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

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JUNE 24, 2026

10:32 a.m. – 11:44 a.m.
Punta Gorda Library
401 Shreve Street, Punta Gorda, Florida

Members Present:	Scott Day, Chair
	John Pavek, Vice-Chair
	Ken Meyer
	Phillip Smallwood
Members Absent:	Alberto Mitrani, Apologies Received
County Staff:	Erica Hayes, Community Liaison
Guests:	None

Call to Order / Roll Call:
The meeting was called to order at 10:32 a.m. Roll call was taken, and a quorum was established.

Approval of Minutes:
The draft minutes from April 29, 2026, were unanimously approved with a time discrepancy noticed.

Citizen Input on Agenda Items (3-Minute Limit):
None

Unfinished Business:
a. Drainage Concerns: Board members discussed concerns regarding potential drainage impacts associated with development at the end of Blackbeard Road, including a recently installed seawall and fill material within a recorded drainage easement that may affect drainage conveyance. Staff agreed to forward the information to Public Works Right-of-Way Supervisor Joey Jackson for review and inspection. The Board emphasized the importance of protecting existing drainage infrastructure and ensuring future development does not obstruct drainage systems. Additional discussion addressed construction activity near existing drainage infrastructure at 24294 and 24304 Pirate Harbor Boulevard. Although no current drainage issues were reported, the Board encouraged proactive inspection and maintenance of nearby drainage ditches and culverts. Staff also demonstrated Charlotte County's GIS-based asset management system, highlighting its ability to track drainage infrastructure, easements, culverts, maintenance activities, and work orders. Board members expressed appreciation for the system's ability to improve visibility into infrastructure and maintenance history. The Board discussed maintenance costs associated with responding to citizen complaints. Staff explained that all complaints must be investigated and documented before determining whether maintenance is necessary, with work order costs including administrative processing, inspections, labor, equipment, and

related operational expenses. Board members acknowledged the need for investigations but expressed concern that repeated complaints from a small number of residents may result in unnecessary costs to the MSBU.

New Business:

a. Financial Reports: The FY27 proposed budget was reviewed as well as the 10-year projections report. Staff reviewed the annual maintenance planning process and explained that budgeted maintenance categories are estimates intended to ensure funding is available if work becomes necessary and do not represent scheduled projects. The Board reviewed quarterly financial reports and work order documentation, discussing several maintenance expenditures. Staff advised that additional information is being obtained regarding a previously questioned work order on Jolly Roger Avenue and will provide an update at a future meeting. Staff also provided an update on the paving loan, noting that a recent budget surplus was applied toward the loan principal, with additional principal payments potentially reducing future borrowing costs. The Board reviewed long-term financial projections through 2036, which indicate the MSBU remains financially stable under current assumptions. Members emphasized the importance of continuing to build reserves in preparation for future paving projects and updating future financial projections to reflect recent debt payments.

Citizen Input on MSBU Items (3-Minute Limit):
None

Annual Review:
Staff explained updated Sunshine Law and ethics training requirements. Rather than viewing annual training videos, members are now required to acknowledge receipt of the Sunshine Law guidance materials and complete the required certification forms. Staff reminded members of restrictions regarding communications outside public meetings.

Advisory Board Open Discussion:

- Board members discussed how assessments are calculated for street and drainage services, particularly regarding combined lots, flag lots, corner lots, and large parcels with significant frontage. Staff explained that assessments are generally charged on a per-lot basis within Pirate Harbor, regardless of whether lots are combined under a single ownership. Several examples within the community were reviewed, and members questioned whether some properties may require further review to ensure assessments are being applied correctly.
- The Board revisited prior paving decisions and discussed whether a final surface course (topcoat) should have been installed during the most recent paving project. Discussion included differences between structural asphalt and surface courses. Long-term maintenance implications. Effects of heavy truck traffic. Current county policy requiring roadway resurfacing approximately every twenty years. Several Board members reiterated their belief that Pirate Harbor's low traffic volumes should allow for longer pavement life than standard county assumptions. Staff noted that current countywide paving programs are largely paused due to rising construction costs and material prices.

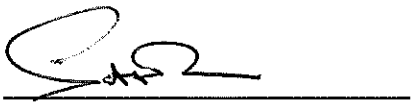
Meeting Schedule / Items for the next agenda:

Meetings are scheduled as follows:

- October 7, 2026, at 10:30 a.m. at the Punta Gorda Charlotte Library

The meeting adjourned at 11:44 a.m.

Submitted by: Erica Hayes
Public Works Department



Chair Signature

10.7.26

Date

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

ADVISORY BOARD REGULAR MEETING
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BOARD MEMBERS: Scott Day, Chair
John Pavek, Vice-Chair
Ken Meyer
Alberto Mitrani
Phillip Smallwood

COUNTY STAFF: Erica Hayes, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Approval of Minutes: April 29, 2026
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Unfinished Business:
    a. Drainage Concerns
5. New Business:
    a. Financial Reports
6. Advisory Board Open Discussion
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Annual Review: Sunshine Law, Roberts Rules of Order, Records
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

Pirate Harbor Street and Drainage MSBU
10 Year Projection
as of 2.19.26

	Actual FY2025	Projected FY2026	Proposed FY2027	Projected FY2028	Projected FY2029	Projected FY2030	Projected FY2031
BEGINNING BALANCE	$843,911	$812,653	$501,819	$439,852	$377,504	$321,925	$268,203
OPERATING REVENUES							
Assessments & Earnings	171,574	134,683	133,490	136,090	135,878	135,689	135,507
External Borrowing	-	-	-	-	-	-	-
Total Revenue	$171,574	$134,683	$133,490	$136,090	$135,878	$135,689	$135,507
OPERATING EXPENDITURES							
Paving/Rejuvination	57,501	249,412	-	-	-	-	-
Other Operating Expenditures	34,340	81,962	83,873	89,355	84,975	85,636	86,166
Principal Payments	74,000	74,000	74,000	74,000	74,000	74,000	74,000
Interest Payments	36,991	40,143	37,584	35,083	32,482	29,776	26,963
Total Expenditures	$202,832	$445,517	$195,457	$198,438	$191,457	$189,412	$187,129
RESERVE (ENDING FUND BALANCE)	$812,653	$501,819	$439,852	$377,504	$321,925	$268,203	$216,580
Reserve %	*80.0%*	*53.0%*	*69.2%*	*65.5%*	*62.7%*	*58.6%*	*53.6%*

Notes:
•Bridges/Sidewalks/Paving contains all project related costs including: Engineering/Design, Construction, and Project Management Costs
•Other Operating Expenditures includes but is not limited to: Pipe Lining, Concrete Flatwork, Drainage, Street Sweeping, ROW Maintenance, Specialty Mowing, Postage, Landfill fees, Tax Collector fees, Road & Bridge Materials, Sign Materials, Public Works Services (Equipment, Labor, and Materials)

Pirate Harbor Street and Drainage MSBU
10 Year Projection
as of 2.19.26

	Projected FY2032	Projected FY2033	Projected FY2034	Projected FY2035	Projected FY2036	Projected FY2037
BEGINNING BALANCE	$216,580	$166,998	$119,713	$74,432	$32,289	($6,574)
OPERATING REVENUES						
Assessments & Earnings	135,332	135,163	135,003	134,849	134,706	134,596
External Borrowing	-	-	-	-	-	-
Total Revenue	$135,332	$135,163	$135,003	$134,849	$134,706	$134,596
OPERATING EXPENDITURES						
Paving/Rejuvination	-	-	-	-	-	-
Other Operating Expenditures	86,877	87,455	87,455	87,455	87,455	87,455
Principal Payments	74,000	74,000	75,000	75,000	75,000	75,000
Interest Payments	24,037	20,993	17,828	14,537	11,114	7,554
Total Expenditures	$184,914	$182,448	$180,283	$176,992	$173,569	$170,009
RESERVE (ENDING FUND BALANCE)	$166,998	$119,713	$74,432	$32,289	($6,574)	($41,987)
Reserve %	*47.5%*	*39.6%*	*29.2%*	*15.4%*	*0.0%*	*0.0%*

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Pirate Harbor Street and Drainage MSBU

Proposed Budget

FY2027

Estimated ERU's and Cost per ERU	Approved FY2027	Adopted FY2027	Changes FY2027
Vacant			
Estimated ERU's	154.200	150.200	(4.000)
Cost per ERU	$ 345.00	$ 345.00	$ -
Occupied			
Estimated ERU's	249.000	252.000	3.000
Cost per ERU	$ 345.00	$ 345.00	$ -
Current FY26 Vacant Rate	**$ 345.00**		
Current FY26 Occupied Rate	**$ 345.00**		
Current Maximum Rate	**$ 345.00**		

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
Beginning Balance	$ 451,340	$ 759,992	$ 308,652
Revenues			
Assessments & Earnings			
Assessments	139,104	138,759	(345)
Interest	1,580	2,660	1,080
Less 5% Reserve - FS 129.01(2)b	(7,035)	(7,071)	(36)
Grant & Subsidy Revenue			
Loans & Borrowing			
Debt Proceeds	-	-	-
Total Revenue	$ 133,649	$ 134,348	$ 699
Expenditures			
Contract Services			
Engineering	-	-	-
Other Contractual Srvs	-	-	-
Concrete Flatwork	5,000	5,000	-
Drainage	-	-	-
Street Sweeping	-	-	-
Installed Sod	-	-	-
Paving	-	-	-

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
Contract Services; other			
Pipe Lining	20,000	20,000	-
Right of Way Maint	4,928	4,928	-
ROW Reclamation	-	-	-
Specialty Mowing	-	-	-
Public Works Services			
Equip Repl Charges-PubWrks	4,711	4,711	-
Operating Exp-PubWrks	35,135	35,135	-
Road & Bridge Materials	7,431	7,431	-
Sign Materials	-	-	-
Internal Charges			
Central/Indirect Srvs	3,392	3,482	90
Purchased Services			
Postage	-	-	-
Printing & Binding	-	-	-
Advertising-Legal	-	-	-
Fees-Landfill	500	500	-
Collection Fee-Tax Collector	2,783	2,776	(7)
Materials and Supplies			
Capital Outlay			
Imprv-Other Than Bldgs	-	-	-
Debt Services			
Principal	74,000	74,000	-
Interest	37,584	48,383	10,799
Other Debt Service Costs	-	-	-
Project Costs			
Pirate Harbor Paving Program			
Paving	-	186,342	186,342
Rejuvenation	-	-	-
Labor	-	6,071	6,071
Total Expenditures	195,464	398,759	203,295
Reserves (Ending Fund Balance)	$ 389,525	$ 495,581	$ 106,056
Reserve %	*66.6%*	*55.4%*	

Version Date 6/3/2026

Budget Report

Activity Description: All

Pirate Harbor Street and Drainage Unit

Budget Year: 2027

	Budget Details						
Activity Description	**Work Quantity**	**Unit of Measure**	**Labor Cost**	**Materials Cost**	**Equipment Cost**	**Contractor Cost**	**Total**
Asphalt Maintenance	1	TONS	$719.30	$122.33	$74.05		$915.68
Brush Cutting	250	CY	$269.09		$49.19		$318.28
Camera/Video	2	PIPES	$1,227.04		$473.04		$1,700.08
Data Collection	10	CT	$315.88		$9.50		$325.38
Drainage Maintenance - Swale Grading	2,500	SF	$2,120.29	$1,437.96	$342.57		$3,900.81
Drainage Maintenance Re-grading	1,250	SF	$733.60	$1.91	$119.90		$855.41
Fuel Work	2	EQUIPMENT	$151.14		$45.32		$196.46
GIS Update	30	CT	$789.70				$789.70
Graffiti Removal	50		$294.57	$15.24	$32.25		$342.06
Ground Penetrating Radar	1	TICKETS	$39.49		$4.09		$43.57
Investigation	13	INSPECTIONS	$1,050.53		$61.75		$1,112.28
MSBU Administrative Work	120	HOURS	$9,476.40		$499.20		$9,975.60
Pavement Markings	30	MARKINGS	$1,742.46	$178.00	$305.34		$2,225.80
Project Management	5	LABOR	$468.78				$468.78
ROW - Clearing / Haul Debris	1	TONS	$438.86		$85.90		$524.76
ROW - Vegetation / Boom Mowing	1,200	CY	$59.21		$19.24		$78.45
ROW - Vegetation Management	300	STRUCTURES	$698.50	$10.29	$178.70		$887.49
ROW Watering	5,000	GALLONS	$1,233.50		$163.67		$1,397.17
Shoulder Repair	1	MILES	$2,877.20	$207.05	$195.20		$3,279.45
Sidelot Outfall Maintenance	2,500	SF	$2,542.90	$2,198.99	$815.50		$5,557.39
Sign Fabrication	12	SIGNS	$264.75	$418.58	$11.73		$695.06
Sign Inspection	200	SIGNS	$751.08		$105.59		$856.67
Sign Installation	5	SIGNS	$174.63	$86.91	$24.55		$286.09

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Sign Maintenance	40	SIGNS	$1,397.00	$662.34	$196.40		$2,255.74
Small Pipe Install (Pipes 31" And Under)	24	LF	$1,645.73	$1,717.94	$220.73		$3,584.39
Small Pipe Repair (Pipes 31" And Under)	1	REPAIRS	$1,097.15	$86.45	$202.10		$1,385.70
Standard Cuts	200	SF	$1,462.87	$152.80	$196.20		$1,811.87
Support (Post) Maintenance	20	POSTS	$349.25	$133.31	$49.10		$531.66
Vacuum Culvert Cleaning	5	CULVERTS	$744.10		$229.40		$973.50
Pirate Harbor Street and Drainage Unit Total			**$35,134.98**	**$7,430.09**	**$4,710.19**		**$47,275.26**

Capital Maintenance Schedule
Public Works - MSBU/TU Paving
2027

Costs (in thousands)

Project Title	2027	2028	2029	2030	2031	2032	TOTAL
Burnt Store Village/Woodland Estates	12	5	5	4	3	2	31
Englewood East Paving Program FY25	1,767	195	182	170	156	142	2,612
Englewood East Paving and Mnt Program FY26	12,300	1,354	569	537	503	468	15,731
Englewood East Paving and Mnt Program FY27	16,588	1,709	768	724	679	631	21,099
Gardens of Gulf Cove Paving Program	3,332	140	132	124	115	106	3,949
Greater Port Charlotte Paving Program	1,242	-	-	-	-	-	1,242
Greater Port Charlotte Paving Program FY26	1,800	-	-	-	-	-	1,800
Greater Port Charlotte Paving Program FY27	4,911	-	-	-	-	-	4,911
Greater Port Charlotte Paving Program FY28	-	4,911	-	-	-	-	4,911
Greater Port Charlotte Paving Program FY29	-	-	4,911	-	-	-	4,911
Greater Port Charlotte Paving Program FY30	-	-	-	4,911	-	-	4,911
Greater Port Charlotte Paving Program FY31	-	-	-	-	4,911	-	4,911
Grove City Paving Program	5,395	187	177	167	157	146	6,229
Lemon Bay Paving Program	2,367	265	245	225	205	183	3,489
Pirate Harbor Paving Program	241	35	32	30	27	24	389
Placida Paving Program	1,129	94	88	82	75	68	1,537
Rotonda Meadows and Villas Paving and Mnt Program	-	9,303	731	218	205	162	10,619
Rotonda West Paving Program	5,373	438	411	382	351	320	7,274
South Burnt Store Paving Program	1,118	42	22	5	-	-	1,187
South Gulf Cove Paving Program Phase 2-3 (B)	14,148	1,458	655	618	579	538	17,996
South Gulf Cove Paving Program Phase 4-5 (C)	-	14,713	1,485	681	643	602	18,124
TOTAL	71,722	34,849	10,413	8,878	8,609	3,392	137,864

Pirate Harbor Street and Drainage MSBU

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Rotonda Meadows and Villas Paving and Mnt Program	-	9,303	731	218	205	162	10,619
Rotonda West Paving Program	5,373	438	411	382	351	320	7,274
South Burnt Store Paving Program	1,118	42	22	5	-	-	1,187
South Gulf Cove Paving Program Phase 2-3 (B)	14,148	1,458	655	618	579	538	17,996
South Gulf Cove Paving Program Phase 4-5 (C)	-	14,713	1,485	681	643	602	18,124
TOTAL	71,722	34,849	10,413	8,878	8,609	3,392	137,864

CHARLOTTE COUNTY
FLORIDA

Pirate Harbor Street & Drainage
Municipal Service Benefit Unit

Advisory Board Meeting Attendance
Wednesday, June 24, 2026

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

INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

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