

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 31, 2024**

**10:00 a.m. – 10:55 a.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: Jeff Good, Chair
James McBride, Vice Chair
Lee Phillips
David Stone

Members Absent: Tom Mettner
County Staff: Erica LeMaster, Community Liaison
Lisa Eby, Executive Assistant

Guests: See attached sign-in sheet

Call to Order / Roll Call:

The meeting was called to order at 10:00 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

None

Sunshine Law, Roberts Rules of Order and Public Records:

The Advisory Board watched the Sunshine Law and Roberts Rules of Order video presented by the County Attorney. Ms. LeMaster reviewed where to find the Records Management Department contact information on the webpage and noted a public record request can be submitted to any county employee; there were no questions on Public Records Law.

Election of Officers:

- Chair: Mr. Phillips nominated Mr. Good, the nomination passed unanimously, there were no other nominations.
- Vice-Chair: Mr. Phillips nominated Mr. Stone, the nomination passed unanimously, there were no other nominations.

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

None

Approval of Minutes:

The minutes from November 16, 2023, were approved as submitted.

Unfinished Business:

- a. Fiscal Year (FY)23 Post Storm Bathymetric Survey: Ms. LeMaster provided cost estimates covering the 1,892 cubic yards of hurricane related storm impacts, and the directive that we hope to obtain up to 70% of reimbursement from Federal Emergency Management Agency (FEMA).

- b. FY23 Navigational Trimming - Desoto Waterway: Ms. LeMaster provided the group with a map of the Desoto Waterway and presented the Desoto Waterway on the Geographical Information System website for the Advisory Board requesting for the group to provide specific locations they believe need trimming. The Advisory Board requested that Mr. Logan go out to the Desoto Waterway as well as the San Salvador and the Balboa Waterway finger canals and provide a recommendation of line-of-sight concerns at the next meeting.
- c. Waterway Debris Removal: Ms. LeMaster advised the group that we are currently still actively seeking additional FEMA funding, and the debris removal efforts are still currently on hold until additional funding is received.

New Business:

- a. Financial Reports: The FY23 Annual Report was reviewed.

Citizen Input on MSBU Items (3-Minute Limit):

- Mr. Hart inquired about the derelict seawall on the San Salvador Waterway, expressing his concerns on the hazardous condition this presents, and the lack of effort to mitigate.

Advisory Board Open Discussion:

Discussion ensued regarding derelict vessels. Ms. LeMaster provided Natural Resources contact information, and the link to check the status or submit a claim.


Meeting Schedule / Items for Next Agenda:

Future meetings are scheduled at 10:00 a.m. at the Charlotte Harbor Event Center as follows:

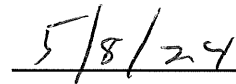
- May 8, 2024

Meeting adjourned at 10:55 a.m.

Submitted by: Erica LeMaster
Public Works Department



Chair Signature



Date

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 31, 2024**

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

BOARD MEMBERS: Jeff Good, Chair
Lee Phillips, Vice-Chair
James McBride
Tom Mettner
David Stone

COUNTY STAFF: Erica LeMaster, Community Liaison

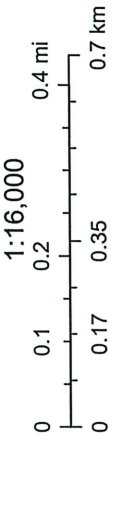
PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Election of Officers
4. Annual Review – Sunshine Law, Roberts Rules of Order, Public Records
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 16, 2023
7. Unfinished Business
 - a. FY23 Post Storm Bathymetric Survey
 - b. Update: Navigational Trimming – DeSoto Waterway
 - c. Waterway Debris Removal
8. New Business
 - a. Financial Reports
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

Map Layout



January 30, 2024



Charlotte County, Charlotte County GIS

4 POST-STORM RECOVERY PROJECT

The proposed post-storm recovery project is a maintenance dredge project that will remove sediment from the permitted channel dredge template.

4.1 CONSTRUCTION BUDGET

The preliminary opinion of probable construction costs equates to \$460,452 inclusive of storm impact assessment, mobilization/demobilization, access and staging, surveying, upland disposal site, dredging, environmental protection, and construction engineering (Table 2). Construction and engineering phase services include permitting, bid process, construction administration, inspections, pay survey review, biweekly meetings, substantial and final completion, and certifications. The basis of cost for the construction elements are recent bid tabulations for dredge projects in Southwest Florida.

Table 2. Harbour Heights Channels Maintenance Dredging Preliminary Opinion of Probable Construction Costs.

Item	Description	Unit	Quantity	Unit Price	Extended Price	Subtotals
E-1	Storm Impact Assessment	LS	1	\$26,833	\$26,833	\$ 26,833
C-1	Mobilization/Demobilization*	LS	1	\$16,370	\$16,370	\$ 16,370
C-2	Upland Disposal Site	EA	1	\$20,000	\$20,000	\$ 20,000
C-3	Dredging	CY	1,982	\$115	\$227,930	\$227,930
C-4	Trucking	CY	1,982	\$30	\$59,460	\$ 59,460
C-5	Environmental Protection Measures	LS	1	\$20,000	\$20,000	\$ 20,000
CP-1	Construction and Engineering Services	LS	1	\$48,000	\$48,000	\$ 48,000
* Cost shall be 5% of sub-total of items C-2, C-3, C-4, and C-5.					Subtotal	\$418,593
					10% Cont	\$ 41,859
					Grand Total	\$460,452

70% - 322,316.40
* 138,135.00

4.2 CONSTRUCTION METHODS

The County intends to use Contract Services to construct the Project by removing 1,982 cubic yards of sediment from the permitted channel template. All sediment removed from the channel will be disposed of by legal means.

Maintenance dredging includes the following. A barge mounted excavator or hydraulic dredge removes sediment from within the permitted channel template. Sediment is transported and offloaded at the upland spoil/disposal area where it is dewatered. Once dewatered, the sediment is hauled off for legal disposal.

The following are the general description of the tasks associated with the Project.

Harbour Heights Waterway MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Actual FY2023
Beginning Balance	\$ 198,749	\$ 250,539	\$ 304,736	\$ 331,509	\$ 291,084	\$ 328,144
Revenues						
Assessments & Earnings						
<i>Assessments</i>	75,261	75,800	75,029	75,182	77,360	74,776
<i>Interest</i>	5,099	4,169	1,865	2,819	1,032	13,815
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	3,244	2,521	(1,821)	(6,298)	-	2,734
<i>Excess Fees /Tax Collector</i>	461	-	452	414	-	405
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	(3,920)	-
Grant & Subsidy Revenue						
<i>Interfund Trf-Canal Maint</i>	-	-	-	-	-	-
Loans & Borrowing						
<i>Debt Proceeds</i>	-	-	-	-	-	-
Total Revenue	\$ 84,066	\$ 82,490	\$ 75,525	\$ 72,117	\$ 74,472	\$ 91,731
Expenditures						
Contract Services						
<i>Other Contractual Svcs</i>	-	-	-	-	-	-
<i>Drainage</i>	-	-	-	-	-	-
Contract Services; other						
<i>Survey</i>	-	19,980	19,980	5,307	30,000	1,769
<i>Navigational Trimming</i>	-	4,650	9,950	19,450	50,000	-
Public Works Services						
<i>Equip Repl Charges-PubWrks</i>	-	-	-	-	-	3
<i>Operating Exp-PubWrks</i>	4,550	2,352	9,056	5,199	3,934	2,126
Internal Charges						
<i>Central/Indirect Svcs</i>	2,267	343	360	855	898	898
Purchased Services						
<i>Postage</i>	-	-	-	-	-	185
<i>Printing & Binding</i>	-	-	-	-	-	321
<i>Advertising-Legal</i>	-	-	-	-	-	-
<i>Collection Fee-Tax Collector</i>	1,033	969	960	951	1,548	902
Materials and Supplies						
Capital Outlay						
Debt Services						
<i>Principal</i>	-	-	-	-	-	-
<i>Interest</i>	-	-	-	-	-	-
Project Costs						
Harbour Heights Maint. Dredge						
<i>Engineering</i>	-	-	8,447	33,379	27,464	-
<i>Dredging</i>	24,426	-	-	-	35,931	-
<i>Labor (not reported separate prior to FY23)</i>	-	-	-	10,341	1,500	-
Total Expenditures	32,277	28,293	48,752	75,482	151,275	6,204
Reserves (Ending Fund Balance)	\$ 250,539	\$ 304,736	\$ 331,509	\$ 328,144	\$ 214,281	\$ 413,671
<i>Reserve %</i>	88.6%	91.5%	87.2%	81.3%	58.6%	98.5%

Date Prepared: 12/28/2023

FY2024 Tentative Meeting Schedule

Harbour Heights Waterway

MSBU Advisory Board

10:00 a.m. for the following dates:

- **1/31/2024 – Charlotte Harbor Event Center**
- **5/8/2024 - Charlotte Harbor Event Center**
- **8/7/2024 - Charlotte Harbor Event Center**
- **10/29/2024 - Charlotte Harbor Event Center**