

**MEETING MINUTES**  
**NORTHWEST PORT CHARLOTTE WATERWAY ADVISORY BOARD**  
**December 3, 2015 – Regular Meeting**  
**2:00 p.m. - Building Construction Services Conference Room**

**Attendees:** Paul Elliot, Mark Fitzpatrick, and Ron Larrivee

**Absent:** Roger Larson and Joseph Fabini

**County:** Kelly Louttit, Chuck Mopps, Jason Ouimet, Mike Dallenbach and Judith Nothdurft

**Guests:** Sign-in sheet attached

The meeting was called to order at 2:02 p.m. A roll call was taken that established a quorum was present.

**Changes to the Agenda:** Mr. Larrivee motioned to add the Hunt's dock, vertical clearance gauge and as built survey discussions to the agenda, seconded by Mr. Elliott and the motion passed unanimously.

The minutes from October 14, 2015 were unanimously approved as written.

**Ord. 2015-045 County-wide Standard for MSBUs& MSTUs:** Ms. Nothdurft reviewed the new ordinance changes pertaining to MSBU Advisory Boards.

**Election of Chair/Vice Chair:** Mr. Elliot nominated Mr. Fitzpatrick for Chairman and Mr. Fitzpatrick accepted the position. Mr. Larrivee nominated Mr. Elliott for Vice Chairman and Mr. Elliott accepted the position.

**Roberts Rules of Order/Sunshine Law:** The Advisory Board viewed a previously recorded presentation by the County Attorney on the Sunshine Law and Robert's Rules of Order and signed the acknowledgement form.

**Citizen Input on Agenda Items: (3 Minute Limit)**

- None

**Unfinished Business:**

- **New Channel Markers** - Mr. Ouimet stated Pinnacle Marine is the new piling contractor and provided the following update:
  - ✓ **Marker #19** - Marker #19 has been moved.
  - ✓ **Marker #8 leaning** - Marker #8 has been fixed and removal of existing PVC pipe was discussed.
  - ✓ **Marker #11 to be removed** - Marker #11 has been removed.
  - ✓ **Installation of renumbered day boards** - day boards have been renumbered and installed.
- **Street signs on bridges** - Mr. Ouimet advised Public Works would only be able to install street signs on the first two bridges due to height restrictions. Mr. Fitzpatrick motioned to add 9 by 36 inch green and white Street signs to the Venus and Cheshire bridges, seconded by Mr. Elliott and the motion passed unanimously. Mr. Koons will have to approve the installation of the signs.
- **Waterway signs for Apollo, Venus, and Cheshire** - Mr. Ouimet stated signs will be installed and funding will come from Marine Advisory Committee. Mr. Fitzpatrick motioned to add black and white signs at the entrances of Apollo, Venus, and Cheshire Waterways; seconded by Mr. Elliott and the motion passed unanimously.

- Waterway Brush Cutting locations/ Map review - Mr. Mopps stated brush cutting locations are still needed from the Advisory Board. Item will be tabled until next meeting.
- Bathometric Survey - Mr. Larrivee motioned to add discussion on the bathometric survey, seconded by Mr. Elliott and the motion passed unanimously. Mr. Mopps developed the scope of work and map for the bathometric survey project, which is currently in Purchasing.

**New Business:**

- Hunt's dock: Ms. Nothdurft conveyed a member of the NW Port Charlotte S&D MSBU Advisory Board reported the dock is causing a navigational hazard. Mr. Ouimet will contact Code Enforcement.
- Vertical Clearance Gauge: Mr. Mopps suggested having vertical clearance gauges installed at each of the bridges as well as determining the width of each waterway within Charlotte County. Item will be discussed at the next budget cycle.
- As-Built Survey: Mr. Larrivee stated an as-built survey for the dredging is needed by the Coast Guard Auxiliary to include the information in a boaters guide. Mr. Larrivee will provide the contact information to Ms. Nothdurft and Mr. Mopps.
- Financial History / 12 Month Actual FY2014-15 - The financial history was provided to the advisory board for discussion and review.
- Activity Report 10/1/15-11/24/15 – The activity report was provided for the advisory board review and discussion.

**Citizen Input on MSBU Related Items: (3 Minute Limit)**

- none

**Advisory Board members open discussion:**

- none

**Agenda items for next meeting:**

- Marker update
- Street sign on bridges
- Brush cutting
- Survey
- Hunts Dock

The next meeting is scheduled for Wednesday, March 16, 2016 at 9:00 a.m. in the Building Construction Services Conference Room.

The meeting was adjourned at 3.17 p.m.

Submitted by:

Kelly Louttit

Public Works Department

