

**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.

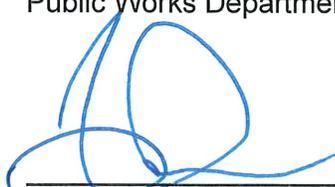
Schedule Meetings / Items for Next Agenda:

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

5/23/24

Date



**Rotonda Heights Street & Drainage
 Municipal Service Benefit Unit**

Advisory Board Meeting Attendance

Thursday, February 15, 2024

**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
DON LUTZ		
JIM HARPER	Jim.HARPER627@GMAIL.COM	845-489-1212
Florian O'Day	foday1032@comcast.net	941-249-0925
Kitty Saddler	KLSaddler@Centurylink.net	304-573-2087
Bill Sullivan	billsullivan821@gmail.com	941-662-5423
JOHN BALAS		314-210-4791

AGENDA

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

ADVISORY BOARD REGULAR MEETING THURSDAY, FEBRUARY 15, 2024

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
Florian O'Day
Bill Sullivan

COUNTY STAFF: 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: November 2, 2023
5. Unfinished Business
 - a. Safety Mowing
 - b. Community 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. Election of Officers
10. Annual Review: Sunshine Law, Robert's Rules of Order, Public Records
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

Rotonda Heights Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - Dec. 31, 2023

	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	165,871		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$335,881	\$293,527	\$165,871		
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	365	-	115,754
Internal Charges	2,742	3,245	3,245	-	-
Purchased Services	3,790	6,631	3,254	-	3,377
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	189,706	183,650	5,702	-	177,948
Total Expenditures	\$222,412	\$337,145	\$12,566	\$0	\$324,579
Reserves (Ending Fund Balance)	\$812,918	\$657,240	\$966,223		
Reserve %	78.5%	66.1%	98.7%		

Date Prepared: 1/23/2024

Rotonda Heights Street and Drainage MSBU

Fund Financial Report - 5 Year Annual Report

Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Actual FY2023
Beginning Balance	\$ 557,156	\$ 653,902	\$ 740,196	\$ 650,506	\$ 649,134	\$ 699,449
Revenues						
Assessments & Earnings						
<i>Assessments</i>	302,529	303,203	300,739	298,912	306,848	298,971
<i>Interest</i>	14,052	11,100	4,312	6,044	2,536	29,847
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	8,604	6,134	(3,602)	(13,101)	-	5,442
<i>Misc Rev-Refund Prior Year Exp</i>	-	-	-	-	-	-
<i>GDC Recovery (Interfund Trf-Capital Projects)</i>	-	-	-	-	-	-
<i>Excess Fees /Tax Collector</i>	1,855	-	1,812	1,645	-	1,620
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	(15,470)	-
Grant & Subsidy Revenue						
<i>State Grant</i>	-	-	-	-	-	-
Loans & Borrowing						
<i>Debt Proceeds</i>	-	-	680,000	-	-	-
Total Revenue	\$ 327,039	\$ 320,437	\$ 983,261	\$ 293,499	\$ 293,914	\$ 335,881
Expenditures						
Contract Services						
<i>Engineering</i>	-	-	-	-	-	-
<i>Other Contractual Svcs</i>	-	-	-	-	-	-
<i>Concrete Flatwork</i>	-	-	-	-	-	-
<i>Drainage</i>	-	-	-	-	-	-
<i>Street Sweeping</i>	-	-	-	-	-	-
<i>Installed Sod</i>	-	4,235	156	-	6,225	-
<i>Paving</i>	-	-	-	-	-	-
Contract Services; other						
<i>Pipe Lining</i>	-	-	-	-	20,000	-
<i>Right of Way Maint</i>	-	-	-	-	-	-
<i>ROW Reclamation</i>	-	-	-	-	-	-
<i>Specialty Mowing</i>	-	-	-	-	-	-
Public Works Services						
<i>Equip Repl Charges-PubWrks</i>	1,005	2,558	5,841	3,605	7,152	3,248
<i>Operating Exp-PubWrks</i>	15,240	23,787	26,578	45,116	52,964	21,980
<i>Road & Bridge Materials</i>	279	462	175	-	3,054	252
<i>Sign Materials</i>	799	639	864	8,549	2,933	694
Internal Charges						
<i>Central/Indirect Svcs</i>	1,613	5,652	3,030	2,611	2,742	2,742
Purchased Services						
<i>Postage-MSBU Notices</i>	-	-	-	-	-	-
<i>Personal Svcs-InterDept</i>	-	-	-	-	-	-
<i>Postage</i>	-	-	-	-	-	-
<i>Utility Service-Electricity</i>	-	-	-	-	-	-
<i>Advertising-Legal</i>	-	-	-	-	150	-
<i>Fees-Landfill</i>	13	13	-	11	250	182
<i>Collection Fee-Tax Collector</i>	4,153	3,875	3,847	3,780	6,137	3,608
Materials and Supplies						
Capital Outlay						
<i>Imprv-Other Than Bldgs</i>	-	-	-	-	-	-
Debt Services						
<i>Principal</i>	170,000	170,000	1,020,000	170,000	170,000	170,000
<i>Interest</i>	37,190	22,922	12,364	10,884	20,132	19,706
<i>Other Debt Service Costs</i>	-	-	97	-	-	-
Total Expenditures	230,293	234,143	1,072,952	244,556	291,739	222,412
Reserves (Ending Fund Balance)	\$ 653,902	\$ 740,196	\$ 650,506	\$ 699,449	\$ 651,309	\$ 812,918
<i>Reserve %</i>	74.0%	76.0%	37.7%	74.1%	69.1%	78.5%

Date Prepared: 1/2/2024