**MINUTES**
**GREATER PORT CHARLOTTE STREET & DRAINAGE**
**MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING**
**WEDNESDAY, FEBRUARY 19, 2026**

**2:13 p.m. – 3:00 p.m.**
**Punta Gorda Library**
**401 Shreve Street, Punta Gorda, Florida**

| | |
|---|---|
| **Members Present:** | Stephanie King, Vice-Chair |
| | Greg Carney |
| | Jerod Gross |
| **Members Absent:** | Bob Logan |
| **County Staff:** | Erica Hayes, Community Liaison |
| | Ray Slade, Projects Manager |
| **Guests:** | None |

**Call to Order / Roll Call:**
The meeting was called to order at 2:13 p.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 Only (3 Minute Limit):**
None

**Approval of Minutes:**
The draft minutes from December 10, 2025, were unanimously approved as submitted.

**Unfinished Business:**
a. Bridge Maintenance Program: Staff is awaiting a formal update from the projects manager. Observations indicate Pellam Boulevard over the Auburn Waterway appear completed. O'Hara Drive over Atlantus Waterway bridge previously completed, and the Wintergarden Avenue bridge over the Como Waterway is pending an update.
b. Dorchester Street Sidewalk Project: Mr. Slade provided an update that the Charlotte County Utilities (CCU) water main work was completed following valve delays. The contractor is scheduled to begin driveway reconstruction starting at Quesada Drive towards Midway Boulevard. A pre-formed trench drain system has been approved. Driveways will require approximately 7 days cure time with an estimated total of 10 days driveway disruption for homeowners. Door hangers will be distributed 24 hours in advance. Residents may contact the contractor directly for scheduling concerns. Special accommodations will be available if needed. The project is divided into two phases due to cost: phase 1 (Midway Boulevard to Peachland Boulevard); phase 2: Peachland Boulevard to Bachman Street/ Atwater Street) pending future funding.
c. Future Sidewalks: Discussion ensued regarding future sidewalk projects focusing on phase 2 of the Dorchester Sidewalk in fiscal year 28'/29' pending funding. The next project discussed focuses on Cannolot Boulevard (Cochran Boulevard to Morrison Avenue and

Morrison Avenue to Pellam Boulevard. The advisory board discussed safety considerations and student traffic patterns.

**New Business**

a. Financial Reports: The fiscal year (FY) 2025 Annual Report as well as the FY26 Quarter one monthly funding and expenditure report was provided for review.

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

**Advisory Board Open Discussion:**
Discussion ensued regarding paving cycle delays due to the CCU Ackerman project. Board expressed concern about long-term paving deferrals.

**Annual Review:**
Annual acknowledgement completed. The board was reminded of communication limitations outside of meetings.

**Schedule Meetings / Items for Next Agenda:**
Future meetings are tentatively scheduled at 2:00 p.m. at the Charlotte Harbor Event Center and at the Punta Gorda Library as follows:

- ~~Wednesday, May 27, 2026 – Charlotte Harbor Event center~~
- Wednesday, September 16, 2026 – Charlotte Harbor Event Center
- Wednesday, December 9, 2026 – Punta Gorda Library

The meeting adjourned at 3:00 p.m.

Submitted by: Erica Hayes
Public Works Department

Stephanie Kmetz
Chair Signature

9-16-26
Date

**AGENDA**
**GREATER PORT CHARLOTTE STREET & DRAINAGE**
**MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING**
**THURSDAY, FEBRUARY 19, 2026**

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

**BOARD MEMBERS:** Bob Logan, Chair
Stephanie King, Vice-Chair
Greg Carney
Jerod Gross

**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: December 10, 2025
5. Unfinished Business
    a. Bridge Maintenance Program
    b. Dorchester Street Sidewalk Project
    c. Future Sidewalks
6. New Business
    a. Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Annual Sunshine Law, Public Records Law, and Robert's Rules of Order
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

# Greater Port Charlotte Street and Drainage MSBU

Fund Financial Report

Oct. 1, 2025 - Dec. 31, 2025

| | Actual FY2025 | Adopted Budget FY2026 | YTD Actual FY2026 | Encumbered FY2026 | Balance FY2026 |
|---|---|---|---|---|---|
| **Beginning Balance** | $24,726,482 | $25,916,548 | $23,569,664 | | |
| **Revenues** | | | | | |
| Assessments & Earnings | 10,341,830 | 9,048,349 | 5,751,967 | | |
| Grant & Subsidy Revenue | - | - | - | | |
| Loans & Borrowing | - | - | - | | |
| **Total Revenue** | $10,341,830 | $9,048,349 | $5,751,967 | | |
| **Expenditures** | | | | | |
| Contract Services | 824,593 | 572,592 | 93,026 | 265,339 | 214,227 |
| Pipe Lining | 212,314 | 600,000 | 44,829 | - | 555,171 |
| ROW Maintenance | 289,180 | 279,264 | 62,700 | 319,200 | (102,636) |
| ROW Reclaimation | 28,688 | - | - | - | - |
| Speciality Mowing | 168,503 | 250,000 | 9,842 | - | 240,158 |
| Public Works Services | 3,857,442 | 6,539,071 | - | - | 6,539,071 |
| Internal Charges | 48,380 | 142,928 | - | - | 142,928 |
| Purchased Services | 120,752 | 289,062 | 117,669 | - | 171,393 |
| Materials and Supplies | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Debt Services | - | - | - | - | - |
| **Project Costs** | | | | | |
| GPC Bridge Maint. & Rehab. Program | 77,817 | 3,019,090 | - | 1,201,069 | 1,818,021 |
| GPC Sidewalks Dorchester | 446,061 | 4,101,293 | 237,100 | - | 3,864,193 |
| GPC Paving Program | 5,424,918 | 4,717,026 | 33,862 | - | 4,683,164 |
| Drainage Restoration Ackerman Project | - | 872,744 | - | - | 872,744 |
| **Total Expenditures** | $11,498,647 | $23,183,070 | $599,028 | $1,785,608 | $18,998,434 |
| **Reserves (Ending Fund Balance)** | $23,569,664 | $11,781,827 | $28,722,602 | | |
| *Reserve %* | *67.2%* | *33.7%* | *98.0%* | | |

Date Prepared: 1/8/2026

# Greater Port Charlotte Street and Drainage MSBU

Fund Financial Report - 5 Year Annual Report

Oct. 1, 2020 - Sept. 30, 2025

| | Actual FY2021 | Actual FY2022 | Actual FY2023 | Actual FY2024 | Adopted Budget FY2025 | Amended Budget FY2025 | Actual FY2025 |
|---|---|---|---|---|---|---|---|
| **Beginning Balance** | $ 11,011,194 | $ 14,365,859 | $ 16,485,568 | $ 23,594,218 | $ 25,992,696 | $ 25,992,696 | $ 24,726,482 |
| **Revenues** | | | | | | | |
| **Assessments & Earnings** | | | | | | | |
| *Assessments* | 9,309,544 | 9,261,532 | 9,230,292 | 9,190,315 | 9,452,737 | - | 9,167,057 |
| *Interest* | 87,080 | 139,333 | 809,360 | 542,708 | 90,975 | - | 522,049 |
| *Interest Earnings-L.G.S.F.T.F.* | - | - | - | 588,489 | - | - | 477,569 |
| *Net Inc/(Decr) Fair Market Value-Investments* | (81,580) | (314,788) | 159,813 | 312,768 | - | - | 109,654 |
| *Interest-Tax Coll* | - | - | - | 9,252 | - | - | 21,216 |
| *Misc Revenue* | | | 699 | - | - | - | 380 |
| *Misc Rev-Refund Prior Year Exp* | 3,868 | 13,865 | - | - | - | - | - |
| *GDC Recovery (Interfund Trf-Capital Projects)* | 986 | 986 | 986 | 986 | 986 | - | 986 |
| *Excess Fees /Tax Collector* | 56,079 | 50,959 | 50,030 | 40,060 | - | - | 42,919 |
| *Less 5% Reserve - FS 129.01(2)b* | - | - | - | - | (472,637) | - | - |
| **Grant & Subsidy Revenue** | | | | | | | |
| *State Grant* | - | - | - | - | - | - | - |
| **Loans & Borrowing** | | | | | | | |
| *Debt Proceeds* | - | - | - | - | - | - | - |
| **Total Revenue** | $ 9,375,978 | $ 9,151,888 | $ 10,251,180 | $ 10,684,579 | $ 9,072,061 | $ 9,072,061 | $ 10,341,830 |
| **Expenditures** | | | | | | | |
| **Contract Services** | | | | | | | |
| *Engineering* | - | - | - | 10,437 | - | - | - |
| *Other Contractual Srvs* | 43,462 | 35,931 | 7,030 | 28,072 | - | - | 184 |
| *Concrete Flatwork* | - | 226,810 | 158,140 | 549,653 | 115,000 | - | 812,184 |
| *Drainage* | - | - | - | - | - | - | - |
| *Street Sweeping* | 10,806 | 7,370 | - | 11,833 | 10,724 | - | 12,224 |
| *Installed Sod* | 145,212 | 186,214 | - | - | - | - | - |
| *Paving* | - | - | - | - | - | - | - |
| **Contract Services; other** | | | | | | | |
| *Pipe Lining* | 119,348 | 148,033 | 481,479 | 383,764 | 544,441 | - | 212,314 |
| *Right of Way Maint* | 274,455 | 274,455 | 222,870 | 271,130 | 287,642 | - | 289,180 |
| *ROW Reclamation* | - | - | - | - | - | - | 28,688 |
| *Specialty Mowing* | 175,224 | 194,544 | 205,473 | 206,270 | 276,752 | - | 168,503 |
| **Public Works Services** | | | | | | | |
| *Equip Repl Charges-PubWrks* | 516,252 | 552,191 | 178,900 | 423,752 | 562,164 | - | 543,067 |
| *Operating Exp-PubWrks* | 3,154,064 | 3,228,362 | 1,243,707 | 3,217,541 | 3,228,192 | - | 2,852,699 |
| *Road & Bridge Materials* | 212,181 | 162,625 | 177,795 | 532,619 | 1,472,349 | - | 430,920 |
| *Sign Materials* | 54,728 | 46,831 | 5,290 | 30,853 | 132,543 | - | 30,756 |
| **Internal Charges** | | | | | | | |
| *Central/Indirect Srvs* | 101,393 | 76,222 | 70,523 | 96,373 | 48,380 | - | 48,380 |
| **Purchased Services** | | | | | | | |
| *Personal Srvs-InterDept* | - | - | 722 | 2,971 | - | - | 308 |
| *Postage* | - | - | - | - | - | - | - |
| *Utility Service-Electricity* | 1,309 | 410 | 299 | 342 | 500 | - | 367 |
| *Advertising-Legal* | - | - | 308 | 370 | - | - | 370 |
| *Fees-Landfill* | 43,028 | 31,422 | 9,172 | 48,467 | 150,000 | - | 28,970 |
| *Collection Fee-Tax Collector* | 119,073 | 117,111 | 111,388 | 93,808 | 189,055 | - | 90,737 |
| **Materials and Supplies** | | | | | | | |
| **Capital Outlay** | | | | | | | |
| *ROW Acquisition* | | | | - | - | - | - |
| *Imprv-Other Than Bldgs* | - | - | - | - | - | - | - |
| **Debt Services** | | | | | | | |
| *Principal* | - | - | - | - | - | - | - |
| *Interest* | - | - | - | - | - | - | - |
| *Other Debt Service Costs* | - | - | - | - | - | - | - |
| **Project Costs** | | | | | | | |
| ***GPC Sidewalks Dorchester*** | | | | | | | |
| *Engineering* | 45,635 | 33,195 | - | - | 214,305 | - | 8,200 |
| *Construction* | - | 84 | - | 15,562 | 3,283,593 | - | 403,387 |
| *Labor (not reported separate prior to FY23)* | - | 23,134 | 2,766 | 16,878 | 156,140 | - | 34,474 |
| ***GPC Paving Program FY25*** | | | | | | | |
| *Paving* | 1,005,144 | 1,480,080 | - | 3,249,962 | 11,969,339 | - | 5,146,382 |
| *Pavement Rejuvenation* | - | - | 151,525 | - | 760,475 | - | 219,938 |
| *Labor (not reported separate prior to FY23)* | - | 44,597 | 11,130 | 78,411 | 130,200 | - | 58,598 |
| ***GPC Bridge Maint. & Rehab. Program*** | | | | | | | |
| *Engineering* | - | - | - | 117,101 | 200,000 | - | 46,713 |
| *Construction* | - | - | - | 129,935 | 556,000 | - | - |
| *Labor (not reported separate prior to FY23)* | - | - | 461 | 35,671 | 16,374 | - | 11,903 |
| *Other Contractual Srvs* | | | | | - | - | 19,200 |
| ***Drainage Restoration Ackerman Project*** | | | | | | | |
| *Engineering* | - | - | - | - | - | - | - |
| *Construction* | - | 162,557 | 103,552 | - | 134,372 | 648,124 | - |
| *Labor (not reported separate prior to FY23)* | - | - | - | - | - | - | - |
| **Total Expenditures** | 6,021,313 | 7,032,178 | 3,142,530 | 9,552,315 | 24,438,540 | 25,086,664 | 11,498,647 |
| **Reserves (Ending Fund Balance)** | $ 14,365,859 | $ 16,485,568 | $ 23,594,218 | $ 24,726,482 | $ 10,626,217 | $ 9,978,093 | $ 23,569,664 |
| *Reserve %* | *70.5%* | *70.1%* | *88.2%* | *72.1%* | *30.3%* | *28.5%* | *67.2%* |

Date Prepared: 1/22/2026

CHARLOTTE COUNTY
FLORIDA

**Greater Port Charlotte Street & Drainage**
**Municipal Service Benefit Unit**

Advisory Board Meeting Attendance
Thursday, February 19, 2026

**Location: 401 Shreve Street, Punta Gorda, Florida**
**Punta Gorda Library**

**INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD**

| NAME (please print) | Email Address | Phone Number |
|---|---|---|
| | | |
| Erica Hayes | Erica.LeMaster@charlottecountyfl.gov | 941.575.3626 |
| Stephanie King | on file | on file |
| Jerod Gross | on file | 515-669-7644 |
| Grey Carney | " | on file |
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