MINUTES MANCHESTER WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, MAY 23, 2024

10:04 a.m. – 11:41 a.m. Centennial Park Recreation Center 1120 Centennial Blvd, Port Charlotte, Florida

Members Present: Dennis Peck, Chair

Kevin Peregoy, Vice Chair

Lamont Whims

Lee Phillips

Members Absent:

Wayne Harris

County Staff:

Erica LeMaster, Community Liaison DeWayne Nodine, Projects Manager

James Richardson, Projects Manager

Guests:

Sign in Sheet Attached

Call to Order / Roll Call:

The meeting was called to order at 10:04 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 February 22, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. <u>Update: Manchester Waterway Interior Dredge Project</u>: Mr. Nodine expressed the importance of completing a Pre Storm-Survey every year, so we have records for potential federal reimbursement. Discussion ensued regarding concerns at marker 9. The group expressed that currently the area is okay since we are getting into the summer months but poses a problem during the winter months. Discussion ensued regarding the most current dredge bids that came in at \$161.00 per cubic yard. Discussion ensued regarding anchoring at the point expressing that the channel is being blocked and poses a hazard. The group expressed a need for an interior dredge. Discussion ensued regarding Kelly's brothers the most recent dredge contractor that was chosen for a different dredge project. Mr. Nodine advised the group that he is looking at possibilities to combine dredge projects with hopes of receiving lower bids. Mr. Whims motioned to move forward with the interior dredge project with hopes to combine the project with another project for cost savings.
- b. Additional Slow Speed Minimum Wake Signage: Mr. Richardson provided an update that all day boards have been installed on the front and back of the pilings at markers 26, 28B, 30A, and 30B. The group discussed the possibility of installing slow wake signs on the bridges and Ms. LeMaster advised that currently that wouldn't be a possibility. Mr. Richardson will research this further and provide an update.

New Business:

- a. <u>Financial Reports</u>: The fiscal year (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.
- b. <u>Marine Markers</u>: The group expressed concerns regarding marker placements. Mr. Richardson informed the group that upon completion of the next Bathymetric Survey we can use the results and coordinates for permitting to relocate the pilings to their most up to date coordinated locations.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 10:00 a.m., at the Centennial Park Recreation Center as follows:

- Wednesday August 29, 2024
- Wednesday October 10, 2024

The meeting adjourned at 11:13 a.m.

Submitted by Erica LeMaster Public Works Department

Chair Signature

Minutes - Manchester WW 05.23.2024

AGENDA MANCHESTER WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING THURSDAY, MAY 23, 2024

10:00 a.m., Centennial Park Recreation Center 1120 Centennial Blvd, Port Charlotte, Florida

BOARD MEMBERS:

Dennis Peck, Chair

Kevin Peregoy, Vice-Chair

Wayne Harris Lamont Whims

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: February 22, 2024
- 5. Unfinished Business
 - a. Update: Manchester Waterway Interior Dredge Project
 - b. Update: Slow Speed/ Minimum Wake Signage
- 6. New Business
 - a. Financial Reports
 - b. Marine Markers
- 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

MANCHESTER 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:

- 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 XIII. - MANCHESTER WATERWAY BENEFIT UNIT, Sec. 4-7-264. - Purpose.

The purpose of this unit is to provide for the dredging, maintenance, clearing, marking for navigational purposes, and providing of safety devices in the Manchester Waterway System. The purpose of this unit shall not include the maintenance of seawalls.

Summary

Current Rate: \$50 Max Rate: \$205.13

The FY23 completed work program included all internal maintenance and administrative costs. Professional services included engineering for dredging.

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

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.

Manchester Waterway MSBU Fund Financial Report Oct. 1, 2023 - Dec. 31, 2023

		Adopted			
	Actual FY2023	Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$901,690	\$931,546	\$991,903		
Revenues Assessments & Earnings Grant & Subsidy Revenue Loans & Borrowing Total Revenue	147,455 - - - \$147,455	200,040 - - \$200,040	148,404 - - \$148,404	Y	
Expenditures Contract Services Survey Navigational Trimming Public Works Services Internal Charges Purchased Services Materials and Supplies Capital Outlay Debt Services	3,700 2,569 1,657	20,750 50,000 9,227 939 3,924 - -	- - - 370 939 2,679 - - -		20,750 50,000 8,858 - 1,245 - -
Project Costs Manchester WW Maint Dredging	49,316	861,312	259	103,300	757,753
Total Expenditures	\$57,242	\$946,152	\$4,246	\$103,300	\$838,606
Reserves (Ending Fund Balance)	\$991,903	\$185,434	\$1,136,060		
Reserve %	94.5%	16.4%	99.6%		

Date Prepared: 1/18/2024

Manchester Waterway MSBU Fund Financial Report Oct. 1, 2023 - Mar. 31, 2024

		Adopted			
*	Actual FY2023	Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$901,690	\$931,546	\$991,903		
Revenues Assessments & Earnings Grant & Subsidy Revenue Loans & Borrowing Total Revenue	147,455 - - - \$147,455	200,040 - - - \$200,040	192,913 - - - \$192,913		
Total Nevenue	Ψ147,433	Ψ200,040	ψ192,913		
Expenditures Contract Services Survey Navigational Trimming Public Works Services Internal Charges Purchased Services Materials and Supplies Capital Outlay Debt Services	3,700 2,569 1,657	20,750 50,000 9,227 939 3,924 - - -	- 2,014 939 3,344 - -	- - - - - - - - -	- 20,750 50,000 7,213 - 580 - -
Project Costs Manchester WW Maint Dredging	49,316	861,312	4,259	99,300	757,753
Total Expenditures	\$57,242	\$946,152	\$10,556	\$99,300	\$836,296
Reserves (Ending Fund Balance)	\$991,903	\$185,434	\$1,174,261		
Reserve %	94.5%	16.4%	99.1%		

Date Prepared: 4/2/2024

Manchester Waterway Benefit Unit Project Work Order 42333 Total Lubor Lubor Lubor Lubor Lubor Clubor Core (Core Accord) York Order Accord) Total 4.2323 GIS Update Location Lubor 1.40 or 0.50 0.00 0.00 0.00 36.56 Vorsi Accordinates Total COSH 32724 0.50 36.56 0.00 0.00 0.00 36.56 Avera Cores Avera Cores Avera Cores 0.50 36.56 0.00 0.00 0.00 36.56 Avera Cores MSSU Administrative Work CORES 0.25 36.56 0.00 0.00 0.00 0.00 0.00 36.56 36.56 0.00	Monthly	Monthly Funding Report	Report	START DATE:	01/01/2024	END DATE:	03/	03/31/2024					Page 1 of 3
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Mancheste	Manchester Waterway Benefit Unit	Benefit Unit										
Project	WO Number	WO Description	Location		Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor	Work Accomp	Total Cost
	20063	MSBU Administrative Work	ve Work		03/26/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20063	MSBU Administrative Work	ve Work		03/27/2024	0.50	36.95	0.00	0.00	0.00		36.95
				Administrative Time Total	_	22.75	1,681.23	00.00	0.00	0.00		1,681.26
	20063	MSBU Administrative Work	ve Work		02/22/2024	3.50	258.65	0.00	0.00	0.00		258.65
				MSBU Meeting Total	' _	3.50	258.65	0.00	0.00	0.00		258.65
	20063	MSBU Administrative Work	ve Work		02/22/2024	2.00	147.80	00:00	0.00	0.00		147.80
				MSBU Minutes Total	_	2.00	147.80	0.00	0.00	0.00		147.80
	Work Order	Work Order 20063 Total			1	28.50	2,106.15	0.00	0.00	0.00	0.00	2,106.19
		MSBU Administrative Work Total	tive Work Total		•	28.50	2,106.15	0.00	0.00	0.00	0.00	2,106.19
			Manchester	Manchester Waterway Benefit Unit Total	_	29.00	2,143.10	0.00	0.00	0.00		2,143.14
					•							

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03/31/2024

END DATE:

01/01/2024

START DATE:

Monthly Funding Report

Total Cost	2,143.14
Work Accomp	
Contractor Cost	0.00
Equip. Cost	0.00
Materials Cost	0.00
Labor Cost	2,143.10
Labor Hours	29.00
Date Worked	
	eported
Location	Grand totals for all MSBUs reported
WO Description	Grand totals for all MSBUs r
WO WO Project Number Description Location	Grand totals for all MSBUs r

Page 3 of 3

03/31/2024

END DATE:

01/01/2024

START DATE:

Monthly Funding Report



Manchester Waterway Municipal Service Benefit Unit

Advisory Board Meeting Attendance Thursday, May 23, 2024

Location: Centennial Park Recreation Center

INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

NAME (please print)	Email Address	Phone Number
Matt Logan	Matthew.Logan@charlottecountyfl.gov	
Erica LeMaster	Erica.LeMaster@charlottecountyfl.gov	941.575.3626
DeWayne Nodine	DeWayne.Nodine@charlottecountyfl.gov	
LAMONT WHIMS	Lwhins Q. Ya Hoo. Com	313-300-4787
Kevin Peregoy	laurers office exchoo. con	240 - 299 - 9998
Deni Perk	bdselahla bdon: ling. com	941-466-8542
James Richards	Court	911 -
	-	