

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, SEPTEMBER 17, 2025**

**2:03 p.m. – 3:08 p.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: David Johnston, Chair
Alan Reichert, Vice Chair
Stephen Carey
Jennie Phipps
Harry Walberg
Members Absent: None
County Staff: Erica Hayes, Community Liaison
Guests: None

Call to Order / Roll Call:

The meeting was called to order at 2:03 p.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The July 9, 2025, minutes were unanimously approved as written.

Unfinished Business:

Update: Dredge Project: Staff provided an update regarding post-storm dredging needs. A total of 9,427 cubic yards of material were identified in the post-storm survey. Estimated project costs are approximately \$2 million. FEMA reimbursement is anticipated at \$528,950.84. The County intends to combine the Alligator Creek project with Pirate Harbor Waterway dredging contracts to attract lower bids and reduce per-unit costs. Estimated unit costs range between \$130–\$160 per cubic yard, lower than earlier estimates of \$170 per cubic yard. An extensive 100-page post-storm engineering and assessment report was submitted to FEMA. Once FEMA pre-approval is received, the County will move forward with bidding and construction while awaiting reimbursement. Staff emphasized that if FEMA does not cover the full amount, the difference will need to be paid from MSBU reserves or other County funds. Board members discussed prior staffing turnover in project management and expressed optimism that with Michael Benjamin now assigned as Waterway Project Manager, the project will gain stability and progress more efficiently.

New Business:

- a. **Financial Reports:** The fiscal year (FY) 2025 quarter three actual expenditure and activity maintenance reports were provided for review. The MSBU retains \$50,000 annually for navigational trimming; unspent funds revert to reserves. The current balance includes \$330,691 carried forward. Encumbrances of approximately \$22,761 and \$46,000 were noted, likely related to survey and engineering costs. Staff will confirm with Fiscal Services what these expenses were for. Board members discussed the FY26–27 planned budget. A final budget hearing is scheduled for September 23. It was noted that while assessment rates have been increased to ensure sufficient funding, adjustments may be possible in the future if dredging costs come down.

Citizen Input on MSBU items (3 Minute Limit):

None

Advisory Board Open Discussion:

- Board Chair reported on discussions with Sergeant Christopher McRae of the Charlotte County Sheriff's Office Marine Patrol. Concerns were raised about reckless boating, speeding at the creek entrance, and congestion near the waterfront restaurant. Sergeant McRae expressed interest in conducting a safety study and increasing patrol presence using both deputies and volunteer units. The Board agreed to gather detailed incident information (times, locations, types of violations) to provide to the Sheriff's Office.
- The Board discussed the ongoing creation of a community survey to gather input on boating safety and traffic issues. Potential recipients include civic associations, local marinas, and businesses along Alligator Creek. It was emphasized that Board members may share information informally among themselves since the survey falls outside official MSBU business. The Board agreed to refine the draft survey and distribute it to stakeholders.


Schedule Meetings / Items for Next Agenda:

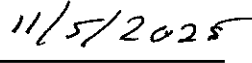
Future meetings are scheduled at 2:00 p.m., at the Punta Gorda Charlotte Library as follows:

- Wednesday, November 5, 2025

The meeting adjourned at 3:08 p.m.

Submitted by Erica Hayes
Public Works Department


Chair Signature


Date

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, SEPTEMBER 17, 2025**

**2:00 p.m., Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: David Johnston, Chair
Alan Reichert, Vice-Chair
Stephen Carey
Harry Walberg
Jennie Phipps

COUNTY STAFF: Erica Hayes, Community Liaison
Matt Logan, Project Manager

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: July 9, 2025
5. Unfinished Business:
 - a. Update: Dredge Project
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

Planned 2 Year Budget

FY2026 & FY2027

Estimated ERU's and Cost per ERU

Vacant and Occupied

Estimated ERU's

Cost per ERU

	FY2026	FY2027
	4,787.100	4,787.100
\$	78.00	\$ 78.00
\$	25.00	
\$	100.00	

Current FY25 Rate

Current Maximum Rate

Beginning Balance

Revenues

Assessments & Earnings

Assessments

Interest

Less 5% Reserve - FS 129.01(2)b

Grant & Subsidy Revenue

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

	Planned Budget FY2026	Planned Budget FY2027
\$	1,018,115	\$ 724,944
	373,394	373,394
	3,564	2,538
	(18,848)	(18,797)
	1,723,000	-
\$	2,081,110	\$ 357,135
	-	-
	-	-
	-	30,000
	50,000	50,000
	416	416
	9,773	9,773

	Planned Budget FY2026	Planned Budget FY2027
Internal Charges		
<i>Central/Indirect Srvs</i>	567	595
Purchased Services		
<i>Postage</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	7,468	7,468
Materials and Supplies		
Capital Outlay		
Debt Services		
<i>Principal</i>	-	345,000
<i>Interest</i>	43,079	70,565
Project Costs		
<i>Entrance Channel Dredge</i>		
<i>Engineering</i>	106,167	-
<i>Dredging</i>	2,130,884	-
<i>Labor</i>	25,927	-
Total Expenditures	2,374,281	513,817
Reserves (Ending Fund Balance)	\$ 724,944	\$ 568,262
<i>Reserve %</i>	23.4%	52.5%

Version Date

6/20/2025

Budget Report

Activity Description: All

Alligator Creek Waterway Unit
Budget Year: 2026

	Budget Details						
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
MSBU Administrative Work	100	HOURS	\$7,897.00		\$416.00		\$8,313.00
Project Management	20	LABOR	\$1,875.13				\$1,875.13
Alligator Creek Waterway Unit Total			\$9,772.13		\$416.00		\$10,188.13

Budget Report

Activity Description: All

Alligator Creek Waterway Unit

Budget Year: 2027

		Budget Details					
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
MSBU Administrative Work	100	HOURS	\$7,897.00		\$416.00		\$8,313.00
Project Management	20	LABOR	\$1,875.13				\$1,875.13
Alligator Creek Waterway Unit Total			\$9,772.13		\$416.00		\$10,188.13

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2026-2027

Project Costs (in thousands)

<u>Project Name</u>	2026	2027	2028	2029	2030	2031	TOTAL
Alligator Creek - Entrance Channel	2,306	71	54	37	19	9	2,496
Buena Vista/Edgewater North WW Maintenance Dredging	110	-	-	-	-	-	110
Don Pedro/Knight/Palm Island Re-nourishment	257	-	-	-	-	-	257
Don Pedro/Knight Island Renourishment FY26	-	263	3,164	284	251	261	4,223
Gulf Cove WW Dredging	167	-	4,132	150	128	105	4,683
Harbour Heights WW Maintenance Dredging	1,445	45	35	24	12	6	1,566
Manasota Key Beach Nourishment FY20	430	-	-	-	-	-	430
Manasota Key Beach Nourishment FY26	-	368	4,001	308	320	333	5,330
Manchester Waterway Maintenance Dredging	850	-	-	-	-	-	850
NWPC Exterior Dredging	1,290	-	-	-	-	-	1,290
Pirate Harbor Maintenance Dredging	513	13	10	7	3	1	547
South Gulf Cove WW Maintenance Dredging	1,817	-	-	-	-	-	1,817
Stump Pass Maintenance Dredging FY26	766	44	45	-	-	-	855
Stump Pass Maintenance Dredging FY29	-	-	95	4,436	47	48	4,626
TOTAL	9,950	803	11,535	5,246	781	763	29,079

Alligator Creek Waterway MSBU

Fund Financial Report

Oct. 1, 2024 - June 30, 2025

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$814,418	\$848,393	\$948,778		
Revenues					
Assessments & Earnings	165,025	116,525	135,735		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	503	-	-		
Total Revenue	\$165,528	\$116,525	\$135,735		
Expenditures					
Contract Services	-	-	-	-	-
Survey	20,404	25,000	4,244	-	20,756
Navigational Trimming	-	50,000	-	-	50,000
Public Works Services	8,246	6,151	5,077	-	1,074
Internal Charges	495	1,362	1,362	-	-
Purchased Services	1,548	2,394	2,263	-	131
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Entrance Channel Dredge	475	400,285	22,761	46,834	330,691
Total Expenditures	\$31,168	\$485,192	\$35,707	\$46,834	\$402,652
Reserves (Ending Fund Balance)	\$948,778	\$479,726	\$1,048,806		
Reserve %	96.8%	49.7%	96.7%		

Date Prepared: 7/8/2025

Monthly Funding Report

START
DATE:

04/01/2025

END DATE:

06/30/2025

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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
	113633	Contract Management - Waterways		06/30/2025	0.08	7.20	0.00	0.00	0.00		7.20
	Work Order 113633 Total										
		All Waterway MSBUs with a Budget			0.08	7.20	0.00	0.00	0.00	0.00	7.20
	Contract Management - Waterways Total										
	72625	MSBU Administrative Work		04/14/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		05/22/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		06/03/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		06/16/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		06/18/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		06/19/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		06/24/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Administrative Time Total										
	72625	MSBU Administrative Work		04/01/2025	2.25	166.28	0.00	0.00	0.00		166.31
	MSBU Minutes Total										
	72625	MSBU Administrative Work		04/02/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 72625 Total										
					14.00	1,135.26	0.00	0.00	0.00		1,135.26
					16.75	1,338.49	0.00	0.00	0.00	0.00	1,338.52
	MSBU Administrative Work Total										
					16.75	1,338.49	0.00	0.00	0.00	0.00	1,338.52
	Alligator Creek Waterway Unit Total										
					16.83	1,345.69	0.00	0.00	0.00		1,345.72

Monthly Funding Report

START
DATE:

04/01/2025

END DATE:

06/30/2025

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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											
					16.83	1,345.69	0.00	0.00	0.00		1,345.72

FY2026 Meeting Schedule
Alligator Creek Waterway
MSBU Advisory Board

January 21, 2026 2:00pm-4:00pm Punta Gorda Library

April 8, 2026 2:00pm-4:00pm Charlotte Harbor Event Center

June 24, 2026 2:00pm-4:00pm Punta Gorda Library

October 7, 2026 2:00pm-4:00pm Punta Gorda Library

[illegible]