

Section

1

CHAPTER 1 ADMINISTRATION POLICIES

Revised on Nov. 23, 2009 - RES 2010-01 - Update to section 1

Revised on June 22, 2009 – RES 2009-17 – Update to section 1.5

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1.1 LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT
(“DISTRICT”)

The general and special laws creating the District provide that a Board of Commissioners (the “Board”) shall exercise its legislative authority within its borders (See **District Boundary Map, Exhibit “1-A”**). These **ADMINISTRATIVE POLICIES** establish the duties and responsibilities of the officers elected by the Board, of the Committees appointed by the Board, and of the Staff, along with the manner in which these duties and responsibilities shall be accomplished.

1.2. GENERAL DESCRIPTION OF DISTRICT ORGANIZATION AND OPERATIONS

1. See Organizational Chart (**Exhibit 1-B**)

13 GENERAL INFORMATION CONCERNING THE DISTRICT

1. The **Main Office/Headquarters** of the District is located at 601 East County Lane, Lehigh Acres, Florida 33936. The telephone number for the District's office is 239-368-0044; fax number is 239-368-5412; web site is www.la-msid.com. The District Manager can be reached at the District's Main office.

14 STATUTORY CHAPTERS AND RULES

1. Statutory chapters and rules which affect the District operation, or which may be of interest to persons dealing with the District include:
 - a) Chapter 298, Florida Statutes – Drainage and Water Control
 - b) Chapter 189, Florida Statutes – Special Districts—General Provisions
 - c) Chapter 112, Florida Statutes – Public Officers and Employees –General Provisions
 - d) Chapter 119, Florida Statutes – Florida’s Public Records Law
 - e) Chapter 286, Florida Statutes – Florida’s Sunshine Law
 - f) Chapter 2015-202, Laws of Florida
 - g) Chapter 2017-216, Laws of Florida

The Board is the governing body of the District. It is composed of five Commissioners who are elected at large by the qualified electors of the District in a General Election. Their four- year terms are staggered to retain knowledge and experience. Each year, the board of commissioners shall hold an annual organizational meeting and elect a chair, vice chair, secretary, and treasurer, whose duties shall be established by resolution of the board as outlined in enabling legislation in Section 4 2 e.

1. The Board members can hold more than one position. The Board shall select its officers from among the five Commissioners at the annual meeting for the following year. Unless otherwise precluded by attrition, vacating, or removal from office, the Vice-Chairman of the Board shall be automatically designated as the Chairman for the following year. See, Resolution 2004-08.
2. If a vacancy occurs for any officer of the Board the remaining Commissioners shall fill the position at the next meeting of the Board.
3. Unless otherwise provided by general or special law, if a vacancy occurs on the Board of Commissioners before a general election, the Governor shall appoint a successor to serve until the next general election for which candidates may qualify.

The Chairman of the Board of Commissioners is the official representative of the Board at all ceremonial events and shall:

1. Preside at meetings of the Board and conduct them in an orderly manner pursuant to Roberts Rules of Order.
2. Sign contracts, bonds and correspondence when so authorized by the Board.
3. Modify regular, special and emergency meeting schedules and agendas, on recommendation of Manager, Attorney, or Engineer. If the Chairman is unavailable for a reasonable period of time, the Vice-Chairman may exercise this power. Monitor the performance of the Manager to assure compliance with resolutions and directives of the Board and Committees and provide guidance to the Manager in the performance of duties.
4. Advise the Board of significant recommendations in any ~~ex parte~~ meeting with the Manager.
5. If the Vice Chairman is unavailable, designate a Commissioner to act in his or her absence as Chairman Pro Tem.

The Vice-Chairman of the Board of Commissioners shall:

1. Perform all the duties of the Chairman in his/her absence.
2. In the event a permanent vacancy should occur in the Office of Chairman, the Vice-Chairman shall call a meeting of the Board for the purpose of filling Officer Vacancies. The Vice-Chairman shall preside over such meeting and further meetings until such time as a new Chairman is elected.
3. The Vice- Chairman is the “Chairman Elect” and shall fill the Chairman position at the next annual meeting or in the event the Chairman permanently vacates the position.

The Secretary of the Board of Commissioners shall:

1. Keep true and original records of meetings of the Board of Commissioners and certify their authenticity when presented to the Board for approval.
2. Be official custodian of the Seal of the District and affix same to the contracts, bonds and other papers and attest thereto on resolution of the Board.
3. Keep attendance records of all meetings of the Board of Commissioners.
4. Have the authority to delegate duties by appointing a staff member deputy secretary.

The Treasurer of the Board of Commissioners shall:

1. Work with the Finance Director and the independent Auditor, when necessary.
2. Prepare the Annual Audit Report, assisted by the Finance Director and the Independent Auditor.
3. As required by Sections 298.17 and 298.47, Florida Statutes, be bonded and/or have and employee dishonesty policy with a minimum limit of \$500,000, which bond shall be physically maintained by the District separately from any records maintained by the Treasurer.
4. Review and revise Office and Accounting Procedures with staff as necessary, with revisions approved by the Independent Auditor and the Board of Commissioners.
5. Review and approve all invoices with the District Manager. Have the authority to sign checks up to **THREE THOUSAND DOLLARS (\$3,000)** without Board approval.
6. During the Treasurer's Temporary absence, the Chairman shall serve in the position. If this position is vacated, the Board shall appoint the replacement.

1. No Commissioner shall delegate his or her authority, responsibility or privileges to any individual except as otherwise authorized herein.
2. No person may act as an aide or assistant to or agent for any Commissioner in any official capacity relating to District business.

1. **Primary Duties:** District Manager is to conduct the business of the Employer in accordance with the rules, directives and regulations issued by the Board of Commissioners and in accordance with his job description. All rules and regulations and any amendments thereto will be provided in writing to the District Manager by the Employer upon commencement of the employment and when amended. The District Manager is primarily responsible for the operation and maintenance of the waterways, storm drainage and appurtenances, within the District boundaries.
2. **Supervisory Powers.** In conjunction with his or her primary duties, the District Manager must also:
 - a) **Record Keeping.** Ensure that proper records are kept concerning the workings of the District in accordance with the applicable laws, regulations, and directives of the Board. This shall include the preparation of the budget and the necessary filling of documents and reports with regulatory and reporting agencies.
 - b) **Repairs and Maintenance.** District Manager is to assure that all equipment is maintained and/or repaired as necessary and in proper fashion.
 - c) **Quality Standards.** District Manager must be familiar with stormwater quality standards and must also execute and enforce such standards.
 - d) **Training.** District Manager is responsible for the continued and proper training of all employees.
 - e) **Financial.** The District Manager is directly responsible for the preparation of an annual budget for the District's operation. Upon approval by the Board of Commissioners, the District Manager is responsible to see that all requirements are fulfilled. The District Manager shall provide an investment plan to the Board of Commissioners. Upon approval, the District Manager shall invest the funds in an approved manner.
 - f) **Powers.** The District Manager is the Administrative Head of the District and shall:
 - i) Have the power to hire and fire all District employees.
 - ii) Implement policies, rules, regulations, and procedures established by resolutions and directives of the Board. District Manager shall be responsible to and receive authority from the Board in performance of duties. The District Manager shall give reasonable notice to the Chairman of the Board if he is unable to attend any meeting of the Board.
 - iii) Cooperate with Committees in fulfilling their responsibilities
 - iv) Make recommendations regarding engineers or consulting services.
 - v) Make recommendations to Committees on action necessary to fulfill duties.
 - vi) As part of the duties assigned in Item 1.11 above, the District Manager may, within a thirty (30) day period, approve expenditures for budgeted items not exceeding fifteen thousand dollars (\$20,000) each, for the purchase of expendable water control and

plant control chemicals and supplies, replacement of operating spare equipment, and for other supplies and services excluding payroll expenditures. In addition, the District Manager may approve expenditures for budgeted capital equipment items, and expenditures not exceeding three thousand dollars (\$5,000) each, for non-budgeted capital items. Note: This precludes repetitive purchase orders for a single item in excess of \$15,000 total within a 30-day period.

- vii)** In the event of an emergency situation, make the first priority restoring and maintaining service. The Board will then review and ratify emergency expenditures over fifteen thousand (\$15,000) at the next regular meeting.
- viii)** Be authorized to execute and submit all permit applications for projects authorized by the board.
- ix)** Be authorized to approve change orders in construction projects, provided that the aggregate of such changes do not exceed 10% of the Board approved project cost, or \$15,000 whichever is less.
- x)** The District Manager shall prepare for the Board, written reports stating the basis of any change orders where District Manager has acted.
- xi)** The District Manager is directly responsible for the preparation of an annual budget for the District's operations. Upon budget approval by the Board, the District Manager is fully responsible to see that all requirements of that budget are fulfilled.
- xii)** Develop and maintain the District's Capital Improvement Plan, Succession Plan and Strategic Plan.
- xiii)** The District Manager will act as the Emergency Operations Coordinator for the District.
- xiv)** The District Manager will act as the District liaison to the media and all governmental regulatory and all other meetings.
- xv)** In the planned or emergency absence of the District Manager, the Assistant District Manager shall be afforded the District Manager's powers and the Manager shall remain available by electronic means whenever possible.
- xvi)** Be authorized to sign those contracts and/or agreements of a continuing nature, when they come for renewal, and advise the Board at the next regular Board meeting.
- xvii)** Be entrusted with the investment and care of the funds belonging to the District. These funds are subject to constraints as exist or may be imposed by bond resolutions of the District and secured in the same manner as State or municipal funds that are required to be secured by the laws of the State of Florida.
- xviii)** Review financial reports, and submit monthly budget reports to the Board and/or the Finance Committee for review and approval.
- xix)** Serve as the Chief Executive Officer of the District for Collective Bargaining with the certified bargaining representatives of the District's employees.
- xx)** Serve liaison with other governmental agencies and private contractors with whom the Board does business.

xxi) Review and approve invoices with the Treasurer, and has the authorization to sign checks under \$3,000 without the Board approval. The District Manager can endorse all checks following Board Approval.

- xxii)** The District Manager shall retain coverage of: Employee Dishonesty Coverage of \$500,000.
- xxiii)** Also see District Manager's job description for additional duties and responsibilities.
- g) Other.** District Manager is responsible to execute all supervisory duties in the manner directed by the Board of Commissioners. The District Manager shall update his job description as required.
- 3. Additional Duties.** The District Manager shall perform such additional duties assigned to District Manager, by the Board of Commissioners. Such duties shall be within the District Manager's area of responsibility and shall be carried out pursuant to the instruction, direction, and control of the employer.
- 4. Continuing Education.** The District Manager is responsible to maintain his professional certifications and pursue continuing education.
- 5. Manner of performance of Duties.** The District Manager shall at all times faithfully, industriously, and to the best of his ability, experience and talent, perform all of the duties that may be required of and from him pursuant to the express and implicit terms of this employment agreement, to the reasonable satisfaction of Board of Commissioners. Such duties shall be rendered at District's principal place of business and at such other place or places as Board of Commissioners shall, in good faith, require or as the interest, needs, business and opportunities of the District shall require or make available.

The Assistant District Manager shall:

1. Provide in-house engineering –related expertise, comprehensive planning and technical support to the District Manager.
2. Be responsible to and receive authority and direction from the District Manager.
3. Interact on a daily basis with department heads, consulting engineers, contractors, other public and private agencies, the general public and house staff.
4. Provides oversight and reports to the District Manager on all capital improvement projects, including construction of infrastructure, from design through construction and assist in the administration of permitting and right-of-way activities.
5. Review proposals, plats, maps, surveys and designs of drainage facilities. Track all projects in progress, keeping the District Manager informed of their status, make recommendations when necessary for technical decisions on requests for extensions and any other related difficulties that may arise.
6. Meet with the District Manager and Staff, District residents, contractors and consultants when necessary.
7. Prepare and/or review reports, bids, advertisements for bids and plans, and keeping complete and accurate records.
8. Function in the manner provided in the annually presented organizational chart and accompanying job description.
9. Perform other duties as directed by the District Manager.

The Finance Director shall assist the District Manager in all financial matters and shall:

1. Be responsible for financial functions as assigned by the District Manager.
2. When requested by the District Manager, act as liaison between the District Manager and the General Public in financial matters.
3. Administer, direct and manage the District's accounting activities in accordance with the rules and regulations of the District; the annual budget; and Federal and State laws and regulations governing the District's financial reporting requirements.
4. Work with the Treasurer, Accountant, Independent Auditor, and Department Heads when necessary.
5. Function as per the annually presented organizational chart and accompanying job description.
6. Be covered by the employee dishonesty policy.
7. Administer the Procurement Card Program (see also **Policy 1.39**– Check Signing Responsibilities)
8. Perform other duties as directed by the District Manager.

The Field Director is the head of all plant control, telemetry, and right of way operations. The Field Director is responsible for maintenance of the District's facilities including the Serrano Building, Maintenance Shop, Parks, preserves spraying, water control, water quality testing, right of way maintenance, and other related operations on-District owned lands and shall:

1. Administer, direct, and manage all the Water Resource operations in accordance with the rules and regulations of the District and the annual budget, in full compliance with the Federal and State laws and regulations governing stormwater, recharge, and water quality.
2. Function as per the annually presented organizational chart and accompanying job description.

The Field Director also serves as head of all heavy equipment, tractor mowing, and automotive/equipment repair operations and is responsible for maintenance of the District's facilities, including the maintenance building, canal cleanout, mowing, weed-eating, was washout repair and other related operations on District owned lands, and shall:

3. Administer, direct, and manage all Canal Maintenance operations in accordance with the rules and regulations of the District and the annual budget in full compliance with Federal and State laws and regulations governing storm water, recharge and waterquality.
4. Function as per the annually presented organizational chart and accompanying job description.
5. Perform other duties as directed by the District Manager and/or Assistant District Manager.

1. Be responsible for administrative functions e.g., human resources, public relations as assigned by the District Manager.
2. When requested by the District Manager, act as liaison between the District Manager and the General Public.
3. Administer, direct and manage the District's accounting activities in accordance with the rules and regulations of the District; the annual budget; and Federal and State laws and regulations governing the District's financial reporting requirements.
4. Work with the Board, the Public, Staff, District Attorney, Labor Attorney, and Management Team when necessary.
5. Function as per the annually presented organizational chart and accompanying job description.
6. The Resource and Relations Director is employed with the District in a confidential, exempt position, as defined by the Florida Public Employee Relations Commission. Among other job duties, the confidential, exempt responsibilities for the Resource and Relations Director involves providing managerial support during the collective bargaining process, gathering data and information pertaining to the collective bargaining process as well as obtaining comparable data and information from other similarly situated special districts/employers that can assist the District in evaluating proposals and counter proposals. The Director also has the authority to attend shade and bargaining sessions with the District Manager and District Labor Attorney, and has the authority to communicate with the District Labor Attorney and Board of Commissioners on items relating to the collective bargaining agreement and negotiations.
7. Complaint Handling. In the event there is a complaint lodged by a District employee or member of the public relating to the performance or conduct of the District Manager, the Resource and Relations Director must promptly notify the Chairperson of the Board of Commissioners. The Resource and Relations Director and Chairperson must also consult with the District Labor Attorney and District General Counsel. To the extent an investigation may need to be conducted into allegations involving the District Manager, the decision whether or not to authorize an investigation shall be made by the Chairperson of the Board of Commissioners in consultation with the District General Counsel and the District Labor Attorney. District counsel may communicate with the Resource and Relations Director, if appropriate, in order to facilitate any investigation authorized.
8. In the event there is a complaint lodged by a District employee or member of the public relating to the conduct of any Board member, the Resource and Relations Director must promptly notify the District Manager. The District Manager and Resource Relations Director must also promptly notify the District General Counsel and the District Labor Attorney. District Counsel will discuss the

complaint's handling. If appropriate, District Counsel will consult with the District Manager and, if needed, the Resource and Relations Director.

9. In the event there is a complaint lodged by the District Manager involving a Board member, The Resource and Relations Director must promptly notify the District General Counsel and District Labor Attorney. District Counsel will discuss the complaint's handling.

10. Perform other duties as directed by the District Manager and/or Assistant District Manager.

The District's Attorney or his/her designee in his/her absence shall serve as parliamentarian and shall:

1. Advise and assist the Board's Chairman or presiding officer in matters of parliamentary law, including but not limited to Robert's Rules of Order (Newly Revised).
2. In the absence of an express Rule of Procedure in these Policies & Procedures, refer to the Robert's Rules of Order (Newly Revised) on all determinations relating to the parliamentary proceedings.

1. Regular Board meetings are scheduled for the third Monday at 6:00 p.m., or when convenient, subject to change thereafter at any Regular Board meeting (**See Attachment1-E**)
2. The Annual Meeting will be held in January and will consist of the election of officers, the Annual Independent Audit, Annual Engineer's Report and a review of the past calendar year of goals and a presentation of future calendar year goals.
3. Special Board meetings may be held at the call of the Chairman or Vice-Chairman, if the Chairman is unavailable.
4. Committee meetings may be held at the call of the Committee Chairman or at the request of the majority of the Committee members.
5. A permanent record shall be kept of all of the Board of Commissioners' meetings and committee meetings in accordance with the Florida Public Records Laws, Chapter 119, Florida Statutes. Regular, Special, Emergency and Annual Meetings shall be taped and written minutes prepared and approved by the Board of Commissioners. A record of the Executive Sessions shall be prepared as required by **Section 286.011(8)**, Florida Statutes and **District Policy 1.25**.
6. Unless otherwise provided by law, all Board and Committee meetings shall be open to the public.
7. Attendance at Board meetings is mandatory. Commissioners are expected to attend all scheduled meetings (**see Policy 1.20**);

1. At the scheduled time for meetings to begin, a roll call shall be taken to ascertain the presence of a quorum, which shall constitute three (3) members of the Board.
2. Robert's Rules of Order, "Newly Revised", shall guide the conduct of meetings, except as otherwise previously provided in Florida Statutes, the District's Enabling Act or by these Administrative policies. Special Board meetings may be held at the call of the Chairman or Vice-Chairman, if the Chairman is unavailable.
3. If sufficient Board members are not present for a quorum, the meeting shall be cancelled as provided in **Policy 1.29**, and the Agenda for Board consideration when a quorum is present. The office door and the gate (if building is abandoned and gate is closed) should be posted that the meeting is cancelled or postponed.
4. With a quorum being present, motions and resolutions shall carry by a majority vote.
5. "Good Cause" Status: An issue presented outside of the Agenda timeframe may be brought before the Commissioners with "Good Cause" status. A Good Cause issue must be "urgent" in nature or require action to be taken to avoid cost increase or a detrimental loss of time. The Board shall provide the public with a reasonable opportunity to be heard on any "Good Cause" issues that are added to the Board's Agenda for official action pursuant to section 286.0114, Florida Statutes. When adding a Good Cause Item to an Agenda, an additional Public Comment section should be added to the Agenda as well.

1.19 OFFICIAL CORRESPONDANCE

1. The Chairman or Members of the Board may issue correspondence in the name of the District, when so authorized by Board Action. A copy of such correspondence shall be provided to the Secretary to file with the District office per: Policy 1.18.5
2. The District Manager, or his/her designee, in accordance with District policies or actions shall issue correspondence of an official nature.
3. Staff under the direction of the District Manager shall issue District correspondence of a routine nature in the performance of duties.
4. District correspondence will be issued through the District offices.
5. Copies of all correspondence issued by the District shall be maintained as a public record in the District Offices in the manner provided by law.
6. Correspondence shall include electronic transmission.

1. **Definitions.** For the purpose of this Policy the following terms shall have the identified meaning:
 - a) **“Regularly scheduled meetings”** shall mean any monthly meeting that is scheduled and noticed in a regular manner according to the District’s Administrative **Policy 1.21 Notice of Meetings and Workshops**.
 - b) **“Un-Notified Absence”** shall mean the Commissioner did not call and speak to a “Reasonable Contact” before the upcoming board meeting to indicate he or she would not be attending that meeting.
 - c) **“Reasonable Contact”** shall mean one of the following: the District Manager, the Assistant to the District Manager or any other member of the District’s management staff, either in person, by electronic means.
 - d) **“Excused Absence”** shall mean any one or more of the following reasons for not attending a meeting:
 - i) A personal emergency
 - ii) Personal and family illness or injury
 - iii) Vacation
 - iv) Bereavement
 - v) Travel
 - vi) Any other extraordinary circumstance or justification that may be brought before and approved by the Board.
 - e) **“Unexcused Absence”** shall mean an un-notified absence and any other absence that is not approved by the Board of Commissioners.
 - f) **“Cause for Concern”** shall mean that a Commissioner has missed one third of the total number of board meetings in a 12-month period, sporadic attendance, leaving a meeting early without an explanation, or a combination of such actions.

2. Attendance Policies:

- a) The Board may remove any Commissioner who has three (3) consecutive Un-Excused Absences from regularly scheduled board meetings. Based on a consensus of the Board, the Commissioner to be removed will either be notified of the Board’s action by a registered, “return receipt requested” letter of termination or be allowed the option of submitting a letter of resignation.
- b) Commissioners shall not be paid for any Unexcused Absences from regularly scheduled board meetings.
- c) If a Commissioner’s attendance becomes “Cause for Concern”, a consensus of the Board will direct the District Manager to contact the Commissioner as soon as possible to discuss

the problem. The Commissioner's response will be shared by the District.

District Manager with the entire Board at the next regularly scheduled board meeting. If no explanation is provided or if the problem persists or seems irresolvable, the Board may consider any alternatives that may be available.

3. Upon termination, the District Manager will request return of all items the former Commissioner may have in his/her possession that belong to the District. Such items will be returned to the District Headquarters, 601 East County Lane, within two (2) weeks from the date of the District's reception of the return receipt of the letter of termination or of the former Commissioner's letter of resignation.

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4. When the Commission has a vacant seat, its enabling legislation will dictate the method of replacement. NOTICE OF MEETINGS AND WORK SHOPS

1. The Board shall file and publish notice annually a schedule of its regular meetings prescribed by Chapter 189, Florida Statutes, including the date, time and location of each scheduled meeting.
2. Except in the case of emergency meetings, the District shall give at least seven (7) days public notice of any meeting or workshop not included in its schedule of regular meetings by publication in a newspaper of general paid circulation.
3. The notice of meeting or workshop shall state:
 - a) The date, time and place of the event;
 - b) A brief description of the purpose of the event;
 - c) The address (including e-mail) where interested persons can write to obtain a copy of the agenda.
4. The District shall utilize the following form in providing notice of regular meetings or workshops. (See Exhibit 1-C)
5. Notice of meetings shall be posted as follows (per Section 189.417, Florida Statutes ~~F.S.~~):
 - a) **Schedule of Regular Meetings** shall be advertised at least once each year, in October, in the Fort Myers News-Press, or newspaper(s) of general paid circulation in Lee and Hendry County.
 - b) **Special Meetings, Public Hearings and Executive Sessions** shall be published in the Fort Myers News-Press or newspaper(s) of general paid circulation in Lee and Hendry Counties at least seven (7) days prior to the meeting.
 - c) **Meetings or Workshops** involving two or more of the Commissioners shall be advertised in the Fort Myers News press at least seven (7) days prior to the meeting. Notice of all other Committee Meetings will be posted at the Administration office, unless otherwise required by law.
 - d) **Emergency Meetings**

- i) If a meeting is called because a bona fide emergency exists, reasonably advanced notice shall be provided. The agenda at an Emergency Meeting shall be limited to matters dealing only with the emergency situation.
- ii) If advance notice includes posting of writing notice, posting shall occur at the District's Administration Office, and may also occur at the Lehigh Acres Branch of the Lee County Library, State Motor Vehicle Office in Lehigh Acres, and the United States Post Office of Lehigh Acres.
- iii) The Emergency Meeting and any actions taken shall be subsequently ratified by the Board of Commissioners at its next scheduled meeting.

- iv) Following an Emergency Meeting, the District shall publish a notice of the time, date and place of the Emergency Meeting, a statement setting forth the reasons why an Emergency Meeting was necessary and a statement setting forth the action taken at the meeting. Such notice shall be published in the Fort-Myers News-Press, a newspaper of general paid circulation in Lee and Hendry Counties.
- e) **Executive Sessions** of the Board of Commissioners shall be noticed as provided in Section 286.011(8), Florida Statutes and **Policy 1.25**
- 6. If a meeting is recessed to a time certain, notice of reconvened meeting shall be given at the meeting and posted and/or advertised as required by law. If a meeting is cancelled, the doors to the meeting locations and the main gate should be posted with a cancellation notice.

1. The District Manager shall prepare an agenda for all regular, special, emergency and workshop meetings. The agendas for all such meetings and workshops shall include matters the Board of Commissioners may have directed from a previous public meeting, any matters that individual Commission members have requested be included in the agenda pursuant to the requirements provided for in this policy, and any other matters recommended for Board of Commission consideration by the District Manager.
2. The District Manager shall be responsible for preparing and distributing the proposed and final meeting agendas. The District Manager shall distribute to the ~~The~~ Board of Commissioners a proposed agenda for all regular meetings and the Board of Commissioners shall have one (1) business day to review and provide input to the District Manager on the items proposed on the regular meeting agenda, prior to the District Manager's publication of a final regular meeting agenda. The format of agendas for all regular meetings shall follow the ~~(see Sample Agenda format set forth in, Exhibit "1-D")~~. ~~(see Sample Agenda, Exhibit "1-D")~~. The Chairman shall then review the consent agenda with the District Manager, prior to finalization.
3. The Agenda shall be specific as to items to be considered by the Board of Commissioner. All items on the Agenda and related back-up material shall be distributed to the members of the Board of Commissioners in sufficient time to allow the members of the Board to acquaint themselves with the background materials presented by the District Manager. The Agenda and back-up materials will be reproduced electronically or placed in printed booklets. ~~This~~ The Agenda and back-up materials shall be available ~~six (6)~~ seven (7) calendar days before the scheduled regular Board meeting. No other action items not included in the Agenda shall be raised or voted on by the Board unless they receive the "Good Cause" status.
4. All meeting or workshop Agendas shall be prepared and published by the District Manager on the District's website at least seven (7) days prior to the meeting or workshop in accordance with applicable Failure to of the public to receive a copy of the Agenda or any backup thereto shall not be grounds to defer action by the Board.
5. The Agenda shall list the items for consideration and the sequence ~~in the order they~~ the items are to be considered.
6. To accommodate the public or for other good cause, the Chairman may modify the order of business or schedule of particular agenda items to be taken up for consideration and determination at a specified time certain
7. **Agenda Form and Consent Modifications**
 - a) Once the Agenda has been ~~made available for distribution~~ published by the District, no additions to the Agenda may be made except for "Good Cause" items as determined by the Chairman (or a Commissioner presiding over the meeting or workshop as Chairman) or by majority vote of the Board of Commissioners present at the meeting or workshop and so stated in the record. Should a conflict arise between the Chairman and the majority of Board on the proposed addition of a "Good Cause" item on the Agenda, the decision by the majority of the Board shall prevail. Notwithstanding the foregoing, nothing herein shall be construed to prevent the Board from considering any item on an emergency basis.

- b) A specific action item may be added if the general subject matter of the addition was included in the meeting notice previously published by the District or an emergency item exists.
- c) Once the Agenda has been published by the District, items on the Agenda may be removed for consideration at the meeting or workshop by the Chairman (or a Commissioner presiding over the meeting or workshop as Chairman) or by majority vote of the Board of Commissioners present at the meeting or workshop. Should a conflict arise between the Chairman and the majority of Board on the proposed deletion of an item on the Agenda, the decision by the majority of the Board shall prevail. Notwithstanding the foregoing, nothing herein shall be construed to prevent the District Manager from requesting the deletion of any item at the public meeting or workshop.
- d) The Agenda shall provide that the meeting or workshop shall be open to the public unless otherwise specifically provided by law.
- e) Any Commissioner may request that an item be placed on the Agenda for the next meeting by either: (1) requesting at a public meeting of the Board, the inclusion of an item on a subsequent Agenda; or (2) submitting a Request for Agenda Item form (as provided for in Exhibit 1 – E – Agenda Request) to the District Manager no later than 21 days before the meeting or workshop where the Commissioner desires the item heard for action items and 14 days for discussion items.
- f) Staff shall prepare a yellow Agenda Item Summary (AIS) sheet for all consent and action items. Staff may prepare a yellow AIS for discussion items.
- g) State of Florida Website Publishing Requirements and the Americans with Disabilities Act

District Manager

Except for Emergency and Good Cause items, all documentation necessary for each Agenda item must be received in the District Headquarters according to the calendar provided by staff at least two (2) weeks prior to the Board Meeting. Good Cause and Emergency Items shall be adequately documented.

- i) Only the Board, District Manager, Attorney, Auditor, and Engineer possess the

authority to place items on the Agenda. A resident may, in writing, request one of these officials to place an item on the Agenda as provided in Policy 1.37.8. **SPECIAL MEETINGS.**

- j) When important business should be conducted prior to the Regular Meeting. Special Meetings may be called by the Chairman or in his absence, the Vice-Chairman. A notice of such shall be published in the Ft. Myers News-Press, or a newspaper of general circulation in Lee and Hendry County, seven (7) days prior to the special meeting. **(See Policy 1.21 Notice of Meetings and Workshops).**

1. 24 EMERGENCY MEETINGS

1. The District may hold an Emergency Meeting for the purpose of acting upon emergency matters provided that the Board subsequently ratifies the emergency action at its next regularly scheduled meeting **(See Policy 1.22.5.d Notice of Meetings and Workshops).**

125 EXECUTIVE SESSIONS

As provided in Sections 286.011(8) and 447.506(2) of the Florida Statutes:

1. The Board of Commissioners may hold an Executive Session for the limited purpose of discussing settlement negotiations or strategy regarding pending litigation to which the District is presently a party or for the purpose of devising strategy in respect to the collective bargaining with a union provided that the contract has been opened for bargaining.
2. The District's legal counsel shall first advise the Board at a public meeting that he or she desires advice concerning the litigation.
3. The meeting must first convene as a Regular or Special meeting open to the public. The public will then be asked to leave for the duration of the Executive Session portion of the Agenda.
4. A court reporter shall record all discussions during the Executive Session. The Board may reach a consensus on litigation strategy during the Executive Session.
5. Once concluded, the Executive Session will be adjourned and the meeting once again opened to the public. Any formal decisions or approvals requiring a vote shall be made during the public portion of the meeting.
6. The notice of Executive Session shall be advertised in the Ft. Myers News-Press or in a newspaper(s) of general paid circulation in Lee and Hendry County, at least seven (7) days prior to the meeting. **(See Policy 1.22 Notice of Meetings and Workshops).**
7. Nothing contained herein is intended to abrogate applicable Florida Law, and in the event of a conflict between this policy and Florida Law, the latter shall prevail.

126 SPECIAL COMMITTEE DUTIES

1. The Chairman, with the approval of majority of the Board, will create all Special Committees. A Committee shall consist of a mix of Commissioners, staff professionals and/or members of the public. All Special Committees shall be responsible to the Board for the performance of their duties. Any Commissioner may present items of routine nature to the Board without prior Committee consideration.
2. Each Special Committee shall appoint a Chairman who shall:
 - a) Review with the Manager any items delegated by Board action or by the Board Chairman, and take appropriate action.
 - b) Advise the Manager on items involving interpretation of Board policy resolutions.
 - c) Present Special Committee recommendations to the Board at a regularly scheduled meeting, for discussion and Consideration.
3. In pursuing their objectives, Special Committees shall work through the organizational structure and shall consult with the Manager, other Committees, and Board members during public meetings. Special Committees shall take no final agency action. Their function is to gather and analyze information and submit recommendations to the Board for consideration and action. In the event all members of a Committee are not present, a recommendation to the Board of Commissioners shall require a quorum, a motion, a "second" and a unanimous vote of those Special Committee members present before the recommendations is presented to the Board of Commissioners at a Board Meeting. If all members of the Special Committee are present, the recommendation may be made by majority vote.
4. Special Committees will not be staffed by District professionals (e.g. Attorney, Accountant, Engineer, etc.) on a regular basis. The use of professionals by Committees shall be limited to resolution of a specific problem or issue. When an item being considered by a Special Committee requires the specialized information, counsel, or advice of a professional, the Special Committee Chairman will advise the Manager and request the presence of the appropriate professional at the meeting. The Manager will arrange a time at which the professional can be available, notify others involved on Special Committee of the estimated time needed for the subject, and schedule the Special Committee accordingly. The subject involved shall be considered at the scheduled time, following which the professional shall be excused from the meeting.
5. **Attendance.** Special Committee members other than the Commissioners who miss three (3) consecutive meetings will be dismissed by the District Manager in writing. The District Manager will recommend a replacement Special Committee member at the next scheduled Board meeting.
6. Special Committees shall operate and comply with Robert's Rules of Order, the Florida Sunshine Law, Florida's Public Records laws and any other applicable laws or policies.

127 STANDING COMMITTEE

1. The Board of Commissioners may appoint, at its April meeting, a standing Financial Advisory Committee, comprised of five (5) members, to serve as the auditor selection committee as required by Section 218.391, Florida Statutes, and advise the Board on financial matters relating to the District.

1. The Chairman shall take the Chair at the hour appointed for the meeting and shall call the Board to order immediately. The Chairman or Vice Chairman, or designated Temporary Chairman shall conduct the meeting in accordance with Roberts Rules of Order (as Newly Revised).
2. In the absence of the Chairman and Vice-Chairman, the Manager shall then determine whether a quorum is present, and if so, shall call for the election of a temporary Chairman.
3. Upon arrival of the Chairman or the Vice-Chairman, the temporary Chairman shall relinquish the Chair upon the conclusion of the business immediately before the Board.

1. Three (3) Commissioners shall constitute a quorum. No resolution or motion shall be adopted by the Board without the affirmative vote of the majority of the Commissioners present, as long as a quorum is present. Commissioners may be teleconferenced into the meeting and vote, so long as three (3) Commissioners are present in the legally established location.
2. Any Commissioner who announces a conflict of interest on a particular matter and who must refrain from voting or otherwise participating in the proceedings related to that matter should be deemed present for the purpose of constituting a quorum.
3. The Board may entertain motions for continuances and may, in its discretion, grant such motions upon a showing of good cause.
4. Should a quorum not be attained within fifteen (15) minutes after the hour appointed for their meeting of the Board, the Chairman or the Vice-Chairman, or in their absence, the Manager or his/her designee, shall cancel the meeting. The names of the members present at such meeting shall be recorded as well as the names of the members absent and whether or not the absence is excused as provided in Policy 1.21.

130 GETTING THE FLOOR; IMPROPER REFERENCES TO BE
AVOIDED

1. Any Commissioner desiring to speak for any purpose shall address the presiding officer and, upon recognition, shall confine himself to the question under discussion.

1. A Commissioner, once recognized, shall not be interrupted when speaking unless it is to call him to order or as herein otherwise provided.
2. If a Commissioner who is speaking is called to order, he/she shall cease speaking until the presiding officer determines the question of order, and, if in order, he shall be permitted to proceed.
3. Any Commissioner may appeal the decision of the Chairman upon any question of order, whereupon without debate the Chairman shall submit to the Board the question, "shall the decision of the Chairman be sustained"?
4. The Board shall then decide by a majority vote.

1. Any Commissioner may move to close the debate and call the question on the motion being considered. By request of a Commissioner, members of the Board shall be publicly polled to decide whether debate may be reopened.

133 GENERAL MOTIONS

1. Motions will be completely restated directly by the Commissioner making the motion before every vote.

1. The vote upon any resolution, motion, or other matter may be by voice, provided the Chairman or any Commissioner may require a roll call vote to be taken. Upon every roll call vote, the names of the Commissioners shall be called alphabetically by surname, except the names shall be rotated after each roll call vote so that the Commissioner who voted first on a preceding roll call shall vote last upon the next subsequent matter. However, the presiding officer shall always cast his/her vote last. Upon relinquishing the Chair, the Chairman shall vote in alphabetical order with the other Commissioners.
2. Upon any roll call vote there shall be no discussion by any member prior to voting, and he/she shall vote “yes” or “no”. Any member upon voting may give a brief statement to explain his/her vote. A Commissioner shall have the privilege of filing with the minutes a written explanation of this vote.
3. The secretary or his/her designee shall call the roll, tabulate the votes, and announce the results.
4. In the event this process is not followed, the outcome of the resulting vote(s) shall not be affected.

In general, a Commissioner shall not abstain from voting.

1. In compliance with the Florida Ethics Law, Chapter 112, Part III, Florida Statutes (Code of Ethics for Public Officers and Employees), and other applicable laws, a Commissioner shall abstain from voting on a measure which inures to his or her special private gain or loss. Each Commissioner also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate.
2. For the purposes of determining whether a voting conflict exists, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).
3. In addition to abstaining from voting in the situations described above, the Commissioner shall disclose the conflict **PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which he or she is abstaining from voting; *and* **WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing Florida Ethics Commission Form approved for such purpose, as the same may be revised from time to time, with the Secretary, who shall incorporate the signed form into the minutes of the Meeting.
4. The Florida Code of Ethics, the Florida Ethics Commission or the District’s Attorney should be consulted if a Commissioner is uncertain about abstention.

1. Each person who wishes to address the Board shall fill out a speaker's card. When they step up to the speaker's lectern they shall give the following information in an audible tone of voice for the minutes:
 - a) His/her name;
 - b) Whether he speaks for himself/herself, a group of persons, or a third party. If the speaker says that he/she represents an organization, whether the view expressed by the speaker represents an established policy of the organization approved by the Board or governing council.
2. The speaker shall limit his/her address to three (3) minutes. All remarks shall be addressed to the Board as a body and not to any individual Commissioner.
3. No person, other than Commissioners and the person having the floor shall be permitted to enter into any discussion either directly or through a member of the Board, without the permission of the presiding officer.
4. No question shall be asked a Commissioner except through the Chairman.

1. General public input shall be allowed provided that a speaker's card is presented to the Chairman's designee prior to the Public Comment section of the Agenda. The public shall be afforded at least one opportunity on the Agenda to address the Board on Agenda or non-agenda items. – During the public comment section of the Agenda, the public shall observe the District's three (3) minute speaking time limitation.
2. Each person who wishes to address the Board shall fill out a speaker's card. When they step up to the speaker's lectern, they shall give the following information in a tone of voice audible for the minutes:
 - a. His/her name;
 - b. Whether he speaks for him/herself, a group of persons, or a third party. If the speaker says that he/she represents an organization, whether the view expressed by the speaker represents an established policy of the organization approved by its board or governing council;
3. The speaker shall limit his or her address to three (3) minutes. All remarks shall be addressed to the Board as a body and not to any individual Commissioner. A speaker's time to be heard, may be extended beyond the three (3) minute time limitation by the Chairman or by a vote of the majority of the Board of Commissioners. The Chairman may allocate additional time to speakers during public hearings.
4. No person, other than Commissioners and the person having the floor shall be permitted to enter into any discussion either directly or through a member of the Board, without the permission of the presiding officer.
5. No question shall be asked to a Commissioner except through the Chairman.
6. Each regular, special meeting or any other agenda shall set aside time for public input, prior to other business but after any announcements.
7. During the course of the meeting, the Chairman, at his/her discretion, may allow public input on a particular item.
8. Any person wishing to address the Board of Commissioners at a regular meeting who requires an amount of time longer than that established for general public input, may request to be placed on the Agenda (see Sample Request Form, **Attachment "1-E"**). Such persons must be sponsored by a Board Member, Manager, Attorney or Engineer to be placed on the Agenda. Appropriate forms shall be made available by the District, and must be completed and submitted to the Manager or his/her designee, no less than 10 days prior to the date of the meeting.
9. Should a group of the public come to speak on an issue, the group shall appoint a speaker to represent the group. The speaker shall adhere to all rules outlined in this section.

1. The presiding officer shall bar from further audience before the Board any person making impertinent or slanderous remarks or who becomes boisterous or disruptive while addressing the Board during a meeting. This person may be granted permissions to continue or again address the Board by a majority vote of the Board members present.. Any member of the public who becomes disruptive, unruly, or interferes with the conduct of the District's business at the meeting is subject to removal.
3. The Chairman or presiding member of the Board during a meeting, may recess or adjourn a meeting to restore decorum or end disruptive, unruly behavior that interferes with the conduct of the District's business at meetings.

1. Commissioners and District employees shall be reimbursed for money expended in the conduct of their official duties. Money expended includes established allowance per mile for use of personal vehicle and per diem allowance for meals, lodging and miscellaneous expenses incurred in the conduct of District affairs, in accordance with Section 112.061, Florida Statutes and Section 9 of the District's Policy and Procedures Manual (Travel Policy).
2. Commissioners or District employees will execute their own appropriate reimbursement forms, which are available at the District's office.
3. A session of the Board shall be defined as each meeting opened and adjourned.
4. Commissioners that have been compensated during the calendar year shall receive an IRS Form W-2 in January of the following year.

140 INVOICE AND CHECK SIGNING RESPONSIBILITIES

1. Commissioners and the Manager shall not sign checks payable to themselves without co- signatures.
2. All Commissioners have check-signing authority. If the Treasurer is not available on the designated day, check-signing responsibility falls in the following order, to the Chairman, Vice Chairman, Secretary, then to a Board member.
3. The Manager may approve invoices and sign checks for payroll, utility charges, fuel, , insurance premiums, water quality testing and goods or services provided by other governmental agencies over **THREE THOUSAND DOLLARS** (\$3,000) without Board approval.
4. The Manger may approve invoices and sign checks for all expenditures less than **FIVE THOUSAND DOLLARS** (\$5,000) including procurement card purchases (exception: individual purchases **that exceed \$3,000**).
5. The Finance Director may approve invoices for Procurement Card purchases of less than **ONE HUNDRED DOLLARS** (\$100) following department manager approval. The Manager will approve all purchases initiated by the Finance Director.
6. All other invoices not included in **Policy 1.40.3** shall be presented to the Board for approval, following which they shall be signed in accordance with Policy **1.40.2**.

1. Copies of records of the District will be provided consistent with the requirements of ~~Section~~ Chapter 119, Florida Statutes. A request form shall be executed by the requestor. If the requestor declines, a District employee will execute the request form. The employee shall log all time spent on research and, prior to delivery of a report to the requestor or copies of records, all required fees shall be collected for material and time expended pursuant to Chapter 119, Florida Statutes and this Policy.
2. All minutes, papers, and records of the District may be viewed (or listened to if in audio format) in reproduction, by any person.
3. Reproduction of any document, map, audio or video will be provided to any requestor at a charge of \$.15 per each one-sided copy and \$.20 per sheet of a two-sided copy for documents up to a legal (8 ½" x 14") size, \$9 for a 24" by 36" map, \$10 per cassette tape, CD, DVD, flash drive, etc. A records request demanding more than 15 minutes staff retrieval time, research of records or general labor by District staff to produce requested documents or information shall be charged at a rate of \$40 per hour, plus any additional costs incurred by District Legal Counsel or the District Engineer. The requestor shall be informed of and agree to the research charge in advance of the work being performed. If a certified copy of a document bearing the seal of the District and the signature of the Secretary is requested, the charge will be \$1.00 per page.
4. All letters, contracts, reports or other papers received by, or belonging to the District shall be placed in files set up and maintained under the direction of the Manager in such a manner as to be readily available or retrievable. No original document shall be removed from the District offices, except as may be required for legal purposes. In this event, a copy will be retained in the files, carrying a notation as to the location of the original.
5. Personnel records shall be reviewed in the presence of the District's Custodian of Records. Any person requesting to review any personal records under Chapter 119, Florida Statutes, must do so in the presence of the Custodian and a record of such review shall be kept in the file.
6. Only District staff shall have direct access to District files, records and/or tapes. Commissioners may request records in the same manner as the public, although records will be reproduced free of charge for Commissioners. Commissioners will mark the documents for copying. Staff will then make all copies.
7. Any person reviewing original records will be assigned to a Custodian and the review shall be conducted in the presence of the Custodian.
8. Commissioners who request a study, a gathering of statistics or a written response to questions should make such request at a meeting upon and through the Consent or Action Agenda, properly submitted at least seven (7) days before the advertised meeting.

1. All press releases are the responsibility of the Manager, or his/her designee.

143 LEGAL SERVICES: COMMISSIONERS AND EMPLOYEES

1. The District shall provide and pay for legal services for the defense of any present or former Commissioner, and/or employee against whom legal action is instituted or threatened as a result of acts performed in fulfilling of duties and responsibilities for the District, with the exception of fraud, embezzlement of District funds, theft of District property or willful neglect of official duties.
2. Resource and Relations Director is the confidential employee for the District. This role and the District Manager have the authority to notify and correspond with District Attorney, Labor Attorney and Board of Commissioners.

344 COMMUNICATIONS WITH STAFF

1. Except for the purpose of inquiry and obtaining information that is readily available, without staff research, a Commissioner shall not interfere with the performance of duties of any employee who is under direct or indirect supervision of the District Manager.
2. Personnel concerns and grievances are under the authority of the District Manager and will follow the grievance procedure outlined in the employee manual and/or the Union contract.
3. Any Commissioner may, for the purpose of information, ask questions of any employee of the District.
4. However, no Commissioner may issue orders or directives to employees or the District Manager of the District, other than by and through Board action.
5. Staff shall provide to each Commissioner a laptop computer with wired/wireless modem for the purpose of communication, if requested.
6. Commissioners may have conversations with employees via e-mail, text messaging, and instant messaging or by any other electronic means. Such written communications shall be public records of the District. Unless otherwise prohibited by law, District records or other existing information provided electronically to one Board member by staff shall be made available to all Board Members.
7. Commissioners may not directly communicate with each other regarding official business except in the context of a Board meeting as set forth in Chapter 286, Florida Statutes.

1. The District has recognized the Teamsters Union to represent the bargaining unit for the employees. The District must have a contract in place and must bargain in good faith with the Union.

1.46 DISTRICT EVENT POLICY

1. The District shall not use assessment revenue to host parties, social gatherings, open houses, appreciation events, community forums, or other similar events. Funding for such events shall be from other unrestricted sources including, but not limited to, donations and sponsorships. Any donations or sponsorships received for such events shall be directed to and be the responsibility of the District Manager. Sponsorship and donor funds shall be applied to District expenditures that exceed normal business operational costs and for reasonable expenses related to the event.
2. Notwithstanding the foregoing, any gifts, sponsorships, money or donations remitted to the District for events shall be subject to the regulations set forth in Part III of Chapter 112, Florida Statutes, and the regulations promulgated by the Commission on Ethics.

1.47 CONFLICT OF LAWS

Any conflict between these policies and State or Federal Law shall be resolved in favor of the law governing such conflict, and the non-offending, remaining policy provisions shall continue in full force and effect.

EXHIBIT 1 – A – DISTRICT MAP (REMOVE AND
REPLACE WITH MOST RECENT BOUNDARY MAP)

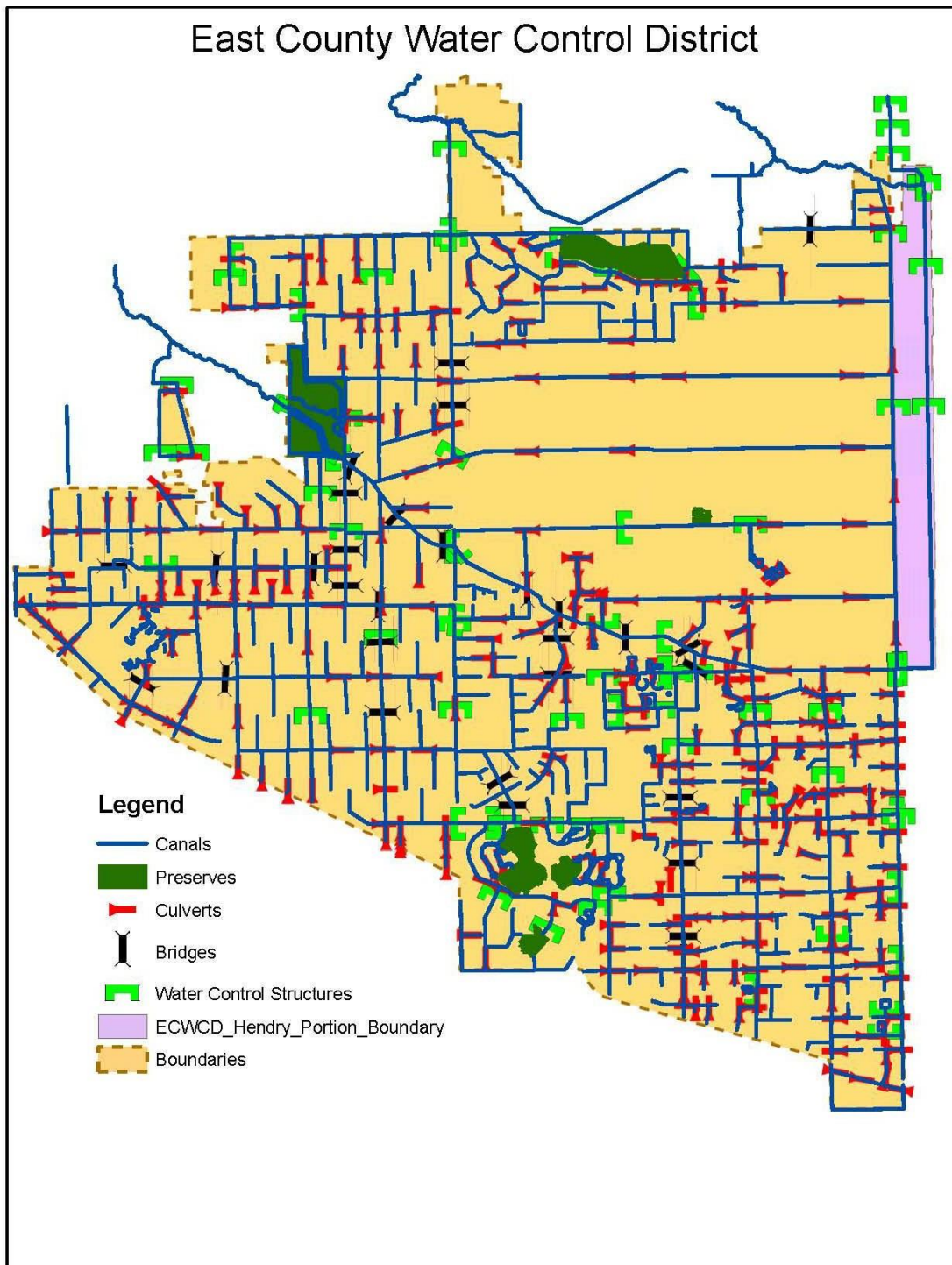
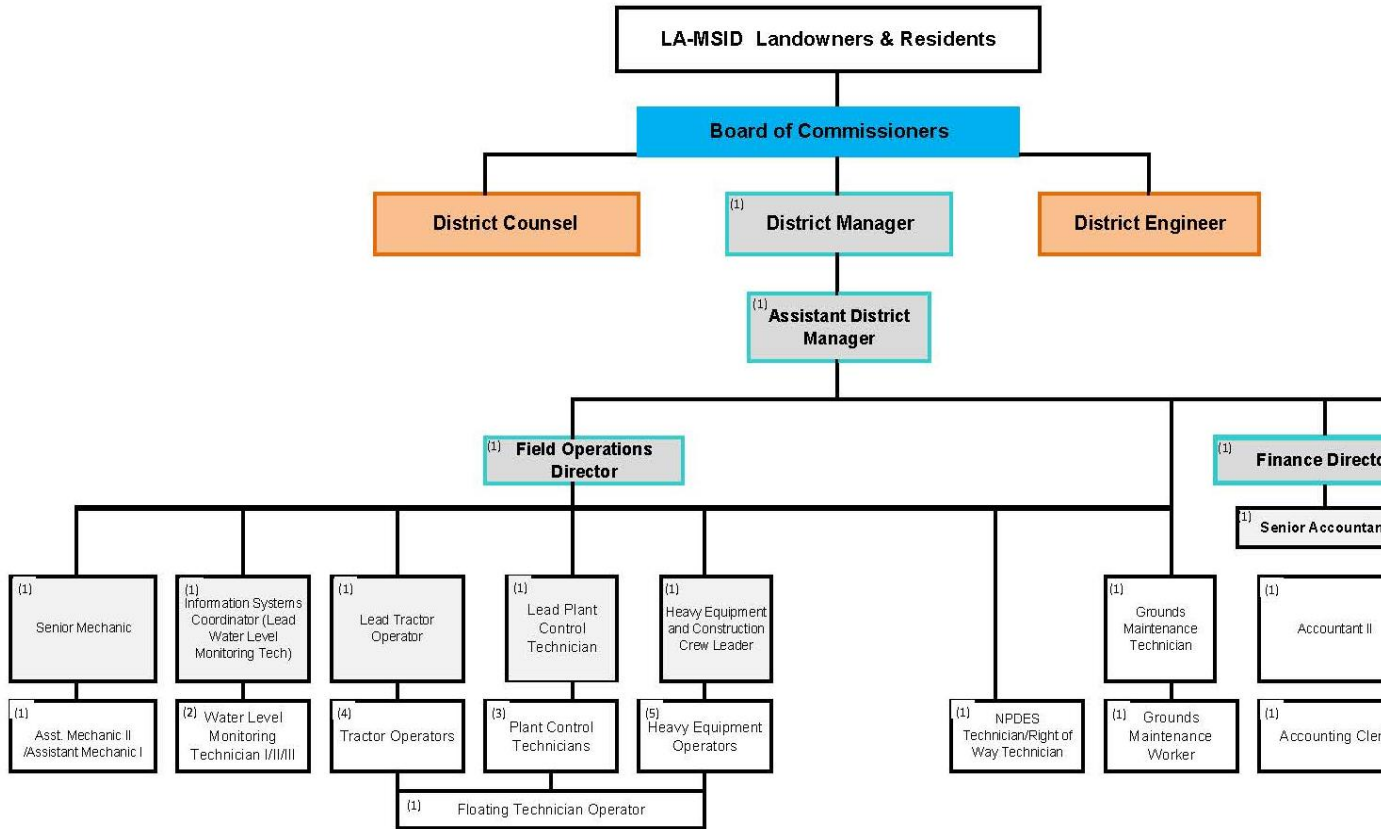


EXHIBIT 1-B – ORGANIZATION CHART

Lehigh Acres Municipal Services Improvement District Organization Structure

Approved: 12/16/2019

Effective: 1/31/2020



The above chart depicts that the landowners and residents of Lehigh Acres MSID elect the Board of Commissioners. The Board of Commissioners establish policy and the District Manager oversees the operations of the District. The District Engineer and District Counsel are contracted by the Board of Commissioners to act for the District and to advise the board. The chart depicts the District Manager. Total number of 35 full-time, regular employee slots.

Contracted Consultants
Management Staff

EXHIBIT 1-C – NOTICE OF MEETING

1E-D

EXHIBIT 1-D - SAMPLE AGENDA

October 18, 2010 – 6:30 P.M. –Regular Meeting

~~East County Water Control District~~ Lehigh Acres

Municipal Services Improvement District

Williams Ave

Lehigh Acres, FL 33972

This meeting is open to the general public

1. Preliminaries

- A. Roll Call
- B. Invocation & Pledge of Allegiance
- C. Presentation of Awards
- D. **Public Comment for Agenda and Non-Agenda Items**
- E. Move, Remove and Add Agenda Items
- F. Approval of Agenda
- G. Action on Removed Consent Items
- H. Approval of Consent Agenda

2. Consent Agenda

- A. Invoices & Change Orders
- B. Approval of Minutes – August 30, 2010, Special Mtg., September 27, 2010 Regular Mtg.
- C. Skid Steer Purchase
- D. Resolution 10-21, Surplus Resolution
- E. FDEP 2005 Loan Audit
- F. FY 2010 Minutes Ratification
- G. Permit 11-01, CenturyLink Bore Under Clam Canal
- H. 2010/2011 General Modeling Agreement – ADA Engineering

3. Action Agenda

- A. Good Cause Items
- B. Administration Bldg. Bank Loan Commitment Letter
- C. Administration Building Sales and Purchase Agreement, Lease, Town Lakes Square
- D. RES 2011-01 Series 2010 Bank Note Construction Projects
- E. Florida Div. of Election Opinion on Board Vacancy-Commissioner Barrett

4. Discussion Agenda

- A. Old Business
- B. New Business
 - 1. Code of Ethics and Business Conduct
- C. Engineer's Report
- D. Attorney's Report
- E. Staff & Financial Report
- F. Treasurer's Report
- G. Secretary's Report
- H. **Public Comment, Open Forum**
- H. Adjournment

EXHIBIT 1-E AGENDA REQUEST FORM

LEHIGH ACRES MUNICIPAL SERVICES

IMPROVEMENT DISTRICT

REQUEST FOR AGENDA ITEM

NAME: _____

DATE: _____

MEETING DATE: _____

PLEASE CHECK ONE:

☐ Consent Agenda

☐ Action Agenda

Discussion Agenda

☐ Old Business

☐ New Business

☐ Public Comment 3 Minute Maximum

SUBJECT:

ACCOMPANYING MOTION (FOR ACTION AGENDA ONLY):
