

MINUTES
ROTONDA SANDS NORTH STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, MARCH 3, 2022

9:30 a.m. – 10:44 a.m.
West County Annex, Room 120
6868 San Casa Dr., Englewood, Florida

Members Present: Michael Courts, Chair
Richard Grunt, Vice-Chair
Kevin Cote
Mark Barrett
Vacant

Members Absent: None

County Staff: Kimberly Kelley, Community Liaison

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 present.

Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

- Cinta Basso provided a map for recommended stop signs within the Rotonda Sands Community. She explained the need as more development has increased, and specific roads that are used to cut thru into and out of Rotonda West from Gasparilla Road.
- Mark Olson supports Ms. Basso recommendations, noting speed studies need to be conducted as well as more speed limit signs.
- Cindy Kussow mentioned heavy truck activity on Brig Circle S possible business being conducted on Brig Circle S. and inquired if a new condo development is going in that specific location.

Approval of Minutes:

Mr. Grunt requested it to be noted on the December 3, 2021, minutes that he recommended the placement of a speed limit sign on Brig Circle W near Master Drive. Mr. Cote motioned to approve the change, seconded by Mr. Barrett and unanimously approved.

Unfinished Business:

- a) Maintenance of Streets and Drainage: Ms. Kelley reviewed the work order system, she noted the double barrel pipes near Harness Road that has been taped off, the Advisory Board pointed out some specific areas of concern regarding drainage issues. Ms. Kelley provided pictures of the crushed drainage pipes in the right of way, noting she contacted the management company. Ms. Kelley explained that code compliance has been out to the area near 9 Brig Circle S.

New Business:

- a) Financial Reports: The FY21 annual and FY22 quarter one Actual Expenditure and Activity Maintenance reports were provided for review.
- b) Traffic Safety: Ms. Kelley explained the traffic calming policy review process. She will provide more information when received from pertinent staff. Mr. Cote noted the neighborhood sheriff and property owner association meetings.
- a) Executive Summary: Ms. Kelley reviewed the Executive Summary that was provided to the Board of County Commissioners. It defines the duties/responsibilities of an Advisory Board Member, the purpose of the unit and the internal/external work programs.

Citizen Input on MSBU Items (3 Minute Limit):

- Ms. Basso inquired on the process of the community request and recommendations.
- Cindy Kussow inquired on signage and where to find information on development.
- Mark Olson explained instances of traffic issues and school bus speeding.

Advisory Board Open Discussion:

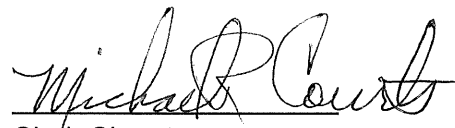
Mr. Barrett inquired if the county could flail mow a section of trees on Brig Circle S. near the S curve. Mr. Cote inquired on a warning sign for the S curve near this same location.

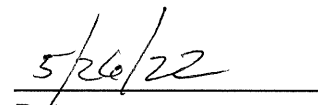
Schedule Meetings / Items for Next Agenda:

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

- Thursday, May 26, 2022
- Thursday, August 25, 2022
- Thursday, December 1, 2022

Submitted by Kimberly Kelley
Public Works Department


Chair Signature


Date

AGENDA

ROTONDA SANDS NORTH STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING THURSDAY, MARCH 3, 2022

9:30 A.M. West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Michael Courts, Chair
Richard Grunt, Vice-Chair
Kevin Cote
Mark Barrett
Vacant

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: December 3, 2021
5. Unfinished Business
 - a. Maintenance of Streets and Drainage
6. New Business
 - a. Financial Reports
 - b. Traffic Safety
 - c. Executive Summary
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 Sands Street and Drainage MSBU

Fund Financial Report

Oct. 1 - Dec. 31, 2021

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	\$209,029	\$254,050	\$320,130	\$320,130
Revenues				
Assessments & Earnings	281,236	255,649	134,947	255,649
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$281,236	\$255,649	\$134,947	\$255,649
Expenditures				
Contract Services	83	13,300	-	13,300
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	41,984	69,710	2,324	69,710
Internal Charges	3,890	3,003	3,003	3,003
Purchased Services	3,504	6,258	2,698	6,258
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	120,673	-	-	-
Project Costs				
Total Expenditures	\$170,134	\$112,271	\$8,025	\$112,271
Reserves (Ending Fund Balance)	\$320,130	\$397,428	\$447,052	\$463,508
<i>Reserve %</i>	65.3%	78.0%	98.2%	80.5%

Date Prepared: 1/13/2022

FINAL - Q4

Formerly Fund 702 (WT)

CHARLOTTE COUNTY PUBLIC WORKS MSBU FINANCIAL HISTORY FY 12 THRU FY 21 FUND 1432

ROTONDA SANDS NORTH ST/DR MAINT UNIT

	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Adopted Budget FY 20-21	FY 20-21 12 Mo. Actual (a)
BEGINNING BALANCE	\$ 1,140,607.20	\$ 205,172.15	\$ 733,992.61	\$ 817,591.15	\$ 649,335.72	\$ 541,997.51	\$ 579,229.14	\$ 598,307.99	\$ 214,144.69	\$ 174,232.01	\$ 209,028.67
REVENUES RECEIVED:											
Assessments & Earnings Assessments	267,248.16	251,938.00	272,941.17	286,012.04	263,488.77	272,390.33	264,746.67	265,576.11	262,379.23	268,103.00	270,972.99
Assessments & Earnings Interest	6,109.36	3,663.09	4,128.10	5,448.81	3,738.02	5,836.00	9,183.19	4,863.16	2,560.04	872.99	1,607.53
Assessments & Earnings Fees-Roadway Scv Reduction			2,080.36		35.84	2,080.27					
Assessments & Earnings Net Inc(Decr) FMV/Invet	4,335.95	(3,790.45)	982.28	1,436.11	1,923.88	(1,295.24)	(4,328.23)	3,024.18	1,719.22	-	(1,690.02)
Assessments & Earnings Excess Fees /Misc.	2,609.49	2,171.24		1,982.94			1,443.17	1,628.35			10,345.59
Loans & Borrowing Interfund Transfer - Road Revolving											
Loans & Borrowing External Borrowing		1,750,000.00					700,000.00				
Assessments & Earnings Less: Reserve - FS 129.01	280,302.96	2,004,001.88	280,132.91	294,879.90	269,186.51	279,011.36	971,044.80	275,091.80	266,658.49	(13,448.80)	281,236.09
TOTAL REVENUES & BALANCES	1,420,910.16	2,209,174.03	1,014,125.52	1,112,471.05	918,522.23	821,008.87	1,550,273.94	873,399.79	480,803.18	429,759.20	490,264.76
EXPENDITURES											
Pipe Lining C/S - Pipe Liner											
Contract Services C/S - Concrete Flatwork											
ROW Reclamation C/S - ROW Reclamation											
Paving Program C/S - Paving	1,115,656.50	1,410,360.85	(23,828.27)			784.00	850.00	420.00	2,385.00	1,501.00	83.20
Contract Services C/S - Sod Installed	1,014.00	1,154.00								5,000.00	
Contract Services C/S - Survey											
Internal Charges Centrall/Indirect Allocati	1,061.00	618.00	10,573.00	10,573.00	2,722.00	2,722.00	5,198.00	3,210.00	3,705.00	3,890.00	3,890.00
Public Works Services Equipment Repl Chgs/F	4,656.56	705.79	719.16	6,633.32	156.24	2,929.71	3,174.34	1,853.34	2,699.17	5,640.56	4,087.65
Public Works Services Maintenance Services	84,171.95	38,376.19	8,147.63	20,038.62	3,407.55	31,728.46	37,487.88	18,218.74	21,788.41	48,463.89	32,953.66
Purchased Services Fees-Landfill		141.48				409.32	60.84	6.62	646.34	250.00	38.01
Purchased Services Tax Collector-Collection	3,635.73	3,563.97	4,028.93	4,382.98	3,867.42	4,026.81	3,899.95	3,645.92	3,353.46	5,362.06	3,465.85
Paving Program R/M - Other				229,347.75				263,845.10			
Purchased Services Advertising-Legal										150.00	
Public Works Services Materials- Road & Bridg	5,398.50	343.02	1,427.10	45.76	408.77	3,694.94	7,423.86	1,418.90	420.42	4,249.09	4,222.68
Public Works Services Sign Materials	143.77	482.11				2,010.58	104.35	942.68	540.64	1,874.53	720.37
Debt Services Other Debt Service Costs									38.50		16.50
Debt Services Principal Pymts		19,436.01	175,000.00	175,000.00	350,000.00	175,000.00	875,000.00	350,000.00	230,000.00	120,000.00	120,000.00
Debt Services Interest Pymts			20,466.82	17,113.90	15,962.74	18,473.91	17,742.78	15,693.80	6,197.57	14,125.26	656.43
Debt Services Interfund Transfer to RR											
Total Expenditures	1,215,738.01	1,475,181.42	196,534.37	463,135.33	376,524.72	241,779.73	951,965.95	659,255.10	271,774.51	210,506.39	170,134.35
ENDING FUND BALANCE	\$ 205,172.15	\$ 733,992.61	\$ 817,591.15	\$ 649,335.72	\$ 541,997.51	\$ 579,229.14	\$ 598,307.99	\$ 214,144.69	\$ 209,028.67	\$ 219,252.81	\$ 320,130.41

Note (a): Twelve Month Actuals per Ledger Summary Report of 09/30/21
Maintenance Mgmt System through 09/30/21

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-ROTSANDM Rotonda Sands North S/Dr Mtc

Project Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accompl.	UOM	Total Cost
1220416	PW-ROTSANDM Rotonda Sands S&D MSDR Annual Work Order	PW-ROTSANDM	Rotonda Sands North S/Dr Mtc										
				10-9886 MSDR	10/01/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
					10/05/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/07/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/08/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/12/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/13/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/15/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
					10/19/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/20/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/21/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
					10/22/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
					10/26/2021	0.25	18.98	0.00	0.00	0.00	0.25	LHR	18.98
					10/27/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
					10/28/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
					10/29/2021	0.50	37.97	0.00	0.00	0.00	0.50	LHR	37.97
					11/18/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					11/19/2021	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
					11/22/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					11/24/2021	1.00	91.39	0.00	0.00	0.00	1.00	LHR	91.39
					11/30/2021	1.50	137.09	0.00	0.00	0.00	1.50	LHR	137.09
				MSDR Total		9.50	783.18	0.00	0.00	0.00	9.50	LHR	783.18
				Total WO Number: 1220416		9.50	783.18	0.00	0.00	0.00	9.50	LHR	783.18
1779408	Asphalt restoration - 8 Heave Ln - ROTSAND	ROAD-10412	ROADWAY-HEAVE LN-ROTSAND	HEAVE LN-ROTSAND									
					10/19/2021	6.00	378.88	0.00	29.40	0.00	0.00	TN	408.28
					10/20/2021	12.00	757.76	88.05	56.40	0.00	1.25	TN	901.21
						18.00	1,136.64	88.05	84.80	0.00	1.25	TN	1,309.49
				Pvmnt Rst Builders Total		18.00	1,136.64	88.05	84.80	0.00	1.25	TN	1,309.49
1779753	PS10575078 Excavate & Vac Con - Road Xing Coxswaine Cir & Mast Dr - ROTSAND	ROAD-10540	ROADWAY-MAST DR-ROTSAND	MAST DR-ROTSAND									
					10/11/2021	1.50	110.00	0.00	5.73	0.00	1.50	LHR	115.73
				Inspection - Field Total		1.50	110.00	0.00	5.73	0.00	1.50	LHR	115.73
				Total WO Number: 1779753		1.50	110.00	0.00	5.73	0.00	1.50	LHR	115.73
1783209	Check Drainage - 44 Harness Rd - ROTSANDM	ROAD-12889	ROADWAY-HARNES RD-ROTSAND	HARNES RD-ROTSAND									
					10/28/2021	1.50	110.00	0.00	5.64	0.00	1.50	LHR	115.64
				Inspection - Field Total		1.50	110.00	0.00	5.64	0.00	1.50	LHR	115.64

Monthly MSBU Activity Report

START DATE: 10/1/2021 END DATE: 11/30/2021

PW-ROTSANDM

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
							1.50	110.00	0.00	5.64	0.00	1.50	LHR	115.64
							30.50	2,139.81	88.05	96.17	0.00	13.75	LHR	2,324.02
Total WO Number: 1783209 Total MSBU: PW-ROTSANDM														

Category Definitions - Quarterly Financial Reports

Revenues:	Includes:
Assessments & Earnings	Assessment fees, Interest and Investment Earnings
Grant & Subsidy Revenue	Federal, State and Local Grants, Subsidies from other funding sources
Loans & Borrowing	Debt proceeds

Expenditures:	Includes:
Contract Services	Installed Sod Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.) Street Sweeping Survey Traffic Control Tree Removal / Replacement **excludes project costs and itemized contractual items listed below Different templates will show different itemized accounts Itemized Items - SD Template - Pipe Lining, ROW Maint, ROW Recl, Spec Mowing Itemized Items - WW template - Survey, Navigatoinal Trimming Itemized Items - Stormwater - Pipe Lining, Water Quality Itemized Items - Beaches - none, most expenses are project related
Public Works Services	Costs incurred by the MSBU Work Program and Project(s) for Labor, Tools/Equipment and Material usage Public Works Services periods covered: Q1 PE 12.31 = (2mo) October - November actuals Q2 PE 3.31 = (5mo cumulative) October - February actuals Q3 PE 6.30 = (8mo cumulative) October - May actuals Q4 PE 9.30 = (12mo cumulative) October - September actuals
Internal Charges	Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
Purchased Services	Legal Advertising (MSBU Notice Mailings) / Postage Aquatic Weed Charges Landfill Fees POA Fees Electricity & Water Tax Collector Collection Fees
Materials and Supplies	Operating Supplies (Example: Stakes for sea turtle nest / beach monitoring)
Capital Outlay	Non project related capital costs (Example: Permanent radar signs) Right of Way Acquisition (Example: Easements)
Debt Services	Principal Loan Payments Interest Payments Cost of debt (arbitrage, closing costs, etc)

Project Costs	Includes:
Project Costs	Construction (Dredging, Bridge Maintenance, Paving), Engineering and Design

Reserves (Ending Fund Balance)	Includes:
Reserves / Ending Fund Balance	Reserve for Contingencies, Cash Carried Forward, Future Capital Outlay (per reseve policy)

Explanation of Terms

Revenue:

- **Net Inc(Decr) FMV/Invest.** – The Clerk of the Court’s Finance Dept invests the money that the MSBU’s have on hand. Every year the Clerk’s Finance is required to mark up or down to fair market value all investments the County has. This markup or markdown is what gets posted to this line item.
- **Excess Fees/Misc.** - Excess Fees returned from the tax collector and Miscellaneous Revenue from accident claims.
- **Less: Reserve – FS 129.01(2)(B)** – The receipts portion of the budget shall include 95 percent of all receipts reasonably to be anticipated from all sources.

Expenditure:

- **Other Contractual Services** – This may include but is not limited to: Street Sweeping, Tree Removal, Tree Replacement, Installed Sod, Repairs (Irrigation, Sidewalk, Driveway, Asphalt, etc.), Pipe Lining, Traffic Control, Welding, POA Fees, Fabrication, Survey.
- **Central/Indirect Allocation** – Inter-department charges for services provided. This calculation is based on actual expenditure data from 2 years in arrears. Not to exceed 5% of the current fiscal year assessment revenue.
- **Equipment Repl Chgs/PW** – Costs that are incurred for the use of equipment on a particular job. For example: The use of a tractor or excavator on a job.
- **Tax Collector-Collection Fee** – Tax collector fees based on the collected assessment revenue.
- **Materials – Road & Bridge** – Costs of the materials used for a particular job.

Reserves:

- **Reserve for Contingencies** – To maintain adequate levels of fund balance to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, and other unforeseen financial situations after exhausting all other funding options. Balance not less than 5% and not greater than 10% of the total budget.
- **Cash Carried Forward** – A reserve amount for the purpose of paying expenses from Oct. 1 of the ensuing fiscal year until the time when the revenues for that year are expected to be available. Balance not less than 5% and not greater than 10% of the total budget.
- **Future Capital Outlay** – Reserve amount accumulated for the purpose of funding capital projects must be spent on such project within six years from the date it was assessed or collected.

ROTONDA SANDS NORTH STREET AND DRAINAGE
Municipal Service Benefit Unit (MSBU)
FY 21 Annual Report – Executive Summary
October 1, 2020 – September 30, 2021

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Laws and Ordinances, ARTICLE XXXV. - ROTONDA SANDS NORTH STREET AND DRAINAGE UNIT, Sec. 4-6-733. - Purpose.

The purpose of the unit is to provide for the construction, reconstruction, repair, paving, repaving, hard-surfacing, re-hard surfacing, widening, guttering and draining, of streets, bridges and related drainage facilities in the unit, and of necessary appurtenances and accessory structures thereto located within or without the unit, from funds derived from special assessments within the unit.

Summary

Current Rate: \$110

Max Rate: \$110

The FY21 completed work program included all internal maintenance and administrative costs and contracted services for sod installation.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for sod installation, pipe lining and concrete flatwork.

For FY23, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services for sod installation, pipe lining and concrete flatwork.