

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

**ADVISORY BOARD REGULAR MEETING  
Wednesday, December 7, 2023**

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

**BOARD MEMBERS:** Gary Brownell  
David Clark  
David Ferguson  
Joanne Grogan  
Greg Taylor

**COUNTY STAFF:** Erica LeMaster, Community Liaison  
Karlene McDonald, Operations Supervisor

**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, Public Records
5. Approval of Meeting Schedule: FY24
6. Citizen Input on Agenda Items (3-Minute Limit)
7. New Business
  - a. Overview: Units Purview
  - b. Post Storm Survey
  - c. Financial Reports
8. Citizen Input on MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, DECEMBER 7, 2023**

**2:02 p.m. – 4:21 p.m.  
Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** Gary Brownell  
David Clark  
David Ferguson  
Joanne Grogan  
Greg Taylor

**Members Absent:** None

**Guests:** Sign in sheet attached

**County Staff:** Karlene McDonald, Operations Supervisor  
Erica LeMaster, Community Liaison  
Matt Logan, Project Manager  
Zach Patchell, Project Manager  
Joey Weinmann, Engineering Inspector  
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

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

None

**Election of Officers:**

- Chair: Mr. Brownell nominated Mr. Taylor, seconded by Mr. Ferguson.
- Vice-Chair: Mr. Ferguson nominated Mr. Clark, seconded by Ms. Grogan.

All nominations were unanimously approved. Mr. Taylor accepted the position of Chair and Mr. Clark accepted the position as Vice-Chair

**Sunshine Law, Roberts Rules of Order and Public Records:** The Advisory Board watched the Sunshine Law and Roberts Rules of Order video presented by the County Attorney. Ms. LeMaster reviewed where to find the Records Management Department contact information on the webpage and noted a public record request can be submitted to any county employee; there were no questions on Public Records Law.

**New Business:**

- a. Overview: Units Purview: Discussion ensued regarding the unit's purview, process of a meeting, and what the group is hoping to accomplish. Ms. LeMaster went over the past

- executive summary, and the purpose of the unit. Mr. Patchell discussed dredging, and gave a summary of the bid process, and time frame to accomplish a dredge project.
- b. Post Storm Survey: Mr. Patchell informed the group of the results of the post storm survey, discussing the survey and calculation process, stressing the importance of having past surveys and continuing to move forward with annual pre storm surveys in the event of another catastrophic event, discussing Federal Emergency Management Agency (FEMA) requirements for reimbursement. The group had questions regarding the waterways depth and why it is shallower than other waterways. Conversation went on to discuss past dredging, lack of maintenance, importance of regular maintenance, hot spots, permitting process and the challenges that entails, how dredge costs are calculated, and the design and bid process.
  - c. Financial Reports: Ms. McDonald discussed the financial reports and explained each line item, focusing on the work program in place, budget cycle, and reserves.

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

None

**Advisory Board Open Discussion:**

The group discussed future goals, the need for a dredge and navigational trimming, focusing on completing navigational trimming first to provide accurate survey results. Mr. Patchell noted that the dredge results are not permanent stressing that it takes multiple dredges to create a stable channel. Conversation ensued regarding dredging deeper and wider, leading to discussion budget and the best interest for the community. Mr. Patchell voiced his opinion to not recommend a new dredge to expand the depth and width, but to try to obtain a dredge cycle of 3-4 years, 5 years max between dredges to build a shelf life in the system. The group agreed that the focus should be to create a navigable waterway for the average boater. Mr. Logan explained that the focus of a dredge is to allow two boats to pass safely in a channel. Ms. McDonald advised the group that to move forward with Navigational Trimming they would need to identify problem areas and provide locations to the project manager who will then move forward with putting together cost estimates. The group discuss the main concerns are currently impingement areas. Discussion went on to discuss mangrove removal, and mangrove trimming, focusing on the permit process. Mr. Thomas motioned that the group to provide overgrowth trimming locations to Mr. Logan in the next couple of weeks seconded by Mr. Brownell and unanimously passed. Mr. Logan will provide cost estimates at the next scheduled meeting if locations are provided. The group requested further information regarding county ramps providing grant opportunities for maintenance and discussed the qualifications for the West Coast Inland Navigation District (WCIND) grant. Mr. Taylor motioned for Public Works to investigate further information regarding public land in the Suncoast Waterway MSBU. The meeting ended with the group picking Advisory Board Appointment Terms.

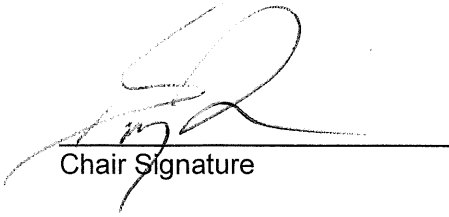
**Meeting Schedule / Items for Next Agenda:**

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

- March 25, 2024

The meeting adjourned at 4:21 p.m.

Submitted by: Erica LeMaster  
Public Works Department



Chair Signature

3-25-24



**Suncoast Waterway MSBU**  
**2 Year Budget**  
**FY2024 & FY2025**

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

<b>Vacant and Occupied</b>	<b>FY2024</b>	<b>FY2025</b>
<i>Estimated ERU's</i>	100.100	100.100
<i>Cost per ERU</i>	\$ 738.07	\$ 738.07
<b>Current FY23 Vacant and Occupied Rate</b>	<b>\$ 738.07</b>	
<b>Current Maximum Rate</b>	<b>\$ 1,525.00</b>	

**Beginning Balance**

**Revenues**

**Assessments & Earnings**

	<b>Adopted Budget FY2024</b>	<b>Approved Budget FY2025</b>
<i>Assessments</i>	73,881	73,881
<i>Interest</i>	471	706
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	-	-
<i>Excess Fees /Tax Collector</i>	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	(3,718)	(3,730)

**Grant & Subsidy Revenue**

**Loans & Borrowing**

<i>Debt Proceeds</i>	-	-
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**Total Revenue**

<b>\$ 70,634</b>	<b>\$ 70,857</b>
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**Expenditures**

**Contract Services**

<i>Legal Svcs</i>	-	-
<i>Other Contractual Svcs</i>	-	-

**Contract Services; other**

<i>Survey</i>	-	-
<i>Navigational Trimming</i>	-	-

**Public Works Services**

<i>Equip Repl Charges-PubWrks</i>	40	20
<i>Operating Exp-PubWrks</i>	1,191	827

**Internal Charges**

<i>Central/Indirect Svcs</i>	714	750
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	<b>Adopted Budget FY2024</b>	<b>Approved Budget FY2025</b>
<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>Project Costs</b>		
<b><i>Suncoast WW Maintenance Dredging</i></b>		
<i>Engineering</i>	-	-
<i>Dredging</i>	-	-
<i>Labor</i>	-	-
<b>Total Expenditures</b>	3,423	3,075
<b>Reserves (Ending Fund Balance)</b>	\$ 201,572	\$ 269,354
<i>Reserve %</i>	98.3%	98.9%

Version date

9/20/2023

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	410	0	0	0	0	0	410
Buena Vista/Edgewater North WW Maintenance Dredging	451	0	0	0	0	0	451
Don Pedro/Knight/Palm Island Re-nourishment FY20	606	118	121	127	0	0	972
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	0	55	9,770	195	10,020
Gulf Cove WW Dredging	1,834	54	46	37	28	19	2,018
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	193	0	0	0	0	0	193
Manasota Key Beach Nourishment	1,114	480	221	257	0	0	2,072
Manasota Key Beach Nourishment FY28	0	0	0	125	22,055	486	22,666
Manchester WW Maintenance Dredging FY22	861	0	0	0	0	0	861
NWPC Interior Channel Dredging FY22	719	0	0	0	0	0	719
NWPC Exterior Dredging	102	255	0	0	0	0	357
Pirate Harbor Dredging FY23	473	13	10	7	3	1	507
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	43	0	0	0	0	0	43
Stump Pass Maintenance Dredging FY26	0	162	4,568	64	65	131	4,990
Suncoast WW Maintenance Dredge	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>8,766</b>	<b>1,082</b>	<b>4,966</b>	<b>671</b>	<b>31,922</b>	<b>832</b>	<b>48,239</b>



Capital Maintenance Schedule  
 Public Works - MSBU/TU Dredging Long Range Plan  
 2024-2025

MSBU / MSTU Fund Name	Type of Dredge	Year Last Dredged	Dredging cycle/est. useful life	Planned Dredging	
				Year	Year
Ackerman Waterway (done with Manchester WW)	Spot	2020	7		FY 2026
Alligator Creek Waterway	Entrance channel	2017	7		FY 2024
Buena Vista Waterway	Access channel and main canal	2016	7		FY 2024
Don Pedro/Knight Is Beach Renourishment	Renourishment	2020	8		FY 2028
Edgewater North Waterway	Maintenance	N/A	10		none scheduled
Gulf Cove Waterway	Exterior	2010	5		FY 2026
Gulf Cove Waterway	Interior	2019	10		FY22 & FY23
Harbour Heights Waterway	Canals and access channels	2017	7		FY 2025
Hayward Canal Waterway	Finger channels	2019	10		none scheduled
Hayward Canal Waterway	Main Channel	2019	5		FY 2024
Manchester Waterway	Spot	2020	7		FY 2024
North Manasota Key Beach Renourishment	Renourishment	2020	8		FY 2028
Northwest Port Charlotte Waterway	Exterior	2009	5		FY 2026
Northwest Port Charlotte Waterway	Interior	2014	10		FY 2024
Pirate Harbor Waterway	Interior	2013	7		FY 2024
South Bridge Waterway	Canals and access channels	2013	7		none scheduled
South Gulf Cove Waterway	Spot	2016	7		FY25 & FY26
Stump Pass Dredging	Channel and renourishment	2022	4		FY 2026
Suncoast Waterway	Canals and access channels	2014	7		none scheduled

# **FY2024 Tentative Meeting Schedule**

## **Suncoast Waterway**

### **MSBU Advisory Board**

**2:00 p.m. for the following dates:**

- **3/25/2024 (Monday)**  
**Charlotte Harbor Event Center**
- **6/13/2024 (Thursday)**  
**Charlotte Harbor Event Center**
- **9/12/2024 (Thursday)**  
**Charlotte Harbor Event Center**
- **12/19/2024 (Thursday)**  
**Charlotte Harbor Event Center**

# Suncoast Waterway MSBU

## Fund Financial Report

Oct. 1, 2022 - June 30, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$54,182	\$63,515	\$82,471	\$82,471
<b>Revenues</b>				
Assessments & Earnings	82,546	70,213	67,595	70,213
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$82,546	\$70,213	\$67,595	\$70,213
<b>Expenditures</b>				
Contract Services	-	-	-	-
Survey	9,841	15,000	-	-
Navigational Trimming	-	-	-	-
Public Works Services	1,939	822	43	822
Internal Charges	975	1,024	1,024	1,024
Purchased Services	1,434	1,478	1,696	1,876
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	40,068	-	25	25
<b>Total Expenditures</b>	\$54,257	\$18,324	\$2,788	\$3,747
<b>Reserves (Ending Fund Balance)</b>	\$82,471	\$115,404	\$147,278	\$148,938
Reserve %	60.3%	86.3%	98.1%	97.5%

Date Prepared: 7/20/2023

# Suncoast Waterway MSBU

## Fund Financial Report

Oct. 1, 2022 - Sept. 30, 2023

*Unaudited as of 9.30.23*

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$54,182	\$63,515	\$82,471	\$82,471
<b>Revenues</b>				
Assessments & Earnings	82,546	70,213	78,366	78,366
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$82,546	\$70,213	\$78,366	\$78,366
<b>Expenditures</b>				
Contract Services	-	-	-	-
Survey	9,841	15,000	-	-
Navigational Trimming	-	-	-	-
Public Works Services	1,939	822	1,185	1,185
Internal Charges	975	1,024	1,024	1,024
Purchased Services	1,434	1,478	2,304	2,304
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	40,068	-	25	25
<b>Total Expenditures</b>	\$54,257	\$18,324	\$4,538	\$4,538
<b>Reserves (Ending Fund Balance)</b>	\$82,471	\$115,404	\$156,300	\$156,300
Reserve %	60.3%	86.3%	97.2%	97.2%

Date Prepared: 10/20/2023

# Suncoast Waterway MSBU

Fund Financial Report  
Oct. 1, 2022 - Mar. 31, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$54,182	\$63,515	\$82,471	\$82,471
<b>Revenues</b>				
Assessments & Earnings	82,546	70,213	60,567	70,213
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$82,546	\$70,213	\$60,567	\$70,213
<b>Expenditures</b>				
Contract Services	-	-	-	-
Survey	9,841	15,000	-	15,000
Navigational Trimming	-	-	-	-
Public Works Services	1,939	822	43	822
Internal Charges	975	1,024	1,024	1,024
Purchased Services	1,434	1,478	1,185	1,478
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	40,068	-	25	-
<b>Total Expenditures</b>	\$54,257	\$18,324	\$2,277	\$18,324
<b>Reserves (Ending Fund Balance)</b>	\$82,471	\$115,404	\$140,762	\$134,360
Reserve %	60.3%	86.3%	98.4%	88.0%

Date Prepared: 4/23/2023

# Suncoast Waterway MSBU

Fund Financial Report  
Oct. 1, 2022 - Dec 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$54,182	\$63,515	\$82,471	\$82,471
<b>Revenues</b>				
Assessments & Earnings	82,546	70,213	38,645	70,213
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$82,546	\$70,213	\$38,645	\$70,213
<b>Expenditures</b>				
Contract Services	-	-	-	-
Survey	9,841	15,000	-	15,000
Navigational Trimming	-	-	-	-
Public Works Services	1,939	822	-	822
Internal Charges	975	1,024	1,024	1,024
Purchased Services	1,434	1,478	768	1,478
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	40,068	-	-	-
<b>Total Expenditures</b>	\$54,257	\$18,324	\$1,792	\$18,324
<b>Reserves (Ending Fund Balance)</b>	\$82,471	\$115,404	\$119,324	\$134,360
<i>Reserve %</i>	60.3%	86.3%	98.5%	88.0%

Date Prepared: 2/16/2023