

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 6, 2025**

**2:00 p.m. – 3:22 p.m.
Punta Gorda Library
401 Shreve St, Punta Gorda, Florida**

Members Present: Jeff Good, Chair
David Stone, Vice Chair
Tom Mettner

Members Absent: Lee Phillips, Apologies Received

County Staff: Erica LeMaster, Community Liaison
Thomas David, Deputy County Attorney
Lisa Eby, Executive Assistant
DeWayne Nodine, Projects Manager

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

Election of Officers:

- David Stone elected Jeff Good as Chair, seconded by Tom Mettner and passed unanimously.
- Tom Mettner elected David Stone as Vice-Chair, seconded by Jeff Good and passed unanimously.

Annual Review: Roberts Rules of Order, Records

The Advisory Board watched Roberts Rules of Order videos presented by the County Attorney. Mrs. Hayes reviewed where to find the Records Management Departments contact information on the Charlottecountyfl.gov webpage and noted that a public record request can be submitted to any county employee. There were no questions on any of these items.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The October 29, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Dredge Project: Mr. Nodine provided a spreadsheet with estimates for a dredge project pointing out which waterways could potentially qualify for Federal Emergency Management Agency (FEMA) reimbursement. Mr. Nodine explained that the dredge price he used when calculating the estimates was \$165.00 per cubic yard based on the most recent dredge prices, stressing that this number is just an estimate. The group requested estimates for a partial dredge to compare with the current estimates for a full dredge.

- b. Update: Navigational Trimming – DeSoto Waterway: The previous Navigational Trimming project has been completed. The group had no other locations of priority at this time.
- c. Waterway Debris Removal: The group confirmed that a tree in the San Salvador Waterway that was impeding on navigation has been removed. There were no other locations of priority at this time. Mrs. Hayes advised that the Waterway Debris Removal Contract with the State has completed. This item will be removed from future agendas.

New Business:

- a. Financial Reports: The fiscal year (FY) 2025 quarter one actual expenditure and activity maintenance reports were provided for review. The FY24 Annual Report was provided. There were no questions at this time.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. David Deputy County Attorney attended the meeting and provided an update regarding the neglected sea wall at 3301 Peace River Drive. Mr. David provided background of the issue and discussed the county's efforts to serve the property owner and hold him accountable for the repairs. Mr. David explained the Florida requirements stressing that Charlotte County cannot do any repairs on private property per State Law. Mr. David went on to discuss the liens attached to the property explaining that the property owner must comply with code enforcement and fix the issue of the property as it is at risk for foreclosure, discussing property rights and explaining that this could be a long extensive process.

Schedule Meetings / Items for Next Agenda:

Future meetings are tentatively scheduled at 2:00 p.m. as follows:

- Thursday July 17, 2025
- Wednesday October 29, 2025
- Thursday December 4, 2025

The meeting adjourned at 3:22 p.m.

Submitted by Erica Hayes
Public Works Department


Chair Signature

7-17-25
Date

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 6, 2025**

**2:00 p.m., Punta Gorda Library
401 Shreve Street, Punta Gorda, Florida**

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

COUNTY STAFF: Erica Hayes, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Election of Officers
4. Annual Review: Roberts Rules of Order
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: October 29, 2024
7. Unfinished Business
 - a. Dredge Project
 - b. Update: Navigational Trimming – DeSoto, Balboa, San Salvador
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

Harbour Heights Waterway MSBU

Fund Financial Report
Oct. 1, 2024 - Dec. 31, 2024

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$413,671	\$438,229	\$495,720		
Revenues					
Assessments & Earnings	139,255	111,629	64,668		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$139,255	\$111,629	\$64,668		
Expenditures					
Contract Services	-	-	-	-	-
Survey	15,198	25,000	10,175	4,100	10,725
Navigational Trimming	26,700	50,000	-	-	50,000
Public Works Services	12,043	4,998	-	-	4,998
Internal Charges	2,120	483	483	-	-
Purchased Services	1,145	2,318	1,255	-	1,063
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Harbour Heights Maint Dredge	-	279,177	-	-	279,177
Total Expenditures	\$57,205	\$361,976	\$11,913	\$4,100	\$345,963
Reserves (Ending Fund Balance)	\$495,720	\$187,882	\$548,475		
Reserve %	89.7%	34.2%	97.9%		

Date Prepared: 1/31/2025

Monthly Funding Report

START
DATE:

10/01/2024

END DATE:

12/31/2024

Harbour 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
	72664	MSBU Administrative Work		10/01/2024	1.00	73.90	0.00	0.00	0.00		73.90
	72664	MSBU Administrative Work		10/15/2024	1.25	92.38	0.00	0.00	0.00		92.38
	72664	MSBU Administrative Work		10/16/2024	1.00	73.90	0.00	0.00	0.00		73.90
	72664	MSBU Administrative Work		10/21/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72664	MSBU Administrative Work		10/22/2024	1.75	129.33	0.00	0.00	0.00		129.33
	72664	MSBU Administrative Work		10/28/2024	1.25	92.38	0.00	0.00	0.00		92.38
	72664	MSBU Administrative Work		10/29/2024	3.25	240.18	0.00	0.00	0.00		240.18
	72664	MSBU Administrative Work		10/31/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72664	MSBU Administrative Work		11/05/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72664	MSBU Administrative Work		11/12/2024	1.25	92.38	0.00	0.00	0.00		92.38
	72664	MSBU Administrative Work		11/18/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72664	MSBU Administrative Work		11/21/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72664	MSBU Administrative Work		12/02/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72664	MSBU Administrative Work		12/03/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72664	MSBU Administrative Work		12/05/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72664	MSBU Administrative Work		12/09/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72664	MSBU Administrative Work		12/17/2024	0.75	55.43	0.00	0.00	0.00		55.43
Administrative Time Total				16.75	1,237.83	0.00	0.00	0.00	0.00		1,237.87
	72664	MSBU Administrative Work		10/29/2024	3.25	240.18	0.00	0.00	0.00		240.18
MSBU Meeting Total				3.25	240.18	0.00	0.00	0.00	0.00		240.18
	72664	MSBU Administrative Work		10/29/2024	2.25	194.42	0.00	0.00	0.00		194.42
Work Order 72664 Total				22.25	1,672.42	0.00	0.00	0.00	0.00	0.00	1,672.47

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

12/31/2024

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			22.25	1,672.42	0.00	0.00	0.00	0.00	1,672.47
		Harbour Heights Waterway Unit Total			22.25	1,672.42	0.00	0.00	0.00		1,672.47

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

12/31/2024

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											
					22.25	1,672.42	0.00	0.00	0.00		1,672.47

Harbour Heights Waterway MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2019 - Sept. 30, 2024

	Actual FY2020	Actual FY2021	Actual FY2022	Actual FY2023	Adopted Budget FY2024	Actual FY2024
Beginning Balance	\$ 250,539	\$ 304,736	\$ 331,509	\$ 328,144	\$ 344,467	\$ 413,671
Revenues						
Assessments & Earnings						
Assessments	75,800	75,029	75,182	74,776	115,890	112,163
Interest	4,169	1,865	2,819	13,815	1,206	10,097
Interest Earnings-L.G.S.F.T.F.	-	-	-	-	-	10,844
Net Inc/(Decr) Fair Market Value-Investments	2,521	(1,821)	(6,298)	2,734	-	5,578
Interest-Tax Coll	-	-	-	-	-	85
Excess Fees /Tax Collector	-	452	414	405	-	489
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(5,795)	-
Grant & Subsidy Revenue						
Interfund Trf-Canal Maint	-	-	-	-	-	-
Loans & Borrowing						
Debt Proceeds	-	-	-	-	-	-
Total Revenue	\$ 82,490	\$ 75,525	\$ 72,117	\$ 91,731	\$ 111,301	\$ 139,255
Expenditures						
Contract Services						
Other Contractual Svcs	-	-	-	-	-	-
Drainage	-	-	-	-	-	-
Contract Services; other						
Survey	19,980	19,980	5,307	1,769	25,000	15,198
Navigational Trimming	4,650	9,950	19,450	-	50,000	26,700
Public Works Services						
Equip Repl Charges-PubWrks	-	-	-	3	256	33
Operating Exp-PubWrks	2,352	9,056	5,199	2,126	7,049	12,009
Internal Charges						
Central/Indirect Svcs	343	360	855	898	2,120	2,120
Purchased Services						
Postage	-	-	-	185	-	-
Printing & Binding	-	-	-	321	-	-
Advertising-Legal	-	-	-	-	-	-
Collection Fee-Tax Collector	969	960	951	902	2,318	1,145
Materials and Supplies						
Capital Outlay						
Debt Services						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Project Costs						
Harbour Heights Maint. Dredge						
Engineering	-	8,447	33,379	-	70,086	-
Dredging	-	-	-	-	199,931	-
Labor (not reported separate prior to FY23)	-	-	10,341	-	9,160	-
Total Expenditures	28,293	48,752	75,482	6,204	365,920	57,205
Reserves (Ending Fund Balance)	\$ 304,736	\$ 331,509	\$ 328,144	\$ 413,671	\$ 89,848	\$ 495,720
Reserve %	91.5%	87.2%	81.3%	98.5%	19.7%	89.7%

Date Prepared: 1/24/2025

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