

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 6, 2025**

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

Members Present: Florian O'Day, Chair
John Balas, Vice Chair
James Harper
Kitty Saddler
Melissa Sullivan

County Staff: Lorraine Moneypenny, Community Liaison
Chuck Peters, Project Manager, Landscaping

Guests: None

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 established by the Chair.

Changes to the Agenda / Motion to Approve Changes:

Mr. O'Day motioned that the annual board training be moved to the end of the meeting. Mr. Balas seconded and the motion carried.

Citizen Input on Agenda Items (3 Minute Limit):

- Ms. Diebold objected to building new sidewalks. Taxes are too high already.
- Mr. Horton objected to building new sidewalks. Some lots are small and driveway elevations differ. There are nice parks for walking. Maybe build a shoulder later.
- Ms. Dehne also objected to building new sidewalks.
- Mr. Keegan objected to building new sidewalks. Taxes and insurance are already high.
- Mr. Kingsley asked whose idea it was to build sidewalks.
- Ms. Poja asked about the authority of the MSBU advisory board. How are members elected? Where are the bylaws and agenda?

Approval of Minutes:

Mr. Balas moved to accept the minutes of November 14, 2024. Ms. Saddler seconded. The minutes were approved 3:1 with Ms. Sullivan abstaining.

Election of Officers:

Ms. Saddler moved that Mr. O'Day remain as Chair and Mr. Balas remain as Vice Chair. Mr. Balas seconded. Mr. O'Day and Mr. Balas were elected unanimously.

Harper

Florida Sunshine Law / Robert's Rules of Order:

The Board opted to defer to the next meeting the viewing of training videos on Florida Sunshine Law and Robert's Rules of Order.

Unfinished Business:

- a. Winchester Buffer: Mr. Peters urged the Board to consider replanting at the Winchester Buffer instead of redesigning, which might take five years. Landscapes often undergo major repair after five years. It has been six. The irrigation system in place could easily be repaired in the dry season. Some trees and shrubs could remain. The buffer could be weeded and additional plants added, probably for the price quoted last March. Mr. O'Day said it makes sense to bring the area back to its original condition and rely on the MSBU rather than the HOA for maintenance. That was the plan last March, but it was delayed to add beautification to the MSBU purpose and to await the effective date of the HOA surrender (October 2025). It would be ideal to plant in May before the rainy season. Mr. Peters said he would confer with Walker Services about price and timing and revert.

Ms. Saddler left the meeting.

New Business:

- a. Financial Reports: The audited fund financial report for FY24 was reviewed. The maintenance activity report was reviewed, line by line, with discussion.
- b. Cougar Way Sidewalk: Mr. O'Day addressed the concerns of citizens who appeared at the meeting to oppose sidewalks. The MSBU has just paid off its paving loan. Without raising taxes above the current \$163/ERU annually, the MSBU may be able to fund a community project. He suggested the advisory board explore the possibility of extending the Cougar Way sidewalk in the interest of the children who walk to school. Besides increasing safety, this investment would have value to the community. A design would address plot size and elevations. It would cost \$195,000. Whatever is done, Mr. Harper said, taxes should not be raised. If nothing is done, taxes might be reduced. Mr. O'Day reminded the Board that, at \$162 per year, the assessment rate is not a hardship and it can be used to help the community. Ms. Sullivan opined that sidewalks have value, especially with younger families moving into the community, but the community should decide how to spend its tax money. Mr. Balas noted that Cougar Way is linear and not aesthetically pleasing. He voiced concern that residents will ask why Cougar Way and not their street. Mr. O'Day said the Board can reconsider once it is clear how much money is left over after paying for the installation and maintenance of the Winchester Buffer landscaping.

Citizen Input on MSBU Items (3 Minute Limit):

Citizens reiterated complications on Cougar Way and brought up issues on other streets. Members assured citizens that the Board feels a fiduciary duty to its fellow citizens and welcomes more participation. Its ordinance, membership, minutes, and agendas are completely transparent and posted on the Charlotte County website.

Advisory Board Open Discussion:

As the meeting was running long, Mr. Harper motioned that the annual board training be postponed to the May meeting. Ms. Sullivan seconded and the motion passed. Mr. O'Day spoke

about the MSBU purpose -- and the checks and balances on the advisory board's activities. Decisions are made deliberatively, and it takes a long time to carry out a decision. Mr. Balas brought up the reflectors to be re-installed at Bonita Dr. and Sweetwater Dr. That corner will still be dangerous.

Schedule Meetings / Items for Next Agenda:

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


- Thursday, May 8, 2025
- Thursday, August 7, 2025
- Thursday, November 6, 2025

The meeting adjourned at 11:30 a.m.

Submitted by Lorraine Money Penny
Public Works Department



Chair Signature



Date



Rotonda Heights Street & Drainage
Municipal Service Benefit Unit

Advisory Board Meeting Attendance

Thursday, February 6, 2025

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 |
|---------------------|-------------------------|--------------|
| Paul Keegan | PKeeganTR@gmail.com | 203 644 8960 |
| Florian C. Ay | fiday1230@gmail.com | 941-249-0995 |
| Melissa Sullivan | Sullsa21@gmail.com | 860-559-8757 |
| Viola Diebold | Viola.Diebold@gmail.com | 734 536-2554 |
| Kitty Sandler | KLBS0114@gmail.com | 304 573-2087 |
| John Balas | jbrette21@gmail.com | 314-210-4791 |
| Jim HARPER | JIMHARPER627@GMAIL | 845 489 1212 |
| RYAN MORTON | RYAN.MORTON@NXP.COM | 312 952 9606 |
| Jessica Dehne | jessica.m.dehne@gmail | 941-924-3760 |
| Alex Rodvica Pagan | seprissweets@att.net | 773 307.4072 |
| Brad Kinzly | BradKinzly@Me.Com | 203-525-5612 |
| Chuck Peters | Chuck Peters | 941-575-7458 |
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| | | |
| | | |

AGENDA

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

ADVISORY BOARD REGULAR MEETING THURSDAY, FEBRUARY 6, 2025

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

BOARD MEMBERS: Florian O'Day, Chair
James Harper, Vice Chair
John Balas
Kitty Saddler
Melissa Sullivan

COUNTY STAFF: Lorraine Moneypenny, Community Liaison
Chuck Peters, Project Manager, Landscaping

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 14, 2024
5. Election of Officers
6. Review: Robert's Rules of Order / Florida Sunshine Law
7. Unfinished Business
 - a. Community Entrance Signs - Cougar Way and Sunset Road
 - b. Winchester Buffer Landscaping
8. New Business
 - a. Financial Reports
 - b. Cougar Way Sidewalk
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 Heights Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2024 - Dec. 31, 2024

| | Actual FY2024 | Adopted Budget FY2025 | YTD Actual FY2025 | Encumbered FY2025 | Balance FY2025 |
|---------------------------------------|------------------|-----------------------------|----------------------|----------------------|-------------------|
| Beginning Balance | \$812,918 | \$600,898 | \$688,427 | | |
| Revenues | | | | | |
| Assessments & Earnings | 349,633 | 292,265 | 164,968 | | |
| Grant & Subsidy Revenue | - | - | - | | |
| Loans & Borrowing | - | - | - | | |
| Total Revenue | \$349,633 | \$292,265 | \$164,968 | | |
| Expenditures | | | | | |
| Contract Services | 10,500 | 7,500 | - | 33,378 | (25,878) |
| Pipe Lining | - | 20,000 | - | - | 20,000 |
| ROW Maintenance | - | - | - | - | - |
| ROW Reclamation | - | - | - | - | - |
| Speciality Mowing | - | - | - | - | - |
| Public Works Services | 102,628 | 124,351 | - | - | 124,351 |
| Internal Charges | 3,245 | 3,150 | 3,150 | - | - |
| Purchased Services | 7,000 | 6,611 | 3,247 | - | 3,364 |
| Materials and Supplies | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Debt Services | 350,751 | - | - | - | - |
| Total Expenditures | \$474,125 | \$161,612 | \$6,397 | \$33,378 | \$121,838 |
| Reserves (Ending Fund Balance) | \$688,427 | \$731,551 | \$846,998 | | |
| <i>Reserve %</i> | 59.2% | 81.9% | 99.3% | | |

Date Prepared: 1/31/2025

Monthly Funding Report

START
DATE:

10/01/2024

END DATE:

12/31/2024

Rotonda Heights 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 |
|---------|--|--------------------------|----------|----------------|----------------|---------------|-------------------|----------------|--------------------|----------------|---------------|
| | 77621 | Asphalt Maintenance | | 11/14/2024 | 7.00 | 480.95 | 36.80 | 44.43 | 0.00 | | 562.18 |
| | Work Order 77621 Total 172 SUNSET RD, Charlotte, FL, 33947 | | | | | | | | | | |
| | | | | | 7.00 | 480.95 | 36.80 | 44.43 | 0.00 | 0.40 | 562.18 |
| | Asphalt Maintenance Total | | | | | | | | | | |
| | | | | | 7.00 | 480.95 | 36.80 | 44.43 | 0.00 | 0.40 | 562.18 |
| | 62828 | Investigation | | 11/06/2024 | 0.25 | 18.93 | 0.00 | 0.00 | 0.00 | | 18.94 |
| | 62828 | Investigation | | 12/05/2024 | 1.75 | 132.54 | 0.00 | 7.28 | 0.00 | | 139.83 |
| | Work Order 62828 Total 221 SPRING DR, ROTONDA WEST, FL, 33947 | | | | | | | | | | |
| | | | | | 2.00 | 151.48 | 0.00 | 7.28 | 0.00 | 1.00 | 158.77 |
| | 62901 | Investigation | | 11/06/2024 | 0.25 | 18.93 | 0.00 | 0.00 | 0.00 | | 18.94 |
| | 62901 | Investigation | | 11/07/2024 | 1.50 | 113.61 | 0.00 | 6.24 | 0.00 | | 119.85 |
| | Work Order 62901 Total 195 SUNSET RD, ROTONDA WEST, FL, 33947 | | | | | | | | | | |
| | | | | | 1.75 | 132.54 | 0.00 | 6.24 | 0.00 | 1.00 | 138.79 |
| | 63377 | Investigation | | 11/06/2024 | 0.25 | 18.94 | 0.00 | 0.00 | 0.00 | | 18.94 |
| | Work Order 63377 Total 126 VENICE RD, ROTONDA WEST, FL, 33947 | | | | | | | | | | |
| | | | | | 0.25 | 18.94 | 0.00 | 0.00 | 0.00 | 0.00 | 18.94 |
| | Investigation Total | | | | | | | | | | |
| | | | | | 4.00 | 302.96 | 0.00 | 13.52 | 0.00 | 2.00 | 316.50 |
| | 72713 | MSBU Administrative Work | | 10/01/2024 | 0.50 | 36.95 | 0.00 | 0.00 | 0.00 | | 36.95 |
| | 72713 | MSBU Administrative Work | | 10/14/2024 | 2.00 | 147.80 | 0.00 | 0.00 | 0.00 | | 147.80 |
| | 72713 | MSBU Administrative Work | | 10/15/2024 | 0.50 | 36.95 | 0.00 | 0.00 | 0.00 | | 36.95 |
| | 72713 | MSBU Administrative Work | | 10/17/2024 | 0.50 | 36.95 | 0.00 | 0.00 | 0.00 | | 36.95 |
| | 72713 | MSBU Administrative Work | | 10/23/2024 | 0.50 | 36.95 | 0.00 | 0.00 | 0.00 | | 36.95 |
| | 72713 | MSBU Administrative Work | | 10/24/2024 | 0.50 | 36.95 | 0.00 | 0.00 | 0.00 | | 36.95 |

Monthly Funding Report

START
DATE:

10/01/2024

END DATE:

12/31/2024

Rotonda Heights 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 |
|---------|--------------|---------------------------------------|----------|----------------|----------------|---------------|-------------------|----------------|--------------------|----------------|---------------|
| | 72713 | MSBU Administrative Work | | 10/29/2024 | 0.25 | 18.48 | 0.00 | 0.00 | 0.00 | | 18.48 |
| | 72713 | MSBU Administrative Work | | 10/30/2024 | 3.00 | 221.70 | 0.00 | 0.00 | 0.00 | | 221.70 |
| | 72713 | MSBU Administrative Work | | 10/31/2024 | 2.00 | 147.80 | 0.00 | 0.00 | 0.00 | | 147.80 |
| | 72713 | MSBU Administrative Work | | 11/04/2024 | 0.75 | 55.43 | 0.00 | 0.00 | 0.00 | | 55.43 |
| | 72713 | MSBU Administrative Work | | 11/05/2024 | 0.50 | 36.95 | 0.00 | 0.00 | 0.00 | | 36.95 |
| | 72713 | MSBU Administrative Work | | 11/07/2024 | 1.00 | 73.90 | 0.00 | 0.00 | 0.00 | | 73.90 |
| | 72713 | MSBU Administrative Work | | 11/13/2024 | 2.25 | 166.28 | 0.00 | 0.00 | 0.00 | | 166.28 |
| | 72713 | MSBU Administrative Work | | 11/18/2024 | 1.00 | 73.90 | 0.00 | 0.00 | 0.00 | | 73.90 |
| | 72713 | MSBU Administrative Work | | 11/19/2024 | 1.00 | 73.90 | 0.00 | 0.00 | 0.00 | | 73.90 |
| | 72713 | MSBU Administrative Work | | 12/03/2024 | 0.50 | 36.95 | 0.00 | 0.00 | 0.00 | | 36.95 |
| | 72713 | MSBU Administrative Work | | 12/04/2024 | 0.50 | 36.95 | 0.00 | 0.00 | 0.00 | | 36.95 |
| | 72713 | MSBU Administrative Work | | 12/17/2024 | 1.50 | 110.85 | 0.00 | 0.00 | 0.00 | | 110.85 |
| | | Administrative Time Total | | | 18.75 | 1,385.63 | 0.00 | 0.00 | 0.00 | | 1,385.64 |
| | 72713 | MSBU Administrative Work | | 11/14/2024 | 3.50 | 258.65 | 0.00 | 0.00 | 0.00 | | 258.65 |
| | | MSBU Meeting Total | | | 3.50 | 258.65 | 0.00 | 0.00 | 0.00 | | 258.65 |
| | 72713 | MSBU Administrative Work | | 11/14/2024 | 1.50 | 110.85 | 0.00 | 0.00 | 0.00 | | 110.85 |
| | | MSBU Minutes Total | | | 1.50 | 110.85 | 0.00 | 0.00 | 0.00 | | 110.85 |
| | | Work Order 72713 Total | | | 23.75 | 1,755.13 | 0.00 | 0.00 | 0.00 | 0.00 | 1,755.14 |
| | | MSBU Administrative Work Total | | | 23.75 | 1,755.13 | 0.00 | 0.00 | 0.00 | 0.00 | 1,755.14 |
| | 7070 | Project Management | | 10/17/2024 | 1.00 | 86.41 | 0.00 | 0.00 | 0.00 | | 86.41 |
| | 7070 | Project Management | | 11/12/2024 | 1.00 | 86.41 | 0.00 | 0.00 | 0.00 | | 86.41 |

Monthly Funding Report

START
DATE:

10/01/2024

END DATE:

12/31/2024

Rotonda Heights 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 |
|---------|--------------|------------------------|----------|----------------|----------------|---------------|-------------------|----------------|--------------------|----------------|---------------|
| | 7070 | Project Management | | 11/26/2024 | 1.00 | 86.41 | 0.00 | 0.00 | 0.00 | | 86.41 |
| | | Plan/Spec Review Total | | | | | | | | | |
| | 7070 | Project Management | | 12/02/2024 | 3.00 | 259.23 | 0.00 | 0.00 | 0.00 | | 259.23 |
| | | Public Outreach Total | | | | | | | | | |
| | 7070 | Project Management | | 10/28/2024 | 0.50 | 43.21 | 0.00 | 0.00 | 0.00 | | 43.21 |
| | 7070 | Project Management | | 11/25/2024 | 2.00 | 172.82 | 0.00 | 8.32 | 0.00 | | 181.14 |
| | 7070 | Project Management | | 12/17/2024 | 2.00 | 172.82 | 0.00 | 8.32 | 0.00 | | 181.14 |
| | | Site Visits Total | | | | | | | | | |
| | | Work Order 7070 Total | | | | | | | | | |
| | | | | | | | | | | | |

Rotonda Heights Community Aesthetic Feature Sign /w Lighting

| | | | | | | | | | | | |
|---|------------------------------|--|--------|------|-------|-------|--------|------|------|--------|--|
| | Project Management Total | | | | | | | | | | |
| 75210 | ROW - Clearing / Haul Debris | | | | | | | | | | |
| | 11/07/2024 | 8.00 | 691.28 | 0.00 | 16.64 | 0.00 | 0.00 | 0.00 | 0.00 | 707.93 | |
| | | 4.00 | 278.88 | 0.00 | 27.04 | 10.09 | 316.01 | | | | |
| Work Order 75210 Total | | | | | | | | | | | |
| | | 4.00 | 278.88 | 0.00 | 27.04 | 10.09 | 316.01 | | | | |
| SWEETWATER DR & FLOWER RD, ROTONDA WEST, FL, 33947 | | | | | | | | | | | |
| | | | | | | | | | | | |
| 80191 | ROW - Clearing / Haul Debris | | | | | | | | | | |
| | 12/23/2024 | 2.00 | 141.00 | 0.00 | 27.04 | 0.00 | 168.04 | | | | |
| 80191 | ROW - Clearing / Haul Debris | | | | | | | | | | |
| | 12/27/2024 | 1.50 | 35.25 | 0.00 | 6.76 | 19.54 | 61.55 | | | | |
| | | 3.50 | 176.25 | 0.00 | 33.80 | 19.54 | 229.59 | | | | |
| Work Order 80191 Total | | | | | | | | | | | |
| | | APRIL RD & INDIAN CREEK DR, ROTONDA WEST, FL, 33947 | | | | | | | | | |
| | | | | | | | | | | | |

ROW - Clearing / Haul Debris Total

| | | | | | | | | | | | |
|-------|-----------------|------------|-------|--------|------|-------|------|--|--|--|--------|
| 78586 | Shoulder Repair | 11/21/2024 | 12.00 | 823.68 | 0.00 | 90.02 | 0.00 | | | | 913.70 |
|-------|-----------------|------------|-------|--------|------|-------|------|--|--|--|--------|

| Rotonda Heights 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 |
| | 78586 | Shoulder Repair | | 12/10/2024 | 0.00 | 0.00 | 300.00 | 0.00 | 0.00 | | 300.00 |
| Work Order 78586 Total | | 99 COUGAR WAY, Charlotte, FL, 33947 | | | 12.00 | 823.68 | 300.00 | 90.02 | 0.00 | 0.01 | 1,213.70 |
| Rotonda Heights Community Aesthetic Feature Sign /w Lighting | | | | | | | | | | | |
| Shoulder Repair Total | | | | | 12.00 | 823.68 | 300.00 | 90.02 | 0.00 | 0.01 | 1,213.70 |
| | | | | | | | | | | | |
| Rotonda Heights Street and Drainage Unit Total | | | | | 62.25 | 4,509.12 | 336.80 | 225.45 | 29.63 | | 5,101.05 |

Monthly Funding Report

START
DATE:

10/01/2024

END DATE:

12/31/2024

| Project | WO Number | WO Description | Location | Date Worked | Labor Hours | Labor Cost | Materials Cost | Equip. Cost | Contractor Cost | Work Accomp | Total Cost |
|-------------------------------------|--------------|-------------------|----------|----------------|----------------|---------------|-------------------|----------------|--------------------|----------------|---------------|
| Grand totals for all MSBUs reported | | | | | | | | | | | |
| | | | | | 62.25 | 4,509.12 | 336.80 | 225.45 | 29.63 | | 5,101.05 |