

**AGENDA
BUENA VISTA AREA WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JULY 23, 2025**

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

BOARD MEMBERS: Richard Russell, Chair
Donna Elliott
Frank Kudrna
Stephen Sousa

COUNTY STAFF: Erica Hayes, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Pledge of Allegiance / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: February 12, 2025
5. Unfinished Business
 - a. Exterior Dredge Project: Sunrise, Gardner, George Rd. Waterways
 - b. Port Charlotte Beach Point Maintenance Responsibility
6. New Business
 - a. Financials
 - b. Sunrise Channel Changes
7. Citizen Input MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

**MINUTES
BUENA VISTA WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JULY 23, 2025**

**10:00 a.m. – 11:48 a.m.
Charlotte Harbor Event & Conference Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: Richard Russell, Chair
Donna Elliott
Frank Kudrna
Stephen Sousa

Members Absent: None

County Staff: Erica Hayes, Community Liaison
Matt Logan, Projects Manager
DeWayne Nodine, Projects Manager

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 10:00 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

Mr. Kudrna made a motion to add "Committee Process" to the agenda under New Business. Mr. Sousa seconded the motion, and it passed unanimously.

Citizen Input on Agenda Items (3 Minute Limit):

- Mr. Witzke voiced his frustrations with the authority of the Advisory Board under Sunshine Law. Longstanding frustrations with dredging delays and the beach park project absorbing MSBU resources. Request for Transparency and access to FEMA funding information.
- Mr. and Mrs. Boatner voiced concerns with navigation hazards and lack of proper channel markers and negative impacts of dredging operations on private docks and seawalls.

Approval of the Minutes:

The February 12, 2025, minutes were unanimously approved as written.

Unfinished Business:

a. Exterior Dredge Project Update

County staff reported the dredge contract has been awarded and a pre-construction meeting is scheduled for August 18, 2025, at which time staff should have an expected start and completion date for the project. West Coast Inland Navigation District (WCIND) and Federal Emergency Management Agency (FEMA) funding is expected for the dredge project. The group requested a breakdown of financial responsibilities to clarify what is being charged to the MSBU versus Community Services. It was confirmed that the project includes 1,940 cubic yards to be removed from the Sunrise.

b. Port Charlotte Beach Point Maintenance Responsibility

The group expressed concern about the beach point continuing to impact the channel and absorbing MSBU funds. It was reaffirmed that the park, point, and launch ramp are County responsibilities. Concerns were raised that sediment is migrating from the park into the channel, requiring repeated dredging. Discussion included the feasibility of structural improvements like groins, or a sediment sink to reduce long-term maintenance.

New Business:

a. Financial Reports

The FY25 Q2 Expenditure and Monthly Funding Reports were reviewed as well as the FY26/27 Proposed Budget. No questions were raised.

b. Sunrise Channel Changes

The group reviewed a proposed map showing a new dredge path to bypass the point. County staff explained the permitting process for realignment would be lengthy and complex due to aquatic preserve status and resource concerns. Mr. Kudrna made a motion to evaluate realignment along with erosion mitigation options as part of a longer-term plan. The motion was seconded by Mr. Sousa and passed unanimously.

c. Committee Process

The group discussed frustrations with limitations on communication and lack of authority between meetings. Questions were raised regarding Sunshine Law, alternate members, and the ability to call special meetings when necessary. County staff clarified that Sunshine Law does apply and restricts outside communications. Alternate members have been denied by legal staff and the Board of County Commissioners (BCC). Clarification was provided that Special Meetings are held when there is action to be taken, and they must be advertised for 7 days before the meeting.

Citizen Input on MSBU items (3 Minute Limit):

- Additional comments emphasized transparency in funding, financial breakdowns, and need for better project communication.
- Concerns were raised over Edgewater North Waterway and other areas contributing minimally while benefiting from Buena Vista's dredging efforts.
- Suggestions included funding solutions via 1 cent sales tax and reforms to MSBU structure.

Advisory Board Open Discussion:

Discussion ensued regarding the Punta Gorda Isles dredge contract, with a request for staff to explore the feasibility of a similar contract for Charlotte County to reduce the duration of future dredge projects.

Schedule Meetings / Items for Next Agenda:

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

- Wednesday, October 8, 2025
- Wednesday, December 10, 2025

The meeting adjourned at 11:48 a.m.

Submitted by Erica Hayes
Public Works Department

Richard C. Russell
Chair Signature

Oct 8, 2025
Date

Buena Vista Waterway MSBU

Fund Financial Report

Oct. 1, 2024 - Mar. 31, 2025

	Actual FY2024	Adopted Budget FY2025	Amended Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$719,324	\$780,591	\$780,591	\$812,067		
Revenues						
Assessments & Earnings	139,675	96,978		94,830		
Grant & Subsidy Revenue	-	22,500	40,000	-		
Loans & Borrowing	-	-		-		
Total Revenue	\$139,675	\$119,478	159,478	\$94,830		
Expenditures						
Contract Services	-	-		-	-	-
Survey	-	20,000		-	-	20,000
Navigational Trimming	-	-		-	-	-
Public Works Services	14,295	5,382		3,491	-	1,891
Internal Charges	1,235	887		887	-	-
Purchased Services	979	1,987		1,688	-	299
Materials and Supplies	-	-		-	-	-
Capital Outlay	-	-		-	-	-
Debt Services	-	-		-	-	-
Project Costs						
Buena Vista WW Maint Dredge	30,424	393,407		263,828	-	129,579
Total Expenditures	\$46,932	\$421,663	\$ 421,663.00	\$269,894	\$0	\$151,769
Reserves (Ending Fund Balance)	\$812,067	\$478,406	\$518,406	\$637,003		
Reserve %	94.5%	53.2%	55.1%	70.2%		

*Per Legal: Edgewater North Waterway and Buena Vista Waterway split dredging costs proportionately.

*Budget Amendment to realign budget for carryover WCIND grant funding related to the Sunrise WW and Buena Vista WW dredging.

Date Prepared: 5/2/2025

Monthly Funding Report

START
DATE:

01/01/2025

END DATE:

03/31/2025

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Buena Vista Area Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	91586	Contract Management - Waterways		03/07/2025	0.50	43.21	0.00	0.00	0.00		43.21
	91586	Contract Management - Waterways		03/13/2025	0.25	21.60	0.00	0.00	0.00		21.60
	91586	Contract Management - Waterways		03/18/2025	0.25	21.60	0.00	0.00	0.00		21.60
	Work Order 91586 Total										86.41
					1.00	86.41	0.00	0.00	0.00	0.00	86.41
					1.00	86.41	0.00	0.00	0.00	0.00	86.41
	Contract Management - Waterways Total										
	72627	MSBU Administrative Work		02/12/2025	3.00	221.70	0.00	0.00	0.00		221.70
					3.00	221.70	0.00	0.00	0.00		221.70
					2.25	166.28	0.00	0.00	0.00		166.28
	72627	MSBU Administrative Work		03/05/2025	2.25	166.28	0.00	0.00	0.00		166.28
					2.25	166.28	0.00	0.00	0.00		166.28
					1.50	110.85	0.00	0.00	0.00		110.85
	72627	MSBU Administrative Work		01/16/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72627	MSBU Administrative Work		01/21/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72627	MSBU Administrative Work		01/23/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72627	MSBU Administrative Work		01/27/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72627	MSBU Administrative Work		01/29/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72627	MSBU Administrative Work		01/31/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72627	MSBU Administrative Work		02/03/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72627	MSBU Administrative Work		02/04/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72627	MSBU Administrative Work		02/10/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72627	MSBU Administrative Work		02/11/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72627	MSBU Administrative Work		02/12/2025	2.50	184.75	0.00	0.00	0.00		184.75
	72627	MSBU Administrative Work		02/13/2025	0.75	55.43	0.00	0.00	0.00		55.43

Monthly Funding Report

START
DATE:

01/01/2025

END DATE:

03/31/2025

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Buena Vista Area Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	72627	MSBU Administrative Work		02/18/2025	1.25	92.38	0.00	0.00	0.00		92.38
	72627	MSBU Administrative Work		02/19/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72627	MSBU Administrative Work		02/20/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72627	MSBU Administrative Work		02/21/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72627	MSBU Administrative Work		02/24/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72627	MSBU Administrative Work		02/26/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72627	MSBU Administrative Work		03/04/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72627	MSBU Administrative Work		03/05/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72627	MSBU Administrative Work		03/06/2025	1.75	129.33	0.00	0.00	0.00		129.33
	72627	MSBU Administrative Work		03/10/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72627	MSBU Administrative Work		03/11/2025	1.25	92.38	0.00	0.00	0.00		92.38
	72627	MSBU Administrative Work		03/12/2025	1.75	129.33	0.00	0.00	0.00		129.33
	72627	MSBU Administrative Work		03/13/2025	0.50	36.95	0.00	0.00	0.00		36.95
Administrative Time Total											
	72627	MSBU Administrative Work			25.50	1,884.45	0.00	0.00	0.00		1,884.50
	72627	MSBU Administrative Work		02/10/2025	0.50	43.21	0.00	0.00	0.00		43.21
	72627	MSBU Administrative Work		02/11/2025	0.50	43.21	0.00	0.00	0.00		43.21
	72627	MSBU Administrative Work		02/12/2025	4.00	345.64	0.00	0.00	0.00		345.64
	Work Order 72627 Total				35.75	2,704.48	0.00	0.00	0.00	0.00	2,704.54
MSBU Administrative Work Total											
					35.75	2,704.48	0.00	0.00	0.00	0.00	2,704.54
2863		Project Management		01/02/2025	1.75	151.22	0.00	0.00	0.00		151.22
2863		Project Management		01/03/2025	2.25	194.42	0.00	0.00	0.00		194.42

Monthly Funding Report

START
DATE:

01/01/2025

END DATE:

03/31/2025

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Buena Vista Area Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	2863	Project Management		01/07/2025	2.50	216.03	0.00	0.00	0.00		216.03
	2863	Project Management		01/08/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2863	Project Management		01/14/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2863	Project Management		01/16/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2863	Project Management		01/23/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		01/24/2025	1.75	151.22	0.00	0.00	0.00		151.22
	2863	Project Management		01/27/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		01/28/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		01/29/2025	0.75	64.81	0.00	0.00	0.00		64.81
	2863	Project Management		02/13/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2863	Project Management		02/18/2025	1.50	129.62	0.00	0.00	0.00		129.62
	2863	Project Management		02/19/2025	1.50	129.62	0.00	0.00	0.00		129.62
	2863	Project Management		02/21/2025	1.50	129.62	0.00	0.00	0.00		129.62
	2863	Project Management		02/26/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2863	Project Management		03/05/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2863	Project Management		03/06/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2863	Project Management		03/10/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2863	Project Management		03/13/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2863	Project Management		03/14/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2863	Project Management		03/17/2025	1.75	151.22	0.00	0.00	0.00		151.22
	2863	Project Management		03/18/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2863	Project Management		03/24/2025	0.50	43.21	0.00	0.00	0.00		43.21
	2863	Project Management		03/25/2025	1.25	108.01	0.00	0.00	0.00		108.01

Monthly Funding Report

START
DATE:

01/01/2025

END DATE:

03/31/2025

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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
Work Order 2863 Total											
cmd2203 - Buena Vista WW Maintenance Dredge											
Project Management Total											
Buena Vista Area Waterway Unit Total											
					26.50	2,289.87	0.00	0.00	0.00	0.00	2,289.93
					26.50	2,289.87	0.00	0.00	0.00	0.00	2,289.93
					63.25	5,080.75	0.00	0.00	0.00		5,080.88

Monthly Funding Report

START
DATE:

01/01/2025

END DATE:

03/31/2025

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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											
					63.25	5,080.75	0.00	0.00	0.00		5,080.88

Buena Vista Waterway MSBU

Preliminary 2 Year Budget

FY2026 & FY2027

Estimated ERU's and Cost per ERU

Vacant and Occupied

Estimated ERU's

Cost per ERU

	FY2026	FY2027
	993.500	993.500
\$	100.00	\$ 100.00
Current FY25 Rate	\$ 100.00	
Current Maximum Rate	\$ 679.62	

Beginning Balance

Revenues

Assessments & Earnings

Assessments

Interest

Less 5% Reserve - FS 129.01(2)b

Grant & Subsidy Revenue

Interfund Trf-Boater Revolving

Loans & Borrowing

Total Revenue

	Preliminary Budget FY2026	Preliminary Budget FY2027
\$	871,237	\$ 640,182
	99,350	99,350
	3,050	2,241
	(5,120)	(5,080)
	62,500	-
\$	159,780	\$ 96,511
	-	-
	-	-
	30,000	30,000
	-	-
	541	541
	19,978	19,978
	1,423	2,381

Expenditures

Contract Services

Other Contractual Svcs

Drainage

Contract Services; other

Survey

Navigational Trimming

Public Works Services

Equip Repl Charges-PubWrks

Operating Exp-PubWrks

Internal Charges

Central/Indirect Svcs

	Preliminary Budget FY2026	Preliminary Budget FY2027
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	1,987	1,987
Materials and Supplies		
Capital Outlay		
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
Project Costs		
<i>Buena Vista WW Maint Dredge</i>		
<i>Engineering</i>	34,044	-
<i>Dredging</i>	288,812	-
<i>Labor</i>	14,050	-
Total Expenditures	390,835	54,887
Reserves (Ending Fund Balance)	\$ 640,182	\$ 681,806
<i>Reserve %</i>	62.1%	92.5%

*Per Legal: Edgewater North Waterway and Buena Vista Waterway split dredging costs proportionately.

Version Date

3/10/2025

Budget Report

Activity Description: All

Buena Vista Area 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	130	HOURS	\$10,004.80		\$540.80		\$10,545.60
Project Management	150	LABOR	\$9,974.00				\$9,974.00
Buena Vista Area Waterway Unit Total			\$19,978.80		\$540.80		\$20,519.60

Budget Report

Activity Description: All

Buena Vista Area Waterway Unit

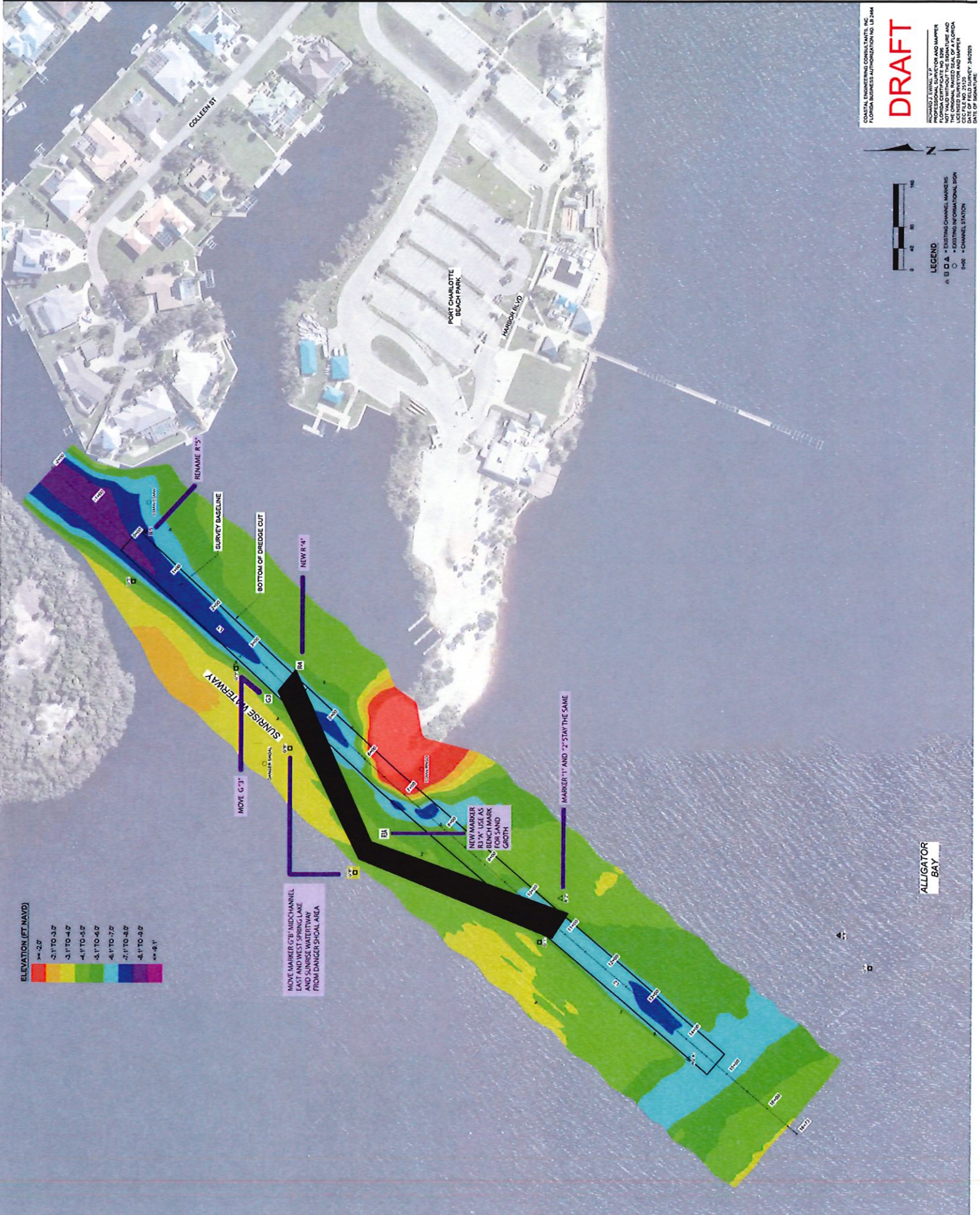
Budget Year: 2027

Budget Details							
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
MSBU Administrative Work	130	HOURS	\$10,004.80		\$540.80		\$10,545.60
Project Management	150	LABOR	\$9,974.00				\$9,974.00
Buena Vista Area Waterway Unit Total			\$19,978.80		\$540.80		\$20,519.60

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	1,422	-	-	-	-	-	1,422
Buena Vista/Edgewater North WW Maintenance Dredging	491	-	-	-	-	-	491
Don Pedro/Knight/Palm Island Renourishment FY20	561	-	-	-	-	-	561
Don Pedro/Knight/Palm Island Renourishment FY26	2,988	-	-	-	-	-	2,988
Gulf Cove WW Dredging	4,280	54	46	37	28	19	4,464
Harbour Heights WW Maintenance Dredging	659	-	-	-	-	-	659
Manasota Key Beach Nourishment FY20	1,611	-	-	-	-	-	1,611
Manasota Key Beach Nourishment FY26	3,698	-	-	-	-	-	3,698
Manchester Waterway Maintenance Dredging	850	-	-	-	-	-	850
NWPC Exterior Dredging	2,126	-	-	-	-	-	2,126
Pirate Harbor Maintenance Dredging	488	13	10	7	3	1	522
South Gulf Cove WW Maintenance Dredging	1,817	-	-	-	-	-	1,817
Stump Pass Maintenance Dredging FY26	4,290	64	65	-	-	-	4,419
Stump Pass Maintenance Dredging FY30	-	-	-	-	131	4,473	4,604
Suncoast Waterway Ext and Int Dredge	75	1,550	58	49	40	31	1,803
TOTAL	25,357	1,680	178	93	203	4,524	32,035



DRAFT

COASTAL ENGINEERING CONSULTANTS, INC.
 FLORIDA BUSINESS AUTHORIZATION NO. LB 2464

LEGEND
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 * EXISTING CHANNEL MARKERS
 * EXISTING INFORMATIONAL SIGNS
 * CHANNEL STATION

DATE OF FIELD SURVEY: 3/6/2025
 DATE OF DRAWING: 3/7/2025

[illegible]