

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**

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Invoices and Change Orders

Meeting Date: August 30, 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- July 26, 2022 Budget Hearing and Regular Meeting

Meeting Date: August 30, 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 July 26, 2022 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: Auditor's Required Communication Letter for 2022 Audit

Meeting Date: August 30, 2022

Agenda Item # 2D

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to approve the Auditor's Required Communication Letter that engages them for the FY 2022 Audit.

What the action accomplishes: Provides a one-year engagement for Purvis and Gray to provide an 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

LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

AGENDA ITEM SUMMARY

Subject: Permit 2022-24, Lee Memorial Park Funeral Home Expansion

Meeting Date: August 30, 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 2022-24, Lee Memorial Park Funeral Home Expansion located at 12777 SR 82, with all listed stipulations.

What the action accomplishes: Provides for a new drainage plan, applicable to the proposed expansion on the existing 71 acre site.

Fiscal Impact: Permit Fees: \$1,650.00

Staff comments: Approved according to the signed/sealed plans dated July 18th, 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: Permit 2022-25, Lee Memorial Park Funeral Home - Amberjack Canal FM Crossing

Meeting Date: August 30, 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 2022-25, 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:

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 2022-26, Lee Memorial Park Funeral Home - Amberjack Canal WM Crossing

Meeting Date: August 30, 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 2022-26, Lee Memorial Park Funeral Home Amberjack Canal WM Crossing, with all listed stipulations.

What the action accomplishes: Provides for a new 10" HDPE Potable Watermain 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:

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 2022-27, Lee Memorial Park Funeral Home - Guita Canal FM Crossing

Meeting Date: August 30, 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 2022-27, Lee Memorial Park Funeral Home Guita Canal FM Crossing, with all listed stipulations.

What the action accomplishes: Provides for a new 6" HDPE Sanitary Sewer Forcemain under Guita Canal to service the proposed expansion on the existing 71 acre site.

Fiscal Impact: Permit Fees: \$1,650.00

Staff comments: Approved according to the revised signed/sealed plans dated August 3rd, 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: Permit 2022-28, Lee Memorial Park Funeral Home - Guita Canal WM Crossing

Meeting Date: August 30, 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 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

Staff comments: Approved according to the revised signed/sealed plans dated August 3rd, 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: Permit 2022-29, Veteran's Park Academy - Performing Arts Center

Meeting Date: August 30, 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 2022-29, Veteran's Park Academy - Performing Arts Center located at 104 Arthur Ave., with all listed stipulations.

What the action accomplishes: Provides for a new drainage plan, applicable to the proposed structures on the existing middle school site.

Fiscal Impact: Permit Fees: \$2,250.00

Staff comments: Approved according to the signed/sealed plans dated July 19th, 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: Lehigh Acres Cookie Sign Design Selection

Meeting Date: August 30, 2022

Agenda Item # 3B

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

1 Recommended motion: Move to approve Selection D (attached) from the options presented at the July 26, 2022 Board Meeting, with the LA-MSID logo added and the "Welcome to" removed.

2 What the action accomplishes: Provides a partial revamping of the Cookie sign, keeping some features from the old sign.

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: RES 2022-10 - Policy and Procedure-Section 4

Meeting Date: August 30, 2022

Agenda Item # 3C

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

1 Recommended motion: Move to approve Resolution 2022-10, Policy and Procedure-Section 4-Permitting Policy.

2 What the action accomplishes: Provides for a policy that brings us totally up to date with other districts and standards. Permit policies, fees, and forms were updated and reviewed.

3 Fiscal Impact: 50 hrs. staff time, 5 hours engineering time and 3 hours Attorney 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: 2nd Year Extension for all Pre-Qualified Professional Services-2018 Agreement

Meeting Date: August 30, 2022

Agenda Item # 3D

CONSENT ACTION OLD BUSINESS NEW BUSINESS

Request Initiated By: COMMISSIONER _____ ATTORNEY

BOARD MANAGER ENGINEER AUDITOR

Recommended motion: Move to approve that staff pursue a 2nd round of a 1 year. extension for all of the engineering-based firms that were pre-qualified in 2018.

What the action accomplishes: Provides for a 1 yr. extension for AIM Engineering & Surveying, Barraco & Associates, GFA International, Hole Montes, Passarella & Associates, T.Y. Lin International & Water Science Associates.

Fiscal Impact: None at this point.

Staff comments: Staff has provided the 2018 AIM Pre-qualified Master Agreement as an example of all pre-qualified agreement, wher section 6 allows for a 3-year agreement

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: Future Legislation

Meeting Date: August 30, 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 a forum to discuss Future legislation.

3 Fiscal Impact:

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: 2022-2023 Meeting Calendar

Meeting Date: August 30, 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 to review future meeting dates for FY2022-2023.

3 Fiscal Impact:

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: Upcoming Town Hall Meeting

Meeting Date: August 30, 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 details of the upcoming Town Hall Meeting.

3 Fiscal Impact:

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