

**MINUTES  
PIRATE HARBOR WATERWAY  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, OCTOBER 22 , 2025**

**2:10 p.m. – 3:33 p.m.  
Punta Gorda Library  
401 Shreve St, Punta Gorda, Florida**

**Members Present:** Robert DiMuzio, Vice Chair  
Phillip Smallwood  
John Schwind

**Members Absent:** Chuck Falesch

**County Staff:** Erica Hayes, Community Liaison  
Michael Benjamin, Projects Manager  
Matthew Logan, Projects Manager

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 2:10 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 August 13, 2025, minutes were unanimously approved with changes noted.

**Unfinished Business:**

- a. Interior Dredge Project: Michael Benjamin was introduced as the new project manager taking over dredging responsibilities. The committee reviewed updated depth data and cost projections comparing 4-foot versus 5-foot dredging depths. Switching to 4 feet significantly reduces the project volume. The board debated whether to maintain the original 5-foot depth or proceed with 4 feet to remain within the \$375,000 budget. Members expressed concern that shallower dredging might cause long-term accumulation issues, but consensus formed around proceeding with 4 feet due to funding limits. The group agreed to maximize work within the \$375,000 budget, potentially expanding scope to include all marked areas (red and yellow zones) since the reduced depth decreases total cost.
- b. Sea Grass Mitigation Monitoring: The committee expressed frustration with ongoing delays and lack of responsiveness from the Aquatic Preserve staff regarding the seagrass mitigation plan. There is disagreement between local and state agencies on buffer zone crediting and planting requirements. Coastal Engineering and the Aquatic Preserve have been slow to coordinate final approvals. Brandon Moody from the

county's Water Quality Division will be looped in to develop new strategies and engage directly with decision-makers. Members emphasized urgency to avoid further seasonal delays and ensure compliance with growing season windows.

- c. Marine Markers: The board discussed ongoing issues with marine markers, noting delays in maintenance. Staff are consolidating requests across multiple MSBUs to coordinate repairs. There was mention of marker 2 being short and hard to see.

### **New Business**

Financial Reports: FY25 Quarter 3 financials were reviewed. The FY2026 adopted budget was presented. Concerns were highlighted about the MSBU budget, which includes \$375,000 allocated for the dredging project. There was confusion over whether a loan had been taken or was still pending; records show interest and debt proceeds budgeted but no actual loan executed. Fiscal staff will confirm with the county whether reserve funds can supplement the dredging cost if expenses exceed projections. Current reserves stand at approximately 38% (\$354,641), considered healthy under county policy.

### **Citizen Input on MSTU items (3 Minute Limit):**

None

### **Advisory Board Open Discussion:**

None

### **Schedule Meetings / Items for Next Agenda:**

Future meetings are tentatively scheduled at the Punta Gorda Charlotte Library as follows:

- Thursday, December 4, 2025

The meeting adjourned at 3:33 p.m.

Submitted by Erica Hayes  
Public Works Department

  
\_\_\_\_\_  
Chair Signature

2-4-26  
Date

**AGENDA  
PIRATE HARBOR WATERWAY  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, OCTOBER 22, 2025**

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

**BOARD MEMBERS:** Chuck Falesch, Chair  
Robert DiMuzio, Vice-Chair  
Phillip Smallwood  
John Schwind

**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. Approval of Minutes: August 13, 2025
5. Unfinished Business
  - a. Interior Dredge Project
  - b. Sea Grass Mitigation Monitoring
  - c. Marine Markers
6. Citizen Input on Agenda Items (3-Minute Limit)
7. New Business
  - a. Financial Reports
8. Advisory Board Open Discussion
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

# Pirate Harbor Waterway MSBU

## Fund Financial Report

Oct. 1, 2024 - June 30, 2025

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
<b>Beginning Balance</b>	\$324,772	\$357,939	\$413,668		
<b>Revenues</b>					
Assessments & Earnings	127,369	104,939	113,347		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	391,000	-		
<b>Total Revenue</b>	\$127,369	\$495,939	\$113,347		
<b>Expenditures</b>					
Contract Services	-	-	-	19,507	(19,507)
Survey	11,613	25,000	7,306	-	17,695
Navigational Trimming	-	-	-	-	-
Public Works Services	6,678	7,305	3,503	-	3,802
Internal Charges	1,984	1,389	1,389	-	-
Purchased Services	14,801	17,185	18,056	4,057	(4,928)
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	15,610	-	-	15,610
<b>Project Costs</b>					
Pirate Harbor Dredging FY23	3,396	450,520	302	84,330	365,888
<b>Total Expenditures</b>	\$38,472	\$517,009	\$30,556	\$107,893	\$378,559
<b>Reserves (Ending Fund Balance)</b>	\$413,668	\$336,869	\$496,460		
Reserve %	91.5%	39.5%	94.2%		

Date Prepared: 7/30/2025

# Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

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## Pirate Harbor 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	0.00	7.20
	<b>Work Order 113633 Total</b>										
		<b>All Waterway MSBUs with a Budget</b>			0.08	7.20	0.00	0.00	0.00	0.00	7.20
	<b>Contract Management - Waterways Total</b>										
	72682	MSBU Administrative Work		06/25/2025	2.50	184.75	0.00	0.00	0.00	0.00	184.75
	<b>MSBU Meeting Total</b>										
	72682	MSBU Administrative Work		06/30/2025	2.25	184.75	0.00	0.00	0.00	0.00	184.75
	<b>MSBU Minutes Total</b>										
	72682	MSBU Administrative Work		04/21/2025	2.25	166.28	0.00	0.00	0.00	0.00	166.28
	72682	MSBU Administrative Work		04/21/2025	0.25	18.48	0.00	0.00	0.00	0.00	18.48
	72682	MSBU Administrative Work		04/30/2025	0.50	36.95	0.00	0.00	0.00	0.00	36.95
	72682	MSBU Administrative Work		05/27/2025	0.75	55.43	0.00	0.00	0.00	0.00	55.43
	72682	MSBU Administrative Work		06/05/2025	0.25	18.48	0.00	0.00	0.00	0.00	18.48
	72682	MSBU Administrative Work		06/17/2025	0.75	55.43	0.00	0.00	0.00	0.00	55.43
	72682	MSBU Administrative Work		06/19/2025	0.75	55.43	0.00	0.00	0.00	0.00	55.43
	72682	MSBU Administrative Work		06/23/2025	0.50	36.95	0.00	0.00	0.00	0.00	36.95
	72682	MSBU Administrative Work		06/24/2025	1.25	92.38	0.00	0.00	0.00	0.00	92.38
	72682	MSBU Administrative Work		06/25/2025	0.50	36.95	0.00	0.00	0.00	0.00	36.95
	72682	MSBU Administrative Work		06/30/2025	0.75	55.43	0.00	0.00	0.00	0.00	55.43
	<b>Administrative Time Total</b>										
	72682	MSBU Administrative Work		06/25/2025	6.25	461.88	0.00	0.00	0.00	0.00	461.91
	<b>Work Order 72682 Total</b>										
					2.25	194.42	0.00	0.00	0.00	0.00	194.42
					13.25	1,007.32	0.00	0.00	0.00	0.00	1,007.36

# Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

## Pirate Harbor Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		<b>MSBU Administrative Work Total</b>			13.25	1,007.32	0.00	0.00	0.00	0.00	1,007.36
	2862	Project Management		05/09/2025	0.25	21.60	0.00	0.00	0.00	0.00	21.60
	2862	Project Management		05/23/2025	0.25	21.60	0.00	0.00	0.00	0.00	21.60
	2862	Project Management		06/06/2025	0.25	21.60	0.00	0.00	0.00	0.00	21.60
		<b>Work Order 2862 Total</b>	<b>Pirate Harbor WW Dredge</b>		0.75	64.81	0.00	0.00	0.00	0.00	64.80
<b>cmd2202 - Pirate Harbor Dredging FY23</b>											
		<b>Project Management Total</b>			0.75	64.81	0.00	0.00	0.00	0.00	64.80
		<b>Pirate Harbor Waterway Unit Total</b>			14.08	1,079.33	0.00	0.00	0.00	0.00	1,079.36

# 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
					14.08	1,079.33	0.00	0.00	0.00		1,079.36

Grand totals for all MSBUs reported

# Pirate Harbor Waterway MSBU

## 2 Year Budget FY2026 & FY2027

### Estimated ERU's and Cost per ERU

	FY2026	FY2027
<b>Vacant and Occupied</b>		
<i>Estimated ERU's</i>	326.000	326.000
<i>Cost per ERU</i>	\$ 335.00	\$ 335.00
<b>Current FY25 Rate</b>	<b>\$ 335.00</b>	
<b>Current Maximum Rate</b>	<b>\$ 828.25</b>	

	Adopted Budget FY2026	Approved Budget FY2027
<b>Beginning Balance</b>	\$ 443,058	\$ 354,642
<b><u>Revenues</u></b>		
<b>Assessments &amp; Earnings</b>		
<i>Assessments</i>	109,210	109,210
<i>Interest</i>	1,551	1,242
<i>Less 5% Reserve - FS 129.01(2)b</i>	(5,539)	(5,523)
<b>Grant &amp; Subsidy Revenue</b>		
<b>Loans &amp; Borrowing</b>		
<i>Debt Proceeds</i>	391,000	-
<b>Total Revenue</b>	<b>\$ 496,222</b>	<b>\$ 104,929</b>
<b><u>Expenditures</u></b>		
<b>Contract Services</b>		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<b>Contract Services; other</b>		
<i>Survey</i>	30,000	30,000
<i>Navigational Trimming</i>	-	-
<b>Public Works Services</b>		
<i>Equip Repl Charges-PubWrks</i>	500	500
<i>Operating Exp-PubWrks</i>	16,509	16,509

	<b>Adopted Budget FY2026</b>	<b>Approved Budget FY2027</b>
<b>Internal Charges</b>		
<i>Central/Indirect Svcs</i>	1,306	1,371
<b>Purchased Services</b>		
<i>Admin Svcs-PubWrks</i>	-	-
<i>Reimb-Aquatic Weed Chrgs</i>	21,060	22,113
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	2,185	2,185
<b>Materials and Supplies</b>		
<b>Capital Outlay</b>		
<i>Imprv-Other Than Bldgs</i>	-	-
<b>Debt Services</b>		
<i>Principal</i>	-	78,200
<i>Interest</i>	15,610	12,730
<i>Other Debt Service Costs</i>	-	-
<b>Project Costs</b>		
<b><i>Pirate Harbor Dredging FY23</i></b>		
<i>Engineering</i>	110,590	-
<i>Dredging</i>	375,000	-
<i>Labor</i>	11,879	-
<b>Total Expenditures</b>	<b>584,639</b>	<b>163,608</b>
<b>Reserves (Ending Fund Balance)</b>	<b>\$ 354,641</b>	<b>\$ 295,963</b>
<i>Reserve %</i>	<i>37.8%</i>	<i>64.4%</i>

Version Date

9/23/2025

# Budget Report

Pirate Harbor Waterway Unit  
Budget Year: 2026

Activity Description: All

Budget Details							
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
MSBU Administrative Work	120	HOURS	\$9,476.40		\$499.20		\$9,975.60
Project Management	75	LABOR	\$7,031.75				\$7,031.75
<b>Pirate Harbor Waterway Unit Total</b>			<b>\$16,508.15</b>		<b>\$499.20</b>		<b>\$17,007.35</b>

# Budget Report

Pirate Harbor Waterway Unit  
Budget Year: 2027

Activity Description: All

Budget Details							
Activity Description	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
MSBU Administrative Work	120	HOURS	\$9,476.40		\$499.20		\$9,975.60
Project Management	75	LABOR	\$7,031.75				\$7,031.75
<b>Pirate Harbor Waterway Unit Total</b>			<b>\$16,508.15</b>		<b>\$499.20</b>		<b>\$17,007.35</b>

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

Costs (in thousands)

Project Title	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 Island Renourishment FY20	257	-	-	-	-	-	257
Don Pedro/Knight Island Renourishment FY27	-	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	-	-	1,418	-	-	-	1,418
Manasota Key Beach Renourishment FY20	430	-	-	-	-	-	430
Manasota Key Beach Renourishment FY27	-	368	4,001	308	320	333	5,330
Manchester Waterway Maintenance Dredging	846	-	-	-	-	-	846
Northwest Port Charlotte Exterior Dredging	1,290	-	-	-	-	-	1,290
Pirate Harbor Maintenance Dredging FY23	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
<b>TOTAL</b>	<b>8,501</b>	<b>758</b>	<b>12,918</b>	<b>5,223</b>	<b>769</b>	<b>757</b>	<b>28,927</b>

**FY2026 Tentative Meeting Schedule**

**Pirate Harbor WW**

**MSBU Advisory Board**

- 2/4/2026 –Punta Gorda Library 2:00 PM
- 4/15/2026 - Charlotte Harbor Event Center 2:00 PM
- 7/8/2026 – Punta Gorda Library 2:00 PM
- 10/28/2026 – Punta Gorda Library 2:00 PM



**Pirate Harbor Waterway  
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance  
Wednesday, October 22, 2025

Location: 401 Shreve Street, Punta Gorda, Florida  
Punta Gorda Library

**INFORMATION SUPPLIED ON THIS FORM  
BECOMES PUBLIC RECORD**

NAME (please print)	Email Address	Phone Number
Erica LeMaster	Erica.Lemaster@charlottecountyfl.gov	941.575.3626
Matt Logan	Matthew.Logan@charlottecountyfl.gov	
Michael Benjamin	Michael.Benjamin@charlottecountyfl.gov	
<i>John Schwind</i>	<i>JWIKRAGAN@Yahoo.com</i>	<i>805 994 6160</i>
<i>PHILLIP SMITHWOOD</i>	<i>ON FILE</i>	<i>502-783-2616</i>
<i>BOB DILYVIZIS</i>	<i>" "</i>	<i>941-456-1630</i>