

**MINUTES  
ALLIGATOR CREEK WATERWAY  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, JANUARY 11, 2024**

**2:18 p.m. – 3:58 p.m.  
Punta Gorda Charlotte Library  
401 Shreve Street, Punta Gorda, Florida**

**Members Present:** David Johnston, Chair  
Thomas Gramza, Vice-Chair  
Alan Reichert

**Members Absent:** Harry Walberg, Apologies Received  
Robert Simmons, Apologies Received

**County Staff:** Erica LeMaster, Community Liaison  
James Richardson, Traffic Engineering Superintendent  
Robert Campbell, Signing and Marking Coordinator

**Guests:** See Attached Sign-In Sheet

**Call to Order / Roll Call:**

The meeting was called to order at 2:18 p.m. A roll call was taken, and a quorum was present.

**Changes to the Agenda:**

Mr. Johnston motioned to move the Annual Review of Sunshine Law, Roberts Rules of Order, and Public Records before the election of officers. Motion was seconded and passed unanimously.

**Sunshine Law, Roberts Rules of Order and Public Records:**

The Advisory Board watched the Sunshine Law and Roberts Rules of Order video presented by the County Attorney. Ms. LeMaster reviewed where to find the Records Management Department contact information on the webpage and noted a public record request can be submitted to any county employee; there were no questions on Public Records Law.

**Election of Officers:**

Mr. Gramza motioned to postpone election of officers for the next scheduled meeting. The motion was seconded and passed unanimously.

**Citizen Input on Agenda Items (3-Minute Limit):**

Chris Love introduced himself as a new resident of Windmill Village. Mr. Richardson gave an overview of what the Traffic Signs and Marking Division is responsible for. Mr. Richardson provided an update that all pilings and navigation markers have been restored.

**Approval of Minutes:**

The draft minutes from October 19, 2023, are pending approval until requested amendments are made.

**Unfinished Business:**

- a. Update: Manatee Study: Ms. LeMaster provided an update that most of the scope of work has been prepared based on a compilation of resources that were found. Mr.

Logan has a call into Florida Fish and Wildlife Conservation (FWC) to confirm that he has captured everything that will be required to establish a manatee zone. Once confirmation of the limits of the manatee study are agreed upon, he will submit this to purchasing as soon as he speaks with FWC.

- b. Update: Dredge Project: Ms. LeMaster updated the group that there hasn't been much movement with the Army Core of Engineers (ACOE). Letting the group know that Coastal Engineering reached out and apologized for the delays explaining that they are dealing with a back log. The Florida Emergency Management Agency (FEMA) information has been submitted and Public Works is working through the process to get this project allocated.

**New Business:**

- a. Financial Reports: The Fiscal Year (FY23) quarter four actual expenditure report was reviewed. The FY23 quarter four monthly funding report (formerly maintenance activity report) were reviewed. The FY23 Annual Report was reviewed.
- b. Vessel Study: Ms. LeMaster reminded the group that the previous vessel study was unsuccessful, FWC said the study was nice, but they really do not take studies into account just the necessary statute conditions, so if they are wanting to increase the size of the speed zone a vessel study may not help any. Mr. Gramza motioned that the county explores options for a speed study to begin asap. Mr. Reichert amended the motion to state that the county move forward with a congestion study focusing on Marker 20A out to Marker 1 not to exceed 10,000 to begin immediately for three months to possibly include a speed study in conjunction. Mr. Gramza seconded, and the motion passed unanimously.

**Citizen Input on MSBU Items (3-Minute Limit):**

Discussion ensued regarding the possibility of an impressionable study held by volunteers to record vessel speed, discussing the possibility of using mobile devices or speed guns.

**Advisory Board Open Discussion:**

None

**Meeting Schedule / Items for Next Agenda:**

Future meetings scheduled at the Charlotte Harbor Event Center at 10 a.m. as follows:

- April 11, 2024

The meeting adjourned at 3:58 p.m.

Submitted by: Erica LeMaster  
Public Works Department

  
Chair Signature

  
Date

**AGENDA  
ALLIGATOR CREEK WATERWAY  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
THURSDAY, APRIL 11, 2024**

**10:00 a.m., Charlotte Harbor Event Center  
75 Florida Street, Punta Gorda, Florida**

**BOARD MEMBERS:** David Johnston, Chair  
Thomas Gramza, Vice-Chair  
Alan Reichert  
Harry Walberg

**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. Election of Officers
4. Citizen Input on Agenda Items (3-Minute Limit)
5. Approval of Minutes: October 19, 2023, and January 11, 2024
6. Unfinished Business:
  - a. Update: Dredge Project
  - b. Update: Manatee Study
  - c. Vessel Study
7. New Business:
  - a. Financial Reports
8. Citizen Input on MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

# Alligator Creek Waterway MSBU

Fund Financial Report  
Oct. 1, 2022 - Sept. 30, 2023  
*Unaudited as of 9.30.23*

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$620,934	\$702,150	\$716,132	\$716,132
<b>Revenues</b>				
Assessments & Earnings	107,693	115,816	140,391	140,391
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	635	-	-	-
<b>Total Revenue</b>	\$108,329	\$115,816	\$140,391	\$140,391
<b>Expenditures</b>				
Contract Services	-	-	-	-
Survey	-	25,000	-	-
Navigational Trimming	-	20,000	33,550	33,550
Public Works Services	5,281	3,781	5,530	5,530
Internal Charges	1,753	1,059	1,059	1,059
Purchased Services	1,460	2,392	2,309	2,309
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Project Costs</b>				
Entrance Channel Dredge	4,637	407,299	10,240	10,240
<b>Total Expenditures</b>	\$13,131	\$459,531	\$52,688	\$52,688
<b>Reserves (Ending Fund Balance)</b>	\$716,132	\$358,435	\$803,835	\$803,835
<i>Reserve %</i>	98.2%	43.8%	93.8%	93.8%

Date Prepared: 10/17/2023

# Monthly Funding Report

START  
DATE:

06/30/2023

END DATE:

09/30/2023

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## Alligator Creek Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6153	MSBU Administrative Work		07/25/2023	2.00	145.88	0.00	0.00	0.00		145.88
	6153	MSBU Administrative Work		07/28/2023	3.00	218.82	0.00	0.00	0.00		218.82
	MSBU Minutes Total										
	6153	MSBU Administrative Work		08/08/2023	0.25	21.36	0.00	0.00	0.00		21.36
					0.25	21.36	0.00	0.00	0.00		21.36
	Public Outreach Total										
	6153	MSBU Administrative Work		07/06/2023	2.00	145.88	0.00	0.00	0.00		145.88
	6153	MSBU Administrative Work		07/10/2023	1.50	109.41	0.00	0.00	0.00		109.41
	6153	MSBU Administrative Work		07/12/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work		07/13/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work		07/17/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work		07/18/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work		07/19/2023	3.00	218.82	0.00	0.00	0.00		218.82
	6153	MSBU Administrative Work		07/20/2023	1.25	91.18	0.00	0.00	0.00		91.18
	6153	MSBU Administrative Work		07/21/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work		07/27/2023	1.50	109.41	0.00	0.00	0.00		109.41
	6153	MSBU Administrative Work		07/31/2023	2.00	145.88	0.00	0.00	0.00		145.88
	6153	MSBU Administrative Work		08/08/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work		08/11/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work		08/14/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work		08/31/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6153	MSBU Administrative Work		09/01/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work		09/15/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work		09/19/2023	1.00	72.94	0.00	0.00	0.00		72.94

1/4/2024 2:39:31 PM

# Monthly Funding Report

START  
DATE:

06/30/2023

END DATE:

09/30/2023

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## Alligator Creek Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	6153	MSBU Administrative Work		09/26/2023	1.00	72.94	0.00	0.00	0.00		72.94
					21.00	1,531.74	0.00	0.00	0.00		1,531.75
	6153	MSBU Administrative Work		07/20/2023	0.25	23.86	0.00	0.00	0.00		23.86
	6153	MSBU Administrative Work		07/26/2023	0.25	23.86	0.00	0.00	0.00		23.86
					0.50	47.72	0.00	0.00	0.00		47.72
	6153	MSBU Administrative Work		07/20/2023	3.00	256.35	0.00	0.00	0.00		256.35
					3.00	256.35	0.00	0.00	0.00		256.35
	6153	MSBU Administrative Work		07/12/2023	0.50	42.73	0.00	0.00	0.00		42.73
	6153	MSBU Administrative Work		07/14/2023	0.50	42.73	0.00	0.00	0.00		42.73
	6153	MSBU Administrative Work		07/18/2023	0.25	21.36	0.00	0.00	0.00		21.36
	6153	MSBU Administrative Work		07/19/2023	4.00	341.80	0.00	0.00	0.00		341.80
	6153	MSBU Administrative Work		07/28/2023	5.00	427.25	0.00	54.11	0.00		481.36
	6153	MSBU Administrative Work		08/04/2023	2.00	170.90	0.00	0.00	0.00		170.90
					42.00	3,268.64	0.00	54.11	0.00	68.00	3,322.76
					42.00	3,268.64	0.00	54.11	0.00	68.00	3,322.76
	2835	Project Management		07/12/2023	0.25	21.36	0.00	0.00	0.00		21.36
	2835	Project Management		07/27/2023	0.25	21.36	0.00	0.00	0.00		21.36
	2835	Project Management		08/25/2023	0.25	21.36	0.00	0.00	0.00		21.36
	2835	Project Management		09/06/2023	0.25	21.36	0.00	0.00	0.00		21.36
					1.00	85.45	0.00	0.00	0.00		85.44

Alligator Creek Waterway Unit											
Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	2835	Project Management		07/21/2023	0.50	42.73	0.00	0.00	0.00		42.73
Work Order 2835 Total					1.50	128.18	0.00	0.00	0.00	0.00	128.17
C392003 - Alligator Creek - Entrance Channel											
Project Management Total					1.50	128.18	0.00	0.00	0.00	0.00	128.17
Alligator Creek Waterway Unit Total											
					43.50	3,396.81	0.00	54.11	0.00		3,450.93

Monthly Funding Report

START DATE:

06/30/2023

END DATE:

09/30/2023

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											
					43.50	3,396.81	0.00	54.11	0.00		3,450.93



**Alligator Creek 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
<b>Beginning Balance</b>	\$ 454,302	\$ 515,556	\$ 550,444	\$ 620,934	\$ 702,150	\$ 716,132
<b>Revenues</b>						
<b>Assessments &amp; Earnings</b>						
<i>Assessments</i>	62,583	63,843	115,512	115,430	119,593	115,430
<i>Interest</i>	11,369	8,493	3,434	5,686	2,319	28,590
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	7,409	4,565	(3,405)	(13,422)	-	5,412
<i>Excess Fees /Tax Collector</i>	384	55,352	696	635	-	626
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	(6,096)	-
<b>Grant &amp; Subsidy Revenue</b>						
<i>State Grant</i>	-	-	-	-	-	-
<b>Loans &amp; Borrowing</b>						
<i>Debt Proceeds</i>	-	-	-	-	-	-
<b>Total Revenue</b>	\$ 81,745	\$ 132,253	\$ 116,237	\$ 108,329	\$ 115,816	\$ 150,058
<b>Expenditures</b>						
<b>Contract Services</b>						
<i>Engineering</i>	-	-	-	-	-	-
<i>Other Contractual Svcs</i>	-	-	-	-	-	-
<b>Contract Services; other</b>						
<i>Survey</i>	-	21,290	35,950	-	25,000	-
<i>Navigational Trimming</i>	11,690	-	-	-	20,000	33,550
<b>Public Works Services</b>						
<i>Equip Repl Charges-PubWrks</i>	-	-	-	-	671	110
<i>Operating Exp-PubWrks</i>	4,673	7,544	7,748	5,281	3,110	5,419
<b>Internal Charges</b>						
<i>Central/Indirect Svcs</i>	2,922	544	571	1,753	1,059	1,059
<b>Purchased Services</b>						
<i>Postage</i>	-	-	-	-	-	-
<i>Advertising-Legal</i>	347	-	-	-	-	-
<i>Collection Fee-Tax Collector</i>	859	816	1,477	1,460	2,392	1,393
<b>Materials and Supplies</b>						
<b>Capital Outlay</b>						
<b>Debt Services</b>						
<i>Principal</i>	-	-	-	-	-	-
<i>Interest</i>	-	-	-	-	-	-
<b>Project Costs</b>						
<b>Entrance Channel Dredge</b>						
<i>Engineering</i>	-	-	-	-	65,000	8,260
<i>Dredging</i>	-	67,172	-	-	332,829	-
<i>Labor (not reported separate prior to FY23)</i>	-	-	-	4,637	9,470	1,980
<b>Total Expenditures</b>	20,491	97,366	45,747	13,131	459,531	51,772
<b>Reserves (Ending Fund Balance)</b>	\$ 515,556	\$ 550,444	\$ 620,934	\$ 716,132	\$ 358,435	\$ 814,418
<i>Reserve %</i>	96.2%	85.0%	93.1%	98.2%	43.8%	94.0%

Date Prepared: 12/28/2023