

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

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, MAY 25, 2022**

**10:05 a.m. – 11:31 a.m.  
Port Charlotte Regional Library  
2050 Forrest Nelson Boulevard, Port Charlotte, Florida**

**Members Present:** Dennis Peck, Chair  
Kevin Peregoy, Vice-Chair  
Cheryl Bauer  
Cliff Mann  
Lamont Whims

**Members Absent:** None

**County Staff:** Karlene McDonald, Community Liaison  
Zach Patchell, Projects Manager

**Guests:** See attached sign-in sheet

**Call to Order / Roll Call:**

The meeting was called to order at 10:05 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 Only (3 Minute Limit):**

- Mr. Burkhouse commented on the marine marker relocation project, stated 34A is too close to his dock and requested the public be notified in advance of a project.
- Mr. Schoenhen states boaters are not following the slow speed/minimum wake sign and is interested to see what can be done to slow boaters down.

**Approval of Minutes:**

The minutes from March 17, 2022, were unanimously approved as submitted.

**Unfinished Business:**

- a. Manchester Waterway Dredge Project: Atkins Engineering was selected for the design & engineering of the dredge project; Mr. Patchell noted the proposed fee for services is \$108,800. Discussion ensued regarding adding the construction layout under the engineering firm's scope of work, Mr. Patchell noted this would be an additional \$28,200. Conversation followed regarding adding a spot dredge on the Manchester Waterway near the Indianapolis Waterway to the project; it would cost an additional \$23,850 for engineering services. Ms. McDonald noted to remain at approximately 15% reserves, the MSBU cannot expend more than an additional \$114,000 total for the Manchester spot dredge. Mr. Peck inquired on widening the channel at the s-bend of the Manchester Waterway extension, but it would be considered a new dredge and require a longer permitting process. It can be considered in the future. Mr. Mann motioned to add the spot dredge of the Manchester Waterway at the end of the Indianapolis Waterway, seconded by Mr. Peregoy. Discussion ensued regarding a cap to the budget for this additional location, the Chair called for a vote on the question, and it was unanimously approved. Ms. Bauer motioned to keep construction layout on Atkin's, seconded by Mr. Whims and unanimously approved.
- b. Additional Slow Speed/ Minimum Wake Signage: A regulatory slow speed/minimum wake sign cannot be installed on a navigational marker piling. If the Advisory Board would like to install additional signage it will require a permit application from the regulatory agencies and

permit approval is not guaranteed. Ms. McDonald noted because this would be above and beyond what is required by law, the cost for materials and installation may be funded through the MSBU at an estimated \$2,500-2,800 per sign. Discussion ensued regarding enforcement issues, the effectiveness of signage and funding availability. The Chair requested consensus to table until after costs are received for dredging; Mr. Peregoy motioned to table, seconded by Ms. Bauer, and unanimously adopted.

- c. Marine Marker Relocation Project: GPS coordinates and pilings were inspected post-relocation and installation, 1 piling was reinforced. Ms. McDonald noted Public Works will not relocate pilings as they are not impacting access to private docks. Conversation followed regarding Marker 34 being relocated 40FT southeast to the property line as they believe it will still prevent vessels from running aground where the channel jogs. Ms. McDonald will confirm the feasibility of relocation.

**New Business:**

- a. Future Navigational Trimming: Photos submitted by the property owner on Flamingo Boulevard were reviewed, but at this time the vegetation is not causing a navigational hazard or line of site issue and the Advisory Board agreed not to take action.
- b. Financial Reports: The FY22 second quarter financial reports were reviewed.

**Citizen Input on MSBU Items (3 Minute Limit):**

- Mr. Anlauf commented on the recurrence of slow speed/minimum wake discussions at the Advisory Board level, has spoken with the Marine Unit of the Charlotte County Sherriff's Office regarding attending a Marine Advisory Committee (MAC) meeting to request funds for an additional vessel and establishing a volunteer patrol to educate boaters in all of Charlotte County. He agrees additional signage won't address the speeding issues.
- Mr. Schoenhen thanked the Advisory Board for their deliberation, agrees additional signage is not the answer and more public education is required.
- Mr. Burkhouse suggested if the Advisory Board wants additional slow speed signage to look into using the Blueway Waterway signs near markers 27, 31 and 33.

**Advisory Board Open Discussion:**

Conversation ensued regarding the feasibility of using the Blueway Waterway signs for additional regulatory signs, Mr. Patchell inquired about possible requirements for pole size and Ms. McDonald noted possible conflicts if not a Public Works asset and if the regulatory agencies would permit slow speed signage on these types of poles. Discussion ensued regarding public education for Charlotte County waterways and slow speed/minimum wake clarification.

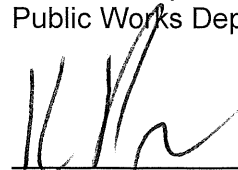
**Schedule Meetings / Items for Next Agenda:**


Future meetings are scheduled at 10:30 AM at the Mid-County Library as follows:

- September 29, 2022
- December 15, 2022

The meeting adjourned at 11:31 a.m.

Submitted by: Karlene McDonald  
Public Works Department

  
\_\_\_\_\_  
Chair Signature

  
\_\_\_\_\_  
Date

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

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, MAY 25, 2022**

**10:00 a.m., Port Charlotte Beach Complex  
4500 Harbor Boulevard, Port Charlotte, Florida**

**BOARD MEMBERS:** Dennis Peck, Chair  
Kevin Peregoy, Vice-Chair  
Cheryl Bauer  
Cliff Mann  
Lamont Whims

**COUNTY STAFF:** Karlene McDonald, 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: March 17, 2022
5. Unfinished Business
  - a. Manchester Waterway Dredge Project
  - b. Additional Slow Speed/ Minimum Wake Signage
  - c. Marine Marker Relocation Project
6. New Business
  - a. Future Navigational Trimming
  - b. Financial Reports
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 MSBU

Fund Financial Report  
Oct. 1, 2021 - Mar. 31, 2022

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$941,594	\$774,793	\$819,820	\$819,820
<b>Revenues</b>				
Assessments & Earnings	95,667	95,791	86,314	95,791
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	10,562	10,562	10,562	10,562
<b>Total Revenue</b>	\$106,229	\$106,353	\$96,876	\$106,353
<b>Expenditures</b>				
Contract Services	-	-	-	-
Survey	44,175	25,000	-	25,000
Navigational Trimming	-	50,000	-	50,000
Public Works Services	17,808	19,226	5,157	19,226
Internal Charges	594	2,447	2,447	2,447
Purchased Services	1,217	2,121	1,711	2,121
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
Manchester WW Maint Dredging	164,209	693,175	-	528,103
<b>Total Expenditures</b>	\$228,003	\$791,969	\$9,315	\$626,897
<b>Reserves (Ending Fund Balance)</b>	\$819,820	\$89,177	\$907,381	\$299,276
<i>Reserve %</i>	78.2%	10.1%	99.0%	32.3%

Date Prepared: 4/3/2022

# Monthly MSBU Activity Report

START DATE: 12/1/2021 END DATE: 2/28/2022

**PW-MANWWM Manchester WW Bnfit**

Project	WO 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
	1220401	PW-MANWWM Manchester Waterway MSDR Annual Work Order	PW-MANWWM	Manchester WW Bnfit										
					10-9866 MSDR	12/01/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						12/02/2021	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						12/06/2021	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						12/08/2021	3.00	274.17	0.00	0.00	0.00	3.00	LHR	274.17
						12/09/2021	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						12/13/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						12/16/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/20/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						12/21/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						12/27/2021	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						12/28/2021	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						12/29/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/03/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						01/04/2022	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						01/05/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						01/06/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						01/10/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						01/11/2022	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						01/12/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						01/18/2022	3.75	342.71	0.00	0.00	0.00	3.75	LHR	342.71
						01/25/2022	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
						01/31/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						02/07/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/16/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						02/17/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/28/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					<b>MSDR Total</b>		<b>23.25</b>	<b>2,124.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.25</b>	<b>LHR</b>	<b>2,124.82</b>
					<b>Total WO Number: 1220401</b>		<b>23.25</b>	<b>2,124.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.25</b>	<b>LHR</b>	<b>2,124.82</b>
C391301	1343054	PW-MANWWM 83% Spot Dredging In Manchester WW c391301	PW-MANWWM	Manchester WW Bnfit										
					93-9357D Project Management	12/07/2021	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
						12/08/2021	4.00	427.16	0.00	0.00	0.00	4.00	LHR	427.16
						12/17/2021	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
						01/12/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
					<b>Project Management Total</b>		<b>8.00</b>	<b>854.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>LHR</b>	<b>854.32</b>
					<b>Total WO Number: 1343054</b>		<b>8.00</b>	<b>854.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>LHR</b>	<b>854.32</b>
CMD2204	1801200	PW-MANWWM Manchester WW Dredge FY22 cmd2204	PW-MANWWM	Manchester WW Bnfit										
					93-9357D Project Management	01/19/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
						01/20/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
						01/28/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58

# Monthly MSBU Activity Report

START DATE: 12/1/2021 END DATE: 2/28/2022

PW-MANWWM

Project	WO 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
						02/01/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
						02/08/2022	3.00	320.37	0.00	0.00	0.00	3.00	LHR	320.37
						02/15/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
						02/16/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
				<b>Project Management Total</b>			<b>12.50</b>	<b>1,334.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12.50</b>	<b>LHR</b>	<b>1,334.88</b>
				<b>Total WO Number: 1801200</b>			<b>12.50</b>	<b>1,334.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12.50</b>	<b>LHR</b>	<b>1,334.88</b>
				<b>Total MSBU: PW-MANWWM</b>			<b>43.75</b>	<b>4,314.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43.75</b>	<b>LHR</b>	<b>4,314.01</b>







