

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 12, 2026**

1:30 p.m. – 2:36 p.m.
Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

Members Present: Paul McGinley, Vice Chair
Joseph Finn
David Teitel

Members Absent: Richard Maxson

County Staff: Lorraine Moneyppenny, Community Liaison

Guests: See Sign-In Sheet

Call to Order / Roll Call:

The meeting was called to order at 1:30 p.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 (3 Minute Limit):

None.

Approval of Minutes:

The minutes from the November 5, 2025, meeting were approved unanimously as submitted.

Unfinished Business:

- a. Rotonda Lakes Conservation Association Agreement 1999: A revised version of the contract, with the Rotonda Blvd. E median written in as an exception, is in the County Attorney's office for completion. The Advisory Board discussed care of the grass on the south side of Rotonda Blvd. E. In the map attached to the Agreement, it is not clear that the boundary line stops on the near (northwest) side of the street. To remove ambiguity, the Board asked that the County amend the map attached to the Agreement or make official in some other way that the MSBU boundary does not cross the median.

New Business:

- a. Financial Reports: The Advisory Board reviewed the FY26 first quarter fund financials report and maintenance activity report. Mr. Teitel raised questions about the number of labor hours billed to boom mowing and sign maintenance. He noted that the road-crossing pipe at 101 Edgevale Pl. has not been replaced yet. He pointed out that asphalt remediation at new houses on Oakwood Ct. should be the responsibility of the builder, not the MSBU.

Annual Election of Officers

Mr. Teitel moved that the Advisory Board retain Mr. Maxson as chair and Mr. McGinley as vice chair. Both were elected unanimously.

Annual Training: Robert’s Rules of Order, Sunshine Law, Public Records Law

All members have watched the training videos. They opted to sign an attestation that they understand the laws, codes and practices that govern MSBU advisory board.

Citizen Input on MSBU Items (3 Minute Limit):

None.

Advisory Board Open Discussion:

Board members discussed the landscaping on Gasparilla Blvd. and upcoming work on the retention ponds to be conducted by the HOA.

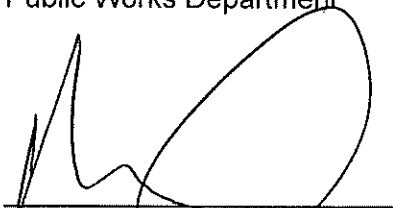
Schedule Meetings / Items for Next Agenda:

Future meetings are scheduled at 1:30 p.m. in the West County Annex Conference Room 120 as follows:

- Thursday, May 7, 2026
- Thursday, August 6, 2026
- Thursday, November 5, 2026

The meeting adjourned at 2:36 p.m.

Submitted by Lorraine Money Penny
Public Works Department



Chair Signature

5-7-26

Date

AGENDA
ROTONDA LAKES STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 12, 2025

1:30 p.m., West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Richard Maxson, Chair
Paul McGinley, Vice Chair
Joseph Finn
David Teitel

COUNTY STAFF: Lorraine Money Penny, Community Liaison

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 6, 2025 meeting
5. Unfinished Business:
 - a. Rotonda Lakes Conservation Association Agreement 1999
6. New Business:
 - a. Financial Reports
7. Annual Election of Officers
8. Annual Training: Robert's Rules of Order and Florida Sunshine Law
9. Citizen Input on MSBU Items (3 Minute Limit)
10. Advisory Board Open Discussion
11. Motion to Adjourn

Rotonda Lakes Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2025 - Dec. 31, 2025

	Actual FY2025	Adopted Budget FY2026	YTD Actual FY2026	Encumbered FY2026	Balance FY2026
Beginning Balance	\$2,221,741	\$2,355,937	\$2,566,710		
Revenues					
Assessments & Earnings	475,296	370,356	202,436		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$475,296	\$370,356	\$202,436		
Expenditures					
Contract Services	-	7,500	-	-	7,500
Pipe Lining	52,715	20,000	-	-	20,000
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	13,820	25,000	2,400	11,420	11,180
Public Works Services	57,215	123,930	-	-	123,930
Internal Charges	2,490	2,310	-	-	2,310
Purchased Services	4,087	8,633	3,897	-	4,736
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Total Expenditures	\$130,327	\$187,373	\$6,297	\$11,420	\$169,656
Reserves (Ending Fund Balance)	\$2,566,710	\$2,538,920	\$2,762,849		
<i>Reserve %</i>	95.2%	93.1%	99.8%		

Date Prepared: 1/7/2026

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	134237	Brush Cutting		11/06/2025	6.00	408.44	0.00	97.98	0.00	0.00	506.42
	Work Order 134237 Total										
			107 RED CEDAR PARK, ROTONDA WEST, FL, 33947		6.00	408.44	0.00	97.98	0.00	100.00	506.42
	Brush Cutting Total										
	133838	Camera/Video		11/03/2025	4.00	295.60	0.00	136.44	0.00	0.00	432.04
	Work Order 133838 Total										
			162 REDWOOD RD, ROTONDA WEST, FL, 33947		4.00	295.60	0.00	136.44	0.00	1.00	432.04
	133842	Camera/Video		11/03/2025	4.00	295.60	0.00	136.44	0.00	0.00	432.04
	Work Order 133842 Total										
			173 ANTILLA DR, ROTONDA WEST, FL, 33947		4.00	295.60	0.00	136.44	0.00	1.00	432.04
	133846	Camera/Video		11/03/2025	4.00	295.60	0.00	136.44	0.00	0.00	432.04
	Work Order 133846 Total										
			174 APOLLO DR, ROTONDA WEST, FL, 33947		4.00	295.60	0.00	136.44	0.00	2.00	432.04
	Camera/Video Total										
	74091	Contracted - Landscaping		10/17/2025	12.00	886.80	0.00	409.32	0.00	4.00	1,296.12
	Contract Inspection Total										
					0.25	21.60	0.00	1.04	0.00	0.00	22.64
					0.25	21.60	0.00	1.04	0.00	0.00	22.64
	74091	Contracted - Landscaping		11/21/2025	0.25	21.60	0.00	0.00	0.00	0.00	21.60
	74091	Contracted - Landscaping		12/04/2025	0.50	43.21	0.00	0.00	0.00	0.00	43.21
	Contract Management Total										
					0.75	64.81	0.00	0.00	0.00	0.00	64.81
	74091	Contracted - Landscaping		10/01/2025	0.00	0.00	0.00	0.00	2,400.00	0.00	2,400.00
	74091	Contracted - Landscaping		11/03/2025	0.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Work Order 74091 Total	West County Landscape Maintenance		1.00	86.41	0.00	1.04	4,100.00	0.00	4,187.45
#24-030 Landscape Maintenance ROW - West County											
		Contracted - Landscaping Total			1.00	86.41	0.00	1.04	4,100.00	0.00	4,187.45
	138060	GIS Update		12/03/2025	0.50	36.95	0.00	0.00	0.00		36.95
		Work Order 138060 Total	115 DELWAY WAY, ROTONDA WEST, FL, 33947		0.50	36.95	0.00	0.00	0.00	2.00	36.95
	138422	GIS Update		12/03/2025	0.25	18.48	0.00	0.00	0.00		18.48
		Work Order 138422 Total	182 JENNIFER DR, ROTONDA WEST, FL, 33947		0.25	18.48	0.00	0.00	0.00	1.00	18.48
	139379	GIS Update		12/09/2025	0.75	55.43	0.00	0.00	0.00		55.43
		Work Order 139379 Total	181 HADDOCK DR, FL, 33947		0.75	55.43	0.00	0.00	0.00	4.00	55.43
		GIS Update Total			1.50	110.85	0.00	0.00	0.00	7.00	110.86
	125994	Investigation		11/05/2025	1.00	75.74	0.00	4.41	0.00		80.15
		Work Order 125994 Total	354 BAYTREE DR, ROTONDA WEST, FL, 33947		1.00	75.74	0.00	4.41	0.00	1.00	80.15
	127440	Investigation		12/03/2025	1.00	75.74	0.00	4.41	0.00		80.15
		Work Order 127440 Total	182 JENNIFER DR, ROTONDA WEST, FL, 33947		1.00	75.74	0.00	4.41	0.00	1.00	80.15
	128307	Investigation		10/06/2025	1.00	75.74	0.00	4.16	0.00		79.90
		Work Order 128307 Total	107 OAKWOOD CT, ROTONDA WEST, FL, 33947		1.00	75.74	0.00	4.16	0.00	1.00	79.90

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Investigation Total			3.00	227.22	0.00	12.98	0.00	3.00	240.20
	128163	MSBU Administrative Work		10/09/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128163	MSBU Administrative Work		10/14/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128163	MSBU Administrative Work		10/23/2025	1.00	73.90	0.00	0.00	0.00		73.90
	128163	MSBU Administrative Work		10/28/2025	0.75	55.43	0.00	0.00	0.00		55.43
	128163	MSBU Administrative Work		11/05/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128163	MSBU Administrative Work		11/07/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128163	MSBU Administrative Work		11/12/2025	0.50	36.95	0.00	0.00	0.00		36.95
		Administrative Time Total			4.25	314.08	0.00	0.00	0.00		314.08
	128163	MSBU Administrative Work		11/06/2025	4.00	295.60	0.00	0.00	0.00		295.60
		MSBU Meeting Total			4.00	295.60	0.00	0.00	0.00		295.60
	128163	MSBU Administrative Work		11/26/2025	1.00	73.90	0.00	0.00	0.00		73.90
		MSBU Minutes Total			1.00	73.90	0.00	0.00	0.00		73.90
		Work Order 128163 Total			9.25	683.58	0.00	0.00	0.00	0.00	683.58
		MSBU Administrative Work Total			9.25	683.58	0.00	0.00	0.00	0.00	683.58
	122257	Pavement Restoration		10/02/2025	8.75	617.60	0.00	59.24	0.00		676.84
	122257	Pavement Restoration		10/07/2025	0.00	0.00	47.84	0.00	0.00		47.84
		Work Order 122257 Total			8.75	617.60	47.84	59.24	0.00	0.52	724.68
		102 OAKWOOD CT, ROTONDA WEST, FL, 33947									

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	128998	Pavement Restoration		10/13/2025	6.00	424.49	46.00	49.10	0.00	0.00	519.59
	Work Order 128998 Total		107 OAKWOOD CT, ROTONDA WEST, FL, 33947		6.00	424.49	46.00	49.10	0.00	0.50	519.59
	Pavement Restoration Total				14.75	1,042.09	93.84	108.34	0.00	1.02	1,244.27
	137550	ROW - Vegetation / Boom Mowing		11/25/2025	10.00	689.40	0.00	250.70	0.00	0.00	940.10
	Work Order 137550 Total		ROTONDA BLVD E, ROTONDA WEST, FL, 33947		10.00	689.40	0.00	250.70	0.00	34,351.00	940.10
	137702	ROW - Vegetation / Boom Mowing		11/26/2025	7.50	517.05	0.00	188.02	0.00	0.00	705.08
	Work Order 137702 Total		DELWAY WAY, ROTONDA WEST, FL, 33947		7.50	517.05	0.00	188.02	0.00	22,222.00	705.08
	138071	ROW - Vegetation / Boom Mowing		12/01/2025	11.50	809.08	0.00	257.31	0.00	0.00	1,066.40
	Work Order 138071 Total		YELLOW PINE DR, ROTONDA WEST, FL, 33947		11.50	809.08	0.00	257.31	0.00	34,760.00	1,066.40
	138299	ROW - Vegetation / Boom Mowing		12/02/2025	11.50	809.08	0.00	257.31	0.00	0.00	1,066.40
	138299	ROW - Vegetation / Boom Mowing		12/03/2025	0.00	0.00	0.00	48.25	0.00	0.00	48.25
	Work Order 138299 Total		ARCH DR, ROTONDA WEST, FL, 33947		11.50	809.08	0.00	305.56	0.00	29,688.00	1,114.65
	138537	ROW - Vegetation / Boom Mowing		12/03/2025	11.50	809.08	0.00	257.31	0.00	0.00	1,066.40
	Work Order 138537 Total		LOMAS RD, ROTONDA WEST, FL, 33947		11.50	809.08	0.00	257.31	0.00	39,161.00	1,066.40
	138823	ROW - Vegetation / Boom Mowing		12/04/2025	12.00	848.98	0.00	259.52	0.00	0.00	1,108.50

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
	Work Order 138823 Total											
			LIME TREE WAY, ROTONDA WEST, FL, 33947		12.00	848.98	0.00	259.52	0.00	26,700.00	1,108.50	
	139423	ROW - Vegetation / Boom Mowing		12/08/2025	12.00	848.98	0.00	259.52	0.00		1,108.50	
	Work Order 139423 Total											
			CEDAR PINE DR, ROTONDA WEST, FL, 33947		12.00	848.98	0.00	259.52	0.00	35,592.00	1,108.50	
	139678	ROW - Vegetation / Boom Mowing		12/09/2025	10.00	689.40	0.00	250.70	0.00		940.10	
	Work Order 139678 Total											
			WHITE PINE DR, ROTONDA WEST, FL, 33947		10.00	689.40	0.00	250.70	0.00	31,888.00	940.10	
	140561	ROW - Vegetation / Boom Mowing		12/15/2025	13.00	911.10	0.00	263.93	0.00		1,175.03	
	Work Order 140561 Total											
			HOBO RD, ROTONDA WEST, FL, 33947		13.00	911.10	0.00	263.93	0.00	29,312.00	1,175.03	
	140799	ROW - Vegetation / Boom Mowing		12/16/2025	13.00	911.10	0.00	263.93	0.00		1,175.03	
	Work Order 140799 Total											
			GREEN OAK PARK, ROTONDA WEST, FL, 33947		13.00	911.10	0.00	263.93	0.00	32,300.00	1,175.03	
	141035	ROW - Vegetation / Boom Mowing		12/17/2025	12.87	901.85	0.00	261.25	0.00		1,163.10	
	Work Order 141035 Total											
			CRANE TER, ROTONDA WEST, FL, 33947		12.87	901.85	0.00	261.25	0.00	27,020.00	1,163.10	
	ROW - Vegetation / Boom Mowing Total											
					124.87	8,745.11	0.00	2,817.77	0.00	342,994.00	11,562.89	
	132756	Sign Fabrication		10/27/2025	7.50	541.13	384.69	51.30	0.00		977.11	
	Work Order 132756 Total											
			LOCK DR, ROTONDA WEST, FL, 33947		7.50	541.13	384.69	51.30	0.00	30.00	977.11	
	133294	Sign Fabrication		10/30/2025	9.00	649.35	474.76	61.56	0.00		1,185.67	

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Rotonda Lakes Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	Work Order 133294 Total		171 ARCH DR, Charlotte, FL, 33947		9.00	649.35	474.76	61.56	0.00	36.00	1,185.67
	Sign Fabrication Total				16.50	1,190.48	859.44	112.86	0.00	66.00	2,162.78
	133057	Sign Maintenance		10/29/2025	8.00	551.52	80.13	41.52	0.00		673.17
	Work Order 133057 Total		138 HADDOCK DR, Charlotte, FL, 33947		8.00	551.52	80.13	41.52	0.00	68.00	673.17
	133919	Sign Maintenance		11/03/2025	16.00	1,036.48	40.30	52.40	0.00		1,129.18
	Work Order 133919 Total		101 CABLE DR, Charlotte, FL, 33947		16.00	1,036.48	40.30	52.40	0.00	34.00	1,129.18
	Sign Maintenance Total				24.00	1,588.00	120.43	93.92	0.00	102.00	1,802.35
	66442	Vacuum Culvert Cleaning		10/13/2025	10.00	693.40	0.00	229.40	0.00		922.80
	66442	Vacuum Culvert Cleaning		10/14/2025	0.50	39.89	0.00	0.00	0.00		39.90
	Work Order 66442 Total		412117305009, 148 YELLOW PINE DR, ROTONDA WEST, FL		10.50	733.29	0.00	229.40	0.00	6.00	962.70
	68430	Vacuum Culvert Cleaning		12/01/2025	21.50	1,506.48	0.00	554.21	0.00		2,060.70
	Work Order 68430 Total		113 DELWAY WAY, ROTONDA WEST, FL, 33947		21.50	1,506.48	0.00	554.21	0.00	12.00	2,060.70
	68884	Vacuum Culvert Cleaning		12/08/2025	22.00	1,546.38	0.00	556.42	0.00		2,102.80
	Work Order 68884 Total		181 HADDOCK DR, FL, 33947		22.00	1,546.38	0.00	556.42	0.00	12.00	2,102.80
	136799	Vacuum Culvert Cleaning		11/21/2025	6.00	428.52	0.00	164.28	0.00		592.80
	Work Order 136799 Total		135 THELMA DR, ROTONDA WEST, FL, 33947		6.00	428.52	0.00	164.28	0.00	3.00	592.80

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Vacuum Culvert Cleaning Total			60.00	4,214.68	0.00	1,504.31	0.00	33.00	5,719.00
Rotonda Lakes Street and Drainage Unit Total											
					272.87	19,183.66	1,073.71	5,158.52	4,100.00		29,515.92

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					272.87	19,183.66	1,073.71	5,158.52	4,100.00		29,515.92

Grand totals for all MSBUs reported