



CAPTIVA EROSION PREVENTION DISTRICT RESOLUTION 2023-09

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CAPTIVA EROSION PREVENTION DISTRICT, LEE COUNTY, FLORIDA, REPEALING AND REPLACING THE STANDARD OPERATING PROCEDURES

WHEREAS, the Captiva Erosion Prevent District (“District”) is authorized by Chapter 81-413, Laws of Florida and Section 161.32, Florida Statutes (2015), as a beach and shore preservation district; and

WHEREAS, The District has published on a duly noted agenda, reviewed, discussed, and taken public comment on August 7th, 2023;

WHEREAS, The District requires to approve or approve with conditions the following attachments or course of action;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CAPTIVA EROSION PREVENTION DISTRICT THAT:

Section 1. The District has repealed and replaced all previous versions of the CEPD Standard Operating Procedures.

Section 2. The District has approved and adopted the 2023 version of the CEPD Standard Operating Procedures as seen in “Exhibit A”.

Section 3. This Resolution shall become effective immediately upon adoption.

DULY INTRODUCED, PASSED, AND ENACTED by the CEPD Board of Commissioners of the CAPTIVA EROSION PREVENTION DISTRICT, on Captiva Island, in Lee County, Florida on August 7th, 2023.

DocuSigned by:
Robert Walter
0B05BA9464E4428...

CEPD Chairman Bob Walter

ATTEST:

DocuSigned by:
Daniel Munt
DC0A8779E14D4C5...

CEPD Executive Director Daniel Munt

Approved as to legal sufficiency:

DocuSigned by:
[Signature]
0CDB79C95D79490

CEPD Attorney Ralf Brookes

Record of the Vote:

Commissioner Miville	<u>Aye</u>
Treasurer Pyle	<u>Absent</u>
Secretary Laird	<u>Aye</u>
Vice Chairman Silvia	<u>Aye</u>
Chairman Walter	<u>Aye</u>



STANDARD OPERATING PROCEDURES

The following Standard Operating Procedures shall control the operations of the
Captiva Erosion Prevention District

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MISSION STATEMENT

Captiva Island is a barrier island located four miles off the coast of Southwest Florida, just west of Fort Myers, Florida. Residents and visitors enjoy the slender island's five miles of sandy gulf shoreline. As is the case with most barrier islands, erosion can be a threat to upland development, recreation, and environmental interests.

The Captiva Erosion Prevention District (CEPD) is an independent special beach and shore preservation district established on June 19, 1959 under the provision of Chapter 161, Florida Statutes. It is governed by an independently elected district board possessed of broad powers to do as necessary or desirable to carry out the CEPD comprehensive beach and shore preservation program.

SECTION I: Commissioners

Duties and Responsibilities

The Board of Five Commissioners, who shall constitute the Captiva Erosion Prevention District Board, shall be:

- Qualified electors residing within the District.
- Shall each serve a period of 4 years (unless removed for cause by the Governor of Florida or the CEPD Board).
- Shall receive no compensation.
- Shall be elected by the qualified electors residing within the District.
- Candidates seeking election to the District Board shall qualify between noon of the 50th day and noon of the 46th day prior to the election.
- A candidate seeking election to the District Board must qualify by paying a filing fee or by obtaining the signatures of at least 3 percent of the qualified electors residing within the District on a petition to be verified by the Lee County Supervisor of Elections.
- Any candidates seeking election to the District Board will open a depository and appoint a campaign treasurer before accepting any contributions or expending any funds for the purpose of seeking election to the District Board. However, if the only campaign expenditure of a candidate seeking election to the District Board is the fee required for the checking of signatures on the petition for filing, and the candidate accepts no contributions and expends no other campaign funds, it will not be necessary to open a campaign depository.

Expectations:

- Must abide by all State and Federal laws, ordinances, rules, regulations, and policies.
- Must abide by CEPD Enabling Legislation, Rules of Procedure, and Standard Operating Procedures.

- Must follow the most current edition of Roberts Rules of Order for all meetings.
- Attend all CEPD Board Meetings, Public Hearings, Special Meetings, and Emergency Meetings.
- May request items to be placed on the meeting agenda.
- Any commissioner can serve as an officer (Chair, Vice-Chair, Secretary, or Treasurer) if and when elected by the other commissioners.
- Must vote on every motion in which he/she has no personal interest. A commissioner may not abstain unless he/she has a bona fide conflict of interest as defined in Section 112.3143, F.S., as amended.
- May, only after recognition by the Chair, introduce motions, discuss subjects, and vote.
- May request to consider a subject informally, if no objection. If there is objection, he/she is obliged to put a motion which must be seconded to determine the result by a majority vote. This is debatable, but not amendable.
- May appeal a decision of the Chair without a second. This is debatable if the question was debatable, is not amendable and is decided by a majority vote.
- May move to refer the subject to the next regular meeting. This is seconded, decided by a majority vote, is debatable and amendable.
- May informally request a recess in a meeting for a reasonable time. If there is an objection, the Commissioner shall state the request in the form of a motion, which must be seconded, to determine the result by a majority vote. The length of time of the recess and the time the meeting will be reconvened must be announced before recessing. A meeting may not be recessed for more than five hours and must be reconvened the same day.
- If no motion is pending, may move to adjourn. Upon the completion of the agenda, an adjourned meeting may be "moved" by specifying the time and date of the next regular meeting. These motions are seconded and decided by a majority vote. They are not debatable but are amendable as to time.
- Attendance at the weekly workshops (on Thursdays at 1:00PM) is expected whenever possible. Not attending a weekly workshop shall not be counted as an unexcused absence.
- CEPD Commissioners may reach out directly to any CEPD Personnel as needed via email and shall copy the Executive Director so that they are able to manage the performance of staff and the expectations of Commissioners.

General Elections

CEPD Commissioners are elected in the General Election of even numbered election years to a 4-year term. To ensure the continued efficiency and effectiveness of the CEPD Board and to ensure a smooth transition of new commissioners onto the CEPD Board, not all five commissioner positions are up for election at the same time. In

election years divisible by four, three of the commissioner positions come up for election. In election years that are not divisible by four, two of the commissioner positions come up for election.

The CEPD Executive Director and any CEPD Staff do not provide any election or campaign support to incumbent Commissioners running for re-election, except to inform them of candidate filing deadlines. CEPD Personnel will not assist any potential candidates to qualify. CEPD Personnel will not submit documents to assist a candidate or incumbent Commissioner with their filing status.

- In the spring of every even numbered year, the Lee County Supervisor of Elections Office sends a form letter to all of the districts in the county, including CEPD, indicating each district's Commissioner positions that will come up for election in the upcoming November General Election. The CEPD Executive Director requests the schedule of compliance due dates for the November General Election from the Lee County Supervisor of Elections Office.
- Potential candidates for the CEPD Board positions up for election that year must obtain candidate election packets from the Lee County Supervisor of Elections Office.
- A resolution requesting the election must be passed by the CEPD Board and a copy of the resolution received in the Lee County Supervisor of Elections Office by the compliance due date, usually in early July of the year in which the election is being held. To ensure that the compliance due date is met, the CEPD Attorney ensures that the resolution properly worded and scheduled for the CEPD Board to vote on during the Regular CEPD Board meeting held in May of the year in which the election is being held. The CEPD Board will review the resolution, modify it if necessary, and pass the resolution during the May Regular CEPD Board meeting for which the vote is scheduled.
- Once the resolution has been passed by the CEPD Board during the May Regular CEPD Board meeting, the CEPD Executive Director or CEPD Staff sends a typed copy of the resolution, with original signatures of the Commissioners who formed the quorum to pass the resolution, via certified mail return receipt requested to the Lee County Supervisor of Elections Office prior to the compliance due date by which the resolution is due. (See Appendix B, Example of a CEPD Commissioner Election Resolution and Cover Letter to the Lee County Supervisor of Elections).
- If the Election is not taking place at the same time as a General Election, the CEPD Executive Director takes out a "Notice of Election" advertisement in the Ft. Myers News Press that will appear in print five weeks prior to the election date, and then again 3 weeks prior to the election date. The "Notice of Election" advertisement must conform to the Supervisor of Elections current requirements.

- Once the Election has taken place, the CEPD Executive Director accesses the Lee County Supervisor of Elections' website to determine which candidates won the election. If any candidate won the election who is not an incumbent CEPD Board member, the CEPD Executive Director will contact that individual by telephone to congratulate them and arrange for them to come into the CEPD Office for an orientation meeting prior to the date on which they will take office.
- The CEPD Executive Director will also follow up with the winning candidates, whether or not they are incumbent CEPD Commissioners, about a month after the election to ensure that they received an Oath of Office form from the Lee County Supervisor of Elections and that they returned the signed and notarized form to the Lee County Supervisor of Elections Office.
- The newly elected commissioners take office the first Tuesday after the first Monday in January.

Resignation

The CEPD shall accept a letter of resignation, notice of death, or removal of Commissioner as soon as noticed.

Resignation from Board:

- A signed and dated letter from the resigning Commissioner shall be scanned and emailed to the Supervisor of Elections.
- The same letter shall be shared via email with all Commissioners.
- The original shall be filed in Commissioner's HR file at the office.

Death while Serving on Board:

- Signed and dated letter from the Administrator addressed to the Supervisor of Elections shall be sent upon notification of death.
- The letter shall be placed in Commissioner's HR file at CEPD office.

Removal from Office:

- Any Commissioner with three unexcused absences in a year may be removed from the Board by the current Commissioners.
- A vote for removal must be approved by the majority of the Board. Minutes of that meeting shall be sent to the Supervisor of Elections with an email noticing the removal.
- A formal letter signed by the current Chair shall be sent to the Commissioner being removed.
- The same letter shall be placed in the Commissioner's HR file at CEPD office.
- Form 1F must be submitted to the Supervisor of Elections by the Commissioner removed, within 90 days of removal.

Appointment

The CEPD Executive Director shall solicit applications to fill a vacancy on the CEPD Board of Commissioners.

Solicitation shall be made as follows:

- Announce vacancy at the next Board meeting.
- Send a Beach Brief announcing vacancy within 2 days.
- Announce vacancy at next Captiva Community Panel meeting.
- Place an advertisement in the local newspaper for a minimum of 2 weeks.

Applicants will be requested to submit an application, as well as a resume/c. vita, or other background information. Upon receipt of all applications, submitted information will be distributed to current Commissioners. Appointment shall be placed on the agenda as soon as practicable.

Each applicant will be requested to attend a scheduled board meeting to present their qualifications. Each Commissioner will then have time to ask the individual any questions. Each applicant will be provided an equal amount of time at the discretion of the Chairman. If more than one seat is vacant, the following steps should be performed separately for each vacant seat.

Upon completion of the interviews, each Commissioner shall rank the applicants in order of preference with the top applicant receiving the numerical value of one (1) and the next highest applicant receiving the numerical value of two (2) and the ranking process continuing through the remaining number of applicants. These rankings shall be signed by each commissioner and provided to the Board Secretary (or an appointee) who will verbally read the results as required by Sunshine Law and will rank each as follows:

- The person with the most first place votes is announced and the call for motion, second, and vote will be taken.
- In the case of a tie, remove all candidates that are not included in the tie.
- Tally the total numbers for the two candidates that tied.
- The candidate with the lowest total is announced and the call for motion, second and vote is taken.
- If there is still a tie, discussion should ensue, and a vote taken again.
- Re-tally with the most first place votes.
- Should the motion fail, subsequent motion(s) shall be considered until the Board fills the vacancy.

Once the Board has voted on a commissioner the Supervisor of Elections requires a copy of the Board Minutes, the Oath of Office, and Form 1 Statement of Financial Interests to the Lee County Supervisor of Elections office and to the Florida Division of Elections in Tallahassee.

Organization of the Board

The Organization of the CEPD Board of Commissioners occurs once annually during the December Board Meeting. CEPD Commissioners and the CEPD Executive Director will perform the Organization of the Board as outlined in SECTION IV of the CEPD Rules of Procedure.

Chairman

The Chairman:

- May call a member to order if his/her remarks are not relevant to the subject under discussion, or for lack of decorum.
- Is obliged to vote on each motion in which he/she has no personal interest. The Chairman may not abstain unless he/she has a bona fide conflict of interest as defined in Section 112.3143 F.S., as amended.
- May discuss a motion as any other Commissioner without relinquishing the Chair.
- May call for a reading of the motion after discussion, but before voting.
- In the event of a tie vote, shall rule the motion is lost.
- Shall recognize Commissioners in the order of their request to speak, except the maker of the motion may be the first speaker.
- Is authorized to appoint committee or designate members to other committees consisting of Commissioners only if no objection is raised. If there is objection, he/she is obliged to call for a motion which must be seconded to determine the result by a majority vote. This motion is debatable and amendable.
- May call a recess for a reasonable time. If there is an objection, he/she is obliged to call for a motion which must be seconded to determine the result by a majority vote. This is not debatable but is amendable as to time. The length of time of the recess and the time the meetings will be reconvened must be announced before recessing. A meeting may not be recessed for more than five hours and must be reconvened the same day.
- May refer the subject to the next regular meeting if no objection is raised. If there is objection, he/she is obliged to call for a motion which must be seconded to determine the result by a majority vote. This is debatable and amendable.
- If no motion is pending, may ask, "Is there any further business?" Hearing no response, the Chair may then state, "Since there is no further business the meeting is adjourned." If there is objection, he/she is obliged to call for a motion which must be seconded to determine the result by a majority vote. This is neither debatable nor amendable.
- Is authorized to sign for Board approved contracts and to approve administrative expenditures or non-administrative, non-recurring expenditures under \$12,000.

Vice Chairman

The Vice Chairman:

- Shall serve as the Chairman in his/her absence.
- Should liaise with the Executive Director often to ensure enough knowledge of the current issues to stand in on short notice.

Secretary

The Secretary:

- Shall serve as the Chairman in the absence of the Chairman and Vice Chairman.
- Is the Recording Officer and may delegate recording duties to CEPD Personnel.

Treasurer

The Treasurer:

- Shall provide a financial update to the Board at every Regular Meeting. This duty may be delegated to the accountant.
- Shall provide general oversight of all banking accounts and financial transactions for the District.

Board Member Emeritus

There shall be a category of Board member known as a Board Member Emeritus who is nominated and elected by the Board of Commissioners. Board Members Emeritus shall be selected from those Board Commissioners who have served with distinction and excellence. Emeritus members shall serve two (2) year renewable terms for as long as they remain active in the work of the Captiva Erosion Prevention District, and either the Board or the Member Emeritus may end the term at any time. Emeritus member candidates will have served the Board with distinction and are considered deserving the same for outstanding service.

A Board Member Emeritus shall be entitled to receive all written notices and information which are provided to the Board of Commissioners, to attend all Board of Commissioners meetings, and encouraged to attend all other events conducted by Captiva Erosion Prevention District. A Board Member Emeritus shall not be subject to any attendance policy, counted in determining if a quorum is present at a meeting, entitled to hold office, or entitled to vote at any board meeting. The Commissioner in consideration must no longer be a current member of the Board.

ELIGIBILITY:

In order to be considered for designation as a Board Member Emeritus, a person must be a former member of the Captiva Erosion Prevention District Board of Commissioners who:

- Has served the CEPD Board with distinction.
- Held an important leadership role and made or continues to make significant contributions.
- Engaged in major volunteer or advocacy activities in his/her service on the Board.

- Completed the term(s) for which he/she was appointed or elected.

ELECTION:

Any active Board member shall make the recommendation for a potential candidate and may nominate one (1) or more individuals for a Board Member Emeritus position.

- Nominations will be made at a regular Board meeting via a formal letter from the nominating Commissioner. The nomination shall be placed on the agenda and the letter included in the materials.
- A majority vote of Commissioners at a Regular Board Meeting at which a quorum is present is sufficient to approve an appointment.

SECTION II: Executive Director

Duties and Responsibilities

The CEPD Executive Director shall be responsible for:

- Reporting to and taking direction from the CEPD Board of Commissioners. Primarily, though not exclusively, the Chairman. Such will be in accordance with all CEPD policies and procedures.
- Coastal management functions relative to:
 - State Funding 10-year Projections
 - County Funding Projections
 - Maintaining a firm understanding of the state and federal beach management programs as well as the beach nourishment planning, permitting, construction, and monitoring processes, and coordinating the entire process. Similarly, coastal resilience and coastal erosion in general.
 - Maintaining a firm understanding of the state and federal beach management programs as well as the beach nourishment planning, permitting, construction, and monitoring processes, and coordinating the entire process.
 - Developing and maintaining knowledge and understanding of coastal resilience and coastal erosion in general, and the state and federal initiatives, agencies and programs that focus on those issues.
 - Developing, maintaining, and managing the Beach Nourishment project plan.
 - Developing, publishing, and managing RFIs and RFPs and the vendor selection process for beach nourishment projects.
- Filing quarterly reports and reimbursement requests with federal, state, and local entities for all active grant contracts. Maintaining a detailed accounting record of grant contract tasks, invoices paid, and the funding remaining in existing grant contracts and annual grant requests to appropriate county functions such as TDC/VCB.

- Facilitate the economic apportionment process for the Captiva property local share of funding for beach nourishment projects.
- Conducting periodic and immediate post-storm beach inspections, remaining familiar with the general beach conditions, and articulating beach storm damage assessments quickly to the CEPD Commissioners, state and federal agencies, and the public.
- Coordinate with Lee County on the clean-up of large amounts of debris or fish kills on the beach or in water and mangroves around Captiva Island as required.
- Providing Board meeting support by developing the agenda with the Board Chairperson and assisting the Chairman in facilitating the meeting and reporting/discussing strategic initiatives.
- Managing/overseeing the look and feel and content requirements of the CEPD Website, creating content or coordinating the creation of content for the website.
- Performing special projects for CEPD Board Members or other personnel designated by the CEPD Board as prioritized by the Chairperson.
- Coordinating Legal functions, such as:
 - Timely production of Election relevant processes and resolutions.
 - Legal review by CEPD Attorney of contracts, public communications, and resolutions.
 - Timely submission of Financial Disclosures and other state and county required qualification requirements by CEPD Commissioners.
- Performing public relations functions, such as educating and familiarizing the stakeholders with CEPD coastal resiliency projects.
- Becoming involved with, and attending meetings of, other organizations that have a coastal management dimension to their purview, e.g. Florida Shore and Beach Preservation Association, Lee County Coastal Advisory Committee, Lee County Tourist Development Board, etc..
- Maintaining working relationships and promoting CEPD goals and objectives with other governmental and non-governmental organizations
- Developing and continuing to improve the quality of CEPD Board-approved standard operating procedures and schedules for performing CEPD Administration Functions.
- Populating the CEPD Master Calendar with strategic events and maintaining those events.
- Reviewing the CEPD General Ledger and periodic financial reports produced by the CPA for completeness and accuracy.
- Forecasting funds availability requirements and ensuring they are fulfilled.

- Maintaining working relationships with CEPD's financial institutions, the CEPD Economist, the Lee County Tax Collectors, Property Appraisal Office, and Captiva Realtors.
- Performing Annual Tax Roll Processing.
- Conduct periodic and immediate post-storm beach inspections, remaining familiar with the general beach conditions, and articulating beach storm damage assessments quickly to the CEPD Commissioners, state and federal agencies, and the public.
- Develop and maintain the CEPD Geographic Information Systems database.
- Maintain and update the CEPD website with relevant information.
- Provide management to CEPD Employees.
- Responding to E-mail, voice mail, and/or regular mail received relative to strategic CEPD functions.
- The Duties and Responsibilities of the Executive Director may be delegated to other staff as the Executive Director sees fit.

SECTION III: Deputy Director

Duties and Responsibilities

The CEPD Deputy Director shall be responsible for:

- Reporting to and taking direction from the Executive Director.
- Any task assigned as outlined in SECTION II: Executive Director that has been delegated by the Executive Director
- Providing board meeting support such as developing each meeting agenda with the Chairman and Executive Director and compiling and distributing meeting materials.
- Publishing legal notices and various related advertisements pursuant to state and local law to ensure public meetings meet statutory requirements.
- Attending all board meetings (onsite and offsite) and taking meeting minutes.
- Overseeing the board election process, including preparation of necessary legal advertisements, and maintaining legally required reports of candidates.
- Assisting with budget preparation and annual tax roll processing.
- Demonstrating continuous effort to improve operational efficiency and work cooperatively to provide quality seamless customer service.
- Assuring accuracy of information processed for distribution and compliance with all applicable statutes.
- Keeping abreast of, and recommending changes to, all aspects of the agency's processes, including proposed changes or amendments to the operating standards, assessing the impact of changes on current policies and procedures of the agency.

- Maintaining legal and official agency documents; serving as custodian of official agency records and correspondence; providing access to public records; processing requests for public records.
- Managing/overseeing the look and feel and content of the CEPD website, creating content, or coordinating the creation of content for the website.
- Performing special projects at the direction of the Executive Director.
- Fulfill the duties of the Executive Director in their absence.

Coordinating legal functions and review with CEPD Attorney, such as:

- Submission of financial disclosures by Commissioners
- Review and revision of Rules of Procedure and Standard Operating Procedures.
- Contracts
- Public communications
- Performing technical administration functions as required

Administrative functions can be categorized as:

- Relationship management functions.
- General administration functions.
- Financial administration functions.
- Technical coastal management functions.
- Government grant acquisition and grant writing.
- Performs other related duties as assigned.

SECTION IV: Attorney

Duties and Responsibilities

The CEPD Attorney:

- or such member of his/her office as he/she may designate shall be available upon request of the District Board at all regular meetings.
- Shall draft and/or review contracts, resolutions, interlocal agreements, and other legal documents.
- Shall review and approve in a timely manner the legality of all budget procedures as outlined in Rule 2.01: Budget of the CEPD Rules of Procedure.
- Shall advise on District legal matters.
- Shall assist in obtaining financing.
- May provide other miscellaneous types of legal assistance.

The CEPD Executive Director is the primary liaison with any attorney providing legal services to CEPD. The CEPD Executive Director makes the initial contact with the attorney, defines the scope of the work required from the attorney and works out the billing arrangements, subject to the approval of the CEPD Chair or the CEPD Board.

Once the attorney's services are approved, the CEPD Executive Director continues to function as the primary liaison with the attorney, although the CEPD Commissioners, CEPD Deputy Director, and any CEPD Personnel may work with that attorney as well. The CEPD Executive Director is responsible for ensuring that the attorney performs the agreed upon scope of work for CEPD and produces the agreed upon deliverable(s).

SECTION V: Accountant

Duties and Responsibilities

The CEPD Accountant:

- Will perform the bookkeeping function of the CEPD.
- Will record cash receipts from cash receipt reports, deposit slips and/or bank statements.
- Will record cash disbursements from cash disbursement reports, invoices, check stubs and/or bank statements. All information and transactions must be coded and authorized/approved by the management of CEPD.
- Will record the payroll and taxes as calculated by your payroll service provider into QuickBooks and reconcile to their monthly reports.
- Will calculate, prepare and electronically file, on a monthly basis, the sales tax return. Will notify CEPD if there is sales tax due.
- Will remit the sales tax due on behalf of the CEPD.
- Will reconcile the following accounts on a monthly basis:
 - Bank accounts, including the transfer of funds between general and capital bank accounts.
 - Parking lot credit card transactions.
 - Parking lot cash receipts.
 - Payments of non-ad valorem project assessments, including payoff of assessment and Tax Collector disbursements to CEPD ledger of assessments.
 - Disbursement of ad valorem tax payments from Tax Collector to CEPD general account.
 - Financial reconciliation of all grants and projects.
- Will reconcile credit card statements and loan balances, as applicable, using information provided by CEPD.
- Will run detailed general ledgers for CEPD.
- Will prepare and electronically file the annual Forms 1099
- On an as needed basis, will:
 - Support the Board Treasurer in providing a financial report to the Board of Directors at monthly Board meetings.
 - Wire transfer funds when necessary.

- Prepare non-ad valorem project assessment roll for Tax Collector (once a year).
- Determine pay-off balances of project assessments for real estate sales within two workdays of receipt.
- Generate pro forma budget forecast.
- Assist in preparing annual budget.
- Attend monthly Board meetings, annual budget workshops and budget hearings.
- Provide audit support including preparing schedules and drafting MD&A as requested by auditors.
- Provide audit documents to the State Auditor General and AFR to Florida Department of Financial Services.
- Will prepare the monthly, cash basis financial statements of CEPD, which will comprise of the following:
 - Comparative General Fund balance sheet – cash basis.
 - Comparative Capital Projects Fund balance sheet – cash basis.
 - Comparative General Fund budget performance – cash basis (summary and detailed).
 - Comparative Capital Projects Fund budget performance – cash basis (summary and detailed).
 - Reserve accumulations – cash basis.

SECTION VI: Coastal Resiliency Manager

Duties and Responsibilities

CEPD desires to engage and fund an SCCF Coastal Resiliency Manager to perform coastal resilience research, multi-organizational coordination, public education, and related functions (the “Project”).

Project Personnel: SCCF will employ a Coastal Resiliency Manager, as it reasonably deems appropriate, in order to efficiently fulfill the needs of the Project in a professional manner. Any such individual will be solely employed or contracted by SCCF on a full-time basis, on such terms as it reasonably deems appropriate, consistent with SCCF’s compensation and benefit structure, policies and procedures. SCCF may utilize any Project personnel for duties unrelated to the Project including, without limitation, research and education regarding resilience issues affecting Sanibel Island or surrounding watersheds. The Chief Executive Officer of SCCF will determine, in their sole discretion, who will be hired, contracted, or assigned to the Project; the Coastal Resiliency Manager or any Project personnel will report directly to the Policy Director of SCCF, and CEPD will not be considered a “joint employer” of the Coastal Resiliency Manager or any Project personnel.

The Coastal Resiliency Manager will meet with the Executive Director of CEPD on at least a bimonthly basis to report on the goals, strategy and progress of the Project, and the Executive Director of CEPD may function in an advisory capacity on the Project. Both the CEPD Executive Director and a liaison to the CEPD Board can request the completion of tasks that have general board consensus. The SCCF Policy Director and Chief Executive Officer may assess if scope of work and requested timelines are reasonable and in balance with SCCF and CEPD's shared priorities and appropriately matched to the Coastal Resiliency Manager's stated skillset and abilities.

SCCF's Coastal Resiliency Manager will work with CEPD and their partners to coordinate adaptation and resiliency strategies to address sea level rise and other flooding risks on Captiva Island and in the region, taking a collaborative leadership position to usher efforts toward long-term climate solutions, sea level rise adaptation, and resiliency strategies for Captiva within a regional system.

As part of that work, the following, while not exhaustive, are potential ways that the Coastal Resiliency Manager may contribute to the Project:

- Technical scientific review and drafting of planning documents and other written products that will further the Project.
- Assessment of funding opportunities including eligibility requirements, and applicability to the Project. Writing assistance for funding proposals. Attendance of funding webinars, and communication with funding entities.
- Collaboration with CEPD Executive Director, CEPD Lobbyist, and other partners to engage with policy makers in support of CEPD resilience efforts and associated projects.
- Monitoring and sharing of important resilience information and resources from SCCF, and other partners from Captiva, Sanibel, Lee County, and across the State of Florida.
- Development of resilience-focused public education, outreach, and engagement materials.
- Exploration and synthesis of prior scientific research or efforts that may help inform potential adaptation options for Captiva.
- Sharing of policy information on resilience legislation that can supplement the efforts of the CEPD Lobbyist. Coordination of joint letters or technical comments to help further shared policy goals.
- Support in planning community events, provision of SCCF space when feasible, and assistance in coordinating promotion of events through SCCF.

- Coordination with additional experts and resources at SCCF as applicable to CEPD's work and shared goals and objectives. Sharing of SCCF scientific data as applicable, and collection of additional data as feasible.
- Engagement in development of Lee County Hurricane Ian Recovery and Resilience Plan.

SECTION VII: Beach Ambassador

Duties and Responsibilities

The CEPD Beach Ambassador will report to and take direction from the CEPD Executive Director and CEPD Deputy Director in accordance with the CEPD policies and procedures.

The position will be responsible for performing the following functions:

- Providing parking lot support
 - Provide a customer-friendly beach parking experience.
 - Assisting visitors with parking support at the Alison Hagerup Parking Lot.
 - Assisting visitors to make payment for parking.
 - Directing traffic as needed.
 - Assist with parking lot cleanliness.
- Beach Monitoring
 - Perform daily beach reports to the Mote Marine Lab.
 - Pick up debris on the beach as needed.
 - Safely operate and maintain beach vehicle used for CEPD Beach Monitoring.
- Performs other related duties as assigned.
- May perform administrative duties as delegated by the CEPD Executive Director or CEPD Deputy Director.

Conduct

Any CEPD personnel who are performing official CEPD duties shall do so with personal safety in mind. If work is performed outside, CEPD Personnel will take into consideration the current weather (i.e., temperature and storm forecasts) and prepare themselves accordingly.

All public interaction shall be conducted in a friendly and respectful manner with the intent to serve, inform and educate. Access to the beach will be managed in consideration of beachgoers; either entering or leaving the beach.

Subject matter that may come up as a function of observing beachgoers creating a negative impact on the beach, may require a reminder about observing Section 14-172(b) of the Lee County Ordinance No. 05-14. No person may conduct or allow any of the unauthorized activities on the beach, upon a dune or in the water adjacent to the beach, unless otherwise specifically permitted in accordance with section 14-172(b).

Captiva Erosion Prevention District is not an enforcement agency. If any beachgoers are in violation of the beach rules and do not comply with a verbal warning, please contact the Lee County Sheriff's Office.

Beachgoers are advised to adhere to the following items, while using the beach:

- Do not harass or disturb wildlife.
- Planting vegetation other than native dune vegetation seaward of the Erosion Control Line is prohibited.
- Do not destroy or harm a dune or mow or remove native dune vegetation.
- Maintain the beaches free of litter, garbage, trash or refuse, vegetative clippings or debris.
- It is unlawful to deposit and leave human or animal waste.
- It is harmful to destroy or grossly alter the natural wrack line by grooming or conducting non-selective wracking except as authorized in section 14-174.
- To excavate, mine, remove or haul sand or soil from the beach or dune, except in emergency situations as permitted by DEP, is unauthorized and may result in harm to native wildlife.
- Do not detonate any explosive devices, including fireworks.
- Open fires on the beach are not authorized without a permit.
- It is unacceptable to temporarily reside, camp or sleep after dusk or before dawn anywhere on the beach.
- Administer any commercial activities not explicitly authorized by the County Code or by other county ordinances.

Vehicle Operation

The scope of services for CEPD owned vehicles include routine surveys, participation in the MOTE Marine Beach Conditions Reporting System, post-storm inspections, and maintenance issues. Use of any CEPD owned vehicle is for official use by authorized staff as delegated by the CEPD Executive Director only.

- Driving on beaches by unauthorized vehicles may increase risks and harm to nesting and feeding activities of resident and migratory wildlife. The CEPD will coordinate, work in partnership, and accomplish common goals with the Sanibel-Captiva Conservation Foundation (SCCF), which is the state permit holder for Florida listed wildlife.
- Activities of the CEPD strive to protect, preserve, and enhance the beach, shorelines, mangroves, and dune system to inhibit erosion. The vehicle must be operated with safety as the number one priority.
- The vehicle shall be stored under the office building where CEPD is the tenant, per CEPD agreement with the office Landlord. Gasoline and oil must be checked and refilled whenever at ¼ tank. Gas is to be filled at South Seas Plantation.

- The beach vehicle will be washed down using freshwater after every operation. This will involve washing the undercarriage and removing any beach sand or debris from in and around the running gear.
- Perform a general observation of the condition of the vehicle and report any items requiring repair or replacement to the CEPD Executive Director or CEPD Deputy Director.
- Any person operating CEPD owned vehicles will do so in a non-intrusive manner to respect residents, guests, tourists, and wildlife using the beach.
- The vehicle operator must pay full attention to the condition of the beach to avoid any uneven surfaces, holes, or pits that might cause the vehicle to get stuck or overturn.
- Enter the beach only at designated access points and proceed directly to the hard-packed sand near or below the mean high tide line.
- Never drive into or over any dunes or over beach vegetation. If beach conditions require driving above the high tide line, avoid those areas with identified sea turtle nests or shorebird breeding areas by a minimum of ten feet.
- Avoid the wrack line or areas of dense seaweed, which may contain sea turtle hatchlings or baby birds.
- Drive a maximum of 10 mph. Movement should be slow enough to observe any bird eggs, chicks or sea turtle hatchlings in the vehicle's line of travel. Be aware that recently hatched chicks often feed along the water's edge. They may freeze in place rather than run away when approached.
- No driving on the beach at night.
- Do not park vehicles adjacent to nests or posted areas.
- Vehicle use must not be before 9:00 a.m. or before completion of daily monitoring for turtle nesting activity by an FWC-authorized marine turtle permit holder.
- If a sea turtle crawling out of the surf is observed, stop the vehicle and turn off all lights. No additional movement should occur until the turtle moves across the beach and begins digging her nest or moves into deeper water. Do not approach the turtle. Call the SCCF Sea Turtle Hotline at (978) 728-3663 for further guidance.
- Driving below the most recent high tide line can be difficult to accomplish while respecting beachgoers, but remaining low on the beach is the highest priority to minimize beach impacts.

Coastal Inspection

CEPD staff members will inspect the coastal conditions for significant concern. Some of the physical surveys of the beach are as follows but are limited to the evaluation scope:

- Narrow Beach Width

- Escarpments
- Debris
- Destruction to Dunes or Wildlife
- Invasive Species
- Seawalls
- Mangroves
- Seagrass Beds
- Unauthorized signage
- Fish Kills
- Harmful Algal Blooms


SECTION VIII: Amendments

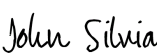
Amendments, Manner, and Time

- The Chairman, CEPD Attorney, and Executive Director shall review this code and recommend changes for approval by the District Board.
- This code shall be amended by a majority vote of the District Board. All proposed amendments shall be voted on at a regular meeting or a special meeting called for that purpose. Notice of the amendment will be placed on the agenda.

SECTION IX: Effective Date

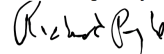
These Standard Operating Procedures shall become effective immediately upon adoption. DULY PASSED AND ADOPTED this 7th day of August 2023. Board of Commissioners of the Captiva Erosion Prevention District.


DocuSigned by:

 Chairman: _____
 Bob Walter
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 Vice Chairman: _____
 John Silvia
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DocuSigned by:


 Secretary: _____
 Linda Laird
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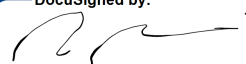
DocuSigned by:

 Treasurer: _____
 Richard Pyle
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DocuSigned by:

 Commissioner: _____
 René Miville
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 Executive Director: _____
 Daniel Munt
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 Deputy Director: _____
 John Riegert
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 CEPD Attorney: _____
 Ralf Brookes
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