

**MINUTES
EDGEWATER NORTH WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, APRIL 3, 2024**

**2:00 p.m. – 3:04 p.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: Stephanie King, Chair
Anthony Paolicelli, Vice Chair
Elizabeth Groth
Michael Ploskina

Members Absent: None

County Staff: Erica LeMaster, Community Liaison
Lorraine Moneypenny, Community Liaison

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 2:00 p.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 January 10, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Buena Vista Waterway Exterior Dredge Project: Ms. LeMaster informed the group that the bid opening has been extended to April 24, 2024.
- b. Waterway Debris Removal: Ms. LeMaster conveyed that we are still navigating the lack of funding and continuing to request funding through the Federal Emergency Management Agency (FEMA).
- c. Navigational Trimming: Ms. LeMaster reminded the group that once the group submits locations of interest Charlotte County Public Works will move forward to request letters of interest (RLI) for a Navigational Trimming project. The group concluded that they did not have any areas of immediate concern at the current moment but will continue to discuss a need at future meetings.

New Business:

- a. Financial Reports: The fiscal year (FY) 2024 quarter one actual expenditure and activity maintenance reports were provided for review, along with the FY23 Executive Summary. The Board had no questions at this time.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

Conversation ensued regarding the 50/50 shared funding for dredge projects with Buena Vista Waterway.

Schedule Meetings / Items for Next Agenda:

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

- Wednesday, July 10, 2024
- Wednesday, October 2, 2024

The meeting adjourned at 3:04 p.m.

Submitted by Erica LeMaster
Public Works Department

Stephanie King, Chair
Chair Signature

10-2-2024
Date

**AGENDA
EDGEWATER NORTH WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, APRIL 3, 2024**

**2:00 p.m., Charlotte Harbor Event
Center 75 Taylor Street, Punta Gorda,
Florida**

BOARD MEMBERS: Stephanie King, Chair
Anthony Paolicelli, Vice Chair
Elizabeth Groth
Michael Ploskina

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 Meeting Minutes: January 10, 2024
5. Unfinished Business:
 - a. Update: Buena Vista Exterior Dredge Project
 - b. Update: Navigational Trimming
6. New Business
 - a. 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

Edgewater North Waterway MSBU

Fund Financial Report
Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$42,701	\$58,486	\$61,400		
Revenues					
Assessments & Earnings	22,320	19,550	14,113		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$22,320	\$19,550	\$14,113		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	-	-	-	-
Navigational Trimming	-	5,000	-	-	5,000
Public Works Services	1,710	5,536	185	-	5,351
Internal Charges	411	627	627	-	-
Purchased Services	238	408	277	-	131
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Buena Vista WW Maint. Dredge FY23	1,263	58,658	-	-	58,658
Total Expenditures	\$3,621	\$70,229	\$1,089	-	\$69,140
Reserves (Ending Fund Balance)	\$61,400	\$7,807	\$74,424		
Reserve %	94.4%	10.0%	98.6%		

*Per Legal: Edgewater North Waterway and Buena Vista Waterway split dredging costs proportionately.

Date Prepared: 1/18/2024

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

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Edgewater North Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	20064	MSBU Administrative Work		10/20/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20064	MSBU Administrative Work		10/31/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20064	MSBU Administrative Work		11/20/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20064	MSBU Administrative Work		11/21/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20064	MSBU Administrative Work		11/28/2023	2.50	184.75	0.00	0.00	0.00		184.75
	20064	MSBU Administrative Work		11/29/2023	4.50	332.55	0.00	0.00	0.00		332.55
	20064	MSBU Administrative Work		11/30/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20064	MSBU Administrative Work		12/01/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20064	MSBU Administrative Work		12/12/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20064	MSBU Administrative Work		12/19/2023	0.75	55.43	0.00	0.00	0.00		55.43
	20064	MSBU Administrative Work		12/21/2023	1.00	73.90	0.00	0.00	0.00		73.90
Administrative Time Total											
	20064	MSBU Administrative Work		11/29/2023	15.25	1,126.98	0.00	0.00	0.00		1,126.98
MSBU Meeting Total											
					2.00	147.80	0.00	0.00	0.00		147.80
MSBU Minutes Total											
	20064	MSBU Administrative Work		11/29/2023	2.00	147.80	0.00	0.00	0.00		147.80
					2.50	184.75	0.00	0.00	0.00		184.75
					2.50	184.75	0.00	0.00	0.00		184.75
					19.75	1,459.53	0.00	0.00	0.00	0.00	1,459.53
Work Order 20064 Total											
MSBU Administrative Work Total											
					19.75	1,459.53	0.00	0.00	0.00	0.00	1,459.53
Edgewater North Waterway Unit Total											
					19.75	1,459.53	0.00	0.00	0.00		1,459.53

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											
					19.75	1,459.53	0.00	0.00	0.00		1,459.53

EDGEWATER NORTH WATERWAY
Municipal Service Benefit Unit (MSBU)
FY23 Annual Report – Executive Summary
October 1, 2022 – September 30, 2023

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Law and Ordinances, ARTICLE XXII. - EDGEWATER NORTH WATERWAY UNIT
Sec. 4-7-443. - Purpose.

The purpose of the unit is to provide for the dredging, maintenance, clearing, marking for navigational purposes, and providing of safety devices in the Edgewater North waterway system, and the mouths of the Sunrise and Elkcam channels due to the direct benefit this unit receives from said channels. The assessments for the dredging, etc. of the Sunrise and Elkcam channels shall be evenly divided between this unit and the Buena Vista Area waterway unit which also receives a direct benefit from said dredging, etc. The purpose of this unit shall not include the maintenance of seawalls.

Summary

Current Rate: \$20.12

Max Rate: \$20.12

The FY23 completed work program included all internal maintenance and administrative costs, and contracted services for dredging of the Sunrise Waterway channel and navigational trimming.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for navigational trimming and dredging the Sunrise Waterway.

For FY25, the Advisory Board recommends budgeting for all internal maintenance and administrative costs, and contracted services for navigational trimming.

[illegible]