

**MINUTES
WEST CHARLOTTE STORMWATER UTILITY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD SPECIAL MEETING
WEDNESDAY, APRIL 5, 2023**

9:30 a.m. – 10:08 a.m.

**Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Benjamin Sinclair, Chair
Hank Killion, Vice Chair
Geoffrey Norton
John House

Members Absent: Mario Audia, apologies received

County Staff: Kimberly Kelley, Community Liaison

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

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

None

Unfinished Business:

- a) FY24/25 Preliminary Budget/Rate Assessment: Ms. Kelley provided two rate assessment scenarios. The first option would raise the rate to the Advisory Board recommendation of \$75.00 however, in fiscal year 2026, the rate would need to be re-evaluated and an increase would be needed again. The second option is to raise the assessment rate to \$125.00 and the rate should stay consistent until it is re-evaluated in 2033. The Advisory Board discussed projects, future pipe lining, raising the rate incrementally versus one-time, water quality testing and public hearing costs/postage. Mr. Sinclair motioned to increase the rate to \$125, seconded by Mr. Killion and it was unanimously approved.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Sinclair mentioned including the Sioux waterway into the canal sediment removal program.

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at the West County Annex Conference Room as follows:

- Wednesday, May 10, 2023, 9:30 a.m.
- Wednesday, August 23, 2023, 9:30 a.m.
- Wednesday, November 15, 2023, 9:30 a.m.

Submitted by Kimberly Kelley
Public Works Department



Chair Signature

5/10

Date



West Charlotte Stormwater Utility
Municipal Service Benefit Unit
Special Meeting
 Advisory Board Attendance
 9:30 a.m., Wednesday, April 5, 2023

 Location: West County Annex
 6868 San Casa Drive, Punta Gorda, FL 33950

**INFORMATION SUPPLIED ON THIS FORM
BECOMES PUBLIC RECORD**

NAME (please print)	Email Address	Phone Number
Kimberly Kelley	Kimberly.Kelley@CharlotteCountyFL.gov	575-3613
GEOFF NOKROU	oilsactually@gmail	941-525-8900
Benjamin Sinclair	Sinclair.Benjamin@gmail	815 3842
Anne Kilburn	A.Kilburn@connecticut	941-697-3415
JOHN HOUSE	drabode@aol.com	941 697-8030

AGENDA

WEST CHARLOTTE STORMWATER UTILITY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD SPECIAL MEETING WEDNESDAY, APRIL 5, 2023

9:30 a.m., Mac V. Horton, West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Benjamin Sinclair, Chair
Hank Killion, Vice-Chair
Geoffrey Norton
John House
Mario Audia

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Citizen Input on Agenda Items (3-Minute Limit)
3. Unfinished Business
 - a. FY24/25 Preliminary Budget/Rate Assessment
4. Citizen Input on MSBU Items (3-Minute Limit)
5. Advisory Board Open Discussion
6. Meeting Schedule / Items for Next Agenda
7. Motion to Adjourn

West Charlotte Stormwater District MSBU
Preliminary 2 Year Budget
FY2024 & FY2025

Estimated Acres and Cost per Acre

	FY2024	FY2025
Vacant		
<i>Estimated Acres</i>	13,141.971	\$ 13,141.97
<i>Cost per Acre</i>	\$ 45.46	\$ 45.46
Occupied		
<i>Estimated Acres</i>	10,954.176	\$ 10,954.18
<i>Cost per Acre</i>	\$ 50.00	\$ 50.00
Current FY23 Vacant Rate	\$ 45.46	
Current FY23 Occupied Rate	\$ 50.00	
Current Maximum Rate	\$ 50.00	

Beginning Balance

	Preliminary Budget FY2024	Preliminary Budget FY2025
	\$ 4,220,379	\$ 600,626

Revenues

Assessments & Earnings		
<i>Assessments</i>	1,145,143	1,145,143
<i>Interest</i>	14,772	2,103
<i>Less 5% Reserve - FS 129.01(2)b</i>	(57,996)	(57,363)
Grant & Subsidy Revenue		
<i>State Grant-P/E Strmwtr Mgmt</i>	-	-
<i>Grants from Oth Govts-SWFWMD</i>	-	-
Loans & Borrowing		
Total Revenue	\$ 1,101,919	\$ 1,089,883

Expenditures

Contract Services		
<i>Engineering</i>	-	-
<i>Other Professional Svcs</i>	-	-
<i>Other Contractual Svcs</i>	75,000	20,000
<i>Concrete Flatwork</i>	5,000	5,000
<i>Sod Installed</i>	250,000	250,000
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	30,320	31,230
Contract Services; other		
<i>Pipe Lining</i>	1,000,000	1,000,000
<i>Water Quality Monitoring</i>	82,000	82,000
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	497,803	497,803
<i>Operating Exp-PubWrks</i>	1,402,991	1,402,991
<i>Road & Bridge Materials</i>	206,324	215,702

	Preliminary Budget FY2024	Preliminary Budget FY2025
Internal Charges		
<i>Central/Indirect Svcs</i>	17,505	18,229
Purchased Services		
<i>Postage</i>	-	-
<i>Admin Svcs-PubWrks</i>	-	-
<i>Personal Svcs-InterDept</i>	-	-
<i>Reimb-Aquatic Weed Chrgs</i>	325,000	325,000
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	1,500	1,500
<i>Collection Fee-Tax Collector</i>	22,903	22,903
Materials and Supplies		
<i>Educational Expenses</i>	-	-
Capital Outlay		
<i>Land Acquisition</i>	-	-
<i>ROW Acquisition</i>	-	-
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>Natl Pollution Discharge Elimination</i>		
<i>Engineering</i>	16,667	16,667
<i>Construction</i>	-	-
<i>Labor</i>	25,000	25,000
<i>Canal Sediment Removal-West County</i>		
<i>Engineering</i>	100,000	100,000
<i>Construction</i>	500,000	500,000
<i>Labor</i>	20,000	20,000
<i>TMDL (Total Max. Daily Load Program)</i>		
<i>Engineering</i>	133,334	-
<i>Construction</i>	-	-
<i>Labor</i>	5,325	-
<i>SGC WW Lock Repair</i>		
<i>Engineering</i>	5,000	5,000
<i>Construction</i>	-	-
<i>Labor</i>	-	-
Total Expenditures	4,721,672	4,539,025
Reserves (Ending Fund Balance)	\$ 600,626	\$ (2,848,516)
<i>Reserve %</i>	11.3%	-168.5%

Version Date 2/10/2023

FY2024 Capital Improvements Budget / FY 2024 - FY 2029 Project Detail										Project No. c392002							
GENERAL PROJECT DATA:		Status	In Progress	CONCURRENCY REQUIREMENTS		(Y/N)		PROJECT NEED		PROJECT SCHEDULE							
Project Title:		Canal Sediment Removal-West County		Does project add new capacity?		Yes/No		Design/Arch		FY24	FY25	FY26	FY27	FY28	FY29		
Functional Area:		Stormwater		Is project required to maintain level of service:		Yes/No		Land/ROW		1	2	3	4	1	2	3	4
Department:		Public Works/Engineering		- Within 5 years? List project in CIE		Yes/No		Construct		1	2	3	4	1	2	3	4
Location:		West County		- From 6 to 10 years? Monitor Annually		Yes/No		Equipment		1	2	3	4	1	2	3	4
PROJECT DESCRIPTION:										PROJECT RATIONALE (include Additional LOS Detail, if necessary):							
This project will provide for the engineering design and construction for the sediment removal, nutrient removal and vegetation removal in order to maintain positive drainage in the West County upland canals.										The canals included in this project were originally dredged approximately 60 years ago. Over the years, sediment has built up in the canals which contain nutrients that degrade the water quality as well as take up vital storage for stormwater runoff. This project will regrade the canals to their original design capacity and it is anticipated that by removing the nutrient rich sediment will improve water quality. The County is working with the FDEP in order to use this project to mitigate for any future TMDL that might be imposed upon these canals.							
OPERATING BUDGET IMPACT:										REPLACEMENT COUNTY PROPERTY NO.:							
There are no additional operating impacts associated with this project.										Proposed Canals: Claremont WW Butterford WW Newgate WW Blueberry Lake March WW Seamist WW Memorial WW Mighty Rotonda River Rotonda Canals							
		Prior Actual	Est FY23	Orig. Est c/o FY24	New \$ FY24	FY24	FY24	FY25	FY26	FY27	FY28	FY29	FUTURE	Total			
EXPENDITURE PLAN (000'S)																	
Design/Arch/Eng		12		100	98	-98	100	100	100	100	100	100	100	612			
Land (or ROW)				500	500	-500	500	500	500	500	500	500	500	3,000			
Construction		12		20	18	-18	20	20	20	20	20	20	20	132			
Internal Costs																	
Equipment																	
Interest																	
Other Fees & Costs																	
Total Project Cost		23		620	617	-617	620	620	620	620	620	620	620	3,743			
FUNDING PLAN (000'S)																	
MSBU/TU Assessments		23		620	617	-617	620	620	620	620	620	620	620	3,743			
Total Funding		23		620	617	-617	620	620	620	620	620	620	620	3,743			
LOAN REPAYMENT SCHEDULE (000'S)																	
Total Loan Repayment																	
Personal Svc.																	
Non-personal Capital																	
Total Operating																	
ANNUAL OPERATING BUDGET IMPACT (000'S)																	
Total Operating																	

West Charlotte Stormwater MSBU
 10-year Projection Maintenance Schedule - \$75
 rate
 as of 3.15.23

	Budget FY2023	Estimated FY2023	Planned FY2024	75.00 FY24 Rate Planned FY2025	Projected FY2026	Projected FY2027	Projected FY2028	Projected FY2029
BEGINNING BALANCE	\$ 4,019,077	\$ 6,370,252	\$ 4,381,101	\$ 2,459,737	\$ 716,598	\$ (996,606)	\$ (2,728,174)	\$ (4,480,226)
OPERATING REVENUES								
Assessments & Earnings	1,099,680	1,123,192	1,719,111	1,712,723	1,742,862	1,740,429	1,740,429	1,740,429
External Borrowing								
Total Revenue	\$ 1,099,680	\$ 1,123,192	\$ 1,719,111	\$ 1,712,723	\$ 1,742,862	\$ 1,740,429	\$ 1,740,429	\$ 1,740,429
OPERATING EXPENDITURES								
Pipe Lining	1,750,000	1,750,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Water Quality	107,309	103,890	125,000	125,000	125,000	125,000	125,000	125,000
Other Operating Expenditures	1,141,344	1,258,452	1,718,828	1,669,196	1,669,399	1,685,330	1,705,815	1,726,311
Projects								
Nat'l Pollution Discharge Elimination	45,001	-	38,334	41,667	41,667	41,667	41,667	41,667
Total Maximum Daily Load Program	138,657	-	138,659	-	-	-	-	-
Canal Sediment Removal-West County	620,393	-	619,654	620,000	620,000	620,000	620,000	620,000
South Gulf Cove WW Lock Split Funded								
Total Expenditures	\$ 3,802,704	\$ 3,112,342	\$ 3,640,475	\$ 3,455,863	\$ 3,456,066	\$ 3,471,997	\$ 3,492,482	\$ 3,512,978
RESERVE (ENDING FUND BALANCE)	\$ 1,316,053	\$ 4,381,101	\$ 2,459,737	\$ 716,598	\$ (996,606)	\$ (2,728,174)	\$ (4,480,226)	\$ (6,252,775)
	25.7%	58.5%	40.3%	17.2%	0.0%	0.0%	0.0%	0.0%

Reserve %

Notes:

- Rate increase from \$45.46 vacant / \$50.00 occupied in FY23 to \$75 vacant and occupied in FY24.
- Rate to be reset based upon operational needs in FY26.

West Charlotte Stormwater MSBU
 10-year Projection Maintenance Schedule - \$75
 rate
 as of 3.15.23

	Projected FY2030	Projected FY2031	Projected FY2032	Projected FY2033
BEGINNING BALANCE	\$ (6,252,775)	\$ (7,386,171)	\$ (8,542,164)	\$ (9,709,884)
OPERATING REVENUES				
Assessments & Earnings	1,740,429	1,740,429	1,740,429	1,740,429
External Borrowing				
Total Revenue	\$ 1,740,429	\$ 1,740,429	\$ 1,740,429	\$ 1,740,429
OPERATING EXPENDITURES				
Pipe Lining	1,000,000	1,000,000	1,000,000	1,000,000
Water Quality	125,000	125,000	125,000	125,000
Other Operating Expenditures	1,748,826	1,771,422	1,783,149	1,808,062
Projects				
Nat'l Pollution Discharge Elimination	-	-	-	-
Total Maximum Daily Load Program	-	-	-	-
Canal Sediment Removal-West County	-	-	-	-
South Gulf Cove WW Lock Split Funded				
Total Expenditures	\$ 2,873,826	\$ 2,896,422	\$ 2,908,149	\$ 2,933,062
RESERVE (ENDING FUND BALANCE)	\$ (7,386,171)	\$ (8,542,164)	\$ (9,709,884)	\$ (10,902,517)
	0.0%	0.0%	0.0%	0.0%

Reserve %

Notes:

- Rate increase from \$45.46 vacant / \$50.00 occupied in FY23 to \$75 vacant and occupied in FY24.
- Rate to be reset based upon operational needs in FY26.

West Charlotte Stormwater MSBU
 10-year Projection Maintenance Schedule - \$125
 rate
 as of 3.15.23

	Budget FY2023	Estimated FY2023	Planned FY2024	Planned FY2025	Projected FY2026	Projected FY2027	Projected FY2028	Projected FY2029
BEGINNING BALANCE	\$ 4,019,077	\$ 6,370,252	\$ 4,381,101	\$ 3,572,176	\$ 2,945,175	\$ 2,384,631	\$ 1,806,254	\$ 1,205,429
OPERATING REVENUES								
Assessments & Earnings	1,099,680	1,123,192	2,855,473	2,852,784	2,910,714	2,908,811	2,906,847	2,904,808
External Borrowing								
Total Revenue	\$ 1,099,680	\$ 1,123,192	\$ 2,855,473	\$ 2,852,784	\$ 2,910,714	\$ 2,908,811	\$ 2,906,847	\$ 2,904,808
OPERATING EXPENDITURES								
Pipe Lining	1,750,000	1,750,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Water Quality	107,309	103,890	125,000	125,000	125,000	125,000	125,000	125,000
Other Operating Expenditures	1,141,344	1,258,452	1,742,751	1,693,119	1,684,590	1,700,521	1,721,006	1,741,502
Projects								
Natl Pollution Discharge Elimination	45,001	-	38,334	41,667	41,667	41,667	41,667	41,667
Total Maximum Daily Load Program	138,657	-	138,659	-	-	-	-	-
Canal Sediment Removal-West County	620,393	-	619,654	620,000	620,000	620,000	620,000	620,000
South Gulf Cove WW Lock Split Funded								
Total Expenditures	\$ 3,802,704	\$ 3,112,342	\$ 3,664,398	\$ 3,479,786	\$ 3,471,257	\$ 3,487,188	\$ 3,507,673	\$ 3,528,169
RESERVE (ENDING FUND BALANCE)	\$ 1,316,053	\$ 4,381,101	\$ 3,572,176	\$ 2,945,175	\$ 2,384,631	\$ 1,806,254	\$ 1,205,429	\$ 582,067
	25.7%	58.5%	49.4%	45.8%	40.7%	34.1%	25.6%	14.2%

Reserve %

Notes:

- Rate increase from \$45.46 vacant / \$50.00 occupied in FY23 to \$125 vacant and occupied in FY24.
- Rate to be reset based upon operational needs in FY33.

West Charlotte Stormwater MSBU
 10-year Projection Maintenance Schedule - \$125
 rate
 as of 3.15.23

	Projected FY2030	Projected FY2031	Projected FY2032	Projected FY2033	Evaluate Rate
BEGINNING BALANCE	\$ 582,067	\$ 595,741	\$ 586,865	\$ 566,232	
OPERATING REVENUES					
Assessments & Earnings	2,902,691	2,902,738	2,902,708	2,902,638	
External Borrowing					
Total Revenue	\$ 2,902,691	\$ 2,902,738	\$ 2,902,708	\$ 2,902,638	
OPERATING EXPENDITURES					
Pipe Lining	1,000,000	1,000,000	1,000,000	1,000,000	
Water Quality	125,000	125,000	125,000	125,000	
Other Operating Expenditures	1,764,017	1,786,614	1,798,341	1,823,254	
Projects					
Nat'l Pollution Discharge Elimination	-	-	-	-	
Total Maximum Daily Load Program	-	-	-	-	
Canal Sediment Removal-West County	-	-	-	-	
South Gulf Cove WW Lock Split Funded					
Total Expenditures	\$ 2,889,017	\$ 2,911,614	\$ 2,923,341	\$ 2,948,254	
RESERVE (ENDING FUND BALANCE)	\$ 595,741	\$ 586,865	\$ 566,232	\$ 520,616	
	17.1%	16.8%	16.2%	15.0%	

Reserve %

- Notes:
- Rate increase from \$45.46 vacant / \$50.00 occupied in FY23 to \$125 vacant and occupied in FY24.
 - Rate to be reset based upon operational needs in FY33.