



Captiva Erosion Prevention District
February Board Meeting
Monday, February 7th, 2022
Tween Waters Inn, Ding Darling Room
15951 Captiva Drive
Captiva, Florida 33924
Public Attendance via Zoom

1. Call to Order

- Chairman Silvia called to order the regular Board meeting of the Captiva Erosion Prevention District (CEPD) at approximately 1:00 pm on February 7th, 2022.

2. Roll Call

- The following persons were in attendance:
 - CEPD Commissioners:
 - Seat 1, Linda Laird, Commissioner
 - Seat 2, René Miville, Vice Chairman
 - Seat 3, Bob Walter, Commissioner
 - Seat 4, John Silvia, Chairman
 - Seat 5, Richard Pyle, Treasurer
 - CEPD Staff:
 - Jennifer Nelson, Executive Director
 - Daniel Munt, Technical Policy Director
 - James Elston, Administrative Director
 - Lindsey Ford, Legislative Administrative Aide
 - Laura Pegler, Social Media Director
 - Ralf Brookes, CEPD Attorney
 - Public:
 - Joel Caouette, Sanibel Natural Resources Department

3. Approval of Minutes

- January 10th, 2022 Board Meeting
 - Treasurer Pyle motioned for the approval of minutes. Vice Chairman Miville seconded that motion. The motion was voted on and passed unanimously.
 - In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle

- Vice Chairman Miville asked attorney Ralph Brookes if it was necessary to perform a roll call after each vote, noting that it was not done in the past. Attorney Brookes said that Chairman Silvia could ask for all those in favor and all those opposed. If no one opposes, he can then say that the motion passed unanimously, and a roll call will not be necessary.
 - January 24th Special Board Meeting
 - Treasurer Pyle made a motion for the approval of minutes. Vice Chairman Miville seconded that motion. The motion was voted on and passed unanimously.
 - In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle
4. Changes to the Agenda
- Vice Chairman Miville asked where his evaluation was that he wrote for Daniel Munt. Executive Director Nelson let him know that in a previous meeting she was given direction that she was the one to perform his evaluation. She told Vice Chairman Miville that if he would like, he could read off what he wrote during discussion of Daniel Munt's title and salary change.
5. Public Comments – Limit 3 minutes per person
- Public comment was invited.
 - There were no public comments
6. Financial reports
- January Financials
 - Treasurer Pyle led a review of the financial report. a microphone. He noted that revenue had exceeded expenditures by about \$400,000 in the general account. In the capital account it is now reflecting the expenses we had incurred with the renourishment project. Vice Chairman Miville stated that the last few years they had been trying to save administrative money to put into the capital fund. Executive Director Nelson noted that what was budgeted for the staff and consultants, we were still under budget by \$13,041.67. Vice Chairman Miville then asked Treasurer Pyle how many American Express (AMEX) cards we had on staff. Treasurer Pyle noted that we had 6 cards. Vice Chairman Miville asked if we needed that many cards. Executive Director Nelson stated that the cards were there for travel, lunches, as well as office purchases. Legislative Aide Lindsey Ford stated that any purchases made, a receipt must be kept. Once she gets the bill via email, she matches purchases with the receipts and highlights them with different colors for each purchaser. This is just an extra step to make it easier to read the bill. She then stated that once complete, she forwards the bill to treasurer Pyle, Executive Director Nelson, and Jason Smith, our accountant. Vice Chairman Miville then asked if the bill then gets paid by Jason. The last meeting it was shown that there was a late fee, which Jason Smith accounted for. Administrative Aide Lindsey Ford let the commissioners know that when we received the bill from the accountant, it reflected the deduction of that late

fee. Chairman Silvia asked Executive Director Nelson to compile a brief report for the next meeting on the usage of the American Express (AMEX) cards.

7. Old Business

- Ratifying Past Meeting
 - Chairman Silvia stated that we needed to ratify the previous meeting about the ropes and poles due to not having a physical quorum. Vice Chairman made the motion. Treasurer Pyle seconded that motion. A vote was held and passed unanimously.
In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle
 - Vice Chairman Miville asked for an update on the poles. Operations Manager Munt said that the change order was made to have the round poles and not the square ones. They are set to be installed the last week of February to the first week of March.

8. New Business

- Salary Adjustment and Performance Review
 - Title Change
 - Executive Director Nelson said she sent the commissioners Daniel Munt's performance review which showed a lot of his accomplishments as well as how he can keep developing. A motion was made by Vice Chairman Miville to change Daniel Munt's title from Technical Director to Director of Operations. Treasurer Pyle seconded that motion. Chairman Silvia asked Executive Director Nelson to explain the need for a title change. Executive Director Nelson stated that when they were brought on board their titles did not include the full scope of the work they were performing. We had an outside consultant perform an analysis of pay range and job performances and they reflected that the title of Operations Manager reflected the duties Daniel Munt was performing. This will also help further develop him should he need to ever step into the Executive Director role. A vote was held and passed unanimously.
 - In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle
 - Salary Adjustment
 - Vice Chairman Miville made a motion to adjust the salary for Daniel Munt, to the median salary for a Director of Operations which is \$96,091. Treasurer Pyle seconded that motion. Vice Chairman Miville read his evaluation of Operations Manager Munt. He suggested his raise include the cost of living and then some for outstanding work, which will equal a new salary of \$96,091. He noted he did not look at the contract to see if there were any changes, that would need to be discussed. Treasurer Pyle asked why the review Vice Chairman Miville gave for Operations Manager Munt was not included. Executive Director Nelson let them know that it was staff direction. She mentioned the meeting in October where this was discussed with former commissioner Mullins that she was to give the staff performance reviews. This was then clarified again on a January 31st workshop. Vice Chairman Miville said he thought that her and Operations Manager Munt were both executives and that Daniel was not staff. Executive Director Nelson let him know that he was staff as he reported to her, and she reports to the

commissioners. She said that if the commissioners wanted to change that, they certainly could. A vote was held to change the salary and passed unanimously.

- In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle
- Standard Operating Procedure for Appointing Commissioners
 - There were issues with the voting procedure at the last meeting. Administrative Director Elston wrote a new Standard Operating Procedure (SOP) that was approved by attorney Ralph Brooks. Vice Chairman Miville made a motion to approve the new Standard Operating Procedure (SOP). Treasurer Pyle seconded that motion. A vote was held and passed unanimously.
 - In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle
- Commissioner's Appointments
 - Administrative Director Elston went over the procedure for the voting of new commissioners. There will be two separate votes, one for each vacant seat. The commissioners will rank the applicants in order of first choice to last choice. They will then read their votes aloud. The ballots for seat one was passed out, and the commissioners wrote down their choices. First read off was Chairman Silvia's votes. First choice was Al Schuele, second was Linda Laird, third was Susie Henry, and fourth was Bob Walter. Next Vice Chairman Miville. His first choice was Linda Laird, second was Bob Walter, third was Al Schuele, and fourth was Susie Henry. Last Treasurer Pyle's votes were read. First choice was Linda Laird, second was Bob Walter, third was Susie Henry, and fourth was Al Schuele. The most number one votes was Linda Laird. Vice Chairman Miville made a motion to appoint Linda Laird commissioner of seat 1. Treasurer Pyle seconded that motion. A vote was held and passed unanimously. Linda Laird was appointed commissioner of seat number one. Commissioner Laird was sworn in and agreed to her Oath of Office.
 - In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle.
 - Administrative Director Elston passed out the ballots for seat number three. The commissioners wrote down their choices. First read off was Chairman Silvia's ballot. His first choice was Al Schule, second was Susie Henry, and third was Bob Walter. Next read was Vice Chairman Miville's ballot. His first choice was Bob Walter, second was Al Schuele, and third was Susie Henry. Last read was Treasurer Pyle's ballot. His first choice was Bob Walter, his second was Susie Henry, and his third was Al Schuele. The most number one votes was Bob Walter. Vice Chairman Miville made a motion to appoint Bob Walter commissioner of seat 3. Treasurer Pyle seconded that motion. A vote was held and passed unanimously. Bob Walter was appointed commissioner of seat number three. Commissioner Walter was sworn in and agreed to his Oath of Office. Since he was remote, he will need to sign it at a later date.
 - In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle
- Park Mobile
 - Vice Chairman Miville made a motion to approve implementing ParkMobile going forward, as the means that guests will pay for parking. Treasurer Pyle seconded that motion. A vote was held and passed unanimously.

- In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle, Commissioner Laird, Commissioner Walter
- Dune Protection signs
 - Bob Johnson let us know that we previously had permanent signs up to protect the dunes. We were given a cost of \$3800.50 to purchase and place 200 signs. Operations Manager Munt let the commissioners know there are 93 access points and that is where the amount of 200 came from. Vice Chairman Miville stated he didn't remember seeing this sign around but mentioned that after the poles and ropes go up, we may not need that number of signs. His suggestion was to only place the signs in high- traffic areas. Commissioner Laird also suggested we only have the signs at high-traffic areas. Chairman Silvia asked what happened to the previous signs that were up. Operations Manager Munt let him know that some had rusted and been taken down. We were not sure what had happened to all of the signs since they were put up before his time. Chairman Silvia asked Operations Manager Munt to go over and find high-traffic areas only and get back to them at the next meeting. Commissioner Walter asked that the signs go in areas with renters, since they are not aware to stay off the dunes. He also asked to get stainless steel dunes. Treasurer Pyle asked to add the word please to the signs as it sounded friendlier. Operations Manager Munt stated that he would like to change these signs to look like the current temporary ones. Operations Manager Munt let the commissioners know that the dunes are doing their job and, in some areas, it looks like the dunes are not there, they are just covered in sand. Chairman Silvia asked if Executive Director Nelson was going to send the new commissioner's information on Sunshine Law. She let them know that they were going to send all the information the new commissioners needed. Operations Manager Munt said he was going to set them up with new emails as well. Executive Director Nelson let all the commissioners know that they needed to start using their My Captiva Erosion Prevention District (MYCEPD) emails for anything related to the board.

9. Administrative Report

- Florida Shore and Beach Preservation Association (FSBPA) Conference
 - Executive Director Jennifer Nelson talked about what they had learned during the conference. She said she was going to put the new information into a PowerPoint for the commissioners with her administrative update. Vice Chairman Miville asked if there was any discussion since the governor did not grant barrier islands and funding for resiliency. Executive Director Nelson said there was not discussion about that but asked Commissioner Laird to speak on this. Commissioner Laird said there is 20 million dollars in the budget and over 90 million dollars' worth of requests for this money. She said that we are still working on trying to get some of those funds allocated towards resiliency grants for Captiva. Joel Caouette spoke a little more in depth about applications that have been submitted and the process of applying for these funds. Executive Director

Nelson suggested that once those applications are in, the commissioners could write a letter of support to our local representatives for funding for barrier islands.

Publishing Board Meetings

- Executive Director Nelson asked for approval of \$2,800 to put the ad in the News-Press for all our board meetings, which is a requirement. They asked for clarification from Ralph Brookes if the ad had to go through the News-Press. Attorney Brooks said that we needed to place the ads into a paper of general circulation for the county. He will check into this and see if we need to use the News-Press or one of the papers on the island.
- Changes to Operations Director Munt's Contract
 - Executive Director Nelson wanted to go over the contract for Operations Manger Munt to get his new contract approved. Vice Chairman Miville asked about a part of the contract where it stated that work did not need to be performed at the office. Vice Chairman Miville made a motion to approve the contract as long as we removed the strike out in the third section; the sentence that starts with work shall be conducted will be added back into the contract and the word generally in front of it. Commissioner Walter seconded that motion. Discussion was held. Commissioner Laird asked about vacation and sick days and how the number of days was decided. Executive Director Nelson said that they were following the amount of time from previous contracts. She also said the way this is now will protect the Captiva Erosion Prevention District (CEPD) from an employee just using their days up, after giving/receiving notice of employment termination. This way they can help cross train with new employees. A vote was held and passed unanimously.
 - In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle, Commissioner Laird, Commissioner Walter

10. Commissioners' Comments

- Vice Chairman Miville gave an update on the beach celebration. Commissioner Walter said he had to leave the meeting. Vice Chairman Miville asked Executive Director Nelson to call Bill Strong to get the numbers for the apportionment. He then spoke about the celebration and how the date was changed to March 7th. There will be light drinks and appetizers passed out on the beach. Invited were people who made a difference in our projects and have helped with the renourishment project as well as some dignitaries. We are not sure what the total bill will be. Vice Chairman Miville made the motion for the celebration not to exceed the amount of \$5,000. Commissioner Laird seconded that motion. A vote was held and passed unanimously.
 - In Favor: Chairman Silvia, Vice Chairman Miville, Treasurer Pyle, Commissioner Laird
 - Not Present: Commissioner Walter

11. Adjournment

- Vice Chairman Miville made a motion to adjourn the meeting. Commissioner Laird seconded the motion. All commissioners present were in favor. The meeting was adjourned.

Action Items

Dune Protection Permanent signs- Daniel Munt

Bob Walter signed Oath- Lindsey Ford

News- Press ads- Ralph Brookes

Beach Renourishment Celebration- Jennifer, Lindsey, Vice Chairman Miville

Conference presentation- Jennifer Nelson