

MINUTES
BUENA VISTA WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 28, 2024

10:00 a.m. – 11:42 a.m.
Charlotte Harbor Event & Conference Center
75 Taylor Street, Punta Gorda, Florida

Members Present:

Richard Russell, Chair
Frank Kudrna
Stephen Sousa
Charles Witzke

Members Absent:

Donna Elliott, apologies received.

County Staff:

Erica LeMaster, Community Liaison
DeWayne Nodine, Projects Manager

Guests:

Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 10:00 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The May 22, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Exterior Dredge Project: Mr. Nodine provided the project cost pointing out the amounts we are also receiving from Federal Emergency Management Agency (FEMA) reimbursement and West Coast Inland Navigation District (WCIND) grant funding. Discussion ensued regarding the chosen contractor. The group expressed frustration with the bid process and standards and the current estimated project amounts.

New Business:

- a. Financial Reports: The fiscal year (FY) 2024 quarter three actual expenditure and activity maintenance reports were provided for review as well as the FY25 proposed budget. There were no questions at this time.
- b. Future Dredge Project - Elkcam Waterway, Beeney Waterway: The group discussed a need for a future dredge of the Elkcam Waterway and Beeney Waterway. Ms. LeMaster advised that citizens have expressed concerns regarding a need for a future dredge of these areas.
- c. Legal Service Requests – No Swimming Sign, Alternates, Fill Dirt Reimbursement:
 - No Swimming Sign: Ms. LeMaster provided an update that the installation of a no swimming sign at the beach point would have to be decided by the Board of County Commissioners (BOCC).

- Alternates: Ms. LeMaster updated the group that adding the option of alternates to the Advisory Board would have to be at the recommendation of the County Attorney and the BOCC, currently there has not been a decision to move forward with alternates.
- Fill Dirt Reimbursement: Ms. LeMaster reminded the group that the material being removed from the Sunrise Waterway is going to be placed on the Beach and any leftover material will be stockpiled for future use at tea street. The use of the material at the landfill is what waives the severance fees to the state and ensures that the material is properly disposed of. FEMA and WCIND are paying for pretty much all the Sunrise channel so there should be little or no complaint about costs associated there. The hauling of material is a necessary component of dredge projects.

Citizen Input on MSBU items (3 Minute Limit):
None

Advisory Board Open Discussion:

The group discussed project delays, contractors wanting a reliable base of work, and the possibility of exploring a five-year contract to fix prices on dredge projects.


Schedule Meetings / Items for Next Agenda:

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

- Thursday, October 17, 2024

The meeting adjourned at 11:42 a.m.

Submitted by Erica LeMaster
Public Works Department


Chair Signature


Date

AGENDA
BUENA VISTA AREA WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 28, 2024

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

BOARD MEMBERS: Richard Russell, Chair
Donna Elliott, Vice-Chair
Frank Kudrna
Stephen Sousa
Charles Witzke

COUNTY STAFF: Erica LeMaster, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Pledge of Allegiance / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: May 22, 2024
5. Unfinished Business
 - a. Exterior Dredge Project
6. New Business
 - a. Financial Reports
 - b. Future Dredge Project: Elkcam Waterway, Beeney Waterway
 - c. Legal Service Requests: No Swimming Sign, Alternates, Fill Dirt Reimbursement
7. Citizen Input MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

Buena Vista Waterway MSBU
Fund Financial Report
Oct. 1, 2023 - June 30, 2024

	Actual FY2023	Adopted Budget FY2024	Amended Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$614,248	\$674,737	\$674,737	\$719,324		
Revenues						
Assessments & Earnings	125,920	96,531		113,250		
Grant & Subsidy Revenue	-	45,000	22,500	-		
Loans & Borrowing	-	-		-		
Total Revenue	\$125,920	\$141,531	\$119,031	\$113,250		
Expenditures						
Contract Services	-	-		-	-	-
Survey	-	20,000		-	-	20,000
Navigational Trimming	-	-		-	-	-
Public Works Services	5,106	7,689		3,545	-	4,144
Internal Charges	1,373	1,235		1,235	-	-
Purchased Services	1,157	1,986		1,868	-	117
Materials and Supplies	-	-		-	-	-
Capital Outlay	-	-		-	-	-
Debt Services	-	-		-	-	-
Project Costs						
Buena Vista WW Maint Dredge	13,208	391,848	410,906	9,355	383,039	18,512
Total Expenditures	\$20,844	\$422,757	\$ 441,815.00	\$16,002	\$383,039	\$42,774
Reserves (Ending Fund Balance)	\$719,324	\$393,511	\$351,953	\$816,571		
Reserve %	97.2%	48.2%	44.3%	98.1%		

*Per Legal: Edgewater North Waterway and Buena Vista Waterway split dredging costs proportionately for Sunrise Channel and Elkcam Channel.

Budget Amendment to add additional funds for dredging.

Date Prepared: 7/1/2024

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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Buena Vista Area Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	20072	MSBU Administrative Work		04/02/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20072	MSBU Administrative Work		04/08/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20072	MSBU Administrative Work		04/16/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20072	MSBU Administrative Work		04/22/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20072	MSBU Administrative Work		04/25/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20072	MSBU Administrative Work		04/30/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20072	MSBU Administrative Work		05/01/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20072	MSBU Administrative Work		05/06/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20072	MSBU Administrative Work		05/21/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20072	MSBU Administrative Work		05/22/2024	3.75	277.13	0.00	0.00	0.00		277.13
	20072	MSBU Administrative Work		05/23/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20072	MSBU Administrative Work		05/28/2024	2.25	166.28	0.00	0.00	0.00		166.28
	20072	MSBU Administrative Work		05/30/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20072	MSBU Administrative Work		06/04/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20072	MSBU Administrative Work		06/12/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20072	MSBU Administrative Work		06/19/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20072	MSBU Administrative Work		06/24/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20072	MSBU Administrative Work		06/25/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20072	MSBU Administrative Work		06/26/2024	0.75	55.43	0.00	0.00	0.00		55.43
		Administrative Time Total			20.75	1,533.43	0.00	0.00	0.00		1,533.49
	20072	MSBU Administrative Work		05/22/2024	1.25	92.38	0.00	0.00	0.00		92.38
		MSBU Minutes Total			1.25	92.38	0.00	0.00	0.00		92.38
	20072	MSBU Administrative Work		05/22/2024	2.75	203.23	0.00	0.00	0.00		203.23

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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Buena Vista Area Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
MSBU Meeting Total					2.75	203.23	0.00	0.00	0.00		203.23
Work Order 20072 Total					24.75	1,829.03	0.00	0.00	0.00	0.00	1,829.10
MSBU Administrative Work Total					24.75	1,829.03	0.00	0.00	0.00	0.00	1,829.10
2863		Project Management		04/03/2024	2.00	172.82	0.00	0.00	0.00		172.82
2863		Project Management		04/10/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		04/11/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		04/15/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		04/24/2024	2.00	172.82	0.00	0.00	0.00		172.82
2863		Project Management		05/06/2024	2.50	216.03	0.00	0.00	0.00		216.03
2863		Project Management		05/07/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		05/09/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		05/20/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		05/22/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		06/03/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		06/11/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		06/18/2024	1.00	86.41	0.00	0.00	0.00		86.41
2863		Project Management		06/25/2024	0.50	43.21	0.00	0.00	0.00		43.21
Work Order 2863 Total					17.00	1,468.97	0.00	0.00	0.00	0.00	1,468.98
cmd2203 - Buena Vista WW Maintenance Dredge											
Project Management Total					17.00	1,468.97	0.00	0.00	0.00	0.00	1,468.98
Buena Vista Area Waterway Unit Total					41.75	3,298.00	0.00	0.00	0.00		3,298.08

7/8/2024 2:53:09 PM

Monthly Funding Report

START DATE: 04/01/2024 END DATE: 06/30/2024

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					41.75	3,298.00	0.00	0.00	0.00		3,298.08

Buena Vista Waterway MSBU

Proposed Budget FY2025

Estimated ERU's and Cost per ERU

<u>Vacant and Occupied</u>	<u>Approved FY2025</u>	<u>Proposed FY2025</u>	<u>Changes FY2025</u>
<i>Estimated ERU's</i>	992,500	993,500	1,000
<i>Cost per ERU</i>	\$ 100.00	\$ 100.00	\$ -
Current FY24 Rate	\$ 100.00		
Current Maximum Rate	\$ 679.62		

Beginning Balance

Revenues

Assessments & Earnings
Assessments
Interest
Less 5% Reserve - FS 129.01(2)b
Grant & Subsidy Revenue
Interfund Trf-Boater Revolving
Loans & Borrowing
Debt Proceeds
Total Revenue

Expenditures
Contract Services
Other Contractual Svcs
Drainage
Contract Services; other
Survey
Navigational Trimming
Public Works Services
Equip Repl Charges-PubWrks
Operating Exp-PubWrks
Internal Charges
Central/Indirect Svcs

Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
\$ 393,511	\$ 780,591	\$ 387,080
99,250	99,350	100
1,378	2,733	1,355
(5,032)	(5,105)	(73)
-	22,500	22,500
-	-	-
\$ 95,596	\$ 119,478	\$ 23,882
-	-	-
-	-	-
20,000	20,000	-
-	-	-
276	276	-
5,106	5,106	-
1,297	887	(410)

	Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
Purchased Services			
Postage-MSBU Notices	-	-	-
Advertising-Legal	-	-	-
Collection Fee-Tax Collector	1,985	1,987	2
Materials and Supplies			
Capital Outlay			
Debt Services			
Principal	-	-	-
Interest	-	-	-
Project Costs			
Buena Vista WW Maint Dredge			
Engineering	-	60,109	60,109
Dredging	-	330,706	330,706
Labor	-	2,592	2,592
Total Expenditures	28,664	421,663	392,999
Reserves (Ending Fund Balance)	\$ 460,443	\$ 478,406	\$ 17,963
Reserve %	94.1%	53.2%	

*Per Legal: Edgewater North Waterway and Buena Vista Waterway split dredging costs proportionately for Sunrise Channel and Elkcam Channel.

Version Date 6/4/2024

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2025

Project Costs (in thousands)

<u>Project Name</u>	2025	2026	2027	2028	2029	2030	TOTAL
Alligator Creek - Entrance Channel	400	0	0	0	0	0	400
Buena Vista/Edgewater North WW Maintenance Dredging	472	0	0	0	0	0	472
Don Pedro/Knight/Palm Island Re-nourishment	502	121	127	0	0	0	750
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	55	9,770	195	0	10,020
Gulf Cove WW Dredging	1,831	54	46	37	28	19	2,015
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	191	0	0	0	0	0	191
Manasota Key Beach Nourishment	930	221	257	0	0	0	1,408
Manasota Key Beach Nourishment FY28	0	0	125	22,055	486	0	22,666
Manchester WW Maintenance Dredging FY22	831	0	0	0	0	0	831
NWPC Interior Channel Dredging FY22	695	0	0	0	0	0	695
NWPC Exterior Dredging	105	252	0	0	0	0	357
Pirate Harbor Dredging FY23	479	10	7	3	1	0	500
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	40	0	0	0	0	0	40
Stump Pass Maintenance Dredging FY26	162	4,128	64	65	131	4,473	9,023
TOTAL	8,596	4,786	680	31,930	841	4,492	51,326

Charlotte County

**Buena Vista Area Waterway
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
Wednesday, August 28, 2024

Location: 75 Taylor Street, Punta Gorda, Florida
Charlotte Harbor Event Center

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

NAME (please print)	Email Address	Phone Number
Erica LeMaster	Erica.LeMaster@charlottecountyfl.gov	941.575.3626
DeWayne Nodine	DeWayne.Nodine@charlottecountyfl.gov	
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Frank KODWA	FrankKodwa@comcast.net	941 764-9222
STEPHEN SOUTHA	Alexander@clbtrimm.biz.com	941- 799-1947
Charles Witzke		
NAME (please print)	Email Address	Telephone Number