

**MINUTES
HARBOUR HEIGHTS WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 13, 2026**

**2:14 p.m. – 3:47 p.m.
Punta Gorda Library
401 Shreve St, Punta Gorda, Florida**

Members Present: Patrick Bautz, Chair
Michael McCullough, Vice-Chair
Eric Frohn
Tom Mettner
David Stone

Members Absent: None

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

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 2:14 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 (3 Minute Limit):

None

Approval of the Minutes:

The March 12, 2026, minutes were unanimously approved as written.

Unfinished Business:

- a. Dredge Project: The Advisory Board discussed a potential assessment increase for a future dredging project. The Board discussed concerns that the projected dredging cost appeared too low compared with prior estimates, including earlier estimates closer to \$3 million or more. Staff agreed that the number will need to be reviewed and updated as more detailed project scenarios are prepared. Members also discussed the importance of community outreach before any future public hearing or assessment increase, especially given the short notice residents received during the prior assessment process. The Board discussed the future dredging timeline. Staff stated that the County is currently looking at design and dredging in the FY2028/FY2029 timeframe, although design may occur in 2028 and construction in 2029 depending on approvals and timing. Staff also noted that if the Countywide dredging permit is approved by the end of the year, future dredging projects may move faster because canals previously dredged under the program would not require the same permitting timeline. Members expressed concern about asking residents to support a rate increase before a guaranteed dredging project is fully confirmed. Staff explained that the County must ensure the assessment rate can support the project cost and loan repayment before moving forward. The Board also discussed dredging depth standards, spoil material disposal, and whether smaller targeted dredging projects could be completed at problem areas such as canal mouths. Staff explained that allowable dredging depths are governed by permits, including Army Corps requirements, and that Harbor Heights interior canals generally cannot exceed approximately minus 5.4 feet mean low water. Staff further explained that smaller dredging projects may not be cost-effective because mobilization costs remain high even for limited

work. Members asked for additional information on spoil handling rules, including whether private landowners could accept dredge material. Staff advised that spoil handling is governed by permitting and environmental requirements and agreed to provide additional information if available.

- b. Update: Navigational Trimming – DeSoto Waterway: Members questioned whether the current trimming item should continue or be removed, especially considering prior discussions about holding property owners responsible for trimming vegetation from their own lots. Staff explained that the State currently has restrictions in place that prevent local governments from adopting stricter local code changes. Because requiring property owners to maintain trimming along waterways would likely require a countywide code change, staff advised that the County cannot move forward with that type of ordinance change until the State releases the current restriction. Staff noted that a supervisor may be able to attend a meeting in October if the restriction is lifted. The Board generally agreed to pause further action on navigational trimming until that time.

New Business:

- a. Financial Reports: The fiscal year (FY) 2026 quarter two actual expenditure and activity maintenance reports were provided for review. The 10-year projections report was provided. The Board discussed the annual bathymetric survey line item, which has historically been used to provide waterway depth data and support potential FEMA reimbursement claims after storm events. Staff explained that several Waterway MSBUs are reconsidering whether annual surveys are worth the cost due to delays and uncertainty in FEMA reimbursement. Members discussed whether Harbor Heights should continue ordering annual surveys, especially since the most recent survey was completed in 2025 and may be sufficient for current historical data purposes. Mr. McCullough made a motion to pause ordering additional bathymetric surveys for 2026 and future annual surveys until the Board directs otherwise, while keeping the budget line item available. The motion was seconded and passed unanimously.

Citizen Input on MSBU items (3 Minute Limit):

None

Advisory Board Open Discussion:

- The Board discussed concerns about the DeSoto canal/drainage area and whether portions of it should remain within the Harbor Heights Waterway MSBU. Members stated that the area functions more like a stormwater drain than a navigable canal and may be receiving sediment from Deep Creek, the school area, and other upstream drainage sources. Staff explained that the northern portion appears to fall under the Mid-Charlotte Stormwater MSBU, while the lower portion from Sunnybrook down to the harbor is considered navigable and therefore falls under Harbor Heights Waterway. The Board expressed concern that Harbor Heights should not be responsible for sediment originating from outside the Waterway MSBU. Staff agreed to follow up with Karen Bliss and review whether Mid-Charlotte Stormwater may need to participate in a solution or future sediment removal project.
- The Board also discussed a seawall/property issue on Peace River Drive involving a deteriorated seawall, County liens, and possible foreclosure, requesting an update from the County Attorneys office.

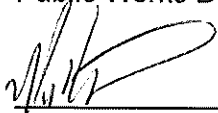
Schedule Meetings / Items for Next Agenda:

Future meetings are tentatively scheduled at 2:00 p.m., at the Punta Gorda Library as follows:

- Wednesday, September 2, 2026
- Wednesday, November 18, 2026

The meeting adjourned at 3:47 p.m.

Submitted by Erica Hayes
Public Works Department



Chair Signature

7-2-26

Date

AGENDA
HARBOUR HEIGHTS WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 13, 2026

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

BOARD MEMBERS: Patrick Bautz, Chair
Michael McCullough, Vice-Chair
Eric Frohn
Tom Mettner
David Stone

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: March 12, 2026
5. Unfinished Business
 - a. Navigational Trimming – DeSoto, Balboa, San Salvador
6. New Business
 - a. Financial Reports
 - b. Community Outreach
 - c. Future Dredge Project
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

Harbour Heights Waterway MSBU

Fund Financial Report
Oct. 1, 2025 - Mar. 31, 2026

	Actual FY2025	Adopted Budget FY2026	YTD Actual FY2026	Encumbered FY2026	Balance FY2026
Beginning Balance	\$495,720	\$544,551	\$581,174		
Revenues					
Assessments & Earnings	136,237	112,001	101,009		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$136,237	\$112,001	\$101,009		
Expenditures					
Contract Services	-	-	802	3,869	(4,671)
Survey	39,275	30,000	-	-	30,000
Navigational Trimming	-	50,000	-	-	50,000
Public Works Services	9,288	15,345	2,374	-	12,971
Internal Charges	483	1,048	1,048	-	-
Purchased Services	1,738	2,318	1,850	-	468
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Total Expenditures	\$50,783	\$98,711	\$6,073	\$3,869	\$88,769
Reserves (Ending Fund Balance)	\$581,174	\$557,841	\$676,110		
<i>Reserve %</i>	92.0%	85.0%	99.1%		

Date Prepared: 4/3/2026

Monthly Funding Report

START
DATE:

10/01/2025

END DATE:

03/31/2026

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Harbour Heights Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	128208	MSBU Administrative Work		10/01/2025	0.18	13.04	0.00	0.00	0.00		13.04
	128208	MSBU Administrative Work		10/02/2025	0.33	24.63	0.00	0.00	0.00		24.63
	128208	MSBU Administrative Work		10/06/2025	0.33	24.63	0.00	0.00	0.00		24.63
	128208	MSBU Administrative Work		10/07/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128208	MSBU Administrative Work		10/09/2025	0.39	29.03	0.00	0.00	0.00		29.03
	128208	MSBU Administrative Work		10/13/2025	0.37	27.10	0.00	0.00	0.00		27.10
	128208	MSBU Administrative Work		10/20/2025	0.25	18.48	0.00	0.00	0.00		18.48
	128208	MSBU Administrative Work		10/21/2025	2.27	167.98	0.00	0.00	0.00		167.98
	128208	MSBU Administrative Work		10/27/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128208	MSBU Administrative Work		10/28/2025	0.35	25.87	0.00	0.00	0.00		25.87
	128208	MSBU Administrative Work		10/29/2025	2.00	147.80	0.00	0.00	0.00		147.80
	128208	MSBU Administrative Work		10/30/2025	0.56	41.57	0.00	0.00	0.00		41.57
	128208	MSBU Administrative Work		11/03/2025	0.59	43.47	0.00	0.00	0.00		43.47
	128208	MSBU Administrative Work		11/04/2025	0.34	25.00	0.00	0.00	0.00		25.00
	128208	MSBU Administrative Work		11/10/2025	0.47	34.78	0.00	0.00	0.00		34.78
	128208	MSBU Administrative Work		11/12/2025	0.31	22.93	0.00	0.00	0.00		22.93
	128208	MSBU Administrative Work		11/13/2025	0.24	17.84	0.00	0.00	0.00		17.84
	128208	MSBU Administrative Work		11/17/2025	0.94	69.28	0.00	0.00	0.00		69.28
	128208	MSBU Administrative Work		11/18/2025	1.25	92.38	0.00	0.00	0.00		92.38
	128208	MSBU Administrative Work		11/24/2025	0.52	38.58	0.00	0.00	0.00		38.58
	128208	MSBU Administrative Work		11/25/2025	0.58	43.11	0.00	0.00	0.00		43.11
	128208	MSBU Administrative Work		12/02/2025	0.28	20.65	0.00	0.00	0.00		20.65
	128208	MSBU Administrative Work		12/03/2025	0.50	36.95	0.00	0.00	0.00		36.95

4/9/2026 10:30:02 AM

Monthly Funding Report**START
DATE:**

10/01/2025

END DATE:

03/31/2026

Page 2 of 5**Harbour Heights Waterway Unit**

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	128208	MSBU Administrative Work		12/04/2025	1.50	110.85	0.00	0.00	0.00		110.85
	128208	MSBU Administrative Work		12/09/2025	0.25	18.48	0.00	0.00	0.00		18.48
	128208	MSBU Administrative Work		12/11/2025	0.57	42.38	0.00	0.00	0.00		42.38
	128208	MSBU Administrative Work		12/16/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128208	MSBU Administrative Work		12/17/2025	0.24	17.39	0.00	0.00	0.00		17.39
	128208	MSBU Administrative Work		01/05/2026	0.33	24.43	0.00	0.00	0.00		24.43
	128208	MSBU Administrative Work		01/06/2026	0.35	25.66	0.00	0.00	0.00		25.66
	128208	MSBU Administrative Work		01/08/2026	0.33	24.43	0.00	0.00	0.00		24.43
	128208	MSBU Administrative Work		01/13/2026	0.63	45.81	0.00	0.00	0.00		45.81
	128208	MSBU Administrative Work		01/14/2026	0.30	21.99	0.00	0.00	0.00		21.99
	128208	MSBU Administrative Work		01/15/2026	0.27	19.55	0.00	0.00	0.00		19.55
	128208	MSBU Administrative Work		01/20/2026	0.63	45.81	0.00	0.00	0.00		45.81
	128208	MSBU Administrative Work		01/22/2026	0.44	32.07	0.00	0.00	0.00		32.07
	128208	MSBU Administrative Work		01/26/2026	0.39	28.71	0.00	0.00	0.00		28.71
	128208	MSBU Administrative Work		01/27/2026	0.23	17.10	0.00	0.00	0.00		17.10
	128208	MSBU Administrative Work		01/28/2026	0.19	13.74	0.00	0.00	0.00		13.74
	128208	MSBU Administrative Work		02/02/2026	0.33	24.43	0.00	0.00	0.00		24.43
	128208	MSBU Administrative Work		02/03/2026	0.32	23.21	0.00	0.00	0.00		23.21
	128208	MSBU Administrative Work		02/05/2026	0.59	43.12	0.00	0.00	0.00		43.12
	128208	MSBU Administrative Work		02/09/2026	0.60	44.20	0.00	0.00	0.00		44.20
	128208	MSBU Administrative Work		02/10/2026	0.62	45.27	0.00	0.00	0.00		45.27
	128208	MSBU Administrative Work		02/11/2026	0.86	62.83	0.00	0.00	0.00		62.83
	128208	MSBU Administrative Work		02/12/2026	0.53	38.81	0.00	0.00	0.00		38.81

Monthly Funding Report

START
DATE:

10/01/2025

END DATE:

03/31/2026

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Harbour Heights Waterway Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	128208	MSBU Administrative Work		02/17/2026	0.60	44.20	0.00	0.00	0.00		44.20
	128208	MSBU Administrative Work		02/18/2026	0.62	45.27	0.00	0.00	0.00		45.27
	128208	MSBU Administrative Work		02/23/2026	0.33	23.82	0.00	0.00	0.00		23.82
	128208	MSBU Administrative Work		02/24/2026	0.28	20.77	0.00	0.00	0.00		20.77
	128208	MSBU Administrative Work		03/03/2026	0.60	43.98	0.00	0.00	0.00		43.98
	128208	MSBU Administrative Work		03/04/2026	0.55	40.51	0.00	0.00	0.00		40.51
	128208	MSBU Administrative Work		03/05/2026	2.00	146.60	0.00	0.00	0.00		146.60
	128208	MSBU Administrative Work		03/09/2026	0.64	46.96	0.00	0.00	0.00		46.96
	128208	MSBU Administrative Work		03/10/2026	0.63	45.81	0.00	0.00	0.00		45.81
	128208	MSBU Administrative Work		03/11/2026	0.31	22.91	0.00	0.00	0.00		22.91
	128208	MSBU Administrative Work		03/16/2026	0.44	32.07	0.00	0.00	0.00		32.07
	128208	MSBU Administrative Work		03/17/2026	0.66	48.10	0.00	0.00	0.00		48.10
	128208	MSBU Administrative Work		03/30/2026	0.63	45.81	0.00	0.00	0.00		45.81
	128208	MSBU Administrative Work		03/31/2026	0.44	32.07	0.00	0.00	0.00		32.07
		Administrative Time Total			33.46	2,462.92	0.00	0.00	0.00		2,462.94
	128208	MSBU Administrative Work		11/17/2025	2.25	166.28	0.00	0.00	0.00		166.28
	128208	MSBU Administrative Work		12/08/2025	2.50	184.75	0.00	0.00	0.00		184.75
		MSBU Minutes Total			4.75	351.03	0.00	0.00	0.00		351.03
	128208	MSBU Administrative Work		10/29/2025	3.00	221.70	0.00	0.00	0.00		221.70
	128208	MSBU Administrative Work		12/04/2025	3.50	258.65	0.00	0.00	0.00		258.65
	128208	MSBU Administrative Work		03/12/2026	3.00	219.90	0.00	0.00	0.00		219.90
		MSBU Meeting Total			9.50	700.25	0.00	0.00	0.00		700.25

Monthly Funding Report

START DATE: 10/01/2025 END DATE: 03/31/2026

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Work Order 128208 Total					47.71	3,514.19	0.00	0.00	0.00	0.00	3,514.22
MSBU Administrative Work Total					47.71	3,514.19	0.00	0.00	0.00	0.00	3,514.22
Harbour Heights Waterway Unit Total					47.71	3,514.19	0.00	0.00	0.00		3,514.22

Monthly Funding Report

START DATE: 10/01/2025 END DATE: 03/31/2026

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					47.71	3,514.19	0.00	0.00	0.00		3,514.22

Harbour Heights Waterway MSBU

10 Year Projection

as of 3.20.26



evaluate rate

BEGINNING BALANCE

OPERATING REVENUES

Assessments & Earnings

External Borrowing

Total Revenue

OPERATING EXPENDITURES

Dredging

Other Operating Expenditures

Principal Payments

Interest Payments

Total Expenditures

RESERVE (ENDING FUND BALANCE)

Reserve %

Actual FY2025	Projected FY2026	Proposed FY2027	Projected FY2028	Projected FY2029	Projected FY2030	Projected FY2031
\$495,720	\$581,174	\$594,464	\$607,738	\$593,298	\$456,098	\$315,102
136,237	112,001	112,034	288,037	287,986	287,506	287,012
-	-	-	1,249,000	-	-	-
\$136,237	\$112,001	\$112,034	\$1,537,037	\$287,986	\$287,506	\$287,012
-	-	-	1,417,840	-	-	-
50,783	98,711	98,760	102,422	104,055	119,233	107,569
-	-	-	-	270,000	270,000	270,000
-	-	-	31,215	51,131	39,269	26,812
\$50,783	\$98,711	\$98,760	\$1,551,477	\$425,186	\$428,502	\$404,381
\$581,174	\$594,464	\$607,738	\$593,298	\$456,098	\$315,102	\$197,733
92.0%	85.8%	86.0%	27.7%	51.8%	42.4%	32.8%

Notes:

- Projection includes FY28 estimated rate of \$764 based on the approved scenario by the BCC at the 8/29/25 Board Workshop.
- Rate to be evaluated in FY28 for dredge
- Dredging contains all project related costs including: Engineering/Design, Construction, and Project Management Costs
- Other Operating Expenditures includes but is not limited to: Navigational Trimming, Survey, Central/Indirect Services, Legal advertising, Tax Collector fees, Sign Materials, Public Works Services (Equipment, Labor, and Materials)
- Navigational Trimming and Survey occurring each year

Harbour Heights Waterway MSBU

10 Year Projection

as of 3.20.26

as of 3.20.26

			evaluate rate			
	Projected FY2032	Projected FY2033	Projected FY2034	Projected FY2035	Projected FY2036	Projected FY2037
BEGINNING BALANCE	\$197,733	\$91,142	\$90,060	\$262,757	\$433,870	\$603,285
OPERATING REVENUES						
Assessments & Earnings	286,602	286,228	286,225	286,829	287,428	288,021
External Borrowing	-	-	-	-	-	-
Total Revenue	\$286,602	\$286,228	\$286,225	\$286,829	\$287,428	\$288,021
OPERATING EXPENDITURES						
Dredging	-	-	-	-	-	-
Other Operating Expenditures	109,459	111,444	113,528	115,716	118,013	120,426
Principal Payments	270,000	169,000	-	-	-	-
Interest Payments	13,733	6,866	-	-	-	-
Total Expenditures	\$393,192	\$287,310	\$113,528	\$115,716	\$118,013	\$120,426
RESERVE (ENDING FUND BALANCE)	\$91,142	\$90,060	\$262,757	\$433,870	\$603,285	\$770,880
Reserve %	18.8%	23.9%	69.8%	78.9%	83.6%	86.5%

Notes:

- Projection includes FY28 estimated rate of \$764 based on the approved scenario by the BCC at the 8/29/25 Board Workshop.
- Rate to be evaluated in FY28 for dredge
- Dredging contains all project related costs including: Engineering/Design, Construction, and Project Management Costs
- Other Operating Expenditures includes but is not limited to: Navigational Trimming, Survey, Central/Indirect Services, Legal advertising, Tax Collector fees, Sign Materials, Public Works Services (Equipment, Labor, and Materials)
- Navigational Trimming and Survey occurring each year

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