

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

**ADVISORY BOARD REGULAR MEETING**  
**THURSDAY, MAY 26, 2022**

**9:30 a.m. – 10:40 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

**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:**

Mr. Barrett motioned to add the December 3, 2021, minutes under the Approval of Minutes, seconded by Mr. Cote and it was unanimously approved.

✓ **Citizen Input on Agenda Items (3 Minute Limit):**

None

✓ **Approval of Minutes:**

The minutes from December 3, 2021, were unanimously approved with changes. The minutes from March 3, 2021, were unanimously approved as submitted.

**Unfinished Business:**

- ✓ a) Traffic Safety: Ms. Kelley provided information from Public Works transportation staff that reviewed the traffic count data of the Rotonda Sands area, and it was determined due to low traffic the locations requested by citizens are not warranted for 3-way or 4-way stops. There was additional discussion on the traffic calming policy that is currently being revised by the Transportation Engineer. Ms. Kelley explained that MSBU funds cannot be used for some specific items such as speed humps and rapid flashing radar speed back signs. The Advisory Board discussed law enforcement presence, standardized speed limits throughout each community, and a reduction of the speed limit.
- ✓ b) Maintenance of Streets and Drainage: The Advisory Board discussed specific drainage locations and priorities, flail mowing, and brush cut needs.

✓ **New Business:**

- a) Financial Reports: The FY22 quarter two Actual Expenditure and Activity Maintenance reports were provided for review. Pipelining was discussed for future funding.

**Citizen Input on MSBU Items (3 Minute Limit):**

- Robin Foster presented a map and petition that recommends and requests speed humps, stop signs and additional speed limit signs by the community. He expressed his concern that county staff is only concerned with the volume of traffic rather than traffic safety.
- Darlene Brooke commented that Brig Circle North traffic was not in original recommendations, questioned if the road was also reviewed and pointed out that there are signs directing traffic from Rotonda West (Brig Street) to Gasparilla Road that does go through Rotonda Sands.
- Ms. Basso stated the volume of traffic is not the issue, it's the flow, speeding, running stop signs, etc. She noted research from smartgrowthamerica.org and recommended placing temporary stop signs in the areas indicated previously until the traffic calming policy is complete and/or a full traffic study can be completed.

**Advisory Board Open Discussion:**

The Advisory Board discussed citizen input; Mr. Cote inquired on the cost of speed humps, stop signs and questioned if the community could place these items if not approved by the county staff and what the process would be. Ms. Kelley discussed moving the meeting date from August to September, and it was unanimously approved.

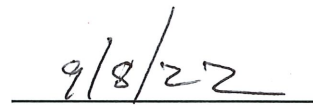
**Schedule Meetings / Items for Next Agenda:**

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

- Thursday, September 8, 2022
- Thursday, December 1, 2022 *9:30 WCA*

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, MAY 26, 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. Changes to the Agenda/ Motion if Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: March 3, 2022
5. Unfinished Business
  - a. Traffic Safety
  - b. Maintenance of Streets and 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 Sands Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2021 - Mar. 31, 2022

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
<b>Beginning Balance</b>	\$209,029	\$254,050	\$320,130	\$320,130
<b>Revenues</b>				
Assessments & Earnings	281,236	255,649	204,072	255,649
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$281,236	\$255,649	\$204,072	\$255,649
<b>Expenditures</b>				
Contract Services	83	13,300	468	13,300
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	41,984	69,710	7,366	69,710
Internal Charges	3,890	3,003	3,003	3,003
Purchased Services	3,504	6,258	4,073	6,258
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	120,673	-	22	-
<b>Project Costs</b>				
<b>Total Expenditures</b>	\$170,134	\$112,271	\$14,932	\$112,271
<b>Reserves (Ending Fund Balance)</b>	\$320,130	\$397,428	\$509,270	\$463,508
<i>Reserve %</i>	65.3%	78.0%	97.2%	80.5%

Date Prepared: 4/4/2022

# Monthly MSBU Activity Report

START DATE: 12/1/2021 END DATE: 2/28/2022

**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 Accom.	UOM	Total Cost
1220416	PW-ROTSANDM Rotonda Sands S&D MS DR Annual Work Order	PW-ROTSANDM	Rotonda Sands North S/Dr Mtc	10-9866 MS DR	12/02/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					12/03/2021	4.00	365.56	0.00	0.00	0.00	4.00	LHR	365.56
					12/07/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					12/09/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					12/10/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					12/14/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					12/17/2021	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					12/21/2021	2.00	182.78	0.00	0.00	0.00	2.00	LHR	182.78
					12/22/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					12/28/2021	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					01/11/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					01/12/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					01/13/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					01/14/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					01/19/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					02/04/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					02/14/2022	0.25	22.85	0.00	0.00	0.00	0.25	LHR	22.85
					02/17/2022	1.75	159.93	0.00	0.00	0.00	1.75	LHR	159.93
					02/23/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
					02/25/2022	0.50	45.70	0.00	0.00	0.00	0.50	LHR	45.70
						<b>14.50</b>	<b>1,325.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14.50</b>	<b>LHR</b>	<b>1,325.16</b>
						<b>14.50</b>	<b>1,325.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14.50</b>	<b>LHR</b>	<b>1,325.16</b>

**MSDR Total**

**Total WO Number: 1220416**

ROADWAY-DORISAN  
CT-ROTSAND

DORISAN  
CT-ROTSAND

Misc. Activity

**Misc. Activity Total**

ROW Cir & Haul

**ROW Cir & Haul Total**

C/S-Sod Instltd

**C/S-Sod Instltd Total**

**Total WO Number: 1774608**

ROADWAY-GARNET  
DR-ROTSAND

GARNET  
DR-ROTSAND

VAC Cul Clean

**VAC Cul Clean Total**

Inspection - Field

**Inspection - Field Total**

1774608	Remove Shell/Rock & Install Sod - 4 Dorisan Ct - ROTSAND	ROAD-12158	ROADWAY-DORISAN CT-ROTSAND		01/04/2022	14.00	994.98	0.00	65.73	0.00	14.00	LHR	1,060.71
						<b>14.00</b>	<b>994.98</b>	<b>0.00</b>	<b>65.73</b>	<b>0.00</b>	<b>14.00</b>	<b>LHR</b>	<b>1,060.71</b>
					01/04/2022	7.00	461.16	0.00	152.74	0.00	3.00	LD	613.90
						<b>7.00</b>	<b>461.16</b>	<b>0.00</b>	<b>152.74</b>	<b>0.00</b>	<b>3.00</b>	<b>LD</b>	<b>613.90</b>
					02/09/2022	0.00	0.00	0.00	468.00	468.00	0.00	SF	468.00
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>468.00</b>	<b>468.00</b>	<b>0.00</b>	<b>SF</b>	<b>468.00</b>
						<b>21.00</b>	<b>1,456.14</b>	<b>0.00</b>	<b>218.47</b>	<b>468.00</b>	<b>17.00</b>	<b>SF</b>	<b>2,142.61</b>
1780317	Vac Con - Gamet Dr and Rd X Pipe - ROTSAND	ROAD-12115	ROADWAY-GARNET DR-ROTSAND		01/05/2022	4.00	275.08	0.00	83.98	0.00	2.00	CULV	359.06
						<b>4.00</b>	<b>275.08</b>	<b>0.00</b>	<b>83.98</b>	<b>0.00</b>	<b>2.00</b>	<b>CULV</b>	<b>359.06</b>
					12/03/2021	2.50	200.55	0.00	8.25	0.00	2.50	LHR	208.80
						<b>2.50</b>	<b>200.55</b>	<b>0.00</b>	<b>8.25</b>	<b>0.00</b>	<b>2.50</b>	<b>LHR</b>	<b>208.80</b>

# Monthly MSBU Activity Report

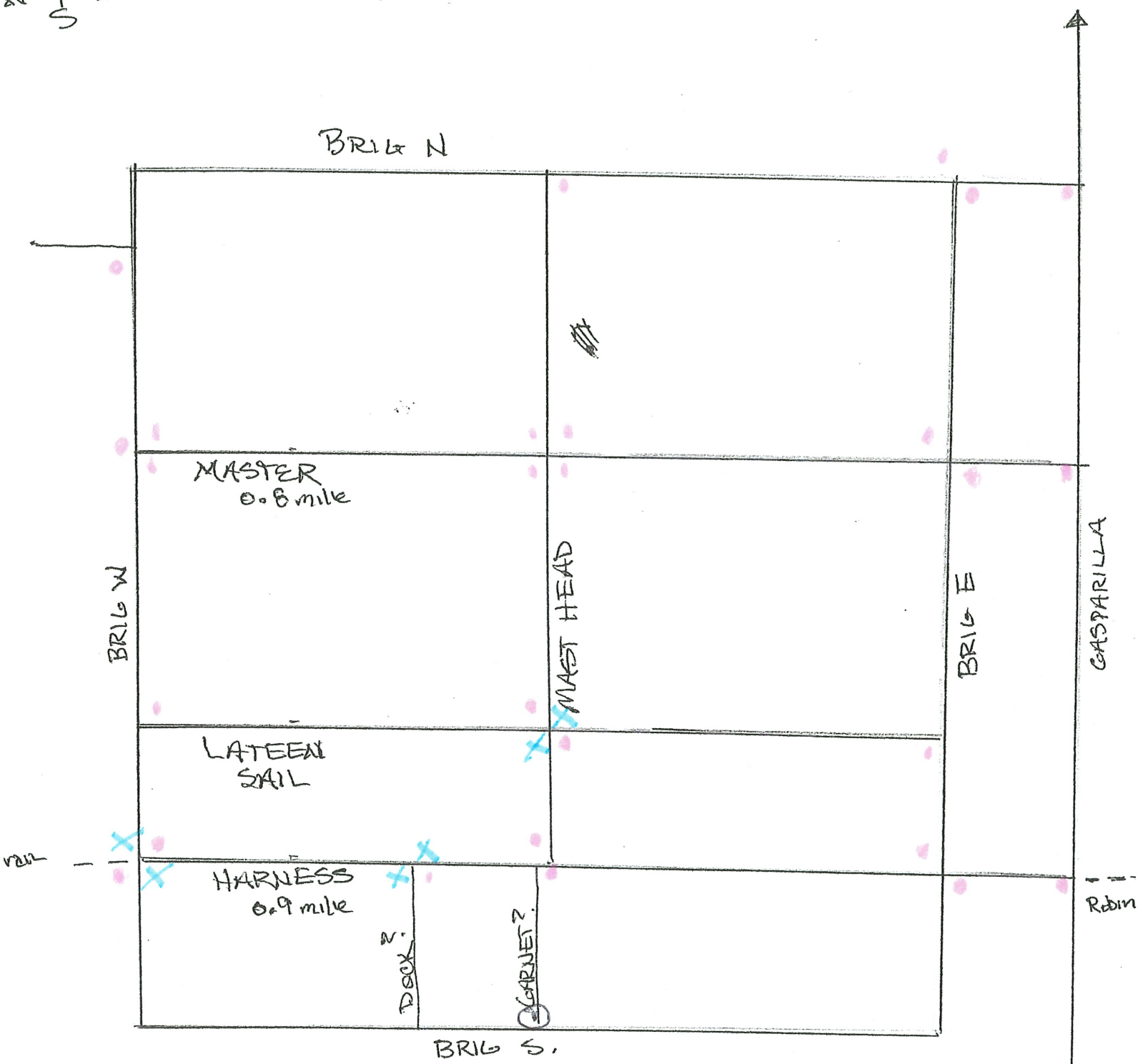
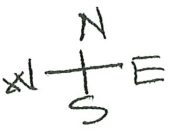
START DATE: 12/1/2021 END DATE: 2/28/2022

## PW-ROTSANDM

Project 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
1789734	FY22 ROTSANDM Sign Insp. 6010 Location 79 Year-Round	ROTSANDM-TS M	TSM	97-9752 Supervision	02/17/2022	6.50	475.63	0.00	92.23	0.00	4.50	LHR	567.86
				<b>Supervision Total</b>									
				<b>Total WO Number: 1789734</b>									
1789736	FY22 ROTSANDM Sign Insp. 6010 Location 80 Year-Round	ROTSANDM-TS M	TSM	97-9752 Supervision	12/14/2021	1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
				<b>Supervision Total</b>	12/28/2021	1.00	143.84	0.00	2.83	0.00	1.00	LHR	146.67
				<b>Total WO Number: 1789736</b>									
1794155	Get rid of High spot before Outfall Area - 44 Harness Rd - ROTSANDM	ROAD-12889	ROADWAY-HARNES RD-ROTSAND	HARNES RD-ROTSAN D	12/01/2021	2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
				<b>Inspection - Field Total</b>		2.00	160.44	0.00	6.60	0.00	2.00	LHR	167.04
				<b>Total WO Number: 1794155</b>									
1795059	Check Drainage/Culvert-9 Taifrail Ln- ROTSAND	ROAD-10820	ROADWAY-TAFFRAIL LN-ROTSAND	TAFFRAIL LN-ROTSAN D	12/08/2021	1.50	120.33	0.00	4.95	0.00	1.50	LHR	125.28
				<b>Inspection - Field Total</b>		1.50	120.33	0.00	4.95	0.00	1.50	LHR	125.28
				<b>Total WO Number: 1795059</b>									
1797322	Tree blocking Roadway- 10 Brig Cir N- ROTSAND	ROAD-15944	ROADWAY-BRIG CIR N-ROTSAND	BRIG CIR N-ROTSAN D	12/21/2021	7.50	508.55	0.00	8.25	0.00	0.00	LD	516.80
				<b>ROW Cir &amp; Haul Total</b>		7.50	508.55	0.00	8.25	0.00	0.00	LD	516.80
				<b>Supervision Total</b>	12/21/2021	1.00	102.52	0.00	0.00	0.00	1.00	LHR	102.52
				<b>Total WO Number: 1797322</b>		8.50	611.07	0.00	8.25	0.00	1.00	LHR	619.32
1797771	On Call EOP bike lane repair- Brig St.- ROTSANDM	ROAD-11213	ROADWAY-BRIG ST-ROTSANDM	BRIG ST	12/23/2021	1.00	85.15	0.00	2.83	0.00	1.00	LHR	87.98
				<b>Cust Assist/Comp Total</b>		1.00	85.15	0.00	2.83	0.00	1.00	LHR	87.98
				<b>Total WO Number: 1797771</b>									
1800354	PS# 11373483 NPDES Sectional - East Cul-de-sac of Betty Ct- ROTSANDM	ROAD-12150	ROADWAY-BETTY CT-ROTSAND	BETTY CT-ROTSAN D	01/19/2022	0.50	38.13	0.00	2.99	0.00	0.00	LD	41.12
				<b>ROW Cir &amp; Haul Total</b>		0.50	38.13	0.00	2.99	0.00	0.00	LD	41.12







BRIG Circle = 1/2 mile

DOCK approx. 5/8 mile (halfway); Masthead 2/3 from Gasp.

- Existing Stop Signs
- ✕ Proposed Stop Signs