

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 21, 2026**

**2:04 p.m. – 2:33 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
Michael Benjamin, Projects Manager

Guests: See attached sign-in sheet

Call to Order / Roll Call:

The meeting was called to order at 2:04 p.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Election of Officers: David Johnston was ineligible for re-election as Chair due to term limits. Nominations were received for Stephen Carey, who accepted the nomination. Mr. Carey was unanimously elected Chair. Mr. Johnston was nominated and unanimously elected Vice Chair.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of the Minutes:

The November 5, 2025, minutes were unanimously approved as written.

Unfinished Business:

- a. Update: Dredge Project: Staff reported no major updates. The Alligator Creek dredging project is being coordinated with Pirate Harbor Waterway to reduce overall costs. Additional surveying and engineering revisions are pending for Pirate Harbor and are expected within approximately 90 days. FEMA Phase 2 review is ongoing with no determinations yet. Preliminary estimates indicate approximately \$2 million total project cost with anticipated FEMA reimbursement of approximately \$1.1 million. Reimbursement delays were discussed, noting similar delays from prior storms.
- b. Survey: This item will be removed from future agendas.

New Business:

- a. Financial Reports: The FY 2025 quarter four and FY 2026 quarter one actual expenditure and activity maintenance reports were provided for review. The Advisory Board had no questions at this time.
- b. Navigational Trimming: a \$50,000 budget is included in FY 2026 for navigational trimming. Staff clarified that trimming is strictly for navigational safety and line-of-sight issues near markers and bends, not for aesthetics or clearing behind private lots. No immediate locations were mentioned at this time.

Citizen Input on MSBU items (3 Minute Limit):

None

Advisory Board Open Discussion:

- Members discussed FEMA reimbursement trends, increasing documentation requirements, and longer processing times. It was noted that FEMA funds flow through the State, which may supplement federal reimbursement. Concerns were raised about stricter mitigation standards and increasing appeals.
- Members discussed challenges associated with spoil disposal sites. Waterfront proximity is critical to reduce hauling costs. The possibility of future reliance on private property or county-owned land was discussed. Regulatory constraints were noted.
- The board discussed a potential safety survey. Compilation of email addresses is ongoing and incomplete. The survey effort remains pending.

Annual Review: The Advisory Board members were provided with the Sunshine Law handouts and signed the Sunshine Law compliance forms.

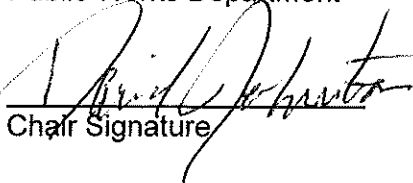
Schedule Meetings / Items for Next Agenda:

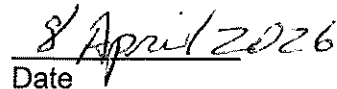
Future meetings are tentatively scheduled at 2:00 p.m., as follows:

- April 8, 2026
- June 24, 2026
- October 7, 2026

The meeting adjourned at 2:33 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, JANUARY 21, 2026**

**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

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. Election of Officers
5. Approval of Minutes: November 5, 2025
6. Unfinished Business:
 - a. Update: Dredge Project
 - b. Survey
7. New Business:
 - a. Financial Reports
 - b. Navigational Trimming
8. Citizen Input on MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Annual Review: Sunshine Law, Roberts Rules of Order, Records
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Alligator Creek Waterway MSBU

Fund Financial Report

Oct. 1, 2024 - Sept. 30, 2025

Unaudited as of 9.30.25

	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	147,615		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	503	-	-		
Total Revenue	\$165,528	\$116,525	\$147,615		
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	7,465	-	(1,314)
Internal Charges	495	1,362	1,362	-	-
Purchased Services	1,548	2,394	2,312	-	82
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Entrance Channel Dredge	475	400,285	26,649	43,334	330,302
Total Expenditures	\$31,168	\$485,192	\$42,033	\$43,334	\$399,826
Reserves (Ending Fund Balance)	\$948,778	\$479,726	\$1,054,360		
<i>Reserve %</i>	96.8%	49.7%	96.2%		

Date Prepared: 10/22/2025

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

09/30/2025

Alligator Creek Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	113633	Contract Management - Waterways		06/30/2025	0.08	7.20	0.00	0.00	0.00		7.20
	113633	Contract Management - Waterways		07/30/2025	0.13	10.80	0.00	0.00	0.00		10.80
	113633	Contract Management - Waterways		08/04/2025	0.08	7.20	0.00	0.00	0.00		7.20
	113633	Contract Management - Waterways		08/05/2025	0.04	3.60	0.00	0.00	0.00		3.60
	113633	Contract Management - Waterways		08/06/2025	0.13	10.80	0.00	0.00	0.00		10.80
	Work Order 113633 Total		All Waterway MSBUs with a Budget		0.46	39.60	0.00	0.00	0.00	0.00	39.61
	Contract Management - Waterways Total				0.46	39.60	0.00	0.00	0.00	0.00	39.61
	90985	GIS Update		02/19/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 90985 Total				0.50	36.95	0.00	0.00	0.00	3.00	36.95
	GIS Update Total				0.50	36.95	0.00	0.00	0.00	3.00	36.95
	72625	MSBU Administrative Work		10/01/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		10/03/2024	4.00	295.60	0.00	0.00	0.00		295.60
	72625	MSBU Administrative Work		10/14/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		10/15/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		10/21/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		10/22/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		10/23/2024	1.50	110.85	0.00	0.00	0.00		110.85
	72625	MSBU Administrative Work		10/28/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		10/30/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		10/31/2024	0.50	36.95	0.00	0.00	0.00		36.95

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

09/30/2025

Alligator Creek Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	72625	MSBU Administrative Work		11/05/2024	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		11/07/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		11/12/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		11/14/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		11/19/2024	2.00	147.80	0.00	0.00	0.00		147.80
	72625	MSBU Administrative Work		11/21/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		12/02/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		12/03/2024	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		12/05/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		12/09/2024	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		12/10/2024	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		12/17/2024	1.75	129.33	0.00	0.00	0.00		129.33
	72625	MSBU Administrative Work		12/18/2024	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		01/06/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		01/10/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		01/16/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		01/27/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		01/30/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		01/31/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		02/03/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		02/13/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		02/17/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		02/18/2025	1.50	110.85	0.00	0.00	0.00		110.85

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

09/30/2025

Alligator Creek Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	72625	MSBU Administrative Work		02/20/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		02/25/2025	2.00	147.80	0.00	0.00	0.00		147.80
	72625	MSBU Administrative Work		02/26/2025	1.25	92.38	0.00	0.00	0.00		92.38
	72625	MSBU Administrative Work		02/27/2025	1.25	92.38	0.00	0.00	0.00		92.38
	72625	MSBU Administrative Work		03/04/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		03/06/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		03/10/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		03/11/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		03/12/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		03/20/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		03/24/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		03/31/2025	0.50	36.95	0.00	0.00	0.00		36.95
	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
	72625	MSBU Administrative Work		07/02/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		07/07/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72625	MSBU Administrative Work		07/08/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		07/09/2025	2.00	147.80	0.00	0.00	0.00		147.80

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

09/30/2025

Alligator Creek Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	72625	MSBU Administrative Work		07/14/2025	1.75	129.33	0.00	0.00	0.00		129.33
	72625	MSBU Administrative Work		07/23/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		07/24/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		07/28/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		07/29/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		07/30/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		08/06/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		08/11/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		08/13/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72625	MSBU Administrative Work		08/18/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		08/20/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		08/21/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		08/25/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		08/27/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72625	MSBU Administrative Work		08/28/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72625	MSBU Administrative Work		09/04/2025	0.59	43.47	0.00	0.00	0.00		43.47
	72625	MSBU Administrative Work		09/08/2025	0.60	44.34	0.00	0.00	0.00		44.34
	72625	MSBU Administrative Work		09/09/2025	0.68	49.99	0.00	0.00	0.00		49.99
	72625	MSBU Administrative Work		09/11/2025	0.59	43.47	0.00	0.00	0.00		43.47
	72625	MSBU Administrative Work		09/16/2025	1.75	129.33	0.00	0.00	0.00		129.33
	72625	MSBU Administrative Work		09/17/2025	2.25	166.28	0.00	0.00	0.00		166.28
	72625	MSBU Administrative Work		09/18/2025	0.59	43.47	0.00	0.00	0.00		43.47
	72625	MSBU Administrative Work		09/22/2025	2.75	203.23	0.00	0.00	0.00		203.23

Monthly Funding Report

START DATE:

10/01/2024

END DATE:

09/30/2025

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	
	72625	MSBU Administrative Work		09/23/2025	0.50	36.95	0.00	0.00	0.00		36.95	
	72625	MSBU Administrative Work		09/29/2025	0.67	49.27	0.00	0.00	0.00		49.27	
	72625	MSBU Administrative Work		09/30/2025	0.53	39.12	0.00	0.00	0.00		39.12	
		Administrative Time Total				67.99	5,024.26	0.00	0.00	0.00	5,024.44	
	72625	MSBU Administrative Work		01/06/2025	1.00	86.41	0.00	0.00	0.00		86.41	
	72625	MSBU Administrative Work		01/22/2025	0.50	43.21	0.00	0.00	0.00		43.21	
	72625	MSBU Administrative Work		02/10/2025	0.50	43.21	0.00	0.00	0.00		43.21	
	72625	MSBU Administrative Work		03/31/2025	1.50	129.62	0.00	0.00	0.00		129.62	
	72625	MSBU Administrative Work		04/02/2025	14.00	1,135.26	0.00	0.00	0.00		1,135.26	
	72625	MSBU Administrative Work		07/22/2025	0.75	64.81	0.00	0.00	0.00		64.81	
	72625	MSBU Administrative Work		10/03/2024	2.25	166.28	0.00	0.00	0.00		166.28	
	72625	MSBU Administrative Work		02/27/2025	3.25	240.18	0.00	0.00	0.00		240.18	
	72625	MSBU Administrative Work		03/31/2025	1.75	129.33	0.00	0.00	0.00		129.33	
	72625	MSBU Administrative Work		07/09/2025	3.00	221.70	0.00	0.00	0.00		221.70	
	72625	MSBU Administrative Work		09/17/2025	2.75	203.23	0.00	0.00	0.00		203.23	
		MSBU Meeting Total				13.00	960.70	0.00	0.00	0.00	960.72	
	72625	MSBU Administrative Work		10/03/2024	1.25	92.38	0.00	0.00	0.00		92.38	
	72625	MSBU Administrative Work		03/03/2025	1.00	73.90	0.00	0.00	0.00		73.90	
	72625	MSBU Administrative Work		04/01/2025	0.50	36.95	0.00	0.00	0.00		36.95	
		MSBU Minutes Total				2.75	203.23	0.00	0.00	0.00	203.23	
	Work Order 72625 Total					101.99	7,690.69	0.00	0.00	0.00	102.00	7,690.91
	MSBU Administrative Work Total					101.99	7,690.69	0.00	0.00	0.00	102.00	7,690.91

Alligator Creek Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	2835	Project Management		02/05/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2835	Project Management		02/13/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		02/14/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		02/21/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		02/26/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		02/27/2025	3.00	259.23	0.00	0.00	0.00		259.23
	2835	Project Management		03/03/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2835	Project Management		03/07/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2835	Project Management		03/13/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		03/14/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		03/21/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		03/26/2025	1.75	151.22	0.00	0.00	0.00		151.22
	2835	Project Management		04/07/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2835	Project Management		05/09/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2835	Project Management		05/19/2025	1.50	129.62	0.00	0.00	0.00		129.62
	2835	Project Management		05/20/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		05/23/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2835	Project Management		06/06/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2835	Project Management		07/01/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		07/02/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2835	Project Management		07/30/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2835	Project Management		08/01/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2835	Project Management		08/15/2025	0.25	21.60	0.00	0.00	0.00		21.60

Monthly Funding Report

**START
DATE:**

10/01/2024

END DATE:

09/30/2025

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Work Order 2835 Total			17.00	1,468.97	0.00	0.00	0.00	0.00	1,469.01
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c392003 - Alligator Creek - Entrance Channel											
		Project Management Total			17.00	1,468.97	0.00	0.00	0.00	0.00	1,469.01
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		Alligator Creek Waterway Unit Total			119.95	9,236.21	0.00	0.00	0.00		9,236.48
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