

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MARCH 23, 2023**

**9:30 a.m. – 11:24 a.m.
Mac V. Horton, West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Nicholas Kotzalas, Chair
Samuel Besase, Vice Chair
Carol Delucca
Laura Ingrassia

Members Absent: Denise Burns, sent apologies
County Staff: Kimberly Kelley, Community Liaison
Jeff Litherland, Project Engineer
Kelly Slaughter, Project Manger

Guests: Sign-in sheet attached

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.

Changes to the Agenda / Motion to Approve Changes:

None

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

- Dan Sheldon explained the need for a sidewalk near 161 Boundary Boulevard; he expressed the concern for the school age children, pedestrian and bicycle safety with the increased traffic and speeding. He noted that law enforcement will come out temporarily however its not a solution to a long-term safety dilemma.

Approval of Minutes:

The December 15, 2022, minutes were unanimously approved as submitted.

Unfinished Business:

a) Bridge Maintenance/Repair Update: Mr. Litherland explained it is possible that bridge #14113 on Rotonda Boulevard South will be a rebuild and reviewed the other bridge(s) project statuses. Mr. Besase asked if a graph could be created to track a timeline of projects. Mr. Litherland reviewed the logistics of repairs explaining it would be cost efficient to close bridges at time of repair/maintenance versus providing MOT (maintenance of traffic) if possible and inquired on citizen feedback. He noted a few of the bridges cannot be closed, and MOT would be needed. Mr. Kotzalas questioned FEMA funding; Mr. Besase expressed concern on golf course loss of business due to bridge closures as citizens may find it to be a bigger inconvenience.

The Advisory Board unanimously approved to open Citizen Input:

- Leo Van Orden, commented on a Gantt chart and if all the bridges would be finished prior to paving.

- Hank Killion asked if the design would be similar to the Cape Haze Drive bridge.
- Kevin Herman commented that closures are no big deal, however increased traffic on other roads for the detours; residents affected will have a concern.

b) Maintenance of Streets and Drainage/Tree: Ms. Kelley reviewed the sidewalk history of Rotonda West, the past citizen input received and explained an increased assessment rate would need to take effect if any project such as sidewalks would be budgeted for. Ms. Kelley thanked the citizens that did attend today's meeting regarding their pedestrian/bicycle safety concern. Ms. Kelley mentioned that traffic items have been on hold since the hurricane, she explained that an MSBU cannot fund speed humps and flashing radar speed back signs and at this time a funding source for these items has not been identified. The decorative lights on Rotonda Boulevard North were reported not functioning. Ms. Kelley recommended residents to contact Public Works on the main line or use the app if they experience a drainage issue, especially with the new work order system conversion and noted Public Works crews continue to work on recovery/rehabilitation drainage maintenance items from Hurricane Ian. Mr. Kotzalas confirmed that 68 Long Meadow Ct is in the new work order system.

c) No Parking Sign/Ordinance: Ms. Kelley explained that the no parking sign should be on the BCC agenda sometime in April and will inform the advisory board when it is posted.

New Business:

a) Financial Reports: The fiscal year (FY) 2023 quarter one actual expenditure, FY22 annual expenditure and the preliminary FY24/25 budgets reports were provided for review; there was discussion on the upcoming new activity reports, FEMA reimbursement, grant funding, interest rate on projects and line items were reviewed. Mr. Kotzalas followed up on Ms. Burns questions during the last meeting; Ms. Kelley explained she is working with Fiscal to provide the information requested.

Citizen Input on MSBU Items (3 Minute Limit):

- Leo VanOrden inquired on when a traffic light for Rotonda Boulevard East will be installed and in the interim could signage be placed to caution drivers.

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, mandatory training must be 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. Ingrassia nominated Ms. Delucca as Chair; Mr. Besase nominated himself for Chair; a vote was taken; 3:1 Ms. Delucca accepted nomination for Chair.

Mr. Kotzalas nominated Ms. Ingrassia as Vice Chair; Mr. Besase nominated himself for Vice Chair; a vote was taken and 3:1 Ms. Ingrassia accepted nomination for Vice Chair.

Ms. Delucca will serve as Chair and Ms. Ingrassia will serve as Vice Chair.

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 as follows:

- Thursday, June 15, 2023
- Thursday, September 20, 2023
- Thursday, December 7, 2023

Submitted by Kimberly Kelley
Public Works Department


Chair Signature


Date

AGENDA

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

ADVISORY BOARD REGULAR MEETING THURSDAY, MARCH 23, 2023

9:30 a.m., Mac V. Horton, West County Annex
6868 San Casa Drive, Englewood, FL

BOARD MEMBERS: Nicholas Kotzalas, Chair
Samuel Besase, Vice Chair
Denise Burns
Carol Delucca
Laura Ingrassia

COUNTY STAFF: Kimberly Kelley

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Citizen Input on Agenda Items (3-Minute Limit)
3. Changes to the Agenda / Motion to Approve Changes
4. Approval of Minutes: December 15, 2022
5. Unfinished Business
 - a) Bridge Maintenance/Repair Update
 - b) Maintenance of Streets and Drainage
 - c) No Parking Sign/Ordinance
6. New Business
 - a) Financial Reports
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Sunshine Law/Roberts Rules of Order
9. Election of Officers
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn



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

Advisory Board Meeting Attendance

Thursday, March 23, 2023

9:30 a.m., West Charlotte 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	941-575-3613
Nick Kotzalas	Nicholas.1737@Verizon.net	941-827-0095
Steve Kucis	S.Kucis@comcast.net	941-697-3453
Carol DeLuca	cotsaphone@comcast.net	941-687-9777
Andrew Dan Sheldon		440-319-4290
KEVIN HERNON	KJHERNON@AOL.COM	440-813-2679
KAREN HERNON	"	440-813-1990
KEITH A. PATT	9 Kapatt11@yahoo.com	941-698-1675
Laura Ingrassia	laurai@ptd.net	570-809-0254
LEO VAN DER	LEOVADORR@2020@FMFL.COM	978-558-0664
SAM BESASE		

Rotonda West 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	\$ 6,240,743	\$ 8,576,237	\$ 9,155,055	\$ 9,155,055
Revenues				
Assessments & Earnings	3,747,894	3,788,959	2,425,114	3,788,959
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	\$3,747,894	\$3,788,959	\$2,425,114	\$3,788,959
Expenditures				
Contract Services	26,021	178,625	-	178,625
Pipe Lining	3,040	350,000	-	350,000
ROW Maintenance	24,820	31,772	-	31,772
ROW Reclamation	-	-	-	-
Speciality Mowing	118,527	102,376	-	102,376
Public Works Services	429,913	666,950	-	666,950
Internal Charges	7,172	7,531	7,531	7,531
Purchased Services	55,842	86,309	49,122	86,309
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Rotonda West Bridge Rehab	168,248	6,641,707	11,304	-
Total Expenditures	\$833,582	\$8,065,270	\$67,957	\$1,423,563
Reserves (Ending Fund Balance)	\$9,155,055	\$4,299,926	\$11,512,212	\$11,520,451
Reserve %	91.7%	34.8%	99.4%	89.0%

Date Prepared: 2/17/2023

Rotonda West Street and Drainage MSBU
Preliminary 2 Year Budget
FY2024 & FY2025

Estimated ERU's and Cost per ERU

Vacant

Estimated ERU's

Cost per ERU

Occupied

Estimated ERU's

Cost per ERU

Current FY23 Rate

Current Maximum Rate

	FY2024	FY2025
	2,853.110	2,853.110
	\$ 445.00	\$ 445.00
	6,041.150	6,041.150
	\$ 445.00	\$ 445.00
	\$ 445.00	
	\$ 445.00	

Beginning Balance

**Beginning Balance - Street and Drainage
Revenues - Street and Drainage**

Assessments & Earnings

Assessments

Interest

Net Inc/(Decr) Fair Market Value-Investments

Misc Rev

Excess Fees /Tax Collector

Less 5% Reserve - FS 129.01(2)b

Grant & Subsidy Revenue

State Grant

Loans & Borrowing

Debt Proceeds

Total Revenue - Street and Drainage

Expenditures - Street and Drainage

Contract Services

Engineering

Other Contractual Svcs

Concrete Flatwork

Street Sweeping

Installed Sod

Landscaping

Paving

Contract Services; other

Pipe Lining

Right of Way Maint

ROW Reclamation

	Preliminary Budget FY2024	Preliminary Budget FY2025
	\$ 11,520,451	\$ 4,438,366
	\$ 11,520,451	\$ 4,438,366
	3,957,946	3,957,946
	40,322	15,535
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	13,113,000
	\$ 3,998,268	\$ 17,086,481
	-	-
	-	-
	5,000	5,000
	7,854	8,090
	250,000	250,000
	5,000	-
	-	-
	350,000	350,000
	29,021	29,892
	-	-

	Preliminary Budget FY2024	Preliminary Budget FY2025
<i>Specialty Mowing</i>	122,083	125,746
Public Works Services		
<i>Equip Repl Charges-PubWrks</i>	116,238	98,175
<i>Operating Exp-PubWrks</i>	688,372	587,803
<i>Lighting Materials</i>	-	-
<i>Road & Bridge Materials</i>	122,933	69,009
<i>Sign Materials</i>	12,672	12,201
Internal Charges		
<i>Central/Indirect Svcs</i>	10,695	8,303
Purchased Services		
<i>Postage-MSBU Notices</i>	-	-
<i>Personal Svcs-InterDept</i>	-	-
<i>Postage</i>	-	-
<i>Utility Service-Traffic Signals/Lights</i>	7,500	7,500
<i>Advertising-Legal</i>	-	-
<i>Fees-Landfill</i>	2,000	2,000
<i>Collection Fee-Tax Collector</i>	79,159	79,159
Materials and Supplies		
Capital Outlay		
<i>Imprv-Other Than Bldgs</i>	-	-
Debt Services		
<i>Principal</i>	-	-
<i>Interest</i>	-	590,041
<i>Other Debt Service Costs</i>	-	-
Project Costs		
<i>Rotonda West Bridge Rehab</i>		
<i>Engineering</i>	1,984,265	22,000
<i>Construction</i>	7,170,399	68,000
<i>Labor</i>	117,162	1,580
<i>Paving Program FY25</i>		
<i>Paving</i>	-	16,510,000
<i>Rejuvenation</i>	-	-
<i>Labor</i>	-	330,200
Total Expenditures - Street and Drainage	11,080,353	19,154,699
Reserves (Ending Fund Balance)	\$ 4,438,366	\$ 2,370,148
<i>Reserve %</i>	28.6%	11.0%

Capital Maintenance Schedule
 Public Works - MSBU/TU Bridges
 2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Don Pedro Bridge Maintenance Plan	0	53	0	53	0	53	159
Englewood East Bridge Maintenance Plan	2,535	31	47	33	0	0	2,645
GPC Bridge Maintenance and Rehabilitation Program	776	790	705	336	0	0	2,607
Grove City Bridge Rehabilitation	0	110	18	0	0	0	128
Gulf Cove/Englewood East Bridge Maintenance	406	38	0	38	0	0	482
NWPC Bridge Maintenance and Rehabilitation Program	1,578	449	680	0	0	0	2,707
Placida Bridge Rehabilitation Plan	337	0	18	49	0	0	404
Rotonda West Bridge Maintenance Program	9,272	92	171	565	0	0	10,099
South Gulf Cove Bridge Maintenance and Rehabilitation Program	4,016	662	108	329	0	0	5,114
TOTAL	18,920	2,224	1,747	1,402	0	53	24,346

Capital Maintenance Schedule
Public Works - MSBU/TU Road Paving
2024-2025

Project Costs (in thousands)

Project Name	2024	2025	2026	2027	2028	2029	TOTAL
Burnt Store Village/Woodland Estates	191	21	7	7	6	5	237
Cook & Brown Little Farm Paving and Mtc. Program	9	3	2	1	1	0	16
Deep Creek Paving Program	155	55	27	14	1	0	252
Englewood East Paving and Mnt Program	0	8,962	890	262	247	230	10,591
Gardens of Gulf Cove Paving Program	0	0	2,236	232	84	79	2,632
Greater Port Charlotte Road Paving Program	8,275	4,607	4,151	4,151	4,151	4,151	29,488
Grove City Paving Program	0	0	5,074	645	164	156	6,039
Harbour Heights Paving Program	297	0	0	0	0	0	297
Lemon Bay Paving and Maintenance Program	6,471	711	206	189	171	152	7,900
Manasota Key Paving Program	12	0	0	0	0	0	12
Neal Road Paving Program	1,632	122	0	0	0	0	1,754
NW Port Charlotte Paving and Maintenance	5,160	82	71	55	28	21	5,417
Peace River Shores Paving Program	10	5	0	0	0	0	15
Pirate Harbor Paving Program	833	75	31	29	28	26	1,023
Placida Paving and Maintenance Program	0	4,017	478	127	119	111	4,851
Punta Gorda Non Urban Paving Program	451	30	6	3	1	0	490
Rotonda Heights Paving Program	32	5	0	0	0	0	37
Rotonda Meadows and Villas Paving and Mnt Program	0	0	5,303	231	646	205	6,385
Rotonda West Paving Program	0	17,430	1,651	532	501	469	20,583
South Burnt Store Paving	4,798	406	53	36	19	0	5,312
South Gulf Cove Paving Program Ph 1	151	48	5	0	0	0	204
South Gulf Cove Paving Program Ph 2 and 3	0	0	9,104	10,146	664	0	19,914
South Punta Gorda Heights Paving Program	15	12	10	5	0	0	42
South Punta Gorda Heights West Paving Program	20	15	10	1	0	0	46
Suncoast Blvd Paving and Maintenance Program	8	3	2	2	0	0	15
Tropical Gulf Acres Paving and Mnt Program	1,020	306	0	0	0	0	1,326
TOTAL	29,540	36,916	29,318	16,668	6,831	5,606	124,879

Rotonda West 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	\$ 3,364,377	\$ 3,799,598	\$ 4,355,950	\$ 4,553,605	\$ 5,713,205	\$ 6,240,743
Beginning Balance - Street and Drainage	\$ 2,197,188	\$ 2,364,396	\$ 4,355,950	\$ 4,553,605	\$ 5,713,205	\$ 6,240,743
Revenues - Street and Drainage						
Assessments & Earnings						
<i>Assessments</i>	604,545	604,730	565,117	2,113,409	3,965,511	3,825,862
<i>Interest</i>	43,932	60,840	65,807	33,682	22,452	74,036
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	(20,132)	39,982	38,166	(33,858)	-	(173,231)
<i>Misc Rev-Refund Prior Year Exp</i>	-	-	-	-	-	177
<i>Excess Fees /Tax Collector</i>	3,295	3,708	4,334	12,731	-	21,051
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	(199,398)	-
Grant & Subsidy Revenue						
Loans & Borrowing						
Total Revenue - Street and Drainage	\$ 631,640	\$ 709,260	\$ 673,425	\$ 2,125,964	\$ 3,788,565	\$ 3,747,894
Expenditures - Street and Drainage						
Contract Services						
<i>Engineering</i>	13,118	-	-	-	-	-
<i>Other Contractual Svcs</i>	-	-	385	2,010	-	1,074
<i>Concrete Flatwork</i>	-	-	-	-	5,000	-
<i>Street Sweeping</i>	7,140	7,854	7,854	7,939	7,625	5,401
<i>Installed Sod</i>	4,404	3,460	6,921	5,630	166,000	19,546
Contract Services; other						
<i>Pipe Lining</i>	25,440	22,919	183,424	-	350,000	3,040
<i>Right of Way Maint</i>	6,765	12,360	28,435	27,412	30,846	24,820
<i>Specialty Mowing</i>	20,620	94,435	90,851	106,674	99,393	118,527
Public Works Services						
<i>Equip Repl Charges-PubWrks</i>	12,891	7,367	14,024	28,699	80,217	54,696
<i>Operating Exp-PubWrks</i>	167,736	119,008	108,160	202,480	517,424	377,225
<i>Lighting Materials</i>	-	4	107	133	-	62
<i>Road & Bridge Materials</i>	8,180	2,540	14,657	8,243	99,138	23,598
<i>Sign Materials</i>	8,464	11,591	1,310	5,853	3,796	3,242
Internal Charges						
<i>Central/Indirect Svcs</i>	16,051	7,834	6,340	6,657	7,172	7,172
Purchased Services						
<i>Postage</i>	-	-	-	4,564	-	-
<i>Utility Service-Electricity</i>	4,441	4,444	4,455	4,574	5,000	6,293
<i>Advertising-Legal</i>	-	264	-	343	150	-
<i>Fees-Landfill</i>	157	503	1,624	584	2,000	1,171
<i>Collection Fee-Tax Collector</i>	12,722	11,860	7,223	27,031	79,310	48,378
Materials and Supplies						
Capital Outlay						
<i>Imprv-Other Than Bldgs</i>	156,302	150,434	-	-	-	-
Debt Services						
Project Costs						
Rotonda West Bridge Rehab						
<i>Engineering</i>	-	-	-	-	837,000	139,337
<i>Construction</i>	-	-	-	-	2,876,000	-
<i>Labor (not reported separate prior to FY23)</i>	-	-	-	-	-	-
Total Expenditures - Street and Drainage	464,431	456,877	475,770	438,826	5,166,071	833,582
Ending Balance - Street and Drainage	2,364,396	2,616,779	4,553,605	6,240,743	4,335,699	9,155,055
Beginning Balance - Beautification	1,167,190	1,435,203	-	-	-	-
Revenues - Beautification						
Assessments & Earnings						
<i>Assessments</i>	259,091	259,170	-	-	-	-
<i>Interest</i>	18,828	26,074	-	-	-	-
<i>Net Inc/(Decr) Fair Market Value-Investments</i>	(8,628)	17,135	-	-	-	-
<i>Excess Fees /Tax Collector</i>	1,412	1,589	-	-	-	-
<i>Less 5% Reserve - FS 129.01(2)b</i>	-	-	-	-	-	-
Total Revenue - Beautification	270,703	303,968	-	-	-	-
Expenditures - Street and Drainage						
Contract Services						
<i>Other Contractual Svcs</i>	2,690	-	-	-	-	-
Total Expenditures - Beautification	2,690	-	-	-	-	-
Ending Balance - Beautification	1,435,203	1,739,171	-	-	-	-
Reserves (Ending Fund Balance)	\$ 3,799,598	\$ 4,355,950	\$ 4,553,605	\$ 6,240,743	\$ 4,335,699	\$ 9,155,055
Reserve %	95.1%	96.6%	90.5%	93.4%	45.6%	91.7%