

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

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

**10:07 a.m. – 11:55 a.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: David Johnston, Chair
Thomas Gramza, Vice Chair
Alan Reichert
Harry Walberg

Members Absent: None

County Staff: Erica LeMaster, Community Liaison
Matthew Logan, Projects Manager
DeWayne Nodine, Projects Manager

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:07 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Election of Officers:

Mr. Gramza motioned for Mr. Johnston as Chair and Mr. Gramza for Vice Chair; there were no other nominations. It was seconded and unanimously approved.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The October 19, 2023, and January 11, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Update: Dredge Project: Mr. Logan introduced Mr. Nodine to the group explaining that he will be taking over the waterway Advisory Board duties. An update was provided to the group that we are still waiting for the permit from the Army Core of Engineers (ACOE).
- b. Update: Manatee Study: Mr. Logan explained that he has not heard back from Florida Wildlife Conservation (FWC), he will reach out to them again for input then he will finalize the scope of the study.
- c. Vessel Study: The group discussed alternative ideas for a vessel study. Public Works will investigate the options discussed and present them to the group at the next regular scheduled meeting.

New Business:

- a. Financial Reports: The fiscal year (FY) 2024 quarter one and two actual expenditure and activity maintenance reports were provided for review. The FY23 Executive Summary was reviewed. The Board had no questions at this time.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

The group discussed their initiative for the Manatee study, discussing reckless boating, boater safety, the possibility of forming a partnership with the Coastal and Heartland National Estuary Partnership (CHNEP) or the aquatic reserve, and the rise in manatee sightings. Concerns were discussed regarding seaweed posing a potential boating hazard to navigation.

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 10:00 a.m., at the Charlotte Harbor Event Center as follows:

- Thursday, July 18, 2024

The meeting adjourned at 11:55 a.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, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$716,132	\$779,161	\$814,418		
Revenues					
Assessments & Earnings	149,432	116,157	91,419		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	626	-	-		
Total Revenue	\$150,058	\$116,157	\$91,419		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	25,000	-	-	25,000
Navigational Trimming	33,550	50,000	-	-	50,000
Public Works Services	5,530	10,765	1,836	-	8,929
Internal Charges	1,059	495	495	-	-
Purchased Services	1,393	2,391	1,765	-	626
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Entrance Channel Dredge	10,240	410,164	-	68,730	341,434
Total Expenditures	\$51,772	\$498,815	\$4,096	\$68,730	\$425,989
Reserves (Ending Fund Balance)	\$814,418	\$396,503	\$901,741		
Reserve %	94.0%	44.3%	99.5%		

Date Prepared: 1/24/2024

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

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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
	20074	MSBU Administrative Work		10/04/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		10/19/2023	2.50	184.75	0.00	0.00	0.00		184.75
		MSBU Meeting Total			2.50	184.75	0.00	0.00	0.00		184.75
	20074	MSBU Administrative Work		10/19/2023	2.50	184.75	0.00	0.00	0.00		184.75
		MSBU Minutes Total			2.50	184.75	0.00	0.00	0.00		184.75
	20074	MSBU Administrative Work		10/09/2023	3.00	221.70	0.00	0.00	0.00		221.70
	20074	MSBU Administrative Work		10/12/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20074	MSBU Administrative Work		10/16/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		10/17/2023	1.50	110.85	0.00	0.00	0.00		110.85
	20074	MSBU Administrative Work		10/18/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		10/19/2023	2.00	147.80	0.00	0.00	0.00		147.80
	20074	MSBU Administrative Work		10/20/2023	2.50	184.75	0.00	0.00	0.00		184.75
	20074	MSBU Administrative Work		10/24/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		10/25/2023	3.50	258.65	0.00	0.00	0.00		258.65
	20074	MSBU Administrative Work		10/30/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		11/02/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		11/06/2023	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		11/07/2023	1.75	129.33	0.00	0.00	0.00		129.33
	20074	MSBU Administrative Work		11/13/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		11/21/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		11/28/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		11/30/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		12/01/2023	0.50	36.95	0.00	0.00	0.00		36.95

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

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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
	20074	MSBU Administrative Work		12/04/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		12/05/2023	2.00	147.80	0.00	0.00	0.00		147.80
	20074	MSBU Administrative Work		12/12/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		12/19/2023	2.50	184.75	0.00	0.00	0.00		184.75
	20074	MSBU Administrative Work		12/20/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		12/21/2023	1.00	73.90	0.00	0.00	0.00		73.90
Administrative Time Total											
					31.50	2,327.85	0.00	0.00	0.00		2,327.86
					37.00	2,734.30	0.00	0.00	0.00	0.00	2,734.31

Work Order 20074 Total

MSBU Administrative Work Total

2835	Project Management	10/24/2023	0.50	43.21	0.00	0.00	0.00	0.00	0.00		43.21
2835	Project Management	11/14/2023	0.25	21.60	0.00	0.00	0.00	0.00	0.00		21.60
Public Outreach Total											
			0.75	64.81	0.00	0.00	0.00	0.00	0.00		64.81
2835	Project Management	10/11/2023	0.50	43.21	0.00	0.00	0.00	0.00	0.00		43.21
2835	Project Management	10/18/2023	1.00	86.41	0.00	0.00	0.00	0.00	0.00		86.41
	Work Order 2835 Total		2.25	194.42	0.00	0.00	0.00	0.00	0.00	0.00	194.43

C392003 - Alligator Creek - Entrance Channel

Project Management Total

Alligator Creek Waterway Unit Total

			2.25	194.42	0.00	0.00	0.00	0.00	0.00		194.43
			39.25	2,928.72	0.00	0.00	0.00	0.00	0.00		2,928.74

Monthly Funding Report

START
DATE:

10/01/2023

END DATE:

12/31/2023

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											
					39.25	2,928.72	0.00	0.00	0.00		2,928.74

Alligator Creek Waterway MSBU

Fund Financial Report
Oct. 1, 2023 - Mar. 31, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$716,132	\$779,161	\$814,418		
Revenues					
Assessments & Earnings	149,432	116,157	117,690		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	626	-	-		
Total Revenue	\$150,058	\$116,157	\$117,690		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	25,000	-	-	25,000
Navigational Trimming	33,550	50,000	-	-	50,000
Public Works Services	5,530	10,765	3,787	-	6,978
Internal Charges	1,059	495	495	-	-
Purchased Services	1,393	2,391	2,112	-	279
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Entrance Channel Dredge	10,240	410,164	194	68,730	341,240
Total Expenditures	\$51,772	\$498,815	\$6,589	\$68,730	\$423,496
Reserves (Ending Fund Balance)	\$814,418	\$396,503	\$925,519		
Reserve %	94.0%	44.3%	99.3%		

Date Prepared: 4/2/2024

Monthly Funding Report

START
DATE:

01/01/2024

END DATE:

03/31/2024

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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
	20074	MSBU Administrative Work		01/02/2024	2.00	147.80	0.00	0.00	0.00		147.80
	20074	MSBU Administrative Work		01/03/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		01/04/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		01/09/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		01/11/2024	4.00	295.60	0.00	0.00	0.00		295.60
	20074	MSBU Administrative Work		01/12/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		01/18/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		01/29/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		01/30/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		01/31/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		02/09/2024	2.75	203.23	0.00	0.00	0.00		203.23
	20074	MSBU Administrative Work		02/22/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		02/29/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20074	MSBU Administrative Work		03/06/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		03/07/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		03/11/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		03/12/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		03/14/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20074	MSBU Administrative Work		03/19/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20074	MSBU Administrative Work		03/21/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		03/26/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		03/27/2024	0.75	55.43	0.00	0.00	0.00		55.43
Administrative Time Total					23.75	1,755.13	0.00	0.00	0.00		1,755.17

Monthly Funding Report

START
DATE:

01/01/2024

END DATE:

03/31/2024

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
	20074	MSBU Administrative Work		01/11/2024	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			26.25	1,939.88	0.00	0.00	0.00	0.00	1,939.92
		Work Order 20074 Total									
		MSBU Administrative Work Total			26.25	1,939.88	0.00	0.00	0.00	0.00	1,939.92
		Alligator Creek Waterway Unit Total			26.25	1,939.88	0.00	0.00	0.00		1,939.92

Monthly Funding Report

START
DATE:

01/01/2024

END DATE:

03/31/2024

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											
					26.25	1,939.88	0.00	0.00	0.00		1,939.92

**ALLIGATOR CREEK WATERWAY
Municipal Service Benefit Unit (MSBU)
FY23 Annual Report – Executive Summary
October 1, 2022 – September 30, 2023**

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards.

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and.
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Laws and Ordinances, ARTICLE X. - ALLIGATOR CREEK WATERWAY UNIT

Sec. 4-7-197. - Purpose.

The purpose of this unit is to provide for the dredging, maintenance, clearing, marking for navigational purposes, and providing for safety devices in Alligator Creek, to provide residents and marine interests within the unit a means of use and enjoyment of the waterways in the unit and to Charlotte Harbor.

Summary

Current Rate: \$25.00

Max Rate: \$100.00

The FY23 completed work program included internal maintenance and administrative costs. The Advisory Board approved moving forward with a dredge project.

The current fiscal year work program includes all internal maintenance and administrative costs. Contracted services for a pre-storm bathymetric survey, navigational trimming, and engineering and design for a dredge project.

For FY25, the Advisory Board recommends budgeting for the annual internal maintenance and administrative costs. Contracted services for a bathymetric survey, navigational trimming, and a dredge project.

