

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 5, 2025**

**2:01 p.m. – 3:27 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 Hayes, Community Liaison
DeWayne Nodine, Projects Manager

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 2:01 p.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Election of Officers:

- Mr. Smallwood elected Chuck Falesch as Chair and Robert Dimuzio as Vice Chair, seconded by George Herl, and passing unanimously. No other nominations were made.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The November 7, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Interior Dredge Project: Mr. Nodine presented an updated survey map with locations to be included in the survey. The group provided input of minimizing the scope to save money on the survey cost. Mr. Falesch made a motion to survey the common areas based off the provided map, seconded by Mr. Schwind, and passing unanimously.
- b. Sea Grass Mitigation Monitoring: Mr. Nodine updated the group that the most recent studies came back non satisfactory. Mr. Timmins is coordinating a meeting with applicable agencies to discuss further options. The group discussed options they are currently pursuing on mangrove planting and possible oyster beds and requested that we relay that information to Mr. Timmins. Discussion went on to discuss the original permit and the legal technicalities of that permit.

- c. Marine Markers: The group discussed marine markers 4a-8 and requested these be relocated for proper placement.
- d. Assessment Rate Increase: Mrs. Hayes advised that the Fiscal Year (FY) 2026/2027 budget packets have not been compiled yet, once these reports are available discussion will be held regarding the future assessment rate.

New Business

- a. Financial Reports: The FY 2025 quarter one actual expenditure and activity maintenance reports were provided for review. The FY24 Annual Report was provided. The Board had no questions at this time.

Citizen Input on MSTU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Discussion ensued regarding hurricane waterway debris. The group provided locations of debris and Mrs. Hayes will request the status of the Waterway Debris efforts. Mrs. Hayes referenced the state website to report waterway debris at www.Floridadebriscleanup.com.

Annual Review: Sunshine Law, Roberts Rules of Order

The Advisory Board watched the Sunshine Law and Roberts Rules of Order videos presented by the County Attorney. Mrs. Hayes reviewed where to find the Records Management Departments contact information on the Charlottecountyfl.gov webpage and noted that a public record request can be submitted to any county employee. There were no questions on any of these items.

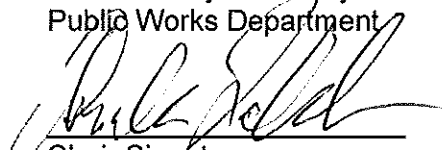
Schedule Meetings / Items for Next Agenda:

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

- Wednesday, June 25, 2025
- Wednesday, October 22, 2025
- Thursday, December 4, 2025

The meeting adjourned at 3:27 p.m.

Submitted by Erica Hayes
Public Works Department


Chair Signature


Date

Pirate Harbor Waterway MSBU

Fund Financial Report

Oct. 1, 2024 - Dec. 31, 2024

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$324,772	\$357,939	\$413,668		
Revenues					
Assessments & Earnings	127,369	104,939	71,201		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	391,000	-		
Total Revenue	\$127,369	\$495,939	\$71,201		
Expenditures					
Contract Services	-	-	-	19,507	(19,507)
Survey	11,613	25,000	6,306	1,000	17,695
Navigational Trimming	-	-	-	-	-
Public Works Services	6,678	7,305	-	-	7,305
Internal Charges	1,984	1,389	1,389	-	-
Purchased Services	14,801	17,185	10,392	11,056	(4,263)
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	15,610	-	-	15,610
Project Costs					
Pirate Harbor Dredging FY23	3,396	450,520	-	84,330	366,190
Total Expenditures	\$38,472	\$517,009	\$18,086	\$115,893	\$383,029
Reserves (Ending Fund Balance)	\$413,668	\$336,869	\$466,783		
Reserve %	91.5%	39.5%	96.3%		

Date Prepared: 1/31/2025

Monthly Funding Report

START
DATE:

10/01/2024

END DATE:

12/31/2024

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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
	72682	MSBU Administrative Work		11/07/2024	2.00	172.82	0.00	0.00	0.00		172.82
	72682	MSBU Administrative Work		10/02/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72682	MSBU Administrative Work		10/17/2024	1.25	92.38	0.00	0.00	0.00		92.38
	72682	MSBU Administrative Work		10/23/2024	1.00	73.90	0.00	0.00	0.00		73.90
	72682	MSBU Administrative Work		10/24/2024	2.00	147.80	0.00	0.00	0.00		147.80
	72682	MSBU Administrative Work		11/05/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72682	MSBU Administrative Work		11/07/2024	2.00	147.80	0.00	0.00	0.00		147.80
	72682	MSBU Administrative Work		11/13/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72682	MSBU Administrative Work		11/14/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72682	MSBU Administrative Work		12/02/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72682	MSBU Administrative Work		12/03/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72682	MSBU Administrative Work		12/05/2024	2.00	147.80	0.00	0.00	0.00		147.80
	72682	MSBU Administrative Work		12/09/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72682	MSBU Administrative Work		12/10/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72682	MSBU Administrative Work		12/16/2024	1.25	92.38	0.00	0.00	0.00		92.38
Administrative Time Total					14.75	1,090.03	0.00	0.00	0.00		1,090.06
	72682	MSBU Administrative Work		11/07/2024	3.25	240.18	0.00	0.00	0.00		240.18
MSBU Meeting Total					3.25	240.18	0.00	0.00	0.00		240.18
	72682	MSBU Administrative Work		11/12/2024	1.25	92.38	0.00	0.00	0.00		92.38
MSBU Minutes Total					1.25	92.38	0.00	0.00	0.00		92.38
Work Order 72682 Total					21.25	1,595.40	0.00	0.00	0.00	0.00	1,595.44

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			21.25	1,595.40	0.00	0.00	0.00	0.00	1,595.44
		Pirate Harbor Waterway Unit Total			21.25	1,595.40	0.00	0.00	0.00		1,595.44

Monthly Funding Report

START
DATE:

10/01/2024

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12/31/2024

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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											
					21.25	1,595.40	0.00	0.00	0.00		1,595.44

Pirate Harbor Waterway MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2019 - Sept. 30, 2024

	Actual FY2020	Actual FY2021	Actual FY2022	Actual FY2023	Adopted Budget FY2024	Actual FY2024
Beginning Balance	\$ 707,373	\$ 183,929	\$ 174,598	\$ 233,048	\$ 288,850	\$ 324,772
Revenues						
Assessments & Earnings						
Assessments	63,596	63,375	105,758	105,789	109,545	105,898
Interest	3,649	1,026	1,934	10,955	1,011	7,981
Interest Earnings-L.G.S.F.T.F.	-	-	-	-	-	8,586
Net Inc/(Decr) Fair Market Value-Investments	1,579	(968)	(4,448)	2,161	-	4,386
Interest-Tax Coll	-	-	-	-	-	56
Misc Rev	-	-	-	-	-	-
Excess Fees /Tax Collector	-	382	582	573	-	462
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(5,528)	-
Grant & Subsidy Revenue						
Interfund Trf-Canal Maint	-	-	-	-	-	-
Loans & Borrowing						
Debt Proceeds	-	-	-	-	391,000	-
Total Revenue	\$ 68,824	\$ 63,815	\$ 103,826	\$ 119,478	\$ 496,028	\$ 127,369
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	-	-	-	-	-	-
Contract Services; other						
Survey	-	30,510	9,249	-	25,000	11,613
Navigational Trimming	-	-	-	-	-	-
Public Works Services						
Equip Repl Charges-PubWrks	-	-	-	-	256	-
Operating Exp-PubWrks	11,837	6,616	3,108	3,459	7,049	6,678
Internal Charges						
Central/Indirect Svcs	1,715	1,801	5,477	1,637	1,984	1,984
Purchased Services						
Admin Svcs-PubWrks	-	-	-	-	-	-
Reimb-Aquatic Weed Chrgs	282	893	9,649	13,720	15,000	13,720
Advertising-Legal	-	-	-	-	-	-
Collection Fee-Tax Collector	813	811	1,337	1,277	2,191	1,081
Materials and Supplies						
Capital Outlay						
Imprv-Other Than Bldgs	-	-	-	-	-	-
Debt Services						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	15,610	-
Other Debt Service Costs	-	-	-	-	-	-
Project Costs						
Pirate Harbor Dredging FY23						
Engineering	104,061	5,986	10,058	4,543	90,133	-
Dredging	473,560	26,530	-	-	350,000	-
Labor (not reported separate prior to FY23)	-	-	6,498	3,119	17,691	3,396
Total Expenditures	592,268	73,146	45,376	27,754	524,914	38,472
Reserves (Ending Fund Balance)	\$ 183,929	\$ 174,598	\$ 233,048	\$ 324,772	\$ 259,964	\$ 413,668
Reserve %	23.7%	70.5%	83.7%	92.1%	33.1%	91.5%

Date Prepared: 1/27/2025

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