

MINUTES
GARDENS OF GULF COVE STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 9, 2024

9:32 a.m. – 10:10 a.m.

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

Members Present: Martha Vanderbilt, Chair
Benjamin Sinclair, Vice Chair
James Newkirk

Members Absent: Raymond Forshee

County Staff: Lorraine Moneypenny, Community Liaison

Guests: None

Call to Order / Roll Call: ✓

The meeting was called to order at 9:32 a.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 February 7, 2024 minutes were unanimously approved as written.

Unfinished Business:

- a. Darnell Avenue Pipe Lining: The Darnell Avenue pipelining is completed today, according to Ms. Moneypenny. The contractor will restore grass and concrete to previous condition. Mr. Newkirk inquired about the two remaining pipes requiring lining. Conversation ensued regarding additional locations to be addressed ahead or soon after paving; the Board stressed its preference for spending money to fix pipes before paving. Estimates will be available in the coming months. The board discussed some of the bottlenecks in drainage and debris in a canal not in the purview of the MSBU. An open ditch parallel to Sailors Way is heavily vegetated and may be impacting drainage; Mr. Newkirk reported it on the Charlotte County app.
- b. FY26 Paving Program: The FY26 paving program will be accounted for in the FY25/FY26 budgeting process to begin this summer, Ms. Moneypenny reported. The Board is eager to prepare, but little can be done until the paving Projects Manager begins his preparations in FY25; at that time, he will visit an advisory board meeting.

New Business:

- a. Financial Reports: The Advisory Board reviewed the FY24 second quarter financial reports. Costs for the bulk of the Darnell pipelining will be reflected on the FY24Q3 report. There were no further questions.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Newkirk removed the debris on top of the grass behind the pumping station at Coliseum Boulevard and now mowing is overdue. While that property is not under the MSBU purview, Ms. Money Penny will find appropriate party to remediate.

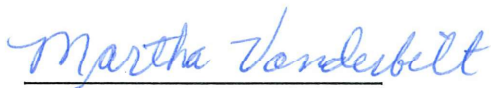
Scheduled Future Meetings as Needed / Items for Next Agenda:

Pipe lining is added to the next agenda. Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

- Wednesday, August 28, 2024
- Wednesday, November 20, 2024

The meeting adjourned at 10:10 a.m.

Submitted by Lorraine Money Penny
Public Works Department



Chair Signature



Date

AGENDA

GARDENS OF GULF COVE STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING THURSDAY, MAY 9, 2024

9:30 a.m., Mac V. Horton, West County Annex
6868 San Casa Drive, Englewood, Florida

ADVISORY BOARD: Martha Vanderbilt, Chair
James Newkirk, Vice Chair
Raymond Forshee
Benjamin Sinclair

COUNTY STAFF: Lorraine Moneypenny, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Changes to the Agenda
4. Citizen Input on Agenda Items (3 Minute Limit)
5. Approval of Minutes: February 7, 2024
6. Unfinished Business
 - a. Darnell Avenue Pipe Lining
 - b. FY26 Paving Program
7. New Business
 - a. Financial Reports
8. Citizen Input on MSBU Items (3 Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

Gardens of Gulf Cove Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - Mar. 31, 2024

	Actual FY2023	Adopted Budget FY2024	Amended Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$617,882	\$674,727	\$963,723	\$963,724		
Revenues						
Assessments & Earnings	374,465	331,570		315,313		
Grant & Subsidy Revenue	-	-		-		
Loans & Borrowing	-	-		-		
Total Revenue	\$374,465	\$331,570	\$331,570	\$315,313		
Expenditures						
Contract Services	1,872	22,553		3,510	12,390	6,653
Pipe Lining	-	200,000	900,288	-	900,288	-
ROW Maintenance	-	-		-	-	-
ROW Reclamation	-	-		-	-	-
Speciality Mowing	-	-		-	-	-
Public Works Services	20,071	112,249		4,147	-	108,102
Internal Charges	2,639	3,083		3,083	-	-
Purchased Services	4,040	7,431		6,101	-	1,330
Materials and Supplies	-	-		-	-	-
Capital Outlay	-	-		-	-	-
Debt Services	-	-		-	-	-
Total Expenditures	\$28,623	\$345,316	1,045,604	\$16,841	\$912,678	\$116,085
Reserves (Ending Fund Balance)	\$963,724	\$660,981	\$249,689	\$1,262,196		
Reserve %	97.1%	65.7%	19.3%	98.7%		

*Budget Amendment to add additional funds for pipe lining.

Date Prepared: 4/4/2024

Monthly Funding Report

START DATE:

12/01/2023

END DATE:

12/31/2023

Gardens of Gulf Cove 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
	27120	Contracted - Concrete (Driveways)		12/05/2023	0.50	43.21	0.00	0.00	0.00		43.21
	27120	Contracted - Concrete (Driveways)		12/06/2023	0.25	21.60	0.00	0.00	0.00		21.60
		Contract Management Total			0.75	64.81	0.00	0.00	0.00		64.81
		Work Order 27120 Total	6299 COLISEUM BLVD		0.75	64.81	0.00	0.00	0.00	85.00	64.81
		#23-603 Concrete Flatwork									
	9011	Investigation		12/13/2023	1.00	68.94	0.00	3.92	0.00		72.86
		Work Order 9011 Total	6351 THORMAN RD		1.00	68.94	0.00	3.92	0.00	1.00	72.86
		Investigation Total			1.00	68.94	0.00	3.92	0.00	1.00	72.86
	20030	MSBU Administrative Work		12/05/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20030	MSBU Administrative Work		12/07/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20030	MSBU Administrative Work		12/08/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20030	MSBU Administrative Work		12/12/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20030	MSBU Administrative Work		12/14/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20030	MSBU Administrative Work		12/19/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20030	MSBU Administrative Work		12/20/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20030	MSBU Administrative Work		12/21/2023	0.50	36.95	0.00	0.00	0.00		36.95
		Work Order 20030 Total	Administrative Time Total		2.50	184.75	0.00	0.00	0.00		184.78
					2.50	184.75	0.00	0.00	0.00	0.00	184.78
		MSBU Administrative Work Total			2.50	184.75	0.00	0.00	0.00	0.00	184.78

Monthly Funding Report

START DATE:

12/01/2023

END DATE:

12/31/2023

Gardens of Gulf Cove 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
	31498	Sign Inspection		12/29/2023	2.00	132.25	0.00	5.19	0.00	0.00	137.44
	Work Order 31498 Total		6329 DRUCKER CIR, Charlotte, FL, 33981		2.00	132.25	0.00	5.19	0.00	272.00	137.44
	31499	Sign Inspection		12/29/2023	2.00	132.25	0.00	5.19	0.00	0.00	137.44
	Work Order 31499 Total		6386 COLISEUM BLVD, Charlotte, FL, 33981		2.00	132.25	0.00	5.19	0.00	258.00	137.44
	Sign Inspection Total				4.00	264.50	0.00	10.38	0.00	530.00	274.88
	Gardens of Gulf Cove Street and Drainage Unit Total				8.25	583.00	0.00	14.30	0.00	0.00	597.33

Monthly Funding Report

START DATE:

12/01/2023

END DATE:

12/31/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					8.25	583.00	0.00	14.30	0.00		597.33

Grand totals for all MSBUs reported

Monthly Funding Report

START DATE:

01/01/2024

END DATE:

01/31/2024

Gardens of Gulf Cove 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
	33273	Contracted Sidewalk Repair/Replace		01/16/2024	0.25	21.60	0.00	0.00	0.00		21.60
	33273	Contracted Sidewalk Repair/Replace		01/30/2024	0.25	21.60	0.00	0.00	0.00		21.60
		Contract Management Total			0.50	43.21	0.00	0.00	0.00		43.20
	Work Order 33273 Total		13610 MARTHA AVE, PORT CHARLOTTE, FL, 33981		0.50	43.21	0.00	0.00	0.00	0.00	43.20
		#23-603 Concrete Flatwork									
		Contracted Sidewalk Repair/Replace Total			0.50	43.21	0.00	0.00	0.00	0.00	43.20
	20030	MSBU Administrative Work		01/03/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20030	MSBU Administrative Work		01/05/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20030	MSBU Administrative Work		01/10/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20030	MSBU Administrative Work		01/12/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20030	MSBU Administrative Work		01/25/2024	0.50	44.29	0.00	0.00	0.00		44.29
		Administrative Time Total			2.50	192.09	0.00	0.00	0.00		192.10
		Work Order 20030 Total			2.50	192.09	0.00	0.00	0.00	0.00	192.10
		MSBU Administrative Work Total			2.50	192.09	0.00	0.00	0.00	0.00	192.10
	34413	Project Management		01/22/2024	0.25	21.60	0.00	0.00	0.00		21.60
		Contract Management Total			0.25	21.60	0.00	0.00	0.00		21.60
	Work Order 34413 Total		Gardens Of Gulf Cove Sweeping		0.25	21.60	0.00	0.00	0.00	0.00	21.60
		#24-206 Street Sweeping									
		Project Management Total			0.25	21.60	0.00	0.00	0.00	0.00	21.60
	9777	Sidewalk Maintenance		01/12/2024	1.00	79.79	0.00	3.92	0.00		83.71
	Work Order 9777 Total		13610 MARTHA AVE, PORT CHARLOTTE, FL, 33981		1.00	79.79	0.00	3.92	0.00	0.00	83.71

Monthly Funding Report

START DATE:

01/01/2024

END DATE:

01/31/2024

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Sidewalk Maintenance Total			1.00	79.79	0.00	3.92	0.00	0.00	83.71
		Gardens of Gulf Cove Street and Drainage Unit Total			4.25	336.69	0.00	3.92	0.00	0.00	340.61



PROPOSAL # 22-0174-53

Hinterland Group Inc.
 2051 West Blue Heron Blvd
 Riviera Beach, FL 33404
Info@HinterlandGroup.com

2/19/2024

Charlotte County BOCC
 Attn: Randy Vowell
 18500 Murdock Circle
 Port Charlotte, FL 33948
Randy.Vowell@charlottecountyfl.gov

Job Name: Darnell Avenue

Item	Description	Qty	Unit	Unit Price	Extended Price
1a.	TV Survery: Pre and Post Construction Survey	1084	LF	\$ 15.00	\$16,260.00
2	Warranty	1084	LF	\$ 20.00	\$21,680.00
5b.	Heavy Cleaning, 30"-42"	40	LF	\$ 15.00	\$600.00
5c.	Heavy Cleaning, 42" or greater	1044	LF	\$ 60.00	\$62,640.00
18	36" Cured in Place Pipe - 12mm	40	LF	\$ 167.00	\$6,680.00
26	60" Cured in Place Pipe - 21mm	328	LF	\$ 442.00	\$144,976.00
28	66" Cured in Place Pipe - 24mm	656	LF	\$ 442.00	\$289,952.00
30	72" Cured in Place Pipe - 27mm	60	LF	\$ 660.00	\$39,600.00
50	Disposal of Materials	415	CY	\$ 235.00	\$97,525.00
51	Mobilization	1	EA	\$ 9,600.00	\$9,600.00
Remove/Reset Catch Basin Tops-Dam Pond					
	2 man survey crew	450	HR	\$ 225.00	\$101,250.00
	Track/Wheeled Excavator w/ Operator	450	HR	\$ 155.00	\$69,750.00
	Dirt	225	CY	\$ 75.00	\$16,875.00
	Floritam Sod	600	EA	\$ 9.00	\$5,400.00
	Asphalt Removal/Replacement	100	SF	\$ 175.00	\$17,500.00

Grand Total: \$900,288.00

Exclusions from Scope:

1. Permitting and Bonding
2. Any major MOT required (road closures, lane closures, detours, etc.)
3. Sizes shown on plans are assumed to be correct
4. This quote does not provide any bypass or manhole lining
5. Hinterland will not be held liable for line collapse during clean and tv due to the unknown condition of existing pipe.
6. Any other work not specifically listed in inclusions above
7. Hinterland is not responsible for pipe collapse during calcium deposit removal due to unknown conditions located in host pipe

NOTE: Due to the fragile condition of the existing pipe(s), the possibility of the pipe collapsing exists during the construction phase. If this unlikely event occurs, we will provide you with an additional estimate for a necessary point repair to complete the lining process. Due to the poor condition of the original host pipe, residual settling may appear at the surface grade post lining. This condition is not covered under warranty. Unforeseen conditions can affect the amount of time to complete the work, therefore increasing or decreasing estimate.

ALL PO's/Contractual Issuances are to be emailed to: info@hinterlandgroup.com

CGC1520354 • CUC1224634 • CBC1255077 • EC13003615

Prepared By:
 Jake Crowe

jcrowe@hinterlandgroup.com

Office: (561) 640-3503

Mobile: (803)309-7487

Accepted By: _____

Date: _____