

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, OCTOBER 3, 2024**

**10:44 a.m. – 12:12 p.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: David Johnston, Chair
Stephen Carey
Alan Reichert
Harry Walberg
Members Absent: Thomas Gramza, apologies received
County Staff: Erica LeMaster, Community Liaison
Guests: None

Call to Order / Roll Call:

The meeting was called to order at 10:44 a.m. A roll call was taken, and a quorum was established. The group took a moment of silence to remember Mr. Gramza who recently passed, and to say a few words to reflect on the outstanding person he was.

Changes to the Agenda / Motion to Approve Changes:
None

Citizen Input on Agenda Items (3 Minute Limit):
None

Approval of the Minutes:
The April 11, 2024, minutes were unanimously approved as written.

Unfinished Business:

- a. Update: Dredge Project: 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: Ms. LeMaster reminded the group that legal has determined that funding a manatee study does not fall under the purview of the Alligator Creek Municipal Services Benefit Unit and will be taken off future meeting agendas.
- c. Vessel Study: Ms. LeMaster reminded the group that legal has determined that funding a vessel study does not fall under the purview of the Alligator Creek Municipal Services Benefit Unit and will be taken off future meeting agendas.

New Business:

- a. Financial Reports: The fiscal year (FY) 2024 quarter three actual expenditure and activity maintenance reports were provided for review. The FY25 Adopted Budget 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 the importance of safety along alligator creek and will move forward with compiling survey questions regarding safety mechanisms, and initiatives among other entities that are dealing with similar safety concerns, with hopes that we can educate ourselves and the community and move towards a plan to ensure safety along the creek. Safety concerns will be added to the next meeting agenda under New Business.

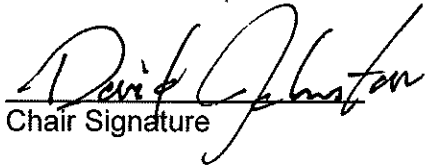
Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 2:00 p.m., at the Punta Gorda Charlotte Library as follows:

- Thursday, February 27, 2025

The meeting adjourned at 12:12 p.m.

Submitted by Erica LeMaster
Public Works Department


Chair Signature

25 Feb - 2025
Date

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, OCTOBER 3, 2024**

**10:30 a.m., Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: David Johnston, Chair
Thomas Gramza, Vice-Chair
Stephen Carey
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. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: April 11, 2024
5. Unfinished Business:
 - a. Update: Dredge Project
 - b. Update: Manatee Study
 - c. Vessel Study
6. New Business:
 - a. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

Alligator Creek Waterway MSBU

Fund Financial Report

Oct. 1, 2023 - June 30, 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	135,625		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	626	-	-		
Total Revenue	\$150,058	\$116,157	\$135,625		
Expenditures					
Contract Services	-	-	-	-	-
Survey	-	25,000	-	25,000	-
Navigational Trimming	33,550	50,000	-	-	50,000
Public Works Services	5,530	10,765	5,820	-	4,945
Internal Charges	1,059	495	495	-	-
Purchased Services	1,393	2,391	2,256	-	135
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Entrance Channel Dredge	10,240	410,164	367	68,730	341,067
Total Expenditures	\$51,772	\$498,815	\$8,938	\$93,730	\$396,147
Reserves (Ending Fund Balance)	\$814,418	\$396,503	\$941,105		
Reserve %	94.0%	44.3%	99.1%		

Date Prepared: 7/1/2024

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

Page 1 of 3

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		04/02/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		04/05/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		04/08/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		04/10/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		04/11/2024	3.25	240.18	0.00	0.00	0.00		240.18
	20074	MSBU Administrative Work		04/22/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		04/23/2024	1.25	92.38	0.00	0.00	0.00		92.38
	20074	MSBU Administrative Work		04/24/2024	2.75	203.23	0.00	0.00	0.00		203.23
	20074	MSBU Administrative Work		04/30/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		05/01/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		05/06/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		05/22/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		05/23/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		05/29/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		05/31/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		06/04/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		06/10/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		06/17/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		06/18/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20074	MSBU Administrative Work		06/19/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		06/24/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20074	MSBU Administrative Work		06/25/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20074	MSBU Administrative Work		06/26/2024	0.75	55.43	0.00	0.00	0.00		55.43

7/5/2024 9:51:57 PM

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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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		Administrative Time Total	20.50	1,514.95	0.00	0.00	0.00		1,515.01
				04/15/2024	1.75	129.33	0.00	0.00	0.00		129.33
		MSBU Minutes Total			1.75	129.33	0.00	0.00	0.00		129.33
	20074	MSBU Administrative Work		04/11/2024	2.75	203.23	0.00	0.00	0.00		203.23
		MSBU Meeting Total			2.75	203.23	0.00	0.00	0.00		203.23
		Work Order 20074 Total			25.00	1,847.50	0.00	0.00	0.00	0.00	1,847.57
		MSBU Administrative Work Total			25.00	1,847.50	0.00	0.00	0.00	0.00	1,847.57
	2835	Project Management		04/10/2024	0.50	43.21	0.00	0.00	0.00		43.21
		Project Meetings Total			0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		04/08/2024	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		05/03/2024	0.50	43.21	0.00	0.00	0.00		43.21
		Work Order 2835 Total			1.50	129.62	0.00	0.00	0.00	0.00	129.63
		C392003 - Alligator Creek - Entrance Channel									
		Project Management Total			1.50	129.62	0.00	0.00	0.00	0.00	129.63
	57107	Sign Inspection		06/25/2024	5.00	323.90	0.00	47.60	0.00		371.50
		Work Order 57107 Total	604 TAHITI CT, Charlotte, FL, 33950		5.00	323.90	0.00	47.60	0.00	626.00	371.50
		Sign Inspection Total			5.00	323.90	0.00	47.60	0.00	626.00	371.50
		Alligator Creek Waterway Unit Total			31.50	2,301.02	0.00	47.60	0.00		2,348.70

Monthly Funding Report

START
DATE:

04/01/2024

END DATE:

06/30/2024

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											
					31.50	2,301.02	0.00	47.60	0.00		2,348.70

Alligator Creek Waterway MSBU

Adopted Budget FY2025

Estimated ERU's and Cost per ERU

Vacant and Occupied

Estimated ERU's

Cost per ERU

Approved FY2025	Adopted FY2025	Changes FY2025
4,781.700	4,787.500	5.800
\$ 25.00	\$ 25.00	\$ -
\$ 25.00		
\$ 100.00		

Current FY24 Rate

Current Maximum Rate

Beginning Balance

Revenues

Assessments & Earnings

Assessments

Interest

Interest Earnings-L.G.S.F.T.F.

Net Inc/(Decr) Fair Market Value-Investments

Interest-Tax Coll

Excess Fees /Tax Collector

Less 5% Reserve - FS 129.01(2)b

Grant & Subsidy Revenue

State Grant

Loans & Borrowing

Debt Proceeds

Total Revenue

Expenditures

Contract Services

Engineering

Other Contractual Svcs

Contract Services; other

Survey

Navigational Trimming

Public Works Services

Equip Repl Charges-PubWrks

Operating Exp-PubWrks

Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
\$ 396,503	\$ 848,393	\$ 451,890
119,543	119,688	145
1,388	2,970	1,582
-	-	-
-	-	-
-	-	-
-	-	-
(6,047)	(6,133)	(86)
-	-	-
-	-	-
\$ 114,884	\$ 116,525	\$ 1,641
-	-	-
-	-	-
25,000	25,000	-
50,000	50,000	-
315	315	-
5,836	5,836	-

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
Internal Charges			
<i>Central/Indirect Svcs</i>	520	1,362	842
Purchased Services			
<i>Postage</i>	-	-	-
<i>Advertising-Legal</i>	-	-	-
<i>Collection Fee-Tax Collector</i>	2,391	2,394	3
Materials and Supplies			
Capital Outlay			
Debt Services			
<i>Principal</i>	-	-	-
<i>Interest</i>	-	-	-
Project Costs			
<i>Entrance Channel Dredge</i>			
<i>Engineering</i>	-	68,730	68,730
<i>Dredging</i>	-	324,829	324,829
<i>Labor</i>	-	6,726	6,726
Total Expenditures	84,062	485,192	401,130
Reserves (Ending Fund Balance)	\$ 427,325	\$ 479,726	\$ 52,401
<i>Reserve %</i>	83.6%	49.7%	

Version Date

9/6/2024

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2025

Project Costs (in thousands)

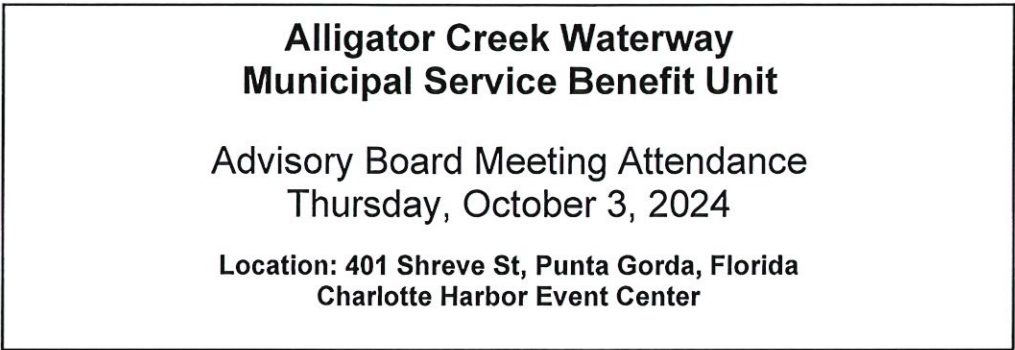
Project Name	2025	2026	2027	2028	2029	2030	TOTAL
Alligator Creek - Entrance Channel	400	0	0	0	0	0	400
Buena Vista/Edgewater North WW Maintenance Dredging	472	0	0	0	0	0	472
Don Pedro/Knight/Palm Island Re-nourishment	502	121	127	0	0	0	750
Don Pedro/Knight/Palm Island Re-nourishment FY28	0	0	55	9,770	195	0	10,020
Gulf Cove WW Dredging	1,831	54	46	37	28	19	2,015
Harbour Heights WW Maintenance Dredging	279	0	0	0	0	0	279
Hayward Canal Exterior Dredging	8	0	0	0	0	0	8
Manasota Key Beach Nourishment	930	221	257	0	0	0	1,408
Manasota Key Beach Nourishment FY28	0	0	125	22,055	486	0	22,666
Manchester WW Maintenance Dredging FY22	831	0	0	0	0	0	831
NWPC Interior Channel Dredging FY22	695	0	0	0	0	0	695
NWPC Exterior Dredging	105	252	0	0	0	0	357
Pirate Harbor Dredging FY23	479	10	7	3	1	0	500
South Gulf Cove WW Maintenance Dredging	1,680	0	0	0	0	0	1,680
Stump Pass Maintenance Dredging FY22	40	0	0	0	0	0	40
Stump Pass Maintenance Dredging FY26	162	4,128	64	65	131	4,473	9,023
TOTAL	8,414	4,786	680	31,930	841	4,492	51,144

Adopted CIP 9/24/2024

Charlotte County

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging Long Range Plan
2025

<u>MSBU / MSTU Fund Name</u>	<u>Type of Dredge</u>	<u>Year Last Dredged</u>	<u>Dredging cycle/est. useful life</u>	<u>Planned Dredging Year</u>
Ackerman Waterway (done with Manchester WW)	Spot	2020	7	FY 2026
Alligator Creek Waterway	Entrance channel	2017	7	FY 2024
Buena Vista Waterway	Access channel and main canal	2016	7	FY 2024
Don Pedro/Knight Is Beach Renourishment	Renourishment	2020	8	FY 2028
Edgewater North Waterway	Maintenance	N/A	10	none scheduled
Gulf Cove Waterway	Exterior	2010	5	FY 2026
Gulf Cove Waterway	Interior	2019	10	FY22 & FY23
Harbour Heights Waterway	Canals and access channels	2017	7	FY 2025
Hayward Canal Waterway	Finger channels	2019	10	none scheduled
Hayward Canal Waterway	Main Channel	2019	5	FY 2024
Manchester Waterway	Spot	2020	7	FY 2024
North Manasota Key Beach Renourishment	Renourishment	2020	8	FY 2028
Northwest Port Charlotte Waterway	Exterior	2009	5	FY 2026
Northwest Port Charlotte Waterway	Interior	2014	10	FY 2024
Pirate Harbor Waterway	Interior	2013	7	FY 2024
South Bridge Waterway	Canals and access channels	2013	7	none scheduled
South Gulf Cove Waterway	Spot	2016	7	FY25 & FY26
Stump Pass Dredging	Channel and renourishment	2022	4	FY 2026
Suncoast Waterway	Canals and access channels	2014	7	none scheduled

[illegible]