

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, SEPTEMBER 19, 2024**

**1:02 p.m. – 2:35 p.m.  
Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** Greg Taylor, Chair  
David Clark, Vice-Chair  
David Ferguson  
Joanne Grogan

**Members Absent:** Gary Brownell, apologies received.  
Greg Taylor, apologies received.

**Guests:** None

**County Staff:** Erica LeMaster, Community Liaison

**Call to Order/Roll Call:**

The meeting was called to order at 1:02 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):**

Mr. Horner, a resident of Suncoast Waterway voiced his concerns on the current dredge needs stating that he is a charter captain, and his lively hood depends on being able to get in and out of the waterways. Channel markers are obsolete, and the last storm impacted where the channel originally was.

**Unfinished Business:**

- a. Navigational Trimming: Conversation ensued regarding permits for trimming, Mr. Logan discussed the process and the purpose of navigational trimming stating that it is for two boats to safely pass, and the shelf life of a navigational trimming project is 2-3 years. Ms. LeMaster will check on the possibility of doing a budget adjustment for 20,000 for navigational trimming.
- b. Post Storm Survey: Discussion ensued regarding the benefits of just hot spot areas vs. a survey of the entire system. Mr. Clark made a motion to request a budget adjustment of \$20,000 for fiscal year (FY) 2025. The motion was seconded by Mr. Ferguson and passed unanimously. The group agreed to discuss the purview of the survey spot survey vs. full survey at the next meeting.
- c. Dredging: The group discussed the benefits of doing a spot dredge vs. a full dredge, focusing on mean low water averages and past survey results. The group expressed a need to understand the budgeting process and the process of a dredge project based on budget tolerances and the options they would have to move forward with a future project, so they feel more comfortable deciding which route to take.
- d. Signage: Ms. LeMaster advised that if the group moves forward with a bathymetric survey, we can add sign placement coordinates to the purview of the survey.

- e. Grant Subsidies: Discussion ensued regarding county owned land and the possibility of gaining grant funding for a public boat ramp and the group was reminded to contact Community Services.
- f. FY26/FY27 Work Program: Ms. LeMaster advised that the FY26/27 work program has not yet been defined.

**New Business:**

- a. Financials: The FY24 quarter three financials were reviewed as well as the FY25 adopted budget. The group requested more information regarding interest and investment earnings and how that varies by Municipal Service Benefit Units (MSBU's).

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

None

**Advisory Board Open Discussion:**

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

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

- December 19, 2024

The meeting adjourned at 2:35 p.m.

Submitted by: Erica LeMaster  
Public Works Department

  
Chair Signature

12/19/23  
Date

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

**ADVISORY BOARD REGULAR MEETING  
Thursday September 19, 2024**

**1:00 P.M. Punta Gorda Charlotte Library  
401 Shreve Street, Punta Gorda, Florida**

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

**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. Unfinished Business
  - a. Navigational Trimming
  - b. Post Storm Survey
  - c. Dredging
  - d. Grant Subsidies
  - e. FY26/FY27 Work Program
  - f. Signage
5. New Business
  - a. Financial Reports
6. Citizen Input on MSBU Items (3-Minute Limit)
7. Advisory Board Open Discussion
8. Meeting Schedule / Items for Next Agenda
9. Motion to Adjourn

# Suncoast Waterway MSBU

## Fund Financial Report

Oct. 1, 2023 - June 30, 2024

|                                       | Actual<br>FY2023 | Adopted<br>Budget<br>FY2024 | YTD Actual<br>FY2024 | Encumbered<br>FY2024 | Balance<br>FY2024 |
|---------------------------------------|------------------|-----------------------------|----------------------|----------------------|-------------------|
| <b>Beginning Balance</b>              | \$82,471         | \$134,361                   | \$159,048            |                      |                   |
| <b>Revenues</b>                       |                  |                             |                      |                      |                   |
| Assessments & Earnings                | 80,526           | 70,634                      | 69,280               |                      |                   |
| Grant & Subsidy Revenue               | -                | -                           | -                    |                      |                   |
| Loans & Borrowing                     | -                | -                           | -                    |                      |                   |
| <b>Total Revenue</b>                  | \$80,526         | \$70,634                    | \$69,280             |                      |                   |
| <b>Expenditures</b>                   |                  |                             |                      |                      |                   |
| Contract Services                     | -                | -                           | -                    | -                    | -                 |
| Survey                                | -                | -                           | -                    | -                    | -                 |
| Navigational Trimming                 | -                | -                           | -                    | -                    | -                 |
| Public Works Services                 | 1,185            | 1,231                       | 4,175                | -                    | (2,944)           |
| Internal Charges                      | 1,024            | 714                         | 714                  | -                    | -                 |
| Purchased Services                    | 1,715            | 1,478                       | 1,283                | -                    | 195               |
| Materials and Supplies                | -                | -                           | -                    | -                    | -                 |
| Capital Outlay                        | -                | -                           | -                    | -                    | -                 |
| Debt Services                         | 25               | -                           | -                    | -                    | -                 |
| <b>Total Expenditures</b>             | \$3,949          | \$3,423                     | \$6,173              | \$0                  | (\$2,750)         |
| <b>Reserves (Ending Fund Balance)</b> | \$159,048        | \$201,572                   | \$222,156            |                      |                   |
| Reserve %                             | 97.6%            | 98.3%                       | 97.3%                |                      |                   |

Date Prepared: 7/2/2024

# Monthly Funding Report

START  
DATE:

04/01/2024

END DATE:

06/30/2024

Page 1 of 3

## Suncoast Waterway Maintenance Unit

| Project | WO<br>Number | WO<br>Description        | Location | Date<br>Worked            | Labor<br>Hours | Labor<br>Cost | Materials<br>Cost | Equip.<br>Cost | Contractor<br>Cost | Work<br>Accomp | Total<br>Cost |
|---------|--------------|--------------------------|----------|---------------------------|----------------|---------------|-------------------|----------------|--------------------|----------------|---------------|
|         | 20067        | MSBU Administrative Work |          | 04/01/2024                | 1.25           | 92.38         | 0.00              | 0.00           | 0.00               |                | 92.38         |
|         | 20067        | MSBU Administrative Work |          | 04/05/2024                | 0.25           | 18.48         | 0.00              | 0.00           | 0.00               |                | 18.48         |
|         | 20067        | MSBU Administrative Work |          | 04/09/2024                | 0.25           | 18.48         | 0.00              | 0.00           | 0.00               |                | 18.48         |
|         | 20067        | MSBU Administrative Work |          | 04/10/2024                | 1.25           | 92.38         | 0.00              | 0.00           | 0.00               |                | 92.38         |
|         | 20067        | MSBU Administrative Work |          | 04/11/2024                | 0.50           | 36.95         | 0.00              | 0.00           | 0.00               |                | 36.95         |
|         | 20067        | MSBU Administrative Work |          | 04/18/2024                | 1.25           | 92.38         | 0.00              | 0.00           | 0.00               |                | 92.38         |
|         | 20067        | MSBU Administrative Work |          | 04/22/2024                | 1.50           | 110.85        | 0.00              | 0.00           | 0.00               |                | 110.85        |
|         | 20067        | MSBU Administrative Work |          | 05/06/2024                | 0.75           | 55.43         | 0.00              | 0.00           | 0.00               |                | 55.43         |
|         | 20067        | MSBU Administrative Work |          | 05/30/2024                | 0.25           | 18.48         | 0.00              | 0.00           | 0.00               |                | 18.48         |
|         | 20067        | MSBU Administrative Work |          | 06/06/2024                | 1.00           | 73.90         | 0.00              | 0.00           | 0.00               |                | 73.90         |
|         | 20067        | MSBU Administrative Work |          | 06/11/2024                | 2.00           | 147.80        | 0.00              | 0.00           | 0.00               |                | 147.80        |
|         | 20067        | MSBU Administrative Work |          | 06/13/2024                | 2.25           | 166.28        | 0.00              | 0.00           | 0.00               |                | 166.28        |
|         | 20067        | MSBU Administrative Work |          | 06/17/2024                | 0.50           | 36.95         | 0.00              | 0.00           | 0.00               |                | 36.95         |
|         | 20067        | MSBU Administrative Work |          | 06/24/2024                | 0.75           | 55.43         | 0.00              | 0.00           | 0.00               |                | 55.43         |
|         | 20067        | MSBU Administrative Work |          | 06/26/2024                | 1.00           | 73.90         | 0.00              | 0.00           | 0.00               |                | 73.90         |
|         |              |                          |          | Administrative Time Total |                |               |                   |                |                    |                |               |
|         |              |                          |          |                           | 14.75          | 1,090.03      | 0.00              | 0.00           | 0.00               |                | 1,090.07      |
|         |              |                          |          | 06/13/2024                | 1.75           | 129.33        | 0.00              | 0.00           | 0.00               |                | 129.33        |
|         |              |                          |          | MSBU Minutes Total        |                |               |                   |                |                    |                |               |
|         |              |                          |          |                           | 1.75           | 129.33        | 0.00              | 0.00           | 0.00               |                | 129.33        |
|         |              |                          |          | 06/13/2024                | 4.00           | 324.96        | 0.00              | 0.00           | 0.00               |                | 324.96        |
|         |              |                          |          | MSBU Meeting Total        |                |               |                   |                |                    |                |               |
|         |              |                          |          |                           | 4.00           | 324.96        | 0.00              | 0.00           | 0.00               |                | 324.96        |
|         |              |                          |          |                           | 20.50          | 1,544.31      | 0.00              | 0.00           | 0.00               | 0.00           | 1,544.36      |
|         |              |                          |          | Work Order 20067 Total    |                |               |                   |                |                    |                |               |

| Project | WO Number | WO Description                           | Location | Date Worked | Labor Hours | Labor Cost | Materials Cost | Equip. Cost | Contractor Cost | Work Accomp | Total Cost |
|---------|-----------|--|----------|-------------|-------------|------------|----------------|-------------|-----------------|-------------|------------|
|         |           | MSBU Administrative Work Total           |          |             | 20.50       | 1,544.31   | 0.00           | 0.00        | 0.00            | 0.00        | 1,544.36   |
|         |           | Suncoast Waterway Maintenance Unit Total |          |             | 20.50       | 1,544.31   | 0.00           | 0.00        | 0.00            |             | 1,544.36   |

| Project                             | WO Number | WO Description | Location | Date Worked | Labor Hours | Labor Cost | Materials Cost | Equip. Cost | Contractor Cost | Work Accomp | Total Cost |
|-------------------------------------|-----------|----------------|----------|-------------|-------------|------------|----------------|-------------|-----------------|-------------|------------|
| Grand totals for all MSBUs reported |           |                |          |             |             |            |                |             |                 |             |            |
|                                     |           |                |          |             | 20.50       | 1,544.31   | 0.00           | 0.00        | 0.00            |             | 1,544.36   |



# Suncoast Waterway MSBU

Adopted Budget

FY2025

## Estimated ERU's and Cost per ERU

Vacant and Occupied

Estimated ERU's

Cost per ERU

Current FY24 Vacant and Occupied Rate

Current Maximum Rate

| Approved<br>FY2025 | Adopted<br>FY2025 | Changes<br>FY2025 |
|--------------------|-------------------|-------------------|
| 100.100            | 100.100           | -                 |
| \$ 738.07          | \$ 738.07         | \$ -              |
| \$ 738.07          |                   |                   |
| \$ 1,525.00        |                   |                   |

## Beginning Balance

### Revenues

#### Assessments & Earnings

Assessments

Interest

Interest Earnings-L.G.S.F.T.F.

Net Inc/(Decr) Fair Market Value-Investments

Interest-Tax Coll

Excess Fees /Tax Collector

Less 5% Reserve - FS 129.01(2)b

#### Grant & Subsidy Revenue

#### Loans & Borrowing

Debt Proceeds

#### Total Revenue

### Expenditures

#### Contract Services

Legal Svcs

Other Contractual Svcs

#### Contract Services; other

Survey

Navigational Trimming

#### Public Works Services

Equip Repl Charges-PubWrks

Operating Exp-PubWrks

#### Internal Charges

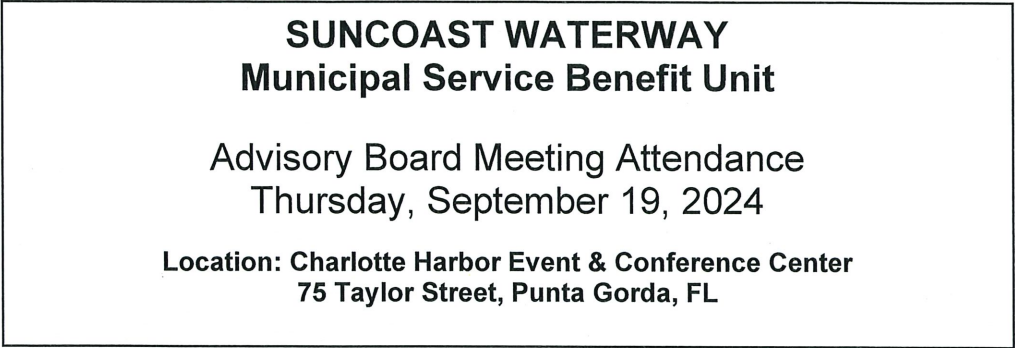
Central/Indirect Svcs

| Approved<br>Budget<br>FY2025 | Adopted<br>Budget<br>FY2025 | Budget<br>Changes<br>FY2025 |
|------------------------------|-----------------------------|-----------------------------|
| \$ 201,572                   | \$ 223,737                  | \$ 22,165                   |
| 73,881                       | 73,881                      | -                           |
| 706                          | 784                         | 78                          |
| -                            | -                           | -                           |
| -                            | -                           | -                           |
| -                            | -                           | -                           |
| -                            | -                           | -                           |
| (3,730)                      | (3,734)                     | (4)                         |
| -                            | -                           | -                           |
| -                            | -                           | -                           |
| \$ 70,857                    | \$ 70,931                   | \$ 74                       |
| -                            | -                           | -                           |
| -                            | -                           | -                           |
| -                            | -                           | -                           |
| -                            | -                           | -                           |
| 20                           | 20                          | -                           |
| 827                          | 827                         | -                           |
| 750                          | 510                         | (240)                       |



|                                       | Approved<br>Budget<br>FY2025 | Adopted<br>Budget<br>FY2025 | Budget<br>Changes<br>FY2025 |
|---------------------------------------|------------------------------|-----------------------------|-----------------------------|
| <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>Total Expenditures</b>             | 3,075                        | 2,835                       | (240)                       |
| <b>Reserves (Ending Fund Balance)</b> | \$ 269,354                   | \$ 291,833                  | \$ 22,479                   |
| <i>Reserve %</i>                      | 98.9%                        | 99.0%                       |                             |

Version date 9/6/2024

[illegible]