

**MINUTES
NORTHWEST PORT CHARLOTTE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, SEPTEMBER 21, 2022**

**10:00 a.m. – 10:51 a.m.
Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida**

Members Present: Gregg Smith, Chair
Rick Chial, Vice-Chair
Ken Ardanowski
Shawn Joannes

Members Absent: None

County Staff: Karlene McDonald, Community Liaison
Jamie Boies, Administrative Services Coordinator
Zach Patchell, Projects Manager

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:00 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

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

None

Approval of Minutes:

The minutes from June 15, 2022 were unanimously approved as submitted.

Unfinished Business:

- a. Interior Dredge Project: Zach Patchell stated that the project is behind, and Mr. Smith expressed concern with that due to the time of year that they will begin and the low tides. Mr. Patchell was not concerned with any tidal issues and stated the contractor was hopeful to get started in early October.
- b. FY22 Navigational Trimming: Mr. Patchell stated that the bid came back at \$37,900, which was much better than expected. The project should only take about two weeks. The Advisory Board mentioned that they would like to investigate adding a change order to add areas that were motioned from the meeting on May 12, 2022. Mr. Patchell will check with the contractor to see if this is feasible. The Advisory Board unanimously agreed to continue budgeting \$50,000 annually for navigational trimming.

New Business:

- a. Financial Reports: The FY22 third quarter financial reports were reviewed.
- b. FY24 & FY25 Budget Recommendations: Mr. Joannes motioned to move forward with the pre-storm survey in FY23 seconded by Mr. Ardanowski and unanimously approved. Conversation followed regarding future pre-storm surveying. Mr. Joannes motioned to budget pre-storm surveying annually until further notice and it was unanimously approved. Mr. Patchell qualified \$25,000 that would be budgeted per year. Chair called for a vote on the motion, and it was unanimously approved. Discussion ensued regarding future exterior dredging. Mr. Ardanowski motioned to have Mr. Patchell provide cost estimates for an

exterior dredge to discuss at the next meeting; seconded by Mr. Joannes and unanimously approved.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

Schedule meetings as needed / Items for next agenda:

Future meetings are scheduled at 10:00 a.m. as follows:

- December 21, 2022


The meeting adjourned at 10:51 a.m.

Submitted by: Jamie Boies

Public Works Department



Chair Signature



Date

**AGENDA
NORTHWEST PORT CHARLOTTE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, SEPTEMBER 21, 2022**

**10:00 a.m., Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida**

BOARD MEMBERS: Gregg Smith, Chair
Rich Chial, Vice-Chair
Kenneth Ardanowski
Shawn Joannes

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: June 15, 2022
5. Unfinished Business
 - a. Interior Dredge Project
 - b. FY22 Navigational Trimming
6. New Business
 - a. Financial Reports
 - b. FY24 & FY25 Budget Recommendations
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

Monthly JBU Activity Report

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

PW-NWPCWWM NW Port Charlotte WW Mtc

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
	1220405	PW-NWPCWWM Waterway MSDR Annual Work Order	NWPC PW-NWPCWWM	NW Port Charlotte WW Mtc										
					10-9866 MSDR	03/02/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/09/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/15/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						03/16/2022	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
						03/17/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/22/2022	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						03/23/2022	2.25	205.63	0.00	0.00	0.00	2.25	LHR	205.63
						03/24/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						03/28/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/29/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						03/30/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/05/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						04/06/2022	1.25	114.24	0.00	0.00	0.00	1.25	LHR	114.24
						04/07/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/11/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/12/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						04/19/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						04/25/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						04/26/2022	1.75	159.93	0.00	0.00	0.00	1.75	LHR	159.93
						04/27/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						04/28/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/02/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/04/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/05/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/09/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/10/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/11/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						05/12/2022	3.25	297.02	0.00	0.00	0.00	3.25	LHR	297.02
						05/16/2022	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
						05/17/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/18/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/23/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						05/24/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						05/25/2022	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						MSDR Total	24.50	2,239.06	0.00	0.00	0.00	24.50	LHR	2,239.06
						Total WO Number: 1220405	24.50	2,239.06	0.00	0.00	0.00	24.50	LHR	2,239.06
	1781249	PW-NWPCWWM Exterior Channel & Spot Dredge cmd2102 NWPCWWM	PW-NWPCWWM	NW Port Charlotte WW Mtc										
					93-9357D Project Management	03/01/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
						03/02/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
						03/09/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40

PW-NWPCWWM

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
						03/22/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
						03/23/2022	1.50	160.19	0.00	0.00	0.00	1.50	LHR	160.19
						03/25/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
						03/29/2022	1.50	160.19	0.00	0.00	0.00	1.50	LHR	160.19
						03/30/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
						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
						04/26/2022	2.50	266.98	0.00	0.00	0.00	2.50	LHR	266.98
						05/03/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
						05/10/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
						05/12/2022	3.00	320.37	0.00	0.00	0.00	3.00	LHR	320.37
						05/17/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
						05/20/2022	0.75	80.09	0.00	0.00	0.00	0.75	LHR	80.09
						05/27/2022	0.50	53.40	0.00	0.00	0.00	0.50	LHR	53.40
						Project Management Total	18.50	1,975.62	0.00	0.00	0.00	18.50	LHR	1,975.62
						93-9351D Meetings								
						03/23/2022	1.50	160.19	0.00	0.00	0.00	1.50	LHR	160.19
						04/26/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
						05/12/2022	2.50	266.98	0.00	0.00	0.00	2.50	LHR	266.98
						Meetings Total	6.00	640.74	0.00	0.00	0.00	6.00	LHR	640.74
						Total WO Number: 1781249	24.50	2,616.36	0.00	0.00	0.00	24.50	LHR	2,616.36
						Total MSBU: PW-NWPCWWM	49.00	4,855.41	0.00	0.00	0.00	49.00	LHR	4,855.41

NW Port Charlotte Waterway MSBU

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

	Actual FY2021	Adopted Budget FY2022	Amended Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$796,758	\$835,094	\$835,094	\$922,322	\$922,322
Revenues					
Assessments & Earnings	240,988	239,581		237,435	239,581
Grant & Subsidy Revenue	-	-		-	-
Loans & Borrowing	-	-		-	-
Total Revenue	\$240,988	\$239,581	\$239,581	\$237,435	\$239,581
Expenditures					
Contract Services	-	-		-	-
Survey	24,890	25,000		-	-
Navigational Trimming	38,500	50,000		-	75,000
Public Works Services	21,427	23,977		10,953	23,977
Internal Charges	1,892	1,481		1,481	1,481
Purchased Services	3,342	4,957		2,994	4,957
Materials and Supplies	-	-		-	-
Capital Outlay	-	-		-	-
Debt Services	-	-		-	-
Project Costs					
NWPC WW Dredging - Interior	25,372	507,489	637,878	2,618	708,336
NWPC WW Dredging - Exterior	-	100,000		-	-
Total Expenditures	\$115,423	\$712,904	\$900,782	\$18,046	\$813,751
Reserves (Ending Fund Balance)	\$922,322	\$361,771	\$173,893	\$1,141,711	\$348,152
Reserve %	88.9%	33.7%		98.4%	30.0%

**Budget Amendment for NWPC WW Interior Dredge project that increases construction cost from \$450,000 to \$637,878*

Date Prepared: 7/1/2022

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
 FY 2022/23 BUDGET
 NORTHWEST PORT CHARLOTTE WATERWAY MTC UNIT (NM)
 FUND # 1138
 PROPOSED WATERWAY UNIT WORK PROGRAM

PRELIM
6.5.22

ESTIMATED ERU'S - FY 22/23		1,596.1
	COST PER	
	<u>ERU</u>	<u>TOTAL</u>
PROJECTED FUND BALANCE - 10/1/22		\$ 1,054,886
ESTIMATED REVENUE AT PROPOSED RATE	\$ 100.00	239,637
(Includes \$84,818 of Revenue from GDC Settlement)		
FUNDS AVAILABLE		1,294,523
GRAND TOTAL MSBU WORK PROGRAM	\$ 517.63	826,185
BALANCE AFTER PROGRAM		468,338
OTHER CASH OUTFLOWS (TRANSFERS OUT)		-
PROJECTED FUND BALANCE - 9/30/23		\$ 468,338

TRANSFERS AND RESERVES SUMMARY

RESERVE FOR FUTURE CAPITAL OUTLAY		209,434
RESERVE FOR CONTINGENCY-REGULAR		129,452
RESERVE-CASH CARRIED FORWARD		129,452
<i>TOTAL TRANSFERS AND RESERVES</i>		468,338
TOTAL CASH OUTFLOWS AND RESERVES/BALANCES***		\$ 1,294,523

Desired Minimum Fund Balance:	\$137,697
Allowable Fund Balance:	\$258,905

<u>RATE HISTORY:</u>	<u>UNIT OF MEAS</u>	<u>COST PER UOM</u>	<u>PER 80' LOT</u>
FY 2012/13	ERU	\$ 100.00	\$ 100.00
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	\$ 100.00	\$ 100.00
FY 2018/19	ERU	\$ 100.00	\$ 100.00
FY 2019/20	ERU	\$ 100.00	\$ 100.00
FY 2020/21	ERU	\$ 100.00	\$ 100.00
FY 2021/22	ERU	\$ 100.00	\$ 100.00
FY 2022/23 Proposed	ERU	\$ 100.00	\$ 100.00

CURRENT MAXIMUM RATE \$100.00
 Totals may not add due to rounding.

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
 FY 2022/23 BUDGET
 NORTHWEST PORT CHARLOTTE WATERWAY MTC UNIT (NM)
 FUND # 1138
 PROPOSED WATERWAY UNIT WORK PROGRAM

**PRELIM
6.5.22**

<u>PUBLIC WORKS SERVICES</u>	<u>TOTAL EXP</u>	
Maintenance Services	13,336	
Equipment Replacement Charges	860	
Signing & Marking Materials	0	
Road/Drainage Maintenance Materials	0	
TOTAL PUBLIC WORKS SERVICES	14,197	
<u>OTHER DIRECT COSTS</u>		
Postage & Notices		
Central/Indirect Services Allocation	1,555	
Advertising - Legal	150	
TOTAL OTHER DIRECT COST	1,705	
<u>CONTRACT SERVICES</u>	<u>C/O \$</u>	<u>NEW \$</u>
Landfill Fees	10-9004	
C/S - Navigational Trimming	84-8484	50,000
C/S - Survey	84-8499	25,000
cmd2102 P/S - Engineer interior dredge	84-8490	92,719
cmd2102 C/S - Dredging interior dredge	84-8486	637,776
TOTAL CONTRACT SERVICES		805,495
 TOTAL WORK PROGRAM		 821,397
 TAX COLLECTOR-COLLECTION FEE		 4,788
 DEBT SERVICE	 Principal Pymts	
	Interest Pymts	
 GRAND TOTAL MSBU WORK PROGRAM		 826,185

Budget by Single MSBU

Budget Year: 2023-BUDGET
MSBU Code: NW Port Charlotte WW Mtc

Department: All Departments
Activity: All Activities

WO #	Activity	Work Quantity	Work UOM	ADP	Crew Days	Crew Size	Labor Days	Labor Cost	Tool Cost	Parts Cost	Lump Sum	Budget Total
NW Port Charlotte WW Mtc												
1717090	10-9866-MSDR	60.00	LHR	10.00	6.00	1.00	6.00	3,942.04	0.00	0.00	0.00	3,942.04
	Program 10 Totals:	60.00			6.00		6.00	3,942.04	0.00	0.00	0.00	3,942.04
1751760	84-8484-C/S Vegetation Removal	50,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
1717942	84-8486-Contract Dredging	637,776.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	637,776.00	637,776.00
1718028	84-8490-Professional Engineer Svcs	92,719.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92,719.00	92,719.00
1718075	84-8491-Oth Contr Svc 1 (See File)	0.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1718266	84-8499 - C/S Survey	25,000.00	DOL	0.00	0.00	1.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00
	Program 84 Totals:	805,495.00			0.00		0.00	0.00	0.00	0.00	805,495.00	805,495.00
1718299	93-9357-Project Management	330.00	LHR	15.00	22.00	0.50	11.00	9,394.34	860.20	0.00	0.00	10,254.54
	Program 93 Totals:	330.00			22.00		11.00	9,394.34	860.20	0.00	0.00	10,254.54
1718544	96-9605-Stormwater Design Support	0.00	LHR	20.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
	Program 96 Totals:	0.00			0.00		0.00	0.00	0.00	0.00	0.00	0.00
	PW-NWPCWWM Totals:	805,885.00			28.00		17.00	13,336.38	860.20	0.00	805,495.00	819,691.58

Capital Maintenance Schedule
 Public Works - MSBU/TU Dredging
 2023

Project Costs (in thousands)

<u>Project Name</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>TOTAL</u>
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

Name Email Phone

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