

**MINUTES
HARBOUR HEIGHTS WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 7, 2024**

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

Members Present: David Stone, Vice Chair
James McBride
Tom Mettner
Lee Phillips

Members Absent: Jeff Good, Apologies Recieved

County Staff: Erica LeMaster, Community Liaison
Lisa Eby, Executive Assistant
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 8, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Dredge Project: Mr. Nodine provided an update that we are currently awaiting surveys in preparation for the dredge project.
- b. Update: Navigational Trimming – DeSoto Waterway: Mr. Nodine provided the project map to the group advising that the project has been delayed until the contractor can find an offloading site for the debris. Discussion ensued regarding potential locations and Mr. Nodine will provide locations to the contractor.
- c. Waterway Debris Removal: Ms. LeMaster provided the most recent update that debris removal efforts are almost at completion.

New Business:

- a. Financial Reports: The FY 2024 quarter three actual expenditure and activity maintenance reports were provided for review. The FY25 Proposed Budget was provided. Discussion ensued regarding corrections needed on the monthly funding report. Questions arose requesting clarification on expenditures, and a request to be notified when the FY25 proposed budget will be adopted.

Citizen Input on MSTU items (3 Minute Limit):

- Mr. Hart voice his concerns regarding the navigation hazard located on Peace River Drive and Charlotte Counties lack of action towards the matter. Ms. LeMaster updated the group on the conversations with the Assistant County Attorney's office advising that this is an active code enforcement investigation, pointing out the counties efforts to rectify the situation.

Advisory Board Open Discussion:

None

Schedule Meetings / Items for Next Agenda:

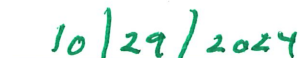
Future meetings are scheduled at 10:00 a.m., at the Charlotte Harbor Event & Conference Center as follows:

- Wednesday October 29, 2024

The meeting adjourned at 11:00 a.m.

Submitted by Erica LeMaster
Public Works Department


Chair Signature


Date

**AGENDA
HARBOUR HEIGHTS WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 7, 2024**

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

BOARD MEMBERS: Jeff Good, Chair
David Stone, Vice-Chair
James McBride
Tom Mettner
Lee Phillips

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 Minutes: May 8, 2024
5. Unfinished Business
 - a. Dredge Project
 - b. Update: Navigational Trimming – DeSoto, Balboa, San Salvador
 - c. Waterway Debris Removal
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

[illegible]

Harbour Heights Waterway MSBU

Fund Financial Report
Oct. 1, 2023 - June 30, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$328,144	\$344,467	\$413,671		
Revenues					
Assessments & Earnings	91,731	111,301	121,399		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$91,731	\$111,301	\$121,399		
Expenditures					
Contract Services	-	-	-	-	-
Survey	1,769	25,000	-	25,000	-
Navigational Trimming	-	50,000	-	50,000	-
Public Works Services	2,129	7,305	3,438	-	3,867
Internal Charges	898	2,120	2,120	-	-
Purchased Services	1,408	2,318	2,180	-	138
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Harbour Heights Maint Dredge	-	279,177	-	-	279,177
Total Expenditures	\$6,204	\$365,920	\$7,737	\$75,000	\$283,183
Reserves (Ending Fund Balance)	\$413,671	\$89,848	\$527,332		
Reserve %	98.5%	19.7%	98.6%		

Date Prepared: 7/1/2024

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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Harbor Heights Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	20065	MSBU Administrative Work		04/01/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		04/08/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		04/16/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20065	MSBU Administrative Work		04/18/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		04/29/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20065	MSBU Administrative Work		04/30/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20065	MSBU Administrative Work		05/01/2024	1.75	129.33	0.00	0.00	0.00		129.33
	20065	MSBU Administrative Work		05/02/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		05/06/2024	3.25	240.18	0.00	0.00	0.00		240.18
	20065	MSBU Administrative Work		05/07/2024	2.25	166.28	0.00	0.00	0.00		166.28
	20065	MSBU Administrative Work		05/08/2024	3.50	258.65	0.00	0.00	0.00		258.65
	20065	MSBU Administrative Work		05/29/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20065	MSBU Administrative Work		05/31/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		06/04/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		06/11/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20065	MSBU Administrative Work		06/25/2024	1.00	73.90	0.00	0.00	0.00		73.90
Administrative Time Total					18.50	1,367.15	0.00	0.00	0.00		1,367.18
	20065	MSBU Administrative Work		05/08/2024	5.00	369.50	0.00	0.00	0.00		369.50
MSBU Meeting Total					5.00	369.50	0.00	0.00	0.00		369.50
	20065	MSBU Administrative Work		05/08/2024	2.75	203.23	0.00	0.00	0.00		203.23
MSBU Minutes Total					2.75	203.23	0.00	0.00	0.00		203.23
Work Order 20065 Total					26.25	1,939.88	0.00	0.00	0.00	0.00	1,939.91

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			26.25	1,939.88	0.00	0.00	0.00	0.00	1,939.91
		Harbor Heights Waterway Unit Total			26.25	1,939.88	0.00	0.00	0.00		1,939.91

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											
					26.25	1,939.88	0.00	0.00	0.00		1,939.91

Harbour Heights Waterway MSBU

Proposed Budget

FY2025

Estimated ERU's and Cost per ERU

Vacant and Occupied

Estimated ERU's

Cost per ERU

Current FY24 Rate

Current Maximum Rate

Approved FY2025	Proposed FY2025	Changes FY2025
386.300	386.300	-
\$ 300.00	\$ 300.00	\$ -
\$ 300.00		
\$ 400.00		

Beginning Balance

Revenues

Assessments & Earnings

Assessments

Interest

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

Net Inc/(Decr) Fair Market Value-Investments

Excess Fees /Tax Collector

Less 5% Reserve - FS 129.01(2)b

Grant & Subsidy Revenue

Interfund Trf-Canal Maint

Loans & Borrowing

Debt Proceeds

Total Revenue

Expenditures

Contract Services

Other Contractual Svcs

Drainage

Contract Services; other

Survey

Navigational Trimming

Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
\$ 89,848	\$ 438,229	\$ 348,381
115,890	115,890	-
315	1,534	1,219
-	-	-
-	-	-
-	-	-
(5,795)	(5,795)	-
-	-	-
-	-	-
\$ 110,410	\$ 111,629	\$ 1,219
-	-	-
-	-	-
25,000	25,000	-
50,000	50,000	-

	Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
Public Works Services			
<i>Equip Repl Charges-PubWrks</i>	256	256	-
<i>Operating Exp-PubWrks</i>	4,742	4,742	-
Internal Charges			
<i>Central/Indirect Srvs</i>	2,226	483	(1,743)
Purchased Services			
<i>Postage</i>	-	-	-
<i>Printing & Binding</i>	-	-	-
<i>Advertising-Legal</i>	-	-	-
<i>Collection Fee-Tax Collector</i>	2,318	2,318	-
Materials and Supplies			
Capital Outlay			
Debt Services			
<i>Principal</i>	-	-	-
<i>Interest</i>	-	-	-
Project Costs			
<i>Harbour Heights Maint. Dredge</i>			
<i>Engineering</i>	-	70,086	70,086
<i>Dredging</i>	-	199,931	199,931
<i>Labor</i>	-	9,160	9,160
Total Expenditures	84,542	361,976	277,434
Reserves (Ending Fund Balance)	\$ 115,716	\$ 187,882	\$ 72,166
<i>Reserve %</i>	57.8%	34.2%	

Verified Date

6/4/2024

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2025

Project Costs (in thousands)

Project Name	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