August 30, 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. Move, Remove and Add Agenda Items
- E. Approval of Agenda
- F. Public Comment for Agenda Items and Non-agenda
- G. Action on Removed Consent Items
- H. Approval of Consent Agenda

2) Consent Agenda

- A. Invoices and Change Orders
- B. July 26, 2022 Regular Meeting & Budget Hearing Minutes
- C. Auditor's Required Communication Letter for 2022 Audit
- D. Permit #22-24, Lee Memorial Funeral Home Expansion Drainage Permit
- E. Permit #22-25, Lee Memorial Funeral Home Amberjack Canal FM Crossing
- F. Permit #22-26, Lee Memorial Funeral Home Amberjack Canal WMCrossing
- G. Permit #22-27, Lee Memorial Funeral Home Guita Canal FM Crossing
- H. Permit #22-28, Lee Memorial Funeral Home Guita Canal WM Crossing
- I. Permit #22-29, Veteran's Park Academy Performing Arts Center

3) Action Agenda

- A. Good Cause
- B. Lehigh Acres Cookie Sign Design Selection
- C. RES #2022-10, Policy and Procedure Section 4
- D. 2nd Year Extension for all Pre-Qualified Professional Services-2018 Agreement

4) Discussion Agenda

- A. Old Business
 - 1. Future Legislation
 - 2. 2022-2023 Meeting Calendar
 - 3. Upcoming Town Hall Meeting
- 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

	Subject: I	nvoices and	d Change Orders		
Mee	ting Date: A	August 30, 202	22		
Age	nda Item # 2	2A			
х	CONSENT		ACTION	OLD BUSINESS	NEW BUSINESS
Req	uest Initiated By	y:	COMMISSIONER	<u> </u>	ATTORNEY
	BOARD	D	x MANAGER	ENGINEER	AUDITOR
1	Recommen motion:	nded M	Move to approve all	invoices as stated on the Su	mmary Sheet.
2	What the ac		Approves all invoice Freasurer and Mana	es that are outside the approv ager.	al limits of the
3	Fiscal Impa	act: A	As listed on the Sur	nmary Sheet.	
4	Staff comments:	:			
5	Staff review	w and recor	mmended approva	al:	
X	MANAGER		x ASS	ISTANT DISTRICT MGR	
x	ATTORNEY		x FIEL	.D DIRECTOR	
x	ENGINEER		x FINA	NCE DIRECTOR	
6	Board Action	on:			
	APPROVED		DENIED	DEFERRED	

	Subject:	Approval of Minutes-	July 26, 2022	Budget Hearing	and Regular Meeting
Mee	ting Date:	August 30, 2022			
Age	nda Item #	2B			
x	CONSENT	ACTIO	N	OLD BUS	NEW BUSINESS
Req	uest Initiated E	Ву: СОММ	ISSIONER		ATTORNEY
	BOARD	x MANA	GER	ENGINEE	AUDITOR
1	Recomme	nded Motion: Move	to approve the min	utes of the	July 26, 2022
	Regular Me	eeting and Budget Hea	aring.		
2	What the a	oction Memorializ	es the Board Meetir	ngs as ner Florida	Statute
_	accomplis		es the Board Meetin	igo do poi i ionida	oldidio.
2	Figure I Imm	and Albauma ata	eff time o		
3	Fiscal Imp	act: 4 hours sta	iπ time		
4	Staff comments	:			
5	Staff review	w and recommended	l approval:		
_	MANAGER	w and recommended	ASSISTANT DIST	DICT MCD	
х					
Ш	ATTORNEY		FIELD DIRECTO	₹	
X	ENGINEER		x FINANCE DIRECT	TOR	
6	Board Act	ion:			
	APPROVED	DENIE	D	DEFERRED	

AGENDA ITEM SUMMARY

Auditor's Required Communication Letter for 2022 Audit Subject: **Meeting Date:** August 30, 2022 Agenda Item # 2D CONSENT **ACTION OLD BUSINESS NEW BUSINESS Request Initiated By: COMMISSIONER ATTORNEY ENGINEER BOARD AUDITOR MANAGER** Recommended Move to approve the Auditor's Required Communication Letter that motion: engages them for the FY 2022 Audit. What the action Provides a one-year engagement for Purvis and Gray to provide an accomplishes: independent audit for the District. **Fiscal Impact:** Dana Staff comments: Staff review and recommended approval: **MANAGER ASSISTANT DISTRICT MGR ATTORNEY** FIELD SUPERINTENDENT **ENGINEER** CONTROLLER **Board Action: APPROVED DENIED DEFERRED**

Subject:	Permit 2022-24, Lee Memorial Park Funeral Home Expansion					
Meeting Date:	August 30, 2022					
Agenda Item #	2D					
x CONSENT	ACTION	OLD BUSINESS	NEW BUSINESS			
	<u></u>		<u>_</u>			
Request Initiated	By: COMMISSIONER	<u> </u>	ATTORNEY			
BOARD	x MANAGER	ENGINEER	AUDITOR			
Recommended	Move to approve Permit 2022-2					
motion:	Expansion located at 12777 SR	82, with all listed stipulation	ons.			
What the action	Provides for a new drainage pla	n, applicable to the propos	ed expansion			
accomplishes:	on the existing 71 acre site.					
Fiscal Impact:	Permit Fees: \$1,650.00					
Staff comments:	Approved according to the signe	ed/sealed plans dated July	18th, 2022.			
Staff roviow	and recommended approval:					
	ASSIS	STANT DISTRICT MGR				
ATTORNEY	<u> </u>	SUPERINTENDENT				
x ENGINEER	x CONT	FROLLER				
Board Actio	n:					
APPROVED	DENIED	DEFERRED				

Subject:	Permit 2022-25, Lee Memorial Park Funeral Home - Amberjack Canal FM Crossing
Meeting Date:	August 30, 2022
Agenda Item #	2E
x CONSENT	ACTION OLD BUSINESS NEW BUSINESS
Request Initiated BOARD	By: COMMISSIONER ATTORNEY x MANAGER ENGINEER AUDITOR
Recommended motion:	Move to approve Permit 2022-25, Lee Memorial Park Funeral Home Amberjack Canal FM Crossing, with all listed stipulations.
What the action accomplishes:	Provides for a new 6" HDPE Sanitary Sewer Forcemain under Amberjack Canal to service the proposed expansion on the existing 71 acre site.
Fiscal Impact:	Permit Fees: \$2,250.00
Staff comments:	Approved according to the revised signed/sealed plans dated August 3rd, 2022.
Staff review	and recommended approval:
x MANAGER	ASSISTANT DISTRICT MGR
ATTORNEY	FIELD SUPERINTENDENT
x ENGINEER	x CONTROLLER
Board Action APPROVED	

Subject:	Permit 2022-26, Lee Memorial Park Funeral Home - Amberjack Canal WM Crossing				
Meeting Date:	August 30, 2022				
Agenda Item #	2F				
x CONSENT	ACTION	OLD BUSINESS	NEW BUSINESS		
Request Initiated	By: COMMISSIONER		ATTORNEY		
BOARD	x MANAGER	ENGINEER	AUDITOR		
Recommended	Move to approve Permit 2022-26		l Home		
motion:	Amberjack Canal WM Crossing,	with all listed stipulations.			
What the action	Provides for a new 10" HDPE Po	otable Watermain under Amb	erjack Canal to		
accomplishes:	service the proposed expansion	on the existing 71 acre site.			
Fiscal Impact:	Permit Fees: \$2,250.00				
Staff comments:	Approved according to the revise 2022.	ed signed/sealed plans dated	l August 3rd,		
Staff rovious	and recommended approval:				
		TANT DISTRICT MGR			
	_				
ATTORNEY	L FIELD	SUPERINTENDENT			
x ENGINEER	x CONT	ROLLER			
Board Action	n:				
APPROVED	DENIED	DEFERRED			

Subject:	Permit 2022-27, Lee Memorial Park Funeral Home - Guita Canal FM Crossing					
Meeting Date:	August 30, 2022					
Agenda Item #	2G					
x CONSENT	ACTION	OLD BUSINESS	NEW BUSINESS			
Degreet Initiated	D. COMMISSIONED		- ATTORNEY			
Request Initiated	<u> =</u>		ATTORNEY			
BOARD	x MANAGER	ENGINEER	AUDITOR			
Recommended	Move to approve Permit 2022-27		ıl Home			
motion:	Guita Canal FM Crossing, with a	Ill listed stipulations.				
What the action	Provides for a new 6" HDPE Sar	nitary Sewer Forcemain unde	er Guita			
accomplishes:	Canal to service the proposed e	xpansion on the existing 71 a	acre site.			
Fiscal Impact:	Permit Fees: \$1,650.00					
Staff comments:	Approved according to the revise	ed signed/sealed plans dated	d August			
comments.	3rd, 2022.					
	and recommended approval:					
x MANAGER	ASSIS	STANT DISTRICT MGR				
ATTORNEY	FIELD	SUPERINTENDENT				
x ENGINEER	x CONT	ROLLER				
Board Action	n:					
APPROVED	DENIED	DEFERRED				

Subject:	Permit 2022-28, Lee Memoriai Park Funeral Home - Guita Canal WM Crossing						
Meeting Date:	August 30, 2022						
Agenda Item #	2H						
x CONSENT	ACTION OLD BUSINESS NEW BUSI	INESS					
Request Initiated BOARD	By: COMMISSIONER ATTORNEY X MANAGER ENGINEER AUDITOR	(
Recommended motion:	Move to approve Permit 2022-28, Lee Memorial Park Funeral Home Guita Canal WM Crossing, with all listed stipulations.						
What the action accomplishes:	Provides for a new 10" HDPE Potable Watermain under Guita Canal to service the proposed expansion on the existing 71 acre site.						
Fiscal Impact:	Permit Fees: \$1,650.00	Permit Fees: \$1,650.00					
Staff comments:	Approved according to the revised signed/sealed plans dated August 3rd, 2022.						
Staff review	and recommended approval:						
x MANAGER	ASSISTANT DISTRICT MGR						
ATTORNEY	FIELD SUPERINTENDENT						
x ENGINEER	x CONTROLLER						
Board Actio							

AGENDA ITEM SUMMARY

Subject: Permit 2022-29, Veteran's Park Academy - Performing Arts Center **Meeting Date:** August 30, 2022 Agenda Item # CONSENT **ACTION OLD BUSINESS NEW BUSINESS Request Initiated By: COMMISSIONER ATTORNEY BOARD ENGINEER AUDITOR MANAGER** Recommended Move to approve Permit 2022-29, Veteran's Park Academy - Performing motion: Arts Center located at 104 Arthur Ave., with all listed stipulations. What the action Provides for a new drainage plan, applicable to the proposed structures accomplishes: on the existing middle school site. **Fiscal Impact:** Permit Fees: \$2,250.00 **Staff** Approved according to the signed/sealed plans dated July 19th, 2022. comments: Staff review and recommended approval: **MANAGER ASSISTANT DISTRICT MGR ATTORNEY** FIELD SUPERINTENDENT **CONTROLLER ENGINEER Board Action: APPROVED DENIED DEFERRED**

	Subject:	Lehigh Ac	res Cookie Sigr	n Desig	n Selection			
Mee	ting Date:	August 30,	2022					
Age	nda Item #	3B						
	CONSENT		x ACTION		OLD BUSINES	ss	NEW BUSINES	SS
Req	uest Initiated	Ву:	COMMISSI	IONER		_	ATTORNEY	
	BOARD		x MANAGER	!	ENGINEER	_	AUDITOR	
1	Recomme motion:	ended)22 Bo	ard Meeting, with th		options presented a D logo added and t	
2	What the accomplis		Provides a par from the old si		amping of the Coo	kie sign, k	eeping some featu	res
3	Fiscal Imp	oact:	None at this ti	me.				
4	Staff comments	s:						
5	Staff revie	ew and rec	commended ap	proval	:			
х	MANAGER		x	ASSIS	TANT DISTRICT MGI	R		
	ATTORNEY			FIELD	DIRECTOR			
	ENGINEER		х	FINAN	CE DIRECTOR			
6	Board Act	ion:						
	APPROVED	iioii.	DENIED		DEFERRED			
ш								

	Subject: RES 202	2-10 - Policy and Proce	edure-Section 4	
Mee	ting Date: August 30,	2022		
Age	nda Item # 3C			
	CONSENT	x ACTION	OLD BUSINESS	NEW BUSINESS
Req	uest Initiated By: BOARD	COMMISSIONER x MANAGER	ENGINEER	ATTORNEY AUDITOR
1	Recommended motion:	Move to approve Re Permitting Policy.	solution 2022-10, Policy and	Procedure-Section 4-
2	What the action accomplishes:		that brings us totally up to d nit policies, fees, and forms v	
3	Fiscal Impact:	50 hrs. staff time, 5 h	nours engineering time and 3	hours Attorney time.
4	Staff comments:			
5	Staff review and re	commended approva	d:	
X	MANAGER	x ASSIS	STANT DISTRICT MGR	
	ATTORNEY	FIELD	DIRECTOR	
	ENGINEER	x FINAN	NCE DIRECTOR	
6	Board Action: APPROVED	DENIED	DEFERRED	

Subject:	2nd Year Extension for all Pre-Qualified Professional Services-2018 Agreement					
Meeting Date:	August 30, 2022					
Agenda Item #	3D					
CONSENT	x ACTION OLD E	BUSINESS NEW BUSINE	ess			
Request Initiated	I By: COMMISSIONER	ATTORNEY				
BOARD	x MANAGER ENGIN	NEER AUDITOR				
Recommended motion:	Move to approve that staff pursue a 2nd rou all of the engineering-based firms that were					
What the action accomplishes:	Provides for a 1 yr. extension for AIM Engir & Associates, GFA International, Hole Mont T.Y. Lin International & Water Science Asso	tes, Passarella & Associates,				
Fiscal Impact:	None at this point.					
Staff comments:	Staff has provided the 2018 AIM Pre-qualifi example of all pre-qualified agreement, who year agreement					
Staff review	and recommended approval:					
x MANAGER	X ASSISTANT DISTR	RICT MGR				
x ATTORNEY	x FIELD DIRECTOR					
x ENGINEER	FINANCE DIRECTO	OR				
Board Action APPROVED		RRED				

	Subject:	Future Le	gislati	on			
Mee	ting Date:	August 30,	2022				
Age	nda Item #	4A1					
	CONSENT			ACTION	x OLD BUSINES	SS	NEW BUSINESS
Req	uest Initiated BOARD	Ву:		COMMISSIONER MANAGER	ENGINEER	_	ATTORNEY AUDITOR
1	Recomme motion:	ended	N/A				
2	What the accomplis		Prov	vides a forum to	discuss Future legis	slation.	
3	Fiscal Imp	pact:					
4	Staff comment	s:					
5	Staff revie	ew and red	omm	ended approva	l:		
X	MANAGER			x ASSIS	TANT DISTRICT MG	R	
X	ATTORNEY			FIELD	DIRECTOR		
	ENGINEER			FINAN	ICE DIRECTOR		
6	Board Ac	tion:		DENIED	DEFERRED		

	Subject:	2022-202	3 Me	eting Calendar			
Mee	ting Date:	August 30,	2022				
Age	nda Item #	4A2					
	CONSENT			ACTION	x OLD BUSINES	s	NEW BUSINESS
Req	uest Initiated BOARD	Ву:	x	COMMISSIONER MANAGER	ENGINEER	-	ATTORNEY AUDITOR
1	Recomme motion:	ended	N/A				
2	What the accomplis		Pro	vides a forum to	review future meetir	ng dates fo	or FY2022-2023.
3	Fiscal Imp	pact:					
4	Staff comment	s:					
5	Staff revie	ew and red	comn	nended approva	l:		
x	MANAGER			x ASSIS	STANT DISTRICT MGF	2	
x	ATTORNEY			FIELD	DIRECTOR		
	ENGINEER			FINAN	ICE DIRECTOR		
6	Board Ac	tion:					
	APPROVED			DENIED	DEFERRED		

	Subject: Upcoming Town Hall Meeting						
Mee	ting Date:	August 30,	2022				
Age	nda Item #	4A3					
	CONSENT		A	CTION	x OLD BUSIN	ESS	NEW BUSINESS
Req	uest Initiated BOARD	Ву:		OMMISSIONER	ENGINEER	_	ATTORNEY AUDITOR
1	Recomme motion:	ended	N/A				
2	What the accomplis		Provid	des a forum to	discuss details of	the upcomi	ng Town Hall Meeting.
3	Fiscal Imp	pact:					
4	Staff comment	s:					
5	Staff review and recommended approval:						
х	MANAGER			x ASSIS	STANT DISTRICT M	GR	
х	ATTORNEY FIELD			DIRECTOR			
	ENGINEER FINANCE DIRECTOR						
6	Board Ac	tion:	□▫	PENIED	DEFERRED		