

**MINUTES
GULF COVE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WENESDAY, JANUARY 17, 2024**

9:32 a.m. – 10:47 a.m.

**Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Clint Baker, Chair
Leon Demere, Vice Chair
Donna Draus
James Wernicke

Members Absent: Christine Carlomany, apologies received.

County Staff: Karlene McDonald, Operations Supervisor
Zach Patchell, Projects Manager

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 9:32 a.m.. A roll call was taken, and a quorum was present.

Election of Officers/ Robert's Rules of Order/ Sunshine Law:

Chair: Mr. Demere nominated Mr. Baker, seconded by Ms. Draus; there were no other nominations.

Vice Chair: Mr. Wernicke nominated Mr. Demere, seconded by Ms. Draus; there were no other nominations.

The nominations were unanimously approved, Mr. Baker accepted the position of Chair and Mr. Demere accepted the position of Vice Chair.

The Sunshine Law and Robert's Rules of Order videos were reviewed, Ms. McDonald noted record retention requirements under Florida statute and provided the Records Management Division's contact information.

Changes to the Agenda / Motion to Approve Changes:

Mr. Baker requested item 3, Election of Officers/ Robert's Rules of Order/ Sunshine Law be moved to the end of the agenda, it was unanimously agreed.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

The minutes from October 19, 2023, were unanimously approved as written.

Unfinished Business:

- a. Interior Dredge – Bathymetric Survey and Design: Mr. Patchell confirmed that Federal Emergency Management Agency (FEMA) would not approve funding a portion of a proposed dredge project due to the lack of historical data to establish existing conditional trends. Discussion ensued on the benefit versus cost to conduct annual pre-storm surveys. Mr. Patchell noted the interior dredge will be moving forward as planned, adding locations within the exterior access channel would require additional permitting and delay the project. He confirmed the post-storm bathymetric survey from Hurricane Ian will be used in the dredging bid packet and estimates bids to be in the \$70-100 per cubic yard range. There are several

other Waterway MSBU's that are also moving forward with dredge projects, it will be a few months before the Gulf Cove interior dredge project is submitted to the Purchasing Department. Conversation followed about spoil sites, if no County owned property is feasible, it is the contractor's responsibility per the contract to secure a location; a third-party agreement to use the property for a spoil site and excavation permit is required prior to dredging commencing.

New Business:

- a. Financial Reports: The fiscal year (FY) 2023 annual actual expenditure report and FY 2023 quarter four activity maintenance were reviewed. The Board discussed the borrowing process under the Comptroller's Office and the Finance Committee.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

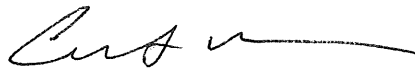
Schedule Meetings / Items for Next Agenda:

Mr. Demere noted his apologies for the April meeting, Ms. McDonald confirmed the attendance policy. Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

- Wednesday, April 24, 2024
- Wednesday, October 9, 2024

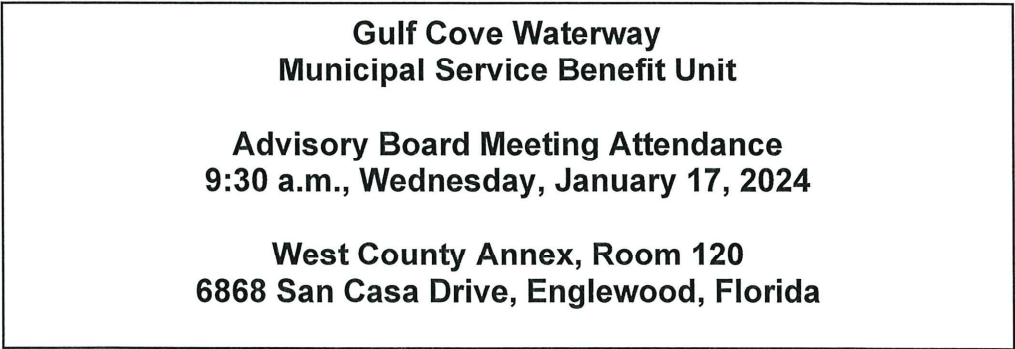
The meeting adjourned at 10:47 p.m.

Submitted by: Karlene McDonald
Public Works Department



Chair Signature

4/24/24
Date

[illegible]

AGENDA

GULF COVE WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, JANUARY 17, 2024

**9:30 a.m., Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, Florida**

BOARD MEMBERS: Clint Baker, Chair
Donna Draus, Vice Chair
Christine Carlomany
Leon Demere
James Wernicke

COUNTY STAFF: Karlene McDonald, Operations Supervisor

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Election of Officers / Robert's Rules of Order / Sunshine Law
4. Changes to the Agenda
5. Citizen Input on Agenda Items (3 Minute Limit)
6. Approval of Minutes: October 19, 2023
7. Unfinished Business
 - a. Interior Dredge – Bathymetric Survey and Design
8. New Business
 - a. Financial Reports
9. Citizen Input on MSBU Items (3 Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Monthly Funding Report

START
DATE:

07/01/2023

END DATE:

09/30/2023

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Gulf Cove 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
	6149	MSBU Administrative Work		07/26/2023	0.25	27.64	0.00	0.00	0.00		27.64
	6149	MSBU Administrative Work		07/27/2023	0.25	27.64	0.00	0.00	0.00		27.64
	6149	MSBU Administrative Work		07/28/2023	0.25	27.64	0.00	0.00	0.00		27.64
	6149	MSBU Administrative Work		08/01/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		08/03/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		08/08/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6149	MSBU Administrative Work		08/09/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		08/11/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		08/15/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		08/16/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		08/17/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		08/18/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6149	MSBU Administrative Work		08/30/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		08/31/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6149	MSBU Administrative Work		09/01/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		09/06/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6149	MSBU Administrative Work		09/07/2023	0.75	54.71	0.00	0.00	0.00		54.71
	6149	MSBU Administrative Work		09/12/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6149	MSBU Administrative Work		09/19/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6149	MSBU Administrative Work		09/26/2023	0.25	18.24	0.00	0.00	0.00		18.24
Administrative Time Total											
	6149	MSBU Administrative Work		07/26/2023	0.25	23.86	0.00	0.00	0.00		23.86
Map Creation Total											
					0.25	23.86	0.00	0.00	0.00		23.86

10/31/2023 4:45:56 PM

Monthly Funding Report

START
DATE:

07/01/2023

END DATE:

09/30/2023

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Gulf Cove 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
	6149	MSBU Administrative Work		07/14/2023	0.50	42.73	0.00	0.00	0.00		42.73
	6149	MSBU Administrative Work		07/18/2023	0.25	21.36	0.00	0.00	0.00		21.36
	6149	MSBU Administrative Work		07/20/2023	0.25	23.86	0.00	0.00	0.00		23.86
	6149	MSBU Administrative Work		07/28/2023	0.25	21.36	0.00	0.00	0.00		21.36
	6149	MSBU Administrative Work		08/10/2023	1.00	85.45	0.00	0.00	0.00		85.45
Work Order 6149 Total					9.75	775.66	0.00	0.00	0.00	0.00	775.71
MSBU Administrative Work Total											
	1000	Project Management		09/19/2023	0.50	42.73	0.00	0.00	0.00		42.73
	1000	Project Management		07/12/2023	0.25	21.36	0.00	0.00	0.00		21.36
	1000	Project Management		07/27/2023	0.25	21.36	0.00	0.00	0.00		21.36
	1000	Project Management		08/08/2023	0.50	42.73	0.00	0.00	0.00		42.73
	1000	Project Management		08/24/2023	0.25	21.36	0.00	0.00	0.00		21.36
	1000	Project Management		09/06/2023	0.25	21.36	0.00	0.00	0.00		21.36
Public Outreach Total					1.50	128.18	0.00	0.00	0.00		128.17
Work Order 1000 Total					2.00	170.90	0.00	0.00	0.00	0.00	170.90
c391203 - Gulf Cove WW Dredging											
Project Management Total					2.00	170.90	0.00	0.00	0.00	0.00	170.90
Gulf Cove Waterway Benefit Unit Total											
					11.75	946.56	0.00	0.00	0.00		946.61

Monthly Funding Report

START
DATE:

07/01/2023

END DATE:

09/30/2023

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											
					11.75	946.56	0.00	0.00	0.00		946.61

Gulf Cove Waterway MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Actual FY2023
Beginning Balance	\$ 991,319	\$ 480,842	\$ 532,061	\$ 599,861	\$ 751,095	\$ 806,848
Revenues						
Assessments & Earnings						
Assessments	121,986	122,578	121,718	243,522	252,180	243,338
Interest	17,393	7,646	3,260	6,402	1,673	36,066
Net Inc/(Decr) Fair Market Value-Investments	9,212	4,405	(3,210)	(15,111)	-	7,188
Misc Rev	-	-	-	-	-	-
GDC Recovery (Interfund Trf-Capital Projects)	2,788	2,788	2,788	2,788	2,788	2,788
Excess Fees /Tax Collector	748	-	733	1,340	-	1,319
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(12,693)	-
Grant & Subsidy Revenue						
State Grant	-	-	-	-	-	-
Loans & Borrowing						
Debt Proceeds	-	-	-	-	1,534,000	-
Total Revenue	\$ 152,126	\$ 137,418	\$ 125,289	\$ 238,940	\$ 1,777,948	\$ 290,699
Expenditures						
Contract Services						
Other Contractual Svcs	-	-	-	-	-	-
Contract Services; other						
Survey	17,402	2,598	-	-	55,000	-
Navigational Trimming	-	-	-	-	5,000	-
Public Works Services						
Equip Repl Charges-PubWrks	-	-	-	-	-	7
Operating Exp-PubWrks	158,204	11,976	11,823	4,566	4,926	3,572
Internal Charges						
Central/Indirect Svcs	547	714	750	1,350	1,238	1,238
Purchased Services						
Postage-MSBU Notices	-	-	419	-	-	-
Advertising-Legal	-	-	441	-	-	-
Collection Fee-Tax Collector	1,675	1,567	1,557	3,079	5,044	2,937
Materials and Supplies						
Capital Outlay						
Debt Services						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	61,368	-
Project Costs						
Gulf Cove WW Dredging						
Engineering	58,543	10,674	42,500	12,948	161,034	-
Dredging	426,232	58,671	-	-	1,600,402	-
Labor (not reported separate prior to FY23)	-	-	-	10,010	23,937	1,154
Total Expenditures	662,603	86,199	57,490	31,953	1,917,947	8,907
Reserves (Ending Fund Balance)	\$ 480,842	\$ 532,061	\$ 599,861	\$ 806,848	\$ 611,096	\$ 1,088,640
Reserve %	42.1%	86.1%	91.3%	96.2%	24.2%	99.2%

Date Prepared: 12/28/2023