

**MINUTES
SOUTH GULF COVE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MARCH 22, 2023**

**9:30 am – 11:55 am
Tringali Community Center
3460 North Access Road, Englewood, FL**

Board Members: Jenna Ginsberg, Chair
David Gervais, Vice Chair
Thomas Merek
Patrick Gilchrist
Michael Harkins

Members Absent: None

County Staff: Kimberly Kelley, Community Liaison
Zach Patchell, Project Manager
Karlene McDonald, Operations Manager

Guests: Sign in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

Changes to Agenda/ Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

- Jim Krause explained he was asked to provide easement for utilities for the new residential homes on the peninsula at the end of St. Paul Drive; stating he did not provide permission.
- Norman Havens pointed out water levels in canals are low.
- Wayne Howe stated he ran aground on the bay side of the turn basin for the first time and inquired on dredging.

Approval of Minutes:

Mr. Harkins motioned to change the incorrect spelling of John Osapitsch, last name to Osanitsch and agenda item d. correcting Army Core of Engineers to Fish and Wildlife Commission (FWC), seconded by Mr. Gervais, and the December 14, 2022, minutes were unanimously approved with changes.

Unfinished Business:

- a) Existing Lock Maintenance/Cameras: Ms. Kelley confirmed that Starlink has not been approved for use by the county. Staff is looking into the FPL pole lines and utility easements, noting a delay in this process due to Hurricane Ian.
- b) Parallel Lock/Lock Operation (tender/tender house): Mr. Pachell stated he received thirty percent plans for the tender house and staff is currently reviewing. He is still waiting on the Army Core of Engineers to meet with Florida Fish and Wildlife. There was discussion on the lock options presented during the last meeting, the process of approving a parallel lock, radio operations for tenders, and lock function instructions. Ms. Ginsberg inquired on a schedule to post to keep citizens informed and asked Advisory Board members to come up with questions to provide to Ms. Kelley so she may provide updates at future meetings. Mr. Gilchrist motioned to continue with the parallel lock design and receive updated information, seconded by Mr. Harkins and unanimously approved. It was discussed when design is at one hundred percent

and a more accurate cost for construction is identified, the Advisory Board will seek citizen input, review funding options and motion to proceed when that information is received. There was additional discussion on the present lock tender environment conditions. Mr. Merek motioned to proceed with a temporary shelter/trailer for the lock tenders that was originally part of the presentation and moving the porta potty in the fenced area, seconded by Mr. Gilchrist and unanimously approved 5:0.

- c) Interior Dredge/Bathymetric Survey: Mr. Patchell explained that the post-Hurricane Ian bathymetric surveys are out to bid, noting the recent turn basin dredge, and no timeline has been provided at this time. He mentioned that it is county staff's intent to receive FEMA funding for recovery costs first. He reviewed the options of bathymetric survey estimates and locations provided at the last advisory board meeting for an interior bathymetric survey, receiving feedback to include the President Waterway. There was discussion on the options received. Mr. Harkins motioned to move forward with option one for the interior bathymetric survey with a cost of \$50,000, seconded by Mr. Gilchrist and unanimously approved.
- d) Water Quality: Ms. Ginsberg pointed out the South Gulf Cove dashboard that the Water Quality Manager Brandon Moody reviewed during the last Advisory Board meeting.

New Business:

- a) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual actual expenditure and the preliminary FY24/25 budgets reports were provided for review; there was discussion on new activity reports and the methodology study that could include Harbor West. Mr. Harkins provided data comparisons of vacant water lots versus occupied water lots, noting future growth. Mr. Gilchrist commented on the boat counts received. Additional discussion ensued on when Harbor West would be considered to pay into the waterway MSBU, future developments paying into the MSBU, lock tender costs, marine radios, signage and uniformity of lock operation. Mr. Harkins motioned to encourage staff to move forward with including the Harbor West development into paying into the MSBU for the fiscal year 2024/2025 budgets, seconded by Mr. Gervais and it was unanimously approved. Ms. McDonald explained the process of the public hearing.
- b) Waterway Debris Removal: Ms. Kelley previewed the canal debris clean-up map that the state contractor has completed.

Citizen Input on MSBU Items (3 Minute Limit):

- Greg Rank inquired on the eel grass.
- Dan Hines recommended dredging all canals and getting rid of the lock; he noted that South Gulf Cove is the only area in Charlotte County to have a lock.
- Ron Jacobs noted the boat counts and recommended a moveable trailer and pump out for lock tenders.
- Jim Krause inquired on a derelict boat and missing signage in the canal.
- Lynn Vogt commented on boat traffic, lock/tender house elevation, manatee versus mangrove protection, docks being approved, removing mangroves, water levels on Staunton Waterway, and water quality post storm.
- Wayne Howe commented on the lock openings in January.

Sunshine Law/Roberts Rules:

Per the Florida Sunshine Law outlined in Florida Statutes Chapter 286, Florida Public Records Law outlined in Florida Statutes Chapter 119 and Roberts Rules, mandatory training must be provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.

Election of Officers:

Mr. Merek motioned to keep Chair and Vice Chair the as is, it was unanimously agreed. Ms. Ginsberg accepted Chair and Mr. Gervais accepted Vice Chair.

Advisory Board Open Discussion:

There was discussion on surveys, postage, compiling of questions and information from the community to provide to county staff and how to distribute information back and forth to the entire community.

Schedule Meetings / Items for Next Agenda:

Future Meetings are scheduled at 9:30 a.m., in the West County Annex, Room 120 as follows:

- Wednesday, June 14, 2023
- Wednesday, September 13, 2023
- Wednesday, December 6, 2023

Submitted by: Kimberly Kelley
Public Works Department



Chair Signature

6/14/2023

Date

AGENDA

SOUTH GULF COVE WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, MARCH 22, 2023

9:30 a.m., Tringali Community Center
3460 N. Access Rd, Englewood, Florida

BOARD MEMBERS: Jenna Ginsberg Chair
David Gervais, Vice Chair
Thomas Merek
Patrick Gilchrist
Michael Harkins

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Citizen Input on Agenda Items (3-Minute Limit)
3. Changes to the Agenda / Motion to Approve Changes
4. Approval of Minutes: December 14, 2022
5. Unfinished Business
 - a. Existing Lock Maintenance / Cameras
 - b. Parallel Lock/ Lock Operation (tender/tender-house)
 - c. Interior Dredge/ Bathymetric Survey
 - d. Water Quality
6. New Business
 - a. Financial Reports
 - b. Waterway Debris Removal
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Sunshine Law / Roberts Rules of Order
9. Election of Officers
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn



**South Gulf Cove Waterway
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
9:30 a.m., Wednesday, March 22, 2023

Location: Tringali Community Center
3460 N. Access Rd., Englewood, FL

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

NAME (please print)	Email Address	Phone Number
Kimberly Kelley	Kimberly.Kelley@charlottecountyfl.gov	941-575-3613
PAT GILCHRIST	PATGILCHRIST@GMAIL.COM	914 490-6614
MICHAEL HARKINS	ON FILE →	
Jim Krause	JKRAUSE@gmail.com	585-261-3752
Michael Oberacker	michael.oberacker@gmail.com	727-307-8066
Troy Butler	Troy.L.Butler@outlook.com	206 250 4418
DAVID GERMAY	dggsggry@gmail.com	941-740-0132
Greg Rank	Rank.greg@yahoo.com	972-821-6620
TOM BROWN	tomvbrown@yahoo	774-289-3638
Steve Tortorelli	STEPHENTORTORELLI@AOL.COM	774-230-9304
DANIEL HINES	dmbhines@MAC.COM	770-881-4618
ERIC ORTZBERG	ortberg59@gmail.com	612-840-8142
CHRIS VASTA	LCDSJ9055@gmail.com	
RON JACOBS	RJACOBS50@gmail.com	734-673-6098
Tom merced	ON RECORD →	
Lynn Vogt	LynnM.Vogt26@gmail.com	609-3548284

Continued – South Gulf Cove Waterway
Meeting Attendance

NAME (please print)	Email Address	Telephone Number
Jeff Raykos	jraykose@mkAssoc.com	717-497-1636
Jack Harrington	jwharrington3@gmail.com	312-350-1041
Wayne Howe	whowe@LobsterFly.com	617-513-1585
JOHN OSANITSA	JOHN0@SELFSTARTER.COM	707-235-6200
ARON STERON	_____	_____
Norman Hallens	IBFishKiller@yahoo.com	760-912-9901
JOHN ASHBY	throbuz2@yahoo.com	440-785-8808
BILL VOLT	BILLV3346@GMAIL.COM	609-784-3206
Zach Friedman	Zach.friedman@ChesapeakeCountyDC.gov	
Tim Ovellette	timolina@gmail.com	603-571-6061
John Ashby	throbuz@yahoo.com	440-785-8808

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

South Gulf Cove Waterway MSBU

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

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$3,617,336	\$3,947,026	\$3,836,939	\$3,836,939
Revenues				
Assessments & Earnings	465,452	507,384	296,457	507,384
Grant & Subsidy Revenue	75,000	-	-	-
Loans & Borrowing	-	-	-	55,551
Total Revenue	\$540,452	\$507,384	296,457	\$562,935
Expenditures				
Salaries and Benefits (Lock)	-	-	-	86,663
Contract Services	1,800	-	170	170
Survey	-	15,000	-	15,000
Navigational Trimming	-	50,000	-	50,000
Public Works Services	79,581	48,080	-	48,080
Internal Charges	2,767	2,905	2,905	2,905
Purchased Services	7,433	11,088	5,499	11,588
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
SGC WW Maint. Dredging	130,861	386,752	-	-
SGC Parallel Lock	46,849	627,504	2,581	-
SGC WW Lock	51,557	5,000	-	5,000
Total Expenditures	\$320,849	\$1,146,329	11,155	\$219,406
Reserves (Ending Fund Balance)	\$3,836,939	\$3,308,081	\$4,122,241	\$4,180,468
<i>Reserve %</i>	92.3%	74.3%	99.7%	95.0%

Date Prepared: 3/15/2023

South Gulf Cove Waterway MSBU
Preliminary 2 Year Budget
FY2024 & FY2025

Estimated ERU's and Cost per ERU

Waterfront & Village of Holiday Lakes
Estimated ERU's
Cost per ERU
Dry Lots
Estimated ERU's
Cost per ERU
Current Maximum Rate

	FY2024	FY2025
	5,209.230	5,209.230
	\$ 50.00	\$ 50.00
	9,758.000	9,758.000
	\$ 25.00	\$ 25.00
	\$ 50.00	

Beginning Balance

Revenues

Assessments & Earnings
Assessments
Interest
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
Interfund Trf-Boater Revolving
Loans & Borrowing
Total Revenue

	Preliminary Budget FY2024	Preliminary Budget FY2025
	\$ 4,180,469	\$ 2,771,435
	504,412	504,412
	14,632	9,701
	-	-
	15,121	15,121
	-	-
	(25,953)	(25,706)
	-	-
	\$ 508,212	\$ 503,528
	65,047	65,047
	6,137	6,137
	9,557	9,557
	1,714	1,714
	-	-
	-	-
	15,000	15,000
	25,000	25,000

Expenditures

Salaries and Benefits (Lock)
Salaries/Wages-Temporary
FICA Taxes
Retirement Contributions
Workers' Compensation
Contract Services
Other Contractual Svcs
Drainage
Contract Services; other
Survey
Navigational Trimming

	Preliminary Budget FY2024	Preliminary Budget FY2025
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	903	903
<i>Operating Exp-PubWrks</i>	46,225	46,225
<i>Lighting Materials</i>	-	-
Internal Charges		
<i>Central/Indirect Srvs</i>	5,891	22,989
Purchased Services		
<i>Postage</i>	-	-
<i>Utility Srv-Electricity</i>	1,500	1,500
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	-	-
<i>Collection Fee-Tax Collector</i>	10,089	10,089
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Project Costs		
SGC WW Maint. Dredging		
<i>Engineering</i>	349,740	-
<i>Dredging</i>	1,308,125	-
<i>Labor</i>	22,318	-
South Gulf Cove WW Lock Split Funded		
<i>*for tracking purposes only. Not a CIP/CMP</i>		
<i>Repairs and Maintenance</i>	50,000	50,000
<i>Labor</i>	-	-
Total Expenditures	1,917,246	254,161
Reserves (Ending Fund Balance)	\$ 2,771,435	\$ 3,020,802
<i>Reserve %</i>	59.1%	92.2%

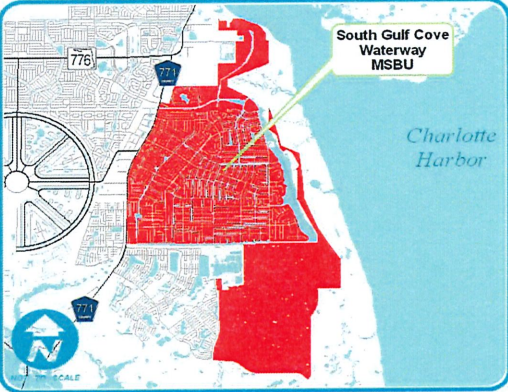
Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Alligator Creek - Entrance Channel	411	0	0	0	0	0	411
Buena Vista/Edgewater North WW Maintenance Dredging	451	0	0	0	0	0	451
Don Pedro/Knight/Palm Island Re-nourishment FY20	697	199	121	131	0	0	1,148
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	0	55	9,770	195	10,020
Gulf Cove WW Dredging	1,835	54	46	37	28	19	2,019
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	199	0	0	0	0	0	199
Hayward Canal Interior Dredging	106	515	0	0	0	0	621
Manasota Key Beach Nourishment	1,474	479	442	263	0	0	2,658
Manasota Key Beach Nourishment FY28	0	0	0	125	22,055	486	22,666
Manchester WW Maintenance Dredging FY22	866	0	0	0	0	0	866
NWPC Interior Channel Dredging FY22	720	0	0	0	0	0	720
NWPC Exterior Dredging	102	255	0	0	0	0	357
Pirate Harbor Dredging FY23	474	13	10	7	3	1	508
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	300	0	0	0	0	0	300
Stump Pass Maintenance Dredging FY26	0	162	4,568	64	65	131	4,990
Suncoast Maintenance Dredge	112	823	0	0	0	0	935
TOTAL	9,705	2,500	5,187	681	31,922	832	50,827

South Gulf Cove Waterway MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
Beginning Balance	\$ 3,275,721	\$ 3,445,311	\$ 3,326,948	\$ 3,524,386	\$ 3,551,336	\$ 3,617,336
Revenues						
Assessments & Earnings						
Assessments	247,338	247,360	247,073	244,805	504,837	488,897
Interest	55,442	68,184	50,469	19,626	12,456	31,069
Net Inc/(Decr) Fair Market Value-Investments	(25,114)	43,812	29,497	(19,428)	-	(72,325)
GDC Recovery (Interfund Trf-Capital Projects)	15,121	15,121	15,121	15,121	15,121	15,121
Excess Fees /Tax Collector	1,348	1,517	-	1,475	-	2,690
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(25,865)	-
Grant & Subsidy Revenue						
Interfund Trf-Boater Revolving	-	-	-	-	75,000	75,000
Loans & Borrowing						
Total Revenue	\$ 294,135	\$ 375,994	\$ 342,161	\$ 261,598	\$ 581,549	\$ 540,452
Expenditures						
Contract Services						
Other Contractual Svcs	-	-	6,335	2,091	-	1,800
Contract Services; other						
Survey	-	4,398	2,172	-	15,000	-
Navigational Trimming	-	-	-	-	50,000	-
Public Works Services						
Equip Repl Charges-PubWrks	1,009	561	893	980	46,179	446
Operating Exp-PubWrks	29,376	41,737	50,730	42,405	25,468	114,880
Lighting Materials	310	-	-	-	-	-
Internal Charges						
Central/Indirect Svcs	2,893	1,228	1,907	2,002	2,767	2,767
Purchased Services						
Postage	-	-	-	-	-	-
Utility Srv-Electricity	829	733	782	921	1,000	1,251
Advertising-Legal	-	-	-	-	-	-
Fees-Landfill	-	-	-	-	-	-
Collection Fee-Tax Collector	3,643	3,396	3,158	3,131	10,097	6,182
Materials and Supplies						
Capital Outlay						
Debt Services						
Project Costs						
SGC WW Maint. Dredging						
Engineering	-	-	-	28,290	54,000	13,970
Dredging	-	-	-	-	219,000	96,285
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
SGC Parallel Lock						
Engineering	-	134,666	63,338	83,923	643,462	31,710
Construction	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
South Gulf Cove WW Lock Split Funded						
*for tracking purposes only. Not a CIP/CMP						
Repairs and Maintenance	86,485	307,640	15,408	4,904	-	51,557
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Total Expenditures	124,545	494,358	144,722	168,648	1,066,973	320,849
Reserves (Ending Fund Balance)	\$ 3,445,311	\$ 3,326,948	\$ 3,524,386	\$ 3,617,336	\$ 3,065,912	\$ 3,836,939
Reserve %	96.5%	87.1%	96.1%	95.5%	74.2%	92.3%

FY2024 Capital Improvements Budget / FY 2024 - FY 2029 Project Detail												Project No. c391204																																																																																																																																																																																																																																																																																																						
GENERAL PROJECT DATA:				CONCURRENCY REQUIREMENTS:				PROJECT NEED CRITERIA		PROJECT SCHEDULE		FY24		FY25		FY26		FY27		FY28		FY29																																																																																																																																																																																																																																																																																												
Project Title: South Gulf Cove Parallel Lock				Does project add new capacity? No				Safety		1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4																																																																																																																																																																																																																																																																																												
Functional Area: Engineering, Dredging, Coastal Management				Is project required to maintain level of service:				Mandate		Design/Arch																																																																																																																																																																																																																																																																																																								
Department: Public Works\Engineering				- Within 5 years? List project in CIE No				Replace		Land/ROW																																																																																																																																																																																																																																																																																																								
Location: South Gulf Cove WW MSBU				- From 6 to 10 years? Monitor Annually No				Maint X		Construct																																																																																																																																																																																																																																																																																																								
PROJECT DESCRIPTION:												PROJECT RATIONALE (Include Additional LOS Detail, if necessary):																																																																																																																																																																																																																																																																																																						
<p>Permitting, design and construction of an additional automated lock system and lock house for the lower end of the South Gulf Cove Waterway.</p> <p>Funds were added to design, permit and construct a tenderhouse with the new lock.</p> <p>The design of the project will be funded by assessments in the South Gulf Cove WW MSBU.</p>												<p>The MSBU Committee is concerned about the congestion of the lock area being more than the current lock can handle.</p> <p>They feel an additional parallel lock is needed in the SGC Waterway system.</p>																																																																																																																																																																																																																																																																																																						
OPERATING BUDGET IMPACT:												REPLACEMENT COUNTY PROPERTY NO.:																																																																																																																																																																																																																																																																																																						
The operating impact will be based on the annual maintenance plan that will be developed in coordination with construction.																																																																																																																																																																																																																																																																																																																		
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