

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, MAY 8, 2025**

9:30 a.m. – 10:35 a.m.

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

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

Members Absent: James Harper

County Staff: Lorraine Moneypenny, Community Liaison

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 established by the Chair.

Changes to the Agenda / Motion to Approve Changes:

Ms. Sullivan motioned that the annual board training be moved to the end of the meeting. Ms. Saddler seconded, and the motion carried.

Citizen Input on Agenda Items (3 Minute Limit):

Mr. Whitbred has been in communication with Public Works about traffic safety near the schools, particularly southbound on Spinnaker Blvd. to the left turn onto the school service road. He was told that Public Works no longer installs speed bumps because, among other reasons, they divert speeders to parallel streets. In this case, there is no parallel street with access to the school. Mr. O'Day stated that traffic safety is an enforcement issue. He emphasized the Board's concern for school safety but noted that the place suggested for placement of a speed bump is outside the boundary of the Rotonda Heights MSBU. Mr. Whitbred may take this up with the Englewood East MSBU.

Approval of Minutes:

Mr. Balas moved to accept the minutes of the March 25, 2025 special meeting. Ms. Sullivan seconded, and the motion passed. The Board reviewed the minutes of the February 6 regular meeting, which states Mr. Balas was elected Vice Chair. In fact, Mr. Harper was elected. Ms. Sullivan moved to approve the minutes of February 6, 2025 with that correction. Ms. Saddler seconded, and the motion passed.

Unfinished Business:

- a. Community Entrance Signs: The community liaison reported that the vendor received the second permit. The signs will be installed soon.
- b. Winchester Buffer: The community liaison reported that the landscaping of the Winchester Buffer will be completed in the last quarter of 2025.

New Business:

- a. Financial Reports: The Board reviewed the maintenance activity report for January through March 2025. Mr. O'Day noted that spending is low. Ms. Saddler noted that asphalt repair work tagged for Boundary Blvd. took place at its intersection with Indian Creek Dr., inside the MSBU. The second quarter actual spending report will be forwarded when available.

Citizen Input on MSBU Items (3 Minute Limit):

Mr. Whitbred asked about a plan to extend the Cougar Way sidewalk. He mentioned that some students are riding e-bikes on sidewalks.

Advisory Board Open Discussion:

Mr. O'Day acknowledged community opposition to constructing a sidewalk all along Cougar Way. Still, the Advisory Board must do what it can to increase safety for school children in the MSBU. The community liaison offered that the problem might be alleviated by a school zone speed detection system soon to be installed. Other ideas will be explored at the next meeting.

Ms. Sullivan brought a request from a neighbor for a speed bump on Sunset Rd., which is in the boundary of the MSBU. The county no longer installs speed bumps.

Mr. O'Day asked whether Public Works had shared with Charlotte County Sheriff's Office (CCSO) the speed bump petition signed by fifteen residents of Spinnaker Blvd. and Cougar Way. It had not been shared. It was decided that Mr. O'Day will draft a letter to the CCSO about traffic safety issues on behalf of the Rotonda Heights Street & Drainage MSBU Advisory Board. He will send a draft to the community liaison for circulation in advance of the next meeting, when it will be considered for approval.

Ms. Balas observed that reflectors were installed at the corner of Bonita Dr. and Sweetwater Dr., as promised. Mr. O'Day suggested the issues on Bonita Dr. may stem from its being the narrowest road entering the community. If it were wider, it could be striped for borders and two-lane traffic. At the next meeting, the Board will explore widening of Bonita Dr.

Ms. Sullivan noted an abandoned cable spool in the right-of-way at Kings Dr. Until September 30, 2025, the ROW is mowed by the HOA. The County takes over on October 1.

Florida Sunshine Law / Robert's Rules of Order:

The Advisory Board viewed training videos.

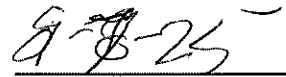
Schedule Meetings / Items for Next Agenda: *Bonita Dr. Widening* and *Traffic Safety Letter to Sheriff* are added to the next agenda. Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

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

The meeting adjourned at 10:38 a.m.

Submitted by Lorraine Moneypenny
Public Works Department



Chair Signature

Date

[illegible]

AGENDA

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

ADVISORY BOARD REGULAR MEETING THURSDAY, MAY 8, 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

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: February 6, 2025 and special meeting March 26, 2025
5. Annual Training: Florida Sunshine Law and Robert's Rules of Order
6. Unfinished Business
 - a. Community Entrance Signs - Cougar Way and Sunset Road
 - b. Winchester Buffer Landscaping
7. New Business
 - a. Financial Reports
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

Monthly Funding Report

START
DATE:

01/01/2025

END DATE:

03/31/2025

Page 1 of 5

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
	85950	Asphalt Maintenance		01/14/2025	4.00	267.44	0.00	29.62	0.00		297.06
	85950	Asphalt Maintenance		01/16/2025	0.00	0.00	30.36	0.00	0.00		30.36
	Work Order 85950 Total		295 BOUNDARY BLVD, Charlotte, FL, 33947		4.00	267.44	30.36	29.62	0.00	0.33	327.42
	Asphalt Maintenance Total										
	95924	Concrete Catch Basin Repair		03/21/2025	5.00	362.50	0.00	23.05	0.00		385.55
	95924	Concrete Catch Basin Repair		03/28/2025	9.75	682.70	0.00	79.80	0.00		762.50
	95924	Concrete Catch Basin Repair		03/31/2025	1.00	79.79	0.00	4.16	0.00		83.95
	Work Order 95924 Total		126 Indian Creek Dr		15.75	1,124.99	0.00	107.01	0.00	2.00	1,232.00
	Concrete Catch Basin Repair Total										
	10572	Drainage Maintenance - Swale Grading		03/06/2025	9.00	622.86	0.00	14.25	0.00		637.11
	10572	Drainage Maintenance - Swale Grading		03/17/2025	16.00	1,117.89	0.00	175.95	0.00		1,293.84
	10572	Drainage Maintenance - Swale Grading		03/18/2025	19.50	1,364.61	0.00	243.96	0.00		1,608.57
	Work Order 10572 Total		121 GLADES DR, ROTONDA WEST, 33947		44.50	3,105.36	0.00	434.16	0.00	2,420.00	3,539.52
	Drainage Maintenance - Swale Grading Total										
	66715	Investigation		03/14/2025	1.50	113.61	0.00	6.24	0.00		119.85
	Work Order 66715 Total		126 Indian Creek Dr		1.50	113.61	0.00	6.24	0.00	1.00	119.85
	86037	Investigation		01/15/2025	1.50	113.61	0.00	6.24	0.00		119.85

4/25/2025 9:51:06 AM

Monthly Funding Report

START DATE:

01/01/2025

END DATE:

03/31/2025

Page 2 of 5

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
	Work Order 86037 Total		228 WAYNE RD, ROTONDA WEST, FL, 33947		1.50	113.61	0.00	6.24	0.00	1.00	119.85
	Investigation Total										
	72713	MSBU Administrative Work		02/07/2025	2.00	147.80	0.00	0.00	0.00		147.80
	72713	MSBU Administrative Work		02/27/2025	2.50	184.75	0.00	0.00	0.00		184.75
	MSBU Minutes Total										
	72713	MSBU Administrative Work		01/07/2025	1.25	92.38	0.00	0.00	0.00		92.38
	72713	MSBU Administrative Work		01/14/2025	2.50	184.75	0.00	0.00	0.00		184.75
	72713	MSBU Administrative Work		01/16/2025	0.25	18.48	0.00	0.00	0.00		18.48
	72713	MSBU Administrative Work		01/17/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72713	MSBU Administrative Work		01/31/2025	2.00	147.80	0.00	0.00	0.00		147.80
	72713	MSBU Administrative Work		02/04/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72713	MSBU Administrative Work		02/07/2025	2.00	147.80	0.00	0.00	0.00		147.80
	72713	MSBU Administrative Work		03/10/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72713	MSBU Administrative Work		03/13/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72713	MSBU Administrative Work		03/19/2025	0.75	55.43	0.00	0.00	0.00		55.43
	72713	MSBU Administrative Work		03/20/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72713	MSBU Administrative Work		03/24/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72713	MSBU Administrative Work		03/25/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72713	MSBU Administrative Work		03/26/2025	1.00	73.90	0.00	0.00	0.00		73.90
	Administrative Time Total										
	72713	MSBU Administrative Work		02/06/2025	4.00	295.60	0.00	0.00	0.00		295.60
	72713	MSBU Administrative Work		03/26/2025	1.00	73.90	0.00	0.00	0.00		73.90

4/25/2025 9:51:06 AM

Monthly Funding Report

START
DATE:

01/01/2025

END DATE:

03/31/2025

Page 3 of 5

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
MSBU Meeting Total											
Work Order 72713 Total					5.00	369.50	0.00	0.00	0.00		369.50
					25.25	1,865.98	0.00	0.00	0.00	0.00	1,865.99
MSBU Administrative Work Total											
					25.25	1,865.98	0.00	0.00	0.00	0.00	1,865.99
7070		Project Management		01/08/2025	1.00	86.41	0.00	0.00	0.00		86.41
7070		Project Management		01/28/2025	1.00	86.41	0.00	0.00	0.00		86.41
7070		Project Management		02/05/2025	1.00	86.41	0.00	0.00	0.00		86.41
7070		Project Management		03/10/2025	1.00	86.41	0.00	0.00	0.00		86.41
7070		Project Management		03/11/2025	1.00	86.41	0.00	0.00	0.00		86.41
7070		Project Management		03/12/2025	1.00	86.41	0.00	0.00	0.00		86.41
Plan/Spec Review Total					6.00	518.46	0.00	0.00	0.00		518.46
Work Order 7070 Total					6.00	518.46	0.00	0.00	0.00	0.00	518.46
Rotonda Heights Community Aesthetic Feature Sign /w Lighting											
41574		Project Management		02/06/2025	1.50	129.62	0.00	0.00	0.00		129.62
Public Outreach Total					1.50	129.62	0.00	0.00	0.00		129.62
Work Order 41574 Total					1.50	129.62	0.00	0.00	0.00	0.00	129.62
Rotonda Heights Replant Estimate											
Project Management Total					7.50	648.08	0.00	0.00	0.00	0.00	648.08
90988		Support (Post) Maintenance		02/18/2025	2.00	133.72	0.00	13.52	0.00		147.24
90988		Support (Post) Maintenance		02/24/2025	0.00	0.00	52.87	0.00	0.00		52.87
Work Order 90988 Total					2.00	133.72	52.87	13.52	0.00	6.00	200.11
					161 INDIAN CREEK DR, Charlotte, FL, 33947						

Page 4 of 5

4/25/2025 9:51:06 AM

Monthly Funding Report

START DATE:

01/01/2025

END DATE:

03/31/2025

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											
					102.00	7,372.78	83.23	596.79	0.00		8,052.82