MINUTES
ALLIGATOR CREEK WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, OCTOBER 19, 2023

10:02 a.m. -11:27 a.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida

Members Present:	David Johnston, Chair Alan Reichert Bob Simmons Harry Walberg
Members	Apologies received from Thomas
Absent: County	Gramza Erica LeMaster, Community
Staff: Guests:	Liaison See Attached Sign-In Sheet

Call to Order/ Roll Call:
The meeting was called to order at 10:02 a.m. A roll call was taken, and a quorum was present. Mr. Johnston gave a brief introduction explaining the purview of the Alligator Creek Waterway MSBU Advisory Board.

Changes to the Agenda:
None

Citizen Input on Agenda Items (3-Minute Limit):
Tom Dorr commented on the Burnt Store Lock mentioning speed concerns. He discussed the influx of boats in Buckley Pass explaining that at Marker 20 boats take off, stressing that the area is a popular fishing location.

Approval of Minutes:
The draft minutes from March 19, 2023, were unanimously approved as submitted.

Unfinished Business:

a. Update: Manatee Study: The group discussed the purpose of the Manatee Study focusing on congestion, speed, and a potential vessel study to be used in conjunction with the manatee study. The group discussed State Restrictions, Marina docks, and signage placement. Mr. Reichert discussed a boating aiiicle that was provided to the group focusing on speed concerns, and the amount of traffic. It was stressed that lack of enforcement is the main issue. The group discussed the scope of the Vessel Study. Mr. Reichert _Mr. Johnston made a motion for the Advisory Board to fund a vessel study focusing on vessel count, vessel type, and vessel speed during peak season r between the months of December 1, 2023, to March 31, 2024, fom Marker 20A the Burnt Store Isles Loek to Marker 1. The motion was seconded and passed unanimously.
b. Update: Dredge Project: Ms. LeMaster updated the group that Alligator Creek Waterway is pmi of a Federal Emergency Management Agency (FEMA) claim now for shoaling and dredging needs. Advising that Public Works recently heard back from Army Core of Engineers (ACOE), and they are reviewing our permit application.
c. Update: Post-Stonn Survey: Ms. LeMaster provided the group with the deliverables from the Post-Storm Bathymetric Survey.
d. Update: Fiscal Year (FY)23 Navigational Trimming: Ms. LeMaster provided an update that the Navigational Trimming has been completed for Alligator Creek Waterway. The group

c. Update: Post-Storm Survey: Ms. LeMaster provided the group with the deliverables from the Post-Storm Bathymetric Survey.
d. Update: Fiscal Year (FY)23 Navigational Trimming: Ms. LeMaster provided an update that the Navigational Trimming has been completed for Alligator Creek Waterway. The group commented on additional locations that were able to be trimmed within budget, and overall satisfaction with the project.

New Business:
The FY23 quarter three actual expenditure report was reviewed. The FY23 quarter three monthly funding report (formerly maintenance activity report) were reviewed.

Citizen Input on MSBU Items (3-Minute Limit):
Mr. Dorr expressed that he was g!ad he came and agreed with the groups concerns regarding seasonal high traffic.

Advisory Board Open Discussion:
None

Meeting Schedule / Items for Next Agenda:
Future meetings scheduled at the Charlotte Harbor Event Center at 10 a.m. as follows:

- January 11, 2024

The meeting adjourned at 11:27 a.m.

Submitted by: Erica LeMaster Public Works Department

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11/April/2024
Date

AGENDA
ALLIGATOR CREEK WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, JANUARY 11, 2024

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

BOARD MEMBERS: David Johnston, Chair
Thomas Gramza, Vice-Chair
Alan Reichert
Bob Simmons
Harry Walberg

COUNTY STAFF: Erica LeMaster, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order **/** Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Election of Officers
4. Annual Review- Sunshine Law, Roberts Rules of Order, Public Records
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: October 19, 2023
7. Unfinished Business:
   a. Update: Dredge Project
   b. Update: FY23 Post-Storm Survey
   c. Update: Manatee Study
8. New Business: •
   a. Financial Reports
   b. Vessel Study
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

MINUTES
ALLIGATOR CREEK WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, JANUARY 11, ~~2023~~ 2024
2:18 p.m. – 3:58 p.m.
Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida

Members Present:	David Johnston, Chair
	Thomas Gramza, Vice-Chair
	Alan Reichert
Members Absent:	Harry Walberg, Apologies Received
	Robert Simmons, Apologies Received
County Staff:	Erica LeMaster, Community Liaison
	James Richardson, Traffic Engineering Superintendent
	Robert Campbell, Signing and Marking Coordinator
Guests:	See Attached Sign-In Sheet

Call to Order / Roll Call:
The meeting was called to order at 2:18 p.m. A roll call was taken, and a quorum was present.

Changes to the Agenda:
Mr. Johnston motioned to move the Annual Review of Sunshine Law, Roberts Rules of Order, and Public Records before the election of officers. Motion was seconded and passed unanimously.

Sunshine Law, Roberts Rules of Order and Public Records:
The Advisory Board watched the Sunshine Law and Roberts Rules of Order video presented by the County Attorney. Ms. LeMaster reviewed where to find the Records Management Department contact information on the webpage and noted a public record request can be submitted to any county employee; there were no questions on Public Records Law.

Election of Officers:
Mr. Gramza motioned to postpone election of officers for the next scheduled meeting. The motion was seconded and passed unanimously.

Citizen Input on Agenda Items (3-Minute Limit):
Chris Love introduced himself as a new resident of Windmill Village. Mr. Richardson gave an overview of what the Traffic Signs and Marking Division is responsible for. Mr. Richardson provided an update that all pilings and navigation markers have been restored.

Approval of Minutes:
The draft minutes from October 19, 2023, are pending approval until requested amendments are made.

Unfinished Business:
a. Update: Manatee Study: Ms. LeMaster provided an update that most of the scope of work has been prepared based on a compilation of resources that were found. Mr. Logan has a call into Florida Fish and Wildlife Conservation (FWC) to confirm that he has captured everything that

will be required to establish a manatee zone. Once confirmation of the limits of the manatee study are agreed upon, he will submit this to purchasing as soon as he speaks with FWC.

b. Update: Dredge Project: Ms. LeMaster updated the group that there hasn't been much movement with the Army Core of Engineers (ACOE). Letting the group know that Coastal Engineering reached out and apologized for the delays explaining that they are dealing with a back log. The Florida Emergency Management Agency (FEMA) information has been submitted and Public Works is working through the process to get this project allocated.

New Business:

a. Financial Reports: The Fiscal Year (FY23) quarter four actual expenditure report was reviewed. The FY23 quarter four monthly funding report (formerly maintenance activity report) were reviewed. The FY23 Annual Report was reviewed.

b. Vessel Study: Ms. LeMaster reminded the group that the previous vessel study was unsuccessful, FWC said the study was nice, but they really do not take studies into account just the necessary statute conditions, so if they are wanting to increase the size of the speed zone a vessel study may not help any. Mr. Gramza motioned that the county explores options for a speed study to begin asap. Mr. Reichert amended the motion to state that the county move forward with a congestion study focusing on Marker 20A out to Marker 1 not to exceed 10,000 to begin immediately for three months to possibly include a speed study in conjunction. Mr. Gramza seconded, and the motion passed unanimously.

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

Discussion ensued regarding the possibility of an impressionable study held by volunteers to record vessel speed, discussing the possibility of using mobile devices or speed guns.

Advisory Board Open Discussion:

None

Meeting Schedule / Items for Next Agenda:

Future meetings scheduled at the Charlotte Harbor Event Center at 10 a.m. as follows:

- April 11, 2024

The meeting adjourned at 3:58 p.m.

Submitted by: Erica LeMaster
Public Works Department

Chair Signature

11 April 2024
Date

Alligator Creek Waterway MSBU

Fund Financial Report

Oct. 1, 2022 - June 30, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	$620,934	$702,150	$716,132	$716,132
Revenues				
Assessments & Earnings	107,693	115,816	129,870	115,816
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	635	-	-	-
Total Revenue	$108,329	$115,816	$129,870	$115,816
Expenditures				
Contract Services	-	-	-	-
Survey	-	25,000	-	-
Navigational Trimming	-	20,000	-	33,550
Public Works Services	5,281	3,781	-	3,781
Internal Charges	1,753	1,059	1,059	1,059
Purchased Services	1,460	2,392	2,261	2,392
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Entrance Channel Dredge	4,637	407,299	9,115	9,115
Total Expenditures	$13,131	$459,531	$12,435	$49,897
Reserves (Ending Fund Balance)	$716,132	$358,435	$833,567	$782,051
Reserve %	*98.2%*	*43.8%*	*98.5%*	*94.0%*

Date Prepared: 7/20/2023

Alligator Creek Waterway MSBU

Fund Financial Report

Oct. 1, 2022 - Sept. 30, 2023

Unaudited as of 9.30.23

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	$620,934	$702,150	$716,132	$716,132
Revenues				
Assessments & Earnings	107,693	115,816	140,391	140,391
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	635	-	-	-
Total Revenue	$108,329	$115,816	$140,391	$140,391
Expenditures				
Contract Services	-	-	-	-
Survey	-	25,000	-	-
Navigational Trimming	-	20,000	33,550	33,550
Public Works Services	5,281	3,781	5,530	5,530
Internal Charges	1,753	1,059	1,059	1,059
Purchased Services	1,460	2,392	2,309	2,309
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Entrance Channel Dredge	4,637	407,299	10,240	10,240
Total Expenditures	$13,131	$459,531	$52,688	$52,688
Reserves (Ending Fund Balance)	$716,132	$358,435	$803,835	$803,835
Reserve %	*98.2%*	*43.8%*	*93.8%*	*93.8%*

Date Prepared: 10/17/2023

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
	6153	MSBU Administrative Work			07/25/2023	2.00	145.88	0.00	0.00	0.00		145.88
	6153	MSBU Administrative Work			07/28/2023	3.00	218.82	0.00	0.00	0.00		218.82
				MSBU Minutes Total		5.00	364.70	0.00	0.00	0.00		364.70
	6153	MSBU Administrative Work			08/08/2023	0.25	21.36	0.00	0.00	0.00		21.36
				Public Outreach Total		0.25	21.36	0.00	0.00	0.00		21.36
	6153	MSBU Administrative Work			07/06/2023	2.00	145.88	0.00	0.00	0.00		145.88
	6153	MSBU Administrative Work			07/10/2023	1.50	109.41	0.00	0.00	0.00		109.41
	6153	MSBU Administrative Work			07/12/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work			07/13/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work			07/17/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work			07/18/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work			07/19/2023	3.00	218.82	0.00	0.00	0.00		218.82
	6153	MSBU Administrative Work			07/20/2023	1.25	91.18	0.00	0.00	0.00		91.18
	6153	MSBU Administrative Work			07/21/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work			07/27/2023	1.50	109.41	0.00	0.00	0.00		109.41
	6153	MSBU Administrative Work			07/31/2023	2.00	145.88	0.00	0.00	0.00		145.88
	6153	MSBU Administrative Work			08/08/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work			08/11/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work			08/14/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work			08/31/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6153	MSBU Administrative Work			09/01/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6153	MSBU Administrative Work			09/15/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6153	MSBU Administrative Work			09/19/2023	1.00	72.94	0.00	0.00	0.00		72.94

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
	6153	MSBU Administrative Work		09/26/2023	1.00	72.94	0.00	0.00	0.00		72.94
			Administrative Time Total		21.00	1,531.74	0.00	0.00	0.00		1,531.75
	6153	MSBU Administrative Work		07/20/2023	0.25	23.86	0.00	0.00	0.00		23.86
	6153	MSBU Administrative Work		07/26/2023	0.25	23.86	0.00	0.00	0.00		23.86
			Map Creation Total		0.50	47.72	0.00	0.00	0.00		47.72
	6153	MSBU Administrative Work		07/20/2023	3.00	256.35	0.00	0.00	0.00		256.35
			MSBU Meeting Total		3.00	256.35	0.00	0.00	0.00		256.35
	6153	MSBU Administrative Work		07/12/2023	0.50	42.73	0.00	0.00	0.00		42.73
	6153	MSBU Administrative Work		07/14/2023	0.50	42.73	0.00	0.00	0.00		42.73
	6153	MSBU Administrative Work		07/18/2023	0.25	21.36	0.00	0.00	0.00		21.36
	6153	MSBU Administrative Work		07/19/2023	4.00	341.80	0.00	0.00	0.00		341.80
	6153	MSBU Administrative Work		07/28/2023	5.00	427.25	0.00	54.11	0.00		481.36
	6153	MSBU Administrative Work		08/04/2023	2.00	170.90	0.00	0.00	0.00		170.90
	Work Order 6153 Total				42.00	3,268.64	0.00	54.11	0.00	68.00	3,322.76
		MSBU Administrative Work Total			42.00	3,268.64	0.00	54.11	0.00	68.00	3,322.76
	2835	Project Management		07/12/2023	0.25	21.36	0.00	0.00	0.00		21.36
	2835	Project Management		07/27/2023	0.25	21.36	0.00	0.00	0.00		21.36
	2835	Project Management		08/25/2023	0.25	21.36	0.00	0.00	0.00		21.36
	2835	Project Management		09/06/2023	0.25	21.36	0.00	0.00	0.00		21.36
			Public Outreach Total		1.00	85.45	0.00	0.00	0.00		85.44

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
	2835	Project Management		07/21/2023	0.50	42.73	0.00	0.00	0.00		42.73
	Work Order 2835 Total				1.50	128.18	0.00	0.00	0.00	0.00	128.17
C392003 - Alligator Creek - Entrance Channel											
	Project Management Total				1.50	128.18	0.00	0.00	0.00	0.00	128.17
			Alligator Creek Waterway Unit Total		43.50	3,396.81	0.00	54.11	0.00		3,450.93

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		43.50	3,396.81	0.00	54.11	0.00		3,450.93

CHARLOTTE COUNTY
FLORIDA

Alligator Creek Waterway
Municipal Service Benefit Unit

Advisory Board Meeting Attendance
Thursday, January 11, 2024

Location: 75 Taylor Street, Punta Gorda, Florida
Charlotte Harbor Event Center

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	941.575.3610
David Johnston	dJJJT23@gmail.com	941-457-8009
ALAN REICHERT	SUMBREEZE@Ad.com	216-256-5318
Thomas Gramiza	Tmgramiza@yahoo.com	941-204-9086
CHRISTOPHER LOVE	IOVECHRIS@gmail.com	260-224-2549
Deb Coudret		941 627-8452