

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

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

**1:30 p.m. – 2:51 p.m.
West County Annex, Room 120
6868 San Casa Dr., Englewood, Florida**

Members Present: Tiffany Clarke, Chair
Joseph Finn, Vice Chair
Paul McGinley
Rhonda Hawes

Members Absent: None

County Staff: Kimberly Kelley, Community Liaison
Ray Slade, Project Manager

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

Sunshine Law/Roberts Rules:

Per the Florida Sunshine Law outlined in Florida Statutes Chapter 286, Florida Public Records Law outlined in Florida Statutes Chapter 119 and Roberts Rules, which is mandatory training provided each year during the Advisory Board meeting in December or soon thereafter. This was completed by Advisory Board members in attendance.

Election of Officers:

Ms. Hawes nominated Ms. Clarke as Chair, no other nominations

Mr. McGinley nominated Mr. Finn as Vice Chair, no other nominations

Ms. Clarke accepted Chair and Mr. Finn accepted Vice Chair, it was unanimously approved.

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

None

Approval of Minutes:

Ms. Clarke asked that the discussion of drainage maintenance be included into the April 14, 2022, minutes. Ms. Kelley added under agenda item: Maintenance of Streets and Drainage - The Advisory Board discussed drainage maintenance and the possibility of a rate increase of the non-ad valorem assessment. Mr. Finn motioned to approve April 14, 2022, minutes with changes, seconded by Mr. McGinley and it was unanimously approved.

Unfinished Business:

- a) Maintenance of Streets and Drainage/Rotonda Boulevard East: Ms. Kelley explained Public Works is still functioning in recovery conditions since Hurricane Ian. She reviewed the work order map and explained the process of the work program. She recommended that homeowners should call Public Works main number or use the county mobile app to report drainage/safety issues. She explained pipelining was performed on Cabana Way and noted that it was funded by the West Charlotte Stormwater MSBU.
- b) Community Sign: Mr. Slade and the Advisory Board discussed the recommended entrance sign location and lighting costs. He conveyed he will provide a rendering and updated costs when available.

New Business:

- a) Financial Reports: The FY23 quarter one actual expenditure, FY22 annual report and the FY24/25 preliminary budget reports were provided; There was discussion on concrete flatwork, increased drainage maintenance, pipelining, ground penetrating radar (GPR) of pipes and the current assessment rate to remain the same.

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 1:30 p.m. in the West County Annex, Room 120 as follows:

- Thursday, May 4, 2023
- Thursday, August 17, 2023
- Thursday, November 16, 2023

Submitted by Kimberly Kelley
Public Works Department



Chair Signature



Date

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

ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 2 ,2023

1:30 p.m., West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Tiffany Clarke, Chair
Joseph Finn, Vice Chair
Paul McGinley
Rhonda Hawes
Vacant

COUNTY STAFF: Kimberly Kelley, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda
3. Roberts Rules of Order/Sunshine Law Video
4. Election of Officers
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: November 16, 2022
7. Unfinished Business:
 - a) Maintenance of Streets & Drainage
 - b) Community Sign
8. New Business:
 - a) Financial Reports
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

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

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, NOVEMBER 16, 2022**

**1:30 p.m. – 2:49 p.m.
West County Annex, Room 120
6868 San Casa Dr., Englewood, Florida**

Members Present: Tiffany Clarke, Chair
Joseph Finn, Vice Chair
Paul McGinley
Rhonda Hawes

Members Absent: None

County Staff: Kimberly Kelley, Community Liaison

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 April 14, 2022, were unanimously approved as submitted.

Unfinished Business:

- a) Maintenance of Streets and Drainage/Rotonda Boulevard East: There was discussion on Public Works maintaining the median of Rotonda Boulevard East, in lieu of the Property Owners Association. Mr. Finn motioned to include Rotonda Boulevard East into the county maintenance contract, seconded by Mr. McGinley and it was unanimously approved. There was discussion on roads that are showing wear cracks, needing herbicide and the paving program.
- b) Community Sign: The Advisory Board discussed the location of a community sign as well as the type of sign to be placed in the county right of way. Mr. McGinley motioned to have the sign match color of existing signs in Rotonda Lakes, stating -Welcome to Rotonda Lakes, with hardwired lighting with a cost not to exceed \$10,000, seconded by Ms. Hawes unanimously approved.

New Business:

- a) Financial Reports: The FY22 third and fourth quarter actual expenditure, activity maintenance and the FY23 Adopted Budget reports were provided; There was discussion on the upcoming FY24/25 budgets and line items were noted.
- b) Traffic Safety: Ms. Kelley explained that MSBU's cannot fund traffic control devices such as speed humps and flashing radar speed signs and conveyed that the Traffic Engineer is in the process of revising the traffic calming policy to bring forward to the Board of County Commissioners. There was discussion on traffic signaling at Gasparilla Road and Ingram Boulevard as well as Rotonda Boulevard East.

Citizen Input on MSBU Items (3 Minute Limit):

None

Rotonda Lakes Street and Drainage MSBU

Fund Financial Report
Oct. 1 2022 - Dec. 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
Beginning Balance	\$ 1,182,703	\$ 1,440,639	\$ 1,491,551	\$ 1,491,551
Revenues				
Assessments & Earnings	358,433	368,554	186,422	368,554
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$358,433	\$368,554	\$186,422	\$368,554
Expenditures				
Contract Services	-	17,450	-	17,450
Pipe Lining	16,838	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	26,982	70,187	-	70,187
Internal Charges	1,033	1,085	1,085	1,085
Purchased Services	4,732	8,149	3,640	8,149
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Total Expenditures	\$49,586	\$116,871	\$4,725	\$116,871
Reserves (Ending Fund Balance)	\$1,491,551	\$1,692,322	\$1,673,248	\$1,743,234
<i>Reserve %</i>	96.8%	93.5%	99.7%	93.7%

Date Prepared: 1/17/2023

Rotonda Lakes Street and Drainage MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2017 - Sept. 30, 2022

	Actual FY2018	Actual FY2019	Actual FY2020	Actual FY2021	Adopted Budget FY2022	Actual FY2022
Beginning Balance	\$ 881,180	\$ 823,631	\$ 683,045	\$ 1,023,012	\$ 1,172,956	\$ 1,182,703
Revenues						
Assessments & Earnings						
Assessments	375,460	375,073	372,921	372,482	382,734	372,599
Interest	13,107	14,633	13,394	6,197	4,614	11,729
Net Inc/(Decr) Fair Market Value-Investments	(6,125)	9,110	8,457	(6,304)	-	(27,945)
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	-
Excess Fees /Tax Collector	2,047	2,300	2,419	2,244	-	2,050
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(19,367)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Debt Proceeds	350,000	-	-	-	-	-
Total Revenue	\$ 734,488	\$ 401,117	\$ 397,191	\$ 374,619	\$ 367,981	\$ 358,433
Expenditures						
Contract Services						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	-	-	-	-	-	-
Concrete Flatwork	-	-	-	-	5,000	-
Drainage	-	-	-	-	-	-
Street Sweeping	-	-	-	-	-	-
Installed Sod	1,637	1,600	1,445	4,087	12,450	-
Paving	-	-	-	-	-	-
Contract Services; other						
Pipe Lining	-	23,484	32,920	-	20,000	16,838
Right of Way Maint	-	-	-	-	-	-
ROW Reclamation	-	-	-	-	-	-
Specialty Mowing	-	-	-	-	-	-
Public Works Services						
Equip Repl Charges-PubWrks	6,213	1,648	1,133	2,410	6,879	1,651
Operating Exp-PubWrks	47,300	18,226	11,053	21,838	51,029	23,588
Road & Bridge Materials	11,327	401	-	-	2,113	-
Sign Materials	120	384	309	581	3,387	1,743
Internal Charges						
Central/Indirect Svcs	9,069	3,286	5,413	5,684	1,033	1,033
Purchased Services						
Postage-MSBU Notices	-	-	-	-	-	-
Personal Svcs-InterDept	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Utility Service-Electricity	-	-	-	-	-	-
Advertising-Legal	-	-	136	-	-	-
Fees-Landfill	-	-	18	60	500	21
Collection Fee-Tax Collector	5,531	5,149	4,797	4,764	7,655	4,711
Materials and Supplies						
Capital Outlay						
Imprv-Other Than Bldgs	-	-	-	-	-	-
Debt Services						
Principal	700,000	175,000	-	175,000	-	-
Interest	9,817	2,335	-	504	-	-
Other Debt Service Costs	1,024	-	-	-	-	-
Project Costs						
Rotonda Lakes Paving Program						
Paving	-	-	-	-	-	-
Rejuvenation	-	310,190	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
Total Expenditures	792,037	541,703	57,224	214,928	110,046	49,586
Reserves (Ending Fund Balance)	\$ 823,631	\$ 683,045	\$ 1,023,012	\$ 1,182,703	\$ 1,430,891	\$ 1,491,551
Reserve %	51.0%	55.8%	94.7%	84.6%	92.9%	96.8%

Date Prepared: 1/17/2023

Rotonda Lakes Street and Drainage MSBU

Preliminary 2 Year Budget

FY2024 & FY2025

Estimated ERU's and Cost per ERU

	FY2024	FY2025
Vacant		
<i>Estimated ERU's</i>	2,502.110	2,502.110
<i>Cost per ERU</i>	\$ 110.00	\$ 110.00
Occupied		
<i>Estimated ERU's</i>	971.300	971.300
<i>Cost per ERU</i>	\$ 110.00	\$ 110.00
Current FY23 Rate	\$ 110.00	
Current Maximum Rate	\$ 110.00	

	Preliminary Budget FY2024	Preliminary Budget FY2025
Beginning Balance	\$ 1,743,234	\$ 1,849,709
<u>Revenues</u>		
Assessments & Earnings		
<i>Assessments</i>	382,076	382,076
<i>Interest</i>	6,102	6,474
<i>Less 5% Reserve - FS 129.01(2)b</i>	(19,409)	(19,428)
Grant & Subsidy Revenue		
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 368,769	\$ 369,122
<u>Expenditures</u>		
Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	7,500	7,500
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	-	-
<i>Installed Sod</i>	37,500	37,500
<i>Paving</i>	-	-

	Preliminary Budget FY2024	Preliminary Budget FY2025
Contract Services; other		
<i>Pipe Lining</i>	20,000	20,000
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	25,843	26,618
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	20,883	20,883
<i>Operating Exp-PubWrks</i>	123,772	123,772
<i>Road & Bridge Materials</i>	12,346	12,907
<i>Sign Materials</i>	4,668	4,880
Internal Charges		
<i>Central/Indirect Svcs</i>	1,140	1,197
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Electricity</i>	-	-
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	1,000	1,000
<i>Collection Fee-Tax Collector</i>	7,642	7,642
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	262,294	263,899
Reserves (Ending Fund Balance)	\$ 1,849,709	\$ 1,954,932
<i>Reserve %</i>	87.6%	88.1%

Version Date 1/24/2023