

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, AUGUST 22, 2024**

**10:35 a.m. – 12:54 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
DeWayne Nodine, Projects Manager

Guests: None

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 established.

Changes to the Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The May 2, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Interior Dredge Project: Mr. Nodine presented the revised project map reminding the group that the previous locations wouldn't support the budget. The revised project map are the locations the group agreed upon during the previous meeting. Discussion ensued regarding revision of the dredge at the tip of the island. Mr. Nodine advised that the project area has been moved south due to mangroves preventing a dredge of the previous location. Discussion ensued regarding mangrove trimming and the possibility of removal. Mr. Nodine stressed that we cannot uproot mangroves. The group requested an update on two potential spoil sites mentioned at the previous meeting. Mr. Nodine advised that the county cannot reach out to property owners to request permission to utilize property during a project.
- b. Sea Grass Mitigation Monitoring: Ms. LeMaster advised that there has not been an update regarding qualifying for exemption for the Sea Grass Mitigation Monitoring. The group mentioned the uprise in manatees stating that they have been extremely hungry and tearing up the sea grass.
- c. Marine Markers: The group discussed marine markers 4a-8 and requested these be investigated by our signs and marking division for proper numeration and placement.

- d. Assessment Rate Increase: Ms. LeMaster advised that we start looking at assessment rates in the winter. The group discussed the pros and con's regarding lowering the max rate.
- e. Water Quality Monitoring: Mr. Moody discussed the most recent water quality testing results focusing on testing locations in the Pirate Harbor district. The group discussed the possibility of citizen sampling, and mosaic sampling. Mr. Moody explained what goes into sampling and how sampling is charged, reminding the group that the funds for the Jean La Fitte testing location have been expended. The group discussed other funding sources focusing on the possibility of South Charlotte Stormwater funding this location. Conversation ensued regarding the recent algae bloom similar to the event in Pirate Harbor last year. Mr. Moody explained that he is working with Florida Wildlife Conservation (FWC) to explore ideas of how to remove these mats mechanically, explaining that the University of Florida has been pulling samples and researching what it is and what could be causing these blooms.
- f. Financial Reports: The fiscal year (FY) 2024 quarter three actual expenditure and activity maintenance reports were provided for review. The FY25 Proposed Budget was provided. The Board had no questions at this time.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

None

Schedule Meetings / Items for Next Agenda:

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

- Thursday November 7, 2024

The meeting adjourned at 12:54 p.m.

Submitted by Erica LeMaster
Public Works Department



Chair Signature

11-7-24
Date

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, AUGUST 22, 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: May 2, 2024
5. Unfinished Business
 - a. Interior Dredge Project
 - b. Sea Grass Mitigation Monitoring
 - c. Marine Markers
 - d. Assessment Rate Increase
 - e. Water Quality Monitoring
6. Citizen Input on Agenda Items (3-Minute Limit)
7. New Business
 - a. Financial Reports
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

Pirate Harbor Waterway MSBU

Fund Financial Report

Oct. 1, 2023 - June 30, 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	114,034		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	391,000	-		
Total Revenue	\$119,478	\$496,028	\$114,034		
Expenditures					
Contract Services	-	-	-	19,507	(19,507)
Survey	-	25,000	-	25,000	-
Navigational Trimming	-	-	-	-	-
Public Works Services	3,459	7,305	4,138	-	3,167
Internal Charges	1,637	1,984	1,984	-	-
Purchased Services	14,997	17,191	15,803	1,836	(449)
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	15,610	-	-	15,610
Project Costs					
Pirate Harbor Dredging FY23	7,661	457,824	2,052	84,330	371,442
Total Expenditures	\$27,754	\$524,914	\$23,978	\$130,673	\$370,263
Reserves (Ending Fund Balance)	\$324,772	\$259,964	\$414,828		
Reserve %	92.1%	33.1%	94.5%		

Date Prepared: 7/1/2024

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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
	20073	MSBU Administrative Work		04/02/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		04/09/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		04/16/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20073	MSBU Administrative Work		04/18/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		04/25/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20073	MSBU Administrative Work		04/30/2024	2.50	184.75	0.00	0.00	0.00		184.75
	20073	MSBU Administrative Work		05/02/2024	2.75	203.23	0.00	0.00	0.00		203.23
	20073	MSBU Administrative Work		05/06/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20073	MSBU Administrative Work		05/07/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20073	MSBU Administrative Work		06/19/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20073	MSBU Administrative Work		06/26/2024	1.00	73.90	0.00	0.00	0.00		73.90
Administrative Time Total											
	20073	MSBU Administrative Work		05/02/2024	12.25	905.28	0.00	0.00	0.00		905.31
					2.50	184.75	0.00	0.00	0.00		184.75
					2.50	184.75	0.00	0.00	0.00		184.75
MSBU Meeting Total											
					14.75	1,090.03	0.00	0.00	0.00	0.00	1,090.06
Work Order 20073 Total											
					14.75	1,090.03	0.00	0.00	0.00	0.00	1,090.06
MSBU Administrative Work Total											
	2862	Project Management		04/10/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2862	Project Management		04/17/2024	1.50	129.62	0.00	0.00	0.00		129.62
	2862	Project Management		04/18/2024	4.00	345.64	0.00	0.00	0.00		345.64
	2862	Project Management		04/23/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2862	Project Management		04/29/2024	6.50	561.67	0.00	0.00	0.00		561.67

Monthly Funding Report

START DATE:

04/01/2024

END DATE:

06/30/2024

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
	2862	Project Management		04/30/2024	4.50	388.85	0.00	0.00	0.00		388.85
	2862	Project Management		05/02/2024	2.00	172.82	0.00	0.00	0.00		172.82
	2862	Project Management		05/03/2024	1.50	129.62	0.00	0.00	0.00		129.62
	2862	Project Management		05/07/2024	0.25	21.60	0.00	0.00	0.00		21.60
	2862	Project Management		05/08/2024	1.00	86.41	0.00	0.00	0.00		86.41
	2862	Project Management		05/10/2024	0.50	43.21	0.00	0.00	0.00		43.21
	2862	Project Management		05/13/2024	1.50	129.62	0.00	0.00	0.00		129.62
	2862	Project Management		05/20/2024	2.00	172.82	0.00	0.00	0.00		172.82
	2862	Project Management		05/10/2024	1.00	93.20	0.00	0.00	0.00		93.20
Map Creation Total											
					1.00	93.20	0.00	0.00	0.00		93.20
Work Order 2862 Total					28.25	2,447.87	0.00	0.00	0.00	0.00	2,447.90
Pirate Harbor WW Dredge											
cmd2202 - Pirate Harbor Dredging FY23											
Project Management Total					28.25	2,447.87	0.00	0.00	0.00	0.00	2,447.90
Pirate Harbor Waterway Unit Total											
					43.00	3,537.90	0.00	0.00	0.00		3,537.96

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											
					43.00	3,537.90	0.00	0.00	0.00		3,537.96

Pirate Harbor Waterway MSBU

Proposed Budget

FY2025

Estimated ERU's and Cost per ERU

Vacant and Occupied

Estimated ERU's

Cost per ERU

Current FY24 Rate

Current Maximum Rate

Approved FY2025	Proposed FY2025	Changes FY2025
327.000	326.000	(1.000)
\$ 335.00	\$ 335.00	\$ -
\$ 335.00		
\$ 828.25		

Beginning Balance

Revenues

Assessments & Earnings

Assessments

Interest

Interest Earnings-L.G.S.F.T.F.

Net Inc/(Decr) Fair Market Value-Investments

Misc Rev

Excess Fees /Tax Collector

Less 5% Reserve - FS 129.01(2)b

Grant & Subsidy Revenue

Interfund Trf-Canal Maint

Loans & Borrowing

Debt Proceeds

Total Revenue

Expenditures

Contract Services

Engineering

Other Contractual Srvs

Contract Services; other

Survey

Navigational Trimming

Public Works Services

Equip Repl Charges-PubWrks

Operating Exp-PubWrks

Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
\$ 259,964	\$ 357,939	\$ 97,975
109,545	109,210	(335)
910	1,253	343
-	-	-
-	-	-
-	-	-
-	-	-
(5,523)	(5,524)	(1)
-	-	-
-	391,000	391,000
\$ 104,932	\$ 495,939	\$ 391,007
-	-	-
-	-	-
25,000	25,000	-
-	-	-
256	256	-
7,049	7,049	-

	Approved Budget FY2025	Proposed Budget FY2025	Budget Changes FY2025
Internal Charges			
<i>Central/Indirect Svcs</i>	2,083	1,389	(694)
Purchased Services			
<i>Admin Svcs-PubWrks</i>	-	-	-
<i>Reimb-Aquatic Weed Chrgs</i>	15,000	15,000	-
<i>Advertising-Legal</i>	-	-	-
<i>Collection Fee-Tax Collector</i>	2,191	2,185	(6)
Materials and Supplies			
Capital Outlay			
<i>Imprv-Other Than Bldgs</i>	-	-	-
Debt Services			
<i>Principal</i>	78,200	78,200	-
<i>Interest</i>	12,728	28,338	15,610
<i>Other Debt Service Costs</i>	-	-	-
Project Costs			
<i>Pirate Harbor Dredging FY23</i>			
<i>Engineering</i>	-	85,590	85,590
<i>Dredging</i>	-	350,000	350,000
<i>Labor</i>	-	14,930	14,930
Total Expenditures	142,507	607,937	465,430
Reserves (Ending Fund Balance)	\$ 222,389	\$ 245,941	\$ 23,552
<i>Reserve %</i>	60.9%	28.8%	

Version Date

6/4/2024

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2025

Project Costs (in thousands)

Project Name	2025	2026	2027	2028	2029	2030	TOTAL
Alligator Creek - Entrance Channel	400	0	0	0	0	0	400
Buena Vista/Edgewater North WW Maintenance Dredging	472	0	0	0	0	0	472
Don Pedro/Knight/Palm Island Re-nourishment	502	121	127	0	0	0	750
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	55	9,770	195	0	10,020
Gulf Cove WW Dredging	1,831	54	46	37	28	19	2,015
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	191	0	0	0	0	0	191
Manasota Key Beach Nourishment	930	221	257	0	0	0	1,408
Manasota Key Beach Nourishment FY28	0	0	125	22,055	486	0	22,666
Manchester WW Maintenance Dredging FY22	831	0	0	0	0	0	831
NWPC Interior Channel Dredging FY22	695	0	0	0	0	0	695
NWPC Exterior Dredging	105	252	0	0	0	0	357
Pirate Harbor Dredging FY23	479	10	7	3	1	0	500
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	40	0	0	0	0	0	40
Stump Pass Maintenance Dredging FY26	162	4,128	64	65	131	4,473	9,023
TOTAL	8,596	4,786	680	31,930	841	4,492	51,326

Charlotte County

[illegible]