

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, NOVEMBER 2, 2023**

**1:30 p.m. – 2:13 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

Members Absent: Kevin Cote

County Staff: Kellie Stewart, Community Liaison

Guests: None

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):

None

Approval of Minutes:

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

Unfinished Business:

a) Maintenance of Streets and Drainage: Ms. Stewart shared progress updates regarding the rip rap work finalized on Brig Circle West and discussed the camera work order addressing the depression in the roadway on Master Drive and Mate Circle. She also touched upon the easements concerning two lots on Brig Street, as well as those on Harness Court and Bends Court, noting that the latter two currently lack recorded easements. Furthermore, she conveyed that the consideration of a Memorandum of Understanding (MOU) is not currently being pursued, as Public Works is currently engaged in developing MOUs for other MSBUs, and the necessary manpower is unavailable. Ms. Stewart suggested that the possibility of an MOU can be revisited at a later date.

New Business:

b) Financial Reports: The fiscal year (FY) 2024-2025 budget, and the FY 2023 quarter three activity maintenance and actual expenditure reports were provided for review. Discussion ensued on the MSBU assessment rate.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Grunt pointed out locations impacted by flooding during Hurricane Idalia: (1) Substantial water accumulation was noted between Deck Court and Brig Circle South, potentially resulting from obstructed grates or pipes, resulting in street flooding; (2) Masthead Road and Carline Lane experienced southward water flow on the street due to the lack of swales; and, (3) near 24 Harness Road by the lake, water was seen moving away from the lake. The Advisory Board also briefly conversed about new construction properties and a commercial code compliance concern on Harness Road. Discussion followed.

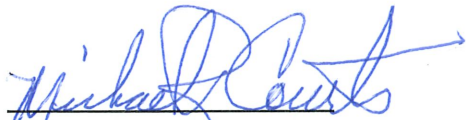
Schedule Meetings / Items for Next Agenda:

Mr. Grunt motioned to approve the 2024 meeting dates. It was seconded and unanimously approved. Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

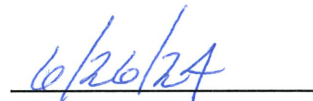
- Friday, February 16, 2024
- Thursday, June 27, 2024
- Thursday, September 19, 2024
- Thursday, December 12, 2024

The meeting adjourned at 2:13 p.m.

Submitted by Kellie Stewart
Public Works Department



Chair Signature



Date

AGENDA

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

ADVISORY BOARD REGULAR MEETING THURSDAY, NOVEMBER 2, 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
Mark Barrett
Kevin Cote
Vacant

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

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: August 10, 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
2 Year Budget
FY2024 & FY2025

Estimated ERU's and Cost per ERU

	FY2024	FY2025
Vacant		
<i>Estimated ERU's</i>	2,240.700	2,240.700
<i>Cost per ERU</i>	\$ 110.00	\$ 110.00
Occupied		
<i>Estimated ERU's</i>	191.600	191.600
<i>Cost per ERU</i>	\$ 110.00	\$ 110.00
Current FY23 Rate	\$ 110.00	
Current Maximum Rate	\$ 110.00	

	Adopted Budget FY2024	Approved Budget FY2025
Beginning Balance	\$ 650,628	\$ 572,644
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	267,553	267,553
<i>Interest</i>	2,278	2,005
<i>Less 5% Reserve - FS 129.01(2)b</i>	(13,492)	(13,478)
Grant & Subsidy Revenue		
<i>State Grant</i>	-	-
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 256,339	\$ 256,080
<u>Expenditures</u>		
Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	15,000	15,000
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	-	-
<i>Installed Sod</i>	-	-
<i>Paving</i>	-	-
Contract Services; other		
<i>Pipe Lining</i>	75,000	75,000
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-

	Adopted Budget FY2024	Approved Budget FY2025
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	22,272	22,272
<i>Operating Exp-PubWrks</i>	140,015	140,015
<i>Road & Bridge Materials</i>	68,729	70,717
<i>Sign Materials</i>	4,575	4,782
Internal Charges		
<i>Central/Indirect Svcs</i>	1,380	1,449
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	-	-
<i>Other Current Chrgs and Oblig</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	2,000	2,000
<i>Collection Fee-Tax Collector</i>	5,352	5,352
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
Total Expenditures	334,323	336,587
Reserves (Ending Fund Balance)	\$ 572,644	\$ 492,137
<i>Reserve %</i>	63.1%	59.4%

Version Date

9/20/2023

Monthly Funding Report

START DATE:

04/01/2023

END DATE:

06/30/2023

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
	1446	Investigation		04/19/2023	2.50	186.95	0.00	9.80	0.00		196.75
	Work Order 1446 Total		BRIG CIR N, PLACIDA, 33946		2.50	186.95	0.00	9.80	0.00	1.00	196.75
	1447	Investigation		04/19/2023	1.50	112.17	0.00	5.88	0.00		118.05
	Work Order 1447 Total		BRIG CIR N, PLACIDA, 33946		1.50	112.17	0.00	5.88	0.00	1.00	118.05
	Investigation Total										
	6108	MSBU Administrative Work		06/20/2023	10.00	854.50	0.00	39.20	0.00		893.70
	6108	MSBU Administrative Work		04/04/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work		04/20/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6108	MSBU Administrative Work		04/21/2023	0.75	54.71	0.00	0.00	0.00		54.71
	6108	MSBU Administrative Work		04/24/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6108	MSBU Administrative Work		04/26/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work		04/27/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6108	MSBU Administrative Work		04/28/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6108	MSBU Administrative Work		05/02/2023	1.50	109.41	0.00	0.00	0.00		109.41
	6108	MSBU Administrative Work		05/03/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work		05/04/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6108	MSBU Administrative Work		05/08/2023	0.75	54.71	0.00	0.00	0.00		54.71
	6108	MSBU Administrative Work		05/12/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6108	MSBU Administrative Work		05/15/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6108	MSBU Administrative Work		05/16/2023	0.25	18.24	0.00	0.00	0.00		18.24

Monthly Funding Report

START DATE:

04/01/2023

END DATE:

06/30/2023

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		06/02/2023	1.00	72.94	0.00	0.00	0.00	0.00	72.94
		Administrative Time Total									
					9.75	711.17	0.00	0.00	0.00	0.00	711.20
	6108	MSBU Administrative Work		05/04/2023	3.00	218.82	0.00	2.94	0.00	0.00	221.76
		MSBU Meeting Total									
					3.00	218.82	0.00	2.94	0.00	0.00	221.76
		Work Order 6108 Total			22.75	1,784.49	0.00	42.14	0.00	0.00	1,826.66
		MSBU Administrative Work Total									
					22.75	1,784.49	0.00	42.14	0.00	0.00	1,826.66
	7224	ROW - Clearing / Haul Debris		05/03/2023	1.00	69.54	0.00	13.52	10.69	0.27	93.75
		Work Order 7224 Total									
					1.00	69.54	0.00	13.52	10.69	0.27	93.75
		ROW - Clearing / Haul Debris Total									
					1.00	69.54	0.00	13.52	10.69	0.27	93.75
	12766	Sign Maintenance		06/29/2023	1.00	63.82	0.00	2.60	0.00	0.00	66.42
		Work Order 12766 Total									
					1.00	63.82	0.00	2.60	0.00	1.00	66.42
		Sign Maintenance Total									
					1.00	63.82	0.00	2.60	0.00	1.00	66.42
	10035	Vacuum Culvert Cleaning		05/02/2023	22.00	1,525.26	0.00	428.94	0.00	0.00	1,954.20
		Work Order 10035 Total									
					22.00	1,525.26	0.00	428.94	0.00	4.00	1,954.20
		BRIG CIR N, PLACIDA, 33946									
	10038	Vacuum Culvert Cleaning		05/03/2023	22.00	1,525.26	0.00	428.94	0.00	0.00	1,954.20
		Work Order 10038 Total									
					22.00	1,525.26	0.00	428.94	0.00	4.00	1,954.20
		BRIG CIR N, PLACIDA, 33946									

Monthly Funding Report

START DATE:

04/01/2023

END DATE:

06/30/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Vacuum Culvert Cleaning Total			44.00	3,050.52	0.00	857.88	0.00	8.00	3,908.40
		Rotonda Sands North Street and Drainage Unit Total			72.75	5,267.48	0.00	931.81	10.69		6,210.03

Monthly Funding Report

START DATE:

04/01/2023

END DATE:

06/30/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					72.75	5,267.48	0.00	931.81	10.69		6,210.03

Grand totals for all MSBUs reported

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
Beginning Balance	\$320,130	\$463,509	\$507,976	\$507,976
Revenues				
Assessments & Earnings	257,331	256,239	251,115	256,239
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$257,331	\$256,239	\$251,115	\$256,239
Expenditures				
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
Total Expenditures	\$69,485	\$113,588	\$10,479	\$105,585
Reserves (Ending Fund Balance)	\$507,976	\$606,160	\$748,612	\$658,630
<i>Reserve %</i>	88.0%	84.2%	98.6%	86.2%

Date Prepared: 7/25/2023

The new Activity Reports are broken down by maintenance activity and then by work order number. You will see a total cost per work order and then a total cost by activity before the report transitions to the next activity. Please be advised that the total per maintenance activity is for the work above the total, not below as shown with the blue & yellow section below.

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
#22-530 Safety Mowing - West County	7992	Camera/Video		03/07/2023	1.50	109.41	0.00	5.88	0.00		115.29	
	Work Order 7992 Total 219 ANTILLA DR, Rotonda West, 33947											
	Camera/Video Total											
	7994	Concrete Catch Basin Repair		03/28/2023	2.00	145.88	0.00	9.34	0.00			155.22
	7994	Concrete Catch Basin Repair		03/29/2023	12.50	879.71	440.00	24.19	0.00			1,343.90
	Work Order 7994 Total 219 ANTILLA DR											
	Data for work order 7994 - 219 Antilla Drive											
	8259	Concrete Catch Basin Repair		02/28/2023	6.00	407.88	319.20	35.40	0.00			762.48
	Work Order 8259 Total 177 WRIGHT DR, Rotonda West, 33947											
	Data for work order 8259 - 177 Wright Drive											
Concrete Catch Basin Repair Total												
Total for Catch Basin Repair maintenance activity												
8304	Contracted Work - Inspection										0.58	
Work Order 8304 Total SAN CASA DR, ENGLEWOOD, 34224												
Start of next maintenance activity												
Contracted Work - Inspection Total												



StatePlane Projection
Datum: NAD83
Units: Feet
Source: Public Works
Metadata available upon request

Road Crossing Pipes

- Reinforced Concrete - 17
- Corrugated Aluminum - 157



(Not To Scale)