspection Total										
					17.00	1,271.26	0.00	66.64	0.00		1,337.90
	6795	Project Management		03/08/2023	0.14	10.68	0.00	0.56	0.00		11.24
	6795	Project Management		05/24/2023	0.29	21.37	0.00	1.12	0.00		22.49
	Project Meetings Total										
					0.43	32.05	0.00	1.68	0.00		33.73

Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

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Pirate Harbor 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
	6795	Project Management		03/17/2023	1.14	85.46	0.00	4.48	0.00	0.00	89.94
	6795	Project Management		04/14/2023	2.00	170.90	0.00	7.84	0.00	0.00	178.74
	6795	Project Management		06/13/2023	2.00	170.90	0.00	7.84	0.00	0.00	178.74
					5.14	427.26	0.00	20.16	0.00	0.00	447.42
					28.57	2,232.60	0.00	92.40	0.00	0.00	2,325.00
		Work Order 6795 Total									
		cmr2204 - Pirate Harbor FY23 Paving Program									
		Project Management Total			28.57	2,232.60	0.00	92.40	0.00	0.00	2,325.00
	6940	Small Pipe Install (Pipes Under 31")		03/02/2023	10.50	702.03	0.00	16.35	0.00	0.00	718.38
	6940	Small Pipe Install (Pipes Under 31")		03/06/2023	40.00	2,727.20	1,313.80	453.60	0.00	0.00	4,494.60
	6940	Small Pipe Install (Pipes Under 31")		03/13/2023	1.50	101.97	0.00	17.70	442.69	0.00	562.36
	6940	Small Pipe Install (Pipes Under 31")		05/31/2023	0.00	0.00	240.00	0.00	0.00	0.00	240.00
		Work Order 6940 Total	24612 YACHT CLUB BLVD, Punta Gorda, 33955		52.00	3,531.20	1,553.80	487.65	442.69	24.00	6,015.34
	6941	Small Pipe Install (Pipes Under 31")		03/02/2023	12.00	802.32	0.00	18.68	0.00	0.00	821.00
	6941	Small Pipe Install (Pipes Under 31")		03/07/2023	37.00	2,523.26	1,880.41	335.60	0.00	0.00	4,739.27
	6941	Small Pipe Install (Pipes Under 31")		03/13/2023	1.50	101.97	0.00	17.70	418.72	0.00	538.39
	6941	Small Pipe Install (Pipes Under 31")		05/04/2023	1.00	70.46	0.00	0.00	0.00	0.00	70.46
	6941	Small Pipe Install (Pipes Under 31")		05/31/2023	0.00	0.00	240.00	0.00	0.00	0.00	240.00
		Work Order 6941 Total	24512 YACHT CLUB BLVD, Punta Gorda, 33955		51.50	3,498.01	2,120.41	371.98	418.72	32.00	6,409.12

Monthly Funding Report

START DATE:

12/30/2022

END DATE:

06/30/2023

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Pirate Harbor 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
	6942	Small Pipe Install (Pipes Under 31")		03/02/2023	1.50	100.29	0.00	2.34	0.00		102.63
		Work Order 6942 Total	24551 YACHT CLUB BLVD, PUNTA GORDA, 33955		1.50	100.29	0.00	2.34	0.00	0.00	102.63
		Small Pipe Install (Pipes Under 31") Total			105.00	7,129.50	3,674.22	861.96	861.41	56.00	12,527.09
		Pirate Harbor Street and Drainage Unit Total			161.82	11,443.26	3,674.22	972.00	10,209.41		26,298.93

Monthly Funding Report

START DATE:

12/30/2022

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
					161.82	11,443.26	3,674.22	972.00	10,209.41		26,298.93
				Grand totals for all MSBUs reported							



**Pirate Harbor Street & Drainage
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
Wednesday, September 20, 2023

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

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

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NAME (please print)	Email Address	Telephone Number

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