

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, AUGUST 29, 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, Chair
Paul McGinley, Vice Chair
Rhonda Hawes
David Teitel
Richard Maxson
Members Absent: None
County Staff: Lorraine Moneypenny, 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 May 23, 2024 were unanimously approved as submitted.

Unfinished Business:

- a. Community Sign: A truck ran into the new community sign on April 4, 2024. The cost to replace it has been recovered from the driver's insurance company. The replacement sign will be installed shortly.
- b. Maintenance of Streets & Drainage: Mr. Finn noted that, after Hurricane Debbie passed, there were no drainage issues in the MSBU. During heavy rain, there are spots where water pools over the road (for example, the corner of Oakwood Court and Naomi Place), but they resolve in a day. That shows pipe lining money was well spent. Ms. Hawes said she submitted a service request to clean out sumped pipes at 307 Antis Drive.

Mr. Finn opined that less money spent on drainage means higher reserves for paving in 2030. The community liaison explained that the Board cannot earmark reserves for paving; the County Fiscal Department will provide estimates and recommendations in the six-year window (now) and set aside money only when a 2030 paving bid is accepted. Mr. Maxson asked whether the repaving would involve milling the streets. A discussion ensued about the methods of paving contractors. The community liaison offered to send the 2024 contract to board members as an example of the methods and scope of work to be expected in 2030. Ms. Hawes said there is a 4-inch drop next to Albatross at the bend near Boundary Blvd. where oncoming cars are forced off the shoulder. A service request is in place.

New Business:

- a. Financial Reports: The board reviewed the FY2024 third quarter actual expenditure report, as well as maintenance activity reports for May through July. Mr. Maxson noted that there is more activity than most citizens are aware of. There were no questions.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

The Board discussed speeding in the community, where the posted limit is thirty miles per hour. The number of households has quadrupled in the last ten years. Enforcement is lax. Mr. Finn suggested it would be desirable to have a device to slow down traffic, especially along Ingram Boulevard. There is only one stop sign, where the street crosses the bike path. Mr. Maxson suggested that sign might have been the County's response to a request for traffic calming along Ingram Boulevard. Mr. Finn suggested installing a radar-controlled sign alerting drivers to their current speed, like the ones near schools and hospitals. The community liaison explained that Traffic Engineering can only install what is warranted by the speed and volume of vehicles at intersections. The Board agreed that the County could advise where along the thoroughfare a speed alert device would be most effective. Mr. McGinley moved, Ms. Hawley seconded, the Board unanimously agreed that, in order to reduce speed in the community, the County study traffic along Ingram Boulevard and advise on cost and best placement of a radar alert sign.

Ms. Hawley noted that some street name signs are missing. She will provide community liaison with a list.

Mr. McGinley raised the issue of overgrown and invasive plants on empty lots. The HOA mows them, but pepper trees still encroach on neighbors. The Board discussed the responsibilities of lot owners and the recourse adjacent property owners have.

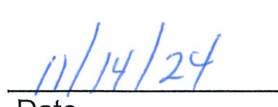
Schedule Meetings / Items for Next Agenda:

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

- Thursday, November 14, 2024

The meeting adjourned at 2:37 p.m.

Submitted by Lorraine Money Penny
Public Works Department


Chair Signature
Date

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

ADVISORY BOARD REGULAR MEETING
THURSDAY, AUGUST 29, 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
Richard Maxson

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: May 23, 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

[illegible]

Rotonda Lakes Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - June 30, 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	400,094		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$449,382	\$368,560	\$400,094		
Expenditures					
Contract Services	-	7,500	9,938	16,976	(19,413)
Pipe Lining	68,334	20,000	-	-	20,000
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	13,137	25,843	19,145	23,615	(16,917)
Public Works Services	29,496	212,158	12,933	-	199,225
Internal Charges	1,085	1,336	1,336	-	-
Purchased Services	4,502	8,638	10,510	-	(1,872)
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Total Expenditures	\$116,555	\$275,475	\$53,862	\$40,591	\$181,022
Reserves (Ending Fund Balance)	\$1,824,378	\$1,836,319	\$2,170,609		
<i>Reserve %</i>	94.0%	87.0%	97.6%		

Date Prepared: 7/3/2024

Monthly Funding Report

START
DATE:

05/01/2024

END DATE:

07/31/2024

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
	59282	Concrete Catch Basin Repair		07/12/2024	4.00	270.56	0.00	29.42	0.00		299.98
	59282	Concrete Catch Basin Repair		07/15/2024	2.00	159.58	285.81	0.00	0.00		445.39
	Work Order 59282 Total		412118281016, 135 REDWOOD RD, ROTONDA WEST, FL		6.00	430.14	285.81	29.42	0.00	1.00	745.37
	Concrete Catch Basin Repair Total				6.00	430.14	285.81	29.42	0.00	1.00	745.37
	48404	Contracted - Landscaping		06/21/2024	0.25	21.60	0.00	0.98	0.00		22.58
	48404	Contracted - Landscaping		07/24/2024	0.25	21.60	0.00	0.98	0.00		22.58
		Contract Inspection Total			0.50	43.21	0.00	1.96	0.00		45.16
	48404	Contracted - Landscaping		06/25/2024	0.00	0.00	0.00	0.00	2,740.00		2,740.00
	Work Order 48404 Total		West County Landscape Maintenance		0.50	43.21	0.00	1.96	2,740.00	0.00	2,785.16
	#24-030 Landscape Maintenance ROW - West County										
	Contracted - Landscaping Total				0.50	43.21	0.00	1.96	2,740.00	0.00	2,785.16
	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:

05/01/2024

END DATE:

07/31/2024

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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
	Work Order 42231 Total		110 ENGLEWOOD CT, ROTONDA WEST, FL, 33947		1.00	73.90	0.00	4.66	0.00	1.00	78.56
	55924	Investigation		06/17/2024	1.50	110.85	0.00	6.99	0.00		117.84
	Work Order 55924 Total		101 EDGEVALE PL, ROTONDA WEST, FL, 33947		1.50	110.85	0.00	6.99	0.00	1.00	117.84
	59187	Investigation		07/11/2024	1.00	75.74	0.00	3.92	0.00		79.66
	Work Order 59187 Total		412118281016, 135 REDWOOD RD, ROTONDA WEST, FL		1.00	75.74	0.00	3.92	0.00	1.00	79.66
	Investigation Total				13.76	1,024.46	0.00	58.85	0.00	9.00	1,083.30
	51369	Major Outfall Maintenance - Menzi		05/15/2024	1.43	105.57	0.00	63.53	0.00		169.10
	51369	Major Outfall Maintenance - Menzi		05/20/2024	1.93	145.47	0.00	82.81	0.00		228.28
	51369	Major Outfall Maintenance - Menzi		05/21/2024	2.71	200.41	0.00	79.49	0.00		279.89
	51369	Major Outfall Maintenance - Menzi		05/22/2024	1.64	122.67	0.00	82.81	0.00		205.48
	51369	Major Outfall Maintenance - Menzi		05/23/2024	1.93	145.89	0.00	82.81	0.00		228.70
	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	1.36	100.29	0.00	82.81	0.00		183.11
	51369	Major Outfall Maintenance - Menzi		06/03/2024	3.43	243.71	0.00	82.81	0.00		326.52
	51369	Major Outfall Maintenance - Menzi		06/04/2024	1.43	105.57	0.00	82.81	0.00		188.39
	51369	Major Outfall Maintenance - Menzi		06/05/2024	1.43	105.57	0.00	82.81	0.00		188.39
	51369	Major Outfall Maintenance - Menzi		06/06/2024	2.07	157.29	0.00	78.67	0.00		235.96
	51369	Major Outfall Maintenance - Menzi		06/10/2024	0.71	56.99	0.00	0.00	0.00		56.99

Monthly Funding Report

START DATE:

05/01/2024

END DATE:

07/31/2024

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
	20035	MSBU Administrative Work		06/18/2024	1.50	110.85	0.00	0.00	0.00		110.85
	20035	MSBU Administrative Work		07/19/2024	0.50	36.95	0.00	0.00	0.00		36.95
Administrative Time Total					15.75	1,163.93	0.00	0.00	0.00		1,163.93
	20035	MSBU Administrative Work		05/23/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20035	MSBU Administrative Work		05/24/2024	1.00	73.90	0.00	0.00	0.00		73.90
MSBU Minutes Total					2.00	147.80	0.00	0.00	0.00		147.80
	20035	MSBU Administrative Work		05/23/2024	3.50	258.65	0.00	0.00	0.00		258.65
MSBU Meeting Total					3.50	258.65	0.00	0.00	0.00		258.65
Work Order 20035 Total					21.25	1,570.38	0.00	0.00	0.00	0.00	1,570.38
MSBU Administrative Work Total					21.25	1,570.38	0.00	0.00	0.00	0.00	1,570.38
7071		Project Management		07/01/2024	0.50	43.21	0.00	0.00	0.00		43.21
Public Outreach Total					0.50	43.21	0.00	0.00	0.00		43.21
7071		Project Management		05/23/2024	1.00	86.41	0.00	0.00	0.00		86.41
7071		Project Management		06/25/2024	1.00	86.41	0.00	0.00	0.00		86.41
7071		Project Management		07/03/2024	1.00	86.41	0.00	0.00	0.00		86.41
7071		Project Management		07/16/2024	1.00	86.41	0.00	0.00	0.00		86.41
Plan/Spec Review Total					4.00	345.64	0.00	0.00	0.00		345.64
7071		Project Management		05/09/2024	1.00	86.41	0.00	0.00	0.00		86.41
7071		Project Management		06/11/2024	1.00	86.41	0.00	0.00	0.00		86.41
7071		Project Management		06/18/2024	1.00	86.41	0.00	0.00	0.00		86.41
Project Meetings Total					3.00	259.23	0.00	0.00	0.00		259.23

Monthly Funding Report

START
DATE:

05/01/2024

END DATE:

07/31/2024

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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
Support (Post) Maintenance Total											
	19031	Survey		05/02/2024	2.00	129.56	106.38	10.38	0.00	4.00	246.32
	19031	Survey		05/07/2024	1.00	93.20	0.00	0.00	0.00		93.20
	19031	Survey		05/10/2024	0.25	19.95	0.00	0.00	0.00		19.95
	19031	Survey		05/15/2024	0.25	19.95	0.00	0.00	0.00		19.95
	19031	Survey		05/22/2024	1.25	113.15	0.00	0.00	0.00		113.15
	19031	Survey		05/23/2024	0.25	19.95	0.00	0.00	0.00		19.95
	19031	Survey		07/26/2024	0.25	23.84	0.00	0.00	0.00		23.84
	19031	Survey		07/31/2024	0.75	70.99	0.00	0.00	0.00		70.99
Work Order 19031 Total											
			ALBATROSS RD, ROTONDA WEST, 33947		4.25	380.97	0.00	0.00	0.00	0.00	380.98
Survey Total											
	34126	Vacuum Culvert Cleaning		05/01/2024	4.25	380.97	0.00	0.00	0.00	0.00	380.98
Work Order 34126 Total											
			285 AUSTRALIAN DR, ROTONDA WEST, FL, 33947		8.00	554.72	0.00	183.52	0.00		738.24
					8.00	554.72	0.00	183.52	0.00	3.00	738.24
Work Order 36202 Total											
	36202	Vacuum Culvert Cleaning		06/18/2024	11.00	773.19	0.00	3.92	0.00		777.11
			109 COCA LN, ROTONDA WEST, FL, 33947		11.00	773.19	0.00	3.92	0.00	5.00	777.11
Work Order 39564 Total											
	39564	Vacuum Culvert Cleaning		05/01/2024	15.00	1,071.45	0.00	287.04	0.00		1,358.49
			135 THELMA DR, ROTONDA WEST, FL, 33947		15.00	1,071.45	0.00	287.04	0.00	5.00	1,358.49

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											
					136.48	10,040.22	414.49	2,046.04	5,630.41		18,131.19