

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, May 23, 2024**

**1:29 p.m. – 2:37 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: Lorraine Money Penny, Community Liaison

Guests: See attached sign-in sheet

Call to Order / Roll Call:

The meeting was called to order at 1:29 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 February 15, 2024 were unanimously approved as submitted.

Unfinished Business:

- a. Community Sign: A truck ran into the new community sign on April 4. When staff obtains the accident report (by June 4), the County will pursue the insurance company of the driver. When the cost is recovered, an identical sign will be ordered and installed.
- b. Maintenance of Streets & Drainage: Mr. Finn expressed pessimism that the MSBU is prepared to pay for the paving project scheduled for 2030. In the meantime, he suggested taking a proactive and comprehensive approach to drainage issues, perhaps hiring a private contractor to survey all the pipes in the unit. As a first step, because MSBU dollars already pay to address visible problems, the board settled on creating a list of drainage pain points – places where water stands for more than 72 hours after a rain event, and drain pipes that are more than 50% occluded. To avoid violating Sunshine Law, board members will work separately with their neighbors to compile lists, then present them at the August meeting. Ms. Money Penny reminded members that any resident in the MSBU may call in a drainage service request; work orders are completed in priority order. It might be appropriate to invite a county drainage expert to the December meeting.

New Business:

- a. Financial Reports: The board reviewed the FY2024 second quarter actual expenditure report, as well as maintenance activity reports for December, January, and February. There were no questions.

Citizen Input on MSBU Items (3 Minute Limit):

- Dubious that her issue fell under the MSBU’s prospective purpose of beautification, Ms. Forth sought advice on the numerous overgrown unimproved lots in Rotonda Lakes. Invasive plants and fallen trees in vacant lots are an eyesore, an environmental issue, and a fire hazard. Board members agreed that owners should be made to clear lots of excess vegetation. Emphasizing the limited purview of the MSBU, the Chair suggested Mr. and Mrs. Forth take up the issue with the fire department.
- Mr. Waltman asked whether MSBU assessments will rise in advance of paving in FY30. Mr. Finn said it is the County that recommends rate increases. Ms. Moneypenny said the County is collecting input from the Lemon Bay community on its imminent paving; more information may arise in the upcoming FY25 budget process.

Advisory Board Open Discussion:

Mr. Finn asked for confirmation that an MSBU advisory board member may also serve on an HOA. Ms. Hawes asked when traffic signals will be installed at Ingraham Boulevard and Gasparilla Drive and Rotonda Boulevard East and Gasparilla Drive. The board discussed the upcoming public hearing to approve a revision to the purpose of the MSBU to include beautification and landscaping projects. The Board agreed not to object, in order to move forward with the entry signs. The Chair emphasized the board would remain focused on its core mission, streets and drainage.


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:

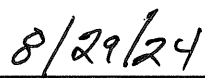
- Thursday, August 29, 2024
- Thursday, November 14, 2024

The meeting adjourned at 2:37 p.m.

Submitted by Lorraine Moneypenny
Public Works Department



Chair Signature



Date



**Rotonda Lakes Street & Drainage
 Municipal Service Benefit Unit**

Advisory Board Meeting Attendance

Thursday, May 23, 2024

**1:30 p.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
PAUL MCGINLEY	PDMCG@VERIZON.NET	215 990 9146
PAT FORTH	pforth@comcast.net	847-370-5490
KEITH FORTH	KEITH keith4th4@gmail.com	847-732-5490
DAN WALTMAN	SCBLACKBEARD@me.com	704-550-1400
Rhonda Hawes	rhonda.hawes@comcast.net	941-735-1772
David Teitel	whoseboat@aol.com	917-376-6701
Joe Finn	jcfinn@fla@gmail.com	205-217-0547

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

ADVISORY BOARD REGULAR MEETING
THURSDAY, MAY 23, 2024

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

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

COUNTY STAFF: Lorraine Money Penny, 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: February 15, 2024
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. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

Rotonda Lakes Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - Mar. 31, 2024

	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	319,972		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$449,382	\$368,560	\$319,972		
Expenditures					
Contract Services	-	7,500	9,938	7,039	(9,476)
Pipe Lining	68,334	20,000	-	-	20,000
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	13,137	25,843	15,605	27,155	(16,917)
Public Works Services	29,496	212,158	4,804	-	207,354
Internal Charges	1,085	1,336	1,336	-	-
Purchased Services	4,502	8,638	5,863	-	2,775
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Total Expenditures	\$116,555	\$275,475	\$37,545	\$34,194	\$203,736
Reserves (Ending Fund Balance)	\$1,824,378	\$1,836,319	\$2,106,804		
<i>Reserve %</i>	94.0%	87.0%	98.2%		

Date Prepared: 4/4/2024

Monthly Funding Report

START DATE: 02/02/2024 END DATE: 05/31/2024

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	32889	Contracted - Landscaping		02/07/2024	0.00	0.00	0.00	0.00	800.00		800.00
	32889	Contracted - Landscaping		03/21/2024	0.00	0.00	0.00	0.00	800.00		800.00
	32889	Contracted - Landscaping		04/16/2024	0.00	0.00	0.00	0.00	800.00		800.00
	32889	Contracted - Landscaping		03/05/2024	0.25	21.60	0.00	0.98	0.00		22.58
		Contract Inspection Total			0.25	21.60	0.00	0.98	0.00		22.58
	Work Order 32889 Total		West County Landscape Maintenance		0.25	21.60	0.00	0.98	2,400.00	2.16	2,422.58
	#24-030 Landscape Maintenance ROW - West County										
		Contracted - Landscaping Total			0.25	21.60	0.00	0.98	2,400.00	2.16	2,422.58
	38010	Contracted Work - Inspection		02/12/2024	0.00	0.11	0.00	0.01	0.00		0.12
	Work Order 38010 Total		EDSEL DR, PORT CHARLOTTE, FL, 33981		0.00	0.11	0.00	0.01	0.00	4.00	0.12
	#22-530 Safety Mowing - West County										
		Contracted Work - Inspection Total			0.00	0.11	0.00	0.01	0.00	4.00	0.12
	49401	GIS Update		05/07/2024	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 49401 Total		285 AUSTRALIAN DR, ROTONDA WEST, FL, 33947		0.25	18.48	0.00	0.00	0.00	2.00	18.48
	52632	GIS Update		05/23/2024	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 52632 Total		109 COCA LN, ROTONDA WEST, FL, 33947		0.25	18.48	0.00	0.00	0.00	1.00	18.48
	53572	GIS Update		05/31/2024	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 53572 Total				0.50	36.95	0.00	0.00	0.00	4.00	36.95

Monthly Funding Report

START DATE:

02/02/2024

END DATE:

05/31/2024

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	51369	Major Outfall Maintenance - Menzi		05/22/2024	1.43	105.57	0.00	82.81	0.00		188.39
	51369	Major Outfall Maintenance - Menzi		05/23/2024	1.43	105.57	0.00	82.81	0.00		188.39
	51369	Major Outfall Maintenance - Menzi		05/28/2024	1.43	105.57	0.00	82.81	0.00		188.39
	51369	Major Outfall Maintenance - Menzi		05/29/2024	0.86	63.34	0.00	49.69	0.00		113.03
	51369	Major Outfall Maintenance - Menzi		05/30/2024	1.43	105.57	0.00	82.81	0.00		188.39
	Work Order 51369 Total		Ingram Blvd		11.57	851.59	0.00	606.77	0.00	0.00	1,458.36
	Major Outfall Maintenance - Menzi Total				11.57	851.59	0.00	606.77	0.00	0.00	1,458.36
	20035	MSBU Administrative Work		02/02/2024	0.25	22.15	0.00	0.00	0.00		22.15
	20035	MSBU Administrative Work		02/08/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20035	MSBU Administrative Work		02/14/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20035	MSBU Administrative Work		02/16/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20035	MSBU Administrative Work		02/20/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20035	MSBU Administrative Work		03/06/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20035	MSBU Administrative Work		03/11/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20035	MSBU Administrative Work		03/14/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20035	MSBU Administrative Work		04/05/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20035	MSBU Administrative Work		04/23/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20035	MSBU Administrative Work		04/25/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20035	MSBU Administrative Work		04/26/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20035	MSBU Administrative Work		04/30/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20035	MSBU Administrative Work		05/02/2024	1.00	73.90	0.00	0.00	0.00		73.90

Monthly Funding Report

START DATE:

02/02/2024

END DATE:

05/31/2024

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
	7071	Project Management		03/07/2024	1.00	86.41	0.00	0.00	0.00		86.41	
	7071	Project Management		03/13/2024	1.00	86.41	0.00	0.00	0.00		86.41	
	7071	Project Management		04/22/2024	1.00	86.41	0.00	0.00	0.00		86.41	
	7071	Project Management		05/23/2024	1.00	86.41	0.00	0.00	0.00		86.41	
		Plan/Spec Review Total			7.00	604.87	0.00	0.00	0.00		604.87	
	7071	Project Management		04/10/2024	1.00	86.41	0.00	3.92	0.00		90.33	
	7071	Project Management		04/24/2024	1.00	86.41	0.00	3.92	0.00		90.33	
		Site Visits Total			2.00	172.82	0.00	7.84	0.00		180.66	
	7071	Project Management		02/05/2024	1.00	86.41	0.00	0.00	0.00		86.41	
	7071	Project Management		05/09/2024	1.00	86.41	0.00	0.00	0.00		86.41	
		Project Meetings Total			2.00	172.82	0.00	0.00	0.00		172.82	
	7071	Project Management		02/12/2024	0.00	0.00	0.00	0.00	9,937.50		9,937.50	
	Work Order 7071 Total					11.00	950.51	0.00	7.84	9,937.50	0.00	10,895.85
Rotonda Lakes Community Aesthetic Feature Sign /w Lighting												
	Project Management Total					11.00	950.51	0.00	7.84	9,937.50	0.00	10,895.85
	48607	Sign Inspection		04/25/2024	5.50	356.29	0.00	74.36	0.00		430.65	
	Work Order 48607 Total		132 INGRAM BLVD, Charlotte, FL, 33947		5.50	356.29	0.00	74.36	0.00	1,493.00	430.65	
		Sign Inspection Total			5.50	356.29	0.00	74.36	0.00	1,493.00	430.65	
	48602	Sign Maintenance		04/25/2024	0.50	32.39	0.00	6.76	0.00		39.15	

Monthly Funding Report

START DATE:

02/02/2024

END DATE:

05/31/2024

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	19031	Survey		05/15/2024	1.25	113.15	0.00	0.00	0.00		113.15
	19031	Survey		05/22/2024	0.25	19.95	0.00	0.00	0.00		19.95
	19031	Survey		05/23/2024	0.25	19.95	0.00	0.00	0.00		19.95
	Work Order 19031 Total		ALBATROSS RD, ROTONDA WEST, 33947		30.25	2,412.23	0.00	0.00	0.00	0.00	2,412.24
	Survey Total				30.25	2,412.23	0.00	0.00	0.00	0.00	2,412.24
	29346	Vacuum Culvert Cleaning		03/05/2024	22.00	1,546.38	0.00	466.64	0.00		2,013.02
	Work Order 29346 Total		161 HADDOCK DR		22.00	1,546.38	0.00	466.64	0.00	9.00	2,013.02
	30879	Vacuum Culvert Cleaning		04/01/2024	16.50	1,147.01	0.00	332.81	0.00		1,479.82
	Work Order 30879 Total		142 CABANA WAY, FL, 33947		16.50	1,147.01	0.00	332.81	0.00	8.00	1,479.82
	34126	Vacuum Culvert Cleaning		05/01/2024	8.00	554.72	0.00	183.52	0.00		738.24
	Work Order 34126 Total		285 AUSTRALIAN DR, ROTONDA WEST, FL, 33947		8.00	554.72	0.00	183.52	0.00	3.00	738.24
	36340	Vacuum Culvert Cleaning		04/01/2024	6.00	416.04	0.00	137.64	0.00		553.68
	Work Order 36340 Total		117 APOLLO DR, ROTONDA WEST, FL, 33947		6.00	416.04	0.00	137.64	0.00	2.00	553.68
	39564	Vacuum Culvert Cleaning		05/01/2024	15.00	1,071.45	0.00	287.04	0.00		1,358.49
	Work Order 39564 Total		135 THELMA DR, ROTONDA WEST, FL, 33947		15.00	1,071.45	0.00	287.04	0.00	5.00	1,358.49

Monthly Funding Report

START
DATE:

02/02/2024

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05/31/2024

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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					162.32	11,993.20	22.29	2,157.28	12,337.50		26,510.32