

**MINUTES
SOUTH GULF COVE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

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

**9:30 a.m. – 10:58 p.m.
Mac V. Horton West County Annex
6868 San Casa Drive, Englewood, Florida**

Board Members: Pat Gilchrist, Chair
Roland Coderre, Vice Chair
Jenna Ginsberg
Jim Krause
John Osanitsch

County Staff: Lorraine Moneypenny, Community Liaison
Matt Logan, Project Manager

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

Changes to Agenda / Motion to Approve Changes:

None.

Citizen Input on Agenda Items (3 Minute Limit):

Mr. Bonis asked when the boat ramp would be repaired. Mr. Gilchrist said sometime next summer.

Approval of Minutes:

Mr. Osanitsch motioned to approve the August 27 minutes as submitted. They were approved unanimously.

Unfinished Business:

- a. Lock Repair: The floating dock has been replaced. Florida Drawbridge has not yet provided an estimate to repair the pull chains. Mr. Krause noted that marine growth was removed only to a certain depth; the County should hold the contractor responsible for removing all the marine growth. Refurbishment of the lock will be discussed as part of the 2028 budgeting process. The pull chains should be fixed in the meantime. Ms. Ginsberg moved that the County expend up to \$70,000 to enable Florida Drawbridge to repair the pull chains by March 1. The motion passed unanimously.
- b. Tender House: The Board of County Commissioners decided to cancel work on the parallel lock. Mr. Logan said the County is taking the many steps necessary to adjust the existing parallel lock/tender house design contract to focus on the tender house. The next step is to coordinate with Utilities. A conceptual plan should be available soon after that. Any plans will

be shared with this Advisory Board as soon as practicable. Mr. Krause suggested the designer visit the current tender house and interview the tenders. Mr. Logan fielded questions about the elevation, location of control room, sewer lines, whether electric components would be transferred or new. The state grant stipulates a completion date. Extensions are possible. The county engineer must certainly have a timeline. The Advisory Board would like to see it.

- c. Exterior Dredge: At this Board's direction, Mr. Logan and the county engineer plan to add interior dredge to the exterior dredge design packet to be resubmitted to Purchasing this week. The cost will increase from \$50,000 to \$75,000. After discussing the urgency of the exterior dredge, potential WCIND (West Coast Inland Navigation District) funding, spoil sites, and permits, the questions arose: Does combining the interior dredge add delay? Does it save much money? Mr. Coderre moved that the County proceed with the exterior dredge post haste. The design may include exterior and interior but, if construction on the interior waterway causes delay, proceed with construction of the exterior waterway. The motion passed unanimously.

New Business:

- a. Financial Reports: Members noted again the inexplicable dip in assessment revenue, the low expenses associated with the lock tenders, and the likelihood that tender costs are accounted for in the lock repair line item. Mr. Osanitsch noted that Work Order 12372, staff assistance to lock repair, should be reimbursed by the insurance company for the sailboat that damaged the catwalk. Board members discussed the necessity of more detailed financial information so that they can plan -- and forestall a sudden rise in assessment rate.
- b. New Quorum Rule: The community liaison read a memo from the County Attorney. When a board member is legally prohibited from voting on a matter due to a conflict of interest and must recuse themselves, that member shall not be counted toward the quorum for that specific item.

Election of Officers: Mr. Krause moved that Mr. Gilchrist remain Chair and Mr. Coderre remain Vice Chair. The Board approved unanimously.

Annual Review: Sunshine Law, Robert's Rules of Order: Members of this Board have watched the training videos. Each member signed a declaration stating they understand the laws, codes and policies set in place by Charlotte County and the State of Florida and have no further questions regarding public records law, Sunshine Law, or Robert's Rules of Order and parliamentary procedures.

Citizen Input on MSBU Items (3 Minute Limit):

- Mr. Bonis said Florida Drawbridge is deliberately not submitting its estimate (\$37,000 - \$60,000) to repair pull chains on the lock. The company is waiting to see if that project would be encompassed by the new tender house.
- Ms. Cosentino explained that there is high shoaling in the canal behind her house where there never had been before. The opening of the lock last June added about six inches. She is told that the water is approaching the mark at which the County can request permission from the State of Florida to open the lock again. Mr. Gilchrist said recent high tides have been lower than the canals, so opening the lock would have the opposite effect. That canal was not

included in the spot dredge list provided to the County. Ms. Ginsberg said the canal would likely qualify for a permit.

Advisory Board Open Discussion:

Ms. Ginsberg suggested that the Advisory Board meet more frequently. Unfortunately, the frequency is set by statute, said the community liaison.

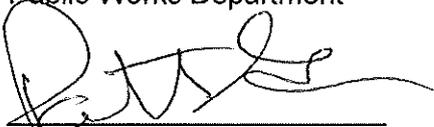
Schedule Meetings / Items for Next Agenda:

Lock refurbishment will appear on the next agenda. Future meetings are scheduled at 9:30 a.m. in the West County Annex Room 120 as follows:

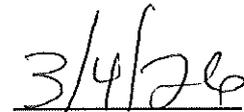
- Wednesday, March 4, 2026
- Wednesday, June 3, 2026
- Wednesday, September 9, 2026
- Wednesday, December 2, 2026

The meeting was adjourned at 10:58 a.m.

Submitted by Lorraine Money Penny
Public Works Department



Chair Signature



Date

AGENDA

SOUTH GULF COVE WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, DECEMBER 17, 2025
9:30 a.m., Mac V. Horton, West County Annex
6868 San Casa Drive, Englewood, Florida**

BOARD MEMBERS: Patrick Gilchrist, Chair
Roland Coderre, Vice Chair
Jenna Ginsberg
Jim Krause
John Osanitsch

COUNTY STAFF: Lorraine Moneypenny, Community Liaison
Matt Logan, Project Manager
Michael Benjamin, Project Manager

GUESTS: Representative, DMK Engineering
Carl Poleschner, Florida Drawbridge Inc.

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Changes to the Agenda / Motion to Approve Changes
4. Citizen Input on Agenda Items (3 Minute Limit)
5. Approval of Minutes: August 27, 2025
6. Unfinished Business
 - a. Lock Repair
 - b. Tender House
 - c. Exterior/Interior Dredge
7. New Business
 - a. Financial Reports
 - b. New Quorum Rule
8. Election of Officers
9. Annual Review: Sunshine Law, Robert's Rules of Order
10. Citizen Input on MSBU Items (3 Minute Limit)
11. Advisory Board Open Discussion
12. Meeting Schedule / Items for Next Agenda
13. Motion to Adjourn

South Gulf Cove 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	\$4,298,391	\$4,540,272	\$4,805,380		
Revenues					
Assessments & Earnings	769,448	517,372	672,115		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$769,448	\$517,372	\$672,115		
Expenditures					
Salaries and Benefits (Lock)	81,605	74,937	32,796	-	42,141
Contract Services	1,140	1,311	1,235	-	76
Survey	24,865	15,000	6,985	-	8,015
Navigational Trimming	-	25,000	-	-	25,000
Public Works Services	58,356	47,128	92,457	-	(45,329)
Internal Charges	5,990	16,768	16,768	-	-
Purchased Services	25,953	11,756	28,347	9,814	(26,405)
Materials and Supplies	2,052	-	442	-	(442)
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
SGC WW Maint. Dredging	-	1,680,183	-	-	1,680,183
SGC Parallel Lock	7,890	265,382	154	263,157	2,071
SGC WW Lock	54,608	50,000	132,024	11,456	(93,481)
Total Expenditures	\$262,458	\$2,187,465	\$311,209	\$284,427	\$1,591,829
Reserves (Ending Fund Balance)	\$4,805,380	\$2,870,179	\$5,166,286		
Reserve %	94.8%	56.7%	94.3%		

Date Prepared: 10/23/2025

Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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South Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	96832	Contract Management - Waterways		07/29/2025	1.50	129.62	0.00	0.00	0.00	0.00	129.62
	96832	Contract Management - Waterways		08/01/2025	0.50	43.21	0.00	0.00	0.00	0.00	43.21
	96832	Contract Management - Waterways		08/04/2025	0.50	43.21	0.00	0.00	0.00	0.00	43.21
	96832	Contract Management - Waterways		08/15/2025	0.25	21.60	0.00	0.00	0.00	0.00	21.60
	Work Order 96832 Total		South Gulf Cove MSBU		2.75	237.63	0.00	0.00	0.00	0.00	237.64
	113633	Contract Management - Waterways		07/30/2025	0.13	10.80	0.00	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	0.00	7.20
	113633	Contract Management - Waterways		08/05/2025	0.04	3.60	0.00	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	0.00	10.80
	Work Order 113633 Total		All Waterway MSBUs with a Budget		0.37	32.40	0.00	0.00	0.00	0.00	32.40
	Contract Management - Waterways Total										
	79989	Contracted Work		07/07/2025	0.50	43.21	0.00	0.00	0.00	0.00	43.21
	79989	Contracted Work		08/04/2025	0.50	43.21	0.00	0.00	0.00	0.00	43.21
	79989	Contracted Work		08/07/2025	0.25	21.60	0.00	0.00	0.00	0.00	21.60
	79989	Contracted Work		09/30/2025	0.50	43.21	0.00	0.00	0.00	0.00	43.21
	Work Order 79989 Total		Contract Management Total		1.75	151.22	0.00	0.00	0.00	0.00	151.23
	Work Order 79989 Total		South Gulf Cove Lock Cattle Dock Point Rd		1.75	151.22	0.00	0.00	0.00	0.00	151.23
	Contracted Work Total										
	112987	Data Collection		07/10/2025	0.11	8.40	0.00	0.54	0.00	0.00	8.94

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07/01/2025

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South Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	112987	Data Collection		07/14/2025	0.23	16.80	0.00	0.00	0.00		16.80
	Work Order 112987 Total		SGCM		0.34	25.19	0.00	0.54	0.00	521.00	25.73
	Data Collection Total										
	90832	Lock Maintenance		08/15/2025	7.00	442.49	0.00	0.00	0.00		442.49
	90832	Lock Maintenance		08/16/2025	5.00	398.95	0.00	0.00	0.00		398.95
	Work Order 90832 Total		16200 CATTLE DOCK POINT RD, PORT CHARLOTTE, CHARL, FL, 33981		12.00	841.44	0.00	0.00	0.00	3.00	841.44
	117342	Lock Maintenance		07/24/2025	6.00	388.68	0.00	9.50	0.00		398.18
	Work Order 117342 Total		16200 CATTLE DOCK POINT RD, PORT CHARLOTTE, CHARL, FL, 33981		6.00	388.68	0.00	9.50	0.00	1.00	398.18
	123712	Lock Maintenance		09/03/2025	30.00	2,059.20	0.00	175.95	0.00		2,235.15
	Work Order 123712 Total		CATTLE DOCK POINT RD, PORT CHARLOTTE, FL, 33981		30.00	2,059.20	0.00	175.95	0.00	1.00	2,235.15
	126468	Lock Maintenance		09/21/2025	2.00	159.58	0.00	0.00	0.00		159.58
	Work Order 126468 Total				2.00	159.58	0.00	0.00	0.00	1.00	159.58
	Lock Maintenance Total										
	96264	Lock Tender Operator		07/01/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		07/02/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		07/03/2025	12.00	261.24	0.00	0.00	0.00		261.24

Monthly Funding Report

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South Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	96264	Lock Tender Operator		07/04/2025	21.00	457.17	0.00	0.00	0.00	0.00	457.17
	96264	Lock Tender Operator		07/05/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/06/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/07/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/08/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/09/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/10/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/11/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/12/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/13/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/14/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/15/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/16/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/17/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/18/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/19/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/20/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/21/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/22/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/23/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/24/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/25/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/26/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24

Monthly Funding Report

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07/01/2025

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South Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	96264	Lock Tender Operator		07/27/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/28/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/29/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/30/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		07/31/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/01/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/02/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/03/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/04/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/05/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/06/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/07/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/08/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/09/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/10/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/11/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/12/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/13/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/14/2025	6.00	130.62	0.00	0.00	0.00	0.00	130.62
	96264	Lock Tender Operator		08/15/2025	8.00	174.16	0.00	0.00	0.00	0.00	174.16
	96264	Lock Tender Operator		08/16/2025	14.00	682.14	0.00	0.00	0.00	0.00	682.14
	96264	Lock Tender Operator		08/17/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/18/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24

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South Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	96264	Lock Tender Operator		08/19/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/20/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/21/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/22/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/23/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/24/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/25/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/26/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/27/2025	12.00	519.30	0.00	0.00	0.00	0.00	519.30
	96264	Lock Tender Operator		08/28/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/29/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		08/30/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		09/01/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		09/02/2025	14.00	420.82	0.00	0.00	0.00	0.00	420.82
	96264	Lock Tender Operator		09/03/2025	18.00	649.92	0.00	0.00	0.00	0.00	649.92
	96264	Lock Tender Operator		09/04/2025	12.00	519.30	0.00	0.00	0.00	0.00	519.30
	96264	Lock Tender Operator		09/05/2025	12.00	519.30	0.00	0.00	0.00	0.00	519.30
	96264	Lock Tender Operator		09/06/2025	12.00	519.30	0.00	0.00	0.00	0.00	519.30
	96264	Lock Tender Operator		09/07/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		09/08/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		09/09/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24
	96264	Lock Tender Operator		09/10/2025	12.00	261.24	0.00	0.00	0.00	0.00	261.24

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South Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	96264	Lock Tender Operator		09/11/2025	11.00	454.52	0.00	0.00	0.00		454.52
	96264	Lock Tender Operator		09/12/2025	12.00	519.30	0.00	0.00	0.00		519.30
	96264	Lock Tender Operator		09/13/2025	12.00	519.30	0.00	0.00	0.00		519.30
	96264	Lock Tender Operator		09/14/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		09/15/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		09/16/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		09/17/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		09/18/2025	12.00	519.30	0.00	0.00	0.00		519.30
	96264	Lock Tender Operator		09/19/2025	12.00	519.30	0.00	0.00	0.00		519.30
	96264	Lock Tender Operator		09/20/2025	12.00	519.30	0.00	0.00	0.00		519.30
	96264	Lock Tender Operator		09/21/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		09/22/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		09/23/2025	12.00	519.30	0.00	0.00	0.00		519.30
	96264	Lock Tender Operator		09/24/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		09/25/2025	12.00	519.30	0.00	0.00	0.00		519.30
	96264	Lock Tender Operator		09/26/2025	12.00	519.30	0.00	0.00	0.00		519.30
	96264	Lock Tender Operator		09/27/2025	12.00	519.30	0.00	0.00	0.00		519.30
	96264	Lock Tender Operator		09/28/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		09/29/2025	12.00	261.24	0.00	0.00	0.00		261.24
	96264	Lock Tender Operator		09/30/2025	12.00	261.24	0.00	0.00	0.00		261.24
	Work Order 96264 Total				1,112.00	28,529.53	0.00	0.00	0.00	0.00	28,529.53
	Lock Tender Operator Total				1,112.00	28,529.53	0.00	0.00	0.00	0.00	28,529.53

16200 CATTLE DOCK POINT RD, PORT CHARLOTTE, CHARL, FL, 33981

Monthly Funding Report

START DATE:

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South Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	72752	MSBU Administrative Work		07/23/2025	2.50	184.75	0.00	0.00	0.00	0.00	184.75
	72752	MSBU Administrative Work		07/25/2025	1.00	73.90	0.00	0.00	0.00	0.00	73.90
	72752	MSBU Administrative Work		08/13/2025	1.00	73.90	0.00	0.00	0.00	0.00	73.90
	72752	MSBU Administrative Work		08/14/2025	2.00	147.80	0.00	0.00	0.00	0.00	147.80
	72752	MSBU Administrative Work		08/15/2025	0.50	36.95	0.00	0.00	0.00	0.00	36.95
	72752	MSBU Administrative Work		08/19/2025	2.00	147.80	0.00	0.00	0.00	0.00	147.80
	72752	MSBU Administrative Work		08/20/2025	0.50	36.95	0.00	0.00	0.00	0.00	36.95
	72752	MSBU Administrative Work		08/26/2025	1.50	110.85	0.00	0.00	0.00	0.00	110.85
	72752	MSBU Administrative Work		08/27/2025	1.00	73.90	0.00	0.00	0.00	0.00	73.90
	72752	MSBU Administrative Work		08/29/2025	1.00	73.90	0.00	0.00	0.00	0.00	73.90
	72752	MSBU Administrative Work		09/03/2025	0.50	36.95	0.00	0.00	0.00	0.00	36.95
	72752	MSBU Administrative Work		09/04/2025	0.50	36.95	0.00	0.00	0.00	0.00	36.95
		Administrative Time Total			14.00	1,034.60	0.00	0.00	0.00	0.00	1,034.60
	72752	MSBU Administrative Work		08/28/2025	3.00	221.70	0.00	0.00	0.00	0.00	221.70
		MSBU Minutes Total			3.00	221.70	0.00	0.00	0.00	0.00	221.70
	72752	MSBU Administrative Work		08/27/2025	4.00	295.60	0.00	0.00	0.00	0.00	295.60
		MSBU Meeting Total			4.00	295.60	0.00	0.00	0.00	0.00	295.60
	72752	MSBU Administrative Work		07/22/2025	0.75	64.81	0.00	0.00	0.00	0.00	64.81
		Work Order 72752 Total			21.75	1,616.71	0.00	0.00	0.00	170.00	1,616.71
	82664	MSBU Administrative Work		07/01/2025	1.00	79.79	0.00	0.00	0.00	0.00	79.79
	82664	MSBU Administrative Work		07/02/2025	1.00	79.79	0.00	0.00	0.00	0.00	79.79
	82664	MSBU Administrative Work		07/03/2025	1.00	79.79	0.00	0.00	0.00	0.00	79.79

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South Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	82664	MSBU Administrative Work		07/07/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		07/08/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		07/09/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		07/10/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		07/14/2025	1.50	116.74	0.00	0.00	0.00		116.74
	82664	MSBU Administrative Work		07/15/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		07/16/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		07/18/2025	0.50	36.95	0.00	0.00	0.00		36.95
	82664	MSBU Administrative Work		07/21/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		07/23/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		07/24/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		07/28/2025	1.50	119.69	0.00	0.00	0.00		119.69
	82664	MSBU Administrative Work		07/30/2025	1.50	119.69	0.00	0.00	0.00		119.69
	82664	MSBU Administrative Work		07/31/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		08/04/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		08/05/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		08/06/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		08/11/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		08/12/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		08/14/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		08/18/2025	2.00	159.58	0.00	0.00	0.00		159.58
	82664	MSBU Administrative Work		08/19/2025	2.00	159.58	0.00	0.00	0.00		159.58
	82664	MSBU Administrative Work		08/20/2025	1.00	79.79	0.00	0.00	0.00		79.79

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South Gulf Cove Waterway Benefit Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	82664	MSBU Administrative Work		08/21/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		08/22/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		08/25/2025	1.75	139.63	0.00	0.00	0.00		139.63
	82664	MSBU Administrative Work		09/08/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/09/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/10/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/15/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/16/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/17/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/19/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/22/2025	1.50	119.69	0.00	0.00	0.00		119.69
	82664	MSBU Administrative Work		09/23/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/24/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/25/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/26/2025	1.00	79.79	0.00	0.00	0.00		79.79
	82664	MSBU Administrative Work		09/29/2025	1.50	119.69	0.00	0.00	0.00		119.69
	82664	MSBU Administrative Work		09/30/2025	1.00	79.79	0.00	0.00	0.00		79.79
	Work Order 82664 Total		SGC WW		47.75	3,804.08	0.00	0.00	0.00	24.00	3,804.10
	MSBU Administrative Work Total				69.50	5,420.79	0.00	0.00	0.00	194.00	5,420.81
	South Gulf Cove Waterway Benefit Unit Total				1,236.72	37,845.66	0.00	185.99	0.00		38,031.70

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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
					1,236.72	37,845.66	0.00	185.99	0.00		38,031.70

Grand totals for all MSBUS reported



MEMORANDUM

JSK 25-063

Date: September 17, 2025
To: All County Recording Secretaries
From: Janette S. Knowlton, County Attorney *JSK*
Subject: Quorum Provision Update

Please be advised that, in response to recent case law, we are implementing an important update regarding quorum requirements when a board member has a voting conflict of interest.

Effective immediately, when a board member is legally prohibited from voting on a matter due to a conflict of interest and must recuse themselves, that member **shall not be counted toward the quorum for that specific item**.

If the recusal results in the loss of a quorum on that matter, the item can automatically be **continued to the next scheduled meeting** for further consideration.

This change will be formally incorporated into board rules and bylaws during the next scheduled review process. In the interim, please distribute this memo at your upcoming board meetings and ensure that board Chairs are made aware of this procedural adjustment so they may implement it as appropriate.

Should you have any questions or require clarification, feel free to contact me directly.

Thank you for your attention to this important matter.

JSK/ca



SUBJECT: Annual Sunshine Law, Public Records Law, and Robert's Rules of Order
DATE:

Charlotte County Public Works has provided a copy of the Sunshine Law and Robert's Rules of Order presentations in the Advisory Board member binder in addition to providing a copy of the Government in the Sunshine Pamphlet at today's public meeting. In accordance with Ordinance 2015-045 I, the undersigned, understand the laws, codes and policies set in place by Charlotte County and the State of Florida and have no further questions regarding public records law, Sunshine Law or Robert's Rules of Order and parliamentary procedures.

Signature _____ 12/17/2025
Name (printed) Jenna Ginsberg

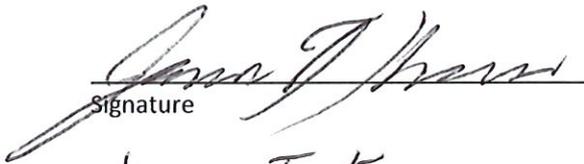
MSBU-TU Advisory Board





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Signature

James T. Krouse
Name (printed)

12-17-25
MSBU-TU Advisory Board





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Signature

J. OSANITSA

Name (printed)

MSBU-TU Advisory Board

12/17/25





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RJ Codrington
Signature

12-17-2025

Roland J. Codrington
Name (printed)

SGC Waterway MSBU
MSBU-TU Advisory Board



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Signature



Name (printed)



MSBU-TU Advisory Board

12/17/25

