

**MINUTES
PIRATE HARBOR WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, NOVEMBER 7, 2024**

**10:33 a.m. – 12:16 p.m.
Punta Gorda Charlotte Library
401 Shreve St, Punta Gorda, Florida**

Members Present: Robert DiMuzio, Chair
Chuck Falesch, Vice Chair
George Herl
Phillip Smallwood
John Schwind

Members Absent: None

County Staff: Erica LeMaster, Community Liaison
DeWayne Nodine, Projects Manager

Guests: Sign in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 10:33 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 August 22, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Interior Dredge Project: Mr. Grady Timmins with Coastal Engineering was present to speak on mangrove removal, bathymetric surveys, and dredging. Discussion ensued regarding the process to remove mangroves, and Mr. Timmins explained that mangroves are protected and the extensive permitting process, stressing that all avenues of avoidance have been pursued before being considered to qualify for mangrove removal. The conversation continued to discuss the interior dredge project focusing on storm impacts causing a change to the current depths and if an updated survey is needed. The proposed project map was displayed for the group and discussion arose regarding the dredge parameters for Cotton Key. The group had concerns regarding dredging of that area and if this island will continue to migrate south if we begin dredging this location. The group discussed a need to reassess the basis of the project with consideration of the recent storms, and after extensive discussion Mr. Smallwood made a motion to proceed with completing the fiscal year (FY) 2025 survey as soon as possible to include Global Positioning System (GPS) locations of navigational markers before moving forward with the dredge project seconded by Mr. Falesch and passed unanimously. It was stressed that the current county wide permit expires in January, and although we may qualify for

TIMMONS WILL ADVISE.

an extension due to the recent storms, we need to be conscious of time requirements for this project.

- b. Sea Grass Mitigation Monitoring: Mr. Timmins advised that we have just completed our fifth-year monitoring survey, although he hasn't reviewed the results, he speculates that we have not met the qualifications. Mr. Timmins stated that he will meet with agencies again to discuss how to move forward, making sure to point out the added nutrients due to past storms that have made it difficult to meet qualifications. The group discussed their efforts to fulfill these requirements and their belief that they should be exempt from future permit and funding requirements. Mr. Timmins explained in detail the requirements of both the Federal Government and the State Government and the need to satisfy both entities and discussed the mitigation plan and the control site vs. the mitigation site. The group discussed the possibility of other options when seagrass mitigation fails.
- c. Marine Markers: The group discussed marine markers 4a-8 and requested these be relocated for proper placement. Ms. LeMaster reminded the group that marine marker placement can be included in the next survey to receive proper GPS locations.
- d. Assessment Rate Increase: The group discussed a need to raise the assessment rate not to exceed the maximum rate for FY 2026. Discussion ensued regarding the benefit of a raised assessment rate to help fund future dredge projects.
- e. Water Quality Monitoring: Discussion ensued regarding funding of the testing location on Jean La Fitte Boulevard. Ms. LeMaster advised that this will be revisited at a later date.
- f. Financial Reports: The FY 2024 quarter four actual expenditure and activity maintenance reports were provided for review. The FY25 Adopted Budget was provided. The Board had no questions at this time.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

Discussion ensued regarding hurricane waterway debris. Ms. LeMaster referenced the state website to report waterway debris at www.Floridadebriscleanup.com.

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 10:30 a.m., at the Punta Gorda Charlotte Library as follows:

- Wednesday, February 5, 2025
- Wednesday, August 13, 2025
- Wednesday, October 22, 2025
- Thursday, December 4, 2025

The meeting adjourned at 12:16 p.m.

Submitted by Erica LeMaster
Public Works Department

**AGENDA
PIRATE HARBOR WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, NOVEMBER 7, 2024**

**10:30 a.m. Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: Robert DiMuzio, Chair
Chuck Falesch, Vice-Chair
George Herl
Phillip Smallwood
John Schwind

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: August 22, 2024
5. Approval of Meeting Schedule: FY2025
6. Unfinished Business
 - a. Interior Dredge Project
 - b. Sea Grass Mitigation Monitoring
 - c. Marine Markers
 - d. Assessment Rate Increase
 - e. Water Quality Monitoring
7. Citizen Input on Agenda Items (3-Minute Limit)
8. New Business
 - a. Financial Reports
9. Advisory Board Open Discussion
10. Citizen Input on MSBU Items (3-Minute Limit)
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Pirate Harbor Waterway MSBU

Fund Financial Report

Oct. 1, 2023 - Sept. 30, 2024

Unaudited as of 9.30.24

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$233,048	\$288,850	\$324,772		
Revenues					
Assessments & Earnings	119,478	105,028	120,230		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	391,000	-		
Total Revenue	\$119,478	\$496,028	\$120,230		
Expenditures					
Contract Services	-	-	-	19,507	(19,507)
Survey	-	25,000	11,408	7,511	6,082
Navigational Trimming	-	-	-	-	-
Public Works Services	3,459	7,305	5,087	-	2,218
Internal Charges	1,637	1,984	1,984	-	-
Purchased Services	14,997	17,191	15,838	20,056	(18,703)
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	15,610	-	-	15,610
Project Costs					
Pirate Harbor Dredging FY23	7,661	457,824	3,139	84,330	370,355
Total Expenditures	\$27,754	\$524,914	\$37,456	\$131,404	\$356,055
Reserves (Ending Fund Balance)	\$324,772	\$259,964	\$407,547		
Reserve %	92.1%	33.1%	91.6%		

Date Prepared: 10/7/2024

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

07/31/2024

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Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Comp	Total Cost
	57900	Contract Management - Waterways		07/02/2024	0.25	21.60	0.00	0.00	0.00		21.60
	57900	Contract Management - Waterways		07/12/2024	0.25	21.60	0.00	0.00	0.00		21.60
	Work Order 57900 Total				0.50	43.21	0.00	0.00	0.00	0.00	43.20
	Contract Management - Waterways Total										
	20073	MSBU Administrative Work		10/10/2023	0.50	36.95	0.00	0.00	0.00	0.00	36.95
	20073	MSBU Administrative Work		10/20/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		10/24/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		10/25/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		11/06/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		11/14/2023	2.00	147.80	0.00	0.00	0.00		147.80
	20073	MSBU Administrative Work		11/15/2023	4.00	295.60	0.00	0.00	0.00		295.60
	20073	MSBU Administrative Work		11/21/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		11/28/2023	2.00	147.80	0.00	0.00	0.00		147.80
	20073	MSBU Administrative Work		12/01/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		12/12/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		01/03/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		01/09/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		01/11/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		01/16/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		01/18/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		01/19/2024	1.00	73.90	0.00	0.00	0.00		73.90

Monthly Funding Report

START
DATE:

10/01/2023

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07/31/2024

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Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	20073	MSBU Administrative Work		01/29/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		01/30/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		02/01/2024	10.00	739.00	0.00	0.00	0.00		739.00
	20073	MSBU Administrative Work		02/08/2024	4.50	332.55	0.00	0.00	0.00		332.55
	20073	MSBU Administrative Work		02/09/2024	2.50	184.75	0.00	0.00	0.00		184.75
	20073	MSBU Administrative Work		02/20/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		02/27/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		03/12/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		03/18/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		03/27/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20073	MSBU Administrative Work		04/02/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		04/09/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		04/16/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20073	MSBU Administrative Work		04/18/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		04/25/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		04/30/2024	2.50	184.75	0.00	0.00	0.00		184.75
	20073	MSBU Administrative Work		05/02/2024	2.75	203.23	0.00	0.00	0.00		203.23
	20073	MSBU Administrative Work		05/06/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		05/07/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20073	MSBU Administrative Work		06/19/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		06/26/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		07/09/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		07/16/2024	1.25	92.38	0.00	0.00	0.00		92.38

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

07/31/2024

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Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	20073	MSBU Administrative Work		07/23/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		07/31/2024	0.50	36.95	0.00	0.00	0.00		36.95
		Administrative Time Total									
	20073	MSBU Administrative Work		11/15/2023	2.50	184.75	0.00	0.00	0.00		184.75
	20073	MSBU Administrative Work		02/08/2024	2.75	203.23	0.00	0.00	0.00		203.23
	20073	MSBU Administrative Work		05/02/2024	2.50	184.75	0.00	0.00	0.00		184.75
		MSBU Meeting Total									
	20073	MSBU Administrative Work		11/15/2023	2.00	147.80	0.00	0.00	0.00		147.80
		MSBU Minutes Total									
	20073	MSBU Administrative Work		03/04/2024	0.25	18.48	0.00	0.00	0.00		18.48
		Work Order 20073 Total									
					68.25	5,043.68	0.00	0.00	0.00	89.25	5,043.74
		MSBU Administrative Work Total									
	2862	Project Management		10/11/2023	0.25	21.60	0.00	0.00	0.00		21.60
	2862	Project Management		01/16/2024	0.50	43.21	0.00	0.00	0.00		43.21
	2862	Project Management		04/10/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2862	Project Management		04/17/2024	1.50	129.62	0.00	0.00	0.00		129.62
	2862	Project Management		04/18/2024	4.00	345.64	0.00	0.00	0.00		345.64
	2862	Project Management		04/23/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2862	Project Management		04/29/2024	6.50	561.67	0.00	0.00	0.00		561.67
	2862	Project Management		04/30/2024	4.50	388.85	0.00	0.00	0.00		388.85
	2862	Project Management		05/02/2024	2.00	172.82	0.00	0.00	0.00		172.82

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Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
cmd2202 - Pirate Harbor Dredging FY23	2862	Project Management	Pirate Harbor WW Dredge	05/03/2024	1.50	129.62	0.00	0.00	0.00		129.62
	2862	Project Management		05/07/2024	0.25	21.60	0.00	0.00	0.00		21.60
	2862	Project Management		05/08/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2862	Project Management		05/10/2024	0.50	43.21	0.00	0.00	0.00		43.21
	2862	Project Management		05/13/2024	1.50	129.62	0.00	0.00	0.00		129.62
	2862	Project Management		05/20/2024	2.00	172.82	0.00	0.00	0.00		172.82
	2862	Project Management		07/01/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2862	Project Management		07/03/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2862	Project Management		07/26/2024	0.25	21.60	0.00	0.00	0.00		21.60
	2862	Project Management		07/29/2024	0.50	43.21	0.00	0.00	0.00		43.21
	2862	Project Management		05/10/2024	1.00	93.20	0.00	0.00	0.00		93.20
	2862	Project Management		11/15/2023	1.00	93.20	0.00	0.00	0.00		93.20
	2862	Project Management		11/15/2023	1.50	129.62	0.00	0.00	0.00		129.62
	2862	Project Management		11/15/2023	1.50	129.62	0.00	0.00	0.00		129.62
	2862	Project Management		11/15/2023	1.50	129.62	0.00	0.00	0.00		129.62
	2862	Project Management		11/15/2023	1.50	129.62	0.00	0.00	0.00		129.62
Work Order 2862 Total											
Pirate Harbor WW Dredge											
Project Management Total											
Pirate Harbor Waterway Unit Total											
8,226.14											

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

07/31/2024

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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											
					105.00	8,226.03	0.00	0.00	0.00		8,226.14

Pirate Harbor Waterway MSBU

Adopted 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	Adopted FY2025	Changes FY2025
327,000	326,000	(1,000)
\$ 335.00	\$ 335.00	\$ -
\$ 335.00		
\$ 828.25		

Beginning Balance

Revenues

Assessments & Earnings

Assessments

Interest

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

Net Inc/(Decr) Fair Market Value-Investments

Interest-Tax Coll

Misc Rev

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

Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
\$ 259,964	\$ 357,939	\$ 97,975
109,545	109,210	(335)
910	1,253	343
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
(5,523)	(5,524)	(1)
-	-	-
-	391,000	391,000
\$ 104,932	\$ 495,939	\$ 391,007
-	-	-
-	-	-
25,000	25,000	-
-	-	-
256	256	-
7,049	7,049	-

Expenditures

Contract Services

Engineering

Other Contractual Svcs

Contract Services; other

Survey

Navigational Trimming

Public Works Services

Equip Repl Charges-PubWrks

Operating Exp-PubWrks

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
Internal Charges			
<i>Central/Indirect Svcs</i>	2,083	1,389	(694)
Purchased Services			
<i>Admin Svcs-PubWrks</i>	-	-	-
<i>Reimb-Aquatic Weed Chrgs</i>	15,000	15,000	-
<i>Advertising-Legal</i>	-	-	-
<i>Collection Fee-Tax Collector</i>	2,191	2,185	(6)
Materials and Supplies			
Capital Outlay			
<i>Imprv-Other Than Bldgs</i>	-	-	-
Debt Services			
<i>Principal</i>	78,200	78,200	-
<i>Interest</i>	12,728	28,338	15,610
<i>Other Debt Service Costs</i>	-	-	-
Project Costs			
<i>Pirate Harbor Dredging FY23</i>			
<i>Engineering</i>	-	85,590	85,590
<i>Dredging</i>	-	350,000	350,000
<i>Labor</i>	-	14,930	14,930
Total Expenditures	142,507	607,937	465,430
Reserves (Ending Fund Balance)	\$ 222,389	\$ 245,941	\$ 23,552
<i>Reserve %</i>	60.9%	28.8%	

Version Date

9/6/2024

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2025

Project Costs (in thousands)

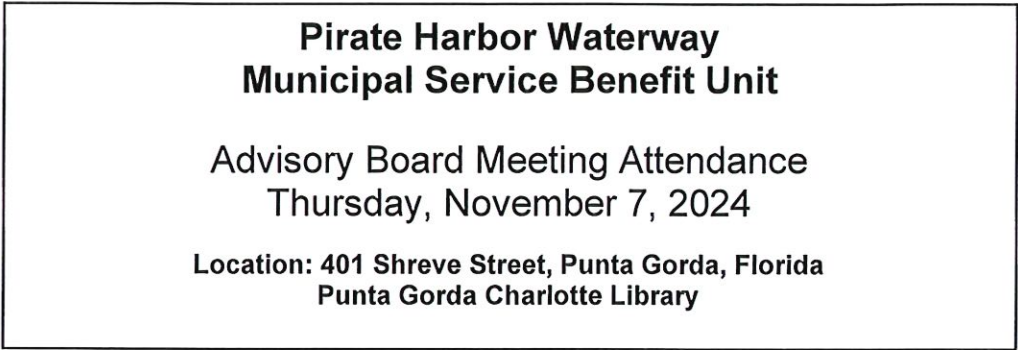
<u>Project Name</u>	2025	2026	2027	2028	2029	2030	TOTAL
Alligator Creek - Entrance Channel	400	0	0	0	0	0	400
Buena Vista/Edgewater North WW Maintenance Dredging	472	0	0	0	0	0	472
Don Pedro/Knight/Palm Island Re-nourishment	502	121	127	0	0	0	750
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	55	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	8	0	0	0	0	0	8
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	8,414	4,786	680	31,930	841	4,492	51,144

Adopted CIP 9/24/2024

Charlotte County

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

<u>MSBU / MSTU Fund Name</u>	<u>Type of Dredge</u>	<u>Year Last Dredged</u>	<u>Dredging cycle/est. useful life</u>	<u>Planned Dredging Year</u>
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

[illegible]