

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

**ADVISORY BOARD REGULAR MEETING
FRIDAY, APRIL 14, 2023**

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):

- Rick Pelenske expressed his concern on placing dredge material on or near the Gulf Cove Association Property Owner Association (POA) property and if it were approved, he recommends compensation for the POA.

Approval of Minutes:

The minutes from December 2, 2022, were unanimously approved as written.

Unfinished Business:

- a) Interior Dredge-Bathymetric Survey Design: Mr. Patchell explained he has asked Parks and Recreation to utilize the park property at 13008 Gallagher Boulevard and they have declined. He explained the dredge material must go somewhere and helping secure a location for the contractor would help project cost and there could be a benefit to the private property owner for utilization of the property. It is required the contractor would remove all material and the property to be restored. He stated that design and construction dredge projects have been delayed due to the hurricane event, and it is the intent of county staff to apply for FEMA (Federal Emergency Management Agency) grant funding. Mr. Wernicke inquired on canal debris and washout materials in relation to material in waterways. Mr. Patchell stated the debris canal clean-up is a state contractor managed by the Florida Department of Emergency Management (FDEM), however, they are in West County currently. Mr. Patchell explained projects to repair washouts are being put out to bid for contracted work by Public Works Engineering.

New Business:

- a) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual actual expenditure and the preliminary FY24/25 preliminary budgets reports were provided for review; there was discussion on the new activity reports. Mr. Wernicke recommended having the history of the rate still included on the new style of budgets and it was unanimously agreed. Mr. Demere motioned to approve the FY24/25 preliminary budget, seconded by Ms. Draus and it was unanimously approved.

Citizen Input on MSBU Items (3 Minute Limit):

- Paul Schamberger explained a washout on his property, 3120 Paar Circle along the seawall going into the canal, he recommended a pipe to be installed that leads the water out into the canal.
- Jon Patty pointed out the washout that occurred on Quail Terrace.

Ms. Kelley asked the citizens to stay after the meeting adjourned, and she would review the areas as it was not in the purview of this waterway MSBU.

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, which is mandatory training provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.

Election of Officers:

Mr. Demere nominated Mr. Baker for Chair, there were no other nominations.
Mr. Wernicke nominated Mr. Demere for Vice Chair, there were no other nominations.
Mr. Baker accepted the nomination for Chair, Mr. Demere accepted the nomination for Vice Chair, and it was unanimously approved.

Advisory Board Open Discussion:

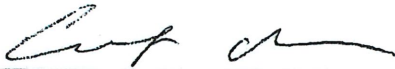
The Advisory Board unanimously approved cancelling the July 19, 2023, meeting.

Schedule Meetings / Items for Next Agenda:

Meetings will be held at 9:30 a.m. at the Mac V. Horton West County Annex as follows:

- ***CANCELED*** Wednesday, July 19, 2023
- Wednesday, October 18, 2023

Submitted by Kimberly Kelley
Public Works Department


Chair Signature


Date

AGENDA

GULF COVE WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING FRIDAY, APRIL 14, 2023

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. Sunshine Law/Roberts Rules of Order
5. Election of Officers
6. Citizen Input on Agenda Items (3-Minute Limit)
7. Approval of Minutes: December 2, 2022
8. Unfinished Business
 - a. Interior Dredge- Bathymetric Survey & Design
9. New Business
 - a. Financial Reports
10. Citizen Input on MSBU Items (3-Minute Limit)
11. Advisory Board Open Discussion
12. Meeting Schedule / Items for Next Agenda
13. Motion to Adjourn



**Gulf Cove Waterway
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
9:30 a.m., Friday, 15, 2023

Location: West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

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

NAME (please print)	Email Address	Phone Number
Kimberly Kelley	Kimberly.Kelley@CharlotteCountyFL.gov	575-3613
Judy Schonberger	JSCHEONBERGER710@gmail.com	
Tom Ricciardo	Tom66@earthlink.net	
Jim Werner		
Clint Baker	CTBAKER222@gmail.com	
Zach Patekull	ZachPatekull@CharlotteCountyFL.gov	
LEON DEMERE	2484LEDERE@GMAIL.COM	
Becky WIRTH		
Rick Peleske	RPeleske@aol.com	
JAMES WERNICKE	James wernickej@yaho.com	
Donna Draus	donna.draus@gmail.com	

**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

Date

Gulf Cove Waterway MSBU

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

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$599,861	\$751,095	\$806,848	\$806,848
Revenues				
Assessments & Earnings	238,940	243,948	175,040	243,948
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	1,534,000	-	-
Total Revenue	\$238,940	\$1,777,948	\$175,040	\$243,948
Expenditures				
Contract Services	-	-	-	-
Survey	-	55,000	-	55,000
Navigational Trimming	-	5,000	-	5,000
Public Works Services	4,566	4,926	-	4,926
Internal Charges	1,350	1,238	1,238	1,238
Purchased Services	3,079	5,044	3,397	5,044
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	61,366	-	-
Project Costs				
Gulf Cove WW Dredging	22,958	1,785,373	-	-
Total Expenditures	\$31,953	\$1,917,947	\$4,635	\$71,208
Reserves (Ending Fund Balance)	\$806,848	\$611,096	\$977,253	\$979,588
<i>Reserve %</i>	96.2%	24.2%	99.5%	93.2%

Date Prepared: 2/2/2023

Gulf Cove Waterway MSBU
Preliminary 2 Year Budget
FY2024 & FY2025

Estimated ERU's and Cost per ERU

	FY2024	FY2025
Vacant and Occupied		
<i>Estimated ERU's</i>	839.600	839.600
<i>Cost per ERU</i>	\$ 300.00	\$ 300.00
Current FY23 Rate	\$ 300.00	
Current Maximum Rate	\$ 300.00	

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 979,588	\$ 838,001
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	251,880	251,880
<i>Interest</i>	3,429	2,934
<i>GDC Recovery (Interfund Trf-Capital Projects)</i>	2,788	2,788
<i>Less 5% Reserve - FS 129.01(2)b</i>	(12,766)	(12,741)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	1,534,000	-
Total Revenue	\$ 1,779,331	\$ 244,861
<u>Expenditures</u>		
Contract Services		
<i>Other Contractual Svcs</i>	-	-
Contract Services; other		
<i>Survey</i>	55,000	55,000
<i>Navigational Trimming</i>	5,000	5,000
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	295	295
<i>Operating Exp-PubWrks</i>	19,313	5,471
Internal Charges		
<i>Central/Indirect Svcs</i>	1,559	12,594

	Preliminary Budget FY2024	Preliminary Budget FY2025
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	5,038	5,038
Materials and Supplies		
Capital Outlay		
Debt Services		
<i>Principal</i>	-	220,000
<i>Interest</i>	61,366	53,615
Project Costs		
<i>Gulf Cove WW Dredging</i>		
<i>Engineering</i>	153,567	-
<i>Dredging</i>	1,600,403	-
<i>Labor</i>	19,377	-
Total Expenditures	1,920,918	357,013
Reserves (Ending Fund Balance)	\$ 838,001	\$ 725,849
<i>Reserve %</i>	30.4%	67.0%

Version Date

2/2/2023

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2024-2025

Project Costs (in thousands)

<u>Project Name</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>TOTAL</u>
Alligator Creek - Entrance Channel	396	0	0	0	0	0	396
Buena Vista WW Maint. Dredging FY23	451	0	0	0	0	0	451
Don Pedro/Knight/Palm Island Re-nourishment FY20	692	203	123	95	0	0	1,113
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	0	55	9,770	195	10,020
Gulf Cove WW Dredging	1,835	54	46	37	28	19	2,019
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	199	0	0	0	0	0	199
Hayward Canal Interior Dredging	106	515	0	0	0	0	621
Manasota Key Beach Nourishment FY20	1,474	479	442	263	0	0	2,658
Manasota Key Beach Nourishment FY28	0	0	0	125	22,055	486	22,666
Manchester WW Maintenance Dredging FY22	725	0	0	0	0	0	725
NWPC Interior Channel Dredging FY22	720	0	0	0	0	0	720
NWPC Exterior Dredging	102	255	0	0	0	0	357
Pirate Harbor Dredging FY23	459	0	0	0	0	0	459
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	1,001	274	0	0	0	0	1,275
Stump Pass Maintenance Dredging FY26	0	151	4,535	30	30	95	4,841
Suncoast Maintenance Dredge	112	823	0	0	0	0	935
TOTAL	10,230	2,753	5,146	605	31,883	795	51,413

Gulf Cove Waterway 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	\$ 892,878	\$ 991,319	\$ 480,842	\$ 532,061	\$ 568,714	\$ 599,861
Revenues						
Assessments & Earnings						
<i>Assessments</i>	121,762	121,986	122,578	121,718	252,180	243,522
<i>Interest</i>	15,826	17,393	7,646	3,260	1,045	6,402
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	(7,218)	9,212	4,405	(3,210)	-	(15,111)
<i>GDC Recovery (Interfund Trf-Capital Projects)</i>	2,788	2,788	2,788	2,788	2,788	2,788
<i>Excess Fees /Tax Collector</i>	664	748	-	733	-	1,340
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	(12,661)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
<i>Debt Proceeds</i>	-	-	-	-	1,534,000	-
Total Revenue	\$ 133,822	\$ 152,126	\$ 137,418	\$ 125,289	\$ 1,777,352	\$ 238,940
Expenditures						
Contract Services						
<i>Other Contractual Svcs</i>	-	-	-	-	-	-
Contract Services; other						
<i>Survey</i>	-	17,402	2,598	-	35,000	-
<i>Navigational Trimming</i>	-	-	-	-	5,000	-
Public Works Services						
<i>Equip Repl Charges-PubWrks</i>	-	-	-	-	2,950	-
<i>Operating Exp-PubWrks</i>	12,235	158,204	11,976	11,823	37,294	14,576
Internal Charges						
<i>Central/Indirect Svcs</i>	521	547	714	750	1,350	1,350
Purchased Services						
<i>Postage-MSBU Notices</i>	-	-	-	419	-	-
<i>Advertising-Legal</i>	-	-	-	441	-	-
<i>Collection Fee-Tax Collector</i>	1,794	1,675	1,567	1,557	5,044	3,079
Materials and Supplies						
Capital Outlay						
Debt Services						
Project Costs						
Gulf Cove WW Dredging						
<i>Engineering</i>	20,564	58,543	10,674	42,500	154,014	12,948
<i>Dredging</i>	267	426,232	58,671	-	1,600,000	-
<i>Labor (not reported separate prior to FY23)</i>	-	-	-	-	-	-
Total Expenditures	35,381	662,603	86,199	57,490	1,902,018	31,953
Reserves (Ending Fund Balance)	\$ 991,319	\$ 480,842	\$ 532,061	\$ 599,861	\$ 444,048	\$ 806,848
<i>Reserve %</i>	96.6%	42.1%	86.1%	91.3%	18.9%	96.2%

Date Prepared: 1/24/2023