

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

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

**9:30 a.m. – 10:04 a.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, apologies received

**County Staff:** Kimberly Kelley, Community Liaison

**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.

**Agenda / Motion to Approve Changes:**

Mr. Grunt motioned to postpone the Sunshine Law and Roberts Rules of Order review until the next meeting, seconded by Mr. Barrett and it was unanimously approved.

**Election of Officers:**

The Advisory Board unanimously recommended that Mr. Courts remain as Chair and Mr. Grunt to remain as Vice-Chair. Unequivocally all agreed; Mr. Courts and Mr. Grunt accepted.

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

No citizens present.

**Approval of Minutes:**

The minutes from December 1, 2022, were unanimously approved.

**Unfinished Business:**

- a) Maintenance of Streets and Drainage: Mr. Grunt reviewed the following areas: Mate Drive/Master Drive, erosion on Harness Drive leading into the pond and increased erosion near 246 Brig Circle West. Mr. Grunt motioned that county staff meet with a Property Owner Association (POA) member to analyze and educate on the maintenance and responsibility; as this could be shared project between POA and Public Works, requesting that this be a priority, seconded by Mr. Court and unanimously agreed upon. Mr. Grunt commented respectively the county has done great with the hurricane clean-up, however, the Advisory Board shares a frustration as these areas have been discussed for some time and no timeline or action plan has been provided. It was noted that pictures have been provided that reflect the significant change of erosion.
- b) Traffic Safety: Ms. Kelley confirmed that this item can be removed from the agenda. The Advisory Board unanimously approved.

**New Business:**

- a) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure, the FY22 annual actual expenditure and the preliminary FY24/25 budgets reports were provided. Ms. Kelley explained the new work order system and anticipated having activity reports by the quarter 2 distribution. Line items were reviewed.

**Citizen Input on MSBU Items (3 Minute Limit):**

No citizens present.

**Advisory Board Open Discussion:**


None

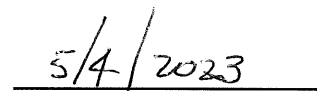
**Schedule Meetings / Items for Next Agenda:**

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

- Thursday, May 4, 2023
- Thursday, August 10, 2023
- Thursday, November 2, 2023

Submitted by Kimberly Kelley  
Public Works Department

  
Chair Signature

  
Date



## AGENDA

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

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

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

**BOARD MEMBERS:** Michael Courts, Chair  
Richard Grunt, Vice-Chair  
Kevin Cote  
Mark Barrett  
Vacant

**COUNTY STAFF:** Kimberly Kelley

**PURPOSE:** Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda
3. Sunshine Law/Roberts Rules of Order
4. Election of Officers
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: December 1, 2022
7. Unfinished Business
  - a. Maintenance of Streets and Drainage
  - b. Traffic Safety
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

# Rotonda Sands Street and Drainage MSBU

## Fund Financial Report

Oct. 1, 2022 - Dec. 31, 2022

	Actual FY2022	Adopted Budget FY2023	YTD Actual FY2023	Projected FY2023
<b>Beginning Balance</b>	\$320,130	\$463,509	\$507,976	\$507,976
<b>Revenues</b>				
Assessments & Earnings	257,331	256,239	118,054	256,239
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
<b>Total Revenue</b>	\$257,331	\$256,239	\$118,054	\$256,239
<b>Expenditures</b>				
Contract Services	2,548	13,300	-	13,300
Pipe Lining	-	20,000	-	20,000
ROW Maintenance	-	-	-	-
ROW Reclamation	-	-	-	-
Speciality Mowing	-	-	-	-
Public Works Services	60,601	71,885	-	71,885
Internal Charges	3,003	2,147	2,147	2,147
Purchased Services	3,333	6,256	2,331	6,256
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
<b>Total Expenditures</b>	\$69,485	\$113,588	\$4,478	\$113,588
<b>Reserves (Ending Fund Balance)</b>	\$507,976	\$606,160	\$621,552	\$650,627
<i>Reserve %</i>	88.0%	84.2%	99.3%	85.1%

Date Prepared:

1/17/2023

**Rotonda Sands 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
<b>Beginning Balance</b>	\$ 579,229	\$ 598,308	\$ 214,145	\$ 209,029	\$ 254,050	\$ 320,130
<b>Revenues</b>						
<b>Assessments &amp; Earnings</b>						
Assessments	264,747	265,576	262,379	270,973	267,883	261,320
Interest	9,183	4,863	2,560	1,608	1,221	4,088
Net Inc/(Decr) Fair Market Value-Investments	(4,328)	3,024	1,719	(1,690)	-	(9,515)
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	-
Excess Fees /Tax Collector	1,443	1,628	-	10,346	-	1,438
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(13,455)	-
<b>Grant &amp; Subsidy Revenue</b>						
State Grant	-	-	-	-	-	-
<b>Loans &amp; Borrowing</b>						
Debt Proceeds	700,000	-	-	-	-	-
<b>Total Revenue</b>	\$ 971,045	\$ 275,092	\$ 266,658	\$ 281,236	\$ 255,649	\$ 257,331
<b>Expenditures</b>						
<b>Contract Services</b>						
Engineering	-	-	-	-	-	-
Other Contractual Svcs	-	-	-	-	-	-
Concrete Flatwork	-	-	-	-	5,000	-
Drainage	-	-	-	-	-	-
Street Sweeping	-	-	-	-	-	-
Installed Sod	850	420	2,385	83	8,300	2,548
Paving	-	-	-	-	-	-
<b>Contract Services; other</b>						
Pipe Lining	-	-	-	-	20,000	-
Right of Way Maint	-	-	-	-	-	-
ROW Reclamation	-	-	-	-	-	-
Specialty Mowing	-	-	-	-	-	-
<b>Public Works Services</b>						
Equip Repl Charges-PubWrks	3,174	1,853	2,699	4,088	6,148	6,988
Operating Exp-PubWrks	37,488	18,219	21,788	32,954	54,255	49,168
Road & Bridge Materials	7,424	1,419	420	4,223	2,724	2,949
Sign Materials	104	943	541	720	6,583	1,496
<b>Internal Charges</b>						
Central/Indirect Svcs	5,198	3,210	3,705	3,890	3,003	3,003
<b>Purchased Services</b>						
Postage-MSBU Notices	-	-	-	-	-	-
Personal Svcs-InterDept	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Utility Service-Electricity	-	-	-	-	-	-
Other Current Chrgs and Oblig	-	-	-	-	-	22
Advertising-Legal	-	-	-	-	150	-
Fees-Landfill	61	7	646	38	750	7
Collection Fee-Tax Collector	3,900	3,646	3,353	3,466	5,358	3,304
<b>Materials and Supplies</b>						
<b>Capital Outlay</b>						
Imprv-Other Than Bldgs	-	-	-	-	-	-
<b>Debt Services</b>						
Principal	875,000	350,000	230,000	120,000	-	-
Interest	17,743	15,694	6,198	656	-	-
Other Debt Service Costs	1,024	-	39	17	-	-
<b>Project Costs</b>						
<b>Rotonda Sands Paving Program</b>						
Paving	-	-	-	-	-	-
Rejuvenation	-	263,845	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	-	-
<b>Total Expenditures</b>	951,966	659,255	271,775	170,134	112,271	69,485
<b>Reserves (Ending Fund Balance)</b>	\$ 598,308	\$ 214,145	\$ 209,029	\$ 320,130	\$ 397,428	\$ 507,976
Reserve %	38.6%	24.5%	43.5%	65.3%	78.0%	88.0%

# Rotonda Sands Street and Drainage MSBU

## Preliminary 2 Year Budget

FY2024 & FY2025

### Estimated ERU's and Cost per ERU

	FY2024	FY2025
<b>Vacant</b>		
<i>Estimated ERU's</i>	2,236.700	2,236.700
<i>Cost per ERU</i>	\$ 110.00	\$ 110.00
<b>Occupied</b>		
<i>Estimated ERU's</i>	195.600	195.600
<i>Cost per ERU</i>	\$ 110.00	\$ 110.00
<b>Current FY23 Rate</b>	\$ 110.00	
<b>Current Maximum Rate</b>	\$ 110.00	

### **Beginning Balance**

### Revenues

	Preliminary Budget FY2024	Preliminary Budget FY2025
<b>Assessments &amp; Earnings</b>		
<i>Assessments</i>	267,553	267,553
<i>Interest</i>	937	937
<i>Less 5% Reserve - FS 129.01(2)b</i>	(13,425)	(13,425)
<b>Grant &amp; Subsidy Revenue</b>		
<b>Loans &amp; Borrowing</b>		
<i>Debt Proceeds</i>	-	-
<b>Total Revenue</b>	\$ 255,065	\$ 255,065

### Expenditures

<b>Contract Services</b>		
<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>	25,000	25,000
<i>Paving</i>	-	-
<b>Contract Services; other</b>		
<i>Pipe Lining</i>	75,000	75,000
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-

	<b>Preliminary Budget FY2024</b>	<b>Preliminary Budget FY2025</b>
<b>Public Works Services</b>		
<i>Equip Repl Charges-PubWrks</i>	23,179	23,179
<i>Operating Exp-PubWrks</i>	141,011	141,011
<i>Road &amp; Bridge Materials</i>	37,505	39,209
<i>Sign Materials</i>	3,505	3,664
<b>Internal Charges</b>		
<i>Central/Indirect Srvs</i>	2,255	2,368
<b>Purchased Services</b>		
<i>Postage-MSBU Notices</i>	-	-
<i>Personal Srvs-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
<b>Materials and Supplies</b>		
<b>Capital Outlay</b>		
<i>Imprv-Other Than Bldgs</i>	-	-
<b>Debt Services</b>		
<i>Principal</i>	-	-
<i>Interest</i>	-	-
<i>Other Debt Service Costs</i>	-	-
<b>Total Expenditures</b>	329,807	331,783
<b>Reserves (Ending Fund Balance)</b>	\$ 575,886	\$ 499,168
<i>Reserve %</i>	63.6%	60.1%

Version Date

1/24/2023