

**MINUTES
GULF COVE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WENESDAY, APRIL 24, 2024**

9:29 a.m. – 10:47 a.m.

Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

Members Present: Clint Baker, Chair
Donna Draus
James Wernicke
Christine Carlomany

Members Absent: Leon Demere, Vice Chair – apologies received

County Staff: Lorraine Moneypenny, Community Liaison
Karlene McDonald, Operations Supervisor
Matt Logan, Projects Manager
DeWayne Nodine, Projects Manager

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 9:29 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

No changes were requested.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

The minutes from January 17, 2024 were unanimously approved as written.

Unfinished Business:

Interior Dredge: Mr. Logan reported that the Gulf Cove Waterway interior dredge specifications are being combined with the Pirate Harbor Waterway dredge project for publication in the coming weeks. Discussion ensued regarding spoil site locations and the possibility of a county park property. The board discussed possibilities, including a mailing to all vacant land holders. Ms. McDonald warned the response rate might be too low to warrant the expense; Mr. Logan suggested that be Plan C. The board affirmed its willingness to fund a mailing if necessary; it asked staff to produce a cost estimate for the mailing.

Mr. Logan affirmed that the chosen contractor will likely be open to third party agreements with homeowners to dredge their docks. Donna said the PRCC board may allow the contractor to use its dock at the south end of the territory. The project is likely to be out to bid and awarded by the next MSBU meeting in October.

The discussion looked ahead to exterior dredging in FY26. Ms. McDonald assured members that Fiscal will present options for using a combination of loans and reserves with least impact to the tax rate. In October, there will be firmer numbers to work with.

Mr. Logan reminded the board that annual bathymetric surveys are desirable to establish shoaling trends and that \$55,000 is set aside in the budget for that. An option is to fund an interior survey, then an exterior, in alternating years. Ms. Draus motioned to go forward with an exterior pre-storm survey this year. The motion was seconded by Ms. Carlomany. Mr. Wernicke clarified that this does not bind board to future surveys. Mr. Baker called for a vote; the motion was unanimously adopted.

New Business:

- a. Financial Reports: The FY24 Q2 financial reports were examined. The differential between adopted budget and actual was noted; the adopted budget is based on projections. The debt services line item reflects borrowing for the past exterior dredge. Mr. Wernicke asked staff to revert with interest and payoff amounts.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

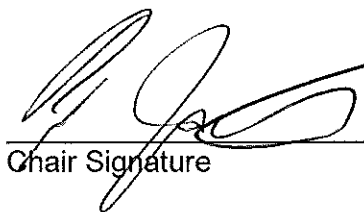
Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

- Wednesday, October 9, 2024

The meeting adjourned at 10:47 p.m.

Submitted by: Lorraine Money Penny
Public Works Department


Chair Signature

10-30-25
Date

Gulf Cove Waterway MSBU

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

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$806,848	\$979,161	\$1,088,640		
Revenues					
Assessments & Earnings	290,699	245,330	234,377		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	1,534,000	-		
Total Revenue	\$290,699	\$1,779,330	\$234,377		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	55,000	-	-	55,000
Navigational Trimming	-	5,000	-	-	5,000
Public Works Services	3,579	19,608	1,769	-	17,839
Internal Charges	1,238	1,224	1,224	-	-
Purchased Services	2,937	5,038	4,296	-	742
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	61,366	-	-	61,366
Project Costs					
Gulf Cove WW Dredging	1,154	1,772,920	2,268	126,243	1,644,410
Total Expenditures	\$8,907	\$1,920,156	\$9,556	\$126,243	\$1,784,357
Reserves (Ending Fund Balance)	\$1,088,640	\$838,335	\$1,313,461		
<i>Reserve %</i>	99.2%	30.4%	99.3%		

Date Prepared: 4/2/2024

Monthly Funding Report

START DATE:

01/01/2024

END DATE:

03/31/2024

Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	20070	MSBU Administrative Work		01/03/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20070	MSBU Administrative Work		01/05/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20070	MSBU Administrative Work		01/09/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20070	MSBU Administrative Work		01/10/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20070	MSBU Administrative Work		01/12/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20070	MSBU Administrative Work		01/16/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20070	MSBU Administrative Work		01/24/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20070	MSBU Administrative Work		02/05/2024	0.25	22.15	0.00	0.00	0.00		22.15
	20070	MSBU Administrative Work		03/27/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20070	MSBU Administrative Work		03/28/2024	0.50	36.95	0.00	0.00	0.00		36.95
		Administrative Time Total			4.50	336.22	0.00	0.00	0.00		336.24
	20070	MSBU Administrative Work		01/17/2024	5.25	425.51	0.00	14.70	0.00		440.21
		MSBU Meeting Total			5.25	425.51	0.00	14.70	0.00		440.21
	20070	MSBU Administrative Work		01/24/2024	0.50	36.95	0.00	0.00	0.00		36.95
		MSBU Minutes Total			0.50	36.95	0.00	0.00	0.00		36.95
		Work Order 20070 Total			10.25	798.68	0.00	14.70	0.00	53.00	813.40
		MSBU Administrative Work Total			10.25	798.68	0.00	14.70	0.00	53.00	813.40
	1000	Project Management		01/29/2024	1.00	86.41	0.00	0.00	0.00		86.41
		Work Order 1000 Total	Gulf Cove WW		1.00	86.41	0.00	0.00	0.00	0.00	86.41
		c391203 - Gulf Cove WW Dredging	Project Management Total		1.00	86.41	0.00	0.00	0.00	0.00	86.41

Monthly Funding Report

START DATE:

01/01/2024

END DATE:

03/31/2024

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					11.25	885.09	0.00	14.70	0.00		899.81
Gulf Cove Waterway Benefit Unit Total											