

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

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY NOVEMBER 15, 2023**

**10:35 a.m. – 11:33 a.m.  
Punta Gorda Charlotte Library  
401 Shreve Street, Punta Gorda, Florida**

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

**Members Absent:** Don Jhonson

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

**Guests:** See Attached Sign in Sheet

**Call to Order / Roll Call:**

The meeting was called to order at 10:35 a.m. A roll call was taken, and a quorum was present. Mr. Jhonson forfeited his position due to absences and his position will be advertised at the next Board of County Commissioners Meeting. This vacancy will be posted for two meetings before other candidates can be considered.

**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 August 23, 2023, were unanimously approved as submitted.

**Unfinished Business:**

- a. Interior Dredge Project: Mr. Patchell informed the group of the excessive rate increase for dredging, explaining the challenges they have been working through. He clarified the stations that they will be able to complete with the budget that is in place. The group discussed long term dredge options, and Mr. Patchell discussed his initiative for a County Wide Dredge Program and explained different options that are being considered. The group contemplated scaling the dredge project back in hopes for lower rates. Mr. Patchell advised that they should move forward with the current project and explained the Design and Engineering process pointing out that these costs have already been encumbered.
- b. FY23 Post-Storm Survey: The group discussed the Post-Storm Survey. Conversation ensued regarding the benefits of having the survey completed annually vs. biannually, scope of survey and if the main channel should at least be surveyed every year, FEMA's requirements for survey timelines to qualify for reimbursement, and the pre-construction survey for the current anticipated dredge project. Mr. Patchell clarified the pre-construction survey guidelines stressing that this survey only addresses the areas included in the scope of the dredge project. Mr. Falesch made a motion to complete a bathymetric survey to address the main channel in the next scheduled survey, with the clarification that they hold

off on the interior channel survey and use the preconstruction survey for Fiscal Year 24. The motion was seconded and passed unanimously.

- c. Seagrass Mitigation Monitoring: Mr. Patchell stated that the Seagrass Mitigation Monitoring was completed, and the group should have the final report at the next meeting. Mr. Patchell also advised the group that they have one more year to fulfill their permit requirements and is confident that they will be completed with the Seagrass Mitigation Monitoring, mentioning that they applied for early release, but the state denied the request.

**New Business:**

- a. Financial Reports: The FY23 quarter four financial reports were reviewed. The FY24 Adopted and the FY25 Approved budget were reviewed. The group requested information regarding the Debt Proceeds line item.

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

None

**Advisory Board Open Discussion:**

Discussion ensued regarding Marine Marker Hurricane Repairs. The group requested the item be added to the next agenda under unfinished business.


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

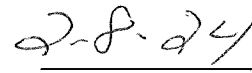
Future meetings are tentatively scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library as follows:

- February 8, 2024

The meeting adjourned at 11:33 a.m.

Submitted by: Erica LeMaster  
Public Works Department

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

  
\_\_\_\_\_  
Date

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

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, NOVEMBER 15, 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:** Erica LeMaster, Community Liaison

**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: May 3, 2023, and August 23, 2023
5. Unfinished Business
  - a. Interior Dredge Project
  - b. FY23 Post-storm Survey
  - c. Sea Grass Mitigation Monitoring
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

# **FY2024 Tentative Meeting Schedule**

## **Pirate Harbor WW**

### **MSBU Advisory Board**

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

- **2/8/2024 – Punta Gorda Library**
- **5/2/2024 - Punta Gorda Library**
- **8/22/2024 - Punta Gorda Library**
- **11/7/2024 - Punta Gorda Library**

# Pirate Harbor 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
<b>Beginning Balance</b>	\$174,598	\$219,240	\$233,048	\$233,048
<b>Revenues</b>				
Assessments & Earnings	103,826	104,607	115,279	115,279
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	391,000	-	-
<b>Total Revenue</b>	\$103,826	\$495,607	\$115,279	\$115,279
<b>Expenditures</b>				
Contract Services	-	-	-	-
Survey	9,249	25,000	-	-
Navigational Trimming	-	-	-	-
Public Works Services	3,108	4,655	3,459	3,459
Internal Charges	5,477	1,637	1,637	1,637
Purchased Services	10,986	11,145	15,836	15,836
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	15,610	-	-
<b>Project Costs</b>				
Pirate Harbor Dredging FY23	16,555	467,645	7,661	7,661
<b>Total Expenditures</b>	\$45,376	\$525,692	\$28,594	\$28,594
<b>Reserves (Ending Fund Balance)</b>	\$233,048	\$189,155	\$319,733	\$319,733
<i>Reserve %</i>	83.7%	26.5%	91.8%	91.8%

Date Prepared: 10/20/2023

# Pirate Harbor Waterway MSBU

## Preliminary 2 Year Budget

### FY2024 & FY2025

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

<b>Vacant and Occupied</b>	<b>FY2024</b>	<b>FY2025</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>	

#### **Beginning Balance**

	<b>Preliminary Budget FY2024</b>	<b>Preliminary Budget FY2025</b>
<b>Beginning Balance</b>	\$ 289,662	\$ 275,030

#### Revenues

	<b>Preliminary Budget FY2024</b>	<b>Preliminary Budget FY2025</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>

#### Expenditures

	<b>Preliminary Budget FY2024</b>	<b>Preliminary Budget FY2025</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

	<b>Preliminary Budget FY2024</b>	<b>Preliminary Budget FY2025</b>
<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)

<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	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>





