

MEETING OF THE DISTRICTS
Tuesday, July 19, 2022
9:30 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

DISTRICTS LIST

AVON PARK ESTATES S. B. D.	ORANGE VILLA MOBILE HOME ESTATES S. B. D.
DESOTO CITY S. B. F. D.	PLACID LAKES S. B. D.
HIGHLANDS PARK ESTATES S. B. D.	PLACID LAKES S. B. F. D.
HIGHLANDS PARK S. B. F. D.	RED HILL FARMS IMPROVEMENT DISTRICT
HIGHWAY PARK S. B. D.	SEBRING ACRES S. B. D.
LAKE HAVEN ESTATES S. B. D.	SEBRING COUNTRY ESTATES S. B. D.
LAKE PLACID S. B. F. D.	SEBRING HILLS S. B. D.
LEISURE LAKES S. B. F. D.	THUNDERBIRD ROAD WASTEWATER S. B. D.
LORIDA S. B. F. D.	VENUS SPECIAL B. F. D.
ORANGE BLOSSOM ESTATES S. B. D.	WEST SEBRING S. B. F. D.
ORANGE BLOSSOM UNIT 12 S. B. D.	
ISTOKPOGA MARSH WATERSHED IMPROVEMENT DISTRICT	
SUN 'N LAKE ESTATES AND ACREAGE OF LAKE PLACID—S. B. D.	
SUN 'N LAKES OF LAKE PLACID RECREATION DISTRICT	
HIGHLANDS LAKES SPECIAL TAX DISTRICT	
COUNTYWIDE FIRE DISTRICT	
OAK MANOR AVENUE ROAD PAVING MUNICIPAL SERVICE BENEFIT DISTRICT	

1 MEETING CALLED TO ORDER

2 PRESENTATIONS:

3 PUBLIC COMMENT

4 CONSENT AGENDA

- 4.A *Consideration of IMWID Task Order Authorization (TOA) No. 2-1 between Highlands County and Cool and Cobb Engineering Company to complete the structure design and permitting necessary to solicit for construction for repair and replacement.*
Jonathan Harrison, Road & Bridge Director
Fiscal Impact is \$27,000 to Fund 109 Istokpoga Marsh Watershed Improvement District.
[IMWID TOA #2.pdf](#)
- 4.B *Request adoption of Resolution 21-22-140 for Budget Amendment 21-22-102 to bring fund balance forward into the Sun 'N Lakes of Lake Placid Special Recreation District*
Valerie Fleeger, Budget Analyst II/NAV
The fiscal impact is an increase to Fund 128 (Sun 'N Lakes of Lake Placid Special Recreation District) and the overall budget in the amount of \$26,835.
[21-22-102R Sun 'N Lakes LP SBD \(Resolution\).pdf](#)

5 PUBLIC HEARING

6 ACTION AGENDA

7 ADJOURN

Any person who decides to appeal any decision made by the Board of Supervisors of any of the Special Districts of Highlands County, Florida, in a public hearing or quasi-judicial proceeding is hereby advised that he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record will include the testimony and evidence upon which such appeal is to be based.

The Board of Supervisors of the Special Districts in Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans With Disabilities Act or Section 286.26, Florida Statutes should contact the Highland County Human Resources Department, ADA Coordinator at: 863-402-6509 (voice), or via Florida Rely Service 711, or by e-mail: hrmanager@highlandsfl.gov. Requests for CART or interpreter services should be made as soon as possible but no later than 48 hours in advance of a public meeting to permit coordination of the service.

Please note our new website address: www.highlandsfl.gov

Any invocation that may be offered before the official start of the meeting of the Board of Supervisors of the Special Districts of Highlands County shall be the voluntary offering of a private citizen. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Highlands County, nor is Highlands County allowed by law to endorse the religious beliefs or views of any speaker.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 19, 2022

PRESENTER: Jonathan Harrison, Road & Bridge Director

SUBJECT/TITLE: Consideration of IMWID Task Order Authorization (TOA) No. 2-1 between Highlands County and Cool and Cobb Engineering Company to complete the structure design and permitting necessary to solicit for construction for repair and replacement.

STATEMENT OF ISSUE

TOA No. 2 recently completed by Cool and Cobb identified 3 culverts necessary to repair/replace within 1 year, with other suggested improvements. To complete the construction of the 3 culverts, design and permitting must be completed--along with a complete bid package to solicit the 3 construction areas. During Construction, CEI services will need to be performed to validate proper placement and completion. Cool and Cobb have been attained to complete the above process in its entirety, as well as coordinate with Highlands County and appropriate IMWID stakeholders.

RECOMMENDED ACTION

Move to approve IMWID Task Order Authorization (TOA) No. 2-1 between Highlands County and Cool and Cobb Engineering Company to complete the structure design and permitting necessary to solicit for construction for repair and replacement in the amount of \$27,000.00.

FISCAL IMPACT

Fiscal Impact is \$27,000 to Fund 109 Istokpoga Marsh Watershed Improvement District.

Attachments: [IMWID TOA #2.pdf](#)

HIGHLANDS COUNTY, FLORIDA AUTHORIZATION FORM

Select One of the following	
☒ TOA: TASK ORDER ASSIGNMENT (UNDER \$50,000)	#2-1
☐ CSA: CONSULTANT SERVICE AUTHORIZATION (OVER \$50,000)	#
Upon binding execution by both Parties, this Authorization Form becomes an attachment to and a permanent part of the Master Professional Continuing Services Agreement <u>Cool and Cobb Engineering Company</u> (Agreement) between HIGHLANDS COUNTY and (CONSULTANT) identified by the Master Contract Date. In accordance with Florida Statutes Section 287.055 (2)(g) the CONSULTANT is providing professional services to the COUNTY for work of a specified nature as outlined in the Agreement.	Project Amount: \$27,000.00
	Budget Account Number: Fund or cost enter account/project #, if applicable 7989 54600
	RFP# 20-024 Category 2 Engineering
	Master Contract Date: 03/16/2021

NOTE: THE CONSULTANT MAY NOT BEGIN WORK UNTIL THIS FULLY SIGNED CSA/TOA AND, AS NECESSARY, A COUNTY PURCHASE ORDER ARE DELIVERED TO THE CONSULTANT.

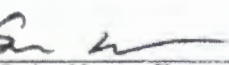
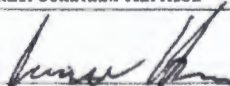
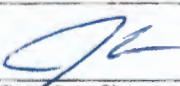
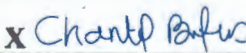
SUMMARY OF WORK TO BE COMPLETED	
<i>Each Task Authorization package must include:</i>	
☒ Exhibit A – Scope of Work	☐ Exhibit C – Sub-Consultants - N/A
☒ Exhibit B – Compensation	☐ Exhibit D – Plans/Drawings/Survey -N/A
DEPARTMENT APPROVAL	
Recommended by Print Name: Sam Eriksen	Reviewed by Print Name: Jonathan Harrison
X  7/11/2022 1. Project Manager Signature Date	X  7/11/2022 2. Director or Designee Signature Date
CONSULTANT ACCEPTANCE	
Consultant's Designated Agent - ON BEHALF Print Name: Carl E. Cool OF CARL E. COOL	Consultant Project Manager: Print Name:
X  President 7/12/22 3. Consultant Signature Date	
PURCHASING REVIEW	LEGAL REVIEW
Purchasing Manager or Designee Print Name: Lori DeLoach, Purchasing Manager	County Attorney or Designee Print Name: Sherry G. Sutphen, County Attorney
X Lori K. DeLoach Digitally signed by Lori K. DeLoach Date: 2022.07.12 11:33:33 -04'00' 4. Purchasing Manager or Designee Signature Date	X  for Sherry Sutphen, County Atty 7/12/2022 5. County Attorney or Designee Signature Date
COUNTY APPROVAL	
County Administrator or Designee (under \$50,000) Print Name: Laurie Harner, County Administrator	Board Chair (over \$50,000) Print Name: Kathleen G. Rapp, Chair
X 6. County Administrator or Designee Signature Date	X 7. Board Chair or Designee Signature Date

Exhibit "A"
Scope of Work

PROJECT: Istokpoga Marsh Watershed Improvement District—Canal and Structure-Design

The CONSULTANT is to provide the following services for the Project. The CONSULTANT shall keep the COUNTY informed of the progress of such work.

BACKGROUND:

Task Order Assignment (TOA) 2, dated February 2, 2022, was initiated to conduct the research to provide the Canal and Structure Report(s) necessary to determine project need. TOA 2-1 is the next step to provide the Canal and Structure Design necessary to solicit for the construction to repair.

TASK 1. DESIGN ASSISTANCE

- 1) Design the replacement structures of the steel outflow pipes on the three noted structures.
- 2) Design the temporary dewatering sheet pile structure on Lake Istokpoga for structure STR 4.

Deliverables

- 1) Design the replacement structures of the steel outflow pipes on the three noted structures
- 2) Design the temporary dewatering sheet pile structure on Lake Istokpoga for structure STR 4.

TASK 2: PERMITTING ASSISTANCE

- 1) Complete the permitting application for the temporary sheet pile structure needed for structure STR 4.
- 2) Complete the permitting application for the removal and replacement of the outflow pipes for structures STR 4, STR 7 & STR 8.

Deliverables

- 1) Complete the permitting application for the temporary sheet pile structure needed for structure STR 4.
- 2) Complete the permitting application for the removal and replacement of the outflow pipes for structures STR 4, STR 7 & STR 8.

TASK 3: SOLICITATION ASSISTANCE

- 1) Prepare the plans and specifications for the proposed replacements to the existing structures.
- 2) Prepare the bid documents needed to allow the county to seek bids for the work specified.
- 3) Review all bids received by the county and write up a recommendation on the bids received.

Deliverables

- 1) Prepare the plans and specifications for the proposed replacements to the existing structures.
- 2) Prepare the bid documents needed to allow the county to seek bids for the work specified.
- 3) Review all bids received by the county and write up a recommendation on the bids received.

TASK 4: CONSTRUCTION ASSISTANCE

- 1) Complete inspections of the work on each of the three structures and review all pay request on the work completed.
- 2) Make recommendations on each pay request and submit recommendations to the county for county consideration.
- 3) Write up as built certification when work is completed and approved to close out the project.

Deliverables

- 1) Complete inspections of the work on each of the three structures and review all pay request on the work completed.
- 2) Make recommendations on each pay request and submit recommendations to the county for county consideration.
- 3) Write up as built certification when work is completed and approved to close out the project.

PERIOD OF SERVICES:

Upon receipt of a duly executed copy of this Authorization Form, the CONSULTANT will promptly initiate the Scope of Services outlined above. Final completion of services will be within one-hundred eighty (180) calendar days from the Purchase Order.

Exhibit "B"
Compensation

Istokpoga Marsh Watershed Improvement District—Canal and Structure- Design		
TASK	DESCRIPTION	Lump Sum FEE
1-4	IMWID Water Control Structure Design	\$27,000.00
FIXED FEE (Including Reimbursable Expenses)		\$ 27,000.00

Exhibit "C"
Sub-Consultants

Not Applicable

EXHIBIT "D"
Plans/Drawings

Not Applicable

Remainder of page intentionally left blank

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 19, 2022

PRESENTER: Valerie Fleeger, Budget Analyst II/NAV

SUBJECT/TITLE: Request adoption of Resolution 21-22-140 for Budget Amendment 21-22-102 to bring fund balance forward into the Sun 'N Lakes of Lake Placid Special Recreation District

STATEMENT OF ISSUE

This budget amendment is necessary to bring fund balance forward to appropriate additional funds. Additional expenditures occurred during the year that were unforeseen when the FY 21/22 budget was prepared.

RECOMMENDED ACTION

Move to adopt resolution 21-22-140 for budget amendment 21-22-102.

FISCAL IMPACT

The fiscal impact is an increase to Fund 128 (Sun 'N Lakes of Lake Placid Special Recreation District) and the overall budget in the amount of \$26,835.

Attachments: [21-22-102R Sun 'N Lakes LP SBD \(Resolution\).pdf](#)
[21-22-102 Sun 'N Lakes LP SBD \(BA\).pdf](#)

RESOLUTION NO. 21-22-140

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA AS THE GOVERNING BODY FOR THE SUN 'N LAKES OF LAKE PLACID SPECIAL RECREATION DISTRICT (HEREIN REFERRED TO AS THE "DISTRICT"); PERTAINING TO BUDGET AMENDMENT 21-22-102 TO THE SUN 'N LAKES OF LAKE PLACID SPECIAL RECREATION DISTRICT; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the creation Ordinances, as codified by the Highlands County Code of Ordinances, for the various Districts which are the subject of this Resolution, the governing body for each such District may amend the budget thereof; and

WHEREAS, the Highlands County Board of County Commissioners as the governing body for each District set forth herein has determined that a budget amendment is necessary and proper within the Sun 'N Lakes of Lake Placid Special Recreation District.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS AS THE GOVERNING BODY OF THE DISTRICTS, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Approval of Budget Amendment. Budget Amendment 21-22-102 is hereby approved and authorized to bring fund balance forward to appropriate additional funds in the amount of \$26,835.

SECTION 3. Implementation of Administrative Actions. The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of Highlands County pertaining to the budget amendment approved hereby, as well as any and all matters

relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 19th day of July 2022.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS AS
GOVERNING BODY FOR THE
DISTRICTS**

By: _____
Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

July 7, 2022

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

(Transfers over \$5,000 require Board approval)

DATE: 7/1/2022

SUBMITTED BY: Valerie Fleege

FUND(S): 128 FUND TITLE(S): SNL Lake Placid Spec. Rec. Distr. COST CENTER(S) #: 7974
PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): SNL Lake Placid Recreation District
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	128		3999100	FUND BALANCE BROUGHT FORWARD		26,933.00	26,835.00		53,768.00
E	128	7974	53400	CONTRACTUAL SERVICES		36,525.00	1,430.00		37,955.00
E	128	7975	54100	COMMUNICATIONS & FREIGHT		3,175.00	4,250.00		7,425.00
E	128	7976	54300	UTILITY SERVICES		11,390.00	1,816.00		13,206.00
E	128	7977	54400	RENTALS AND LEASES		3,100.00	984.00		4,084.00
E	128	7974	54600	REPAIR & MAINTENANCE		33,723.50	16,000.00		49,723.50
E	128	7974	54900	OTHER CHARGES OBLIGATIONS		875.00	1,800.00		2,675.00
E	128	7977	55200	OPERATING SUPPLIES		2,450.00	555.00		3,005.00

REASON: This budget amendment is necessary to bring fund balance forward to appropriate additional funds. Additional expenditures occurred during the year that were unforeseen when the FY 21/22 budget was prepared.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 21-22-102

TRANSFER TYPE:

Approval

Denial

ACTION:
Board _____ Approved _____ Denied _____
County Administrator _____ Approved _____ Denied _____

ITEM TO ITEM

RESERVE

BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: ____ / ____ / ____

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020