

**MINUTES
NORTHWEST PORT CHARLOTTE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, DECEMBER 13, 2023**

**10:08 a.m. – 11:53 a.m.
Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida**

Members Present: Gregg Smith, Chair
Rick Chial, Vice Chair
Beverly Donahue

Members Absent: Shawn Joannes, Apologies Received
Ken Ardanowski, Apologies Received

County Staff: Erica LeMaster, Community Liaison
Matt Logan, Projects Manager

Call to Order / Roll Call:

The meeting was called to order at 10:08 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

Election of officers was tabled until the next regular scheduled meeting.

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.

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

None

Approval of Minutes:

The minutes from September 28, 2023, and October 25, 2023, were unanimously approved as submitted.

Unfinished Business:

- a. FY23 Pre-storm survey: The group discussed the pre storm survey, and FEMA application. Mr. Logan stressed that this is a timely process, and we are hoping to receive reimbursement from FEMA up to 70% for storm related dredging.
- b. FY23 Navigational Trimming: Mr. Logan updated the board that the project is slated come to completion on Monday, December 18, 2023, at which time he will do his final inspection.
- c. Community Mailer: Ms. LeMaster informed the group that she has spoken with the PIO (Public Information Office) and they are able create and post a citizen survey on the Northwest Port Charlotte MSBU Advisory Board page on the Charlottecountyfl.gov webpage. The group recommended that we hold off further discussion until the next regularly scheduled Advisory Board meeting.
- d. Update: Interior Dredge Project: Mr. Logan updated the group that the interior dredge project has started, and the contractor is currently in the Apollo Waterway. Discussion ensued regarding access channel dredging and difficulty getting out of the Apollo Waterway, and the Cheshire Waterway. Mr. Logan advised that it would be in the groups best interest to add these locations to the current project if the budget allows. Discussion ensued regarding locations that are most in need of dredging. Mr. Logan will investigate the current

permits, etc. and speak with the contractor regarding the possibility of including Access Channels to the current project for the current price estimate. Ms. Donahue motioned that upon completion of the interior dredge, that Public Works request a change order to be made to utilize any available interior dredge funds within the current contract to include any additional storm related work needed on the Apollo and Cheshire Access Channels. Seconded by Mr. Chial and passed unanimously.

New Business:

- a. Financial Reports and FY24 & FY25 Budget Recommendations: The FY23 quarter four actual expenditure report was reviewed. The FY23 quarter four monthly funding report (formerly maintenance activity report), and the FY24 Adopted and FY25 Approved budget was reviewed.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

Schedule meetings as needed / Items for next agenda:

There was a request to schedule reschedule the March 20, 2024, meeting. Ms. LeMaster will notify the group if this can be accomplished. Future meetings are tentatively scheduled as follows:

- March 20, 2024

The meeting adjourned at 11:53 a.m.

Submitted by: Erica LeMaster
Public Works Department


Chair Signature

2/28/2024
Date

**AGENDA
NORTHWEST PORT CHARLOTTE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, DECEMBER 13, 2023**

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

BOARD MEMBERS: Gregg Smith, Chair
Rich Chial, Vice-Chair
Kenneth Ardanowski
Beverly Donahue
Shawn Joannes

COUNTY STAFF: Erica LeMaster, Community Liaison
Zach Patchell, Projects Manager

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Election of Officers
4. Review Sunshine Law, Robert's Rules of Order and Public Records
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: September 28, 2023, and October 25, 2023
7. Approval of Meeting Schedule: Fiscal Year 2024
8. Unfinished Business:
 - a. FY23 Post Storm Survey
 - b. FY23 Navigational Trimming
 - c. Community Mailer
 - d. Update: Interior Dredge Project
9. New Business:
 - a. MSBU Citizen Survey
 - b. 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

NW Port Charlotte 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	\$922,322	\$1,054,887	\$1,116,032	\$1,116,032
Revenues				
Assessments & Earnings	229,246	239,637	279,659	279,659
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$229,246	\$239,637	\$279,659	\$279,659
Expenditures				
Contract Services	-	-	-	-
Survey	-	25,000	-	-
Navigational Trimming	-	50,000	37,900	37,900
Public Works Services	5,393	3,928	6,332	6,332
Internal Charges	1,481	1,555	1,555	1,555
Purchased Services	1,967	4,939	3,098	3,098
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
NWPC WW Dredging - Interior	26,696	740,765	1,795	1,795
NWPC WW Dredging - Exterior	-	-	-	-
Total Expenditures	\$35,536	\$826,187	\$50,680	\$50,680
Reserves (Ending Fund Balance)	\$1,116,032	\$468,337	\$1,345,011	\$1,345,011
<i>Reserve %</i>	96.9%	36.2%	96.4%	96.4%

Date Prepared: 10/20/2023

Monthly Funding Report

START DATE:

07/01/2023

END DATE:

09/30/2023

Northwest Port Charlotte Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
6147		MSBU Administrative Work		07/13/2023	4.00	341.80	0.00	0.00	0.00		341.80
6147		MSBU Administrative Work		07/14/2023	0.25	21.36	0.00	0.00	0.00		21.36
6147		MSBU Administrative Work		07/18/2023	0.25	21.36	0.00	0.00	0.00		21.36
6147		MSBU Administrative Work		07/21/2023	0.50	42.73	0.00	0.00	0.00		42.73
6147		MSBU Administrative Work		07/27/2023	2.00	170.90	0.00	0.00	0.00		170.90
6147		MSBU Administrative Work		07/28/2023	0.25	21.36	0.00	0.00	0.00		21.36
6147		MSBU Administrative Work		08/02/2023	0.50	42.73	0.00	0.00	0.00		42.73
6147		MSBU Administrative Work		08/08/2023	0.50	42.73	0.00	0.00	0.00		42.73
6147		MSBU Administrative Work		08/11/2023	6.00	512.70	0.00	39.34	0.00		552.04
6147		MSBU Administrative Work		08/15/2023	3.00	256.35	0.00	0.00	0.00		256.35
6147		MSBU Administrative Work		08/16/2023	0.50	42.73	0.00	0.00	0.00		42.73
6147		MSBU Administrative Work		08/17/2023	1.00	85.45	0.00	0.00	0.00		85.45
6147		MSBU Administrative Work		09/20/2023	3.00	256.35	0.00	0.00	0.00		256.35
6147		MSBU Administrative Work		09/26/2023	0.50	42.73	0.00	0.00	0.00		42.73
6147		MSBU Administrative Work		07/18/2023	0.50	36.47	0.00	0.00	0.00		36.47
6147		MSBU Administrative Work		08/15/2023	2.00	145.88	0.00	0.00	0.00		145.88
6147		MSBU Administrative Work		08/17/2023	2.00	145.88	0.00	0.00	0.00		145.88
6147		MSBU Administrative Work		09/07/2023	0.50	36.47	0.00	0.00	0.00		36.47
6147		MSBU Administrative Work		09/08/2023	1.00	72.94	0.00	0.00	0.00		72.94
6147		MSBU Administrative Work		09/11/2023	1.00	72.94	0.00	0.00	0.00		72.94
6147		MSBU Administrative Work		09/12/2023	0.50	36.47	0.00	0.00	0.00		36.47
6147		MSBU Administrative Work		09/14/2023	1.00	72.94	0.00	0.00	0.00		72.94
6147		MSBU Administrative Work		09/28/2023	5.75	419.41	0.00	0.00	0.00		419.41

Monthly Funding Report

START DATE: 07/01/2023 END DATE: 09/30/2023

Northwest Port Charlotte Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
Administrative Time Total					14.25	1,039.40	0.00	0.00	0.00		1,039.40
6147		MSBU Administrative Work		07/25/2023	0.25	23.86	0.00	0.00	0.00		23.86
6147		MSBU Administrative Work		07/27/2023	0.25	23.86	0.00	0.00	0.00		23.86
6147		MSBU Administrative Work		08/22/2023	2.50	238.60	0.00	0.00	0.00		238.60
Map Creation Total					3.00	286.32	0.00	0.00	0.00		286.32
6147		MSBU Administrative Work		09/28/2023	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
Work Order 6147 Total					42.50	3,445.80	0.00	39.34	0.00	0.00	3,485.16
MSBU Administrative Work Total					42.50	3,445.80	0.00	39.34	0.00	0.00	3,485.16
2861		Project Management		07/12/2023	0.25	21.36	0.00	0.00	0.00		21.36
2861		Project Management		08/08/2023	0.25	21.36	0.00	0.00	0.00		21.36
2861		Project Management		08/25/2023	0.25	21.36	0.00	0.00	0.00		21.36
2861		Project Management		09/08/2023	0.25	21.36	0.00	0.00	0.00		21.36
Public Outreach Total					1.00	85.45	0.00	0.00	0.00		85.44
2861		Project Management		09/19/2023	0.50	42.73	0.00	0.00	0.00		42.73
2861		Project Management		08/17/2023	2.00	170.90	0.00	0.00	0.00		170.90
Plan/Spec Review Total					2.00	170.90	0.00	0.00	0.00		170.90
Work Order 2861 Total					3.50	299.08	0.00	0.00	0.00	0.00	299.07
cmd2102 - NWPC WW Dredging											
Project Management Total					3.50	299.08	0.00	0.00	0.00	0.00	299.07
Northwest Port Charlotte Waterway Unit Total					46.00	3,744.87	0.00	39.34	0.00		3,784.23

NW Port Charlotte Waterway MSBU
2 Year Budget
FY2024 & FY2025

Estimated ERU's and Cost per ERU

Vacant and Occupied	FY2024	FY2025
<i>Estimated ERU's</i>	1,593.390	1,593.390
<i>Cost per ERU</i>	\$ 100.00	\$ 100.00
Current FY23 Rate	\$ 100.00	
Current Maximum Rate	\$ 100.00	

Beginning Balance

Adopted Budget FY2024	Approved Budget FY2025
\$ 1,269,649	\$ 597,721

Revenues

Assessments & Earnings

<i>Assessments</i>	159,339	159,339
<i>Interest</i>	4,444	2,093
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	-	-
<i>GDC Recovery (Interfund Trf-Capital Projects)</i>	84,818	84,818
<i>Excess Fees /Tax Collector</i>	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	(8,190)	(8,072)

Grant & Subsidy Revenue

Loans & Borrowing

<i>Debt Proceeds</i>	-	-
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Total Revenue

\$ 240,411	\$ 238,178
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Expenditures

Contract Services

<i>Other Contractual Svcs</i>	-	-
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Contract Services; other

<i>Survey</i>	25,000	25,000
<i>Navigational Trimming</i>	50,000	50,000

Public Works Services

<i>Equip Repl Charges-PubWrks</i>	236	236
<i>Operating Exp-PubWrks</i>	11,298	11,298

Internal Charges

<i>Central/Indirect Svcs</i>	1,612	1,693
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Purchased Services

<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	3,187	3,187

	Adopted Budget FY2024	Approved Budget FY2025
Materials and Supplies		
Capital Outlay		
<i>ROW Acquisition</i>	-	-
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Project Costs		
NWPC WW Dredging - Interior		
<i>Engineering</i>	78,331	-
<i>Dredging</i>	637,776	-
<i>Labor</i>	2,899	-
NWPC WW Dredging - Exterior		
<i>Engineering</i>	100,000	-
<i>Dredging</i>	-	250,000
<i>Labor</i>	2,000	5,000
Total Expenditures	912,339	346,414
Reserves (Ending Fund Balance)	\$ 597,721	\$ 489,485
<i>Reserve %</i>	39.6%	58.6%

Verified 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



**Charlotte County Purchasing Division
Administrative Approval**

1. Department Making Request/Name/Extension	2. Date
Public Works/Trowbridge, Stacey/X1526	11/1/2023

3. Requested Motion/Action:
Request the Senior Division Manager - Purchasing approve the award of Request for Bid #24-079, Jupiter and Bayshore Waterways Line-of-Site Navigational Trimming, to Zulu Marine Services, Inc., of Savannah, GA for a total cost of \$35,000.

4. Is Item Budgeted?	Yes	If No, state action required
Budget Action:	No action needed. Budgeted in the Northwest Port Charlotte Waterway Unit as approved in the FY24 budget process.	

Financial Impact Summary Statement:
Funding is supplied by Northwest Port Charlotte Waterway MSBU assessments.

Detailed Analysis Attached?	No	Reviewed By:	White, Candice, Financial Analyst-11/02/2023
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5. Background (Why is the action necessary and what action will be accomplished)

It is the intent of Charlotte County to secure the services of a Contractor for the trimming of mangroves, hardwood trees, and exotic vegetation, as designated, along the navigable channels of Jupiter Waterway and Bayshore Waterway. A Request for Bid was published October 09, 2023, with the following four (4) bids received:

Vendor	Location	Amount
Zulu Marine Services, Inc.	Savannah, GA	\$35,000
Woods and Wetlands, Inc.	N. Fort Myers, FL	\$38,900
Eco Systems Technologies Inc.	Fort Myers, FL	\$44,000
EarthBalance Corporation	North Port, FL	\$48,250

The department has recommended the project be awarded to Zulu Marine Services, Inc, of Savannah, GA. The MSBU waterway advisory board has requested this work which has become annual maintenance. This work will restore line-of-site and safe navigation. Therefore, it is requested that the Senior Division Manager - Purchasing approve the award of Request for Bid #24-079, Jupiter and Bayshore Waterways Line-of-Site Navigational Trimming, to Zulu Marine Services, Inc., of Savannah, GA for a total cost of \$35,000.

6. Recommended Approvals

Elias, John, Public Works Director - 11/2/2023	Corbett, Kimberly, Senior Division Mgr- Purchasing - 11/2/2023	
Department/Division	Purchasing Division	Administration (when applicable)



**Charlotte County Purchasing Division
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6. Recommended Approvals

Elias, John, Public Works Director - 11/2/2023	Corbett, Kimberly, Senior Division Mgr-Purchasing - 11/2/2023	
Department/Division	Purchasing Division	Administration (when applicable)



**Northwest Port Charlotte Waterway
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
Wednesday, December 13, 2023

Location: 1120 Centennial Boulevard, Port Charlotte, Florida
Centennial Park Recreation Center

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

NAME (please print)	Email Address	Phone Number
Erica LeMaster	Erica.LeMaster@charlottecountyfl.gov	941-575-3626
<i>Gregg Smith</i>	<i>greggsmith5555@hotmail.com</i>	<i>321-250-0090</i>
<i>Rick Chal</i>	<i>RICK.CHAL@GMAIL</i>	<i>651-335-2814</i>
Matt Logan	Matthew.Logan@charlottecountyfl.gov	941.575.3610
<i>Beverly Donahue</i>	<i>bjd883@gmail.com</i>	<i>615.497.6614</i>