

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

ADVISORY BOARD REGULAR MEETING
THURSDAY, MAY 4, 2023

9:30 a.m. – 10:42 a.m.

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

Members Present: Michael Courts, Chair
Richard Grunt, Vice-Chair
Mark Barrett
Kevin Cote

Members Absent: None

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:

None

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

The minutes from February 2, 2023, were unanimously approved.

Unfinished Business:

- a) Maintenance of Streets and Drainage: Ms. Kelley discussed the request for county staff to prioritize, educate and work with the Property Owners Association on drainage maintenance and erosion. FEMA funding and expenditure for drainage maintenance was discussed. Ms. Kelley conveyed speed humps were installed into a traffic calming pilot program on a limited number of streets with mixed results. In some areas, the program indicated drivers increased their speed between the speed humps defeating the purpose and creating a hazard. As staff became aware in some instances the speed humps just shifted the problem to a nearby neighborhood. It is very unlikely additional speed humps will be installed in any area of the County and the program will be suspended. She also indicated a temporary speed trailer was installed on Brig Circle West per a citizen request.

New Business:

- a) Financial Reports: The fiscal year (FY) 2023 quarter two actual expenditure and the FY23 quarter one activity maintenance reports were provided. Ms. Kelley explained the new work order system and line items were reviewed.
- b) Fiscal Year 2022 Executive Summary: Ms. Kelley reviewed the summary that is provided to the Board of County Commissioners, indicating the duties and responsibilities of an Advisory Board member, the purpose of the specific unit and a brief description of the internal and external work programs.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:


None

Schedule Meetings / Items for Next Agenda:

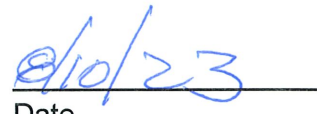
Future meetings are scheduled at 9:30 a.m. in the West County Annex, Room 120 as follows:

- 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, MAY 4, 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. Citizen Input on Agenda Items (3-Minute Limit)
5. Approval of Minutes: February 2, 2023
6. Unfinished Business
 - a. Maintenance of Streets and Drainage
7. New Business
 - a. Financial Reports
 - b. FY Executive Summary
8. Citizen Input on MSBU Items (3-Minute Limit)
9. Advisory Board Open Discussion
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

**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

Rotonda Sands Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2022 - Mar. 31, 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	204,886	256,239
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$257,331	\$256,239	\$204,886	\$256,239
Expenditures				
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	1,634	71,885
Internal Charges	3,003	2,147	2,147	2,147
Purchased Services	3,333	6,256	3,957	6,256
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	22	-
Total Expenditures	\$69,485	\$113,588	\$7,759	\$113,588
Reserves (Ending Fund Balance)	\$507,976	\$606,160	\$705,103	\$650,627
<i>Reserve %</i>	88.0%	84.2%	98.9%	85.1%

Date Prepared: 4/27/2023

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Rotonda Sands North Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3679	MSBU Administrative Work		10/19/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3679	MSBU Administrative Work		10/21/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3679	MSBU Administrative Work		10/26/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3679	MSBU Administrative Work		10/27/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3679	MSBU Administrative Work		11/01/2022	0.25	18.24	0.00	0.00	0.00		18.24
	3679	MSBU Administrative Work		11/03/2022	0.25	18.24	0.00	0.00	0.00		18.24
	3679	MSBU Administrative Work		11/04/2022	0.50	36.47	0.00	0.00	0.00		36.47
		Administrative Time Total			3.00	223.86	0.00	0.00	0.00	0.00	223.87
		Work Order 3679 Total			3.00	223.86	0.00	0.00	0.00	0.00	223.87
	6108	MSBU Administrative Work		11/22/2022	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work		11/23/2022	0.75	54.71	0.00	0.00	0.00		54.71
	6108	MSBU Administrative Work		11/30/2022	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work		12/09/2022	0.25	18.24	0.00	0.00	0.00		18.24
	6108	MSBU Administrative Work		12/29/2022	0.25	18.24	0.00	0.00	0.00		18.24
	6108	MSBU Administrative Work		12/30/2022	0.50	36.47	0.00	0.00	0.00		36.47
		Administrative Time Total			2.75	200.59	0.00	0.00	0.00	0.00	200.60
	6108	MSBU Administrative Work		12/01/2022	3.00	218.82	0.00	3.92	0.00		222.74
		MSBU Meeting Total			3.00	218.82	0.00	3.92	0.00		222.74
	6108	MSBU Administrative Work		12/21/2022	2.50	182.35	0.00	0.00	0.00		182.35
		MSBU Minutes Total			2.50	182.35	0.00	0.00	0.00		182.35
		Work Order 6108 Total			8.25	601.76	0.00	3.92	0.00	0.00	605.69
		MSBU Administrative Work Total			11.25	825.62	0.00	3.92	0.00	0.00	829.56

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					11.25	825.62	0.00	3.92	0.00		829.56
Rotonda Sands North Street and Drainage Unit Total											

Monthly Funding Report

START DATE:

10/01/2022

END DATE:

12/31/2022

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Grand totals for all MSBUs reported											
					11.25	825.62	0.00	3.92	0.00		829.56

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Rotonda Sands North Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	8172	Asphalt Maintenance		02/28/2023	6.00	421.26	20.64	33.12	0.00		475.02
	Work Order 8172 Total 38 MAST DR, PLACIDA, 33946										
	8258	Asphalt Maintenance		02/14/2023	3.00	203.94	0.00	14.01	0.00		217.95
	8258	Asphalt Maintenance		03/02/2023	0.00	0.00	99.28	0.00	0.00		99.28
	Work Order 8258 Total 966 BOUNDARY BLVD, Rotonda West, 33947										
	Asphalt Maintenance Total										
	6108	MSBU Administrative Work		01/06/2023	0.75	54.71	0.00	0.00	0.00		54.71
	6108	MSBU Administrative Work		01/07/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6108	MSBU Administrative Work		01/10/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work		01/25/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work		01/26/2023	0.75	54.71	0.00	0.00	0.00		54.71
	6108	MSBU Administrative Work		01/27/2023	0.75	54.71	0.00	0.00	0.00		54.71
	6108	MSBU Administrative Work		02/01/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6108	MSBU Administrative Work		02/03/2023	1.00	72.94	0.00	0.00	0.00		72.94
	6108	MSBU Administrative Work		02/14/2023	0.25	18.24	0.00	0.00	0.00		18.24
	6108	MSBU Administrative Work		02/24/2023	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work		03/31/2023	0.50	36.47	0.00	0.00	0.00		36.47
	Administrative Time Total										
					6.75	492.35	0.00	0.00	0.00		492.37
	6108	MSBU Administrative Work		02/03/2023	1.00	72.94	0.00	0.00	0.00		72.94
	MSBU Minutes Total										
	6108	MSBU Administrative Work		02/02/2023	4.00	291.76	0.00	3.92	0.00		295.68

Monthly Funding Report

START DATE:

01/01/2023

END DATE:

03/31/2023

Rotonda Sands North Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	MSBU Meeting Total										
	Work Order 6108 Total										
					4.00	291.76	0.00	3.92	0.00	0.00	295.68
					11.75	857.05	0.00	3.92	0.00	0.00	860.99
	MSBU Administrative Work Total										
	7101										
		ROW - Clearing / Haul Debris		01/25/2023	7.50	503.35	0.00	45.48	0.00	0.00	548.83
	Work Order 7101 Total										
			15 DAVIT CT, PLACIDA, 33946		7.50	503.35	0.00	45.48	0.00	0.30	548.83
	ROW - Clearing / Haul Debris Total										
	8550										
		Shoulder Repair		03/06/2023	7.50	499.45	0.00	33.60	0.00	0.00	533.05
	Work Order 8550 Total										
			MATE DR, PLACIDA, 33946		7.50	499.45	0.00	33.60	0.00	0.05	533.05
	Shoulder Repair Total										
					7.50	499.45	0.00	33.60	0.00	0.00	533.05
	Rotonda Sands North Street and Drainage Unit Total										
					35.75	2,485.05	119.92	130.13	0.00	0.00	2,735.12

Monthly Funding Report

START DATE:

01/01/2023

END DATE:

03/31/2023

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Grand totals for all MSBUS reported											
					35.75	2,485.05	119.92	130.13	0.00		2,735.12

**ROTONDA SANDS NORTH STREET AND DRAINAGE
Municipal Service Benefit Unit (MSBU)
FY22 Annual Report – Executive Summary
October 1, 2021 – September 30, 2022**

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Laws and Ordinances, ARTICLE XXXV. - ROTONDA SANDS NORTH STREET AND DRAINAGE UNIT, Sec. 4-6-733. - Purpose.

The purpose of the unit is to provide for the construction, reconstruction, repair, paving, repaving, hard-surfacing, re-hard surfacing, widening, guttering and draining, of streets, bridges and related drainage facilities in the unit, and of necessary appurtenances and accessory structures thereto located within or without the unit, from funds derived from special assessments within the unit.

Summary

Current Rate: \$110

Max Rate: \$110

The FY22 completed work program included all internal maintenance and administrative costs and contracted services for sod installation.

The current fiscal year work program includes all internal maintenance and administrative costs and contracted services for sod installation, pipe lining and concrete flatwork.

For FY24, the Advisory Board recommends budgeting for all internal maintenance and administrative costs and contracted services for sod installation, pipe lining and concrete flatwork.

Future paving is anticipated for 2032.