

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, DECEMBER 14, 2023**

**10:30 a.m. – 11:30 a.m.
Port Charlotte Regional Library
2280 Aaron Street, Port Charlotte, Florida**

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

Members Absent: None

County Staff: Erica LeMaster, Community Liaison
Zach Patchell, Projects Manager
James Richardson, Traffic Engineering Superintendent

Guests: None

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:

None

Election of Officers:

Chair: Mr. Peregoy nominated Mr. Peck, seconded by Mr. Harris.

Vice-Chair: Mr. Peck nominated Mr. Peregoy, seconded by Mr. Harris.

All nominations were unanimously approved. Mr. Peck accepted the position of Chair and Mr. Peregoy accepted the position as Vice-Chair

Sunshine Law, Roberts Rules of Order and Public Records:

Sunshine Law, Roberts Rules of Order and Public Records was tabled until the next regular scheduled meeting.

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

None

Approval of Minutes:

The minutes from November 7, 2023, were unanimously approved as written.

Unfinished Business:

- a. Update: Manchester Waterway Dredge Project: Mr. Peregoy gave a brief overview of the current dredge costs, stressing that the prices are currently too high, and the group would be setting a precedence if they were to approve a dredge project at this time. Discussion ensued regarding locations that are currently in need of dredging focusing on the S turn near the dog leg, Christopher Knox and Bay Harbor. The group was reminded that they are

currently competing with hurricane marine work but are hopeful prices will start to decline soon.

- b. Additional Slow Speed/Minimum Wake Signage: Mr. Richardson advised the group that he placed a couple small plaque signs as an example. The group will come back with potential locations for additional small plaque signs at the next meeting.
- c. Post-storm Bathymetric Survey: Mr. Patchell provided the group with the results from the post-storm Bathymetric Survey. Discussion ensued regarding the survey results, and Mr. Patchell explained that the impact was insignificant to receive funding. The group discussed locations that need to be assessed in the future.

New Business:

- a. Financial Reports: The fiscal year (FY) 2023 quarter four actual expenditure report was reviewed. The FY23 quarter four monthly funding report (formerly maintenance activity report) were reviewed. The FY24 Adopted and FY24 Approved Budget was reviewed.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

The group discussed a shoal marker beside a dock marked shoal area in the navigational channel. Mr. Richardson advised it is not warranted and removal has been requested. Discussion ensued regarding permitted lifts being installed with covers crowding pilings, and the beach complex shoal marker in the shallow.

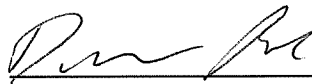
Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 10:00 AM at Centennial Park Recreation Center:

- TBA

The meeting adjourned at 11:30 a.m.

Submitted by: Erica LeMaster
Public Works Department


Chair Signature

2/22/2024
Date

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, DECEMBER 14, 2023**

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

BOARD MEMBERS: Dennis Peck, Chair
Kevin Peregoy, Vice-Chair
Lamont Whims

COUNTY STAFF: Erica LeMaster, Community Liaison

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. FY24 Meeting Schedule Approval
5. Changes to the Agenda / Motion to Approve Changes
6. Citizen Input on Agenda Items (3-Minute Limit)
7. Approval of Minutes: September 7, 2023
8. Unfinished Business
 - a. Update: Manchester Waterway Interior Dredge Project
 - b. Slow Speed/ Minimum Wake Signage
9. New Business
 - a. Financial Reports
10. Citizen Input on MSBU Items (3-Minute Limit)
11. Advisory Board Open Discussion
12. Meeting Schedule / Items for Next Agenda
13. Motion to Adjourn

Manchester Waterway MSBU

2 Year Budget FY2024 & FY2025

Estimated ERU's and Cost per ERU

Vacant and Occupied	FY2024	FY2025
<i>Estimated ERU's</i>	1,961.900	1,961.900
<i>Cost per ERU</i>	\$ 100.00	\$ 100.00
Current FY23 Rate	\$ 50.00	
Current Maximum Rate	\$ 205.13	

Beginning Balance

	Adopted Budget FY2024	Approved Budget FY2025
	\$ 931,546	\$ 185,434

Revenues

	Adopted Budget FY2024	Approved Budget FY2025
Assessments & Earnings		
<i>Assessments</i>	196,190	196,190
<i>Interest</i>	3,261	650
<i>Net Inc/(Decr) Fair Market Value-Investment</i>	-	-
<i>Misc Rev-Refund Prior Year Exp</i>	-	-
<i>GDC Recovery (Interfund Trf-Capital Project)</i>	10,562	10,562
<i>Excess Fees /Tax Collector</i>	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	(9,973)	(9,842)
Grant & Subsidy Revenue		
<i>State Grant</i>	-	-
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 200,040	\$ 197,560

Expenditures

Contract Services		
<i>Other Contractual Svs</i>	-	-
<i>Drainage</i>	-	-
Contract Services; other		
<i>Survey</i>	20,750	20,750
<i>Navigational Trimming</i>	50,000	50,000

	Adopted Budget FY2024	Approved Budget FY2025
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	236	236
<i>Operating Exp-PubWrks</i>	8,991	8,991
Internal Charges		
<i>Central/Indirect Svcs</i>	939	986
Purchased Services		
<i>Postage</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	3,924	3,924
Materials and Supplies		
Capital Outlay		
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>Manchester WW Maint Dredging</i>		
<i>Engineering</i>	168,850	-
<i>Dredging</i>	687,491	-
<i>Labor</i>	4,971	-
Total Expenditures	946,152	84,887
Reserves (Ending Fund Balance)	\$ 185,434	\$ 298,107
<i>Reserve %</i>	16.4%	77.8%

Version Date

9/20/2023

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

Project Costs (in thousands)

<u>Project Name</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>TOTAL</u>
Alligator Creek - Entrance Channel	410	0	0	0	0	0	410
Buena Vista/Edgewater North WW Maintenance Dredging	451	0	0	0	0	0	451
Don Pedro/Knight/Palm Island Re-nourishment FY20	606	118	121	127	0	0	972
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	0	55	9,770	195	10,020
Gulf Cove WW Dredging	1,834	54	46	37	28	19	2,018
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	193	0	0	0	0	0	193
Manasota Key Beach Nourishment	1,114	480	221	257	0	0	2,072
Manasota Key Beach Nourishment FY28	0	0	0	125	22,055	486	22,666
Manchester WW Maintenance Dredging FY22	861	0	0	0	0	0	861
NWPC Interior Channel Dredging FY22	719	0	0	0	0	0	719
NWPC Exterior Dredging	102	255	0	0	0	0	357
Pirate Harbor Dredging FY23	473	13	10	7	3	1	507
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	43	0	0	0	0	0	43
Stump Pass Maintenance Dredging FY26	0	162	4,568	64	65	131	4,990
Suncoast WW Maintenance Dredge	0	0	0	0	0	0	0
TOTAL	8,766	1,082	4,966	671	31,922	832	48,239

Charlotte County

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

<u>MSBU / MSTU Fund Name</u>	<u>Type of Dredge</u>	<u>Year Last Dredged</u>	<u>Dredging cycle/est. useful life</u>	<u>Planned Dredging Year</u>
Ackerman Waterway (done with Manchester WW)	Spot	2020	7	FY 2026
Alligator Creek Waterway	Entrance channel	2017	7	FY 2024
Buena Vista Waterway	Access channel and main canal	2016	7	FY 2024
Don Pedro/Knight Is Beach Renourishment	Renourishment	2020	8	FY 2028
Edgewater North Waterway	Maintenance	N/A	10	none scheduled
Gulf Cove Waterway	Exterior	2010	5	FY 2026
Gulf Cove Waterway	Interior	2019	10	FY22 & FY23
Harbour Heights Waterway	Canals and access channels	2017	7	FY 2025
Hayward Canal Waterway	Finger channels	2019	10	none scheduled
Hayward Canal Waterway	Main Channel	2019	5	FY 2024
Manchester Waterway	Spot	2020	7	FY 2024
North Manasota Key Beach Renourishment	Renourishment	2020	8	FY 2028
Northwest Port Charlotte Waterway	Exterior	2009	5	FY 2026
Northwest Port Charlotte Waterway	Interior	2014	10	FY 2024
Pirate Harbor Waterway	Interior	2013	7	FY 2024
South Bridge Waterway	Canals and access channels	2013	7	none scheduled
South Gulf Cove Waterway	Spot	2016	7	FY25 & FY26
Stump Pass Dredging	Channel and renourishment	2022	4	FY 2026
Suncoast Waterway	Canals and access channels	2014	7	none scheduled

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Manchester Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6142	MSBU Administrative Work		07/14/2023	0.25	21.36	0.00	0.00	0.00		21.36
	6142	MSBU Administrative Work		07/18/2023	0.25	21.36	0.00	0.00	0.00		21.36
	6142	MSBU Administrative Work		07/05/2023	1.50	109.41	0.00	0.00	0.00		109.41
	6142	MSBU Administrative Work		07/18/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6142	MSBU Administrative Work		08/23/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6142	MSBU Administrative Work		08/28/2023	1.25	91.18	0.00	0.00	0.00		91.18
	6142	MSBU Administrative Work		08/31/2023	1.25	91.18	0.00	0.00	0.00		91.18
	6142	MSBU Administrative Work		09/07/2023	4.00	291.76	0.00	0.00	0.00		291.76
	6142	MSBU Administrative Work		09/13/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6142	MSBU Administrative Work		09/19/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6142	MSBU Administrative Work		09/20/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6142	MSBU Administrative Work		09/21/2023	1.50	109.41	0.00	0.00	0.00		109.41
	6142	MSBU Administrative Work		09/22/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6142	MSBU Administrative Work		09/26/2023	1.00	72.94	0.00	0.00	0.00		72.94
		Administrative Time Total			15.00	1,094.10	0.00	0.00	0.00		1,094.11
	6142	MSBU Administrative Work		09/07/2023	3.00	218.82	0.00	0.00	0.00		218.82
		MSBU Meeting Total			3.00	218.82	0.00	0.00	0.00		218.82
	6142	MSBU Administrative Work		09/08/2023	3.00	218.82	0.00	0.00	0.00		218.82
	6142	MSBU Administrative Work		09/15/2023	2.00	145.88	0.00	0.00	0.00		145.88
		MSBU Minutes Total			5.00	364.70	0.00	0.00	0.00		364.70
	6142	MSBU Administrative Work		07/20/2023	0.25	23.86	0.00	0.00	0.00		23.86
	6142	MSBU Administrative Work		07/27/2023	0.25	23.86	0.00	0.00	0.00		23.86
		Map Creation Total			0.50	47.72	0.00	0.00	0.00		47.72

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Manchester Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
Work Order 6142 Total					24.00	1,768.07	0.00	0.00	0.00	0.00	1,768.07
MSBU Administrative Work Total					24.00	1,768.07	0.00	0.00	0.00	0.00	1,768.07
2864		Project Management		07/20/2023	2.50	213.63	0.00	0.00	0.00		213.63
2864		Project Management		08/01/2023	1.00	85.45	0.00	0.00	0.00		85.45
2864		Project Management		09/07/2023	2.75	234.99	0.00	0.00	0.00		234.99
2864		Project Management		09/26/2023	2.00	170.90	0.00	0.00	0.00		170.90
Project Meetings Total					8.25	704.96	0.00	0.00	0.00		704.97
2864		Project Management		07/12/2023	0.25	21.36	0.00	0.00	0.00		21.36
2864		Project Management		07/27/2023	0.25	21.36	0.00	0.00	0.00		21.36
2864		Project Management		08/17/2023	0.63	53.41	0.00	0.00	0.00		53.41
2864		Project Management		09/01/2023	0.25	21.36	0.00	0.00	0.00		21.36
Public Outreach Total					1.38	117.49	0.00	0.00	0.00		117.49
2864		Project Management		07/19/2023	3.00	256.35	0.00	0.00	0.00		256.35
2864		Project Management		07/20/2023	2.50	213.63	0.00	0.00	0.00		213.63
2864		Project Management		08/08/2023	0.50	42.73	0.00	0.00	0.00		42.73
2864		Project Management		08/17/2023	0.63	53.41	0.00	0.00	0.00		53.41
2864		Project Management		08/25/2023	3.00	256.35	0.00	0.00	0.00		256.35
2864		Project Management		08/31/2023	0.50	42.73	0.00	0.00	0.00		42.73
2864		Project Management		09/07/2023	2.75	234.99	0.00	0.00	0.00		234.99
2864		Project Management		09/12/2023	4.00	341.80	0.00	0.00	0.00		341.80
Plan/Spec Review Total					16.88	1,441.97	0.00	0.00	0.00		1,441.99
2864		Project Management		07/12/2023	1.00	85.45	0.00	0.00	0.00		85.45

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Manchester Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	2864	Project Management		07/21/2023	0.50	42.73	0.00	0.00	0.00		42.73
	2864	Project Management		07/28/2023	0.50	42.73	0.00	0.00	0.00		42.73
	2864	Project Management		08/02/2023	0.25	21.36	0.00	0.00	0.00		21.36
	2864	Project Management		08/03/2023	0.50	42.73	0.00	0.00	0.00		42.73
	2864	Project Management		08/04/2023	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		08/08/2023	1.00	85.45	0.00	0.00	0.00		85.45
	2864	Project Management		08/24/2023	2.00	170.90	0.00	0.00	0.00		170.90
	2864	Project Management		09/01/2023	0.50	42.73	0.00	0.00	0.00		42.73
	2864	Project Management		09/06/2023	0.25	21.36	0.00	0.00	0.00		21.36
	2864	Project Management		09/14/2023	0.50	42.73	0.00	0.00	0.00		42.73
	2864	Project Management		09/20/2023	1.00	85.45	0.00	0.00	0.00		85.45
	Work Order 2864 Total		Manchester WW Dredge		35.50	3,033.48	0.00	0.00	0.00	0.00	3,033.52
cmd2204 - Manchester WW Dredge											
	Project Management Total				35.50	3,033.48	0.00	0.00	0.00	0.00	3,033.52
	Manchester Waterway Benefit Unit Total				59.50	4,801.54	0.00	0.00	0.00	0.00	4,801.59

Manchester Waterway MSBU

Fund Financial Report

Oct. 1, 2022 - Sept. 30, 2023

Unaudited as of 9.30.23

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$819,820	\$827,380	\$901,690	\$901,690
Revenues				
Assessments & Earnings	118,754	106,300	135,889	135,889
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$118,754	\$106,300	\$135,889	\$135,889
Expenditures				
Contract Services	-	-	-	-
Survey	-	25,000	-	-
Navigational Trimming	-	20,000	-	-
Public Works Services	5,940	3,933	3,700	3,700
Internal Charges	2,447	2,569	2,569	2,569
Purchased Services	1,211	2,116	2,413	2,413
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Manchester WW Maint Dredging	27,286	732,121	49,316	49,316
Total Expenditures	\$36,885	\$785,739	\$57,997	\$57,997
Reserves (Ending Fund Balance)	\$901,690	\$147,941	\$979,581	\$979,581
<i>Reserve %</i>	96.1%	15.8%	94.4%	94.4%

Date Prepared: 10/20/2023

FY2024 Tentative Meeting Schedule

Manchester Waterway

MSBU Advisory Board

Wednesday's at 10:30 a.m. for the following dates:

- **3/13/2024 – Port Charlotte Library**
- **6/26/2024 - Port Charlotte Library**
- **9/18/2024 - Port Charlotte Library**
- **12/4/2024 - Port Charlotte Library**

