

**MINUTES
SUNCOAST WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, SEPTEMBER 24, 2025**

**2:01 p.m. – 3:58 p.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

Members Present: David Clark, Chair
Joanne Grogan, Vice-Chair
David Ferguson

Members Absent: None

Guests: None

County Staff: Erica Hayes, Community Liaison

Call to Order/Roll Call:

The meeting was called to order at 2:01 p.m. A roll call was taken, and a quorum was established.

Changes to the Agenda:

None

Citizen Input on Agenda Items (3-Minute Limit):

None.

Approval of Minutes:

Corrections were made to the February minutes regarding dredging volumes (12,000–13,000 cubic yards instead of 1,200–1,300) and clarification of fiscal year references. Terminology such as 'MLW' was updated to 'Mean Low Water' for clarity. The corrected minutes were approved. The March 3, 2025, minutes were unanimously approved as written.

Unfinished Business:

- a. Navigational Trimming: The requisition for the project has been submitted. The Board is awaiting an update from the County project manager.
- b. Post Storm Survey: The Board reviewed recent survey findings, including cubic yard estimates and associated financial implications. A comparison was made with volumes and costs reported in Harbor Heights. Members discussed ongoing challenges in securing FEMA funding. It was noted that FEMA requirements have become increasingly strict and costly, which reduces the likelihood of successful reimbursements. The Board also expressed frustration with the application process and the lack of clear communication during previous funding cycles.
- c. Signage: The group requested this item be removed from future agendas.

New Business:

Financial Reports: The FY 2025 quarter two and three actual expenditure and activity maintenance reports were provided for review. The FY26/27 planned budget was provided. The Board had no questions at this time.

Citizen Input on MSBU Items (3-Minute Limit):
None

Advisory Board Open Discussion:

- The need for debris removal, particularly in the Danforth Canal, was discussed. Keep Charlotte Beautiful was mentioned to the group as a resource to organize volunteer-based cleanup efforts.
- Board discussed stormwater culverts contributing sediment into canals and potential funding mechanisms.
- Discussion on potential dredging strategies and long-term maintenance approaches.

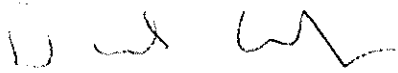
Meeting Schedule / Items for Next Agenda:

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

- November 12, 2025

The meeting adjourned at 3:58 p.m.

Submitted by: Erica Hayes
Public Works Department



Chair Signature

1-7-2026
Date

**AGENDA
SUNCOAST WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY SEPTEMBER 24, 2025**

**2:00 P.M. Punta Gorda Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: David Clark, Chair
Joanne Grogan, Vice Chair
David Ferguson

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: February 12, 2025 and March 3, 2025
5. Unfinished Business
 - a. Navigational Trimming
 - b. Post Storm Survey
 - c. Signage
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

Suncoast Waterway MSBU

Planned 2 Year Budget

FY2026 & FY2027

Estimated ERU's and Cost per ERU

	FY2026	FY2027
Vacant and Occupied		
<i>Estimated ERU's</i>	100.100	100.100
<i>Cost per ERU</i>	\$ 235.00	\$ 235.00
Current FY25 Vacant and Occupied Rate	\$ 738.07	
Current Maximum Rate	\$ 1,525.00	

	Planned Budget FY2026	Planned Budget FY2027
Beginning Balance	\$ 240,916	\$ 243,750
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	23,524	23,524
<i>Interest</i>	844	854
<i>Less 5% Reserve - FS 129.01(2)b</i>	(1,219)	(1,219)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 23,149	\$ 23,159
<u>Expenditures</u>		
Contract Services		
<i>Legal Svcs</i>	-	-
<i>Other Contractual Svcs</i>	-	-
Contract Services; other		
<i>Survey</i>	-	25,000
<i>Navigational Trimming</i>	-	25,000
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	624	624
<i>Operating Exp-PubWrks</i>	18,878	18,878
Internal Charges		
<i>Central/Indirect Svcs</i>	342	359

	Planned Budget FY2026	Planned Budget FY2027
Purchased Services		
<i>Postage</i>	-	-
<i>Printing and Binding</i>	-	-
<i>Admin. Svs - PW</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	471	471
Materials and Supplies		
Capital Outlay		
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Total Expenditures	20,315	70,332
Reserves (Ending Fund Balance)	\$ 243,750	\$ 196,577
<i>Reserve %</i>	92.3%	73.6%

Version date

6/23/2025

Budget Report

Suncoast Waterway Maintenance 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	150	HOURS	\$11,845.50		\$624.00		\$12,469.50
Project Management	75	LABOR	\$7,031.75				\$7,031.75
Suncoast Waterway Maintenance Unit Total			\$18,877.25		\$624.00		\$19,501.25

Budget Report

Activity Description: All Suncoast Waterway Maintenance 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	150	HOURS	\$11,845.50		\$624.00		\$12,469.50
Project Management	75	LABOR	\$7,031.75				\$7,031.75
Suncoast Waterway Maintenance Unit Total			\$18,877.25		\$624.00		\$19,501.25

Suncoast Waterway MSBU
Fund Financial Report
Oct. 1, 2024 - June 30, 2025

	Actual FY2024	Adopted Budget FY2025	Amended Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$159,048	\$223,737	\$223,737	\$233,511		
Revenues						
Assessments & Earnings	83,221	70,931		72,558		
Grant & Subsidy Revenue	-	-		-		
Loans & Borrowing	-	-		-		
Total Revenue	\$83,221	\$70,931	\$70,931	\$72,558		
Expenditures						
Contract Services	-	-	-	-	-	-
Survey	-	-	20,000	10,000	10,000	-
Navigational Trimming	-	-	-	-	-	-
Public Works Services	7,310	847	-	6,287	-	(5,440)
Internal Charges	714	510	-	510	-	-
Purchased Services	735	1,478	-	1,328	-	150
Materials and Supplies	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Debt Services	-	-	-	-	-	-
Total Expenditures	\$8,758	\$2,835	22,835	\$18,125	\$10,000	(\$5,290)
Reserves (Ending Fund Balance)	\$233,511	\$291,833	\$271,833	\$287,943		
Reserve %	96.4%	99.0%	92.3%	94.1%		

Budget Amendment to perform a pre-storm survey

Date Prepared: 8/20/2025

Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

Page 1 of 2

Suncoast Waterway Maintenance Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	91584	Contract Management - Waterways		04/08/2025	0.75	64.81	0.00	0.00	0.00		64.81
	91584	Contract Management - Waterways		04/09/2025	0.25	21.60	0.00	0.00	0.00		21.60
	91584	Contract Management - Waterways		04/17/2025	0.25	21.60	0.00	0.00	0.00		21.60
	91584	Contract Management - Waterways		04/21/2025	0.25	21.60	0.00	0.00	0.00		21.60
	91584	Contract Management - Waterways		04/24/2025	0.25	21.60	0.00	0.00	0.00		21.60
	91584	Contract Management - Waterways		06/09/2025	0.25	21.60	0.00	0.00	0.00		21.60
	Work Order 91584 Total										
					2.00	172.82	0.00	0.00	0.00	0.00	172.81
	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										
					2.08	180.02	0.00	0.00	0.00	0.00	180.01
	72767	MSBU Administrative Work		05/30/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72767	MSBU Administrative Work		06/05/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72767	MSBU Administrative Work		06/17/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72767	MSBU Administrative Work		06/19/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72767	MSBU Administrative Work		06/30/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 72767 Total Administrative Time Total										
					1.75	129.33	0.00	0.00	0.00	0.00	129.34
					1.75	129.33	0.00	0.00	0.00	0.00	129.34
	MSBU Administrative Work Total										
					1.75	129.33	0.00	0.00	0.00	0.00	129.34
	Suncoast Waterway Maintenance Unit Total										
					3.83	309.35	0.00	0.00	0.00	0.00	309.35

Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					3.83	309.35	0.00	0.00	0.00	0.00	309.35

Grand totals for all MSBUs reported

Suncoast Waterway FY26
 No Dredge - Maintenance Only
 as of 2.10.25

	Estimate FY2025	Preliminary FY2026	Preliminary FY2027	Projected FY2028	Projected FY2029	Projected FY2030
BEGINNING BALANCE	\$233,511	\$240,916	\$240,916	\$190,889	\$196,526	\$146,833
OPERATING REVENUES						
Assessments & Earnings	70,931	23,149	23,149	23,321	23,340	23,172
External Borrowing	-	-	-	-	-	-
Total Revenue	\$70,931	\$23,149	\$23,149	\$23,321	\$23,340	\$23,172
OPERATING EXPENDITURES						
Dredging	-	-	-	-	-	-
Other Operating Expenditures	63,526	23,149	73,176	17,684	73,032	17,742
Principal Pymts	-	-	-	-	-	-
Interest Pymts	-	-	-	-	-	-
Total Expenditures	\$63,526	\$23,149	\$73,176	\$17,684	\$73,032	\$17,742
RESERVE (ENDING FUND BALANCE)	\$240,916	\$240,916	\$190,889	\$196,526	\$146,833	\$152,263
	79.1%	91.2%	72.3%	91.7%	66.8%	89.6%

Reserve %

Notes:

- Rate decrease from \$738.07 in FY25 to \$235 in FY26
- Projection is based on no dredge, maintenance only.
- Rate to be evaluated based upon operational needs in FY35
- Biannual survey and navigational trimming occurring every other year

Suncoast Waterway FY26
 No Dredge - Maintenance Only
 as of 2.10.25

	Projected FY2031	Projected FY2032	Projected FY2033	Projected FY2034	Projected FY2035	Projected FY2036	Projected FY2037
BEGINNING BALANCE	\$152,263	\$102,360	\$107,577	\$57,457	\$62,451	\$12,106	\$16,870
OPERATING REVENUES							
Assessments & Earnings	23,190	23,022	23,040	22,870	22,888	22,717	22,734
External Borrowing							
Total Revenue	\$23,190	\$23,022	\$23,040	\$22,870	\$22,888	\$22,717	\$22,734
OPERATING EXPENDITURES							
Dredging	-	-	-	-	-	-	-
Other Operating Expenditures	73,093	17,806	73,160	17,876	73,233	17,953	73,314
Principal Pymts	-	-	-	-	-	-	-
Interest Pymts	-	-	-	-	-	-	-
Total Expenditures	\$73,093	\$17,806	\$73,160	\$17,876	\$73,233	\$17,953	\$73,314
RESERVE (ENDING FUND BALANCE)	\$102,360	\$107,577	\$57,457	\$62,451	\$12,106	\$16,870	(\$33,710)
	58.3%	85.8%	44.0%	77.7%	14.2%	48.4%	0.0%

Reserve %

Notes:

- Rate decrease from \$738.07 in FY25 to \$235 in FY26
- Projection is based on no dredge, maintenance only.
- Rate to be evaluated based upon operational needs in FY35
- Biannual survey and navigational trimming occurring every other year

2026 Meeting Schedule

Suncoast Waterway

Meeting Location - Punta Gorda Library 401 Shreve St. Punta Gorda

January 7, 2026 2:00pm-4:00pm

April 29, 2026 2:00pm-4:00pm

December 16, 2026 2:00pm-4:00pm

