

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

ADVISORY BOARD REGULAR MEETING
THURSDAY, MARCH 5, 2026
9:30 a.m. – 9:55 a.m.

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

Members Present: John Kromer, Chair
Richard Grunt, Vice Chair
Michael Courts
Karen Hartman

County Staff: Lorraine Money Penny, Community Liaison

Guests: None

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 present.

Changes to the Agenda / Motion to Approve Changes:

None

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

Mr. Grunt moved to approve the minutes of December 11, 2025. They were approved unanimously.

Unfinished Business:

- a. Streets & Drainage: Mr. Grunt asked when the pipelining work would begin. Mr. Courts described bent and clogged pipes at Bulk Ct. and Harness Rd. A service request was submitted. Drainage repair crews prioritize malfunction that can impact homes.

New Business:

- a. Financial Reports: The Board reviewed the Fiscal Year (FY) 2025 fund financial report and FY26 first quarter FY26 fund and maintenance reports. Members noted earnings on reserves.
- b. Conservation Association MOU: The Rotonda Sands Conservation Association (HOA) has not contacted the County to begin negotiating a Memorandum of Understanding (MOU). It was discussed during Open Discussion at the September 11, 2025 meeting.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

The Advisory Board discussed the new golf cart ordinance and speeding along the Pioneer Trail.

Schedule Meetings / Items for Next Agenda:

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

- Thursday, June 11, 2026
- Thursday, September 10, 2026
- Thursday, December 10, 2026

The meeting adjourned at 9:55 a.m.

Submitted by Lorraine Money Penny
Public Works Department



Chair Signature



Date

AGENDA

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

ADVISORY BOARD REGULAR MEETING THURSDAY, MARCH 5, 2025

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

BOARD MEMBERS: John Kromer, Chair
Richard Grunt, Vice Chair
Michael Courts
Karen Hartman

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: December 11, 2025
5. Unfinished Business
 - a. Streets & Drainage
6. New Business
 - a. Financial Reports
 - b. Conservation Association MOU
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 - 5 Year Annual Report

Oct. 1, 2020 - Sept. 30, 2025

	Actual FY2021	Actual FY2022	Actual FY2023	Actual FY2024	Adopted Budget FY2025	Actual FY2025
Beginning Balance	\$ 209,029	\$ 320,130	\$ 507,976	\$ 777,776	\$ 699,792	\$ 1,068,692
Revenues						
Assessments & Earnings						
Assessments	270,973	261,320	261,751	261,906	267,333	261,658
Interest	-	4,088	24,861	19,387	2,450	23,642
Interest Earnings-L.G.S.F.T.F.	-	-	-	20,776	-	20,723
Net Inc/(Decr) Fair Market Value-Investments	(82)	(9,515)	5,139	10,618	-	5,663
Interest-Tax Coll	-	-	-	427	-	712
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	-
GDC Recovery (Interfund Trf-Capital Projects)	-	-	-	-	-	-
Excess Fees /Tax Collector	10,346	1,438	1,419	1,142	-	1,225
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(13,490)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Debt Proceeds	-	-	-	-	-	-
Total Revenue	\$ 281,236	\$ 257,331	\$ 293,170	\$ 314,256	\$ 256,293	\$ 313,623
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	-	-	-	-	-	-
Concrete Flatwork	-	-	-	-	15,000	-
Drainage	-	-	-	-	-	-
Street Sweeping	-	-	-	-	-	-
Installed Sod	83	2,548	-	-	-	-
Paving	-	-	-	-	-	-
Contract Services; other						
Pipe Lining	-	-	-	-	75,000	-
Right of Way Maint	-	-	-	-	-	-
ROW Reclamation	-	-	-	-	-	-
Specialty Mowing	-	-	-	-	-	-
Public Works Services						
Equip Repl Charges-PubWrks	4,088	6,988	1,949	1,240	22,272	8,578
Operating Exp-PubWrks	32,954	49,168	15,981	17,188	140,015	70,686
Road & Bridge Materials	4,223	2,949	21	607	70,717	32,186
Sign Materials	720	1,496	81	252	4,782	741
Internal Charges						
Central/Indirect Svcs	3,890	3,003	2,147	1,380	886	886
Purchased Services						
Postage-MSBU Notices	-	-	-	-	-	-
Personal Svcs-InterDept	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Utility Service-Electricity	-	-	-	-	-	-
Other Current Chrgs and Oblig	-	22	-	-	-	-
Advertising-Legal	-	-	-	-	-	-
Fees-Landfill	38	7	11	-	2,000	-
Collection Fee-Tax Collector	3,466	3,304	3,159	2,673	5,347	2,590
Materials and Supplies						
Capital Outlay						
Imprv-Other Than Bldgs	-	-	-	-	-	-
Debt Services						
Principal	120,000	-	-	-	-	-
Interest	656	-	-	-	-	-
Other Debt Service Costs	17	-	22	-	-	-
Total Expenditures	170,134	69,485	23,370	23,339	336,019	115,667
Reserves (Ending Fund Balance)	\$ 320,130	\$ 507,976	\$ 777,776	\$ 1,068,692	\$ 620,066	\$ 1,266,648
Reserve %	65.3%	88.0%	97.1%	97.9%	64.9%	91.6%

Date Prepared: 1/27/2026

Rotonda Sands Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2025 - Dec. 31, 2025

	Actual FY2025	Adopted Budget FY2026	YTD Actual FY2026	Encumbered FY2026	Balance FY2026
Beginning Balance	\$1,068,692	\$1,186,253	\$1,266,648		
Revenues					
Assessments & Earnings	313,623	257,492	113,617		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$313,623	\$257,492	\$113,617		
Expenditures					
Contract Services	-	10,000	-	-	10,000
Pipe Lining	-	300,000	-	-	300,000
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	112,191	134,924	-	-	134,924
Internal Charges	886	598	-	-	598
Purchased Services	2,590	7,338	2,170	-	5,168
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Total Expenditures	\$115,667	\$452,860	\$2,170	-	450,690
Reserves (Ending Fund Balance)	\$1,266,648	\$990,885	\$1,378,096		
<i>Reserve %</i>	91.6%	68.6%	99.8%		

Date Prepared: 1/7/2026

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

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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
	61357	Drainage Maintenance - Swale Grading		11/04/2025	42.00	2,925.18	0.00	556.62	0.00		3,481.80
	61357	Drainage Maintenance - Swale Grading		11/05/2025	52.00	3,572.98	0.00	556.62	0.00		4,129.60
	61357	Drainage Maintenance - Swale Grading		11/15/2025	0.00	0.00	3,038.00	0.00	0.00		3,038.00
	Work Order 61357 Total				94.00	6,498.16	3,038.00	1,113.24	0.00	6,200.00	10,649.40
	Drainage Maintenance - Swale Grading Total				94.00	6,498.16	3,038.00	1,113.24	0.00	6,200.00	10,649.40
	135301	Investigation		11/12/2025	1.00	75.74	0.00	4.41	0.00		80.15
	Work Order 135301 Total				1.00	75.74	0.00	4.41	0.00	1.00	80.15
	141411	Investigation		12/19/2025	1.00	75.74	0.00	4.41	0.00		80.15
	Work Order 141411 Total				1.00	75.74	0.00	4.41	0.00	1.00	80.15
	Investigation Total				2.00	151.48	0.00	8.82	0.00	2.00	160.30
	128177	MSBU Administrative Work		12/09/2025	0.09	6.72	0.00	0.00	0.00		6.72
	128177	MSBU Administrative Work		10/09/2025	0.05	3.36	0.00	0.00	0.00		3.36
	128177	MSBU Administrative Work		10/14/2025	0.09	6.72	0.00	0.00	0.00		6.72
	128177	MSBU Administrative Work		10/15/2025	0.09	6.72	0.00	0.00	0.00		6.72
	128177	MSBU Administrative Work		10/16/2025	0.14	10.08	0.00	0.00	0.00		10.08
	128177	MSBU Administrative Work		10/23/2025	0.14	10.08	0.00	0.00	0.00		10.08
	128177	MSBU Administrative Work		10/24/2025	0.09	6.72	0.00	0.00	0.00		6.72
	128177	MSBU Administrative Work		10/28/2025	0.07	5.04	0.00	0.00	0.00		5.04
	128177	MSBU Administrative Work		10/30/2025	0.05	3.36	0.00	0.00	0.00		3.36

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

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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
	128177	MSBU Administrative Work		10/31/2025	0.07	5.04	0.00	0.00	0.00	0.00	5.04
	128177	MSBU Administrative Work		11/20/2025	0.07	5.04	0.00	0.00	0.00	0.00	5.04
	128177	MSBU Administrative Work		11/26/2025	0.09	6.72	0.00	0.00	0.00	0.00	6.72
	128177	MSBU Administrative Work		12/02/2025	0.07	5.04	0.00	0.00	0.00	0.00	5.04
	128177	MSBU Administrative Work		12/16/2025	0.05	3.36	0.00	0.00	0.00	0.00	3.36
		Administrative Time Total			1.05	77.26	0.00	0.00	0.00	0.00	77.26
	128177	MSBU Administrative Work		10/30/2025	0.36	26.87	0.00	0.00	0.00	0.00	26.87
		MSBU Meeting Total			0.36	26.87	0.00	0.00	0.00	0.00	26.87
	128177	MSBU Administrative Work		11/26/2025	0.18	13.44	0.00	0.00	0.00	0.00	13.44
		MSBU Minutes Total			0.18	13.44	0.00	0.00	0.00	0.00	13.44
		Work Order 128177 Total			1.68	124.29	0.00	0.00	0.00	0.00	124.29
	128181	MSBU Administrative Work		12/12/2025	0.13	9.24	0.00	0.00	0.00	0.00	9.24
	128181	MSBU Administrative Work		10/01/2025	1.17	86.22	0.00	0.00	0.00	0.00	86.22
	128181	MSBU Administrative Work		10/02/2025	0.25	18.48	0.00	0.00	0.00	0.00	18.48
	128181	MSBU Administrative Work		10/03/2025	0.17	12.32	0.00	0.00	0.00	0.00	12.32
	128181	MSBU Administrative Work		10/09/2025	0.17	12.32	0.00	0.00	0.00	0.00	12.32
	128181	MSBU Administrative Work		10/14/2025	0.33	24.63	0.00	0.00	0.00	0.00	24.63
	128181	MSBU Administrative Work		11/04/2025	0.17	12.32	0.00	0.00	0.00	0.00	12.32
	128181	MSBU Administrative Work		11/05/2025	0.17	12.32	0.00	0.00	0.00	0.00	12.32
	128181	MSBU Administrative Work		11/07/2025	0.17	12.32	0.00	0.00	0.00	0.00	12.32
	128181	MSBU Administrative Work		11/25/2025	0.33	24.63	0.00	0.00	0.00	0.00	24.63
	128181	MSBU Administrative Work		12/02/2025	0.83	61.58	0.00	0.00	0.00	0.00	61.58

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

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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
	128181	MSBU Administrative Work		12/04/2025	0.33	24.63	0.00	0.00	0.00	0.00	24.63
	128181	MSBU Administrative Work		12/05/2025	0.33	24.63	0.00	0.00	0.00	0.00	24.63
	128181	MSBU Administrative Work		12/16/2025	0.33	24.63	0.00	0.00	0.00	0.00	24.63
	128181	MSBU Administrative Work		12/17/2025	0.33	24.63	0.00	0.00	0.00	0.00	24.63
		Administrative Time Total			5.08	375.66	0.00	0.00	0.00	0.00	375.66
	128181	MSBU Administrative Work		12/17/2025	1.67	123.17	0.00	0.00	0.00	0.00	123.17
		MSBU Meeting Total			1.67	123.17	0.00	0.00	0.00	0.00	123.17
	128181	MSBU Administrative Work		12/17/2025	1.00	73.90	0.00	0.00	0.00	0.00	73.90
		MSBU Minutes Total			1.00	73.90	0.00	0.00	0.00	0.00	73.90
		Work Order 128181 Total			7.87	581.96	0.00	0.00	0.00	0.00	581.96
	128183	MSBU Administrative Work		10/01/2025	0.25	18.48	0.00	0.00	0.00	0.00	18.48
	128183	MSBU Administrative Work		10/02/2025	0.25	18.48	0.00	0.00	0.00	0.00	18.48
	128183	MSBU Administrative Work		10/07/2025	0.25	18.48	0.00	0.00	0.00	0.00	18.48
	128183	MSBU Administrative Work		10/09/2025	0.13	9.24	0.00	0.00	0.00	0.00	9.24
	128183	MSBU Administrative Work		10/10/2025	0.38	27.71	0.00	0.00	0.00	0.00	27.71
	128183	MSBU Administrative Work		10/14/2025	0.13	9.24	0.00	0.00	0.00	0.00	9.24
	128183	MSBU Administrative Work		10/28/2025	0.19	13.86	0.00	0.00	0.00	0.00	13.86
	128183	MSBU Administrative Work		11/04/2025	0.13	9.24	0.00	0.00	0.00	0.00	9.24
	128183	MSBU Administrative Work		11/12/2025	0.13	9.24	0.00	0.00	0.00	0.00	9.24
		Administrative Time Total			1.81	133.94	0.00	0.00	0.00	0.00	133.95
	128183	MSBU Administrative Work		10/08/2025	1.25	92.38	0.00	0.00	0.00	0.00	92.38
		MSBU Meeting Total			1.25	92.38	0.00	0.00	0.00	0.00	92.38

Monthly Funding Report

START DATE:

10/01/2025

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Rotonda Sands North Street and Drainage Unit

Project	WO Number	WO Description	Location	WO	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	128183	MSBU Administrative Work			10/08/2025	0.75	55.43	0.00	0.00	0.00	0.00	55.43
		Work Order 128183 Total				0.75	55.43	0.00	0.00	0.00	0.00	55.43
						3.81	281.74	0.00	0.00	0.00	0.00	281.75
		MSBU Minutes Total										
		MSBU Administrative Work Total				13.37	987.99	0.00	0.00	0.00	0.00	988.00
	131697	Open Road Cut Road Repair			10/24/2025	47.50	3,322.33	0.00	370.90	0.00	0.00	3,693.23
	131697	Open Road Cut Road Repair			10/27/2025	0.00	0.00	831.68	0.00	0.00	0.00	831.68
		Work Order 131697 Total				47.50	3,322.33	831.68	370.90	0.00	9.04	4,524.91
	131712	Open Road Cut Road Repair			10/23/2025	50.00	3,504.60	0.00	375.90	0.00	0.00	3,880.50
	131712	Open Road Cut Road Repair			10/27/2025	0.00	0.00	820.64	0.00	0.00	0.00	820.64
		Work Order 131712 Total				50.00	3,504.60	820.64	375.90	0.00	8.92	4,701.14
		Open Road Cut Road Repair Total				97.50	6,826.93	1,652.32	746.80	0.00	17.96	9,226.05
	133896	Sign Fabrication			11/03/2025	8.00	577.20	525.82	167.36	0.00	0.00	1,270.38
		Work Order 133896 Total				8.00	577.20	525.82	167.36	0.00	32.00	1,270.38
	134135	Sign Fabrication			11/04/2025	8.50	613.28	432.71	177.82	0.00	0.00	1,223.81
		Work Order 134135 Total				8.50	613.28	432.71	177.82	0.00	34.00	1,223.81
	134822	Sign Fabrication			11/06/2025	9.50	685.43	500.92	198.74	0.00	0.00	1,385.08
		Work Order 134822 Total				9.50	685.43	500.92	198.74	0.00	38.00	1,385.08

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

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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
	135081	Sign Fabrication		11/10/2025	5.00	360.75	284.67	52.30	0.00		697.72
	Work Order 135081 Total		40 PENNANT CT, Charlotte, FL, 33946		5.00	360.75	284.67	52.30	0.00	20.00	697.72
	135754	Sign Fabrication		11/14/2025	6.00	432.90	310.85	125.52	0.00		869.27
	Work Order 135754 Total		90 HARNES RD, Charlotte, FL, 33946		6.00	432.90	310.85	125.52	0.00	24.00	869.27
	Sign Fabrication Total										
	133086	Sign Inspection		10/29/2025	3.89	260.01	0.00	10.09	0.00		270.11
	Work Order 133086 Total				3.89	260.01	0.00	10.09	0.00	157.00	270.11
	Sign Inspection Total										
	134388	Sign Maintenance		11/05/2025	9.83	677.91	27.65	64.41	0.00		769.97
	Work Order 134388 Total		8 BILL CT, Charlotte, FL, 33946		9.83	677.91	27.65	64.41	0.00	61.00	769.97
	135395	Sign Maintenance		11/12/2025	13.00	871.26	0.00	45.85	0.00		917.11
	Work Order 135395 Total		BRIG CIR E, PLACIDA, FL, 33946		13.00	871.26	0.00	45.85	0.00	36.00	917.11
	135811	Sign Maintenance		11/14/2025	4.00	267.44	0.00	13.10	0.00		280.54
	Work Order 135811 Total				4.00	267.44	0.00	13.10	0.00	6.00	280.54
	136958	Sign Maintenance		11/21/2025	2.00	129.56	0.00	13.10	0.00		142.66
	Work Order 136958 Total		90 HARNES RD, Charlotte, FL, 33946		2.00	129.56	0.00	13.10	0.00	24.00	142.66

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

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
	138563	Sign Maintenance		12/03/2025	4.00	275.76	408.52	26.20	0.00		710.48
	Work Order 138563 Total		45 HARNES RD, Charlotte, FL, 33946		4.00	275.76	408.52	26.20	0.00	18.00	710.48
	Sign Maintenance Total				32.83	2,221.93	436.17	162.66	0.00	145.00	2,820.76
	Rotonda Sands North Street and Drainage Unit Total				280.59	19,616.05	7,181.46	2,763.35	0.00		29,560.87