

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 15, 2023**

**10:33 a.m. – 11:38 a.m.
Port Charlotte Library
2280 Aaron Street, Port Charlotte, Florida**

Members Present: Gregg Smith, Chair
Rick Chial, Vice-Chair
Shawn Joannes

Members Absent: Ken Ardanowski, Apologies Received

County Staff: Erica LeMaster, Community Liaison
Zach Patchell, Projects Manager

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:33 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

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

None

Approval of Minutes:

The minutes from March 29, 2023, were unanimously approved as submitted.

Unfinished Business:

- a. FY23 Pre-storm survey: Mr. Patchell advised that the field survey work is completed, but the county is still waiting on the deliverables from the full bathymetric survey. So far, we do know that the access channels took a heavy hit. Discussion ensued regarding funding options and permitting requirements.
- b. FY23 Navigational Trimming: Mr. Johannes motioned to perform navigational trimming of the Jupiter Waterway towards the Bayshore Waterway with the primary focus on line-of-sight issues staying under the \$50,000 navigational trimming budget. Motion was seconded and passed.
- c. Community Mailer: Discussion ensued regarding the community mailer. Ms. McDonald's edits were reviewed. Mr. Chial is going to investigate delivery options and provide the Board with his findings.
- d. Update: Interior Dredge Project: Mr. Patchell notified the Board that the notice to proceed date is still December 4, 2023, at no additional cost. Discussion followed regarding waterway impacts from Hurricane Ian and concerns with the contractor gaining access. Mr. Chial offered to let the contractor utilize his dock if needed.

New Business:

- a. Financial Reports and FY24 & FY25 Budget Recommendations: The FY23 quarter two actual expenditure report was reviewed. It was noted that the expenditures for Public Works are only showing totals up till January 31, 2023. The FY23 quarter one and quarter two monthly funding report (formerly maintenance activity report) were reviewed. Ms. LeMaster confirmed the Advisory Board's inquiry that the \$25,000 survey line item could be utilized towards another expenditure. There were no further recommendations.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

Schedule meetings as needed / Items for next agenda:

Future meetings are scheduled as follows:

- September 28, 2023, at the Centennial Park Recreation Center
- December 13, 2023, at the Centennial Park Recreation Center

The meeting adjourned at 11:38 a.m.

Submitted by: Erica LeMaster
Public Works Department



Chair Signature


Date

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 15, 2023**

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

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

COUNTY STAFF: Karlene McDonald, Operations Supervisor

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: March 29, 2023
5. Unfinished Business
 - a. FY23 Post Storm Survey
 - b. FY23 Navigational Trimming
 - c. Community Mailer
 - d. Update: Interior Dredge Project
6. New Business
 - a. 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

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Northwest Port Charlotte Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	2861	Project Management		10/19/2022	1.00	85.78	0.00	0.00	0.00		85.78
	2861	Project Management		11/18/2022	0.25	21.36	0.00	0.00	0.00		21.36
	2861	Project Management		12/01/2022	0.50	42.73	0.00	0.00	0.00		42.73
	2861	Project Management		11/04/2022	1.00	85.45	0.00	0.00	0.00		85.45
		Project Meetings Total			1.00	85.45	0.00	0.00	0.00		85.45
	2861	Project Management		10/25/2022	0.50	42.89	0.00	0.00	0.00		42.89
	2861	Project Management		12/06/2022	0.50	42.73	0.00	0.00	0.00		42.73
		Public Outreach Total			1.00	85.62	0.00	0.00	0.00		85.62
	Work Order 2861 Total	NWPC Dredging - Interior Canals			3.75	320.93	0.00	0.00	0.00	0.00	320.94
nd2102 - NWPC WW Dredging											
	3655	Project Management		10/21/2022	1.00	85.78	0.00	0.00	0.00		85.78
	3655	Project Management		11/01/2022	0.50	42.73	0.00	0.00	0.00		42.73
	3655	Project Management		11/04/2022	1.00	85.45	0.00	0.00	0.00		85.45
	3655	Project Management		11/08/2022	0.50	42.73	0.00	0.00	0.00		42.73
	3655	Project Management		10/20/2022	1.00	85.78	0.00	3.93	0.00		89.71
		Project Inspection Total			1.00	85.78	0.00	3.93	0.00		89.71
	3655	Project Management		10/20/2022	1.00	85.78	0.00	3.93	0.00		89.71
	3655	Project Management		10/25/2022	3.50	300.23	0.00	0.00	0.00		300.23
	3655	Project Management		10/28/2022	3.00	256.35	0.00	7.84	0.00		264.19
		Site Visits Total			7.50	642.36	0.00	11.77	0.00		654.13
	Work Order 3655 Total	Cheshire Waterway Mangrove Trimming			11.50	984.82	0.00	15.70	0.00	0.00	1,000.53
NorthWest PC Waterway Navigational Trimming											
		Project Management Total			15.25	1,305.75	0.00	15.70	0.00		1,321.47

Monthly Funding Report

START DATE: 10/01/2022 **END DATE:** 12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
			Northwest Port Charlotte Waterway Unit Total		15.25	1,305.75	0.00	15.70	0.00		1,321.47

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
Grand totals for all MSBUs reported					15.25	1,305.75	0.00	15.70	0.00		1,321.47

NW Port Charlotte Waterway MSBU

Fund Financial Report
Oct. 1, 2022 - Mar. 31, 2023

	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	99,224	239,637
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$229,246	\$239,637	\$99,224	\$239,637
Expenditures				
Contract Services	-	-	-	-
Survey	-	25,000	-	25,000
Navigational Trimming	-	50,000	37,900	50,000
Public Works Services	5,393	3,928	1,001	3,928
Internal Charges	1,481	1,555	1,555	1,555
Purchased Services	1,967	4,939	2,603	4,939
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
NWPC WW Dredging - Interior	26,696	740,765	599	599
NWPC WW Dredging - Exterior	-	-	-	-
Total Expenditures	\$35,536	\$826,187	\$43,657	\$86,021
Reserves (Ending Fund Balance)	\$1,116,032	\$468,337	\$1,171,599	\$1,269,649
<i>Reserve %</i>	96.9%	36.2%	96.4%	93.7%

Date Prepared: 4/21/2023

Monthly Funding Report

START DATE: 10/01/2022 **END DATE:** 03/31/2023

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		03/15/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	6147	MSBU Administrative Work		03/30/2023	0.50	36.47	0.00	0.00	0.00		36.47	
		Administrative Time Total			1.00	72.94	0.00	0.00	0.00		72.94	
	6147	MSBU Administrative Work		03/29/2023	2.25	164.12	0.00	0.00	0.00		164.12	
		MSBU Meeting Total			2.25	164.12	0.00	0.00	0.00		164.12	
	6147	MSBU Administrative Work		03/29/2023	0.50	36.47	0.00	0.00	0.00		36.47	
		MSBU Minutes Total			0.50	36.47	0.00	0.00	0.00		36.47	
	Work Order 6147 Total					3.75	273.53	0.00	0.00	0.00	0.00	273.53
	MSBU Administrative Work Total					3.75	273.53	0.00	0.00	0.00		273.53
	2861	Project Management		10/19/2022	1.00	85.78	0.00	0.00	0.00		85.78	
	2861	Project Management		11/18/2022	0.25	21.36	0.00	0.00	0.00		21.36	
	2861	Project Management		12/01/2022	0.50	42.73	0.00	0.00	0.00		42.73	
	2861	Project Management		01/13/2023	0.25	21.36	0.00	0.00	0.00		21.36	
	2861	Project Management		01/18/2023	0.50	42.73	0.00	0.00	0.00		42.73	
	2861	Project Management		01/24/2023	0.50	42.73	0.00	0.00	0.00		42.73	
	2861	Project Management		01/26/2023	1.00	85.45	0.00	0.00	0.00		85.45	
	2861	Project Management		01/31/2023	1.00	85.45	0.00	0.00	0.00		85.45	
	2861	Project Management		02/07/2023	1.00	85.45	0.00	0.00	0.00		85.45	
	2861	Project Management		02/22/2023	1.00	85.45	0.00	0.00	0.00		85.45	
	2861	Project Management		03/22/2023	0.50	42.73	0.00	0.00	0.00		42.73	
	2861	Project Management		11/04/2022	1.00	85.45	0.00	0.00	0.00		85.45	

Monthly Funding Report

START DATE: 10/01/2022 **END DATE:** 03/31/2023

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
	2861	Project Management		02/14/2023	3.00	256.35	0.00	0.00	0.00		256.35
		Project Meetings Total			4.00	341.80	0.00	0.00	0.00		341.80
	2861	Project Management		10/25/2022	0.50	42.89	0.00	0.00	0.00		42.89
	2861	Project Management		12/06/2022	0.50	42.73	0.00	0.00	0.00		42.73
	2861	Project Management		03/07/2023	2.25	192.26	0.00	0.00	0.00		192.26
	2861	Project Management		03/23/2023	0.25	21.36	0.00	0.00	0.00		21.36
		Public Outreach Total			3.50	299.24	0.00	0.00	0.00		299.24
	Work Order 2861 Total		NWPC Dredging - Interior Canals		15.00	1,282.25	0.00	0.00	0.00	0.00	1,282.26
cmd2102 - NWPC WW Dredging											
	3655	Project Management		10/21/2022	1.00	85.78	0.00	0.00	0.00		85.78
	3655	Project Management		11/01/2022	0.50	42.73	0.00	0.00	0.00		42.73
	3655	Project Management		11/04/2022	1.00	85.45	0.00	0.00	0.00		85.45
	3655	Project Management		11/08/2022	0.50	42.73	0.00	0.00	0.00		42.73
	3655	Project Management		10/20/2022	1.00	85.78	0.00	3.93	0.00		89.71
		Project Inspection Total			1.00	85.78	0.00	3.93	0.00		89.71
	3655	Project Management		10/20/2022	1.00	85.78	0.00	3.93	0.00		89.71
	3655	Project Management		10/25/2022	3.50	300.23	0.00	0.00	0.00		300.23
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		Site Visits Total			7.50	642.36	0.00	11.77	0.00		654.13
	Work Order 3655 Total		Cheshire Waterway Mangrove Trimming		11.50	984.82	0.00	15.70	0.00	0.00	1,000.53
NorthWest PC Waterway Navigational Trimming											
		Project Management Total			26.50	2,267.07	0.00	15.70	0.00		2,282.79
		Northwest Port Charlotte Waterway Unit Total			30.25	2,540.59	0.00	15.70	0.00		2,556.32

Monthly Funding Report

**START
DATE:**

10/01/2022

END DATE:

03/31/2023

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Grand totals for all MSBUs reported					30.25	2,540.59	0.00	15.70	0.00		2,556.32

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