

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

**ADVISORY BOARD REGULAR MEETING**  
**THURSDAY, DECEMBER 12, 2024**

9:30 a.m. – 10:59 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:** 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):**

None.

**Approval of Minutes:**

Ms. Hartman moved that the minutes be changed to reflect that the cross street on Masthead Rd. is not Transom Ln. but Current Ln. Mr. Courts seconded and the minutes of the September 19, 2024 meeting were approved as amended.

**Unfinished Business:**

- a. Maintenance of Streets and Drainage: Ms. Hartman presented a comprehensive slide show covering drainage asset facts; best practices; drainage challenges in Rotonda Sands. Sixty-seven pipe ends are crushed. Ms. Hartman recommends capping them with concrete. Retention ponds are on private property and functional, but at the end of their lifespan. They will need to be addressed. The County is asked to address erosion at some outfalls, especially at Brig Circle South, where fish were on the road during Milton. A box culvert or arch culvert would be ideal. Builders are having a negative impact on drainage and aesthetics. (The community liaison reminded the Board of the memo – attached -- detailing builders' responsibilities per permit and, at completion, to earn a certificate of occupancy. Code violations can be reported.) Mr. Grunt mentioned a contractor who removed an existing pipe and neglects a failing silt fence. Ms. Hartman pointed out sand incursion into a homeowner's pipe. The community liaison said that homeowner may place a service request with Public Works if the drainage is impacted. Mr. Courts opined that more construction would bring more problems. Ms. Hartman enumerated drainage problem areas. Some are known and in the

queue for repair. Some will be fixed by the upcoming pipelining program. Some are new. Service requests were submitted for these.

- b. Beautification: Mr. Grunt declared that beautification costs too much via the County. The Board agreed to defer the discussion.

**New Business:**

- a. Financial Reports: The FY24 expenditure report and unaudited fund financial report were examined. The community liaison said the FY26-27 budget will be presented in the new year; there may be a need to schedule a special meeting to consider financing options and approve the budget.
- b. Pipe Lining: The community liaison presented an outline of the County's long-term plan to remediate stormwater pipes in Rotonda Sands. This plan will be reflected in the FY26-27 budget.
  - FY26 – FY30: Mate Dr., Coxswain Dr. (\$300,000/year)
  - FY30 – FY34: Sabot Ct; E/W from Current Ln., Ebb & Dorisan; N/S through Lateen Sail, Taffrail, Rudder & Carline; N/S through Lateen Sail, Wake, Trim & Windward; E/W through Flair, Topside & Cutter (\$200,000/year)
  - FY34 and beyond: E/W from Pennant through Beam; Mooring Pl.; N/W from Deck to Brig Cir.; E/W from Barge to Bright (\$90,000/year)

Mr. Grunt said the Coxswain Dr. pipe is concrete and may not need lining.

**Citizen Input on MSBU Items (3 Minute Limit):**

- Ms. Brooks asked why County work takes so long. She said the County should pay to address problems caused by contractors. The community liaison reminded her that the County does pay, and the money comes out of the MSBU pocket.
- As a former advisory board member, Mr. Cote recounted some history and emphasized that stormwater flows from Gasparilla Road across Rotonda Sands by design. County engineers should divert flow to the access road instead, before homes are built in the path. He asked about the road depression at the corner of Mate and Master.

**Advisory Board Open Discussion:** Ms. Hartman pointed out a shoulder in need of repair on Brigs N., coming from Gasparilla Rd., after the service road.

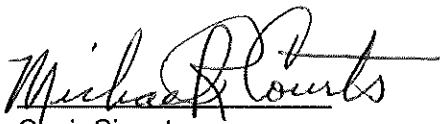
**Schedule Meetings / Items for Next Agenda:**


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

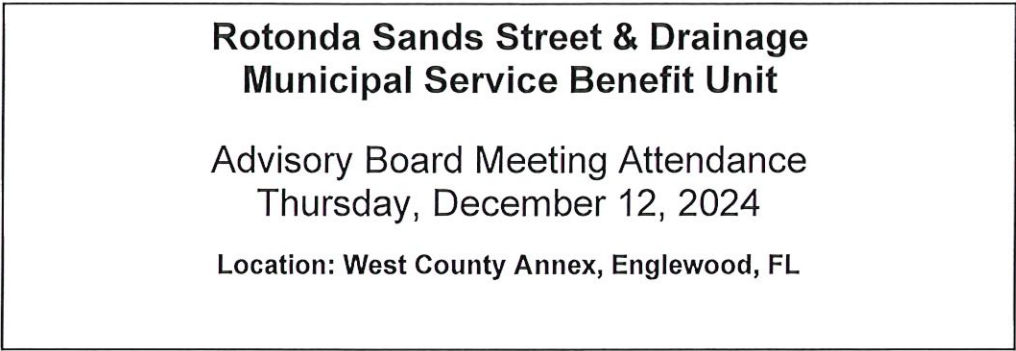
- Thursday, March 6, 2025
- Thursday, June 12, 2025
- Thursday, September 10, 2025
- Thursday, December 10, 2025

The meeting adjourned at 10:59 a.m.

Submitted by Lorraine Moneypenny  
Public Works Department

  
Chair Signature

  
Date

[illegible]

## **AGENDA**

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

#### **ADVISORY BOARD REGULAR MEETING THURSDAY, DECEMBER 12, 2024**

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

**BOARD MEMBERS:** Michael Courts, Chair  
Richard Grunt, Vice Chair  
Karen Hartman

**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: June 27, 2024 and September 19, 2024
5. Unfinished Business
  - a. Community drainage inspection
  - b. MSBU purpose of beautification
6. New Business
  - a. Financial Reports
  - b. FY 2026/27 Preliminary Budget / Pipe Lining
7. Citizen Input on MSBU Items (3 Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

**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 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, an investigation is complete. At Masthead and Mooring, 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 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. 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:**

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 St and Brig Circle West. There is an open work order for that. She reported a sinkhole at Skipper and Abeam, with compromised drainage down Abeam and into the backyard before the outfall, where the owner, inexplicably, has placed boulders (SR 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. She 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:**

- 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 Moneypenny  
Public Works Department

---

Chair Signature

---

Date

# Rotonda Sands Street and Drainage MSBU

## Fund Financial Report

Oct. 1, 2023 - Sept. 30, 2024

*Unaudited as of 9.30.24*

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
<b>Beginning Balance</b>	\$507,976	\$650,628	\$777,776		
<b>Revenues</b>					
Assessments & Earnings	293,170	256,339	296,884		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
<b>Total Revenue</b>	\$293,170	\$256,339	\$296,884		
<b>Expenditures</b>					
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	11,233	-	224,358
Internal Charges	2,147	1,380	1,380	-	-
Purchased Services	3,169	7,352	5,238	-	2,114
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	22	-	-	-	-
<b>Total Expenditures</b>	\$23,370	\$334,323	\$17,851	-	316,472
<b>Reserves (Ending Fund Balance)</b>	\$777,776	\$572,644	\$1,056,809		
<i>Reserve %</i>	97.1%	63.1%	98.3%		

Date Prepared: 10/28/2024



# Monthly Funding Report

START  
DATE:

10/01/2023

END DATE:

09/30/2024

Page 1 of 10

## 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
	10539	Camera/Video		11/06/2023	4.00	295.60	0.00	7.84	0.00		303.44
	Work Order 10539 Total MASTER DR & MATE CIR, PLACIDA, FL, 33946										
					4.00	295.60	0.00	7.84	0.00	1.00	303.44
	Camera/Video Total										
	52480	Drainage Maintenance - Swale Grading		09/23/2024	6.00	416.04	0.00	13.98	0.00		430.02
	Work Order 52480 Total 10 SWELLS CT, PLACIDA, FL, 33946										
					6.00	416.04	0.00	13.98	0.00	0.00	430.02
	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
	61357	Drainage Maintenance - Swale Grading		09/23/2024	6.00	416.04	0.00	13.98	0.00		430.02
	Work Order 61357 Total 26 MAST DR, PLACIDA, FL, 33946										
					6.00	416.04	0.00	13.98	0.00	0.00	430.02
	Drainage Maintenance - Swale Grading Total										
					23.00	1,609.07	240.00	145.46	0.00	400.00	1,994.53
	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

10/28/2024 4:02:49 PM

# Monthly Funding Report

START DATE:

10/01/2023

END DATE:

09/30/2024

Page 2 of 10

## 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
	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										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										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										119.49
	55539	Investigation		07/25/2024	2.00	141.00	0.00	9.32	0.00		150.32
	Work Order 55539 Total 26 MAST DR, PLACIDA, FL, 33946										150.32
	Investigation Total										
	20025	MSBU Administrative Work		10/06/2023	0.25	18.24	0.00	0.00	0.00		18.24
	20025	MSBU Administrative Work		10/10/2023	0.25	18.24	0.00	0.00	0.00		18.24
	20025	MSBU Administrative Work		10/12/2023	0.50	36.47	0.00	0.00	0.00		36.47
	20025	MSBU Administrative Work		10/17/2023	0.25	18.24	0.00	0.00	0.00		18.24
	20025	MSBU Administrative Work		10/18/2023	0.25	18.24	0.00	0.00	0.00		18.24
	20025	MSBU Administrative Work		10/20/2023	1.00	72.94	0.00	0.00	0.00		72.94
	20025	MSBU Administrative Work		10/24/2023	0.25	18.24	0.00	0.00	0.00		18.24
	20025	MSBU Administrative Work		10/26/2023	0.50	36.47	0.00	0.00	0.00		36.47
	20025	MSBU Administrative Work		10/27/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		10/31/2023	0.50	36.95	0.00	0.00	0.00		36.95

# Monthly Funding Report

START  
DATE:

10/01/2023

END DATE:

09/30/2024

Page 3 of 10

## 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
	20025	MSBU Administrative Work		11/01/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		11/02/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20025	MSBU Administrative Work		11/03/2023	1.00	73.90	0.00	0.00	0.00		73.90
	20025	MSBU Administrative Work		11/07/2023	0.50	36.95	0.00	0.00	0.00		36.95
	20025	MSBU Administrative Work		11/09/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		11/15/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		11/16/2023	0.75	55.43	0.00	0.00	0.00		55.43
	20025	MSBU Administrative Work		11/17/2023	0.75	55.43	0.00	0.00	0.00		55.43
	20025	MSBU Administrative Work		11/30/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		12/07/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		12/08/2023	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		01/03/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20025	MSBU Administrative Work		01/05/2024	0.75	55.43	0.00	0.00	0.00		55.43
	20025	MSBU Administrative Work		01/09/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		01/10/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		01/12/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20025	MSBU Administrative Work		02/02/2024	0.25	22.15	0.00	0.00	0.00		22.15
	20025	MSBU Administrative Work		02/13/2024	0.25	18.48	0.00	0.00	0.00		18.48
	20025	MSBU Administrative Work		04/16/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20025	MSBU Administrative Work		04/30/2024	0.50	36.95	0.00	0.00	0.00		36.95
	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

# Monthly Funding Report

START  
DATE:

10/01/2023

END DATE:

09/30/2024

Page 4 of 10

## 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
	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
	20025	MSBU Administrative Work		09/05/2024	2.00	147.80	0.00	0.00	0.00		147.80
	20025	MSBU Administrative Work		09/06/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20025	MSBU Administrative Work		09/12/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20025	MSBU Administrative Work		09/13/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20025	MSBU Administrative Work		09/18/2024	0.50	36.95	0.00	0.00	0.00		36.95
	20025	MSBU Administrative Work		09/19/2024	0.50	36.95	0.00	0.00	0.00		36.95
Administrative Time Total					40.25	2,975.03	0.00	0.00	0.00		2,975.14
	20025	MSBU Administrative Work		11/15/2023	1.75	129.33	0.00	0.00	0.00		129.33
	20025	MSBU Administrative Work		06/27/2024	1.00	73.90	0.00	0.00	0.00		73.90
	20025	MSBU Administrative Work		09/19/2024	1.00	73.90	0.00	0.00	0.00		73.90
MSBU Minutes Total					3.75	277.13	0.00	0.00	0.00		277.13
	20025	MSBU Administrative Work		11/02/2023	2.50	184.75	0.00	0.00	0.00		184.75

# Monthly Funding Report

START  
DATE:

10/01/2023

END DATE:

09/30/2024

Page 5 of 10

## 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
	20025	MSBU Administrative Work		06/27/2024	5.00	369.50	0.00	0.00	0.00		369.50
	20025	MSBU Administrative Work		09/19/2024	5.00	369.50	0.00	0.00	0.00		369.50
	MSBU Meeting Total										
	Work Order 20025 Total				12.50	923.75	0.00	0.00	0.00		923.75
					56.50	4,175.90	0.00	0.00	0.00	56.50	4,176.02
	MSBU Administrative Work Total										
	5127	Open Road Cut Road Repair		02/13/2024	4.00	285.68	0.00	9.32	0.00		295.00
	Work Order 5127 Total				4.00	285.68	0.00	9.32	0.00	0.00	295.00
	MATE DR & MASTER DR, PLACIDA, 33946										
	67991	Open Road Cut Road Repair		09/11/2024	56.00	3,921.54	252.73	482.52	0.00		4,656.79
	Work Order 67991 Total				56.00	3,921.54	252.73	482.52	0.00	0.40	4,656.79
	Open Road Cut Road Repair Total										
	57285	Shoulder Repair		09/04/2024	6.00	401.16	114.06	42.54	0.00		557.76
	57285	Shoulder Repair		09/05/2024	1.00	79.79	0.00	0.00	0.00		79.79
	57285	Shoulder Repair		09/10/2024	0.50	39.90	0.00	0.00	0.00		39.90
	57285	Shoulder Repair		09/11/2024	0.50	39.90	0.00	0.00	0.00		39.90
	Work Order 57285 Total				8.00	560.74	114.06	42.54	0.00	0.01	717.35
	MASTHEAD RD & CARLINE LN, PLACIDA, FL, 33946										
	Shoulder Repair Total				8.00	560.74	114.06	42.54	0.00	0.01	717.35

# Monthly Funding Report

START  
DATE:

10/01/2023

END DATE:

09/30/2024

Page 6 of 10

## 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
	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										
	17877	Sign Inspection		10/02/2023	0.03	1.85	0.00	0.19	0.00		2.04
	Work Order 17877 Total PLACIDA RD, ENGLEWOOD, 34223										
					0.03	1.85	0.00	0.19	0.00	1,201.00	2.04
	Sign Inspection										
	36128	Sign Inspection		02/01/2024	9.00	583.02	0.00	85.68	0.00		668.70
	Work Order 36128 Total BRIG CIR S, PLACIDA, FL, 33946										
					9.00	583.02	0.00	85.68	0.00	773.00	668.70
	Sign Inspection										
	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										
					11.03	714.43	0.00	112.91	0.00	3,230.00	827.34
	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
	Sign Maintenance										
	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

# Monthly Funding Report

START  
DATE:

10/01/2023

END DATE:

09/30/2024

Page 7 of 10

## 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
	58101	Sign Maintenance		07/02/2024	2.00	130.87	0.00	9.52	0.00		140.39
	<b>Work Order 58101 Total 218 BRIG CIR W, Charlotte, FL, 33946</b>										
					2.00	130.87	0.00	9.52	0.00	1.00	140.39
	<b>Sign Maintenance Total</b>										
	53533	Small Pipe Install (Pipes 31" And Under)		09/19/2024	6.00	419.88	0.00	9.32	0.00		429.20
	<b>Work Order 53533 Total BRIG CIR N &amp; KEY RD, PLACIDA, FL, 33946</b>										
					6.00	419.88	0.00	9.32	0.00	0.00	429.20
	<b>Small Pipe Install (Pipes 31" And Under) Total</b>										
	47767	Support (Post) Maintenance		04/21/2024	1.50	101.21	0.00	7.79	0.00		108.99
	47767	Support (Post) Maintenance		04/25/2024	0.00	0.00	46.33	0.00	0.00		46.33
	<b>Work Order 47767 Total BRIG CIR W, PLACIDA, FL, 33946</b>										
					1.50	101.21	46.33	7.79	0.00	3.00	155.32
	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
	<b>Work Order 49407 Total 23 CUTTER RD, Charlotte, FL, 33946</b>										
					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
	<b>Work Order 49409 Total 144 BRIG CIR W, Charlotte, FL, 33946</b>										
					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
	<b>Work Order 49424 Total 11 CALM CT, Charlotte, FL, 33946</b>										
					0.50	32.39	0.00	6.76	0.00	1.00	39.15

# Monthly Funding Report

START  
DATE:

10/01/2023

END DATE:

09/30/2024

Page 8 of 10

## 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
	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										
	19032	Survey		10/10/2023	1.00	95.44	0.00	0.00	0.00		95.44
	19032	Survey		10/11/2023	4.25	414.84	0.00	0.00	0.00		414.84
	19032	Survey		10/17/2023	4.50	439.25	0.00	0.00	0.00		439.25
	19032	Survey		10/25/2023	0.50	47.72	0.00	0.00	0.00		47.72
	19032	Survey		01/26/2024	0.25	23.84	0.00	0.00	0.00		23.84
	19032	Survey		02/15/2024	1.00	68.94	0.00	0.00	0.00		68.94
	19032	Survey		03/21/2024	3.00	270.53	0.00	3.92	0.00		274.45
	19032	Survey		04/03/2024	1.00	79.79	0.00	0.00	0.00		79.79
	19032	Survey		04/11/2024	1.00	79.79	0.00	0.00	0.00		79.79
	19032	Survey		04/12/2024	1.50	143.06	0.00	0.00	0.00		143.06
	19032	Survey		04/24/2024	1.50	103.41	0.00	0.00	0.00		103.41
	19032	Survey		04/30/2024	0.25	23.84	0.00	0.00	0.00		23.84
	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



# Monthly Funding Report

START  
DATE:

10/01/2023

END DATE:

09/30/2024

Page 9 of 10

## 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
	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
	19032	Survey		08/02/2024	0.25	23.30	0.00	0.00	0.00		23.30
Work Order 19032 Total					24.75	2,241.86	0.00	3.92	0.00	0.00	2,245.79
BRIG ST, PLACIDA, 33946											
Survey Total											
					24.75	2,241.86	0.00	3.92	0.00	0.00	2,245.79
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					14.50	1,031.56	0.00	285.08	0.00	5.00	1,316.64
8 SWELLS CT, PLACIDA, FL, 33946											
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											
					235.03	17,187.53	858.86	1,239.88	0.00		19,286.41

Monthly Funding Report

START DATE:

10/01/2023

END DATE:

09/30/2024

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											
					235.03	17,187.53	858.86	1,239.88	0.00		19,286.41

## Rotonda Sands Street and Drainage MSBU

Adopted Budget

FY2025

### Estimated ERU's and Cost per ERU

#### **Vacant**

*Estimated ERU's*

*Cost per ERU*

#### **Occupied**

*Estimated ERU's*

*Cost per ERU*

**Current FY24 Rate**

**Current Maximum Rate Vacant**

**Current Maximum Rate Occupied**

Approved FY2025	Adopted FY2025	Changes FY2025
2,240.700	2,219.700	(21.000)
\$ 110.00	\$ 110.00	\$ -
191.600	210.600	19.000
\$ 110.00	\$ 110.00	\$ -
\$ 110.00		
\$ 111.00		
\$ 110.00		

### **Beginning Balance**

### Revenues

#### **Assessments & Earnings**

*Assessments*

*Interest*

*Interest Earnings-L.G.S.F.T.F.*

*Net Inc/(Decr) Fair Market Value-Investments*

*Interest-Tax Coll*

*Misc Rev-Refund Prior Year Exp*

*GDC Recovery (Interfund Trf-Capital Projects)*

*Excess Fees /Tax Collector*

*Less 5% Reserve - FS 129.01(2)b*

#### **Grant & Subsidy Revenue**

*State Grant*

#### **Loans & Borrowing**

*Debt Proceeds*

### **Total Revenue**

Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
\$ 572,644	\$ 699,792	\$ 127,148
267,553	267,333	(220)
2,005	2,450	445
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
(13,478)	(13,490)	(12)
-	-	-
-	-	-
\$ 256,080	\$ 256,293	\$ 213
-	-	-
-	-	-
15,000	15,000	-
-	-	-
-	-	-
-	-	-
-	-	-
75,000	75,000	-
-	-	-
-	-	-
-	-	-

### Expenditures

#### **Contract Services**

*Engineering*

*Other Contractual Svcs*

*Concrete Flatwork*

*Drainage*

*Street Sweeping*

*Installed Sod*

*Paving*

#### **Contract Services; other**

*Pipe Lining*

*Right of Way Maint*

*ROW Reclamation*

*Specialty Mowing*

	Approved Budget FY2025	Adopted Budget FY2025	Budget Changes FY2025
<b>Public Works Services</b>			
Equip Repl Charges-PubWrks	22,272	22,272	-
Operating Exp-PubWrks	140,015	140,015	-
Road & Bridge Materials	70,717	70,717	-
Sign Materials	4,782	4,782	-
<b>Internal Charges</b>			
Central/Indirect Svcs	1,449	886	(563)
<b>Purchased Services</b>			
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	5,347	(5)
<b>Materials and Supplies</b>			
<b>Capital Outlay</b>			
Imprv-Other Than Bldgs	-	-	-
<b>Debt Services</b>			
Principal	-	-	-
Interest	-	-	-
Other Debt Service Costs	-	-	-
<b>Total Expenditures</b>	336,587	336,019	(568)
<b>Reserves (Ending Fund Balance)</b>	\$ 492,137	\$ 620,066	\$ 127,929
<b>Reserve %</b>	59.4%	64.9%	100.4%

Version Date

9/9/2024

FROM: Joey Jackson, Right of Way Supervisor  
DATE: December 1, 2024  
RE: Right of Way Supervision

During construction we only require that the stormwater continues to flow during construction and does not prevent flow in any way. So if there is a low area holding water but is not blocking flow, we do not fail the site.

Here is a compilation of notes written in response to contractor questions.

-----INSPECTIONS:

810 – ROW Line and Grade: This inspection will be the design of your front swale and driveway pipe and will be emailed to the email provided in the contact information of the permit in Accela. The inspector will visit the site and record the elevations of the adjacent storm facilities in the area that your site is adjacent to. Based on this data, the inspector will determine the approximate volume of stormwater area that is flowing past your site and will determine the necessary size of the minimum required pipe that must be installed for your future driveway access. He will also set vertical elevations for the swale to be finished at time of finished project. This inspection will give you a design of the entire swale along the roadway adjacent to the site as well as any designs regarding stormwater facilities that are required such as catch basins or outfalls.

814 – ROW Pipe: This inspection will occur after the pipe has been installed in the stormwater facility based on the design provided at the ROW Line and Grade. The inspector will be checking that the material of the pipe and size of the pipe meet minimum standards. He will also be checking the horizontal offset from the roadway that is determined at the design as well as the vertical elevation that they provide at the ROW Line and grade for the invert (bottom most elevation of the interior) of the pipe. The inspector will also check all joints/connections for complete water tightness and geo-textile filter fabric wrapped around the exterior of those connections. These inspections occur before the pipe is buried.

985 – ROW Final: This inspection will occur when all work is completed. There is no longer any need for contractors or subcontractors to access through the Right of Way to perform work on the project and this includes when there is a driveway installed. The inspector will check that all areas of the Right of Way and Easement are fully stabilized with sod and the swale is installed at the correct elevation and offset from the roadway that was provided at the ROW Line and Grade. The Inspector will do a complete pipe inspection again at time of this inspection to make sure that the pipe did not move or get damaged during the construction process. He will then check the elevation of the surface of the driveway over the pipe to make sure the coverage over the pipe is correct as well. He will perform a thorough inspection of the driveway apron looking to see that it completely complies with the Charlotte County Engineering Design and Construction Standards including the required 10 inch deep and 6-inch-wide concrete footer at edge of pavement for concrete

driveways. Please check the standards for minimum and maximum allowed widths and thickness at the following website: [Right of Way Permit | Charlotte County, FL](#). There is a link to our county ordinance that governs permitting in the Right of Way as well on the same webpage.

986 – ROW Grade Final: This inspection is the on site check of the Drainage As-Built survey that is provided to the Community Development Floodplains department. Once the Drainage As-built has been submitted at the building department it will be reviewed by Floodplains or an equivalent authorized reviewer to check that all of the constructed grades and facilities match the approved site plan and drainage plans that were accepted during the review phase of the permitting process. The reviewer will PARTIAL APPROVE the Drainage As-built pending the ROW Grade Final because the ROW Inspector will have to check for discrepancies on the site before the Drainage As-built and ROW Grade Final inspections can be FULLY passed. The inspector will also be inspecting the onside grades for 2 major factors.

1. That ALL GRADES ARE SLOPING AWAY FROM THE DWELLING. This is to confirm that no stormwater will run into the home after the Certificate of Occupancy (C of O) is issued.
2. That ALL STORMWATER IS DIRECTED TO THE APPROPRIATE ADJACENT STORMWATER FACILITY/FACILITIES. All runoff created by this site must be redirected to an adjacent stormwater facility such as the front swale along the roadways or an authorized greenspace or canal that abuts the property. In no circumstance is stormwater from the site allowed to runoff into other separate private properties that abut the site property.