### MINUTES HARBOUR HEIGHTS WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

#### ADVISORY BOARD REGULAR MEETING THURSDAY, MAY 19, 2022

10:04 a.m. – 10:45 a.m. East Port Environmental Campus 25550 Harborview Boulevard, Port Charlotte, Florida

Members Present: Maggie Scott, Vice-Chair

Jeff Good James McBride Perrin Peterson

Members Absent:

County Staff:

Apologies received from Lee Phillips Karlene McDonald, Community Liaison

Zach Patchell, Projects Manager Lisa Eby, Executive Assistant

Guests:

See attached sign-in sheet

#### Call to Order / Roll Call:

The meeting was called to order at 10:04 a.m. A roll call was taken, and a quorum was present.

#### **Changes to the Agenda / Motion to Approve Changes:**

None

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

None

#### **Approval of Minutes:**

The minutes from February 23, 2022, were approved as submitted.

#### **Unfinished Business:**

- a. <u>Spot Dredge Project:</u> Bid documents were submitted to Purchasing for review, submittal was purposely delayed slightly to obtain more competitive bids due to 3 other active county dredge projects. The contractor is required to secure a spoil site.
- b. <u>FY22 Navigational Trimming:</u> Mr. Patchell confirmed the limitation for height of trimming is approximately 15-16FT depending on tides. He highlighted approximately 980FT within the San Salvador Waterway to be trimmed, estimating the cost to be approximately \$48,774. Conversation followed regarding a new citizen request to trim as needed on the De Soto Canal and Mr. Good inquired about mangrove trimming. Mr. McBride motioned to move forward with the proposed project scope prepared by Mr. Patchell, seconded by Mr. Good and unanimously approved. Ms. McDonald confirmed the Advisory Board's intentions to consider trimming within the De Soto canal in FY23 when additional funds are available.
- c. <u>FY22 Pre-Storm Survey:</u> Coastal Engineering Consultants was selected for the FY22 prestorm survey project; Mr. Patchell is currently waiting on the Purchasing Department to schedule negotiations of scope and fee.

#### **New Business:**

a. <u>Financial Reports</u>: The FY22 second quarter financial reports were reviewed. Ms. McDonald noted staff will be building the next biennium budgets this fall and will take any Advisory Board recommendations at the upcoming meetings.

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

None

#### **Advisory Board Open Discussion:**

Ms. Scott noted her intention to resign soon.

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

Future meetings are scheduled at 10:00 a.m. at the Charlotte Harbor Event Center as follows:

- August 4, 2022
- November 4, 2022

Meeting adjourned at 10:45 a.m.

Submitted by: Karlene McDonald

Public Works Department

8-17-2a

Chair Signature

Date

## AGENDA HARBOUR HEIGHTS WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

#### ADVISORY BOARD REGULAR MEETING THURSDAY, MAY 19, 2022

10:00 a.m., East Port Environmental Campus 25550 Harborview Road, Port Charlotte, Florida

**BOARD MEMBERS**: Margaret Scott, Vice-Chair

Jeff Good

James McBride Lee Phillips

**COUNTY STAFF**: Karlene McDonald, Community Liaison

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: February 23, 2022

5. Unfinished Business

a. Spot Dredge Project

b. FY22 Navigational Trimming

c. FY22 Pre-Storm 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



#### Harbour Heights Waterway Municipal Service Benefit Unit

Advisory Board Meeting Attendance Thursday, May 19, 2022

Location: 25550 Harborview Boulevard, Port Charlotte, Florida East Port Environmental Campus

## INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

NAME (please print)	Email Address	Phone Number
Karlene McDonald	Karlene.McDonald@charlottecountyfl.gov	941.575.3627
Zech frahelle	John Parchell @Chrodote Carry the gov	575-3609
MARGARETSCAL	(94	1 627.3381
RiaEle	mple.	mula
Patrick Bents	det a loth filelity bineline con	815-222.3492
JEFF Good	Super jeft good @gmail.com	941-787-0404
Jim McBride	Jim shelby expresses muller	
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# HARBOUR HEIGHTS WATERWAY Municipal Service Benefit Unit (MSBU) FY21 Annual Report – Executive Summary October 1, 2020 – September 30, 2021

**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 II. - HARBOUR HEIGHTS WATERWAY UNIT Sec. 4-7-31. - 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 Harbour Heights Waterway system. The purpose of this unit shall not include the maintenance of seawalls.

#### Summary

Current Rate: \$200.00 Max Rate: \$400.00

The FY21 completed work program included all internal maintenance and administrative costs, and contracted services for navigational trimming and a pre-storm bathymetric survey.

The current fiscal year work program includes all internal maintenance and administrative costs and professional services for engineering and permitting of a spot dredge project and contracted services for a pre-storm bathymetric survey, dredging, and navigational trimming.

For FY23, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services for a pre-storm bathymetric survey and navigational trimming.

PW-HH	WWM	Harbour Hts WV	V Mtc											
Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
C390705	1011047	PW-MSBU-N Harbour Heights WW Dredging c390705	PW-HHWWM	Harbour Hts WW Mtc										
				93-9357D P	roject Management	12/10/2021	0.50	53.40	0.00	0.00	0.00	0.50		53.40
						01/07/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213,58
						01/11/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
						01/27/2022	0.50	53.40	0.00	0.00	0.00	0.50		53.40
						02/02/2022	1.00	106.79	0.00	0.00	0.00	1.00		106.79
						02/04/2022	3.00	320.37	0.00	0.00	0.00	3.00	LHR	320.37
						02/08/2022	2.00	213.58	0.00	0.00	0.00	2.00	LHR	213.58
						02/09/2022	1.00	106.79	0.00	0.00	0.00	1.00		106.79
						02/15/2022	0.50	53.40	0.00	0.00	0.00	0.50		53.40
						02/16/2022	0.50	53.40	0.00	0.00	0.00	0.50		53.40
						02/18/2022	1.00	106.79	0.00	0.00	0.00	1.00	LHR	106.79
						02/23/2022	2.00	213.58	0.00	0.00	0.00	2.00		213.58
						02/25/2022	1.50	160.19	0.00	0.00	0.00	1.50		160.19
				Project l	Management Total		16.50	1,762.04	0.00	0.00	0.00	16.50		1,762.04
				9	3-9351D Meetings	02/23/2022	2.00	213.58	0.00	0.00	0.00	2.00		213.58
					Meetings Total		2.00	213.58	0.00	0.00	0.00	2.00		213.58
				Total WO	Number: 1011047		18.50	1,975.62	0.00	0.00	0.00	18.50	LHR	1,975.62
	1220397	PW-HHWWM Harbor Heights Waterway MSDR Annual Work Order	PW-HHWWM	Harbour Hts WW Mtc										
					10-9866 MSDR	12/02/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/16/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						12/29/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						01/03/2022	0.25	22.85	0.00	0.00	0.00	0.25		22.8
						01/04/2022	0.25	22.85	0.00	0.00	0.00	0.25		22.85
						01/06/2022	0.75	68.54	0.00	0.00	0.00	0.75		68.54
						01/12/2022	0.25	22.85	0.00	0.00	0.00	0.25		22.85
						01/20/2022	0.25	22.85	0.00	0.00	0.00	0.25		22.85
						01/27/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						02/03/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						02/07/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						02/08/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						02/16/2022	0.75	68.54	0.00	0.00	0.00	0.75		68.54
						02/17/2022	0.25	22.85	0.00	0.00	0.00	0.25		22.85
						02/22/2022	1.25	114.24	0.00	0.00	0.00	1.25		114.24
						02/23/2022	4.50	411.26	0.00	0.00	0.00	4.50	LHR	411.26
						02/24/2022	0.75	68.54	0.00	0.00	0.00	0.75		68.54
						02/28/2022	0.25	22.85	0.00	0.00	0.00	0.25		22.85
					MSDR Total		12.25	1,119.53	0.00	0.00	0.00	12.25	LHR	1,119.53
				Total WO	Number: 1220397		12.25	1,119.53	0.00	0.00	0.00	12.25	LHR	1,119.53

Total MSBU: PW-HHWWM 30.75 3,095.14 0.00 0.00 0.00 30.75 LHR 3,095.14

Harbour Heights Waterway MSBU
Fund Financial Report
Oct. 1, 2021 - Mar. 31, 2022

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$304,736	\$215,467	\$331,509	\$331,509
Revenues Assessments & Earnings Grant & Subsidy Revenue Loans & Borrowing Total Revenue	75,525 - - - \$75,525	74,479 - - - \$74,479	66,520 - - - \$66,520	74,479 - - - \$74,479
Expenditures Contract Services Survey Navigational Trimming Public Works Services Internal Charges Purchased Services Materials and Supplies Capital Outlay Debt Services	- 19,980 9,950 9,056 360 960 - -	30,000 50,000 8,707 855 1,553 - -	- - - 4,077 855 1,324 - - -	- 30,000 50,000 8,707 855 1,553 - - -
Project Costs Harbour Heights Maint. Dredge	8,447	100,000	23,789	100,000
Total Expenditures	\$48,752	\$191,115	\$30,045	\$191,115
Reserves (Ending Fund Balance)  Reserve %	\$331,509 87.2%	\$98,831 <i>34.1%</i>	\$367,984 92.5%	\$214,873 52.9%

Date Prepared: 4/3/2022

## Navigational Trimming Harbour Heights





Stateplane Projection Datum: NAD83 Units: Feet

Source: Public Works

Metadata available upon request

This map is a representation of compiled public information. It is believed to be an accurate and true depiction for the stated purpose, but Charlotte County and its employees make no guaranties, implied or otherwise, to the accuracy, or completeness. We therefore do not accept any responsibilities as to its use. This is not a survey or is it to be used for design. Reflected Dimensions are for informational purposes only and may have been rounded to the nearest tenth. For present entention, and the design are refer to recorded plats and related documents.

Trimming





© Copyright 2022 Port Charlotte, FL by Charlotte County Updated: 5/26/2022 11:05:09 AM by: D Jorge M:\publicworks\ArcProjects10\Zach\HarbourHeights\_NavTrim.mxd

## **ENGINEERING PLANS FOR** HARBOUR HEIGHTS INTERNAL CANALS MAINTENANCE SPOT DREDGING **FOR**

### CHARLOTTE COUNTY BOARD OF COUNTY COMMISSIONERS CHARLOTTE COUNTY, FLORIDA

**SECTIONS 22 & 28 TOWNSHIP 40 SOUTH, RANGE 23 EAST** 

INDEX OF PLANS					
SHEET NO.	DESCRIPTION				
01	COVER SHEET - LOCATION MAP				
02	OVERALL SITE PLAN & SHEET INDEX				
03	BALBOA CANAL (S.)				
04	BALBOA CANAL (N.)				
05	SANTA CLARA CANAL				
06	SAN SALVADOR CANAL (S.)				
07	SAN SALVADOR CANAL (N.)				
08	SAN MARINO CANAL				
09	CONST. NOTES & DETAILS (& DREDGING SUMMARY TABLE)				



May 9, 2022

#### **County Commissioners**

Ken Doherty, District 1 Christopher Constance, District 2 Bill Truex, District 3 Stephen R. Deutsch, District 4 Joe Tiseo, District 5

### **County Engineer**

Joanne Vernon, P.E.

#### **Project Manager**

Zach Patchell



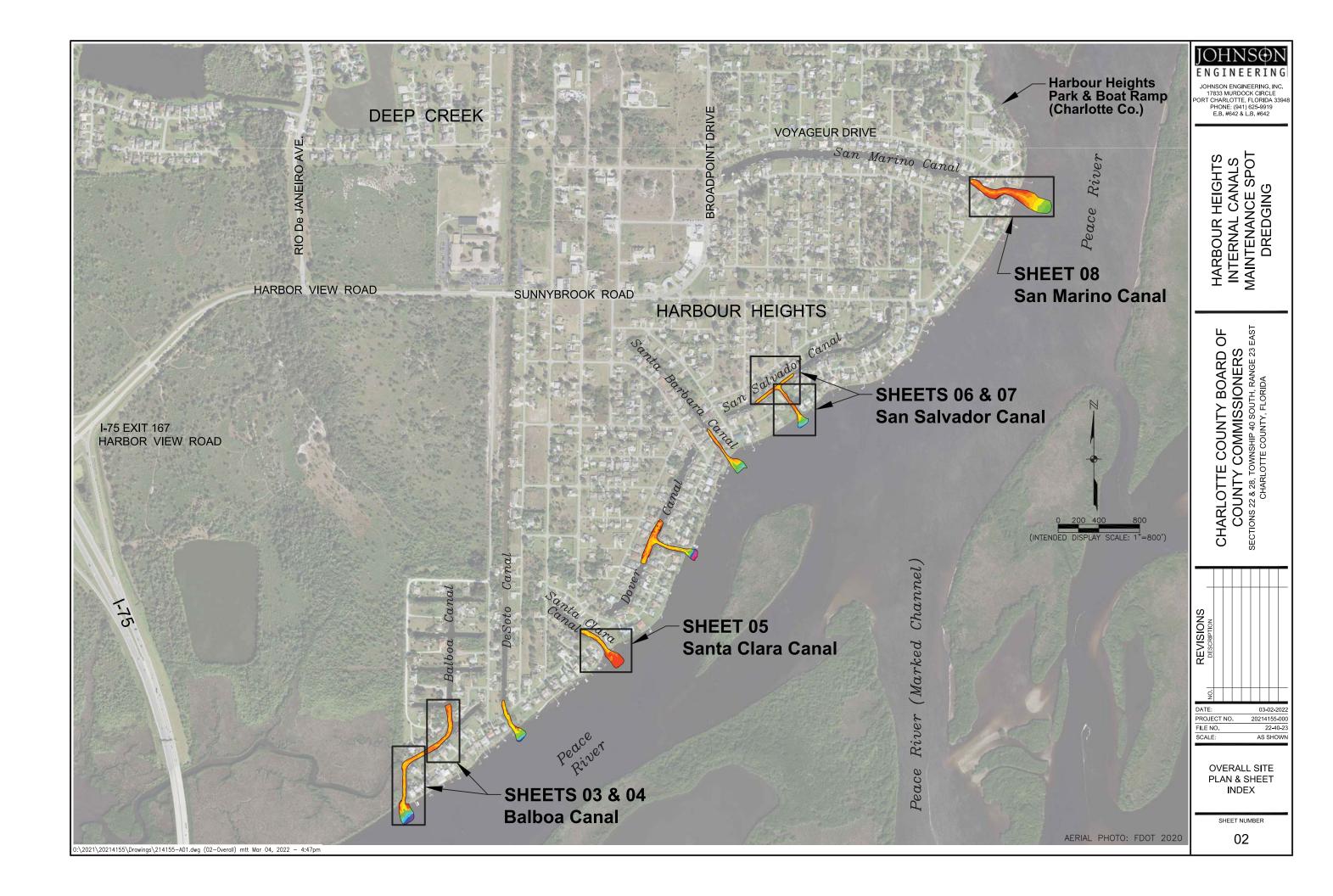
JOHNSON ENGINEERING, INC. 17833 MURDOCK CIRCLE RT CHARLOTTE, FLORIDA 33948 PHONE (941) 625-9919 FR #642 & LR #642

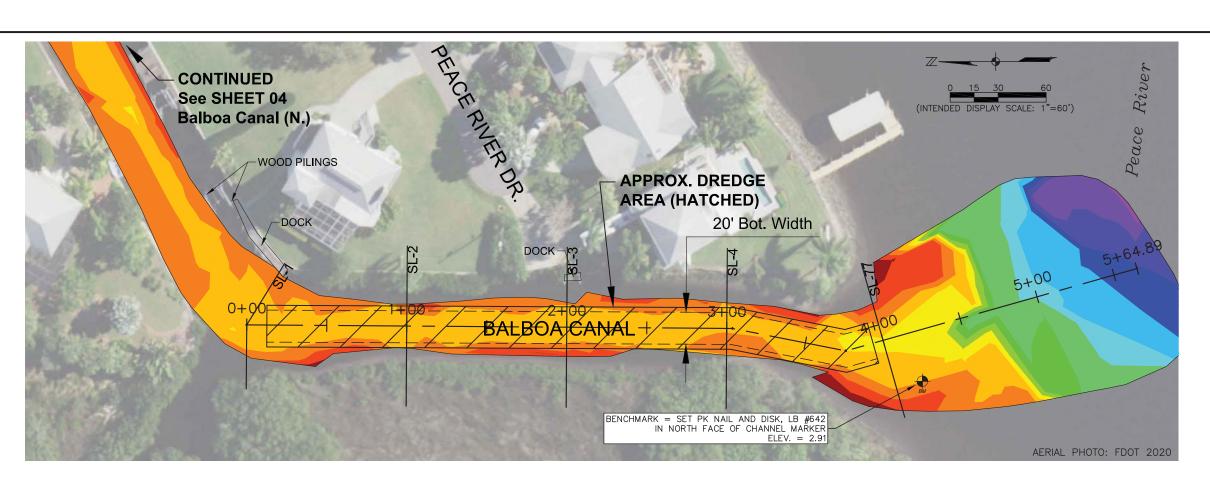


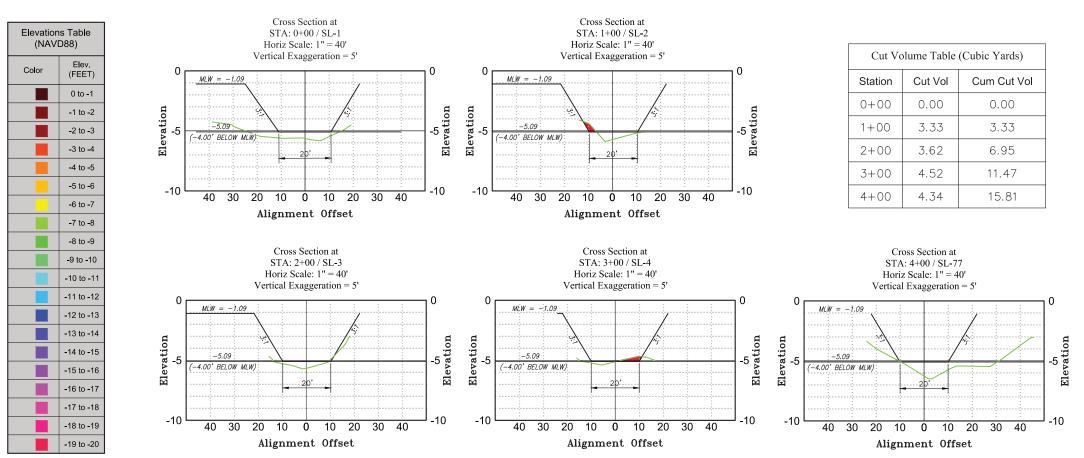
REGISTERED PROFESSIONAL ENGINEER FLORIDA LICENSE NO. 64594

CHRISTOPHER D. BEERS, PE

SHEET NUMBER 01







JOHNSON ENGINEERING, INC. 17833 MURDOCK CIRCLE PORT CHARLOTTE, FLORIDA 33948 PHONE: (941) 625-9919 E.B. #642 & L.B. #642

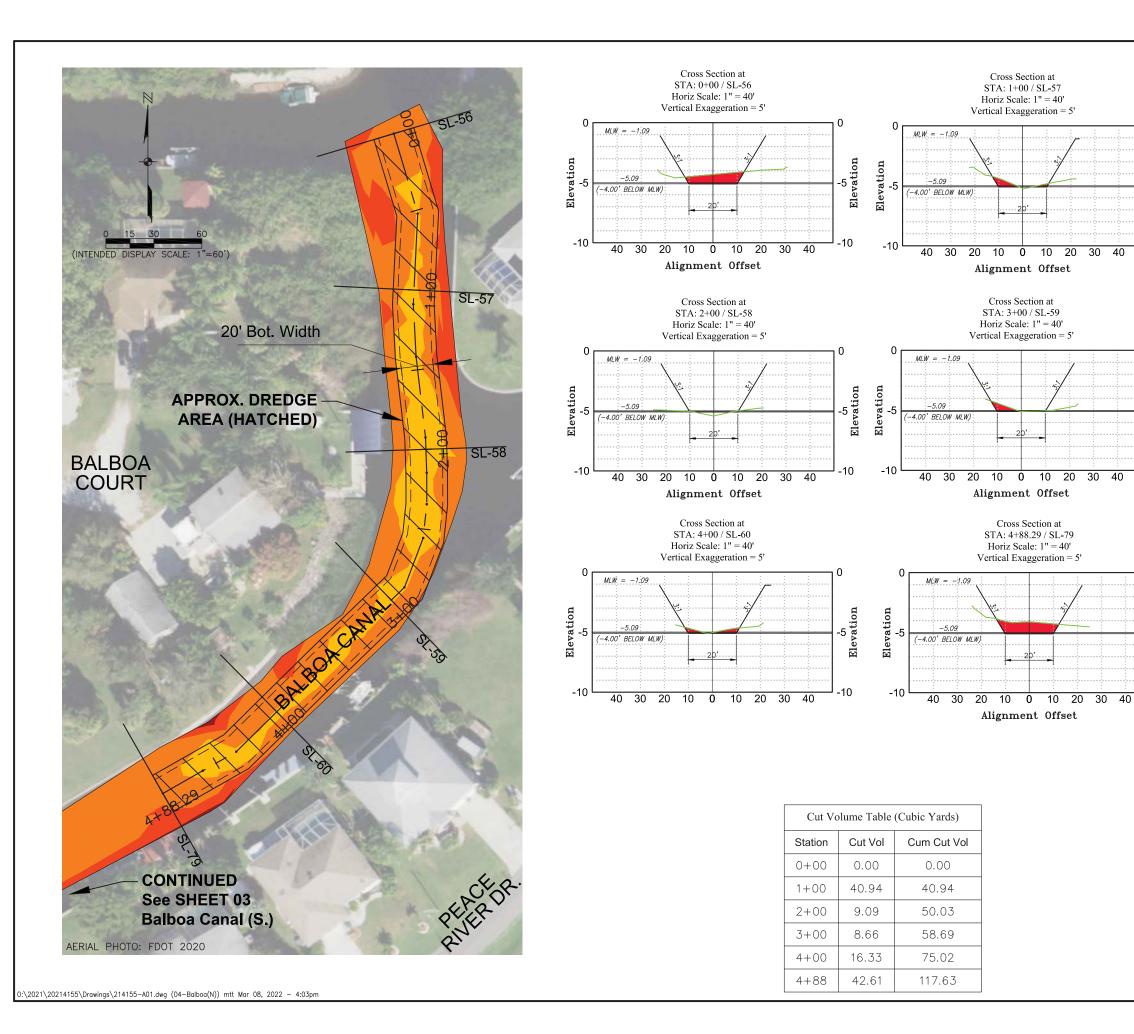
HARBOUR HEIGHTS INTERNAL CANALS MAINTENANCE SPOT DREDGING

CHARLOTTE COUNTY BOARD OF COUNTY COMMISSIONERS
SECTIONS 22 & 28, TOWNSHIP 40 SOUTH, RANGE 23 EAST CHARLOTTE COUNTY, FLORIDA



BALBOA CANAL (S.)

SHEET NUMBER



JOHNSON ENGINEERING

ENGINEERIN

JOHNSON ENGINEERING, INC. 17833 MURDOCK CIRCLE PORT CHARLOTTE, FLORIDA 33948 PHONE: (941) 625-9919 E.B. #642 & L.B. #642

> HARBOUR HEIGHTS INTERNAL CANALS MAINTENANCE SPOT DREDGING

Ele

Elev

Elevations Table

(NAVD88)

(FEET)

0 to -1

-1 to -2

-2 to -3 -3 to -4 -4 to -5

-5 to -6

-6 to -7
-7 to -8
-8 to -9
-9 to -10

-11 to -12 -12 to -13

-13 to -14

-14 to -15

-15 to -16

-16 to -17

-17 to -18

-18 to -19

-19 to -20

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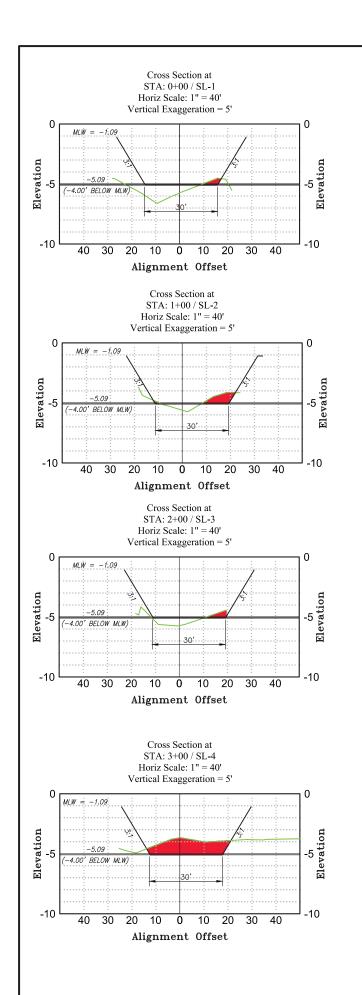
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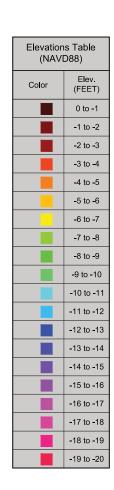
CHARLOTTE COUNTY BOARD OF COUNTY COMMISSIONERS
SECTIONS 22 & 28, TOWNSHIP 40 SOUTH, RANGE 23 EAST CHARLOTTE COUNTY, FLORIDA

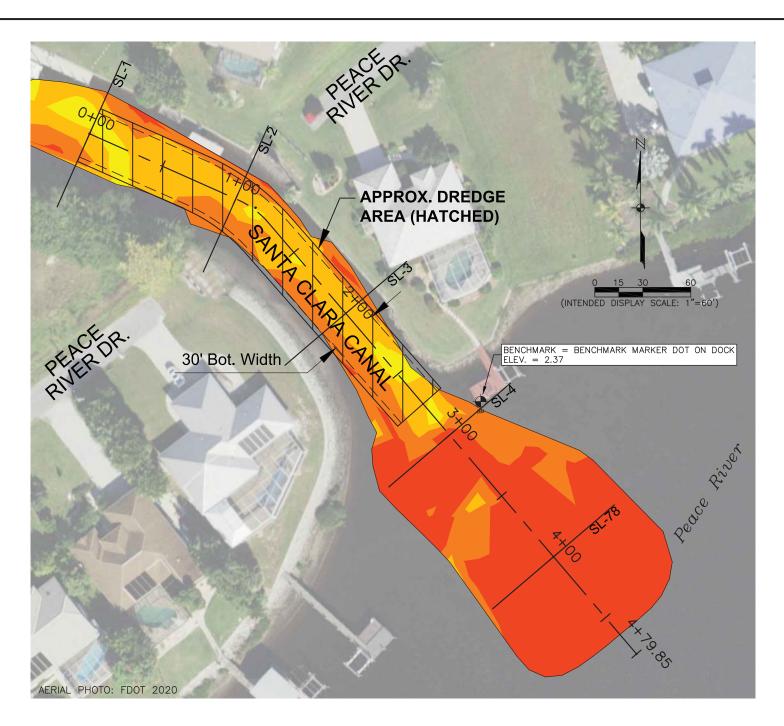


BALBOA CANAL (N.)

SHEET NUMBER







Cut V	Cut Volume Table (Cubic Yards)						
Station	Cut Vol	Cum Cut Vol					
0+00	0.00	0.00					
1+00	20.06	20.06					
2+00	19.58	39.64					
3+00	73.54	113.19					

#### JOHNSON ENGINEERING

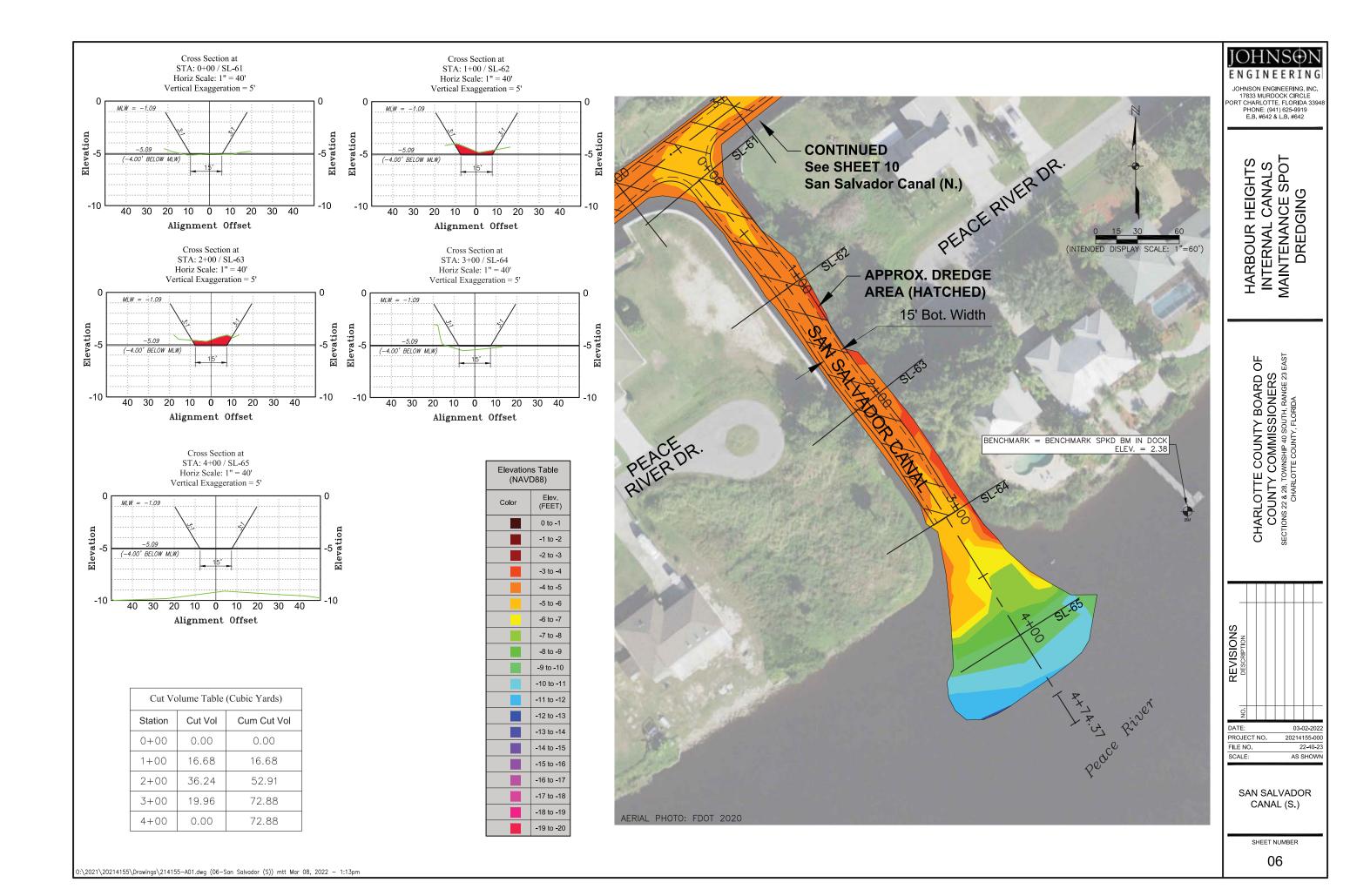
JOHNSON ENGINEERING, INC. 17833 MURDOCK CIRCLE PORT CHARLOTTE, FLORIDA 33948 PHONE: (941) 625-9919 E.B. #642 & L.B. #642

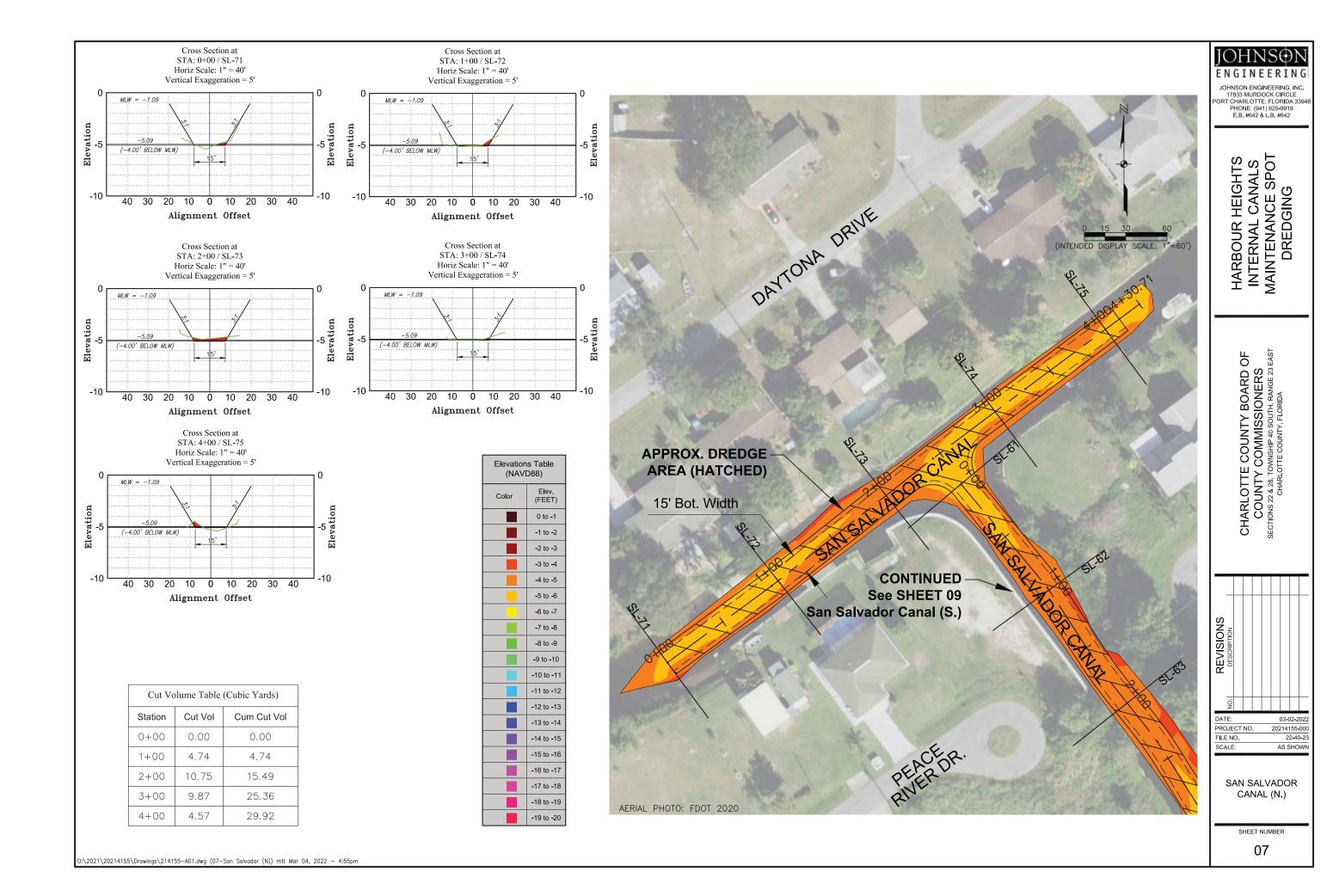
> HARBOUR HEIGHTS INTERNAL CANALS MAINTENANCE SPOT DREDGING

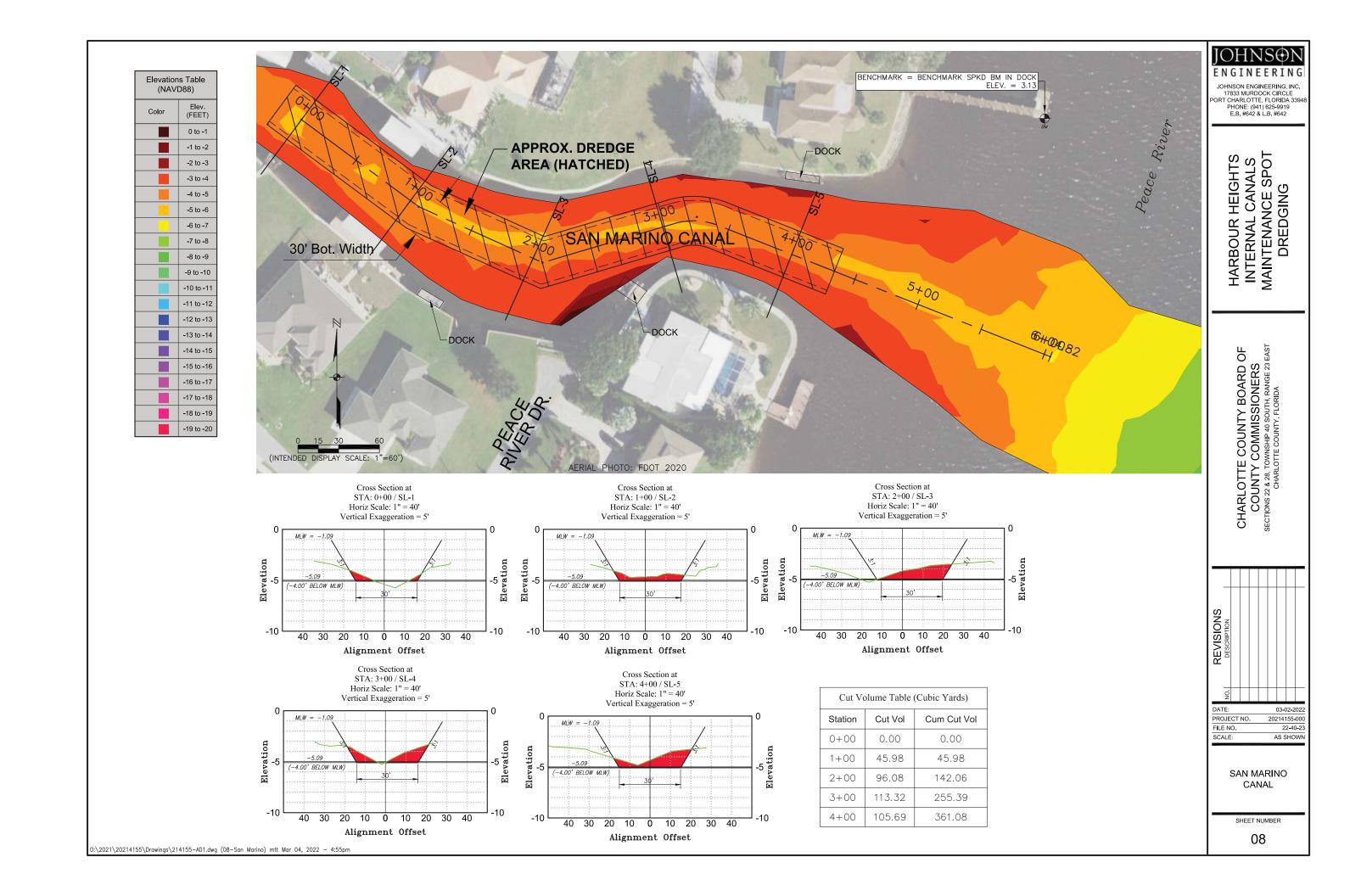
CHARLOTTE COUNTY BOARD OF COUNTY COMMISSIONERS
SECTIONS 22 & 28, TOWNSHIP 40 SOUTH, RANGE 23 EAST CHARLOTTE COUNTY, FLORIDA

> SANTA CLARA CANAL

SHEET NUMBER







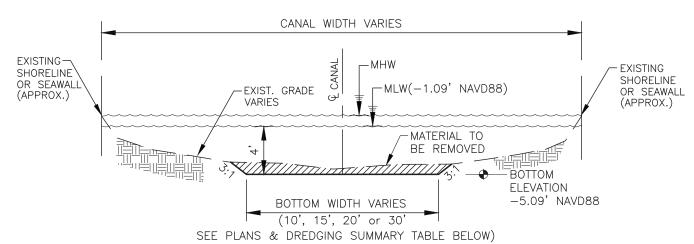
#### **DREDGING NOTES:**

- 1. BENCHMARKS SHOWN ARE IN FEET REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).
- 2. PROPOSED DREDGE BOTTOM 4' DEPTH IS ELEVATION -5.09' NAVD88 OR -4' BELOW MLW OF -1.09' NAVD88.
- 3. AN OVERDEPTH TOLERANCE OF 0.4' OR ELEVATION -5.49' NAVD88 WILL BE ALLOWED. HOWEVER, THE TOTAL PAY QUANTITY WILL NOT EXCEED THE QUANTITY BID.
- 4. FULL DEPTH (-5.49' NAVD88) EXCAVATION OPERATIONS WILL COME NO CLOSER THAN 5' TO ANY SEAWALL OR DOCK PILING.
- 5. THE CONTRACTOR SHALL CONTACT ALL UTILITY COMPANIES TO DETERMINE THE EXACT LOCATION OF THEIR LINES BEFORE BEGINNING EXCAVATION OPERATIONS. COORDINATE WORK WITH THE UTILITY COMPANIES TO INSURE FACILITIES ARE PROTECTED AND SERVICE IS MAINTAINED.
- 6. THE CONTRACTOR SHALL USE TURBIDITY CURTAINS AROUND THE DREDGING EQUIPMENT AT ALL TIMES AND AT NO TIME SHALL ACCESS BY THE BOATING PUBLIC BE IMPEDED.

#### **SPOIL SITE NOTES:**

0:\2021\20214155\Drawings\214155-D01.dwg (09-Details) mtt May 09, 2022 - 2:46pm

- 1. FOR THIS PROJECT, THE CONTRACTOR IS RESPONSIBLE FOR LOCATING A SUITABLE SPOIL OFFLOAD SITE WITHOUT WETLANDS OR ENDANGERED SPECIES.
- 2. THE CONTRACTOR SHALL GET PRE-APPROVAL FROM THE COUNTY ALONG WITH THE PROPER AGREEMENTS WITH THE PRIVATE PROPERTY OWNER THAT ALSO NEEDS TO BE PRE-APPROVED AND ACCEPTED BY THE COUNTY. ANY ALTERNATE SITE SELECTED BY THE CONTRACTOR SHALL BE UPLAND AND USE PRECAUTIONS LISTED HEREIN AND IN THE PERMITS.
- 3. SPOIL MATERIAL WILL BE HAULED TO THE ZEMEL ROAD LANDFILL. TRUCK ROUTE IS I-75 SOUTH TO TUCKERS GRADE AND SOUTH ON U.S. 41 TO ZEMEL RD. COUNTY WILL WAIVE TIPPING FEES.
- 4. CONTRACTOR SHALL UTILIZE BEST MANAGEMENT PRACTICES AT ALL TIMES AND NOT ALLOW ANY WATER TO RETURN TO WATERS OF THE STATE.
- 5. CONTRACTOR SHALL USE STAKED SILT FENCE AROUND THE SPOIL SITE. UPON COMPLETION CONTRACTOR SHALL RESTORE SITE TO BETTER THAN ORIGINAL CONDITIONS AS DETERMINED BY THE COUTNY AND RE-ESTABLISH GRASS ON ALL DISTURBED AND BARREN AREAS.



#### **Typ. Dredging Cross Section**

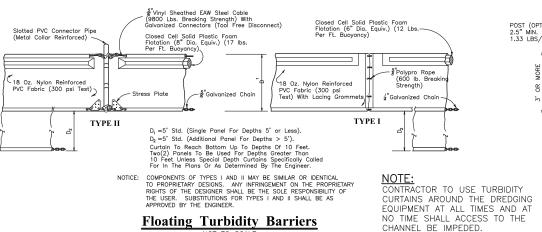
NOT TO SCALE

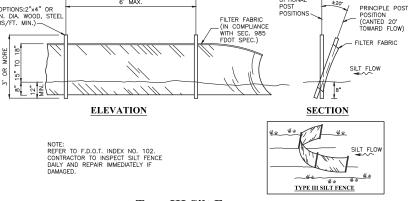
#### HARBOUR HEIGHTS SPOT DREDGING SUMMARY TABLE:

WATERWAY	APPROX. STATIONS	LENGTH	BOT. WIDTH	N.A.V.D.	QUANTITY
Balboa Canal (S.)	0+00 to 4+00	400 LF	20' B.W.	-5.09'	±16 C.Y.
Balboa Canal (N.)	0+00 to 4+88	488 LF	20' B.W.	-5.09	±118 C.Y.
Santa Clara Canal	0+00 to 3+00	300 LF	30' B.W.	-5.09	±114 C.Y.
San Salvador Canal (S.)	0+00 to 3+00	300 LF	15' B.W.	-5.09	±73 C.Y.
San Salvador Canal (N.)	0+00 to 4+00	400 LF	15' B.W.	-5.09	±30 C.Y.
San Marino Canal	0+00 to 4+00	400 LF	30' B.W.	-5.09	±362 C.Y.

TOTAL: ±713 C.Y.

WATERWAY	APPROX. STATIONS	LENGTH	BOT. WIDTH	N.A.V.D.	QUANTITY
Balboa Canal (S.)	0+00 to 4+00	400 LF	20' B.W.	-5.09'	±16 C.Y.
Balboa Canal (N.)	0+00 to 4+88	488 LF	20' B.W.	-5.09	±118 C.Y.
Santa Clara Canal	0+00 to 3+00	300 LF	30' B.W.	-5.09	±114 C.Y.
San Salvador Canal (S.)	0+00 to 3+00	300 LF	15' B.W.	-5.09	±73 C.Y.
San Salvador Canal (N.)	0+00 to 4+00	400 LF	15' B.W.	-5.09	±30 C.Y.
San Marino Canal	0+00 to 4+00	400 LF	30' B.W.	-5.09	±362 C.Y.
·	<u> </u>			TOTAL	1717 011





**Type III Silt Fence** 

ENGINEERING

JOHNSON ENGINEERING, INC. 17833 MURDOCK CIRCLE PORT CHARLOTTE, FLORIDA 33948 PHONE: (941) 625-9919 E.B. #642 & L.B. #642

HARBOUR HEIGHTS INTERNAL CANALS MAINTENANCE SPOT DREDGING

Я CHARLOTTE COUNTY BOARD (COUNTY COUNTY COUNTY SECTIONS 22 & 28, TOWNSHIP 40 SOUTH, RANGE 231 CHARLOTTE COUNTY, FLORIDA

VISIONS Ä. 05-09-202 PROJECT NO 20214155-00 FILE NO. 22-40-2 SCALE: AS SHOWN

CONSTRUCTION NOTES & DETAILS

SHEET NUMBER