

**MINUTES
NORTHWEST PORT CHARLOTTE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 28, 2024**

**10:08 a.m. – 11:14 a.m.
Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida**

Members Present: Gregg Smith, Chair
Rick Chial, Vice Chair
Beverly Donahue
Shawn Joannes

Members Absent: Ken Ardanowski, Apologies Received

County Staff: Erica LeMaster, Community Liaison
Matt Logan, Projects Manager

Call to Order / Roll Call:

The meeting was called to order at 10:05 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Election of Officers: Mr. Joannes motioned to continue with Gregg Smith as Chair and Rick Chial as Vice Chair. The motion was seconded and passed unanimously.

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

None

Approval of Minutes:

The minutes from December 13, 2023, were unanimously approved as submitted.

Unfinished Business:

- a. FY23 Post-storm survey: The group discussed the post storm survey. Mr. Logan explained how the survey is conducted.
- b. Update: Interior Dredge Project: Mr. Logan provided the status of the internal dredge project stating the Ingraham, Ingersol, and Apollo Waterway's were completed, and the contractor has just begun in the Jupiter Waterway. He noted that the project is currently running behind schedule due to low tides, etc. Mr. Logan explained the dredge process letting the group know that we inspect/survey everything. The project is contracted to dredge 3.5 feet with an over dredge tolerance of up to 5 feet. Discussion ensued regarding how calculations and data is considered.
- c. FY23 Navigational Trimming: Mr. Logan provided an update that the navigational trimming was completed in December of 2023. He has inspected the completed trimming and was satisfied with the outcome. Discussion ensued regarding benefits of doing Navigational Trimming in house vs. hiring a contractor.
- d. Community Outreach: Ms. LeMaster informed the group that she has spoken with the PIO (Public Information Office), and they are able create a citizen survey on the Northwest Port Charlotte MSBU Advisory Board page on the Charlottecountyfl.gov webpage. Each member will provide a list of questions and we will discuss them as a group at the next regular scheduled meeting.

New Business:

- a. Exterior Dredge Project: Mr. Logan provided an update that the exterior dredge project will be part of a storm recovery project and will be a completely different dredge than the interior dredge project. We have applied for reimbursement and will begin drafting the engineering scope, explaining the bid process, advising that the engineering bid should be available within the next month.
- b. Financial Reports: The FY23 Annual Report was reviewed. The quarter one actual expenditure report, and quarter one monthly funding report was reviewed.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion: The group discussed low tide levels and the possibility of having a Waterway meeting with the chairs of each advisory board in Mid and South County to discuss possible dredge cycles, etc.

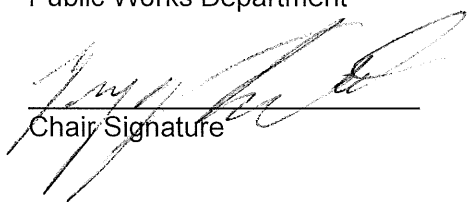
Schedule meetings as needed / Items for next agenda:

There was a request to reschedule the June 27, 2024, meeting. Ms. LeMaster will notify the group if this can be accomplished. Future meetings are tentatively scheduled as follows:

- June 27, 2024

The meeting adjourned at 11:14 a.m.

Submitted by: Erica LeMaster
Public Works Department


Chair Signature

6/13/2024
Date

**AGENDA
NORTHWEST PORT CHARLOTTE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 28, 2024**

**10:00 a.m., Centennial Park Recreation Center
1120 Centennial Blvd, Port Charlotte, Florida**

BOARD MEMBERS: Gregg Smith, Chair
Rich Chial, Vice-Chair
Kenneth Ardanowski
Beverly Donahue
Shawn Joannes

COUNTY STAFF: Erica LeMaster, Community Liaison
Matt Logan, Projects Manager

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Election of Officers
4. Citizen Input on Agenda Items (3-Minute Limit)
5. Approval of Minutes: December 13, 2023
6. Approval of Meeting Schedule: Fiscal Year 2024
7. Unfinished Business:
 - a. FY23 Post Storm Survey
 - b. Update: Interior Dredge Project
 - c. FY23 Navigational Trimming
 - d. Community Outreach: Survey
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

FY2024 & FY2025

Current Maximum Rate

FY2024		FY2025	
	1,593.890		1,593.890
\$	100.00	\$	100.00
\$	100.00		
\$	100.00		

Total Revenue

Preliminary Budget FY2024	Preliminary Budget FY2025
\$ 1,270,248	\$ 512,612
159,389	159,389
4,446	1,795
(8,192)	(8,060)
-	-
\$ 155,643	\$ 153,124
-	-
25,000	25,000
50,000	50,000
236	236
11,298	11,298
1,953	7,970
-	-
-	-
-	-
3,188	3,188

Collection Fee-Tax Collector

	Preliminary Budget FY2024	Preliminary Budget FY2025
Materials and Supplies		
Capital Outlay		
<i>ROW Acquisition</i>	-	-
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Project Costs		
NWPC WW Dredging - Interior		
<i>Engineering</i>	78,331	-
<i>Dredging</i>	637,776	-
<i>Labor</i>	3,497	-
NWPC WW Dredging - Exterior		
<i>Engineering</i>	100,000	-
<i>Dredging</i>	-	250,000
<i>Labor</i>	2,000	5,000
Total Expenditures	913,279	352,692
Reserves (Ending Fund Balance)	\$ 512,612	\$ 313,044
<i>Reserve %</i>	36.0%	47.0%

Verified Date

2/7/2023

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/Edgewater North WW Maintenance Dredging	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	1,835	54	46	37	28	19	2,019
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	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	10,230	2,753	5,146	605	31,883	795	51,413

NW Port Charlotte 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	\$ 577,737	\$ 643,710	\$ 796,758	\$ 922,322	\$ 1,054,887	\$ 1,116,032
Revenues						
Assessments & Earnings						
Assessments	156,712	157,096	155,021	155,535	159,609	154,892
Interest	13,335	11,140	5,209	8,995	3,359	46,071
Net Inc/(Decr) Fair Market Value-Investments	8,815	-	(4,993)	(20,958)	-	9,028
GDC Recovery (Interfund Trf-Capital Projects)	84,818	84,818	84,818	84,818	84,818	84,818
Excess Fees /Tax Collector	961	6,595	934	856	-	840
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(8,149)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Debt Proceeds	-	-	-	-	-	-
Total Revenue	\$ 264,641	\$ 259,650	\$ 240,988	\$ 229,246	\$ 239,637	\$ 295,649
Expenditures						
Contract Services						
Other Contractual Svcs	-	-	-	-	-	-
Contract Services; other						
Survey	5,868	8,802	24,890	-	25,000	-
Navigational Trimming	33,400	-	38,500	-	50,000	37,900
Public Works Services						
Equip Repl Charges-PubWrks	-	-	-	-	861	67
Operating Exp-PubWrks	2,801	3,667	21,427	5,393	3,067	6,265
Internal Charges						
Central/Indirect Svcs	1,326	1,802	1,892	1,481	1,555	1,555
Purchased Services						
Personal Svcs-InterDept	-	-	1,359	-	-	-
Postage	-	-	-	-	-	-
Advertising-Legal	-	-	-	-	150	-
Collection Fee-Tax Collector	2,151	2,008	1,983	1,967	4,789	1,869
Materials and Supplies						
Capital Outlay						
ROW Acquisition	-	-	-	-	-	-
Debt Services						
Principal	150,000	75,000	-	-	-	-
Interest	3,121	392	-	-	-	-
Other Debt Service Costs	-	-	-	-	-	-
Project Costs						
NWPC WW Dredging						
Engineering	-	14,931	-	-	-	-
Dredging	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
NWPC WW Dredging - Interior						
Engineering	-	-	25,270	15,888	92,719	-
Dredging	-	-	102	102	637,776	-
Labor (not reported separate prior to FY23)	-	-	-	10,705	10,270	1,795
NWPC WW Dredging - Exterior						
Engineering	-	-	-	-	-	-
Dredging	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Total Expenditures	198,668	106,602	115,423	35,536	826,187	49,451
Reserves (Ending Fund Balance)	\$ 643,710	\$ 796,758	\$ 922,322	\$ 1,116,032	\$ 468,337	\$ 1,362,230
Reserve %	76.4%	88.2%	88.9%	96.9%	36.2%	96.5%

Date Prepared: 12/28/2023

NW Port Charlotte 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	\$1,116,032	\$1,269,649	\$1,362,230		
Revenues					
Assessments & Earnings	295,649	240,411	190,052		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$295,649	\$240,411	\$190,052		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	25,000	-	-	25,000
Navigational Trimming	37,900	50,000	-	35,000	15,000
Public Works Services	6,332	11,534	1,934	-	9,600
Internal Charges	1,555	1,612	1,612	-	-
Purchased Services	1,869	3,187	1,990	-	1,197
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
NWPC VVW Dredging - Interior	1,795	719,006	1,553	716,167	1,285
NWPC VVW Dredging - Exterior	-	102,000	-	-	102,000
Total Expenditures	\$49,451	\$912,339	\$7,090	\$751,167	\$154,082
Reserves (Ending Fund Balance)	\$1,362,230	\$597,721	\$1,545,193		
Reserve %	96.5%	39.6%	99.5%		

Date Prepared: 1/18/2024

START DATE:

12/31/2023

END DATE:

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Northwest Port Charlotte Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6147	MSBU Administrative Work		10/04/2023	1.00	85.45	0.00	0.00	0.00		85.45
	6147	MSBU Administrative Work		10/06/2023	1.00	86.41	0.00	0.00	0.00		86.41
	6147	MSBU Administrative Work		10/10/2023	0.50	43.21	0.00	0.00	0.00		43.21
	6147	MSBU Administrative Work		10/12/2023	0.50	43.21	0.00	0.00	0.00		43.21
	6147	MSBU Administrative Work		11/01/2023	3.00	259.23	0.00	0.00	0.00		259.23
	6147	MSBU Administrative Work		11/03/2023	2.00	172.82	0.00	0.00	0.00		172.82
	6147	MSBU Administrative Work		11/07/2023	1.00	86.41	0.00	0.00	0.00		86.41
	6147	MSBU Administrative Work		11/08/2023	1.00	86.41	0.00	0.00	0.00		86.41
	6147	MSBU Administrative Work		11/15/2023	0.50	43.21	0.00	0.00	0.00		43.21
	MSBU Meeting Total										
	10/25/2023										
	4.00 345.64 0.00 0.00 0.00 345.64 345.64 1,251.99 0.00 0.00 69.50 1,252.00										
Work Order 6147 Total											
20068	MSBU Administrative Work		10/02/2023	2.00	147.80	0.00	0.00	0.00	0.00		147.80
20068	MSBU Administrative Work		10/03/2023	1.00	73.90	0.00	0.00	0.00	0.00		73.90
20068	MSBU Administrative Work		10/12/2023	1.00	73.90	0.00	0.00	0.00	0.00		73.90
20068	MSBU Administrative Work		10/18/2023	0.50	36.95	0.00	0.00	0.00	0.00		36.95
20068	MSBU Administrative Work		10/23/2023	2.00	147.80	0.00	0.00	0.00	0.00		147.80
20068	MSBU Administrative Work		10/24/2023	3.50	258.65	0.00	0.00	0.00	0.00		258.65
20068	MSBU Administrative Work		10/26/2023	3.00	221.70	0.00	0.00	0.00	0.00		221.70
20068	MSBU Administrative Work		11/01/2023	1.50	110.85	0.00	0.00	0.00	0.00		110.85
20068	MSBU Administrative Work		11/14/2023	1.00	73.90	0.00	0.00	0.00	0.00		73.90
20068	MSBU Administrative Work		11/20/2023	0.50	36.95	0.00	0.00	0.00	0.00		36.95

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Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

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Northwest Port Charlotte Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	20068	MSBU Administrative Work		11/21/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20068	MSBU Administrative Work		11/30/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20068	MSBU Administrative Work		12/01/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20068	MSBU Administrative Work		12/08/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20068	MSBU Administrative Work		12/12/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20068	MSBU Administrative Work		12/13/2023	4.00	295.60	0.00	0.00	0.00		295.60
	20068	MSBU Administrative Work		12/20/2023	2.00	147.80	0.00	0.00	0.00		147.80
				Administrative Time Total							
	20068	MSBU Administrative Work		10/26/2023	26.50	1,958.35	0.00	0.00	0.00		1,958.35
	20068	MSBU Administrative Work			2.00	147.80	0.00	0.00	0.00		147.80
				MSBU Meeting Total							
	20068	MSBU Administrative Work		10/02/2023	3.00	221.70	0.00	0.00	0.00		221.70
	20068	MSBU Administrative Work		12/13/2023	5.50	406.45	0.00	0.00	0.00		406.45
					8.50	628.15	0.00	0.00	0.00		628.15
				MSBU Minutes Total							
Work Order 20068 Total					37.00	2,734.30	0.00	0.00	0.00	0.00	2,734.30
MSBU Administrative Work Total					51.50	3,986.29	0.00	0.00	0.00	69.50	3,986.30
2861		Project Management		10/11/2023	1.00	86.41	0.00	0.00	0.00		86.41
2861		Project Management		12/06/2023	1.00	86.41	0.00	0.00	0.00		86.41
2861		Project Management		12/07/2023	2.00	172.82	0.00	0.00	0.00		172.82
2861		Project Management		12/11/2023	3.00	259.23	0.00	0.00	0.00		259.23
2861		Project Management		12/13/2023	3.00	259.23	0.00	0.00	0.00		259.23
2861		Project Management		12/14/2023	2.00	172.82	0.00	0.00	0.00		172.82

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

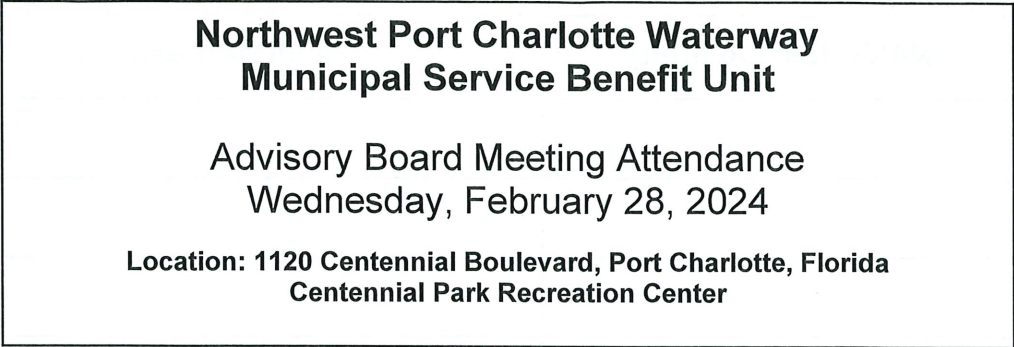
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Northwest Port Charlotte Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	2861	Project Management		12/19/2023	1.00	86.41	0.00	0.00	0.00		86.41
	2861	Project Management		12/20/2023	2.00	172.82	0.00	0.00	0.00		172.82
	2861	Project Management		12/21/2023	6.00	518.46	0.00	0.00	0.00		518.46
	2861	Project Management		12/27/2023	3.00	259.23	0.00	0.00	0.00		259.23
	2861	Project Management		12/28/2023	1.00	86.41	0.00	0.00	0.00		86.41
	2861	Project Management		10/03/2023	2.00	170.90	0.00	0.00	0.00		170.90
	2861	Project Management		10/05/2023	1.00	86.41	0.00	0.00	0.00		86.41
	2861	Project Management		10/06/2023	2.00	172.82	0.00	0.00	0.00		172.82
	2861	Project Management		10/11/2023	3.50	302.44	0.00	0.00	0.00		302.44
	2861	Project Management		10/12/2023	4.50	388.85	0.00	0.00	0.00		388.85
	2861	Project Management		10/13/2023	2.00	172.82	0.00	0.00	0.00		172.82
	2861	Project Management		10/24/2023	2.00	172.82	0.00	0.00	0.00		172.82
Plan/Spec Review Total					17.00	1,467.05	0.00	0.00	0.00		1,467.06
Public Outreach Total				11/15/2023	0.25	21.60	0.00	0.00	0.00		21.60
Site Visits Total				11/01/2023	0.25	21.60	0.00	0.00	0.00		21.60
NWPC Dredging - Interior Canals					2.50	216.03	0.00	0.00	0.00		216.03
Work Order 2861 Total					44.75	3,864.93	0.00	0.00	0.00	0.00	3,864.94
Project Management Total					44.75	3,864.93	0.00	0.00	0.00	0.00	3,864.94
Northwest Port Charlotte Waterway Unit Total					96.25	7,851.21	0.00	0.00	0.00		7,851.24

cmd2102 - NWPC WW Dredging

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Grand totals for all MSBUs reported											
					96.25	7,851.21	0.00	0.00	0.00		7,851.24

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