

**MINUTES
SOUTH GULF COVE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, FEBRUARY 7, 2024**

**1:30 p.m. – 3:33 p.m.
Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, Florida**

Board Members: Jenna Ginsberg, Chair
Patrick Gilchrist
Michael Harkins
Jim Krause
John Osanitsch

Members Absent: None

County Staff: Karlene McDonald, Operations Supervisor

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 1:30 p.m. A roll call was taken, and a quorum was present.

Changes to Agenda / Motion to Approve Changes:

None

Election of Officers

Chair: Mr. Harkins nominated Ms. Ginsberg seconded by Mr. Gilchrist; there were no other nominations.

Vice Chair: Mr. Osanitsch nominated Mr. Gilchrist, seconded by Mr. Harkins; there were no other nominations.

The nominations were unanimously approved, Ms. Ginsberg accepted the position of Chair and Mr. Gilchrist accepted the position of Vice-Chair.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

The December 6, 2023, minutes were unanimously approved as submitted.

Unfinished Business:

- a. Parallel Lock / Tender House: No current updates, Ms. McDonald summarized a meeting to discuss issues with the contractor and the possibility of addressing failing conduit for the existing lock in coordination with the design of the tender house. The Advisory Board expressed their concern for the lack of progress on the design.
- b. Interior Bathymetric Survey: The bathymetric survey was reviewed, conversation followed regarding with moving forward with an interior dredge project, conducting additional surveys, and dredging of the exterior channel from the lock to the harbor. Ms. McDonald confirmed this bathymetric survey was \$49,730. The Advisory Board agreed to seek community input and review potential additional areas to survey for discussion at the next meeting.
- c. Existing Lock Maintenance / Cameras: Ms. McDonald confirmed the additional cylinders had arrived early and staff anticipates the lock being down to replace another one will be

scheduled soon. Discussion ensued regarding the recent outages due to the corrosion of the cables and a Florida Power & Light (FPL) outage. The Advisory Board would like to move forward with the tender house, even if the parallel lock cannot. The Board of County Commissioners approved staff to move forward with acquiring easements for utilities for the tender house and cameras. Ms. McDonald noted permanent lock tenders will be budgeted and hired in the future; staff is looking into scheduling options and how that will affect the budget. The Advisory Board discussed the benefits to having lock tenders and requested to know the financial impact of the transition from temporary to permanent employees.

New Business:

- a. Water Quality Presentation: Representatives from the Charlotte Harbor Environmental Center provided a presentation of the quarterly water quality sampling data of the five stations in South Gulf Cove and Florida friendly landscaping (attached).
- b. Financial Reports: The Fiscal Year (FY) 2023 annual report, FY2024 first quarter actual expenditure report, and October and November maintenance activity reports were reviewed.

Citizen Input on MSBU Items (3 Minute Limit):

- Mr. Ashby inquired about cameras, the possibility of using mobile broadband or 5G. He asked if a concrete study had been conducted on the existing lock, commented on incidents, the possibility of charging a toll and the construction of the Saint Marie lock that can accommodate larger boats between the U.S. and Canada.
- Mr. Terran expressed his concern with the lock losing power and the possibility of a generator.
- Mr. Gregory requested confirmation on boat counts are total, not one way in or out.

Advisory Board Open Discussion:

The Advisory Board discussed existing lock maintenance, the water quality seminar that was recently held by Charlotte County, the impact of brackish water on concrete's useful life, generators, and the missing logs for daily lock operations.

Annual Review: Sunshine Law, Robert's Rules of Order, Public Records:

The Advisory Board watched the Sunshine Law presentation by County Attorney, Janette Knowlton; conversation followed regarding sharing factual information, graphs of the vessel count. Ms. McDonald discussed staff's coaching approach to address Sunshine Law violations and building habits to prevent an unintentional violation in the future. The Robert's Rules of Order presentation was viewed, and Ms. McDonald discussed public record requests and record retention policies.

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled in the West County Annex Room 120 as follows:

- Wednesday, May 22, 2024, at 1:30 p.m.
- Wednesday, September 25, 2024, at 9:30 a.m.
- Wednesday, December 18, 2024, at 9:30 a.m.

The meeting adjourned at 3:33 p.m.

Submitted by Karlene McDonald
Public Works Department

Chair Signature

Date

5/22/2024

AGENDA

SOUTH GULF COVE WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, FEBRUARY 7, 2024

1:30 p.m., Mac V. Horton, West County Annex
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Jenna Ginsberg, Chair
Patrick Gilchrist
Michael Harkins
Jim Krause
John Osanitsch

COUNTY STAFF: Karlene McDonald, Operations Supervisor

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Changes to the Agenda / Motion to Approve Changes
4. Election of Officers
5. Citizen Input on Agenda Items (3 Minute Limit)
6. Approval of Minutes: December 6, 2023
7. Unfinished Business
 - a. Update - Parallel Lock / Tender House
 - b. Interior Bathymetric Survey
 - c. Existing Lock Maintenance & Cameras
8. New Business
 - a. Water Quality Presentation
 - b. Financial Reports
9. Citizen Input on MSBU Items (3 Minute Limit)
10. Advisory Board Open Discussion
11. Annual Review: Sunshine Law, Robert's Rules of Order, Public Records
12. Meeting Schedule / Items for Next Agenda
13. Motion to Adjourn



**South Gulf Cove Waterway
Municipal Service Benefit Unit**

**Advisory Board Meeting Attendance
1:30 p.m., Wednesday, February 7, 2024**

**Location: Mac V. Horton, West County Annex
6868 San Casa Dr., Englewood, FL**

**INFORMATION SUPPLIED ON THIS FORM
BECOMES PUBLIC RECORD**

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MICHAEL HARKINS	ON FILE	ON FILE
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Bob + Anne Magliozzi		
DAVID BOVIN	CHIEF98751@HOTMAIL.COM	757-615-6344
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NAME (please print)	Email Address	Telephone Number
Beth McKinley	bethannmckinley1966@gmail.com	978-618-2896

INFORMATION SUPPLIED ON THIS FORM
BECOMES PUBLIC RECORD

South Gulf Cove 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	\$3,836,939	\$4,160,184	\$4,298,391		
Revenues					
Assessments & Earnings	746,257	508,145	346,086		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$746,257	\$508,145	\$346,086		
Expenditures					
Salaries and Benefits (Lock)	97,020	74,859	18,351	-	56,508
Contract Services	1,105	-	190	950	(1,140)
Survey	24,865	15,000	-	24,865	(9,865)
Navigational Trimming	-	25,000	-	-	25,000
Public Works Services	25,905	47,128	2,665	-	44,463
Internal Charges	2,905	5,990	5,990	-	-
Purchased Services	10,015	11,589	13,764	12,254	(14,429)
Materials and Supplies	347	-	344	-	(344)
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
SGC WW Maint. Dredging	-	1,680,183	-	-	1,680,183
SGC Parallel Lock	118,514	365,493	1,418	269,017	95,058
SGC WW Lock	4,129	50,000	320	46,662	3,018
Total Expenditures	\$284,805	\$2,275,242	\$43,042	\$353,748	\$1,878,452
Reserves (Ending Fund Balance)	\$4,298,391	\$2,393,087	\$4,601,435		
Reserve %	93.8%	51.3%	99.1%		

Date Prepared: 1/19/2024

South Gulf Cove Waterway MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Actual FY2023
Beginning Balance	\$ 3,445,311	\$ 3,326,948	\$ 3,524,386	\$ 3,617,336	\$ 3,947,026	\$ 3,836,939
Revenues						
Assessments & Earnings						
Assessments	247,360	247,073	244,805	488,897	504,387	489,482
Interest	68,184	50,469	19,628	31,069	13,785	146,858
Net Incl(Decri) Fair Market Value-Investments	43,812	29,497	(19,428)	(72,325)	-	28,589
Misc Rev	-	-	-	-	-	5,993
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	55,551
GDC Recovery (Interfund Trf-Capital Projects)	15,121	15,121	15,121	15,121	15,121	15,121
Excess Fees /Tax Collector	1,517	-	1,475	2,690	-	2,653
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(25,909)	-
Grant & Subsidy Revenue	-	-	-	75,000	-	-
Interfund Trf-Boater Revolving	-	-	-	-	-	-
Loans & Borrowing	-	-	-	-	-	-
Total Revenue	\$ 375,994	\$ 342,161	\$ 281,598	\$ 540,452	\$ 507,384	\$ 746,257
Expenditures						
Salaries and Benefits (Lock)						
Salaries/Wages-Temporary	-	-	-	-	-	82,372
Overtime	-	-	-	-	-	203
FICA Taxes	-	-	-	-	-	6,367
Retirement Contributions	-	-	-	-	-	8,746
Workers' Compensation	-	-	-	-	-	1,332
Contract Services						
Other Contractual Svcs	-	6,335	2,091	1,800	-	1,105
Drainage	-	-	-	-	-	-
Contract Services; other						
Survey	4,398	2,172	-	-	15,000	24,865
Navigational Trimming	-	-	-	-	60,000	-
Public Works Services						
Equip Repl Charges-PubWrks	561	893	980	448	47,116	814
Operating Exp-PubWrks	41,737	50,730	42,405	79,135	864	24,059
Lighting Materials	-	-	-	-	-	1,032
Internal Charges						
Central/Indirect Svcs	1,228	1,907	2,002	2,767	2,905	2,905
Purchased Services						
Personal Svcs-InterDept	-	-	-	-	-	1,285
Postage	-	-	-	-	-	-
Utility Svc-Electricity	733	782	921	1,251	1,000	1,414
Rentals & Leases-Land/Bldg	-	-	-	-	-	-
Advertising-Legal	-	-	-	-	-	370
Fees-Landfill	-	-	-	-	-	-
Collection Fee-Tax Collector	3,366	3,158	3,131	6,182	10,088	5,907
Materials and Supplies						
Equipment-Under \$1000 Each	-	-	-	-	-	347
Operating Supplies-Gen	-	-	-	-	-	-
Capital Outlay						
Imprv-Other Than Bldgs	-	-	-	-	-	-
Debt Services						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Other Debt Service Costs	-	-	-	-	-	-
Project Costs						
SGC WW Maint. Dredging						
Engineering	-	-	28,290	13,970	219,680	-
Dredging	-	-	-	96,285	157,075	-
Labor (not reported separate prior to FY23)	-	-	-	20,608	9,997	-
SGC Parallel Lock						
Engineering	134,666	63,338	83,923	31,710	612,504	107,224
Land (or ROW)	-	-	-	-	-	384
Construction	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	15,139	15,000	10,907
South Gulf Cove WW Lock Split Funded *for tracking purposes only. Not a CIP/CMP						
Repairs and Maintenance	307,640	15,408	4,904	51,557	5,000	5,168
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Total Expenditures	494,358	144,722	168,648	320,649	1,146,329	284,505
Reserves (Ending Fund Balance)	\$ 3,326,948	\$ 3,524,386	\$ 3,617,336	\$ 3,836,939	\$ 3,308,081	\$ 4,298,391
Reserve %	87.1%	96.1%	95.5%	92.3%	74.3%	93.8%

Date Prepared: 12/28/2023