

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 8, 2024**

**10:00 a.m. – 11:13 a.m.
Charlotte Harbor Event & Conference Center
75 Taylor St, Punta Gorda, Florida**

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

Members Absent: None

County Staff: Erica LeMaster, Community Liaison
Matthew Logan, Projects Manager
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 January 31, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Fiscal Year (FY)23 Post Storm Survey: Mr. Loan discussed the results of the post storm survey indicating there was an estimate of 2,000 cubic yards, advising it would cost about \$460,000 to dredge/remove sediment. He advised that we should get a reimbursement of 75% from Federal Emergency Management Agency (FEMA), and an additional reimbursement for the post storm survey. Discussion ensued regarding an abundance of debris in the waterways. Mr. Logan stressed that they would remove the difference of existing and preexisting sediment. The group had questions regarding if Public Works has looked at completing dredging in house rather than contracting it out. Mr. Logan advised that currently it is still less costly for Public Works to outsource rather than complete in house. Discussion ensued regarding the lifespan of dredge projects. Mr. Logan recommended dredging every three years to maintain stabilization, stressing that the less often a dredge is completed the more shoaling will occur. He pointed out that every canal dynamic is different and discussed the possibility of completing another pre storm survey to use as a baseline for the basis of a larger scale dredge project. They group discussed concerns inquiring spoil sites due to lack of vacant land. Mr. Phillips made a motion to move forward with completing a up to date pre storm survey the motion was seconded and passed unanimously.

- b. Update: Navigational Trimming – DeSoto Waterway: Mr. Nodine provided maps to the group highlighting recommended line of sight areas within the Balboa, Santa Barbara, and DeSoto Waterways. The group inquired on the possibility of removing the oak tree in the San Salvador Waterway. Mr. Logan advised that we could ask the contractor to cut back and treat the oak tree. Discussion ensued regarding ownership of the waterways, permitting through the state, etc. Mr. McBride made a motion to move forward with the bid process for the locations displayed on the attached maps within the 50,000 budget for navigational trimming. The motion was seconded and passed unanimously.
- c. Waterway Debris Removal: Mr. Logan discussed our previous waterway debris removal efforts coordinated through state funds, advising that the contractor did not wish to renew the contract. Mr. Logan updated the group that we do currently have a new contractor in place that is working on the freshwater canals. Public Works is currently waiting on final authorization from FEMA before we can begin the navigational waterways.

New Business:

- a. Financial Reports: The FY 2024 quarter one and quarter two actual expenditure and activity maintenance reports were provided for review. The FY23 Executive Summary was provided. The Board had no questions at this time.

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. He advised that he is working on a petition with the Harbour Heights residents and will be reaching out to the Army Core of Engineers regarding the matter as well. Ms. LeMaster updated the group on the conversations with the Assistant County Attorneys office advising that this is an active code enforcement investigation, pointing out the counties efforts to rectify the situation.

Advisory Board Open Discussion:

Discussion ensued regarding raising the Assessment rate to support a future dredge project.

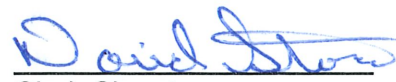
Schedule Meetings / Items for Next Agenda:

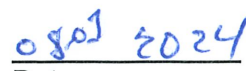
Future meetings are scheduled at 10:00 a.m., at the Charlotte Harbor Event & Conference Center as follows:

- Wednesday August 7, 2024
- Wednesday October 29, 2024

The meeting adjourned at 11:13 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, MAY 8, 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: January 31, 2023
5. Unfinished Business
 - a. FY23 Post Storm Bathymetric Survey
 - b. Update: Navigational Trimming – DeSoto Waterway
 - 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

**HARBOUR HEIGHTS 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 Laws and Ordinances, ARTICLE II. - HARBOUR HEIGHTS WATERWAY UNIT
Sec. 4-7-31. - 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 Harbour Heights Waterway system. The purpose of this unit shall not include the maintenance of seawalls.

Summary

Current Rate: \$200.00

Max Rate: \$400.00

The FY23 completed work program included all internal maintenance and administrative costs.

The current fiscal year work program includes all internal maintenance and administrative costs, and contracted services for a pre-storm bathymetric survey, navigational trimming, and dredging.

For FY25, the Advisory Board recommends budgeting for all internal maintenance and administrative costs, and contracted services for a pre-storm bathymetric survey, and navigational trimming.

Harbour Heights 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	\$328,144	\$344,467	\$413,671		
Revenues					
Assessments & Earnings	91,731	111,301	71,322		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$91,731	\$111,301	\$71,322		
Expenditures					
Contract Services	-	-	-	-	-
Survey	1,769	25,000	-	-	25,000
Navigational Trimming	-	50,000	-	-	50,000
Public Works Services	2,129	7,305	148	-	7,157
Internal Charges	898	2,120	2,120	-	-
Purchased Services	1,408	2,318	1,394	-	924
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Harbour Heights Maint Dredge	-	279,177	-	-	279,177
Total Expenditures	\$6,204	\$365,920	\$3,662	\$0	\$362,258
Reserves (Ending Fund Balance)	\$413,671	\$89,848	\$481,331		
Reserve %	98.5%	19.7%	99.2%		

Date Prepared: 1/18/2024

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

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
	6144	MSBU Administrative Work		11/17/2023	1.00	86.41	0.00	0.00	0.00		86.41
	6144	MSBU Administrative Work		11/16/2023	2.50	216.03	0.00	0.00	0.00		216.03
		Administrative Time Total			2.50	216.03	0.00	0.00	0.00		216.03
	6144	MSBU Administrative Work		11/16/2023	2.50	216.03	0.00	0.00	0.00		216.03
		MSBU Meeting Total			2.50	216.03	0.00	0.00	0.00		216.03
		Work Order 6144 Total			6.00	518.46	0.00	0.00	0.00	28.00	518.47
	20065	MSBU Administrative Work		10/17/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20065	MSBU Administrative Work		10/31/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		11/06/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20065	MSBU Administrative Work		11/08/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20065	MSBU Administrative Work		11/13/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20065	MSBU Administrative Work		11/16/2023	4.00	295.60	0.00	0.00	0.00		295.60
	20065	MSBU Administrative Work		11/20/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20065	MSBU Administrative Work		11/21/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		11/30/2023	0.50	36.95	0.00	0.00	0.00		36.95
		Administrative Time Total			11.00	812.90	0.00	0.00	0.00		812.90
	20065	MSBU Administrative Work		11/16/2023	2.50	184.75	0.00	0.00	0.00		184.75
		MSBU Meeting Total			2.50	184.75	0.00	0.00	0.00		184.75
	20065	MSBU Administrative Work		11/16/2023	2.50	184.75	0.00	0.00	0.00		184.75
		MSBU Minutes Total			2.50	184.75	0.00	0.00	0.00		184.75
		Work Order 20065 Total			16.00	1,182.40	0.00	0.00	0.00	0.00	1,182.40

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					22.00	1,700.86	0.00	0.00	0.00	28.00	1,700.87
		MSBU Administrative Work Total									
					22.00	1,700.86	0.00	0.00	0.00		1,700.87
		Harbor Heights Waterway Unit Total									

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

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											
					22.00	1,700.86	0.00	0.00	0.00		1,700.87

Harbour Heights Waterway MSBU

Fund Financial Report
Oct. 1, 2023 - Mar. 31, 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	104,114		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$91,731	\$111,301	\$104,114		
Expenditures					
Contract Services	-	-	-	-	-
Survey	1,769	25,000	-	-	25,000
Navigational Trimming	-	50,000	-	-	50,000
Public Works Services	2,129	7,305	2,662	-	4,643
Internal Charges	898	2,120	2,120	-	-
Purchased Services	1,408	2,318	1,954	-	364
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Harbour Heights Maint Dredge	-	279,177	-	-	279,177
Total Expenditures	\$6,204	\$365,920	\$6,735	\$0	\$359,185
Reserves (Ending Fund Balance)	\$413,671	\$89,848	\$511,049		
Reserve %	98.5%	19.7%	98.7%		

Date Prepared: 4/2/2024

Harbour Heights Waterway MSBU

2 Year Budget
FY2024 & FY2025

Estimated ERU's and Cost per ERU

Vacant and Occupied

Estimated ERU's

Cost per ERU

Current FY23 Rate

Current Maximum Rate

	FY2024	FY2025
	386.300	386.300
\$	300.00	\$ 300.00
\$	200.00	
\$	400.00	

Beginning Balance

Revenues

Assessments & Earnings

Assessments

Interest

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

	Adopted Budget FY2024	Approved Budget FY2025
\$	344,467	\$ 89,848
	115,890	115,890
	1,206	315
	-	-
	-	-
	(5,795)	(5,795)
	-	-
	-	-
\$	111,301	\$ 110,410
	-	-
	-	-
	25,000	25,000
	50,000	50,000

	Adopted Budget FY2024	Approved Budget FY2025
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	256	256
<i>Operating Exp-PubWrks</i>	7,049	4,742
Internal Charges		
<i>Central/Indirect Srvs</i>	2,120	2,226
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	-
<i>Dredging</i>	199,931	-
<i>Labor</i>	9,160	-
Total Expenditures	365,920	84,542
Reserves (Ending Fund Balance)	\$ 89,848	\$ 115,716
<i>Reserve %</i>	19.7%	57.8%

Verified Date

9/20/2023

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2024-2025

Project Costs (in thousands)

<u>Project Name</u>	2024	2025	2026	2027	2028	2029	TOTAL
Alligator Creek - Entrance Channel	410	0	0	0	0	0	410
Buena Vista/Edgewater North WW Maintenance Dredging	451	0	0	0	0	0	451
Don Pedro/Knight/Palm Island Re-nourishment FY20	606	118	121	127	0	0	972
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	0	55	9,770	195	10,020
Gulf Cove WW Dredging	1,834	54	46	37	28	19	2,018
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	193	0	0	0	0	0	193
Manasota Key Beach Nourishment	1,114	480	221	257	0	0	2,072
Manasota Key Beach Nourishment FY28	0	0	0	125	22,055	486	22,666
Manchester WW Maintenance Dredging FY22	861	0	0	0	0	0	861
NWPC Interior Channel Dredging FY22	719	0	0	0	0	0	719
NWPC Exterior Dredging	102	255	0	0	0	0	357
Pirate Harbor Dredging FY23	473	13	10	7	3	1	507
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	43	0	0	0	0	0	43
Stump Pass Maintenance Dredging FY26	0	162	4,568	64	65	131	4,990
Suncoast WW Maintenance Dredge	0	0	0	0	0	0	0
TOTAL	8,766	1,082	4,966	671	31,922	832	48,239

Charlotte County

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging Long Range Plan
2024-2025

MSBU / MSTU Fund Name	Type of Dredge	Year Last Dredged	Dredging cycle/est. useful life	Planned Dredging Year
Ackerman Waterway (done with Manchester WW)	Spot	2020	7	FY 2026
Alligator Creek Waterway	Entrance channel	2017	7	FY 2024
Buena Vista Waterway	Access channel and main canal	2016	7	FY 2024
Don Pedro/Knight Is Beach Renourishment	Renourishment	2020	8	FY 2028
Edgewater North Waterway	Maintenance	N/A	10	none scheduled
Gulf Cove Waterway	Exterior	2010	5	FY 2026
Gulf Cove Waterway	Interior	2019	10	FY22 & FY23
Harbour Heights Waterway	Canals and access channels	2017	7	FY 2025
Hayward Canal Waterway	Finger channels	2019	10	none scheduled
Hayward Canal Waterway	Main Channel	2019	5	FY 2024
Manchester Waterway	Spot	2020	7	FY 2024
North Manasota Key Beach Renourishment	Renourishment	2020	8	FY 2028
Northwest Port Charlotte Waterway	Exterior	2009	5	FY 2026
Northwest Port Charlotte Waterway	Interior	2014	10	FY 2024
Pirate Harbor Waterway	Interior	2013	7	FY 2024
South Bridge Waterway	Canals and access channels	2013	7	none scheduled
South Gulf Cove Waterway	Spot	2016	7	FY25 & FY26
Stump Pass Dredging	Channel and renourishment	2022	4	FY 2026
Suncoast Waterway	Canals and access channels	2014	7	none scheduled

Monthly Funding Report

START
DATE:

01/01/2024

END DATE:

03/31/2024

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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		01/31/2024	2.50	184.75	0.00	0.00	0.00		184.75
		MSBU Meeting Total									
	20065	MSBU Administrative Work		01/31/2024	2.00	147.80	0.00	0.00	0.00		147.80
		MSBU Minutes Total									
	20065	MSBU Administrative Work		01/03/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20065	MSBU Administrative Work		01/12/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		01/18/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20065	MSBU Administrative Work		01/19/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20065	MSBU Administrative Work		01/30/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20065	MSBU Administrative Work		01/31/2024	3.50	258.65	0.00	0.00	0.00		258.65
	20065	MSBU Administrative Work		02/08/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20065	MSBU Administrative Work		02/20/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20065	MSBU Administrative Work		02/27/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20065	MSBU Administrative Work		03/06/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20065	MSBU Administrative Work		03/11/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20065	MSBU Administrative Work		03/12/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20065	MSBU Administrative Work		03/14/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20065	MSBU Administrative Work		03/26/2024	1.50	110.85	0.00	0.00	0.00		110.85
		Administrative Time Total									
					15.25	1,126.98	0.00	0.00	0.00		1,127.00
	20065	MSBU Administrative Work		03/04/2024	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 20065 Total				20.00	1,478.00	0.00	0.00	0.00	0.00	1,478.03

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4/8/2024 11:45:55 AM

Monthly Funding Report

START
DATE:

01/01/2024

END DATE:

03/31/2024

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											
					20.00	1,478.00	0.00	0.00	0.00	0.00	1,478.03

[illegible]