

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

**ADVISORY BOARD REGULAR MEETING
MONDAY, MARCH 25, 2024**

**2:02 p.m. – 4:01 p.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: Gary Brownell
David Clark
David Ferguson
Joanne Grogan
Greg Taylor

Members Absent: None

Guests: Sign in sheet attached

County Staff: Erica LeMaster, Community Liaison
Lisa Eby, Executive Assistant
Denise Kolerski, Senior Financial Analyst
Candice White, Financial Analyst

Call to Order/Roll Call:

The meeting was called to order at 2:02 p.m. A roll call was taken, and a quorum was established.

Changes to the Agenda:

None

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

None

Unfinished Business:

- a. Navigational Trimming: Discussion ensued regarding a need for Navigational trimming, the group discussed pepper trees vs. mangrove trimming. Ms. LeMaster explained the process of hiring a contractor and the permits required to trim mangroves stressing navigational trimming does not focus of aesthetics its focus is on maintaining line of site. The group discussed a need for routine navigational trimming. Ms. LeMaster explained the process of establishing a budget. Questions ensued regarding how the project gets charged, and the bid process.
- b. Post Storm Survey: Ms. LeMaster stressed the importance of the pre storm and post storm surveys. Discussion ensued regarding the last pre storm survey. Conversation continued to regarding alternate options to monitor dredge needs. Concerns were voiced regarding the shelf life of the previous dredge, how dredge prices are measured, past pre storm surveys, and the lack of post storm surveys, and documentation of the last dredge project and the cost. The group requested the possibility of a waterway meeting to include the other waterway advisory boards.
- c. Financial Reports: Discussion ensued regarding past and current budget, capital outlay, year to date actuals, interest rates, clarification on the types of loans the Charlotte County Clerk's Office entertains, variable rates, and reserves. Ms. Kolerski explained in

detail the budget, focusing on the process that goes into choosing the type of loan that is chosen. Discussion ensued regarding the past canal maintenance fund and clarification on those specific financials.

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

None

Advisory Board Open Discussion:

- The group discussed questions of if completing a post storm survey now would pose a benefit or if it's too late to qualify for Federal Emergency Management Agency (FEMA) reimbursement. Discussion went on to focus on dredge scenarios, future projects, and preparing for the fiscal year (FY)26/FY27 budget cycle. Discussion went on to discuss potential grant opportunities. The group requested the updated status on Parcel 402329901002 showing up as Public Lands, Ms. LeMaster will provide an update as soon as one is available.


Meeting Schedule / Items for Next Agenda:

Future meetings scheduled at the Charlotte Harbor Event Center at 2:00 p.m. as follows:

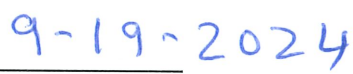
- June 13, 2024

The meeting adjourned at 4:01 p.m.

Submitted by: Erica LeMaster
Public Works Department


Chair Signature


Vice Chair


Date

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

**ADVISORY BOARD REGULAR MEETING
Monday, March 25, 2024**

**2:00 P.M. Charlotte Harbor Event and Conference Center
75 Taylor Street, Punta Gorda, Florida**

BOARD MEMBERS: Greg Taylor, Chair
David Clark, Vice Chair
Gary Brownell
David Ferguson
Joanne Grogan

COUNTY STAFF: Erica LeMaster, 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. Unfinished Business
 - a. Navigational Trimming
 - b. Post Storm Survey
5. New Business
 - a. Financial Reports
6. Citizen Input on MSBU Items (3-Minute Limit)
7. Advisory Board Open Discussion
8. Meeting Schedule / Items for Next Agenda
9. Motion to Adjourn

Suncoast Waterway MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Actual FY2023
Beginning Balance	\$ 158,492	\$ 147,003	\$ 134,265	\$ 54,182	\$ 63,515	\$ 82,471
Revenues						
Assessments & Earnings						
Assessments	70,266	69,246	73,094	83,099	73,881	74,199
Interest	2,751	1,711	230	624	28	4,885
Net Inc/(Decr) Fair Market Value-Investments	1,930	1,106	(266)	(1,635)	-	1,040
Excess Fees /Tax Collector	431	-	440	457	-	402
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(3,696)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Debt Proceeds	-	-	-	-	-	-
Total Revenue	\$ 75,378	\$ 72,063	\$ 73,498	\$ 82,546	\$ 70,213	\$ 80,526
Expenditures						
Contract Services						
Legal Svcs	-	-	-	-	-	-
Other Contractual Svcs	-	-	-	-	-	-
Contract Services; other						
Survey	4,460	4,460	8,920	9,841	15,000	-
Navigational Trimming	-	-	-	-	-	-
Public Works Services						
Equip Repl Charges-PubWrks	-	-	-	-	-	-
Operating Exp-PubWrks	85	625	1,065	1,939	822	1,185
Internal Charges						
Central/Indirect Svcs	918	1,134	1,060	975	1,024	1,024
Purchased Services						
Postage	-	-	-	383	-	120
Printing and Binding	-	-	-	-	-	289
Admin. Svcs - PW	-	-	-	-	-	-
Advertising-Legal	-	-	-	-	-	411
Collection Fee-Tax Collector	965	885	935	1,051	1,478	895
Materials and Supplies						
Capital Outlay						
Debt Services						
Principal	45,000	45,000	120,000	19,000	-	-
Interest	5,439	2,675	579	43	-	-
Other Debt Service Costs	-	22	22	25	-	25
Project Costs						
Suncoast WW Maintenance Dredging						
Engineering	-	-	-	-	-	-
Dredging	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Total Expenditures	56,867	54,801	132,580	33,257	18,324	3,949
Repayment of Internal Loan						
Due To Other Funds - Canal Maint	30,000	30,000	21,000	21,000	-	-
Reserves (Ending Fund Balance)	\$ 147,003	\$ 134,265	\$ 54,182	\$ 82,471	\$ 115,404	\$ 159,048
Reserve %	62.9%	61.3%	26.1%	60.3%	86.3%	97.6%

Date Prepared: 12/28/2023

Suncoast Waterway MSBU

Fund Financial Report

Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$82,471	\$134,361	\$159,048		
Revenues					
Assessments & Earnings	80,526	70,634	42,636		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$80,526	\$70,634	\$42,636		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	-	-	-	-
Navigational Trimming	-	-	-	-	-
Public Works Services	1,185	1,231	517	-	714
Internal Charges	1,024	714	714	-	-
Purchased Services	1,715	1,478	840	-	638
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	25	-	-	-	-
Total Expenditures	\$3,949	\$3,423	\$2,072	\$0	\$1,351
Reserves (Ending Fund Balance)	\$159,048	\$201,572	\$199,612		
Reserve %	97.6%	98.3%	99.0%		

Date Prepared: 1/19/2024

Monthly Funding Report

START DATE:

10/01/2023

END DATE:

12/31/2023

Suncoast Waterway Maintenance Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
	20067	MSBU Administrative Work		10/09/2023	4.00	295.60	0.00	0.00	0.00	0.00	295.60	
	20067	MSBU Administrative Work		10/16/2023	3.00	221.70	0.00	0.00	0.00	0.00	221.70	
	20067	MSBU Administrative Work		11/08/2023	0.50	36.95	0.00	0.00	0.00	0.00	36.95	
	20067	MSBU Administrative Work		11/20/2023	1.50	110.85	0.00	0.00	0.00	0.00	110.85	
	20067	MSBU Administrative Work		11/21/2023	1.50	110.85	0.00	0.00	0.00	0.00	110.85	
	20067	MSBU Administrative Work		11/30/2023	1.75	129.33	0.00	0.00	0.00	0.00	129.33	
	20067	MSBU Administrative Work		12/05/2023	3.00	221.70	0.00	0.00	0.00	0.00	221.70	
	20067	MSBU Administrative Work		12/06/2023	2.00	147.80	0.00	0.00	0.00	0.00	147.80	
	20067	MSBU Administrative Work		12/07/2023	3.50	258.65	0.00	0.00	0.00	0.00	258.65	
	20067	MSBU Administrative Work		12/08/2023	2.50	184.75	0.00	0.00	0.00	0.00	184.75	
	20067	MSBU Administrative Work		12/12/2023	1.50	110.85	0.00	0.00	0.00	0.00	110.85	
	20067	MSBU Administrative Work		12/19/2023	1.50	110.85	0.00	0.00	0.00	0.00	110.85	
	20067	MSBU Administrative Work		12/20/2023	1.25	92.38	0.00	0.00	0.00	0.00	92.38	
					27.50	2,032.25	0.00	0.00	0.00	0.00	2,032.26	
					Administrative Time Total							2,032.26
	20067	MSBU Administrative Work		12/07/2023	1.00	73.90	0.00	0.00	0.00	0.00	73.90	
					MSBU Meeting Total							73.90
	20067	MSBU Administrative Work		12/07/2023	1.00	73.90	0.00	0.00	0.00	0.00	73.90	
					MSBU Minutes Total							184.75
					2.50	184.75	0.00	0.00	0.00	0.00	184.75	
					2.50	184.75	0.00	0.00	0.00	0.00	184.75	
					31.00	2,290.90	0.00	0.00	0.00	0.00	2,290.91	
					Work Order 20067 Total							2,290.91
					31.00	2,290.90	0.00	0.00	0.00	0.00	2,290.91	
					MSBU Administrative Work Total							2,290.91
					31.00	2,290.90	0.00	0.00	0.00	0.00	2,290.91	
					Suncoast Waterway Maintenance Unit Total							2,290.91
					31.00	2,290.90	0.00	0.00	0.00	0.00	2,290.91	

Monthly Funding Report

START DATE:

10/01/2023

END DATE:

12/31/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					31.00	2,290.90	0.00	0.00	0.00	0.00	2,290.91
Grand totals for all MSBUs reported											

**SUNCOAST WATERWAY
Municipal Service Benefit Unit (MSBU)
FY23 Annual Report – Executive Summary
October 1, 2022 – September 30, 2023**

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

**Code of Laws and Ordinances, ARTICLE VII. - SUNCOAST WATERWAY
MAINTENANCE UNIT - Sec. 4-7-139. – Purpose**

The purpose of the unit is to provide for the dredging of the waterways and canals appurtenant to this territory from funds derived from special assessments within the unit only.

Summary

Current Rate: \$738.07

Max Rate: \$738.07

The FY23 completed work program included all internal maintenance and administrative costs.

The current fiscal year work program includes all internal maintenance and administrative costs.

For FY25, includes budgeting for all internal maintenance and administrative costs.