



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

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

Thursday, September 26, 2019
3:00 P.M.

**CEPD Regular Board Meeting
September 26, 2019
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Agenda
of the Regular Meeting of the
Captiva Erosion Prevention District
South Seas Island Resort, Alpha Cone Room
September 26, 2019 @ 3:00 P.M.

1. Call to Order
2. Roll Call
3. Approval of August 12, 2019, Meeting Minutes
Approval of September 12, 2019 Tentative Budget Hearing Meeting Minutes
4. Public Comment
5. Financial Report ending August 31, 2019
6. ACTION ITEMS
 - a. Financial Information
ACTION REQUESTED: Motion to remove Commissioner Jensen from financial institutions (Bank of the Islands, SanCap Bank, AMEX) and approve another commissioner(s)
WHY ACTION IS NECESSARY: To update our contacts due to Commissioner Jensen resignation.
WHAT THE ACTION ACCOMPLISHES: Keeps the bank accounts current with proper signatories and keeps CEPD compliant

ACTION REQUESTED: Motion to close CEPD American Express and open Chase MC/VISA
WHY ACTION IS NECESSARY: To maintain a valid credit card for purchases after Commissioner Jensen resignation.
WHAT THE ACTION ACCOMPLISHES: Allows Administration to purchase necessary items that cannot be paid by check.

ACTION REQUESTED: Motion to approve paying off the Fifth/Third 2013-2014 Renourishment loan.
WHY ACTION IS NECESSARY: To pay off the remaining monies due on the 2013-2014 Renourishment Project.
WHAT THE ACTION ACCOMPLISHES: Pays off the remaining \$700,000 (due May, 2020) and saves the 1.87% fixed rate interest.

ACTION REQUESTED: Motion to approve Investment proposal
WHY ACTION IS NECESSARY: To approve the moving of excess funds into investment funds instead of our current checking account

WHAT THE ACTION ACCOMPLISHES: Allows the District to receive higher interest on our funds (from 0.3% to a minimum of 1.9%) which creates additional revenue of \$30,000-60,000 annually.

b. 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.

c. Administrative Changes – Hans Wilson

ACTION REQUESTED: Motion to approve Joe Wagenti as Administrator and Carolyn Weaver as Deputy Administrator and provide compensation commensurate with industry standards.

WHY ACTION IS NECESSARY: To better utilize the skills and experience of each individual in the proper position.

WHAT THE ACTION ACCOMPLISHES: Provides the Board with administrative support that better utilizes the skills and experience of both contractors, while maintaining the duplicity of tasks should either Administrator become indisposed.

ACTION REQUESTED: Execute Resolution 2019-08

WHY ACTION IS NECESSARY: To increase the funding to Hans Wilson & Associates.

WHAT THE ACTION ACCOMPLISHES: To bring the financial contracts for CEPD Administration more in line with those of other Special Districts.

d. New Insurance Proposal

ACTION REQUESTED: Motion to approve updated insurance

WHY ACTION IS NECESSARY: To combine our existing policies

WHAT THE ACTION ACCOMPISHES: Provides coverage that is tailored to our needs and saves costs without cutting on coverage.

7. Old Business

a. Tentative Apportionment – Dr. William Stronge

b. DEP Discussion re Beach Access and Hotel Accommodations

c. Update on Parking Lot

8. New Business
 - a. Appoint New Commissioner

9. Administrators' Reports
 - a. Save Our Water Report
 - b. FSBPA Report
 - c. CDM Training

10. Commissioners Comments

11. Adjournment



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

Commissioners Present: Mike Mullins (Chair); Harry Kaiser (Secretary); Dave Jensen (Commissioner)

Excused: Michael Lanigan (Vice Chair); Bob Walter (Treasurer)

Staff Present: Carolyn Weaver (Administrator); Joe Wagenti (Deputy Administrator); Hans Wilson (Hans Wilson & Associates); Robin Mixon (Hans Wilson & Associates)

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 July 8, 2019, Meeting Minutes
Commissioner Jensen moved to approve the minutes.
Commissioner Kaiser seconded the motion
Motion carried unanimously

Approval of amended June 10, 2019 Meeting Minutes
Commissioner Jensen moved to approve the minutes.
Commissioner Kaiser seconded the motion
Motion carried unanimously

4. Public Comment
No comments
5. Financial Report ending July 31, 2019
Ms. Weaver gave a report on the current status.

6. ACTION ITEMS

- a. Resolution 2019-04
ACTION REQUESTED: Execute Resolution 2019-04
WHY ACTION IS NECESSARY: To approve the Local Government Funding Request for FY2020/21
WHAT THE ACTION ACCOMPLISHES: Allows the District to request funding from the Florida Department of Environmental Protection.
Commissioner Jensen moved
Commissioner Kaiser seconded the motion
Discussion: Chairman Mullins discussed the CEPD's commitment through special assessment and the TDC
Motion carried unanimously
- b. Draft MOU for Southwest Florida Regional Resiliency Compact
ACTION REQUESTED: Motion to approve support for SWFL Regional Resiliency Compact
WHY ACTION IS NECESSARY: Board approval is required to join the SWFL Regional Resiliency Compact.
WHAT THE ACTION ACCOMPLISHES: To develop a regionally consistent approach to the impacts of climate change and to advance local and regional responses to and preparations for economic and social disruption projected to result from the impacts of climate change.
Chairman Mullins explained the reasons of why CEPD should join. Sanibel and other counties have joined, Lee County is considering joining. This is to make the board aware that we asked to be part of this project.
- c. 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.
There are currently 4 applicants: (Linda Laird, Dave Saunders, Rene Melville and Richard Pyle) Rene and Mr. Pyle have submitted their CV's. All 4 are registered voters in Captiva. Chairman Mullins clarified the position does not need to be filled right away. No motion was made; it will wait for full board.
- d. Investment Proposal
ACTION REQUESTED: Motion to approve
WHY ACTION IS NECESSARY: To approve the moving of excess funds into investment funds instead of our current checking account

WHAT THE ACTION ACCOMPLISHES: Allows the District to receive higher interest on our funds (from 0.3% to a minimum of 1.9%) which creates additional revenue of \$30,000-60,000 annually.

The Board requested further information on moving money to Certificates of Deposit and to find out the current rate of our outstanding balance of \$700,000 to be paid in full by May 2020. No motion was made.

e. Administrative Changes – Hans Wilson

ACTION REQUESTED: Motion to approve Joe Wagenti as Administrator and Carolyn Weaver as Deputy Administrator and provide compensation commensurate with industry standards.

WHY ACTION IS NECESSARY: To better utilize the skills and experience of each individual in the proper position.

WHAT THE ACTION ACCOMPLISHES: Provides the Board with administrative support that better utilizes the skills and experience of both contractors, while maintaining the duplication of tasks should either Administrator become indisposed.

Chairman Mullins referred to Commissioner Lanigan's email in that it is not the Board's business to change positions or dictate tasks within the administration. Hans Wilson noted that, like all changes within the administration, that it was a courtesy to the Board to notify them. Commissioner Jensen agreed that HWA should operate administration without Board approval. No motion is required for administrative changes.

ACTION REQUESTED: Execute Resolution 2019-08

WHY ACTION IS NECESSARY: To increase the funding to Hans Wilson & Associates.

WHAT THE ACTION ACCOMPLISHES: To bring the financial contracts for CEPD Administration more in line with those of other Special Districts.

Commissioner Jensen moved.

Commissioner Mullins seconded the motion

Discussion: Chairman Mullins led discussion regarding current funds to HWA. Commissioner Kaiser commented he does not agree to lower salaries even if tasks are to be changed.

Commissioner's Jensen and Kaiser voted in favor

Chairman Mullins voted against

Motion Did Not Pass

f. SOP Commissioner Assistance

ACTION REQUESTED: Motion to approve updated Standard Operating Procedure entitled "Providing Administrative Assistance to Commissioners."

WHY ACTION IS NECESSARY: To maintain priorities for Administration

WHAT THE ACTION ACCOMPLISHES: Approves updates to outdated SOP to allow Administration to maintain priorities, while providing requested Commissioner support as time and priorities allow, as well as keeping the entire Board apprised of requests.

Chairman Mullins doesn't feel this follows the rule of procedure and the rules may have to be revised to clarify this issue.

7. Old Business

a. Parking

1) Feasibility Study for 15295 Captiva Drive

Mr. Wagenti discussed the study to obtain this lot for public parking. The Board recommends to administration to reach out to the surrounding community for feedback before any formal proceedings with re-zoning or contract with the sellers.

Commissioner Kaiser moved

Chairman Mullins seconded the motion

Commissioner Jensen voted against

Commissioner Kaiser and Chairman Mullins voted in favor

Motion Did Not Pass

2) Current Parking Lot

The site plan was discussed regarding the improvements to the Alison Hagerup Parking Lot. Chairman Mullins wants administration to send the proposed site plan to Commissioner Walter for review. He also wants administration to research, from the property management perspective, that all rental properties are considered through their management companies. Chairman also requested contacting Nancy Stroud to see if there is a loop hole regarding the status of vacation rentals and if they should be included, and need to research the definition of the public and their inclusion in vacation rentals. He mentioned asking Debbie Flack as well.

b. Website Compliance

Ms. Weaver went over the new website and stated it will go live within ten days.

Chairman Mullins wants access to both websites to review and also for administration to explore utilizing a website review committee. He also would like any future phases of development to be proposed before the board before any work commences.

c. 2019 Save Our Water Summit

Ms. Weaver went over details of the summit meeting scheduled for August 21.

d. FSBPA Conference

Discussion ensued regarding the value of administration to attend these conferences and if so, that only one member of the administration attend. It was agreed both administrators should attend the FSBPA meeting.

e. ASPBA Conference

Chairman Mullins would like Ms. Weaver to present more information on how this conference would benefit CEPD, and decide which administrator would attend if approved.

8. New Business

Nancy Stroud P.A. – The Board discussed retaining of Nancy Stroud as she has moved into her own practice.

Commissioner Jensen moved
Commissioner Mullins seconded the motion
Motion carried unanimously

9. Administrators' Reports

Ms. Weaver discussed the timeline, specifically the Planning and Design phase of the upcoming renourishment project. Chairman Mullins asked the administration to obtain the APTIM timeline in order to better refine the CEPD timeline.

10. Commissioners Comments

Commissioner Kaiser make sure we get the best prices for the renourishment that are possible.

Chairman Mullins suggested that CEPD hire an Independent engineering company to come in and review APTIM's plan and to also review the construction costs for the upcoming renourishment.

11. Adjournment

The meeting was adjourned at 3:47 pm.

Minutes

Tentative Budget Hearing of the Captiva Erosion Prevention District

South Seas Island Resort, Alpha Cone Room, Captiva, Florida
September 12, 2019 @ 5:01 P.M.

Commissioners Present: Mike Mullins, Chairman; Bob Walter, Treasurer; Dave Jensen

Commissioners Absent: Harry Kaiser, Secretary; Mike Lanigan, Vice Chairman

Staff Present: Carolyn Weaver, Administrator

1. Call to Order

Chairman Mullins called the meeting to order at 5:01 P.M.

2. Roll Call

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

3. Adoption of Tentative Millage Rate

Chairman Mullins read Resolution 2019-09 into the record, stating the FY2019/2020 tentative operating millage rate is 0.4291 mills, which is greater than the rolled back rate of 0.2945 mills by 45.7%.

Public Comment: Dick Pyle stated he thought the increase was high, but trusted our judgement. Chairman Mullins explained there are funds now for sea level rise.

Dave Jensen moved to adopt Resolution 2019-09 as stated. Bob Walter seconded the motion. Motion passed unanimously.

4. Adoption of Tentative Budget

Chairman Mullins read Resolution 2019-10 into the record, stating the FY2019/2020 Tentative General Budget is in the amount of \$643,450. Bob Walter moved to adopt Resolution 2019-10 as stated. Dave Jensen seconded the motion. Motion passed unanimously.

Adjourn

There being no further business, the meeting was adjourned at 5:09 P.M.

CEPD - GENERAL FUND
Balance Sheet

	<u>Aug 31, 2019</u>
ASSETS	
Current Assets	
Checking/Savings	
S.B.A. Account	\$ 117.96
BOTI Checking	938,186.79
Total Checking/Savings	<u>938,304.75</u>
Other Current Assets	
Due from Capital Projects Fund	157,752.60
Total Other Current Assets	<u>157,752.60</u>
 Total Current Assets	 <u>1,096,057.35</u>
 TOTAL ASSETS	 <u>\$ 1,096,057.35</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Capital Projects Fund	\$ 463,170.46
Total Other Current Liabilities	<u>463,170.46</u>
 Total Current Liabilities	 <u>463,170.46</u>
 Total Liabilities	 463,170.46
Equity	
Fund Balance	504,919.91
Net Income	127,966.98
Total Equity	<u>632,886.89</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 1,096,057.35</u>

Captiva Erosion Prevention District
 General Fund - Budget Performance Summary
 For the One and 11 Months Ended August 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Aug '19	Budget - Aug '19	Variance - Aug '19	Actual YTD	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Ad Valorem Tax	\$ 10.79	\$ 3,224.33	\$ (3,213.54)	\$ 407,100.57	\$ 446,752.67	\$ (39,652.10)	\$ 449,936.00	\$ 42,835.43
Interest income - Other	25.80	24.00	1.80	281.65	229.00	52.65	250.00	0.00
Other Income	300.00	400.00	(100.00)	17,309.36	4,400.00	12,909.36	5,000.00	0.00
Total Income	336.59	3,648.33	(3,311.74)	424,691.58	451,381.67	(26,690.09)	455,186.00	42,835.43
Gross Profit	336.59	3,648.33	(3,311.74)	424,691.58	451,381.67	(26,690.09)	455,186.00	42,835.43
Expense								
Administrative expenses	4,042.72	11,185.00	(7,142.28)	62,635.05	181,868.00	(119,232.95)	195,000.00	137,250.29
Capital outlay	0.00	0.00	0.00	1,320.00	4,000.00	(2,680.00)	4,000.00	2,680.00
Reserves	7,473.84	7,473.83	0.01	82,212.24	82,212.17	0.07	89,686.00	7,473.76
Cost of collecting Ad Valorem	0.22	0.00	0.22	9,746.80	10,182.00	(435.20)	11,500.00	1,907.58
Legal and professional fees	11,234.00	12,583.33	(1,349.33)	140,810.51	142,416.67	(1,606.16)	155,000.00	14,189.49
Total Expense	22,750.78	31,242.16	(8,491.38)	296,724.60	420,678.84	(123,954.24)	455,186.00	163,501.12
Net Ordinary Income	(22,414.19)	(27,593.83)	5,179.64	127,966.98	30,702.83	97,264.15	0.00	(120,665.69)
Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ (22,414.19)	\$ (27,593.83)	\$ 5,179.64	\$ 127,966.98	\$ 30,702.83	\$ 97,264.15	\$ -	\$ (120,665.69)

NOTE: Residual Budget figures ONLY represent Budgeted Revenue uncollected and Budgeted Expenditures not incurred

Captiva Erosion Prevention District
 General Fund - Budget Performance Detail
 For the One and 11 Months Ended August 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Aug '19	Budget - Aug '19	Variance - Aug '19	Actual YTD	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Ad Valorem Tax								
Grant Local	\$ -	\$ 3,183.33	(3,183.33)	\$ -	\$ 35,016.67	(35,016.67)	\$ 38,200.00	38,200.00
Ad Valorem taxes	10.79	41.00	(30.21)	407,100.57	411,736.00	(4,635.43)	411,736.00	4,635.43
Total Ad Valorem Tax	10.79	3,224.33	(3,213.54)	407,100.57	446,752.67	(39,652.10)	449,936.00	42,835.43
Interest income - Other	25.80	24.00	1.80	281.65	229.00	52.65	250.00	0.00
Other Income	300.00	400.00	(100.00)	17,309.36	4,400.00	12,909.36	5,000.00	0.00
Total Income	336.59	3,648.33	(98.20)	424,691.58	451,381.67	(26,690.09)	455,186.00	42,835.43
Gross Profit	336.59	3,648.33	(3,311.74)	424,691.58	451,381.67	(26,690.09)	455,186.00	42,835.43
Expense								
Administrative expenses								
Advertising	0.00	415.00	(415.00)	1,003.06	4,000.00	(2,996.94)	4,000.00	2,996.94
Bank Service Charges	0.00	0.00	0.00	76.00	38.00	38.00	0.00	0.00
Beach Maintenance Monitor	0.00	3,100.00	(3,100.00)	0.00	35,000.00	(35,000.00)	38,200.00	38,200.00
Board Approved special projects	0.00	3,000.00	(3,000.00)	3,629.50	27,000.00	(23,370.50)	30,000.00	26,370.50
Board meeting expenses	0.00	0.00	0.00	0.00	500.00	(500.00)	500.00	500.00
Copier lease expense	114.82	160.00	(45.18)	1,826.78	2,850.00	(1,023.22)	3,000.00	1,173.22
Dues and subscriptions	470.00	100.00	370.00	3,990.00	800.00	3,190.00	800.00	0.00
General insurance	0.00	0.00	0.00	5,215.00	7,900.00	(2,685.00)	10,500.00	5,285.00
History of CEPD	0.00	0.00	0.00	0.00	40,000.00	(40,000.00)	40,000.00	40,000.00
Newsletter expense	239.97	0.00	239.97	482.06	1,500.00	(1,017.94)	1,500.00	1,017.94
Office expense	1,040.14	1,600.00	(559.86)	7,284.03	5,300.00	1,984.03	6,000.00	0.00
Postage	18.00	50.00	(32.00)	633.16	1,500.00	(866.84)	1,500.00	866.84
Referendum	0.00	0.00	0.00	8,954.76	20,000.00	(11,045.24)	20,000.00	11,045.24
Rent expense	1,431.05	1,500.00	(68.95)	15,671.75	16,500.00	(828.25)	18,000.00	2,328.25
Repairs	0.00	250.00	(250.00)	160.00	1,000.00	(840.00)	1,000.00	840.00
Telephone	324.64	300.00	24.64	3,835.31	3,200.00	635.31	3,500.00	0.00
Travel and per diem	0.00	0.00	0.00	2,163.36	6,000.00	(3,836.64)	7,000.00	4,836.64
Utilities	92.10	210.00	(117.90)	1,779.11	1,780.00	(0.89)	2,000.00	220.89
Website & Computer maintenance	312.00	500.00	(188.00)	5,931.17	7,000.00	(1,068.83)	7,500.00	1,568.83
Total Administrative expenses	4,042.72	11,185.00	(7,142.28)	62,635.05	181,868.00	(119,232.95)	195,000.00	137,250.29
Capital outlay								
Equipment purchases	0.00	0.00	0.00	1,320.00	4,000.00	(2,680.00)	4,000.00	2,680.00
Total Capital outlay	0.00	0.00	0.00	1,320.00	4,000.00	(2,680.00)	4,000.00	2,680.00
Consulting and Professional Fees								
Consulting	9,575.00	9,583.33	(8.33)	105,825.00	105,416.67	408.33	115,000.00	9,175.00
Professional Fees	1,659.00	3,000.00	(1,341.00)	34,985.51	37,000.00	(2,014.49)	40,000.00	5,014.49
Total Legal and professional fees	11,234.00	12,583.33	(1,349.33)	140,810.51	142,416.67	(1,606.16)	155,000.00	14,189.49
Cost of collecting Ad Valorem								
Property tax appraiser fees	0.00	0.00	0.00	1,592.42	2,183.00	(590.58)	3,500.00	1,907.58
Tax collector commissions	0.22	0.00	0.22	8,154.38	7,999.00	155.38	8,000.00	0.00
Total Cost of collecting Ad Valorem	0.22	0.00	0.22	9,746.80	10,182.00	(435.20)	11,500.00	1,907.58
Reserves								
Operating Reserves	7,473.84	7,473.83	0.01	82,212.24	82,212.17	0.07	89,686.00	7,473.76
Total Reserves	7,473.84	7,473.83	0.01	82,212.24	82,212.17	0.07	89,686.00	7,473.76

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

Captiva Erosion Prevention District
 General Fund - Budget Performance Detail
 For the One and 11 Months Ended August 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Aug '19	Budget - Aug '19	Variance - Aug '19	Actual YTD	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Total Expense	22,750.78	31,242.16	(8,491.38)	296,724.60	420,678.84	(123,954.24)	455,186.00	163,501.12
Net Ordinary Income	(22,414.19)	(27,593.83)	5,179.64	127,966.98	30,702.83	97,264.15	0.00	(120,665.69)
Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ (22,414.19)	\$ (27,593.83)	\$ 5,179.64	\$ 127,966.98	\$ 30,702.83	\$ 97,264.15	\$ -	\$ (120,665.69)

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

CEPD - CAPITAL PROJECTS FUND
Balance Sheet

	<u>Aug 31, 2019</u>
ASSETS	
Current Assets	
Checking/Savings	
BOTI Checking	\$ 2,090,702.15
Sanibel Captiva Bank - CD	247,080.00
SBA	223,671.58
Total Checking/Savings	<u>2,561,453.73</u>
Other Current Assets	
Due From General Fund	463,170.46
Total Other Current Assets	<u>463,170.46</u>
Total Current Assets	<u>3,024,624.19</u>
TOTAL ASSETS	<u><u>\$ 3,024,624.19</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Due to General Fund	\$ 157,752.60
Total Current Liabilities	<u>157,752.60</u>
Total Liabilities	<u>157,752.60</u>
Equity	
Fund Balance	3,035,513.96
Net Income	(168,642.37)
Total Equity	<u>2,866,871.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 3,024,624.19</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
 Capital Projects Fund - Budget Performance Summary
 For the One and 11 Months Ended August 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Aug '19	Budget - Aug '19	Variance - Aug '19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Grant Income	\$ 43,513.75	\$ -	\$ 43,513.75	\$ 79,449.80	\$ 1,713,833.00	\$ (1,634,383.20)	\$ 179,100.00	\$ 143,163.95
Interest Income	55.97	40.00	15.97	649.02	470.00	179.02	500.00	0.00
Other miscellaneous income	0.00	0.00	0.00	9,625.00	0.00	9,625.00	0.00	0.00
Parking Lot Revenue	32,209.35	27,880.00	4,329.35	368,823.33	320,144.00	48,679.33	340,000.00	0.00
Transfer from General Fund	0.00	0.00	0.00	216.77	0.00	216.77	0.00	0.00
Reserves - General	7,473.84	7,473.75	0.09	82,212.24	82,211.25	0.99	89,685.00	7,472.76
Special Assessments	11,801.77	1,689.00	10,112.77	382,835.67	279,491.00	103,344.67	280,000.00	0.00
Total Income	95,054.68	37,082.75	57,971.93	923,811.83	2,396,149.25	(1,472,337.42)	889,285.00	150,636.71
Expense								
Advertising	0.00	0.00	0.00	2,155.20	2,000.00	155.20	2,000.00	0.00
Annual memberships & fees	0.00	0.00	0.00	500.00	2,000.00	(1,500.00)	2,000.00	1,500.00
Bank service charges	0.00	0.00	0.00	25.00	0.00	25.00	0.00	0.00
Beach maintenance	83.98	0.00	83.98	83.98	0.00	83.98	0.00	0.00
Capital Expenses	0.00	0.00	0.00	12,306.47	0.00	12,306.47	0.00	0.00
Cost of Assessment Collections	0.00	0.00	0.00	916.30	838.00	78.30	1,000.00	83.70
Engineering (CP)	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Grant Reimbursement	0.00	0.00	0.00	0.00	408,831.00	(408,831.00)	0.00	0.00
Insurance	0.00	0.00	0.00	16,107.25	15,000.00	1,107.25	15,000.00	0.00
Permit Modifications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Post Hurricane Irma Study	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking lot expenses	10,468.06	7,488.00	2,980.06	122,066.89	183,234.00	(61,167.11)	189,400.00	47,788.14
Project Management Support	10,866.50	25,583.00	(14,716.50)	133,078.59	248,417.00	(115,338.41)	273,000.00	139,921.41
Renourishment 2013/14	0.00	0.00	0.00	6,781.09	0.00	6,781.09	0.00	0.00
Renourishment 2021/2022	21,283.00	0.00	21,283.00	60,256.51	0.00	60,256.51	0.00	0.00
Rent	444.65	383.00	61.65	4,749.43	4,830.00	(80.57)	7,500.00	2,750.57
Redfish Pass	0.00	0.00	0.00	4,546.30	0.00	4,546.30	0.00	0.00
Storage of records	245.89	233.33	12.56	2,701.19	2,566.67	134.52	2,800.00	98.81
Total Expense	43,392.08	33,687.33	9,704.75	366,274.20	867,716.67	(501,442.47)	512,700.00	212,142.63
Net Ordinary Income (Loss)	51,662.60	3,395.42	48,267.18	557,537.63	1,528,432.58	(970,894.95)	376,585.00	(61,505.92)
Other Expense								
Debt Service - Interest	0.00	0.00	0.00	26,180.00	26,000.00	180.00	26,000.00	0.00
Debt Service - Principal	0.00	0.00	0.00	700,000.00	70,000.00	630,000.00	700,000.00	0.00
Net Income	\$ 51,662.60	\$ 3,395.42	\$ 48,267.18	\$ (168,642.37)	\$ 1,432,432.58	\$ (1,601,074.95)	\$ (349,415.00)	\$ (61,505.92)

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

Captiva Erosion Prevention District
 Capital Projects Fund - Budget Performance Detail
 For the One and 11 Months Ended August 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Aug '19	Budget - Aug '19	Variance - Aug '19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Grant Income - Local	\$ -	\$ -	\$ -	\$ 35,936.05	\$ 146,100.00	\$ (110,163.95)	\$ 146,100.00	\$ 110,163.95
Grant Income - State	0.00	0.00	0.00	0.00	33,000.00	(33,000.00)	33,000.00	33,000.00
Grant Income - Federal (FEMA)	43,513.75	0.00	43,513.75	43,513.75	1,534,733.00	(1,491,219.25)	0.00	0.00
Interest Income	55.97	40.00	15.97	649.02	470.00	179.02	500.00	0.00
Other miscellaneous revenues	0.00	0.00	0.00	9,625.00	0.00	9,625.00	0.00	0.00
Parking Lot Revenue	32,209.35	27,880.00	4,329.35	368,823.33	320,144.00	48,679.33	340,000.00	0.00
Refund Unused Project Costs	0.00	0.00	0.00	216.77	0.00	216.77	0.00	0.00
Reserves - General	7,473.84	7,473.75	0.09	82,212.24	82,211.25	0.99	89,685.00	7,472.76
Special Assessments		0.00			0.00			
Special Assessments Principal	11,468.34	1,650.00	9,818.34	352,605.50	249,500.00	103,105.50	250,000.00	0.00
Special Assessments - Interest	333.43	39.00	294.43	30,230.17	29,991.00	239.17	30,000.00	0.00
Total Special Assessments	11,801.77	1,689.00	10,112.77	382,835.67	279,491.00	103,344.67	280,000.00	0.00
Total Income	95,054.68	37,082.75	57,971.93	923,811.83	2,396,149.25	(1,472,337.42)	889,285.00	150,636.71
Expense								
Advertising	0.00	0.00	0.00	2,155.20	2,000.00	155.20	2,000.00	0.00
Annual memberships & fees	0.00	0.00	0.00	500.00	2,000.00	(1,500.00)	2,000.00	1,500.00
Bank service charges	0.00	0.00	0.00	25.00	0.00	25.00	0.00	0.00
Beach Maintenance	83.98	0.00	83.98	83.98	0.00	83.98	0.00	0.00
Capital Expense	0.00	0.00	0.00	12,306.47	0.00	12,306.47	0.00	0.00
Cost of Assessment Collections	0.00	0.00	0.00	916.30	838.00	78.30	1,000.00	83.70
Engineering (CP)	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Grant Reimbursement	0.00	0.00	0.00	0.00	408,831.00	(408,831.00)	0.00	0.00
Insurance	0.00	0.00	0.00	16,107.25	15,000.00	1,107.25	15,000.00	0.00
Permit Modification	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Redfish Pass Study	0.00	0.00	0.00	2,896.30	0.00	2,896.30	0.00	0.00
Redfish IMP	0.00	0.00	0.00	1,650.00	0.00	1,650.00	0.00	0.00
Parking lot expenses								
Credit card fees	1,221.55	1,053.00	168.55	9,389.03	8,454.00	935.03	9,000.00	0.00
Machine warranty	0.00	0.00	0.00	0.00	1,400.00	(1,400.00)	1,400.00	1,400.00
Parking lot equipment	0.00	0.00	0.00	4,270.00	73,000.00	(68,730.00)	73,000.00	
Parking maintenance	3,001.70	3,500.00	(498.30)	27,957.87	36,500.00	(8,542.13)	40,000.00	12,042.13
Portable toilets	985.00	575.00	410.00	56,796.00	7,425.00	49,371.00	8,000.00	0.00
Signage	0.00	0.00	0.00	0.00	1,500.00	(1,500.00)	1,500.00	1,500.00
Site Prep and Construction	2,611.25	0.00	2,611.25	3,761.25	35,000.00	(31,238.75)	35,000.00	31,238.75
Utilities	0.00	50.00	(50.00)	0.00	450.00	(450.00)	500.00	500.00
Sales tax expense	2,648.56	2,310.00	338.56	19,892.74	19,505.00	387.74	21,000.00	1,107.26
Total Parking lot expenses	10,468.06	7,488.00	2,980.06	122,066.89	183,234.00	(61,167.11)	189,400.00	47,788.14
Project Management Support								
Professional Fees	1,291.50	13,583.00	(12,291.50)	27,753.59	142,417.00	(114,663.41)	155,000.00	127,246.41
Project Consultant	9,575.00	12,000.00	(2,425.00)	105,325.00	106,000.00	(675.00)	118,000.00	12,675.00
Total Project Management Support	10,866.50	25,583.00	(14,716.50)	133,078.59	248,417.00	(115,338.41)	273,000.00	139,921.41
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Captiva Erosion Prevention District
 Capital Projects Fund - Budget Performance Detail
 For the One and 11 Months Ended August 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - Aug '19	Budget - Aug '19	Variance - Aug '19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Post Construct Survey & Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beach Maintenance	0.00	0.00	0.00	6,781.09	0.00	6,781.09	0.00	0.00
Total Renourishment 2013/14 Design Phase	0.00	0.00	0.00	6,781.09	0.00	6,781.09	0.00	0.00
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	21,283.00	0.00	21,283.00	38,594.50	0.00	38,594.50	0.00	0.00
Project Benefit Analysis	0.00	0.00	0.00	18,062.01	0.00	18,062.01	0.00	0.00
Summer Recreational Survey	0.00	0.00	0.00	3,200.00	0.00	3,200.00	0.00	0.00
Winter Recreational Survey	0.00	0.00	0.00	400.00	0.00	400.00	0.00	0.00
Total Renourishment 2021/2022	21,283.00	0.00	21,283.00	60,256.51	0.00	60,256.51	0.00	0.00
Rent	444.65	383.00	61.65	4,749.43	4,830.00	(80.57)	7,500.00	2,750.57
Storage of records	245.89	233.33	12.56	2,701.19	2,566.67	134.52	2,800.00	98.81
Total Expense	43,392.08	33,687.33	9,704.75	366,274.20	867,716.67	(501,442.47)	512,700.00	212,142.63
Other Income/Expense								
Debt Service - Interest	0.00	0.00	0.00	26,180.00	26,000.00	180.00	26,000.00	0.00
Debt Service - Principal	0.00	0.00	0.00	700,000.00	70,000.00	630,000.00	700,000.00	0.00
Total Other Income/Expense	0.00	0.00	0.00	726,180.00	96,000.00	630,180.00	726,000.00	0.00
Net Ordinary Income (Loss)	51,662.60	3,395.42	48,267.18	(168,642.37)	1,432,432.58	(1,601,074.95)	(349,415.00)	(61,505.92)
Net Income	\$ 51,662.60	\$ 3,395.42	\$ 48,267.18	\$ (168,642.37)	\$ 1,432,432.58	\$ (1,601,074.95)	\$ (349,415.00)	\$ (61,505.92)

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

CAPTIVA EROSION PREVENTION DISTRICT
RESERVE ACCUMULATIONS
FISCAL YEAR ENDING 9/30/2019

	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
Beginning Balance	\$ 1,656,405	\$ 1,673,442	\$ 1,693,522	\$ 1,718,667	\$ 1,741,244	\$ 1,761,461	\$ 1,789,051	\$ 1,826,908	\$ 1,864,766	\$ 1,885,914	\$ 1,881,120	\$ 1,902,171
Reserves Transferred In												
Parking Revenue	20,799	25,154	31,129	28,305	26,533	37,993	44,826	44,826	36,861	43,887	32,209	
Operating Reserves												
Total Reserves Transferred In	20,799	25,154	31,129	28,305	26,533	37,993	44,826	44,826	36,861	43,887	32,209	
NonProject Costs Expended												
Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Bank charges	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Parking Lot Expenses	3,168	4,453	5,336	5,095	5,533	9,753	6,296	6,296	14,951	48,005	10,468	
Project Manual	-	-	-	-	-	-	-	-	-	-	-	-
Rent	348	376	404	388	537	405	427	427	516	429	445	
Storage	245	245	245	245	246	246	246	246	246	246	246	
Total NonProject Costs Expended	3,761	5,074	5,984	5,728	6,316	10,404	6,969	6,969	15,713	48,680	11,159	-
Increase (Decrease) in Reserves	17,037	20,080	25,144	22,577	20,217	27,590	37,857	37,857	21,148	(4,793)	21,051	-
Total Accumulated Reserves	\$ 1,673,442	\$ 1,693,522	\$ 1,718,667	\$ 1,741,244	\$ 1,761,461	\$ 1,789,051	\$ 1,826,908	\$ 1,864,766	\$ 1,885,914	\$ 1,881,120	\$ 1,902,171	\$ 1,902,171



STARTING YOUR NEW CHASE RELATIONSHIP

INK® BUSINESS CREDIT CARD APPLICATION INFORMATION

CORPORATE LIABILITY

Thank you for your interest in an Ink® Business Card from Chase.

It is our goal to make a credit decision on your application in a timely manner with a credit line that meets your borrowing needs. In order to garner an understanding of the nature of the business, its structure, revenue and any seasonality, additional financial information is needed to supplement your application.

- If the business entity has been in operation for less than 1 year, provide a copy of the beginning Balance Sheet.
- 2 most recent years of business financial statements or tax returns prepared in the same legal business name as the Ink application. Audited financials preferred, but not required.
- Interims for recent period + same period prior year (if year-end statements are more than 6 months old)
- Articles of Incorporation, Partnership Agreement, Certificate of Formation/Operating Agreement or other documentation evidencing the Company's existence as a legal entity
- Completed Attestation, Borrowing Resolution, Board of Director's Resolution or other documentation evidencing the Authorizing Officer's authority to enter into an agreement on behalf of the Company. (Only required if the "Attestation" section of the credit card application is not completed).
- If your business checking account is not with Chase, please provide copies of last 3 months of bank statements.
- If you intend to use this Ink account to replace an existing card, please provide copies of last 3 months of billing statements.

If you have any questions, please contact your Business Relationship Manager.

Thank you for choosing to do business with Chase.

CHASE INK BUSINESS PREFERREDSM

How we can help your business

Enjoy premium travel rewards and benefits and pay no foreign transaction fees¹ with Ink Business Preferred. Ink Business Preferred is underwritten with Corporate Liability, or Joint and Several Liability.

How it works

- Add employee cards to your account at no additional cost² and set individual spending limits for greater control.
- Earn points with every business purchase
- Redeem for travel, cash back, gift cards and more through Chase Ultimate Rewards[®]
- Log into your chase.com account to download custom expense reports containing up to 24 months of transaction history

Key rates and fees

- \$95 annual fee¹
- A variable purchase APR of 18.24%¹
- No foreign transaction fees¹

The right fit

For business owners who value premium and flexible rewards, and world-class travel and protection benefits.

Key features and benefits

- **Earn 80,000 Bonus Points** after you spend \$5,000 on purchases in the first 3 months after account opening³.
- **Earn 3 points per \$1** on the first **\$150,000** spent in combined purchases each account anniversary year on⁴:
 - **Travel**
 - **Shipping purchases**
 - **Advertising purchases made with social media sites and search engines**
 - **Internet, cable and phone services**
- **Earn unlimited 1 point per \$1** on all other purchases⁴
- **Rewards don't expire** as long as your account is open⁴
- **1:1 Point Transfer** to participating frequent travel programs
- **Points are worth 25% more** when you redeem for travel through Chase Ultimate Rewards. For example, 80,000 points are worth \$1,000 toward travel⁵
- Protection benefits such as Trip Cancellation/Trip Interruption Insurance⁶, Auto Rental Collision Damage Waiver⁶ and Cell Phone Protection⁶



CHASE INK BUSINESS PREFERREDSM

- 1 Purchase and balance transfer APR is 18.24% variable. Cash advances APR is 27.24% variable. Default APR of up to 29.99% variable. Variable APRs change with the market based on the Prime Rate, which was 5.50% on 4/2/19. Annual fee: \$95. Minimum Interest Charge: None. Balance Transfer Fee: 5% of the amount of each transaction, but not less than \$5. Note: This account may not be eligible for balance transfers. Cash Advance Fee: 5% of the amount of each advance, but not less than \$15. Foreign Transaction Fee: None. Credit cards are issued by JPMorgan Chase Bank, N.A. Member FDIC. Subject to credit approval. You should contact Chase to obtain information on any changes to these terms after the date above by writing to Cardmember Service, P.O. Box 15043, Wilmington, DE 19850-5043. You must have a valid permanent home address, and the Company must be headquartered, within the 50 United States or the District of Columbia. **Ink Business Preferred Corp:** The Company must be headquartered within the 50 United States or the District of Columbia.
- 2 **For Joint and Several Liability or Corporate Liability Accounts:** If any employees are allowed to use the account, they will be authorized users and will have equal charging privileges unless individual spending limits are established for them. The company (and its Authorizing Officer, as applicable) is responsible for any use of the account by employees, authorized users, or anyone else permitted to use the account, and is responsible for repaying all balances. All correspondence, including statements and notifications, will be sent to the company to the attention of the Authorizing Officer. By requesting to add an employee cardholder to the account, the company represents all information provided is accurate and is for persons with which the company has a relationship. Company also represents that it has permission to provide the employee information to Chase and to add the employee as a cardholder. If Chase determines any information provided is fraudulent, Chase has the right to close the account.
- 3 To qualify and receive your bonus, you must make Purchases totaling \$5,000 or more during the first 3 months from account opening. ("Purchases" do not include balance transfers, cash advances, travelers checks, foreign currency, money orders, wire transfers or similar cash-like transactions, lottery tickets, casino gaming chips, race track wagers or similar betting transactions, any checks that access your account, interest, unauthorized or fraudulent charges, and fees of any kind, including an annual fee, if applicable.) After qualifying, please allow 6 to 8 weeks for bonus points to post to your account. To be eligible for this bonus offer, account must be open and not in default at the time of fulfillment.
- 4 **Rewards Program Agreement:** For more information about the Ink Business Preferred rewards program, see the latest Rewards Program Agreement at chase.com/inkbusinesspreferred/rewardsagreement. We will mail your Rewards Program Agreement once your account is established. If you become a Chase Online customer, your Rewards Program Agreement will also be available after logging in to chase.com/ultimaterewards. **How you can earn points:** You'll earn points when you, or an authorized user, use an Ink Business Preferred card to make purchases of products and services, minus returns or refunds. Buying products and services with your card, in most cases, will count as a purchase; however, the following types of transactions won't count and won't earn points: balance transfers, cash advances and other cash-like transactions, lottery tickets, casino gaming chips, race track wagers or similar betting transactions, any checks that access your account, interest, unauthorized or fraudulent charges, and fees of any kind, including an annual fee, if applicable. **1 point:** You'll earn 1 point for each \$1 spent. **3 points ("3X points"):** You'll earn 3 points total for each \$1 of the first \$150,000 spent each account anniversary year on combined purchases in the following rewards categories: shipping; advertising purchases made with social media sites and search engines; travel; internet, cable, and phone services (two additional points on top of the 1 point per \$1 earned on each purchase). After \$150,000 is spent on combined purchases in these categories each account anniversary year, you go back to earning 1 point for every dollar spent, with no maximum. **How you can use your points:** You can use your points to redeem for any available reward options, including cash, gift cards, travel, and products or services made available through the program or directly from third party merchants. Redemption values for reward options vary. **Points expiration/losing points:** Your points don't expire as long as your account remains open, however, you will immediately lose all your points if your account status changes, or your account is closed for program misuse, fraudulent activities, failure to pay, bankruptcy, or other reasons described in the terms of the Rewards Program Agreement. **Rewards Categories:** Merchants who accept Visa/MasterCard credit cards are assigned a merchant code, which is determined by the merchant or its processor in accordance with Visa/MasterCard procedures based on the kinds of products and services they primarily sell. We group similar merchant codes into categories for purposes of making rewards offers to you. Please note: We make every effort to include all relevant merchant codes in our rewards categories. However, even though a merchant or some of the items that it sells may appear to fit within a rewards category, the merchant may not have a merchant code in that category. When this occurs, purchases with that merchant won't qualify for rewards offers on purchases in that category. Purchases submitted by you, an authorized user, or the merchant through third-party payment accounts, mobile or wireless card readers, online or mobile digital wallets, or similar technology will not qualify in a rewards category if the technology is not set up to process the purchase in that rewards category. For more information about Chase rewards categories, see www.Chase.com/RewardsCategoryFAQs.
- 5 When you use points to redeem for cash, each point is worth \$.01 (one cent), which means that 100 points equals \$1 in redemption value. Each point you redeem for travel booked through Chase Ultimate Rewards is worth \$.0125 (one and a quarter cents), which means that 100 points equals \$1.25 in redemption value, and points are worth 25% more than if redeemed for cash. For example, 80,000 points are worth \$1,000 towards travel, or \$800 when redeemed for cash. The cost of travel is based on the rates and fares available through the Ultimate Rewards website and travel center, and may not reflect all rates and fares that are available through other sales channels.
- 6 These benefits are available when you use your card. Restrictions, limitations and exclusions apply. Most benefits are underwritten by unaffiliated insurance companies who are solely responsible for the administration and claims. There are specific time limits and documentation requirements. Once your account is opened we will send you a Guide to Benefits, which includes a full explanation of coverages.

Restrictions and limitations apply. Offer subject to change.

CHASE INK BUSINESS CAPITALSM

How we can help your business

Ink Business Capital can help you manage cash flow and track everyday business expenses. It is underwritten with Corporate Liability.

How it works

- Add employee cards at no additional cost¹ and set individual spending limits for greater control.
- Log into your chase.com account to download custom expense reports containing up to 24 months of transaction history.

The right fit

Manage and track everyday business expenses and cash flow

Key Rates and Fees

- No annual fee²
- 0% Intro APR on purchases for the first 12 months from account opening, then a variable APR of 15.24%²

Key features and benefits

- Protection benefits such as Auto Rental Collision Damage Waiver³, Purchase Protection³, Extended Warranty Protection³, Zero Liability Protection⁴ and Early Fraud Warning



1. If any employees are allowed to use the account, they will be authorized users and will have equal charging privileges unless individual spending limits are established for them. The company is responsible for any use of the account by its employees, authorized users, or anyone else permitted to use the account, and is responsible for repaying all balances. All correspondence, including statements and notifications, will be sent to the company. By requesting to add an employee cardholder to the account, company represents all information provided is accurate and is for persons with which the company has a relationship. Company also represents that company has permission to provide the employee information to Chase and to add the employee as a cardholder. If Chase determines any information provided is fraudulent, Chase has the right to close the account.
2. 0% introductory APR on purchases for the first 12 billing cycles your account is open; after that, and for balance transfers from account opening, a variable APR of 15.24%. Cash advances APR is 26.99% variable. Default APR of up to 29.99% variable. Variable APRs change with the market based on the Prime Rate, which was 5.25% on 8/6/19. Annual fee: None. Minimum Interest Charge: None. Balance Transfer Fee: 5% of the amount of each transaction, but not less than \$5. Note: This account may not be eligible for balance transfers. Cash Advance Fee: 5% of the amount of each advance, but not less than \$15. Foreign Transaction Fee: None. Credit cards are issued by JPMorgan Chase Bank, N.A. Member FDIC. Subject to credit approval. You should contact Chase to obtain information on any changes to these terms after the date above by writing to Cardmember Service, P.O. Box 15043, Wilmington, DE 19850-5043. The Company must be headquartered within the 50 United States or the District of Columbia.
3. These benefits are available when you use your card. Restrictions, limitations and exclusions apply. Most benefits are underwritten by unaffiliated insurance companies who are solely responsible for the administration and claims. There are specific time limits and documentation requirements. Once your account is opened we will send you a Guide to Benefits, which includes a full explanation of coverages.
4. Zero Liability Protection does not apply to use of an account by an authorized user without the approval of the primary cardmember. If you think someone used your account without permission, tell us immediately by calling the Cardmember Services number on your card or billing statement.

Restrictions and limitations apply. Offer subject to change.



Bond Portfolio Analysis

Captiva Erosion Prevention District

Account Representative

Travis Gleason

Curve Date

7/16/2019

Analysis Date

7/17/2019

Fixed Income Strategy Team

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Bond Portfolio Executive Summary

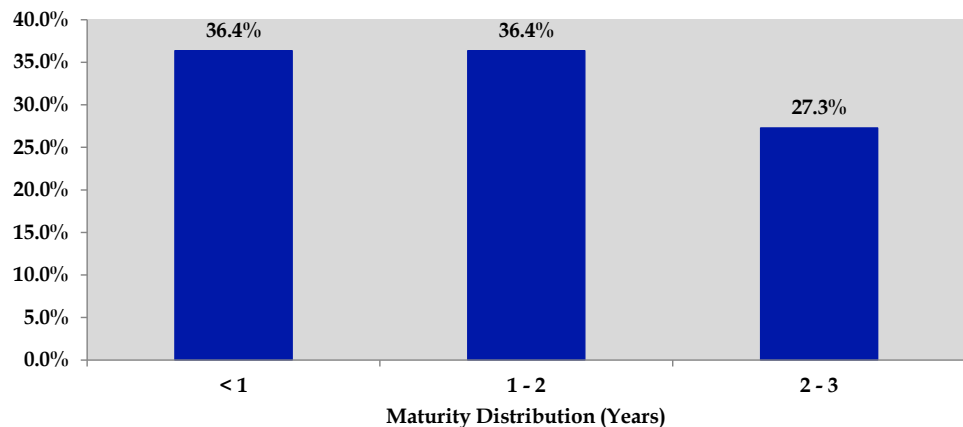
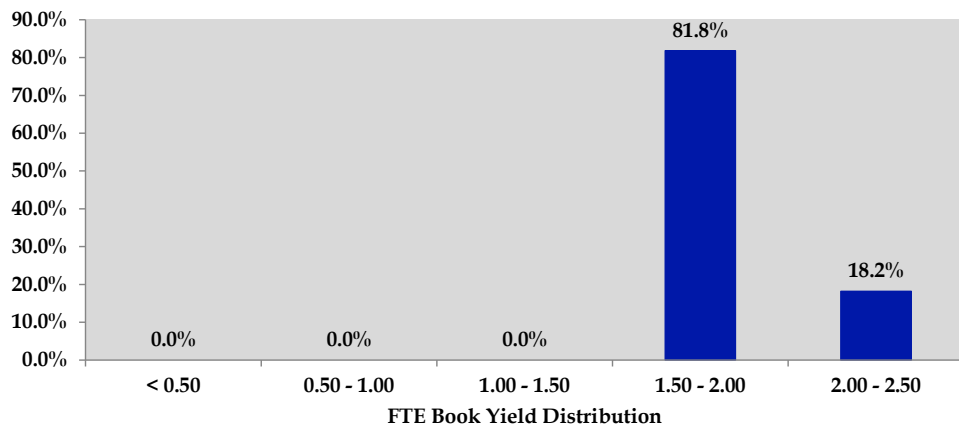
Captiva Erosion Prevention District

Portfolio Date: 07/16/2019

Original Face	Current Face	Number of Holdings	Average Holding Size	Book Value	Market Value	Gain / (Loss)	Book Price	Market Price
\$2,750,000	\$2,750,000	7	\$392,857	\$2,728,160	\$2,728,160	\$0	99.21	99.21

FTE Book Yield	FTE Market Yield	Weighted Average Mat.	Weighted Average Life	Effective Duration	Effective Convexity	Treasury Spread	12M Total Return	% of Portfolio Callable
1.92	1.92	1.37	1.36	1.34	0.03	-4.99	1.88	0.0%

Portfolio Breakdown by Bond Type



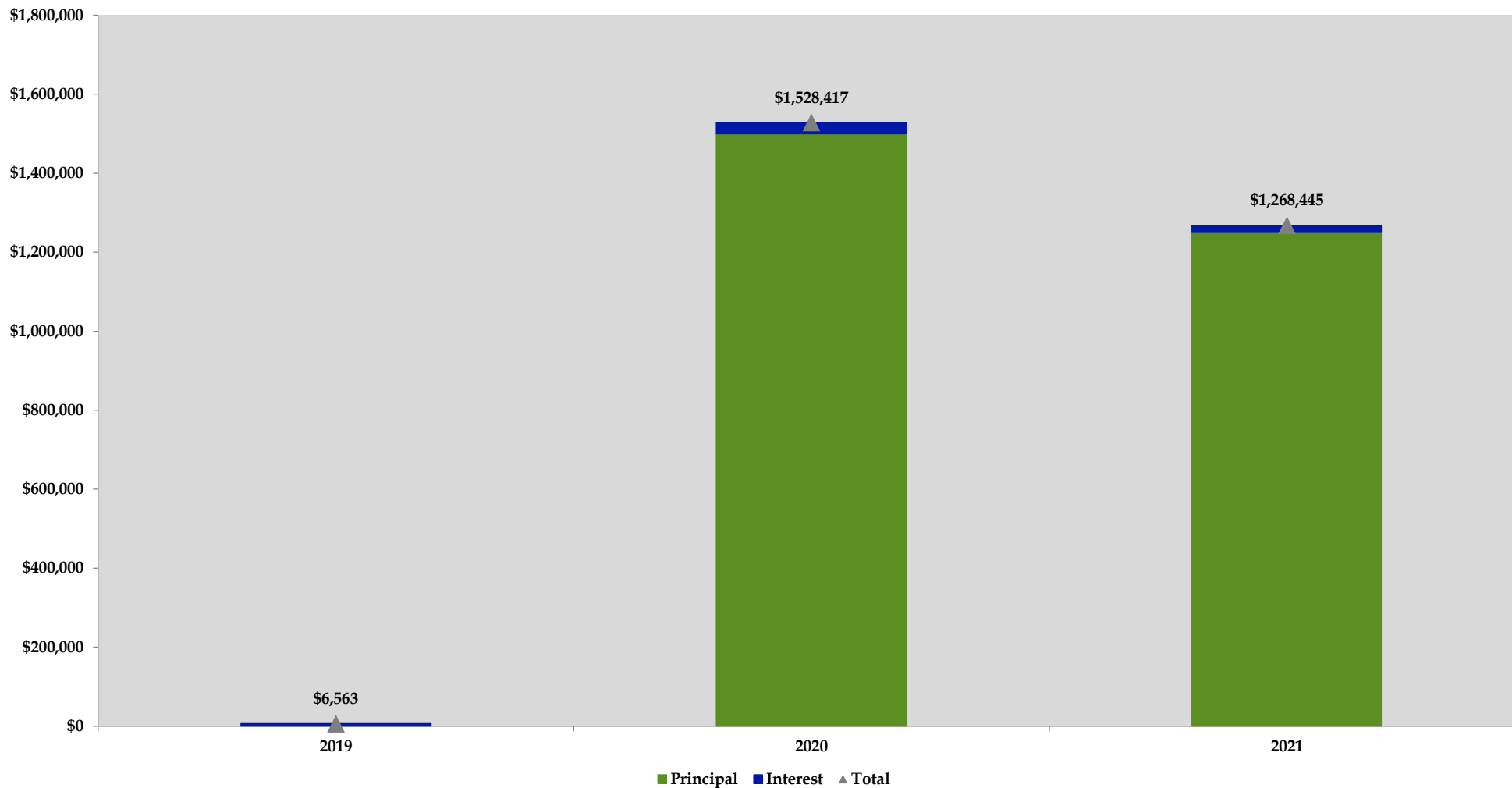


Bond Portfolio Annual Cash Flows

Captiva Erosion Prevention District

Portfolio Date: 07/16/2019

Cash Flow	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Principal	\$0	\$1,500,000	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$6,563	\$28,417	\$18,445	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$6,563	\$1,528,417	\$1,268,445	\$0	\$0	\$0	\$0	\$0	\$0	\$0





CUSIP Detail Report

Captiva Erosion Prevention District

Portfolio Date: 07/16/2019

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
02007GKU6	ALLY BANK UT	CD	2.05	7/19/21	FDIC	FDIC	\$250,000	100.00	100.00	\$0	2.05	2.00	1.91	1.95	17.61
06740KNF0	BARCLAYS BANK DE	CD	2.00	7/19/21	FDIC	FDIC	\$250,000	100.00	100.00	\$0	2.00	2.00	1.85	1.95	12.61
38149MDQ3	GOLDMAN SACHS BK	CD	2.05	7/26/21	FDIC	FDIC	\$250,000	100.00	100.00	\$0	2.05	2.01	1.91	1.95	17.64
Total		CD	2.03	2.02			\$750,000	100.00	100.00	\$0	2.03	2.00	1.89	1.95	15.95
912796TB5	TREASURY BILL	US Treasury	0.00	1/16/20	NA	NA	\$500,000	99.02	99.02	\$0	1.99	0.50	2.15	0.50	-12.95
912796SZ3	TREASURY BILL	US Treasury	0.00	7/16/20	NA	NA	\$500,000	98.14	98.14	\$0	1.89	1.00	1.90	0.99	-14.64
912828L99	US TREASURY N/B	US Treasury	1.38	10/31/20	Aaa	AA+	\$500,000	99.40	99.40	\$0	1.85	1.29	1.78	1.27	-12.79
912828Q37	US TREASURY N/B	US Treasury	1.25	3/31/21	Aaa	AA+	\$500,000	99.08	99.08	\$0	1.80	1.71	1.70	1.67	-11.02
Total		US Treasury	0.66	1.13			\$2,000,000	98.91	98.91	\$0	1.88	1.12	1.88	1.11	-12.85



Disclosures & Definitions

Captiva Erosion Prevention District

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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

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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.



Captiva Erosion Prevention District (CEPD)

Board of Commissioners

Standard Operating Procedure

for

Appointing a Commissioner to a Vacant Seat

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DOCUMENT HISTORY

Revision date	What was revised	Effective date	Author
7/18/2019	New-Original	08/10/2019	CLW

BACKGROUND AND DESCRIPTION

The CEPD Board consists of five Commissioners. Commissioners are elected to serve a four-year term. When a Board seat becomes vacant prior to an election, the remaining Commissioners appoint someone to fill the seat.

PURPOSE

The purpose of this SOP is to establish a standard procedure for appointing a Commissioner.

PROCEDURE PARTICIPANTS

The following are participants in this SOP:

CEPD Administrators
CEPD Commissioners

FREQUENCY

The steps in this SOP are performed when there is a vacancy on the Board of Commissioners due to resignation, death, or removal.

STEPS

The CEPD shall solicit applications to fill a Commissioner's position for a period not to exceed 30 days, although the majority of the Board of Commissioners at their sole discretion may extend the time period for applications or request a new group of applicants be solicited prior to the selection of the applicant to fill the vacancy.

Solicitation shall be made as follows:

1. Announce vacancy at the next Board meeting.
2. Submit a guest commentary to the local newspaper.
3. Send a Beach Brief announcing vacancy.
4. Announce vacancy at next Captiva Community Panel meeting.
5. If need be, place an advertisement in the local newspaper.

Applicants will be requested to submit a letter of interest, as well as a resume, c. vitae, or other background information.

Upon receipt of all applications, submitted information will be distributed to current Commissioners.

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.

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 provided to the Board Secretary (or an appointee) who will tally each ranking and apply the numerical value to each candidate.

The call for motion and second will be made with the name of the candidate receiving the lowest total numerical value (by averaging all Board of Commissioners' numerical rankings). The vote will then be taken by a majority of the Board of Commissioners. Should the motion fail, subsequent motion(s) shall be considered until the Board fills the vacancy.

MONITORING

The CEPD Administrator has overall responsibility for monitoring the process prior to the vote by the Board of Commissioners.

The CEPD Commissioners are responsible for appointing the new Commissioner.

PERFORMANCE MEASURES

1. Public solicitations were made.
2. Resumes and contact information was received and distributed.
3. Board Secretary confirms tally and announces at meeting.

RELATED SOP'S

SOP for Supporting General Elections
SOP for Regular Board Meeting Support
SOP for Special Board Meeting and Emergency Board Meeting
SOP for Providing Administrative Assistance to CEPD Commissioners

APPENDIX A

Captiva Erosion Prevention District Board of Commissioners Requirements and Expectations

Requirements, as stated in the Legislature of the State of Florida, Chapter 2000-399, House Bill No. 927.

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).
- 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 of \$25 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.
- If a vacancy occurs on the Board due to the resignation, death, or removal of a Board member, the remaining members may appoint a qualified person to fill out the remainder of the unexpired term. Notification of all resignations, vacancies, or appointments shall be filed with the Lee County Supervisor of Elections.

Expectations:

- Attendance at the monthly Board meeting, and the following (as listed in the Rules and Regulations):
 1. 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.
 2. May, only after recognition by the Chair, introduce motions, discuss subjects and vote.
 3. 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.
4. 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.
 5. May move to refer the subject to the next regular meeting. This is seconded, decided by a majority vote, is debatable and amendable.
 6. 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.
 7. If no motion is pending, may move to adjourn. Upon the completion of the agenda, an adjourned meeting may be "moved" by specifying 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 workshop (on Thursdays at 1:00PM) is expected whenever possible. These meetings are often cancelled.

APPENDIX B

Why Become a Commissioner of the Captiva Erosion Prevention District?

- Because you are community-oriented
- Because you care about preserving and sustaining the coastal environment
- Because you recognize the benefits beach renourishment bring to both the community and local economy.
- Because you want to make sure Captiva is a viable and thriving community well into the future

How to Become a Commissioner?

Elected

You must be a registered Captiva voter residing within the District.
You are elected by the qualified electors residing within the District.
Positions come up for election every two years.

Appointed

If a vacancy occurs on the Board due to the resignation, death, or removal of a Board member, the remaining members may appoint a qualified person to fill out the remainder of the unexpired term.

What is Expected of a Commissioner?

- Attendance at the monthly Board meeting.
- Attendance at the Briefing Meetings, if possible. (These are often cancelled and are not mandatory.)
- Vote on every motion in which there is no personal interest or conflict of interest.
- Request items be placed on the meeting agenda, introduce motions and resolutions, and discuss subjects.
- Attend CEPD public hearings, emergency meetings, special meetings, and workshops..
- Any commissioner can serve as an officer (Chair, Vice-Chair, Secretary, or Treasurer) if and when elected by the other commissioners.

Other

Commissioners serve a four-year term.
Commissioners receive no compensation.



Marine Engineers and Environmental Consultants

July 30, 2019

To: CEPD Board

From: Hans Wilson

A handwritten signature in blue ink that reads "Hans Wilson".

Through: Carolyn Weaver, Administrator

Subject: Modification to Administration

After careful consideration of the performance of our administration, listening to input from commissioners, and consultation with Carolyn Weaver and Joe Wagenti we have proposed a change in the administration of the CEPD offices. We have assessed the performance of both individuals and discussed strengths and weaknesses. We are confident in the "team" as a whole however we propose to move Joe Wagenti into the Administrator position and move Carolyn into the Deputy Administrator position. We feel that each person's skill sets would be better utilized in the opposite roles. Using the Scope of Services defining the contract between the CEPD and HWA as a template, the duties of both positions have been distributed according to the strengths of each individual. A breakdown of those roles and tasks is attached to this memo.

In addition, we have assumed additional duties associated with the agreement with the Tourist Development Council, which has funded beach maintenance services. It is intended to include these services into the HWA contract to be performed by both the Administrator and their Deputy.

We have looked at the current contract amounts and propose changes. It is intended to bring both individuals up to what is considered industry standard for salaries and benefits, using information from a number of sources, including the Florida Association of Special Districts as well as communications with other Administrators and Executive Directors. We have provided back up information to support this proposal. It is our intent to match their services with commensurate income consistent with the industry. As a 1099 contract employee neither Joe nor Carolyn are eligible to benefits normally attributed to a government position. This includes health insurance, retirement funding, and other benefits. We have reviewed similar positions and determined that generally this can account for as much as 30% of an entire employment package. We propose the following:

Administrator – Total package @ \$138,696.25 (Salary @ \$100,000).

Deputy Administrator – Total package @ \$103,000 (Salary @ \$74,000)

We also included a \$10,000 contingency as a budgeted item for unexpected tasks appropriate for HWA to handle at the discretion of the Board. It is listed as Special Projects. HWA will continue with an annual 3% cost of living increase.

Funding for these changes would increase the HWA contract from \$230,000 to \$290,106. Administration total \$241,696 and represents 83% of the contract.

Sources of funding are as follows:

HWA current budget @ \$230,000

TDC funding @ \$49,000 (includes \$18,500 match from CEPD).

Special Projects @ \$30,000

CEPD History @ \$40,000

Total @ \$349,000, less proposed contract amount of \$290,106, equals \$58,894.

We do have some limits on manpower to accomplish these items but by being smart we can succeed. For example, as part of developing the history of the CEPD, administration will need to go through the archives. When this is done they can concurrently scan and archive these documents, working to clear out the storage and covert to digital media. We may still need to assign additional staff for special projects but again, we can address that when it occurs.

Lee County Salary Research

Position Titles at Lee County	Low	Median	High	Duties
Assistant to the County Manager	115,178.0000	155,871	196,563.0000	Supports the County Manager; executive management work, highly responsible; meets directly with elected officials
Deputy Director	87,839.0000	118,894	149,949.0000	Assist in the planning, directing, or coordinating of a department
Director	100,584.0000	136,142	171,699.0000	Plan, director or coordinate the operations of a division
Executive Assistant	46,833.0000	65,583	84,332.0000	Provide high-level administrative support
Grants/Legislative Analyst	55,813.0000	82,367	108,921.0000	Manages state and federal grants or legislative projects and/or programs
Legal Office Manager	44,813.0000	76,867	108,921.0000	Oversees day-to-day admin management of County Attorney's office. Provide professional administrative assistance
Manager	55,813.0000	82,367	108,921.0000	provides management support, professional and supervisory work in overseeing a specific program within a department. works independently under limited supervision
Manager	72,775.0000	102,202	131,628.0000	Provides leadership and strategic direction; works under administrative supervision developing and implementing programs
Manager, County Admin	55,813.0000	82,367	108,921.0000	Provides services to support the executive office operations for county Admin and BoCC offices
Office Administrator	39,863.0000	55,311	70,758.0000	Provide administrative planning for a department within County government; works under general supervision
Project Manager	55,813.0000	82,367	108,921.0000	Perform work and project management associated with various types of projects. Works independently, under limited supervision

*Note: All of these position would receive an additional \$30,000+ in benefits - that is on top of their salary and that amount increases based on salary. It includes health, retirement, vacation, etc.

Lee County Salary Research

FASD Supplied the following info for their top position only (again, this is before benefits)

District Type	Salary Range
Fire	52,500.00 - 62,500.00
Water	129,000
Fire	148,000
Water	85,000 - 105,000
Fire	152,000
Fire	123,600 - 152,000
Water	95,000
Mosquito	48,630 - 91,270
Fire	135,000
Fire	153,000

**HWA - CEPD Administrative Salary Research
Comparisons / Recommendations**

ADMINISTRATOR 1099 Percentage Breakdown		
1	ER Cost	138,696.25
2	Salary	0.721 100,000.00
3	Ins.	0.109 15,117.89
4	Retirement	0.118 16,366.16
5	Med/SSN	0.052 7,212.21

This equates to an estimated \$61,250 increase to Wagenti's existing contract.

- | | | | | |
|---|-------------------|-------------------------|---|------------------------------------|
| 1 | ER Cost | 138,696.25 | 1 | Hourly rate X 2080 (52wks @ 40hrs) |
| 2 | Salary | 0.721 100,000.00 | 2 | .721 X (1) Est. ER Cost |
| 3 | Ins. | 0.109 15,117.89 | 3 | .109 X (1) Est. ER Cost |
| 4 | Retirement | 0.118 16,366.16 | 4 | .118 X (1) Est. ER Cost |
| 5 | Med/SSN | 0.052 7,212.21 | 5 | .052 X (1) Est. ER Cost |

DEPUTY ADMINISTRATOR 1099 Percentage Breakdown		
1	ER Cost	103,000.00
2	Salary	0.721 74,263.00
3	Ins.	0.109 11,227.00
4	Retirement	0.118 12,154.00
5	Med/SSN	0.052 5,356.00

This equates to the contracted 3% increase to Weaver's existing contract.

- | | | | | |
|---|-------------------|------------------------|---|------------------------------------|
| 1 | ER Cost | 103,000.00 | 1 | Hourly rate X 2080 (52wks @ 40hrs) |
| 2 | Salary | 0.721 74,263.00 | 2 | .721 X (1) Est. ER Cost |
| 3 | Ins. | 0.109 11,227.00 | 3 | .109 X (1) Est. ER Cost |
| 4 | Retirement | 0.118 12,154.00 | 4 | .118 X (1) Est. ER Cost |
| 5 | Med/SSN | 0.052 5,356.00 | 5 | .052 X (1) Est. ER Cost |

HWA - CEPD Administrative Salary Research

The following figures were extrapolated from figures represented in the Department of Labor's
2019 Employer Costs for Employee Compensation Report, page 6, table 3.

Government Workers - Avg					Management	
			(\$50.89) 90th Percentile	(\$47.99) Median		(\$60.98) Breakdown
1		Est. ER Cost	\$105,851.20	\$99,819.20		\$126,838.40
2	0.7	Salary	\$74,095.84	\$69,873.44	0.721	\$91,450.49
3	0.127	Ins.	\$13,443.10	\$12,677.04	0.109	\$13,825.39
4	0.118	Retirement	\$12,490.44	\$11,778.67	0.118	\$14,966.93
5	ER Pd Taxes 0.055	Med/SSN	\$5,821.82	\$5,490.06	0.052	\$6,595.60

- 1 Est. ER Cost Hourly Rate X 2080 hours (52 weeks @ 40hrs)
- 2 Salary (1) Est. ER Cost X % Wages + Paid Leave + Supp. Pay
- 3 Ins. (1) Est. ER Cost X % Insurance
- 4 Retirement (1) Est. ER Cost X % Retirement
- 5 Med/SSN - ER (1) Est. ER Cost X % Legally Required Benes

	Compensation component
Total compensation ²	1
Wages and salaries.....	2
Total benefits.....	2
Paid leave.....	2
Vacation.....	2
Holiday.....	2
Sick.....	2
Personal.....	2
Supplemental pay.....	2
Overtime and premium ³	2
Shift differentials.....	2
Nonproduction bonuses.....	2
Insurance.....	3
Life.....	3
Health.....	3
Short-term disability.....	3
Long-term disability.....	3
Retirement and savings.....	4
Defined benefit.....	4
Defined contribution.....	4
Legally Required benefits.....	5
Social Security and Medicare.....	5
Social Security ⁴	5
Medicare.....	5
Federal unemployment insurance.....	6
State unemployment insurance.....	6
Workers' compensation.....	6

Ref: DOL Report Pg 4

HWA - CEPD Administrative Salary Research
Local Research, Comparisons, and Conversions
WORKSHEET

Local Executive Director / Administrator Salary Research & Comparison

Actual Salary	Description	.721 Offset	
\$93,920	WCIND	\$130,263.52	* does not inc. ER taxes
\$108,000	CHNEP	\$149,791.96	
\$114,000	Captiva Erosion Prevention Control	\$158,113.73	
\$117,500	Sarasota Bay SBEP	\$162,968.10	
\$139,000	Manatee County Mosquito Control District	\$192,787.79	
\$140,000	FIND	\$194,174.76	
\$192,203	Lee County Hyacinth Control District	\$266,578.36	

These numbers represent local research regarding salaries.

.721 Offset extracted from Management percentages, Page 6, Table 3

- 0.645 Wages
- 0.07 Paid Leave
- 0.007 Supplemental

.721 Offset This is used to calculate the 'whole'
 Actual Salary / .721

SELF CHECK: WCIND expanded and translated to CEPD

Executive Director - \$94K Insurance	10-15%	\$16,297	1
\$130,374.48 Retirement	12-17%	\$18,904	2
ER Taxes	4-6%	\$6,519	3
		\$135,720	4

- 1 Calculated based on Total Pkg at the median ins. expense of 12.5%
- 2 Calculated based on Total Pkg at the median ins. expense of 14.5%
- 3 Calculated based on Salary x 5%
- 4 Calculated based on Salary + Insurance + Retirement + Taxes

SCOPE OF SERVICES

The following Scope of Work shall constitute the general responsibilities of the Management Services Consultant, and may be modified from time to time by the Captiva Erosion Prevention District Board. The responsibilities listed are not all inclusive of the management services. The Board anticipates that the Consultant will employ others to assist in carrying out the services, with the selection of those individuals subject to the approval of the Board. For those services not included in the Scope of Services, Consultant will provide an associated cost for review and approval by the CEPD before executing any such services.

ADMINISTRATOR

1. **District Administrator**
 - a. Act as chief administrative officer and manager of the Captiva Erosion Prevention District (“District” or “CEPD”) and be responsible to the CEPD Board for proper administration and management of all affairs of the District.
 - b. Ensure the attendance of the District Administrator at meetings of the CEPD Board as requested by the Chair of the Board, and ensure the attendance of administrative staff at all meetings of the CEPD Board.
 - c. Recommend for adoption by the CEPD Board such measures as the District Administrator may deem necessary or expedient to achieve and carry out the purposes and goals of the District.
 - d. See that all laws, ordinances, rules, regulations and policies of the District are faithfully executed, and that the Administrator complies with Florida law regarding ethics.
 - e. Prepare and submit to the CEPD Board weekly status reports and monthly “dashboard” status reports for Board meetings.
 - f. Keep the CEPD Board fully advised of the financial conditions of the District and its future needs.
 - g. Annually prepare and submit a preliminary or proposed District budget and work with the CEPD Board in its analysis and review of the proposed budget.
 - h. Be responsible for the administration of each annual budget upon its adoption by the CEPD Board.

2. **Financial Processing**
 - a. Support outside audit.
 - b. Fund availability forecasting.
 - c. Fiscal reporting.
 - d. Act as liaison to Board auditor and Board bookkeeper.
 - e. Process tax roll and all necessary filings related to budget adoption.
 - f. Process special assessments.
 - g. File Public Depositor Annual Report.

3. Meetings

- a. Prepare an agenda in liaison with Commissioners; attend meetings.
- b. Meet with Commissioners or citizens, when requested, to discuss any matter relative to the work of the Board.
- c. Provide administrative assistance to CEPD Board members for CEPD business.
- d. Facilitate Board member financial disclosure compliance.
- e. Provide support for CEPD elections.
- f. Represent the Board at any meeting or seminar, as approved by the Board, and as generally required by administrative duties, within the Lee County, Charlotte County, and Collier County area. Meetings outside of the Lee County, Charlotte County and Collier County area will be attended; however all travel expenses including mileage, food, lodging, and airline tickets will be reimbursable.

4. Coordination of CEPD Activities

- a. Work with Lee County officials and other governmental agencies in administration of the CEPD offices and other Board business.
- b. Coordinate with engineering, legal and financial consultants on erosion control projects, beach monitoring, and other research or special projects.
- c. Coordinate with the U.S. Army Corps of Engineers, Florida Department of Environmental Protection, Florida Department of Natural Resources, and other governmental agencies, in renewing or obtaining permits and obtaining funding for projects.

5. Liaison with Commissioners and Legal Counsel

- a. Inform Commissioners and/or counsel promptly of any relevant information, correspondence, legislation or regulations affecting the Board.
- b. Coordinate requests for legal services or requests for legal opinions.

6. Public Relations

Answer general queries from newspaper, radio and television reporters, or direct them to appropriate Commissioners or legal counsel for further information or comments, and issue press releases from time to time as appropriate.

7. Facilities Management

- a. Manage Parking Lot facility (Alison Hagerup Beach Park), including meter collection, lot maintenance and machine maintenance. The actual cost of meters, machines used to perform maintenance of the lot, or machine operators are not included in this scope.
- b. Responsible for the cleaning, maintenance and safety of the parking lot, restroom area, picnic area and beach access.

- c. Perform monthly beach inspections and provide monthly reports.
- d. Coordinate beach cleanup activities.

8. Beach Management

The objective of this portion of the responsibilities, commonly referred to as the “Beach Ambassador” (BA), is to gain voluntary compliance by being visible and by dealing with the public including residents, business owners, visitors and local agencies, in a positive, effective and courteous manner.

- a. Advises residents and visitors of ordinances and regulations for Lee County and the State of Florida. This will include issues related to littering, use of alcoholic beverages in public, animal control, recyclable materials, vehicles on the beach, vehicle parking, night sleeping on the beach, parks and recreation areas, noise nuisance issues, live shelling, bicycle safety, and turtle nesting.
- b. Provides general assistance and information to visitors and beach-goers; appropriately responds to, or resolves routine questions, inquiries and complaints; if warranted, refers requests and complaints to Administrator.
- c. Assists as directed in response to emergency situations that occur on the Captiva beach as needed and in conjunction with law enforcement.
- d. Coordinates with daily turtle patrols performed by others and monitors status of turtle nest markings to report any disturbances or alterations.

9. Beach Maintenance (TDC)

- a. Observes beach conditions using the CEPD beach vehicle weekly to assess maintenance needs regarding littering, vandalism, and protection of poles and ropes used to protect stabilizing vegetation.
- b. Responsible for vehicle maintenance and storage that includes removing salt water and sand after each use. Obtains and fills fuel tank as necessary, checks vital fluids, tire pressures, and ensures it is in a safe operating condition and securely parked.
- c. Maintains an operations log documenting use of the vehicle and activities associated with the use. Reports broken parking meters, missing signage and any situations which may be dangerous for follow-up by the Administrator.
- d. Attends vendors’ and contractors’ meetings; takes and distributes minutes.
- e. Observes progress of the dredging contractor on a daily basis, including periodically taking photographs of project progress.
- f. Secures aerial photos of project progress.
- g. Coordinates with the engineer in charge regarding activities of the dredging contractor and compliance with state and federal permits.

- h. Assists with management of beach guests relative to operations of the dredging contractor and maintenance of the safe use of the beach.
- i. Other related duties as requested.

DEPUTY ADMINISTRATOR

Performing duties in coordination with the Administrator assigned to the CEPD by Hans Wilson & Associates, the Deputy Administrator will work on an independent contract basis to perform the beach management, business administration, maintenance reporting, and construction related project functions described below.

1. Office Administration

- a. Supervise the day to day running of the CEPD offices, including staffing the CEPD office as necessary to discharge the obligations of the Consultant.
- b. Collection, copying and responding to mail and telephone inquiries.
- c. Organize and maintain files, and act as Custodian of Board records, including maintenance of offsite storage.
- d. Order supplies and equipment.

2. Meetings

- a. Advertise and notify citizens, necessary authorities, and consultants of regular and special meetings.
- b. Attend meetings, keep records of proceedings, and take minutes.
- c. Provide administrative assistance to CEPD Board members for CEPD business.
- d. Represent the Board at any meeting or seminar, as approved by the Board, and as generally required by administrative duties, within the Lee County, Charlotte County, and Collier County area. Meetings outside of the Lee County, Charlotte County and Collier County area will be attended; however all travel expenses including mileage, food, lodging, and airline tickets will be reimbursable.

3. Liaison with Commissioners and Legal Counsel

- a. Notify Commissioners of any changes in meeting dates or items in the reading file in which they have a special interest or expertise.
- b. Photocopy pertinent information, correspondence and news reports and distribute to Commissioners and counsel.

4. Public Relations

- a. Keep general reading files, maintain other files accessible to the public during office hours, and provide whatever assistance necessary and reasonable to provide information on erosion problems.
- b. Supervise the production of a newsletter, when so directed, informing taxpayers and other interested parties on Board activities, and other activities related to erosion control.
- c. Manage and coordinate contents of website.

5. Beach Maintenance (TDC)

- a. Monitors beach conditions. Provides daily report to MOTE Marine Lab.
- b. Writes and assists with Beach Brief preparation and distribution with project schedules and progress.
- c. Assists the Administrator with reporting and documentation of beach construction progress and related permit compliance issues.
- d. Other related duties as requested.

6. Beach Parking Lot Management

- a. Prepares the deposit of moneys collected from the parking machines and takes to the bank.
- b. Maintains log of parking lot receipts and sales activity. Distributes this information to the Commissioners as requested.
- c. Reports ticket sales to Lee County Parks & Recreation monthly.
- d. Monitors Captiva sign maintenance at Turner Beach parking lot and Alison Hagerup parking lot.

7. Administration Support:

- a. Collects, copies and responds to mail, email, and telephone inquiries.
- b. Obtains signatures on checks, mails checks, and files supporting documentation.
- c. Makes deposits at the bank.
- d. Scans and emails copies of deposits to accountant.
- e. Responds to government and agency inquiries, or forwards to Administrator for response.
- f. Digital and hard copy file management.
- g. Manages archive and cloud storage.
- h. Provides general administrative assistance to the Administrator, CEPD Accountant, and CEPD Board Members for CEPD business.
- i. Opens and closes the CEPD office.
- j. Notifies Commissioners of any changes in meeting dates or items in the reading file in which they have a special interest or expertise.
- k. Advertises and notifies citizens, necessary authorities, and consultants of regular, emergency and special meetings, including posting at post office.
- l. Photocopies pertinent information, correspondence and news reports and distributes to Commissioners and counsel. Keeps in logs as necessary.
- m. Posts and distributes approved meeting agendas.
- n. Generates word processing and spread sheets including use of presentation software.
- o. Manages contact files and mailing lists.
- p. Attends, records and take minutes at Budget Hearings, Regular Board Meetings, Town Hall, and Special Meetings.
- q. Responsible for reserving the Meeting Room and set up, including all equipment.

- r. Assists in preparation of meeting packets.
- s. Distributes meeting packets to commissioners.
- t. Maintains audio recordings of meetings on CD and electronic file, such as Drop Box, for distribution as needed.
- u. Assists as needed with presentations.
- v. Assists with Newsletter development and distribution.
- w. Manages electronic (Constant Contact) and hard copy publications and distribution of the Newsletter.
- x. Writes and assists with Beach Briefs and Press Release development and distribution.
- y. Maintains press clipping files.
- z. Manages updates to the CEPD website.
- aa. Maintains a safe, secure, clean and well equipped/supplied District office.
- bb. Troubleshoots technical problems.
- cc. Contacts and follows up with vendors for repairs or maintenance needs.
- dd. Responds to all pay requests and facilitates journal entries of payments.
- ee. Manages off site storage.
- ff. Interfaces with the general public.
- gg. Takes photos of conditions or events.
- hh. Maintains positive and productive relationships with government and agency officials.
- ii. Assists Administrator with management of all Federal, State, and Local Government grants and funds awarded to the District including reporting, record keeping, reimbursement requests, closeouts and compliance requirements.
- jj. Other duties as requested.

RESOLUTION NO. 2019-08
BY THE BOARD OF COMMISSIONERS
OF THE CAPTIVA EROSION PREVENTION DISTRICT
LEE COUNTY, FLORIDA

WHEREAS, the Captiva Erosion Prevent District (“District”) is authorized by Chapter 2000-399, Laws of Florida and Section 161.32, Florida Statutes (2018), 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 Addendum to Management Services Agreement for Hans Wilson and Associates, Inc. increasing the total management services agreement cost to \$290,106 annually, which is an increase of \$60,106 annually.

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 Mullins	_____
Vice Chair Lanigan	_____
Secretary Kaiser	_____
Treasurer Walter	_____
Commissioner Jensen	_____

DULY PASSED AND ADOPTED THIS 26th day of September, 2019.

Board of Commissioners of the
Captiva Erosion Prevention District

By: _____ Certified by: _____
Chairman Secretary

Approved as to Form

By: _____
Board Attorney



PUBLIC RISK INSURANCE ADVISORS

PART OF THE
BROWN & BROWN TEAM

INSURANCE PROPOSAL PREPARED FOR

October 1, 2019 – October 1, 2020

PRESENTED BY:
Brian Cottrell, Public Risk Advisor
August 22, 2019

P.O. Box 2416 | Daytona Beach, FL 32115
Phone: 386.252.6176 | Fax: 386.239.4049

www.bbpria.com

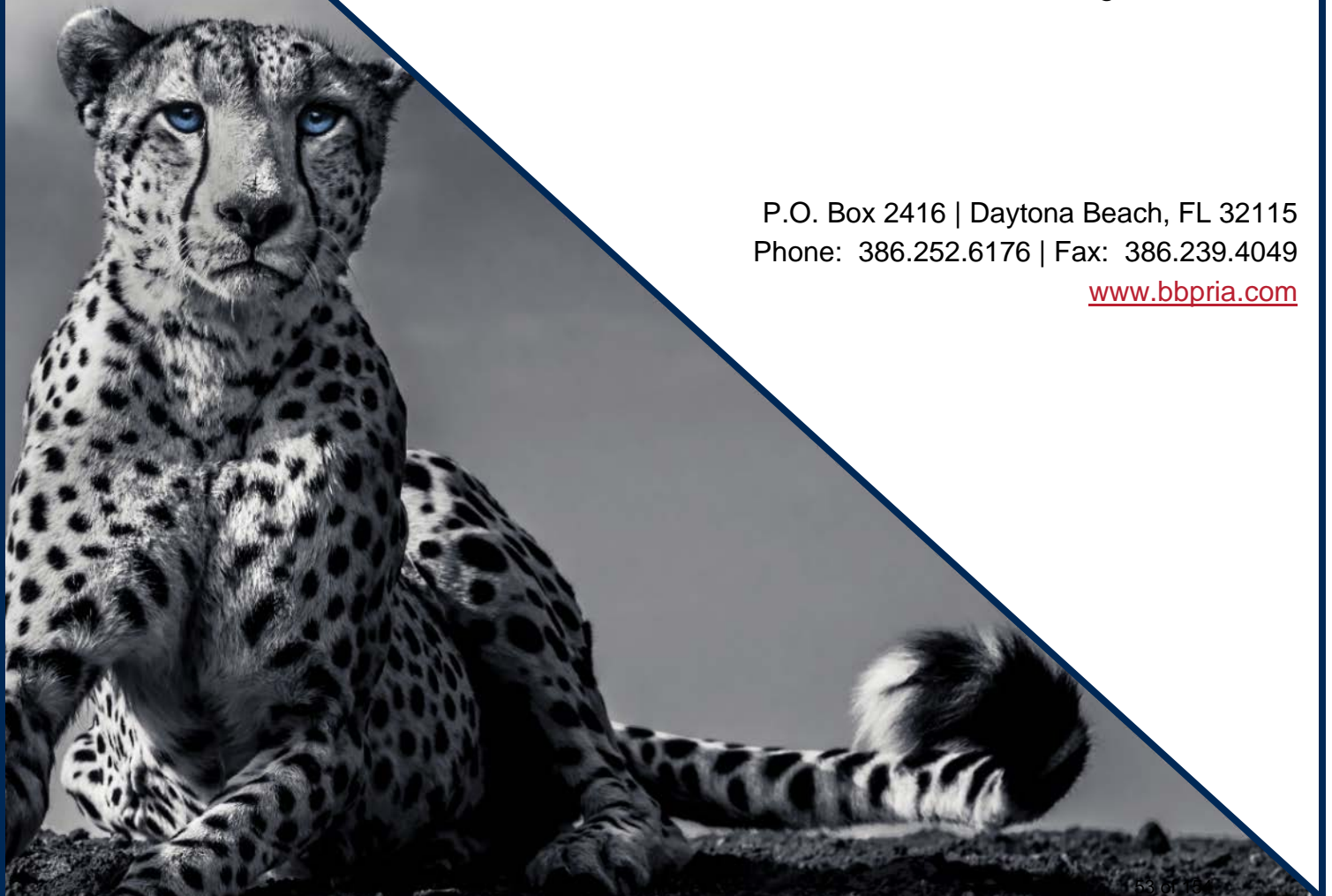


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Our Story

Public Risk Insurance Advisors (PRIA) is a proud member of the Brown & Brown family – an 80-year-old, publicly traded, Florida corporation currently ranked as the 6th largest insurance brokerage in the United States of America. Our Brown & Brown family is now more than 10,000 teammates, spanning from London to Los Angeles. Through our collaborative efforts, we design, place, and service more than \$20 Billion in annual insurance products. We passionately undertake these efforts on behalf of our clients – ranging from individuals and small businesses, to state governments and Fortune 500 companies.

The PRIA team is a highly-specialized unit of insurance advisors 100% trained to deliver industry-leading services to public entities in the State of Florida. Since 1992, we have continuously refined that specialization and enhanced our services, while becoming the largest public entity brokerage in Florida. Our team provides Property & Casualty and Employee Benefits services to governments from Key West to the Panhandle and represents more than 250 clients.

We have proven over nearly three decades of service to local governments that we are a highly sophisticated and accountable team of insurance professionals, laser-focused on providing both world-class brokerage services and concierge-level support to our clients. We have built our reputation by empowering our governmental clients to outperform their industry peers, lower their cost of risk, and enhance their employee benefits programs - all while staying within their annual budgetary constraints. Our team is committed to serve those who serve the public – and provide superior service to our clients, their staff, and their employees.

An Introduction to Your Service Team

Account Executives

Matt Montgomery Executive Vice President	(386) 239-7245	mmontgomery@bbpria.com
Robin Russell, CISR, CSRM Director of Operations	(386) 239-4044	rrussell@bbpria.com
Paul Dawson, ARM-P Senior Vice President / Public Risk Advisor	(386) 239-4045	pdawson@bbpria.com
Michelle Martin, CIC Vice President / Public Risk Advisor	(386) 239-4047	mmartin@bbpria.com
Brian Cottrell, CIC, CRM Vice President / Public Risk Advisor	(386) 239-4060	bcottrell@bbpria.com
Kyle Stoekel, ARM-P, CIC Public Risk Advisor	(386) 944-5805	kstoekel@bbpria.com
Michelle Perry, CIC Public Risk Advisor	(386) 333-6047	mperry@bbpria.com
Victoria "Tori" Reedy Executive Coordinator	(386) 239-4043	vreedy@bbpria.com

Service Representatives

Brittany O'Brien, CIC, CRM Risk Management Department Leader	(386) 239-8823	bobrien@bbpria.com
Melody Blake, ACSR Public Risk Specialist	(386) 239-4050	mblake@bbpria.com
Patricia "Trish" Jenkins, CPSR Public Risk Specialist	(386) 239-4042	pjenkins@bbpria.com
Karen Bryan Public Risk Specialist	(386) 239-4056	kbryan@bbpria.com
Danielle Coggon, CISR Public Risk Specialist	(386) 239-4048	dcoggon@bbpria.com
Christina Carter, CIC Public Risk Specialist	(386) 333-6069	ccarter@bbpria.com
Danette Mattingly Public Risk Specialist	(386) 239-4046	dmattingly@bbpria.com
Alexa Gray Assistant Public Risk Specialist	(386) 239-4040	agray@bbpria.com

Certificate Requests: certificates@bbpria.com **Claim Reporting:** claims@bbpria.com

Our Service Team philosophy focuses on accountability at all levels of account management. Our goal is not simply to meet your service needs, but to exceed them. All the employees at PRIA are dedicated to achieving this goal and distinguishing ourselves from the competition.

Preferred Governmental Insurance Trust (*Preferred*) Overview

Several hundred members and millions in premiums prove that the *Preferred* Governmental Insurance Trust® fulfills what Florida needs: an insurance program exclusively customized and dedicated to the public sector. *Preferred* stays on the forefront of specialized insurance for property, casualty and workers’ compensation because it is non-profit and self-governed with a membership comprised solely of Florida public entities.

Preferred’s history dates back to 1999. Its robust membership and financial strength, including consistent growth of surplus, stem from its conservative platform of managed risk. *Preferred* is just that: ***preferred*** for unmatched public entity experience, innovation, stability and personalized service.

Preferred’s Member Types

Municipalities	Counties	Special Districts
Public Schools	Charter Schools	Sheriff Departments
Housing Authorities	Aviation Authorities	Transit, Port & Utility Authorities

Preferred’s Comprehensive Coverages

Property	Workers’ Compensation	General Liability
Automobile Liability	Automobile Physical Damage	Law Enforcement Liability
Public Officials Liability	Employment Practices Liability	Educators’ Legal Liability

The Power of Groups and People

What does a specialized insurance trust do for you? In the case of *Preferred*, it gives you the purchasing power of a very large trust with billions of covered property values—far more financial negotiating power than a single public entity can muster. As a *Preferred* member, you are part of a formidable Florida insurance trust.

The trust also transfers risks from any one public entity to the larger group. This provides all members of the trust better rating structures with less volatility. *Preferred*’s sole focus on government ensures that members’ unique needs are met.

Underwriting and Administration

Behind *Preferred*'s underwriting platform are decades of success built on integrity and market relationships. Our team of underwriters' vast insurance expertise enhances the actuarial and scientific data used to underwrite individual risks within the trust. Services delivered are both broad and precise. Reliability is assured. The administrator for *Preferred* is Public Risk Underwriters of Florida, Inc.® (PRU), Florida's premier public entity specialist of its kind. *Preferred*'s claims administrator is PGCS Claim Services. With more than 25 years in claims experience, PGCS is Florida's foremost governmental third-party administration company.



Underwriting Highlights

- **Diverse risk financing options:** guaranteed cost, deductible, self-insured retention, all lines aggregate
- **Competitive premium discounts** based on favorable experience and sound safety practices
- **Flexibility of coverage design**, including mono-line or package basis
- **Dynamic financial analysis** conducted periodically to validate the trust's superior financial standing

Administration

- **General counsel, defense counsel and litigation services** by specialists in governmental law
- **Membership relations** for networking and professional development
- **Legislative Pulse newsletter** from Tallahassee-based law firm
- **Professional marketing** that guarantees local agent support, governmental knowledge and an ever-growing group of members
- **Preferred News**—a quarterly publication covering the spectrum of government insurance issues
- **State filing, accounting and independent CPA audited financials** as needed

Preferred's Expert Boards Know Your Business

Preferred is governed and guided by people working daily in all segments of Florida's public sector – from municipalities to counties to schools to special taxing districts.

The Board of Trustees is comprised of elected public officials who work wisely and diligently to set policy, keeping *Preferred* as the premier public entity insurer of its kind.

Preferred Claims Administration

Preferred Governmental Claim Solutions, Inc. ® (PGCS) is the premier governmental third-party claims administrator in the state of Florida and administers the claims for Preferred Governmental Insurance Trust (*Preferred*). Since its founding in 1956, PGCS has provided claims administration services exclusively to over 450 governmental entities including schools, cities, towns, counties, community development districts, and fire districts. Therefore, PGCS's adjusters are extremely qualified to handle governmental tort liability and public sector workers' compensation claims. They are experts at investigating and handling police and firefighters presumption claims. PGCS is sensitive to the politics involved in the handling of public entity claims.

PGCS's claims administration program consists of workers' compensation, general liability, bodily injury, personal injury, property, auto liability, auto physical damage, employment practices liability, school leaders/educators liability and public officials liability. Their claims staff has over 630 years of combined insurance experience and each has been with PGCS an average of 8 years. Claims are handled under strict supervision in accordance with the PGCS workers' compensation and liability claim handling procedure manuals and the PGCS claim best practices manual. A random sampling of each adjuster's claim files are audited on a monthly basis by a Quality Assurance Manager to ensure compliance.

PGCS provides their clients with a dedicated Subrogation Unit to pursue reimbursements from at-fault third parties. Their current recovery rate is fifty-nine (59) percent of the claim costs expended. PGCS also has a dedicated excess reporting and recovery unit for communication to and securing reimbursement from the excess and/or reinsurance carriers. In addition, PGCS provides a state-approved Special Investigation Unit (SIU) to prevent and pursue fraudulent claims. PGCS offers rewards up to \$10,000.00 for the arrest and conviction of persons committing workers' compensation fraud. This service is provided via a twenty-four hour seven day a week hotline.

PGCS utilizes the RiskMaster system for claims processing. This system captures a wide variety of data and allows the adjuster to enter an unlimited number of claim notes, process reserve changes, and issue claim payments. Customized reports can be obtained from PGCS's on-line system containing a multitude of data parameters that a client may choose to analyze. The system can be accessed by clients via their website at www.pgcs-tpa.com.

Communication with PGCS's clients is the cornerstone of their claims administration program. Professional adjusters, nurses, management, quarterly in-depth claim review meetings, 24/7 claim reporting, utilization of attorneys specializing in public entity defense, litigation management, and return to work programs are just a sample of how PGCS has set the standard for the industry.

PGCS is committed to partnering with their clients to provide professional and aggressive claim management programs. While they are recognized as the leader in the industry, PGCS is always striving to improve the quality of their programs and expand the services that they offer.

Preferred Safety and Risk Management Services

The success of any public sector community is tied to its ability to protect and preserve its human physical assets. This basic premise serves as the cornerstone of an effective Safety Management program and underscores the importance of Safety and Risk Control to the community. *Preferred's* Safety and Risk Management Department is very aware of the valuable contribution a comprehensive safety and risk control program makes to the bottom-line of any organization.

At *Preferred*, Safety consultations originate with one basic thought—to recommend specific measures to minimize or eliminate the exposures that cause accidents. This does not mean that the workplace become no-risk utopias, but we expect our consultants to recommend measures to control and minimize all types of accidents, injuries and illnesses to our *Preferred* members' operations and premises.

Preferred is dedicated to meeting the challenge of the complex issues facing public sector organizations. Disarming these issues and converting them into solutions which work to the advantage of our goal. *Preferred's* approach to risk control incorporates the following elements:

- **Exposure Identification** – Assist management in determining areas where a chance of loss might exist through cause trend analysis, work site evaluations, and facility inspections.
- **Exposure Measurement and Loss Analysis** – Loss analysis and a review of the consequences of the exposures will be considered to develop alternative methods of control.
- **Determination and Selection of Appropriate Risk Control Methods** – Based on measurement and analysis, specific recommendations and/or custom designed risk control plan will be formulated. OSHA, as well as other Agency Standards will be applied and/or used as a “Best Practice” measure when designing and formulating safety and risk control plans.
- **Training and Safety Management Consulting** – After considering client needs specific services and/or training will be formulated and initiated to fit the client's need. Key Personnel or specialty consulting services with the knowledge and skills needed to meet those identified needs will be provided.
- **Additional Consulting Services Available** – *Preferred's* Safety & Risk Management has other services available that may benefit our clients. These services include security evaluations and review of existing safety and risk programs.

Preferred's Safety and Risk Management Department evaluates the unique needs to each client, ultimately designing a program that is capable of being integrated into the overall safety and risk control efforts of each client. *Preferred's* dedication to the problem-solving approach is the foundation of their Safety and Risk Management Service.

Property – Inland Marine

Term: October 1, 2019 to October 1, 2020

Company: Preferred Governmental Insurance Trust (*Preferred*)

Covered Property (Per Schedule Provided)	
\$63,876	Blanket Buildings and Contents
\$500,000	Business Income
\$1,000,000	Additional Expense

Special Property Coverages	
\$1,000,000	Flood
Not Included	Earth Movement
\$1,000,000	TRIA

Inland Marine (Per Schedule Provided)	
Not Included	Blanket Unscheduled Inland Marine***
Not Included	Communication Equipment***
\$9,000	Contractor's / Mobile Equipment***
Not Included	Electronic Data Processing Equipment***
Not Included	Emergency Portable Service Equipment***
Not Included	Fine Arts***
Not Included	Other Inland Marine
Not Included	Rented, Leased or Borrowed Equipment◆◆
Not Included	Valuable Papers
Not Included	Watercraft, Not Including Hull Coverage**

Deductibles: \$1,000 per Occurrence – Buildings and Contents, and TRIA

3% of TIV per Occurrence / Per Location for “Named Storm” subject to minimum of \$10,000 Per Occurrence. Location is defined by each itemized listing on the applicable schedule

\$1,000 any one occurrence for Flood, except:
Excess of maximum NFIP available whether purchased or not or 5% of the TIV at each affected location whichever is greater for Zones A & V

\$500 per Occurrence – Inland Marine

***Unscheduled items are subject to a maximum value of \$25,000 or less per item. Items valued above this amount must be scheduled.

**Watercraft, not exceeding 25 feet, coverage is not hull coverage. Limited to Specified Perils only, excluding collision with another object.

◆◆Unscheduled items are subject to a maximum value of \$250,000 or less per item, subject to the maximum per occurrence loss limit shown on the Inland Marine Schedule. Items valued above \$250,000 must be schedule.

Property – Inland Marine

“Named Storm” Definition: “...the direct action of wind, **including wind driven water and storm surge** when associated with or occurring in conjunction with a storm or weather disturbance which is named...” Wind driven water and storm surge loss are NOT subject to Flood Sublimit and are included to the blanket limits.

Flood coverage in zones A or V, or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a special flood deductible equal to all flood insurance available for such property under the NFIP, whether purchased or not or 5% of the Total Insured Value at each affected location whichever is greater. If such property is not eligible for the National Flood Insurance Program because the community in which the property is located does not participate in the NFIP, the Special Flood Deductible will be \$1,000,000 per insured location damaged in the flood occurrence or 5% of the Total Insured Value at each affected location whichever is greater.

Flood zones A will include, but not be limited to all the sub-classifications of AO, AH, AE, AR, A1 through A99, or any other sub-classification with the A prefix or designation. Flood zones V will include, but not be limited to all the sub-classifications of VO, VH, VE, VR V1 through V99, or any other sub-classification with the V prefix or designation. See policy form for special deductible restrictions.

Coverage:

1. Special form (formerly “All Risk”), subject to policy exclusions.
2. Replacement Cost applies to Buildings, Contents and EDP is subject to all terms and conditions of the coverage agreement the most we will pay for all loss, damage or costs in any one occurrence is the applicable limits of liability shown in the property declaration. **The blanket limit of coverage shown in the property declaration applies to all covered property unless a separate limit, lower limit or reduced amount of coverage is indicated elsewhere in the coverage agreement or in the property declaration.**
3. Inland Marine coverage paid at “Agreed Value” if the valuation type on the Inland Marine schedule is shown as agreed value; or the lesser of Actual Cash Value or 110% of the value reported on the schedule. See policy for complete details.
4. *Preferred* will pay for covered loss to your real property, inland marine or personal property:
 - a. At the location shown on the Schedule of the Declarations,
 - b. Property in the open within 1,000 feet of locations described in a. above,**
 - c. With respects to Inland Marine, at or away from your covered location.
5. No Coinsurance Clause.
6. Certain coverages subject to sub-limits stated in policy.
7. During the current coverage agreement period, there will be no charge for any new locations acquired after the inception date of the agreement. If the newly added location was owned or acquired prior to the inception date of the coverage agreement, then premium is due at the time the location is added.
8. The Preferred Property Program is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by Preferred on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence.
9. ***Preferred* will be appraising all property currently scheduled. At time of finalization of appraisal, building values are to be adjusted accordingly or Stated Value endorsement will be applied with immediate effect.**

Property – Inland Marine

Extensions of Coverage	
\$500,000	Accounts Receivable, per occurrence
\$5,000	Animals, annual aggregate
\$250,000, or 25% of loss whichever is greater	Debris Removal, per occurrence
\$500,000	Demolition Cost, Ordinance & Increased Cost of Construction, per occurrence
\$250,000	Errors and Omissions, per occurrence
\$5,000	Expediting Expense, per occurrence
\$25,000	Fire Department Charges, per occurrence
\$50,000	Fungus Cleanup Expense, annual aggregate
\$25,000 Per Occurrence \$1,000 Max per Tree	Lawns, Plants, Trees and Shrubs, Excludes Wind (see policy form for additional restrictions)
\$2,000,000	New Locations, per occurrence – 60 days from the date new location(s) is first purchased, rented or occupied, whichever is earlier. See policy for details.
\$50,000	Personal Property of Employees, per occurrence
\$50,000	Pollution Cleanup Expense, annual aggregate
\$250,000	Preservation of Property, per occurrence
\$20,000	Professional Fees, per occurrence
\$150,000	Property at Miscellaneous Unnamed Locations
\$10,000	Recertification, per occurrence
\$100,000	Service Interruption Coverage, per occurrence
\$250,000	Transit, per occurrence

Property – Inland Marine Major Exclusions

Property **Not** Covered includes but not limited to:

1. Animals, water, land including land on which the property is located, shrubs, trees, lawns, growing crops, or standing timber, except under conditions described in the “Extensions of Coverage” section of the policy.
2. Aircraft.
3. Property you sold under conditional sale, trust agreement, installment payment, or other deferred payment plan after such property has been delivered to the customer.
4. Caves, caverns, mines or any type, or any property contained within them.
5. Currency, money, notes or securities.
6. Dams, dikes or levees.
7. Contraband or property in the course of illegal transportation or trade.
8. Property covered under import or export ocean cargo policies.
9. Property you transport as a common carrier.
10. Property shipped by mail, unless sent registered or certified.
11. Watercraft unless loss is from a specified peril and scheduled on the inland marine schedule.
12. Vehicles licensed or designed for highway use, unless shown on the Property Declaration, Extensions of Coverage item U, and then no coverage for any **over the road coverage**, or collision with another vehicle or object. The AOP deductible applies per occurrence and in the event of a Named Storm the Named Storm deductible applies per vehicle rather than per location. This coverage is paid at actual cash value at time of loss.
13. Bulkheads, docks, piers, wharves, retaining walls, boardwalks or underwater conduits from: freezing and thawing; impact of watercraft; waves, or debris driven by waves; pressure or weight of ice or water, whether driven by wind or not; or sinking or settling.
14. Electrical or communication lines, towers, and poles you own that are not located on a “covered location” insured under this policy.
15. Personal property of volunteers.

Excluded Risks of Direct Physical Loss include but not limited to:

1. War, invasion, acts of foreign enemies, hostilities or war like operations, civil war, rebellion, revolution, insurrection, civil commotion, military, usurped power, or any act of terrorism
2. Biological or Chemical Materials
3. Electronic Data or Electronic Data Recognition Exclusion
4. Asbestos
5. Damage caused by electronic currents artificially generated.
6. Pollution, except as provided under “Extensions of Coverage”
7. Building ordinance enforcement or Government action
8. Nuclear reaction
9. Utility failure
10. Fungus, except as provided under “Extensions of Coverage”
11. Any offshore oil well or oil shipping/tanker incident and the ensuing oil spill
12. Earth movement

Equipment Breakdown

Term: October 1, 2019 to October 1, 2020

Company: Preferred Governmental Insurance Trust (*Preferred*)

Covered Equipment: Covered Property built to operate under vacuum or pressure, other than weight of contents, or used for the generation, transmission or utilization of energy.

Coverage	Limit
Property Damage / Loss of Business Income / Additional Expense per accident	\$63,876
Water Damage	\$1,000,000
Ammonia Contamination	\$1,000,000
Hazardous Substance Coverage	\$1,000,000
Utility Interruption (24 Hour Waiting Period)	\$2,000,000
Spoilage Damage	\$250,000
Ordinance or Law	\$1,000,000
Expediting Expenses	\$1,000,000
Data or Media	\$250,000
Fungus, Wet Rot, Dry Rot	\$15,000

Deductibles: Same as Property – Building and Contents
24 Hours – Utility Interruption

Crime

Term: October 1, 2019 to October 1, 2020

Company: Preferred Governmental Insurance Trust (*Preferred*)

Limits of Liability and Coverage:

Coverage	Limit	Deductible
Employee Dishonesty, Including Faithful Performance	\$500,000	\$1,000
Forgery or Alteration Coverage	\$500,000	\$1,000
Theft, Disappearance and Destruction Coverage		
Inside	\$25,000	\$1,000
Outside	\$25,000	\$1,000
Computer Fraud Coverage (Including Funds Transfer)	\$500,000	\$1,000

Notes of Importance:

1. Employee dishonesty coverage is excluded for those employees required by law to be individually bonded.

General Liability

Term: October 1, 2019 to October 1, 2020

Company: Preferred Governmental Insurance Trust (*Preferred*)

Form: Occurrence

Coverage	Limit	Deductible
General Liability		
Bodily Injury and Property Damage, per Occurrence	\$2,000,000	\$0 Per Occurrence
Personal Injury and Advertising Injury, per Person/Occurrence	Included	
Products/Completed Operations, Aggregate	Included	
Fire Damage, per Occurrence	Included	
Medical Payments	Not Included	
Employee Benefits Liability, per Occurrence	\$2,000,000	
Sublimits		
Vicarious Law Enforcement Liability, per Occurrence	\$2,000,000-	Same as General Liability
Principle of Eminent Domain Including Inverse Condemnation, "Bert J. Harris, Jr., Private Property Rights Protection Act" per Occurrence / Annual Aggregate.	\$100,000	
Sewer Backup and Water Damage: Non-Negligent Claims	\$10,000/\$200,000	
Negligent Claims.	\$200,000/\$200,000	
Herbicide and Pesticide, per Occurrence	\$1,000,000	

Additional Coverages Included:

1. EMT/Paramedic Professional Services
2. Premises Operations
3. "Insured" Contracts
4. Host Liquor Liability
5. Broad Form Property Damage Subject to \$2,500 Personal Property of Others Sublimit
6. Watercraft Liability (under 52 feet). See policy form for limitations
7. Limited Worldwide Coverage
8. Additional Covered Party
9. Failure to Supply Water

Notes of Importance:

1. Premium is not audited.
2. Defense Costs are paid in addition to policy limits.
3. In the event an occurrence, accident or offense continues beyond the policy period, the applicable deductible would apply separately to each policy period in which the occurrence, accident or offense was committed or was alleged to have been committed.
4. Limits of Liability are subject to Florida Statute 768.28.
5. Deductible does not apply to claims expense.

General Liability

Exclusions, but not limited to:

- Expected or intended injury
- Contractual Liability
- Liquor Liability
- Workers' Compensation and similar laws
- Employer's Liability
- Pollution
- Aircraft, Auto or Watercraft
- Mobile Equipment
- War
- Damage to Your Property, Product or Work
- Damage to Impaired Property or Property Not Physically Injured
- Recall of Products, Work or Impaired Property
- Racketeering
- Law Enforcement, except for vicarious liability arising out of an act or omission by a law enforcement agency that is not owned, operated or controlled by the "Covered party" if there is a contract with an outside agency to provide law enforcement for your entity.
- Asbestos, Mold, Fungi, or Bacteria
- Liability arising out of or caused or contributed to by any ownership, maintenance, operation, use, loading, unloading or control of or responsibility for any airfield, airport, aircraft, runway, hangar, building or other property or facility designed for, used, connected, associated or affiliated with or in any way related to aviation or aviation activities; this exclusion does not apply to premises exposure for those common areas open to the public including but not limited to parking areas, sidewalks, and terminal buildings.
- Failure or inability to supply or any interruption of any adequate quantity of power, steam, pressure, or fuel
- Subsidence, erosion or earth movement.
- Hospital / Clinic Medical Malpractice or Health Care Facilities
- Professional Health Care Services, but not including emergency medical services for first aid performed by emergency medical technicians, paramedics or Medical Director while in the course and scope of their duties.
- ERISA
- Actual or alleged illegal discrimination
- Injunctive, declaratory or equitable relief
- Actual or alleged deterioration, bursting breaking, leaking, inadequacy, design of, control of, maintenance of, or any other alleged responsibility for any structure device, or water course, natural or man-made, including, but not limited to: dams, reservoirs, levees, banks, embankments, gates, canals, ditches, gutters, sewers, aqueducts, channels, culvert, retaining walls, drains, tanks, watershed, or drains, a purpose of which is the containing, carrying, impeding, channeling, diverting, or draining of water or other liquid. Does not apply only as to the bursting or failure of man-made sewer, storm water, grey water or potable water supply pipes owned and maintained by Covered Party.
- Sexual abuse after initial discover

Deadly Weapon Protection

Term: October 1, 2019 to October 1, 2020

Company: Preferred Governmental Insurance Trust (*Preferred*)

Form: Claims Made

Deadly Weapon Protection – Claims Made		
Retroactive Date: 10/01/2019		
Deadly Weapon Event (Including Claims Expenses), per event	\$1,000,000	\$0 Per Event
Deadly Weapon Protection – Sublimits		
Business Interruption	Included	\$0 Per Event
Demolition, Clearance, and Memorialization, per event	\$250,000	
Extra Expense, per event	\$250,000	
Crisis Management	Included	
Property Damage Extension, per event	\$250,000	
Counseling Services, per event	\$250,000	
Funeral Expenses, per event	\$250,000	
Claims Expenses	Included	

Notes of Importance:

1. Premium is not audited.
2. Defense Costs are paid within the policy limits.
3. Deductible does not apply to claims expense.

Claims Made Policy:

When a policy is on a claims-made basis, coverage triggers based on the actual filing date or receipt of the claim, in addition to the date of loss or injury. It handles any insured loss or claim filed during the policy period, regardless of when the actual loss or injury occurred, subject to the retroactive date on the declarations. Claims-made coverage applies only to covered losses that occur after the retroactive date.

Extended Reporting Periods:

Preferred provides the following Extended Reporting Periods options in the event coverage is cancelled or non-renewed:

Automatic Extended Reporting Period – continued coverage granted for a period of 90 days following the effective date of termination or nonrenewal, but only for Claims first made during the 90 days and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Deadly Weapon Protection

Exclusions include but are not limited to:

- Loss of market, income or use at the property physically lost or physically damaged.
- Confiscation, nationalization, requisition, destruction or damage to property by any authority.
- Criminal, dishonest, fraudulent or malicious conduct by the Covered Party.
- Negligent act, error, omission, misstatement, misleading statement, neglect or breach of duty by the Directors or Officers
- Euthanasia.
- Explosive devices unless used in conjunction with a Deadly Weapon Event.
- Vehicle not defined as a Road Vehicle;
- Weapon mounted (or designed to be mounted) on a vehicle;
- Weapon, device or substance delivered by an airborne weapon delivery system including, but not limited to, fixed wing aircraft, helicopter or drone.
- Injury or death to employees of the Covered Party, except for Crisis Management Services, Counselling Services, and Funeral Expenses endorsed by Extension to this Coverage Agreement.
- Claim or Claims made by, or on behalf of, any Assailant(s).
- Use or operation, as a means for inflicting harm, of any computer, computer system, computer software program, malicious code, computer virus or process or any other electronic system.
- Nuclear, Chemical, Biological, Bio-Chemical, Electromagnetic or Radioactive Weapons.
- Mental injury or mental anguish related claim where no actual Bodily Injury has occurred to the claimant.
- Covered Party's recklessness or deliberate misconduct.
- Mercy Killing(s).
- Covered Party except for employee while they are a recipient of Business Services being provided by the Covered Party.
- Pollutant or Contaminant.
- Goods or products designed, manufactured, constructed, altered, repaired, serviced, treated, sold, supplied or distributed by the Covered Party.
- Property Damage in respect of property:
 - owned, leased, rented or occupied by the Covered Party.
 - in the care, custody or control of the Covered Party or the care, custody or control of any person under contract with the Covered Party.
- Punitive or exemplary damages, sanctions or any additional damages resulting from the multiplication of compensatory damages.
- Strikes, labor unrest, riots or civil commotion.
- Suicide.
- War, invasion, acts of foreign enemies, hostilities or warlike operations, civil war, rebellion, revolution, insurrection, civil commotion assuming the proportions of, or amounting to, an uprising, military power.

Public Officials Liability Employment Practices Liability

Term: October 1, 2019 to October 1, 2020

Company: Preferred Governmental Insurance Trust (*Preferred*)

Form: Claims Made – Duty to Defend

Coverage	Limit	Deductible
Public Officials Liability Retroactive Date: 10/1/2019		
Per Claim	\$2,000,000	\$1,000 Per Claim
Annual Aggregate	\$2,000,000	
Employment Practices Liability Retroactive Date: 10/1/2019		
Per Claim	\$2,000,000	\$1000 Per Claim
Annual Aggregate	\$2,000,000	
Cyber Liability Retroactive Date: 10/1/2019		
Each Claim	\$2,000,000	\$1,000 Per Claim
Aggregate for all Notification Costs	\$2,000,000	
Aggregate for all Regulatory Fines & Expenses	\$2,000,000	
Sublimits		
Employee Pre-Termination Legal Consultation Services Per Employee	\$2,500	
Aggregate	\$5,000	
Non-Monetary Claims Defense Costs	\$100,000	
Cyber Liability – Social Engineering Financial Fraud	\$250,000	
Cyber Liability – PCI DSS	\$250,000	

*Coverages included in Cyber Liability include the following:

- Media Content Services
- First Party Business Interruption
- Privacy
- First Party Crisis Management
- First Party Extortion Threat
- Network Security

Notes of Importance:

1. Defense Costs are paid in addition to policy limits.
2. Deductible does not apply to claims expense.
3. Broadened definition of “Who is an Insured.”
4. Limits of Liability are subject to Florida Statute 768.28.

Public Officials Liability

Employment Practices Liability

Exclusions, but not limited to:

- Criminal Acts
- Non-Monetary relief except as provided in the Supplementary Payments
- Bodily Injury, Personal Injury, Property Damage, Advertising Injury
- Damages arising out of Inverse Condemnation, Eminent Domain, Temporary or Permanent taking, Adverse Possession, Dedication by adverse Use, Condemnation Proceedings, or claims brought under Florida Statute 70.001 the “Bert J. Harris Jr., Private Property Rights Protection Act” or any similar claim by whatever named called.
- War, Invasion, Acts of foreign enemies, hostiles or warlike operations, strike, lock-out, riot, civil war, rebellion, revolution, insurrection or civil commotion
- Failure to effect and maintain insurance
- Fiduciary Liability
- Pollution
- Workers’ Compensation, Employers Liability and similar laws
- Nuclear
- ERISA of 1974, any similar state or local laws, and any rules and regulations promulgated thereunder and amendments thereto.
- Infringement of copyright, trademark, plagiarism, piracy or misappropriation of any ideas or other intellectual property
- Contractual Liability
- Health Care Professional or Health Care Facilities
- Prior and Pending claims
- Workers’ Adjustment and Retraining Notification Act, OSHA, RICO, or ADA
- Law Enforcement Activities
- Insured vs. Insured
- Bonds, Taxes or Construction contracts
- Collective Bargaining Agreements
- Capital Improvement to make property more accessible or accommodating to disabled persons
- Punitive Damages
- Return or improper assessment of taxes, assessments, penalties, fines, fees
- Activities of any attorney-at-law, medical personnel, architect, engineer or accountant, in the scope of their professional duties, except for claims made against them as Public Officials or Employees
- Media Wrongful Act
- Access or Disclosure of Confidential or Personal Information and Data-related Liability

Public Officials Liability Employment Practices Liability

Claims Made Policy:

When a policy is on a claims-made basis, coverage triggers based on the actual filing date or receipt of the claim, in addition to the date of loss or injury. It handles any insured loss or claim filed during the policy period, regardless of when the actual loss or injury occurred, subject to the retroactive date on the declarations. Claims-made coverage applies only to covered losses that occur after the retroactive date.

Extended Reporting Periods:

Preferred provides the following Extended Reporting Periods options in the event coverage is cancelled or non-renewed:

Automatic Extended Reporting Period – continued coverage granted for a period of 60 days following the effective date of termination or nonrenewal, but only for Claims first made during the 60 days and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Optional Extended Reporting Period – The Public Entity shall have the right, upon payment of up to 200% of the expiring premium, to purchase an Optional Extended Reporting Period, for the period of 12 months following the effective date of the cancellation or nonrenewal, but only for Claims first made during the Optional Extended Reporting Period and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Automobile Liability and Physical Damage

Term: October 1, 2019 to October 1, 2020

Company: Preferred Governmental Insurance Trust (*Preferred*)

Coverage	Limit	Symbol	Deductible
Hired/Non-Owned Automobile Liability			
Primary Bodily Injury and Property Damage Liability - Combined Limit	\$2,000,000	8,9	\$0 Each Accident
Personal Injury Protection	Statutory	5	\$0 Per Person
Medical Payments	Not Included	N/A	N/A
Uninsured Motorist	Rejected	N/A	N/A
Hired/Non-Owned Physical Damage			
Comprehensive (Based on 00 Vehicles)	N/A	8	\$1,000 per Vehicle
Collision (Based on 00 Vehicles)	N/A	8	\$1,000 per Vehicle
Rental Coverage	\$50 per day / \$5,000 Aggregate	N/A	N/A
Hired Physical Car Damage	\$50,000	N/a	\$1,000 per Vehicle

Coverage and Notes of Importance:

1. Defense Costs are paid in addition to policy limits.
2. Hired and non-owned liability is included.
3. Limits of Liability are subject to Florida Statute 768.28.

Automobile Liability and Physical Damage

Description of Covered Auto Designation Symbols:

SYMBOL	=	DESCRIPTION
1	=	ANY "AUTO"
2	=	ALL OWNED "AUTOS" ONLY. Only those "autos" you own and or lease (and for Liability Coverage any "trailers" you don't own while attached to power units you own). This also includes all those "autos" you acquire ownership of after the coverage agreement begins.
3	=	OWNED PRIVATE PASSENGER "AUTOS" ONLY. Only the private passenger "autos" you own. This includes those private passenger "autos" you acquire ownership of after the coverage agreement begins.
4	=	OWNED "AUTOS" OTHER THAN PRIVATE PASSENGER "AUTOS" ONLY. Only those "autos" you own that are not of the private passenger type (and for Liability Coverage any "trailers" you don't own while attached to power units you own). This includes those "autos" not of the private passenger type you acquire ownership of after the coverage agreement begins.
5	=	OWNED "AUTOS" SUBJECT TO NO-FAULT. Only those "autos" you own and or lease that are required to have No-Fault benefits in the state where they are licensed or principally garaged. This includes those "autos" you acquire ownership of after the coverage agreement begins provided they are required to have No-Fault benefits in the state where they are licensed or principally garaged.
6	=	OWNED "AUTOS" SUBJECT TO A COMPULSORY UNINSURED MOTORIST LAW. Only those "autos" you own and or lease that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those "autos" you acquire ownership of after the coverage agreement begins provided they are subject to the same state uninsured motorists requirement.
7	=	SPECIFICALLY DESCRIBED "AUTOS". Only those "autos" described in ITEM THREE of the Declarations for which a premium charge is shown (and for Liability Coverage any "trailers" you don't own while attached to any power unit described in ITEM THREE).
8	=	HIRED "AUTOS" ONLY. Only those "autos" you hire rent or borrow. This does not include any "auto" you lease, hire, rent, or borrow from any of your employees or partners or members of their households.
9	=	NONOWNED "AUTOS" ONLY. Only those "autos" you do not own, hire, rent or borrow that are used in connection with your business. This includes "autos" owned by your employees or partners or members of their households but only while used in your business.

Premium Recapitulation

	<u>Annual Premium</u>	<u>Check Option</u>	
		<u>Accept</u>	<u>Reject</u>
Property including Equipment Breakdown	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Inland Marine	\$45.00	<input type="checkbox"/>	<input type="checkbox"/>
Crime / Employee Dishonesty	\$750.00	<input type="checkbox"/>	<input type="checkbox"/>
General Liability	\$2,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Deadly Weapon Protection	Included		
Public Officials / Employment Practices Liability	\$3,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	\$500.00	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Physical Damage	\$275.00	<input type="checkbox"/>	<input type="checkbox"/>
Two-Year Coverage Agreement*		<input type="checkbox"/>	<input type="checkbox"/>

**Please refer to the next page for details on the Two-Year Offer*

All lines of coverage must be accepted in order to bind coverage with *Preferred*.

I authorize PRIA to request the underwriters to bind coverage on the items indicated above and acknowledge receipt of the Compensation and Financial Condition Disclosure(s) provided in this proposal.

(Signature)

(Name & Title)

(Date)

Preferred 2-Year Option
Important Note:

Preferred's quote covers two (2) annual twelve month periods, from 10/01/2019 12:01:00 AM to 10/01/2020 12:01:00 AM and from 10/01/2020 12:01:00 AM to 10/01/2021 12:01:00 AM. The following conditions apply in addition to all other conditions of this quote:

- A. All Aggregate limits reset for the period 10/01/2020 12:01:00 AM to 10/01/2021 12:01:00 AM. Losses applying to one annual coverage period will not erode the aggregate limits of another annual coverage period.
- B. The premium for the period 10/01/2020 12:01:00 AM to 10/01/2021 12:01:00 AM will be determined based on updated exposure values for the period.
- C. Rates for the period 10/01/2020 12:01:00 AM to 10/01/2021 12:01:00 AM will be identical to those for the period commencing 10/01/2019 12:01:00 AM unless OIR approves a WC rate reduction effective during the 10/01/2019 to 10/01/2020 period. In the event of an approved workers' compensation rate decrease, we will honor the reduced rates for the second twelve month installment. Premiums in any case are subject to the following:
 - 1. NCCI Experience modification factors will be applied as promulgated.
 - 2. Changes to Schedules: Property, Inland Marine, and Automobile
 - 3. Payroll
 - 4. Number of Employees
- D. Due to scheduled changes in rating algorithms, there may be some fluctuation in property premium per location, however, the composite property rate for the building & contents schedule will remain the same.
- E. In the event of cancellation of any line of business within 90 days after the first day of either annual coverage period, the premium for such line(s) shall be 25% minimum earned. In the event of cancellation of any line of business following the initial 90 days of each annual coverage period, a penalty equal to 60 days premium of such line(s) of business shall become earned, any provision of the agreement to the contrary notwithstanding. .
 - 1. This penalty is earned and payable regardless of when notice of such cancellation is given, or the effective date of such cancellation.

Notes of Importance:

1. Quotes provided in the proposal are valid until 10/01/2019. After this date terms and conditions are subject to change by the underwriters.
2. *Preferred* is not subject to the Florida Insurance Guaranty Act, in the event it becomes unable to meet its claims payment obligations. However, insured is named on excess of loss policies.
3. Some of the Carriers of the *Preferred* excess of loss policies are issued pursuant to the FL Surplus Lines laws. Entities insured by surplus lines carriers do not have the protection of the FL Insurance Guaranty Act to the extent of any right of recovery for the obligation of an insolvent, unlicensed insurer.
4. Quote is subject to review and acceptance by *Preferred* Board of Trustees.
5. Premiums are subject to change if all lines of coverage quoted are not bound. **Premiums are subject to 25% minimum premium upon binding.**
6. Not all coverages requested may be provided in this quotation.
7. Flood quotes from NFIP may be available. Please advise your agent if you have property located in zones A or V and would like to have separate NFIP quotes.
8. Property values are based on information supplied by you. You should have reviewed your property schedule and as you deem necessary have appraisals done to verify your reported values are accurate based on current market conditions.
9. The Trust requires all Members to maintain valid and current certificates of workers' compensation insurance for all work performed by persons other than its employees.
- 10. With the exception of Workers' Compensation, the total premium is due within 30 days of inception. Premium financing can be arranged if needed.**
11. Quote is not bound until written orders to bind are received from the insured and the Trust subsequently accepts the risk.
12. Should signed application reveal differing details/data than original application received, the entire quote/binder is subject to revision and possible retraction.
13. Higher limits of liability may be available. Please consult with your agent.
14. This proposal is based upon exposures to loss made known to the Public Risk Insurance Advisors. Any changes in exposures (i.e. new operations, new acquisitions of property or change in liability exposure) need to be promptly reported to us in order that proper coverage may be put into place.
- 15. This proposal is intended to give a brief overview. Please refer to coverage agreements for complete information regarding definition of terms, deductibles, sub-limits, restrictions and exclusions that may apply. In the event of any differences, the policy will prevail.**

***PREFERRED* Compensation Disclosure**

We appreciate the opportunity to assist with your insurance needs. Information concerning additional compensation paid to other entities for this placement and related services appears below. Please do not hesitate to contact us if any additional information is required.

Our office is owned by Brown & Brown, Inc. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so.

For the 2019 – 2020 policy year, your insurance was placed with Preferred Governmental Insurance Trust (*Preferred*). *Preferred* is an insurance trust formed by Florida public entities through an Interlocal Agreement for the purpose of providing its members with an array of insurance coverages and services. *Preferred* has contracted with entities owned by Brown & Brown, Inc. to perform various services. As explained below, those Brown & Brown entities are compensated for their services.

Preferred has contracted with Public Risk Underwriters (PRU), a company owned by Brown & Brown, Inc., to administer *Preferred's* operations. The administrative services provided by PRU to *Preferred* include:

- Underwriting
- Coverage review
- Marketing
- Policy Review
- Accounting
- Issuance of *Preferred* Coverage Agreements
- *Preferred* Member Liaison
- Risk Assessment and Control

Pursuant to its contract with *Preferred*, PRU receives an administration fee, based on the size and complexity of the account, of up to 12.5% of the premium you pay to *Preferred*. PRU may also receive commissions from insurance companies with whom it places your coverage, which commissions are derived from the premium you pay to *Preferred*. Multiple underwriters may be involved in the placement of your coverage. If so, they also may be compensated for their services from the premium you pay to *Preferred*.

Preferred has also contracted with Preferred Governmental Claims Solutions (PGCS), a company owned by Brown & Brown, Inc., for purposes of administering the claims of *Preferred* members. The services provided by PGCS to *Preferred* may include:

- Claims Liaison with Insurance Company
- Claims Liaison with *Preferred* Members
- Claims Adjustment

PREFERRED Compensation Disclosure (continued)

Pursuant to its contract with *Preferred*, PGCS receives a claims administration fee for those accounts which PGCS services of up to 5% of the non-property portion of the premiums you pay to *Preferred*.

Preferred also utilizes wholesale insurance brokers, some of which (such as Peachtree Special Risk Brokers and MacDuff Underwriters) are owned by Brown & Brown, Inc., for the placement of *Preferred's* insurance policies, and for individual risk placements for some *Preferred* members (excess and surplus lines, professional liability coverage, etc.). The wholesale insurance broker may provide the following services:

- Risk Placement
- Coverage review
- Claims Liaison with Insurance Company
- Policy Review
- Current Market Intelligence

The wholesale insurance broker's compensation is derived from your premium, and is largely dictated by the insurance company. It typically ranges between 10% and 17% of the premiums you pay to *Preferred* for your coverage. Some wholesale brokers used by Brown & Brown to place your coverage may also act as Managing General Agents for various insurance companies, and may be compensated directly by those insurance companies for their services in placing and maintaining coverage with those particular companies.

The wholesale insurance brokerage utilized in the placement of property insurance was Peachtree Special Risk Brokers, which is a company owned by Brown & Brown Inc. Furthermore, any professional liability coverage afforded by the package of insurance you purchased was acquired through Apex Insurance Services, which is also a company affiliated with Brown & Brown Inc.

Notice of Carrier Financial Status

Risk Management Associates, Inc. dba Public Risk Insurance Advisors, and its parent company, Brown & Brown, Inc. (collectively "Brown & Brown") do not certify, warrant or guarantee the financial soundness or stability of any insurance carrier or alternative risk transfer or pooling entity. We endeavored to place your coverage with an insurance carrier with an AM Best Company financial rating of "A-" or better.* While Brown & Brown cannot certify, warrant or guarantee the financial soundness or stability of any insurance carrier or alternative risk transfer or pooling entity or otherwise predict whether the financial condition of any such entity might improve or deteriorate, we are hereby providing you with notice and disclosure of financial condition so that you can make an informed decision regarding the placement of coverage. Accordingly, with receipt of this notice you acknowledge the following with regard to the placement and any subsequent renewal of the coverage indicated below:

- Brown & Brown may have other options for your insurance placement, including quotations with insurance carriers holding an "A-" or better rating from AM Best Company. Alternative quotes may be available with an A- or better rated carrier upon your request.
- Coverage is being quoted through **Preferred Governmental Insurance Trust ("Preferred")**, which is as a Florida local government self-insurance fund established pursuant to Section 624.4622, Florida Statutes, as such **Preferred** is not rated by the AM Best Company.
- **Preferred** is not subject to the protections afforded by any state guaranty fund or association.
- The financial condition of insurance companies and other coverage providers including local government self-insurance funds like **Preferred** may change rapidly and that such changes are beyond the control of Brown & Brown.
- You should review the financial and membership information from **Preferred** and agree to abide by the conditions of membership established by **Preferred**.
- You should consider the information provided, including the **Preferred** coverage quote and coverage placement and review it with your accountants, legal counsel and advisors.

Named Insured: Captiva Erosion Prevention District
Line of Coverage(s): Property, Inland Marine, Crime, General Liability, Public Officials and Employment Practices Liability, Auto Liability, Auto Physical Damage
Policy Number(s): TBD
Policy Period(s): 10/01/2019 -10/01/2020
Date of Notice: 8/21/2019

* AM Best Rating Guide: Rating for Stability: A++ to F = Highest to lowest rating
Financial Size Category: XV to I - Largest to smallest rating

Guide to Bests Ratings		
Best Category	Rating	Description
Secure	A++	Superior
Secure	A+	Superior
Secure	A	Excellent
Secure	A-	Excellent
Secure	B++	Very Good
Secure	B+	Very Good
Vulnerable	B	Fair
Vulnerable	B-	Fair
Vulnerable	C++	Marginal
Vulnerable	C+	Marginal
Vulnerable	C	Weak
Vulnerable	C-	Weak
Vulnerable	D	Poor
Vulnerable	E	Under Regulatory Supervision
Vulnerable	F	In Liquidation
Vulnerable	S	Rating Suspended
Not Rated	NR-1	Insufficient Data
Not Rated	NR-2	Insufficient Size and/or operating experience
Not Rated	NR-3	Rating Procedure Inapplicable
Not Rated	NR-4	Company Request
Not Rated	NR-5	Not Formally Followed
Rating Modifier	u	Under Review
Rating Modifier	q	Qualified
Affiliation Code	g	Group
Affiliation Code	p	Pooled
Affiliation Code	r	Reinsured

Guide to Best's Financial Size Categories		
Reflects size of insurance company based on their capital, surplus and conditional reserve funds in U.S. dollars.	I	Less than \$1,000,000
	II	\$1,000,000 - \$2,000,000
	III	\$2,000,000 - \$5,000,000
	IV	\$5,000,000 - \$10,000,000
	V	\$10,000,000 - \$25,000,000
	VI	\$25,000,000 - \$50,000,000
	VII	\$50,000,000 - \$100,000,000
	VIII	\$100,000,000 - \$250,000,000
	IX	\$250,000,000 - \$500,000,000
	X	\$500,000,000 - \$750,000,000
	XI	\$750,000,000 - \$1,000,000,000
	XII	\$1,000,000,000 - \$1,250,000,000
	XIII	\$1,250,000,000 - \$1,500,000,000
	XIV	\$1,500,000,000 - \$2,000,000,000
	XV	Greater than \$2,000,000,000

Public Risk Insurance Advisors always strives to place your coverage with highly secure insurance companies. We cannot, however, guarantee the financial stability of any carrier.



Named Covered Party: Captiva Erosion Prevention District
Agreement Number: 10/01/2019 to 10/01/2021
Coverage Provided By: Preferred Governmental Insurance Trust
Quote Number: PK FL1 0364502 19-01 01 - 1

YOU ARE ELECTING NOT TO PURCHASE CERTAIN VALUABLE COVERAGE WHICH PROTECTS YOU AND YOUR FAMILY OR YOU ARE PURCHASING UNINSURED MOTORISTS LIMITS LESS THAN YOUR BODILY INJURY LIABILITY LIMITS WHEN YOU SIGN THIS FORM. PLEASE READ CAREFULLY.

Uninsured Motorist coverage provides for payment of certain benefits for damages caused by owners or operators of uninsured motor vehicles because of bodily injury or death resulting there from. Such benefits may include payments for certain medical expenses, lost wages, and pain and suffering, subject to limitations and conditions contained in the Coverage Agreement. For the purpose of this coverage, an uninsured motor vehicle may include a motor vehicle as to which the bodily injury limits are less than your damages.

Florida law requires that automobile liability coverage agreements include Uninsured Motorist coverage at limits equal to the Bodily Injury limits in your coverage agreement unless you select a lower limit offered by the Trust, or reject Uninsured Motorist entirely. Please indicate whether you desire to entirely reject Uninsured Motorist coverage, or, whether you desire this coverage at limits lower than the Bodily Injury Liability limits of your Coverage Agreement:

- a. I hereby reject Uninsured Motorist coverage.
- b. I hereby select the following Uninsured Motorist limits which are lower than my Bodily Injury Liability Limits:
each person (enter limit if applicable)
each accident
- c. I hereby select Uninsured Motorist coverage limits equal to my Bodily Injury Liability limits. (If you select this option disregard the bold face statement above.)

ELECTION OF NON-STACKED COVERAGE

(Do not complete if you have rejected Uninsured Motorist)

You have the option to purchase, at a reduced rate, non-stacked (limited) type of Uninsured Motorists coverage. Under this form if injury occurs in a vehicle owned or leased by you or any family member who resides with you, this Coverage Agreement will apply only to the extent of coverage (if any) which applies to that vehicle in this Coverage Agreement. If an injury occurs while occupying someone else's vehicle, or you are struck as a pedestrian, you are entitled to select the highest limits of Uninsured Motorist coverage available on any one vehicle for which you are a Named Covered Party, covered family member, or covered resident of the Named Covered Party's household. This Coverage Agreement will not apply if you select the coverage available under any other Coverage Agreement issued to you or the Coverage Agreement of any other family member who resides with you.

If you do not elect to purchase the non-stacked form, your Coverage Agreement limit(s) for each motor vehicle are added together (stacked) for all covered injuries. Thus, your Coverage Agreement limits would automatically change during the Coverage Agreement term if you increase or decrease the number of autos covered under the Coverage Agreement.

I hereby elect the non-stacked form of Uninsured Motorist coverage.

I understand and agree that selection of any of the above options applies to my liability Coverage Agreement and future renewals or replacements of such Coverage Agreement which are issued at the same Bodily Injury Liability limits. If I decide to select another option at some future time, I must let the Trust or my agent know in writing.

Signature _____ **Title** _____
Name _____ **Date** _____

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.



SIGNATURE PAGE

Policy #: PK FL1 0364502 19-01 01 - 1

Named Covered Party: Captiva Erosion Prevention District

Effective: 10/01/2019

Termination: 10/01/2021

I hereby confirm that the limits/coverages as shown here, corresponding with the Coverage Agreement, are correct:

X	Property TIV: \$63,876
X	Inland Marine Blanket Unscheduled IM: Not Included Scheduled Inland Marine: \$9,000 Total All Inland Marine: \$9,000
X	Property TRIA (Terrorism Risk Insurance Act) coverage
X	Crime
X	General Liability Ratable Payroll: Not Included
N/A	Law Enforcement Liability Officers: Not Included
X	Professional Liability Employees: 2
X	Automobile 0 Units - Auto Liability
X	0 Units - Comprehensive
	0 Units - Collision
N/A	Stop Loss Aggregate: Not Included Applies to:
N/A	Excess Workers' Compensation Payroll: Not Included
X	I confirm that I have received a copy of Preferred's Current Interlocal Agreement (last amended October 1, 2004) and Amendment A (effective October 1, 2013).
X	I confirm having read and agreed to the terms as laid out in the attached Preferred Participation Agreement (which also requires a signature).

A signed copy of the following is also required where applicable: First Page of Preferred Application; Professional Liability Application; Uninsured Motorist Rejection/Election Form; SIR Signature Page.

Signature _____ Title _____

Name _____ Date _____

Coverage is provided by Preferred Governmental Insurance Trust

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

Premium Recapitulation

	<u>Annual Premium</u>	<u>Check Option</u>	
		<u>Accept</u>	<u>Reject</u>
Property including Equipment Breakdown	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Inland Marine	\$45.00	<input type="checkbox"/>	<input type="checkbox"/>
Crime / Employee Dishonesty	\$750.00	<input type="checkbox"/>	<input type="checkbox"/>
General Liability	\$2,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Deadly Weapon Protection	Included		
Public Officials / Employment Practices Liability			
Option 1 – 1,000,000 Limit	\$3,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Option 2 - 3,000,000 Limit	\$4,500.00	<input type="checkbox"/>	<input type="checkbox"/>
Option 3 – 5,000,000 Limit	\$6,500.00	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	\$500.00	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Physical Damage	\$275.00	<input type="checkbox"/>	<input type="checkbox"/>
Two-Year Coverage Agreement*		<input type="checkbox"/>	<input type="checkbox"/>

**Please refer to the next page for details on the Two-Year Offer*

All lines of coverage must be accepted in order to bind coverage with Preferred.

I authorize PRIA to request the underwriters to bind coverage on the items indicated above and acknowledge receipt of the Compensation and Financial Condition Disclosure(s) provided in this proposal.

(Signature)

(Name & Title)

(Date)

Dr. William B Stronge and Dr. Gary L Jackson

Memorandum

Date: July 2, 2019

To: Carolyn Weaver, Administrator, Captiva Erosion Prevention District

From: Bill Stronge and Gary Jackson

Subject: Notes for the Record

The Board has indicated that it may not adopt a tentative apportionment plan until this Fall. We are sending a Benefit Analysis Report based on our understanding of the Board approvals and our recommendations for further consideration. We have prepared the Benefit Analysis Report so that we have a summary of the work completed and to show you an outline of what we think we will have for the tentative apportionment process at the end of the year. Past Boards have accepted the Benefit Analysis Report at the end of the tentative apportionment process making this report the starting point for determining the final assessments at the end of project construction.

When the Board resumes the tentative apportionment process in the Fall, it is not bound by the current Benefit Analysis Report we are sending you, but it will help set a framework for the analysis of the changes the Board may decide to make. When the Tentative Apportionment Plan is accepted by the end of the year, the Board will be free to make any further changes they wish to make as the final assessments are being determined.

This memo provides information on:

1. A potential change to the commercial recreational millage discussed in the briefing meeting some weeks ago.
2. Benefit-based assessments have enabled previous Boards to adopt a plan with higher millage rates to Gulf-front properties compared to non-Gulf properties, and higher millage rates to commercial as compared to residential properties. This memo provides additional analysis to show the effects of making some of these distinctions.

3. The current apportionment plan that we proposed to the Board has included two groups of property owners in the Gulf-Front Categories for the first time, namely, interior properties in the Sunset Captiva development in the Village Beach Zone and properties that we believe own the Captiva Improvement Association parcel in the Upper South Seas Beach Zone. These groups of property owners are included because the Property Appraiser's file and mapping system shows that they own common element parcels on the Gulf for the first time. This memo shows the impact of these inclusions on their neighbors in the same beach zone.

4. There has been discussion about the different recreation millage rates charged to single-family and condominium properties in the Current and Previous Tentative Apportionment Plans. Some of the discussions compare the final assessments for the 2014 project to the worst-case scenario assessments in the Current Plan. This memo provides a comparison of the 2010 Tentative Apportionment Assessments to the Current Tentative Assessments including an adjustment for the 20-percent higher project cost in the total tentative assessments in the current plan.

Analysis of Possible Change to Commercial Assessments

Currently: recreational benefits are computed for hotels from the beach surveys. These benefits are spread across all commercial properties, not just hotels, resulting in a basic recreational millage rate of 14.5096 mills. An alternative would spread the benefits across only the hotel properties, calculate a millage rate and then use the new higher millage for non-hotel properties as well. The recreational millage rate for commercial properties would increase from 14.5096 mills to 22.8861 mills. If the additional revenue is spread proportionately across all residential properties, the average residential property would see a reduction of its millage rate of .8283 mills.

Ad Valorem Versus Benefit-Based Assessments

A. Effect of Gulf-front/Non-Gulf distinction.

Storm Protection Assessments Levied on All Properties (Benefit Based Plan)
Compared to Ad Valorem Plan

Location of Property	Just Value	Percent of Total	Average Millage
Gulf-front	\$931,425,553	58.6	8.9131
Non-Gulf	\$656,960,536	41.4	0.000
Total	\$1,588,386,089	100.0	5.2266

Note: These numbers use Basic Millages, that is, before Board refinements are taken into account

Under the benefit-based plan, Gulf-front properties pay an average storm protection millage of 8.9131 mills and non-Gulf properties pay a zero storm protection millage. If the storm protection benefits are spread across all the properties in the assessment program (ad valorem), the Gulf-front storm millage would fall from 8.9131 mills to 5.2266 mills and the non-Gulf storm millage would rise from zero mills to 5.2266 mills.

B. Effect of Commercial/Residential distinction.

Different Recreation Assessments on Residential and Commercial Properties
(Benefit Based Plan)
Compared to Ad Valorem Plan

Location of Property	Just Value	Percent of Total	Average Millage
Residential	\$1,383,024,981	90.4	5.4063
Commercial	\$147,098,332	9.6	15.0988
Total	\$1,530,123,313	100.0	6.3881

Note: These numbers use Basic Millages, that is, before Board refinements are taken into account.

Under the benefit-based plan, Commercial properties pay an average recreational millage of 15.0988 mills and Residential properties pay an average recreational millage of 5.4063 mills. If the recreational benefits are spread across all the properties in the assessment program (ad valorem), the Commercial millage would fall from 15.0988 mills to 6.3881 mills and the average Residential recreational millage would rise to 6.3881 mills.

Sunset Captiva and CGWIA Properties

The table below shows the “current” just values which include the interior properties and the “reduced” just values which remove them from the beach zones. The interior Sunset Captiva properties affect the Village Beach Zone and the CGWIA properties affect the Upper Gold Coast Beach Zone.

Effect of Keeping Interior Properties as Non-Gulf				
Beach Zone	Current Just Value	Storm Millage	Just Value without Interior Properties	New storm Millage
Upper South Seas	\$157,885,308	19.6702	no change	no change
Lower South Seas	\$187,363,654	5.3200	no change	no change
Village Beach	\$100,972,446	11.7039	\$43,962,920	26.8812
Tween Waters Beach	\$199,805,282	5.8225	no change	no change
Upper Gold Coast	\$198,058,730	5.4749	\$181,439,526	5.9764
Lower Gold Coast	\$87,340,133	8.8158	no change	no change

The effect of removing the interior properties is an increase in the storm millage for the relevant zone. The increase is dramatic in the Village Zone (the millage increases from 11.7039 mills to 26.8812 mills). The increase is small in the Upper Gold Coast Zone (about one-half a mill).

Comparison of 2010 and 2019 Tentative Apportionment Millages for Single Family and Condominium Properties

Year	2010	2019	2019
Project Cost	\$15,000,000	\$18,000,000	\$15,000,000
Single Family Properties	2.9565	4.4574	3.7145
Condominium Properties	14.4914	8.4042	7.0035

The two millages are dramatically closer to each other in 2019 than they were in 2010 when the tentative apportionment was completed for the 2014 project.

List for Dr. Stronge:

3/11/19 Board meeting:

- a. Benefits based or ad valorem
This will be addressed by Dr. Stronge.
- b. Millage Rates – Single Family increase, condominium decrease
This will be addressed by Dr. Stronge.
- c. Recreational Benefits down from 70%
This will be address by Dr. Stronge.

he reports that he has been asked why the number is so high for the next renourishment (900,000 cy) if we are retaining sand, and we will ask Dr. Stronge for clarification on this, too.

Ms. Weaver will reach out to each Commissioner to get their questions for Dr. Stronge; she will compile the requests and email them to Dr. Stronge. After we get the new spreadsheet, we will ask Mr. Bralove to update it.

3/21/19 Briefing Meeting

Commissioner Lanigan wanted CEPD to find out if the properties around Tween are 1st string properties and exactly how did Dr. Stronge categorize them.

Chairman Mullins wanted all questions sent to Dr. Stronge right away and to get clarification on Gulfway and Sunset Captiva, specifically.

3/28/19 Briefing Meeting

. Chairman Mullins would like to see a version of the assessment where the millage recreational benefit is the same for residential, multi-family, and condo (homesteaded) and another rate for non-homestead properties. Commercial properties would be assessed the same millage. Commission Jensen would like to see a comparison of the recreational benefit from 2014 to what is being proposed now.

5/09/19 Briefing Meeting

Chairman Mullins and Dr. Stronge discussed the amount of freedom in moving assessments between commercial and residential properties. An alternative millage of 22.5 for commercial properties and feathering around zones was discussed.

Email on 3/21/19 as a result of the briefing meeting:

We tried to call Dr. Stronge during our meeting, but the phone was busy each time.

1. We would like a copy of your original spreadsheet. The board is requesting that we review the numbers and how they are derived; we need the formulas and how your calculations are derived in order to do that. The latest spreadsheet for the tentative apportionment, with the Sunset Captiva numbers, does not show the formulas. What we think happened is at some point it was pasted into another document; instead of “paste special” which includes formulas, only “paste” was used so it just gave the figures.
2. We talked yesterday about needing the raw data from the surveys. That is still something that the commissioners would like.
3. We also would like spreadsheet showing the formulas for how the millage rates were calculated.
4. In the Captiva Island 2020-2021 Beach Nourishment Project Benefit Analysis, on page 4, the first paragraph states that “the storm protection benefits will not extend beyond the first line of properties along the beachfront.” We take this to mean that the houses along Captive Drive that are on the other side of the drive would not have any storm protection, correct? That would include those next to Tween Waters and Tween Waters, too?
5. If Recreational Benefits were determined by the surveys, what about the recreational benefits that are obtained just from looking out your window and seeing the beautiful beach; or going on your porch and watching the sunset. How were these taken into account?
6. Was the homestead survey sent to all properties that are homesteaded? Or just single family homesteaded properties?

**CAPTIVA ISLAND 2020-21 BEACH NOURISHMENT PROJECT
BENEFIT ANALYSIS**

**PREPARED
FOR:**

CAPTIVA EROSION PREVENTION DISTRICT

**Revised
7/15/2019**

Prepared by:

William B. Stronge, Ph.D.
Gary L. Jackson Ph.D.
and
Aptim Coastal Planning & Engineering, Inc.
Boca Raton, FL 33431

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This section has not been prepared yet. If it is physically attached to the report (as it was in the past) it would begin here. It is possible that it could be put on a website.

It is a listing of all the assessments. The column headings are below.

Parcel ID	Storm Category	Recreation Category	Storm Assessment	Recreation Assessment	Total Assessment
------------------	-----------------------	----------------------------	-------------------------	------------------------------	-------------------------

Introduction

The Enabling Legislation of the Captiva Erosion Prevention District (hereafter the District) authorizes the District to levy "special assessments upon benefited property" to fund erosion prevention projects.¹

Upon adoption of a reasonably final plan of improvement beach and shore preservation within the District, the Board shall conduct, through the use of personnel competent and qualified in this field, an economic analysis of the proposed program, determining the nature and extent of benefits expected to accrue from the program and allocating those benefits to their proper recipients by categories or zones of comparable benefits, or follow some other method as may be deemed suitable for the purposes of this act.²

This report contains the economic analysis of the proposed 2020-21 Beach Nourishment Project that has been adopted by the District Board. The report has determined the nature and extent of Project benefits and allocated those benefits to their proper recipients by categories or zones of comparable benefits. Two types of benefits are identified: storm protection benefits and recreation benefits.

Storm protection benefits are the reduction in losses experienced by benefitting properties as a result of the construction of the project. These benefits protect the values of benefitting properties. Such properties are primarily along the Gulf-front although, in some cases properties away from the Gulf-front, have ownership rights to properties

¹ Section 10(1) of Chapter 2000-399, Laws of Florida (the Enabling Act).

² Section 7 of the Enabling Act

along the Gulffront. The storm protection benefits have been determined by the District's Engineer, Aptim Coastal Planning & Engineering, Inc.

Recreational benefits are the increased values of almost all properties on the island because of the availability of the increased recreational beaches resulting from the Project. These benefits have been determined by the District's Economic Consultants, Stronge and Jackson. Both members of the firm have Ph.D. degrees in economics and long experience in analyzing public projects. Stronge has been the District Economic Consultant for more than 30 years and has prepared the economic analysis of the 1988-89 Beach Restoration and the Maintenance Nourishment Projects that have been undertaken periodically since that time.

The enabling legislation continues:

The District Board shall divide the District's lands into major categories and zones to appropriately determine the benefit to lands from the construction, maintenance and operation of Erosion Prevention Projects and beach restoration.

The Legislature finds and determines that all Gulf-front Lands in the District are directly and specially benefitted by the projects by the construction, operation, and maintenance of Erosion Prevention Projects in the category and zone in which such Gulf-front lands are situated. The District may also determine that categories or zones that do not constitute Gulf-front Lands may be benefitted by the construction, maintenance, and operation of Erosion Prevention Projects.³

The District Engineer has identified six beach zones which contain Gulf-front properties that receive comparable benefits from the proposed 2020-21 Beach

³ Section 10(2) of the Enabling Act.

Nourishment project. These zones are (from north to south) Upper South Seas, Lower South Seas, the Village, Tween Waters, Upper Gold Coast, Lower Gold Coast beaches. The District Economic Consultants have grouped properties on the island into four benefit categories based on their different land uses as determined by the Lee County Property Appraiser. The recreational benefit categories include single-family residential, condominium, multi-family residential with less than 10 units (hereafter written MF<10) and commercial properties. Some non-residential properties are also assigned to these categories.

Benefit Analysis

The benefits from the 2020-21 nourishment of Captiva’s beaches are given in Table 1. The benefits considered are the same as those that were used to determine assessments for the previous Captiva beach nourishment projects undertaken since 1988. The 2020-21 nourishment of Captiva’s beaches will yield benefits of \$6,590,987 each year over the 19-year life of the project. The project was designed for an 8-to-10 year renourishment interval, but it is expected that a portion of the sand placed for the 2020-21 project will remain within the project area at the end of the first renourishment interval. Thus, the post-construction period was defined to represent approximately two 8-to-10 year renourishment intervals, which is consistent with the previous benefits analysis, thereby encapsulating the full benefit of the project.

Table 1 Annual Public and Private Benefits of the 2020-21 Beach Renourishment Project by Type		
Benefit	Amount	Percent
Storm Protection		
Roads Storm Protection	\$ 21,501	0.3
Other Public Storm Protection Benefits	\$ 466,284	7.1
Sub-total Public Storm Protection Benefits	\$ 487,785	7.4
Private Storm Protection Benefits	\$ 2,417,881	36.7
Sub-Total Public & Private Storm Protection Benefits	\$ 2,905,666	44.1
Recreation		
Public Recreation Benefits (Day Visitors)	\$ 860,789	13.1
Private Recreation Benefits	\$ 2,824,533	42.9
Sub-Total Public & Private Recreation Benefits	\$ 3,685,321	55.9
Total Public & Private Benefits	\$ 6,590,987	100.0

Note: Items may not add to totals because of rounding errors.

Table 1 shows that the recreation benefits are larger than the storm protection benefits, \$ 3,685,321 in recreation compared to \$ 2,905,666 in storm protection benefits. This is the usual case with a renourishment, since the project adds sand to an existing beach that already provides significant protection to upland properties. The benefits from the 1988 beach restoration were evenly divided between storm protection and recreation because much of the shoreline at that time had little or no beach.

The benefits in Table 1 also distinguish between publicly owned and privately owned properties. About 80 percent of the total benefits from the project are received by private properties (79.6 percent) and more than 20 percent are received by Lee County (20.4 percent). The share of the project costs accounted for by the storm protection benefits to roads and other public properties are covered by the grant that is expected to be obtained, as in past years, from Lee County.

The CEPD's coastal engineering consultant (Aptim Coastal Planning & Engineering, Inc.) has determined from the design and size of the renourishment project that storm protection benefits will not extend beyond the first line of properties (structures) along the beachfront. In some cases where there is a "common element" in the first line of properties, the benefits extend further inland to the properties that share the ownership of the common element.

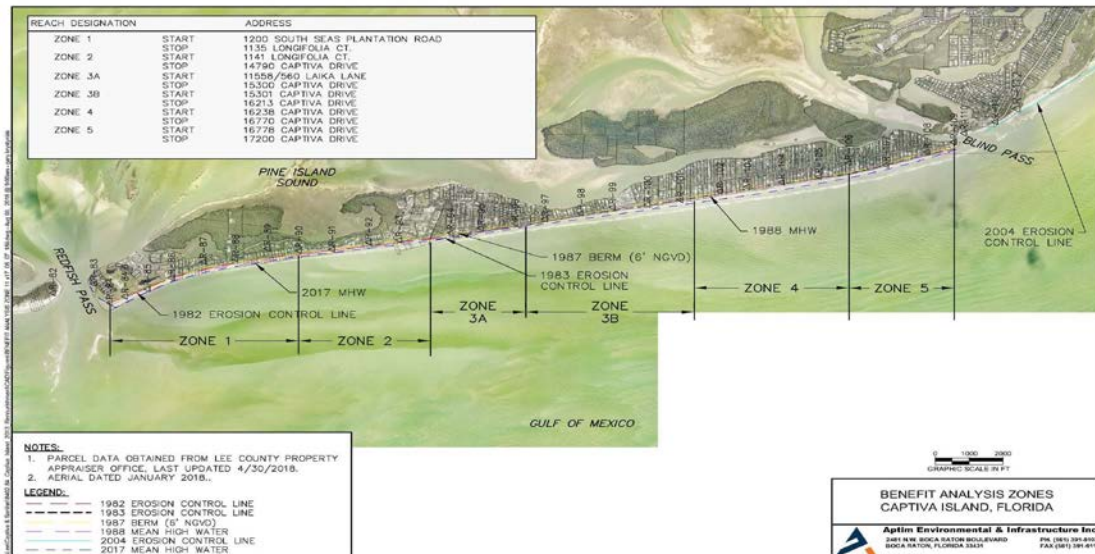
Table 2 shows that private properties on Captiva will receive \$2,417,881 in storm benefits on an annual basis from the 2020-21 Beach Renourishment Project. The percentages in Table 2 show how the portion of the project cost due to private storm protection will be shared by the property owners in the six beach zones. The largest share of storm protection benefits is in the Upper South Seas zone (37.4 percent). This Zone

Table 2
Annual Storm Protection Benefits of Private Properties on Captiva
2020-21 Beach Nourishment by Benefit Category

Benefit Category	Amount	Percent of Total Private Storm
Upper South Seas Beach Zone Properties	\$ 904,501	37.4
Lower South Seas Beach Zone Properties	\$ 290,306	12.0
Village Beach Zone Properties	\$ 344,186	14.2
Tween Waters Beach Zone Properties	\$ 338,826	14.0
Upper Gold Coast Beach Zone Properties	\$ 315,811	13.1
Lower Gold Coast Beach Zone Properties	\$ 224,251	9.3
Total Private Storm Protection Benefits	\$ 2,417,881	100.0

Note: items may not add to totals because of rounding.

has been extended to align with adjacent areas of high erosion for this Project. The zone will also receive a relatively large share of the new beach fill to be placed as part of 2020-21 project because the design beach width is being widened in this part of the island. The design beach width in this zone will be similar to the design beach width in the rest of the island. Finally, the zone contains relatively expensive properties with high land values.



The beach zones were selected by the coastal engineer on the basis of erosion conditions in the different reaches of beach. The zones are the same as those used in the

Apportionment Plan for the 2014 Beach Nourishment Project except for the boundary between the Upper South Seas and the Lower South Seas zones. The border is now approximately 2,800 feet further south of Redfish Pass. Hagerup Beach and the first property to its south are included in the Lower South Seas Zone in the 2014 and 2021 projects.

The cost share for the benefits received by day visitors who use Captiva’s beaches for recreational purposes are treated as public rather than private, because these beach users do not use lodging facilities and make limited use of restaurants and shops during their brief stays on the island. Many of these recreational beach users are residents of elsewhere in Lee County; others are staying in lodging elsewhere in the county and they have a positive impact on the county economy. As a result, the portion of the project cost corresponding to day visitors is treated as a public benefit and is covered by the County grant.

Table 3 Annual Recreation Benefits of Private Properties on Captiva By Benefit Category 2020-21 Nourishment Project		
Benefit Category	Amount	Percent of Total Private Recreation
Single-Family Properties	\$ 1,087,044	38.5
Condominium Properties	\$ 902,917	32.0
Multi-Family Less than 10-units Properties	\$ 187,713	6.6
Commercial Properties	\$ 646,859	22.9
Total Private Recreational Benefits	\$ 2,824,533	100.0

Notes: Items may not add to totals because of rounding. The benefits from Multi-Family properties with less than 10 units were separately estimated because of an insufficient number of survey responses from this small category of properties

The portion of the project cost due to private recreational benefits will be shared by four different types of properties according to the percentages shown in Table 3. The

grouping of properties is the same as was used for the 2014 Project, except that Multi-Family Less than 10 units have been grouped into a separate category, rather than being grouped with condominiums as in 2014.

The properties were grouped on the basis of the frequency of beach use by their residents, guests or customers. Surveys of beach users since 1986 substantiated the differences in intensity of beach use by these property types. Single-family and condominium properties will receive the largest share of the total (both types in excess of 30 percent). Multi-family properties with less than 10 units will receive the smallest share (6.6 percent), because these properties are relatively few in number on the island.

Benefit Category	Amount	Percent Share of Total Private
Upper South Seas Beach Zone Properties	\$ 904,501	17.3
Lower South Seas Beach Zone Properties	\$ 290,306	5.5
Village Beach Zone Properties	\$ 344,186	6.6
Tween Waters Beach Zone Properties	\$ 338,826	6.5
Upper Gold Coast Beach Zone Properties	\$ 315,811	6.0
Lower Gold Coast Beach Zone Properties	\$ 224,251	4.3
Single-Family Properties	\$ 1,087,044	20.7
Condominium Properties	\$ 902,917	17.2
Multi-family Less than 10-units Properties	\$ 187,713	3.6
Commercial Properties	\$ 646,859	12.3
Total Private Benefits	\$ 5,242,414	100.0

A summary of the benefit analysis as it applies to private properties is given in Table 4.

The top three benefit categories shares are Single Family properties (20.7 percent),

properties in the Upper South Seas Beach Zone (17.3 percent) and Condominium properties (17.2 percent).

Cost Shares by Beach Zone and Recreational Benefit Category

Once the project cost is determined, the benefit shares become the cost shares assigned to the properties in the different benefit categories. For the purposes of the Tentative Apportionment, the total cost was set at \$18,000,000 at the direction of the CEPD Board as a worst-case scenario. This was decided upon in order to assist the property owners in determining whether they support the proposed project.

The benefit shares in Table 4 were used to apportion the \$18,000,000 cost among the different benefit (storm protection and recreation) categories. The results are presented in Table 5. Properties in the Upper South Seas Beach zone, as well as Single Family and Condominium properties will pay the largest share of Project costs.

Table 5 Cost Shares for Captiva Private Properties By Benefit Category 2020-21 Nourishment Project		
Benefit Category	Benefit Share (%)	Cost Share (\$)
Upper South Seas Beach Zone	17.3	\$3,105,634
Lower South Seas Beach Zone	5.5	\$996,775
Village Beach Zone	6.6	\$1,181,724
Tween Waters Road Beach Zone	6.5	\$1,163,370
Upper Gold Coast Beach Zone	6.0	\$1,084,347
Lower Gold Coast Beach Zone	4.3	\$769,973
Single-Family Properties	20.7	\$3,732,402
Condominium Properties	17.2	\$3,100,196
Multi-Family Less than 10-units Properties	3.6	\$644,518
Commercial Properties	12.3	\$2,221,010
Total	100.0	\$18,000,000

A Plan for the Tentative Apportionment of the Project Cost

The enabling Legislation of the District provides guidance on apportioning the Project Cost to properties within each Benefit category.⁴ When the proposed project is complete, the District will cause to be prepared a preliminary assessment roll. The preliminary roll will contain an apportionment between the benefitted lots and parcels, uniform in each category or zone, by one of the following methods:

1. Upon an ad valorem basis as to lands in a specific zone or category.
2. Upon a front foot basis of lineal feet of land in a specific zone or category.
3. Upon an area or square-foot basis as to all lands in a specific zone or category.
4. Upon any other fair and equitable basis according to the specific benefits received by the lands in a specific zone or category.

Ever since the beach restoration in 1988, successive Boards of the Captiva Erosion Prevention District have elected to apportion costs within benefit categories upon an ad valorem basis. This assigns the shares of costs to individual properties in a benefit category that is equal to their shares of the total just value of all the properties in that category, as obtained from the latest Lee County NAL file that has been submitted to the Florida State Department of Revenue.

Previous District Boards have asked their consultants to prepare a Tentative Apportionment of Costs⁵ and associated Tentative Assessment Roll to provide information to individual property owners on the assessments that might be levied against their properties once the project is completed. The apportionment is tentative, because final information of Project Costs and anticipated Grants from other levels of government, including Lee County, the State of Florida and the Federal Government are not available before construction on the Project..

⁴ Section 10(9) of the Enabling Act.

⁵ Section 10(5) of the Enabling Act requires this Tentative Apportionment.

Property values on the island will also likely change because of construction activity and market conditions by the time the project is complete. Finally, there will be changes in the amount of District Reserves that might be committed to the Project.

Tabulations of the just values were made for the Captiva private properties in each of the benefit categories. These are presented in Table 6. The cost shares are divided by the just values and the results are present as millages in the table. The millage rates given in Table 6 are labeled “Basic” because they do not take into account refinements directed by the CEPD Board to fine tune the results of the benefit model.

Table 6 Basic Millage Rates for the 2020-21 Beach Renourishment Project			
Benefit Category	Cost Shares	Just Values	Millage Rates
Upper South Seas Beach Zone	\$3,105,634	\$157,885,308	19.6702
Lower South Seas Beach Zone	\$996,775	\$187,363,654	5.3200
Village Beach Zone	\$1,181,774	\$100,972,446	11.7039
Tween Waters Beach Zone	\$1,163,370	\$199,805,282	5.8225
Upper Gold Coast Beach Zone	\$1,084,347	\$198,058,730	5.4749
Lower Gold Coast Beach Zone	\$769,973	\$87,340,133	8.8158
Single-Family Properties	\$3,732,402	\$804,680,241	4.6384
Condominium Properties	\$3,100,196	\$354,491,001	8.7455
Multi-Family < 10 units Properties	\$644,518	\$223,853,739	2.8792
Commercial Properties	\$2,221,010	\$147,098,332	15.0988
Total	\$18,000,000	NA	NA

NA = not applicable. Millages are thousandths, or tenths of percentages.

The highest Basic Millage Rates are for properties in the Upper South Seas Beach Zone, Commercial Properties, properties in the Village Beach Zone and Lower Gold Coast Zone and for Condominium Properties. Properties in the beach zones will be assessed for storm benefits

depending on their zone, and for recreational benefits depending on their recreation benefit category. Their total tentative assessment will be the sum of both assessments. Properties which are not in a beach zone will receive only recreational assessments. Examples will be given below.

The Board directed the consultants to make several adjustments to the recreational assessments. Table 7 shows the impact of these recreational adjustments. The results for storm protection will not change.

Table 7 Revised Millage Rates for the 2020-21 Beach Renourishment Project			
Benefit Category	Revised Cost Shares	Just Values	Revised Millage Rates
Upper South Seas Beach Zone	\$3,105,634	\$157,885,308	19.6702
Lower South Seas Beach Zone	\$996,775	\$187,363,654	5.3200
Village Beach Zone	\$1,181,774	\$100,972,446	11.7039
Tween Waters Beach Zone	\$1,163,370	\$199,805,282	5.8225
Upper Gold Coast Beach Zone	\$1,084,347	\$198,058,730	5.4749
Lower Gold Coast Beach Zone	\$769,973	\$87,340,133	8.8158
Total Storm Protection	\$8,301,874	\$931,425,553	8.9131
Single-Family Properties	\$3,586,759	\$804,680,241	4.4574
Condominium Properties	\$2,979,223	\$354,491,001	8.4042
Multi-Family < 10 units Properties	\$997,799	\$223,853,739	4.4574
Commercial Properties	\$2,134,344	\$147,098,332	14.5096
Total Recreation	\$9,698,126	\$1,530,123,313	6.3381
Total	\$18,000,000	Not Applicable	Not Applicable

Table 7 shows the effect of assessing MF < 10 properties at the same rate as single family properties, as directed by the Board. This was done because the beach survey did not result in sufficient surveys from the relatively small sub-population of these properties to provide a

reliable estimate of MF<10 recreational use.⁶ The recreational millage for these properties was increased over the basic millage in Table 6, and the millage rates for the other recreational millages were reduced to keep the total recreational assessments unchanged.

The Board also directed that recreational assessments be derived for certain nonresidential and noncommercial properties that had received assessments in the last (2014) project. These included the eleven institutional properties owned by the Robert Rauschenberg Foundation and the two institutional properties owned by the Captiva Civic Association. These institutional properties were assessed at the revised single-family millage rate in Table 7. This is consistent with their treatment in the 2014 Project. Three utility-owned “miscellaneous” parcels were assessed at the commercial rate in the 2014 Project and the Board directed that this be continued for the 2020-21 Project.

The 2014 project had given a discount to homesteaded condominium properties because homesteaded properties generate less recreational use of the beach. The Board directed that discounts be extended to homesteaded single-family units and authorized a special survey to establish the rate of discount. Homesteaded single-family properties were surveyed because that is the largest sub-population of homesteaded properties. The discount rate was set by the Board at 42.1 percent after reviewing the single-family homestead survey, and was applied to single family, MF<10, and condominium Revised Recreation Millage Rates in Table 7.

Combining the additional revenues from the institutional and miscellaneous properties with the shortfall from the homestead discounts resulted in a net shortfall \$371,409 for the assessment program. This shortfall was made up by proportionately increasing the Revised

⁶ In 2014, they had been treated as condominium properties.

Recreation Millage Rates in Table 7 resulting in the Tentative Apportionment Millage Rates reported in Table 8.

Table 8 Tentative Apportionment Millages for Captiva Private Properties By Benefit Category 2020-21 Nourishment Project			
Type of Property	Tentative Apportionment Millages	Just Value	Assessment Revenues
Upper South Seas	19.6702	\$ 157,885,308	\$ 3,105,634
Lower South Seas	5.3200	\$ 187,363,654	\$ 996,775
Village	11.7039	\$ 100,972,446	\$ 1,181,774
Tween Waters Road	5.8225	\$ 199,805,282	\$ 1,163,370
Upper Gold Coast	5.4749	\$ 198,058,730	\$ 1,084,347
Lower Gold Coast	8.8158	\$ 87,340,133	\$ 769,973
<u>Total Storm Protection</u>	8.9131	\$ 931,425,553	\$ 8,301,874
Single-Family Homesteaded	2.6836	\$ 163,403,687	\$ 438,509
Single Family Not Homesteaded	4.6349	\$ 641,276,554	\$ 2,972,236
Condominium Homesteaded	5.0598	\$ 32,803,889	\$ 165,982
Condominium Not Homesteaded	8.7389	\$ 321,687,112	\$ 2,811,192
Multi-Family <10-Homesteaded	2.6836	\$ 102,210,636	\$ 274,292
Multi-Family <10 Not Homesteaded	4.6349	\$ 121,643,103	\$ 563,800
Commercial	15.0874	\$ 147,098,332	\$ 2,219,338
Institutional	4.6349	\$ 48,998,909	\$ 227,104
Miscellaneous-Utility-Owned	15.0874	\$ 1,701,666	\$ 25,674
<u>Total or Average Recreation</u>	6.1349	\$1,580,823,888	\$ 9,698,126
Total	Not Applicable		\$ 18,000,000

Note: Total rows are presented for information only.

Appendix A: Examples of Assessments using the Tentative Apportionment Millage Rates

Examples of assessments using the revised Millages are given in Table 9A for Single-Family Gulf-Front non-homestead properties, Table 9B for Condominium Gulf-Front non-homestead properties, Table 9C for Gulf-Front MF<10 non-homestead properties, and Table 9D for Non-Gulf Commercial Properties. The examples pertain to Non-Homestead properties because of the small size of the homesteaded sub-population. There are no commercial properties with homestead exemptions. The just values for the examples are the average values within each of the benefit categories.

Each Table contains columns with the average storm assessment, the average recreation assessment and the average total assessment for each benefit category. The total assessment is the sum of the storm assessment and the recreation assessment for each category. The Upper South Seas Beach Zone has the highest storm assessment which is more than twice the average assessment in the other beach zones. As noted in the discussion about Table 2 previously, this zone has relatively high erosion and its beach is being widened to bring the beach width into

Table 9A Average Single-Family Gulf-Front Tentative Apportionment Assessments Non-Homestead Properties 2020-21 Nourishment Project				
Benefit Category	Average Just Value	Storm Assessment	Recreation Assessment	Total Assessment
Upper South Seas	\$3,168,751	\$62,330	\$14,687	\$77,017
Lower South Seas	\$1,871,707	\$9,957	\$8,675	\$18,633
Village Beach	\$1,129,357	\$13,218	\$5,234	\$18,452
Tween Waters Beach	\$3,160,305	\$18,401	\$14,648	\$33,049
Upper Gold Coast	\$3,383,426	\$18,524	\$15,682	\$34,206
Lower Gold Coast	\$3,470,422	\$30,595	\$16,085	\$46,680

alignment with the design beach in the rest of the island. Additionally, the Upper South Seas Beach Zone contains relatively expensive properties as can be seen from the average just value for the zone given in Table 9A.

Table 9B Average Condominium Gulf-Front Tentative Apportionment Assessments Non-Homestead Properties 2020-21 Nourishment Project				
Benefit Category	Average Just Value	Storm Assessment	Recreation Assessment	Total Assessment
Upper South Seas	NA	NA	NA	NA
Lower South Seas	\$585,605	\$3,115	\$5,118	\$8,233
Village Beach	\$884,516	\$10,352	\$7,730	\$18,082
Tween Waters Beach	\$1,198,420	\$6,978	\$10,473	\$17,451
Upper Gold Coast	NA	NA	NA	\$NA
Lower Gold Coast	NA	NA	NA	NA

NA = not applicable.

Table 9B shows average assessments for gulf-front condominium non-homestead properties. Only three beach zones have gulf-front condominium properties: Lower South Seas Beach, Village Beach and Tween Waters Beach. The Village Beach Zone has the highest condominium storm assessment because it has the second highest erosion on the island.

Table 9C shows average assessments for gulf-front MF<10 non-homestead properties. Four beach zones have gulf-front MF<10 properties: Village Beach, Tween Waters Beach, Upper Gold Coast Beach and Lower Gold Coast Beach. The Lower Gold Coast Beach Zone has the highest MF<10 storm assessment because it has relatively high erosion.

Table 9C Average Multi-Family <10 Units Gulf-Front Tentative Apportionment Assessments Non-Homestead Properties 2020-21 Nourishment Project				
Benefit Category	Average Just Value	Storm Assessment	Recreation Assessment	Total Assessment
Upper South Seas	NA	NA	NA	NA
Lower South Seas	NA	NA	NA	NA
Village Beach	\$1,428,118	\$16,715	\$6,619	\$23,334
Tween Waters Beach	\$4,144,210	\$24,130	\$19,208	\$43,338
Upper Gold Coast	\$3,810,132	\$20,860	\$17,659	\$38,519
Lower Gold Coast	\$3,424,982	\$30,194	\$15,874	\$46,068

Table 9D shows average assessments for non-gulf residential non-homestead properties. Non-gulf properties pay no storm assessments, so that their total assessments are the same as their recreational assessments. Multi-Family < 10 units pay the highest average assessments among the non-gulf properties because they have the highest average just values.

Table 9D Average Non-Gulf-Front Tentative Apportionment Assessments Non-Homestead Properties 2020-21 Nourishment Project				
Benefit Category	Average Just Value	Storm Assessment	Recreation Assessment	Total Assessment
Single Family	\$1,393,840	\$0	\$6,460	\$6,460
Condominium	\$605,840	\$0	\$5,294	\$5,294
MF<10 Units	\$1,948,254	\$0	\$9,030	\$9,030

Appendix B: Methodology

The Beach Renourishment Project will generate a stream of benefits for property owners on Captiva Island which, ultimately, will show up as an enhancement of property values beyond the levels they would have attained in the absence of the Project.

To the extent that properties are better protected from erosion and storm damage by the Renourishment Project, their values will increase. Additionally, properties away from the beach that share in the ownership of common element properties on the beach will have their values enhanced by the Renourishment Project. These enhancements in values are the storm protection benefits of the project.

Captiva properties also experience enhancements in values due to increased recreational benefits. The beach provides an opportunity for beach activities enjoyed by recreational beach users. Captiva beach users enjoy swimming and sunning, walking and shelling and fishing, among other activities. Island properties increase in value because of their proximity to beach recreational opportunities and because they may generate a stream of income for their owners as a result of renting lodging and other facilities to beach users.

In sum, the Beach Renourishment Project will benefit Captiva Island properties by providing two types of benefits. First, the Project will protect properties from erosion and storm damage, the "storm protection benefit." Second, the Project will provide access to an enhanced recreational beach, the "recreational benefit." These benefits are estimated in the same manner as the previous assessments on Captiva Island. They are computed using the broad features of the methodology used by the US Army Corps of Engineers to

determine the benefits from erosion control projects that receive federal funding. Additionally, the basic methodology was validated in Lee County Court as part of a bond validation undertaken for the 1988 project.

Storm Protection Benefits

Project benefits associated with storm protection were generated for properties that front on the Gulf of Mexico. The storm protection benefit to a property represents the difference between the value of expected property losses if the project is constructed compared to the value of losses if the project is not constructed. These benefits may flow to properties away from the beach, if the beach parcel is a common element owned by properties that are not on the beach itself.

For the purpose of determining project benefits, the enabling legislation of the Captiva Erosion Prevention District requires that Captiva properties be grouped into areas and zones. Areas are relatively large groups of properties where CEPD projects have been undertaken in the twelve months prior to project construction. Zones are smaller divisions of areas which are characterized by the same degree of beach erosion and gradient of the beach profiles.

The entire gulf-front of Captiva is grouped into a single area because at the anticipated time of the Renourishment Project no CEPD project will have been undertaken in the preceding twelve months.

The storm protection benefits were computed for different beach zones, which are defined in Table B.1. The zones were delineated based on erosion conditions on the different beach areas.

Zone	Profiles	Lee Co. Parcel Numbers	Street Addresses
1	R-84 to R-89	2245210000005002B to 27452101000000010	1057-1900 South Seas Plantation Road to 1135 Longifolia Ct.
2	R-90 to R-93	274521010000A00CE to 26452104000010010	1141 Longifolia Ct. to 14790 Captiva Drive
3A	R-94 to R-96	26452102000010060 to 35452101000000140	11558/560 Laika Lane to 15300 Captiva Drive
3B	R-97 to R-101	35452101000000150 to 034621010000B0030	15301-16213 Captiva Drive
4	R-102 to R-105	034621020000B0010 to 03462100000200010	16238-16770 Captiva Drive
5	R-106 to R-109	03462100000210010 to 11462100000010010	16778-17200 Captiva Drive

Erosion rates along each zone were based on the September 2009 to October 2017 erosion and accretion rates in cubic yards per year per foot (Table B.2). Upper South Seas (Zone 1) and the Village (Zone 3A) experience the highest erosion rates, followed by Lower South Seas (Zone 2) and southern section of the Gold Coast (Zone 5). Although the shorelines in Zones 3B and 4 are relatively stable, properties in these reaches are vulnerable to storm damage.

Zone	Profile Lines	Erosion (-) & Accretion (+) (c.y./foot/year)	Shoreline Retreat (-) & Advance (+) (feet/year)	Average Residential Land Value per Square Foot
1. Upper South Seas	R-84 to R-89	-5.0	-8.3	\$60.88
2. Lower South Seas	R-90 to R-93	-2.5	-7.3	\$40.72
3A Village	R-94 to R-96	-5.7	-12.9	\$47.43
3B Tween Waters Road	R-97 to R-101	-1.5	-12.3	\$47.47
4 Upper Gold Coast	R-102 to R-105	-0.1	-4.5	\$41.47
5 Lower Gold Coast	R-106 to R-109	-2.9	-7.9	\$44.89

Note: Rates based on annualized changes between September 2009 and October 2017, excluding the construction period (September 2013 and January 2014) for the 2013-14 renourishment project.

The storm protection received by a property is the expected loss due to erosion and storm damage in the absence of the Renourishment Project, or the cost of an alternative erosion control project for storm protection, whichever is less. A comparison of the erosion control options which include the expected loss under the "do-nothing" alternative is made for each property. The expected loss consists of the discounted stream of future losses multiplied by the probabilities of various storm events. In addition to beach conditions in each zone, expected losses reflect land and building values, beach widths and distances between buildings and the mean high-water line. Future losses are discounted by an interest rate of 2.75 percent over the estimated project life of the Renourishment Project. Revetted properties experience annual maintenance and structural damage to the revetments during the storms in the computation of project benefits. The Risk and Uncertainty Storm Damage Model version 2.0 (RU SDM, U.S. Army Corps of Engineers, Jacksonville District, 1999) was used to calculate benefits in each zone.

The benefits analysis for Captiva Island was based on property value data obtained from the Lee County Property Geographic Information System. This data was based on data from the 2017 tax roll because the 2018 tax roll was preliminary at the time of the benefit analysis. An interest rate of 2.75% was used in this study. This rate was based on the "Memorandum for Planning Community of Practice" issued by the U.S. Army Corps of Engineers on October 20, 2017. See (<http://www.usace.army.mil/CECW/PlanningCOP/Documents/egms/egm10-01.pdf>). Average land values were calculated based on the total value (in dollars) and total land area (in square feet) of the residential parcels fronting the Gulf of Mexico.

Further details on the Storm Benefits Methodology can be found in Aptim Coastal Planning & Engineering, Inc., Captiva Island Beach Renourishment Project Storm Damage Reduction Benefits Analysis, August 2018.

Recreational Benefits

Recreational benefits consist of the recreational value of the beach that is created once the beach maintenance project is implemented. Unlike the storm protection benefits, the recreational benefits flow to properties on the island regardless of whether they are on the Gulf or not.

The recreational value of the beach was obtained from detailed surveys of more than 600 beach users on Captiva, conducted during a ten-day period in the winter of 2018 and during a five-day period in the summer of 2018. Surveys were collected all along the beach and the results are to be found in the report Recreational Use of Captiva's Beaches and Economic Impact 2018. The primary determinant of recreational value is beach usage. Properties which send, or can send, relatively large numbers of beach users on to the beach receive relatively greater recreational benefits than do properties which send relatively few beach users onto the beach.

Users of Captiva's beaches were classified on the basis of the type of properties that they lived in or were staying in. Such properties were classified into single-family, condominium, multi-family < 10 units and commercial (hotel) categories. Day visitors to the beaches were not assigned to a lodging type on Captiva and were accounted for separately. On the basis of the lodging type of beach users, beach usage and recreational value was assigned to Captiva properties.

Recreational value was obtained from a willingness to pay survey of beach users. The same median willingness to pay value, projected to 2020-21 was assigned to almost all beach users, to determine the annual recreational value over the estimated project life.

Properties can also be categorized on the basis of their land use. The land uses of properties were determined on the basis of the land use code specified on the tax roll record obtained from the Lee County Property Appraiser. No distinction was made between vacant and improved properties. Commercial properties include resorts, restaurants, shops and offices. The Employee Housing property at the south end of South Seas Plantation was included in the commercial category. Non-lodging commercial properties were grouped with hotels and resorts because their businesses are mainly dependent, either directly or indirectly, on beach users, particularly users who spend at least one night on the island.

Institutional properties include the properties owned by the Rauschenberg Foundation as well as the Captiva Civic Association and Chapel by the Sea. Government properties included those owned by the Federal and State Governments, Lee County and the Captiva Island Fire Association. There were also a small number of miscellaneous properties including those owned by utilities, drainage, marshland and submerged parcels. Storm protection benefits were calculated for institutional, government and miscellaneous properties that were located on the beachfront. Recreation benefits were computed for most institutional properties and for the three utility parcels in the miscellaneous category. No recreation assessments were levied against government parcels.

Appendix C: Tentative Apportionments by Parcel ID

Alison Hagerup Parking Lot Project





Proposal

- Installation of Mobile Bathroom Trailer
- Upgrade (to code) of 2 Handicapped spaces
- Installation of outdoor shower
- Propose pavers for entrance and entire lot.



Project Specifications

The project consists of installing a 3-station ADA mobile trailer, with power and water, 2 ADA-certified handicapped parking spaces, a shower, and pavers throughout the lot.

Existing Lot



Rendering of Proposed Trailer



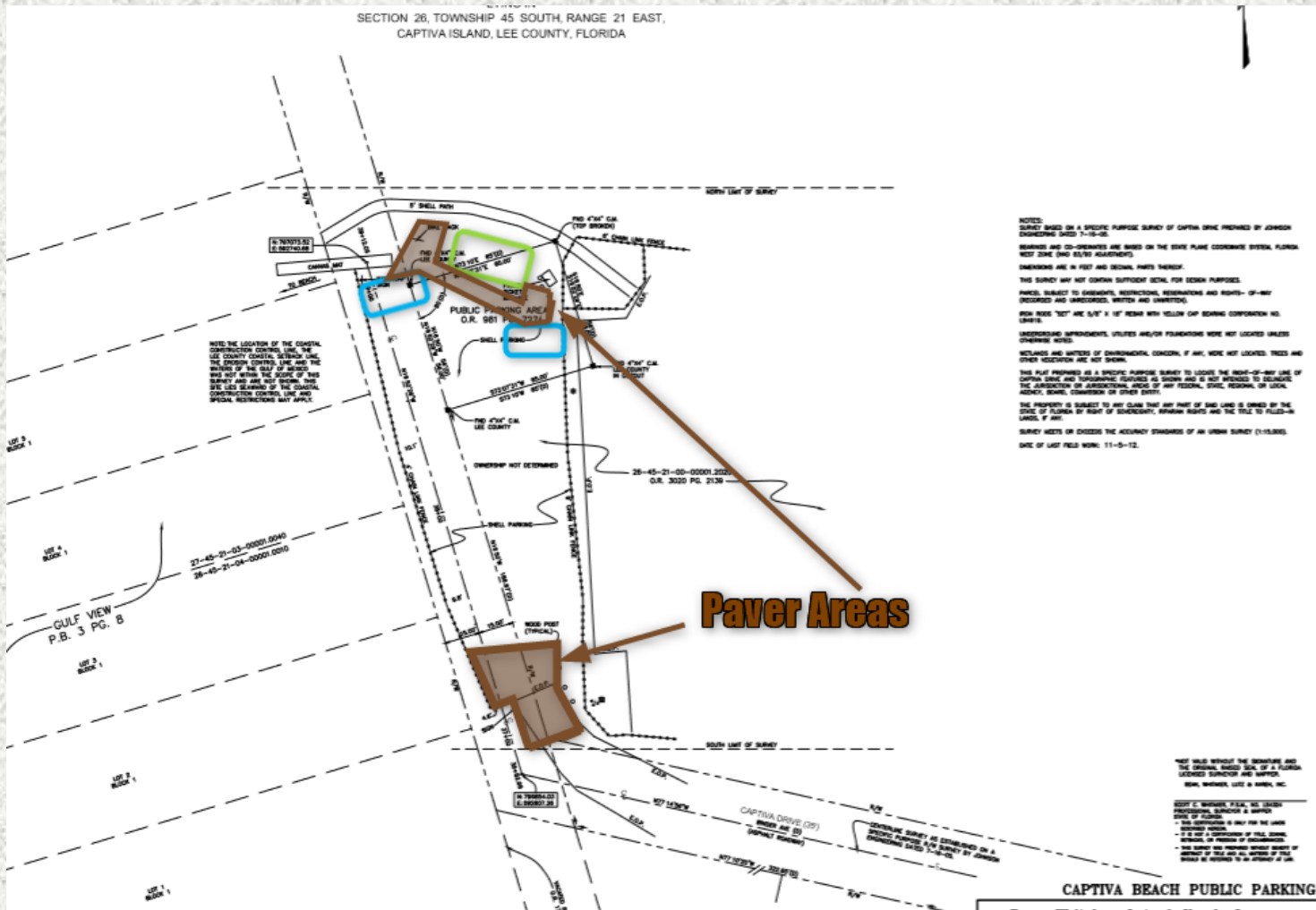
Interior of Women's Bath



Interior of ADA Bath



Partial Paver Areas





Estimated Costs

- Mobile Trailer \$46,000
- Survey and Engineering \$14,500
- Title Search \$ 1,400
- Construction/Utilities \$25,000
- Timed Locks \$ 1,200
- Shower \$ 5,000
- Handicapped Spaces \$ 5,000
- Permitting \$ 2,500
- Partial Pavers \$ 8,000
- Full Pavers \$60,000

Cost Range: \$108,600 - \$160,600

Project Site Overview





Captiva

Erosion Prevention District



ALISON HAGERUP BATHROOM TRAILER PROJECT SCOPE

8/20/19

OVERVIEW

1. Project Background and Description

i *The purpose of this project is to upgrade the bathroom and shower facilities, to improve the entryway, and make the handicapped spaces ADA compliant.*

Funding has been provided by the TDC for the trailer, construction, and pavers totalling \$143,000

2. Project Scope

- i**
- 1. Purchase and Installation of a 3-stall, 20' x 6' Bathroom Trailer.*
 - 2. Installation of power and water lines separate from South Seas.*
 - 3. Move meter power from South Seas to the new CEPD power meter.*
 - 4. Construct 2 Handicap parking spots that meet ADA regulations.*
 - 5. Construct walkways from handicap spots to bathroom and mobi-mats.*
 - 6. Construct shower area with 2 park benches.*
 - 7. Construct entry paver brick area.*
 - 8. Remove bollards to increase entryway, provide additional bike racks and 2 motorcycle spaces.*

Allison Hanger up Plans – Notes
Based on Florida State Statutes and the 2012 Accessibility Code for Building Construction

Accessible parking:

Florida State Statute 533.5041(c)1

Each parking space must be at least 12 feet wide (from center line to centerline of the white lines), and outlined with blue. Parking access aisles must be at least 5 feet wide (from centerline to centerline) and must be part of an accessible route to the building or facility entrance. The access aisle must be striped diagonally to designate it as a no-parking zone. (The slope may be no greater than 2% in all directions)

Notes * Accessible parking 2 ADA spaces is good, dimensions for parking space and adjoining access aisle looks good. 12" from center to center of white lines for parking with blue outline for parking, 5' access aisle.

Florida State Statute 533.5041(a)

All spaces must be located on an accessible route that is at least 44 inches wide so that users are not compelled to walk or wheel behind parked vehicles except behind his or her own vehicle.

Notes* The access aisle (**302 Ground Surface**) must be stable and slip resistant located in front of the parked vehicles so that no person with a disability does not have to maneuver behind another parked vehicle. Ground surface stability – must stay intact when force is applied – pit shell does not meet this requirement unless compacted and a stabilizer is used (difficult to maintain). Pavers are allowed as long as they meet **302.3 Openings** – no opening greater than ½" between pavers, and **303 Changes in Level** no rise greater than ¼" unless beveled, slope no running slope greater than 5% (unless ramped) no cross slope greater than 2%. No protruding objects into the walkway greater than 4 ½" unless detectable at 27" up to 80" above the walkway. (Unless trees/bushes/projection is protected by law).

The **standard parking and walkways may be pit shell.**

Notes*

In plans bushes seem to be protruding into the walking mat, they should be moved away from the mat to have a clear walking and passing surface. The mat should be maintained so that the running slope is no greater than 5%, and cross slope no greater than 2% cross slope. Use caution when selecting mat, they should be slip resistant (some mats have slick surfaces, especially when wet or covered in beach sand). The width is good.

All features that will be utilized by the public (such as pay machines, showers, bike racks) shall be located on an accessible surface (**302 Ground Surfaces**) with **305 Clear Ground space** – at least 30" by 48".

All features should have operable parts (**309**) – i.e. – levers instead of twist shower handles, and be located within the reach ranges (**308**).

Restrooms should be connected to an accessible surface with a landing at the top, and bottom of the ramp (**405**), connected to an accessible surface (beach mat is fine).

Bench area – leave at least 1 w/c space next to the bench – ensure that there is a turning radius.

I would personally move the bike rack down to the accessible parking area (some individuals with disabilities use modified bicycles). (Make sure that it does not infringe on other amenities clear space).

The word "Handicap" has been removed from the statutes and regulations – I would recommend using the word accessible instead).

If you have any questions, please give me a call.

- Lee County

- South Seas



27-45-21-03-00001.0040
 26-45-21-04-00001.0010

DESCRIPTION
 AS SHOWN IN OFFICIAL RECORD BOOK 9
 A LOT OR PARCEL OF LAND LYING IN CC
 TOWNSHIP 45 SOUTH, RANGE 21 EAST, C
 FLORIDA WHICH LOT OR PARCEL IS DESC
 FROM THE NORTHEAST CORNER OF L
 ADDITION TO GULFVIEW AS SHOWN OI
 BOOK 3 AT PAGE 21 OF THE PUBLIC
 COUNTY, RUN N 77°10'20" W ALONG
 BINDER AVENUE (35 FEET WIDE) FOR
 WITH THE EASTERLY LINE OF A PUBLI
 N 16°50' E PARALLEL TO SAID NORTH
 N 16°50' W ALONG SAID NORTHEASTED
 TO THE POINT OF BEGINNING.
 FROM SAID POINT OF BEGINNING, COY
 10' E PERPENDICULAR TO SAID NORTH
 FEET; THENCE S 16°50' E PARALLEL
 LINE OF SAID PUBLIC ROAD FOR 56 F
 FOR 65 FEET TO THE POINT OF BEGI
 BEARINGS HEREINAFORE MENTIONED ARE P
 FLORIDA WEST ZONE.

CENTERLINE SURVEY AS ESTABLISHED ON
 SPECIFIC PURPOSE P/W SURVEY BY JOHN
 ENGINEERING DATED 7-18-05.

POINT OF COMMENCEMENT
 NORTHEAST CORNER OF
 LOT 1, BLOCK 3, BRYANT'S
 ADDITION TO GULFVIEW

EASEMENT AGREEMENT

THIS AGREEMENT is entered into this 25th day of October, 1989 by SOUTH SEAS RESORT LIMITED PARTNERSHIP, ("Grantor"), a Florida limited partnership with its principal place of business at 13391 McGregor Boulevard, Fort Myers, Florida 33919 and the CAPTIVA EROSION PREVENTION DISTRICT, ("Grantee") of 11550 Chapin Lane, Captiva Island, Florida 33924.

W I T N E S S E T H:

WHEREAS, Grantor is the fee simple holder of title of certain real property located on the Island of Captiva, County of Lee, State of Florida, described in Exhibits A & B attached hereto and incorporated herein by reference (collectively referred to as "Easement Property"); and

WHEREAS, Grantee is a beach and shore preservation district established under the laws of the State of Florida; and

WHEREAS, Grantee has begun an erosion prevention project known as "The Captiva Island Beach Restoration Project", (the "Project"); and

WHEREAS, as a condition to federal funding of the Project, Grantee is required to demonstrate that vehicular parking and access to the beach area is available to members of the public; and

WHEREAS, Grantor acknowledges the benefits it will receive to its property as a result of the easement granted herein and desires to convey to Grantee hereby an exclusive easement in the Easement Property subject to the terms and conditions hereinafter set forth,

NOW THEREFORE, in consideration of the mutual agreements herein contained, the benefits flowing to each of the parties, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Easement. Grantor hereby grants, sells, bargains and conveys unto Grantee for the benefit of the general public, and subject to the terms and conditions hereinafter set forth, an easement in, over, and across the Easement Property for outdoor recreational purposes, including the parking of vehicles, for so long as the Project is maintained by Grantee (the "Easement Term").

Original to Corp of Engineers

2. Access. Grantee is also hereby granted for the benefit of it and the general public, a right of ingress and egress over and across the Easement Property as is necessary for the proper use of the rights granted herein.

3. Limitation of Grantor's Liability. This Easement is conveyed for outdoor recreational purposes pursuant to the terms of Florida Statute Section 375.251. As set forth therein, Grantor shall owe no duty of care toward any persons entering the Easement Property, nor have any liability or responsibility for any injury to persons or property caused by the act or omission of any person entering on said Easement Property.

4. Indemnity. Grantee shall defend any claims asserted by any person against Grantor and hold Grantor harmless from any liability to a third person incurred by Grantor (except if such liability or claim arises out of the deliberate, willful or malicious acts of Grantor), arising from loss or injury to such person attributable to the use of the Easement Property, or from any condition alleged to have existed on the Easement Property and which loss or injury occurred subsequent to the date of this Agreement.

5. Grantor's Activities. Grantor agrees not to do or commit any acts which would interfere with the rights granted to Grantee under this Agreement.

6. Maintenance. Grantee shall be responsible for the maintenance, repair and upkeep of the Easement Property during the term of this Easement, at its cost and expense.

7. Covenants Run with the Land. The agreements, covenants, restrictions and easements herein set forth are and shall be covenants running with the land and shall inure to the benefit of and be binding upon Grantor, its successors and assigns, and all future owners of the Easement Property.

8. Grantor's Representation. Grantor warrants and represents that it is the lawful owner of and has good and marketable legal title to the Easement Property and that it has the full right, power and authority to grant this Easement to Grantee.

9. Modification or Cancellation. This Agreement may not be modified or cancelled without the express written consent of Grantee and Grantor or their representative heirs, successors or assigns.

10. Termination of Easement. This Easement and the rights granted herein will automatically cease and terminate upon the expiration of the Easement Term.

11. Assignment. Grantee may, without Grantor's consent, assign this Easement and the rights granted to Grantee hereunder, to Lee County. No such assignment shall be binding on Grantor until Lee County assumes and agrees to be bound by the terms of this Agreement and until Grantee notifies Grantor in writing of such assignment.

12. Entire Agreement. This constitutes the entire agreement by the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties have executed this Easement Agreement on the day and year first written above.

WITNESSES AS TO GRANTOR:

John Deen
Debbie Furman

GRANTOR:
SOUTH SEAS RESORT LIMITED
PARTNERSHIP BY CAPTIVA RESORT
COMPANY LIMITED

BY: Allen G. Ten Broek
Allen G. Ten Broek
~~its~~ sole General Partner

WITNESSES AS TO GRANTEE:

Alicia Lopez
Nancy E. Stuard

GRANTEE:
CAPTIVA EROSION PREVENTION
DISTRICT

BY: Sheila E. Hoem
Name: Sheila E. Hoem
Title: Chairman

STATE OF Florida)
)
COUNTY OF Lee) SS.

On this 24th day of October, 1989, before me, appeared Allen G. Ten Broek, to me personally known, who being by me duly sworn, did say that he is the sole General Partner of SOUTH SEAS RESORT LIMITED PARTNERSHIP who executed the foregoing instrument and acknowledged before me that he executed the same as such partner of said partnership for and in behalf of said partnership and that he executed same as his voluntary act and as the voluntary act and deed of said partnership for the purposes and use therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Pinda M. Swonek
Notary Public
In and for said State and County

My Commission Expires:

NOTARY PUBLIC STATE OF FLORIDA
MY COMMISSION EXP. SEPT. 12, 1992
BONDED THRU GENERAL INS. UND.

STATE OF Florida)
)
COUNTY OF Lee) SS.

Before me, the undersigned Notary Public in and for said State and County, on this 25th day of October, 19 89, personally appeared Shirley Hoen as _____, of the CAPTIVA EROSION PREVENTION DISTRICT who signed acknowledged that he/she signed that foregoing instrument as such officer of said District for and in behalf of said District, and that he/she executed the same as his/her free and voluntary act and deed and as the free and voluntary act and deed of said District, for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto subscribed my signature and affixed my official seal on the day and year aforesaid.

Nancy Ellen Stroud
Notary Public
In and for said State and County

NOTARY PUBLIC STATE OF FLORIDA
MY COMMISSION EXP. OCT. 2, 1993
BONDED THRU GENERAL INS. UND.

DESCRIPTION
PARCEL "A"

SECTION 26, T. 45 S., R. 21 E.
CAPTIVA ISLAND, LEE COUNTY, FLORIDA

A tract or parcel of land lying in Government Lot 1, Section 26, Township 45 South, Range 21 East, Captiva Island, Lee County, Florida which tract or parcel is described as follows:

Beginning at the intersection of the north line of Captiva Drive S.W. (35 feet wide) (formerly known as Binder Avenue) and the easterly line of a public road (30 feet wide) as shown on plat of Gulf View Subdivision recorded in Plat Book 3 at Page 8 of the public records of Lee County, Florida run N 16° 50' 00" W along the easterly line of said public road for 145.77 feet to the southwesterly corner of lands described in Official Record Book 981 at Page 727 of said public records; thence run N 73° 10' 00" E along the southerly line of said lands for 51.00 feet; thence run S 03° 57' 25" E for 142.17 feet; thence run S 35° 48' 11" E for 23.90 feet to an intersection with the northerly line of said Captiva Drive S.W.; thence run N 77° 10' 20" W along said northerly line for 31.17 feet to the Point of Beginning.

Containing 5,188 square feet more or less.

Bearings hereinabove mentioned are Plane Coordinate for the Florida West Zone.

EXHIBIT "A"

DESCRIPTIONPARCEL "B"

SECTION 26, T. 45 S., R. 21 E.
CAPTIVA ISLAND, LEE COUNTY, FLORIDA

A tract or parcel of land lying in Government Lot 1, Section 26, Township 45 South, Range 21 East, Captiva Island, Lee County, Florida which tract or parcel is described as follows:

From the intersection of the north line of Captiva Drive S.W. (35.00 feet wide) (formerly known as Binder Avenue) and the easterly line of a public road (30 feet wide) as shown on plat of Gulfview Subdivision recorded in Plat Book 3 at Page 2 of the public records of Lee County, Florida run $N 16^{\circ} 50' 00'' W$ along the easterly line of said public road for 201.77 feet to the northwesterly corner of lands described in Official Record Book 981 at Page 727 of said public records and the Point of Beginning.

From said Point of Beginning continue $N 16^{\circ} 50' 00'' W$ along said easterly line for 16.01 feet; thence run $N 83^{\circ} 29' 48'' E$ for 66.05 feet; thence run $S 16^{\circ} 50' 00'' E$ for 4.26 feet to the northeast corner of said lands described in Official Record Book 981 at Page 727; thence run $S 73^{\circ} 10' 00'' W$ for 65.00 feet along the northerly line of said lands for 65.00 feet to the Point of Beginning.

Containing 659 square feet more or less.

Bearings hereinabove mentioned are Plane Coordinate for the Florida West Zone.

EXHIBIT "B"

My Commission Expires:

This instrument was prepared by:

Debra J. Turchin, Esq.
Burke, Bosselman & Weaver
1900 Glades Road, Suite 350
Boca Raton, Florida 33431

**AGREEMENT FOR MAINTENANCE OF
CAPTIVA BEACH ACCESS AREA PARK**

This Agreement entered into this 23rd day of March, 1999, by and between LEE COUNTY, a political subdivision of the State of Florida, (hereinafter referred to as "County"), CAPTIVA EROSION PREVENTION DISTRICT, an agency created under Florida Statutes Chapter 161 (hereinafter referred to as "CEPD"), and MERISTAR MANAGEMENT COMPANY, LLC, as agent d/b/a SOUTH SEAS PLANTATION RESORT AND YACHT HARBOUR, a Delaware corporation (hereinafter referred to as "South Seas").

RECITALS

WHEREAS, South Seas Plantation is the owner and developer of certain property located in the northern tip of Captiva Island, specifically known as South Seas Plantation; and

WHEREAS, the County has a 45 space parking lot for use of the beaches at the southern boundary of the South Seas property; and

WHEREAS, on the part of this park property that is owned by South Seas, the predecessor to South Seas has granted the Captiva Erosion Prevention District an unrecorded easement allowing vehicular parking for so long as the CEPD maintains the project; and

WHEREAS, certain improvements are necessary to enhance this facility;

WHEREAS, it is in the interest of the parties to enter into this Agreement to outline the responsibilities of the parties for the benefit of the general public; and

WHEREAS, the installation of a parking metered machine would capture revenue to offset the cost incurred by Lee County and will benefit the CEPD by its receipt of any surplus

revenues.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein and ten (\$10) dollars and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. County will make certain improvements to this park facility, at a cost not to exceed Twenty Thousand (\$20,000.00) Dollars. A description and probable cost estimate of these improvements is indicated in the Engineer's Probable Cost Estimate, as attached in Exhibit "A".

2. CEPD, or its designated assignee, will collect the revenues from the parking machine. The revenues are to be distributed as follows:

a. Lee County will receive all revenues until its the actual costs for making the improvements as described in Exhibit A have been paid.

b. Any and all surplus revenues will go to the CEPD.

3. CEPD, or its designated assignee, agrees to maintain the parking facility, and all other items incidental to the parking facility, so as to permit full use by the general public of the parking facilities.

4. CEPD, or its designated assignee, agrees to prevent the creation of any obstructions or conditions which may be dangerous to the public.

5. CEPD and its designated assignee may erect one sign on the property, acknowledging that they are performing the operation and maintenance of this facility on behalf of the community. Such sign will be properly permitted prior to its placement in conformance with county rules and regulations.

6. Each party to this agreement agrees to indemnify, hold harmless, and defend

the other parties, and all of its officers, agents, consultants, and employees from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought where recoverable by reason of any act or omission of that party, its agents, consultants, employees or its subcontractors, in the operation and maintenance of the park facilities as contemplated in this Agreement and agrees to assume any related cost, to be offset by the revenues collected in the parking machine. Each party will carry and contain in full force and effect liability insurance so as to indemnify the other parties in all such respects. A copy of the Certificate of Insurance provided by CEPD and South Seas is attached as Exhibit "B". The insurance shall remain in effect until such time that CEPD provides similar proof of insurance to the satisfaction of the County's Risk Manager.

7. Except for the placement of the sign in Section 5 above, the County will obtain all official permits and licenses and pay all proper fees to make the improvements as contemplated in Exhibit "A".

8. CEPD and South Seas agrees that if the placement, repair, relocation or reconstruction of the public utilities including, but not limited to, water, sewage, gas, power, and telephone located within the property of the parking facility requires a temporary closing, then CEPD and South Seas will allow the parking facility to temporarily close within thirty (30) days of receipt of notice at no cost to the County or any utility.

9. This Agreement will continue in full force and effect until such time as the park facility is closed, abandoned, vacated, discontinued, or reconstructed or until CEPD and South Seas receives written notice of the County's termination of this Agreement or until such time as CEPD or South Seas notifies the County in writing of its intent to terminate this

Agreement.

10. This Agreement binds and inures to the benefit of the parties as well as their respective legal representatives, successors, and assigns.

11. All notices shall be in writing and shall be served either personally or by deposit with the U.S. Postal Service, regular mail or by deposit with Federal Express or other nationally recognized overnight courier service, postage prepaid and addressed to:

COUNTY: Barbara Manzo
Lee County Parks and Recreation
3410 Palm Beach Boulevard
Fort Myers, FL 33916

With a copy to: Audrey E. Vance, Esq.
Lee County Attorney's Office
P.O. Box 398
Fort Myers, FL 33902
(2115 Second St., Fort Myers, FL 33901)

SOUTH SEAS: Fred Hawkins, Managing Director
South Seas Plantation Resort and Yacht Harbour
5400 Plantation Road
Captive, FL 33924

CEPD: Alison Hagerup, Administrator
Captive Erosion Prevention District
P.O. Box 365
11550 Chapin Lane
Captive, FL 33924

With a copy to: Nancy E. Stroud, Esq.
Burke, Weaver & Prell
One Lincoln Place Suite 350
1900 Glades Road
Boca Raton, FL 33431

12. This Agreement shall be construed and its performance enforced under Florida law.

13. This Agreement contains the entire understanding of the parties and supersedes all prior agreements and negotiations with respect to such matter.

14. This Agreement may not be changed or modified except by a written agreement signed by all parties hereto.

15. Each party without further consideration, shall take such action to execute and deliver such documents as the other may reasonably request to effectuate the purposes of this Agreement.

16. The parties hereby recognize that the Office of the Lee County Sheriff has the authority at this facility to issue and write parking tickets for non-payment or expired time tickets, in accordance with Lee County Ordinance No. 90-56, as amended.

IN WITNESS WHEREOF, the parties hereto have made and executed the Agreement as of this date and year first above given.

ATTEST
CHARLIE GREEN, CLERK

By: Michele S. Zeisner
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

By: Ray Judal
Chairman

APPROVED AS TO FORM

By: [Signature]
Office of the County Attorney

Gina Jensen
Witness

MERISTAR MANAGEMENT COMPANY, LLC
d/b/a SOUTH SEAS PLANTATION RESORT
AND YACHT HARBOUR

Gina Jensen
Witness

By: Fred Hawkins
Fred Hawkins, Managing Director

STATE OF FLORIDA)
COUNTY OF LEE)

The foregoing instrument was acknowledged before me this 23rd day of FEBRUARY, 1998⁹ by FRED HAWKINS of MERISTAR MANAGEMENT COMPANY, LLC, d/b/a SOUTH SEAS PLANTATION RESORT AND YACHT HARBOUR, a Delaware corporation, on behalf of the corporation. He is personally known to me or has produced _____ as identification.



Deborah Sue Barnes

Notary Public

DEBORAH SUE BARNES

(Name typed, printed, or stamped)

(Title or Rank)

(Serial Number, if any)

Rae A. Denny
Witness

CAPTIVA EROSION PREVENTION DISTRICT

[Signature]
Witness

By: Alison Hagerup
Alison Hagerup, Administrator

EXHIBIT "A"

CAPTIVA PARKING LOT PROJECT #0106

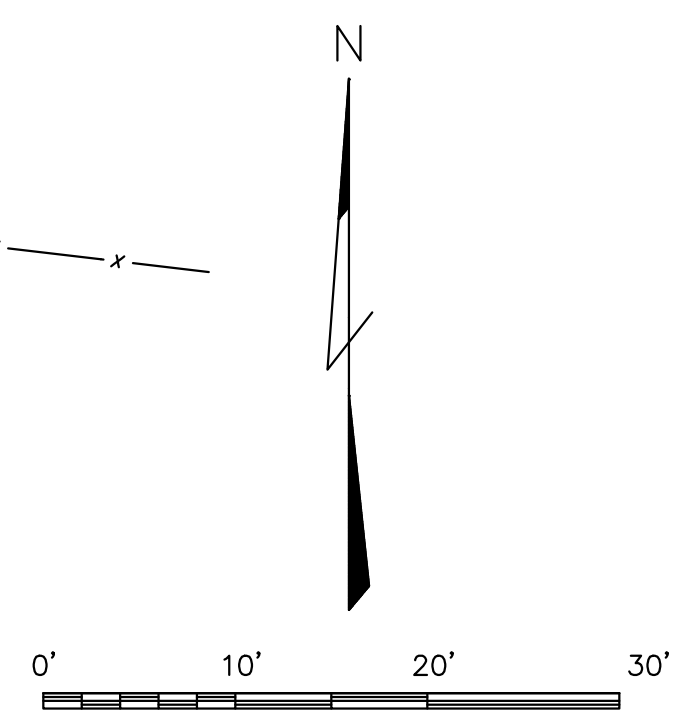
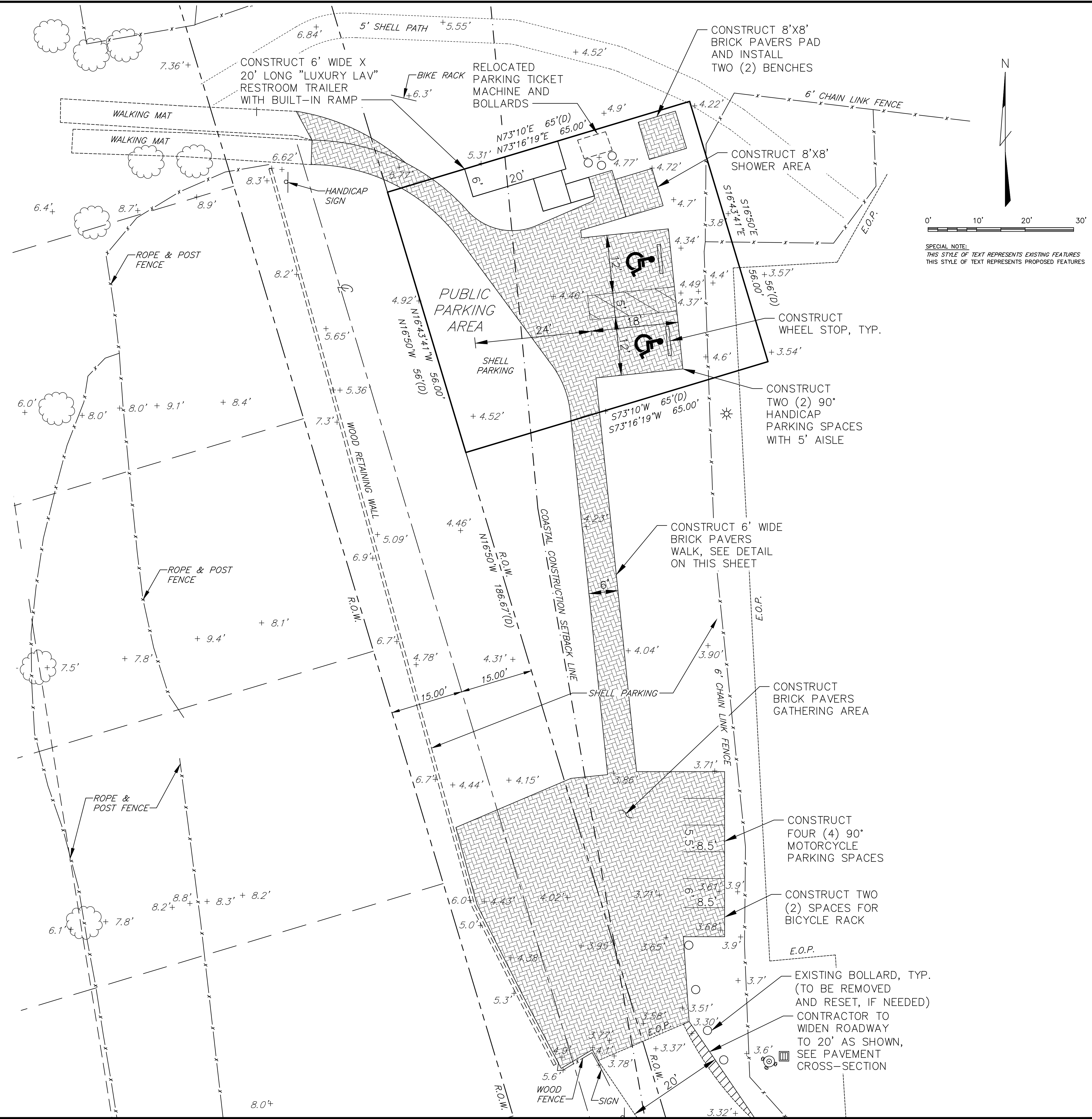
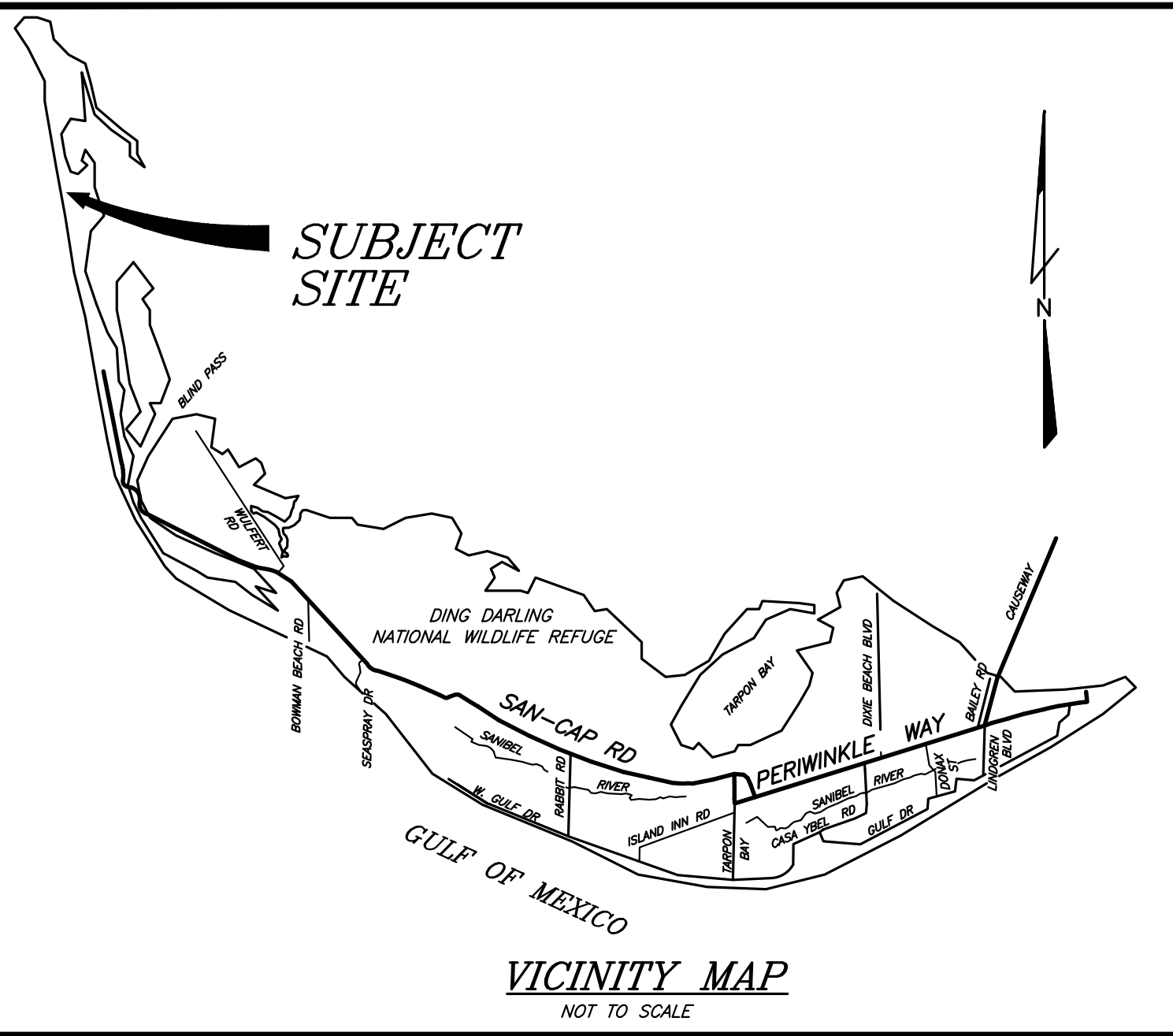
PERSONNEL:

Administration	\$908.04
Managers	\$595.13
Senior Supervisor	\$126.42
Heavy Equipment Crew	\$2,964.00
Personnel Total	\$4,593.59

OPERATING:

Pit Shell	\$551.25
Parking Bumpers	\$540.00
Signs	\$661.57
Fence	\$1,372.50
Parkmaster Machine	\$9,725.00
Bridge Tolls	\$48.00
Future Miscellaneous Expenses	\$2,500.00
Operating Total	\$15,398.32

GRAND TOTAL **\$19,991.91**



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

<p>CESINC Engineers • Environmental Scientists • Surveyors 13041 Mcgregor Boulevard, Fort Myers, Florida 33919 PHONE: (239) 481-1331 FLORIDA CERTIFICATE OF AUTHORIZATION NUMBERS EB32664 & LB2627 DRAFTING BY: G.A. MEJIA DESIGNED BY: G.A. MEJIA APPROVED BY: A.R. KAREH PROJECT NO: 2010551.001(19-12) DATE: JULY 18, 2019 SCALE: 1" = 10'</p>		<p>DATE: _____</p>
<p>LOCATION: P:\FILE\2010551-CAPTIVA_EROSION_PREVENTION_DISTRICT\001-14790 CAPTIVA DRIVE-ARK02-CAD_DRAWINGS\CIVIL\SOUTH SEAS BEACH PARKING LOT.DWG/SCHEMATIC plotted 19/08/07 4:10:18 PM gmejia</p>		<p>STATUS</p>
<p>11513 ANDY ROSSE LANE, UNIT 4 CAPTIVA, FL 33924 PHONE: (239) 472-2472</p>		<p>DATE: _____</p>
<p>SOUTH SEAS BEACH PARKING LOT SECTION 26, T 45S, R 21E, LEE COUNTY, FLORIDA</p>		<p>DATE: _____</p>
<p>SANIBEL EROSION PREVENTION DISTRICT 11513 ANDY ROSSE LANE, UNIT 4 CAPTIVA, FL 33924 PHONE: (239) 472-2472</p>		<p>DATE: _____</p>
<p>14790 CAPTIVA DRIVE, CAPTIVA, FLORIDA 33924</p>		<p>DATE: _____</p>
<p>SITE PLAN</p>		<p>DATE: _____</p>
<p>SHEET 1 OF 1</p>		<p>DATE: _____</p>
<p>26-45-21</p>		<p>DATE: _____</p>

Save Our Water Summit

On Wednesday, August 21, I attended the 2019 Save Our Water summit, hosted by the News-Press and Naples Daily News. There were about 600 people in attendance at the third summit held in SWFL at the Hyatt Regency Coconut Point Resort and Spa.

There was a panel discussion dedicated to water quality and quantity projects and Everglades restoration. Governor Ron DeSantis spoke, as did Lt. Col. Jennifer Reynold (US Army Corps of Engineers) and Noah Valenstein (Florida DEP).

Drew Bartlett (South FL Water Management District Governing Board Executive Director) spoke about the next few years having more storage available, so less discharges will happen, which will improve the water quality around the district. He also said they are investing in sea level rise and climate change so they are prepared for the future.

Rob Moher, SCCF CEO and President, spoke about it being an issue for everyone – a “together thing” that we all need to play a part in being the solution. When the panel was asked to share with us what our big take-away should be, they all agreed that it starts with one person. Think small to make a big difference. And talk to others – not people who are at these meetings because they are already on board, but to people who aren’t at the meetings.

Certified District Manager Program



Program Description and Candidate Application

Program Description

The FASD Certified District Manager (CDM) Program is offered in partnership with Florida State University (FSU), Reubin O'D. Askew School of Public Administration and Policy. Program development began in 2003 and the first training session and subsequent certification exam was delivered in June of 2004 through Barry University. The program transitioned during 2007 to FSU.

While FASD Board has the responsibility for the CDM Program, a Board appointed Steering Committee oversees the program and provides peer review of the qualifications of a candidate. FSU develops and administers the training, and administers the final certification written project.

Initial Certification

The CDM designation requires experience and/or education components as noted in this application along with the successful completion of the course written project.

Once the candidates review this program description and feel that they meet the experience educational and/or experience requirements they should complete the application. The application should be submitted to the Education Committee Chair. The Chair will send the application to one or more Education Committee members to review and document the experience and educational requirements. Once this takes place, if the candidate meets the qualifications, their name will be submitted to the FASD Board for approval. Once the course and project have been successfully completed the Education Chair will make a recommendation to the FASD Board to confer the CDM designation. These approvals for the program and recommendations can be presented at any regularly scheduled FASD Board meeting.

Once the Candidate successfully completes the course they will receive a certificate from FASD and FSU indicating they are Certified District Managers (CDM) at the next scheduled Annual Conference. The CDM will be entitled to all the rights and privileges according to that title, including the right to place CDM after their name as an indication of their credentials and accomplishment.

Each profession has developed a program that recognizes and promotes professionalism. Certified Records Managers, Certified Public Accountants and Board Certified Physicians to name but a very few. The Florida Association of Special Districts recognized several years ago that the knowledge and unique set of skills required to successfully manage a special district should be developed, supported and recognized. The creation of the Certified District Manager (CDM) program reflects FASD's commitment to promoting awareness, education and recognition of the vital role District Managers play in providing services to millions of Florida residents.....
John W. Bonde, CDM,
Acme Improvement District/Village of Wellington

Re-Certification

The CDM designation will require tri-annual renewal. In order to maintain their certification, all CDMs will be required to attend FASD sponsored, certified training programs; completing 15 hours (CEUs) of verifiable training within the three (3) year period. In the event, the CDM does not complete the required CEUs they may request an extension from the Education Committee, as described below, in order to maintain certification. The FASD Executive Director will maintain a list of CDMs, and contact them each 6 months prior to the end of the three (3) year period. Evidence of successful completion of the recertification requirements will be submitted to the Education Committee Chair.

A CDM Graduate who has not achieved the required CEU's, must notify the CDM Steering Committee in writing informing them of their circumstances regarding why they were not able to acquire their CEU's in the allotted time. The following policy will apply in these cases.

1. Notification must be done prior to the end of their three (3) Year certification period.
2. The Education Committee will then review the individual's circumstances.
3. The CDM will then be placed on suspension not to exceed the time from one (1) annual conference to the next.
4. In addition to the needed CEU's, the CDM will be required to obtain additional CEU's within the given allotted time, as directed by the Steering Committee and pay a \$50 administrative fee for reinstatement.
5. While on suspension the CEU hours must be FASD CEU's
6. He/she will not be able to acquire any CEU hours towards their next re-cert until their suspension is lifted.
7. They must inform the Executive Director and or the Chair Person of the Education Committee, if for any reason they cannot attend an FASD scheduled meeting, prior to that meeting, in order for the Committee to review the circumstances and reasons for non-attendance.

This was one of the most intensive and thought-provoking seminars I have ever attended! While there isn't much that needs improvement within our District, it helped open my eyes to what we might be able to do to make a difference!.....
Eileen Brown, Office Manager, Palm Harbor Special Fire Control and Rescue District.

Continuing Education Units

Continuing Education opportunities will also be available at each annual conference and at some regular meetings. The applicable courses and the number of hours associated with each will be advertised with the conference or meeting announcement after approval from the Education Committee.

Courses can be submitted to the Education Committee Chair for acceptance. A CDM, seeking additional CEU's from other sources, must submit in writing a course description to the CDM Steering Committee prior to attendance for approval; and a copy of a certificate or acknowledgment from the conference director and or instructor, showing their attendance, must be submitted to the Committee after their attendance.

Responsibilities

FASD Board

1. Program Management.
2. Selection and appointment of Education Committee (5 members including appointment of the Chair)
3. Initial certification of qualifications for CDM exam.
4. Issuance of the CDM certification after completion of requirements.
5. Print and provide certificates.
6. Maintain list of active CDMs and recertification dates (Executive Director)
The list will be posted on the FASD web site.
7. Collect and account for fees and pay expenses from the fees.
8. Provide educational opportunities through annual conference and meetings.

FASD Education Committee

1. Liaison with FASD Board and FSU.
2. Review candidate applications and perform experience/education verification.
3. Review program and recommend changes to the FASD Board as necessary
4. Receive and review program descriptions for CEU approval.

Florida State University

1. Development and delivery of course (four days).
2. Assign written project.
3. Provide results of written project to the Education Committee (pass or fail only).
4. Provide remedial direction to candidates written projects that are not accepted.
5. Provide training and educational programs as requested by FASD Board.

“The entire CDM Program has been truly rewarding. From the time I signed up to participate in the program to the time I received my completion certificate, the experience has been a very positive one. The knowledge that I gained through taking the classes and networking with fellow attendees has benefited me daily in my professional career in addition to my personal life. “Kennith Roundtree, CDM, Northern Palm Beach County Improvement District

Application Guidelines

Below are the directions for the CDM application:

- A. Individuals seeking the CDM designation must complete the application below and send the completed application to the FASD Education Committee Chair.
- B. The form shall be completed in its entirety. In the event there is an inquiry for which the candidate has no information, that element must be responded to with an "N/A". Incomplete applications or failure to provide required documentation will delay application process and may disqualify the candidate for the CDM certification.
- C. The application identifies occupational, education and training requirements that must be verified. Occupational experience may be verified through employment contracts, minutes of board meetings or a certification statement from the candidate's supervisor. The educational and training requirements will be verified through the use of transcripts and copies of certifications. All degrees and educational certificates must be from an accredited institution.
- D. Fees for the CDM program are as follows:

Certification: FASD Members	Required Course (Four Days) Written Project	
	Total	\$1200.00
Non-FASD Member	Required Course (Four Days) Written Project	
	Total	\$1500.00

Re-Certification (Each three (3) years)

FASD Member –	\$150.00
Non-FASD Member -	\$300.00