

**Vanderbilt Waterway MSTU
Advisory Committee
8300 Radio Road
Naples, FL 34104**



NOVEMBER 28, 2023 10:00 – 11:00 AM

**Committee Members and Project Manager will meet at
Collier County Library Headquarters Branch-Sugden Theatre
2385 Orange Blossom Drive, Naples, FL 34109
All others are encouraged to attend via Zoom video conference**

I. Call to order and Pledge of Allegiance

II. Attendance

Advisory Committee	Clint Cuny, Chair (2/12/25) Nancy Koeper, Vice Chair (2/12/27) Charles Kelly (2/12/27) Thomas M. Burke (2/12/25) Rob Talford (2/12/27)
Staff	Judy Sizensky – PTNE Project Manager Rosio Garcia – Operations Coordinator
Transcriptionist	Wendy Warren

III. Approval of Agenda

IV. Approval of Minutes 02/06/2023

V. Project Manager Report – Judy Sizensky

- A. Introductions
- B. Channel Status, Procedure for future dredging.
- C. Budget Report
 1. FY 23 Budget Report
 2. Long Term Maintenance Plan
 3. FY 24 Proposed Budget Discussion

VI. Old Business

VII. New Business

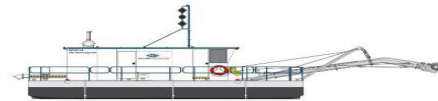
VIII. Public Comments

IX. Member Comments

X. Adjourn

NEXT MEETING DATE: TO BE DETERMINED

**Vanderbilt Waterway MSTU
Advisory Committee
8300 Radio Road
Naples, FL 34104**



FEBRUARY 6, 2023 1:00 P.M.
Claussen Family Center at Saint John's Church
625 111th Avenue North, Naples FL 34108

I. Call to order and Pledge of Allegiance

The meeting was called to order by Chair Cuny at 1:00 PM. A quorum of four was present. The Pledge of Allegiance was recited.

II. Attendance

Advisory Committee	Clint Cuny - Chair Nancy Koeper – Vice Chair Thomas M. Burke Charles Kelly Rob Talford
Staff	Harry Sells – Project Manager Michelle Arnold – PTNE Director (ZOOM) Rosio Garcia – Operations Coordinator (ZOOM)
Transcriptionist	Wendy Warren - Premier Staffing

III. Approval of Agenda

Vice Chair Koeper moved to approve the February 6, 2023, Agenda of the Vanderbilt Waterway M.S.T.U. Advisory Committee as presented. Second by Mr. Burke. Carried unanimously 4 - 0.

IV. Approval of Minutes 05/02/2022

Chair Cuny moved to approve the May 2, 2022, Minutes of the Vanderbilt Waterway M.S.T.U. as presented. Second by Ms. Koeper. Carried unanimously 4 - 0.

V. Membership Applications

A. Charles Kelly

Vice Chair Koeper moved to recommend the Board of County Commissioners reappoint Charles M. Kelly Jr. to the Vanderbilt Waterway M.S.T.U. Advisory Committee for a four-year term. Second by Mr. Burke. Carried unanimously 4 - 0.

B. Nancy Koeper

Vice Chair Koeper moved to recommend the Board of County Commissioners reappoint Nancy Koeper to the Vanderbilt Waterway M.S.T.U. Advisory Committee for a four-year term. Second by Mr. Burke. Carried unanimously 4 - 0.

C. Rob Talford

Vice Chair Koeper moved to recommend the Board of County Commissioners reappoint

Rob Talford to the Vanderbilt Waterway M.S.T.U. Advisory Committee for a four-year term. Second by Mr. Burke. Carried unanimously 4 - 0.

Mr. Kelly arrived. A quorum of five was present at 1:06 p.m.

VI. Election of Officers

Nominations for Chair

Mr. Burke nominated Clint Cuny for the position of Chair of the Vanderbilt Waterway M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Ms. Koeper. Nominations were closed and no others were tendered. Mr. Cuny retained the Chair.

Nominations for Vice Chair

Mr. Burke nominated Nancy Koeper for the position of Vice Chair of the Vanderbilt Waterway M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Ms. Koeper. Nominations were closed and no others were tendered. Ms. Koeper retained Vice Chair.

VII. Renewal and Signing of Bylaws

The Committee discussed the Bylaws for the Vanderbilt Waterway Municipal Service Taxing Unit with Staff reporting the document is identical to the current Bylaws.

Mr. Burke motioned to approve the Vanderbilt Waterway Municipal Service Taxing Unit (M.S.T.U.) Bylaws. Second by Vice Chair Koeper. Carried unanimously 5 - 0.

Chair Cuny, Vice Chair Koeper, Mr. Burke, Mr. Kelly and Mr. Talford signed the Bylaws for the Vanderbilt Waterway M.S.T.U. Advisory Committee on the 6th day of February 2023.

VIII. Project Managers Report

A. Channel Status, Procedure for future dredging,

The following documents submitted to the County were distributed by Mr. Sells for information purposes:

- “*Water Turkey Bay Maintenance Dredging Project*” prepared by Humiston & Moore Engineers, dated May 20, 2019, highlighting the area of the dredging project.
- “*Wiggins Pass Maintenance Dredging and Navigation Improvement Project*” prepared by Coastal Planning & Engineering, Inc, dated January 13, 2012.
- “*Wiggins Pass 11/14/2022 *Soundings in MLLW (Mean Lower Low Water)*” recording the channel depth to ensure the 2020 “*After Dredge Survey*” Mean Low Tide depth of about 6.5 feet is accurate.

Mr. Sells noted:

- The Coastal Zone Management Department replaced channel markers as necessary following Hurricane Ian.
- Historical records identify two (2) prior dredges of the Turkey Bay area during the 1960’s and 1980’s and the permit for the 2019 project expired on March 18, 2022.
- A permit is required from the Florida Department of Environmental Protection and Army Corps of Engineers, for future dredging projects in Vanderbilt Channel and Water Turkey Bay.
- A survey is necessary for permit applications and funds are available in the budget for the activity.

- Based on prior history, the permit process should take one year to complete.

B. Budget Report

1. FY-23 Budget Report

Vanderbilt Waterway M.S.T.U. Fund Budget 168 dated February 2023

- The FY-23 Millage rate remains constant at 0.3000 mills.
- Current Ad Valorem Tax, Line 1, is \$471,900.00, an increase of 16.95%.
- Transfers and Contributions, Line 10, are \$398,300.00 is a carry-over of unexpended FY-22 funds (minus a reserve of \$23,800.00).
- Total Revenue, Line 11, is \$873,200.00, including investment interest, transfers, and contributions.
- Operating Expense, Line 19, is budgeted at \$102,800.00; with current Commitments of \$1,609.90, Expenditures of \$690.10, and a Budget Remainder (unspent operating funds) of \$100,500.00.
- Other Contractual, Line 13, budgeted at \$100,000.00, is allocated for various functions including insurance, surveys, spot dredging and soil fill.
- Transfer to Fund 111, Line 20, in the amount of \$17,700.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Property Appraiser, Line 23, in the amount of \$4,000.00, is for computation of M.S.T.U. Ad Valorem data for the tax rolls.
- Transfer to the Tax Collector, Line 24, in the amount of \$10,300.00, is for collection of M.S.T.U. millage as part of the tax bill, currently 0.3000 mills.
- Transfers Line 25: \$9,722.74 of the \$4,000.00 budgeted have been expended leaving a remaining balance of \$22,277.26.
- Reserves for Capital, Line 27, in the amount of \$738,400.00, is for anticipated Maintenance and Capital projects in future fiscal years as identified in the Asset Management Plan.
- Total Budget, Line 28, lists FY-23 M.S.T.U. budgeted funds at \$873,200.00; with tabulated Commitments of \$1,609,00.00, Expenditures of \$10,412.84, and a Budget Remainder (total unspent funds) of \$861,177.26.

Mr. Sells noted:

- The FY-23 Adopted Taxable Value increase of 16.95%, updated on the February 2023 budget, translates into tax revenue.
- For 2022, the maximum increase on the assessed value of a *Homestead* property in Florida has been capped at 3% by the Florida Department of Revenue (FDOR).
- The FY-23 millage rate of 0.3000 will fund future projects, as well as the existing M.S.T.U. assets identified in the Capital Asset Management Plan, updated annually.
- A budget amendment to finance long-term projects, consistent with the M.S.T.U. ordinance, may be made upon recommendation by the Advisory Committee and approval by the Board of County Commissioners (BCC).
- The loan payoff is not reflected in the budget.
- Fund 168 is exclusive to the Vanderbilt Waterway M.S.T.U. and cannot be utilized by outside entities.

2. Long Term Maintenance Plan

The Vanderbilt Waterway Maintenance Plan FY-23 identifies community assets and defines financial requirements to maintain the known assets. The following was noted:

- The report addresses timelines for future surveying and dredging of Water Turkey Bay.
- The three 2019 dredging events for Water Turkey Bay, Wiggins Pass and Caxambas Pass, originally projected to cost \$1.6M were combined with other coastal zone projects reducing mobilization costs, resulting in an actual expenditure of \$711,000.00.
- Future dredging costs are unknown and may be borne by the M.S.T.U. in its entirety.
- The channel may require sectional dredges or a complete dredge to a depth of 6.5 feet depending on conditions at the time of the project.
- Long term maintenance projected expense for Vanderbilt Waterway is estimated at \$1.6M. in the year 2032 (without inflation).
- A “Capital Replacement Reserve” of \$1,054,700 will be reflected in the FY-24 budget.
- The Maintenance Plan will be reviewed annually.

3. FY-24 Proposed Budget Discussion

Vanderbilt Waterway M.S.T.U. Preliminary Fund Budget 168 dated February 2024

- FY-24 Ad Valorem Tax Revenue, Line 1, will be revised based on July 1, 2023, taxable value.
- Investment Interest, Line 4, is credited to the budget.
- Transfers and Contributions, Line 10, of \$714,600.00 is the estimated carry-over of unexpended FY-23 funds (minus a reserve of \$23,800.00).
- Other Contractual, Line 14, is budgeted at \$100,000.00 as a contingency for engineering services and unanticipated expenses.
- The Budget must reflect the Other Contractual line item in Operating Expense for a Purchase Order to be issued. This enables solicitation of quotes and award of contracts.
- Reserves for Capital, budgeted at \$1,054,700.00, includes Carry Over funds.
- The Total Budget FY-24 is \$1,189,500.00.
- The FY-24 budget will be presented to the Committee for recommendation to the Board of County Commissioners (BCC).

Millage Rate:

The Committee analyzed the Millage Rate with consideration for current and future expenses.

- Revenue Neutral: Lower the current millage rate to maintain the FY-23 income level.
- Millage Neutral: Maintain the current millage rate of 0.3000 mills, increasing revenue equal to the Ad Valorem property value increase assessed by the County appraiser.

Chair Cuny motioned to adopt a Millage Neutral Policy for the FY-24 Vanderbilt Waterway M.S.T.U. Budget, Fund 168, maintaining the millage rate at 0.3000 mills. Second by Vice Chair Koeper. Carried unanimously 5 – 0.

IX. Old Business

None

X. New Business

None

XI. Public Comments

None

XII. Member Comments

Ms. Arnold noted Project Manager candidates have been interviewed and a recommendation submitted to the department responsible for final selection. Committee members will have an opportunity to meet with the new Manager following the appointment by the County.

XIII. Adjourn

There being no further business for the good of the County, the meeting was adjourned by order of the Chair at 2:01 P.M.

VANDERBILT BEACH WATERWAY MSTU ADVISORY COMMITTEE

Clint Cuny, Chairman

The minutes approved by the Advisory Committee on _____, 2023 “*as submitted*” [___] or “*as amended*” [___].

NEXT MEETING

TO BE DETERMINED

Claussen Family Center at Saint John’s Church
625 111th Avenue North, Naples, FL 34108

VANDERBILT WATERWAYS MSTU
 FUND 1635
 November 17, 2023
 FY24

	Vendor	Item	PO#	Budget	Commitments	Expenditures	Total
1		CUR AD VALOREM TAX		\$ (497,900.00)	\$ -	\$ (44,017.99)	\$ (453,882.01)
		DEL AD VALOREM		\$ -	\$ -	\$ -	\$ -
3		OVERNIGHT INTEREST		\$ -	\$ -	\$ (1,567.46)	\$ 1,567.46
4		INVESTMENT INT.		\$ (3,000.00)	\$ -	\$ (478.57)	\$ (2,521.43)
5		REVENUE STRUCTURE		\$ (500,900.00)	\$ -	\$ (46,064.02)	\$ (454,835.98)
6		TRANS FROM PROP. APPR.		\$ -	\$ -	\$ -	\$ -
7		TRANS FROM TAX COLL.		\$ -	\$ -	\$ -	\$ -
8		CARRY FOR OF ENCUMB AMT		\$ (858,600.00)	\$ -	\$ -	\$ (858,600.00)
9		NEG 5% EST REV		\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
10		TRANSFERS & CONTRIB		\$ (833,600.00)	\$ -	\$ -	\$ (833,600.00)
11		TOTAL REVENUE		\$ (1,334,500.00)	\$ -	\$ (46,064.02)	\$ (1,288,435.98)
13	Collier County	INDIRECT COST	Direct Pay	\$ 1,100.00	\$ 1,100.00	\$ -	\$ -
14		OTHER CONTRACTUAL		\$ 102,700.00	\$ -	\$ -	\$ 102,700.00
		RENT BUILDINGS		\$ 200.00	\$ -	\$ -	\$ 200.00
15		INSURANCE GENERAL		\$ 100.00	\$ 100.00	\$ -	\$ -
16	Premier Staffing	OTHER MISCELLANEOUS	Transcriptionist Services	\$ 600.00	\$ 553.00	\$ -	\$ 47.00
17	JM Todd	COPYING CHARGES	Copier Lease	\$ 200.00	\$ 131.09	\$ 18.91	\$ 50.00
18		OTHER OPER SUPPLIES		\$ 500.00	\$ -	\$ -	\$ 500.00
19		OPERATING EXPENSE		\$ 105,400.00	\$ 1,884.09	\$ 18.91	\$ 103,497.00
20		TRANS TO 111 UNINCOR		\$ 20,400.00	\$ -	\$ -	\$ 20,400.00
21		ADV/REPAY TO 001 GENERAL FUND			\$ -	\$ -	\$ -
22		ADV/REPAY TO 111 UNINCORPORATED			\$ -	\$ -	\$ -
23		Budget Trans from Appraiser		\$ 4,200.00	\$ -	\$ 958.39	\$ 3,241.61
24		Budget Trans from Tax Collector		\$ 10,900.00	\$ -	\$ 1,030.36	\$ 9,869.64
25		TRANSFERS		\$ 35,500.00	\$ -	\$ 1,988.75	\$ 33,511.25
26		RESV FOR CAPITAL		\$ 1,193,600.00	\$ -	\$ -	\$ 1,193,600.00
27		RESERVES		\$ 1,193,600.00	\$ -	\$ -	\$ 1,193,600.00
28		TOTAL BUDGET		\$ 1,334,500.00	\$ 1,884.09	\$ 2,007.66	\$ 1,330,608.25

Total Available Balance \$ 1,330,608.25
 Plus Committed And Not Spent \$ 1,884.09

Estimated Cash \$ 1,332,492.34

**Estimated Cash Less
 Uncollected Ad Valorem Taxes \$ 878,610.33**

Updated 11/17/23 GH

Vanderbilt Waterway Maintenance Plan FY 23

Category	Sub Category	Type / Location	(Current) OMS Numbers	Quantity	Units	Year (Install)	Year (Replace)	\$Cost (then YR)	Annual Reserve Addition	Annual Maint
VB Channel	Eng. Survey	Bluebill to Cocohatchee R	1	1	EA	2020	2024 (Tentative)	\$30,000	\$15,000	NA
	Dredge	Bluebill to Cocohatchee R	1	1	EA	2020	2032	\$1,600,000	\$177,800	NA

MSTU will pay off loan in FY 22 and will start maintenance plan by placing funds in reserve in FY 23

VANDERBILT WATERWAYS MSTU
 FUND 168 Millage 0.3 FY 23
 FY24

	Vendor	Item	PO#	FY 23 Budget	FY 24 Budget
1		CUR AD VALOREM TAX		\$ (471,900.00)	\$ (471,900.00)
3		OVERNIGHT INTEREST			
4		INVESTMENT INT.		\$ (3,000.00)	\$ (3,000.00)
5		REVENUE STRUCTURE		\$ (474,900.00)	\$ (474,900.00)
6		TRANS FROM PROP. APPR.			
7		TRANS FROM TAX COLL.			
8		CARRY FOR OF ENCUMB AMT		\$ (422,100.00)	\$ (738,400.00)
9		NEG 5% EST REV		\$ 23,800.00	\$ 23,800.00
10		TRANSFERS & CONTRIB		\$ (398,300.00)	\$ (714,600.00)
11		TOTAL REVENUE		\$ (873,200.00)	\$ (1,189,500.00)
13	Collier County	INDIRECT COST	Direct Pay	\$ 1,200.00	\$ 1,200.00
14		OTHER CONTRACTUAL		\$ 100,000.00	\$ 100,000.00
15		INSURANCE GENERAL		\$ 100.00	\$ 100.00
16	Premier Staffing	OTHER MISCELLANEOUS	Transcriptionist Services	\$ 800.00	\$ 800.00
17	JM Todd	COPYING CHARGES	Copier Lease	\$ 200.00	\$ 200.00
18		OTHER OPER SUPPLIES		\$ 500.00	\$ 500.00
19		OPERATING EXPENSE		\$ 102,800.00	\$ 102,800.00
20		TRANS TO 111 UNINCOR		\$ 17,700.00	\$ 17,700.00
21		ADV/REPAY TO 001 GENERAL FUND		\$ -	\$ -
22		ADV/REPAY TO 111 UNINCORPORATED			
23		Budget Trans from Appraiser		\$ 4,000.00	\$ 4,000.00
24		Budget Trans from Tax Collector		\$ 10,300.00	\$ 10,300.00
25		TRANSFERS		\$ 32,000.00	\$ 32,000.00
26		RESV FOR CAPITAL		\$ 738,400.00	\$ 1,054,700.00
27		RESERVES		\$ 738,400.00	\$ 1,054,700.00
28		TOTAL BUDGET		\$ 873,200.00	\$ 1,189,500.00

Total Available Balance
 Plus Committed And Not Spent

Estimated Cash

**Estimated Cash Less
 Uncollected Ad Valorem Taxes \$ -**