

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

**ADVISORY BOARD REGULAR MEETING  
MONDAY, JUNE 13, 2024**

**2:00 p.m. – 3:56 p.m.  
Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** Greg Taylor, Chair  
David Clark, Vice-Chair  
David Ferguson  
Joanne Grogan

**Members Absent:** Gary Brownell, apologies received

**Guests:** None

**County Staff:** Erica LeMaster, Community Liaison  
Karlene McDonald, Operations Supervisor  
DeWayne Nodine, Projects Manager  
Matt Logan, Projects Manager  
Lisa Eby, Executive Assistant

**Call to Order/Roll Call:**

The meeting was called to order at 2:00 p.m. A roll call was taken, and a quorum was established.

**Changes to the Agenda:**

Mr. Taylor made a motion to add signage to the agenda, Mr. Clark seconded, and the motion passed unanimously.

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

None

**Unfinished Business:**

- a. Navigational Trimming: Conversation ensued regarding permits for trimming, Mr. Logan discussed the process and the purpose of navigational trimming stating that it is for two boats to safely pass, and the shelf life of a navigational trimming project is 2-3 years. Ms. LeMaster will check on the possibility of doing a budget adjustment for 20,000 for navigational trimming.
- b. Post Storm Survey: Discussion ensued regarding past surveys the group requested a cost estimate for a survey of just hot spot areas vs. a survey of the entire system. Mr. Logan explained that it takes at least three consecutive surveys for documentation for Federal Emergency Management (FEMA) reimbursement. Ms. Grogan had concerns regarding the County's Comprehensive Plan and Mr. Logan explained that the plans are a vision not a law, it is a foundation to build everything up in the county. The plan is just an expectation that the county attempts to meet. Conversation continued regarding the process of when there is no Advisory Board, explaining how we send mailers out to gain public opinion.

- c. Dredging: Discussion ensued regarding a future dredge and the group expressed a need to understand what dredging options they have so they can move forward with recommendations on future work programs and future assessment rates.

**New Business:**

- a. Financials: The FY24 quarter two financials were reviewed as well as the FY25 proposed budget.
- b. Signage: Conversation ensued regarding potential benefits of resume normal speed signs mentioning that it helps kick up muck and provides benefits for dredging.
- c. Grant Subsidies: Discussion ensued regarding county owned land and the possibility of gaining grant funding and the group was presented with the contact information for Community Services.
- d. FY26/FY27 Work Program: Ms. McDonald explained the work program process and a need to gain the groups input on future projects.

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

None

**Advisory Board Open Discussion:**

- a. Discussion ensued regarding county owned land and the possibility of gaining grant funding and the group was presented with the contact information for Community Services.
- b. Ms. McDonald stressed the purpose of the unit quoting that 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.
- c. Ms. Grogan referenced statute 170.08 and requested a meeting with the county attorney's office regarding annual surveys to determine the status of the channels not being done on a timely basis to use for reimbursement. Discussion continued regarding the county improvement plan sheets and Mr. Logan explained these sheets are written by the Projects Manager, stressing that the survey we collect for FEMA is the same data that we are collecting if we are doing an investigatory survey, and the focus shouldn't be on the classification of the survey, but should focus on what the survey is for.


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

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

- September 19, 2024

The meeting adjourned at 3:56 p.m.

Submitted by: Erica LeMaster  
Public Works Department

  
\_\_\_\_\_  
Chair Signature *Vice Chair*

9-19-24  
Date

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

**ADVISORY BOARD REGULAR MEETING  
Thursday June 13, 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
  - c. Dredging
5. New Business
  - a. Financial Reports
  - b. Grant Subsidies
  - c. FY26/FY27 Work Program
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**  
**Municipal Service Benefit Unit**

Advisory Board Meeting Attendance  
 Thursday, June 13, 2024

Location: Charlotte Harbor Event & Conference Center  
 75 Taylor Street, Punta Gorda, FL

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

NAME (please print)	Email Address	Phone Number
DeWayne Nodine	DeWayne.Nodine@charlottecountyfl.gov	
Erica LeMaster	Erica.Lemaster@charlottecountyfl.gov	941.575.3626
Lisa Eby	Lisa.Eby@charlottecountyfl.gov	
Karlene McDonald	Karlene.McDonald@charlottecountyfl.gov	
Matt Logan	matthew.logan@charlottecountyfl.gov	941.575.3610
David Clark	dc730@Comcast.net	941 456 5606
DAVID FERGUSON	dwnf11@gmail.com	<del>305-479-6728</del>
Joanne Grogan	joanneweilgrogan@gmail.com	513-265-7289
GREG TAYLOR	Taylorgreg@gmail.com	702-303-9055

## Suncoast Waterway MSBU

Fund Financial Report  
Oct. 1, 2023 - Mar. 31, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
<b>Beginning Balance</b>	\$82,471	\$134,361	\$159,048		
<b>Revenues</b>					
Assessments & Earnings	80,526	70,634	61,383		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
<b>Total Revenue</b>	\$80,526	\$70,634	\$61,383		
<b>Expenditures</b>					
Contract Services	-	-	-	-	-
Survey	-	-	-	-	-
Navigational Trimming	-	-	-	-	-
Public Works Services	1,185	1,231	2,697	-	(1,466)
Internal Charges	1,024	714	714	-	-
Purchased Services	1,715	1,478	1,175	-	303
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	25	-	-	-	-
<b>Total Expenditures</b>	\$3,949	\$3,423	\$4,587	\$0	(\$1,164)
<b>Reserves (Ending Fund Balance)</b>	\$159,048	\$201,572	\$215,844		
Reserve %	97.6%	98.3%	97.9%		

Date Prepared: 4/3/2024

# Monthly Funding Report

START DATE:

01/01/2024

END DATE:

03/31/2024

## 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		03/04/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20067	MSBU Administrative Work		01/02/2024	3.50	258.65	0.00	0.00	0.00		258.65
	20067	MSBU Administrative Work		01/03/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20067	MSBU Administrative Work		01/19/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20067	MSBU Administrative Work		02/08/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20067	MSBU Administrative Work		02/21/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20067	MSBU Administrative Work		03/07/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20067	MSBU Administrative Work		03/19/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20067	MSBU Administrative Work		03/25/2024	4.00	295.60	0.00	0.00	0.00		295.60
	20067	MSBU Administrative Work		03/27/2024	1.50	110.85	0.00	0.00	0.00		110.85
		<b>Administrative Time Total</b>			15.75	1,163.93	0.00	0.00	0.00		1,163.94
	20067	MSBU Administrative Work		03/25/2024	3.25	240.18	0.00	0.00	0.00		240.18
		<b>MSBU Meeting Total</b>			3.25	240.18	0.00	0.00	0.00		240.18
		<b>Work Order 20067 Total</b>			19.25	1,422.58	0.00	0.00	0.00	0.00	1,422.60
		<b>MSBU Administrative Work Total</b>			19.25	1,422.58	0.00	0.00	0.00	0.00	1,422.60
		<b>Suncoast Waterway Maintenance Unit Total</b>			19.25	1,422.58	0.00	0.00	0.00	0.00	1,422.60

# Monthly Funding Report

START DATE:

01/01/2024

END DATE:

03/31/2024

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					19.25	1,422.58	0.00	0.00	0.00		1,422.60

Grand totals for all MSBUs reported

# Suncoast Waterway MSBU

## Proposed Budget

FY2025

**Estimated ERU's and Cost per ERU**

**Vacant and Occupied**

*Estimated ERU's*

*Cost per ERU*

**Current FY24 Vacant and Occupied Rate**

**Current Maximum Rate**

	Approved FY2025	Proposed FY2025	Changes FY2025
	100.100	100.100	-
	\$ 738.07	\$ 738.07	-
	\$ 738.07		
	\$ 1,525.00		

**Beginning Balance**

**Revenues**

**Assessments & Earnings**

*Assessments*

*Interest*

*Interest Earnings-L.G.S.F.T.F.*

*Net Inc/(Decr) Fair Market Value-Investments*

*Excess Fees /Tax Collector*

*Less 5% Reserve - FS 129.01(2)b*

**Grant & Subsidy Revenue**

**Loans & Borrowing**

*Debt Proceeds*

**Total Revenue**

**Expenditures**

**Contract Services**

*Legal Svcs*

*Other Contractual Svcs*

**Contract Services; other**

*Survey*

*Navigational Trimming*

**Public Works Services**

*Equip Repl Charges-PubWrks*

*Operating Exp-PubWrks*

**Internal Charges**

*Central/Indirect Svcs*

	Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
	\$ 201,572	\$ 223,737	\$ 22,165
	73,881	73,881	-
	706	784	78
	-	-	-
	-	-	-
	-	-	-
	(3,730)	(3,734)	(4)
	-	-	-
	\$ 70,857	\$ 70,931	\$ 74
	-	-	-
	-	-	-
	-	-	-
	20	20	-
	827	827	-
	750	510	(240)

	Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
<b>Purchased Services</b>			
<i>Postage</i>	-	-	-
<i>Printing and Binding</i>	-	-	-
<i>Admin. Svs - PW</i>	-	-	-
<i>Advertising-Legal</i>	-	-	-
<i>Collection Fee-Tax Collector</i>	1,478	1,478	-
<b>Materials and Supplies</b>			
<b>Capital Outlay</b>			
<b>Debt Services</b>			
<i>Principal</i>	-	-	-
<i>Interest</i>	-	-	-
<i>Other Debt Service Costs</i>	-	-	-
<b>Total Expenditures</b>	3,075	2,835	(240)
<b>Reserves (Ending Fund Balance)</b>	\$ 269,354	\$ 291,833	\$ 22,479
<i>Reserve %</i>	98.9%	99.0%	

Version date

6/4/2024