

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MAY 2, 2024**

**10:33 a.m. – 12:06 p.m.
Punta Gorda Charlotte Library
401 Shreve St, Punta Gorda, Florida**

Members Present: Robert DiMuzio, Chair
Chuck Falesch, Vice Chair
George Herl
Phillip Smallwood
John Schwind

Members Absent: None

County Staff: Erica LeMaster, Community Liaison
Matthew Logan, Projects Manager
DeWayne Nodine, 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 (3 Minute Limit):

None

Approval of the Minutes:

The February 8, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Interior Dredge Project: Mr. Nodine presented the most recent dredge bids averaging \$161.00 per cubic yard. He presented locations that are currently in the scope for the interior dredge project stressing that at these prices the budget will not support the entire project. The group discussed cost savings scenarios focusing on the areas that will be the most beneficial for the community. The group went on to discuss spoil sites, focusing on a few potential vacant properties. After extensive conversation regarding the current project budget Mr. Herl motioned to reduce the beginning and end of the Treasure Island boulevard location and removing the location on Jolly Roger Boulevard completely. The motion was seconded and passed unanimously.
- a. FY23 Post Storm Survey: The group requested this item be removed from future agendas.
- b. Sea Grass Mitigation Monitoring: Mr. Logan updated the group that we are coming up on year 5 of Sea Grass Mitigation Monitoring. He pointed out that the results have not been as positive as we hoped we have however seen some added Sea Grass growth and met all our requirements. Mr. Logan will be presenting the efforts of the monitoring to the aquatic preserves in hopes that we can come to an agreement to satisfy our obligation.

Mr. Logan shared that we are currently working on the scope for coastal engineering for year five.

- c. Marine Markers: Mrs. LeMaster provided an update that all markers have been restored.

New Business:

- a. Financial Reports: The fiscal year (FY) 2024 quarter one and quarter two actual expenditure and activity maintenance reports were provided for review. The FY23 Executive Summary was provided. The Board had no questions at this time.
- b. Assessment Rate Increase: Mrs. LeMaster advised that Fiscal staff are beginning to work on the FY26/FY27 budgets. The group requested Fiscals attendance at the next Advisory Board meeting to discuss recommendations.
- c. Water Quality Monitoring: Mrs. LeMaster advised that we have received all required documents to begin testing at the Jean La Fitte Boulevard location. Monitoring at the location will begin next month. Mrs. LeMaster reminded the group that we may have to start charging the MSBU for this location in the future or will have to drop another location within the South Charlotte Stormwaters boundary.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

Discussion ensued regarding a dock on Treasure Island Boulevard being properly permitted.

Schedule Meetings / Items for Next Agenda:

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

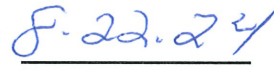
- Thursday August 22, 2024
- Thursday November 7, 2024

The meeting adjourned at 12:06 p.m.

Submitted by Erica LeMaster
Public Works Department



Chair Signature



Date

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MAY 2, 2024**

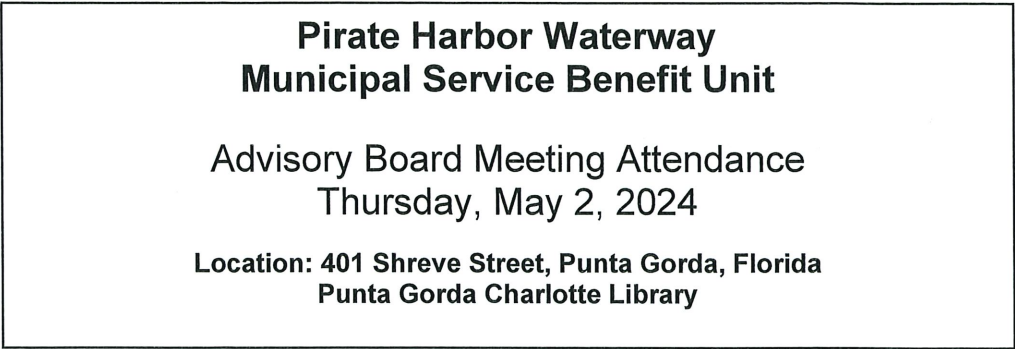
**10:30 a.m. Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: Robert DiMuzio, Chair
Chuck Falesch, Vice-Chair
George Herl
Phillip Smallwood
John Schwind

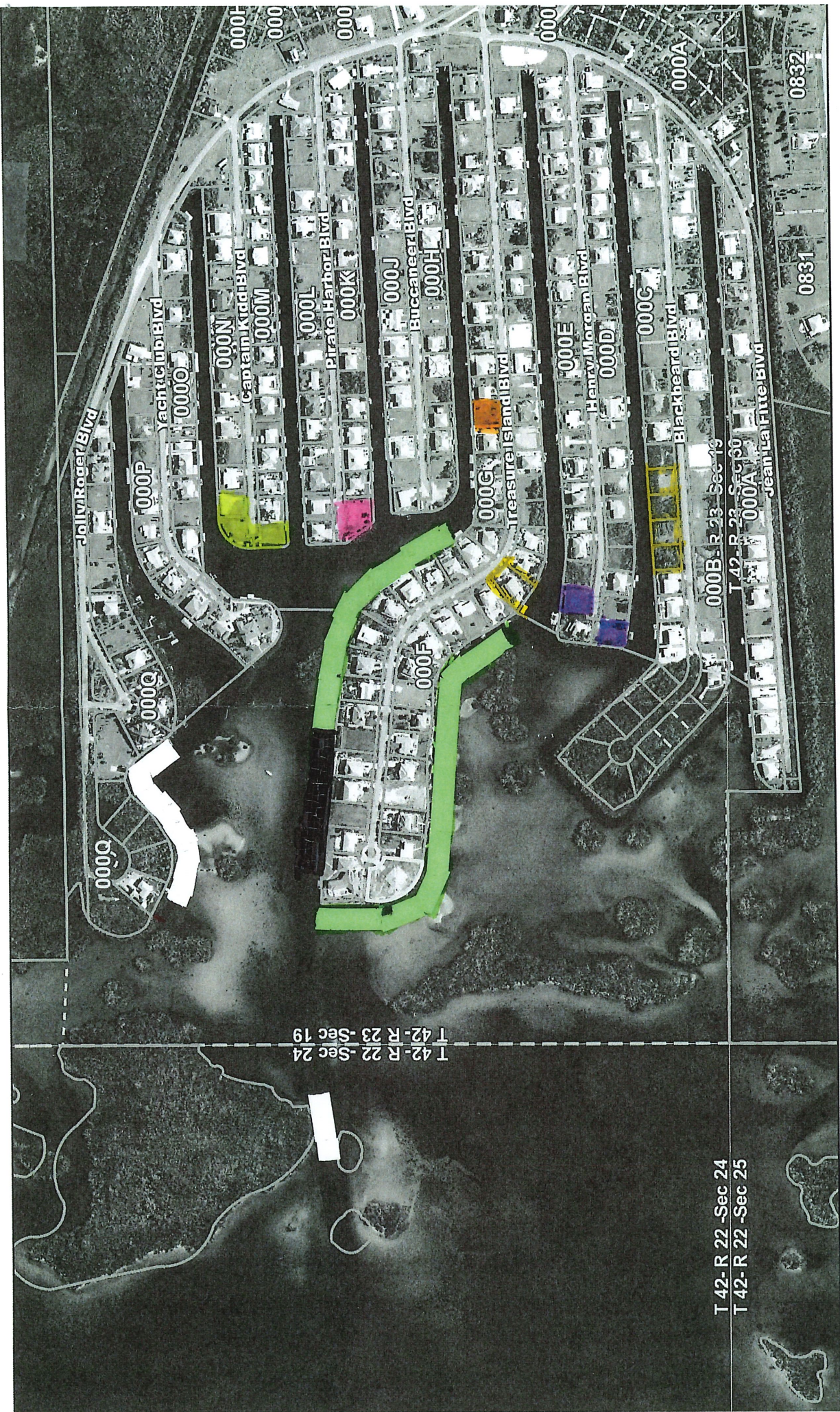
COUNTY STAFF: Erica LeMaster, Community Liaison

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: February 8, 2024
5. Unfinished Business
 - a. Interior Dredge Project
 - b. FY23 Post-storm Survey
 - c. Sea Grass Mitigation Monitoring
 - d. Marine Markers
6. Citizen Input on Agenda Items (3-Minute Limit)
7. New Business
 - a. Financial Reports
 - b. Assessment Rate Increase
 - c. Water Quality Monitoring
8. Advisory Board Open Discussion
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

[illegible]

Map Layout



0 0.05 0.1 0.2 mi

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Charlotte County, Charlotte County GIS

SPILL X-FER SITES - PO

Possible Spill X-Fer Sites

April 29, 2024

Pirate Harbor Waterway MSBU

Fund Financial Report
Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$233,048	\$288,850	\$324,772		
Revenues					
Assessments & Earnings	119,478	105,028	73,875		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	391,000	-		
Total Revenue	\$119,478	\$496,028	\$73,875		
Expenditures					
Contract Services	-	-	-	19,507	(19,507)
Survey	-	25,000	-	-	25,000
Navigational Trimming	-	-	-	-	-
Public Works Services	3,459	7,305	222	-	7,083
Internal Charges	1,637	1,984	1,984	-	-
Purchased Services	14,997	17,191	1,452	15,556	182
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	15,610	-	-	15,610
Project Costs					
Pirate Harbor Dredging FY23	7,661	457,824	22	84,330	373,472
Total Expenditures	\$27,754	\$524,914	\$3,680	\$119,393	\$401,841
Reserves (Ending Fund Balance)	\$324,772	\$259,964	\$394,967		
Reserve %	92.1%	33.1%	99.1%		

Date Prepared: 1/18/2024

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	20073	MSBU Administrative Work		10/10/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		10/20/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		10/24/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		10/25/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		11/06/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		11/14/2023	2.00	147.80	0.00	0.00	0.00		147.80
	20073	MSBU Administrative Work		11/15/2023	4.00	295.60	0.00	0.00	0.00		295.60
	20073	MSBU Administrative Work		11/21/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		11/28/2023	2.00	147.80	0.00	0.00	0.00		147.80
	20073	MSBU Administrative Work		12/01/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		12/12/2023	1.00	73.90	0.00	0.00	0.00		73.90
Administrative Time Total											
	20073	MSBU Administrative Work		11/15/2023	2.00	147.80	0.00	0.00	0.00		147.80
MSBU Minutes Total											
	20073	MSBU Administrative Work		11/15/2023	2.50	184.75	0.00	0.00	0.00		184.75
MSBU Meeting Total											
		Work Order 20073 Total			19.00	1,404.10	0.00	0.00	0.00	0.00	1,404.10
MSBU Administrative Work Total											
	2862	Project Management		10/11/2023	0.25	21.60	0.00	0.00	0.00	0.00	21.60
	2862	Project Management		11/15/2023	1.50	129.62	0.00	0.00	0.00	0.00	129.62
Plan/Spec Review Total											
					1.50	129.62	0.00	0.00	0.00	0.00	129.62

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

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Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	2862	Project Management		11/15/2023	1.50	129.62	0.00	0.00	0.00		129.62
		Project Meetings Total									
	2862	Project Management		11/15/2023	1.50	129.62	0.00	0.00	0.00		129.62
		Public Outreach Total									
					1.50	129.62	0.00	0.00	0.00		129.62
					4.75	410.45	0.00	0.00	0.00	0.00	410.46
			Pirate Harbor WW Dredge								
		Work Order 2862 Total									
cmd2202 - Pirate Harbor Dredging FY23											
					4.75	410.45	0.00	0.00	0.00	0.00	410.46
		Project Management Total									
					23.75	1,814.55	0.00	0.00	0.00		1,814.56
		Pirate Harbor Waterway Unit Total									

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

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											
					23.75	1,814.55	0.00	0.00	0.00		1,814.56

Pirate Harbor Waterway MSBU

Fund Financial Report
Oct. 1, 2023 - Mar. 31, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$233,048	\$288,850	\$324,772		
Revenues					
Assessments & Earnings	119,478	105,028	101,833		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	391,000	-		
Total Revenue	\$119,478	\$496,028	\$101,833		
Expenditures					
Contract Services	-	-	-	19,507	(19,507)
Survey	-	25,000	-	-	25,000
Navigational Trimming	-	-	-	-	-
Public Works Services	3,459	7,305	1,848	-	5,458
Internal Charges	1,637	1,984	1,984	-	-
Purchased Services	14,997	17,191	15,654	1,836	(300)
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	15,610	-	-	15,610
Project Costs					
Pirate Harbor Dredging FY23	7,661	457,824	454	84,330	373,040
Total Expenditures	\$27,754	\$524,914	\$19,939	\$105,673	\$399,301
Reserves (Ending Fund Balance)	\$324,772	\$259,964	\$406,665		
Reserve %	92.1%	33.1%	95.3%		

Date Prepared: 4/2/2024

Monthly Funding Report

START
DATE:

01/01/2024

END DATE:

03/31/2024

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Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	20073	MSBU Administrative Work		03/04/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20073	MSBU Administrative Work		01/03/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		01/09/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		01/11/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		01/16/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		01/18/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		01/19/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		01/29/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		01/30/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		02/01/2024	10.00	739.00	0.00	0.00	0.00		739.00
	20073	MSBU Administrative Work		02/08/2024	4.50	332.55	0.00	0.00	0.00		332.55
	20073	MSBU Administrative Work		02/09/2024	2.50	184.75	0.00	0.00	0.00		184.75
	20073	MSBU Administrative Work		02/20/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		02/27/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		03/12/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		03/18/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		03/27/2024	1.50	110.85	0.00	0.00	0.00		110.85
Administrative Time Total											
	20073	MSBU Administrative Work		02/08/2024	28.25	2,087.68	0.00	0.00	0.00		2,087.68
	20073	MSBU Administrative Work			2.75	203.23	0.00	0.00	0.00		203.23
MSBU Meeting Total											
					2.75	203.23	0.00	0.00	0.00		203.23
Work Order 20073 Total											
					31.25	2,309.38	0.00	0.00	0.00	0.00	2,309.39

Monthly Funding Report

START
DATE:

01/01/2024

END DATE:

03/31/2024

Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
MSBU Administrative Work Total											
	2862	Project Management		01/16/2024	31.25	2,309.38	0.00	0.00	0.00	0.00	2,309.39
Work Order 2862 Total											
			Pirate Harbor WW Dredge		0.50	43.21	0.00	0.00	0.00	0.00	43.21
cmd2202 - Pirate Harbor Dredging FY23											
		Project Management Total			0.50	43.21	0.00	0.00	0.00	0.00	43.21
Pirate Harbor Waterway Unit Total											
					31.75	2,352.58	0.00	0.00	0.00	0.00	2,352.60

Monthly Funding Report

START DATE:

01/01/2024

END DATE:

03/31/2024

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											
					31.75	2,352.58	0.00	0.00	0.00		2,352.60

**PIRATE HARBOR WATERWAY
Municipal Service Benefit Unit (MSBU)
FY23 Annual Report – Executive Summary
October 1, 2022 – September 30, 2023**

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Laws and Ordinances, ARTICLE XVIII. - PIRATE HARBOR WATERWAY UNIT Sec. 4-7-363. - Purpose.

The purpose of the unit is to provide for the dredging, maintenance, clearing, marking for navigational purposes, and providing of safety devices in the Pirate Harbor waterway system. The purpose of this unit shall not include the maintenance of seawalls.

Summary

Current Rate: \$335

Max Rate: \$828.25

The FY23 completed work program included all internal maintenance and administrative costs, and professional services included project engineering for dredging.

The current fiscal year work program includes all internal maintenance and administrative costs, and contracted services for a pre-storm bathymetric survey, aquatic weed mitigation, and dredging.

For FY25, the Advisory Board recommends budgeting for all internal maintenance and administrative costs, and contracted services for a pre-storm bathymetric survey, and aquatic weed mitigation.

The MSBU is currently paying back a dredging loan anticipated to be paid in full by FY30