

MINUTES
ROTONDA SANDS NORTH STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, SEPTEMBER 19, 2024

9:30 a.m. – 11:23 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
Karen Hartman

Members Absent: None

County Staff: Lorraine Moneypenny, Community Liaison

Guests: Sign-up 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 (3 Minute Limit):

- Ms. Brooks, president of the Rotonda Sands Conservation Association (HOA) asked the Board to correct the statement in the June 27, 2024 minutes that the County placed caution tape around a hazard. Private citizens who volunteer for the HOA did that.
- Mr. Cote explained the history of the road depression at Master Drive and Mate Circle.
- Ms. Hartman added that the driveway pipes nearby are damaged.

Approval of Minutes:

Ms. Hartman moved that the minutes from June 27, 2024 be revised to reflect that the County did not place caution tape at the intersection of Mast and Mooring. Mr. Grunt seconded and the motion carried.

Unfinished Business:

- a. Maintenance of Streets and Drainage: The community liaison reported progress on drainage issues brought up at the last meeting. At 22 Harness Road, an investigation is complete. At Masthead Road and Mooring Place, the crushed pipe is reported. At 26 Mast Drive, swales were graded. In order to increase water flow at Ebb Drive, pipes were vacuumed at 8 Swells Court and 5 Berth Court in May. Down Key Court from Idle Court, an inspector measured grades and found no grading is required. Mr. Grunt said there are still puddles that take more than 72 hours to drain, especially at 25 Sabot Court. That stretch will drain better after the pipe replacement on Brig Circle at the intersections of Brigs N and Key Road. Not scheduled. At Master Drive and Mate Circle, no progress was reported beyond the televuew of the pipe in May. Work order notes indicate that the road depression is set for a road cut repair. Mr. Grunt

expressed dismay that this ignores the underlying problem, which likely stems from a hole in the pipe that was drilled in 2013 to pass a cable through. Ms. Hartman asked if the problem could be escalated, or whether Charlotte County Utilities could be made aware. She said the depression is eroding the front yard of the nearest home. Mr. Courts confirmed that Public Works does cooperate with Utilities. Still, a citizen could call. Ms. Hartman reported the shoulder on Brigs South needs repair.

New Business:

- a. Financial Reports: The FY24 third quarter expenditure report was examined. The Chair noted that the budgeted amount was spent in the Public Works line, but no money was spent on pipelining.

Citizen Input on MSBU Items (3 Minute Limit):

- Ms. Brooks said that workers installed a metal plate at Masthead and Transom, where a crushed pipe was reported (Work Order 58075). She reported a damaged pipe at the corner of Big Street and Brig Circle West. There is an open work order for that. She reported a sinkhole at Skipper Lane and Abeam Court, with compromised drainage down Abeam and into the backyard before the outfall, where the owner, inexplicably, has placed boulders (Service Request 12713). She asked which website citizens can visit to make complaints and to access minutes of MSBU meetings.

Advisory Board Open Discussion:

Ms. Hartman announced she and Ms. Brooks have done a comprehensive inspection of drainage appurtenances in Rotonda Sands and can present her findings at the next meeting. She observed all but three metal pipes are crushed, most likely due to the landscaper's heavy equipment driving over them. The landscaper is liable for fixing them. As the pipes are in the right-of-way, the landscaper's contractor would require a permit.

Ms. Hartman shared with the Board that, outside the MSBU purview, she and some community members are in the process of adopting the lake near Harness Road, seeking a grant for a pollinator garden, and eventually erecting a gazebo for community events. They asked whether the County could contribute plantings. The community liaison replied that this is HOA property; the County can operate only in the right of way and only if the MSBU purpose were amended to include beautification. There was discussion about the ROW for the Harness Road median and nearby bicycle path. The Chair suggested that be discussed at the next meeting.

Schedule Meetings / Items for Next Agenda:


Future meetings are scheduled at 9:30AM at the West County Annex as follows:


- Thursday, December 12, 2024
- Thursday, March 6, 2025 (proposed)
- Thursday, June 12, 2025 (proposed)
- Thursday, September 10, 2025 (proposed)
- Thursday, December 10, 2025 (proposed)

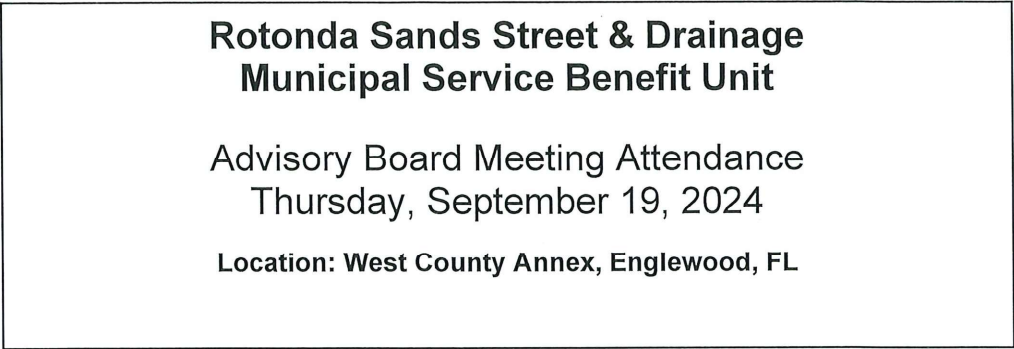
The meeting adjourned at 11:23 a.m.

Submitted by Lorraine Money Penny

Public Works Department


Chair Signature


Date

[illegible]

MINUTES
ROTONDA SANDS NORTH STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
THURSDAY, JUNE 27, 2024

9:27 a.m. -- 10:49 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
Karen Hartman
Members Absent: None
County Staff: Lorraine Money Penny, Community Liaison
Guests: None

Call to Order / Roll Call:

The meeting was called to order at 9:27 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 (3 Minute Limit):

None

Approval of Minutes:

The minutes from November 2, 2023 were unanimously approved as written.

Unfinished Business:

- a) Maintenance of Streets and Drainage: The community liaison reported progress on drainage issues brought up at the last meeting. There is no blockage at Deck Ct., but there is a build-up of dirt near Ebb Drive, and that will be remediated. Along Masthead Drive between Rudder and Carline Lanes, County staff shot elevations; the grading was found to be proper. Mr. Court addressed the backward flow of water on Harness near the lake. Regarding the road depression at Master Drive and Mate Circle, Mr. Grunt noted that the camera work and road cut appear on maintenance reports. He asked for confirmation that the problem is solved. He stated that drainage is effective in the community overall, with some trouble spots that appear to be surface issues. Before Hurricane Ian, the possibility of lining some pipes was discussed. The specific pipes and materials were not determined. The community liaison explained that the county has adopted cured in place pipe (CIPP) in the last couple of years. She would discover if any Rotonda Sands pipes have been identified for this intervention. Other interventions are culvert vacuuming, pipe repair/replacement and grading.

New Business:

- a) Financial Reports: The FY24 second quarter expenditure report was examined. Ms. Hartman inquired about the debt line item and whether pipelining is contracted out. Mr. Grunt remarked that the reserve is healthy.

Citizen Input on MSBU Items (3 Minute Limit):

None

Advisory Board Open Discussion:

Mr. Grunt opined that Idle Court, down Key Court, to Sabot and to the pond needs to be regraded. A pipe is set to be installed on Brigs North, at the corner of Sabot. Mr. Courts showed pictures of erosion under a drainpipe at the intersection of Mast and Mooring. The County has placed yellow tape at the site, and Work Order 55539 is in progress. Ms. Hartman requested service on a crushed pipe at Masthead and Transon that is creating drainage issues lasting more than 72 hours.

Election of Officers: Ms. Hartman motioned that Mr. Grunt and Mr. Courts retain their positions as Chair and Vice Chair. Mr. Courts seconded and the motion passed.

Annual Review: Sunshine Law, Robert's Rule of Order, Public Records: The Board viewed the videos on the Sunshine Law and Robert's Rules. The community liaison explained, following a procedure, anyone can request any public record.

Schedule Meetings / Items for Next Agenda:

- Thursday, September 19, 2024
- Thursday, December 12, 2024

The meeting adjourned at 10:49 a.m.

Submitted by Lorraine Money Penny
Public Works Department

Chair Signature

Date

Rotonda Sands Street and Drainage MSBU

2 Year Budget
FY2024 & FY2025

Estimated ERU's and Cost per ERU

	FY2024	FY2025
Vacant		
<i>Estimated ERU's</i>	2,240.700	2,240.700
<i>Cost per ERU</i>	\$ 110.00	\$ 110.00
Occupied		
<i>Estimated ERU's</i>	191.600	191.600
<i>Cost per ERU</i>	\$ 110.00	\$ 110.00
Current FY23 Rate	\$ 110.00	
Current Maximum Rate	\$ 110.00	

Beginning Balance

Revenues

	Adopted Budget FY2024	Approved Budget FY2025
Assessments & Earnings		
<i>Assessments</i>	267,553	267,553
<i>Interest</i>	2,278	2,005
<i>Less 5% Reserve - FS 129.01(2)b</i>	(13,492)	(13,478)
Grant & Subsidy Revenue		
<i>State Grant</i>	-	-
Loans & Borrowing		
<i>Debt Proceeds</i>	-	-
Total Revenue	\$ 256,339	\$ 256,080

Expenditures

	Adopted Budget FY2024	Approved Budget FY2025
Contract Services		
<i>Engineering</i>	-	-
<i>Other Contractual Svcs</i>	-	-
<i>Concrete Flatwork</i>	15,000	15,000
<i>Drainage</i>	-	-
<i>Street Sweeping</i>	-	-
<i>Installed Sod</i>	-	-
<i>Paving</i>	-	-
Contract Services; other		
<i>Pipe Lining</i>	75,000	75,000
<i>Right of Way Maint</i>	-	-
<i>ROW Reclamation</i>	-	-
<i>Specialty Mowing</i>	-	-

	Adopted Budget FY2024	Approved Budget FY2025
Public Works Services		
Equip Repl Charges-PubWrks	22,272	22,272
Operating Exp-PubWrks	140,015	140,015
Road & Bridge Materials	68,729	70,717
Sign Materials	4,575	4,782
Internal Charges		
Central/Indirect Svcs	1,380	1,449
Purchased Services		
Postage-MSBU Notices	-	-
Personal Svcs-InterDept	-	-
Postage	-	-
Utility Service-Electricity	-	-
Other Current Chrgs and Oblig	-	-
Advertising-Legal	-	-
Fees-Landfill	2,000	2,000
Collection Fee-Tax Collector	5,352	5,352
Materials and Supplies		
Capital Outlay		
Imprv-Other Than Bldgs	-	-
Debt Services		
Principal	-	-
Interest	-	-
Other Debt Service Costs	-	-
Total Expenditures	334,323	336,587
Reserves (Ending Fund Balance)	\$ 572,644	\$ 492,137
Reserve %	63.1%	59.4%

Version Date

9/20/2023

Rotonda Sands Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - June 30, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$507,976	\$650,628	\$777,776		
Revenues					
Assessments & Earnings	293,170	256,339	261,944		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$293,170	\$256,339	\$261,944		
Expenditures					
Contract Services	-	15,000	-	-	15,000
Pipe Lining	-	75,000	-	-	75,000
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	18,032	235,591	3,552	-	232,039
Internal Charges	2,147	1,380	1,380	-	-
Purchased Services	3,169	7,352	4,766	-	2,586
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	22	-	-	-	-
Total Expenditures	\$23,370	\$334,323	\$9,699	-	324,624
Reserves (Ending Fund Balance)	\$777,776	\$572,644	\$1,030,021		
Reserve %	97.1%	63.1%	99.1%		

Date Prepared: 7/5/2024

Rotonda Sands North 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
	57915	Drainage Maintenance - Swale Grading		07/02/2024	11.00	776.99	0.00	117.50	0.00		894.49
	57915	Drainage Maintenance - Swale Grading		07/19/2024	0.00	0.00	240.00	0.00	0.00		240.00
	Work Order 57915 Total		26 MAST DR, PLACIDA, FL, 33946		11.00	776.99	240.00	117.50	0.00	400.00	1,134.49
	Drainage Maintenance - Swale Grading Total				11.00	776.99	240.00	117.50	0.00	400.00	1,134.49
	28240	Investigation		05/02/2024	2.50	184.75	0.00	11.65	0.00		196.40
	Work Order 28240 Total		EBB DR & BRIG CIR S, PLACIDA, FL, 33946		2.50	184.75	0.00	11.65	0.00	1.00	196.40
	32170	Investigation		06/25/2024	4.00	295.60	0.00	13.98	0.00		309.58
	32170	Investigation		06/26/2024	1.00	73.90	0.00	4.66	0.00		78.56
	Work Order 32170 Total		MASTHEAD RD & CARLINE LN, PLACIDA, FL, 33946		5.00	369.50	0.00	18.64	0.00	2.00	388.14
	34710	Investigation		05/22/2024	3.00	227.22	0.00	11.76	0.00		238.98
	Work Order 34710 Total		412131228019, 8 SWELLS CT, PLACIDA, FL		3.00	227.22	0.00	11.76	0.00	1.00	238.98
	34971	Investigation		05/30/2024	3.00	221.70	0.00	13.98	0.00		235.68
	Work Order 34971 Total		BRIG CIR N & KEY RD, PLACIDA, FL, 33946		3.00	221.70	0.00	13.98	0.00	1.00	235.68
	40451	Investigation		05/16/2024	1.50	113.61	0.00	5.88	0.00		119.49
	Work Order 40451 Total		22 HARNESS RD, PLACIDA, FL, 33946		1.50	113.61	0.00	5.88	0.00	1.00	119.49
	55539	Investigation		07/25/2024	2.00	141.00	0.00	9.32	0.00		150.32

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Rotonda Sands North 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 55539 Total		26 MAST DR, PLACIDA, FL, 33946		2.00	141.00	0.00	9.32	0.00	1.00	150.32
	Investigation Total				17.00	1,257.78	0.00	71.23	0.00	7.00	1,329.01
20025		MSBU Administrative Work		05/17/2024	1.00	73.90	0.00	0.00	0.00		73.90
20025		MSBU Administrative Work		05/21/2024	0.25	18.48	0.00	0.00	0.00		18.48
20025		MSBU Administrative Work		05/30/2024	1.00	73.90	0.00	0.00	0.00		73.90
20025		MSBU Administrative Work		06/13/2024	1.00	73.90	0.00	0.00	0.00		73.90
20025		MSBU Administrative Work		06/14/2024	2.50	184.75	0.00	0.00	0.00		184.75
20025		MSBU Administrative Work		06/25/2024	3.75	277.13	0.00	0.00	0.00		277.13
20025		MSBU Administrative Work		06/26/2024	1.00	73.90	0.00	0.00	0.00		73.90
20025		MSBU Administrative Work		06/27/2024	1.00	73.90	0.00	0.00	0.00		73.90
20025		MSBU Administrative Work		07/02/2024	3.00	221.70	0.00	0.00	0.00		221.70
20025		MSBU Administrative Work		07/19/2024	0.25	18.48	0.00	0.00	0.00		18.48
20025		MSBU Administrative Work		07/26/2024	1.50	110.85	0.00	0.00	0.00		110.85
20025		MSBU Administrative Work		07/30/2024	1.00	73.90	0.00	0.00	0.00		73.90
20025		MSBU Administrative Work		08/07/2024	1.00	73.90	0.00	0.00	0.00		73.90
20025		MSBU Administrative Work		08/13/2024	2.75	203.23	0.00	0.00	0.00		203.23
	Administrative Time Total				21.00	1,551.90	0.00	0.00	0.00		1,551.92
20025		MSBU Administrative Work		06/27/2024	5.00	369.50	0.00	0.00	0.00		369.50
	MSBU Meeting Total				5.00	369.50	0.00	0.00	0.00		369.50
20025		MSBU Administrative Work		06/27/2024	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 20025 Total				27.00	1,995.30	0.00	0.00	0.00	0.00	1,995.32

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		MSBU Administrative Work Total			27.00	1,995.30	0.00	0.00	0.00	0.00	1,995.32
	51748	Sign Fabrication		05/16/2024	1.00	68.94	43.76	1.76	0.00		114.46
	Work Order 51748 Total		MASTER DR, PORT CHARLOTTE, FL, 33981		1.00	68.94	43.76	1.76	0.00	1.00	114.46
		Sign Fabrication Total			1.00	68.94	43.76	1.76	0.00	1.00	114.46
	49427	Sign Inspection		05/01/2024	2.00	129.56	0.00	27.04	0.00		156.60
	Work Order 49427 Total		6 PENNANT CT, Charlotte, FL, 33946		2.00	129.56	0.00	27.04	0.00	1,256.00	156.60
		Sign Inspection Total			2.00	129.56	0.00	27.04	0.00	1,256.00	156.60
	49400	Sign Maintenance		05/01/2024	0.50	32.39	0.00	6.76	0.00		39.15
	49400	Sign Maintenance		05/03/2024	0.00	0.00	28.12	0.00	0.00		28.12
	Work Order 49400 Total		15 BEAM CT, Charlotte, FL, 33946		0.50	32.39	28.12	6.76	0.00	1.00	67.27
	57189	Sign Maintenance		06/26/2024	1.25	80.98	0.00	6.49	0.00		87.46
	Work Order 57189 Total		10209 GASPARILLA RD, Charlotte, FL, 33981		1.25	80.98	0.00	6.49	0.00	2.00	87.46
	58101	Sign Maintenance		07/02/2024	2.00	130.87	0.00	9.52	0.00		140.39
	Work Order 58101 Total		218 BRIG CIR W, Charlotte, FL, 33946		2.00	130.87	0.00	9.52	0.00	1.00	140.39
		Sign Maintenance Total			3.75	244.24	28.12	22.77	0.00	4.00	295.12

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Rotonda Sands North Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	49407	Support (Post) Maintenance		05/01/2024	1.00	64.78	0.00	13.52	0.00		78.30
	49407	Support (Post) Maintenance		05/03/2024	0.00	0.00	80.99	0.00	0.00		80.99
	Work Order 49407 Total		23 CUTTER RD, Charlotte, FL, 33946		1.00	64.78	80.99	13.52	0.00	6.00	159.29
	49409	Support (Post) Maintenance		05/01/2024	0.50	32.39	0.00	6.76	0.00		39.15
	Work Order 49409 Total		144 BRIG CIR W, Charlotte, FL, 33946		0.50	32.39	0.00	6.76	0.00	1.00	39.15
	49424	Support (Post) Maintenance		05/01/2024	0.50	32.39	0.00	6.76	0.00		39.15
	Work Order 49424 Total		11 CALM CT, Charlotte, FL, 33946		0.50	32.39	0.00	6.76	0.00	1.00	39.15
	63302	Support (Post) Maintenance		08/09/2024	2.00	129.56	52.87	10.38	0.00		192.81
	Work Order 63302 Total		64 HARNESS RD, Charlotte, FL, 33946		2.00	129.56	52.87	10.38	0.00	4.00	192.81
	Support (Post) Maintenance Total				4.00	259.12	133.87	37.42	0.00	12.00	430.40
	19032	Survey		05/02/2024	1.00	93.20	0.00	0.00	0.00		93.20
	19032	Survey		05/07/2024	0.25	19.95	0.00	0.00	0.00		19.95
	19032	Survey		05/10/2024	0.25	19.95	0.00	0.00	0.00		19.95
	19032	Survey		05/15/2024	1.25	113.15	0.00	0.00	0.00		113.15
	19032	Survey		05/22/2024	0.25	19.95	0.00	0.00	0.00		19.95
	19032	Survey		05/23/2024	0.25	19.95	0.00	0.00	0.00		19.95
	19032	Survey		07/26/2024	0.25	23.84	0.00	0.00	0.00		23.84
	19032	Survey		07/31/2024	0.75	70.99	0.00	0.00	0.00		70.99
	19032	Survey		08/01/2024	0.50	47.14	0.00	0.00	0.00		47.14

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Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	19032	Survey		08/02/2024	0.25	23.30	0.00	0.00	0.00		23.30
	Work Order 19032 Total		BRIG ST, PLACIDA, 33946		5.00	451.41	0.00	0.00	0.00	0.00	451.42
	Survey Total				5.00	451.41	0.00	0.00	0.00	0.00	451.42
	34713	Vacuum Culvert Cleaning		05/14/2024	14.50	1,031.56	0.00	285.08	0.00		1,316.64
	Work Order 34713 Total		8 SWELLS CT, PLACIDA, FL, 33946		14.50	1,031.56	0.00	285.08	0.00	5.00	1,316.64
	Vacuum Culvert Cleaning Total				14.50	1,031.56	0.00	285.08	0.00	5.00	1,316.64
	Rotonda Sands North Street and Drainage Unit Total				85.25	6,214.89	445.75	562.80	0.00		7,223.46

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Monthly Funding Report

START DATE: 05/01/2024 END DATE: 08/31/2024

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
Grand totals for all MSBUs reported					85.25	6,214.89	445.75	562.80	0.00		7,223.46

