

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MAY 23, 2024**

**9:29 a.m. – 10:59 a.m.
Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Florian O'Day, Chair
James Harper, Vice Chair
John Balas

Members Absent: Kitty Saddler

County Staff: Lorraine Moneypenny, Community Liaison

Guests: See attached sign-in sheet

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 established by the Chair.

Changes to the Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

The minutes of the February 15, 2024 meeting were unanimously approved as written.

Unfinished Business:

- a. Right-of-Way Safety Mowing & Landscape Maintenance Contracts: The transfer of ROW safety mowing to the County will be provided for a future budget, if the HOA provides the County notice of cancellation of the joint agreement by March 1, 2025. The board reviewed the Walker Services quotes for the Winchester Boulevard landscape buffer. Quote #854 combines a one-time cost of \$20,435 to clean and redefine beds and to prune trees with an annual price of \$26,000 to maintain the landscape, including two applications of fertilizer and top mulch. Quote #855 details two one-time charges: \$37,411 for replacement of trees and shrubs plus \$15,302 to repair irrigation valves, drip pipes and bubblers. The board discussed the history of the landscape under HOA care, the difference between irrigation repair costs charged by Walker and American Irrigation, the reasonability of manhours quoted, and the cost of inaction. The Chair favored going forward with both quotes and, at renewal time, investigating alternatives for the maintenance contract. Mr. Balas moved to accept Quote #855. Mr. O'Day seconded and the motion carried. Mr. O'Day moved to accept Quote #854 with a one-year contract for maintenance, subject to rebidding upon renewal. Mr. Harper seconded and the motion carried.
- b. Community Entrance Signs – Cougar Way and Sunset Road: The request for quotes (RFQ) will be revived after the Board of County Commissioners agrees next week to add the word beautification to the MSBU's purpose statement. The board reviewed the graphic art and quotes from 2023, as well as its November 2023 motion to "seek price quotes for two large signs, allowing flexibility in selecting between single- or double-sided lettering and

deciding on lighting or non-lighting, all while adhering to a budget not exceeding \$40,000.”
The board directed staff to seek price quotes as soon as possible and to advise on the best way to move forward before the next regular meeting.

New Business:

- a. Financial Reports: The board reviewed the FY2024 second quarter actual expenditure report and maintenance activity reports for December 2023, January, and February 2024. The Chair noted spending below budget. There were no other questions.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

None


Schedule Meetings / Items for Next Agenda:

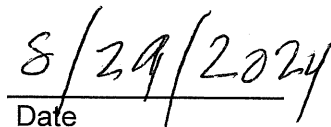
Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

- Thursday, August 29, 2024
- Thursday, November 14, 2024

The meeting adjourned at 10:59 a.m.

Submitted by Lorraine Money Penny
Public Works Department


Chair Signature


Date

AGENDA

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

ADVISORY BOARD REGULAR MEETING THURSDAY, MAY 23, 2024

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

BOARD MEMBERS: Florian O'Day, Chair
James Harper, Vice Chair
John Balas
Kitty Saddler

COUNTY STAFF: Lorraine Moneyppenny, 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: February 15, 2024
5. Unfinished Business
 - a. Right-of-Way Safety Mowing & Landscape Maintenance Contracts
 - b. Community Entrance Signs - Cougar Way and Sunset Road
 - c. Ordinance amending purpose of unit to include beautification projects
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

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 15, 2024**

9:29 a.m. – 10:55 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
Florian O'Day
Bill Sullivan

Members Absent: None

County Staff: Karlene McDonald, Operations Supervisor

Guests: See attached sign-in sheet

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 established by the Chair.

Changes to the Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

Mr. Lutz commented on Right-of-Way safety mowing and noted the homeowner's association (HOA) will be scheduling a meeting with Charlotte County to discuss the maintenance agreement. Mr. Lutz requested the Advisory Board also consider the County accepting responsibility of landscape maintenance over the 'berm' between Winchester Boulevard and Sesame Street in the area of Sunset Road to Rifle Road.

Approval of Minutes:

The minutes from August 10, 2023, were unanimously approved as written.

Unfinished Business:

- a) Safety Mowing: Discussion ensued on right-of-way safety mowing and landscape maintenance. Mr. O'Day motioned to move forward with the county providing pricing and maintaining the landscaped berm to the sidewalk on Winchester Boulevard, Ms. Saddler seconded, and the motion was adopted. Conversation followed regarding mowing around the retention ponds.
- b) Community Entrance Signs – Cougar Way and Sunset Road: The request for quotes (RFQ) was pulled until a public hearing can be scheduled to revise the purpose of the unit to include beautification and landscaping projects. The Advisory Board discussed landscaping and lighting for the community entrance signs.

New Business:

- a) Financial Reports: The fiscal year (FY) 2023 annual report, FY2024 first quarter actual expenditure report and October and November maintenance activity reports reviewed. Conversation followed concerning the paving loan.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

The County defines litter as wind-blown debris, larger items such as mattresses are considered illegal dumping, not covered under either the landscape maintenance or Right-of-Way safety mowing contracts.

Election of Officers:

Chair: Ms. Saddler nominated Mr. Balas; Mr. Balas requested another member be considered. Mr. Harper nominated Mr. O'Day, seconded by Mr. Sullivan; there were no other nominations.

Vice Chair: Ms. Saddler nominated Mr. Harper, seconded by Mr. O'Day; there were no other nominations.

Chair and Vice Chair were unanimously approved.

Annual Review: Sunshine Law, Robert's Rules of Order, Public Records:

The Advisory Board watched the presentations by County Attorney, Janette Knowlton, discussion followed regarding HOA meetings and Sunshine Law. Ms. McDonald reviewed the state record retention policy and the Records Management Department contact information.

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, May 23, 2024
- Thursday, August 29, 2024
- Thursday, November 14, 2024

The meeting adjourned at 10:55 a.m.

Submitted by Karlene McDonald
Public Works Department

Chair Signature

Date

Rotonda Heights Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - Mar. 31, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$699,449	\$700,858	\$812,918		
Revenues					
Assessments & Earnings	335,881	293,527	247,731		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$335,881	\$293,527	\$247,731		
Expenditures					
Contract Services	-	7,500	-	-	7,500
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	26,174	116,119	6,606	-	109,513
Internal Charges	2,742	3,245	3,245	-	-
Purchased Services	3,790	6,631	4,712	-	1,919
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	189,706	183,650	8,177	-	175,473
Total Expenditures	\$222,412	\$337,145	\$22,740	\$0	\$314,405
Reserves (Ending Fund Balance)	\$812,918	\$657,240	\$1,037,908		
Reserve %	78.5%	66.1%	97.9%		

Date Prepared: 4/4/2024

Monthly Funding Report

START DATE:

12/01/2023

END DATE:

12/31/2023

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
	4575	Investigation		12/20/2023	3.00	206.82	0.00	13.98	0.00		220.80
	Work Order 4575 Total		109 ARROW LN, ROTONDA WEST, 33947		3.00	206.82	0.00	13.98	0.00	1.00	220.80
	Investigation Total				3.00	206.82	0.00	13.98	0.00	1.00	220.80
	20027	MSBU Administrative Work		12/05/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20027	MSBU Administrative Work		12/07/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20027	MSBU Administrative Work		12/08/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20027	MSBU Administrative Work		12/12/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20027	MSBU Administrative Work		12/19/2023	1.25	92.38	0.00	0.00	0.00		92.38
	20027	MSBU Administrative Work		12/20/2023	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 20027 Total				2.75	203.23	0.00	0.00	0.00	0.00	203.25
	Administrative Time Total				2.75	203.23	0.00	0.00	0.00	0.00	203.25
	MSBU Administrative Work Total				2.75	203.23	0.00	0.00	0.00	0.00	203.25
	28712	Sign Maintenance		12/08/2023	2.00	129.56	0.00	19.04	0.00		148.60
	Work Order 28712 Total		124 ISLAND CT, Charlotte, FL, 33947		2.00	129.56	0.00	19.04	0.00	4.00	148.60
	30906	Sign Maintenance		12/27/2023	1.00	66.13	14.70	2.60	0.00		83.42
	Work Order 30906 Total		COUGAR WAY, ROTONDA WEST, FL, 33947		1.00	66.13	14.70	2.60	0.00	1.00	83.42
	Sign Maintenance Total				3.00	195.69	14.70	21.64	0.00	5.00	232.02
	28739	Support (Post) Maintenance		12/08/2023	0.50	32.39	0.00	4.76	0.00		37.15

Monthly Funding Report

START DATE:

12/01/2023

END DATE:

12/31/2023

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
		Work Order 28739 Total	225 COUGAR WAY, Charlotte, FL, 33947		0.50	32.39	0.00	4.76	0.00	1.00	37.15
	30894	Support (Post) Maintenance		12/27/2023	3.00	198.38	67.50	7.79	0.00		273.66
		Work Order 30894 Total	156 INDIAN CREEK DR, Charlotte, FL, 33947		3.00	198.38	67.50	7.79	0.00	3.00	273.66
		Support (Post) Maintenance Total			3.50	230.77	67.50	12.55	0.00	4.00	310.81
		Rotonda Heights Street and Drainage Unit Total			12.25	836.49	82.20	48.16	0.00		966.88

Monthly Funding Report

START DATE:

12/01/2023

END DATE:

12/31/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					12.25	836.49	82.20	48.16	0.00		966.88

Grand totals for all MSBUs reported

Monthly Funding Report

START DATE:

01/01/2024

END DATE:

01/31/2024

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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
	Work Order 19043 Total		INDIAN CREEK DR, ROTONDA WEST, 33947		2.55	223.20	0.00	0.00	0.00	0.00	223.19
	Survey Total				2.55	223.20	0.00	0.00	0.00	0.00	223.19
	24875	Vacuum Culvert Cleaning		01/09/2024	12.25	872.93	0.00	238.22	0.00	0.00	1,111.15
	24875	Vacuum Culvert Cleaning		01/10/2024	22.25	1,566.33	0.00	467.62	0.00	0.00	2,033.95
	Work Order 24875 Total		103 GARLAND WAY, ROTONDA WEST, 33947		34.50	2,439.25	0.00	705.84	0.00	14.00	3,145.10
	Vacuum Culvert Cleaning Total				34.50	2,439.25	0.00	705.84	0.00	14.00	3,145.10
	Rotonda Heights Street and Drainage Unit Total				44.30	3,175.43	80.10	735.64	0.00	0.00	3,991.18

Monthly Funding Report

START DATE:

02/01/2024

END DATE:

02/29/2024

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					5.50	417.30	0.00	11.76	0.00		429.08

Grand totals for all MSBUs reported