

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

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

**9:29 a.m. – 10:20 a.m.**

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

**Members Present:** John Balas, Chair  
Kitty Saddler, Vice-Chair  
James Harper

**Members Absent:** None

**County Staff:** Kellie Stewart, Community Liaison  
Karlene McDonald, Operations Supervisor  
Rhonda Harvey, Keep Charlotte Beautiful Coordinator  
Chuck Peters, Projects Manager

**Guests:** Sign-in sheet attached

**Call to Order / Roll Call:**

The meeting was called to order at 9:29 a.m. A roll call was taken, and a quorum was present.

**Changes to the Agenda / Motion to Approve Changes:**

Ms. Saddler motioned to add safety mowing to the agenda. Mr. Harper seconded; unanimously approved.

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

None

**Approval of Minutes:**

The minutes from May 11, 2023, were unanimously approved as submitted.

**Keep Charlotte Beautiful:**

Rhonda Harvey introduced Keep Charlotte Beautiful and invited members to participate in community cleanups, which have meetings set to begin in late October/early November.

**Unfinished Business:**

- a) Safety Mowing: Chuck Peters explained the safety mowing contract parameters, including litter removal, services only addressing Right-of-Way abutting vacant lots and scheduling. The Advisory Board was provided with a quote and discussion ensued.
- b) Entrance Signs - Cougar Way and Sunset Road: The Advisory Board reviewed the sign bid quote and requested the Projects Manager's attendance at the next meeting for further discussion.

**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.

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

None

**Advisory Board Open Discussion:**

Ms. Saddler inquired about the addition of a 'cross traffic does not stop' sign at the intersection of Indian Creek Drive and Cougar Way.

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

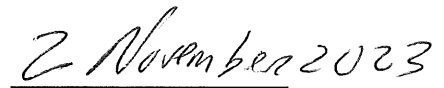
Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

- Thursday, November 2, 2023

The meeting adjourned at 10:20 a.m.

Submitted by Kellie Stewart  
Public Works Department

  
Chair Signature

  
Date



**Rotonda Heights 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
Chuck Petos	<a href="mailto:Chuck.Petos@charlottecountyfl.gov">Chuck.Petos@charlottecountyfl.gov</a>	575-3658
Rhonda Hcrvey	<a href="mailto:Rhonda.Hcrvey@charlottecountyfl.gov">Rhonda.Hcrvey@charlottecountyfl.gov</a>	941-769-4390
Kitty Saddle	<a href="mailto:KLBSAddler@centurylink.net">KLBSAddler@centurylink.net</a>	304 573-3087
John Balas	<a href="mailto:jbvette21@gmail.com">jbvette21@gmail.com</a>	314.210-4791
SIM HARPER	<a href="mailto:SIMHARPER627@GMAIL.COM">SIMHARPER627@GMAIL.COM</a>	845-489-1212

## AGENDA

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

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

9:30 a.m., Mac. V. Horton West County Annex, Room 120  
6868 San Casa Drive, Englewood, Florida

**BOARD MEMBERS:** John Balas, Chair  
Kitty Saddler, Vice-Chair  
James Harper  
Vacant  
Vacant

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

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Citizen Input on Agenda Items (3-Minute Limit)
3. Approval of Minutes: May 11, 2023
4. Keep Charlotte Beautiful
5. Unfinished Business
  - a. Entrance Signs- Cougar Way and Sunset Road
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 Heights 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>	\$ 650,506	\$ 649,134	\$ 699,449	\$ 699,449
<b>Revenues</b>				
Assessments & Earnings	293,499	293,914	295,159	293,914
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$293,499	\$293,914	\$295,159	\$293,914
<b>Expenditures</b>				
Contract Services	-	6,225	-	-
Pipe Lining	-	20,000	-	-
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	57,270	66,103	6,497	63,951
Internal Charges	2,611	2,742	2,742	2,742
Purchased Services	3,791	6,537	5,706	6,387
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	180,884	190,132	187,094	190,898
<b>Total Expenditures</b>	\$244,556	\$291,739	\$202,038	\$263,978
<b>Reserves (Ending Fund Balance)</b>	\$699,449	\$651,309	\$792,570	\$729,385
<i>Reserve %</i>	74.1%	69.1%	79.7%	73.4%

Date Prepared: 7/21/2023

# Monthly Funding Report

START DATE: 01/01/2023

END DATE: 03/31/2023

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## Rotonda Heights 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
	5135	Asphalt Maintenance		03/08/2023	4.00	271.92	25.80	25.28	0.00		323.00
	<b>Work Order 5135 Total</b>		SUNSET RD & WINCHESTER BLVD, ROTONDA WEST, 33947		4.00	271.92	25.80	25.28	0.00	0.30	323.00
	5259	Asphalt Maintenance		01/31/2023	4.00	263.60	32.25	19.04	0.00		314.89
	<b>Work Order 5259 Total</b>		SUNSET RD & WEST DR, ROTONDA WEST, 33947		4.00	263.60	32.25	19.04	0.00	0.38	314.89
	7437	Asphalt Maintenance		03/02/2023	7.00	461.30	27.52	44.24	0.00		533.06
	<b>Work Order 7437 Total</b>		COUGAR WAY & BONITA DR, ROTONDA WEST, 33947		7.00	461.30	27.52	44.24	0.00	0.32	533.06
	<b>Asphalt Maintenance Total</b>				15.00	996.82	85.57	88.56	0.00	1.00	1,170.95
	8304	Contracted Work - Inspection		03/01/2023	0.01	0.41	0.00	0.02	0.00		0.44
	<b>Work Order 8304 Total</b>		SAN CASA DR, ENGLEWOOD, 34224		0.01	0.41	0.00	0.02	0.00	7.50	0.44
	<b>#22-530 Safety Mowing - West County</b>										
	<b>Contracted Work - Inspection Total</b>				0.01	0.41	0.00	0.02	0.00	7.50	0.44
	4754	Investigation		03/31/2023	1.50	112.17	0.00	5.88	0.00		118.05
	<b>Work Order 4754 Total</b>		247 INDIAN CREEK DR, ROTONDA WEST, 33947		1.50	112.17	0.00	5.88	0.00	1.00	118.05
	<b>Investigation Total</b>				1.50	112.17	0.00	5.88	0.00	1.00	118.05
	6110	MSBU Administrative Work		01/04/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6110	MSBU Administrative Work		01/07/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6110	MSBU Administrative Work		01/10/2023	0.50	36.47	0.00	0.00	0.00		36.47

# 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
					68.51	4,929.15	85.57	452.46	31.42		5,498.64

Grand totals for all MSBUs reported







# Rotonda Heights 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>	\$ 650,506	\$ 649,134	\$ 699,449	\$ 699,449
<b>Revenues</b>				
Assessments & Earnings	293,499	293,914	242,075	293,914
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$293,499	\$293,914	\$242,075	\$293,914
<b>Expenditures</b>				
Contract Services	-	6,225	-	6,225
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	57,270	66,103	1,636	66,103
Internal Charges	2,611	2,742	2,742	2,742
Purchased Services	3,791	6,537	4,789	6,537
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	180,884	190,132	12,288	190,898
<b>Total Expenditures</b>	\$244,556	\$291,739	\$21,455	\$292,505
<b>Reserves (Ending Fund Balance)</b>	\$699,449	\$651,309	\$920,069	\$700,858
<i>Reserve %</i>	74.1%	69.1%	97.7%	70.6%

Date Prepared: 4/27/2023

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

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## Rotonda Heights 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
	3693	MSBU Administrative Work		10/19/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3693	MSBU Administrative Work		10/21/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3693	MSBU Administrative Work		10/26/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3693	MSBU Administrative Work		10/27/2022	0.50	37.73	0.00	0.00	0.00	0.00	37.73
	3693	MSBU Administrative Work		11/01/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	3693	MSBU Administrative Work		11/03/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	3693	MSBU Administrative Work		11/04/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	3693	MSBU Administrative Work		11/08/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
		<b>Administrative Time Total</b>			3.00	223.86	0.00	0.00	0.00	0.00	223.86
		<b>Work Order 3693 Total</b>			3.00	223.86	0.00	0.00	0.00	0.00	223.86
	6110	MSBU Administrative Work		11/23/2022	0.75	54.71	0.00	0.00	0.00	0.00	54.71
	6110	MSBU Administrative Work		12/01/2022	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6110	MSBU Administrative Work		12/09/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6110	MSBU Administrative Work		12/22/2022	0.50	36.47	0.00	0.00	0.00	0.00	36.47
	6110	MSBU Administrative Work		12/29/2022	0.25	18.24	0.00	0.00	0.00	0.00	18.24
	6110	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>			2.75	200.59	0.00	0.00	0.00	0.00	200.60
	6110	MSBU Administrative Work		12/08/2022	3.50	255.29	0.00	7.84	0.00	0.00	263.13
		<b>MSBU Meeting Total</b>			3.50	255.29	0.00	7.84	0.00	0.00	263.13
	6110	MSBU Administrative Work		12/22/2022	2.50	182.35	0.00	0.00	0.00	0.00	182.35
		<b>MSBU Minutes Total</b>			2.50	182.35	0.00	0.00	0.00	0.00	182.35
		<b>Work Order 6110 Total</b>			8.75	638.23	0.00	7.84	0.00	0.00	646.08

# Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

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## Rotonda Heights 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	
		<b>MSBU Administrative Work Total</b>										
	6772	ROW - Clearing / Haul Debris		12/28/2022	2.00	145.88	0.00	0.00	0.00		145.88	
	6772	ROW - Clearing / Haul Debris		12/29/2022	0.00	0.00	0.00	13.52	136.30		149.82	
	<b>Work Order 6772 Total</b>											
					2.00	145.88	0.00	13.52	136.30	1.60	295.70	
	<b>ROW - Clearing / Haul Debris Total</b>											
					2.00	145.88	0.00	13.52	136.30		295.70	
	<b>Rotonda Heights Street and Drainage Unit Total</b>											
					13.75	1,007.97	0.00	21.36	136.30		1,165.66	

# 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
					13.75	1,007.97	0.00	21.36	136.30		1,165.66

Grand totals for all MSBUs reported