

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, MARCH 23, 2023**

**10:31 a.m. – 12:02 p.m.  
Port Charlotte Regional Library  
2280 Aaron Street, Port Charlotte, Florida**

**Members Present:** Dennis Peck, Chair  
Kevin Peregoy, Vice-Chair  
Lamont Whims

**Members Absent:** Apologies received from Drew Madison

**County Staff:** Karlene McDonald, Operations Supervisor  
Zach Patchell, Projects Manager

**Guests:** See attached sign-in sheet

**Call to Order / Roll Call:**

The meeting was called to order at 10:031 a.m. A roll call was taken, and a quorum was present.

**Election of Officers:**

- Chair: Mr. Peregoy nominated Mr. Peck, seconded by Mr. Whims, there were no other nominations.
- Vice-Chair: Mr. Whims nominated Mr. Peregoy, seconded by Mr. Peck, there were no other nominations.

Nominations were unanimously agreed; Mr. Peck accepted his position as Chair and Mr. Peregoy accepted his position as Vice-Chair.

**Annual Review: Sunshine Law, Roberts Rules of Order and Public Records:**

The Advisory Board viewed the Sunshine Law and Roberts Rules of Order Video. Ms. McDonald reviewed record retention policies and public records requests.

**Changes to the Agenda / Motion to Approve Changes:**

Ms. McDonald suggested Annual Review be moved to after Citizen Input on MSBU Items, Mr. Peregoy motioned, seconded by Mr. Whims and unanimously approved.

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

- Ms. Hughey commented on the Advisory Board's consideration of a slow speed/ minimum wake sign near markers 12/ 12B and is looking for additional information on the specific location. She noted the distance between markers 11 and 13 and inquired about the possibility of placing the slow speed/ minimum wake sign on that side of the channel to reduce any issues with property owners accessing their docks and lifts.
- Mr. Volpe is new to the community and in need of dockside dredging, he is looking to gain additional information about the MSBU.
- Mr. Robinson inquired about debris clean up and who to contact with locations of debris.

**Approval of Minutes:**

The minutes from December 15, 2022, were unanimously approved as written.

**Unfinished Business:**

- a. Update: Manchester Waterway Dredge Project: 90% deliverables have been received and a pre-construction survey was conducted, there has been a reduction in sediment from approximately 4,900 CY to approximately 2,200 CY due to the hurricane. Mr. Patchell noted

the dredging will not ensue until FDEM (Florida Division of Emergency Management) has completed waterway debris removal in the Manchester system. Conversation ensued regarding Hurricane Ian impacts and the new shoals at Markers 8/9 and at the S-bend. Mr. Patchell noted a post-storm survey will be conducted including the Manchester access channel. Discussion ensued regarding whether to postpone the interior dredge project and combine with the access channel dredge, which requires additional permitting, or to move forward. Mr. Perego motioned to proceed with the interior dredge project, seconded by Mr. Whims and the motion was adopted.

- b. Additional Slow Speed/ Minimum Wake Signage: Ms. McDonald confirmed that a regulatory sign cannot be installed on the same piling as a navigational aid sign. Mr. Perego provided a summary of his conversation with FWC (Florida Fish & Wildlife Conservation) and reviewed the Florida Statue regarding boater restricted zones. The Advisory Board agreed to table further discussion until additional information is received.

**New Business:**

- a. Financial Reports: The FY22 annual and FY23 first quarter financial reports were reviewed. The Advisory Board discussed the possibility of increasing the annual assessment to \$100 to accommodate the increase in dredge costs. Mr. Whims motioned to increase the annual assessment to \$100 with the intent of reviewing the budget again in 2 years, seconded by Mr. Perego and conversation ensued regarding future projects, potential FEMA assistance; Ms. McDonald inquired about public outreach as the increase will not require a public hearing. Mr. Perego noted the recommendation was already presented to the community at the Manchester Civic Association meeting. The Chair called for a vote and the motion was adopted. Mr. Whims motioned to approve the FY24 & FY25 budgeted items, seconded by Mr. Perego and unanimously approved.

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

- Mr. Robinson stated complaints were received from the upper Como Waterway due to sedimentation impacts from Hurricane Ian.

**Advisory Board Open Discussion:**

Conversation ensued regarding code enforcement for new construction silt fencing. Mr. Peck commented on Mr. Robinson's input and noted the Advisory Board can look into potential future dredging of the Como Waterway; Mr. Patchell confirmed a bathymetric survey of the Como area could be conducted after rainy season to see if the sediment is within the navigable channel.

**Schedule Meetings / Items for Next Agenda:**

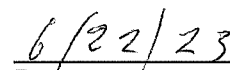
Future meetings are scheduled at 10:30 AM at the Port Charlotte Library as follows:

- June 22, 2023
- August 31, 2023
- December 14, 2023

The meeting adjourned at 12:02 p.m.

Submitted by: Karlene McDonald  
Public Works Department

  
Chair Signature

  
Date

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, MARCH 23, 2023**

**10:30 a.m., Port Charlotte Public Library  
2280 Aaron Street, Port Charlotte, Florida**

**BOARD MEMBERS:** Dennis Peck, Chair  
Kevin Peregoy, Vice-Chair  
Drew Madison  
Cliff Mann  
Lamont Whims

**COUNTY STAFF:** Karlene McDonald, Community Liaison

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Election of Officers
3. Annual Review: Sunshine Law, Roberts Rules of Order and Public Records
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: December 15, 2022
7. Unfinished Business
  - a. Update: Manchester Waterway Dredge Project
  - b. Additional Slow Speed/ Minimum Wake Signage
8. New Business
  - a. Financial Reports and 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

**Manchester 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
<b>Beginning Balance</b>	\$ 803,963	\$ 889,927	\$ 997,803	\$ 941,594	\$ 774,793	\$ 819,820
<b>Revenues</b>						
<b>Assessments &amp; Earnings</b>						
<i>Assessments</i>	97,163	95,437	95,915	95,174	98,525	95,770
<i>Interest</i>	14,333	20,036	15,552	4,507	2,308	7,254
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	(6,579)	13,108	8,998	(4,587)	-	(17,275)
<i>Misc Rev-Refund Prior Year Exp</i>	-	-	-	-	-	21,917
<i>GDC Recovery (Interfund Trf-Capital Projects)</i>	10,562	10,562	10,562	10,562	10,562	10,562
<i>Excess Fees /Tax Collector</i>	530	585	-	573	-	527
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	(5,042)	-
<b>Grant &amp; Subsidy Revenue</b>						
<b>Loans &amp; Borrowing</b>						
<b>Total Revenue</b>	\$ 116,010	\$ 139,728	\$ 131,027	\$ 106,229	\$ 106,353	\$ 118,754
<b>Expenditures</b>						
<b>Contract Services</b>						
<i>Other Contractual Svcs</i>	-	-	-	-	-	-
<i>Drainage</i>	-	-	-	-	-	-
<b>Contract Services; other</b>						
<i>Survey</i>	-	-	-	44,175	25,000	-
<i>Navigational Trimming</i>	4,995	-	4,950	-	50,000	-
<b>Public Works Services</b>						
<i>Equip Repl Charges-PubWrks</i>	16,595	(16,595)	-	-	-	-
<i>Operating Exp-PubWrks</i>	4,666	3,732	20,272	17,808	19,226	13,431
<b>Internal Charges</b>						
<i>Central/Indirect Svcs</i>	524	550	671	594	2,447	2,447
<b>Purchased Services</b>						
<i>Postage-MSBU Notices</i>	-	-	-	-	-	-
<i>Advertising-Legal</i>	-	-	90	-	150	-
<i>Collection Fee-Tax Collector</i>	1,431	1,310	1,226	1,217	1,971	1,211
<b>Materials and Supplies</b>						
<b>Capital Outlay</b>						
<b>Debt Services</b>						
<b>Project Costs</b>						
<b>Manchester WW Maint Dredging</b>						
<i>Engineering</i>	1,835	42,855	31,523	14,613	25,017	19,796
<i>Dredging</i>	-	-	128,504	149,596	668,158	-
<i>Labor (not reported separate prior to FY23)</i>	-	-	-	-	-	-
<b>Total Expenditures</b>	30,046	31,853	187,236	228,003	791,969	36,885
<b>Reserves (Ending Fund Balance)</b>	\$ 889,927	\$ 997,803	\$ 941,594	\$ 819,820	\$ 89,177	\$ 901,690
<i>Reserve %</i>	96.7%	96.9%	83.4%	78.2%	10.1%	96.1%

Date Prepared: 2/2/2023

## Manchester Waterway MSBU

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

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$819,820	\$827,380	\$901,690	\$901,690
<b>Revenues</b>				
Assessments & Earnings	118,754	106,300	72,244	106,300
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$118,754	\$106,300	\$72,244	\$106,300
<b>Expenditures</b>				
Contract Services	-	-	-	-
Survey	-	25,000	-	25,000
Navigational Trimming	-	20,000	-	20,000
Public Works Services	5,940	3,933	-	3,933
Internal Charges	2,447	2,569	2,569	2,569
Purchased Services	1,211	2,116	1,178	1,966
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
Manchester WW Maint Dredging	27,286	732,121	-	-
<b>Total Expenditures</b>	\$36,885	\$785,739	\$3,747	\$53,468
<b>Reserves (Ending Fund Balance)</b>	\$901,690	\$147,941	\$970,187	\$954,522
<i>Reserve %</i>	96.1%	15.8%	99.6%	94.7%

Date Prepared: 2/14/2023

# Manchester Waterway MSBU

## Preliminary 2 Year Budget

### FY2024 & FY2025

#### Estimated ERU's and Cost per ERU

**Vacant and Occupied**

*Estimated ERU's*

*Cost per ERU*

	FY2024	FY2025
	1,968.600	1,968.600
	\$ 50.00	\$ 50.00
<b>Current FY23 Rate</b>	<b>\$ 50.00</b>	
<b>Current Maximum Rate</b>	<b>\$ 205.13</b>	

**Beginning Balance**

**Revenues**

**Assessments & Earnings**

*Assessments*

*Interest*

*GDC Recovery (Interfund Trf-Capital Projects)*

*Excess Fees /Tax Collector*

*Less 5% Reserve - FS 129.01(2)b*

**Grant & Subsidy Revenue**

**Loans & Borrowing**

*Debt Proceeds*

**Total Revenue**

	Preliminary Budget FY2024	Preliminary Budget FY2025
<b>Beginning Balance</b>	\$ 954,522	\$ 110,666
<b>Assessments &amp; Earnings</b>		
<i>Assessments</i>	98,430	98,430
<i>Interest</i>	3,341	388
<i>GDC Recovery (Interfund Trf-Capital Projects)</i>	10,562	10,562
<i>Excess Fees /Tax Collector</i>	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	(5,089)	(4,941)
<b>Grant &amp; Subsidy Revenue</b>		
<b>Loans &amp; Borrowing</b>		
<i>Debt Proceeds</i>	-	-
<b>Total Revenue</b>	<b>\$ 107,244</b>	<b>\$ 104,439</b>
<b><u>Expenditures</u></b>		
<b>Contract Services</b>		
<i>Other Contractual Svcs</i>	-	-
<i>Drainage</i>	-	-
<b>Contract Services; other</b>		
<i>Survey</i>	20,750	20,750
<i>Navigational Trimming</i>	50,000	50,000

	<b>Preliminary Budget FY2024</b>	<b>Preliminary Budget FY2025</b>
<b>Public Works Services</b>		
<i>Equip Repl Charges-PubWrks</i>	236	236
<i>Operating Exp-PubWrks</i>	8,991	8,991
<b>Internal Charges</b>		
<i>Central/Indirect Svcs</i>	3,094	4,922
<b>Purchased Services</b>		
<i>Postage-MSBU Notices</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	1,969	1,969
<b>Materials and Supplies</b>		
<b>Capital Outlay</b>		
<b>Debt Services</b>		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
<b>Project Costs</b>		
<b><i>Manchester WW Maint Dredging</i></b>		
<i>Engineering</i>	168,850	-
<i>Dredging</i>	687,491	-
<i>Labor</i>	9,719	-
<b>Total Expenditures</b>	951,100	86,868
<b>Reserves (Ending Fund Balance)</b>	\$ 110,666	\$ 128,237
<i>Reserve %</i>	10.4%	59.6%

Version Date

2/17/2023

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

Project Costs (in thousands)

<u>Project Name</u>	2024	2025	2026	2027	2028	2029	TOTAL
Alligator Creek - Entrance Channel	411	0	0	0	0	0	411
Buena Vista/Edgewater North WW Maintenance Dredging	451	0	0	0	0	0	451
Don Pedro/Knight/Palm Island Re-nourishment FY20	697	199	121	131	0	0	1,148
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	0	55	9,770	195	10,020
Gulf Cove WW Dredging	1,835	54	46	37	28	19	2,019
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	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	866	0	0	0	0	0	866
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	474	13	10	7	3	1	508
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	300	0	0	0	0	0	300
Stump Pass Maintenance Dredging FY26	0	162	4,568	64	65	131	4,990
Suncoast Maintenance Dredge	112	823	0	0	0	0	935
<b>TOTAL</b>	<b>9,705</b>	<b>2,500</b>	<b>5,187</b>	<b>681</b>	<b>31,922</b>	<b>832</b>	<b>50,827</b>

Charlotte County





**Manchester Waterway  
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance  
Thursday, March 23, 2023

Location: 2280 Aaron Street, Port Charlotte, Florida  
Port Charlotte Public Library

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

NAME (please print)	Email Address	Phone Number
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