

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, APRIL 27, 2023**

**10:01 a.m. – 10:19 a.m.  
Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** Jeff Good  
James McBride  
Lee Phillips  
**Members Absent:** None  
**County Staff:** Karlene McDonald, Operations Supervisor  
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 10:03 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 November 14, 2022, were approved as submitted.

**Unfinished Business:**

- a. FY23 Navigational Trimming: Discussion ensued regarding impacts from Hurricane Ian and the Advisory Board agreed to table a navigational trimming project until FDEM (Florida Division of Emergency Management) completes waterway debris removal.

**New Business:**

- a. FY24 Informational Mailers: A draft mailer (see attached) was reviewed, Mr. McBride motioned to move forward with the mailer as written, seconded by Mr. Phillips. Ms. McDonald inquired about setting a budget and the Advisory Board chose to proceed as necessary; a chair called for a vote and the motion was unanimously adopted.
- b. Financial Reports: Ms. McDonald noted there were no Public Works Service charges for FY23 first quarter and noted the FY23 second quarter financial reports should be ready for distribution next week.

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

- Mr. Hart inquired about the derelict seawall on the San Salvador Waterway.

**Advisory Board Open Discussion:**

Mr. Patchell noted seawalls are considered private property in Charlotte County, explained the County Attorney's Office has sent notification to the property owner and due to their lack of

response, Code Enforcement has gotten involved; there is a legal process that must be followed before the County can take action.

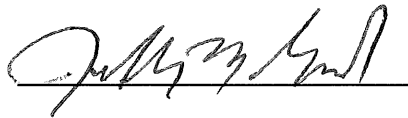
**Meeting Schedule / Items for Next Agenda:**

The Advisory Board agreed to cancel the August meeting; future meetings are scheduled at 10:00 a.m. at the Charlotte Harbor Event Center as follows:

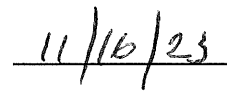
- ~~August 2, 2023~~
- November 16, 2023

Meeting adjourned at 10:19 a.m.

Submitted by: Karlene McDonald  
Public Works Department



Chair Signature



Date

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, APRIL 27, 2023**

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

**BOARD MEMBERS:** Jeff Good, Chair  
Lee Phillips, Vice-Chair  
James McBride

**COUNTY STAFF:** Karlene McDonald, Operations Supervisor

**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 22, 2023
5. Unfinished Business
  - a. FY23 Navigational Trimming – DeSoto Waterway
6. New Business
  - a. FY24 Informational Mailers
  - b. 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 MSBU**  
Fund Financial Report  
Oct. 1, 2022 - Dec 31, 2022

|                                       | Actual<br>FY2022 | Adopted<br>Budget<br>FY2023 | YTD Actual<br>FY2023 | Projected<br>FY2023 |
|---------------------------------------|------------------|-----------------------------|----------------------|---------------------|
| <b>Beginning Balance</b>              | \$331,509        | \$291,084                   | \$328,144            | \$328,144           |
| <b>Revenues</b>                       |                  |                             |                      |                     |
| Assessments & Earnings                | 72,117           | 74,472                      | 45,540               | 74,472              |
| Grant & Subsidy Revenue               | -                | -                           | -                    | -                   |
| Loans & Borrowing                     | -                | -                           | -                    | -                   |
| <b>Total Revenue</b>                  | \$72,117         | \$74,472                    | \$45,540             | \$74,472            |
| <b>Expenditures</b>                   |                  |                             |                      |                     |
| Contract Services                     | -                | -                           | -                    | -                   |
| Survey                                | 5,307            | 30,000                      | 1,769                | 30,000              |
| Navigational Trimming                 | 19,450           | 50,000                      | -                    | 50,000              |
| Public Works Services                 | 5,199            | 3,934                       | -                    | 3,934               |
| Internal Charges                      | 855              | 898                         | 898                  | 898                 |
| Purchased Services                    | 951              | 1,548                       | 891                  | 1,548               |
| Materials and Supplies                | -                | -                           | -                    | -                   |
| Capital Outlay                        | -                | -                           | -                    | -                   |
| Debt Services                         | -                | -                           | -                    | -                   |
| <b>Project Costs</b>                  |                  |                             |                      |                     |
| Harbour Heights Maint Dredge          | 43,720           | 64,895                      | -                    | 1,500               |
| <b>Total Expenditures</b>             | \$75,482         | \$151,275                   | \$3,558              | \$87,880            |
| <b>Reserves (Ending Fund Balance)</b> | \$328,144        | \$214,281                   | \$370,125            | \$314,736           |
| <i>Reserve %</i>                      | 81.3%            | 58.6%                       | 99.0%                | 78.2%               |

Date Prepared: 1/23/2023

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

## Harbour Heights Street and Drainage Unit

| Project | WO Number                             | WO Description           | Location                               | Date Worked | Labor Hours | Labor Cost | Parts Cost | Equip. Cost | Contractor Cost | Work Accomp | Total Cost |
|---------|---------------------------------------|--------------------------|--|-------------|-------------|------------|------------|-------------|-----------------|-------------|------------|
|         | 6270                                  | GIS Update               |  | 11/29/2022  | 0.25        | 18.24      | 0.00       | 0.00        | 0.00            | 0.00        | 18.24      |
|         | <b>Work Order 6270 Total</b>          |                          | 2368 HARBOUR DR, Punta Gorda, 33983    |             | 0.25        | 18.24      | 0.00       | 0.00        | 0.00            | 4.00        | 18.24      |
|         | <b>GIS Update Total</b>               |                          |  |             | 0.25        | 18.24      | 0.00       | 0.00        | 0.00            | 0.00        | 18.24      |
|         | 6459                                  | Investigation            |  | 12/01/2022  | 1.00        | 74.78      | 0.00       | 3.92        | 0.00            | 0.00        | 78.70      |
|         | <b>Work Order 6459 Total</b>          |                          | 2393 PINELLAS DR                       |             | 1.00        | 74.78      | 0.00       | 3.92        | 0.00            | 1.00        | 78.70      |
|         | 6467                                  | Investigation            |  | 11/30/2022  | 1.25        | 91.18      | 0.00       | 4.67        | 0.00            | 0.00        | 95.85      |
|         | 6467                                  | Investigation            |  | 12/20/2022  | 3.00        | 215.59     | 0.00       | 42.11       | 0.00            | 0.00        | 257.70     |
|         | <b>Work Order 6467 Total</b>          |                          | 2368 HARBOUR DR, PORT CHARLOTTE, 33983 |             | 4.25        | 306.77     | 0.00       | 46.78       | 0.00            | 1.00        | 353.55     |
|         | <b>Investigation Total</b>            |                          |  |             | 5.25        | 381.55     | 0.00       | 50.70       | 0.00            | 0.00        | 432.25     |
|         | 6124                                  | MSBU Administrative Work |  | 12/01/2022  | 0.25        | 18.24      | 0.00       | 0.00        | 0.00            | 0.00        | 18.24      |
|         | <b>Work Order 6124 Total</b>          |                          | Administrative Time Total              |             | 0.25        | 18.24      | 0.00       | 0.00        | 0.00            | 0.00        | 18.24      |
|         | <b>MSBU Administrative Work Total</b> |                          |  |             | 0.25        | 18.24      | 0.00       | 0.00        | 0.00            | 0.00        | 18.24      |
|         | 3858                                  | Project Management       |  | 10/19/2022  | 0.25        | 21.45      | 0.00       | 0.98        | 0.00            | 0.00        | 22.43      |
|         | 3858                                  | Project Management       |  | 11/01/2022  | 0.25        | 21.45      | 0.00       | 0.98        | 8,471.00        | 0.00        | 8,493.43   |
|         | 3858                                  | Project Management       |  | 11/03/2022  | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            | 0.00        | 22.35      |
|         | 3858                                  | Project Management       |  | 12/01/2022  | 0.50        | 42.73      | 0.00       | 1.96        | 0.00            | 0.00        | 44.69      |
|         | 3858                                  | Project Management       |  | 12/02/2022  | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            | 0.00        | 22.34      |
|         | 3858                                  | Project Management       |  | 12/06/2022  | 0.50        | 42.73      | 0.00       | 1.96        | 0.00            | 0.00        | 44.69      |

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

## Harbour Heights Street and Drainage Unit

| Project   | WO Number | WO Description     | Location | Date Worked                     | Labor Hours | Labor Cost | Parts Cost | Equip. Cost | Contractor Cost | Work Accomp | Total Cost |
|---|-----------|--------------------|----------|---------------------------------|-------------|------------|------------|-------------|-----------------|-------------|------------|
|   | 3858      | Project Management |          | 11/04/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 11/08/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 11/15/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 11/16/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 11/29/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 12/07/2022                      | 0.50        | 42.73      | 0.00       | 1.96        | 0.00            |             | 44.69      |
|   | 3858      | Project Management |          | 12/08/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 12/09/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 12/13/2022                      | 0.50        | 42.73      | 0.00       | 1.96        | 0.00            |             | 44.69      |
|   | 3858      | Project Management |          | 12/14/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 12/16/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 12/20/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   | 3858      | Project Management |          | 12/22/2022                      | 0.25        | 21.36      | 0.00       | 0.98        | 0.00            |             | 22.34      |
|   |           |                    |          | <b>Project Inspection Total</b> |             |            |            |             |                 |             |            |
|   |           |                    |          | 3.75                            | 320.44      | 0.00       | 14.70      | 0.00        | 0.00            |             | 335.12     |
| <b>Work Order 3858 Total</b>                            |           |                    |          | 5.75                            | 491.50      | 0.00       | 22.55      | 8,471.00    | 12.00           |             | 8,985.05   |
| <b>Harbour Heights Street and Drainage</b>              |           |                    |          |                                 |             |            |            |             |                 |             |            |
| <b>#20-047 Landscape Maintenance ROW - North County</b> |           |                    |          |                                 |             |            |            |             |                 |             |            |
| <b>Project Management Total</b>                         |           |                    |          | 5.75                            | 491.50      | 0.00       | 22.55      | 8,471.00    |                 |             | 8,985.05   |
| <b>Harbour Heights Street and Drainage Unit Total</b>   |           |                    |          | 11.50                           | 909.52      | 0.00       | 73.25      | 8,471.00    |                 |             | 9,453.78   |

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

| Project | WO Number | WO Description | Location | Date Worked | Labor Hours | Labor Cost | Parts Cost | Equip. Cost | Contractor Cost | Work Accomp | Total Cost |
|---------|-----------|----------------|----------|-------------|-------------|------------|------------|-------------|-----------------|-------------|------------|
|         |           |                |          |             | 11.50       | 909.52     | 0.00       | 73.25       | 8,471.00        |             | 9,453.78   |

Grand totals for all MSBUs reported

# Post Hurricane Ian Bathymetry Project

## Harbour Heights



Stateplane Projection  
 Datum: NAD83  
 Units: Feet

Source: Public Works

Metadata available upon request

**Legend**  
 **Canals**



0 250 500 1,000  
 Feet

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 Updated: 1/26/2023 8:53:49 AM by: D Jorge  
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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 guarantee, implied or otherwise, to the accuracy, or completeness. We therefore do not accept any responsibility as to its use. This is not a survey or is fit to be used for design. Reflected Dimensions are for informational purposes only and may have been rounded to the nearest tenth. For precise dimensions, please refer to recorded plats and related documents.





**Harbour Heights Waterway  
 Municipal Service Benefit Unit**  
  
 Advisory Board Meeting Attendance  
 Thursday, April 27, 2023  
  
 Location: Charlotte Harbor Event Center  
 75 Taylor Street, Punta Gorda, Florida

**INFORMATION SUPPLIED ON THIS FORM  
 BECOMES PUBLIC RECORD**

| NAME (please print) | Email Address  | Phone Number |
|---------------------|--|--------------|
| Karlene McDonald    | <a href="mailto:Karlene.McDonald@charlottecountyfl.gov">Karlene.McDonald@charlottecountyfl.gov</a> | 941.575.3627 |
| LISA EBY            | on file  | on file      |
| LEE PHILLIPS        | LSP9579@AOL.COM  | 941-766-0544 |
| Zed Petcher         | Zed.Petcher@CharlotteCountyFl.gov  |              |
| Jim McBride         | Jimshelby@expressmail  | 941-268-1824 |
| JEFF GOOD           | superjeffgood@gmail.com  | 941-787-0404 |
| DAVID STONE         | tiletiger1@yahoo.com   | 585 729 3474 |
| MIKE HART           | M-KHART@ATT.NET  | 708-269-4558 |
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