

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 12, 2025**

**2:02 p.m. – 4:08 p.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

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

Members Absent: Greg Taylor, Apologies Received

Guests: Sign in Sheet Attached

County Staff: Erica Hayes, Community Liaison
DeWayne Nodine, Projects Manager
Lisa Eby, Executive Assistant

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

Election of Officers:

- Ms. Grogan elected David Clark as Chair, seconded by Mr. Ferguson, and passed unanimously.
- Mr. Clark elected Joanne Grogan as Vice-Chair, seconded by Mr. Ferguson and passed unanimously.

Annual Review: Sunshine Law, Roberts Rules of Order

The Advisory Board watched the Sunshine Law and Roberts Rules of Order videos presented by the County Attorney. Mrs. Hayes reviewed where to find the Records Management Departments contact information on the Charlottecountyfl.gov webpage and noted that a public records request can be submitted to any county employee.

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

None.

Approval of Minutes: The December 19, 2024, minutes were unanimously approved with corrections.

Unfinished Business:

- a. Navigational Trimming: The Advisory Board provided a map of priority locations to Mr. Nodine. Mr. Nodine explained the process of navigational trimming stressing that it is not for aesthetics but to provide a line of site for navigation. Mr. Nodine will review and send out a request for letters of interest (RLI) to perform a Navigational Trimming project not to exceed the 20,000 budget that was previously approved by the Advisory Board at which time a

budget adjustment will be needed for fiscal year (FY) 2025 to move funds from the reserves balance to cover the project cost.

- b. Post Storm Survey: Mr. Nodine discussed the Federal Emergency Management Agency (FEMA) application internal deadline of March 7, 2025, clarifying that we did not apply for Hurricane Ian reimbursement, but we do have a baseline of past surveys to submit with an additional post storm survey requiring a budget adjustment that we can use to apply for this most recent Natural Disaster.
- c. Dredging: Discussion ensued regarding the possibility to do a spot dredge. Mr. Nodine explained that the last survey showed problem areas throughout the entire system and a spot dredge option would not be cost effective. Statements were made that the scenario provided for a partial dredge is the spot dredge option. Requests were made that Charlotte County perform a spot dredge to address specific problem areas mainly at the entrance of the channels. Mr. Nodine advised that a post storm survey is needed to determine problem areas. The group made references regarding the past dredge project conducted in 2012, totaling 1200 cubic yards removed during that project compared to the current estimate of 1300 cubic yards needed to be removed from the system. Clarification was provided by Mr. Nodine stressing that they are completely independent projects and can't be compared to each other, pointing out the fact that there have been several hurricanes since the last dredge. Mr. Nodine provided two options to be representative of the lowest cost option (partial dredge of only certain waterways) up to the most expensive (all the waterways) the estimated cost of 1.4 million was provided for a partial dredge at 3.5 feet deep, and an estimated cost of 2.3 million was provided for a full dredge at 4.3 feet deep. Mr. Nodine explained that the dredge template has been historically recommended to dredge to 5 feet to allow for a boat with a draft of 3.5 feet. Clarification was provided on current dredge costs explaining those estimates are based off the most recent bids from April 2024 plus a 5% increase per year for two years because of the compounding effect over time.
- d. Signage: The group had no discussion on this item at this time.
- e. FY26/FY27 Work Program: Discussion ensued regarding the FY26/27 budget rate scenarios attached. The group discussed lowering the current rate to \$235.00 per estimated residential unit (ERU) with a survey and navigational trimming budgeted every other year as well as standard operating expenditures explaining that the rate would need to be reevaluated in fiscal year 2035. Ms. Grogan made a motion to keep the ERU at the current rate of \$738.07 until fiscal services staff reviews whether that rate can continue at the current rate. Mr. Ferguson seconded the motion, and the motion passed 2:1 with Mr. Clark opposing to the motion. The group ultimately decided to keep the rate as is, but fiscal will have to review to see if there is an option to keep the rate at the \$738.07 since they have been collecting the current rate for more than the 6-year max without a dredge project. Discussion moved forward to debate whether they should continue with an Advisory Board and the costs incurred with having the Board meetings.

New Business:

Financial Reports: The FY 2025 quarter one actual expenditure and activity maintenance reports were provided for review. The FY24 Annual Report was provided. The Board had no questions at this time.

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

None

Advisory Board Open Discussion:

Discussion ensued regarding a vacant lot with the parcel number 402329901002 dedicated as public land plated as a public park and the potential of receiving West Coast Inland Navigation (WCIND) funding towards dredging if there is a public boat ramp. Mrs. Hayes advised that the group would need to contact Charlotte County Community Services to determine if there is a boat ramp at this location and what next steps would be.

Meeting Schedule / Items for Next Agenda:

Future meetings are tentatively scheduled at 2:00 p.m. as follows:

- July 16, 2025

The meeting adjourned at 4:08 p.m.

Submitted by: Erica Hayes
Public Works Department



Chair Signature

9-24-2025

Date

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY FEBRUARY 12, 2025**

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

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

COUNTY STAFF: Erica Hayes, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Election of Officers
4. Annual Review: Sunshine Law, Roberts Rules of Order
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: December 19, 2024
7. Unfinished Business
 - a. Navigational Trimming
 - b. Post Storm Survey
 - c. Dredging
 - d. FY26/FY27 Work Program
 - e. Signage
8. New Business
 - a. Financial Reports
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Suncoast Waterway MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2019 - Sept. 30, 2024

	Actual FY2020	Actual FY2021	Actual FY2022	Actual FY2023	Adopted Budget FY2024	Amended Budget FY2024	Actual FY2024
Beginning Balance	\$ 147,003	\$ 134,265	\$ 54,182	\$ 82,471	\$ 134,361	\$ 134,361	\$ 159,048
Revenues							
Assessments & Earnings							
Assessments	69,246	73,094	83,099	74,199	73,881	-	71,964
Interest	1,711	230	624	4,885	471	-	4,176
Interest Earnings-L.G.S.F.T.F.	-	-	-	-	-	-	4,468
Net Inc/(Decr) Fair Market Value-Investments	1,106	(266)	(1,635)	1,040	-	-	2,186
Interest-Tax Coll	-	-	-	-	-	-	113
Excess Fees /Tax Collector	-	440	457	402	-	-	314
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(3,718)	-	-
Grant & Subsidy Revenue							
Loans & Borrowing							
Debt Proceeds	-	-	-	-	-	-	-
Total Revenue	\$ 72,063	\$ 73,498	\$ 82,546	\$ 80,526	\$ 70,634	\$ 70,634	\$ 83,221
Expenditures							
Contract Services							
Legal Svcs	-	-	-	-	-	-	-
Other Contractual Svcs	-	-	-	-	-	-	-
Contract Services; other							
Survey	4,460	8,920	9,841	-	-	-	-
Navigational Trimming	-	-	-	-	-	-	-
Public Works Services							
Equip Repl Charges-PubWrks	-	-	-	-	40	-	-
Operating Exp-PubWrks	625	1,065	1,939	1,185	1,191	7,000	7,310
Internal Charges							
Central/Indirect Svcs	1,134	1,060	975	1,024	714	-	714
Purchased Services							
Postage	-	-	383	120	-	-	-
Printing and Binding	-	-	-	289	-	-	-
Admin. Svcs - PW	-	-	-	-	-	-	-
Advertising-Legal	-	-	-	411	-	-	-
Collection Fee-Tax Collector	885	935	1,051	895	1,478	-	735
Materials and Supplies							
Capital Outlay							
Debt Services							
Principal	45,000	120,000	19,000	-	-	-	-
Interest	2,675	579	43	-	-	-	-
Other Debt Service Costs	22	22	25	25	-	-	-
Total Expenditures	54,801	132,580	33,257	3,949	3,423	10,423	8,758
Repayment of Internal Loan							
Due To Other Funds - Canal Maint	30,000	21,000	21,000	-	-	-	-
Reserves (Ending Fund Balance)	\$ 134,265	\$ 54,182	\$ 82,471	\$ 159,048	\$ 201,572	\$ 194,572	\$ 233,511
Reserve %	61.3%	26.1%	60.3%	97.6%	98.3%	94.9%	96.4%

Date Prepared: 1/27/2025

Suncoast Waterway MSBU

Fund Financial Report

Oct. 1, 2024 - Dec. 31, 2024

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$159,048	\$223,737	\$233,511		
Revenues					
Assessments & Earnings	83,221	70,931	40,650		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$83,221	\$70,931	\$40,650		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	-	-	-	-
Navigational Trimming	-	-	-	-	-
Public Works Services	7,310	847	-	-	847
Internal Charges	714	510	510	-	-
Purchased Services	735	1,478	794	-	684
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Total Expenditures	\$8,758	\$2,835	\$1,304	\$0	\$1,531
Reserves (Ending Fund Balance)	\$233,511	\$291,833	\$272,857		
Reserve %	96.4%	99.0%	99.5%		

Date Prepared: 1/31/2025

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

12/31/2024

Suncoast Waterway Maintenance Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	72767	MSBU Administrative Work		10/29/2024	1.00	86.41	0.00	0.00	0.00		86.41
	72767	MSBU Administrative Work		10/30/2024	2.00	172.82	0.00	0.00	0.00		172.82
	72767	MSBU Administrative Work		11/14/2024	1.00	86.41	0.00	0.00	0.00		86.41
	72767	MSBU Administrative Work		12/19/2024	4.50	388.85	0.00	0.00	0.00		388.85
	72767	MSBU Administrative Work		12/20/2024	0.50	43.21	0.00	0.00	0.00		43.21
	72767	MSBU Administrative Work		10/01/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72767	MSBU Administrative Work		10/02/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72767	MSBU Administrative Work		10/07/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72767	MSBU Administrative Work		10/15/2024	1.25	92.38	0.00	0.00	0.00		92.38
	72767	MSBU Administrative Work		10/17/2024	1.50	110.85	0.00	0.00	0.00		110.85
	72767	MSBU Administrative Work		10/24/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72767	MSBU Administrative Work		10/29/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72767	MSBU Administrative Work		10/30/2024	1.25	92.38	0.00	0.00	0.00		92.38
	72767	MSBU Administrative Work		11/05/2024	0.25	18.48	0.00	0.00	0.00		18.48
	72767	MSBU Administrative Work		11/13/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72767	MSBU Administrative Work		11/14/2024	1.00	73.90	0.00	0.00	0.00		73.90
	72767	MSBU Administrative Work		11/20/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72767	MSBU Administrative Work		12/02/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72767	MSBU Administrative Work		12/03/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72767	MSBU Administrative Work		12/04/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72767	MSBU Administrative Work		12/09/2024	2.50	184.75	0.00	0.00	0.00		184.75
	72767	MSBU Administrative Work		12/10/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72767	MSBU Administrative Work		12/16/2024	0.50	36.95	0.00	0.00	0.00		36.95

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
	72767	MSBU Administrative Work		12/17/2024	1.50	110.85	0.00	0.00	0.00		110.85
	72767	MSBU Administrative Work		12/18/2024	1.00	73.90	0.00	0.00	0.00		73.90
	72767	MSBU Administrative Work		12/19/2024	1.50	110.85	0.00	0.00	0.00		110.85
	72767	MSBU Administrative Work		12/20/2024	1.75	129.33	0.00	0.00	0.00		129.33
		Administrative Time Total				21.50	1,588.85	0.00	0.00	0.00	1,588.91
	72767	MSBU Administrative Work		12/19/2024	2.75	203.23	0.00	0.00	0.00		203.23
		MSBU Meeting Total				2.75	203.23	0.00	0.00	0.00	203.23
	Work Order 72767 Total					33.25	2,569.77	0.00	0.00	0.00	2,569.84
	MSBU Administrative Work Total					33.25	2,569.77	0.00	0.00	0.00	2,569.84
	Suncoast Waterway Maintenance Unit Total					33.25	2,569.77	0.00	0.00	0.00	2,569.84

Suncoast Waterway FY26 Dredging Project

Partial dredge (- 3.5 feet)

Scenario B (7 year loan)

as of 2.10.25

	\$2,383.00 FY26 rate					
	Estimate FY2025	Preliminary FY2026	Preliminary FY2027	Projected FY2028	Projected FY2029	Projected FY2030
BEGINNING BALANCE	\$233,511	\$240,616	\$365,099	\$305,605	\$269,023	\$157,827
OPERATING REVENUES						
Assessments & Earnings	70,931	227,412	227,826	230,983	230,859	230,483
External Borrowing		-	1,315,000			
Total Revenue	\$70,931	\$227,412	\$1,542,826	\$230,983	\$230,859	\$230,483
OPERATING EXPENDITURES						
Dredging	-	75,480	1,484,100	-	-	-
Other Operating Expenditures	63,826	27,449	52,476	21,895	104,863	20,473
Principal Pymts	-	-	-	188,000	188,000	188,000
Interest Pymts	-	-	65,744	57,669	49,191	40,289
Total Expenditures	\$63,826	\$102,929	\$1,602,320	\$267,564	\$342,054	\$248,762
RESERVE (ENDING FUND BALANCE)	\$240,616	\$365,099	\$305,605	\$269,023	\$157,827	\$139,549
<i>Reserve %</i>	79.0%	78.0%	16.0%	50.1%	31.6%	35.9%

Notes:

- Rate increase from \$738.07 FY25 to \$2,383 FY26
- Projection is based on a 7 year Dredging loan.
- Rate to be reset based upon operational needs in FY35
- Biannual survey and navigational trimming occurring every other year
- Design to be funded by reserves in FY26
- \$205,000 reserves applied to borrowing in FY27

Suncoast Waterway FY26 Dredging Project

Partial dredge (- 3.5 feet)

Scenario B (7 year loan)

as of 2.6.25

	Projected FY2031	Projected FY2032	Projected FY2033	Projected FY2034	evaluate rate Projected FY2035
BEGINNING BALANCE	\$139,549	\$75,207	\$75,748	\$31,244	\$48,193
OPERATING REVENUES					
Assessments & Earnings	230,422	230,205	230,207	230,056	230,114
External Borrowing					
Total Revenue	\$230,422	\$230,205	\$230,207	\$230,056	\$230,114
OPERATING EXPENDITURES					
Dredging	-	-	-	-	-
Other Operating Expenditures	75,824	20,537	75,891	20,607	75,964
Principal Pymts	188,000	188,000	188,000	187,000	-
Interest Pymts	30,941	21,127	10,821	5,500	-
Total Expenditures	\$294,765	\$229,664	\$274,712	\$213,107	\$75,964
RESERVE (ENDING FUND BALANCE)	\$75,207	\$75,748	\$31,244	\$48,193	\$202,343
<i>Reserve %</i>	20.3%	24.8%	10.2%	18.4%	72.7%

Notes:

- Rate increase from \$738.07 FY25 to \$2,383 FY26
- Projection is based on a 7 year Dredging loan.
- Rate to be reset based upon operational needs in FY35
- Biannual survey and navigational trimming occurring every other year.
- Design to be funded by reserves in FY26
- \$205,000 reserves applied to borrowing in FY27

Suncoast Waterway FY26
 No Dredge - Maintenance Only
 as of 2.10.25

	\$ 235.00 FY26 rate					
	Estimate FY2025	Preliminary FY2026	Preliminary FY2027	Projected FY2028	Projected FY2029	Projected FY2030
BEGINNING BALANCE	\$233,511	\$240,916	\$240,916	\$190,889	\$196,526	\$146,833
OPERATING REVENUES						
Assessments & Earnings	70,931	23,149	23,149	23,321	23,340	23,172
External Borrowing		-	-			
Total Revenue	\$70,931	\$23,149	\$23,149	\$23,321	\$23,340	\$23,172
OPERATING EXPENDITURES						
Dredging	-	-	-	-	-	-
Other Operating Expenditures	63,526	23,149	73,176	17,684	73,032	17,742
Principal Pymts	-	-	-	-	-	-
Interest Pymts	-	-	-	-	-	-
Total Expenditures	\$63,526	\$23,149	\$73,176	\$17,684	\$73,032	\$17,742
RESERVE (ENDING FUND BALANCE)	\$240,916	\$240,916	\$190,889	\$196,526	\$146,833	\$152,263
<i>Reserve %</i>	79.1%	91.2%	72.3%	91.7%	66.8%	89.6%

Notes:

- Rate decrease from \$738.07 in FY25 to \$235 in FY26
- Projection is based on no dredge, maintenance only.
- Rate to be evaluated based upon operational needs in FY35
- Biannual survey and navigational trimming occurring every other year

Suncoast Waterway FY26
 No Dredge - Maintenance Only
 as of 2.10.25

	Projected FY2031	Projected FY2032	Projected FY2033	Projected FY2034	evaluate rate Projected FY2035	Projected FY2036	Projected FY2037
BEGINNING BALANCE	\$152,263	\$102,360	\$107,577	\$57,457	\$62,451	\$12,106	\$16,870
OPERATING REVENUES							
Assessments & Earnings	23,190	23,022	23,040	22,870	22,888	22,717	22,734
External Borrowing							
Total Revenue	\$23,190	\$23,022	\$23,040	\$22,870	\$22,888	\$22,717	\$22,734
OPERATING EXPENDITURES							
Dredging	-	-	-	-	-	-	-
Other Operating Expenditures	73,093	17,806	73,160	17,876	73,233	17,953	73,314
Principal Pymts	-	-	-	-	-	-	-
Interest Pymts	-	-	-	-	-	-	-
Total Expenditures	\$73,093	\$17,806	\$73,160	\$17,876	\$73,233	\$17,953	\$73,314
RESERVE (ENDING FUND BALANCE)	\$102,360	\$107,577	\$57,457	\$62,451	\$12,106	\$16,870	(\$33,710)
Reserve %	58.3%	85.8%	44.0%	77.7%	14.2%	48.4%	0.0%

Notes:

- Rate decrease from \$738.07 in FY25 to \$235 in FY26
- Projection is based on no dredge, maintenance only.
- Rate to be evaluated based upon operational needs in FY35
- Biannual survey and navigational trimming occurring every other year



SUNCOAST WATERWAY
Municipal Service Benefit Unit

Advisory Board Meeting Attendance
 Wednesday, February 12, 2025

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
Chad Ray	chad.ray@charlottecountyfl.gov	
David Clark	on file	on file
DAVID FERGUSON	DWF711@GMAIL.COM	305-474-0728
Joanne Grogan	on file	on file
Ron Vacha	130 Dentforth Dr	
Lisa Eby	on file	on file
RICHARD ZADRONKA	RZADONKA@GMAIL.COM	941-487-9039