

**MINUTES
MANCHESTER WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MARCH 17, 2022**

**10:30 a.m. – 11:17 a.m.
Port Charlotte Regional Library
2050 Forrest Nelson Boulevard, Port Charlotte, Florida**

Members Present: Dennis Peck, Chair
Kevin Peregoy, Vice-Chair
Cheryl Bauer
Cliff Mann
Lamont Whims

Members Absent: None

County Staff: Karlene McDonald, Community Liaison

Guests: See attached sign-in sheet

Call to Order / Roll Call:

The meeting was called to order at 10:30 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

Mr. Peck recommended an update on the marine marker relocation project be added to the agenda, Ms. Bauer so moved, seconded by Mr. Whims and unanimously approved.

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

None

Approval of Minutes:

Mr. Peck noted approval will also be considered for the January 18, 2022, special meeting minutes. The minutes from December 8, 2021, and January 18, 2022, were unanimously approved as written.

Unfinished Business:

- a. Update – Manchester Waterway Dredge Project: Letters of Interest were received earlier this week; an engineering firm will be selected and negotiations on scope and fee are the next steps.

New Business:

- a. Citizen Request – Additional Slow Speed/ Minimum Wake Signage: Discussion ensued regarding the request for additional sign near markers 12 and 12B, enforcement and boater education. Ms. McDonald noted an application for additional signage must be approved by Florida Fish and Wildlife Conservation (FWC), and if FWC approves, the new sign may not qualify for WCIND funding, the MSBU would have to pay the \$2,800 for materials and installation. The Advisory Board agreed to table until additional information is received.
- b. Update – Marine Marker Relocation Project: Permits from all applicable agencies have been received and sign fabrication is scheduled for next week.
- c. Financial Reports: The FY22 first quarter financial reports were reviewed.

Citizen Input on MSBU Items (3 Minute Limit):

- Mr. Anlauf suggested the Manchester Civic Association draft a Facebook post about slow speed/ minimum wake, suggested the Advisory Board approach the Marine Advisory

Committee (MAC) for enforcement and equipment funding for the Charlotte County Sheriff's Office and provided an update on the Manchester Cut-Through Project.

Advisory Board Open Discussion:

Conversation ensued regarding a volunteer marine patrol, MAC funding and citizen complaints of shoaling.

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 10:30 AM at the Mid-County Library as follows:

- June 23, 2022
- September 29, 2022
- December 15, 2022

The meeting adjourned at 11:17 a.m.

Submitted by: Karlene McDonald
Public Works Department



Chair Signature

5/25/22
Date

**AGENDA
MANCHESTER WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MARCH 17, 2022**

**10:30 a.m., Mid-County Regional Library
2050 Forrest Nelson Boulevard, Port Charlotte, Florida**

BOARD MEMBERS: Dennis Peck, Chair
Kevin Peregoy, Vice-Chair
Cheryl Bauer
Cliff Mann
Lamont Whims

COUNTY STAFF: Karlene McDonald, 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: December 8, 2021
5. Unfinished Business
 - a. Update – Manchester Waterway Dredge Project
6. New Business
 - a. Citizen Request – Additional Slow Speed/ Minimum Wake Signage
 - b. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

MANCHESTER WATERWAY
Municipal Service Benefit Unit (MSBU)
FY21 Annual Report – Executive Summary
October 1, 2020 – September 30, 2021

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) and Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Laws and Ordinances, ARTICLE XIII. - MANCHESTER WATERWAY BENEFIT UNIT, Sec. 4-7-264. - Purpose.

The purpose of this unit is to provide for the dredging, maintenance, clearing, marking for navigational purposes, and providing of safety devices in the Manchester Waterway System. The purpose of this unit shall not include the maintenance of seawalls.

Summary

Current Rate: \$50

Max Rate: \$205.13

The FY21 completed work program included all internal maintenance and administrative costs, professional services for engineering for dredging and contracted services for a system-wide bathymetric survey and dredging.

The current fiscal year work program includes all internal maintenance and administrative costs and professional services for design and engineering of a system-wide dredge project and contracted services for navigational trimming.

For FY23, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services for a pre-storm bathymetric survey, dredging and navigational trimming.

FINAL - Q4

CHARLOTTE COUNTY PUBLIC WORKS
MSBU FINANCIAL HISTORY
FY 12 THRU FY 21
FUND 1136
MANCHESTER WATERWAY BENEFIT UNIT

Formerly Fund 190 (NJ)		FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Adopted Budget FY 20-21	FY 20-21 12 Mo. Actual (a)
BEGINNING BALANCE		\$ 271,817.69	\$ 371,592.97	\$ 441,861.41	\$ 272,243.50	\$ 398,546.05	\$ 615,939.56	\$ 803,962.75	\$ 889,927.07	\$ 997,802.86	\$ 999,433.70	\$ 941,594.07
REVENUES RECEIVED:												
Assessments & Earnings	Assessments	191,588.76	185,225.15	185,081.56	184,725.73	209,937.87	191,028.86	97,163.37	95,436.54	95,915.32	98,550.00	95,174.09
Assessments & Earnings	Interest	1,788.68	1,985.54	2,537.53	2,904.23	4,328.80	8,372.16	14,333.49	20,036.47	15,551.99	2,987.65	4,506.89
Loans & Borrowing	Recovery from GDC	12,225.00	12,225.00	12,225.00	12,225.00	10,562.00	10,562.00	10,562.00	10,562.00	10,562.00	10,562.00	10,562.00
Assessments & Earnings	Net Inc(Decr) FMV/Invest.	1,188.38	(1,770.04)	528.54	883.16	40.68	(1,805.75)	(6,578.64)	13,108.15	8,997.84	-	(4,587.12)
Assessments & Earnings	Excess Fees /Misc.	1,870.73	1,596.30	1,410.70	1,280.71	1,532.88	1,458.91	529.65	585.16	-	-	573.31
Loans & Borrowing	External Borrowing	-	-	-	-	-	-	-	-	-	-	-
Assessments & Earnings	Less: Reserve - FS 129.01	-	-	-	-	-	-	-	-	-	(5,076.88)	-
Loans & Borrowing	Transfer from CTF	-	-	-	-	-	-	-	-	-	-	-
	Total Revenue	208,661.55	199,261.95	201,783.33	202,018.83	226,402.23	209,616.18	116,009.87	139,728.32	131,027.15	107,022.76	106,229.17
TOTAL REVENUES & BALANCES		480,479.24	570,854.92	643,644.74	474,262.33	624,948.28	825,555.74	919,972.62	1,029,655.39	1,128,830.01	1,106,456.47	1,047,823.24
EXPENDITURES												
Manchester WW Maint Dredging	P/S - Engineer c391301	-	16,977.75	-	47,455.00	-	15,766.44	1,835.00	42,855.44	31,523.31	56,540.16	14,613.32
Manchester WW Maint Dredging	C/S - Dredging c391301	-	-	274,733.10	19,347.41	-	-	-	-	128,504.16	796,662.39	149,595.65
	Navigational Trimming	-	-	-	-	-	-	4,995.00	-	4,950.00	15,000.00	-
	Survey	-	-	-	-	-	-	-	-	-	40,000.00	44,175.00
Internal Charges	Central/Indirect Allocation	4,173.00	2,202.00	1,186.00	1,186.00	4,610.00	1,241.00	524.00	550.00	671.00	594.00	594.00
Purchased Services	Advertising-Legal	-	-	-	-	-	-	-	-	89.56	150.00	-
Public Works Services	Maintenance Services	2,106.83	7,193.52	9,128.74	4,897.06	1,317.30	1,761.52	4,665.58	3,731.57	20,272.02	33,763.49	17,807.68
Public Works Services	Equipment Repl Chgs/PW	-	-	193.28	-	-	-	16,594.67	(16,594.67)	-	-	-
Purchased Services	Tax Collector-Collection Fe	2,606.44	2,620.24	2,732.02	2,830.81	3,081.42	2,824.03	1,431.30	1,310.19	1,225.89	1,971.00	1,217.31
Public Works Services	Materials- Road & Bridge	-	-	127.10	-	-	-	-	-	-	-	-
Debt Services	Repay Loan/CTTF	100,000.00	100,000.00	83,301.00	-	-	-	-	-	-	-	-
	Total Expenditures	108,886.27	128,993.51	371,401.24	75,716.28	9,008.72	21,592.99	30,045.55	31,852.53	187,235.94	944,681.04	228,002.96
ENDING FUND BALANCE		\$ 371,592.97	\$ 441,861.41	\$ 272,243.50	\$ 398,546.05	\$ 615,939.56	\$ 803,962.75	\$ 889,927.07	\$ 997,802.86	\$ 941,594.07	\$ 161,775.43	\$ 819,820.28

Note (a): Twelve Month Actuals per Ledger Summary Report of 09/30/21
Maintenance Mgmt System through 09/30/21

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-MANWWM Manchester WW Bnfit

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
	1220401	PW-MANWWM Manchester Waterway MS DR Annual Work Order	PW-MANWWM	Manchester WW Bnfit										
					10-9866 MS DR	10/05/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/12/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/13/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						10/14/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/18/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/20/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/21/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
						10/28/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
						11/01/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						11/03/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						11/09/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						11/10/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
						11/15/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						11/16/2021	0.75	68.54	0.00	0.00	0.00	0.75	LHR	68.54
						11/22/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						11/23/2021	1.75	159.93	0.00	0.00	0.00	1.75	LHR	159.93
						11/29/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						11/30/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					MSDR Total		8.25	711.45	0.00	0.00	0.00	8.25	LHR	711.45
					Total WO Number: 1220401		8.25	711.45	0.00	0.00	0.00	8.25	LHR	711.45
C391301	1343054	PW-MANWW 83% Spot Dredging In Manchester WW c391301	PW-MANWWM	Manchester WW Bnfit										
					93-9357D Project Management	10/05/2021	0.50	43.90	0.00	0.00	0.00	0.50	LHR	43.90
						10/06/2021	1.00	87.79	0.00	0.00	0.00	1.00	LHR	87.79
					Project Management Total		1.50	131.69	0.00	0.00	0.00	1.50	LHR	131.69
					Total WO Number: 1343054		1.50	131.69	0.00	0.00	0.00	1.50	LHR	131.69
					Total MSBU: PW-MANWWM		9.75	843.14	0.00	0.00	0.00	9.75	LHR	843.14

Manchester Waterway MSBU

Fund Financial Report

Oct. 1 - Dec. 31, 2021

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$941,594	\$774,793	\$819,820	\$819,820
Revenues				
Assessments & Earnings	95,667	95,791	68,462	95,791
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	10,562	10,562	10,562	10,562
Total Revenue	\$106,229	\$106,353	\$79,024	\$106,353
Expenditures				
Contract Services	-	-	-	-
Survey	44,175	25,000	-	25,000
Navigational Trimming	-	50,000	-	50,000
Public Works Services	17,808	19,226	843	19,226
Internal Charges	594	2,447	2,447	2,447
Purchased Services	1,217	2,121	1,369	2,121
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Manchester WW Maint Dredging	164,209	693,175	-	693,175
Total Expenditures	\$228,003	\$791,969	\$4,659	\$791,969
Reserves (Ending Fund Balance)	\$819,820	\$89,177	\$894,186	\$134,204
<i>Reserve %</i>	78.2%	10.1%	99.5%	14.5%

Date Prepared: 1/12/2022

Category Definitions - Quarterly Financial Reports

<i>Revenues:</i>	<i>Includes:</i>
Assessments & Earnings	Assessment fees, Interest and Investment Earnings
Grant & Subsidy Revenue	Federal, State and Local Grants, Subsidies from other funding sources
Loans & Borrowing	Debt proceeds

<i>Expenditures:</i>	<i>Includes:</i>
Contract Services	Installed Sod Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.) Street Sweeping Survey Traffic Control Tree Removal / Replacement **excludes project costs and itemized contractual items listed below Different templates will show different itemized accounts Itemized Items - SD Template - Pipe Lining, ROW Maint, ROW Recl, Spec Mowing Itemized Items - VVV template - Survey, Navigatoinal Trimming Itemized Items - Stormwater - Pipe Lining, Water Quality Itemized Items - Beaches - none, most expenses are project related
Public Works Services	Costs incurred by the MSBU Work Program and Project(s) for Labor, Tools/Equipment and Material usage Public Works Services periods covered: Q1 PE 12.31 = (2mo) October - November actuals Q2 PE 3.31 = (5mo cumulative) October - February actuals Q3 PE 6.30 = (8mo cumulative) October - May actuals Q4 PE 9.30 = (12mo cumulative) October - September actuals
Internal Charges	Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
Purchased Services	Legal Advertising (MSBU Notice Mailings) / Postage Aquatic Weed Charges Landfill Fees POA Fees Electricity & Water Tax Collector Collection Fees
Materials and Supplies	Operating Supplies (Example: Stakes for sea turtle nest / beach monitoring)
Capital Outlay	Non project related capital costs (Example: Permanent radar signs) Right of Way Acquisition (Example: Easements)
Debt Services	Principal Loan Payments Interest Payments Cost of debt (arbitrage, closing costs, etc)

<i>Project Costs</i>	<i>Includes:</i>
Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design

<i>Reserves (Ending Fund Balance)</i>	<i>Includes:</i>
Reserves / Ending Fund Balance	Reserve for Contingencies, Cash Carried Forward, Future Capital Outlay (per reserve policy)

Explanation of Terms

Revenue:

- **Net Inc(Decr) FMV/Invest.** – The Clerk of the Court’s Finance Dept invests the money that the MSBU’s have on hand. Every year the Clerk’s Finance is required to mark up or down to fair market value all investments the County has. This markup or markdown is what gets posted to this line item.
- **Excess Fees/Misc.** - Excess Fees returned from the tax collector and Miscellaneous Revenue from accident claims.
- **Less: Reserve – FS 129.01(2)(B)** – The receipts portion of the budget shall include 95 percent of all receipts reasonably to be anticipated from all sources.

Expenditure:

- **Other Contractual Services** – This may include but is not limited to: Street Sweeping, Tree Removal, Tree Replacement, Installed Sod, Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.), Pipe Lining, Traffic Control, Welding, POA Fees, Fabrication, Survey.
- **Central/Indirect Allocation** – Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
- **Equipment Repl Chgs/PW** – Costs that are incurred for the use of equipment on a particular job. For example: The use of a tractor or excavator on a job.
- **Tax Collector-Collection Fee** – Tax collector fees based on the collected assessment revenue.
- **Materials – Road & Bridge** – Costs of the materials used for a particular job.

Reserves:

- **Reserve for Contingencies** – To maintain adequate levels of fund balance to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, and other unforeseen financial situations after exhausting all other funding options. Balance not less than 5% and not greater than 10% of the total budget.
- **Cash Carried Forward** – A reserve amount for the purpose of paying expenses from Oct. 1 of the ensuing fiscal year until the time when the revenues for that year are expected to be available. Balance not less than 5% and not greater than 10% of the total budget.
- **Future Capital Outlay** – Reserve amount accumulated for the purpose of funding capital projects must be spent on such project within six years from the date it was assessed or collected.