

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

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

**10:05 a.m. – 11:29 a.m.  
Charlotte Harbor Event & Conference Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** Gregg Smith, Chair  
Beverly Donahue  
Shawn Joannes  
**Members Absent:** Rick Chial, Apologies Received

**County Staff:** Erica LeMaster, Community Liaison  
DeWayne Nodine, Projects Manager  
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

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

- Mr. & Mrs. Dalbiano who reside on the Juno Waterway had questions and concerns regarding the Juno Waterway and a need for dredging.
- Ms. Bennen spoke regarding a development at 1293 Casper Street which was also the spoil site for the recent interior dredge project. Concerns were mentioned regarding if adequate precautions are being taken during construction, mentioning lack of silk barriers.
- Ms. Bennen had questions regarding why the Juno Waterway was not included in the interior dredge project.
- Mr. Logan explained how a project is decided, stressing that the intent of the Advisory Board is to provide the same level of service across the board, and to help facilitate what the community sees as a need.
- Mr. Nodine explained the drastic price increases that are influencing how much dredging the MSBU's can afford to do.

**Approval of Minutes:**

The minutes from February 28, 2024, were unanimously approved as submitted.

**Unfinished Business:**

- a. Update: Interior Dredge Project: Mr. Nodine provided an update that the interior dredge project has been completed and the contractor should have the equipment out of the area by end of next week. Mr. Logan discussed the contracted dredge depth and explained that the contractors dug significantly deeper than the set amount benefiting the shelf life of the project. Explanation was provided that the contractor tried to request \$300,000 more for the project which was denied. A history of the project was provided focusing on previous delays.

**New Business:**

- a. Financial Reports: The FY24 quarter four actual expenditure report, and quarter four monthly funding report was reviewed. The FY25 adopted budget was reviewed.

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

None

**Advisory Board Open Discussion:**

Discussion ensued regarding the current budget for Navigational Trimming. Mrs. Hayes explained that we have increased the budget to 75,000 for FY26. The group will provide a list of priority locations at the next regularly scheduled meeting.

**Election of Officers:**

The group tabled this item until the next regularly scheduled meeting.

**Annual Review: Sunshine Law, Roberts Rules of Order**

The group tabled this item until the next regularly scheduled meeting.

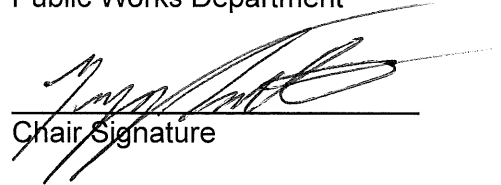
**Schedule meetings as needed / Items for next agenda:**

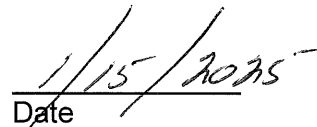
Future meetings are tentatively scheduled as follows:

- January 15, 2025

The meeting adjourned at 11:42 a.m.

Submitted by: Erica Hayes  
Public Works Department

  
Chair Signature

  
Date

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

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

**10:00 a.m., Charlotte Harbor Event & Conference Center  
75 Taylor Street, Punta Gorda, Florida**

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

**COUNTY STAFF:** Erica LeMaster, Community Liaison  
DeWayne Nodine, Projects Manager

**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. Approval of Minutes: March 20, 2024
5. Unfinished Business:
  - a. Update: Interior Dredge Project
  - b. Update: Exterior Dredge Project
  - c. Community Outreach: Survey
6. New Business:
  - a. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

**NORTHWEST PORT CHARLOTTE 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 XXIII. - NORTHWEST PORT CHARLOTTE WATERWAY UNIT, Sec. 4-7-457. - Purpose.**

The purpose of the unit is to provide for the dredging, maintenance, clearing, marking for navigational purposes, and providing of safety devices in the Northwest Port Charlotte waterway system. The purpose of this unit shall not include the maintenance of seawalls.

**Summary**

**Current Rate: \$100**

**Max Rate: \$100**

The FY23 completed work program included all internal maintenance and administrative costs, and contracted services for navigational trimming.

The current fiscal year work program includes all internal maintenance and administrative costs, and contracted services for navigational trimming, a pre-storm bathymetric survey and interior dredging. Professional services for the design and engineering for exterior dredging.

For FY25, the Advisory Board recommends budgeting for all internal maintenance and administrative costs, and contracted services for a pre-storm bathymetric survey, navigational trimming and dredging of the exterior waterways.

# NW Port Charlotte 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>	\$1,116,032	\$1,269,649	\$1,362,230		
<b>Revenues</b>					
Assessments & Earnings	295,649	240,411	237,069		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
<b>Total Revenue</b>	\$295,649	\$240,411	\$237,069		
<b>Expenditures</b>					
Contract Services	-	-	-	-	-
Survey	-	25,000	-	-	25,000
Navigational Trimming	37,900	50,000	35,000	-	15,000
Public Works Services	6,332	11,534	4,140	-	7,394
Internal Charges	1,555	1,612	1,612	-	-
Purchased Services	1,869	3,187	2,629	-	558
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
<b>Project Costs</b>					
NWPC WW Dredging - Interior	1,795	719,006	22,938	699,219	(3,151)
NWPC WW Dredging - Exterior	-	102,000	-	-	102,000
<b>Total Expenditures</b>	\$49,451	\$912,339	\$66,320	\$699,219	\$146,800
<b>Reserves (Ending Fund Balance)</b>	\$1,362,230	\$597,721	\$1,532,980		
Reserve %	96.5%	39.6%	95.9%		

Date Prepared: 4/2/2024

# Monthly Funding Report

START DATE:

01/01/2024

END DATE:

03/31/2024

Page 1 of 4

## 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		01/03/2024	0.50	43.21	0.00	0.00	0.00		43.21
	20068	MSBU Administrative Work		03/04/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20068	MSBU Administrative Work		01/03/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20068	MSBU Administrative Work		01/16/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20068	MSBU Administrative Work		02/22/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20068	MSBU Administrative Work		02/28/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20068	MSBU Administrative Work		03/06/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20068	MSBU Administrative Work		03/11/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20068	MSBU Administrative Work		03/14/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20068	MSBU Administrative Work		03/18/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20068	MSBU Administrative Work		03/26/2024	1.75	129.33	0.00	0.00	0.00		129.33
	Administrative Time Total										
	20068	MSBU Administrative Work		02/28/2024	2.50	184.75	0.00	0.00	0.00		184.75
	MSBU Minutes Total										
	20068	MSBU Administrative Work		02/28/2024	2.50	184.75	0.00	0.00	0.00		184.75
	MSBU Meeting Total										
	20068	MSBU Administrative Work		02/28/2024	5.50	406.45	0.00	0.00	0.00		406.45
	MSBU Meeting Total										
	Work Order 20068 Total					18.00	1,336.46	0.00	0.00	0.00	1,336.49
	MSBU Administrative Work Total										
	2861	Project Management		01/09/2024	4.00	345.64	0.00	0.00	0.00		345.64
	2861	Project Management		01/10/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2861	Project Management		01/11/2024	1.50	129.62	0.00	0.00	0.00		129.62

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		01/22/2024	2.00	172.82	0.00	0.00	0.00		172.82
	2861	Project Management		01/23/2024	2.00	172.82	0.00	0.00	0.00		172.82
	2861	Project Management		01/24/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2861	Project Management		01/25/2024	3.00	259.23	0.00	0.00	0.00		259.23
	2861	Project Management		01/31/2024	5.00	432.05	0.00	0.00	0.00		432.05
	2861	Project Management		02/01/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2861	Project Management		02/05/2024	3.00	259.23	0.00	0.00	0.00		259.23
	2861	Project Management		02/13/2024	2.00	172.82	0.00	0.00	0.00		172.82
	2861	Project Management		02/14/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2861	Project Management		02/20/2024	2.00	172.82	0.00	0.00	0.00		172.82
	2861	Project Management		02/21/2024	0.50	43.21	0.00	0.00	0.00		43.21
	2861	Project Management		02/22/2024	2.50	216.03	0.00	0.00	0.00		216.03
	2861	Project Management		02/26/2024	2.00	172.82	0.00	0.00	0.00		172.82
	2861	Project Management		02/27/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2861	Project Management		02/28/2024	3.50	302.44	0.00	0.00	0.00		302.44
	2861	Project Management		01/03/2024	2.00	172.82	0.00	0.00	0.00		172.82
Plan/Spec Review Total											
	2861	Project Management		01/04/2024	2.00	172.82	0.00	0.00	0.00		172.82
Project Inspection Total											
	2861	Project Management		01/04/2024	1.50	129.62	0.00	3.92	0.00		133.54
	2861	Project Management		01/04/2024	1.50	129.62	0.00	3.92	0.00		133.54
	2861	Project Management		01/04/2024	1.50	129.62	0.00	3.92	0.00		133.54
	2861	Project Management		01/04/2024	1.50	129.62	0.00	3.92	0.00		133.54
Site Visits Total											
	2861	Project Management		01/04/2024	1.50	129.62	0.00	3.92	0.00		133.54
	2861	Project Management		01/04/2024	1.50	129.62	0.00	3.92	0.00		133.54
	2861	Project Management		01/04/2024	1.50	129.62	0.00	3.92	0.00		133.54
	2861	Project Management		01/04/2024	1.50	129.62	0.00	3.92	0.00		133.54
NWPC Dredging - Interior Canals											
	2861	Project Management		01/04/2024	43.00	3,715.63	0.00	7.84	0.00	0.00	3,723.50

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
cmd2102 - NWPC WW Dredging											
Project Management Total					43.00	3,715.63	0.00	7.84	0.00	0.00	3,723.50
Northwest Port Charlotte Waterway Unit Total					61.00	5,052.09	0.00	7.84	0.00		5,059.99



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					61.00	5,052.09	0.00	7.84	0.00		5,059.99

# NW Port Charlotte Waterway MSBU

## Proposed Budget FY2025

### Estimated ERU's and Cost per ERU

#### **Vacant and Occupied**

*Estimated ERU's*

*Cost per ERU*

**Current FY24 Rate**

**Current Maximum Rate**

Approved FY2025	Proposed FY2025	Changes FY2025
1,593.390	1,584.690	(8.700)
\$ 100.00	\$ 100.00	\$ -
\$ 100.00		
\$ 100.00		

### **Beginning Balance**

### Revenues

#### **Assessments & Earnings**

*Assessments*

*Interest*

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

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

*GDC Recovery (Interfund Trf-Capital Projects)*

*Excess Fees /Tax Collector*

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

#### **Grant & Subsidy Revenue**

#### **Loans & Borrowing**

*Debt Proceeds*

### **Total Revenue**

### Expenditures

#### **Contract Services**

*Other Contractual Svcs*

#### **Contract Services; other**

*Survey*

*Navigational Trimming*

#### **Public Works Services**

*Equip Repl Charges-PubWrks*

*Operating Exp-PubWrks*

#### **Internal Charges**

*Central/Indirect Svcs*

#### **Purchased Services**

*Personal Svcs-InterDept*

*Postage*

*Advertising-Legal*

*Collection Fee-Tax Collector*

Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
\$ 597,721	\$ 1,503,371	\$ 905,650
159,339	158,469	(870)
2,093	5,262	3,169
-	-	-
-	-	-
84,818	84,818	-
-	-	-
(8,072)	(8,187)	(115)
-	-	-
-	-	-
\$ 238,178	\$ 240,362	\$ 2,184
-	-	-
-	-	-
25,000	25,000	-
50,000	50,000	-
236	236	-
11,298	11,298	-
1,693	1,358	(335)
-	-	-
-	-	-
-	-	-
3,187	3,170	(17)

	Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
<b>Materials and Supplies</b>			
<b>Capital Outlay</b>			
<i>ROW Acquisition</i>	-	-	-
<b>Debt Services</b>			
<i>Principal</i>	-	-	-
<i>Interest</i>	-	-	-
<i>Other Debt Service Costs</i>	-	-	-
<b>Project Costs</b>			
<b>NWPC WW Dredging</b>			
<i>Engineering</i>	-	-	-
<i>Dredging</i>	-	-	-
<i>Labor</i>	-	-	-
<b>NWPC WW Dredging - Interior</b>			
<i>Engineering</i>	-	61,382	61,382
<i>Dredging</i>	-	618,876	618,876
<i>Labor</i>	-	15,000	15,000
<b>NWPC WW Dredging - Exterior</b>			
<i>Engineering</i>	-	100,000	100,000
<i>Dredging</i>	250,000	-	(250,000)
<i>Labor</i>	5,000	5,000	-
<b>Total Expenditures</b>	346,414	891,320	544,906
<b>Reserves (Ending Fund Balance)</b>	\$ 489,485	\$ 852,413	\$ 362,928
<i>Reserve %</i>	58.6%	48.9%	

Verified Date

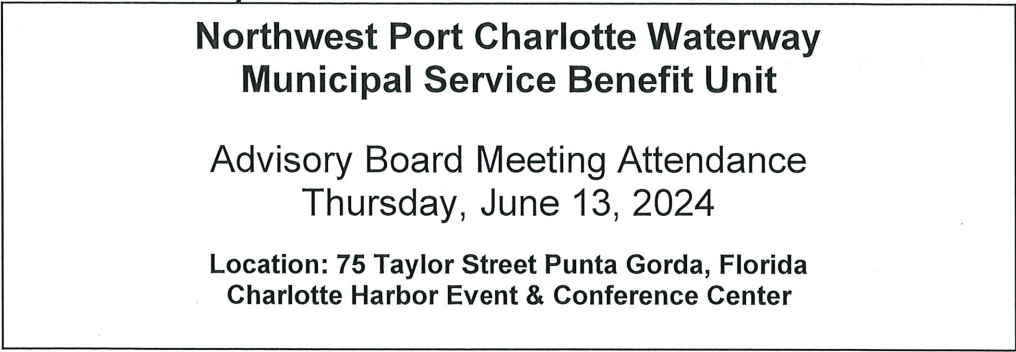
6/4/2024

Capital Maintenance Schedule  
Public Works - MSBU/TU Dredging  
2025

Project Costs (in thousands)

Project Name	2025	2026	2027	2028	2029	2030	TOTAL
Alligator Creek - Entrance Channel	400	0	0	0	0	0	400
Buena Vista/Edgewater North WW Maintenance Dredging	472	0	0	0	0	0	472
Don Pedro/Knight/Palm Island Re-nourishment	502	121	127	0	0	0	750
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	55	9,770	195	0	10,020
Gulf Cove WW Dredging	1,831	54	46	37	28	19	2,015
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	191	0	0	0	0	0	191
Manasota Key Beach Nourishment	930	221	257	0	0	0	1,408
Manasota Key Beach Nourishment FY28	0	0	125	22,055	486	0	22,666
Manchester WW Maintenance Dredging FY22	831	0	0	0	0	0	831
NWPC Interior Channel Dredging FY22	695	0	0	0	0	0	695
NWPC Exterior Dredging	105	252	0	0	0	0	357
Pirate Harbor Dredging FY23	479	10	7	3	1	0	500
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	40	0	0	0	0	0	40
Stump Pass Maintenance Dredging FY26	162	4,128	64	65	131	4,473	9,023
TOTAL	8,596	4,786	680	31,930	841	4,492	51,326



[illegible]