

**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. Harper remain as Vice Chair. Mr. Balas seconded. Mr. O'Day and Mr. Harper were elected unanimously.

**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
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Melissa Sullivan	sullsa21@gmail.com	860-559-8757
Viola Diebold	Viola.Diebold@gmail.com	734 536-2554
Kitty Sandler	KTS@KLBS0114@gmail.com	304 573-2087
John Balas	jbvette2@gmail.com	314-210-4791
Jim HARPER	JIMHARPER627@GMAIL	845 489 1212
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Brad Kinzly	BradKinzly@Me.COM	203-525-5612
Chuck Peters	Chuck Peters	941-575-7658

## 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
<b>Beginning Balance</b>	\$812,918	\$600,898	\$688,427		
<b>Revenues</b>					
Assessments & Earnings	349,633	292,265	164,968		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
<b>Total Revenue</b>	<b>\$349,633</b>	<b>\$292,265</b>	<b>\$164,968</b>		
<b>Expenditures</b>					
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	-	-	-	-
<b>Total Expenditures</b>	<b>\$474,125</b>	<b>\$161,612</b>	<b>\$6,397</b>	<b>\$33,378</b>	<b>\$121,838</b>
<b>Reserves (Ending Fund Balance)</b>	<b>\$688,427</b>	<b>\$731,551</b>	<b>\$846,998</b>		
<i>Reserve %</i>	<i>59.2%</i>	<i>81.9%</i>	<i>99.3%</i>		

Date Prepared: 1/31/2025

# Monthly Funding Report

START DATE:

10/01/2024

END DATE:

12/31/2024

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## 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
	<b>Work Order 77621 Total</b>		<b>172 SUNSET RD, Charlotte, FL, 33947</b>		7.00	480.95	36.80	44.43	0.00	0.40	562.18
	<b>Asphalt Maintenance Total</b>										
	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
	<b>Work Order 62828 Total</b>		<b>221 SPRING DR, ROTONDA WEST, FL, 33947</b>		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
	<b>Work Order 62901 Total</b>		<b>195 SUNSET RD, ROTONDA WEST, FL, 33947</b>		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
	<b>Work Order 63377 Total</b>		<b>126 VENICE RD, ROTONDA WEST, FL, 33947</b>		0.25	18.94	0.00	0.00	0.00	0.00	18.94
	<b>Investigation Total</b>										
	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

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12/31/2024

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## 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	0.00	18.48
	72713	MSBU Administrative Work		10/30/2024	3.00	221.70	0.00	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	0.00	147.80
	72713	MSBU Administrative Work		11/04/2024	0.75	55.43	0.00	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	0.00	36.95
	72713	MSBU Administrative Work		11/07/2024	1.00	73.90	0.00	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	0.00	166.28
	72713	MSBU Administrative Work		11/18/2024	1.00	73.90	0.00	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	0.00	73.90
	72713	MSBU Administrative Work		12/03/2024	0.50	36.95	0.00	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	0.00	36.95
	72713	MSBU Administrative Work		12/17/2024	1.50	110.85	0.00	0.00	0.00	0.00	110.85
					18.75	1,385.63	0.00	0.00	0.00	0.00	1,385.64
					<b>Administrative Time Total</b>						
	72713	MSBU Administrative Work		11/14/2024	3.50	258.65	0.00	0.00	0.00	0.00	258.65
					3.50	258.65	0.00	0.00	0.00	0.00	258.65
					<b>MSBU Meeting Total</b>						
	72713	MSBU Administrative Work		11/14/2024	1.50	110.85	0.00	0.00	0.00	0.00	110.85
					1.50	110.85	0.00	0.00	0.00	0.00	110.85
					<b>MSBU Minutes Total</b>						
					23.75	1,755.13	0.00	0.00	0.00	0.00	1,755.14
					<b>Work Order 72713 Total</b>						
					23.75	1,755.13	0.00	0.00	0.00	0.00	1,755.14
					<b>MSBU Administrative Work Total</b>						
	7070	Project Management		10/17/2024	1.00	86.41	0.00	0.00	0.00	0.00	86.41
	7070	Project Management		11/12/2024	1.00	86.41	0.00	0.00	0.00	0.00	86.41

# Monthly Funding Report

START DATE:

10/01/2024

END DATE:

12/31/2024

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## 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	0.00	86.41
		<b>Plan/Spec Review Total</b>			3.00	259.23	0.00	0.00	0.00	0.00	259.23
	7070	Project Management		12/02/2024	0.50	43.21	0.00	0.00	0.00	0.00	43.21
		<b>Public Outreach Total</b>			0.50	43.21	0.00	0.00	0.00	0.00	43.21
	7070	Project Management		10/28/2024	0.50	43.21	0.00	0.00	0.00	0.00	43.21
	7070	Project Management		11/25/2024	2.00	172.82	0.00	8.32	0.00	0.00	181.14
	7070	Project Management		12/17/2024	2.00	172.82	0.00	8.32	0.00	0.00	181.14
		<b>Work Order 7070 Total</b>			4.50	388.85	0.00	16.64	0.00	0.00	405.49
		<b>Site Visits Total</b>			8.00	691.28	0.00	16.64	0.00	0.00	707.93

## Rotonda Heights Community Aesthetic Feature Sign /w Lighting

		<b>Project Management Total</b>			8.00	691.28	0.00	16.64	0.00	0.00	707.93
	75210	ROW - Clearing / Haul Debris		11/07/2024	4.00	278.88	0.00	27.04	10.09	0.00	316.01
		<b>Work Order 75210 Total</b>	<b>SWEETWATER DR &amp; FLOWER RD, ROTONDA WEST, FL, 33947</b>		4.00	278.88	0.00	27.04	10.09	0.00	316.01
	80191	ROW - Clearing / Haul Debris		12/23/2024	2.00	141.00	0.00	27.04	0.00	0.00	168.04
	80191	ROW - Clearing / Haul Debris		12/27/2024	1.50	35.25	0.00	6.76	19.54	0.00	61.55
		<b>Work Order 80191 Total</b>	<b>APRIL RD &amp; INDIAN CREEK DR, ROTONDA WEST, FL, 33947</b>		3.50	176.25	0.00	33.80	19.54	0.25	229.59
		<b>ROW - Clearing / Haul Debris Total</b>			7.50	455.13	0.00	60.84	29.63	0.25	545.60
	78586	Shoulder Repair		11/21/2024	12.00	823.68	0.00	90.02	0.00	0.00	913.70

# Monthly Funding Report

START DATE:

10/01/2024

END DATE:

12/31/2024

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## 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
	<b>Work Order 78586 Total</b>		<b>99 COUGAR WAY, Charlotte, FL, 33947</b>		12.00	823.68	300.00	90.02	0.00	0.01	1,213.70
<b>Rotonda Heights Community Aesthetic Feature Sign /w Lighting</b>											
	<b>Shoulder Repair Total</b>				12.00	823.68	300.00	90.02	0.00	0.01	1,213.70
<b>Rotonda Heights Street and Drainage Unit Total</b>											
	<b>Shoulder Repair Total</b>				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

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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
					62.25	4,509.12	336.80	225.45	29.63		5,101.05

Grand totals for all MSBUs reported