

**MINUTES
GULF COVE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
FRIDAY, DECEMBER 2, 2022**

9:30 a.m. – 10:32 a.m.

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

Board Members: Leon Demere, Chair
Donna Draus, Vice-Chair
James Wernicke
Clint Baker

Absent Members: None

County Staff: Kimberly Kelley, Community Liaison
Zach Patchell, Project Manager

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.

Changes to the Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

The minutes from May 11, 2022, were unanimously approved as written.

Unfinished Business:

- a) Interior Dredge-Bathymetric Survey Design: Mr. Patchell explained the sediment that has come into the waterways from Hurricane Ian has been evaluated. He inquired if the property owners' association representative would consider discussing a parcel near their park for sediment to be placed and hauled away for the future dredge project, noting a cost savings to the citizens of the waterways.

New Business:

- a) Financial Reports: The fiscal year (FY) 2022 quarter four actual expenditure, activity maintenance and the adopted FY23 budgets reports were provided for review; there was discussion on the upcoming FY24/25 budgets, and new activity reports. Mr. Wernicke inquired on lowering the assessment rate due to FEMA reimbursement. Mr. Patchell stated that it is the intent to apply and receive FEMA reimbursement; Ms. Kelley advised it would not be recommended to lower the rate until grant funding is received and at that time a request to Fiscal could be submitted.
- b) Post Storm Survey: Mr. Patchell explained the hurricane waterway debris contract. He stated that the post-storm survey has been sent to purchasing to go out for bid, and staff is seeking reimbursement by FEMA as there was a pre-storm survey completed. Wash outs that occurred were discussed. He explained the intent would be to do an exterior dredge at the same time of the interior dredge to save on costs for the sediment that was caused by Hurricane Ian.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion: Ms. Kelley explained regular maintenance operations are on hold as staff is performing clean-up and recovery and she reviewed the 2023 Advisory Board meeting schedule.

Schedule Meetings / Items for Next Agenda:

Meetings will be held at 9:30 a.m. as follows:

- Wednesday, January 25, 2023
- Wednesday, April 19, 2023
- Wednesday, July 19, 2023
- Wednesday, October 18, 2023

Submitted by Kimberly Kelley
Public Works Department



Chair Signature

4/14/23
Date

AGENDA

GULF COVE WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING FRIDAY, DECEMBER 2, 2022

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

BOARD MEMBERS: Clint Baker, Chair
Donna Draus, Vice-Chair
James Wernicke
Leon Demere
Vacant

COUNTY STAFF: Kimberly Kelley

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: May 11, 2022
6. Unfinished Business
 - a. Interior Dredge- Bathymetric Survey & Design
7. New Business
 - a. Financial Reports
 - b. Post Storm Survey
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

Gulf Cove Waterway MSBU

Fund Financial Report
Oct. 1, 2021 - Sept. 30, 2022

Unaudited as of 9.30.22

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$532,061	\$568,714	\$599,861	\$599,861
Revenues				
Assessments & Earnings	125,289	243,352	237,600	243,352
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	1,534,000	-	1,534,000
Total Revenue	\$125,289	\$1,777,352	\$237,600	\$1,777,352
Expenditures				
Contract Services	-	-	-	-
Survey	-	35,000	-	35,000
Navigational Trimming	-	5,000	-	5,000
Public Works Services	11,823	40,244	14,576	40,244
Internal Charges	750	1,350	1,350	1,350
Purchased Services	2,417	5,044	4,870	5,044
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	61,366	-	61,366
Project Costs				
Gulf Cove WW Dredging	42,500	1,754,014	12,948	1,739,190
Total Expenditures	\$57,490	\$1,902,018	\$33,744	\$1,887,194
Reserves (Ending Fund Balance)	\$599,861	\$444,048	\$803,717	\$490,019
<i>Reserve %</i>	91.3%	18.9%	96.0%	20.6%

Date Prepared: 10/25/2022

Monthly MSBU Activity Report

START DATE: 3/1/2022 END DATE: 5/31/2022

PW-GCWWM Gulf Cove WW Bnfit Mtc

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
1220395	PW-GCWWM Gulf Cove Waterway MSDR Annual Work Order	PW-GCWWM	Gulf Cove WW Bnfit Mtc	10-9866 MSDR	04/06/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					04/07/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					04/08/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
					04/19/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					04/21/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
					05/03/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					05/04/2022	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
					05/05/2022	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
					05/06/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					05/10/2022	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
					05/11/2022	4.50	411.26	0.00	0.00	0.00	4.50	LHR	411.26
					05/18/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					05/20/2022	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
					05/24/2022	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
					05/26/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
MSDR Total						15.75	1,439.39	0.00	0.00	0.00	15.75	LHR	1,439.39
Total WO Number: 1220395						15.75	1,439.39	0.00	0.00	0.00	15.75	LHR	1,439.39

C391203 1411392 PW-MSBU-W Gulf Cove WW Dredging C391203

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
					03/01/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
					03/08/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
					03/09/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
					03/30/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
					03/31/2022	0.00	0.00	0.00	0.00	0.00	0.00	LHR	0.00
					04/05/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
					04/06/2022	0.25	26.70	0.00	0.00	0.00	0.25	LHR	26.70
					04/12/2022	2.50	266.98	0.00	0.00	0.00	2.50	LHR	266.98
					04/13/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
					04/21/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
					04/26/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
					04/27/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
					05/03/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
					05/10/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
					05/11/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
					05/13/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
					05/20/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
					05/25/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
					05/27/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
Project Management Total						17.75	1,895.52	0.00	0.00	0.00	17.75	LHR	1,895.52
93-9351D Meetings						0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
03/22/2022						0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40

Monthly MSBU Activity Report

START DATE: 3/1/2022 END DATE: 5/31/2022

PW-GCWWM

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
						03/30/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
						04/14/2022	2.50	266.98	0.00	0.00	0.00	2.50	LHR	266.98
						05/06/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
						05/11/2022	3.00	320.37	0.00	0.00	0.00	3.00	LHR	320.37
						05/18/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
						05/24/2022	2.50	266.98	0.00	0.00	0.00	2.50	LHR	266.98
							11.50	1,228.09	0.00	0.00	0.00	11.50	LHR	1,228.09
							29.25	3,123.61	0.00	0.00	0.00	29.25	LHR	3,123.61
							45.00	4,563.00	0.00	0.00	0.00	45.00	LHR	4,563.00

Meetings Total

Total WO Number: 1411392

Total MSBU: PW-GCWWM

Monthly MSBU Activity Report

START DATE: 7/1/2022 END DATE: 9/30/2022

PW-GCWMM Gulf Cove WW Bnfit Mtc

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
1220395	PW-GCWMM Gulf Cove Waterway MSDR Annual Work Order	PW-GCWMM	Gulf Cove WW Bnfit Mtc	10-9866 MSDR	07/01/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
					07/08/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
					07/14/2022	0.50	37.73	0.00	0.00	0.00	0.50	LHR	37.73
					07/15/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
					07/26/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
					08/19/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
					09/09/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
					09/13/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
					09/14/2022	1.00	75.46	0.00	0.00	0.00	1.00	LHR	75.46
					09/20/2022	0.75	56.60	0.00	0.00	0.00	0.75	LHR	56.60
					09/22/2022	1.00	75.46	0.00	0.00	0.00	1.00	LHR	75.46
					09/23/2022	0.25	18.87	0.00	0.00	0.00	0.25	LHR	18.87
					09/26/2022	0.50	37.73	0.00	0.00	0.00	0.50	LHR	37.73
						5.75	433.90	0.00	0.00	0.00	5.75	LHR	433.90
						5.75	433.90	0.00	0.00	0.00	5.75	LHR	433.90

MSDR Total

Total WO Number: 1220395

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
C391203	PW-MSBU-W Gulf Cove WW Dredging C391203	PW-GCWMM	Gulf Cove WW Bnfit Mtc	93-9357D Project Management	07/19/2022	0.50	42.89	0.00	0.00	0.00	0.50	LHR	42.89
					07/26/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					07/27/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/02/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/12/2022	0.50	42.89	0.00	0.00	0.00	0.50	LHR	42.89
					08/18/2022	2.00	171.56	0.00	0.00	0.00	2.00	LHR	171.56
						6.00	514.68	0.00	0.00	0.00	6.00	LHR	514.68

Project Management Total

93-9351D Meetings

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
					08/02/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					08/03/2022	0.25	21.45	0.00	0.00	0.00	0.25	LHR	21.45
					08/26/2022	2.00	171.56	0.00	0.00	0.00	2.00	LHR	171.56
					09/14/2022	1.00	85.78	0.00	0.00	0.00	1.00	LHR	85.78
					09/20/2022	0.50	42.89	0.00	0.00	0.00	0.50	LHR	42.89
						4.75	407.46	0.00	0.00	0.00	4.75	LHR	407.46
						10.75	922.14	0.00	0.00	0.00	10.75	LHR	922.14
						16.50	1,356.03	0.00	0.00	0.00	16.50	LHR	1,356.03

Meetings Total

Total WO Number: 1411392

Total MSBU: PW-GCWMM

**ADOPTED
9.27.22**

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
 FY 2022/23 BUDGET
 GULF COVE WATERWAY BENEFIT UN-MTC. FUND (WE)
 FUND # 1122
 ADOPTED WATERWAY MAINTENANCE WORK PROGRAM

ESTIMATED ERU'S - FY 22/23 840.6

	COST PER	
	<u>ERU</u>	<u>TOTAL</u>
PROJECTED FUND BALANCE - 10/1/22		\$ 751,095
ESTIMATED REVENUE	300.00	<u>1,777,948</u>
FUNDS AVAILABLE		2,529,042
GRAND TOTAL MSBU WORK PROGRAM	\$ 2,281.64	<u>1,917,946</u>
BALANCE AFTER PROGRAM		611,096
OTHER CASH OUTFLOWS (TRANSFERS OUT)		-
PROJECTED FUND BALANCE - 9/30/23		\$ 611,096

TRANSFERS AND RESERVES SUMMARY

RESERVE FOR FUTURE CAPITAL OUTLAY	105,288
RESERVE FOR CONTINGENCY-REGULAR	252,904
RESERVE-CASH CARRIED FORWARD	<u>252,904</u>
TOTAL TRANSFERS AND RESERVES	<u>611,096</u>
TOTAL CASH OUTFLOWS AND RESERVES/BALANCES	<u>2,529,042</u>

Desired Minimum Fund Balance: \$319,658
 Allowable Fund Balance: \$505,808

RATE HISTORY:	UNIT OF MEAS	COST PER UOM	PER 80' LOT
FY 2013/14	ERU	\$ 100.00	\$ 100.00
FY 2014/15	ERU	\$ 100.00	\$ 100.00
FY 2015/16	ERU	\$ 100.00	\$ 100.00
FY 2016/17	ERU	\$ 100.00	\$ 100.00
FY 2017/18	ERU	\$ 150.00	\$ 150.00
FY 2018/19	ERU	\$ 150.00	\$ 150.00
FY 2019/20	ERU	\$ 150.00	\$ 150.00
FY 2020/21	ERU	\$ 150.00	\$ 150.00
FY 2021/22	ERU	\$ 300.00	\$ 300.00
FY 2022/23	ERU	\$ 300.00	\$ 300.00

CURRENT MAXIMUM RATE \$ 300.00

Totals may not add due to rounding.

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
 FY 2022/23 BUDGET
 GULF COVE WATERWAY BENEFIT UN-MTC. FUND (WE)
 FUND # 1122
 ADOPTED WATERWAY MAINTENANCE WORK PROGRAM

**ADOPTED
 9.27.22**

<u>PUBLIC WORKS SERVICES</u>		<u>TOTAL EXP</u>	
Maintenance/Project Services		\$ 28,863	
Equipment Replacement Charges		-	
Signing & Marking Materials		-	
Road/Drainage Maintenance Materials		-	
TOTAL PUBLIC WORKS SERVICES		28,863	
<u>OTHER DIRECT COSTS</u>			
Postage & Notices		-	
Central/Indirect Services Allocation		1,238	
Advertising - Legal		-	
TOTAL OTHER DIRECT COST		1,238	
<u>CONTRACT SERVICES</u>		<u>C/O \$</u>	<u>NEW \$</u>
c391203 P/S - Engineering		84-8490	161,034
c391203 C/S - Dredging		84-8486	1,600,402
C/S - Navigational Trimming		84-8484	5,000
C/S - Survey		84-8499	55,000
TOTAL CONTRACT SERVICES			1,821,436
 TOTAL WORK PROGRAM			 1,851,537
 TAX COLLECTOR-COLLECTION FEE			 5,044
 DEBT SERVICE		 c391203 Principal Pymts	
		c391203 Interest Pymts	61,366
 GRAND TOTAL MSBU WORK PROGRAM			 \$ 1,917,946

Budget by Single MSBU

Department: All Departments
Activity: All Activities

Budget Year: 2023-BUDGET
MSBU Code: Gulf Cove WW Bnfit Mtc

WO #	Activity	Work Quantity	Work UOM	ADP	Crew Days	Crew Size	Labor Days	Labor Cost	Tool Cost	Parts Cost	Lump Sum	Budget Total
1717074	10-98866-MSDR	75.00	LHR	10.00	7.50	1.00	7.50	4,927.55	0.00	0.00	0.00	4,927.55
	Program 10 Totals:	75.00			7.50		7.50	4,927.55	0.00	0.00	0.00	4,927.55
1751758	84-8484-C/S Vegetation Removal	5,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
1717937	84-8486-Contract Dredging	1,600,402.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600,402.00	1,600,402.00
1718023	84-8490-Professional Engineer Svcs	161,034.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161,034.00	161,034.00
1718267	84-8499 - C/S Survey	55,000.00	DOL	0.00	0.00	1.00	0.00	0.00	0.00	0.00	55,000.00	55,000.00
	Program 84 Totals:	1,821,436.00			0.00		0.00	0.00	0.00	0.00	1,821,436.00	1,821,436.00
1718303	93-9357-Project Management	770.30	LHR	15.00	51.35	0.50	25.68	21,927.26	2,007.79	0.00	0.00	23,935.04
	Program 93 Totals:	770.30			51.35		25.68	21,927.26	2,007.79	0.00	0.00	23,935.04
	PW-GCWWM Totals:	1,822,281.30			58.85		33.18	26,854.81	2,007.79	0.00	1,821,436.00	1,850,298.59

Capital Maintenance Schedule
 Public Works - MSBU/TU Dredging
 2023

Project Costs (in thousands)

<u>Project Name</u>	2023	2024	2025	2026	2027	2028	TOTAL
Alligator Creek - Entrance Channel	399	0	0	0	0	0	399
Buena Vista WW Maint. Dredging FY23	466	0	0	0	0	0	466
Don Pedro/Knight/Palm Island Re-nourishment	622	201	121	123	0	0	1,067
Gulf Cove WW Dredging	1,785	0	0	0	0	0	1,785
Harbour Heights WW Maintenance Dredging	65	0	0	0	0	0	65
Hayward Canal Dredging	201	155	0	0	0	0	356
Manasota Key Beach Nourishment	1,206	392	191	136	0	0	1,925
Manchester WW Maintenance Dredging FY22	732	0	0	0	0	0	732
NWPC Interior Channel Dredging FY22	741	0	0	0	0	0	741
NWPC Exterior Dredging	0	102	255	0	0	0	357
Pirate Harbor Dredging FY23	468	0	0	0	0	0	468
South Gulf Cove WW Maintenance Dredging	387	1,224	0	0	0	0	1,611
Stump Pass Maintenance Dredging	2,015	31	134	4,556	0	0	6,736
Suncoast WW Maintenance Dredging	0	0	0	0	0	0	0
TOTAL	9,088	2,105	700	4,815	0	0	16,708

Capital Maintenance Schedule
 Public Works - MSBU/TU Dredging Long Range Plan
 2023

MSBU / MSTU Fund Name	Type of Dredge	Year Last Dredged	Dredging cycle/est. useful life	Planned Dredging	
				Year	Year
Ackerman Waterway (done with Manchester WW)	Spot	2014	7	FY 2022	
Alligator Creek Waterway	Entrance channel	2017	7	FY 2022	
Buena Vista Waterway	Access channel and main canal	2016	7	FY 2023	
Don Pedro/Knight Is Beach Renourishment	Renourishment	2020	8	FY 2028	
Edgewater North Waterway	Maintenance	N/A	10	none scheduled	
Gulf Cove Waterway	Exterior	2010	5	FY 2024	
Gulf Cove Waterway	Interior	2019	10	FY22 & FY23	
Harbour Heights Waterway	Canals and access channels	2017	7	FY 2022	
Hayward Canal Waterway	Finger channels	2019	10	FY 2024	
Hayward Canal Waterway	Main Channel	2019	5	FY 2022	
Manchester Waterway	Spot	2014	7	FY 2022	
North Manasota Key Beach Renourishment	Renourishment	2020	8	FY 2028	
Northwest Port Charlotte Waterway	Exterior	2009	5	FY 2024	
Northwest Port Charlotte Waterway	Interior	2014	10	FY 2022	
Pirate Harbor Waterway	Interior	2013	7	FY 2023	
South Bridge Waterway	Canals and access channels	2013	7	none scheduled	
South Gulf Cove Waterway	Spot	2016	7	FY22 & FY24	
Stump Pass Dredging	Channel and renourishment	2017	4	FY 2022	
Suncoast Waterway	Canals and access channels	2014	7	none scheduled	