

**MINUTES
PIRATE HARBOR WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY MAY 3, 2023**

**10:35 a.m. – 10:52 a.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: Robert DiMuzio, Chair
Charles Falesch, Vice-Chair
George Herl
Phil Smallwood

Members Absent: Don Jhonson, Apologies Received
County Staff: Karlene McDonald, Operations Supervisor
Erica LeMaster, Community Liaison
Zach Patchell, Projects Manager
Janina Stamoulis, Executive Assistant

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:35 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 draft minutes from February 16, 2023, were unanimously approved as submitted.

Unfinished Business:

- a. Interior Dredge Project: Mr. Patchell reported that the project is slow moving as we are still waiting on Army Corps of Engineers for permitting, and the completion of the post hurricane survey. Mr. Patchell informed the group that the post-hurricane survey is planned to begin next week or the week after.
- b. FY23 Post-Storm Survey: Mr. Patchell indicated that all connector channels are included in this new survey. Discussion ensued regarding these locations.
- c. Seagrass Mitigation Monitoring: Mr. Patchell stated that the Seagrass Mitigation Monitoring will have to finish out the last year, and that we are still in good standing.

New Business:

- a. Financial Reports: The FY23 quarter two financial reports were reviewed. It was noted that the expenditures for Public Works Services is only showing totals up till January 31, 2023. The FY23 quarter one Monthly Funding report was reviewed and explained. There was no further discussion.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Smallwood confirmed that the waterway debris contractors have made their pass, and all debris is gone except for the attached boat lifts that are the homeowner's responsibility. Mr. Smallwood asked if dredging would be completed in FY23. Mrs. McDonald responded that it would not be feasible. Discussion took place regarding marine marker repairs. Mr. DiMuzio asked for clarification of what can't be installed in-house. Ms. McDonald explained what types of repairs would have to be contracted out. Mr. DiMuzio also stated that the light at marker 1 is now working. Mr. Smallwood expressed concerns regarding the gap between marine markers making them difficult to identify at night.


Meeting Schedule / Items for Next Agenda:

Future meetings are scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library as follows:

- August 23, 2023
- November 15, 2023

The meeting adjourned at 10:35 a.m.

Submitted by: Erica LeMaster
Public Works Department



Chair Signature

11-16-23
Date

**AGENDA
PIRATE HARBOR WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 3, 2023**

**10:30 a.m. Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: Robert DiMuzio, Chair
Chuck Falesch, Vice-Chair
George Herl
Don Jhonson
Phillip Smallwood

COUNTY STAFF: Erica LeMaster, Community Liaison
Karlene McDonald, Operations Supervisor

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: February 16, 2023
5. Unfinished Business
 - a. Interior Dredge Project
 - b. FY23 Post-storm Survey
 - c. Sea Grass Mitigation Monitoring
6. New Business
 - a. 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

Pirate Harbor 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>	327,000	327,000
<i>Cost per ERU</i>	\$ 335.00	\$ 335.00
Current FY23 Rate	\$ 335.00	
Current Maximum Rate	\$ 828.25	

Beginning Balance

Revenues

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 289,662	\$ 275,030
Assessments & Earnings		
<i>Assessments</i>	109,545	109,545
<i>Interest</i>	1,014	963
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	-	-
<i>Misc Rev</i>	-	-
<i>Excess Fees /Tax Collector</i>	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	(5,528)	(5,526)
Grant & Subsidy Revenue		
<i>Interfund Trf-Canal Maint</i>	-	-
Loans & Borrowing		
<i>Debt Proceeds</i>	391,000	-
Total Revenue	\$ 496,031	\$ 104,982
<u>Expenditures</u>		
Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
Contract Services; other		
<i>Survey</i>	25,000	25,000
<i>Navigational Trimming</i>	-	-
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	256	256
<i>Operating Exp-PubWrks</i>	7,049	7,049

	Preliminary Budget FY2024	Preliminary Budget FY2025
Internal Charges		
<i>Central/Indirect Svcs</i>	1,921	1,805
Purchased Services		
<i>Admin Svcs-PubWrks</i>	-	-
<i>Reimb-Aquatic Weed Chrgs</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	2,191	2,191
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	78,200
<i>Interest</i>	15,610	12,728
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>Pirate Harbor Dredging FY23</i>		
<i>Engineering</i>	90,133	-
<i>Dredging</i>	350,000	-
<i>Labor</i>	18,503	-
Total Expenditures	510,663	127,229
Reserves (Ending Fund Balance)	\$ 275,030	\$ 252,783
<i>Reserve %</i>	35.0%	66.5%

Version Date

2/1/2023

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

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
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	1,888	46	37	28	19	10	2,028
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	10,284	2,745	5,138	596	31,874	786	51,423

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3682	MSBU Administrative Work		11/22/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	Work Order 3682 Total										
						18.24	0.00	0.00	0.00	0.00	18.24
	6152	MSBU Administrative Work		11/30/2022	4.00	291.76	0.00	0.00	0.00	0.00	291.76
	6152	MSBU Administrative Work		11/22/2022	4.00	291.76	0.00	0.00	0.00	0.00	291.76
	MSBU Meeting Total										
						18.24	0.00	0.00	0.00	0.00	18.24
	Work Order 6152 Total										
						310.00	0.00	0.00	0.00	0.00	310.00
	2862	Project Management		11/29/2022	1.50	128.18	0.00	0.00	0.00	0.00	128.18
	2862	Project Management		11/23/2022	1.00	85.45	0.00	0.00	0.00	0.00	85.45
	2862	Project Management		11/30/2022	2.50	213.63	0.00	0.00	0.00	0.00	213.63
	Plan/Spec Review Total										
						299.08	0.00	0.00	0.00	0.00	299.08
	2862	Project Management		11/30/2022	2.50	213.63	0.00	0.00	0.00	0.00	213.63
	2862	Project Management		11/23/2022	2.50	213.63	0.00	0.00	0.00	0.00	213.63
	Project Meetings Total										
						85.45	0.00	0.00	0.00	0.00	85.45
	2862	Project Management		12/09/2022	0.50	42.73	0.00	0.00	0.00	0.00	42.73
	2862	Project Management		12/21/2022	0.50	42.73	0.00	0.00	0.00	0.00	42.73
	Public Outreach Total										
						170.90	0.00	0.00	0.00	0.00	170.90
	Work Order 2862 Total										
						811.78	0.00	0.00	0.00	0.00	811.80
	Pirate Harbor WW Dredge										

cmd2202 - Pirate Harbor Dredging FY23

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Project Management Total			9.50	811.78	0.00	0.00	0.00		811.80
		Pirate Harbor Waterway Unit Total			14.00	1,140.01	0.00	0.00	0.00		1,140.04

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					14.00	1,140.01	0.00	0.00	0.00	0.00	1,140.04

Grand totals for all MSBUs reported

Pirate Harbor Waterway MSBU

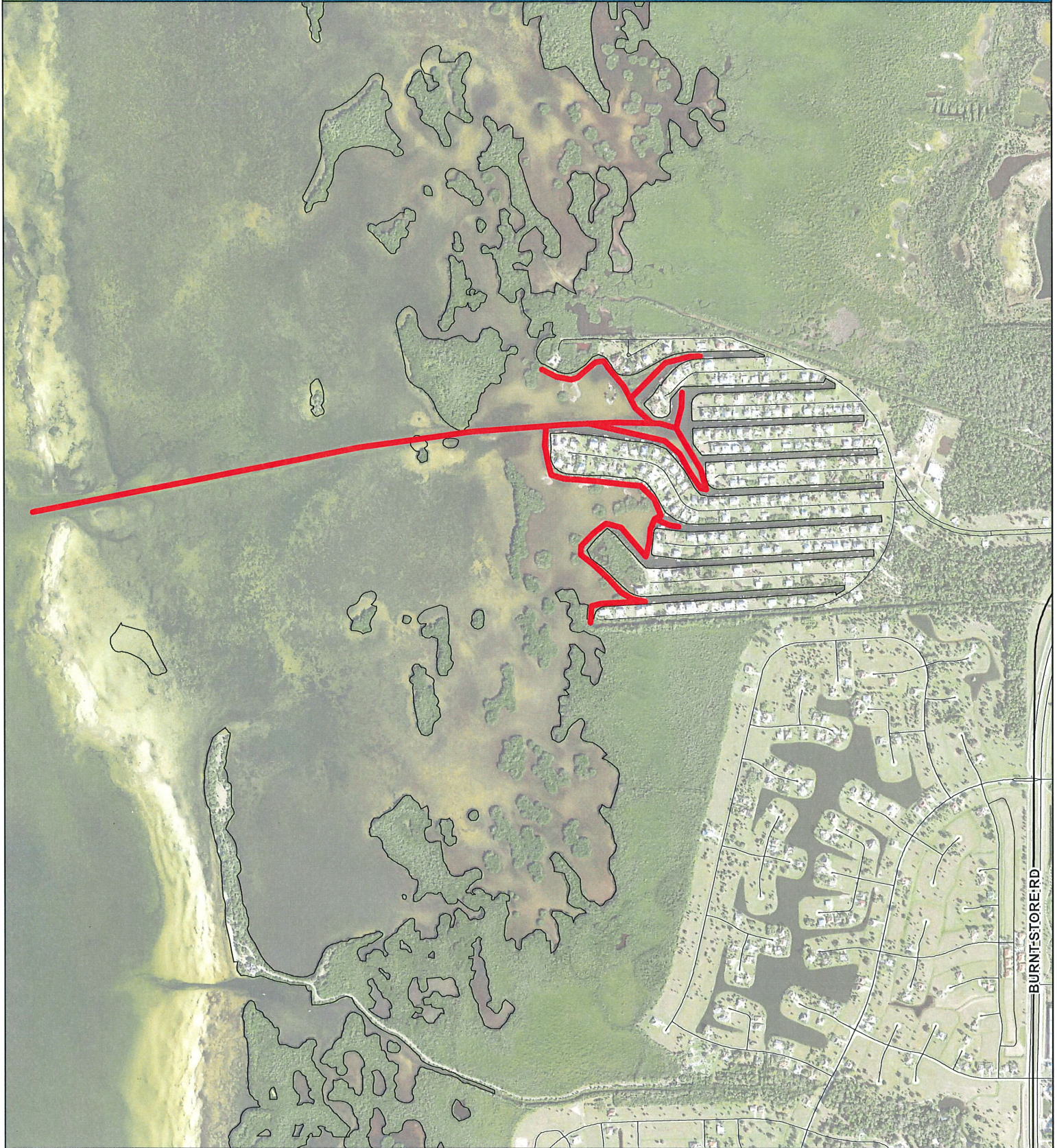
Fund Financial Report
Oct. 1, 2022 - Mar. 31, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$174,598	\$219,240	\$233,048	\$233,048
Revenues				
Assessments & Earnings	103,826	104,607	100,958	104,607
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	391,000	-	-
Total Revenue	\$103,826	\$495,607	\$100,958	\$104,607
Expenditures				
Contract Services	-	-	-	-
Survey	9,249	25,000	-	25,000
Navigational Trimming	-	-	-	-
Public Works Services	3,108	4,655	328	4,655
Internal Charges	5,477	1,637	1,637	1,637
Purchased Services	10,986	11,145	10,872	16,701
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	15,610	-	-
Project Costs				
Pirate Harbor Dredging FY23	16,555	467,645	812	812
Total Expenditures	\$45,376	\$525,692	\$13,649	\$48,805
Reserves (Ending Fund Balance)	\$233,048	\$189,155	\$320,357	\$288,850
Reserve %	83.7%	26.5%	95.9%	85.5%

Date Prepared: 4/23/2023

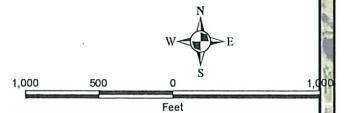
Post Hurricane Ian Bathymetry Project

Pirate Harbor



Stateplane Projection
Datum: NAD83
Units: Feet
Source: Public Works
Metadata available upon request

Legend
 Canals



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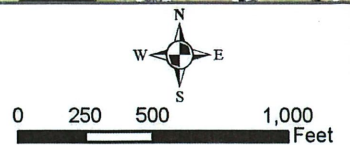
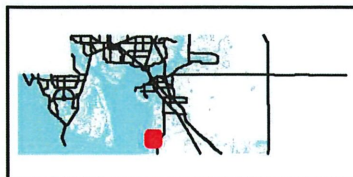
Pirate Harbor

FY22/23 Maintenance Dredge Project



Stateplane Projection
Datum: NAD83
Units: Feet
Source: Public Works
Metadata available upon request

Legend
 Canals



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