

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 15, 2024**

1:33 p.m. – 2:53 p.m.

**Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Joseph Finn, Vice Chair
Rhonda Hawes
Paul McGinley
David Teitel

Members Absent: None

County Staff: Karlene McDonald, Operations Supervisor

Guests: None

Call to Order / Roll Call:

The meeting was called to order at 1:33 p.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

The minutes from November 16, 2023, were unanimously approved as submitted.

Unfinished Business:

- a. Community Sign: Ms. Hawes confirmed the signs have been installed; Ms. McDonald noted electric, and lighting is still pending. Discussion followed regarding landscaping and maintenance.
- b. Maintenance of Streets & Drainage: Conversation ensued regarding right-of-way damage from mowers, Mr. McGinley will speak with the contractor. Discussion on street sign restoration following Hurricane Ian, the possibility of additional speed limit signs on Ingraham Boulevard, speeding on Antis Drive and the traffic calming policy being suspended by the Board of County Commissioners followed. Mr. Teitel inquired about the condition of the road crossing pipes on Rotonda Boulevard East.

New Business:

- a. Financial Reports: The Fiscal Year (FY) 2023 annual report, FY2024 first quarter actual expenditure, and October and November maintenance activity reports were reviewed. The Advisory Board discussed costs for pipe lining, Mr. McGinley motioned to increase the \$20,000 budget to \$60,000 in FY2025 for pipe lining, Ms. Hawes seconded and the motion was unanimously approved.

Advisory Board Open Discussion:

The Advisory Board commented on traffic signals for Ingraham Boulevard and Gasparilla Drive and Rotonda Boulevard East and Gasparilla Drive. Conversation followed regarding construction costs and the new Cabana Bay RV Park. A public hearing is anticipated to revise the purpose of the unit to include beautification and landscaping projects.

Election of Officers:

Chair: Mr. Finn nominated himself, seconded by Ms. Hawes; there were no other nominations.

Vice Chair: Ms. Hawes nominated Mr. McGinley, seconded by Mr. Finn; there were no other nominations.

Both nominations were unanimously approved.

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

The Advisory Board watched the presentations by County Attorney, Janette Knowlton. Ms. McDonald reviewed the state record retention policy and the Records Management Department contact information.

Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 1:30 p.m. in the West County Annex Conference Room 120 as follows:

- Thursday, May 23, 2024
- Thursday, August 29, 2024
- Thursday, November 14, 2024

The meeting adjourned at 2:53 p.m.

Submitted by Karlene McDonald
Public Works Department



Chair Signature

5/23/24

Date



Rotonda Lakes Street & Drainage
Municipal Service Benefit Unit

Advisory Board Meeting Attendance

Thursday, February 15, 2024

1:30 p.m., West County Annex
6868 San Casa Drive, Englewood, FL

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

NAME (please print)	Email Address	Phone Number
David Teitel	whoseboat@aol.com	917-376-6701
PAUL MCGINLEY	pmcgb@verizon.net	215-990-9146
Rhonda Hawes	rhonda.hawes@comcast.net	203-530-3746
Joe Fung		

AGENDA
ROTONDA LAKES STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 15, 2024

1:30 p.m., West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Joseph Finn, Vice Chair
Rhonda Hawes
Paul McGinley
David Teitel

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: November 16, 2023
5. Unfinished Business:
 - a. Community Sign
 - b. Maintenance of Streets & Drainage
6. New Business:
 - a. 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, Public Records
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Rotonda Lakes 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	\$1,491,551	\$1,743,234	\$1,824,378		
Revenues					
Assessments & Earnings	449,382	368,560	212,807		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$449,382	\$368,560	\$212,807		
Expenditures					
Contract Services	-	7,500	-	9,938	(2,438)
Pipe Lining	68,334	20,000	-	-	20,000
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	13,137	25,843	3,665	25,275	(3,097)
Public Works Services	29,496	212,158	1,080	-	211,078
Internal Charges	1,085	1,336	1,336	-	-
Purchased Services	4,502	8,638	4,121	-	4,517
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Total Expenditures	\$116,555	\$275,475	\$10,202	\$35,213	\$230,061
Reserves (Ending Fund Balance)	\$1,824,378	\$1,836,319	\$2,026,983		
<i>Reserve %</i>	94.0%	87.0%	99.5%		

Date Prepared: 1/23/2024

Rotonda Lakes 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	Amended Budget FY2023	Actual FY2023
Beginning Balance	\$ 823,631	\$ 683,045	\$ 1,023,012	\$ 1,182,703	\$ 1,440,639	\$ 1,440,639	\$ 1,491,551
Revenues							
Assessments & Earnings							
Assessments	375,073	372,921	372,482	372,599	382,406		373,059
Interest	14,633	13,394	6,197	11,729	5,546		62,109
Net Inc/(Decr) Fair Market Value-Investments	9,110	8,457	(6,304)	(27,945)	-		12,192
Misc Rev-Refund Prior Year Exp	-	-	-	-	-		-
GDC Recovery (Interfund Trf-Capital Projects)	-	-	-	-	-		-
Excess Fees /Tax Collector	2,300	2,419	2,244	2,050	-		2,022
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(19,398)		-
Grant & Subsidy Revenue							
Slate Grant	-	-	-	-	-		-
Loans & Borrowing							
Debt Proceeds	-	-	-	-	-		-
Total Revenue	\$ 401,117	\$ 397,191	\$ 374,619	\$ 358,433	\$ 368,554	\$ 368,554	\$ 449,382
Expenditures							
Contract Services							
Engineering	-	-	-	-	-		-
Other Contractual Svcs	-	-	-	-	-		-
Concrete Flatwork	-	-	-	-	5,000		-
Drainage	-	-	-	-	-		-
Street Sweeping	-	-	-	-	-		-
Installed Sod	1,600	1,445	4,087	-	12,450		-
Paving	-	-	-	-	-		-
Contract Services; other							
Pipe Lining	23,484	32,920	-	16,838	20,000		68,334
Right of Way Maint	-	-	-	-	-		-
ROW Reclamation	-	-	-	-	-		-
Specialty Mowing	-	-	-	-	-	25,090	13,137
Public Works Services							
Equip Repl Charges-PubWrks	1,648	1,133	2,410	1,651	7,440		3,701
Operating Exp-PubWrks	18,226	11,053	21,838	23,588	56,163		23,682
Road & Bridge Materials	401	-	-	-	2,114		1,791
Sign Materials	384	309	581	1,743	4,470		322
Internal Charges							
Central/Indirect Svcs	3,286	5,413	5,684	1,033	1,085		1,085
Purchased Services							
Postage-MSBU Notices	-	-	-	-	-		-
Personal Svcs-InterDept	-	-	-	-	-		-
Postage	-	-	-	-	-		-
Utility Service-Electricity	-	-	-	-	-		-
Advertising-Legal	-	136	-	-	-		-
Fees-Landfill	-	18	60	21	500		-
Collection Fee-Tax Collector	5,149	4,797	4,764	4,711	7,649		4,502
Materials and Supplies							
Capital Outlay							
Imprv-Other Than Bldgs	-	-	-	-	-		-
Debt Services							
Principal	175,000	-	175,000	-	-		-
Interest	2,335	-	504	-	-		-
Other Debt Service Costs	-	-	-	-	-		-
Project Costs							
Rotonda Lakes Paving Program							
Paving	-	-	-	-	-		-
Rejuvenation	310,190	-	-	-	-		-
Labor (not reported separate prior to FY23)	-	-	-	-	-		-
Total Expenditures	541,703	57,224	214,928	49,586	116,871	141,961	116,555
Reserves (Ending Fund Balance)	\$ 683,045	\$ 1,023,012	\$ 1,182,703	\$ 1,491,551	\$ 1,692,322	\$ 1,667,232	\$ 1,824,378
Reserve %	55.8%	94.7%	84.6%	96.8%	93.5%	92.2%	94.0%

Date Prepared: 1/2/2024