MINUTES
WEST CHARLOTTE STORMWATER UTILITY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 8, 2025

9:31 a.m. – 11:20 a.m.
Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, FL

Members Present:	Hank Killion, Vice Chair
	John House
	Geoffrey Norton
County Staff:	Lorraine Moneypenny, Community Liaison
	Brandon Moody, Water Quality Manager
Guests:	Sign-in sheet attached

Call to Order / Roll Call:
The Vice Chair called the meeting to order at 9:31 a.m. A roll call was taken. A quorum was present.

Changes to the Agenda / Motion to Approve Changes:
All Board members agreed to add Water Quality Monitoring Program to the top of the agenda.

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

Approval of Minutes:
The minutes of July 24, 2024 were unanimously approved as submitted.

Election of Officers:
Mr. Norton nominated Mr. Killion for Chair. Mr. House seconded, and Mr. Killion was elected unanimously. Mr. House nominated Mr. Norton for Vice Chair. Mr. Killion seconded, and Mr. Norton was elected unanimously.

Robert's Rules of Order / Sunshine Law
Mr. Norton motioned that the annual training be deferred to the next meeting. Mr. House seconded, and the motion carried.

Unfinished Business:

a. Water Quality Monitoring Program: Mr. Moody presented the results of post-hurricane water sampling. High rain events like Hurricane Ian impact bacteria and BOD levels more severely than even acute surge events like Hurricane Milton.

   Mr. Moody's department, while monitoring water levels on Manasota Key and in Lemon Bay, seeks to acquire and place monitors in more places, and make their data available to the public in an online portal.

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

Advisory Board Open Discussion:
The community liaison explained the plan to address the overgrown major drainage ditches in Rotonda West intensively for a month in each of the next five winters, starting with the ditch behind Fairway this March. Mr. Killion recalled the prediction of Public Works Director John Elias that bringing Rotonda West drainage assets back to maintainable condition might take twenty years, starting with the repair and lining of pipes – now largely complete. Mr. Hedges said the RWA has already removed dead trees from that greenway area. The County would benefit from using the same access points he arranged.

Mr. Killion repeated a suggestion that the County get an easement to create a turn-around point on the closed road leading to Rotonda West Bridge 13. In fact, that suggestion was approved by John Elias. Real Estate Services is already working on it.

Schedule Meetings / Items for Next Agenda:
Future meetings are scheduled for 9:30 a.m. at the Mac V. Horton West County Annex as follows:

- Wednesday, April 9, 2025
- Wednesday, July 9, 2025
- Wednesday, October 8, 2025

The meeting adjourned at 11:20 a.m.

Submitted by Lorraine Moneypenny
Public Works Department

Mark Killion
Chair Signature

4/9/25
Date

AGENDA

WEST CHARLOTTE STORMWATER UTILITY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 8, 2025

9:30a.m., Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Hank Killion, Vice Chair
John House
Geoffrey Norton

COUNTY STAFF: Lorraine Moneypenny, Community Liaison
Brandon Moody, Water Quality & Resilience Manager

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda
3. Citizen Input on Agenda Items (3 Minute Limit)
4. Approval of Minutes: October 2, 2024
5. Election of Officers
6. Robert's Rules of Order / Sunshine Law
7. Unfinished Business
    a. Rotonda River grass carp
8. New Business
    a. Financial Reports
9. Citizen Input on MSBU Items (3 Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule: Wednesdays Apr. 9, Jul. 9, and Oct. 8
12. Items for Next Agenda
13. Motion to Adjourn

West Charlotte Stormwater Utility
Municipal Service Benefit Unit
Regular Meeting

Advisory Board Attendance
9:30 a.m., Wednesday, January 8, 2025

Location: Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, Florida

INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

NAME (please print)	Email Address	Phone Number
GEOFF NORTH	oilsactually @ gmail	941 525 - 8100
HANK KILLION	s.killion @ comcast.net	941-697-3453
John House	drabode@aol.com	941 697-8030
Derrick Hedges	derrick@rotondawest.org	941-815-8010

West Charlotte Stormwater District MSBU

Adopted Budget
FY2025

Estimated Acres and Cost per Acre	Approved FY2025	Adopted FY2025	Changes FY2025
Vacant			
Estimated Acres	13,035.111	12,690.699	$ (344.41)
Cost per Acre	$ 103.10	$ 103.10	$ -
Occupied			
Estimated Acres	10,888.306	11,189.210	$ 300.90
Cost per Acre	$ 103.10	$ 103.10	$ -
Current FY24 Vacant Rate	**$ 103.10**		
Current FY24 Occupied Rate	**$ 103.10**		
Current Maximum Rate	**$ 125.00**		

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
Beginning Balance	$ 3,534,204	$ 6,425,827	$ 2,891,623
Revenues			
Assessments & Earnings			
Assessments	2,466,505	2,462,019	(4,486)
Interest	12,370	22,491	10,121
Interest Earnings-L.G.S.F.T.F.	-	-	-
Net Inc/(Decr) Fair Market Value-Investments	-	-	-
Interest-Tax Coll	-	-	-
Misc Rev-Refund Prior Year Exp	-	-	-
Excess Fees /Tax Collector	-	-	-
Less 5% Reserve - FS 129.01(2)b	(123,944)	(124,226)	(282)
Grant & Subsidy Revenue			
State Grant-P/E Strmwtr Mgmt	-	-	-
Grants from Oth Govts-SWFWMD	-	-	-
Loans & Borrowing			
Total Revenue	$ 2,354,931	$ 2,360,284	$ 5,353
Expenditures			
Contract Services			
Engineering	-	-	-
Other Professional Srvs	-	-	-
Other Contractual Srvs	20,000	20,000	-
Concrete Flatwork	5,000	5,000	-
Drainage	-	-	-
Sod Installed	-	-	-
ROW Reclamation	-	-	-
Specialty Mowing	31,230	31,230	-
Contract Services; other			
Pipe Lining	1,000,000	1,000,000	-
Water Quality Monitoring	127,559	127,559	-
Public Works Services			
Equip Repl Charges-PubWrks	344,117	344,117	-
Operating Exp-PubWrks	547,358	547,358	-
Lighting Materials	-	-	-
Road & Bridge Materials	335,876	335,876	-

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
Internal Charges			
Central/Indirect Srvs	16,446	14,675	(1,771)
Purchased Services			
Postage	-	-	-
Admin Srvs-PubWrks	-	-	-
Personal Srvs-InterDept	-	-	-
Reimb-Aquatic Weed Chrgs	325,000	325,000	-
Printing & Binding	-	-	-
Advertising-Legal	-	-	-
Fees-Landfill	1,500	1,500	-
Collection Fee-Tax Collector	49,331	49,241	(90)
Materials and Supplies			
Educational Expenses	-	-	-
Capital Outlay			
Land Acquisition	-	-	-
ROW Acquisition	-	-	-
Imprv-Other Than Bldgs	-	-	-
Debt Services			
Principal	-	-	-
Interest	-	-	-
Other Debt Service Costs	-	-	-
Project Costs			
Natl Pollution Discharge Elimination			
Engineering	16,667	16,667	-
Construction	-	-	-
Labor	25,001	24,569	(432)
Canal Sediment Removal-West County			
Engineering	-	23,944	23,944
Construction	-	-	-
Labor	-	1,000	1,000
TMDL (Total Max. Daily Load Program)			
Engineering	-	133,334	133,334
Construction	-	-	-
Labor	-	5,325	5,325
SGC WW Lock Repair			
Engineering	5,000	5,000	-
Construction	-	-	-
Labor	-	-	-
Total Expenditures	2,850,085	3,011,395	161,310
Reserves (Ending Fund Balance)	$ 3,039,050	$ 5,774,716	$ 2,735,666
Reserve %	*51.6%*	*65.7%*	*94.4%*

Version Date 9/10/2024

FY2025 Capital Improvements Budget / FY 2025 - FY 2030 Project Detail

Project No. c392002

GENERAL PROJECT DATA: Status: In Progress

Project Title:	Canal Sediment Removal-West County
Functional Area:	Stormwater
Department:	Public Works/Engineering
Location:	West County

CONCURRENCY REQUIREMENTS (Y/N)

Does project add new capacity?	Yes/No
Is project required to maintain level of service:	
- Within 5 years? List project in CIE	Yes/No
- From 6 to 10 years? Monitor Annually	Yes/No

PROJECT NEED CRITERIA	
Safety	
Mandate	
Replace	
Growth	

PROJECT SCHEDULE	FY25 1 2 3 4	FY26 1 2 3 4	FY27 1 2 3 4	FY28 1 2 3 4	FY29 1 2 3 4	FY30 1 2 3 4
Desgn/Arch						
Land/ROW						
Construct						
Equipment						

PROJECT DESCRIPTION:

This project will provide for the engineering design and construction for the sediment removal, nutrient removal and vegetation removal in order to maintain positive drainage in the West County upland canals.

Funding is provided from the West County Stormwater Unit. Annual allocation of $620,000 continues into the future.

OPERATING BUDGET IMPACT:

There are no additional operating impacts associated with this project.

PROJECT RATIONALE (Include Additional LOS Detail, if necessary):

The canals included in this project were originally dredged approximately 60 years ago. Over the years, sediment has built up in the canals which contain nutrients that degrade the water quality as well as take up vital storage for stormwater runoff. This project will regrade the canals to their original design capacity and it is anticipated that by removing the nutrient rich sediment will improve water quality. The County is working with the FDEP in order to use this project to mitigate for any future TMDL that might be imposed upon these canals.

REPLACEMENT COUNTY PROPERTY NO.:

Proposed Canals:
Claremont WW
Butterford WW
Newgate WW
Blueberry Lake
March WW
Seamist WW
Memorial WW
Mighty Rotonda River
Rotonda Canals

	Prior Actual	Est FY24	Calc. for FY25 Orig. FY25	Est c/o to FY25	New $ FY25	FY25	FY26	FY27	FY28	FY29	FY30	FUTURE	Total
EXPENDITURE PLAN (000'S)													
Design/Arch/Eng	12				24.15	24	100	100	100	100			436
Land (or ROW)													
Construction							500	500	500	500			2,000
Internal Costs	13			-1	2.20	1	20	20	20	20			94
Equipment													
Interest													
Other Fees & Costs													
Total Project Cost	26			-1	26	25	620	620	620	620			2,531
FUNDING PLAN (000'S)													
MSBU/TU Assessments	26	-		-1	26	25	620	620	620	620			2,531
Total Funding	26	-		-1	26	25	620	620	620	620			2,531
LOAN REPAYMENT SCHEDULE (000'S)													
Total Loan Repayment													
ANNUAL OPERATING BUDGET IMPACT (000'S)													
Personal Svc.													
Non-personal													
Capital													
Total Operating													

FY2025 Capital Improvements Budget / FY 2025 - FY 2030 Project Detail

Project No. c390202

GENERAL PROJECT DATA:	Status In Progress
Project Title:	National Pollution Discharge Elimination Pgm
Functional Area:	Stormwater Management
Department:	Public Works\Engineering
Location:	Stormwater MSBUs, County Wide

CONCURRENCY REQUIREMENTS:	(Y/N)
Does project add new capacity?	No
Is project required to maintain level of service:	
- Within 5 years? List project in CIE	No
- From 6 to 10 years? Monitor Annually	No

PROJECT NEED CRITERIA		PROJECT SCHEDULE	FY25 1 2 3 4	FY26 1 2 3 4	FY27 1 2 3 4	FY28 1 2 3 4	FY29 1 2 3 4	FY30 1 2 3 4
Safety		Desgn/Arch						
Mandate	X	Land/ROW						
Replace		Construct						
Maint	X	Equipment						

PROJECT DESCRIPTION:

Continue to implement the National Pollution Discharge Elimination System (NPDES) Phase II permit for Charlotte County. The permit includes coordination with Florida Department of Transportation.

Funding is split equally between Mid Charlotte, South Charlotte, and West Charlotte Stormwater Units.

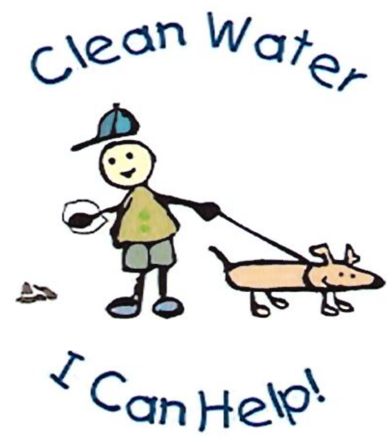
OPERATING BUDGET IMPACT:

There are no additional operating impacts associated with this project.

PROJECT RATIONALE (Include Additional LOS Detail, if necessary):

As required by the Environmental Protection Agency (EPA), operators of storm sewer systems are required to implement programs and practices to control polluted stormwater runoff. This project is to reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on unregulated sources of stormwater into Charlotte Harbor.

Charlotte County received the first 5-year permit in 2003. The most recent renewal of the permit was received in January 2018 and is in effect until December 31, 2022. Minimum project requirements are public education and outreach, public participation/involvement, construction site runoff control and pollution prevention.



	Prior Actual	Est FY24	Calc. for FY25 Orig. FY25	Est c/o to FY25	New $ FY25	FY25	FY26	FY27	FY28	FY29	FY30	FUTURE	Total
EXPENDITURE PLAN (000'S)													
Design/Arch/Eng	501			38	12	50	50	50	50	50	50		801
Land (or ROW)													
Construction	26			2	7	10							36
Internal Costs	1,078	20		19	55	74	75	75	75	75	75		1,547
Equipment													
Interest													
Other Fees & Costs													
Total Project Cost	1,605	20		59	74	133	125	125	125	125	125		2,384
FUNDING PLAN (000'S)													
MSBU/TU Assessments	1,596	20		55	79	133	125	125	125	125	125		2,375
Grants	8			4	-4								8
Total Funding	1,605	20		59	74	133	125	125	125	125	125		2,384
LOAN REPAYMENT SCHEDULE (000'S)													
Total Loan Repayment													
ANNUAL OPERATING BUDGET IMPACT (000'S)													
Personal Svc.													
Non-personal													
Capital													
Total Operating													

FY2025 Capital Improvements Budget / FY 2025 - FY 2030 Project Detail

Project No. c390305

GENERAL PROJECT DATA:

Status: In Progress

Project Title:	Total Maximum Daily Load Program
Functional Area:	Stormwater Management
Department:	Public Works\Engineering
Location:	Stormwater MSBUs, County Wide

CONCURRENCY REQUIREMENTS:

	(Y/N)
Does project add new capacity?	No
Is project required to maintain level of service:	
- Within 5 years? List project in CIE	No
- From 6 to 10 years? Monitor Annually	No

PROJECT NEED CRITERIA	
Safety	
Mandate	X
Replace	
Growth	

PROJECT SCHEDULE	FY25 1 2 3 4	FY26 1 2 3 4	FY27 1 2 3 4	FY28 1 2 3 4	FY29 1 2 3 4	FY30 1 2 3 4
Desgn/Arch						
Land/ROW						
Construct						
Equipment						

PROJECT DESCRIPTION:

The objective of the TMDL initiative is to develop water quality based controls to reduce pollution from both point and non-point sources and to restore and maintain the quality of water resources in designated areas identified by EPA/FDEP. The Engineering Consultant will address EPA and/or DEP requirements pertaining to initial development of this program. This work may include but not be limited to: modeling of pollutant loadings at locations designated by EPA and/or DEP and recommendations to address any mandated stormwater management projects.

Funding is split equally between Mid Charlotte, South Charlotte, and West Charlotte Stormwater Units.

OPERATING BUDGET IMPACT:

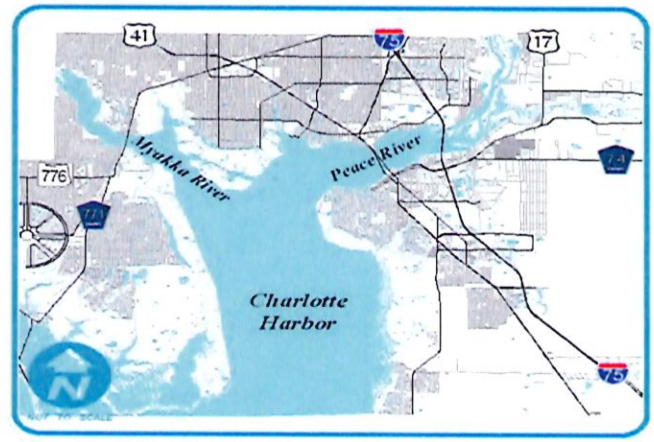
There are no additional operating impacts associated with this project.

PROJECT RATIONALE (Include Additional LOS Detail, if necessary):

The Environmental Protection Agency (EPA) is requiring all states to identify those waters within its boundaries not meeting water quality standards applicable to the waters' designated uses. In Florida, this program is being initiated/implemented by the Florida Department of Environmental Protection (FDEP). Possible water bodies affected by this program in Charlotte County are Charlotte Harbor and the Peace and Myakka Rivers. This project is to initiate efforts to address water quality issues that may be derived as this initiative by EPA and FDEP progresses.

REPLACEMENT COUNTY PROPERTY NO.:

	Prior Actual	Est FY24	Calc. for FY25 Orig. FY25	Est c/o to FY25	New $ FY25	FY25	FY26	FY27	FY28	FY29	FY30	FUTURE	Total
EXPENDITURE PLAN (000'S)													
Design/Arch/Eng	5			400		400							405
Land (or ROW)													
Construction													
Internal Costs	30			16		16							46
Equipment													
Interest													
Other Fees & Costs													
Total Project Cost	35			416		416							451
FUNDING PLAN (000'S)													
MSBU/TU Assessments	35			416		416							451
Total Funding	35			416		416							451
LOAN REPAYMENT SCHEDULE (000'S)													
Total Loan Repayment													
ANNUAL OPERATING BUDGET IMPACT (000'S)													
Personal Svc.													
Non-personal													
Capital													
Total Operating													



West Charlotte Stormwater MSBU
Fund Financial Report
Oct. 1, 2023 - Sept. 30, 2024
Unaudited as of 9.30.24

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	$6,370,252	$4,215,325	$6,933,980		
Revenues					
Assessments & Earnings	1,406,843	2,357,196	2,694,666		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	$1,406,843	$2,357,196	$2,694,666		
Expenditures					
Contract Services	161,205	110,320	27,983	9,812	72,525
Pipe Lining	143,296	1,000,000	249,183	508,260	242,557
Water Quality	143,533	127,559	116,101	21,410	(9,952)
Public Works Services	32,375	1,223,617	267,035	-	956,582
Internal Charges	16,534	15,663	15,663	-	-
Purchased Services	321,029	375,831	479,897	-	(104,066)
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
	-	-	-	-	-
Project Costs					
Nat'l Pollution Discharge Elimination	22,881	41,668	15,658	3,055	22,954
Total Maximum Daily Load Program	-	138,659	-	-	138,659
Canal Sediment Removal-West County	2,263	-	-	23,942	(23,942)
South Gulf Cove WW Lock Split Funded	-	5,000	-	-	5,000
Total Expenditures	$843,116	$3,038,317	$1,171,520	$566,479	$1,300,318
Reserves (Ending Fund Balance)	$6,933,980	$3,534,204	$8,457,126		
Reserve %	*89.2%*	*53.8%*	*87.8%*		

Date Prepared: 10/29/2024