

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

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 10, 2023

9:38 a.m. – 12:34 p.m.

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

Members Present: Benjamin Sinclair, Chair
Geoffrey Norton
John House
Mario Audia

Members Absent: Hank Killion, absent

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 9:38 a.m. A roll call was taken, and a quorum was present. Mr. House explained Mr. Killion's absence.

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 February 15, 2023, and April 5, 2023, were reviewed and approved as written.

Unfinished Business:

- a) Water Quality: Mr. Moody reviewed One Charlotte, One Water information that can be found at www.charlottecountyfl.gov/one-charlotte-one-water/ and discussed the program moving forward, budgeting needs to meet the work program expectation and recommendations. Mr. Sinclair inquired on oyster beds. Ms. Kelley explained the budgeted line-item water quality monitoring for One Charlotte One Water, the county wide annual monitoring and the South Gulf Cove annual monitoring program that is funded by this MSBU. The Advisory Board reviewed and discussed the two scenarios provided by Fiscal. Mr. Norton motioned to keep the rate at the recommended increase of \$125, with the rate being reviewed in FY2029, it was seconded, and the motion passed 4:0. Mr. Audia motioned to set the budgeted line-item water quality monitoring to \$155,451 on the FY24/25 draft budgets to support all three programs, it was seconded, and the motion passed, 4:0.
- b) Canal Sediment Removal Program: Mr. Moody explained the Board of County Commissioners had given direction to investigate DEP (Department of Environmental Protection) allocation funding for the project. He conveyed that a few core samples have been taken and the assessment of sediment removal (dredging). The Advisory Board did recommend other locations to be reviewed with core sample testing, dredging of stormwater canals/waterways, and debris removal. Mr. Moody explained the positive evaluation of eel grass, noting it is native and fantastic for cutting down on bacteria. There was additional discussion on locations and funding for eel grass. Mr. House explained the benefits of grass

carp and the elimination of water lettuce, as well as sediment removal for the Rotonda River. Mr. Audia pointed out locations along Oyster Creek to be considered for sediment removal.

- c) Lemon Bay Isles/Grass Carp: Ms. Kelley conveyed the project manager is developing the scope and it should be put out to bid within the next month.

New Business:

- a) Financial Reports: The fiscal year (FY) 2023 quarter two actual expenditure, FY23 quarter one activity report and the preliminary FY24/25 budgets were provided for review.
- b) FY22 Executive Summary Report: Ms. Kelley reviewed the summary that is provided to the Board of County Commissioners, indicating the duties and responsibilities of an Advisory Board member, the purpose of the specific unit and a brief description of the internal and external work programs.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

Schedule Meetings / Items for Next Agenda:

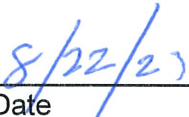
Future meetings are scheduled at the West County Annex Conference Room as follows:

- 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

AGENDA

WEST CHARLOTTE STORMWATER UTILITY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, MAY 10, 2023

9:30 a.m., Mac V. Horton, West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

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

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: February 15, 2023 and April 5, 2023
5. Unfinished Business
 - a. Water Quality
 - b. Canal Sediment Removal Program
 - c. Lemon Bay Isles/Grass Carp
6. New Business
 - a. Financial Reports
 - b. FY22 Executive Summary Report
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

**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

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

**ADVISORY BOARD SPECIAL MEETING
WEDNESDAY, APRIL 5, 2023**

9:30 a.m. – 10:08 a.m.

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

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

Members Absent: Mario Audia, apologies received

County Staff: Kimberly Kelley, Community Liaison

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

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

None

Unfinished Business:

- a) FY24/25 Preliminary Budget/Rate Assessment: Ms. Kelley provided two rate assessment scenarios. The first option would raise the rate to the Advisory Board recommendation of \$75.00 however, in fiscal year 2026, the rate would need to be re-evaluated and an increase would be needed again. The second option is to raise the assessment rate to \$125.00 and the rate should stay consistent until it is re-evaluated in 2033. The Advisory Board discussed projects, future pipe lining, raising the rate incrementally versus one-time, water quality testing and public hearing costs/postage. Mr. Sinclair motioned to increase the rate to \$125, seconded by Mr. Killion and it was unanimously approved.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Sinclair mentioned including the Sioux waterway into the canal sediment removal program.

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 MSBU

Fund Financial Report
Oct. 1, 2022 - Mar. 31, 2023

	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	1,032,474	1,099,680
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$1,053,445	\$1,099,680	\$1,032,474	\$1,099,680
Expenditures				
Contract Services	89,065	72,201	11,284	323,101
Pipe Lining	93,061	1,750,000	-	1,750,000
Water Quality	38,529	107,309	73,825	103,890
Public Works Services	434,504	798,106	3,172	798,106
Internal Charges	18,248	16,534	16,534	16,534
Purchased Services	325,364	249,503	111,370	249,503
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Nat'l Pollution Discharge Elimination	55,008	45,001	7,613	7,613
Total Maximum Daily Load Program	-	138,657	-	-
Canal Sediment Removal-West County	11,697	620,393	860	860
South Gulf Cove WW Lock Split Funded	4,500	5,000	-	5,000
Total Expenditures	1,069,975	3,802,704	224,659	3,254,607
Reserves (Ending Fund Balance)	\$6,370,252	\$1,316,053	\$7,178,067	\$4,215,325
<i>Reserve %</i>	85.6%	25.7%	97.0%	56.4%

Date Prepared: 4/28/2023

**WEST CHARLOTTE STORMWATER
Municipal Service Benefit Unit (MSBU)
FY 22 Annual Report – Executive Summary
October 1, 2021 – September 30, 2022**

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. - WEST CHARLOTTE STORMWATER UTILITY UNIT, Sec. 4-5-285. - Purpose.

The purpose of the unit is to provide for the financing, design, construction, maintenance and operation of a stormwater management system, plan for future infrastructure needs for drainage, accrue or borrow funds for future work, and carry out such work for all primary drainage infrastructure as determined by the county engineer. The purpose shall include the financing of the county's National Pollutant Discharge Elimination System's (NPDES) permit and its requirements, as well as any costs associated with the total maximum daily loads (TMDLs) program. The purpose shall also include water quality monitoring and native and invasive aquatic plant control with the use of chemical, biological and mechanical methods.

Summary

Current Rate: \$45.46 Per Acre Vacant / \$50 Per Acre Occupied

Max Rate: \$50

The FY22 completed work program included all internal maintenance and administrative costs and contracted services for NPDES program, Oyster Creek flow enhancement, water quality monitoring, pipe lining, sod installation, repair/maintenance for the South Gulf Cove lock, specialty mowing and engineering for the canal sediment removal program.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for the NPDES and TMDL programs, grass carp, engineering for the canal nutrient and vegetation sediment removal program, water quality monitoring, pipe lining, sod installation, repair/maintenance for the South Gulf Cove lock, and specialty mowing.

For FY24, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services for the NPDES and TMDL programs, grass carp, water quality monitoring, pipe lining, sod installation, Oyster Creek flow enhancement program, repair/maintenance

for the South Gulf Cove lock and specialty mowing and canal sediment and vegetation removal program.

DRAFT

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

West Charlotte Storm Water Utility Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3716	MSBU Administrative Work		10/19/2022	0.25	18.87	0.00	0.00	0.00		18.87
	3716	MSBU Administrative Work		10/21/2022	0.25	18.87	0.00	0.00	0.00		18.87
	3716	MSBU Administrative Work		10/26/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3716	MSBU Administrative Work		10/27/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3716	MSBU Administrative Work		11/01/2022	0.50	36.47	0.00	0.00	0.00		36.47
	3716	MSBU Administrative Work		11/02/2022	0.50	36.47	0.00	0.00	0.00		36.47
	3716	MSBU Administrative Work		11/03/2022	0.50	36.47	0.00	0.00	0.00		36.47
	3716	MSBU Administrative Work		11/04/2022	0.25	18.24	0.00	0.00	0.00		18.24
	3716	MSBU Administrative Work		11/08/2022	0.50	36.47	0.00	0.00	0.00		36.47
	3716	MSBU Administrative Work		11/15/2022	0.50	36.47	0.00	0.00	0.00		36.47
					4.25	313.78	0.00	0.00	0.00		313.79
					4.25	313.78	0.00	0.00	0.00	0.00	313.79

Administrative Time Total

Work Order 3716 Total

6155	MSBU Administrative Work			12/06/2022	0.50	36.47	0.00	0.00	0.00		36.47
6155	MSBU Administrative Work			11/23/2022	1.00	72.94	0.00	0.00	0.00		72.94
6155	MSBU Administrative Work			11/30/2022	0.50	36.47	0.00	0.00	0.00		36.47
6155	MSBU Administrative Work			12/14/2022	0.25	18.24	0.00	0.00	0.00		18.24
6155	MSBU Administrative Work			12/21/2022	1.00	72.94	0.00	0.00	0.00		72.94
6155	MSBU Administrative Work			12/29/2022	0.50	36.47	0.00	0.00	0.00		36.47
6155	MSBU Administrative Work			12/30/2022	0.75	54.71	0.00	0.00	0.00		54.71
					4.00	291.76	0.00	0.00	0.00		291.77
					3.50	255.29	0.00	3.92	0.00		259.21
					3.50	255.29	0.00	3.92	0.00		259.21
					2.00	145.88	0.00	0.00	0.00		145.88

Administrative Time Total

MSBU Meeting Total

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

West Charlotte Storm Water Utility Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
MSBU Minutes Total											
Work Order 6155 Total					2.00	145.88	0.00	0.00	0.00	0.00	145.88
					10.00	729.40	0.00	3.92	0.00	0.00	733.33
MSBU Administrative Work Total					14.25	1,043.18	0.00	3.92	0.00	0.00	1,047.12
2820		Project Management		10/12/2022	1.00	85.78	0.00	0.00	0.00	0.00	85.78
2820		Project Management		10/13/2022	2.00	171.56	0.00	0.00	0.00	0.00	171.56
2820		Project Management		10/14/2022	2.00	171.56	0.00	0.00	0.00	0.00	171.56
2820		Project Management		10/19/2022	1.00	85.78	0.00	0.00	0.00	0.00	85.78
2820		Project Management		10/20/2022	2.00	171.56	0.00	0.00	0.00	0.00	171.56
2820		Project Management		10/25/2022	2.00	171.56	0.00	0.00	0.00	0.00	171.56
2820		Project Management		10/26/2022	2.00	171.56	0.00	0.00	0.00	0.00	171.56
2820		Project Management		10/27/2022	1.00	85.78	0.00	0.00	0.00	0.00	85.78
2820		Project Management		10/28/2022	2.00	171.56	0.00	0.00	0.00	0.00	171.56
2820		Project Management		11/15/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
2820		Project Management		11/16/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
2820		Project Management		11/29/2022	2.00	170.90	0.00	0.00	0.00	0.00	170.90
2820		Project Management		11/30/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
2820		Project Management		12/07/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
2820		Project Management		12/08/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
2820		Project Management		12/09/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
2820		Project Management		12/13/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
2820		Project Management		12/14/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
2820		Project Management		12/15/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

West Charlotte Storm Water Utility Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	2820	Project Management		12/16/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2820	Project Management		12/21/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2820	Project Management		12/22/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	Work Order 2820 Total				29.00	2,483.00	0.00	0.00	0.00	0.00	2,483.00
	c390202 - National Pollution Discharge Elimination										
	2833	Project Management		11/01/2022	1.00	85.78	0.00	0.00	0.00	0.00	85.78
	2833	Project Management		12/20/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2833	Project Management		12/21/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2833	Project Management		12/22/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	Work Order 2833 Total				4.00	342.13	0.00	0.00	0.00	0.00	342.13
	c392002 - Canal Sediment Removal - West County										
	3854	Project Management		10/01/2022	0.00	0.00	0.00	0.00	1,471.80	0.00	1,471.80
	3854	Project Management		11/01/2022	0.25	21.45	0.00	0.98	2,453.00	0.00	2,475.43
	3854	Project Management		11/02/2022	0.25	21.36	0.00	0.98	0.00	0.00	22.35
	3854	Project Management		11/30/2022	0.25	21.00	0.00	0.96	0.00	0.00	21.96
	3854	Project Management		12/01/2022	0.00	0.00	0.00	0.00	2,453.00	0.00	2,453.00
	3854	Project Management		12/02/2022	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3854	Project Management		12/06/2022	0.26	21.96	0.00	1.01	0.00	0.00	22.97
	3854	Project Management		12/21/2022	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3854	Project Management		11/04/2022	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3854	Project Management		11/15/2022	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3854	Project Management		11/18/2022	0.25	21.36	0.00	0.98	0.00	0.00	22.34
	3854	Project Management		11/29/2022	1.25	106.81	0.00	4.90	0.00	0.00	111.71

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					57.77	4,767.73	0.00	37.34	6,377.80		11,182.89

Grand totals for all MSBUs reported