

**MINUTES  
BUENA VISTA WATERWAY  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, OCTOBER 8, 2025**

**10:00 a.m. – 11:43 a.m.  
Charlotte Harbor Event & Conference Center  
75 Taylor Street, Punta Gorda, Florida**

**Members Present:** Richard Russell, Chair  
Donna Elliott  
Frank Kudrna  
Stephen Sousa  
Charles Witzke

**Members Absent:** None

**County Staff:** Erica Hayes, Community Liaison  
Matt Logan, Projects Manager  
Grace Snider, Administrative Services Coordinator

**Guests:** None

**Call to Order / Roll Call:**

The meeting was called to order at 10:00 a.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 July 23, 2025, minutes were unanimously approved as written.

**Unfinished Business:**

- a. Exterior Dredge Project, Sunrise: Matt Logan provided an update noting that mobilization began earlier than planned. The barge has arrived, and dredging was expected to begin immediately. Coastal Engineering has staked the channel and set offsets, and a revised contractor schedule will be requested to reflect the earlier start date. Funding for the project involves multiple sources, including (Federal Emergency Management Agency) FEMA (Hurricane Ian), the Milton/Helene claim, WCIND (West Coast Inland Navigation District), and Parks, which is covering offsite sand, grading, and related beach work. The MSBU's responsibility is limited to dredging the Sunrise navigation channel, while Parks will fund the park and beach components. Historically, Sunrise dredging has been funded through WCIND, and staff believes this cycle's dredging will be fully covered by WCIND as well. Coastal Engineering will provide pre- and post-dredge bathymetric surveys, and the contractor will be paid based on verified quantities on a unit-price basis. The original dredging window was projected for late October through mid-November; however, an updated timeline will be obtained from the contractor. The goal is to complete the channel dredging well before the holiday season, weather permitting. During discussion, concerns were raised about communication with the Marine Advisory

Committee (MAC) and the use of out-of-cycle WCIND funding during MAC's summer hiatus. There was also debate on whether to combine the beach work and dredging in a single solicitation or to separate them to attract more dredge-only bidders. Additional questions were raised regarding sand stockpiles lost during previous storms and clarification of how engineering and soft costs will be allocated.

- b. Sunrise Channel Changes: Mr. Witzke proposed exploring a revised channel alignment (map attached) to help reduce recurring infill near the point. Discussion acknowledged that such a change would involve significant permitting complexity, including coordination with the U.S. Army Corps of Engineers (USACE), environmental resources, and considerations for potential seagrass impacts and easements. It was noted that realignment could shift, but not eliminate, long-term maintenance needs unless it is paired with beach management efforts. Mr. Logan advised that the County has previously completed a study and is moving toward initiating a new contract with the goal of significantly reducing the rate of infill. Mr. Kudrna made a motion to move forward with a feasibility study to evaluate the potential relocation of the channel and requested that Coastal Engineering attend the February 19, 2026, meeting to discuss the proposal. The motion was seconded by Ms. Elliott and passed unanimously. Mr. Logan reiterated that while the proposal is a good short-term step, the channel will continue to experience sediment buildup without ongoing management, and shifting the alignment is costly. Mr. Kudrna emphasized that there is currently no enforcement in place and stated that the MSBU should have greater control over the point, reaffirming that the issue presents a safety concern.

#### **New Business:**

- a. Financial Reports: The FY25 Q3 Expenditure and Monthly Funding Reports were reviewed along with the FY26 Adopted Budget. Members requested clearer end-of-year postings and more detailed breakdowns of expenditures—specifically for engineering, dredging, and grant funding—across FY2023 through FY2025. Staff reiterated that dredging costs are expected to be covered by WCIND and that MSBU accounts should not be charged for the Sunrise dredge. Mr. Witzke made a motion requesting that staff provide final annual postings and detailed expenditure breakdowns for the MSBU for FY2023, FY2024, and any partial FY2025 data prior to the December meeting. The motion was seconded by Mr. Kudrna and was unanimously approved.

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

None

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

Discussion was held regarding the beach reopening and previously stated opening dates. Mr. Logan explained that staff is doing everything possible to reopen the beach as soon as possible. The revised tentative opening date is set for December 15, 2025.

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

Future meetings are tentatively scheduled as follows:

- Wednesday, December 10, 2025 10:00 am. Charlotte Harbor Event Center
- Thursday, February 19, 2026 10:30 am. Punta Gorda Library
- Wednesday, May 27, 2026 10:00 am. Charlotte Harbor Event Center
- Wednesday, September 16, 2026 10:00am. Charlotte Harbor Event Center
- Wednesday, December 9, 2026 10:30am. Punta Gorda Library

The meeting adjourned at 11:43 a.m.

Submitted by Erica Hayes  
Public Works Department

Richard C Russell

Chair Signature

Dec 10, 2025  
Date

**AGENDA  
BUENA VISTA AREA WATERWAY  
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING  
WEDNESDAY, OCTOBER 8, 2025**

**10:00 a.m., Charlotte Harbor Event Center  
75 Taylor Street, Punta Gorda, Florida**

**BOARD MEMBERS:** Richard Russell, Chair  
Donna Elliott  
Frank Kudrna  
Stephen Sousa  
Chuck Witzke

**COUNTY STAFF:** Erica Hayes, Community Liaison

**PURPOSE:** Regular Meeting

1. Call to Order / Pledge of Allegiance / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: July 23, 2025
5. Unfinished Business
  - a. Exterior Dredge Project: Sunrise
  - b. Sunrise Channel Changes
6. New Business
  - a. Financials
7. Citizen Input MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

# Buena Vista 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
<b>Beginning Balance</b>	\$719,324	\$780,591	\$780,591	\$812,067		
<b>Revenues</b>						
Assessments & Earnings	139,675	96,978		109,372		
Grant & Subsidy Revenue	-	22,500	40,000	-		
Loans & Borrowing	-	-		-		
<b>Total Revenue</b>	\$139,675	\$119,478	159,478	\$109,372		
<b>Expenditures</b>						
Contract Services	-	-		-	-	-
Survey	-	20,000		-	19,971	29
Navigational Trimming	-	-		-	-	-
Public Works Services	14,295	5,382		5,273	-	109
Internal Charges	1,235	887		887	-	-
Purchased Services	979	1,987		1,917	-	70
Materials and Supplies	-	-		-	-	-
Capital Outlay	-	-		-	-	-
Debt Services	-	-		-	-	-
<b>Project Costs</b>						
Buena Vista WW Maint Dredge	30,424	393,407		265,427	-	127,980
<b>Total Expenditures</b>	\$46,932	\$421,663	\$ 421,663.00	\$273,504	\$19,971	\$128,188
<b>Reserves (Ending Fund Balance)</b>	\$812,067	\$478,406	\$518,406	\$647,936		
<i>Reserve %</i>	94.5%	53.2%	55.1%	70.3%		

\*Per Legal: Edgewater North Waterway and Buena Vista Waterway split dredging costs proportionately.

\*Budget Amendment to realign budget for carryover WCIND grant funding related to the Sunrise WW and Buena Vista WW dredging.

Date Prepared: 7/30/2025

Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

Buena Vista Area Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	91586	Contract Management - Waterways		04/01/2025	1.00	86.41	0.00	0.00	0.00		86.41
	91586	Contract Management - Waterways		04/08/2025	1.50	129.62	0.00	0.00	0.00		129.62
	91586	Contract Management - Waterways		04/09/2025	0.25	21.60	0.00	0.00	0.00		21.60
	91586	Contract Management - Waterways		04/17/2025	0.25	21.60	0.00	0.00	0.00		21.60
	91586	Contract Management - Waterways		04/21/2025	0.25	21.60	0.00	0.00	0.00		21.60
	91586	Contract Management - Waterways		04/24/2025	0.25	21.60	0.00	0.00	0.00		21.60
	91586	Contract Management - Waterways		06/30/2025	2.00	172.82	0.00	0.00	0.00		172.82
	<b>Work Order 91586 Total</b>					5.50	475.26	0.00	0.00	0.00	475.25
	113633	Contract Management - Waterways		06/30/2025	0.08	7.20	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>					5.58	482.46	0.00	0.00	0.00	482.45
	72627	MSBU Administrative Work		04/01/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72627	MSBU Administrative Work		04/09/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72627	MSBU Administrative Work		04/16/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72627	MSBU Administrative Work		05/22/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72627	MSBU Administrative Work		06/03/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72627	MSBU Administrative Work		06/04/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72627	MSBU Administrative Work		06/16/2025	1.75	129.33	0.00	0.00	0.00		129.33
	72627	MSBU Administrative Work		06/17/2025	1.25	92.38	0.00	0.00	0.00		92.38
	72627	MSBU Administrative Work		06/19/2025	0.25	18.48	0.00	0.00	0.00		18.48

Monthly Funding Report

START DATE:

04/01/2025

END DATE:

06/30/2025

Buena Vista Area Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	72627	MSBU Administrative Work		06/23/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72627	MSBU Administrative Work		06/25/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72627	MSBU Administrative Work		06/26/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72627	MSBU Administrative Work		06/30/2025	1.50	110.85	0.00	0.00	0.00		110.85
		<b>Administrative Time Total</b>				8.75	646.63	0.00	0.00	0.00	646.68
	72627	MSBU Administrative Work		05/05/2025	0.75	64.81	0.00	0.00	0.00		64.81
	<b>Work Order 72627 Total</b>					9.50	711.43	0.00	0.00	0.00	711.49
	<b>MSBU Administrative Work Total</b>					9.50	711.43	0.00	0.00	0.00	711.49
	2863	Project Management		04/07/2025	0.75	64.81	0.00	0.00	0.00		64.81
	2863	Project Management		04/08/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		04/10/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2863	Project Management		04/11/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2863	Project Management		04/16/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		04/23/2025	1.25	108.01	0.00	0.00	0.00		108.01
	2863	Project Management		04/25/2025	4.00	345.64	0.00	0.00	0.00		345.64
	2863	Project Management		04/28/2025	4.00	345.64	0.00	0.00	0.00		345.64
	2863	Project Management		04/29/2025	4.00	345.64	0.00	0.00	0.00		345.64
	2863	Project Management		04/30/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2863	Project Management		05/07/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		05/08/2025	0.75	64.81	0.00	0.00	0.00		64.81
	2863	Project Management		05/09/2025	0.25	21.60	0.00	0.00	0.00		21.60

**Monthly Funding Report**

**START DATE:**

04/01/2025

**END DATE:**

06/30/2025

**Buena Vista Area Waterway Unit**

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	2863	Project Management		05/14/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		05/19/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		05/23/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2863	Project Management		05/28/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		05/29/2025	4.25	367.24	0.00	0.00	0.00		367.24
	2863	Project Management		05/30/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		06/02/2025	3.00	259.23	0.00	0.00	0.00		259.23
	2863	Project Management		06/03/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2863	Project Management		06/04/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2863	Project Management		06/05/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2863	Project Management		06/06/2025	1.75	151.22	0.00	0.00	0.00		151.22
	2863	Project Management		06/09/2025	0.25	21.60	0.00	0.00	0.00		21.60
	2863	Project Management		06/10/2025	1.50	129.62	0.00	0.00	0.00		129.62
	2863	Project Management		06/11/2025	2.50	216.03	0.00	0.00	0.00		216.03
	2863	Project Management		06/12/2025	3.00	259.23	0.00	0.00	0.00		259.23
	2863	Project Management		06/16/2025	3.00	259.23	0.00	0.00	0.00		259.23
	2863	Project Management		06/17/2025	1.50	129.62	0.00	0.00	0.00		129.62
	2863	Project Management		06/18/2025	1.00	86.41	0.00	0.00	0.00		86.41
	2863	Project Management		06/19/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2863	Project Management		06/20/2025	2.00	172.82	0.00	0.00	0.00		172.82
	2863	Project Management		06/23/2025	4.50	388.85	0.00	0.00	0.00		388.85
	2863	Project Management		06/24/2025	1.25	108.01	0.00	0.00	0.00		108.01
	2863	Project Management		06/25/2025	1.00	86.41	0.00	0.00	0.00		86.41

**Monthly Funding Report**

**START DATE:**

04/01/2025

**END DATE:**

06/30/2025

**Buena Vista Area Waterway Unit**

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
	2863	Project Management		06/26/2025	3.00	259.23	0.00	0.00	0.00		259.23	
	2863	Project Management		06/27/2025	2.50	216.03	0.00	0.00	0.00		216.03	
	2863	Project Management		06/30/2025	1.00	86.41	0.00	0.00	0.00		86.41	
<b>Work Order 2863 Total</b>						69.75	6,027.10	0.00	0.00	0.00	0.00	6,027.11
<b>cmd2203 - Buena Vista WW Maintenance Dredge</b>												
		<b>Project Management Total</b>			69.75	6,027.10	0.00	0.00	0.00	0.00	0.00	6,027.11
		<b>Buena Vista Area Waterway Unit Total</b>				84.83	7,220.99	0.00	0.00	0.00		7,221.05



# Buena Vista 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>	993.500	993.500
<i>Cost per ERU</i>	\$ 100.00	\$ 100.00
<b>Current FY25 Rate</b>	<b>\$ 100.00</b>	
<b>Current Maximum Rate</b>	<b>\$ 679.62</b>	

	Adopted Budget FY2026	Approved Budget FY2027
<b>Beginning Balance</b>	\$ 611,717	\$ 642,127
<b><u>Revenues</u></b>		
<b>Assessments &amp; Earnings</b>		
<i>Assessments</i>	99,350	99,350
<i>Interest</i>	2,142	2,248
<i>Less 5% Reserve - FS 129.01(2)b</i>	(5,075)	(5,080)
<b>Grant &amp; Subsidy Revenue</b>		
<i>Interfund Trf-Boater Revolving</i>	62,500	-
<b>Loans &amp; Borrowing</b>		
<b>Total Revenue</b>	<b>\$ 158,917</b>	<b>\$ 96,518</b>
<b><u>Expenditures</u></b>		
<b>Contract Services</b>		
<i>Other Contractual Svcs</i>	-	-
<i>Drainage</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>	541	541
<i>Operating Exp-PubWrks</i>	17,298	17,298
<b>Internal Charges</b>		
<i>Central/Indirect Svcs</i>	1,295	1,360

	<b>Adopted Budget FY2026</b>	<b>Approved Budget FY2027</b>
<b>Purchased Services</b>		
<i>Postage-MSBU Notices</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Collection Fee-Tax Collector</i>	1,987	1,987
<b>Materials and Supplies</b>		
<b>Capital Outlay</b>		
<b>Debt Services</b>		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<b>Project Costs</b>		
<b><i>Buena Vista WW Maint Dredge</i></b>		
<i>Engineering</i>	8,554	-
<i>Dredging</i>	64,680	-
<i>Labor</i>	4,152	-
<b>Total Expenditures</b>	128,507	51,186
<b>Reserves (Ending Fund Balance)</b>	\$ 642,127	\$ 687,459
<i>Reserve %</i>	83.3%	93.1%

\*Per Legal: Edgewater North Waterway and Buena Vista Waterway split dredging costs proportionately.

Version Date 9/17/2025

# Budget Report

Activity Description: All

Buena Vista Area Waterway Unit

Budget Year: 2026

Activity Description	Budget Details						
	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
MSBU Administrative Work	130	HOURS	\$10,266.10		\$540.80		\$10,806.90
Project Management	75	LABOR	\$7,031.75				\$7,031.75
<b>Buena Vista Area Waterway Unit Total</b>			<b>\$17,297.85</b>		<b>\$540.80</b>		<b>\$17,838.65</b>

# Budget Report

Activity Description: All

Buena Vista Area Waterway Unit

Budget Year: 2027

Activity Description	Budget Details						
	Work Quantity	Unit of Measure	Labor Cost	Materials Cost	Equipment Cost	Contractor Cost	Total
MSBU Administrative Work	130	HOURS	\$10,266.10		\$540.80		\$10,806.90
Project Management	75	LABOR	\$7,031.75				\$7,031.75
<b>Buena Vista Area Waterway Unit Total</b>			<b>\$17,297.85</b>		<b>\$540.80</b>		<b>\$17,838.65</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 Reourishment 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**

### **Buena Vista Waterway**

#### **MSBU Advisory Board**

- 2/19/2026 – Punta Gorda Library 10:30 AM
- 5/27/2026 – Charlotte Harbor Event Center 10 AM
- 9/16/2026 – Charlotte Harbor Event Center 10 AM
- 12/9/2026 – Punta Gorda Library 10:30 AM

