

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

**ADVISORY BOARD REGULAR MEETING  
MONDAY, SEPTEMBER 9, 2024**

**2:05 p.m. – 3:27 p.m.  
Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

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

**Members Absent:** None

**County Staff:** Erica LeMaster, Community Liaison

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 2:05 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 June 3, 2024, were unanimously approved as submitted.

**Unfinished Business:**

- a. Bridge Maintenance Program: Ms. LeMaster provided an update that the emergency repair has been completed on the O'Hara bridge and is reopened, reminding the group that the bridge is still scheduled for rehabilitation. Ms. LeMaster presented the list of bridges to be rehabilitated in the Greater Port Charlotte Street and Drainage Municipal Service Benefit Unit (MSBU).
- b. Dorchester Street Sidewalk Project: Mr. Slade provided an update that Phase 1 of the sidewalk project will go out to bid on September 18, 2024. Mr. Slade advised that the watermain portion of the project will go out to bid with the sidewalk portion of the project, and the relocation of the FPL poles is scheduled to start in mid-September. Discussion ensued regarding the current project budget and Mr. Slade expressed confidence that bids will come in at or below budget for the project, advising that if they come in over budget the Advisory Board will be presented bids and Fiscal would determine if there is money in the budget to move funds to cover additional project costs.
- c. Future Sidewalks: The group discussed future potential sidewalk locations focusing on Cannolot Boulevard.
- d. Update: FY23 Paving Program: Ms. LeMaster provided an update from Mr. Layport that 97% of GPC is 20 years or less in age at this point. After finishing up the

remaining roadways that are still older than 20 years, the cycle starts over, beginning with the roads that are 20 years in age.

**New Business**

- a. Financial Reports and Preliminary Fiscal Year (FY)24 & FY25 Budgets: The FY24 quarter three expenditure report was reviewed. The FY25 Proposed Budget was reviewed. There were no questions at this time.
- b. Sidewalk Masterplan Review: The group discussed the current sidewalk masterplan. Mr. Slade reminded the group that this masterplan serves as a guide and is just a recommendation for sidewalk locations but does not have to be followed.

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

None

**Advisory Board Open Discussion:** The group discussed multi use pathways and on use bicycle routes, safe routes for schools, and sales tax projects and the sales tax requirements for each.

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

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

- December 18, 2024

The meeting adjourned at 3:27 p.m.

Submitted by: Erica LeMaster  
Public Works Department

Stephanie M King  
Chair Signature *pro tem*

12.18.24  
Date

**AGENDA  
GREATER PORT CHARLOTTE STREET & DRAINAGE  
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MONDAY, SEPTEMBER 9, 2024**

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

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

**COUNTY STAFF:** Erica LeMaster, Community Liaison

**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: June 3, 2024
5. Unfinished Business
  - a. Bridge Maintenance Program
  - b. Dorchester Street Sidewalk Project
  - c. Future Sidewalks
  - d. Update: FY23 Paving Program
6. New Business
  - a. Financial Reports
  - b. Sidewalk Master Plan Review
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, 2023 - June 30, 2024

	<b>Actual FY2023</b>	<b>Adopted Budget FY2024</b>	<b>Amended Budget FY2024</b>	<b>YTD Actual FY2024</b>	<b>Encumbered FY2024</b>	<b>Balance FY2024</b>
<b>Beginning Balance</b>	\$16,485,568	\$18,696,282	\$18,696,282	\$23,594,218		
<b>Revenues</b>						
Assessments & Earnings	10,251,180	9,064,120		9,384,982		
Grant & Subsidy Revenue	-	-		-		
Loans & Borrowing	-	-		-		
<b>Total Revenue</b>	\$10,251,180	\$9,064,120	\$9,064,120	\$9,384,982		
<b>Expenditures</b>						
Contract Services	165,170	125,411		386,065	99,822	(360,476)
Pipe Lining	481,479	544,441		244,258	7,400	292,783
ROW Maintenance	222,870	279,264		150,670	168,720	(40,126)
ROW Reclamation	-	-		-	-	-
Speciality Mowing	205,473	266,515		134,200	180,845	(48,530)
Public Works Services	1,605,691	5,383,711		2,297,034	-	3,086,677
Internal Charges	70,523	96,373		96,373	-	-
Purchased Services	121,890	339,926		197,121	-	142,805
Materials and Supplies	-	-		-	-	-
Capital Outlay	-	-		-	-	-
Debt Services	-	-		-	-	-
<b>Project Costs</b>						
GPC Bridge Maint. & Rehab. Program	461	776,000		86,823	241,527	447,650
GPC Sidewalk	2,766	3,662,173		8,324	45,145	3,608,704
GPC Paving Program	162,655	4,455,876	9,451,765	3,192,138	6,320,499	325,004
Drainage Restoration Ackerman Project	103,552	224,620		-	134,372	90,248
<b>Total Expenditures</b>	\$3,142,530	\$16,154,310	21,536,075	\$6,793,005	\$7,198,330	\$7,544,740
<b>Reserves (Ending Fund Balance)</b>	\$23,594,218	\$11,606,092	\$6,224,327	\$26,186,195		
Reserve %	88.2%	41.8%		79.4%		

*Budget Amendment to add additional funds for paving.*

Date Prepared: 7/3/2024

