

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 22, 2023**

**10:03 a.m. – 10:50 a.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: Jeff Good
James McBride
Lee Phillips

Members Absent: None

County Staff: Jamie Boies, Administrative Services Coordinator
Zach Patchell, Projects Manager

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:03 a.m. A roll call was taken, and a quorum was present.

Election of Officers: Mr. Phillips nominated Mr. Good for Chair; seconded by Mr. McBride and it was unanimously agreed. Mr. Good accepted the position of Chair. Mr. Good nominated Mr. Phillips for Vice-Chair, seconded by Mr. McBride and it was unanimously agreed. Mr. Phillips accepted the position of Vice-Chair.

Changes to the Agenda / Motion to Approve Changes:
None

Citizen Input on Agenda Items (3-Minute Limit):
None

Approval of Minutes:
The minutes from November 14, 2022, were approved as submitted.

Unfinished Business:

- a. FY22 Pre-Storm Survey: Mr. Patchell discussed the survey but stated that due to Hurricane Ian those results have more than likely changed. A post-storm survey will be completed to check for any new shoaling. Mr. Good stated he noticed some new shoaling in the San Marino canal.

New Business:

- a. FY23 Pre-Storm Survey: Mr. McBride motioned to skip the pre-storm survey and only do the post-storm survey for FY23. Mr. Phillips seconded; it was unanimously agreed.
- b. FY24 Informational Mailers: Mr. Good will write up a sample of what the mailer should say and will email it to Karlene McDonald; Operations Supervisor with Public Works for review.
- c. Financial Reports: The financial reports were reviewed.
- d. FY24 & FY25 Budgets: The budgets were reviewed.

Citizen Input on MSBU Items (3-Minute Limit):
None

Advisory Board Open Discussion:

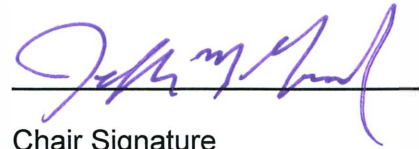
Mr. Phillips commented on Advisory Board vacancies.

Meeting Schedule / Items for Next Agenda:

Future meetings are still to be determined.

Meeting adjourned at 10:50 a.m.

Submitted by: Jamie Boies
Public Works Department



Chair Signature

4/27/23

Date

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 22, 2023**

**10:00 a.m., Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

BOARD MEMBERS: Patrick Bautz
Jeff Good
James McBride
Lee Phillips

COUNTY STAFF: Jamie Boies, Administrative Services Coordinator

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Election of Officers
3. Annual Review: Sunshine Law, Roberts Rules of Order, Public Records
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 14, 2022
7. Unfinished Business
 - a. FY22 Pre-Storm Survey Results
8. New Business
 - a. FY23 Pre-Storm Survey
 - b. FY24 Informational Mailers
 - c. Financial Reports
 - d. Preliminary FY24 & FY25 Budgets
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

Preliminary 2 Year Budget FY2024 & FY2025

Estimated ERU's and Cost per ERU

	FY2024	FY2025
Vacant and Occupied		
<i>Estimated ERU's</i>	386.800	386.800
<i>Cost per ERU</i>	\$ 300.00	\$ 300.00
Current FY23 Rate	\$ 200.00	
Current Maximum Rate	\$ 400.00	

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 314,736	\$ 60,606
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	116,040	116,040
<i>Interest</i>	1,102	213
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	-	-
<i>Excess Fees /Tax Collector</i>	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	(5,858)	(5,813)
Grant & Subsidy Revenue		
<i>Interfund Trf-Canal Maint</i>	-	-
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 111,284	\$ 110,440
<u>Expenditures</u>		
Contract Services		
<i>Other Contractual Svcs</i>	-	-
<i>Drainage</i>	-	-
Contract Services; other		
<i>Survey</i>	25,000	25,000
<i>Navigational Trimming</i>	50,000	50,000

	Preliminary Budget FY2024	Preliminary Budget FY2025
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	256	256
<i>Operating Exp-PubWrks</i>	7,049	4,742
Internal Charges		
<i>Central/Indirect Svcs</i>	1,611	991
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	2,321	2,321
Materials and Supplies		
Capital Outlay		
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
Project Costs		
<i>Harbour Heights Maint. Dredge</i>		
<i>Engineering</i>	70,086	-
<i>Dredging</i>	199,931	-
<i>Labor</i>	9,160	-
Total Expenditures	365,414	83,310
Reserves (Ending Fund Balance)	\$ 60,606	\$ 87,736
<i>Reserve %</i>	14.2%	51.3%

Verified Date

1/24/2023

Capital Maintenance Schedule
 Public Works - MSBU/TU Dredging
 2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Alligator Creek - Entrance Channel	396	0	0	0	0	0	396
Buena Vista WW Maint. Dredging FY23	451	0	0	0	0	0	451
Don Pedro/Knight/Palm Island Re-nourishment FY20	692	203	123	95	0	0	1,113
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	0	55	9,770	195	10,020
Gulf Cove WW Dredging	1,888	46	37	28	19	10	2,028
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	199	0	0	0	0	0	199
Hayward Canal Interior Dredging	106	515	0	0	0	0	621
Manasota Key Beach Nourishment FY20	1,474	479	442	263	0	0	2,658
Manasota Key Beach Nourishment FY28	0	0	0	125	22,055	486	22,666
Manchester WW Maintenance Dredging FY22	725	0	0	0	0	0	725
NWPC Interior Channel Dredging FY22	720	0	0	0	0	0	720
NWPC Exterior Dredging	102	255	0	0	0	0	357
Pirate Harbor Dredging FY23	459	0	0	0	0	0	459
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	1,001	274	0	0	0	0	1,275
Stump Pass Maintenance Dredging FY26	0	151	4,535	30	30	95	4,841
Suncoast Maintenance Dredge	112	823	0	0	0	0	935
TOTAL	10,284	2,745	5,138	596	31,874	786	51,423

Harbour Heights Waterway MSBU

Fund Financial Report
Oct. 1, 2022 - Dec 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$331,509	\$291,084	\$328,144	\$328,144
Revenues				
Assessments & Earnings	72,117	74,472	45,540	74,472
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$72,117	\$74,472	\$45,540	\$74,472
Expenditures				
Contract Services	-	-	-	-
Survey	5,307	30,000	1,769	30,000
Navigational Trimming	19,450	50,000	-	50,000
Public Works Services	5,199	3,934	-	3,934
Internal Charges	855	898	898	898
Purchased Services	951	1,548	891	1,548
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Harbour Heights Maint Dredge	43,720	64,895	-	1,500
Total Expenditures	\$75,482	\$151,275	\$3,558	\$87,880
Reserves (Ending Fund Balance)	\$328,144	\$214,281	\$370,125	\$314,736
<i>Reserve %</i>	81.3%	58.6%	99.0%	78.2%

Date Prepared: 1/23/2023

Harbour Heights Waterway MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
Beginning Balance	\$ 128,545	\$ 198,749	\$ 250,539	\$ 304,736	\$ 215,467	\$ 331,509
Revenues						
Assessments & Earnings						
<i>Assessments</i>	75,238	75,261	75,800	75,029	77,660	75,182
<i>Interest</i>	3,030	5,099	4,169	1,865	739	2,819
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	(1,438)	3,244	2,521	(1,821)	-	(6,298)
<i>Excess Fees /Tax Collector</i>	410	461	-	452	-	414
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	(3,920)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Total Revenue	\$ 77,239	\$ 84,066	\$ 82,490	\$ 75,525	\$ 74,479	\$ 72,117
Expenditures						
Contract Services						
<i>Other Contractual Svcs</i>	-	-	-	-	-	-
<i>Drainage</i>	-	-	-	-	-	-
Contract Services; other						
<i>Survey</i>	-	-	19,980	19,980	30,000	5,307
<i>Navigational Trimming</i>	-	-	4,650	9,950	50,000	19,450
Public Works Services						
<i>Equip Repl Charges-PubWrks</i>	-	-	-	-	408	-
<i>Operating Exp-PubWrks</i>	2,758	4,550	2,352	9,056	8,299	15,540
Internal Charges						
<i>Central/Indirect Svcs</i>	3,169	2,267	343	360	855	855
Purchased Services						
<i>Collection Fee-Tax Collector</i>	1,108	1,033	969	960	1,553	951
Materials and Supplies						
Capital Outlay						
Debt Services						
Project Costs						
Harbour Heights Maint. Dredge						
<i>Engineering</i>	-	-	-	8,447	-	33,379
<i>Dredging</i>	-	24,426	-	-	100,000	-
<i>Labor (not reported separate prior to FY23)</i>	-	-	-	-	-	-
Total Expenditures	7,035	32,277	28,293	48,752	191,115	75,482
Reserves (Ending Fund Balance)	\$ 198,749	\$ 250,539	\$ 304,736	\$ 331,509	\$ 98,831	\$ 328,144
<i>Reserve %</i>	96.6%	88.6%	91.5%	87.2%	34.1%	81.3%

Date Prepared: 1/19/2023

Post Hurricane Ian Bathymetry Project

Harbour Heights



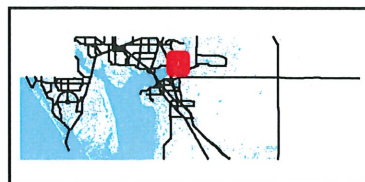
Stateplane Projection
Datum: NAD83
Units: Feet

Source: Public Works

Metadata available upon request



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