



**Regular Board Meeting
of the
Captiva Erosion Prevention District**

South Seas Island Resort,
Alpha Cone Room
Captiva, Florida 33924

Monday, December 9, 2019
1:00 P.M.

**CEPD Regular Board Meeting
December 9, 2019
Table of Contents**

Revised Agenda	3-5
November 12, 2019 Regular Meeting Minutes	6-13
Financial Report, November 30, 2019	14-20
ACTION ITEMS	
SOP for Emergency Beach Cleanup	21-24
Resolution 2019-14 CPA Firm	25-26
Emeritus Board Member	27
Administrative Services	none
Humiston & Moore Peer Review	28-29
Fifth Third Transfer	30-35
Mark E. Raymond, Bond Counsel	36-38
OLD BUSINESS	
Update on Parking Lot	39
Lobbying	none
NEW BUSINESS	
Interlocal Agreement with Lee County, Sanibel and CEPD	none
Business Consultant – Bob Gray	none
Evaluating Alternative Methods and Options for Renourishment	none
Administrative Report	none

REVISED Agenda
of the Regular Meeting of the
Captiva Erosion Prevention District
South Seas Island Resort, Alpha Cone Room
December 9, 2019 @ 1:00 P.M.

1. Call to Order
2. Roll Call
3. Organization of the District Board Nominations
 - a. Chairman
 - b. Vice Chairman
 - c. Secretary
 - d. Treasurer
4. Approval of November 12, 2019 Board Meeting Minutes
5. Public Comment
6. Financial Report ending November 30, 2019
7. ACTION ITEMS
 - a. SOP for Emergency Beach Cleanup
ACTION REQUESTED: Motion to approve SOP for Emergency Beach Cleanup
WHY ACTION IS NECESSARY: To set standard procedures for Administration to follow when experiencing emergency beach cleanup occurrences such as (but not only) dead fish during red tide events.
WHAT THE ACTION ACCOMPLISHES: Sets standards that provide Administration with guidelines to follow during emergency beach cleanup occurrences.
 - b. Resolution 2019-14
ACTION REQUESTED: Approve Resolution 2019-14
WHY ACTION IS NECESSARY: To approve Wiltshire, Whitley, Richardson & English, P.A. as new CPA for bookkeeping services. Monthly cost will be: \$2,500 for 2020; \$2,550 for 2021; and \$2,600 for 2022.
WHAT THE ACTION ACCOMPLISHES: Approves switching from Stroemer & Associates to Wiltshire, Whitley, Richardson & English for CEPD accounting services.
 - c. Emeritus Board Member
ACTION REQUESTED: Motion to approve updating the Rules of Procedure to include Rule 3.02, Board Member Emeritus
WHY ACTION IS NECESSARY: Approves a change in the Rules of Procedure

WHAT THE ACTION ACCOMPLISHES: In order to have an Emeritus Board Member, the Rules of Procedure need to be updated to include that position.

d. Administrative Services

ACTION REQUESTED: Approve motion to continue to contract month-to-month with Joe Wagenti and Carolyn Weaver for administrative services

WHY ACTION IS NECESSARY: To approve payment for administrative services NTE \$24,999 total per month

WHAT THE ACTION ACCOMPLISHES: Keeps the same administration in place until employment is approved, offered, and accepted

e. Humiston & Moore Peer Review

ACTION REQUESTED: Approve motion to hire Humiston & Moore to peer review of the design reports for the upcoming nourishment project.

WHY ACTION IS NECESSARY: To approve time and materials professional services of Humiston & Moore NTE \$14,454

WHAT THE ACTION ACCOMPLISHES: Hires Humiston & Moore to complete a peer review for the upcoming nourishment project, cost NTE \$14,454

f. Fifth Third Transfer

ACTION REQUESTED: Approve motion to transfer funds from checking account into an investment account at Fifth Third

WHY ACTION IS NECESSARY: To approve Administration to transfer the funds for investment

WHAT THE ACTION ACCOMPLISHES: Allows approximately \$3,000,000 to be used for investments instead of remaining in checking account gathering no interest.

g. Mark E. Raymond, Bond Counsel

ACTION REQUESTED: Approve motion to hire Mark E. Raymond at \$15,000 plus costs.

WHY ACTION IS NECESSARY: To approve costs associated with bond attorney for the 2020/2021 Beach Renourishment

WHAT THE ACTION ACCOMPLISHES: Hires Mark E. Raymond as Bond Counsel for the renourishment funding, at a flat rate of \$15,000 plus costs, to be billed at closing.

8. Old Business

a. Update on Parking Lot

b. Lobbying

9. New Business

a. Interlocal Agreement with Lee County, Sanibel and CEPD

i. Bowman's Beach to Northern Sanibel Island

ii. Santiva – Castaways Area

- b. Business Consultant – Bob Gray
 - c. Evaluating Alternative Methods and Options for Renourishment
 - i. Scope review of beach/coastal engineering proposal and different approaches
 - ii. Redfish Pass Alternative Sand Source
 - iii. Funding \$30 million project
10. Administrative Report
- a. Sherry Kanzius – Temporary Assistant
11. Commissioners Comments
12. Adjournment



Board Meeting Minutes
of the Regular Meeting of the
Captiva Erosion Prevention District
South Seas Island Resort, Alpha Cone Room
November 12, 2019 @ 1:00 P.M.

Commissioners Present: Mike Mullins, Chair; Michael Lanigan, Vice Chair; Harry Kaiser, Secretary; Bob Walter, Treasurer

Excused: none

Staff Present: Carolyn Weaver (Administrator); Joe Wagenti (Deputy Administrator); Hans Wilson and Robin Mixon (Hans Wilson & Associates); Tom Pierro and Beau Suthard (APTIM)

1. Call to Order

Chairman Mullins called the meeting to order at 1:00 pm.

2. Roll Call

The Chair called the roll and the results are outlined above.

3. Approval of October 7, 2019 Board Meeting Minutes

Commissioner Kaiser moved to approve the minutes.

Commissioner Mullins seconded the motion

Comments: None

Motion carried unanimously

Approval of October 17, 2019 Briefing Meeting Minutes

Commissioner Kaiser moved to approve the minutes.

Commissioner Mullins seconded the motion

Comments: None

Motion carried unanimously

4. Public Comment

Someone asked if the study in the agenda packet was the current or the old. Ms. Weaver reported it has been updated and this is the revised Business Analysis. He noticed the millage



rate for the condos is the same. Commissioner Lanigan reported that is correct.

Chairman Mullins asked Carroll Wetzel to give his presentation regarding ad valorem versus benefits-based assessment. Mr. Wetzel, President of Captiva Shores, stated about a year ago he had reviewed the apportionment study for beach renourishment and felt "this is kind of squirrely." He then met with Commissioner Mullins and engaged in ongoing discussions, to which he thanked the group.

Mr. Wetzel has submitted a pro's and con's sheet (in materials) and wants the Board to take a fresh look. He believes the current methodology does not have community support nor is it fair. These are not only his views but also the views of others in the community that have spoken with him.

There was further discussion addressing a scenario that a \$3M property on the bayside should pay as much as \$3M property on the Gulf side. Comparisons of how home owners should be assessed was likened to how everyone pays the same tax for schools.

Commissioner Walter left the meeting at 1:08pm

Mr. Wetzel wanted the Board to consider ad valorem adjusted taxes and cited New Jersey as an example. He does not agree that 'usage' should be a part of the assessment. He thinks we should follow what the school is doing on the island. Commissioner Lanigan discussed how ad valorem based on property value is assessed. Bayside is an issue because they do not have beach access. The question becomes is ad valorem unfair to those that do not have beach access? Mr. Wetzel says the discrepancy is shown in the price and also stated commensurate usage is not based correctly.

Commissioner Walter returned to the meeting at 1:13 pm

Chairman Mullins explained the process of the economist and wanted the public to know the CEPD is still looking at all alternatives and the tentative assessment should be finalized in the first quarter of 2020. If the public wants to help, recruit the public to help with funding sources. Also, CEPD is looking in lobbying consultants.

Commissioner Lanigan explained that the Army Corps of Engineers (ACOE) put value to the project if CEPD uses the benefits model. Also explained that the CEPD is not tied to the past.

Commissioner Kaiser wants the CEPD to work on getting prices down but the ACOE has put a lot of restrictions on eligibility.



5. Financial Report ending October 31, 2019
Commissioner Walter had nothing to add.

6. ACTION ITEMS

- a. SOP for Appointing Commissioner
ACTION REQUESTED: Motion to approve new Standard Operating Procedure entitled “Appointing a Commissioner to a Vacant Seat.”
WHY ACTION IS NECESSARY: To provide consistency for appointing a Commissioner.
WHAT THE ACTION ACCOMPLISHES: Approves SOP on appointing a Commissioner when a seated Commissioner resigns mid-term. This will maintain consistency for all applicants to the position.

Commissioner Lanigan motioned to approve
Commissioner Kaiser seconded the motion
Discussion: None

Motion carried unanimously

- b. Resolution 2019-13 Approve Project Budget for FY 19/20
ACTION REQUESTED: Approve Resolution 2019-13 Project Budget FY 19/20
WHY ACTION IS NECESSARY: To approve the capital budget for FY 19/20
WHAT THE ACTION ACCOMPLISHES: Approves capital budget in the amount of \$919,614

Commissioner Walter motioned to approve
Chairman Mullins seconded the motion
Discussion: The proposed budget Total Income should read \$1,361,446 (the grant income of \$441,832 was omitted in error)

Motion carried unanimously

- c. 2020 Meeting Dates
ACTION REQUESTED: Motion to approve the meeting dates as set forth on the attached calendar for 2020
WHY ACTION IS NECESSARY: To set dates in advance
WHAT THE ACTION ACCOMPLISHES: Allows dates to be noticed to county and public as required.

Commissioner Kaiser motioned to approve
Chairman Mullins seconded the motion
Discussion: None

Motion carried unanimously



- d. Agreements for Tourist Development Tax Funding
ACTION REQUESTED: Motion to approve the Agreements for Tourist Development Tax Funding documents for the Lee County FY 2019-202
WHY ACTION IS NECESSARY: To authorize signatory to execute contract.
WHAT THE ACTION ACCOMPLISHES: Allows Administration to return an executed contract for CEPD Beach Park Facility Maintenance for \$130,100 as well as Redfish Pass Sand Search & Borrow Area Design in the amount of \$349,932.25.

Commissioner Kaiser motioned to approve
Commissioner Mullins seconded the motion
Discussion: None

Motion carried unanimously

- e. SOP for Emergency Beach Cleanup
ACTION REQUESTED: Motion to approve SOP for Emergency Beach Cleanup
WHY ACTION IS NECESSARY: To set standard procedures for Administration to follow when experiencing dead fish, especially during red tide events.
WHAT THE ACTION ACCOMPLISHES: Sets standards that provide Administration with guidelines to follow during emergency beach cleanup occurrences.

Commissioner Lanigan motioned to approve
Commissioner Kaiser seconded the motion
Discussion: Commissioner Lanigan wants it to be broad in nature and not limit to Red Tide; staff will add to the SOP.

Motion carried unanimously

7. Old Business

- a. Ad Valorem Apportionment – Carroll Wetzel spoke during Public Comment.
- b. RFP for Accounting Firm
Ms. Weaver went over the latest RFP from Wiltshire, Whitley, Richardson, & English, P.A. of \$2500/mo. The Board agreed and Ms. Weaver will draft a resolution to switch firms.
- c. DEP Discussion re Beach Access and Hotel Accommodations
Ms. Weaver explained the current regulations that give public access credit for hotel/motels that have greater than 6 units per property, such as Jensen's on the Gulf,



as opposed to properties that only have one rental unit but can house larger numbers, such as Bali Hi.

Chairman Mullins explained how CEPD has received more money in the past and need to look into lobbying more to DEP. He would also like to look into a possible trolley if it adds more value towards funding.

- d. Update on Parking Lot
Mr. Wagenti discussed limiting the amount of pavers in order to move through permitting easier.
- e. Redfish Pass – Resolution 2019-03 approved, TDC FY19/20 approved.
Ms. Weaver wanted to bring before the Board that FY19/20 has started, and we should move forward in the process. The Board agreed. Tom Pierro was informed.
- f. Advocacy Letter
Ms. Weaver provided a draft of a typical advocacy letter.
Chairman Mullins wanted input from the commissioners on the best practice for the public and CEPD should advocate.
The Board suggested to send the letter to FSBPA for comment. Also, Chairman Mullins recommended to contact Debbie Flack to find possible lobbyists to help.
- g. Emeritus Commissioner
Chairman Mullins explained the reasons for this position and to honor the commitment of past commissioners.
Commissioner Lanigan offered a 3-year term and past experience of 8 years.

Commissioner Walter left the meeting at 2:20pm

Chairman Mullins offered to make a motion

Commissioner Lanigan made a motion to add the Emeritus position
Commissioner Kaiser seconded the motion
Motion carried unanimously

Commissioner Walter joined the meeting at 2:26pm

8. New Business

- a. APTIM and Coastal Protection Engineering – Tom Pierro
Tom Pierro and Beau Suthard (geologist and program manager) are present.



Mr. Pierro explained the process of moving away from APTIM and start his own firm, Coastal Protection Engineering (CPE). Michelle Pfeiffer is now with CPE.

Mr. Suthard further explained the administrative structure and the continued services of APTIM.

Issues discussed were funding and project costs.

Next steps are to study the survey from September 2019 and the first gate is the design survey (to be done in the first quarter of 2020). That will give a better outlook of the size of project. Then plan and specs development.

The second gate is the design, in summer of 2020. That will drive the amount of sand needed. Unit cost of sand is \$20-\$25/cu yd.

The third gate is the bids; that will detail the exact prices.

He suggested taking advantage of the summer season might lower prices as well.

The permit is up to 2029.

Mr. Pierro explained the comprehensive plan and that Steve Kheene also added an emergency plan and in 2012 both plans have been brought together. CEPD is the holder of two permits: State permit and ACOE permit. They include the offshore borrow area, trucking, and raising the elevation 0.5'.

Need to add the Redfish plan into the main plan.

Permitting is not an issue at this time.

Mr. Pierro explained the quality of sand and why the borrow areas are chosen.

CRBS units – coastal barrier resource system, the only area would be the use of Red Fish system. The CRBS stops at the southern end of North Captiva.

Chairman Mullins asked if CEPD can use Blind Pass and Mr. Pierro explained it can but the sand is not really compatible.

Mr. Pierro discussed parking and the length of shoreline is dependent on public access point.

Commissioner Walter left the meeting at 2:59pm

Chairman Mullins would like the 'gates' in the main timeline.

Joel Couette, City of Sanibel, reported that the permit for the Sanibel project was issued today and should be done by May 1, 2020.

Commissioner Walter joined the meeting at 3:02pm

- b. Lobbying – Richard Pinsky, Akerman
Chairman Mullins explained all the reasons why CEPD should employ a lobbyist.



c. Administration Contracts

Commissioner Walter made a motion that Chairman Mullins be given authority to act on behalf of the Board to approve Administrative Contracts for December, 2019, not to exceed \$24,999

Commissioner Lanigan seconded the motion

Motion carried unanimously

d. Subcommittee

Ms. Weaver update on the mission statement of the subcommittee.

Chairman Mullins requests that potential members are present in the next meeting. And asked Linda Laird to be involved in sea level rise and to form an interface between committees.

Commissioner Walter left the meeting at 3:10pm

e. Mauldin & Jenkins Contracts – Daniel Anderson

Ms. Weaver explained the difference of the letters; the first is the actual audit, the second letter is if there is an issue with the audit.

Commissioner Lanigan made a motion to approve the 2019 Engagement Letters with Mauldin & Jenkins to begin the audit

Commissioner Walter seconded the motion

Motion carried unanimously

9. Administrators' Reports

Ms. Weaver reported the 2013 Lee County Interlocal Agreement was forwarded to the appropriate Assistant and Deputy County Managers for update prior to the 2020/21 Renourishment.

a. CDM Training – Acceptance and Scholarship

Both Joe Wagenti and Carolyn Weaver were accepted into the Certified District Manager Training program to be held in Tallahassee the last week of January, 2020. Board has not yet approved attendance.

b. TRIM update

Ms. Weaver explained that the advertised NOTICE of the budget hearing had the wrong numbers in the publication; the numbers were corrected, approved by TRIM, re-advertised and re-hearing held today.

The advertisement and the breakdown will be offered to the board at the re-hearing.



Commissioner Walter joined the meeting at 3:21pm

8.c. Administration Contracts

At this time, Chairman Mullins requested that Carolyn Weaver and Joe Wagenti leave the meeting so that the commissioners could discuss their interim contracts and plans, as their current contracts expire November 30, 2019, with the resignation of Hans Wilson & Associates.

After general discussion, the decision was made to make the positions employees, instead of consultants. There was no decision made as to the titles for the positions. No decision was made regarding keeping Ms. Weaver and Mr. Wagenti; job decisions will be written and posted, possibly on Indeed, to see what other possible candidates might be available.

The meeting suspended at 4:00pm

The meeting was called to order again at 5:25pm

The Board agreed to vote to appoint a Commissioner to fill the empty seat. The vote was held by ballot which included Dick Pyle and John Silvia. Mr. Pyle was unanimously approved.

10. Adjournment

The Chairman adjourned the meeting at 5:30pm

Captiva Erosion Prevention District
 General Fund - Budget Performance Summary
 For the Two Months Ended November 30, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Nov '19	Budget - Nov '19	Variance - Nov '19	Actual YTD	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Ad Valorem Tax	\$ 142,816.38	\$ 53,183.34	\$ 89,633.04	\$ 146,241.38	\$ 106,366.68	\$ 39,874.70	\$ 449,936.00	\$ 303,694.62
Interest income - Other	15.31	20.84	(5.53)	37.50	41.68	(4.18)	250.00	212.50
Other Income	0.00	416.66	(416.66)	300.00	833.32	(533.32)	5,000.00	4,700.00
Total Income	142,831.69	53,620.84	89,210.85	146,578.88	107,241.68	39,337.20	455,186.00	308,607.12
Gross Profit	142,831.69	53,620.84	89,210.85	146,578.88	107,241.68	39,337.20	455,186.00	308,607.12
Expense								
Administrative expenses	3,778.59	26,525.04	(22,746.45)	23,064.55	53,050.08	(29,985.53)	195,000.00	177,879.45
Capital outlay	0.00	1,250.00	(1,250.00)	0.00	2,500.00	(2,500.00)	4,000.00	4,000.00
Reserves	7,220.83	7,220.83	0.00	14,441.66	14,441.68	(0.02)	89,686.00	75,244.34
Cost of collecting Ad Valorem	2,856.34	1,166.66	1,689.68	2,856.34	2,333.36	522.98	11,500.00	8,643.66
Legal and professional fees	21,803.50	17,458.31	4,345.19	33,499.75	34,916.64	(1,416.89)	155,000.00	121,500.25
Total Expense	35,659.26	53,620.84	(17,961.58)	73,862.30	107,241.76	(33,379.46)	455,186.00	387,267.70
Net Ordinary Income	107,172.43	0.00	107,172.43	72,716.58	(0.08)	72,716.66	0.00	(78,660.58)
Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ 107,172.43	\$ -	\$ 107,172.43	\$ 72,716.58	\$ (0.08)	\$ 72,716.66	\$ -	\$ (78,660.58)

Captiva Erosion Prevention District
General Fund - Budget Performance Detail
For the Two Months Ended November 30, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Nov '19	Budget - Nov '19	Variance - Nov '19	Actual YTD	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Ad Valorem Tax								
Grant Local	\$ -	\$ 3,183.34	(3,183.34)	\$ -	\$ 6,366.68	(6,366.68)	\$ 38,200.00	38,200.00
Ad Valorem taxes	142,816.38	50,000.00	92,816.38	146,241.28	100,000.00	46,241.28	411,736.00	265,494.72
Total Ad Valorem Tax	142,816.38	53,183.34	89,633.04	146,241.38	106,366.68	39,874.70	449,936.00	303,694.72
Interest income - Other	15.31	20.84	(5.53)	37.50	41.68	(4.18)	250.00	212.50
Other Income	0.00	416.66	(416.66)	300.00	833.32	(533.32)	5,000.00	4,700.00
Total Income	142,831.69	53,620.84	(422.19)	146,578.88	107,241.68	39,337.20	455,186.00	308,607.22
Gross Profit	142,831.69	53,620.84	89,210.85	146,578.88	107,241.68	39,337.20	455,186.00	308,607.22
Expense								
Administrative expenses								
Advertising	0.00	333.34	(333.34)	1,089.62	666.68	422.94	4,000.00	2,910.38
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bay Side Initiatives	0.00	8,333.34	(8,333.34)	0.00	16,666.68	(16,666.68)	0.00	0.00
Beach Maintenance Monitor	0.00	3,183.34	(3,183.34)	0.00	6,366.68	(6,366.68)	38,200.00	38,200.00
Board Approved special projects	0.00	2,500.00	(2,500.00)	0.00	5,000.00	(5,000.00)	30,000.00	30,000.00
Board meeting expenses	0.00	83.34	(83.34)	0.00	166.68	(166.68)	500.00	500.00
Copier lease expense	169.06	250.00	(80.94)	275.30	500.00	(224.70)	3,000.00	2,724.70
Dues and subscriptions	569.00	225.00	344.00	6,744.00	450.00	6,294.00	800.00	0.00
General insurance	0.00	1,208.34	(1,208.34)	7,570.00	2,416.68	5,153.32	10,500.00	2,930.00
History of CEPD	0.00	3,333.34	(3,333.34)	0.00	6,666.68	(6,666.68)	40,000.00	40,000.00
Newsletter expense	0.00	250.00	(250.00)	0.00	500.00	(500.00)	1,500.00	1,500.00
Office expense	312.51	750.00	(437.49)	669.60	1,500.00	(830.40)	6,000.00	5,330.40
Postage	62.75	125.00	(62.25)	62.75	250.00	(187.25)	1,500.00	1,437.25
Referendum	0.00	541.66	(541.66)	0.00	1,083.32	(1,083.32)	20,000.00	20,000.00
Rent expense	1,431.05	1,500.00	(68.95)	2,862.10	3,000.00	(137.90)	18,000.00	15,137.90
Repairs	0.00	291.66	(291.66)	0.00	583.32	(583.32)	1,000.00	1,000.00
Telephone	325.46	408.34	(82.88)	650.92	816.68	(165.76)	3,500.00	2,849.08
Travel and per diem	414.00	1,250.00	(836.00)	1,883.04	2,500.00	(616.96)	7,000.00	5,116.96
Utilities	88.76	208.34	(119.58)	256.76	416.68	(159.92)	2,000.00	1,743.24
Warranties	0.00	500.00	(500.00)	0.00	1,000.00	(1,000.00)	0.00	0.00
Website & Computer maintenance	406.00	1,250.00	(844.00)	1,000.46	2,500.00	(1,499.54)	7,500.00	6,499.54
Total Administrative expenses	3,778.59	26,525.04	(22,746.45)	23,064.55	53,050.08	(29,985.53)	195,000.00	177,879.45
Capital outlay								
Equipment purchases	0.00	1,250.00	(1,250.00)	0.00	2,500.00	(2,500.00)	4,000.00	4,000.00
Total Capital outlay	0.00	1,250.00	(1,250.00)	0.00	2,500.00	(2,500.00)	4,000.00	4,000.00
Consulting and Professional Fees								
Consulting	19,724.50	11,666.66	8,057.84	29,586.75	23,333.32	6,253.43	115,000.00	85,413.25
Professional Fees	2,079.00	5,791.65	(3,712.65)	3,913.00	11,583.32	(7,670.32)	40,000.00	36,087.00
Total Legal and professional fees	21,803.50	17,458.31	4,345.19	33,499.75	34,916.64	(1,416.89)	155,000.00	121,500.25
Cost of collecting Ad Valorem								
Property tax appraiser fees	0.00	333.33	(333.33)	0.00	666.68	(666.68)	3,500.00	3,500.00
Tax collector commissions	2,856.34	833.33	2,023.01	2,856.34	1,666.68	1,189.66	8,000.00	5,143.66
Total Cost of collecting Ad Valorem	2,856.34	1,166.66	1,689.68	2,856.34	2,333.36	522.98	11,500.00	8,643.66
Reserves								
Operating Reserves	7,220.83	7,220.83	0.00	14,441.66	14,441.68	(0.02)	89,686.00	75,244.34
Total Reserves	7,220.83	7,220.83	0.00	14,441.66	14,441.68	(0.02)	89,686.00	75,244.34
Total Expense	35,659.26	53,620.84	(17,961.58)	73,862.30	107,241.76	(33,379.46)	455,186.00	387,267.70
Net Ordinary Income	107,172.43	0.00	107,172.43	72,716.58	(0.08)	72,716.66	0.00	(78,660.48)
Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ 107,172.43	\$ -	\$ 107,172.43	\$ 72,716.58	\$ (0.08)	\$ 72,716.66	\$ -	\$ (78,660.48)

NOTE: Residual Budget figures reflect only Budget Revenue uncollected and Budgeted expenditures not yet incurred.

CEPD - GENERAL FUND
Balance Sheet

	<u>November 30, 2019</u>
ASSETS	
Current Assets	
Checking/Savings	
S.B.A. Account	\$ 117.96
BOTI Checking	721,438.63
Total Checking/Savings	<u>721,556.59</u>
Other Current Assets	
Due from Capital Projects Fund	33,703.51
Total Other Current Assets	<u>33,703.51</u>
 Total Current Assets	 <u>755,260.10</u>
 TOTAL ASSETS	 <u>\$ 755,260.10</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Capital Projects Fund	\$ 72,580.54
Total Other Current Liabilities	<u>72,580.54</u>
 Total Current Liabilities	 <u>72,580.54</u>
 Total Liabilities	 72,580.54
Equity	
Fund Balance	609,962.98
Net Income	72,716.58
Total Equity	<u>682,679.56</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 755,260.10</u>

Captiva Erosion Prevention District
 Capital Projects Fund - Budget Performance Summary
 For the Two Months Ended November 30, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Nov '19	Budget - Nov '19	Variance - Nov '19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Grant Income	\$ -	\$ 54,274.68	\$ (54,274.68)	\$ 64,679.75	\$ 108,549.36	\$ (43,869.61)	\$ 651,296.00	\$ 586,616.25
Interest Income	16,343.14	291.66	16,051.48	16,399.87	583.32	15,816.55	3,500.00	0.00
Other miscellaneous income	0.00	0.00	0.00	202.32	0.00	202.32	0.00	0.00
Parking Lot Revenue	24,729.70	28,333.34	(3,603.64)	53,531.85	56,666.68	(3,134.83)	340,000.00	286,468.15
Transfer from General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserves - General	7,220.83	7,220.84	(0.01)	14,441.66	14,441.68	(0.02)	86,650.00	72,208.34
Special Assessments	57,912.21	23,333.34	34,578.87	58,456.73	46,666.68	11,790.05	280,000.00	221,543.27
Total Income	106,205.88	113,453.86	(7,247.98)	207,712.18	226,907.72	(19,195.54)	1,361,446.00	1,166,836.01
Expense								
Advertising	0.00	166.66	(166.66)	0.00	333.32	(333.32)	2,000.00	2,000.00
Annual memberships & fees	500.00	166.66	333.34	500.00	333.32	166.68	2,000.00	1,500.00
Bank service charges	0.00	0.00	0.00	34.00	0.00	34.00	0.00	0.00
Beach maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenses	0.00	16,452.34	(16,452.34)	0.00	32,904.68	(32,904.68)	197,428.00	0.00
Cost of Assessment Collections	253.03	83.34	169.69	267.63	166.68	100.95	1,000.00	732.37
Engineering (CP)	0.00	1,666.66	(1,666.66)	0.00	3,333.32	(3,333.32)	20,000.00	20,000.00
Grant Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	666.66	(666.66)	0.00	1,333.32	(1,333.32)	8,000.00	8,000.00
Permit Modifications	0.00	4,166.66	(4,166.66)	0.00	8,333.32	(8,333.32)	50,000.00	50,000.00
Post Hurricane Irma Study	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking lot expenses	5,334.98	8,483.34	(3,148.36)	12,958.24	16,966.68	(4,008.44)	101,800.00	67,991.76
Project Management Support	22,310.00	25,500.00	(3,190.00)	34,713.75	51,000.00	(16,286.25)	306,000.00	271,286.25
Renourishment 2013/14	25,348.31	17,455.34	7,892.97	46,736.14	34,910.68	11,825.46	209,464.00	185,402.69
Renourishment 2021/2022	0.00	9,833.34	(9,833.34)	4,235.00	19,666.68	(15,431.68)	118,000.00	487,370.38
Rent	477.52	625.00	(147.48)	886.72	1,250.00	(363.28)	7,500.00	6,613.28
Redfish Pass	0.00	29,166.66	(29,166.66)	0.00	58,333.32	0.00	350,000.00	350,000.00
Storage of records	401.15	233.34	167.81	647.04	466.68	180.36	2,800.00	2,152.96
Total Expense	54,624.99	114,666.00	(60,041.01)	100,978.52	229,332.00	(70,020.16)	1,375,992.00	1,453,049.69
Net Ordinary Income (Loss)	51,580.89	(1,212.14)	52,793.03	106,733.66	(2,424.28)	50,824.62	(14,546.00)	(286,213.68)
Other Expense								
Debt Service - Interest	0.00	2,166.66	(2,166.66)	7,172.60	4,333.32	2,839.28	26,000.00	18,827.40
Debt Service - Principal	0.00	58,333.34	(58,333.34)	0.00	116,666.68	(116,666.68)	700,000.00	700,000.00
Net Income	\$ 51,580.89	\$ (61,712.14)	\$ 113,293.03	\$ 99,561.06	\$ (123,424.28)	\$ 164,652.02	\$ (740,546.00)	\$ (1,005,041.08)

****NOTE Residual Budget figures ONLY reflect Budgeted Assessments to be collected and Budgeted Costs not yet incurred.

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Nov 19	Budget - Nov 19	Variance - Nov 19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Grant Income - Local	\$ -	\$ 50,294.84	\$ (50,294.84)	\$ 64,679.75	\$ 100,589.68	\$ (35,909.93)	\$ 603,538.00	\$ 538,858.25
Grant Income - State	0.00	3,979.84	(3,979.84)	0.00	7,959.68	(7,959.68)	47,758.00	47,758.00
Grant Income - Federal (FEMA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	16,343.14	291.66	16,051.48	16,399.87	583.32	15,816.55	3,500.00	0.00
Other miscellaneous revenues	0.00	0.00	0.00	202.32	0.00	202.32	0.00	0.00
Parking Lot Revenue	24,729.70	28,333.34	(3,603.64)	53,531.85	56,666.68	(3,134.83)	340,000.00	286,468.15
Refund Unused Project Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserves - General	7,220.83	7,220.84	(0.01)	14,441.66	14,441.68	(0.02)	86,650.00	72,208.34
Special Assessments								
Special Assessments Principal	53,322.21	20,833.34	32,488.87	53,567.61	41,666.68	11,900.93	250,000.00	196,432.39
Special Assessments - Interest	4,590.00	2,500.00	2,090.00	4,889.12	5,000.00	(110.88)	30,000.00	25,110.88
Total Special Assessments	57,912.21	23,333.34	34,578.87	58,456.73	46,666.68	11,790.05	280,000.00	221,543.27
Total Income	106,205.88	113,453.86	(7,247.98)	207,712.18	226,907.72	(19,195.54)	1,361,446.00	1,166,836.01
Expense								
Advertising	0.00	166.66	(166.66)	0.00	333.32	(333.32)	2,000.00	2,000.00
Annual memberships & fees	500.00	166.66	333.34	500.00	333.32	166.68	2,000.00	1,500.00
Bank service charges	0.00	0.00	0.00	34.00	0.00	34.00	0.00	0.00
Beach Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expense	0.00	16,452.34	(16,452.34)	0.00	32,904.68	(32,904.68)	197,428.00	0.00
Cost of Assessment Collections	253.03	83.34	169.69	267.63	166.68	100.95	1,000.00	732.37
Engineering (CP)	0.00	1,666.66	(1,666.66)	0.00	3,333.32	(3,333.32)	20,000.00	20,000.00
Grant Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	666.66	(666.66)	0.00	1,333.32	(1,333.32)	8,000.00	8,000.00
Permit Modification	0.00	4,166.66	(4,166.66)	0.00	8,333.32	(8,333.32)	50,000.00	50,000.00
Post Hurricane Irma Survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Redfish Pass								
Geo-Technical Investigation	0.00	29,166.66	(29,166.66)	0.00	58,333.32	(58,333.32)	350,000.00	350,000.00
Redfish Pass Study	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Redfish IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking lot expenses								
Credit card fees	875.70	750.00	125.70	1,745.65	1,500.00	245.65	9,000.00	7,254.35
Machine warranty	0.00	116.66	(116.66)	0.00	233.32	(233.32)	1,400.00	1,400.00
Parking lot equipment	0.00	1,833.34	(1,833.34)	0.00	3,666.68	(3,666.68)	22,000.00	0.00
Parking lot improvements	0.00	0.00	0.00	1,150.00	0.00	1,150.00	0.00	0.00
Parking maintenance	1,775.02	3,333.34	(1,558.32)	4,719.59	6,666.68	(1,947.09)	40,000.00	35,280.41
Portable toilets	985.00	333.34	651.66	1,970.00	666.68	1,303.32	4,000.00	2,030.00
Signage	0.00	125.00	(125.00)	0.00	250.00	(250.00)	1,500.00	1,500.00
Site Prep and Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	0.00	150.00	(150.00)	0.00	300.00	(300.00)	1,800.00	1,800.00
Sales tax expense	1,699.26	1,841.66	(142.40)	3,373.00	3,683.32	(310.32)	22,100.00	18,727.00
Total Parking lot expenses	5,334.98	8,483.34	(3,148.36)	12,958.24	16,966.68	(4,008.44)	101,800.00	67,991.76
Project Management Support								
Professional Fees	2,585.50	15,666.66	(13,081.16)	5,127.00	31,333.32	(26,206.32)	188,000.00	182,873.00
Project Consultant	19,724.50	9,833.34	9,891.16	29,586.75	19,666.68	9,920.07	118,000.00	88,413.25
Total Project Management Support	22,310.00	25,500.00	(3,190.00)	34,713.75	51,000.00	(16,286.25)	306,000.00	271,286.25
Renourishment 2013/14								
Mobilization, Dredging & Fill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monitoring - Sea Turtle	24,061.31	17,455.34	6,605.97	24,061.31	34,910.68	(10,849.37)	209,464.00	185,402.69
Post Construct Survey & Report	1,287.00	0.00	1,287.00	22,674.83	0.00	22,674.83	0.00	0.00
Beach Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Renourishment 2013/14 Design Phase	25,348.31	17,455.34	7,892.97	46,736.14	34,910.68	11,825.46	209,464.00	185,402.69
Renourishment 2021/2022								
Mail Survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering Report/Storm Damage Analysis	0.00	9,833.34	(9,833.34)	1,435.00	19,666.68	(18,231.68)	118,000.00	116,565.00
Project Benefit Analysis	0.00	0.00	0.00	2,800.00	0.00	2,800.00	0.00	0.00
Summer Recreational Survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Winter Recreational Survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Renourishment 2021/2022	0.00	9,833.34	(9,833.34)	4,235.00	19,666.68	(15,431.68)	327,464.00	487,370.38
Rent	477.52	625.00	(147.48)	886.72	1,250.00	(363.28)	7,500.00	6,613.28
Storage of records	401.15	233.34	167.81	647.04	466.68	180.36	2,800.00	2,152.96
Total Expense	54,624.99	114,666.00	(60,041.01)	100,978.52	229,332.00	(70,020.16)	1,375,992.00	1,453,049.69
Other Income/Expense								
Debt Service - Interest	0.00	2,166.66	(2,166.66)	7,172.60	4,333.32	2,839.28	26,000.00	18,827.40
Debt Service - Principal	0.00	58,333.34	(58,333.34)	0.00	116,666.68	(116,666.68)	700,000.00	700,000.00
Total Other Income/Expense	0.00	60,500.00	(60,500.00)	7,172.60	121,000.00	(113,827.40)	726,000.00	718,827.40
Net Ordinary Income (Loss)	51,580.89	(61,712.14)	113,293.03	99,561.06	(123,424.28)	164,652.02	(740,546.00)	(1,005,041.08)
Net Income	\$ 51,580.89	\$ (61,712.14)	\$ 113,293.03	\$ 99,561.06	\$ (123,424.28)	\$ 164,652.02	\$ (740,546.00)	\$ (1,005,041.08)

***NOTE: Residual Budget figures ONLY reflect Budgeted Assessments to be collected and Budgeted Costs not yet incurred.

CEPD - CAPITAL PROJECTS FUND
Balance Sheet

	<u>November 30, 2019</u>
ASSETS	
Current Assets	
Checking/Savings	
BOTI Checking	\$ 2,518,480.97
Sanibel Captiva Bank - CD	251,835.82
SBA	235,194.05
Total Checking/Savings	<u>3,005,510.84</u>
Other Current Assets	
Due From General Fund	72,580.54
Total Other Current Assets	<u>72,580.54</u>
Total Current Assets	<u>3,078,091.38</u>
TOTAL ASSETS	<u><u>\$ 3,078,091.38</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Due to General Fund	\$ 33,703.51
Total Current Liabilities	<u>33,703.51</u>
Total Liabilities	<u>33,703.51</u>
Equity	
Fund Balance	2,944,826.81
Net Income	99,561.06
Total Equity	<u>3,044,387.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 3,078,091.38</u></u>
 <u>5/3 Loan (Princ due each May)</u>	
Amount borrowed	\$ 9,600,000.00
Payments made - FYE 09/30/14	(5,400,000.00)
Payments made - FYE 09/30/15	(700,000.00)
Payments made - FYE 09/30/16	(700,000.00)
Payments made - FYE 09/30/17	(700,000.00)
Payments made - FYE 09/30/18	(700,000.00)
Payments made - FYE 09/30/19	(700,000.00)
	<u><u>\$ 700,000.00</u></u>

CAPTIVA EROSION PREVENTION DISTRICT
RESERVE ACCUMULATIONS
FISCAL YEAR ENDING 9/30/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
Beginning Balance	\$ 1,902,171	\$ 1,901,114	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121
Reserves Transferred In												
Parking Revenue	28,802	24,730	-	-	-	-	-	-	-	-	-	-
Operating Reserves												
Total Reserves Transferred In	7,221	7,221	-	-	-	-	-	-	-	-	-	-
NonProject Costs Expended												
Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Bank charges	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Parking Lot Expenses	7,623	5,335	-	-	-	-	-	-	-	-	-	-
Project Manual	-	-	-	-	-	-	-	-	-	-	-	-
Rent	409	478	-	-	-	-	-	-	-	-	-	-
Storage	246	401	-	-	-	-	-	-	-	-	-	-
Total NonProject Costs Expended	8,278	6,214	-	-	-	-	-	-	-	-	-	-
Increase (Decrease) in Reserves	(1,057)	1,007	-	-	-	-	-	-	-	-	-	-
Total Accumulated Reserves	\$ 1,901,114	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121	\$ 1,902,121



Captiva Erosion Prevention District
(CEPD)

Office Administration

Standard Operating Procedure (SOP)

for

Emergency Beach Cleanup

<u>Section</u>	<u>Page</u>
Document History.....	2
Background and Description.....	2
Purpose.....	2
Process Participants.....	2
Frequency.....	2
Steps.....	3
Monitoring.....	4
Performance Measures.....	4

DOCUMENT HISTORY

Revision date	What was revised	Effective date	Author
	New-Original	11/12/19	CLW
11/18/19	Remove Red Tide	12/09/19	CLW

BACKGROUND AND DESCRIPTION

The Captiva Erosion Prevention District (CEPD) is a beach and shore preservation district relating to beach and shore preservation, use and maintenance of the beaches and sand dunes. The jurisdictional area of the CEPD encompasses Captiva Island, from Blind Pass to Red Fish Pass.

Activities of the CEPD strive to protect, preserve and enhance the beach, shoreline and dune system and minimize activities including operating vehicles on beaches that lead to erosion from a loss of sediment from the beach-dune system.

The Captiva beaches are natural and are not dragged or raked daily. By leaving them natural, the seaweed and drift algae remains on the shore and creates a wrack line as the tides come in and out. This is a natural food source for birds and other wildlife along the coast shoreline.

PURPOSE

The purpose of this SOP is to:

- Establish the scope of services for emergency cleanup.

PROCESS PARTICIPANTS

CEPD Administrator
CEPD Staff
CEPD Commissioners
CEPD Consultants

FREQUENCY

The steps in this procedure are performed as needed during an emergency situation.

STEPS

GENERAL INFORMATION

1. The beach is checked from Redfish Pass to Blind Pass once per week.
2. The MOTE report is issued daily, Monday through Friday.
3. During either the weekly or weekday reports, should more than 1 or 2 dead fish every 5 feet be observed, it will be reported immediately upon return to Administration.
4. Administration may take action within 24 hours upon assessment that determines the need for cleanup.
5. Administration may hire a contractor to hand pick, rake, pile, and transfer debris to trash bags and take to a disposal site.
6. If a turtle should wash up, Turtle Time will be contacted for handling.
7. If the amount of dead fish is excessive, and the time needed to cleanup will exceed four hours during a given workday, Administration shall contact Lucas County Parks and Recreation for assistance. "Excessive Amount" shall be 3 or more dead fish every 5 feet. If cleanup is done any way other than by hand, DEP must be contacted regarding a permit.
8. LCP&R may hire temporary laborers to assist with cleanup, or they may ask Administration to hire laborers for cleanup.
9. Costs will be submitted to TDC for reimbursement from a special fund set aside for such emergency clean up.
10. If debris is on private property, the property owners are responsible for removing their own debris. If the pile of debris on private property is larger than a compact car, then the property owner is responsible for piling the debris in an area specified by the county, where a contracted vendor's equipment can access the pile for removal.
11. A County contracted vendor will be contacted if the occurrence is severe with multiple large debris piles and greater than standard operating procedures can handle.
12. Assistance can be requested from the County's secured contractor and/or utilize the county Tourist Development Council funding which has been established for this emergency beach cleanup purpose.
13. All State of FL DEP guidelines for cleaning beach must be followed, including but not limited to having a DEP beach cleaning field permit executed before work begins.

MONITORING

CEPD Administration is responsible for monitoring the Beach and use of the Beach Vehicle and for updating this Standard Operating Procedure. This is to ensure that all Staff and Commissioners conform to the SOP. Issues of non-conformance with the SOP will be brought to the Board for consideration.

PERFORMANCE MEASURES

1. Administration will be responsible for determining the need for an outside laborer and shall seek approval from the Chairman before work begins.

DRAFT

RESOLUTION NO. 2019-14
BY THE BOARD OF COMMISSIONERS
OF THE CAPTIVA EROSION PREVENTION DISTRICT
LEE COUNTY, FLORIDA

WHEREAS, the Captiva Erosion Prevention District ("District") is authorized by Chapter 2000-399, Laws of Florida and Section 161.32, Florida Statutes (2019), as a beach and shore preservation district; and

WHEREAS, Section 4 "Powers of the District", paragraph (4) authorizes the District to adopt rules for its own government and proceedings; and

WHEREAS, The District has adopted Rules of Procedure, last amended January 7, 2019; and

WHEREAS, Rule 1.23(d) of the District Rules of Procedure provides that a resolution stating budget and purposes shall be required to initiate any project exceeding \$25,000; and

WHEREAS, The District desires to initiate such a project exceeding \$25,000.

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

Section 1. The District approves the contract, dated _____ between the Captiva Erosion District and Wiltshire, Whitley, Richardson & English, P.A., to perform bookkeeping services for CEPD at the expenditure of \$2,500 per month for 2020, \$2,550 per month for 2021, and \$2,600 per month for 2022.

Section 2. This Resolution shall become effective immediately upon adoption.

THE FOREGOING RESOLUTION was offered by Commissioner _____ who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to vote, the vote was as follows:

Chairman Michael Mullins	_____
Vice Chair Michael Lanigan	_____
Secretary Harry Kaiser	_____
Treasurer Bob Walter	_____
Richard Pyle	_____

Captiva Erosion Prevention District
Resolution No. 2019-14

DULY PASSED AND ADOPTED THIS 9th day of December, 2019.

Board of Commissioners of the
Captiva Erosion Prevention District

By: _____ Certified by: _____
Chairman Secretary

Approved as to Form

By: *Timothy Strand*
Board Attorney

Rule 3.02 – Appointment of Emeritus Commissioner

(a) 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 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.

(b) 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.

(c) **Eligibility:** In order to be considered for designation as a Board Member Emeritus, a person must be a current or former member of the Captiva Erosion Prevention District Board of Commissioners who:

1. Has served the Captiva Erosion Prevention District Board with distinction
2. Held an important leadership role, and made or continues to make significant contributions
3. Engaged in major volunteer or advocacy activities in his or her service on the board
4. Completed the term(s) for which he or she was appointed

(d) **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. A majority vote of Commissioners at a meeting at which a quorum is present is sufficient to approve an appointment.



**HUMISTON
& MOORE
ENGINEERS**

COASTAL
ENGINEERING DESIGN
AND PERMITTING

5679 Strand Court
Naples, FL 34110
239-594-2021 – Voice
239-594-2025 - Fax

November 27, 2019

Sent via Email

Captiva Erosion Prevention District
c/o Joe Wagenti
11513 Andy Rosse Lane,
Unit 4, PO Box 365
Captiva, Florida 33924

Dear Mr. Wagenti,

Thank you for considering Humiston & Moore Engineers as you approach the next nourishment cycle on Captiva Island. We are pleased to provide this proposal and estimate for a peer review of the design reports for your upcoming nourishment project.

Humiston & Moore Engineers (H&M), located in Naples, Florida, has been providing specialized coastal engineering services since 1991. Key personnel of the H&M staff have 20 to 40 years of experience in coastal engineering and have been working together for the last 15 to 20 years. Our philosophy and approach to coastal engineering problems is to first establish an understanding of the dynamic coastal processes that have caused the problem. This is essential to developing practical, cost-effective solutions to address the problem as comprehensively as possible.

H&M has recently completed projects that include design and permitting of multiple beach nourishment projects, erosion control structures, inlet management studies, and channel maintenance. The most notable being the 2016 South Siesta Key Beach Renourishment Project in Sarasota County. The project consisted of over 700,000 cubic yards of sand constructed by hopper dredge from offshore borrow areas. Humiston & Moore served as prime consultant and provided all sand search, geotechnical investigations, environmental assessments, technical design, permitting and construction administration.

The proposed professional service consists of a peer review of two reports prepared for CEPD documenting engineering design and financial responsibility for the upcoming nourishment project. The review will consist of an assessment of engineering methods, results and conclusions, including suggested design considerations, alternative approaches where applicable, and H&M's regional understanding of the erosion on Captiva Island. H&M will also gather and review existing permits for the CEPD project and others nearby. The analysis may include comparative scheduling with nearby projects to identify potential cost saving

opportunities. After the report is finalized, senior engineers from H&M will attend a 2 hour meeting with CEPD to present and discuss the results of the review and H&M's recommendations.

The following budget is proposed. Professional Services will be invoiced on a Time and Materials basis upon completion of each task, not to exceed:

Task 1:	Document Review	\$4,680
Task 2:	Additional Analysis	\$4,402
Task 3:	Compile Report	\$2,592
Task 4:	Prepare and Attend CEPD Meeting	\$2,780
Total Not-to-Exceed Budget		\$14,454

We thank you for the opportunity and look forward to working with you.

Sincerely,



Mohamed Dabees, Ph.D., P.E., D.CE.
HUMISTON & MOORE ENGINEERS



Fifth Third
Securities

Bond Portfolio Analysis

Captiva Erosion Prevention District

Account Representative

Travis Gleason

Curve Date

12/3/2019

Analysis Date

12/4/2019

Fixed Income Strategy Team

John Dunlevy, CFA

Managing Director

john.dunlevy@53.com

Richard Annunziato

Director

richard.annunziato@53.com

Jason Rhoads

Analyst

jason.rhoads@53.com

Hussien Saleh, CFA

Analyst

hussien.saleh@53.com

Anne LeMaster-Merrick

Analyst

anne.lemaster-merrick@53.com



Bond Portfolio Executive Summary

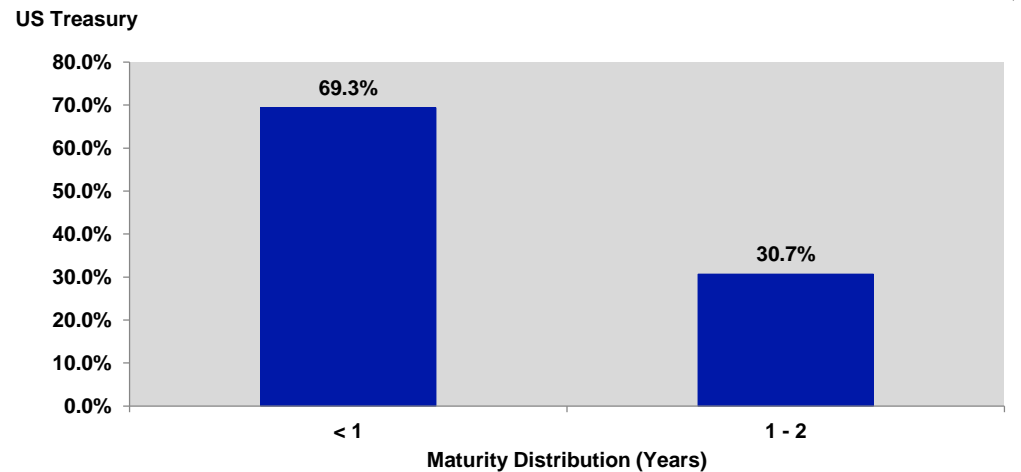
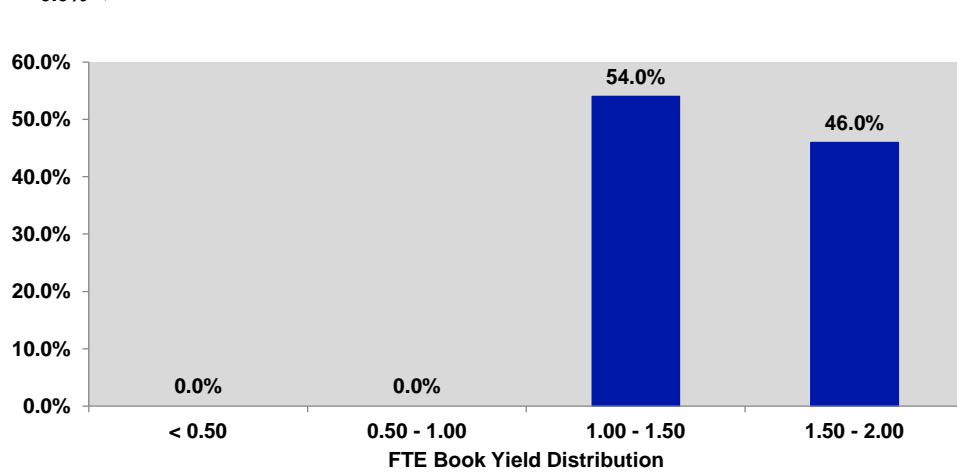
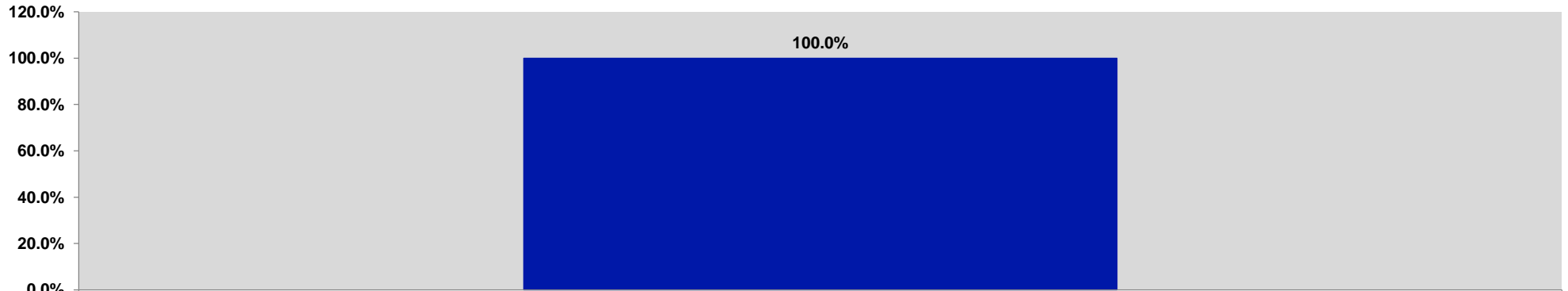
Captiva Erosion Prevention District

Portfolio Date: 12/03/2019

Original Face	Current Face	Number of Holdings	Average Holding Size	Book Value	Market Value	Gain / (Loss)	Book Price	Market Price
\$3,000,000	\$3,000,000	6	\$500,000	\$3,008,107	\$3,008,107	\$0	100.27	100.27

FTE Book Yield	FTE Market Yield	Weighted Average Mat.	Weighted Average Life	Effective Duration	Effective Convexity	Treasury Spread	12M Total Return	% of Portfolio Callable
1.52	1.52	0.98	0.98	0.96	0.02	-7.92	1.55	0.0%

Portfolio Breakdown by Bond Type



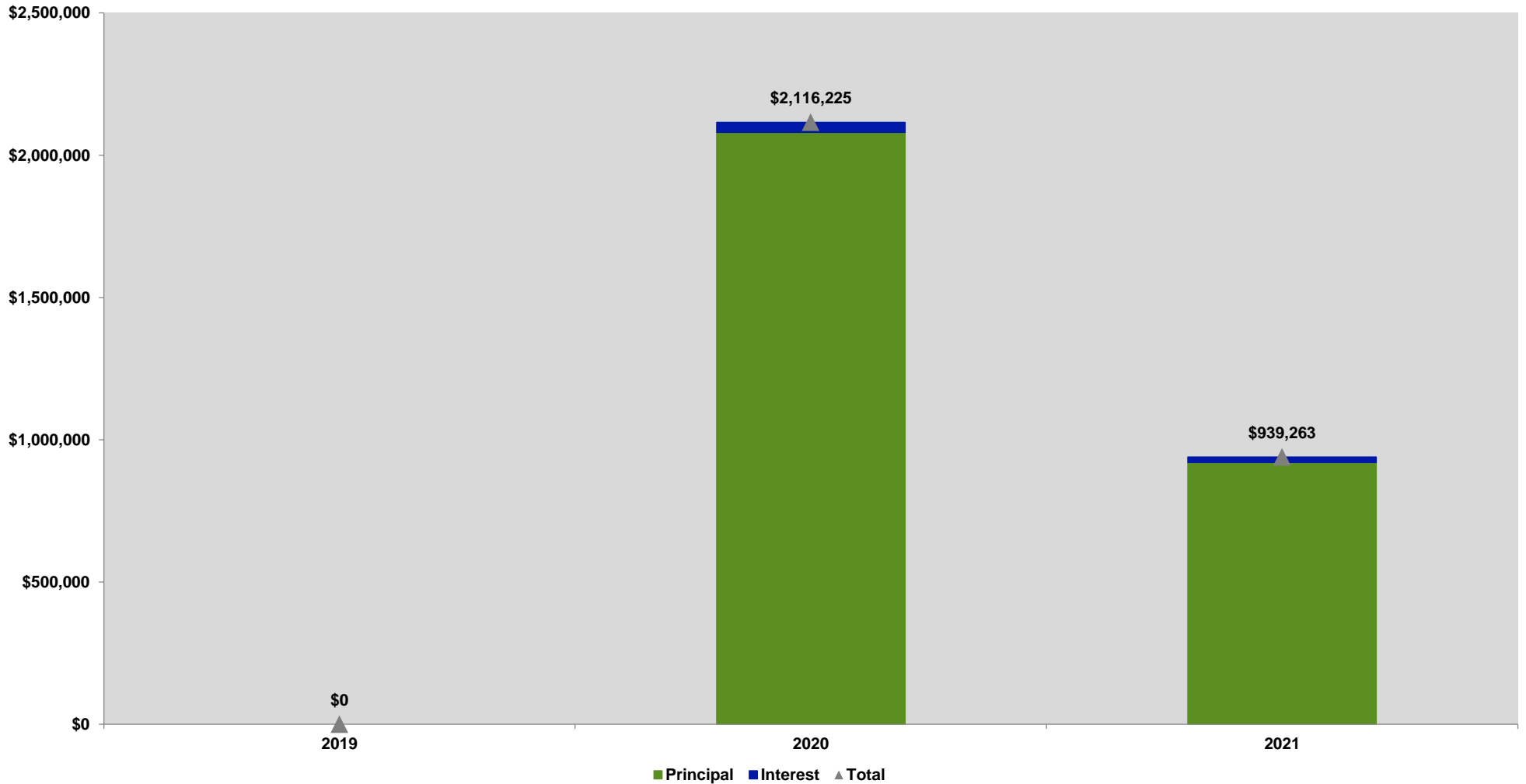


Bond Portfolio Annual Cash Flows

Captiva Erosion Prevention District

Portfolio Date: 12/03/2019

Cash Flow	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Principal	\$0	\$2,080,000	\$920,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$36,225	\$19,263	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$2,116,225	\$939,263	\$0	\$0	\$0	\$0	\$0	\$0	\$0





CUSIP Detail Report

Captiva Erosion Prevention District

Portfolio Date: 12/03/2019

CUSIP	Name	Bond Type	Coupon	Maturity	Moody's	S&P	Current Face	Book Price	Market Price	Gain / (Loss)	FTE Book Yield	WAL	12M Total Return	Effective Duration	Spread
912796TS8	TREASURY BILL	US Treasury	0.00	4/30/20	Aaa	AA+	\$700,000	99.41	99.41	\$0	1.44	0.41	1.54	0.41	-13.14
912828X96	US TREASURY N/B	US Treasury	1.50	5/15/20	Aaa	AA+	\$460,000	100.00	100.00	\$0	1.50	0.45	1.56	0.45	-7.19
912796TP4	TREASURY BILL	US Treasury	0.00	11/5/20	Aaa	AA+	\$460,000	98.65	98.65	\$0	1.48	0.92	1.50	0.92	-14.50
912828M98	US TREASURY N/B	US Treasury	1.63	11/30/20	Aaa	AA+	\$460,000	100.04	100.04	\$0	1.58	0.99	1.59	0.98	-7.19
9128284P2	US TREASURY N/B	US Treasury	2.63	5/15/21	Aaa	AA+	\$460,000	101.46	101.46	\$0	1.60	1.45	1.63	1.42	-1.75
9128285L0	US TREASURY N/B	US Treasury	2.88	11/15/21	Aaa	AA+	\$460,000	102.51	102.51	\$0	1.56	1.95	1.51	1.89	-1.04
Total		US Treasury	1.32	0.98			\$3,000,000	100.27	100.27	\$0	1.52	0.98	1.55	0.96	-7.92



Disclosures & Definitions

Captiva Erosion Prevention District

This information is not intended for use regarding the investment of municipal bond proceeds or municipal escrow investments. (a) Fifth Third Securities is not recommending an action to you as the municipal entity or obligated person; (b) Fifth Third Securities is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act to you with respect to the information and material contained in this communication; (c) Fifth Third Securities is acting for its own interests; and (d) you should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material

Investments in fixed income products are subject to liquidity (or market) risk, interest rate risk (bonds ordinarily decline in price when interest rates rise and rise in price when interest rates fall), financial (or credit) risk, inflation (or purchasing power) risk, and special tax liabilities.

This advertisement is neither an offer to sell nor a solicitation of an offer to buy any of these securities. New-issue municipal offerings are made only by official statement. The securities shown as available from the syndicate may no longer be available from the syndicate at the time of pricing.

All bonds are subject to availability and yields are subject to change. Market value will fluctuate. Bond values will decline as interest rates rise. The bond's income may be subject to certain state and local taxes depending upon your tax status and or the federal alternative minimum tax.

Fifth Third Securities is the trade name used by Fifth Third Securities, Inc., member [FINRA/SIPC](#), a wholly owned subsidiary of Fifth Third Bank, a registered broker-dealer, and a registered investment advisor registered with the U.S. Securities and Exchange Commission ([SEC](#)). Registration does not imply a certain level of skill or training. Securities and investments offered through Fifth Third Securities, Inc.

ARE NOT FDIC INSURED	OFFER NO BANK GUARANTEE	MAY LOSE VALUE
ARE NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY		ARE NOT A DEPOSIT

Contents are provided for informational purposes only and do not constitute an offer to sell nor a solicitation of an offer to buy any security. The views expressed here are those of the author and do not necessarily represent or reflect the views of Fifth Third Securities.

When executing a sell-buy transaction, the sale may result in a capital gain or loss. Once the replacement security has been purchased, the subsequent sale of that security prior to its maturity may cause an additional capital gain or loss, and may influence performance and total return of the transaction. Before executing any transaction, the investor should understand all of the relevant risks associated with the transaction. Investing in securities contains risks, including but not limited to market risk, interest rate risk, prepayment/extension risk, and credit risk. For all types of debt securities, the sale prior to maturity may cause a principal gain or loss.

The projections generated by this model are hypothetical in nature and do not reflect actual investment results and are not guarantees of future results. Parts of this analysis are based on assumptions, which we believe to be reasonable and supportable; however future events may influence actual results. The information contained in this document has been obtained from sources we believe to be reliable however we do not guarantee it is accurate or complete.

Source: Investment Analytics and Forecasts: The Yield Book by FTSE Russell and/or Bloomberg LLC

[FINRA Website: www.FINRA.gov](http://www.FINRA.gov)

[SIPC Website: www.SIPC.org](http://www.SIPC.org)

[SEC Website: www.SEC.gov](http://www.SEC.gov)

Disclosures & Definitions

Captiva Erosion Prevention District

Yield to Worst: Potential bond yield based on market price, and recent prepayment history and/or bond call schedule

Book Yield: A measure of a bond's recurring realized investment income that combines both the bond's coupon return plus its amortization

Effective Duration: A duration calculation for bonds with embedded options that represents the approximate percentage change in a security's price that will result from a 100-basis-point change in its yield

Key Rate Duration: The sensitivity of a security or the value of a portfolio to a 1% change in yield for a given maturity while holding all other maturities constant.

Convexity: A measure of the non-linear relationship between price and yield duration of a bond to changes in interest rates, the second derivative of the price of the bond with respect to interest rates.

Interest Rate Risk/Market Risk: The market price of the securities may move higher or lower depending on the prevailing market conditions and interest rates. The market value of debt securities will be inversely affected by movements in interest rates. When interest rates increase, market prices of existing securities will fall as these securities become less attractive to investors when compared to higher coupon new issues. When interest rates decrease, market prices on existing securities tend to increase because these securities become more attractive when compared to newly issued bonds with lower coupon rates. Sale of the bonds prior to maturity may cause a principal gain or loss.

Credit Risk: Credit Risk is the ability or perceived ability of the issuer of a debt security to make all principal and interest payments, in full, and on time. In addition, changes in the law or regulations or the upgrade or downgrade of the issuer's credit rating or other financial disclosures may have an impact on the market price of the bonds in the market. Sale of the bonds prior to maturity may cause a principal gain or loss.

Prepayment Risk: For securities purchased at a premium (e.g. the price paid for the security was higher than the principal value), the risk that the principal will be paid back to the investor faster than expected which will result in a yield to maturity lower than expected. For amortizing investments:

- If actual prepayment speeds are faster than projected prepayment speeds, there will be a shorter average life and a decrease in the yield to maturity.
- If actual prepayment speeds are slower than projected prepayment speeds, there will be a longer average life and an increase in the yield to maturity.

Generally, prepayment speeds on amortizing securities tend to accelerate in a declining interest rate environment. The payment of principal before it is expected may cause the reinvestment into a lower interest rate environment.

Extension Risk: For securities purchased at a discount (e.g. the price paid for the security was lower than the principal value), the risk that the principal will be paid back to the investor slower than expected which will result in a yield to maturity lower than expected. For amortizing investments:

- If actual prepayment speeds are faster than projected prepayment speeds, there will be a shorter average life and an increase in the yield to maturity.
- If actual prepayment speeds are slower than projected prepayment speeds, there will be a longer average life and a decrease in the yield to maturity.

Generally, prepayment speeds on amortizing securities tend to decelerate in a rising interest rate environment. The payment of principal later than expected may reduce the opportunity for reinvestment into a higher interest rate environment.

MARK E. RAYMOND

ATTORNEY AT LAW

8416 MAN-O-WAR ROAD
PALM BEACH GARDENS, FL
33410
Tel: 561.775.8440
Fax: 561.775.8443
mark.raymond@mraymondlaw.com

December 3, 2019

Captiva Erosion Prevention District
11513 Andy Rosse Lane
Unit 4
PO Box 365
Captiva, FL 33924

Re: Proposed Financing

Ladies and Gentlemen:

I would be pleased to again serve as bond counsel in connection with the issuance by Captiva Erosion Prevention District (the "District") of special assessment debt (the "Debt") to finance the cost of certain erosion control projects (the "Project"). The purpose of this letter is to set forth my role and responsibilities as bond counsel with respect to the financing. In general, my role and responsibilities would be the same as was the case with respect to the 1995, 2005 and 2013 financings.

Bond counsel is engaged as a recognized expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of the Debt.

As bond counsel, I will:

- a. consult with the District and its staff to determine the most appropriate method of financing the Project;
- b. prepare the resolutions authorizing and securing the Debt and imposing the special assessments that will serve as the source of repayment (the "Resolutions"), such other documents as may be required by the financing or which I deem necessary for rendering my opinion and the forms of such closing documents, certifications, and opinions of counsel as may be required by the terms of the financing and applicable federal and state laws;
- c. assist in the identification and selection of the financial institution to purchase the Debt and negotiate the terms thereof on behalf of the District; and
- d. undertake such additional duties as necessary to render my opinion.

Subject to the completion of proceedings to I will render my opinion that, among other things:

- a. the District is duly created and validly existing as special district of the State of Florida, with authority to adopt the Resolution, perform agreements on its part contained therein and incur the Debt;
- b. the Resolution has been duly adopted by the District constitutes a valid and binding obligation of District enforceable against the District;
- c. the Resolution creates a valid lien on the funds or assets pledged by the Resolution for the security the Debt;
- d. the Debt has been duly authorized, executed and delivered by the District and is a valid and binding special obligation of the District, payable solely from the sources as provided in the Resolution;
- e. if applicable, the interest on the Debt will be excluded from gross income for federal income tax purposes and the Debt and the interest thereon are exempt from present intangible personal property taxes of Florida; and
- f. if applicable, the Debt has been duly designated by the District as a "qualified tax exempt obligations" for purposes of Section 265 of the Internal Revenue Code (the "Code").

The opinion will be executed and delivered by me in written form on the date the Debt is issued in exchange for purchase price (the "Closing") and will be based upon facts and law existing as of that date. Upon delivery of the opinion, my responsibilities as bond counsel would be concluded with respect to this financing.

While serving as bond counsel, my client will be the District and I will represent its interests.

My fee as bond counsel will be \$15,000 plus out-of-pocket expenses consisting of travel (at the IRS approved mileage rate), postage and overnight delivery charges (at cost). The foregoing fee will include one trip to the District; if more than one trip is required I will charge \$500.00 per hour for the driving time, but nothing additional for the time at the District offices. My fee will only be due and payable at Closing, and I will not be paid any fee except at Closing. The foregoing fee amount is valid only if the Closing occurs during 2020; if the closing is delayed the fee will increase by \$2500 per year (for example, the fee would be \$17,500 for a Closing in 2021).

If the foregoing terms are acceptable to you, please so indicate by returning a copy of this letter signed by an appropriate officer. I look forward to working with you.

Very truly yours,

Mark E. Raymond

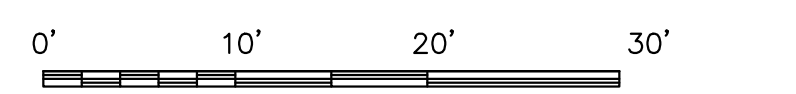
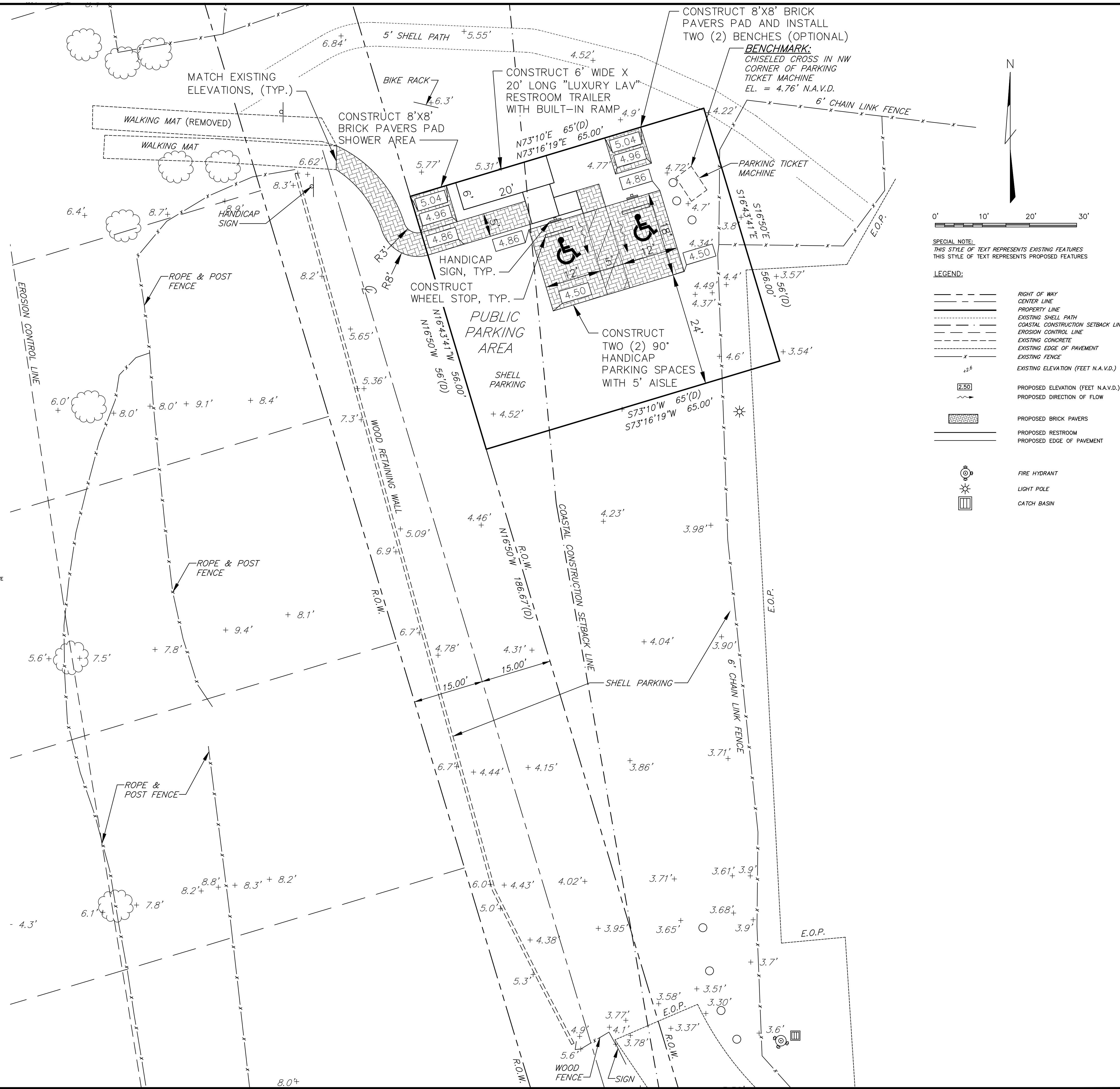
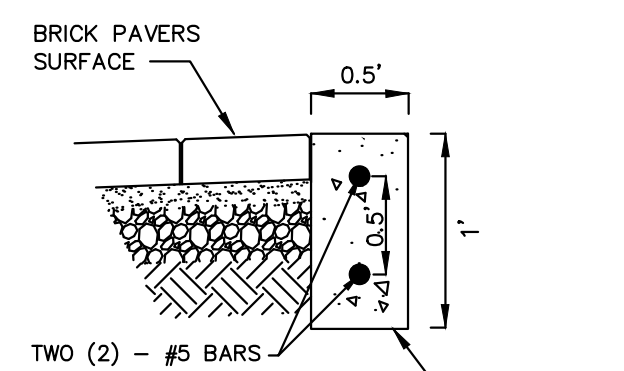
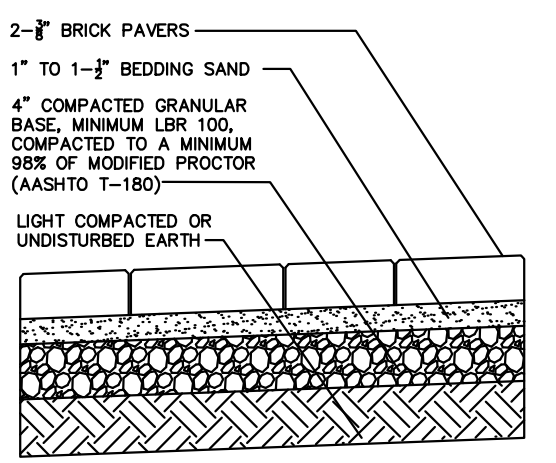
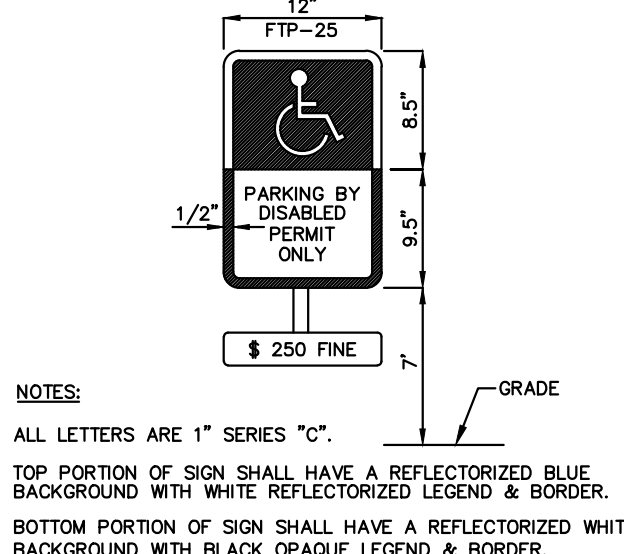
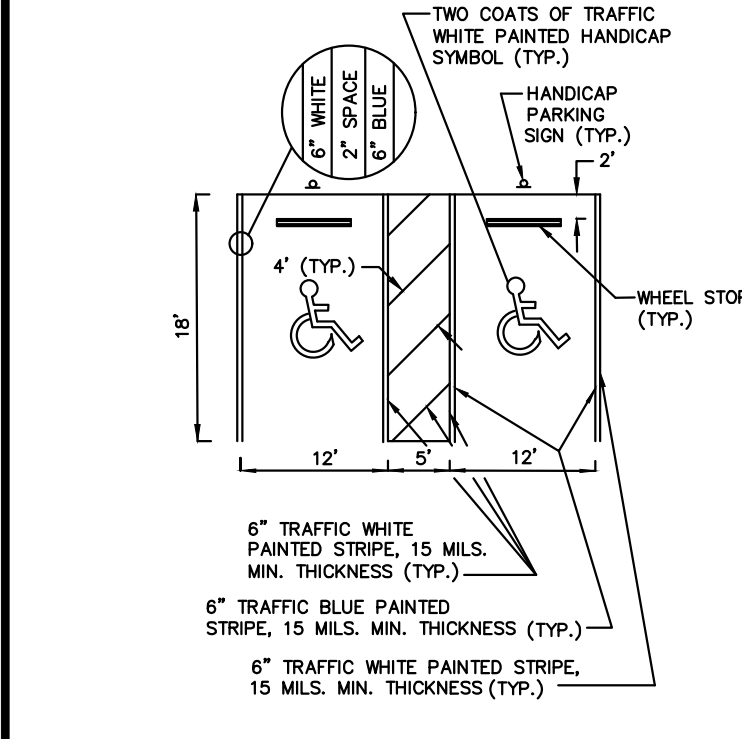
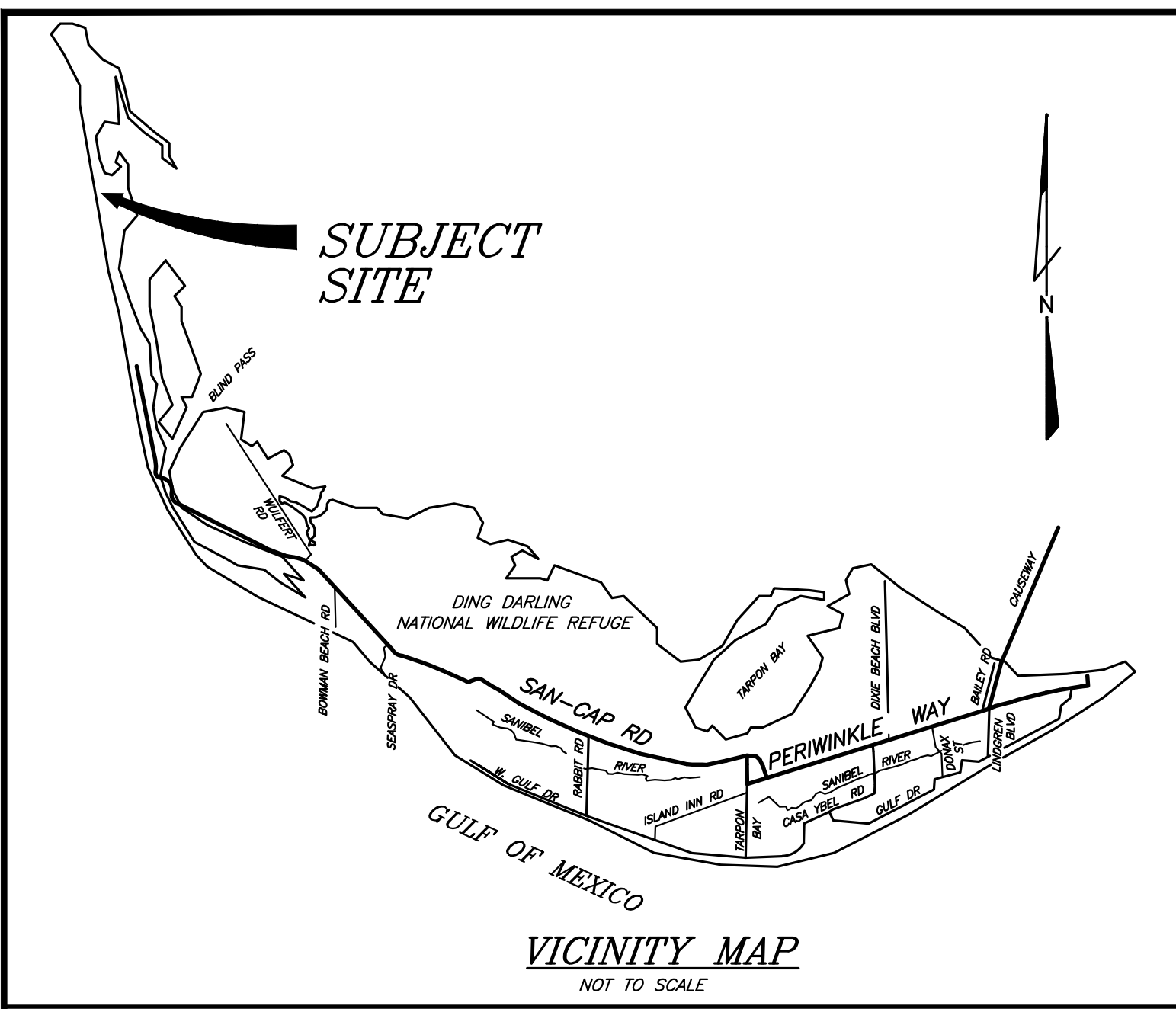
Accepted and Approved:

CAPTIVA EROSION PREVENTION DISTRICT

By: _____

Its:

Date:



SPECIAL NOTE:
THIS STYLE OF TEXT REPRESENTS EXISTING FEATURES
THIS STYLE OF TEXT REPRESENTS PROPOSED FEATURES

- LEGEND:
- RIGHT OF WAY
 - CENTER LINE
 - PROPERTY LINE
 - EXISTING SHELL PATH
 - COASTAL CONSTRUCTION SETBACK LINE
 - EROSION CONTROL LINE
 - EXISTING CONCRETE
 - EXISTING EDGE OF PAVEMENT
 - EXISTING FENCE
 - EXISTING ELEVATION (FEET N.A.V.D.)
 - PROPOSED ELEVATION (FEET N.A.V.D.)
 - PROPOSED DIRECTION OF FLOW
 - PROPOSED BRICK PAVERS
 - PROPOSED RESTROOM
 - PROPOSED EDGE OF PAVEMENT
 - FIRE HYDRANT
 - ☼ LIGHT POLE
 - ☐ CATCH BASIN

CESINC
Environmental Scientists • Supervisors
13041 MCGREGOR BOULEVARD FORT MYERS FLORIDA 33919
PHONE: (239) 481-1331 | FLORIDA CERTIFICATE OF AUTHORIZATION NUMBERS EB32664 & LB2687
DRAFTING BY: G.A. MEJIA DESIGNED BY: G.A. MEJIA APPROVED BY: A.R. KAREH SCALE: 1" = 10'
PROJECT NO: 2010551.001(19-12) DATE: JULY 18, 2019

SOUTH SEAS BEACH PARKING LOT
SECTION 26, T 45S, R 21E, LEE COUNTY, FLORIDA

FILE: P:\FL2010551-CAPTIVA_EROSION_PREVENTION_DISTRICT\001-14790 CAPTIVA DRIVE-ARK02-CAD_DRAWINGS\CIVIL\SOUTH SEAS BEACH PARKING LOT.DWG(SITEGRADING) plotted 19/12/2023 9:24:41 AM, gmejia