

**MINUTES
NORTHWEST PORT CHARLOTTE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 28, 2026**

**10:04 a.m. – 11:09 a.m.
Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida**

Members Present: Gregg Smith, Chair
Beverly Donahue, Vice-Chair
George Borucki
Cheryl Johnson

Members Absent: None

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

Guests: Sign in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 10:04 a.m. A roll call was taken, and a quorum was established.

Changes to the Agenda / Motion to Approve Changes:

None

Election of Officers:

This item was tabled until the next regularly scheduled meeting.

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

None

Approval of Minutes:

The minutes from November 19, 2025, were unanimously approved as submitted.

Unfinished Business:

- a. Interior Dredge Project: The Board was informed that Coastal Engineering Consultants was selected to provide engineering services for interior dredging after an evaluation of submitted letters of interest. The firm has received existing survey data and will identify areas requiring updated surveys, with Juno Waterway identified as the top priority. A formal fee proposal is expected shortly and is anticipated to be within budget. Once approved through purchasing, Coastal Engineering will begin surveys and design work. Estimated start for survey and design work is approximately 60–90 days, dependent on consultant workload and access conditions.
- b. Exterior Dredge Project: The Board discussed exterior dredging needs, including shoaling impacts from recent hurricanes. Priority areas identified include the mouths and lower reaches of the Apollo, Venus, Cheshire, and Juno waterways. Red-coded areas on project maps represent confirmed priority locations, while selected purple-coded areas will be evaluated to determine the most critical shoaling locations. Engineering design for the exterior project is ongoing, and final dredging schedules will depend on permit approvals

and contractor availability. Staff explained that dredging activities are constrained by state and federal permitting requirements. The County's prior countywide dredging permit expired in January and renewal is underway. The renewed permit is expected to cover both interior and exterior waterways previously dredged and would remain valid for up to 20 years, significantly reducing future delays. Permitting timelines remain outside County control and may take 12–18 months depending on agency review. The Board discussed the possibility of requesting emergency dredging authorization. Staff advised that previous emergency requests have been denied due to lack of supporting engineering data. It was agreed that survey data from the engineering effort would be required to support any emergency request. Ms. Donahue made a motion that we submit a request for emergency dredging once we have received the completed survey, the motion was seconded by Mrs. Johnson and passed unanimously.

- c. Navigational Trimming: Navigational trimming activities remain constrained by unusually low winter tides and weather conditions. Contractors have had trouble accessing canals with equipment despite being mobilized. Board members noted limited recent field observations and emphasized the need for additional site visits to better define trimming priorities. Mr. Borucki submitted mapped GPS locations outlining identified areas of need to the Project Manager for review.

New Business:

- a. Financial Reports: The fiscal year (FY) 2026 quarter one actual expenditure and activity maintenance reports were provided for review.

Citizen Input on MSBU Items (3 Minute Limit):

- None

Advisory Board Open Discussion:

- Staff reviewed the financial status of interior and exterior dredging projects. Funds allocated for dredging projects remain available within the County's six-year project window. For FY26, budget allocations include funding for exterior dredging, surveys, and navigational trimming. Interior dredging funding is anticipated to be addressed in a future fiscal year, with Juno Waterway potentially incorporated into the exterior project if feasible. Assessment rate adjustments were reviewed, confirming that the MSBU remains financially stable without the need for borrowing.

Annual Review: Sunshine Law, Records, Roberts Rules of Order

This item was tabled until the next regularly scheduled meeting.

Schedule meetings as needed / Items for next agenda:

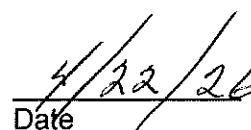
Future meetings are tentatively scheduled as follows:

- Wednesday, April 22, 2026

The meeting adjourned at 11:09 a.m.

Submitted by: Erica Hayes
Public Works Department


Chair Signature


Date

**AGENDA
NORTHWEST PORT CHARLOTTE WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 28, 2026**

**10:00 a.m., Centennial Park Recreation Center
1120 Centennial Boulevard, Port Charlotte, Florida**

BOARD MEMBERS: Gregg Smith, Vice-Chair
George Borucki
Beverly Donahue
Cheryl Johnson

COUNTY STAFF: Erica Hayes, Community Liaison
Matt Logan, Projects Manager
Michael Benjamin, Projects Manager

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Election of Officers
4. Citizen Input on Agenda Items (3-Minute Limit)
5. Approval of Minutes: November 19, 2025
6. Unfinished Business:
 - a. Update: Interior Dredge Project
 - b. Update: Exterior Dredge Project
 - c. Navigational Trimming
7. New Business:
 - a. Financial Reports
8. Citizen Input on MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Annual Review: Sunshine Law, Records, Roberts Rules of Order
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

NW Port Charlotte Waterway MSBU

Fund Financial Report
Oct. 1, 2025 - Dec. 31, 2025

	Actual FY2025	Adopted Budget FY2026	YTD Actual FY2026	Encumbered FY2026	Balance FY2026
Beginning Balance	\$910,069	\$1,059,219	\$1,159,910		
Revenues					
Assessments & Earnings	283,548	551,939	367,674		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$283,548	\$551,939	\$367,674		
Expenditures					
Contract Services	-	-	-	-	-
Survey	19,005	40,000	-	-	40,000
Navigational Trimming	-	75,000	-	-	75,000
Public Works Services	10,305	15,345	-	-	15,345
Internal Charges	1,358	7,918	-	-	7,918
Purchased Services	2,824	9,760	5,563	-	4,197
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
NWPC WW Dredging - Interior	216	-	-	-	-
NWPC WW Dredging - Exterior	-	1,289,540	-	-	1,289,540
Total Expenditures	\$33,707	\$1,437,563	\$5,563	\$0	\$1,432,000
Reserves (Ending Fund Balance)	\$1,159,910	\$173,595	\$1,522,021		
Reserve %	97.2%	10.8%	99.6%		

Date Prepared: 1/8/2026

Monthly Funding Report

START
DATE:

10/01/2025

END DATE:

12/31/2025

Northwest Port Charlotte Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	128133	MSBU Administrative Work		11/19/2025	2.25	166.28	0.00	0.00	0.00		166.28
		MSBU Meeting Total				2.25	166.28	0.00	0.00	0.00	166.28
	128133	MSBU Administrative Work		10/01/2025	0.18	13.04	0.00	0.00	0.00		13.04
	128133	MSBU Administrative Work		10/02/2025	0.33	24.63	0.00	0.00	0.00		24.63
	128133	MSBU Administrative Work		10/06/2025	0.33	24.63	0.00	0.00	0.00		24.63
	128133	MSBU Administrative Work		10/07/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128133	MSBU Administrative Work		10/13/2025	0.37	27.10	0.00	0.00	0.00		27.10
	128133	MSBU Administrative Work		10/20/2025	0.45	33.26	0.00	0.00	0.00		33.26
	128133	MSBU Administrative Work		10/21/2025	0.06	4.35	0.00	0.00	0.00		4.35
	128133	MSBU Administrative Work		10/27/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128133	MSBU Administrative Work		10/28/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128133	MSBU Administrative Work		10/30/2025	0.56	41.57	0.00	0.00	0.00		41.57
	128133	MSBU Administrative Work		11/03/2025	0.59	43.47	0.00	0.00	0.00		43.47
	128133	MSBU Administrative Work		11/04/2025	0.34	25.00	0.00	0.00	0.00		25.00
	128133	MSBU Administrative Work		11/06/2025	1.50	110.85	0.00	0.00	0.00		110.85
	128133	MSBU Administrative Work		11/10/2025	0.47	34.78	0.00	0.00	0.00		34.78
	128133	MSBU Administrative Work		11/12/2025	0.31	22.93	0.00	0.00	0.00		22.93
	128133	MSBU Administrative Work		11/13/2025	0.24	17.84	0.00	0.00	0.00		17.84
	128133	MSBU Administrative Work		11/18/2025	1.50	110.85	0.00	0.00	0.00		110.85
	128133	MSBU Administrative Work		11/19/2025	2.25	166.28	0.00	0.00	0.00		166.28
	128133	MSBU Administrative Work		11/20/2025	0.53	39.26	0.00	0.00	0.00		39.26
	128133	MSBU Administrative Work		11/24/2025	1.02	75.53	0.00	0.00	0.00		75.53
	128133	MSBU Administrative Work		11/25/2025	1.25	92.38	0.00	0.00	0.00		92.38

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Northwest Port Charlotte Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
	128133	MSBU Administrative Work		12/02/2025	0.78	57.60	0.00	0.00	0.00		57.60	
	128133	MSBU Administrative Work		12/03/2025	0.50	36.95	0.00	0.00	0.00		36.95	
	128133	MSBU Administrative Work		12/08/2025	0.29	21.55	0.00	0.00	0.00		21.55	
	128133	MSBU Administrative Work		12/09/2025	0.25	18.48	0.00	0.00	0.00		18.48	
	128133	MSBU Administrative Work		12/11/2025	0.57	42.38	0.00	0.00	0.00		42.38	
	128133	MSBU Administrative Work		12/16/2025	0.50	36.95	0.00	0.00	0.00		36.95	
	128133	MSBU Administrative Work		12/17/2025	0.41	30.58	0.00	0.00	0.00		30.58	
		Administrative Time Total				16.64	1,229.82	0.00	0.00	0.00	1,229.85	
	128133	MSBU Administrative Work		11/12/2025	3.00	259.23	0.00	13.23	0.00		272.46	
	Work Order 128133 Total					21.89	1,655.33	0.00	13.23	0.00	0.00	1,668.59
	128212	MSBU Administrative Work		10/01/2025	0.18	13.04	0.00	0.00	0.00		13.04	
	128212	MSBU Administrative Work		10/20/2025	0.25	18.48	0.00	0.00	0.00		18.48	
	128212	MSBU Administrative Work		11/24/2025	0.15	10.87	0.00	0.00	0.00		10.87	
	128212	MSBU Administrative Work		12/09/2025	0.25	18.48	0.00	0.00	0.00		18.48	
	128212	MSBU Administrative Work		10/02/2025	0.33	24.63	0.00	0.00	0.00		24.63	
	128212	MSBU Administrative Work		10/06/2025	0.33	24.63	0.00	0.00	0.00		24.63	
	128212	MSBU Administrative Work		10/07/2025	0.35	25.87	0.00	0.00	0.00		25.87	
	128212	MSBU Administrative Work		10/09/2025	0.39	29.03	0.00	0.00	0.00		29.03	
	128212	MSBU Administrative Work		10/13/2025	0.37	27.10	0.00	0.00	0.00		27.10	
	128212	MSBU Administrative Work		10/20/2025	0.20	14.78	0.00	0.00	0.00		14.78	
	128212	MSBU Administrative Work		10/21/2025	0.06	4.35	0.00	0.00	0.00		4.35	
	128212	MSBU Administrative Work		10/27/2025	0.35	25.87	0.00	0.00	0.00		25.87	

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Northwest Port Charlotte Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	128212	MSBU Administrative Work		10/28/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128212	MSBU Administrative Work		10/30/2025	0.56	41.57	0.00	0.00	0.00		41.57
	128212	MSBU Administrative Work		11/03/2025	0.59	43.47	0.00	0.00	0.00		43.47
	128212	MSBU Administrative Work		11/04/2025	0.34	25.00	0.00	0.00	0.00		25.00
	128212	MSBU Administrative Work		11/10/2025	0.47	34.78	0.00	0.00	0.00		34.78
	128212	MSBU Administrative Work		11/12/2025	0.31	22.93	0.00	0.00	0.00		22.93
	128212	MSBU Administrative Work		11/13/2025	0.24	17.84	0.00	0.00	0.00		17.84
	128212	MSBU Administrative Work		11/18/2025	1.00	73.90	0.00	0.00	0.00		73.90
	128212	MSBU Administrative Work		11/19/2025	2.25	166.28	0.00	0.00	0.00		166.28
	128212	MSBU Administrative Work		11/20/2025	0.53	39.26	0.00	0.00	0.00		39.26
	128212	MSBU Administrative Work		11/25/2025	1.83	135.48	0.00	0.00	0.00		135.48
	128212	MSBU Administrative Work		12/02/2025	0.28	20.65	0.00	0.00	0.00		20.65
	128212	MSBU Administrative Work		12/03/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128212	MSBU Administrative Work		12/08/2025	0.29	21.55	0.00	0.00	0.00		21.55
	128212	MSBU Administrative Work		12/11/2025	0.57	42.38	0.00	0.00	0.00		42.38
	128212	MSBU Administrative Work		12/16/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128212	MSBU Administrative Work		12/17/2025	0.41	30.58	0.00	0.00	0.00		30.58
	128212	MSBU Administrative Work		12/23/2025	0.50	36.95	0.00	0.00	0.00		36.95
		Administrative Time Total			13.92	1,028.64	0.00	0.00	0.00		1,028.65
	128212	MSBU Administrative Work		11/19/2025	3.50	258.65	0.00	0.00	0.00		258.65
		MSBU Meeting Total			3.50	258.65	0.00	0.00	0.00		258.65
	Work Order 128212 Total				18.24	1,348.15	0.00	0.00	0.00	0.00	1,348.17

Monthly Funding Report

**START
DATE:**

10/01/2025

END DATE:

12/31/2025

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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
		MSBU Administrative Work Total			40.13	3,003.48	0.00	13.23	0.00	0.00	3,016.76
		Northwest Port Charlotte Waterway Unit Total			40.13	3,003.48	0.00	13.23	0.00		3,016.76
