

**MINUTES
MANCHESTER WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 23, 2024**

**10:04 a.m. – 11:41 a.m.
Centennial Park Recreation Center
1120 Centennial Blvd, Port Charlotte, Florida**

Members Present: Dennis Peck, Chair
Kevin Peregoy, Vice Chair
Lamont Whims
Lee Phillips

Members Absent: Wayne Harris

County Staff: Erica LeMaster, Community Liaison
DeWayne Nodine, Projects Manager
James Richardson, Projects Manager

Guests: Sign in Sheet Attached

Call to Order / Roll Call:

The meeting was called to order at 10:04 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 (3 Minute Limit):

None

Approval of the Minutes:

The February 22, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Update: Manchester Waterway Interior Dredge Project: Mr. Nodine expressed the importance of completing a Pre Storm-Survey every year, so we have records for potential federal reimbursement. Discussion ensued regarding concerns at marker 9. The group expressed that currently the area is okay since we are getting into the summer months but poses a problem during the winter months. Discussion ensued regarding the most current dredge bids that came in at \$161.00 per cubic yard. Discussion ensued regarding anchoring at the point expressing that the channel is being blocked and poses a hazard. The group expressed a need for an interior dredge. Discussion ensued regarding Kelly's brothers the most recent dredge contractor that was chosen for a different dredge project. Mr. Nodine advised the group that he is looking at possibilities to combine dredge projects with hopes of receiving lower bids. Mr. Whims motioned to move forward with the interior dredge project with hopes to combine the project with another project for cost savings.
- b. Additional Slow Speed Minimum Wake Signage: Mr. Richardson provided an update that all day boards have been installed on the front and back of the pilings at markers 26, 28B, 30A, and 30B. The group discussed the possibility of installing slow wake signs on the bridges and Ms. LeMaster advised that currently that wouldn't be a possibility. Mr. Richardson will research this further and provide an update.

New Business:

- a. Financial Reports: The fiscal year (FY) 2024 quarter one and quarter two actual expenditure and activity maintenance reports were provided for review. The FY23 Executive Summary was provided. The Board had no questions at this time.
- b. Marine Markers: The group expressed concerns regarding marker placements. Mr. Richardson informed the group that upon completion of the next Bathymetric Survey we can use the results and coordinates for permitting to relocate the pilings to their most up to date coordinated locations.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 10:00 a.m., at the Centennial Park Recreation Center as follows:

- Wednesday August 29, 2024
- Wednesday October 10, 2024

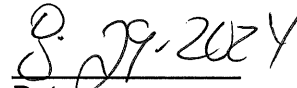
The meeting adjourned at 11:13 a.m.

Submitted by Erica LeMaster
Public Works Department



Chair Signature

Kevin Brogan
Vice Chair



Date

**AGENDA
MANCHESTER WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MAY 23, 2024**

**10:00 a.m., Centennial Park Recreation Center
1120 Centennial Blvd, Port Charlotte, Florida**

BOARD MEMBERS: Dennis Peck, Chair
Kevin Peregoy, Vice-Chair
Wayne Harris
Lamont Whims

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: February 22, 2024
5. Unfinished Business
 - a. Update: Manchester Waterway Interior Dredge Project
 - b. Update: Slow Speed/ Minimum Wake Signage
6. New Business
 - a. Financial Reports
 - b. Marine Markers
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

MANCHESTER WATERWAY
Municipal Service Benefit Unit (MSBU)
FY23 Annual Report – Executive Summary
October 1, 2022 – September 30, 2023

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Laws and Ordinances, ARTICLE XIII. - MANCHESTER WATERWAY BENEFIT UNIT, Sec. 4-7-264. - Purpose.

The purpose of this unit is to provide for the dredging, maintenance, clearing, marking for navigational purposes, and providing of safety devices in the Manchester Waterway System. The purpose of this unit shall not include the maintenance of seawalls.

Summary

Current Rate: \$50

Max Rate: \$205.13

The FY23 completed work program included all internal maintenance and administrative costs. Professional services included engineering for dredging.

The current fiscal year work program includes all internal maintenance and administrative costs, and contracted services for a pre-storm bathymetric survey, dredging, navigational trimming.

For FY25, the Advisory Board recommends budgeting for all internal maintenance and administrative costs, and contracted services for a pre-storm bathymetric survey, and navigational trimming.

Manchester Waterway MSBU

Fund Financial Report
Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$901,690	\$931,546	\$991,903		
Revenues					
Assessments & Earnings	147,455	200,040	148,404		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$147,455	\$200,040	\$148,404		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	20,750	-	-	20,750
Navigational Trimming	-	50,000	-	-	50,000
Public Works Services	3,700	9,227	370	-	8,858
Internal Charges	2,569	939	939	-	-
Purchased Services	1,657	3,924	2,679	-	1,245
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Manchester WW Maint Dredging	49,316	861,312	259	103,300	757,753
Total Expenditures	\$57,242	\$946,152	\$4,246	\$103,300	\$838,606
Reserves (Ending Fund Balance)	\$991,903	\$185,434	\$1,136,060		
Reserve %	94.5%	16.4%	99.6%		

Date Prepared: 1/18/2024

Manchester Waterway MSBU

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

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$901,690	\$931,546	\$991,903		
Revenues					
Assessments & Earnings	147,455	200,040	192,913		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$147,455	\$200,040	\$192,913		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	20,750	-	-	20,750
Navigational Trimming	-	50,000	-	-	50,000
Public Works Services	3,700	9,227	2,014	-	7,213
Internal Charges	2,569	939	939	-	-
Purchased Services	1,657	3,924	3,344	-	580
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Manchester WW Maint Dredging	49,316	861,312	4,259	99,300	757,753
Total Expenditures	\$57,242	\$946,152	\$10,556	\$99,300	\$836,296
Reserves (Ending Fund Balance)	\$991,903	\$185,434	\$1,174,261		
Reserve %	94.5%	16.4%	99.1%		

Date Prepared: 4/2/2024

Monthly Funding Report

START DATE:

01/01/2024

END DATE:

03/31/2024

Manchester Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	42333	GIS Update		03/13/2024	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 42333 Total										
	GIS Update Total										
	20063	MSBU Administrative Work		03/04/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20063	MSBU Administrative Work		01/02/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20063	MSBU Administrative Work		01/03/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20063	MSBU Administrative Work		01/04/2024	2.00	147.80	0.00	0.00	0.00		147.80
	20063	MSBU Administrative Work		01/12/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20063	MSBU Administrative Work		01/16/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20063	MSBU Administrative Work		01/17/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20063	MSBU Administrative Work		01/29/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20063	MSBU Administrative Work		02/01/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20063	MSBU Administrative Work		02/21/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20063	MSBU Administrative Work		02/22/2024	3.50	258.65	0.00	0.00	0.00		258.65
	20063	MSBU Administrative Work		02/27/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20063	MSBU Administrative Work		02/29/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20063	MSBU Administrative Work		03/06/2024	2.00	147.80	0.00	0.00	0.00		147.80
	20063	MSBU Administrative Work		03/11/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20063	MSBU Administrative Work		03/12/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20063	MSBU Administrative Work		03/14/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20063	MSBU Administrative Work		03/19/2024	1.25	92.38	0.00	0.00	0.00		92.38

Monthly Funding Report

START DATE:

01/01/2024

END DATE:

03/31/2024

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Manchester Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	20063	MSBU Administrative Work		03/26/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20063	MSBU Administrative Work		03/27/2024	0.50	36.95	0.00	0.00	0.00		36.95
		Administrative Time Total									
	20063	MSBU Administrative Work		02/22/2024	22.75	1,681.23	0.00	0.00	0.00		1,681.26
		MSBU Meeting Total									
	20063	MSBU Administrative Work		02/22/2024	3.50	258.65	0.00	0.00	0.00		258.65
		MSBU Minutes Total									
	20063	MSBU Administrative Work			2.00	147.80	0.00	0.00	0.00		147.80
		Work Order 20063 Total									
					28.50	2,106.15	0.00	0.00	0.00	0.00	2,106.19
		MSBU Administrative Work Total									
					28.50	2,106.15	0.00	0.00	0.00	0.00	2,106.19
		Manchester Waterway Benefit Unit Total									
					29.00	2,143.10	0.00	0.00	0.00	0.00	2,143.14

Monthly Funding Report

START DATE:

01/01/2024

END DATE:

03/31/2024

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					29.00	2,143.10	0.00	0.00	0.00	0.00	2,143.14

Grand totals for all MSBUs reported

