

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, FEBRUARY 22, 2024**

**10:10 a.m. – 11:13 a.m.  
Centennial Park Recreation Center  
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

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 10:10 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:**

Sunshine Law, Roberts Rules of Order and Public Records were reviewed.

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

None

**Approval of Minutes:**

The minutes from December 14, 2023, were unanimously approved as written.

**Unfinished Business:**

- a. Update: Manchester Waterway Dredge Project: Ms. LeMaster advised that there is no update at this time.
- b. Additional Slow Speed/Minimum Wake Signage: The group discussed locations for day board placement. Mr. Harris made a motion to install day boards at channel markers 26, 28B, 30A, 30B, and both sides of the bridges located in the Ohara waterway, Bay Harbor/Lakeshore, Atlantis Waterway, and the Ohara crossing the Como waterway. The motion was seconded by Mr. Peregoy and passed unanimously.

**New Business:**

- a. Financial Reports: The fiscal year (FY) 2024 quarter one actual expenditure report was reviewed. The FY24 quarter one monthly funding report (formerly maintenance activity report) were reviewed. The FY23 Annual Report was reviewed.

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

None

**Advisory Board Open Discussion:**

The group discussed marker placement in shoal area near the Port Charlotte Beach Complex, marker placement and poles in need of replacing in Lewis Creek, shoaling located between marker 8 and marker 9, and some of the S bend. Discussion went on to discuss navigational trimming.

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

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

- May 23, 2024

The meeting adjourned at 11:13 a.m.

Submitted by: Erica LeMaster  
Public Works Department



Chair Signature

5/23/2024  
Date

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

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, FEBRUARY 22, 2024**

**10:00 a.m., Centennial Park Recreation Center  
1120 Centennial Blvd, Port Charlotte, Florida**

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

**COUNTY STAFF:** Erica LeMaster, Community Liaison

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Annual Review-Sunshine Law, Roberts Rules of Order, Public Records
3. Changes to the Agenda / Motion to Approve Changes
4. Citizen Input on Agenda Items (3-Minute Limit)
5. Approval of Minutes: December 14, 2023
6. Unfinished Business
  - a. Update: Manchester Waterway Interior Dredge Project
  - b. Slow Speed/ Minimum Wake Signage
7. New Business
  - a. Financial Reports
8. Citizen Input on MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn



**Manchester 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
<b>Beginning Balance</b>	\$ 889,927	\$ 997,803	\$ 941,594	\$ 819,820	\$ 827,380	\$ 901,690
<b>Revenues</b>						
<b>Assessments &amp; Earnings</b>						
Assessments	95,437	95,915	95,174	95,770	98,280	95,228
Interest	20,036	15,552	4,507	7,254	2,497	34,543
Net Inc/(Decr) Fair Market Value-Investments	13,108	8,998	(4,587)	(17,275)	-	6,607
Misc Rev-Refund Prior Year Exp	-	-	-	21,917	-	-
GDC Recovery (Interfund Trf-Capital Projects)	10,562	10,562	10,562	10,562	10,562	10,562
Excess Fees /Tax Collector	585	-	573	527	-	516
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(5,039)	-
<b>Grant &amp; Subsidy Revenue</b>						
State Grant	-	-	-	-	-	-
<b>Loans &amp; Borrowing</b>						
Debt Proceeds	-	-	-	-	-	-
<b>Total Revenue</b>	\$ 139,728	\$ 131,027	\$ 106,229	\$ 118,754	\$ 106,300	\$ 147,455
<b>Expenditures</b>						
<b>Contract Services</b>						
Other Contractual Svcs	-	-	-	-	-	-
Drainage	-	-	-	-	-	-
<b>Contract Services; other</b>						
Survey	-	-	44,175	-	25,000	-
Navigational Trimming	-	4,950	-	-	20,000	-
<b>Public Works Services</b>						
Equip Repl Charges-PubWrks	(16,595)	-	-	-	-	20
Operating Exp-PubWrks	3,732	20,272	17,808	5,940	3,933	3,680
<b>Internal Charges</b>						
Central/Indirect Svcs	550	671	594	2,447	2,569	2,569
<b>Purchased Services</b>						
Postage	-	-	-	-	-	-
Advertising-Legal	-	90	-	-	150	508
Collection Fee-Tax Collector	1,310	1,226	1,217	1,211	1,966	1,149
<b>Materials and Supplies</b>						
<b>Capital Outlay</b>						
<b>Debt Services</b>						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Other Debt Service Costs	-	-	-	-	-	-
<b>Project Costs</b>						
<b>Manchester WW Maint Dredging</b>						
Engineering	42,855	31,523	14,613	19,796	27,422	37,755
Dredging	-	128,504	149,596	-	687,490	-
Labor (not reported separate prior to FY23)	-	-	-	7,491	17,209	11,562
<b>Total Expenditures</b>	31,853	187,236	228,003	36,885	785,739	57,242
<b>Reserves (Ending Fund Balance)</b>	\$ 997,803	\$ 941,594	\$ 819,820	\$ 901,690	\$ 147,941	\$ 991,903
Reserve %	96.9%	83.4%	78.2%	96.1%	15.8%	94.5%

Date Prepared: 12/28/2023

**Manchester Waterway MSBU**  
Fund Financial Report  
Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
<b>Beginning Balance</b>	\$901,690	\$931,546	\$991,903		
<b>Revenues</b>					
Assessments & Earnings	147,455	200,040	148,404		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
<b>Total Revenue</b>	\$147,455	\$200,040	\$148,404		
<b>Expenditures</b>					
Contract Services	-	-	-	-	-
Survey	-	20,750	-	-	20,750
Navigational Trimming	-	50,000	-	-	50,000
Public Works Services	3,700	9,227	370	-	8,858
Internal Charges	2,569	939	939	-	-
Purchased Services	1,657	3,924	2,679	-	1,245
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
<b>Project Costs</b>					
Manchester WW Maint Dredging	49,316	861,312	259	103,300	757,753
<b>Total Expenditures</b>	\$57,242	\$946,152	\$4,246	\$103,300	\$838,606
<b>Reserves (Ending Fund Balance)</b>	\$991,903	\$185,434	\$1,136,060		
Reserve %	94.5%	16.4%	99.6%		

Date Prepared: 1/18/2024