

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 22, 2023**

**10:30 a.m. – 11:23 a.m.
Port Charlotte Regional Library
2280 Aaron Street, Port Charlotte, Florida**

Members Present: Dennis Peck, Chair
Kevin Peregoy, Vice-Chair
Lamont Whims

Members Absent: Drew Madison was absent

County Staff: Erica LeMaster, Community Liaison
Karlene McDonald, Operations Supervisor
Zach Patchell, Projects Manager
James Richardson, Traffic Engineering Superintendent

Guests: See attached sign-in sheet

Call to Order / Roll Call:

The meeting was called to order at 10:30 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 Only (3 Minute Limit):

- Wayne Harris introduced himself and discussed his concerns regarding the Ohara Waterway and the possibility of considering no wake signs. He also inquired on the possibility of adding additional verbiage on replacement regulatory signs.

Approval of Minutes:

The minutes from March 27, 2023, were unanimously approved as written.

Unfinished Business:

- a. Update: Manchester Waterway Dredge Project: Mr. Patchell conveyed that the survey is complete, including Lewis Creek, and he is awaiting deliverables. He stated that final design and review is complete, and the bid package was approved. He explained the bid process and the group will be notified once the project is out to bid.
- b. Additional Slow Speed/Minimum Wake Signage: Mr. Richardson summarized the Florida Fish and Wildlife Conservation Commission (FWC) permitting standards and commented on the need for enforcement. The group was in agreeance and conveyed that they have noticed increased enforcement. Mr. Richardson concluded that additional signage would not be an option and would risk damage to the seabed and tends to confuse boaters. There was discussion regarding permitting and Mr. Richardson explained that our permit is up to date and outlined the guidelines the County follows. Questions arose regarding the possibility of applying for additional signage. The disadvantages regarding the extreme cost, and concerns of the uncertainty of the permit being approved were explained. Mr. Richardson proposed the possibility of placing small plaques under day boards in finger canals and explained that FWC prefers one message, but under certain circumstances they may make an exception.

New Business:

- a. Post-storm Bathymetric Survey: Mr. Patchell provided an update regarding the post-storm bathymetric survey and Hurricane Ian impacts. Mr. Patchell reported that a post-storm

survey was conducted including the Manchester access channel and informed the group that the deliverables have not yet been received. He will provide an update at the next meeting.

- b. Financial Reports: The FY23 quarter two actual expenditure report was reviewed. It was noted that the expenditure's for Public Works is only showing totals up till January 31, 2023. The FY23 quarter one and quarter two monthly funding report (formerly maintenance activity report) were reviewed. There were no inquiries.

Citizen Input on MSBU Items (3 Minute Limit):

- Wayne Harris suggested the possibility of no wake signs, and it was established that we do not use this type of signage in Charlotte County. He also inquired on how involved the Manchester Waterway MSBU is regarding the possibility of opening the Myakka channel. He was notified that this item does not fall under this MSBU's purview.

Advisory Board Open Discussion:

Conversation ensued regarding waterway debris removal. Mr. Peregoy stated that debris was removed except for some existing boat lifts which are the homeowners' responsibility. Mr. Patchell confirmed the contractor has completed debris removal, but if the group has any concerns, they need to report them to the County as soon as possible.

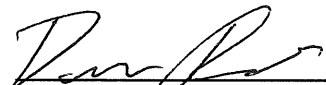
Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 10:30 AM at the Port Charlotte Library as follows:

- August 31, 2023
- December 14, 2023

The meeting adjourned at 11:23 a.m.

Submitted by: Erica LeMaster
Public Works Department



Chair Signature

9-7-23
Date

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 22, 2023**

**10:30 a.m., Port Charlotte Public Library
2280 Aaron Street, Port Charlotte, Florida**

BOARD MEMBERS: Dennis Peck, Chair
Kevin Peregoy, Vice-Chair
Drew Madison
Lamont Whims

COUNTY STAFF: Erica LeMaster, 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: March 23, 2023
5. Unfinished Business
 - a. Update: Manchester Waterway Interior Dredge Project
 - b. Slow Speed/ Minimum Wake Signage
6. New Business
 - a. Post-storm Bathymetric Survey
 - 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

Monthly Funding Report

START DATE: 10/01/2022 **END DATE:** 12/31/2022

Manchester Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	2864	Project Management		10/21/2022	0.50	42.89	0.00	0.00	0.00		42.89
	2864	Project Management		10/27/2022	0.00	0.00	0.00	0.00	19,795.50		19,795.50
	2864	Project Management		10/28/2022	0.50	42.89	0.00	0.00	0.00		42.89
	2864	Project Management		11/15/2022	0.50	42.73	0.00	0.00	0.00		42.73
	2864	Project Management		12/16/2022	1.00	85.45	0.00	0.00	0.00		85.45
		Plan/Spec Review Total			1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		10/25/2022	1.00	85.78	0.00	0.00	0.00		85.78
	2864	Project Management		11/08/2022	2.00	170.90	0.00	0.00	0.00		170.90
	2864	Project Management		11/22/2022	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		12/01/2022	1.50	128.18	0.00	0.00	0.00		128.18
	2864	Project Management		12/06/2022	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		12/15/2022	2.00	170.90	0.00	1.96	0.00		172.86
	2864	Project Management		12/20/2022	1.00	85.45	0.00	0.00	0.00		85.45
		Project Meetings Total			9.50	812.11	0.00	1.96	0.00		814.07
	2864	Project Management		12/15/2022	2.00	170.90	0.00	1.96	0.00		172.86
		Public Outreach Total			2.00	170.90	0.00	1.96	0.00		172.86
	Work Order 2864 Total	Manchester WW Dredge			14.00	1,196.96	0.00	3.92	19,795.50	0.00	20,996.39
cmd2204 - Manchester WW Dredge											
		Project Management Total			14.00	1,196.96	0.00	3.92	19,795.50		20,996.39
		Manchester Waterway Benefit Unit Total			14.00	1,196.96	0.00	3.92	19,795.50		20,996.39

Manchester Waterway MSBU

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

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$819,820	\$827,380	\$901,690	\$901,690
Revenues				
Assessments & Earnings	118,754	106,300	105,804	106,300
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$118,754	\$106,300	\$105,804	\$106,300
Expenditures				
Contract Services	-	-	-	-
Survey	-	25,000	-	25,000
Navigational Trimming	-	20,000	-	20,000
Public Works Services	5,940	3,933	4	3,933
Internal Charges	2,447	2,569	2,569	2,569
Purchased Services	1,211	2,116	1,682	1,966
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Manchester WW Maint Dredging	27,286	732,121	20,580	22,977
Total Expenditures	\$36,885	\$785,739	\$24,835	\$76,445
Reserves (Ending Fund Balance)	\$901,690	\$147,941	\$982,658	\$931,545
<i>Reserve %</i>	96.1%	15.8%	97.5%	92.4%

Date Prepared: 4/21/2023

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

01/31/2023

Manchester Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	2864	Project Management		10/21/2022	0.50	42.89	0.00	0.00	0.00		42.89
	2864	Project Management		10/27/2022	0.00	0.00	0.00	0.00	19,795.50		19,795.50
	2864	Project Management		10/28/2022	0.50	42.89	0.00	0.00	0.00		42.89
	2864	Project Management		11/15/2022	0.50	42.73	0.00	0.00	0.00		42.73
	2864	Project Management		01/26/2023	0.50	42.73	0.00	0.00	0.00		42.73
	2864	Project Management		12/16/2022	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		01/04/2023	3.00	256.35	0.00	0.00	0.00		256.35
	2864	Project Management		01/10/2023	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		01/13/2023	3.00	256.35	0.00	0.00	0.00		256.35
	2864	Project Management		01/18/2023	1.50	128.18	0.00	0.00	0.00		128.18
	2864	Project Management		01/19/2023	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		01/27/2023	2.00	170.90	0.00	0.00	0.00		170.90
		Plan/Spec Review Total			12.50	1,068.13	0.00	0.00	0.00		1,068.13
	2864	Project Management		10/25/2022	1.00	85.78	0.00	0.00	0.00		85.78
	2864	Project Management		11/08/2022	2.00	170.90	0.00	0.00	0.00		170.90
	2864	Project Management		11/22/2022	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		12/01/2022	1.50	128.18	0.00	0.00	0.00		128.18
	2864	Project Management		12/06/2022	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		12/15/2022	2.00	170.90	0.00	1.96	0.00		172.86
	2864	Project Management		12/20/2022	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		01/31/2023	1.50	128.18	0.00	0.00	0.00		128.18
		Project Meetings Total			11.00	940.28	0.00	1.96	0.00		942.25
	2864	Project Management		12/15/2022	2.00	170.90	0.00	1.96	0.00		172.86

