

**MINUTES  
PIRATE HARBOR WATERWAY  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
Thursday, February 16, 2023**

**10:34 a.m. – 11:34 a.m.  
Punta Gorda Charlotte Library  
401 Shreve Street, Punta Gorda, Florida**

**Members Present:** Robert DiMuzio, Chair  
Charles Falesch, Vice-Chair  
George Herl  
Don Jhonson  
Phil Smallwood

**Members Absent:** None

**County Staff:** Karlene McDonald, Community Liaison  
Jamie Boies, Administrative Services Coordinator  
Zach Patchell, Projects Manager

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

**Call to Order / Roll Call:**

The meeting was called to order at 10:34 a.m. A roll call was taken, and a quorum was present.

**Election of Officers:** Mr. Smallwood nominates Mr. DiMuzio; seconded by Mr. Herl; and it was unanimously approved. Mr. Herl nominates Mr. Falesch for Vice-Chair; seconded by Mr. Jhonson and it was unanimously approved.

**Annual Review:** Ms. McDonald reviewed the Sunshine Law PowerPoint presentation. The Roberts Rules of Order PowerPoint presentation was given. There was discussion regarding how information can be given at POA meetings.

**Changes to the Agenda / Motion to Approve Changes:** None

**Citizen Input on Agenda Items (3 Minute Limit):** None

**Approval of Minutes:**

The draft minutes from November 30, 2022, were unanimously approved as submitted.

**Unfinished Business:**

- a. Interior Dredge Project: Mr. Patchell reports it's slow moving right now as we are waiting on Army Corps. Post hurricane survey has been sent to Purchasing. All connector channels were included in this new survey.
- b. FY23 Pre-Storm Survey: Mr. Patchell stated with the post storm there really isn't a reason to do a pre-storm so that should save some monies. Mr. DiMuzio motioned to not move forward with the pre-storm survey; Mr. Jhonson seconded, and it was unanimously approved.
- c. Seagrass Mitigation Monitoring: Ms. McDonald stated this is the last year for seagrass monitoring and we are in good standing.

**New Business:**

- a. Financial Reports: The reports were reviewed. There was no further discussion.

- b. Preliminary FY24 & FY25 Budgets: The reports were reviewed, no additional recommendations at this time.

**Citizen Input on MSBU Items (3 Minute Limit):** None

**Advisory Board Open Discussion:** Mr. Smallwood asked if there is any set time for clearing hurricane debris in the waterways. Mr. Patchell expressed that the State has taken over and we do not have a schedule, but he stated that there is a map that will be online to show where they are. Mr. Herl asked about a canopy and dock that are still attached to a property. He wants to know if that will be the homeowner responsibly or the County. Mr. Patchell let them know if it is detached then it will be collected by the contractor. Mr. Johnson stated he won't be in town from April until October. Ms. McDonald explained the process to reapply.

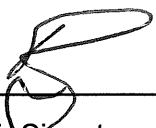
**Meeting Schedule / Items for Next Agenda:**


Future meetings are scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library as follows:

- May 3, 2023
- August 23, 2023
- November 15, 2023

The meeting adjourned at 11:34 a.m.

Submitted by: Jamie Boies  
Public Works Department

  
\_\_\_\_\_  
Chair Signature

  
\_\_\_\_\_  
Date

**AGENDA  
PIRATE HARBOR WATERWAY  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, February 16, 2023**

**10:30 a.m. Punta Gorda Charlotte Library  
401 Shreve Street, Punta Gorda, Florida**

**BOARD MEMBERS:** Robert DiMuzio, Chair  
Chuck Falesch, Vice-Chair  
George Herl  
Don Jhonson  
Phillip Smallwood

**COUNTY STAFF:** Karlene McDonald, Community Liaison  
Jamie Boies, Administrative Services Coordinator

**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. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 30, 2022
7. Unfinished Business
  - a. Interior Dredge Project
  - b. FY23 Pre-storm Survey
  - c. Sea Grass Mitigation Monitoring
8. New Business
  - a. Financial Reports
  - b. 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

**Pirate Harbor 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>	\$ 784,239	\$ 732,890	\$ 707,373	\$ 183,929	\$ 156,049	\$ 174,598
<b>Revenues</b>						
<b>Assessments &amp; Earnings</b>						
<i>Assessments</i>	55,356	55,288	63,596	63,375	109,545	105,758
<i>Interest</i>	12,451	15,496	3,649	1,026	605	1,934
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	(5,505)	9,707	1,579	(968)	-	(4,448)
<i>Excess Fees /Tax Collector</i>	302	339	-	382	-	582
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	(5,507)	-
<b>Grant &amp; Subsidy Revenue</b>						
<b>Loans &amp; Borrowing</b>						
<b>Total Revenue</b>	\$ 62,604	\$ 80,829	\$ 68,824	\$ 63,815	\$ 104,642	\$ 103,826
<b>Expenditures</b>						
<b>Contract Services</b>						
<i>Engineering</i>	2,920	-	-	-	-	-
<i>Other Contractual Svcs</i>	-	-	-	-	-	-
<b>Contract Services; other</b>						
<i>Survey</i>	250	-	-	30,510	25,000	9,249
<i>Navigational Trimming</i>	40,500	-	-	-	-	-
<b>Public Works Services</b>						
<i>Equip Repl Charges-PubWrks</i>	-	-	-	-	415	-
<i>Operating Exp-PubWrks</i>	14,306	9,691	11,837	6,616	9,102	9,606
<b>Internal Charges</b>						
<i>Central/Indirect Svcs</i>	1,347	848	1,715	1,801	5,477	5,477
<b>Purchased Services</b>						
<i>Admin Svcs-PubWrks</i>	223	-	-	-	-	-
<i>Reimb-Aquatic Weed Chrgs</i>	-	-	282	893	15,000	9,649
<i>Advertising-Legal</i>	-	-	-	-	-	-
<i>Collection Fee-Tax Collector</i>	815	759	813	811	1,145	1,337
<b>Materials and Supplies</b>						
<b>Capital Outlay</b>						
<i>Imprv-Other Than Bldgs</i>	-	-	-	-	-	-
<b>Debt Services</b>						
<i>Principal</i>	-	-	-	-	-	-
<i>Interest</i>	-	-	-	-	-	-
<i>Other Debt Service Costs</i>	-	-	-	-	-	-
<b>Project Costs</b>						
<b>Pirate Harbor Dredging FY23</b>						
<i>Engineering</i>	53,591	39,971	104,061	5,986	100,000	10,058
<i>Dredging</i>	-	55,078	473,560	26,530	-	-
<i>Labor (not reported separate prior to FY23)</i>	-	-	-	-	-	-
<b>Total Expenditures</b>	113,952	106,346	592,268	73,146	156,139	45,376
<b>Reserves (Ending Fund Balance)</b>	\$ 732,890	\$ 707,373	\$ 183,929	\$ 174,598	\$ 104,552	\$ 233,048
<i>Reserve %</i>	86.5%	86.9%	23.7%	70.5%	40.1%	83.7%

Date Prepared: 1/18/2023

# Pirate Harbor Waterway MSBU

## Preliminary 2 Year Budget

### FY2024 & FY2025

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

	FY2024	FY2025
<b>Vacant and Occupied</b>		
<i>Estimated ERU's</i>	327.000	327.000
<i>Cost per ERU</i>	\$ 335.00	\$ 335.00
<b>Current FY23 Rate</b>	<b>\$ 335.00</b>	
<b>Current Maximum Rate</b>	<b>\$ 828.25</b>	

	Preliminary Budget FY2024	Preliminary Budget FY2025
<b>Beginning Balance</b>	\$ 289,662	\$ 275,030
<b><u>Revenues</u></b>		
<b>Assessments &amp; Earnings</b>		
<i>Assessments</i>	109,545	109,545
<i>Interest</i>	1,014	963
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	-	-
<i>Misc Rev</i>	-	-
<i>Excess Fees /Tax Collector</i>	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	(5,528)	(5,526)
<b>Grant &amp; Subsidy Revenue</b>		
<i>Interfund Trf-Canal Maint</i>	-	-
<b>Loans &amp; Borrowing</b>		
<i>Debt Proceeds</i>	391,000	-
<b>Total Revenue</b>	<b>\$ 496,031</b>	<b>\$ 104,982</b>
<b><u>Expenditures</u></b>		
<b>Contract Services</b>		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<b>Contract Services; other</b>		
<i>Survey</i>	25,000	25,000
<i>Navigational Trimming</i>	-	-
<b>Public Works Services</b>		
<i>Equip Repl Charges-PubWrks</i>	256	256
<i>Operating Exp-PubWrks</i>	7,049	7,049

	Preliminary Budget FY2024	Preliminary Budget FY2025
<b>Internal Charges</b>		
<i>Central/Indirect Svcs</i>	1,921	1,805
<b>Purchased Services</b>		
<i>Admin Svcs-PubWrks</i>	-	-
<i>Reimb-Aquatic Weed Chrgs</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	2,191	2,191
<b>Materials and Supplies</b>		
<b>Capital Outlay</b>		
<i>Imprv-Other Than Bldgs</i>	-	-
<b>Debt Services</b>		
<i>Principal</i>	-	78,200
<i>Interest</i>	15,610	12,728
<i>Other Debt Service Costs</i>	-	-
<b>Project Costs</b>		
<b><i>Pirate Harbor Dredging FY23</i></b>		
<i>Engineering</i>	90,133	-
<i>Dredging</i>	350,000	-
<i>Labor</i>	18,503	-
<b>Total Expenditures</b>	510,663	127,229
<b>Reserves (Ending Fund Balance)</b>	\$ 275,030	\$ 252,783
<i>Reserve %</i>	35.0%	66.5%

Version Date

2/1/2023

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

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Alligator Creek - Entrance Channel	396	0	0	0	0	0	396
Buena Vista WW Maint. Dredging FY23	451	0	0	0	0	0	451
Don Pedro/Knight/Palm Island Re-nourishment FY20	692	203	123	95	0	0	1,113
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	0	55	9,770	195	10,020
Gulf Cove WW Dredging	1,888	46	37	28	19	10	2,028
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 FY20	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	725	0	0	0	0	0	725
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	459	0	0	0	0	0	459
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	1,001	274	0	0	0	0	1,275
Stump Pass Maintenance Dredging FY26	0	151	4,535	30	30	95	4,841
Suncoast Maintenance Dredge	112	823	0	0	0	0	935
<b>TOTAL</b>	<b>10,284</b>	<b>2,745</b>	<b>5,138</b>	<b>596</b>	<b>31,874</b>	<b>786</b>	<b>51,423</b>

# Pirate Harbor 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>	\$174,598	\$219,240	\$233,048	\$233,048
<b>Revenues</b>				
Assessments & Earnings	103,826	104,607	67,936	104,607
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	391,000	-	-
<b>Total Revenue</b>	\$103,826	\$495,607	\$67,936	\$104,607
<b>Expenditures</b>				
Contract Services	-	-	-	-
Survey	9,249	25,000	-	25,000
Navigational Trimming	-	-	-	-
Public Works Services	3,108	4,655	-	4,655
Internal Charges	5,477	1,637	1,637	1,637
Purchased Services	10,986	11,145	10,263	16,701
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	15,610	-	-
<b>Project Costs</b>				
Pirate Harbor Dredging FY23	16,555	467,645	-	-
<b>Total Expenditures</b>	\$45,376	\$525,692	\$11,900	\$47,993
<b>Reserves (Ending Fund Balance)</b>	\$233,048	\$189,155	\$289,084	\$289,662
Reserve %	83.7%	26.5%	96.0%	85.8%

Date Prepared:

2/1/2023





**Pirate Harbor Waterway  
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance  
Thursday, February 16, 2023

Location: 401 Shreve Street, Punta Gorda, Florida  
Charlotte Harbor Event Center

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

NAME (please print)	Email Address	Phone Number
Karlene McDonald	Karlene.McDonald@charlottecountyfl.gov	941.575.3627
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Phillip Smallwood	PHILIPRSMALLWOOD@GMAIL.COM	502-773-2616
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Zach Falesch	Zach.Falesch@charlottecountyfl.gov	
Chuck Falesch	falesche@gmail.com	269 985 2025