

**MINUTES
WEST CHARLOTTE STORMWATER UTILITY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 15, 2023**

1:30 p.m. – 3:44 p.m.

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

Members Present: Geoffrey Norton, Chair
Benjamin Sinclair, Vice Chair
Hank Killion
John House

Members Absent: None

County Staff: Kimberly Kelley, Community Liaison
Brandon Moody, Water Quality Manager

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 1:30 p.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

Mr. Sinclair motioned to move agenda items Sunshine Law/Roberts Rules of Order and Election of Officers to New Business, seconded by Mr. Norton and unanimously approved.

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

None

Approval of Minutes:

The draft minutes from December 7, 2022, were reviewed and approved as written.

Unfinished Business:

- a) Water Quality: Mr. Moody reviewed the beta dashboard for West Charlotte water quality monitoring; noting it is similar to the South Gulf Cove Dashboard that is already on the One Charlotte, One Water webpage; www.charlottecountyfl.gov/one-charlotte-one-water
- b) Canal Sediment Removal Program: Ms. Kelley conveyed Johnson Engineering submitted the muck removal document to Florida Department of Environmental Protection (FDEP) for their review; FDEP had comments and county staff has met with them to discuss. Mr. Moody conveyed he is working with Johnson Engineering, which could include muck sampling and credit requirements from FDEP.
- c) Drainage Maintenance: Ms. Kelley explained that routine drainage maintenance had been on hold due to Hurricane Ian, however, some services like the Menzi have begun.
- d) Lemon Bay Isles/Grass Carp: Ms. Kelley conveyed there is no current update at this time.

New Business:

- a) Sunshine Law/Roberts Rules: Per the Florida Sunshine Law outlined in Florida Statutes Chapter 286, Florida Public Records Law outlined in Florida Statutes Chapter 119 and Roberts Rules, mandatory training must be provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.
- b) Election of Officers: Mr. Norton motioned Mr. Sinclair for Chair, there were no other nominations. Mr. Killion nominated himself for Vice Chair; there were no other nominations.

The Advisory Board unanimously approved; Mr. Sinclair and Mr. Killion accepted their positions.

- c) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual actual expenditure and the preliminary FY24/25 budgets were provided for review. The Advisory Board discussed additional water quality testing. Mr. Killion motioned to increase the water quality budget line item from \$82,000 to \$125,000 in both 2024 and 2025 fiscal years, seconded by Mr. Norton and unanimously approved. The Advisory Board discussed the negative reserve in FY 25, with the recommendation to decrease sod, the canal sediment removal program and public works services line items. Mr. Norton motioned to increase the assessment rate for vacant and occupied lots to \$25.00, seconded by Mr. Killion and unanimously approved.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

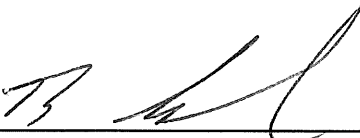
Mr. Sinclair inquired if the Sioux Waterway in the Gardens of Gulf Cove could be considered in the canal sediment removal program and pointed out a drainage pipe that could be blocked near State Road 776. Mr. Killion stated that the sign for the bridge being closed, no access to Boundary Boulevard with an arrow, is not in an appropriate location on Brig Circle.

Schedule Meetings / Items for Next Agenda:

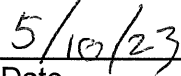
Future meetings are scheduled at the West County Annex Conference Room as follows:

- Wednesday, May 10, 2023, 9:30 a.m.
- Wednesday, August 23, 2023, 9:30 a.m.
- Wednesday, November 15, 2023, 9:30 a.m.

Submitted by Kimberly Kelley
Public Works Department



Chair Signature



Date



**West Charlotte Stormwater Utility
Municipal Service Benefit Unit**

Advisory Board Attendance
9:30 a.m., Thursday, February 16, 2023

Location: West County Annex
6868 San Casa Drive, Punta Gorda, FL 33950

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

NAME (please print)	Email Address	Phone Number
Kimberly Kelley	Kimberly.Kelley@CharlotteCountyFL.gov	575-3613
Geoff Norton	oilsactually@gmail	941-585-8100
Ben Sinclair	Sinclair.Benjamin@gmail.	813 3841
Anne Kilian	s.kilian@concast.net	441-697-3453
John E House	drabode@aol.com	941 697-8030

AGENDA

WEST CHARLOTTE STORMWATER UTILITY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, FEBRUARY 15, 2023

1:30 p.m., Mac V. Horton, West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Geoffrey Norton, Chair
Benjamin Sinclair, Vice-Chair
Hank Killion
John House
Vacant

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda
3. Sunshine Law/Roberts Rules of Order
4. Election of Officers
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: December 7, 2022
7. Unfinished Business
 - a. Water Quality
 - b. Canal Sediment Removal Program
 - c. Drainage Maintenance
 - d. Lemon Bay Isles/Grass Carp
8. New Business
 - a. Financial Reports
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

West Charlotte Stormwater MSBU

Fund Financial Report
Oct. 1 2022 - Dec. 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$ 6,386,782	\$ 4,019,077	\$ 6,370,252	\$ 6,370,252
Revenues				
Assessments & Earnings	1,053,445	1,099,680	598,106	1,099,680
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$1,053,445	\$1,099,680	\$598,106	\$1,099,680
Expenditures				
Contract Services	89,065	72,201	-	323,101
Pipe Lining	93,061	1,750,000	-	1,750,000
Water Quality	38,529	107,309	50,834	107,309
Public Works Services	434,504	798,106	-	798,106
Internal Charges	18,248	16,534	16,534	16,534
Purchased Services	325,368	249,503	41,691	249,503
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
	-	-	-	-
Project Costs				
Nat'l Pollution Discharge Elimination	55,004	45,001	3,333	-
Total Maximum Daily Load Program	-	138,657	-	-
Canal Sediment Removal-West County	11,697	620,393	347	-
South Gulf Cove WW Lock Split Funded	4,500	5,000	-	5,000
Total Expenditures	1,069,975	3,802,704	112,739	3,249,553
Reserves (Ending Fund Balance)	\$6,370,252	\$1,316,053	\$6,855,619	\$4,220,379
<i>Reserve %</i>	85.6%	25.7%	98.4%	56.5%

Date Prepared: 2/10/2023

West Charlotte Stormwater District MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
Beginning Balance	\$ 5,348,535	\$ 5,709,989	\$ 6,255,651	\$ 6,583,759	\$ 6,146,596	\$ 6,386,782
Revenues						
Assessments & Earnings						
Assessments	1,116,310	1,119,103	1,120,326	1,132,135	1,144,000	1,115,618
Interest	95,414	127,797	96,194	37,109	20,290	52,490
Net Inc/(Decr) Fair Market Value-Investments	(43,310)	83,640	55,304	(35,077)	-	(120,801)
Excess Fees /Tax Collector	6,569	6,862	-	6,820	-	6,138
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(58,215)	-
Grant & Subsidy Revenue						
State Grant-P/E Strmwtr Mgmt	-	-	-	-	1,667	-
Loans & Borrowing						
Total Revenue	\$ 1,174,983	\$ 1,337,402	\$ 1,271,824	\$ 1,140,987	\$ 1,107,742	\$ 1,053,445
Expenditures						
Contract Services						
Other Contractual Svcs	16,500	100	57,725	-	100,000	59,629
Sod Installed	188	600	5,100	1,102	20,750	-
ROW Reclamation	-	-	-	-	-	-
Specialty Mowing	27,012	27,012	25,771	28,497	25,680	29,436
Contract Services; other						
Pipe Lining	-	-	164,436	644,644	2,000,000	93,061
Water Quality Monitoring	20,275	26,750	20,172	32,571	82,000	38,529
Public Works Services						
Equip Repl Charges-PubWrks	61,805	133,451	128,664	140,748	205,976	167,177
Operating Exp-PubWrks	330,186	340,004	272,627	231,964	592,034	301,672
Road & Bridge Materials	69,763	1,792	1,737	2,872	46,792	-
Internal Charges						
Central/Indirect Svcs	9,809	7,117	10,009	10,509	18,248	18,248
Purchased Services						
Reimb-Aquatic Weed Chrgs	254,689	232,738	235,390	222,205	225,000	311,257
Postage	-	-	-	-	-	4
Advertising-Legal	-	-	-	-	150	-
Fees-Landfill	3,463	1,078	293	173	1,500	-
Collection Fee-Tax Collector	16,444	15,363	14,319	14,480	22,880	14,107
Materials and Supplies						
Capital Outlay						
ROW Acquisition	-	2,181	4,139	-	-	-
Debt Services						
Project Costs						
Natl Pollution Discharge Elimination						
Engineering	-	-	-	-	66,657	21,347
Construction	-	-	-	-	-	-
Labor (does not incl all labor prior to FY23)	3,333	3,552	3,333	3,552	3,333	3,844
Canal Sediment Removal-West County						
Engineering	-	-	-	4,645	700,000	7,163
Construction	-	-	-	-	-	-
Labor (does not incl all labor prior to FY23)	-	-	-	-	-	-
TMDL (Total Max. Daily Load Program)						
Engineering	61	-	-	-	133,333	-
Construction	-	-	-	-	-	-
Labor (does not incl all labor prior to FY23)	-	-	-	-	-	-
SGC WW Lock Repair						
Engineering	-	-	-	-	5,000	4,500
Construction	-	-	-	-	-	-
Labor (does not incl all labor prior to FY23)	-	-	-	-	-	-
Total Expenditures	813,528	791,740	943,716	1,337,963	4,249,333	1,069,975
Reserves (Ending Fund Balance)	\$ 5,709,989	\$ 6,255,651	\$ 6,583,759	\$ 6,386,782	\$ 3,005,005	\$ 6,370,252
Reserve %	87.5%	88.8%	87.5%	82.7%	41.4%	85.6%

West Charlotte Stormwater District MSBU
Preliminary 2 Year Budget
FY2024 & FY2025

Estimated Acres and Cost per Acre

	FY2024	FY2025
Vacant		
<i>Estimated Acres</i>	13,141.971	\$ 13,141.97
<i>Cost per Acre</i>	\$ 45.46	\$ 45.46
Occupied		
<i>Estimated Acres</i>	10,954.176	\$ 10,954.18
<i>Cost per Acre</i>	\$ 50.00	\$ 50.00
Current FY23 Vacant Rate	\$ 45.46	
Current FY23 Occupied Rate	\$ 50.00	
Current Maximum Rate	\$ 50.00	

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 4,220,379	\$ 600,626
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	1,145,143	1,145,143
<i>Interest</i>	14,772	2,103
<i>Less 5% Reserve - FS 129.01(2)b</i>	(57,996)	(57,363)
Grant & Subsidy Revenue		
<i>State Grant-P/E Strmwtr Mgmt</i>	-	-
<i>Grants from Oth Govts-SWFWMD</i>	-	-
Loans & Borrowing		
Total Revenue	\$ 1,101,919	\$ 1,089,883
<u>Expenditures</u>		
Contract Services		
<i>Engineering</i>	-	-
<i>Other Professional Svcs</i>	-	-
<i>Other Contractual Svcs</i>	75,000	20,000
<i>Concrete Flatwork</i>	5,000	5,000
<i>Sod Installed</i>	250,000	250,000
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	30,320	31,230
Contract Services; other		
<i>Pipe Lining</i>	1,000,000	1,000,000
<i>Water Quality Monitoring</i>	82,000	82,000
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	497,803	497,803
<i>Operating Exp-PubWrks</i>	1,402,991	1,402,991
<i>Road & Bridge Materials</i>	206,324	215,702

	Preliminary Budget FY2024	Preliminary Budget FY2025
Internal Charges		
<i>Central/Indirect Svcs</i>	17,505	18,229
Purchased Services		
<i>Postage</i>	-	-
<i>Admin Svcs-PubWrks</i>	-	-
<i>Personal Svcs-InterDept</i>	-	-
<i>Reimb-Aquatic Weed Chrgs</i>	325,000	325,000
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	1,500	1,500
<i>Collection Fee-Tax Collector</i>	22,903	22,903
Materials and Supplies		
<i>Educational Expenses</i>	-	-
Capital Outlay		
<i>Land Acquisition</i>	-	-
<i>ROW Acquisition</i>	-	-
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>Natl Pollution Discharge Elimination</i>		
<i>Engineering</i>	16,667	16,667
<i>Construction</i>	-	-
<i>Labor</i>	25,000	25,000
<i>Canal Sediment Removal-West County</i>		
<i>Engineering</i>	100,000	100,000
<i>Construction</i>	500,000	500,000
<i>Labor</i>	20,000	20,000
<i>TMDL (Total Max. Daily Load Program)</i>		
<i>Engineering</i>	133,334	-
<i>Construction</i>	-	-
<i>Labor</i>	5,325	-
<i>SGC WW Lock Repair</i>		
<i>Engineering</i>	5,000	5,000
<i>Construction</i>	-	-
<i>Labor</i>	-	-
Total Expenditures	4,721,672	4,539,025
Reserves (Ending Fund Balance)	\$ 600,626	\$ (2,848,516)
<i>Reserve %</i>	11.3%	-168.5%

Version Date 2/10/2023

GENERAL PROJECT DATA:		FY2024 Capital Improvements Budget / FY 2024 - FY 2029 Project Detail										Project No. c-390202							
Project Title:	National Pollution Discharge Elimination Pgm	Status	In Progress	PROJECT NEED PROJECT SCHEDULE										FY27	FY28	FY29			
Functional Area:	Stormwater Management	Does project add new capacity?	No	CRITERIA										1	2	3	4		
Department:	Public Works\Engineering	Is project required to maintain level of service:	No	Safety										1	2	3	4		
Location:	Stormwater MSBUs, County Wide	- Within 5 years? List project in CIE	No	Mandate Replace										1	2	3	4		
		- From 6 to 10 years? Monitor Annually	No	Equipment										1	2	3	4		
PROJECT DESCRIPTION:		<p>Continue to implement the National Pollution Discharge Elimination System (NPDES) Phase II permit for Charlotte County. The permit includes coordination with Florida Department of Transportation.</p> <p>Funding is split equally between Mid Charlotte, South Charlotte, and West Charlotte Stormwater Units.</p>																	
OPERATING BUDGET IMPACT:		<p>There are no additional operating impacts associated with this project.</p>																	
		Calc. for FY24		EXPENDITURE PLAN (000'S)															
		Prior Actual	Est FY23	Orig. FY24	Est c/o FY24	New \$ FY24	FY24	FY25	FY26	FY27	FY28	FY29	FUTURE	Total					
Design/Arch/Eng	501	50	10	-10	50	50	50	50	50	50	50	50	50	801					
Land (or ROW)	26				2									26					
Construction	1,078	75	19	-19	75	75	75	75	75	75	75	75	75	1,528					
Internal Costs																			
Equipment																			
Interest																			
Other Fees & Costs																			
Total Project Cost	1,605	125	27	-27	125	125	125	125	125	125	125	125	125	2,355					
		FUNDING PLAN (000'S)																	
MSBU/TU Assessments	1,600	125	23	-23	125	125	125	125	125	125	125	125	125	2,350					
Grants	5		4	-4										5					
Total Funding	1,605	125	27	-27	125	125	125	125	125	125	125	125	125	2,355					
		LOAN REPAYMENT SCHEDULE (000'S)																	
		ANNUAL OPERATING BUDGET IMPACT (000'S)																	
Total Loan Repayment																			
Personal Svc.																			
Non-personal Capital																			
Total Operating																			



FY2024 Capital Improvements Budget / FY 2024 - FY 2029 Project Detail Project No. **c392002**

GENERAL PROJECT DATA:	Status	In Progress	CONCURRENCY REQUIREMENTS		(Y/N)	PROJECT NEED											
Project Title:	Canal Sediment Removal-West County		Does project add new capacity?		Yes/No	PROJECT SCHEDULE											
Functional Area:	Stormwater		Is project required to maintain level of service:		Yes/No	PROJECT CRITERIA											
Department:	Public Works/Engineering		- Within 5 years? List project in CIE		Yes/No	PROJECT RATIONALE (Include Additional LOS Detail, if necessary):											
Location:	West County		- From 6 to 10 years? Monitor Annually		Yes/No	The canals included in this project were originally dredged approximately 60 years ago. Over the years, sediment has built up in the canals which contain nutrients that degrade the water quality as well as take up vital storage for stormwater runoff. This project will regrade the canals to their original design capacity and it is anticipated that by removing the nutrient rich sediment will improve water quality. The County is working with the FDEP in order to use this project to mitigate for any future TMDL that might be imposed upon these canals.											

PROJECT DESCRIPTION:
 This project will provide for the engineering design and construction for the sediment removal, nutrient removal and vegetation removal in order to maintain positive drainage in the West County upland canals.
 Funding is provided from the West County Stormwater Unit.

OPERATING BUDGET IMPACT:
 There are no additional operating impacts associated with this project.

REPLACEMENT COUNTY PROPERTY NO.:

	Prior Actual	Est FY23	Orig. FY24	Est/c/o FY24	New \$ FY24	EXPENDITURE PLAN (000'S)											
						FY24	FY25	FY26	FY27	FY28	FY29	FUTURE	Total				
Design/Arch/Eng	12	100	98	-98	100	100	100	100	100	100	100	100	100	100	612		
Land (or ROW)		500	500	-500	500	500	500	500	500	500	500	500	500	500	3,000		
Construction	12	20	18	-18	20	20	20	20	20	20	20	20	20	20	132		
Internal Costs																	
Equipment																	
Interest																	
Other Fees & Costs																	
Total Project Cost	23	620	617	-617	620	620	620	620	620	620	620	620	620	620	3,743		

Proposed Canals:
 Claremont WW
 Butterford WW
 Newgate WW
 Blueberry Lake
 March WW
 Seamist WW
 Memorial WW
 Mighty Rotonda River
 Rotonda Canals

FUNDING PLAN (000'S)												
	FY24	FY25	FY26	FY27	FY28	FY29	FUTURE	Total				
MSBU/TU Assessments	23	620	617	-617	620	620	620	620	3,743			
Total Funding	23	620	617	-617	620	620	620	620	3,743			

LOAN REPAYMENT SCHEDULE (000'S)												
	FY24	FY25	FY26	FY27	FY28	FY29	FUTURE	Total				
Total Loan Repayment												
Personal Svc.												
Non-personal Capital												
Total Operating												

ANNUAL OPERATING BUDGET IMPACT (000'S)												
	FY24	FY25	FY26	FY27	FY28	FY29	FUTURE	Total				
Total Loan Repayment												
Personal Svc.												
Non-personal Capital												
Total Operating												

FY2024 Capital Improvements Budget / FY 2024 - FY 2029 Project Detail										Project No. c390305					
GENERAL PROJECT DATA:	Status	In Progress	CONCURRENCY REQUIREMENTS:				PROJECT SCHEDULE				PROJECT NEED CRITERIA				
Project Title:	Total Maximum Daily Load Program		Does project add new capacity?				1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4				Design/Arch				
Functional Area:	Stormwater Management		Is project required to maintain level of service:								Land/ROW				
Department:	Public Works/Engineering		- Within 5 years? List project in CIE				No				Construct				
Location:	Stormwater/MSBUs, County Wide		- From 6 to 10 years? Monitor Annually				No				Equipment				
PROJECT DESCRIPTION:												PROJECT RATIONALE (include Additional LOS Detail, if necessary):			
The objective of the TMDL initiative is to develop water quality based controls to reduce pollution from both point and non-point sources and to restore and maintain the quality of water resources in designated areas identified by EPA/FDEP. The Engineering Consultant will address EPA and/or DEP requirements pertaining to initial development of this program. This work may include but not be limited to: modeling of pollutant loadings at locations designated by EPA and/or DEP and recommendations to address any mandated stormwater management projects.												The Environmental Protection Agency (EPA) is requiring all states to identify those waters within its boundaries not meeting water quality standards applicable to the waters' designated uses. In Florida, this program is being initiated/implemented by the Florida Department of Environmental Protection (FDEP). Possible water bodies affected by this program in Charlotte County are Charlotte Harbor and the Peace and Myakka Rivers. This project is to initiate efforts to address water quality issues that may be derived as this initiative by EPA and FDEP progresses.			
Funding is split equally between Mid Charlotte, South Charlotte, and West Charlotte Stormwater Units.												REPLACEMENT COUNTY PROPERTY NO.:			
OPERATING BUDGET IMPACT:															
There are no additional operating impacts associated with this project.															
	Prior Actual	Est FY23	Calc. for FY24		FY24	FY24	FY25	FY26	FY27	FY28	FY29	FUTURE	Total		
			Orig. FY24	New \$ FY24											
EXPENDITURE PLAN (000'S)															
Design/Arch/Eng	5		400		400								405		
Land (or ROW)															
Construction	30		16		16								46		
Internal Costs															
Equipment															
Interest															
Other Fees & Costs															
Total Project Cost	35		416		416								451		
FUNDING PLAN (000'S)															
MSBU/TU Assessments	35		416		416								451		
Total Funding	35		416		416								451		
LOAN REPAYMENT SCHEDULE (000'S)															
Total Loan Repayment															
ANNUAL OPERATING BUDGET IMPACT (000'S)															
Personal Svc.															
Non-personal Capital															
Total Operating															

