

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

**ADVISORY BOARD REGULAR MEETING**  
**THURSDAY, AUGUST 10, 2023**

**1:30 p.m. – 2:37 p.m.**

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

**Members Present:** Michael Courts, Chair ✓  
Richard Grunt, Vice Chair ✓  
Mark Barrett ✓  
Kevin Cote

**Members Absent:** None

**County Staff:** Kellie Stewart, Community Liaison  
Karlene McDonald, Operations Supervisor  
Jason Thomas, Project Engineer

**Guests:** Sign-in sheet attached

**Call to Order / Roll Call:**

The meeting was called to order at 1:30 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):**

- Darlene Brooks spoke about erosion occurring around culverts, pointing out safety concerns on Brig Circle West and Harness Road/Bends Court.
- Robin Foster pointed out the depression in the roadway of Mate Drive and Master Drive. Mr. Foster also inquired about drainage into Coral Creek Drive.

**Approval of Minutes:**

The minutes from May 4, 2023, were unanimously approved as written.

**Unfinished Business:**

- a) Maintenance of Streets and Drainage: The Advisory Board discussed erosion and drainage on Brig Circle West. Mr. Thomas explained county-dedicated easements. The Advisory Board discussed the depression in the roadway at Mate Drive and Master Drive and examined the drainage flow from Sabot Court to Mate Drive. Ms. McDonald explained the processes for camera and vac-con work orders. The Advisory Board also deliberated on the county easement/right-of-way (ROW) maintenance for culverts on Harness Road and Bends Court. Ms. McDonald pointed out that public funds are only to be utilized for public use to make improvements and explained a memorandum of understanding (MOU). Mr. Thomas described stormwater systems and answered questions about Coral Creek Drive and Southwest Florida Water Management District (SWFWMD).

**New Business:**

- a) Financial Reports: The fiscal year (FY) 2023 quarter three actual expenditure and FY 2023 quarter two activity maintenance reports were provided for review. Ms. McDonald explained the breakdown of the reports. The Advisory Board pointed out an address on Boundary Boulevard included in the FY 2023 quarter two activity maintenance report that does not belong to their MSBU and requested revision. The Advisory Board inquired about two lots on Brig Street.

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

None

**Advisory Board Open Discussion:**

The Advisory Board discussed the meeting time for November 2, 2023. Ms. Stewart advised the 2024 meeting schedule is in progress and will follow the Board's preference of Thursdays at 9:30 a.m.


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

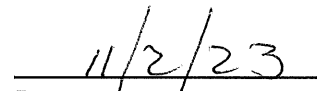
Future meetings are scheduled at 1:30 p.m. in the West County Annex, Room 120 as follows:

- Thursday, November 2, 2023

The meeting adjourned at 2:37 p.m.

Submitted by Kellie Stewart  
Public Works Department

  
Chair Signature

  
Date



**Rotonda Sands Street & Drainage  
 Municipal Service Benefit Unit**  
  
**Advisory Board Meeting Attendance  
 Thursday, August 10, 2023**  
  
**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
Kellie Stewart	<a href="mailto:Kellie.Stewart@charlottecountyfl.gov">Kellie.Stewart@charlottecountyfl.gov</a>	941-575-3613
Karlene McDonald	<a href="mailto:Karlene.McDonald@charlottecountyfl.gov">Karlene.McDonald@charlottecountyfl.gov</a>	941-575-3627
Darlene Brooks	+DBrooksSIA@gmail.com	941-815-6203
Michael Courts	mrcourts14@gmail.com	703-402-9824
Rob Foster	robfg@copper.net	
Kevin Cote	kcote8460@gmail.com	603-540-2023
Mark Barrett	markbr@gmail.com	941-667-8105
Richard Grunt	RGrunt@concrst.net	214-498-5947
Jason Thomas	JASON.THOMAS@CHARLOTTECOUNTYFL.GOV	941-575-3850

## AGENDA

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

#### ADVISORY BOARD REGULAR MEETING THURSDAY, AUGUST 10, 2023

1:30 P.M. Mac V. Horton, West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida

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

**COUNTY STAFF:** Kellie Stewart, Community Liaison  
Karlene McDonald, Operations Supervisor

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: May 4, 2023
5. Unfinished Business
  - a. 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, 2022 - June 30, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$320,130	\$463,509	\$507,976	\$507,976
<b>Revenues</b>				
Assessments & Earnings	257,331	256,239	251,115	256,239
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$257,331	\$256,239	\$251,115	\$256,239
<b>Expenditures</b>				
Contract Services	2,548	13,300	-	5,425
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	60,601	71,885	3,565	71,885
Internal Charges	3,003	2,147	2,147	2,147
Purchased Services	3,333	6,256	4,746	6,106
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	22	22
<b>Total Expenditures</b>	\$69,485	\$113,588	\$10,479	\$105,585
<b>Reserves (Ending Fund Balance)</b>	\$507,976	\$606,160	\$748,612	\$658,630
<i>Reserve %</i>	88.0%	84.2%	98.6%	86.2%

Date Prepared: 7/25/2023

# Rotonda Sands Street and Drainage MSBU

Fund Financial Report  
Oct. 1, 2022 - Mar. 31, 2023

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$320,130	\$463,509	\$507,976	\$507,976
<b>Revenues</b>				
Assessments & Earnings	257,331	256,239	204,886	256,239
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$257,331	\$256,239	\$204,886	\$256,239
<b>Expenditures</b>				
Contract Services	2,548	13,300	-	13,300
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	60,601	71,885	1,634	71,885
Internal Charges	3,003	2,147	2,147	2,147
Purchased Services	3,333	6,256	3,957	6,256
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	22	-
<b>Total Expenditures</b>	\$69,485	\$113,588	\$7,759	\$113,588
<b>Reserves (Ending Fund Balance)</b>	\$507,976	\$606,160	\$705,103	\$650,627
<i>Reserve %</i>	88.0%	84.2%	98.9%	85.1%

Date Prepared: 4/27/2023

# Monthly Funding Report

START DATE:

01/01/2023

END DATE:

03/31/2023

Page 1 of 3

## Rotonda Sands North 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	
	8172	Asphalt Maintenance		02/28/2023	6.00	421.26	20.64	33.12	0.00		475.02	
	<b>Work Order 8172 Total</b>		<b>38 MAST DR, PLACIDA, 33946</b>		6.00	421.26	20.64	33.12	0.00	0.20	475.02	
	8258	Asphalt Maintenance		02/14/2023	3.00	203.94	0.00	14.01	0.00		217.95	
	8258	Asphalt Maintenance		03/02/2023	0.00	0.00	99.28	0.00	0.00		99.28	
	<b>Work Order 8258 Total</b>		<b>966 BOUNDARY BLVD, Rotonda West, 33947</b>		3.00	203.94	99.28	14.01	0.00	0.10	317.23	
	<b>Asphalt Maintenance Total</b>											
	6108	MSBU Administrative Work		01/06/2023	0.75	54.71	0.00	0.00	0.00		54.71	
	6108	MSBU Administrative Work		01/07/2023	0.25	18.24	0.00	0.00	0.00		18.24	
	6108	MSBU Administrative Work		01/10/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	6108	MSBU Administrative Work		01/25/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	6108	MSBU Administrative Work		01/26/2023	0.75	54.71	0.00	0.00	0.00		54.71	
	6108	MSBU Administrative Work		01/27/2023	0.75	54.71	0.00	0.00	0.00		54.71	
	6108	MSBU Administrative Work		02/01/2023	1.00	72.94	0.00	0.00	0.00		72.94	
	6108	MSBU Administrative Work		02/03/2023	1.00	72.94	0.00	0.00	0.00		72.94	
	6108	MSBU Administrative Work		02/14/2023	0.25	18.24	0.00	0.00	0.00		18.24	
	6108	MSBU Administrative Work		02/24/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	6108	MSBU Administrative Work		03/31/2023	0.50	36.47	0.00	0.00	0.00		36.47	
	<b>Administrative Time Total</b>											
					6.75	492.35	0.00	0.00	0.00		492.37	
	6108	MSBU Administrative Work		02/03/2023	1.00	72.94	0.00	0.00	0.00		72.94	
	<b>MSBU Minutes Total</b>											
					1.00	72.94	0.00	0.00	0.00		72.94	
					1.00	72.94	0.00	0.00	0.00		72.94	

# Monthly Funding Report

START DATE:

01/01/2023

END DATE:

03/31/2023

Page 2 of 3

## Rotonda Sands North 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
	6108	MSBU Administrative Work		02/02/2023	4.00	291.76	0.00	3.92	0.00	0.00	295.68
		<b>MSBU Meeting Total</b>									
		<b>Work Order 6108 Total</b>			11.75	857.05	0.00	3.92	0.00	0.00	860.99
		<b>MSBU Administrative Work Total</b>									
	7101	ROW - Clearing / Haul Debris		01/25/2023	7.50	503.35	0.00	45.48	0.00	0.00	548.83
		<b>Work Order 7101 Total</b>	15 DAVIT CT, PLACIDA, 33946		7.50	503.35	0.00	45.48	0.00	0.30	548.83
		<b>ROW - Clearing / Haul Debris Total</b>									
	8550	Shoulder Repair		03/06/2023	7.50	499.45	0.00	33.60	0.00	0.00	533.05
		<b>Work Order 8550 Total</b>	MATE DR, PLACIDA, 33946		7.50	499.45	0.00	33.60	0.00	0.05	533.05
		<b>Shoulder Repair Total</b>									
		<b>Rotonda Sands North Street and Drainage Unit Total</b>			35.75	2,485.05	119.92	130.13	0.00	0.00	2,735.12



# Monthly Funding Report

START DATE:

01/01/2023

END DATE:

03/31/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
					35.75	2,485.05	119.92	130.13	0.00		2,735.12	
				Grand totals for all MSBLUs reported								

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

## Rotonda Sands North Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3679	MSBU Administrative Work		10/19/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3679	MSBU Administrative Work		10/21/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3679	MSBU Administrative Work		10/26/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3679	MSBU Administrative Work		10/27/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3679	MSBU Administrative Work		11/01/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	3679	MSBU Administrative Work		11/03/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	3679	MSBU Administrative Work		11/04/2022	0.50	36.47	0.00	0.00	0.00	0.00	36.47
<b>Administrative Time Total</b>											
	<b>Work Order 3679 Total</b>				3.00	223.86	0.00	0.00	0.00	0.00	223.87
	<b>Work Order 3679 Total</b>				3.00	223.86	0.00	0.00	0.00	0.00	223.87
	6108	MSBU Administrative Work		11/22/2022	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6108	MSBU Administrative Work		11/23/2022	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	6108	MSBU Administrative Work		11/30/2022	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6108	MSBU Administrative Work		12/09/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6108	MSBU Administrative Work		12/29/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6108	MSBU Administrative Work		12/30/2022	0.50	36.47	0.00	0.00	0.00	0.00	36.47
<b>Administrative Time Total</b>											
	6108	MSBU Administrative Work		12/01/2022	2.75	200.59	0.00	0.00	0.00	0.00	200.60
	6108	MSBU Administrative Work		12/01/2022	3.00	218.82	0.00	3.92	0.00	0.00	222.74
<b>MSBU Meeting Total</b>											
	6108	MSBU Administrative Work		12/21/2022	3.00	218.82	0.00	3.92	0.00	0.00	222.74
<b>MSBU Minutes Total</b>											
	6108	MSBU Administrative Work		12/21/2022	2.50	182.35	0.00	0.00	0.00	0.00	182.35
	6108	MSBU Administrative Work		12/21/2022	2.50	182.35	0.00	0.00	0.00	0.00	182.35
<b>Work Order 6108 Total</b>											
	<b>Work Order 6108 Total</b>				8.25	601.76	0.00	3.92	0.00	0.00	605.69
<b>MSBU Administrative Work Total</b>											
	<b>MSBU Administrative Work Total</b>				11.25	825.62	0.00	3.92	0.00	0.00	829.56

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					11.25	825.62	0.00	3.92	0.00		829.56
Retonda Sands North Street and Drainage Unit Total											

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					11.25	825.62	0.00	3.92	0.00		829.56

Grand totals for all MSBUs reported

For Project:

Project Notes:

Location/Name:

Report Generated:

Speed Intervals

Time Intervals

Traffic Report From

85th Percentile Speed

85th Percentile Vehicles

Max Speed

Total Vehicles

AAAT:

Brig Cir

Incoming

7/31/2023

13:55

5 MPH

Instant

5/4/2023

00:00:00

through

5/10/2023

23:59:59

35.6 MPH

1339

50 MPH

on

5/5/2023

00:20:00

1575

225

### Volumes -

#### weekly counts

Time	5 Day	7 Day
Average Daily	235	225
AM Peak	23	21
PM Peak	22	18

### Speed

Speed Limit:

35.6

85th Percentile Speed:

29.47

Average Speed:

30

35.6

29.47

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
97	110	137	121	149	125	102
54.8	45.3	53.1	53.8	54.0	56.6	58.3
34.3	34.1	34.1	34.6	34.8	34.7	34.0

Count over limit

% over limit

Avg Speeder

Brig Cir

Volume By Speed Histogram

1 STS Counts

