

**MINUTES
ROTONDA WEST STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 22, 2024**

**9:30 a.m. – 11:09 a.m.
Mac V. Horton, West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Carol Delucca, Chair
Laura Ingrassia, Vice Chair
Samuel Besase
Denise Burns
Nicholas Kotzalas

Members Absent: None

County Staff: Karlene McDonald, Operations Supervisor
Jeff Litherland, Project Engineer

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:30 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 Only (3 Minute Limit):

- Ms. Harvey is on the Board of Directors; she commented on the status of the Rotonda Boulevard South bridge closure and the recent article in the Sun Newsletter regarding the Hurricane Ian repairs to the Sports Complex covered by insurance and Federal Emergency Management Agency (FEMA) and the reconstruction of the Sanibel Island bridge within weeks post hurricane landfall. She expressed concern with another natural disaster prohibiting the passage of the remaining point of egress for this community. She noted previous correspondences with Public Works staff, estimating potential construction by July of 2025, Mr. Truex's lack of a response to her inquiries or publicly speaking on the progress of the bridge status. Ms. Harvey requested action but hopes the cost doesn't fall to the local taxpayers.
- Mr. VanOrden has heard rumors about the bridge maintenance, inquired as to why Mr. Litherland was present at this meeting, and hopes to get clarification on the supposed material shortage that is holding up the repairs to the Rotonda Boulevard South bridge.
- Mr. Froggatt addressed the priorities of the bridges being repaired and doesn't believe safety was taken into consideration. He commented on his belief that there is a lack of coordination between Charlotte County Utilities and Public Works with the construction on Cape Haze Drive. Noted the County needs to do a better job planning bridge work.
- Mr. Strait cannot understand why the Rotonda Boulevard South bridge is not a priority.
- Ms. Hopkins noted the MSBU assessment was raised three years ago for the bridge maintenance program and claims nothing has been done before Hurricane Ian, she inquired

as to why we waited for a natural disaster to start the program and expressed concerned with another assessment rate increase to repair the bridges.

- Mr. Horner commented on the safety issue regarding a potential wildfire with all the downed pines left in the greenbelts from Hurricane Ian, preventing residents from egressing from the Pine Valley area.
- Ms. McDowell commented on the safety issue regarding wildfires and Rotonda Circle and White Marsh to Rotonda Boulevard South Stated Mr. Truex advised this was an inconvenience and not a safety issue and his concerns if the County opted not to work with FEMA to repair the bridge.
- Ms. Patterson expressed concern with paving before the Rotonda Boulevard South bridge is repaired.

Approval of Minutes:

The December 7, 2023, minutes were unanimously approved as written.

Unfinished Business:

- a. Bridge Maintenance Program Update: Mr. Litherland commented on the timeline for the Rotonda Boulevard South bridge since Hurricane Ian and the next steps moving forward, reaffirmed this bridge is a priority for the County and this will be discussed at the upcoming Board of County Commissioners meeting on February 27, 2024. Ms. McDonald confirmed the Sanibel Island bridge was extenuating circumstances as the sole ingress/ egress for the island provided exemption for the permitting process, and that the situation between all hurricane related projects is not the same, including the Sports Complex. The letter to FEMA regarding potential restoration options was reviewed (see attached) and conversation followed regarding the direction received to obtain FEMA pre-approval prior to any design and construction of the Rotonda Boulevard South bridge. Mr. Litherland confirmed paving would most likely involve intermittent lane closures to allow ingress and egress. Updates related to the additional sixteen (16) bridges in Rotonda West were provided, Mr. Litherland confirmed that the bridge maintenance program had started prior to Hurricane Ian, however, construction has been delayed (detailed information available in the attached document).

New Business:

- a. Request for Bicycle Signage on Boundary Boulevard and/ or Rotonda Circle: A citizen request was received by staff to install advisory signs for motorists regarding cyclists on the roads, specifically Boundary Boulevard and Rotonda Circle. Each sign would cost approximately \$145. The estimate to install signs on both streets is \$1,160, plus annual maintenance. The Advisory Board debated the concerns with signage overload and encouraging cyclists to take up the entire lane of traffic creating a potential safety issue, even if it's a statutory right. Ms. Burns motioned not to move forward with installing signs, seconded by Mr. Kotzalas and the motion was adopted 5:0.
- b. Financial Reports: The Fiscal Year (FY) 2023 annual report, FY 2024 first quarter actual expenditure report and October and November maintenance activity reports were reviewed. Conversation followed regarding greenbelt maintenance; Mr. Besase claimed that a promise was made that all greenbelts would be wholesale regraded in a few years' time. Ms. McDonald confirmed that was not the intent of the Memorandum of Understanding (MOU) and is noted in exhibit C; staff met to review the areas in January and the goal is to potentially complete a section before rainy season to determine cost of a program that would be folded in over a period of time due to the amount of time, equipment and resources required.

Citizen Input on MSBU Items (3 Minute Limit):

- Mr. Froggatt commented on the MSBU assessment rate increase in 2020 for paving, stated nothing has been done yet. Stated Public Works keeps pushing off swale maintenance and again poor planning on paving before bridge rehabilitation is completed.
- Mr. Horner commented on the challenges with the room, noted he struggled to hear Mr. Litherland’s updates and inquired about the room layout and the possibility of a PA system.
- Ms. McDowell commented on the bicycle racks not being in the correct location for school bus stops and if the county could relocate them as children are chaining their bikes to benches.
- Ms. Patterson commented on potholes on Rotonda Boulevard, noting staff fixed one of the three in a row and had to return after several calls to repair the others; one has re-opened.
- Ms. Ward-Snyder commented on the Oakland Hills drainage investigation determining the area is a bubble-up system. She expressed concern with standing water in the dry season and where the bubble-up systems are in all of Rotonda West.

Advisory Board Open Discussion:

The Advisory Board discussed the challenges of bike racks as school bus stops can change annually. They inquired about the possibility of the county removing them. Inquiry regarding street light repairs were raised. Ms. McDonald confirmed the Advisory Board’s recommendation and Commissioner approval to raise the MSBU assessment rate ahead of paving to build reserves, conversation followed regarding the annual paving programs.

Election of Officers:

Chair: Ms. Ingrassia nominated Ms. Delucca, seconded by Mr. Kotzalas; there were no other nominations.

Vice Chair: Mr. Kotzalas nominated Ingrassia, seconded by Ms. Burns; there were no other nominations.

Both nominations were unanimously approved and accepted.

Annual Review: Sunshine Law, Robert’s Rules of Order, Public Records:

The Advisory Board viewed the Sunshine Law and Robert’s Rules of Order presentations by County Attorney Janette Knowlton. Ms. McDonald provided an overview of the statutory record retention policy and the Records Management Division contact information.

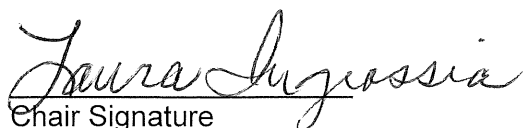
Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 9:30 a.m. in the Mac V. Horton, West County Annex, Room 120, as follows:

- Thursday, June 20, 2024
- Thursday, September 26, 2024
- Thursday, December 19, 2024

The meeting adjourned at 11:09 a.m.

Submitted by Karlene McDonald
Public Works Department


Chair Signature

6-20-2024
Date



Rotonda West Street & Drainage
 Municipal Service Benefit Unit

 Advisory Board Meeting Attendance

 Thursday, February 22, 2024

 9:30 a.m., West County Annex
 6868 San Casa Drive, Englewood, Florida

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

NAME (please print)	Email Address	Phone Number
Leo Van Orden	LEOVANORDEN2020@gmail.com	973 558 0667
Nancy Ward-Snyder	nws1944@gmail.com	802-999-9804
Olivera Ingrassia		570-809-0257
Nick Kotzalas	Nickolas1777@Verizon.net	
SAM BESASE		
DEENIE BURNS	BALINESIANA@aol.com	
Carol DeLocca	catsaphone@comcast.net	
Karen W. Harvey	Kj2team@yahoo.com	301 910 7038
Jack HORNER	jhorner08@gmail.com	
STEPHEN FROGGATT	SPARKYTHEFROG@HOTMAIL.COM	847-571-3764
JoAnn Hopkins	hopkins.joann@gmail.com	941 661 1976
Barry & Mary Patterson	pattersonbarry2@gmail.com	
Ernie & Maureen McDowell	MAURENE McDOWELL@yahoo.com	
Jerry Strat	SKOAL325@yahoo.com	

AGENDA

ROTONDA WEST STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING THURSDAY, FEBRUARY 22, 2024

9:30 a.m., Mac V. Horton, West County Annex
6868 San Casa Drive, Englewood, FL

BOARD MEMBERS: Carol Delucca, Chair
Laura Ingrassia, Vice Chair
Samuel Besase
Denise Burns
Nicholas Kotzalas

COUNTY STAFF: Karlene McDonald, Operations Supervisor

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 7, 2023
5. Unfinished Business
 - a. Bridge Maintenance Program
6. New Business
 - a. Request for Bicycle Signage on Boundary Boulevard and/ or Rotonda Circle
 - b. Financial Reports
7. Citizen Input on MSBU Items (3 Minute Limit)
8. Advisory Board Open Discussion
9. Election of Officers
10. Annual Review: Sunshine Law, Robert's Rules of Order and Public Records
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Rotonda West Street and Drainage MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Actual FY2023
Beginning Balance	\$ 3,799,598	\$ 4,355,950	\$ 4,553,671	\$ 6,240,743	\$ 8,576,237	\$ 9,155,055
Beginning Balance - Street and Drainage	\$ 2,364,396	\$ 4,355,950	\$ 4,553,605	\$ 6,240,743	\$ 8,576,237	\$ 9,155,055
Revenues - Street and Drainage						
Assessments & Earnings						
Assessments	604,730	561,476	2,113,409	3,825,862	3,957,946	3,820,624
Interest	60,840	65,807	33,682	74,036	30,432	426,935
Net Inc/(Decr) Fair Market Value-Investments	39,982	38,166	(33,858)	(173,231)	-	83,398
Misc Rev	-	4,334	-	177	-	-
Excess Fees /Tax Collector	3,708	3,708	12,731	21,051	-	20,708
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(199,419)	-
Grant & Subsidy Revenue	-	-	-	-	-	-
State Grant	-	-	-	-	-	-
Loans & Borrowing	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Revenue - Street and Drainage	\$ 709,260	\$ 673,491	\$ 2,125,964	\$ 3,747,894	\$ 3,788,959	\$ 4,351,666
Expenditures - Street and Drainage						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	-	385	2,010	1,074	-	1,144
Concrete Flatwork	-	-	-	-	5,000	-
Street Sweeping	7,854	7,854	7,939	5,401	7,625	-
Installed Sod	3,460	6,921	5,630	19,546	166,000	-
Landscaping	-	-	-	-	-	-
Paving	-	-	-	-	-	-
Contract Services; other						
Pipe Lining	22,919	183,424	-	3,040	350,000	442,653
Right of Way Maint	12,360	28,435	27,412	24,820	31,772	22,790
ROW Reclamation	-	-	-	-	-	-
Specialty Mowing	94,435	90,851	106,674	118,527	102,376	116,203
Public Works Services						
Equip Repl Charges-PubWrks	7,367	14,024	28,699	54,696	88,714	29,116
Operating Exp-PubWrks	119,008	108,160	202,480	348,315	473,320	163,783
Lighting Materials	4	107	133	62	-	34
Road & Bridge Materials	2,540	14,657	8,243	23,598	99,234	12,621
Sign Materials	11,591	1,310	5,853	3,242	5,682	487
Internal Charges						
Central/Indirect Svcs	7,834	6,340	6,657	7,172	7,531	7,531
Purchased Services						
Personal Svcs-InterDept	-	-	-	-	-	-
Postage	-	-	4,664	-	-	-
Utility Service-Traffic Signals/Lights	4,444	4,455	4,574	6,293	5,000	8,315
Advertising-Legal	264	-	343	-	150	-
Fees-Landfill	503	1,624	584	1,171	2,000	25
Collection Fee-Tax Collector	11,860	7,223	27,031	48,378	79,159	46,106
Materials and Supplies						
Capital Outlay						
Imprv-Other Than Bldgs	150,434	-	-	-	-	-
Debt Services						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Other Debt Service Costs	-	-	-	-	-	-
Project Costs						
Rotonda West Bridge Rehab						
Engineering	-	-	-	139,337	1,469,000	328,680
Construction	-	-	-	-	5,069,000	-
Labor (not reported separate prior to FY23)	-	-	-	28,910	103,707	31,843
Total Expenditures - Street and Drainage	456,877	475,770	438,826	833,582	8,065,270	1,211,331
Ending Balance - Street and Drainage	2,616,779	4,553,671	6,240,743	9,155,055	4,299,926	12,295,390
Beginning Balance - Beautification	1,435,203	-	-	-	-	-
Revenues - Beautification						
Assessments & Earnings						
Assessments	259,170	-	-	-	-	-
Interest	26,074	-	-	-	-	-
Net Inc/(Decr) Fair Market Value-Investments	17,135	-	-	-	-	-
Excess Fees /Tax Collector	1,589	-	-	-	-	-
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	-	-
Total Revenue - Beautification	303,968	-	-	-	-	-
Expenditures - Beautification						
Contract Services						
Other Contractual Svcs	-	-	-	-	-	-
Total Expenditures - Beautification	-	-	-	-	-	-
Ending Balance - Beautification	1,739,171	-	-	-	-	-
Reserves (Ending Fund Balance)	\$ 4,355,950	\$ 4,553,671	\$ 6,240,743	\$ 9,155,055	\$ 4,299,926	\$ 12,295,390
Reserve %	96.6%	90.5%	93.4%	91.7%	34.8%	91.0%

Beautification Org. was closed/ended in FY2019

Rotonda West Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$9,155,055	\$11,448,818	\$12,295,390		
Revenues					
Assessments & Earnings	4,351,666	3,790,181	2,734,032		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$4,351,666	\$3,790,181	\$2,734,032		
Expenditures					
Contract Services	1,144	17,854	-	3,622	14,232
Pipe Lining	442,653	350,000	-	339,138	10,862
ROW Maintenance	22,790	29,021	5,756	27,804	(4,539)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	116,203	122,083	8,556	43,791	69,736
Public Works Services	206,042	1,218,654	6,506	-	1,212,148
Internal Charges	7,531	12,671	12,671	-	-
Purchased Services	54,446	88,492	55,645	-	32,847
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Project Costs					
Rotonda West Bridge Rehab	360,523	9,200,190	69,186	996,971	8,134,033
Total Expenditures	\$1,211,331	\$11,038,965	\$158,320	\$1,411,326	\$9,469,319
Reserves (Ending Fund Balance)	\$12,295,390	\$4,200,034	\$14,871,103		
<i>Reserve %</i>	91.0%	27.6%	98.9%		

Date Prepared: 1/23/2024

Rotonda MSBU Status of Bridge Projects

Bridge #014113 Rotonda Blvd. over Rotonda River – The county hired KCI engineering firm to design either the repairs or reconstruction of the bridge. A feasibility study was submitted October 7, 2023 and passed on to FEMA for their review and comment. FEMA responded December 12, 2023 with a Teams meeting where they made a suggestion for an alternate repair option (retaining wall) and on December 19, 2023 a subsequent repair option of gabion baskets. The County and KCI gathered necessary info and responded to FEMA January 29, 2024 and had another Teams meeting February 15, 2024. FEMA responded February 20, 2024 with action items for themselves and for the County team.

The best estimate at this time for the completion of the construction of the bridge is late 2025.

RLI#1 – Rotonda Bridge #014111 – The County has received 100% construction plans and shelved the plans until bridge #014113 is close to completion at which time we can put this bridge out to bid for construction.

RLI#2 – Rotonda Bridges #014061 and #014062 – Thomas Marine Construction was the lowest bidder (\$836,629.51). Construction started at bridge 014061 on February 20, 2024 and is due to be completed March 19, 2024. The contractor will then construct bridge 014062 repairs and will complete May 5, 2024.

RLI#3 – Rotonda Bridges #014098 and #014099 – Villa Fuerte Construction was the lowest bidder (\$709,281.30). Construction started on February 20, 2024, at bridge 014098 and both bridges are due to be completed on May 5, 2024.

RLI#4 – Rotonda Bridges #014101, #014107, and #014104 – 100% plans have been reviewed and we expect signed and sealed construction plans on March 1, 2024.

RLI#5 – Rotonda Bridges #014100, #014063, and #014060 – The county has reviewed 60% construction plans, we expect 100% construction plans for review on March 1, 2024.

RLI#6 – Rotonda Bridges #014105 and #014106 – Weiler Engineering has been selected and will start design once their contract has been finalized.

RLI#7 – Rotonda Bridges #014110, #014112 and #014123 – This project will go to Purchasing for processing of the Design RLI submittals once design work on 014113 resumes.



PROPOSAL # 22-0174-50

Hinterland Group Inc.
 2051 West Blue Heron Blvd
 Riviera Beach, FL 33404
Info@HinterlandGroup.com

2/19/2024

Charlotte County BOCC
 Attn: Randy Vowell
 18500 Murdock Circle
 Port Charlotte, FL 33948
Randy.Vowell@charlottecountyfl.gov

Job Name: 212 Marker Road

Item	Description	Qty	Unit	Unit Price	Extended Price
1a.	TV Survery: Pre and Post Construction Survey	397	LF	\$ 15.00	\$5,955.00
2	Warranty	397	LF	\$ 20.00	\$7,940.00
5b.	Heavy Cleaning, 30"-42"	397	LF	\$ 15.00	\$5,955.00
18	36" Cured in Place Pipe - 12mm	397	LF	\$ 167.00	\$66,299.00
50	Disposal of Materials	154	CY	\$ 235.00	\$36,190.00
51	Mobilization	1	EA	\$ 9,600.00	\$9,600.00

Grand Total: \$131,939.00

Exclusions from Scope:

1. Permitting and Bonding
2. Any major MOT required (road closures, lane closures, detours, etc.)
3. Sizes shown on plans are assumed to be correct
4. This quote does not provide any bypass or manhole lining
5. Hinterland will not be held liable for line collapse during clean and tv due to the unknown condition of existing pipe.
6. Any other work not specifically listed in inclusions above
7. Hinterland is not responsible for pipe collapse during calcium deposit removal due to unknown conditions located in host pipe

NOTE: Due to the fragile condition of the existing pipe(s), the possibility of the pipe collapsing exists during the construction phase. If this unlikely event occurs, we will provide you with an additional estimate for a necessary point repair to complete the lining process. Due to the poor condition of the original host pipe, residual settling may appear at the surface grade post lining. This condition is not covered under warranty. Unforeseen conditions can affect the amount of time to complete the work, therefore increasing or decreasing estimate.

ALL PO's/Contractual Issuances are to be emailed to: info@hinterlandgroup.com

Prepared By:

Jake Crowe
jcrowe@hinterlandgroup.com
 Office: (561) 640-3503
 Mobile: (803)309-7487

CGC1520354 • CUC1224634 • CBC1255077 • EC13003615



PROPOSAL # 22-0174-51

Hinterland Group Inc.
 2051 West Blue Heron Blvd
 Riviera Beach, FL 33404
Info@HinterlandGroup.com

2/19/2024

Charlotte County BOCC
 Attn: Randy Vowell
 18500 Murdock Circle
 Port Charlotte, FL 33948
Randy.Vowell@charlottecountyfl.gov

Job Name: 162 Marker Road

Item	Description	Qty	Unit	Unit Price	Extended Price
1a.	TV Survery: Pre and Post Construction Survey	383	LF	\$ 15.00	\$5,745.00
2	Warranty	383	LF	\$ 20.00	\$7,660.00
5a.	Heavy Cleaning, 16"-29"	383	LF	\$ 10.00	\$3,830.00
12	24" Cured In Place Pipe - 10.5mm	383	LF	\$ 115.00	\$44,045.00
50	Disposal of Materials	93	CY	\$ 235.00	\$21,855.00
51	Mobilization	1	EA	\$ 9,600.00	\$9,600.00
Point Repair to Remove Plastic Pipe					
	2 man survey crew	12	HR	\$ 225.00	\$2,700.00
	Track/Wheeled Excavator w/ Operator	12	HR	\$ 155.00	\$1,860.00
	Dirt	10	EA	\$ 75.00	\$750.00
	Floritam Sod	200	EA	\$ 9.00	\$1,800.00

Grand Total: \$99,845.00

Exclusions from Scope:

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Jake Crowe
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 Office: (561) 640-3503
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CGC1520354 • CUC1224634 • CBC1255077 • EC13003615