### **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



### Rotonda Sands Street & Drainage Municipal Service Benefit Unit

**Advisory Board Meeting Attendance** 

Thursday, May 4, 2023

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
Kimberly Kelley	Kimberly.Kelley@CharlotteCountyFL.gov	575-3613
Richard Grant	My RF Grunteconcast. Not	76 778 2 177
Kevin Cote	15 cote 84 60 @ Gmail. Com	603-5402023
Mike Courts	mrcourts 14@gmail.com	703-402-9724
Mark Barrett	mycourts 14@gmail.com	222 661 8605

#### **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) <u>Traffic Safety:</u> Ms. Kelley confirmed that this item can be removed from the agenda. The Advisory Board unanimously approved.

### **New Business:**

a) <u>Financial Reports:</u> 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

		Adopted		
	Actual	Budget	YTD Actual	Projected
	FY2022	FY2023	FY2023	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	0.540	10.000		40.000
Contract Services	2,548	13,300	-	13,300
Pipe Lining	-	20,000	7.00	20,000
ROW Maintenance		-		-
ROW Reclaimation	-	-	-	-
Speciality Mowing	-	74.005	4 004	74 005
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		-	22	
Debt Services		- -	22	
Total Expenditures	\$69,485	\$113,588	\$7,759	\$113,588
. Can marportation of	400,.50	+	4.,.30	,
Reserves (Ending Fund Balance)	\$507,976	\$606,160	\$705,103	\$650,627
Reserve %	88.0%	84.2%	98.9%	85.1%

Date Prepared:

4/27/2023

Monthly	Monthly Funding Report	Report	START DATE:	10/01/2022	END DATE:		12/31/2022				<u>-</u>	Page 1 of 3
Rotonda S	ands North S	Rotonda Sands North Street and Drainage Unit	iit									
Project	WO Number	WO Description Lo	Location		Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	3679	MSBU Administrative Work	Vork		10/19/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3679	MSBU Administrative Work	Vork		10/21/2022	0.50	37.73	0.00	0.00	0.00		37.73
	3679	MSBU Administrative Work	Vork		10/26/2022	0.50	37.73	0.00	00.00	0.00		37.73
	3679	MSBU Administrative Work	Vork		10/27/2022	0.50	37.73	0.00	00.00	0.00		37.73
	3679	MSBU Administrative Work	Vork		11/01/2022	0.25	18.24	0.00	0.00	0.00		18.24
	3679	MSBU Administrative Work	Vork		11/03/2022	0.25	18.24	0.00	00.0	0.00		18.24
	3679	MSBU Administrative Work	Vork		11/04/2022	0.50	36.47	00.00	00:00	0.00		36.47
			Adn	Administrative Time Total	ا =	3.00	223.86	00:00	00.00	00.00		223.87
	Work Orde	Work Order 3679 Total			I	3.00	223.86	0.00	0.00	0.00	0.00	223.87
	6108	MSBU Administrative Work	Vork		11/22/2022	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work	Vork		11/23/2022	0.75	54.71	00:00	0.00	0.00		54.71
	6108	MSBU Administrative Work	Vork		11/30/2022	0.50	36.47	0.00	0.00	0.00		36.47
	6108	MSBU Administrative Work	Vork		12/09/2022	0.25	18.24	0.00	00.00	00.00		18.24
	6108	MSBU Administrative Work	Vork		12/29/2022	0.25	18.24	00:0	00.00	00'0		18.24
	6108	MSBU Administrative Work	Vork		12/30/2022	0.50	36.47	00'0	0.00	0.00		36.47
			Adn	Administrative Time Total	ا <del></del>	2.75	200.59	00.0	0.00	0.00		200.60
	6108	MSBU Administrative Work	Vork		12/01/2022	3.00	218.82	00.00	3.92	0.00		222.74
				MSBU Meeting Total	·	3.00	218.82	00.00	3.92	0.00		222.74
	6108	MSBU Administrative Work	Vork		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 Orde	Work Order 6108 Total			ı	8.25	601.76	0.00	3.92	00.00	0.00	602.69
		MSBU Administrative Work Total	Work Total			11.25	825.62	0.00	3.92	0.00		829.56

4/27/2023 7:23:16 AM

Monthly	Monthly Funding Report	Report	START DATE:	10/01/2022	END DATE:		12/31/2022				ď	Page 2 of 3
Project	WO	WO Description	Location		Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Rotond	Rotonda Sands North Street and Drainage Unit Total	Drainage Unit Tota	·· _	11.25	825.62	0.00	3.92	0.00		829.56

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

Project

Page 3 of 3

12/31/2022

END DATE:

10/01/2022

START DATE:

**Monthly Funding Report** 

**Monthly Funding Report** 

Rotonda Sands North Street and Drainage Unit

01/01/2023

START DATE:

**END DATE:** 

03/31/2023

Page 1 of 3

WO	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Asphalt Maintenance	aintenanc	φ	02/28/2023	00.9	421.26	20.64	33.12	0.00		475.02
Work Order 8172 Total	_	38 MAST DR, PLACIDA, 33946	1	6.00	421.26	20.64	33.12	0.00	0.20	475.02
										-
Asphalt N	Asphalt Maintenance	ų.	02/14/2023	3.00	203.94	0.00	14.01	0.00		217.95
Asphalt N	Asphalt Maintenance	ų,	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	1	3.00	203.94	99.28	14.01	0.00	0.10	317.23
Asphalt	Asphalt Maintenance Total	nce Total		9.00	625.20	119.92	47.13	0.00		792.25
MSBU A	MSBU Administrative Work	ve Work	01/06/2023	0.75	54.71	0.00	0.00	0.00		54.71
MSBU /	MSBU Administrative Work	ve Work	01/07/2023	0.25	18.24	00.0	0.00	0.00		18.24
MSBU /	MSBU Administrative Work	ve Work	01/10/2023	0.50	36.47	00.00	0.00	0.00		36.47
MSBU	MSBU Administrative Work	ve Work	01/25/2023	0.50	36.47	00.0	0.00	0.00		36.47
MSBU	MSBU Administrative Work	ve Work	01/26/2023	0.75	54.71	00.0	0.00	0.00	0	54.71
MSBU,	MSBU Administrative Work	ve Work	01/27/2023	0.75	54.71	00.0	00.00	0.00	0	54.71
MSBU /	MSBU Administrative Work	ve Work	02/01/2023	1.00	72.94	00.0	0.00	0.00	0	72.94
MSBU	MSBU Administrative Work	ve Work	02/03/2023	1.00	72.94	00.0	00.00	00.00	0	72.94
MSBU	MSBU Administrative Work	ve Work	02/14/2023	0.25	18.24	00.0	00.00	0.00	0	18.24
MSBU	MSBU Administrative Work	ve Work	02/24/2023	0.50	36.47	00.0	0.00	0.00	0	36.47
MSBU	MSBU Administrative Work	ve Work	03/31/2023	0.50	36.47	00.00	00.00	0.00	0	36.47
		Administrative Time Total		6.75	492.35	0.00	0.00	0.00	0	492.37
MSBU	MSBU Administrative Work	ive Work	02/03/2023	1.00	72.94	0.00	00.00	0.00	C	72.94
		MSBU Minutes Total		1.00	72.94	0.00	00.00	0.00	C	72.94
MSBL	MSBU Administrative Work	ive Work	02/02/2023	4.00	291.76	00.00	3.92	0.00	0	295.68
			•							

Number   N	Monthly	Monthly Funding Report	Report	START DATE:	01/01/2023	END DATE:	03	03/31/2023				<b>LL</b>	Page 2 of 3	
WOVEAUMENT Description         Location         Date Norked Nork Order 6108 Total         Labor Labor Labor Robins         Labor Labor Robins         Labor Labor Robins         Labor Labor Robins         Labor Robins <th>Rotonda Sa</th> <th>ands North</th> <th>Street and Draina</th> <th>ge Unit</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Rotonda Sa	ands North	Street and Draina	ge Unit										
WSBU Meeting Total         4.00         291.76         0.00         3.92         0.00           MSBU Meeting Total         MSBU Meeting Total         11.75         857.05         0.00         3.92         0.00         0.00           T101         MSBU Administrative Work Total         11.75         857.05         0.00         45.48         0.00         0.00           York Order 7101 Total         45 DAVIT CT, PLACIDA, 33946         7.50         503.35         0.00         45.48         0.00         0.30           Shoulder Repair         MATE DR, PLACIDA, 33946         7.50         499.45         0.00         45.48         0.00         0.00           Shoulder Repair Total         A MATE DR, PLACIDA, 33946         7.50         499.45         0.00         33.60         0.00         0.00           Shoulder Repair Total         Total Shoulder Repair Total         Total Shoulder Repair Total         7.50         499.45         0.00         33.60         0.00         0.00           A Shoulder Repair Total         Total Shoulder Repair Total         Total Shoulder Repair Total           A Shoulder Repair Total <th c<="" th=""><th>Project</th><th>WO</th><th>WO Description</th><th>Location</th><th></th><th></th><th>Labor Hours</th><th>Labor Cost</th><th>Parts Cost</th><th></th><th></th><th>Work Accomp</th><th>Total Cost</th></th>	<th>Project</th> <th>WO</th> <th>WO Description</th> <th>Location</th> <th></th> <th></th> <th>Labor Hours</th> <th>Labor Cost</th> <th>Parts Cost</th> <th></th> <th></th> <th>Work Accomp</th> <th>Total Cost</th>	Project	WO	WO Description	Location			Labor Hours	Labor Cost	Parts Cost			Work Accomp	Total Cost
11.75   857.05   0.00   3.92   0.00	•				MSBU Meeting Total		4.00	291.76	0.00	3.92	0.00		295.68	
NSBU Administrative Work Total   ROW - Clearing / Haul Debris   Corder 7101 Total   A Example   A Example   Corder 7101 Total   A Example   Corder 8550 Total   Corder 8550 Tota		Work Orde	er 6108 Total			l	11.75	857.05	0.00	3.92	0.00	0.00	860.99	
Conder 7101 Total         15 DAVIT CT, PLACIDA, 33946         7.50         503.35         0.00         45.48         0.00         0.00           ROW- Clearing / Haul Debris Total           Shoulder Repair           Shoulder Repair Total         7.50         503.35         0.00         45.48         0.00         0.00         0.00           Shoulder Repair Total         MATE DR, PLACIDA, 33946         7.50         499.45         0.00         33.60         0.00         0.05           Shoulder Repair Total           Shoulder Repair Total           Shoulder Repair Total         7.50         499.45         0.00         33.60         0.00         0.05           Shoulder Repair Total         7.50         499.45         0.00         33.60         0.00         0.00           Shoulder Repair Total         7.50         499.45         0.00         33.60         0.00         0.00           Shoulder Repair Total         9.00         499.45         0.00         33.60         0.00         0.00         0.00			MSBU Administr	rative Work Total			11.75	857.05	00:00	3.92	0.00		860.99	
earing / Haul Debris Total         7.50         503.35         0.00         45.48         0.00         0.30           Repair Total         7.50         499.45         0.00         45.48         0.00         0.00           Repair Total           Actonda Sands North Street and Drainage Unit Total         7.50         499.45         0.00         33.60         0.00         0.00           Actonda Sands North Street and Drainage Unit Total         7.50         499.45         0.00         33.60         0.00         0.00		7101	ROW - Clearing /	Haul Debris		01/25/2023	7.50	503.35	0.00	45.48	0.00		548.83	
Repair         AMATE DR, PLACIDA, 33946         ABBLACIDA Sands North Street and Drainage Unit Total         7.50         503.35         0.00         45.48         0.00		Work Orde	er 7101 Total	15 DAVIT CT, PL	ACIDA, 33946	1	7.50	503.35	0.00	45.48	0.00	0:30	548.83	
Repair         MATE DR, PLACIDA, 33946         7.50         499.45         0.00         33.60         0.00         0.00           Repair Total         7.50         499.45         0.00         33.60         0.00         0.05           Rotonda Sands North Street and Drainage Unit Total         35.75         2,485.05         119.92         130.13         0.00         2			ROW - Clearing	/ Haul Debris Total			7.50	503.35	0.00	45.48	0.00		548.83	
Repair Total         7.50         499.45         0.00         33.60         0.00         0.05           Repair Total         7.50         499.45         0.00         33.60         0.00           Rotonda Sands North Street and Drainage Unit Total         35.75         2,485.05         119.92         130.13         0.00         2		8550	Shoulder Repair			03/06/2023	7.50	499.45	0.00	33.60	0.00		533.05	
7.50 499.45 0.00 33.60 0.00 ds North Street and Drainage Unit Total 35.75 2,485.05 119.92 130.13 0.00		Work Orde	er 8550 Total	MATE DR, PLAC	IDA, 33946	1	7.50	499.45	0.00	33.60	0.00	0.05	533.05	
Drainage Unit Total 35.75 2,485.05 119.92 130.13 0.00			Shoulder Repair	· Total			7.50	499.45	0.00	33.60	0.00		533.05	
			Rotond	a Sands North Street		11	35.75	2,485.05	119.92	130.13	0.00		2,735.12	

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

Page 3 of 3

03/31/2023

END DATE:

01/01/2023

START DATE:

**Monthly Funding Report** 

# 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.