

## January 24, 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. Election of Officers
  - F. Move, Remove and Add Agenda Items
  - G. Approval of Agenda
  - H. Public Comment for Agenda Items and Non-agenda Items
  - I. Action on Removed Consent Items
  - J. Approval of Consent Agenda
- 2) **Consent Agenda**
  - A. Invoices and Change Orders
  - B. December 14, 2021 Regular Meeting
  - C. Permit #21-11 Panda Express – 2523 Lee Blvd.
  - D. Permit #22-05 Dewatering for Fire Station #106
  - E. Permit #22-01 LCMC Park Road Driveway
  - F. Permit #22-02 LCMC Sunset Road Driveway Culvert
  - G. FDEP Contract LPA-0064 – Time Extension
- 3) **Action Agenda**
  - A. Good Cause
  - B. 2020/2021 Goal Attainment
  - C. 2020/2021 Engineer's Annual Report
  - D. Lee County Nickel Sign
  - E. Caracara Migration Observation Contract – AIM Engineering
  - F. Lewis, Longman & Walker Rate Increase
- 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:** January 24, 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- December 14, 2021 Regular Meeting

**Meeting Date:** January 24, 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 December 14, 2021 Regular Meeting and Budget Hearing.

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:** Permit #21-11 Panda Express – 2523 Lee Blvd.

**Meeting Date:** January 24, 2022

**Agenda Item #** 2C

CONSENT                       ACTION                       OLD BUSINESS                       NEW BUSINESS

**Request Initiated By:**                       COMMISSIONER \_\_\_\_\_                       ATTORNEY

BOARD                       MANAGER                       ENGINEER                       AUDITOR

**Recommended motion:** Move to approve Permit 2021-11 Panda Express, with any listed stipulations.

**What the action accomplishes:** Allows Panda Express to develop a commercial site at 2523 Lee Blvd. (outparcel to Walmart CPD), while certifying on their plans that their stormwater facilities are adequate and able to discharge less than 30 CSM.

**Fiscal Impact:** Permit Fees: \$1,250.00

**Staff comments:** Approved according to the plans signed and sealed December 1, 2021.

### 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 #22-01 Lee County Mosquito Control – Park Road Driveway

**Meeting Date:** January 24, 2022

**Agenda Item #** 2D

CONSENT                       ACTION                       OLD BUSINESS                       NEW BUSINESS

**Request Initiated By:**                       COMMISSIONER \_\_\_\_\_                       ATTORNEY

BOARD                       MANAGER                       ENGINEER                       AUDITOR

**Recommended motion:** Move to approve Permit 2022-01 LCMC Park Road Driveway, with any listed stipulations.

**What the action accomplishes:** Allows LCMC to install a paved driveway entrance off of Park Rd. and associated drainage improvements on a 0.34 acre parcel at 2001/2003 Park Road.

**Fiscal Impact:** Permit Fees: \$1,250.00

**Staff comments:** Approved according to the plans and calculations signed and sealed December 17, 2021.

### 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 #22-02 Lee County Mosquito Control – Sunset Road Driveway Culvert

**Meeting Date:** January 24, 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 2022-02 LCMC Sunset Road Driveway Culvert, with any listed stipulations.

**What the action accomplishes:** Allows LCMC to install a paved driveway entrance off of Sunset Rd. with a driveway culvert along the roadside ditch and a drainage culvert running under it into Gunner Canal (46-22-3) on a 65.28 acre parcel located at 1840 Gunnery Road N.

**Fiscal Impact:** Permit Fees: \$1,000.00

**Staff comments:** Approved according to the plans signed and sealed December 21, 2021.

### 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 #22-05 - Dewatering for Fire Station #106

**Meeting Date:** January 24, 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 2022-05 - Dewatering for Fire Station #106, with any listed stipulations.

**What the action accomplishes:** Allows Lehigh Acres Fire Control District to dewater into Hickey's Creek Canal from the proposed Fire Station #106 site located at 2501 49th Street W. in order to install a 20,000 gallon fire suppression water tank.

**Fiscal Impact:** Permit Fees: \$500.00

**Staff comments:** Approved according to the Dewatering and Monitoring Plan signed and sealed January 6, 2022.

### 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:** FDEP Contract LPA-0064 – Time Extension

**Meeting Date:** October 26, 2021

**Agenda Item #** 2G

CONSENT                       ACTION                       OLD BUSINESS                       NEW BUSINESS

**Request Initiated By:**                       COMMISSIONER \_\_\_\_\_                       ATTORNEY

BOARD                       MANAGER                       ENGINEER                       AUDITOR

**Recommended motion:** Move to approve the FDEP Contract LPA-0064 – Time Extension for the CREST Design.

**What the action accomplishes:** Provides design time after a lengthy delay in determining the actual grant amount. We are currently in the permitting stage.

**Fiscal Impact:** None at this time

**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 SERVICES IMPROVEMENT DISTRICT

## AGENDA ITEM SUMMARY

**Subject:** 2020/2021 Goal Attainment

**Meeting Date:** January 24, 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 2020/2021 Goal Attainment Report.

**2 What the action accomplishes:**                      Provides the commissioners with a snapshot on how well District Staff is adhering and progressing on our annual five-year Strategic Plan. This goals memo examines the goals in the 2020-2024 strategic plan for October 1, 2020 thru September 30, 2021.

**3 Fiscal Impact:**                      Approximately 10 hours of 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:** 2020/2021 Engineer's Annual Report

**Meeting Date:** January 24, 2022

**Agenda Item #** 3D

CONSENT                       ACTION                       OLD BUSINESS                       NEW BUSINESS

**Request Initiated By:**                       COMMISSIONER \_\_\_\_\_                       ATTORNEY

BOARD                       MANAGER                       ENGINEER                       AUDITOR

**1 Recommended motion:** Move to accept the 2020/2021 Engineer's Annual Report .

**2 What the action accomplishes:** Provides a historical document detailing LA-MSID general facts, projects and maintenance of the stormwater system for the fiscal year 2020/2021.

**3 Fiscal Impact:** Approximately \$1,500, plus staff time to review it.

**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:** Lehigh Acres Welcome Sign License Agreement

**Meeting Date:** January 24, 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 the Lehigh Acres Welcome Sign License Agreement with all of its attachments.
- 2 What the action accomplishes:** Provides a five-year agreement with one-year extensions for a license to operate and maintain the Lehigh Acres "Nickel" or "Cookie" sign on a County owned parcel.
- 3 Fiscal Impact:** \$10 of consideration funds and approximately \$2,000 to restore the sign during this fiscal year. Funds may be pulled from the sign fund for this project.
- 4 Staff comments:** This is the culmination of many years of negotiations with the County

### 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:** Caracara Migration Observation Contract – AIM Engineering

**Meeting Date:** January 24, 2022

**Agenda Item #** 3E

CONSENT                       ACTION                       OLD BUSINESS                       NEW BUSINESS

**Request Initiated By:**                       COMMISSIONER \_\_\_\_\_                       ATTORNEY

BOARD                       MANAGER                       ENGINEER                       AUDITOR

**1 Recommended motion:** Move to approve the "Formal Caracara Survey" services Contract for AIM Engineering at \$12,250.00.

**2 What the action accomplishes:** Provides observation every two week of the Caracara nest in the CREST project, to determine if the Caracara has returned. If the Caracara returns, we will stop the observations to save money. If the Caracara does not return, LA-MSID will save money and time building the project. During certain times of the year, we would have a full-time environmental observer if the Caracara is present.

**3 Fiscal Impact:** \$12,250.00

**4 Staff comments:** Caracara are becoming more common throughout the Lehigh Acres area.

**5 Staff review and recommended approval:**

MANAGER                       ASSISTANT DISTRICT MGR  
 ATTORNEY                       FIELD SUPERINTENDENT  
 ENGINEER                       FINANCE DIRECTOR

**6 Board Action:**

APPROVED                       DENIED                       DEFERRED

# LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

## AGENDA ITEM SUMMARY

**Subject:** Lewis, Longman & Walker Rate Increase

**Meeting Date:** January 24, 2022

**Agenda Item #** 3F

CONSENT       ACTION       OLD BUSINESS       NEW BUSINESS

**Request Initiated By:**       COMMISSIONER \_\_\_\_\_       ATTORNEY

BOARD       MANAGER       ENGINEER       AUDITOR

**1 Recommended motion:** Move to approve Lewis, Longman & Walker's rate increase.

**2 What the action accomplishes:**

**3 Fiscal Impact:**

**4 Staff comments:**

**5 Staff review and recommended approval:**

MANAGER       ASSISTANT DISTRICT MGR  
 ATTORNEY       FIELD SUPERINTENDENT  
 ENGINEER       FINANCE DIRECTOR

**6 Board Action:**

APPROVED       DENIED       DEFERRED

# LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

## AGENDA ITEM SUMMARY

**Subject:** Walkway Bridges

**Meeting Date:** January 24, 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 for a forum to discuss issues related to the 6 walkway bridges that span LA-MSID's canal system.

**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:** Streetlighting Plan

**Meeting Date:** January 24, 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 a forum for updates about the Streetlighting Plan.

**3 Fiscal Impact:**                      TBA

**4 Staff comments:**

**5 Staff review and recommended approval:**

MANAGER                       ASSISTANT DISTRICT MGR  
 ATTORNEY                       FIELD OPERATIONS 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:** December 14, 2021

**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 an update to Chapter 4 of our policy manual.

**3 Fiscal Impact:**                      None at this time!

**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:** January 24, 2022

**Agenda Item #** 4A4

CONSENT                       ACTION                       OLD BUSINESS                       NEW BUSINESS

**Request Initiated By:**                       SUPERVISOR                      \_\_\_\_\_                       ATTORNEY

BOARD                       MANAGER                       ENGINEER                       AUDITOR

**1 Recommended motion:** N/A

**2 What the action accomplishes:** Provides a forum to discuss the progress with our legislative appropriation.

**3 Fiscal Impact:** \$3,500 per month.

**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