

March 29, 2022 – 6:00 PM REGULAR BOARD MEETING

Lehigh Acres Municipal Services Improvement District
Barrett Room
601 East County Lane
Lehigh Acres, FL 33936

This meeting is open to the general public.

REGULAR MEETING AGENDA

- 1) **Preliminaries**
 - A. Call to Order
 - B. Roll Call
 - C. Invocation & Pledge of Allegiance
 - D. Presentation of Awards
 - E. Move, Remove and Add Agenda Items
 - F. Approval of Agenda
 - G. Public Comment for Agenda Items and Non-agenda
 - H. Action on Removed Consent Items
 - I. Approval of Consent Agenda
- 2) **Consent Agenda**
 - A. Invoices and Change Orders
 - B. February 22, 2022 Regular Meeting Minutes
 - C. Purchase Used John Deere Tractor and Diamond Slope Mower Attachment
 - D. Purchase of New John Deere Tractor and Diamond Slope Mower Attachment
 - E. Permit #22-04, Dollar General Dry Hydrant Connection to Sailfish Canal
 - F. Permit #22-06, 619 and 625 Williams Road Baptist Church
 - G. Permit #22-08, 102 Lee Blvd. Office Building
 - H. Permit #22-09, FP&L Bore under Sailfish Canal at 25th St. W.
 - I. Permit #22-10, FP&L Bore under Able Canal at Sunshine Blvd N.
 - J. Resolution #22-03, Surplus Office Equipment, Misc.
- 3) **Action Agenda**
 - A. Good Cause
 - B. 2021/2022 Independent Audit Presentation
 - C. Fuel Station Rehabilitation
 - D. RES. 22-04, Support for Lee County to Purchase FGUA
- 4) **Discussion Agenda**
 - A. Old Business
 1. Walkway Bridges
 2. Streetlighting Plan
 3. Review of Policy, Section 4 – Permitting
 4. HB 4435 - Lehigh Acres Municipal Improvement District Caloosahatchee River & Estuaries Storage & Treatment Phase III
 - B. New Business
 - C. Commissioner's Request
 - D. Engineer's Report
 - E. Attorney's Report
 - F. Staff and Financial Report
 - G. Treasurer's Report
 - H. Secretary's Report
- 5) **Adjournment**

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Invoices and Change Orders

Meeting Date: March 29, 2022

Agenda Item # 2A

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

1 Recommended motion: Move to approve all invoices as stated on the Summary Sheet.

2 What the action accomplishes: Approves all invoices that are outside the approval limits of the Treasurer and Manager.

3 Fiscal Impact: As listed on the Summary Sheet.

4 Staff comments:

5 Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR

ATTORNEY FIELD DIRECTOR

ENGINEER FINANCE DIRECTOR

6 Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Approval of Minutes- March 29, 2022 Regular Meeting

Meeting Date: March 29, 2022

Agenda Item # 2B

CONSENT ACTION OLD BUSINESS] NEW BUSINESS

Request Initiated By: COMMISSIONER _____] ATTORNEY

BOARD MANAGER ENGINEER] AUDITOR

1 **Recommended Motion:** Move to approve the minutes of the _____ March 29, 2022 Regular Meeting.

2 **What the action accomplishes:** Memorializes the Board Meetings as per Florida Statute.

3 **Fiscal Impact:** 4 hours staff time

4 **Staff comments:**

5 **Staff review and recommended approval:**

MANAGER ASSISTANT DISTRICT MGR

ATTORNEY FIELD DIRECTOR

ENGINEER FINANCE DIRECTOR

6 **Board Action:**

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Purchase Used John Deere Tractor and Diamond Slope Mower Attachment

Meeting Date: March 29, 2022

Agenda Item # 2C

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to Ratify the Purchase of the 2021 John Deere 6110M tractor with slightly used Diamond Slope Mower from Kenn-Feld Group LLC for \$129,900.

What the action accomplishes: Purchase a slightly used (550 hours) John Deere 6110M tractor with slightly used Diamond Slope Mower (550 hour on arm and 0 hours on mowing deck) for a \$40,000 savings over purchasing a new setup. This purchase was scheduled for October '22.

Fiscal Impact: \$129,900

Staff comments: This purchase was needed for this seasons mowing circuit. The District's Senior Mechanic inspected and operated the tractor and slope mower before purchasing it.

Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD SUPERINTENDENT
 ENGINEER CONTROLLER

Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Purchase of New John Deere Tractor and Diamond Slope Mower Attachment

Meeting Date: March 29, 2022

Agenda Item # 2D

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to the order of a 2022 John Deere 6110M tractor with a 22' Diamond Slope Mower from Kenn-Feld Group LLC for \$164,168.56.

What the action accomplishes: Provides the second slope mower purchase for FY 2022. There is a six to seven month waiting period for delivery.

Fiscal Impact: Approximately \$168,200.00 with shipping cost included.

Staff comments: This is the cheapest way to purchase the slope mower package that staff is recommending.

Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD SUPERINTENDENT
 ENGINEER CONTROLLER

Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Permit #22-04, Dollar General Dry Hydrant Connection to Sailfish Canal

Meeting Date: March 29, 2022

Agenda Item # 2E

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to approve Permit #22-04, Dollar General Dry Hydrant Connection to Sailfish Canal, with any listed stipulations.

What the action accomplishes: Allows the proposed Dollar General Store at 3107 23rd St. SW to connect a dry hydrant line to Sailfish Canal, just south of the 23rd Street bridge, for fire protection.

Fiscal Impact: Permit Fees: \$1,950.00

Staff comments: The plans were revised and resubmitted to address our comments.

Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD SUPERINTENDENT
 ENGINEER CONTROLLER

Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Permit #22-06, 619/625 Williams Ave. Providence Church

Meeting Date: March 29, 2022

Agenda Item # 2F

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to approve Permit 22-06, 619/625 Williams Ave., Providence Church, with any listed stipulations.

What the action accomplishes: Allows Providence Church to develop a church and fellowship hall on a 4.80 acre site, while certifying on their plans that their stormwater facilities are adequate and able to discharge less than 30 CSM.

Fiscal Impact: Permit Fees: \$1,500.00

Staff comments: Approved according to the plans signed and sealed February 10th, 2022.

Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD SUPERINTENDENT
 ENGINEER CONTROLLER

Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICE IMPROVEMENT DISTRICT

Agenda Packet Item

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Permit #22-08, 102 Lee Blvd. Office Building

Meeting Date: March 29, 2022

Agenda Item # 2G

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to approve Permit 22-08, 102 Lee Blvd. Office Building, with any listed stipulations.

What the action accomplishes: Allows a 5,000 SF +/- Office Building to be built on a 0.57 acre site at the corner of Lee Blvd. and Leeland Heights Blvd., while certifying on their plans that their stormwater facilities are adequate and able to discharge less than 30 CSM.

Fiscal Impact: Permit Fees: \$1,605.00

Staff comments: Approved according to the plans signed and sealed March 8th, 2022.

Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD SUPERINTENDENT
 ENGINEER CONTROLLER

Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICE IMPROVEMENT DISTRICT

Agenda Packet Item

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Permit #22-09, FP&L bore under Sailfish Canal at 25th St. W.

Meeting Date: March 29, 2022

Agenda Item # 2H

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to approve Permit #22-09, FP&L bore under Sailfish Canal (46-23-5) at 25th St. W., with any listed stipulations.

What the action accomplishes: Allows FP&L to bore under the District's canal for a proposed 25KV powerline while avoiding any conflicts with future improvements to the canal.

Fiscal Impact: Permit Fees: \$3,963.45

Staff comments: Approved according to the plans submitted March 15th, 2022.

Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD SUPERINTENDENT
 ENGINEER CONTROLLER

Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICE IMPROVEMENT DISTRICT

Agenda Packet Item

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Permit #22-10, FP&L bore under Able Canal at Sunshine Blvd. N.

Meeting Date: March 29, 2022

Agenda Item # 21

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to approve Permit #22-10, FP&L bore under Able Canal (46-23-6) at Sunshine Blvd. N., with any listed stipulations.

What the action accomplishes: Allows FP&L to bore under the District's canal for a proposed 25KV powerline while avoiding any conflicts with future improvements to the canal.

Fiscal Impact: Permit Fees: \$4,050.00

Staff comments: Approved according to the plans submitted March 15th, 2022.

Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD SUPERINTENDENT
 ENGINEER CONTROLLER

Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICE IMPROVEMENT DISTRICT

Agenda Packet Item

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Dana

Subject: RES 2022-03, Surplus of Fixed Assets

Meeting Date: March 29, 2022

Agenda Item # 2J

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to approve Resolution 22-03, Surplus of Fixed Assets and the attachment the identifies the method for disposition.

What the action accomplishes: Provides guidance on damaged and/or replaced items and how to dispose of them.

Fiscal Impact: See attached for values.

Staff comments:

Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD DIRECTOR
 ENGINEER FINANCE DIRECTOR

Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICE IMPROVEMENT DISTRICT

Agenda Packet Item

<input type="checkbox"/>	Audit	_____	<input type="checkbox"/>	Invoices	_____
<input type="checkbox"/>	Advertisement	_____	<input type="checkbox"/>	Job Description	_____
<input type="checkbox"/>	Application	_____	<input type="checkbox"/>	Legislation	_____
<input type="checkbox"/>	Appraisal	_____	<input type="checkbox"/>	Loan Documents	_____
<input type="checkbox"/>	Bid	_____	<input type="checkbox"/>	Maint. Plan	_____
<input type="checkbox"/>	Bid Specifications	_____	<input type="checkbox"/>	Map	_____
<input type="checkbox"/>	Bid Tabulations	_____	<input type="checkbox"/>	Memorandum	_____
<input type="checkbox"/>	Budget	_____	<input type="checkbox"/>	Minutes	_____
<input checked="" type="checkbox"/>	Budget Backup	<u>Mike & Bill</u>	<input type="checkbox"/>	News Article	_____
<input type="checkbox"/>	Budget Amend.	_____	<input type="checkbox"/>	Oath of Office	_____
<input type="checkbox"/>	Canal Wid. Plan	_____	<input type="checkbox"/>	Old Board Packages	_____
<input type="checkbox"/>	C.I.P.	_____	<input type="checkbox"/>	Org. Structure	_____
<input type="checkbox"/>	Cap Replacement	_____	<input type="checkbox"/>	Out Parcel Info	_____
<input type="checkbox"/>	Change Order	_____	<input type="checkbox"/>	Ownership Docs	_____
<input type="checkbox"/>	Conf. Agenda	_____	<input type="checkbox"/>	Permit Application	_____
<input type="checkbox"/>	Contract-Redline	_____	<input type="checkbox"/>	Permit, Final	_____
<input type="checkbox"/>	Contract-Clean	_____	<input checked="" type="checkbox"/>	Pictures	_____
<input type="checkbox"/>	Corr./ Attorneys	_____	<input type="checkbox"/>	Plans, Site	_____
<input type="checkbox"/>	Corr./Engineers	_____	<input type="checkbox"/>	Plat	_____
<input type="checkbox"/>	Correspondence	_____	<input type="checkbox"/>	P & P-Redline	_____
<input checked="" type="checkbox"/>	Corr./Staff	<u>Dana List</u>	<input type="checkbox"/>	P & P-Clean	_____
<input type="checkbox"/>	Cost Comparison	_____	<input type="checkbox"/>	Pros/Cons	_____
<input type="checkbox"/>	Easement	_____	<input checked="" type="checkbox"/>	Resolution	_____
<input type="checkbox"/>	Eng. Report	_____	<input type="checkbox"/>	Statute, Florida	_____
<input type="checkbox"/>	Facility Inventory	_____	<input type="checkbox"/>	Strategic Plan	_____
<input type="checkbox"/>	Floor Plan	_____	<input type="checkbox"/>	Study	_____
<input type="checkbox"/>	Gant Chart	_____	<input type="checkbox"/>	Survey	_____
<input type="checkbox"/>	Goals	_____	<input type="checkbox"/>	Travel Form	_____
<input type="checkbox"/>	Gant Chart	_____	<input type="checkbox"/>	Survey	_____
<input type="checkbox"/>	Goals	_____	<input type="checkbox"/>	Travel Form	_____

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: 2021 Fiscal Year Audit

Meeting Date: March 29, 2022

Agenda Item # 3B

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

1 Recommended motion: Motion to accept the 2021 Fiscal Year Audit.

2 What the action accomplishes: Provides audited data from an independent auditor.

3 Fiscal Impact: Audit & Financial Statement Fee - \$28,000
Single Audit Fee - \$3,000
Total Audit Fees \$31,000

4 Staff comments: The independent audit report expresses an unmodified opinion, which means the District's financial statements present a true and fair view. There were no material weaknesses, significant deviancies or audit findings that were found or reported by the auditor.

5 Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD DIRECTOR
 ENGINEER FINANCE DIRECTOR

6 Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Resolution #2022-04, Support for Lee County to Purchase FGUA

Meeting Date: March 29, 2022

Agenda Item # 3D

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

1 Recommended motion: Move to approve Resolution 2022-04 that adds our support while Lee County studies the possibility of buying FGUA's assets.

2 What the action accomplishes: In essence, buying FGUA's ssets equals buying FGUA.

3 Fiscal Impact: N/A

4 Staff comments:

5 Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD DIRECTOR
 ENGINEER FINANCE DIRECTOR

6 Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Walkway Bridges

Meeting Date: March 29, 2022

Agenda Item # 4A1

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

1 Recommended motion:

N/A

2 What the action accomplishes:

Provides forum to further discuss the six walk bridges that cross our canal system.

3 Fiscal Impact:

4 Staff comments:

Staff has added the two Admiral Lehigh bridges to our repair schedule.

5 Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD DIRECTOR
 ENGINEER FINANCE DIRECTOR

6 Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Streetlighting Plan

Meeting Date: March 29, 2022

Agenda Item # 4A2

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

1 Recommended motion: N/A

2 What the action accomplishes: Provides forum to further discuss the possibility of adding Streetlighting Powers. Please read the attached letters.

3 Fiscal Impact: None at this time.

4 Staff comments:

5 Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD DIRECTOR
 ENGINEER FINANCE DIRECTOR

6 Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Review of Policy, Section 4 – Permitting

Meeting Date: March 29, 2022

Agenda Item # 4A3

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

1 Recommended motion: N/A

2 What the action accomplishes: Provides a forum to discuss changes to these policies.

3 Fiscal Impact: TBA

4 Staff comments:

5 Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR
 ATTORNEY FIELD SUPERINTENDENT
 ENGINEER CONTROLLER

6 Board Action:

APPROVED DENIED DEFERRED

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: HB 4435 - Lehigh Acres Municipal Improvement District Caloosahatchee River & Estuaries Storage & Treatment Phase III

Meeting Date: March 29, 2022

Agenda Item # 4B1

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

1 Recommended motion: N/A

2 What the action accomplishes: Provides a forum to discuss the progress of our appropriations Bill. The good news is that the Legislature awarded us \$4.060 million and we hope the Governor is favorable too!

3 Fiscal Impact:

4 Staff comments:

5 Staff review and recommended approval:

MANAGER ASSISTANT DISTRICT MGR

ATTORNEY COMPTROLLER

ENGINEER WATER RESOURCE MGR.

6 Board Action:

APPROVED DENIED DEFERRED