



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

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

Monday, August 12, 2019
1:00 P.M.

**CEPD Regular Board Meeting
August 12, 2019
Table of Contents
REVISED**

Agenda	3-5
July 8, 2019 Regular Meeting Minutes	6-10
June 8, 2019 AMENDED Regular Meeting Minutes	11-19
Financial Report	20-27
ACTION ITEMS	
Resolution 2019-04	28-29
LGFR Submission	30-62
Draft MOU for SW FL Regional Resilience Compact	63-65
SOP for Appointing Commissioner	66-71
Investment Proposal	72-79
Administrative Changes	80-93
Resolution 2019-08	94-95
SOP for Commissioners' Assistance	96-99
OLD BUSINESS	
Parking:	
Feasibility Study for 15295 Captiva Drive	100-101
Current Parking Lot	102-104
Website Compliance	105-106
NEW BUSINESS	
Nancy Stroud, PA	107-123
Administrators' Reports	

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

1. Call to Order
2. Roll Call
3. Approval of July 8, 2019, Meeting Minutes
Approval of amended June 10, 2019 Meeting Minutes
4. Public Comment
5. Financial Report ending July 31, 2019
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.
 - 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.
 - 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.

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.

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 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.

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.

7. Old Business

a. Parking

- 1) Feasibility Study for 15295 Captiva Drive
- 2) Current Parking Lot

b. Website Compliance

c. 2019 Save Our Water Summit

d. FSBPA Conference

e. ASPBA Conference

8. New Business

Nancy Stroud P.A.

9. Administrators' Reports

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
July 8, 2019 @ 1:00 P.M.

Commissioners Present: Michael Lanigan (Vice Chair); Bob Walter (Treasurer);
Dave Jensen (Commissioner).

Excused: Harry Kaiser (Secretary); Mike Mullins (Chair).

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

1. Call to Order
Vice-Chairman Lanigan called the meeting to order at 1:00 pm.
2. Roll Call
The Vice-Chair called the roll and the results are outlined above.
3. Approval of June 10, 2019, Meeting Minutes
Commissioner Jensen moved to approve the minutes.
Commissioner Walter seconded the motion
Motion carried unanimously
4. Public Comment
No comments at this time.
5. Financial Report ending June 30, 2019

Commissioner Walter noted that the parking lot revenue is up 17% year to date at \$293,000 and slated to exceed this year's budget by 15%, which is estimated to be \$392,000. Commissioner Jensen wanted confirmation that the budget was approved for next fiscal year and it was confirmed by the administration.

6. ACTION ITEMS

a. Captiva Island Historical Society

ACTION REQUESTED: Motion to approve sponsorship of the film "Sands of Time: The Past and Future of Erosion on Captiva" in the amount of \$10,000

WHY ACTION IS NECESSARY: To approve sponsorship of film for future use

WHAT THE ACTION ACCOMPLISHES: Sponsoring this film would allow CEPD to have the rights to use it in the future, possibly incorporating it into our own historical project

Commissioner Jensen opened the discussion by thanking the Board for their consideration of this project. Discussion ensued between all commissioners on the extent of use rights, editing, and approval. It was agreed that the Board will make a commitment after they have reviewed a majority of the documentary (either an outline, additional information, or viewing) to ensure that it can be also used for CEPD purposes.

Commissioner Jensen explained the documentary will be focused more around the shape of the island, loss of Captiva Drive, and our past nourishments.

Nancy Stroud provided legal opinion that the CEPD does have authority to provide the donation.

Commissioner Jensen feels the CEPD should hold off on making the donation until the Board sees more information. All commissioners agreed to wait until there is something to review.

b. Scope of Work for Administrative Assistance

ACTION REQUESTED: Motion to approve Scope of Work for Administrative Assistance for Records Management, approximately \$12,000 FY18/19.

WHY ACTION IS NECESSARY: To scan and organize all files in the CEPD office.

WHAT THE ACTION ACCOMPLISHES: Allows Administration to bring on a temporary additional consultant to work strictly on records management. The SOW for this work is specifically related to paper files, binders, electronic file folders, and storage unit materials. Funding is available under Board Approved Special Projects in FY18/19 and 19/20 that could be utilized.

Ms. Weaver began discussion explaining the myriad of files both in the office and in storage and the need for additional help in scanning and reorganizing files over the last 30+ years.

Commissioner Jensen moved to approve the additional administrative assistance; Commissioner Lanigan Seconded. Discussion ensued on how this was done in the past and why this additional service is needed. Commissioner Walter requested that administration reach out to professional services for their opinion and cost estimate.

Motion denied unanimously.

- c. CCP Request for Funding of Andy Rosse Beach Access Project
ACTION REQUESTED: Motion to approve estimated cost of \$4,897 and monthly recurring cost of \$90
WHY ACTION IS NECESSARY: To approve financing the beautification project at Andy Rosse Lane beach access area and request TDC reimbursement
WHAT THE ACTION ACCOMPLISHES: Approves CEPD funding the CCP landscaping project at the Andy Rosse beach access. Also allows us to submit request for reimbursement to TDC.

Ms. Weaver reported that our district attorney reviewed this request and it appears more of a beautification project than restoration. Other concerns were raised such as proposed vegetation is not native and bike racks are to be removed.

Commissioner Walter made the motion regarding the funding for this project. Commissioner Lanigan seconded the motion. Discussion ensued, including public comment from Mike Boris, who explained this project would enhance accessibility of the public at this beach entrance.

Motion denied unanimously

7. Old Business

- a. Tentative Apportionment – Update

Discussion was held by commissioners regarding the tentative apportionment; the spreadsheet with the figures from Dr. Stronge; continued explanations from Dr. Stronge, and other issues.

Mr. Wagenti updated the board on identifying property owners whose tentative apportionment increased over five-fold versus the last renourishment. This was done in hopes of identifying anomalies within the apportionment process.

Mr. Wilson asked the administration to work with Dr. Stronge in developing a better explanation for the public.

The Board directed administration to reach out to Lee County for appraisal on the right of way at Gulf Way. The Board stressed whatever methodology is used, it needs to be authorized by Dr. Stronge with an explanation to why.

Administration will follow up with Dr. Stronge on all outstanding requests as well as request his attendance at the September meeting.

- b. USACE
 - 1) Steps regarding parking – Administration is currently interviewing businesses and evaluating vacant lots for additional parking throughout the island in order to increase funding.
 - 2) Research into 1988 sand placement payment - Administration is currently searching for the supporting documentation.
- c. Monday.com

The Board will be receiving weekly status reports utilizing the information in Monday.com. A timeline for the project will be distributed and discussed at the monthly board meetings.

8. New Business

- a. 2019 Save Our Water Summit
Wednesday, August 21, 2019 7:30am – 12:30 p.m. \$50 includes Breakfast
Hyatt Regency Coconut Point

Administration will be attending this event as well as Commissioner Jensen.
- b. FSBPA Conference
September 18-21, 2019, 1:00 p.m. – 12:00 p.m.
\$375 Registration per person; \$165 hotel per night
Hutchinson Shores Resort, Jensen Beach, FL

Administration will be attending this event. Please advise if you would like to attend.
- c. ASPBA Conference
October 22-25, 2019, 8:00 a.m. – 5:00 p.m.
\$400-\$500; \$119 hotel per night
The Sheraton Myrtle Beach Convention Center Hotel, Myrtle Beach, SC

Administration is expressing an interest in attending; it will be discussed at a later date.

9. Administrators' Reports

a. FASD Conference Report

Ms. Weaver reported on the FASD conference attended by herself and Mr. Wagenti. Important contacts were made.

b. SOP

Ms. Weaver also reported on a new SOP being created for the process of appointing a new commissioner. It will be distributed soon for review.

10. Commissioners Comments

Commissioner Jensen reported on the possibility of a community committee that might be utilized to generate or groom new commissioners.

Commissioner Walter asked for an update on the parking lot bathroom project which was provided by Mr. Wagenti. Commissioner Walter also reminded the Board to finalize their financial disclosure to Lee County.

11. Adjournment

Vice-Chair Lanigan adjourned the meeting at 2:26 pm



AMENDED
Board Meeting Minutes
of the Regular Meeting of the
Captiva Erosion Prevention District
South Seas Island Resort, Sanibel Room
June 10, 2019 @ 1:00 P.M.

Commissioners Present: Mike Mullins (Chair); Michael Lanigan (Vice Chair);
Dave Jensen (Commissioner)

Excused: Harry Kaiser (Secretary); Bob Walter (Treasurer)

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

Vendors: Michelle Pfeiffer, P.E., APTIM; Stephen Keehn, P.E., APTIM; Laurel Reichold and Jackie
Keiser, USACE (telephone)

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 Meeting Minutes:
 - a) May 13, 2019 Regular Meeting Minutes
Commissioner Jensen moved to approve the minutes.
Commissioner Lanigan seconded the motion
Motion carried unanimously
4. Public Comment
No comments
5. Financial Report ending May 31, 2019
Ms. Weaver gave a report on the current status.
6. Old Business
 - a. USACE – Jackie Keiser and Laurel Reichold, USACE

Ms. Keiser, Supplemental Program Manager for Jacksonville District, previously the Project Manager. for Captiva went through the USACE/CEPD PowerPoint explaining our history and possible ways moving forward for federal funding. Previously there was a real estate issue that arose where someone from the Corp didn't believe Captiva had enough access real estate on Captiva to have Federal interest. Backing up, in order for the Federal government to participate in shore renourishment the sand has to be open to the public for federal dollars. What that means is parking on a free or reasonable basis within a practical walking distance for pedestrian access and currently perpetual easements for anywhere the Corp has previously placed sand and paid for it. The distance between the public access points cannot be more than one-half mile, etc. etc. All of that was part of the 1996 design memorandum they did for Captiva. Clarification was given that it is a half mile total between public access points (or one-quarter mile each direction from the access point).

Back in 1996 when we evaluated Captiva's cost share was down to 27.7% federal (65% is the max) and based on real estate and access it goes down from there. Captiva was one of the lowest at 27.7%. That counted Captiva Drive, because they were counting that as the hurricane emergency evacuation route and so it had benefits other than just the beach front. It was protecting the highway, so regardless of the public access we were counting that. Every nourishment has the requirement to reevaluate the access with the hope to increase the percentage if more access, parking, etc., is provided. In 2013 there were no significant changes, except that someone on the team happened to be in Captiva and had trouble finding access and parking. They disagreed with the allowance of Captiva Drive and some other things. Bottom line, after many months of discussion, the cost share was reduced to .72%, which is basically nothing. General Jackson sent a letter to CEPD stating at this time we don't see there is federal interest in this project due to lack of public access; you are free to make changes and get back to USACE, but for now they can't participate. So, Captiva went forward with the 2013 project without the USACE. USACE is very excited that we are interested in talking with them about getting back in the program.

Ms. Keiser asked us to go to slide 7, which is the crux of the conversation. They don't have any funding for Captiva Island right now. They are finishing nourishing Gasparilla this weekend with 100% federal funding. They could have the funding for Captiva if we could work through this real estate issue. The number one thing she needs us to do is, and it is of the essence because there was a new supplemental bill passed Thursday, and they are getting together a list of projects that might qualify for that fund. They could consider us for funding if we could write them a letter that says, basically, that we are interested in reevaluating the real estate situation on Captiva Island, and if there have been any changes since 2013 we should include that in the letter. At the minimum we request them to reevaluate and that triggers them to send a team down, or google earth exercise, to look at what we've got, to tell us what we need in terms of where we lie and in terms of construction.

She wants to be fully open and honest that since 2013 there is a stronger requirement towards perpetual beach easements versus 50-year easements, which could be difficult to move towards (not to have it, but to work towards it).

Number One is to write the letter requesting to reevaluate the real estate situation; Number Two provide anything that has changed; Number Three, if we are interested in expressing capability for the new supplemental bill, they need a ball park understanding of what are the beach conditions, how much volume might be needed for the renourishment, how much it might cost, how far out are we looking at; do we need permits, do we need a borrow area, details so they can estimate their cost. None of

that imposes a requirement on us. This does not obligate us to anything, it just lets them know we are interested and they start looking into it. Nothing would happen until we get a firm agreement from CEPD that we want to move forward until they decide what the new cost share would be.

Chairman Mullins reiterated that the letter is to request that USACE comes down and does a new cost share, and we advise them of anything that has changed. Ms. Keiser confirmed.

Chairman Mullins asked for clarification about the perpetual easement issue. Ms. Keiser said that the Corps of Engineers has to have easements for public use and access anywhere that they've restored, replaced and paid for the sand. Slide 7, the last bullet under CEPD says, "Provide Documentation showing CEPD paid for the fill landward of the ECL at initial construction (alleviates required perpetual easement for those areas)." It's possible that if CEPD paid for the sand behind the ECL when it was constructed, we would not be required to have those easements. But USACE has gone through their records and does not see confirmation either way, back in 1988, when it would have been. They are looking for records if we paid on top of the 27% cost share that could potentially be behind the ECL. Mr. Keehn stated the design document for that project shows that the calculation was made to take out paying for the sand behind the ECL. CEPD did not do the calculation. Ms. Keiser said that helps, but if there are any financial documents that would be the nail in the coffin. Mr. Keehn said it was made in 1994, \$1.8 mil for the federal share for that project. He suggested they look around that date. Ms. Keiser thinks all the forensics could be part of when we request the reevaluation, they can sit and go through with us parcel by parcel where they had construction behind the ECL and what records show jointly. That could make a big difference. Possibility we may not have to provide any easements.

There also might be a different outcome on the Captiva Drive issue, too.

Chairman Mullins state this is a two-part issue: One is if we are able to produce the documentation showing the monies were paid by CEPD behind the ECL, that takes us off the hook on the easements, essentially. If, on the other hand, we can't produce the documentation, we would need new easements from the property owners. Ms. Keiser says that she doesn't believe there were any easements in 1988; that the cost share was from Captiva Drive which she feels needs reevaluated. She is quite confident they can get our cost share above 0.72% by reviewing the current guidelines and looking at how other projects are being treated.

Commissioner Lanigan asked what the easement entails. Ms. Keiser explained (she will send us a standard easement language) that it basically says you are giving the public open use and access. It's the same language used all over the state. She suggests we speak with Steve Boutelle (Lee County) about what that entails and the discussion that goes with the landowners on how Lee County gets them to sign. There's hesitancy. State of Florida has allowed that there is no access to dune areas. Chairman Mullins stated we will get the standard agreement and read it. He is curious to know if it is every private property that has to provide such an easement and is it such that they can access the beach? Ms. Keiser stated it is every private property that had historically-paid federal placement above the ECL. We would look at the design documents from 1988 and we would isolate which specific properties those are. If we don't have them (the easements), we just don't get cost share for that property.

Mr. Keehn stated we have historic construction easements and that was the standard at the time. We were allowed to continue using those until 2013. Chairman Mullins says

we know where they were before, and assuming they are inadequate, we would have to get the new easements.

Ms. Keiser stated that if they follow the design document, that's possibly true. They are saying we need more proof. Breaking into two statements: 1) find proof it was paid by CEPD and 2) if we can't prove it and don't accept design document, then we have to provide easements. Commissioner Lanigan asked if the easement is just during the construction period; Ms. Keiser said it is a perpetual easement. Mr. Keehn stated that the easements were much looser easements that allowed CEPD and USACE to trespass any time they needed. Newer easement adds on public access. Chairman Mullins stated if all the easements we currently have are perpetual, they all need to be upgraded. Commissioner Lanigan stated that if someone signed an easement offering access to USACE or anyone else just during the construction period over the next 100 years, that's different than offering the public access. Isn't Ms. Keiser saying we have to offer public access to easement? Access within the easement region except within the dunes? Chairman Mullins suggested we look at that separately.

Ms. Keiser says we need to decide if we might be interested in moving forward with the USACE under the potential new supplemental bill, and even if not, if a storm were to hit, we would be eligible if we can show we have reasonable real estate. It's important, in her opinion, to get this insurance policy back in place.

Ms. Weaver asked for clarification on the documentation showing that the fill landward of the ECL in 1988, we don't have to show CEPD paid, we just have to show Federal funds did NOT pay for it. Ms. Keiser confirmed that.

Chairman Lanigan requested a copy of the letter from General Jackson along with the easement. He also said he thought he heard the federal government max is 65% and yet Gasparilla got 100%. Ms. Keiser reported that under normal fair-weather circumstances a project has a 6-7 year interval renourishment schedule. If there are no hurricane events and we get to the 6 year time frame, they budgeted for the maximum cost expense of 65% federal participation and the percentage goes down from there based on real estate requirements. If there is a storm that they deem significant (a major hurricane or storm event, like Hurricane Irma), that meets certain thresholds in terms of costs and benefits, then we are eligible for flood control and coastal emergency (FCCE) funding, which is 100% funding to normally put back what the storm has taken away. However, under the latest supplemental bill and the new supplemental bill, it will actually replace the entire template at federal expense. Many projects qualified under Irma, though there is still the real estate need requirement. 2013 was the first time any project in the nation was ever disqualified for FCCE based on real estate; it was an unforeseen and unfortunate circumstance. Historically that had never been an issue. Chairman Mullins questioned how one provides access. Parking every half mile is ideal, but if we look at shuttle buses, does that still work? Ms. Keiser stated yes, that is a qualifying event. Any way the public can get to the beach that is reasonable, will be evaluated in the account.

Mr. Keehn stated Captiva has two parking lots. Is that sufficient to support a project? What quantity is adequate? Ms. Keiser stated that in her opinion, that's what gets us the 25%. If we get the Captiva Road back into the project, which she feels should be done, that would get us back in. That was the crux of getting us back into their funding.

Mr. Keehn asked, to follow up, what can we do to make it look better. Two major parking areas, get the road section in there, negotiated hard for parking numbers and spaces, what can we do to make it pass muster with real estate bureaucrats. Ms. Keiser reported that some of the best things we have are the players have changed and

secondly, we need to be able to say something has changed in Captiva even if it's only the sentiment has changed. State, in the letter, what has changed.

Commissioner Lanigan asked if South Seas was not part of the project and the project was half the size, with the same amount of public space, would that look better? Ms. Keiser said yes, the percentage would go up if you drop that part. We could talk about how we could work that separately, but it would potentially look better. She's not really worried about the numbers; she wants to be able to tell the leadership that Captiva has seen the light and they understand public beach access is important and they want to make some changes and this is what our new analysis shows. She has some things up her sleeves that shows how their internal USACE policies have changed a little bit and they should look more favorably on Captiva. She needs to tell them that something has changed.

Chairman Mullins stated his appreciation for this call. It's been very helpful, as always. Ms. Keiser apologized for not being here in person. Mr. Keehn will send some questions to Ms. Keiser for answers and she agreed. Chairman Mullins thanked Ms. Reichold and Ms. Keiser for their follow up and their time.

The call ended. Chairman Mullins wanted to stay on the subject. Mr. Keehn wanted to discuss the South Seas issue. He said that from the USACE point of view, South Seas is a big zero except for the first quarter mile. It makes no difference to the USACE. It does make a difference from the DEP's view and apportionment view. That doesn't mean that the USACE project and the DEP project have to be the same.

Chairman stated Ms. Keiser's first meeting asked the question why we include SSIR. As much as we would get better access if they weren't in the equation, we would also lose the apportionment that comes from SSIR. It's a mixed bag either way. The issue has been raised by people on the island in the last year. We want to try to keep the program with the whole island.

Commissioner Jensen asked Mr. Keehn, in 1988, Captiva and many coastal communities were very different than they are today regarding how people access the beach. Today, many of the homes are rentals. To us, they are giving public access by these access points that don't have parking, but they park at the homes they are renting. He doesn't understand why the USACE hasn't changed their viewpoint and consider them public. The homes are open for rent to the public with no restrictions. Mr. Keehn says DEP recognizes them if they are registered at the state level. The USACE knows about this and hasn't reached the point of recognizing it yet. There are some people, like the head of the Coastal Program at the USACE, who are trying to get things more amenable in that process. Others are in charge of the real estate and they are in Washington and even though it comes up they don't go the extra mile to get it.

Chairman Mullins reported a few residents raised the point that these are really public even though they are paying for hotels, etc., and the issues involved there. However, we have to focus on other issues, like negotiating parking arrangements with other facilities (a previous example was a night club only open at night could allow beach parking during the day). We can create agreements that are acceptable to DEP and possibly the USACE. We can talk with Debbie Flack who might help us with this. We need to be creative to show public access. We need to do it more aggressively. We have our work cut out for us there.

Chairman Mullins shared it will be interesting to see, if we get a percentage from USACE, what the cost benefits analysis would be if they run it versus getting this money. 15 of 123

Sounds like having the supplemental money would be available for a storm project.
FCCE money could be an insurance policy.

- b. Redfish Pass Sand Search and Borrow Area Design
ACTION REQUESTED: Execute Resolution 2019-03
WHY ACTION IS NECESSARY: To approve expenditures for Redfish Pass Sand Search and Borrow Design Area in the amount of \$350,000 for FY2020
WHAT THE ACTION ACCOMPLISHES: Approves APTIM to conduct a comprehensive geophysical and geotechnical sand search for Redfish pass as a possible sand source
Commissioner Jensen moved to execute Resolution 2019-03.
Commissioner Lanigan seconded the motion.
Discussion ensued.
Motion carried unanimously

- c. FY2019-2020 Draft Budget
ACTION REQUESTED: Motion to approve tentative general budget using Ad Valorem Tax of \$600,000
WHY ACTION IS NECESSARY: To have a tentative budget that can be used for TRIM notices and requirements
WHAT THE ACTION ACCOMPLISHES: Approval of the tentative general budget allows Administrator to move forward to meet the requirements for the TRIM notices
Commissioner Jensen made the motion to approve the tentative budget.
Commissioner Lanigan seconded the motion.
Discussion ensued.
Motion carried unanimously.

- d. Tentative Apportionment Update
ACTION REQUESTED: Motion to approve quote from Maxwell Hendry Simmons in the amount of \$8,600 or Carroll and Carroll for \$6,000
WHY ACTION IS NECESSARY: To choose a company for an outside appraisal for CGWIA right-of-way and Sunset Captiva common element appraisal on Strap #03-46-21-00-0006.00CE and 35-45-21-00-0006.00CE
WHAT THE ACTION ACCOMPLISHES: Obtains a private appraisal of the CGWIA right of way and Sunset Captiva common element, to be used in the tentative apportionment
Commissioner Jensen made the motion to approve to obtain an outside appraisal.
Commissioner Lanigan seconded the motion.
Discussion ensued. The request was made to get a written opinion from legal counsel as well as Dr. Stronge.
Motion Withdrawn

- e. Captiva Island Historical Society
ACTION REQUESTED: Motion to approve sponsorship of the film "Sands of Time: The Past and Future of Erosion on Captiva" in the amount of \$10,000
WHY ACTION IS NECESSARY: To approve sponsorship of film for future use
WHAT THE ACTION ACCOMPLISHES: Sponsoring this film would allow CEPD to have the rights to use it in the future, possibly incorporating it into our own historical project
Commissioner Jensen made the motion to approve sponsorship.
Commissioner Lanigan seconded the motion.
Discussion ensued. Ms. Weaver was asked to confirm we have rights to edit the film.
Motion Withdrawn

- f. Parking Lot Title Searches
ACTION: Review for informational purposes

- g. Parking Lot Survey Update

ACTION: No action needed by Board

h. Advocacy Letters

ACTION: Review for informational purposes

Commissioner Jensen will look into the creation of an advocacy committee.

7. New Business

a. FDEP Local Government Funding Request FY2020-21

ACTION REQUESTED: Motion to approve hiring APTIM for a lump sum of \$12,700

WHY ACTION IS NECESSARY: To hire experienced professionals to guide us through the State funding for the 2020/2021 Beach Renourishment Project

WHAT THE ACTION ACCOMPLISHES: Hires APTIM to provide service in support of CEPD for submittal of its LGFR for FY2020/21, to include program planning, document review, cost estimates, preparing and submitting the application for the funding request, and submittal of documentation in support of an LGFR agreement due July 31, 2019

Commissioner Jensen made the motion to approve hiring APTIM.

Chairman Mullins seconded the motion.

Discussion ensued

Motion carried unanimously

b. Year 5 Post Construction Physical Monitoring and Engineering Report Services

ACTION REQUESTED: Resolution 2019-06 to approve APTIM scope of work for \$53,470

WHY ACTION IS NECESSARY: To approve Year 5 Post Construction Physical Monitoring and Engineering Report Services

WHAT THE ACTION ACCOMPLISHES: Meets requirement as set forth in permit requiring physical monitoring of the 2013 Beach Nourishment Project.

Commissioner Jensen made the motion to approve Resolution 2019-06.

Commissioner Lanigan seconded the motion.

Discussion ensued. Confirmation this does not include Sanibel.

Motion carried unanimously

c. Blind Pass Inlet Management Plan

ACTION REQUESTED: None. This item is for your information and review.

James Evans, City of Sanibel, explained the possible dredging methods associated with the plan. One is a deep channel, the other, which was chosen, is a smaller channel.

The primary goal is to provide a flushing channel to benefit water quality. Another is to maintain the pass for open navigation and recreational benefit.

d. 19LE3 – DEP Hurricane Irma Assistance

ACTION REQUESTED: Motion to approve Captiva Island Beach – Hurricane Irma Recovery Project from DEP

WHY ACTION IS NECESSARY: To accept funding from FDEP of \$259,664

WHAT THE ACTION ACCOMPLISHES: Accepts funding available for Hurricane Irma Recovery, which has been approved for use of 2020/21 Beach Renourishment Project

Commissioner Jensen made the motion to accept funding from FDEP.

Commissioner Lanigan seconded the motion.

Discussion ensued.

Motion carried unanimously

e. 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. Commissioner Lanigan moved to approved the updated SOP. Commissioner Jensen seconded the motion. Discussion was held. Chairman Mullins suggests that we seek legal guidance from an employment attorney. He stated this SOP contradicts the rules of procedure.

Motion denied unanimously

f. Parking Meter Warranties

ACTION REQUESTED: Motion to approve warranties on parking meters, in the past amount of \$6,373.68.

WHY ACTION IS NECESSARY: To cover both parking meters and bring the warranties up to date through July 31, 2019.

WHAT THE ACTION ACCOMPLISHES: Allows continuing warranties on the parking meters that cost over \$10,000 each to replace.

Commissioner Lanigan made the motion to accept the warranties for the parking meters.

Commissioner Jensen seconded the motion.

Discussion ensued.

Motion carried unanimously

g. Funds to Florida PRIME

ACTION REQUESTED: Execute Resolution 2019-05

WHY ACTION IS NECESSARY: To approve the moving of excess funds to Florida PRIME

WHAT THE ACTION ACCOMPLISHES: Allows the District to receive higher interest on our funds instead of the current rate at Bank of the Islands.

Commissioner Lanigan moved to approve Resolution 2019-05.

Commissioner Jensen seconded the motion

Discussion ensued.

Motion Withdrawn

h. Sea Level Rise – Chairman Mullins

ACTION: Review legal memorandum from Nancy Stroud.

Chairman Mullins review the legal memorandum from Nancy Stroud.

Discussion ensued.

8. Administrators' Reports – Carolyn Weaver

- a. FASD Annual Convention is being held in Fort Myers Tuesday through Thursday and your administrative team will be attending.
- b. Financial disclosure forms for all commissioners should have been received from the Supervisor of Elections. Don't forget to return them by July 1, 2019.
- c. Commissioner Jensen submitted his formal letter of resignation effective September, 2019. We will need to advertise for a Commissioner.

9. Commissioners Comments

Commissioner Jensen thanked the Board and the public for the opportunity to serve on the Board for the last 25 years. He will always remain supportive of the CEPD.

Commissioner Lanigan thanked Dave for his service. As a stakeholder, thank you for everything that you have done. Asked Hans Wilson how to quantify the land value. How do we follow up on that and what is the process to follow up on these? Mr. Wilson believes that Dr. Stronge should have information regarding other apportionments he has done. Commissioner Lanigan

would like to know where Dr. Stronge has worked with. Mr. Wagenti stated that we have directed that question to Dr. Stronge and have not received an answer as yet. Additionally, Commissioner Lanigan discussed if we let the pass close would it never happen? James Evans discussed the impact of the pass on Sanibel's beaches. Technical Advisory Committee all feel that it is in the best interest to maintain the pass and keep it open. Lanigan – unintended consequences to this? Evans, interlocal agreement allowed 25,000 cy per year for eight years. It expired in 2015 and felt it would be best to let the Blind Pass IMP be created and then discuss a new agreement. Lanigan requested a copy of that expired ILA. Unintended consequences, open up the pass and beach deteriorates on Sanibel, yes it can affect the erosion on Sanibel.

Chairman Mullins asked to get the word out regarding the seat opening on the Board. He mentioned that he spoke with Commissioner Kaiser who is planning to stay on the Board as long as he is healthy and able, and through the end of the renourishment. Chairman Mullins wants us to confirm with legal counsel if we need the vacancy prior to filling the seat. He confirmed that if we have a physical quorum at the meeting, a Commissioner may call in and participate, including voting. As to Commissioner Jensen, you played a big role in the community and I appreciate it. I've enjoyed working with you. Chairman Mullins feels it is important that we participate with the CIHS. Additionally Chairman Mullins asked about our new website; Mr. Wagenti reported he has a meeting tomorrow with an organization that deals specifically with Special Districts.

10. Adjournment

Meeting adjourned at 4:13

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

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - July '19	Budget - July '19	Variance - July '19	Actual YTD	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Ad Valorem Tax	\$ 8.22	\$ 3,512.33	\$ (3,504.11)	\$ 407,089.78	\$ 443,528.34	\$ (36,438.56)	\$ 449,936.00	\$ 42,846.22
Interest income - Other	27.62	22.00	5.62	255.85	205.00	50.85	250.00	0.00
Other Income	400.00	200.00	200.00	17,009.36	4,000.00	13,009.36	5,000.00	0.00
Total Income	435.84	3,734.33	(3,298.49)	424,354.99	447,733.34	(23,378.35)	455,186.00	42,846.22
Gross Profit	435.84	3,734.33	(3,298.49)	424,354.99	447,733.34	(23,378.35)	455,186.00	42,846.22
Expense								
Administrative expenses	4,377.88	10,090.00	(5,712.12)	58,592.33	170,683.00	(112,090.67)	195,000.00	139,458.23
Capital outlay	0.00	1,500.00	(1,500.00)	1,320.00	4,000.00	(2,680.00)	4,000.00	2,680.00
Reserves	7,473.84	7,473.83	0.01	74,738.40	74,738.34	0.06	89,686.00	14,947.60
Cost of collecting Ad Valorem	0.00	0.00	0.00	9,746.58	10,182.00	(435.42)	11,500.00	1,907.58
Legal and professional fees	12,791.25	12,583.33	207.92	129,576.51	129,833.34	(256.83)	155,000.00	25,423.49
Total Expense	24,642.97	31,647.16	(7,004.19)	273,973.82	389,436.68	(115,462.86)	455,186.00	184,416.90
Net Ordinary Income	(24,207.13)	(27,912.83)	3,705.70	150,381.17	58,296.66	92,084.51	0.00	(141,570.68)
Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ (24,207.13)	\$ (27,912.83)	\$ 3,705.70	\$ 150,381.17	\$ 58,296.66	\$ 92,084.51	\$ -	\$ (141,570.68)

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

CEPD - GENERAL FUND
Balance Sheet

	<u>July 31, 2019</u>
ASSETS	
Current Assets	
Checking/Savings	
S.B.A. Account	\$ 117.96
BOTI Checking	964,768.16
Total Checking/Savings	<u>964,886.12</u>
Other Current Assets	
Due from Capital Projects Fund	146,111.58
Total Other Current Assets	<u>146,111.58</u>
 Total Current Assets	 <u>1,110,997.70</u>
 TOTAL ASSETS	 \$ 1,110,997.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Capital Projects Fund	\$ 455,696.62
Total Other Current Liabilities	<u>455,696.62</u>
 Total Current Liabilities	 <u>455,696.62</u>
 Total Liabilities	 455,696.62
Equity	
Fund Balance	504,919.91
Net Income	150,381.17
Total Equity	<u>655,301.08</u>
 TOTAL LIABILITIES & EQUITY	 \$ 1,110,997.70

Captiva Erosion Prevention District
Capital Projects Fund - Budget Performance Summary
For the One and Ten
Months Ended
July 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - July '19	Budget - July '19	Variance - July '19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Grant Income	\$ -	\$ -	\$ -	\$ 35,936.05	\$ 1,713,833.00	\$ (1,677,896.95)	\$ 179,100.00	\$ 143,163.95
Interest Income	52.63	39.00	13.63	593.05	430.00	163.05	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	43,887.15	41,480.00	2,407.15	336,613.98	292,264.00	44,349.98	340,000.00	3,386.02
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	74,738.40	74,737.50	0.90	89,685.00	14,946.60
Special Assessments	3,329.18	1,675.00	1,654.18	371,033.90	277,802.00	93,231.90	280,000.00	103.26
Total Income	54,742.80	50,667.75	4,075.05	828,757.15	2,359,066.50	(1,530,309.35)	889,285.00	161,599.83
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	20.00	0.00	20.00	25.00	0.00	25.00	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	48,005.15	7,469.00	40,536.15	111,598.83	175,746.00	(64,147.17)	189,400.00	56,882.17
Project Management Support	12,038.75	24,583.00	(12,544.25)	122,212.09	222,834.00	(100,621.91)	273,000.00	150,787.91
Renourishment 2013/14	0.00	0.00	0.00	6,781.09	0.00	6,781.09	0.00	0.00
Renourishment 2021/2022	2,000.00	0.00	2,000.00	38,973.51	0.00	38,973.51	0.00	0.00
Rent	429.31	0.00	429.31	4,304.78	4,447.00	(142.22)	7,500.00	3,195.22
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	2,455.30	2,333.34	121.96	2,800.00	344.70
Total Expense	62,739.10	32,285.33	30,453.77	322,882.12	834,029.34	(511,147.22)	512,700.00	232,793.70
Net Ordinary Income (Loss)	(7,996.30)	18,382.42	(26,378.72)	505,875.03	1,525,037.16	(1,019,162.13)	376,585.00	(71,193.87)
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	\$ (7,996.30)	\$ 18,382.42	\$ (26,378.72)	\$ (220,304.97)	\$ 1,429,037.16	\$ (1,649,342.13)	\$ (349,415.00)	\$ (71,193.87)

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

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

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - July '19	Budget - July '19	Variance - July '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)	\$ -	\$ 31,833.34	(31,833.34)	\$ 38,200.00	38,200.00
Ad Valorem taxes	8.22	329.00	(320.78)	407,089.78	411,695.00	(4,605.22)	411,736.00	4,646.22
Total Ad Valorem Tax	8.22	3,512.33	(3,504.11)	407,089.78	443,528.34	(36,438.56)	449,936.00	42,846.22
Interest income - Other	27.62	22.00	5.62	255.85	205.00	50.85	250.00	0.00
Other Income	400.00	200.00	200.00	17,009.36	4,000.00	13,009.36	5,000.00	0.00
Total Income	435.84	3,734.33	205.62	424,354.99	447,733.34	(23,378.35)	455,186.00	42,846.22
Gross Profit	435.84	3,734.33	(3,298.49)	424,354.99	447,733.34	(23,378.35)	455,186.00	42,846.22
Expense								
Administrative expenses								
Advertising	0.00	0.00	0.00	1,003.06	3,585.00	(2,581.94)	4,000.00	2,996.94
Bank Service Charges	38.00	0.00	38.00	76.00	38.00	38.00	0.00	0.00
Beach Maintenance Monitor	0.00	3,200.00	(3,200.00)	0.00	31,900.00	(31,900.00)	38,200.00	38,200.00
Board Approved special projects	0.00	3,000.00	(3,000.00)	3,629.50	24,000.00	(20,370.50)	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	149.09	130.00	19.09	1,711.96	2,690.00	(978.04)	3,000.00	1,288.04
Dues and subscriptions	125.00	0.00	125.00	3,520.00	700.00	2,820.00	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	0.00	750.00	(750.00)	242.09	1,500.00	(1,257.91)	1,500.00	1,257.91
Office expense	393.83	250.00	143.83	6,243.89	3,700.00	2,543.89	6,000.00	0.00
Postage	21.20	250.00	(228.80)	615.16	1,450.00	(834.84)	1,500.00	884.84
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)	14,240.70	15,000.00	(759.30)	18,000.00	3,759.30
Repairs	0.00	0.00	0.00	160.00	750.00	(590.00)	1,000.00	840.00
Telephone	882.27	300.00	582.27	3,510.67	2,900.00	610.67	3,500.00	0.00
Travel and per diem	880.44	0.00	880.44	2,163.36	6,000.00	(3,836.64)	7,000.00	4,836.64
Utilities	38.75	210.00	(171.25)	1,687.01	1,570.00	117.01	2,000.00	312.99
Website & Computer maintenance	418.25	500.00	(81.75)	5,619.17	6,500.00	(880.83)	7,500.00	1,880.83
Total Administrative expenses	4,377.88	10,090.00	(5,712.12)	58,592.33	170,683.00	(112,090.67)	195,000.00	139,458.23
Capital outlay								
Equipment purchases	0.00	1,500.00	(1,500.00)	1,320.00	4,000.00	(2,680.00)	4,000.00	2,680.00
Total Capital outlay	0.00	1,500.00	(1,500.00)	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)	96,250.00	95,833.34	416.66	115,000.00	18,750.00
Professional Fees	3,216.25	3,000.00	216.25	33,326.51	34,000.00	(673.49)	40,000.00	6,673.49
Total Legal and professional fees	12,791.25	12,583.33	207.92	129,576.51	129,833.34	(256.83)	155,000.00	25,423.49
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	0.00	0.00	0.00	8,154.16	7,999.00	155.16	8,000.00	0.00
Total Cost of collecting Ad Valorem	0.00	0.00	0.00	9,746.58	10,182.00	(435.42)	11,500.00	1,907.58
Reserves								
Operating Reserves	7,473.84	7,473.83	0.01	74,738.40	74,738.34	0.06	89,686.00	14,947.60
Total Reserves	7,473.84	7,473.83	0.01	74,738.40	74,738.34	0.06	89,686.00	14,947.60
Total Expense	24,642.97	31,647.16	(7,004.19)	273,973.82	389,436.68	(115,462.86)	455,186.00	184,416.90
Net Ordinary Income	(24,207.13)	(27,912.83)	3,705.70	150,381.17	58,296.66	92,084.51	0.00	(141,570.68)
Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ (24,207.13)	\$ (27,912.83)	\$ 3,705.70	\$ 150,381.17	\$ 58,296.66	\$ 92,084.51	\$ -	\$ (141,570.68)

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

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

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - July '19	Budget - July '19	Variance - July '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)	0.00	0.00	0.00	0.00	1,534,733.00	(1,534,733.00)	0.00	0.00
Interest Income	52.63	39.00	13.63	593.05	430.00	163.05	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	43,887.15	41,480.00	2,407.15	336,613.98	292,264.00	44,349.98	340,000.00	3,386.02
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	74,738.40	74,737.50	0.90	89,685.00	14,946.60
Special Assessments		0.00			0.00			
Special Assessments Principal	3,235.18	1,675.00	1,560.18	341,137.16	247,850.00	93,287.16	250,000.00	0.00
Special Assessments - Interest	94.00	0.00	94.00	29,896.74	29,952.00	(55.26)	30,000.00	103.26
Total Special Assessments	3,329.18	1,675.00	1,654.18	371,033.90	277,802.00	93,231.90	280,000.00	103.26
Total Income	54,742.80	50,667.75	4,075.05	828,757.15	2,359,066.50	(1,530,309.35)	889,285.00	161,599.83
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	20.00	0.00	20.00	25.00	0.00	25.00	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	1,017.81	1,030.00	(12.19)	8,167.48	7,401.00	766.48	9,000.00	832.52
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	1,832.80	3,500.00	(1,667.20)	24,956.17	33,000.00	(8,043.83)	40,000.00	15,043.83
Portable toilets	42,946.00	575.00	42,371.00	55,811.00	6,850.00	48,961.00	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	0.00	0.00	0.00	1,150.00	35,000.00	(33,850.00)	35,000.00	33,850.00
Utilities	0.00	50.00	(50.00)	0.00	400.00	(400.00)	500.00	500.00
Sales tax expense	2,208.54	2,314.00	(105.46)	17,244.18	17,195.00	49.18	21,000.00	3,755.82
Total Parking lot expenses	48,005.15	7,469.00	40,536.15	111,598.83	175,746.00	(64,147.17)	189,400.00	56,882.17
Project Management Support								
Professional Fees	2,463.75	12,583.00	(10,119.25)	26,462.09	128,834.00	(102,371.91)	155,000.00	128,537.91
Project Consultant	9,575.00	12,000.00	(2,425.00)	95,750.00	94,000.00	1,750.00	118,000.00	22,250.00
Total Project Management Support	12,038.75	24,583.00	(12,544.25)	122,212.09	222,834.00	(100,621.91)	273,000.00	150,787.91
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
Post Construct Survey & Report	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 Ten
 Months Ended
 July 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - July '19	Budget - July '19	Variance - July '19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
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	0.00	0.00	0.00	17,311.50	0.00	17,311.50	0.00	0.00
Project Benefit Analysis	2,000.00	0.00	2,000.00	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	2,000.00	0.00	2,000.00	38,973.51	0.00	38,973.51	0.00	0.00
Rent	429.31	0.00	429.31	4,304.78	4,447.00	(142.22)	7,500.00	3,195.22
Storage of records	245.89	233.33	12.56	2,455.30	2,333.34	121.96	2,800.00	344.70
Total Expense	62,739.10	32,285.33	30,453.77	322,882.12	834,029.34	(511,147.22)	512,700.00	232,793.70
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)	(7,996.30)	18,382.42	(26,378.72)	(220,304.97)	1,429,037.16	(1,649,342.13)	(349,415.00)	(71,193.87)
Net Income	\$ (7,996.30)	\$ 18,382.42	\$ (26,378.72)	\$ (220,304.97)	\$ 1,429,037.16	\$ (1,649,342.13)	\$ (349,415.00)	\$ (71,193.87)

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

CEPD - CAPITAL PROJECTS FUND
Balance Sheet

	<u>July 31, 2019</u>
ASSETS	
Current Assets	
Checking/Savings	
BOTI Checking	\$ 2,034,872.37
Sanibel Captiva Bank - CD	247,080.00
SBA	223,671.58
Total Checking/Savings	<u>2,505,623.95</u>
Other Current Assets	
Due From General Fund	455,696.62
Total Other Current Assets	<u>455,696.62</u>
Total Current Assets	<u>2,961,320.57</u>
TOTAL ASSETS	<u><u>\$ 2,961,320.57</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Due to General Fund	\$ 146,111.58
Total Current Liabilities	<u>146,111.58</u>
Total Liabilities	<u>146,111.58</u>
Equity	
Fund Balance	3,035,513.96
Net Income	(220,304.97)
Total Equity	<u>2,815,208.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 2,961,320.57</u></u>
 <u>5/3 Loan (Princ due each May)</u>	
Amount borrowed	\$ 9,600,000.00
Payments made - FYE 09/30/14	(5,400,000.00)
Payments made - FYE 09/30/15	(700,000.00)
Payments made - FYE 09/30/16	(700,000.00)
Payments made - FYE 09/30/17	(700,000.00)
Payments made - FYE 09/30/18	(700,000.00)
Payments made - FYE 09/30/19	(700,000.00)
	<u><u>\$ 700,000.00</u></u>

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

	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	\$ 1,881,120
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		
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		
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		
Project Manual	-	-	-	-	-	-	-	-	-	-	-	-
Rent	348	376	404	388	537	405	427	427	516	429		
Storage	245	245	245	245	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	-	-
Increase (Decrease) in Reserves	17,037	20,080	25,144	22,577	20,217	27,590	37,857	37,857	21,148	(4,793)	-	-
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	\$ 1,881,120	\$ 1,881,120

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CAPTIVA EROSION PREVENTION DISTRICT, LEE COUNTY, FLORIDA, APPROVING AND SUPPORTING THE PROPOSED ACTIVITIES AS OUTLINED IN THE 2020/2021 LOCAL GOVERNMENT FUNDING REQUEST TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AND AFFIRMING THE DISTRICT'S COMMITMENT TO PROVIDE LOCAL FUNDING.

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

WHEREAS, The District has a history of implementing successful beach nourishment and beach protection programs, including island wide projects in 1988, 1996, 2006, and 2013; and

WHEREAS, the District has partnered with the federal, state, and county governments to accomplish its successful beach programs; and

WHEREAS, the District seeks to update the Long Range Beach Erosion Control Budget Plan in accordance with guidelines developed by the Florida Department of Environmental Protection, and

WHEREAS, the District supports the Florida Department of Environmental Protection's beach and coastal management programs in accordance with Section 161.101 and 161.161, Florida Statutes, and

WHEREAS, the District supports all components of the Budget Plan and agrees to fund the local government share of the District project approved for funding by the Florida Legislature in Fiscal Year 2020-2021, through existing special assessments and revenue through the Lee County Tourist Development Council bed tax, and

WHEREAS, the District agrees to serve as the local sponsor for the project identified in the Budget Plan.

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

Section 1. The Florida Department of Environmental Protection approve the Long Range Beach Erosion Control Budget Plan for the Captiva Erosion Prevention District and its identified project for the purpose of instituting state-supported beach erosion control projects within the Captiva Erosion Prevention District.

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	_____

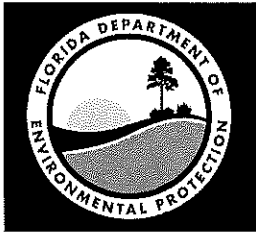
DULY PASSED AND ADOPTED THIS 12th day of August, 2019.

Board of Commissioners of the
Captiva Erosion Prevention District

By: _____ Certified by: _____
Chairman Secretary

Approved as to Form

By: _____
Board Attorney



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FY2020/21 Local Government Funding Request
Beach Projects Application

PART I: GENERAL INFORMATION

Local Sponsor

Local Sponsor Federal ID Number (FEID)

Contact Name Title

Mailing Address Line 1

Mailing Address Line 2

City Zip Code Telephone Number

Email Address

Additional Contact Information (this box will expand as needed. To expand the box for printing purposes, click anywhere outside the box when done typing.)

PART II: CERTIFICATION

I hereby certify that all information provided with this application is true and complete to the best of my knowledge.

Signature of Local Sponsor

Date

Typed or Printed Name

Electronic or scanned signatures accepted.



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FY2020/21 Local Government Funding Request
Beach Projects Application

PART III: EVALUATION CRITERIA

1. Project Name (as listed in the Strategic Beach Management Plan):

Captiva Island Beach Renourishment Project, Lee County, FL (identified in the 2018 Strategic Beach Management Plan as the Lee County Shore Protection Project)

2. Project Description (Include county, location with reference to range monuments, brief project history and description of proposed activities.) This box will expand as needed. To expand the box for printing purposes, click anywhere outside the box when done typing.

The Captiva Island Beach Renourishment Project is located on the southwest Florida coastline in Lee County. The project includes the periodic nourishment and monitoring of Captiva Island, which also has federal authorization under the Lee County Shore Protection Project. The project area is located between FDEP reference monuments R-83 and R-109 within FDEP designated critically eroded areas and is identified in the FDEP's 2018 Strategic Beach Management Plan.

The project area has received sand during 7 nourishment events dating back to 1961. Of these events, 4 were constructed with federal participation in 1989, 1996, 2006, and 2008. The most recent event was constructed in 2013-14 without federal participation.

The proposed project is permitted under a 15-year multi-use permit (FDEP #0200269-009-JC) issued December 2014. Construction is currently scheduled for 2020-21 to address impacts from storm events. The three phased project listed below is proposed as the basis for the current multi-use 15-year permit:

- Phase I: Routine nourishment at 8-10 year intervals using offshore borrow areas.
- Phase II: Emergency nourishment (including larger hot spots) in response to major storm erosion.
- Phase III: Smaller hot spot nourishment using upland sand sources.

The project design is a composite of the 2013-14 project and federal projects with modifications to address erosion patterns documented by post-construction monitoring, to maintain a minimum uniform beach width throughout the project, and to accommodate sea level rise by raising the berm elevation 0.5 feet. The routine renourishment design for a 10-year nourishment interval has a volume of approximately 900,000 cubic yards, but the actual volume at the time of construction may vary based on final designs and the condition of the beach.

Potential sand sources identified for the proposed project include Borrow Area VI-E located 8-9 miles offshore of the island, various upland sand mines, and ebb shoal of Redfish Pass. The Redfish Pass ebb shoal was evaluated for potential use as part of the Redfish Pass Inlet Management Study. The study focuses on striving to balance the sediment budget with sediment bypassing, and evaluates the utilization of Redfish Pass as a supplemental sand source for Captiva Island. The study is complete and the final report was submitted to the FDEP in February 2019. The results of the study suggests that the inlet management plan should be to dredge the Redfish ebb shoal in an effort to balance the sediment budget and utilize the ebb shoal as a sand source.



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FY2020/21 Local Government Funding Request
Beach Projects Application

3. Use of Request Program Funds (specify phase - Feasibility, Design, Construction and/or Monitoring - and provide a brief description of work in each phase listed. Indicate which tasks are cost reimbursement for work that has been completed.)

Design (FY 19/20)

Sand Search/Borrow Area Design – Tentative to start October 2019.

Feature Design Analysis – To address beach template design analysis based on the engineering study and/or monitoring data results prior to the upcoming nourishment.

Final Design, Plans and Specifications, Bidding

Design (FY 20/21)

Permit Modification – To authorize the use of Redfish Pass per an adopted inlet management plan. The plan is currently being developed by the DEP.

Monitoring (FY 20/21)

Pre- and Post- Construction Monitoring

Construction (FY 20/21)

Nourishment and Construction Services

4. Mapping

Map elements must include:

- Compass rose with North arrow, scale and legend.
- Project boundary showing length of critically eroded shoreline
- FDEP range monuments
- Beach access and parking locations (indicate Primary and Secondary accesses, including access widths)
- Width of access for public lodging establishments fronting the project shoreline (for commercial/recreational ranking points and eligibility determination)
- Width of access for public lodging establishments within one-quarter mile walking distance of a secondary public access point (must show length of street-side frontage for eligibility determination)
- Comprehensive plan or current land use designations of properties within the project shoreline (for commercial/recreational ranking points)
- Bus stops and bike rack locations within one-quarter mile walking distance of a public access point (if claiming for eligibility determination)

5. Length of Project Boundary in Feet (Total restored project length in the critically eroded area)

Approximately 25,600 feet



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
 FY2020/21 Local Government Funding Request
 Beach Projects Application

6. Eligibility: Public Beach Access and Public Lodging Establishments:

- The eligibility table must be completed for all beach projects.
- For Location/Name, use the official name of the park or the name of the street end that is associated with the public access.
- For R-Mon, select a DEP Range Monument that is closest to the main public access point.
- For Type of Access, indicate "Primary" or "Secondary" beach access in accordance with the definitions given in Rule 62B-36 F.A.C.
- For Width of Access/Frontage, give the length of the legal boundary (in feet) of the public access location along the beach. For public lodging establishments that are not located on the beach, indicate the street-side length of the legal property boundary (in feet) that is used as the main access to the establishment.
- For the Total Public Units in a public lodging establishment, write in the number of rooms available for use by the public divided by the total number of rooms in the establishment. For Parking Spaces, give the total number of public parking spaces that are available for use at the public access location. See Rule 62B-36 F.A.C. for additional details.
- For Additional Width from Eligibility Units, give the total distance added to the shoreline width of a public access location. If there are various kinds of eligibility units used for this calculation, provide the names of the eligibility units and show the calculation on a separate page or below the table.
- For Eligible Shoreline, calculate the sum of the distances for Width of Access and the Additional Width from Eligibility Units columns.
- Eligible Shoreline can't overlap.
- For the DBPR License, provide the website link to the Department of Business and Professional Regulation (DBPR) proof of licensure documentation for any public lodging establishments used for eligibility or Commercial/Recreational designation.
- Check the DBPR link from last year to verify that it is current. If more than 5 rows are needed, attach additional documentation.

Location/Name	R-Monument	Type of Access	Width of Access/Frontage	Total Public Units or Parking Spaces	Additional Width from Eligibility Units	Eligible Shoreline (feet)	DBPR License
See Attached							



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
 FY2020/21 Local Government Funding Request
 Beach Projects Application

7. Schedule and Budget (See Attached)

a. Cost Reimbursement: (Specify eligible costs incurred three years prior to the current application's fiscal year which have not been reimbursed. Eligible costs will be included in the funding request of the current application.)

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
17/18						

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
18/19		See Attached				

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
19/20						

Add Row

b. Current and Future Costs: (Specify eligible costs for the current application's fiscal year which have not been reimbursed. Include the proposed phases for the next 10 years and the estimated costs for the next 5 years.)

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
20/21		See Attached				

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
21/22						

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
22/23						

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
23/24						

Add Row



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
 FY2020/21 Local Government Funding Request
 Beach Projects Application

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
24/25						

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
25/26						

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
26/27						

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
27/28						

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
28/29						

Add Row

Year	Proposed Phase	Description	Total Estimated Cost	Federal Cost Share	State Cost Share	Local Cost Share
29/30						

Add Row

8. Severity of Erosion: Criteria will be calculated by the Department. Additional information may be provided for consideration.

In the FY 19/20 LGFR Assessment the Department has used historical MHW data between 1974 and 1988 at FDEP reference monuments R-95 to R-108 to determine an average rate of erosion for the project shoreline of -2.0 ft/yr.



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FY2020/21 Local Government Funding Request
Beach Projects Application

9. Threat to Upland Structures: Criteria will be calculated by the Department. Additional information may be provided for consideration.

The applicant requests that the Department forward the calculation to us.

10. Recreational and Economic Benefit: Provide the percentage of linear footage of properties within the project boundaries zoned commercial, recreational, or Public Lodging Establishment (hotel, motel, or vacation rental condo) as zoned in current local government land use maps.

Captiva Project Length = 25,600 feet
Eligible Shoreline Length = 11,146 feet
Eligible Shoreline (11,146/25,600) = 43.54% Thus, State Cost Share @ 50% = 21.77%

11. Availability of Federal Funds:

Is the project Federally authorized by WRDA?

Authorization Year: Expiration Year:

Does this project have a Project Cooperative Agreement or other Federal funding agreement? If so, attach a copy of the document.

What is the federal cost share percentage provided for this project? %

Is this project funded through FEMA for storm repairs?

Is there a signed FEMA Project Worksheet for this project? If yes, attach a copy.



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
 FY2020/21 Local Government Funding Request
 Beach Projects Application

12. Local Sponsor Financial and Administrative Commitment:

Is funding for the project in the local sponsor's 10-year comprehensive financial plan?

Attach a copy or provide web link to the plan in this box:

Please see attached.

Is funding provided through a source established by referendum?

Attach a copy or provide web link to the referendum in this box:

Please see attached.

Is funding provided by a third-party other than the federal government?

What is the percentage of total project costs provided by the third party? %

Attach a copy of the interlocal agreement or cost sharing agreement.

Quarterly Report Compliance - For projects that are currently funded through the program or have historically been funded, the Local Sponsor may give the dates quarterly progress reports were submitted within the last fiscal year per terms of the agreement (for consideration of additional ranking points):

Quarter	Due Date	Report Remit Date	Compliant
July-September	October 30, 2018	Oct 25, 2018	<input type="text" value="Yes"/>
October-December	January 31, 2019	Jan 24, 2019	<input type="text" value="Yes"/>
January-March	April 30, 2019	Apr 29, 2019	<input type="text" value="Yes"/>
April-June	July 31, 2019	July 11, 2019	<input type="text" value="Yes"/>

Is there an active state permit for this project?

Permit #

Authorization Date

Expiration Date

Is there an active federal permit for this project?

Permit # 37 of 123



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FY2020/21 Local Government Funding Request
Beach Projects Application

Authorization Date

Expiration Date

Have local funds been secured for this project?

Explain:

The TDC provides a dedicated long term funding source through a local bed tax. The tax allocates 26.4% of a 5% bed tax on all short term or seasonal rentals (less than 6 months) for beach and shoreline improvements.

Has a copy of the resolution been drafted and attached to this application?

In order to acquire state funding, the Local Sponsor must provide a resolution from the governing board which declares:

- Support from the Local Sponsor for the project
- Willingness to serve as the Local Sponsor
- Ability to provide the full local cost share
- Identification of the source of funding

A draft resolution must be provided with the application. The signed resolution must be received by September 30, 2019.

13. Previous State Commitment:

Has the Department previously reviewed, approved and cost-shared on a feasibility or design phase for this project?

Provide most recent phase: And State cost share percentage: %

Will this project enhance or increase the longevity of a previously-constructed project?

Explain:

The 2020/2021 project was designed with a 10-year nourishment interval. The revised nourishment interval has been intentionally extended from the previous 8-year design interval.

Will this project nourish a previously restored shoreline?



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FY2020/21 Local Government Funding Request
Beach Projects Application

(Full beach nourishment only. Dune maintenance projects do not apply.)

Has a previously approved appropriation for a project phase been released in its' entirety by the Local Sponsor due to delays in the project timelines?

14. Project Performance:

What is the nourishment intervals (in years)?

Explain:

The initial nourishment was in 1989 with nourishments in 1996, 2006, and 2013. The upcoming nourishment is scheduled for FY 20/21

15. Mitigation of Inlet Effects: Criteria is calculated by the Department.

Explain:

The Blind Pass Inlet Management Plan (APTIM, 2018) indicated that 100% of the material bypassed from Blind Pass should be placed on Sanibel Island.
The "Inlet Management Study of Redfish Pass and Adjacent Beaches" (APTIM, 2017) indicated that the ebb shoal is accreting at 40,000 cubic yards per year. The study recommends that "sand should be bypassed to Captiva Island at the rate of accretion in the ebb shoal to balance the sediment budget at a minimum." The plan is being developed by the Department.

16. Use of Innovative Applications of existing technologies:

Does the project address erosion in a method that is economically competitive with nourishment, that will not adversely affect the conservation of fish and wildlife, including endangered or threatened species, or their habitats, and that is designed to demonstrate an innovative application of existing technologies?

Explain:



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FY2020/21 Local Government Funding Request
Beach Projects Application

Has the project been documented to be effective and demonstrated technologies previously untried in Florida?

Explain:

17. Regionalization

Is this project being planned or constructed in cooperation with another local government to reduce contracting costs?

Explain:

18. Significance

What is the volume (cy) of advanced nourishment lost since the last sand placement event of a beach restoration or nourishment project as measured landward of the Mean High Water Line? (Information should be consistent with annual post-constructions monitoring reports)

The latest beach profile survey for the project area was collected following Hurricane Irma. The post storm survey was conducted October 2017. The post-storm MHW location was seaward of the design MHW, therefore the volume lost to the project area was considered advanced nourishment. The volume lost from post-construction (January 2014) to October 2017 was 233,100 cubic yards (APTIM, 2018). This equates to approximately 70% of the placed sand volume from the 2013-14 project remaining within the project area.

Has the project eroded into the design template?

If yes, provide the eroded segments by listing the R-monuments

For construction projects, what is the proposed sand placement volume (cy)?

4. Mapping



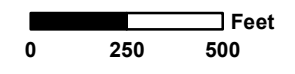
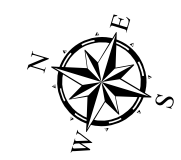
Matchline Figure 2 of 5

Notes:

1. Coordinates are in feet based on the Florida State Plane Coordinate System, West Zone, North American Datum of 1983 (NAD 83).
2. Background imagery is from Lee County, dated January 9 through February 25, 2019.
3. Property lines and classification information was downloaded from Lee County GIS Department, July 15, 2019.

Legend:

- | | | |
|-------------------------------------|--------------|--------------------|
| FDEP Monument | Commerical | Recreational |
| Florida Critical Erosion Areas 2017 | Hotel/Motel | Single Family |
| 1982 ECL | Multi-family | Vacant/Undeveloped |
| Property Lines | | |



1 inch = 500 feet

TITLE:
**Local Government Funding Request
 Shoreline Classification
 Captiva Island, Florida**



APTIM
 COASTAL PLANNING &
 ENGINEERING, LLC.
 2481 NW BOCA RATON BLVD.
 BOCA RATON, FL 33431
 PH. (561) 391-8102
 FAX.(561) 391-9116

Date: 07/15/19 By: HMV Comm No. : 2582001138 **Figure 1**

G:\Enterprise\Lee\2019 LGFR\Properties Series 1.mxd



Matchline Figure 1 of 5

Matchline Figure 3 of 5

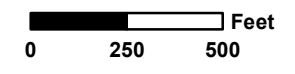
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Notes:

- Coordinates are in feet based on the Florida State Plane Coordinate System, West Zone, North American Datum of 1983 (NAD 83).
- Background imagery is from Lee County, dated January 9 through February 25, 2019.
- Property lines and classification information was downloaded from Lee County GIS Department, July 15, 2019.

Legend:

- FDEP Monument
- Florida Critical Erosion Areas 2017
- 1983 ECL
- 1982 ECL
- Public Beach Access
- Public Parking
- Property Lines
- Church
- Commerical
- Government Owned
- Hotel/Motel
- Multi-family
- Recreational
- Single Family
- Submerged
- Vacant/Undeveloped

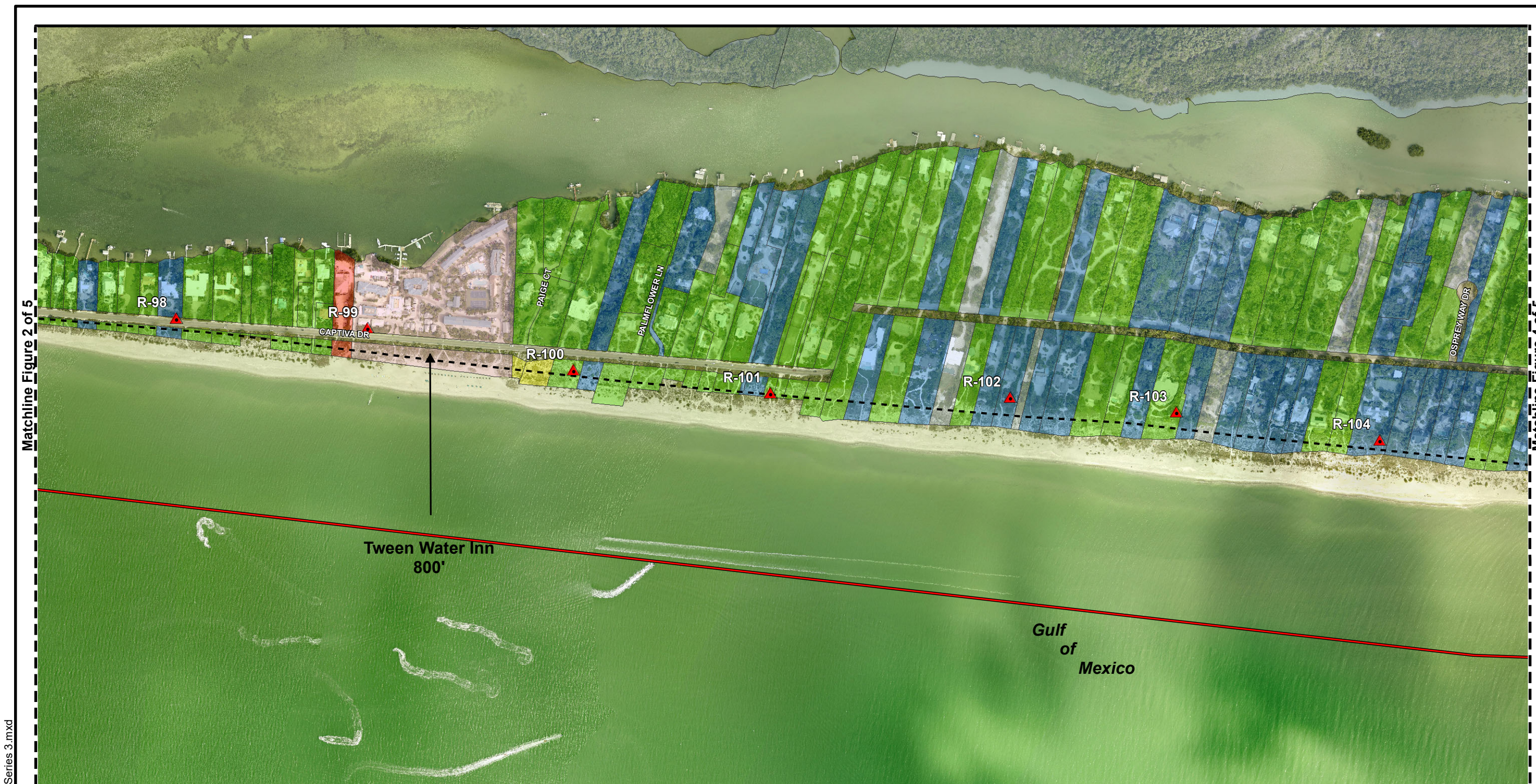


1 inch = 500 feet

TITLE:
**Local Government Funding Request
 Shoreline Classification
 Captiva Island, Florida**

APTIM
 COASTAL PLANNING &
 ENGINEERING, LLC.
 2481 NW BOCA RATON BLVD.
 BOCA RATON, FL 33431
 PH. (561) 391-8102
 FAX.(561) 391-9116

Date: 07/15/19 By: HMV Comm No. : 2582001138 **Figure 2**



Matchline Figure 2 of 5

Matchline Figure 4 of 5

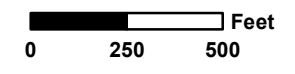
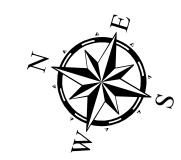
G:\Enterprise\Lee\2019 LGFR\Properties Series 3.mxd

Notes:

1. Coordinates are in feet based on the Florida State Plane Coordinate System, West Zone, North American Datum of 1983 (NAD 83).
2. Background imagery is from Lee County, dated January 9 through February 25, 2019.
3. Property lines and classification information was downloaded from Lee County GIS Department, July 15, 2019.

Legend:

- | | | |
|-------------------------------------|--------------|--------------------|
| FDEP Monument | Commercial | Recreational |
| Florida Critical Erosion Areas 2017 | Hotel/Motel | Single Family |
| 1983 ECL | Multi-family | Vacant/Undeveloped |
| Property Lines | | |



1 inch = 500 feet

TITLE:
**Local Government Funding Request
 Shoreline Classification
 Captiva Island, Florida**



APTIM
 COASTAL PLANNING &
 ENGINEERING, LLC.
 2481 NW BOCA RATON BLVD.
 BOCA RATON, FL 33431
 PH. (561) 391-8102
 FAX. (561) 391-9116

Date: 07/15/19 By: HMV Comm No. : 2582001138 **Figure 3**



Matchline Figure 3 of 5

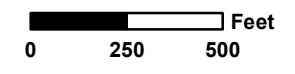
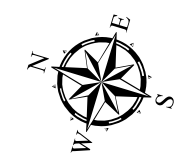
G:\Enterprise\Lee\2019 LGFR\Properties Series 4.mxd

Notes:

- Coordinates are in feet based on the Florida State Plane Coordinate System, West Zone, North American Datum of 1983 (NAD 83).
- Background imagery is from Lee County, dated January 9 through February 25, 2019.
- Property lines and classification information was downloaded from Lee County GIS Department, July 15, 2019.

Legend:

- ▲ FDEP Monument
- Florida Critical Erosion Areas 2017
- 1983 ECL
- ➔ Public Beach Access
- Property Lines
- 25 Public Parking
- Commercial
- Government Owned
- Multi-family
- Single Family
- Vacant/Undeveloped



1 inch = 500 feet

TITLE:
**Local Government Funding Request
 Shoreline Classification
 Captiva Island, Florida**

APTIM
 COASTAL PLANNING &
 ENGINEERING, LLC.
 2481 NW BOCA RATON BLVD.
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 PH. (561) 391-8102
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Date: 07/15/19 | By: HMV | Comm No. : 2582001138 | **Figure 4**

6. Eligibility: Public Beach Access and Public Lodging Establishments

Location/Name	R- Mon	Type of Access	Width of Access/ Frontage	Total Public Units or Parking Spaces	Additional Width from Eligibility Units	Eligible shoreline (feet)	DBNR License
South Seas Island Resort	R-84 to R-86	Hotel	1,997	107	0	1,997	https://www.myfloridalicense.com/LicenseDetail.asp?SID=&id=2E853B69628AC3F4695EE714854C0548
Plantation Beach Club	R-87 to R-88	Hotel	1,177	340	0	1,177	https://www.myfloridalicense.com/LicenseDetail.asp?SID=&id=7ACDF1C19F06E804D8BF95EC2941838D
South Seas Island Resort	R-90 to R-93.5	Hotel	3,487	340	0	3,487	https://www.myfloridalicense.com/LicenseDetail.asp?SID=&id=2E853B69628AC3F4695EE714854C0548
Hagerup Beach Public Access*	R-93.5	Secondary	50	41	2,165	1,370	
Andy Rosse Lane	R-94.6	Secondary	52	2	106	158	
Captiva Inn	R-94.6	Hotel	250	18	0	250	https://www.myfloridalicense.com/LicenseDetail.asp?SID=&id=7D1D7049FB2E995BE7C2C5AFEC24538D
Chapin Lane	R-95.5	Secondary	10	0	0	10	
Jensen's	R-96	Motel	76	10	0	76	https://www.myfloridalicense.com/LicenseDetail.asp?SID=&id=D49DD35D0AB0549F8B70F597C2B0360B
American Realty of Captiva	R-96	Motel	180	14	0	180	https://www.myfloridalicense.com/LicenseDetail.asp?SID=&id=587512DF2B87870ED7273249F3A068D0
Tween Water	R-99	Motel	800	137	0	800	https://www.myfloridalicense.com/LicenseDetail.asp?SID=&id=4EBD386A5B393D4ABBE2C0FA58CAD095
Turner Beach Park	R-109	Secondary	195	25	1,320	1,515	
Subtotal						11,020	
Bicycle Racks						132	
Total						11,152	
Project Length						25,600	
Eligible Shoreline						43.56%	
State Cost Share						21.78%	

*The calculation for Hagerup Beach Public Access eligible shoreline accounts for the overlap with the South Seas Island Resort (R-90 to R-93.5).

7. Schedule and Budget

Year	Proposed Method	Description	Total Estimated Cost	Federal Cost Share	Third Party Cost Share	State Cost Share	Local Cost Share
2019/2020	Design	Sand Search and Borrow Area Design	\$349,932	\$0	\$0	\$76,180	\$273,752
	Design	Feature Design Analysis	\$50,000	\$0	\$0	\$10,885	\$39,115
	Design	Final Design, Plans & Specs, Bidding	\$150,000	\$0	\$0	\$32,655	\$117,345
2020/2021	Monitoring	Pre-Construction	\$40,000	\$0	\$0	\$8,708	\$31,292
	Permitting	Permit Modification	\$50,000	\$0	\$0	\$10,885	\$39,115
	Construction	Nourishment	\$28,300,000	\$850,000	\$0	\$5,975,865	\$21,474,135
	Construction	Construction Services	\$450,000	\$0	\$0	\$97,965	\$352,035
	Monitoring	Post-Construction Physical	\$75,000	\$0	\$0	\$16,328	\$58,673
2021/2022	Monitoring	Physical/Sea Turtle/Tilling	\$120,000	\$0	\$0	\$26,124	\$93,876
2022/2023	Monitoring	Physical/Sea Turtle/Tilling	\$124,000	\$0	\$0	\$26,995	\$97,005
2023/2024	Monitoring	Physical/Sea Turtle/Tilling	\$128,000	\$0	\$0	\$27,866	\$100,134
2024/2025	Monitoring	Physical/Sea Turtle/Tilling	\$132,000	\$0	\$0	\$28,736	\$103,264
2025/2026							
2026/2027	Monitoring	Physical					
2027/2028							
2028/2029	Monitoring	Physical					
2029/2030							

11. Availability of Federal Funds – FEMA Project Worksheet

Department of Homeland Security Federal Emergency Management Agency

General Info

Project #	3234	Project Type	Specialized
Project Category	G - Parks, Recreational Facilities, and Other Items	Applicant	Captiva Erosion Prevention District (071-0C89E-00)
Project Title	Repairs to Captiva Erosion Prevention District Beaches	Event	4337DR-FL (4337DR)

Damage Description and Dimensions

The Disaster # 4337DR, which occurred between *09/04/2017* and *10/18/2017*, caused:

Damage #12832; Captiva Island Beaches

General Facility Information:

- **Facility Type:** Beaches
- **Facility:** Beach
- **Facility Description:** Island Wide
- **Approx. Year Built:** 2013
- **Location Description:** Captiva Island
- **Start GPS Latitude/Longitude:** 26.551196, -82.201873
- **End GPS Latitude/Longitude:** 26.482494, -82.184164
- **Design Elevation:** 10 ft (average)
- **Design Slope:** 2 to 1 (average)
- **Pre- and Post-Storm Profiles Available?:** Yes

General Damage Information:

- **Date Damaged:** 9/10/2017
- **Cause of Damage:** Hurricane Force Winds, Heavy Rain and Storm Surge

Facility Damage:

Island Wide:

- Vegetation, 160,000 each of Sea Oats, Estimate based on last planting, Hurricane Force Winds, Heavy Rain and Storm Surge, 0% work completed.

R85 to R93 and R105 to R108:

- Beach, 27,140 CY of Sand Berm, 2.3 Cubic Yards X 11,800 FT, Preliminary Dimensions From PDA, waiting for Engineers Report. Hurricane Force Winds, Heavy Rains and Storm Surge, 0% work completed.

R93 to R105:

- Beach, 52,920 CY of Sand Berm, 4.2 Cubic Yards per Foot X 12600 FT, Preliminary Dimensions From PDA, waiting for Engineers Report. Hurricane Force Winds, Heavy Rains and Storm Surge, 0% work completed.
- Dunes, 17,640 CY of Sand Dune, 1.4 Cubic Yards per Foot X 12600 FT, Preliminary Dimensions From PDA, waiting for Engineers Report. Hurricane Force Winds, Heavy Rains and Storm Surge, 0% work completed.

Engineers report containing detailed dimensions of all damages will be available by November 30th 2017.

Scope of Work

12832 Captiva Island Beaches

Work Completed:

The Applicant utilized Engineering Contract services for the following repairs to Captiva Island Beaches:

FDEP Monument R84 to Monument R109:

- A. Pre-Storm and Post-Storm Surveys and Storm Damage Report

Total Work Completed = \$100,947.58

Work to be Completed:

The Applicant will utilize Contract services for the following repairs to Captiva Island Beaches:

FDEP Monument R84 to Monument R109:

- A. Furnish and Plant 160,000 Sea Oats spaced at 1 plant per 4.8SF on top of a 25,633LF (l) x 30FT (w) dune
- B. Furnish and Install 34,176CY of Beach and Dune Fill per Engineer's Storm Damage Report with approximate average dimensions of 25,700LF (l) x 700F (w) x 0.05FT (d) and having a slope of 1:10 (v:h)

Total Work to be Completed = \$1,028,897.43

Total Work Completed and Work to be Completed = \$1,129,845.01

Total Estimated DAC = \$10,000.00

Total Project Cost = \$1,139,845.01

Scope Notes:

1. See attached Storm Damage Report prepared, signed, and sealed by a Professional Engineer from Aptim Coastal Planning & Engineering in March 2018.
2. See attached FEMA Subject Matter Expert's Captiva SOW for additional Scope of Work and Cost Estimate details.

3. Sections V through VIII of the Storm Damage Report describes how the disaster related 34,176CY of beach and dune loss was determined using May 2017 pre-storm profiles, October 2017 post-storm profiles, and background volume changes.
4. Sea Oats are considered to be part of the restoration of an eligible facility for the purpose of erosion control and to minimize sediment runoff of the dune of the improved beach.
5. Incidental costs to the furnishing and installing 34,176CY of beach and dune fill are Mobilization/Demobilization, Grading, Engineering design, Supervision and Administration, Sea Turtle and Shorebird Monitoring, Annual Physical Monitoring, and Beach Tilling.
6. The mobilization and demobilization cost will be determined on a prorated basis if additional, non-disaster related, re-nourishment is completed simultaneously with the disaster related repairs.
7. The beach is not a federally constructed shoreline under the specific authority of USACE. The shoreline was constructed by, and is under the specific authority of, the Captiva Erosion Prevention District.
8. The attached Comprehensive Beach and Shore Preservation Plan completed in July 1987, describes the plan to construct the shoreline by use of imported sand, of proper grain size, to a designed elevation, width, and slope in section 3.1.1 and 3.1.2. Also attached, 2013 Captiva and Sanibel Islands Beach Re-nourishment Project Post-Construction Engineering Monitoring Report which compares the design and as-built quantities.
9. The Applicant has established, and plans to adhere to, a maintenance program involving periodic re-nourishment with imported sand to preserve the original design. The attached Comprehensive Beach and Shore Preservation Plan completed in July 1987 outlines a maintenance plan in section 3.3. The attached USACE permit SAJ-1994-03952 written December 9, 2015 states that the routine nourishment will be at 8-10 year intervals with an estimated start in 2021 since the shoreline was constructed in 2013.
10. The Applicant will use the potential sand sources and associated permits described in section VII of the Storm Damage Report.

Project Notes:

1. The attached 3234-DR4337FL CEF is based on the Storm Damage Report and FEMA's Subject Matter Expert's Cost Estimate.
2. All procurement documents have been provided.
3. The Applicant is claiming Direct Administrative Costs per the Storm Damage Report Table 5.

Cost

Code	Quantity	Unit	Total Cost	Damage #	Section
9901 (Direct Administrative Costs (Subgrantee))	1.00	Lump Sum	\$10,000.00	12832	Uncompleted
9000 (Cef cost estimate)	1.00	Lump Sum	\$1,028,897.43	12832	Uncompleted
9003 (Contract costs)	1.00	Lump Sum	\$100,947.58	12832	Completed
CRC Gross Cost					\$1,139,845.01
Total 406 HMP Cost					\$0.00
Insurance Reduction					-\$0.00
CRC Net Cost					\$1,139,845.01
Federal Share (75.00%)					\$854,883.76
Non-Federal Share					\$284,961.25

Subgrant Conditions

- As described in 2 CFR, Part 200 § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions, Part 200.333, (a) – (f), (1), (2). All records relative to this Project Worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.
- In the seeking of proposals and letting of contracts for eligible work, the Applicant/Subrecipient must comply with its Local, State (provided that the procurements conform to applicable Federal law) and Federal procurement laws, regulations, and procedures as required by FEMA Policy 2 CFR Part 200, Procurement Standards, §§ 317-326.
- Direct Administrative Costs (Subrecipient) has been estimated based on the total project value. The Subrecipient has been notified that back-up documentation will be requested at close-out which supports all costs incurred for assistance in formulating or administering this project assistance grant.
- The Recipient must submit its certification of the applicant's completion of this project, the final claim for payment, and supporting documentation within 180 days from the date that the applicant completes the scope of work. Project Worksheets written as large projects (costs above the large project threshold) are reimbursed based on the actual eligible final project costs. Therefore, during the final project reconciliation (closeout), the project may be amended to reflect the reconciliation of actual eligible costs.
- The Subrecipient provided the estimate for this PW. FEMA validated the estimate and found it to be reasonable for the work to be performed.
- The terms of the FEMA-State Agreement are incorporated by reference into this project award under the Public Assistance grant and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Policy and Program Guide; and other FEMA policy and guidance.
- The DHS Standard Terms and Conditions in effect as of the date of the declaration of this major disaster are incorporated by reference into this project award under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at 2 C.F.R. pt. 200 apply to this project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. pt. 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110.

- The applicant must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the applicant commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.

Insurance

Additional Information

03/14/2018

The Applicant did not provide an insurance policy for the damages described in this project. All damages are located in an SFHA (AE Zone). The cost to repair the damages described in this project would not be covered wholly or in part by the Applicant's General Property policy or the standard NFIP policy due to the damages being uninsurable. No insurance reductions will be applied to this project.

FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s). In the event that any insurance proceeds are received for these expenses, those proceeds must be reduced from FEMA Public Assistance funding to ensure no duplication of benefits has occurred.

No duplication of benefits from insurance is anticipated for the work described in this application. In the event any part or all costs are paid by an insurance policy, a duplication of benefits from insurance will occur. Applicant must notify grantee and FEMA of such recoveries and the Sub-Grant amount must be reduced by actual insurance proceeds from their FEMA Public Assistance funding.

REPETITIVE DAMAGES

No previous disaster requirements were found.

REQUIREMENTS

As detailed in FEMA Recovery Policy FP 206-086-1, Part 1(A)(2), the requirement to obtain and maintain insurance as a condition of receiving public assistance funding from FEMA applies to buildings, contents, vehicles, and equipment. The items described in this project Application do not fall in one of these categories. There is no insurance purchase requirement. Rick Stabler, Insurance Specialist, Winchester, VA

O&M Requirements

There are no Obtain and Maintain Requirements on **Repairs to Captiva Erosion Prevention District Beaches.**

406 Mitigation

There is no additional mitigation information on **Repairs to Captiva Erosion Prevention District Beaches.**

Environmental Historical Preservation

Is this project compliant with EHP laws and orders?

Yes

EHP Conditions

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.
- Endangered Species Act (ESA) ESA CONDITION: The proposed project must adhere to the attached NMFS SWPBO, USFW PBO, USACE Permit, and all additional attached guidance. Failure to comply with these conditions may jeopardize FEMA funding; verification of compliance will be required at project closeout. Clean Water Act (CWA) CWA: Applicant must comply with conditions and provisions stated in FDEP Permit Number: 0200269-009-JC and Variance Permit Variance No. 0200269-010-BV (Issuance Date: December 11, 2014). This permit constitutes certification of compliance with state water quality standards pursuant to Section 401 of the Clean Water Act, 33 U.S.C. 1341 Coastal Zone Management Act (CZMA) CZMA: Applicant must comply with conditions and provisions stated in FDEP Permit Number: 0200269-009-JC and Variance Permit Variance No. 0200269-010-BV (Issuance Date: December 11, 2014). This permit constitutes a finding of consistency with Florida's Coastal Zone Management Program, as required by Section 307 of the Coastal Zone Management Act. Magnuson-Stevens Fishery Conservation and Management Act (MSA) MBTA: Applicant must follow all conditions detailed in USFWS and NMFS Biological Opinions, as well as additional attached guidance.

EHP Additional Info

There is no additional environmental historical preservation on **Repairs to Captiva Erosion Prevention District Beaches.**

Final Reviews

Final Review

Reviewed By CVITANOVICH, YVETTE A.

Reviewed On 04/29/2018 1:29 PM EDT

Review Comments

Review of DDD, SOW and Cost completed - No issues noted

Recipient Review

Reviewed By Parker, Kevan

Reviewed On 05/08/2018 9:55 AM EDT

Review Comments

Advance, Comments will be addressed during RFR and Closeout.

Project Signatures

Signed By Unsigned

Signed On Unsigned

12. Local Sponsor Financial and Administrative Commitment

The Board of Commissioners of the CEPD has adopted three resolutions (see documentation below) in support of funding the proposed project.

- Resolution #2018-03 adopted for issuance of bonds for financing a portion of the costs of beach renourishment, erosion control and coastal protection. The bond referendum for the FY 20/21 construction project was passed during the March 5, 2019 meeting.
- Draft Resolution #2019-04 to adopt support of the FDEP LGFR for FY20/21.
- Resolution #2018-05 adopted support of construction.

Funding is also anticipated to be provided in part by a third-party. Lee County has historically also provided funding through its Tourist Development Council (TDC) bed tax. An interlocal agreement between the local sponsor and Lee County was established for the 2013/14 Renourishment Project. A similar agreement will be pursued by the local sponsor for the proposed project, but has not been established at this time.

AMENDED RESOLUTION NO. 2018-03
BY THE BOARD OF COMMISSIONERS
OF THE CAPTIVA EROSION PREVENTION DISTRICT
LEE COUNTY, FLORIDA

AN AMENDED RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CAPTIVA EROSION PREVENTION DISTRICT OF LEE COUNTY, FLORIDA, CALLING A REFERENDUM TO BE HELD TO DECIDE WHETHER A MAJORITY OF THE ELECTORS PARTICIPATING IN SAID REFERENDUM ARE IN FAVOR OF THE DISTRICT'S PROPOSAL TO ISSUE BONDS FOR THE PURPOSE OF FINANCING A PORTION OF THE COST OF A BEACH NOURISHMENT, EROSION CONTROL AND COASTAL PROTECTION PROJECT; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE BOARD OF COMMISSIONER OF THE CAPTIVA EROSION PREVENTION DISTRICT:

Section 1. A referendum and special election is hereby ordered to be held on March 5, 2019, to determine whether there shall be issued bonds to the District in an amount not to exceed \$18,000,000 for the purpose of financing a portion of the costs of a beach renourishment, erosion control and coastal protection project of the District.

Section 2. The ballots to be issued in said referendum shall be in substantially the following terms:

CAPTIVA EROSION PREVENTION DISTRICT
BOND REFERENDUM

Shall the Captiva Erosion Prevention District issue bonds not to exceed \$18,000,000, bearing interest not to exceed the legal rate, maturing within eleven years from issuance, payable from special assessments on benefitted lands, to finance the cost of a beach nourishment, erosion control and coastal protection project.

FOR BONDS _____
AGAINST BONDS _____

Section 3: Notice of the referendum shall be given as provided by law.

Section 4. The referendum shall in all respects be held and conducted in the manner provided in and by the laws of the State of Florida.

Captiva Erosion Prevention District
Resolution No. 2018-03 AMENDED

Section 5. This Amended Resolution shall become effective immediately upon adoption.

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

Chairman Dave Jensen	<u>Aye</u>
Vice Chair Michael Mullins	<u>Aye</u>
Secretary Henry Kaiser	<u>Aye</u>
Treasurer Bob Walter	<u>Aye</u>
Commissioner Michael Lanigan	<u>Aye</u>

DULY ADOPTED THIS 10th day of October, 2018.

Board of Commissioners of the
Captiva Erosion Prevention District

By: [Signature]
Chairman

Certified by: [Signature]
Secretary

Approved as to Form

By: [Signature]
Board Attorney

RESOLUTION NO. 2018-05

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

WHEREAS, The District has developed and adopted a comprehensive beach and shore preservation program and a beach maintenance program for the area within its jurisdiction; and

WHEREAS, The District has partnered with the federal, state, and County governments to accomplish its successful beach programs; and

WHEREAS, The District has implemented the Captiva Beach Restoration Project, which was authorized pursuant to Resolution 87-5 and the vote of the Captiva electors in 1987, and intends that the Restoration Project be maintained; and

WHEREAS, The District has maintained the Captiva Beach Restoration Project with successive renourishment projects in 1988, 1996, 2005, 2008, and 2013; and

WHEREAS, The District is authorized under section 10, Chapter 2000-399, Laws of Florida, to provide for the construction, reconstruction or maintenance of an Erosion Prevention Project or Projects and for the levying of special assessments upon benefited property, upon obtaining the approval from a majority of the qualified electors residing in the District voting in a referendum election to be called by the District Board.

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

Section 1. The Board of Commissioners of the Captiva Erosion Prevention District does hereby authorize and order the construction of the following erosion prevention project ("Project"), under and subject to the provisions of Section 10, Chapter 2000-399, Laws of Florida, which Project shall consist of maintenance renourishment of the Captiva Beach Restoration Project by the placement of fill thereon from the northern end beginning at Redfish Pass extending south to the southern end at Blind Pass.

Section 2. The erosion prevention project shall be given the designation "The Captiva Island 2020-2021 Beach Maintenance Renourishment Project", and may be referred to feet. in all proceedings and assessments, with the exception of certain Notices by Publication, according to the provisions of Chapter 2000-399, Laws of Florida.

Captiva Erosion Prevention District
Resolution No. _____

Section 3. The Captiva Island 2020-2021 Beach Maintenance Renourishment Project is more fully described as placement of fill thereon from the northern end beginning at Redfish Pass extending south to Blind Pass, between FDEP survey monuments R-84 and R-109, with a fill volume of approximately 900,000 cubic yards over 25,600 feet of Gulf shoreline and an average added beach width of 90 feet.

Section 4. The Project shall be paid for in part or in whole through the levy of special assessments against benefited properties within the District.

Section 5. Construction on the Project shall commence, and special assessments shall be authorized, only with the approval of a majority of qualified electors residing in the District voting in the referendum election to be called by the District Board in accordance with the provisions of Chapter 2000-399, Laws of Florida.

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

Chairman Jensen
Secretary Kaiser
Treasurer Walter
VICE CHAIR Commissioner Mullins
Commissioner Lanigan

yes
yes
yes
yes
yes

DULY PASSED AND ADOPTED THIS 13th day of June, 2018.

Board of Commissioners of the
Captiva Erosion Prevention District

By: [Signature]
Chairman

Certified by: [Signature]
Secretary

Approved as to Form:

By: _____
Board Attorney

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CAPTIVA EROSION PREVENTION DISTRICT, LEE COUNTY, FLORIDA, APPROVING AND SUPPORTING THE PROPOSED ACTIVITIES AS OUTLINED IN THE 2020/2021 LOCAL GOVERNMENT FUNDING REQUEST TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AND AFFIRMING THE DISTRICT'S COMMITMENT TO PROVIDE LOCAL FUNDING.

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

WHEREAS, The District has a history of implementing successful beach nourishment and beach protection programs, including island wide projects in 1988, 1996, 2006, and 2013; and

WHEREAS, the District has partnered with the federal, state, and county governments to accomplish its successful beach programs; and

WHEREAS, the District seeks to update the Long Range Beach Erosion Control Budget Plan in accordance with guidelines developed by the Florida Department of Environmental Protection, and

WHEREAS, the District supports the Florida Department of Environmental Protection's beach and coastal management programs in accordance with Section 161.101 and 161.161, Florida Statutes, and

WHEREAS, the District supports all components of the Budget Plan and agrees to fund the local government share of the District project approved for funding by the Florida Legislature in Fiscal Year 2020-2021, through existing special assessments and revenue through the Lee County Tourist Development Council bed tax, and

WHEREAS, the District agrees to serve as the local sponsor for the project identified in the Budget Plan.

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

Section 1. The Florida Department of Environmental Protection approve the Long Range Beach Erosion Control Budget Plan for the Captiva Erosion Prevention District and its identified project for the purpose of instituting state-supported beach erosion control projects within the Captiva Erosion Prevention District.

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 12th day of August, 2019.

Board of Commissioners of the
Captiva Erosion Prevention District

By: _____ Certified by: _____
Chairman Secretary

Approved as to Form

By: _____
Board Attorney

Southwest Florida Regional Resiliency Compact – Draft MOU

Draft Date: June 18, 2019

WHEREAS, the Southwest Florida Regional Resiliency Compact (hereinafter, the Compact) has been formed 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; and

WHEREAS, the Counties of Charlotte, Lee, and Collier and the municipalities in these counties (hereinafter, the Compact Members) form a unique and extraordinary area, sharing a sense of community, economy, and critically important environmental resources; and

WHEREAS, the Southwest Florida region has some of Florida's most remarkable beaches, rivers, estuaries, and unique ecosystems which are closely coupled to the region's history and cultural heritage; and

WHEREAS, the Southwest Florida region has approximately 1.26 million permanent residents which represents approximately 6.1% of Florida's population, and is projected to exceed 1.7 million residents by 2040; and

WHEREAS, tourism is of critical importance to the Southwest Florida region with over XXXX visitors every year and is heavily dependent on its unique natural resources to promote and sustain that tourism; and

WHEREAS, the Southwest Florida region is especially vulnerable to the impacts of a changing climate, including: sea-level rise, rainfall, heat events, wildfires, droughts, flooding, and storms, which threaten community priorities, human well-being, and natural resources; and

WHEREAS, rising sea levels, intense rainfall, rising water temperatures, and other climatic stressors will compromise crucial drainage infrastructure and water quality (e.g., saltwater intrusion); and

WHEREAS, extreme weather events can impact the lives of residents, damage property, and disrupt businesses; and

WHEREAS, natural areas including forests, beaches with dunes, wetlands, mangroves, and oyster reefs can provide valuable flood risk reduction and water quality benefits and may be compromised by changing climate conditions; and

WHEREAS, planning for and implementation of activities to reduce the Southwest Florida region's vulnerability to a changing climate is among the most consequential actions the Southwest Florida region could pursue; and

WHEREAS, a regionally consistent message communicated through a coordinated outreach program to citizens of, and visitors to, the Southwest Florida region is critically important to ensuring thorough understanding of the issues facing the region; and

WHEREAS, the Compact Members are committed to being resilient to a changing climate, and will consider adaptation and risk reduction strategies intended to ensure public safety and safeguard infrastructure, property, cultural and environmental assets, and basic quality of life for current residents and future generations; and

WHEREAS, measures to mitigate hazard risks provide a significant return on investment because resilient communities and regions support a thriving economy and create opportunities to attract new businesses and economic investments; and

WHEREAS, proactively preparing for a changing climate will be less costly and enhance the major sectors of the regional economy, maintaining and growing manufacturing, health care, tourism, agriculture, and

other economic drivers; and

WHEREAS, many of the activities undertaken to enhance resiliency to a changing climate will be concurrent and supportive of existing local efforts, such as addressing aging infrastructure, emergency management, and public health; and

WHEREAS, local governments play a critical role in fostering social equity in the face of climate-related challenges, including the potential for community displacement; and

WHEREAS, while counties and cities in Southwest Florida have independently identified and undertaken activities to address vulnerabilities, they recognize the value of a collaborative commitment to build resiliency in the region; and

WHEREAS, the Compact Members have joined in formation of the Southwest Florida Regional Resiliency Compact to coordinate their efforts and enhance their abilities to prepare, adapt, and mitigate for the effects of climate change in their individual communities and throughout the entire Southwest Florida region.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARDS OF THE COMPACT MEMBERS THAT:

SECTION 1. Findings - The findings set forth above are adopted and set forth as the reasons and statement of purpose for the formation of the Southwest Florida Regional Resiliency Compact.

SECTION 2. Regional Cooperation - The Compact Members shall work together to maximize their efforts to adapt to and work to mitigate the effects of climate change by: identifying vulnerabilities to the effects of climate change in their communities; identifying common vulnerability assessment methodologies; planning for adaptation and mitigation actions that will enhance the resiliency of their communities; learning from each other and their prior efforts and planning documents; leveraging their resources; and pursuing public-private partnerships.

SECTION 3 Regional Resiliency Action Plan - The Compact Members shall develop a Regional Resiliency Action Plan which shall include strategies for coordinated regional preparation for and adaption to a rapidly changing global environment.

SECTION 4. Science-based Decisions - The Compact Members will base their strategies and actions on sound science and technical data, and shall work together to identify experts for guidance and use recognized and consistent sea-level rise projections to assess vulnerability and inform planning efforts.

SECTION 5. Legislative Strategy - The Compact Members shall develop a legislative strategy which recognizes the region-specific vulnerabilities of Southwest Florida to the impacts of climate change and includes recommendations for the allocation of state and federal resources.

SECTION 6. Community Involvement - Recognizing the importance of involvement in these regional, cooperative efforts by all members of the community, the Compact Members shall engage and involve local businesses, organizations, associations, and individuals in developing policies and recommendations.

SECTION 7. Education and Outreach - It is critical that the Southwest Florida region present a cohesive and consistent message to avoid ambiguity across jurisdictional lines. Therefore, the Compact Members will develop a Regional Resiliency Education and Outreach strategy to assist the Compact Members in communicating efforts to their citizens.

SECTION 7. Intent - The Compact Members each join the Southwest Florida Regional Resiliency Compact as an expression of their intent and commitment to work together on a regional level to identify and address the effects of climate change, but by joining this Compact, the Compact Members do not hereby commit financial resources and acknowledge that the governing body of each Compact Member retains that

power and authority.



Captiva Erosion Prevention District (CEPD)

Board of Commissioners

Standard Operating Procedure

for

Appointing a Commissioner to a Vacant Seat

<u>Section</u>	<u>Page</u>
Document History.....	2
Background and Description.....	2
Purpose.....	2
Procedure Participants.....	2
Frequency.....	2
Steps.....	2
Monitoring.....	3
Performance Measures.....	3
Related SOP's.....	3
Appendix A – Requirements and Expectations.....	4
Appendix B – Why Become a Commissioner?.....	6

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.

Investment and Funding Strategy for the Captiva Erosion Prevention District

Administration Summary

PART ONE

Investment Strategy – Travis Gleason, Managing Director – Institutional Investments, Fifth Third Bank

Main Objective: To invest CEPD cash reserves in secured, federally insured holdings such as Certificates of Deposit (CD) and US Treasury Bonds.

Proposal:

Fifth Third has proposed a staggered investment strategy using 4 - \$250,000 CD's, 2 - \$500,000 T-Bills, and 1 - \$750,000 T-Bill.

Concurrently, Fifth Third will setup a Line of Credit of \$1M for emergencies and unknown expenditures.

As each CD or Bond matures, the Board will decide to pay down the 2020-2021 renourishment loans or to reinvest depending on market rates and conditions at that time.

Note: See attachment for details

PART TWO

Funding Strategy - Cara Parker, AVP, Portfolio Manager, Fifth Third Bank
Paul Drucker, AVP, Relationship Manager, Fifth Third Bank

Main Objective: Secure funding for the \$18M assessment loan

Initial Requirements of CEPD to Fifth Third:

1. Pledge of assessment (they will receive this pledge in 1Q2020)
2. Copies of all resolutions concerning the \$18M Assessment
3. Breakdown of \$30M project costs
4. Summary/Estimation of all funding (ACOE, DEP, Lee County, CEPD)
5. Terms of assessment payments (last assessment was no interest if paid in full within 1st 60 days, then 5 ½% per year up to 7 years)

Loan Strategy Options

1. Receive loan in one payment at the start of project
2. Setup 2 construction loans:
 - a. \$9M each, the 1st loan during 2020, the 2nd in 2021
 - b. Creating 2 loans in 2 separate years would enable CEPD to use a Bank Qualified, tax-exempt loan which has the lowest interest rate.

Note: Administration is meeting with our Bond Counsel, Mark Raymond, within in the next month or two to discuss options and schedule.



Bond Portfolio Analysis

Captiva Erosion Prevention District

Account Representative

Travis Gleason

Curve Date

7/31/2019

Analysis Date

8/1/2019

Fixed Income Strategy Team

John Dunlevy, CFA®

Managing Director
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Anne LeMaster-Merrick

Analyst
anne.lemaster-merrick@53.com



Bond Portfolio Executive Summary

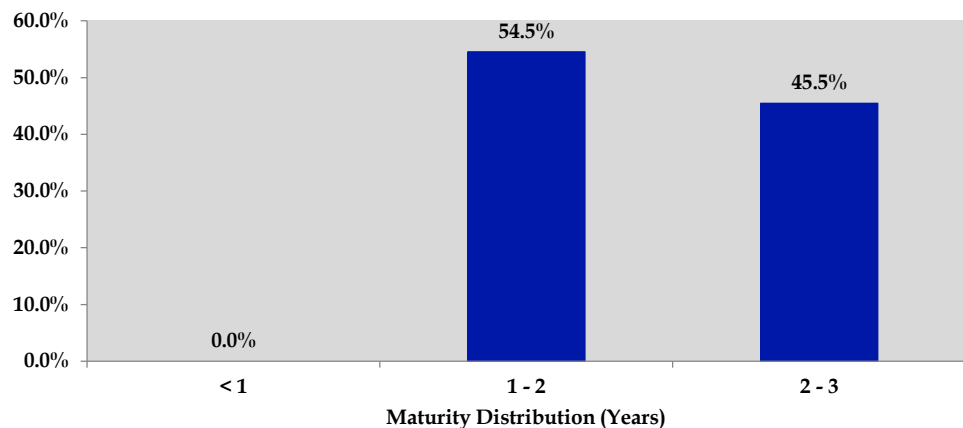
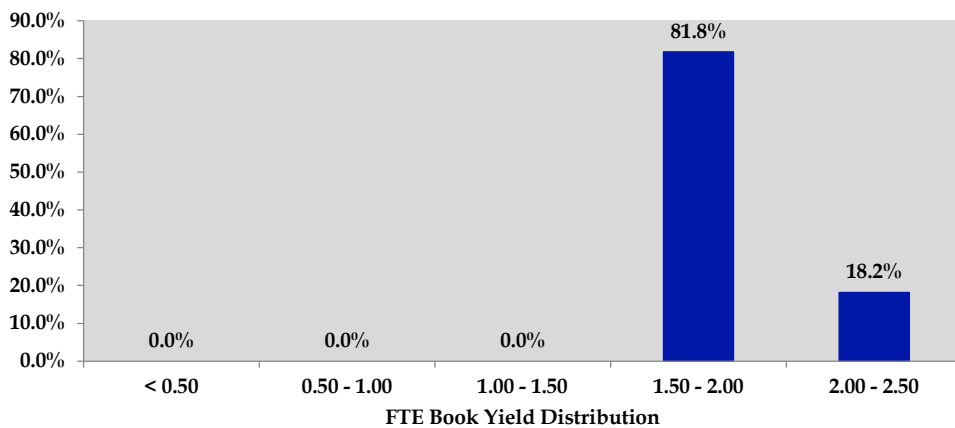
Captiva Erosion Prevention District

Portfolio Date: 07/31/2019

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	\$2,738,758	\$2,738,758	\$0	99.59	99.59

FTE Book Yield	FTE Market Yield	Weighted Average Mat.	Weighted Average Life	Effective Duration	Effective Convexity	Treasury Spread	12M Total Return	% of Portfolio Callable
1.82	1.82	1.90	1.89	1.84	0.04	-9.85	1.68	0.0%

Portfolio Breakdown by Bond Type



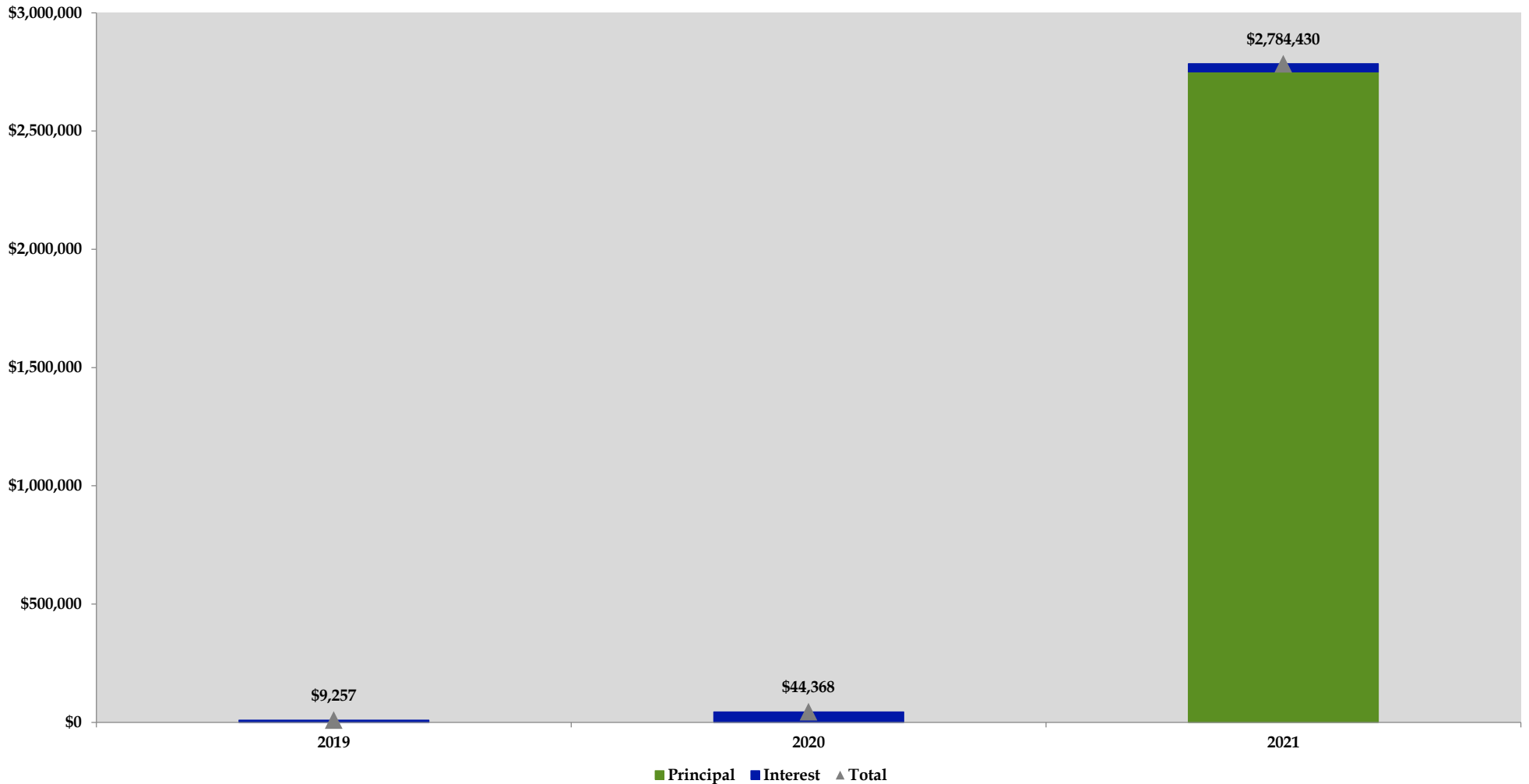


Bond Portfolio Annual Cash Flows

Captiva Erosion Prevention District

Portfolio Date: 07/31/2019

Cash Flow	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Principal	\$0	\$0	\$2,750,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$9,257	\$44,368	\$34,430	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$9,257	\$44,368	\$2,784,430	\$0	\$0	\$0	\$0	\$0	\$0	\$0





CUSIP Detail Report

Captiva Erosion Prevention District

Portfolio Date: 07/31/2019

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
14042TBR7	CAPITAL ONE BANK	CD	2.00	2/8/21	FDIC	FDIC	\$250,000	100.00	100.00	\$0	2.00	1.50	1.92	1.47	3.14
956310AS5	WEST TOWN BANK	CD	1.90	2/26/21	FDIC	FDIC	\$250,000	100.00	100.00	\$0	1.90	1.49	1.70	1.45	-6.99
61690UJL5	MORGAN STANLEY B	CD	2.10	8/2/21	FDIC	FDIC	\$250,000	100.00	100.00	\$0	2.10	1.99	1.95	1.94	19.45
02007GLB7	ALLY BANK UT	CD	2.10	8/9/21	FDIC	FDIC	\$250,000	100.00	100.00	\$0	2.10	2.00	1.95	1.95	19.60
Total		CD	2.03	1.79			\$1,000,000	100.00	100.00	\$0	2.03	1.75	1.88	1.70	8.80
912828Q78	US TREASURY N/B	US Treasury	1.38	4/30/21	Aaa	AA+	\$500,000	99.41	99.41	\$0	1.72	1.75	1.59	1.71	-21.81
9128287F1	US TREASURY N/B	US Treasury	1.75	7/31/21	Aaa	AA+	\$500,000	100.10	100.10	\$0	1.70	2.00	1.55	1.96	-20.41
9128282F6	US TREASURY N/B	US Treasury	1.13	8/31/21	Aaa	AA+	\$750,000	98.83	98.83	\$0	1.70	2.08	1.55	2.04	-19.72
Total		US Treasury	1.38	1.97			\$1,750,000	99.36	99.36	\$0	1.70	1.96	1.56	1.92	-20.51



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.



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 convert 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	
--	--

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	
---	--

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
\$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

* does not inc. ER taxes

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 12th day of August, 2019.

Board of Commissioners of the
Captiva Erosion Prevention District

By: _____ Certified by: _____
Chairman Secretary

Approved as to Form

By: _____
Board Attorney



Captiva Erosion Prevention District (CEPD)

Board of Commissioners

Standard Operating Procedure

for

Providing Administrative Assistance to Commissioners

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

DOCUMENT HISTORY

Revision date	What was revised	Effective date	Author
10/24/2010	New-Original	to be determined	PIP/bg
12/20/2010	Revised based on DH and KR rev	to be determined	PIP/bg
7/18/2016	Revised and updated	to be determined	John Bralove
5/28/2019	Revised and Updated	6/10/2019	Hans Wilson

BACKGROUND AND DESCRIPTION

According to the CEPD Rules of Procedure, Rule 1.11 (b) ; “The Administrator shall respond to all reasonable requests of any Commissioner with priority to be set by the Chairman as necessary. Duties shall include the running of the District’s office, attendance at Board meetings, custodian of the records, agent, and all other administrative duties associated with carrying out the duties, responsibilities and policies of the District Board.”

From time to time, a CEPD Commissioner may undertake a special project on behalf of CEPD and will ask the CEPD Administrator for assistance with that project. The CEPD Administrator will determine manpower capacity to provide the requested assistance to the Commissioner. If the amount of assistance requested is too great for CEPD Administration to provide without a negative impact on the ongoing CEPD workload the Administrator will take the proper steps to contract the appropriate individual(s) to work with the Commissioner, with Board approval.

Commissioners, as elected members of the Board of the Captiva Erosion Prevention District, have specific duties and authorities as outlined in the Rules of Procedure. Commissioners as part of their participation on the Board interface with Administration to discharge their duties, for example to review the meeting minutes, sign resolutions, oversee budgets, or review financials. In some cases the priority of an individual Commissioner may be at odds with the priorities of the Board. It is the goal of Administration to prioritize tasks at the direction of the Board first and handle individual requests from Commissioners as available.

Note that if a Commissioner requires incidental assistance from CEPD Administration, this procedure will not be invoked. It is only when the man hours required exceeds capacity to assist Commissioners that this procedure should be followed.

PURPOSE

The purpose of this SOP is to:

- Give the direction from the Board the highest priority
- Prevent the blurring of lines between an independent contractor and employee.
- Document individual commissioner requests for the Board to assure concurrence by vote, if necessary.

- Describe the steps that the CEPD Administrator takes to provide CEPD Commissioners with administrative assistance for special projects.

PROCESS PARTICIPANTS

CEPD Administration
CEPD Commissioners

FREQUENCY

The steps in this procedure are performed whenever a CEPD Commissioner requests administrative assistance with a special project, or a request that is not part of the collective direction of the Board.

STEPS

1. If a CEPD Commissioner requires administrative assistance with a project that the Commissioner is undertaking on behalf of CEPD, the Commissioner requests either verbally or by email that the CEPD Administrator make arrangements to provide the Commissioner with assistance. The CEPD Commissioner provides the CEPD Administrator with a description of the type of assistance that is required, the number of hours of assistance the Commissioner thinks is required, and the timeframe in which the assistance must be provided. The CEPD Commissioner or the CEPD Administrator will complete the attached form to outline the specific request of each Commissioner.
2. Upon receipt of a request for administrative assistance from a CEPD Commissioner, the CEPD Administrator evaluates the request and determines if the skills required to provide the assistance are within the job description or duties of the Administration or if outside consultants with the required skillset will need to be hired.
3. If the CEPD Administrator or Deputy Administrator possesses the required skills, the CEPD Administrator determines if the assistance would have a negative impact on CEPD's ongoing workload based on the number of hours requested and the timeframe in which the assistance must be provided.
4. If the CEPD Administrator determines the assistance can be provided without a negative impact to CEPD's ongoing workload, the CEPD Administrator discusses the assignment with the Deputy Administrator to determine who will provide the assistance to the Commissioner. A follow up email to the Commissioner requesting assistance will be produced and copied to the Board.
5. CEPD Administrator will determine the need for supporting action by the Board. Supporting action via resolution or other vote by the Board will be confirmed and noted on the "Commissioners Request" form, giving the request priority over individual requests not supported by the majority of the Board.
6. If the CEPD Administrator determines that the skillset required to provide the assistance is not defined in the Administration duties, or that the requested assistance would negatively impact Administration's ongoing workload, the CEPD Administrator determines what the total cost of contracting for those services will be.

- a. If the CEPD Administrator determines that the total cost will be \$2,500 or less, the CEPD Administrator obtains authorization for that expenditure from the CEPD Chair (per the CEPD Rules of Procedure) and makes arrangements for the contracted service provider.
- b. If the CEPD Administrator determines the total cost will be more than \$2,500, the CEPD Administrator informs the Commissioner requesting the assistance that the expenditure will have to be approved at a CEPD Board meeting and ensures the agenda for the next CEPD Board meeting includes a discussion of the proposed expenditure. Upon approval of the expenditure by the CEPD Board, the CEPD Administrator makes arrangements for the required contracted services.

MONITORING

The CEPD Administrator is responsible for ensuring that Commissioners follow this standard operating procedure and that significant effort is not being expended in assisting Commissioners without a proper request having been made and evaluated by the Board. Issues related to conformance with the SOP or changes to modify the effectiveness of the SOP will be addressed before the CEPD Board

PERFORMANCE MEASURES

Commissioner requests for significant administrative assistance are made to the CEPD Administrator, in writing, to avoid miscommunication.

1. Commissioners are provided with the assistance that they request in a timely manner, per this standard operating procedure.
2. The engagement of contracted service providers to fulfill Commissioner administrative assistance requests is approved by the CEPD Board if the cost of that engagement is more than \$2,500 or approved by the CEPD Chair if the cost of that engagement is \$2,500 or less.

RELATED SOP'S

Standard Operating Procedure for Regular Board Meeting Support

Standard Operating Procedure for Special Board Meeting and Emergency Board Meeting Support

**Use Case for Additional Parking
at 15295 Captiva Drive**

**Captiva Erosion Prevention District
Administration Report**

Overview

Federal and State funding is closely tied with public access to the beach. This report is to begin exploration in adding public parking to Captiva.

One of the few lots available on Captiva, located at 15295 Captiva Drive, is within steps of beach access adjacent to Jensen’s on the Beach. This 0.39 acre lot is listed at \$899,000; it was last sold in 2013 for \$660,000. It has been on the market for over 600 days.

Initial talks with representatives from Lee County Zoning Department were very positive and suggested that we should pursue the re-zoning process, which normally takes 6-9 months.

While we recognize the importance of securing public support, particularly from the surrounding property owners, we felt it worthwhile to look at the costs versus benefits to determine feasibility.

Buildout Proposal

Given the proximity to residential housing, a mobile bathroom trailer would not (or should not) be an option. A viable option would be a building that is aesthetically pleasing to Captivans and the public, providing restrooms, shower facilities, pick-up/drop-off for shuttles to businesses and restaurants, and CEPD headquarters.

Estimated Cost Breakdown:

Land	\$900,000
Building	\$600,000
Lot Improvements	\$150,000
Miscellaneous/Soft Costs	<u>\$100,000</u>
Total	\$1,750,000
Down Payment	\$350,000
Mortgage Payment	\$8,200/mo (\$98,400/year)

Note 1: CEPD Headquarter’s rent is currently \$1,800/mo. (\$21,600 annually)

Note 2: While some costs may be covered by TDC funding, this exercise assumes zero outside funding or other grant sources.

Revenue Potential

Interpolating revenue numbers from the Alison Hagerup Lot (41 spaces - \$400,000 for 2019) to the proposed lot (30 spaces), this would generate approx. additional revenue of \$290,000 annually.

Year 0 Mortgage (re-zoning, construction)	(\$60,000)
Year 1 Revenue	\$290,000
Downpayment	(\$350,000)
Year 1 Mortgage	(\$98,400)
<u>Year 1 Rent Savings</u>	<u>\$16,800</u>
Year 1 Revenue (loss)	(\$201,600)

Year 2 onward Revenue	\$290,000
Year 2 Mortgage	(\$98,400)
<u>Year 2 Rent Savings</u>	<u>\$16,800</u>
Year 2 and onward Annual Revenue	\$208,400

State Funding

Using the current LGFR as a guide, possible additional funding by DEP is realized by adding 30 public parking spaces. Please note this is an estimate and has not been submitted to APTIM for review.

DEP credit per parking space	52.8'	x	30 spaces	=	1,584' additional shoreline credit
Increased credit % (cost share)					2.95%

Assuming \$30M total project cost, the additional parking would increase DEP funding by

+\$885,000 per renourishment.

MEMO

TO: Mr. Joe Wagenti, Deputy Administrator
Captiva Erosion Prevention District

FROM: Ahmad R. Kareh, P.E., M.S.C.E., Senior Vice President & Regional Manager
CES, Inc.

RE: South Seas Beach Parking Lot
CES Project Number 2010551.001(19-12)

DATE: August 7, 2019

Per our meeting on July 17th, 2019, attached herewith is a preliminary Site Plan for your review and comments and/or approval for the above referenced project.

Keep in mind the following:

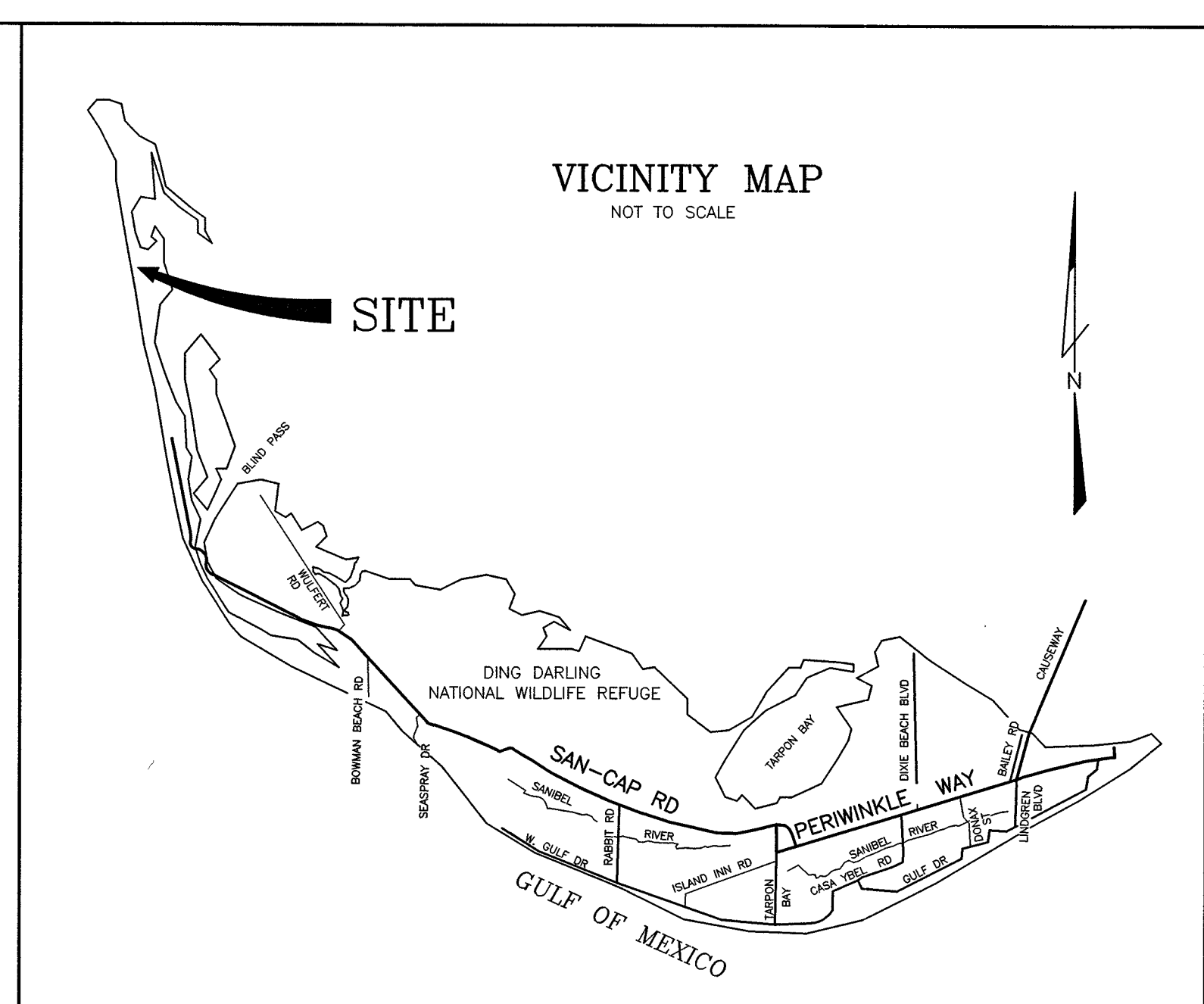
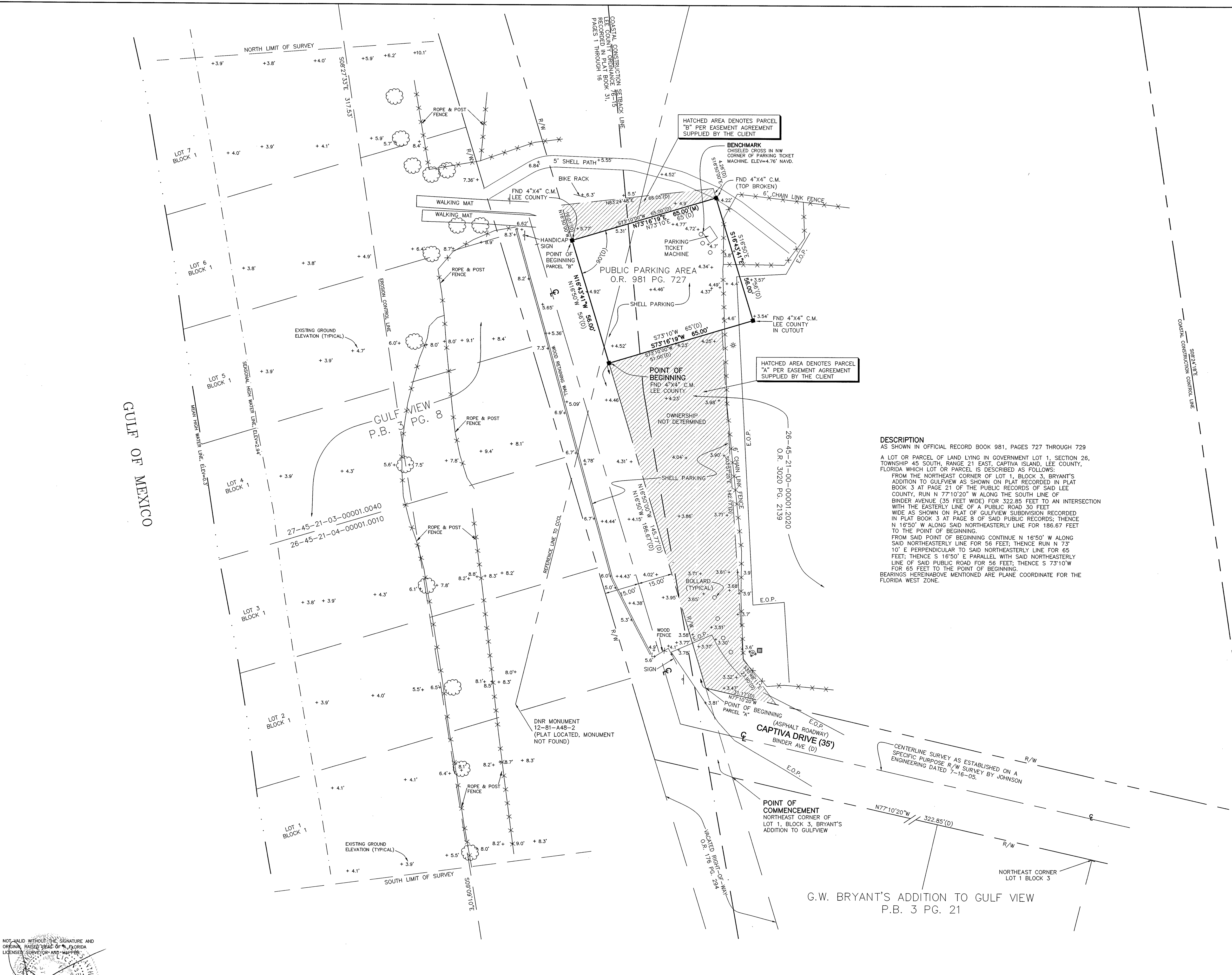
1. The widening of the paved roadway will require the removal of the bollards and more importantly the removal of the big tree behind the bollards.
2. The proposed improvements lie partially outside of the designated easements per the provided documents by you. See the attached final survey.
3. The proposed improvements lie partially seaward of the Coastal Construction Setback Line.

Finally, what is the name of this project. Is it South Seas Beach Parking Lot or Allison Hagerup Parking Lot/Bathroom Facility? Please advise.

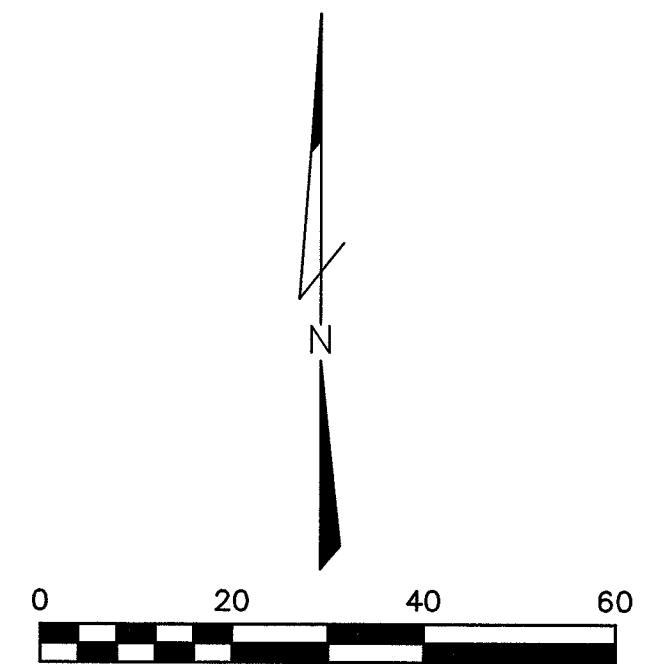
Please review and let me know if the attached layout is acceptable, so that we can move forward with the preparation of our plans.

If you should have any questions regarding any of the above, please do not hesitate to call me.

MEMO (WAGENTI)PRELIMINARY SKETCH\2010551.001(19-12)\08-07-19



DESCRIPTION
 AS SHOWN IN OFFICIAL RECORD BOOK 981, PAGES 727 THROUGH 729
 A LOT OR PARCEL OF LAND LYING IN GOVERNMENT LOT 1, SECTION 26,
 TOWNSHIP 45 SOUTH, RANGE 21 EAST, CAPTIVA ISLAND, LEE COUNTY,
 FLORIDA WHICH LOT OR PARCEL IS DESCRIBED AS FOLLOWS:
 FROM THE NORTHEAST CORNER OF LOT 1, BLOCK 3, BRYANT'S
 ADDITION TO GULFVIEW AS SHOWN ON PLAT RECORDED IN PLAT
 BOOK 3 AT PAGE 21 OF THE PUBLIC RECORDS OF SAID LEE
 COUNTY, RUN N 77°10'20" W ALONG THE SOUTH LINE OF
 BINDER AVENUE (35 FEET WIDE) FOR 322.85 FEET TO AN INTERSECTION
 WITH THE EASTERLY LINE OF A PUBLIC ROAD 30 FEET
 WIDE AS SHOWN ON PLAT OF GULFVIEW SUBDIVISION RECORDED
 IN PLAT BOOK 3 AT PAGE 8 OF SAID PUBLIC RECORDS; THENCE
 N 16°50' W ALONG SAID NORTHEASTERLY LINE FOR 186.67 FEET
 TO THE POINT OF BEGINNING.
 FROM SAID POINT OF BEGINNING CONTINUE N 16°50' W ALONG
 SAID NORTHEASTERLY LINE FOR 56 FEET; THENCE RUN N 73°
 10' E PERPENDICULAR TO SAID NORTHEASTERLY LINE FOR 65
 FEET; THENCE S 16°50' E PARALLEL WITH SAID NORTHEASTERLY
 LINE OF SAID PUBLIC ROAD FOR 56 FEET; THENCE S 73°10' W
 FOR 65 FEET TO THE POINT OF BEGINNING.
 BEARINGS HEREINAFORE MENTIONED ARE PLANE COORDINATE FOR THE
 FLORIDA WEST ZONE.



NOTES
 SURVEY AND BEARING BASIS: PLAT OF THE COASTAL CONSTRUCTION
 CONTROL LINE RECORDED IN PLAT BOOK 46, PAGES 15 THROUGH
 34, THE DESCRIPTION SHOWN HEREON, AND EXISTING
 MONUMENTATION.
 ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM
 (NAVD) OF 1988 AND N.G.S. BENCHMARK "MUNSON".
 C = CENTERLINE.
 ELEV. = ELEVATION.
 FND. = FOUND.
 M.H. = MANHOLE.
 N/D = NAIL AND DISK.
 O.R. = OFFICIAL RECORD BOOK.
 B.M. = BENCHMARK.
 I.R. = IRON ROD.
 I.P. = IRON PIPE.
 C.M. = CONCRETE MONUMENT.
 P.C.P. = PERMANENT CONTROL POINT.
 P.R.M. = PERMANENT REFERENCE MONUMENT.
 CONC. = CONCRETE.
 E.O.P. = EDGE OF PAVEMENT.
 (R) = RADIAL LINE.
 (M) = MEASURED.
 (D) = DEED CALL.
 (P) = PLAT CALL.
 (P.U.E.) = PUBLIC UTILITY EASEMENT.
 (D.E.) = DRAINAGE EASEMENT.
 IRON RODS "SET" ARE 5/8" X 18" REBAR WITH CAP #8267.
 PARCEL IS LOCATED IN A SPECIAL FLOOD HAZARD AREA ON THE
 NATIONAL FLOOD INSURANCE RATE MAPS.
 THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF TITLE WORK
 BEING PROVIDED; THERE MAY BE EASEMENTS OR OTHER MATTERS
 UNKNOWN TO THE SURVEYOR.
 PARCEL, SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS
 AND RIGHTS OF WAY, (WRITTEN AND UNWRITTEN, RECORDED AND
 UNRECORDED).
 UNDERGROUND AND ABOVEGROUND IMPROVEMENTS OTHER THAN
 SHOWN WERE NOT LOCATED.
 THIS PLAT PREPARED AS A SPECIFIC PURPOSE SURVEY AND IS
 NOT INTENDED TO DELINEATE THE JURISDICTION OR
 JURISDICTIONAL AREAS OF ANY FEDERAL, STATE, REGIONAL OR
 LOCAL AGENCY OR BOARD.
 LAST DATE OF FIELD WORK: 06/20/2019.

NOT VALID WITHOUT THE SIGNATURE AND
 ORIGINAL RAISED SEAL OF A FLORIDA
 LICENSED SURVEYOR AND MAPPER

JAMES K. HESSLER
 PROFESSIONAL SURVEYOR AND MAPPER
 FLORIDA CERTIFICATION LS 6410
 (FOR THE FIRM)

- THIS CERTIFICATION IS ONLY FOR THE LANDS
 DESCRIBED HEREON.
 - IT IS NOT A CERTIFICATION OF TITLE, ZONING,
 SETBACKS, OR FREEDOM OF ENCUMBRANCES.
 - THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF
 ABSTRACTS OF TITLE AND ALL MATTERS OF TITLE
 SHOULD BE REFERRED TO AN ATTORNEY AT LAW.

SYMBOLS

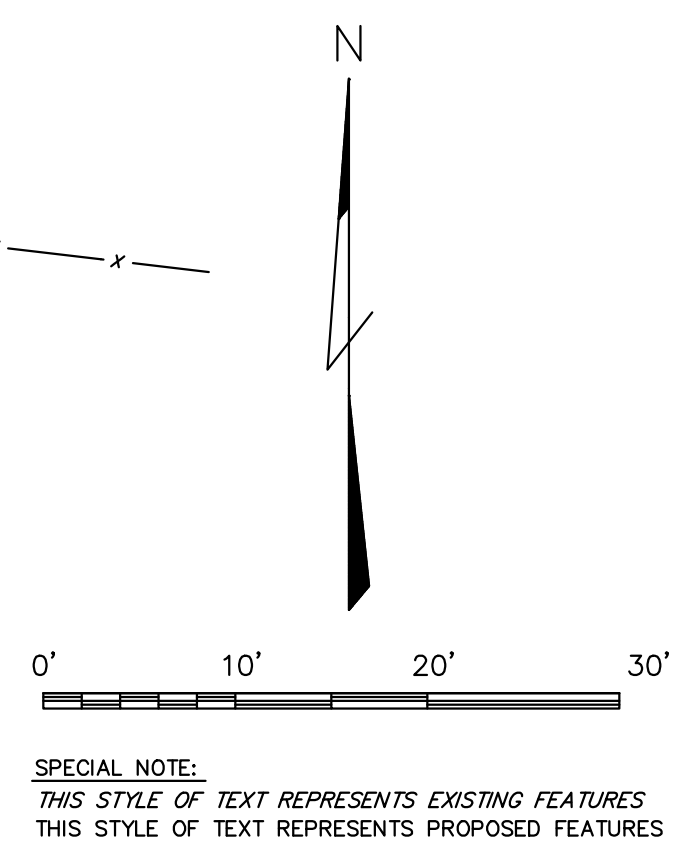
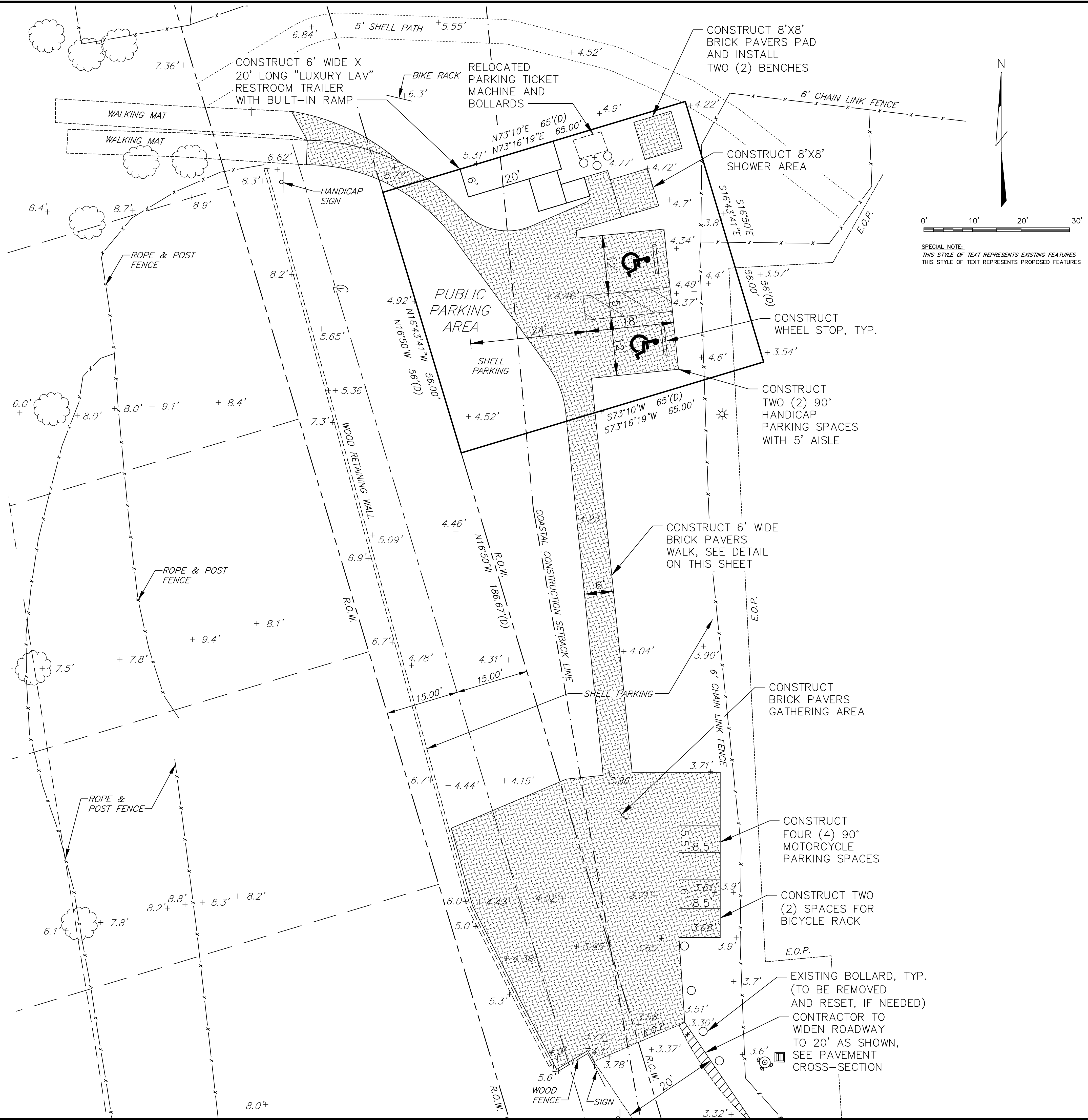
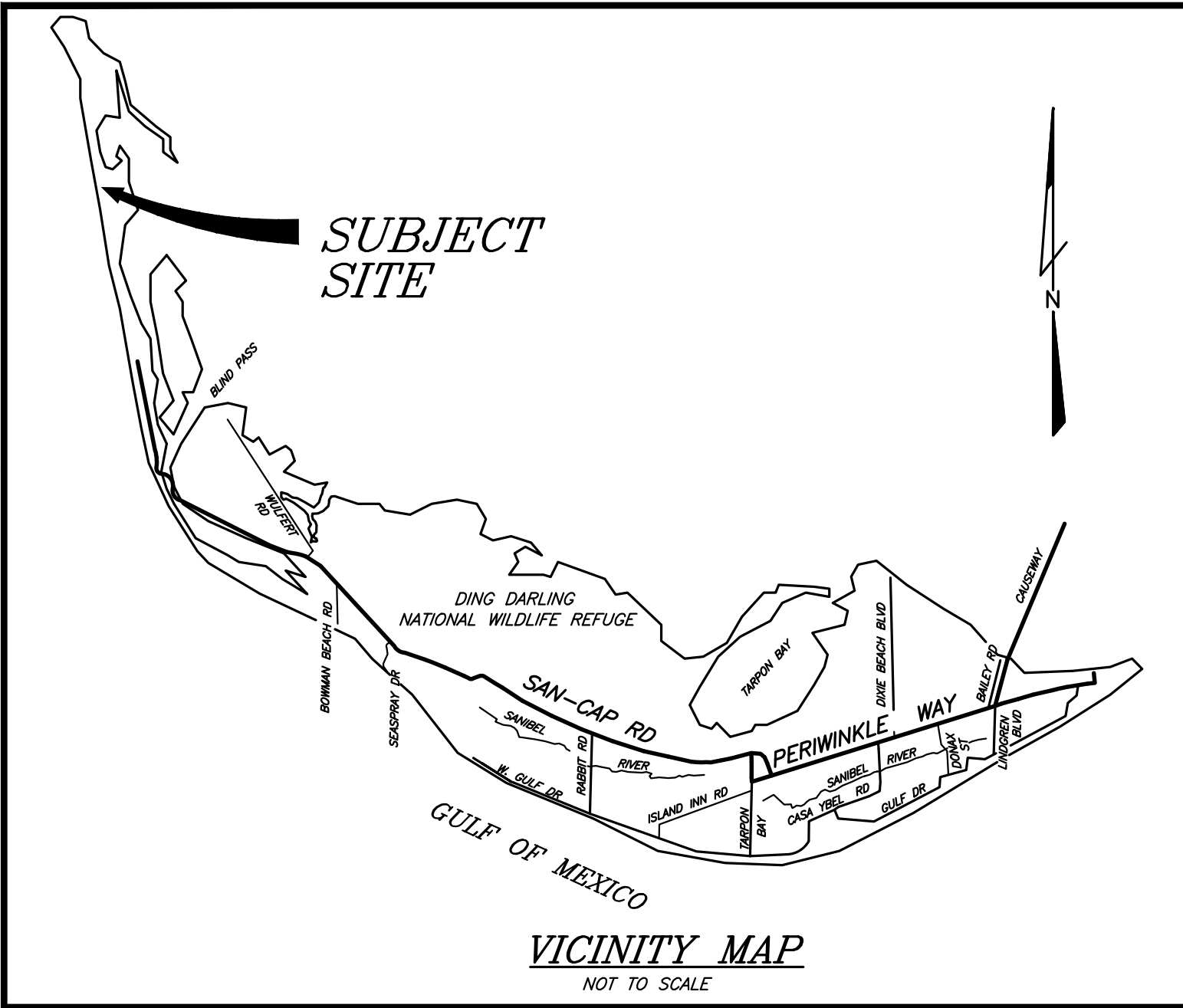
	= GUMBO LIMBO		= P-K NAIL & DISK		= CONCRETE PAD.
	= FIRE HYDRANT		= TELEPHONE BOX		= STAIRS.
	= SANITARY SEWER MANHOLE		= ELECTRIC TRANSFORMER		= SWALE.
	= WOOD UTILITY POLE		= CABLE TV BOX		= UNDERGROUND UTILITY LINE.
	= WATER METER		= CONCRETE UTILITY POLE		= OVERHEAD UTILITY LINE.
	= LIGHT POLE		= CATCH BASIN		= FENCE.
	= ANCHOR				

1					
2					
3					
4					
5					
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7					
8					
9					

REVISIONS

CESINC
 Engineers • Environmental Scientists • Surveyors
 13041 MCGREGOR BOULEVARD, FORT MYERS, FLORIDA 33919 PH (239) 481-1331
 2010551.001SPS
 DATE: 06-20-19 PROJECT NO.: 551.001 DRAWN BY: MV SCALE: 1" = 20' SHEET: 1 OF 1 FILE NO.: (S-T-R) 26-45-21

SPECIFIC PURPOSE SURVEY
 OF
 PARKING FACILITIES & OTHER DETAILS
 ALONG THE NORTHERLY END OF CAPTIVA DRIVE
 AT SOUTH SEAS PLANTATION
 SECTION 26, TOWNSHIP 45 SOUTH, RANGE 21 EAST
 CAPTIVA ISLAND, LEE COUNTY, FLORIDA



<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: _____ AHMAD R. KAREH STATE OF FLORIDA PROFESSIONAL ENGINEER LICENSE NO. 43324</p>
<p>SOUTH SEAS BEACH PARKING LOT SECTION 26, T 45S, R 21E, LEE COUNTY, FLORIDA</p>	
<p>SITE PLAN</p>	
<p>SHEET 1 OF 1</p>	
<p>26-45-21</p>	

LOCATION: P:\FILE\2010551-CAPTIVA_EROSION_PREVENTION_DISTRICT\001-14790 CAPTIVA DRIVE-ARK02-CAD_DRAWINGS\CIVIL\SOUTH SEAS BEACH PARKING LOT.DWG\SKETCH.plotted 19/08/07 4:10:18 PM. gmejia

Current website evaluation:

Accessibility

These checks highlight opportunities to [improve the accessibility of your web app](#). Only a subset of accessibility issues can be automatically detected so manual testing is also encouraged.




Internationalization and localization

These are opportunities to improve the interpretation of your content by users in different locales.

- 1 <html> element does not have a [lang] attribute  

Names and labels

These are opportunities to improve the semantics of the controls in your application. This may enhance the experience for users of assistive technology, like a screen reader.

- 2 Image elements do not have [alt] attributes  
- 3 Form elements do not have associated labels  
- 4 Links do not have a discernible name  


-  **Additional items to manually check** 11 audits 
-  **Passed audits** 7 audits 
-  **Not applicable** 24 audits 

Updated website evaluation:

Accessibility

These checks highlight opportunities to [improve the accessibility of your web app](#). Only a subset of accessibility issues can be automatically detected so manual testing is also encouraged.



-  **Additional items to manually check** 11 audits 
-  **Passed audits** 21 audits 
-  **Not applicable** 14 audits 

Runtime settings

- **URL:** <https://mycpd.specialdistrict.org/>
- **Fetch time:** Aug 1, 2019, 8:06 PM PDT
- **Device:** No emulation
- **Network throttling:** 150 ms TCP RTT, 1,638.4 Kbps throughput (Simulated)
- **CPU throttling:** 4x slowdown (Simulated)
- **User agent (host):** Mozilla/5.0 (Macintosh; Intel Mac OS X 10_14_5) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/75.0.3770.100 Safari/537.36
- **User agent (network):** Mozilla/5.0 (Macintosh; Intel Mac OS X 10_14_5) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/75.0.3770.100 Safari/537.36
- **CPU/Memory Power:** 1540

Generated by **Lighthouse** 4.3.1 | [File an issue](#)



Contact Us

- Home
- Governance ▾
- Board of Commissioners
- Meeting Information ▾
- Beach Projects
- Permits/Forms ▾
- Contact Us

Our Mission

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

Beach Projects

The residents and businesses on Captiva have successfully managed Captiva's beach for 60 years, improving and solidifying our beach with each project. The success of the program is evident by the lack...

[READ MORE »](#)

Privacy Policy

This Privacy Policy governs the manner in which this site collects, uses, maintains and discloses information collected from users (each, a "User").

[READ MORE »](#)

QUICKLINKS

- Board Members**
- Administration**
- Meetings**
- Beach Projects**

BOARD MEETINGS

AUG
12
2019

Board Meeting - August 2019

Nancy Stroud, P.A.

Nancy Stroud, Esq.

Direct Dial: 561 826 2804

July 22, 2019

Captiva Erosion Prevention District
Carolyn Weaver
Administrator
P.O. Box 365
Captiva Island, FL 33924

Via email: Carolyn@mycepd.com

Re: Firm Change
Our File #58201

Dear Carolyn:

Effective July 22, 2019, I am no longer practicing with Lewis Stroud & Deutsch, PL. Instead, I will continue my law practice as Nancy E. Stroud, P.A., at the same address: 1875 NW Corporate Blvd., Suite 100, Boca Raton, FL 33431, and the same telephone number, (561) 826-2804. My new email address is nstroud@nstroudpa.com. Email addressed to my old email address will be forwarded to the new one.

This is a friendly change from my former firm, but of course the decision as to how the matters I have worked on for you are handled, and who handles them in the future is completely the client's. The attached authorization for transfer of client file is necessary for professional purposes. I respectfully request that you complete it and return it to me at the above address.

Thank you as always for your consideration.

Very truly yours,



Nancy Stroud

NES/tfgw

Enclosure

*1875 NW Corporate Blvd., Suite 100, Boca Raton, FL 33431
Telephone 561 826 2800 Facsimile 561 826 2828*

AUTHORIZATION FOR TRANSFER OF CLIENT FILE

I wish to continue being represented by Nancy Stroud. Please transfer my file to Nancy Stroud, P.A. at 1875 NW Corporate Blvd., Suite 100, Boca Raton, FL 33431.

I wish to now be represented by _____
_____(Name and Address
of new Lawyer)

[Client's Printed Name]

[Client's Signature]

[Date]

Lewis, Stroud & Deutsch, PL

Date	Amount	Total Hours
7/19	367.50	2.1
6/19	752.50	4.3
5/19	845.00	4.8
4/19	0.00	0
3/19	1,470.00	8.4
2/19	507.50	2.9
1/19	684.00	3.9
12/18	0.00	0
11/18	388.69	2.2
10/18	1,589.24	8.9
FY18-19	<u>6,604.43</u>	<u>37.5</u>
9/18	1,358.17	7.8
8/18	392.91	2.2
5/18	287.60	1.5
4/18	140.00	0.8
2/18-4/18	228.17	1.3
1/18	420.00	2.4
FY17-18	<u>2,826.85</u>	<u>16</u>
Total:	9,431.28	53.5

Lewis, Stroud & Deutsch, PL

1875 NW Corporate Blvd
Suite 100
Boca Raton, FL 33431
Tel 561-826-2800 Fax 561-826-2828

July 26, 2019

Invoice

Captiva Erosion Prevention District
c/o Carolyn Weaver
P.O. Box 365
Captiva Island, FL 33924

In Reference To:File No. 58201

Invoice # 7182
Federal ID #
20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
7/1/2019 NES Respond to correspondence from Ms. Weaver relaying Board's request for formal opinion; review appraisal proposals and correspond with Dr. Stronge	1.20	210.00
7/2/2019 NES Respond to correspondence from Ms. Weaver regarding quorum and check writing	0.30	52.50
7/3/2019 NES Review procedure for filling vacancy; review legislation; Respond to correspondence from Ms. Weaver regarding quorum and check writing	0.30	52.50
7/8/2019 NES Review revised procedure for filling vacancy and propose change	0.30	52.50
Total professional services rendered	2.10	\$367.50
Previous balance		\$752.50
Accounts receivable transactions		
7/15/2019 Payment - Thank You No. 05871		(\$752.50)
Total payments and adjustments		(\$752.50)
<u>Balance due</u>		<u>\$367.50</u>

Invoice Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Nancy E. Stroud	2.10	175.00	\$367.50

Lewis, Stroud & Deutsch, PL
 1875 NW Corporate Blvd
 Suite 100
 Boca Raton, FL 33431
 Tel 561-826-2800 Fax 561-826-2828

July 3, 2019

Invoice

Captiva Erosion Prevention District
 c/o Carolyn Weaver
 P.O. Box 365
 Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 7172
 Federal ID #
 20-338-5521

For Professional Services Rendered:

	Hours	Amount
6/4/2019 NES Review proposed state grant and respond to Ms. Weaver regarding same	0.40	70.00
6/5/2019 NES Prepare memo regarding sea level rise and transmit; review correspondence from Ms. Weaver	1.00	175.00
6/6/2019 NES Review correspondence from Mr. Mullins; review correspondence from Mr. Wilson	0.20	35.00
6/11/2019 NES Review correspondence from Mr. Mullins et al regarding sea level rise research; telephone conference with Mr. Wilson	0.40	70.00
6/18/2019 NES Respond to correspondence regarding Board vacancy	0.20	35.00
6/19/2019 NES Respond to correspondence regarding appraisal; send email to Chair Mullins	0.40	70.00
6/24/2019 NES Telephone conference with Chair Mullins	1.50	262.50
6/26/2019 NES Respond to correspondence from Ms. Weaver	0.20	35.00
Total professional services rendered	4.30	\$752.50
Previous balance		\$845.00
Accounts receivable transactions		
6/13/2019 Payment - Thank You No. 005857		(\$845.00)
Total payments and adjustments		(\$845.00)
<u>Balance due</u>		\$752.50

Invoice Summary

Name	Hours	Rate	Amount
Nancy E. Stroud	4.30	175.00	\$752.50

Lewis, Stroud & Deutsch, PL

1875 NW Corporate Blvd
Suite 100
Boca Raton, FL 33431
Tel 561-826-2800 Fax 561-826-2828

June 4, 2019

Invoice

Captiva Erosion Prevention District
c/o Carolyn Weaver
P.O. Box 365
Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 7160
Federal ID #
20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
5/21/2019 NES Various communication with Mr. Wilson	0.50	87.50
5/23/2019 NES Review and revise response to HOAs and communications with Ms. Weaver; communication with Mr. Wagenti	0.50	87.50
5/29/2019 NES Telephone conference with Chair Mullins	0.40	70.00
5/30/2019 NES Follow up on various items: resolution regarding banking (including telephone conferences with state and CEPD); interlocal agreement, review and revision of Stronge report, seal level rise issue correspondence, language regarding video use, review various correspondence	3.00	525.00
5/31/2019 NES Review proposed documents regarding administrative operating procedures from Mr. Wilson including review of enabling legislation and rules of procedure	0.40	70.00
Total professional services rendered	4.80	\$840.00

Disbursements Incurred:

5/31/2019 NES Copying cost	5.00
Total Disbursements Incurred:	\$5.00
Total amount of this bill	\$845.00
Previous balance	\$1,470.00
Accounts receivable transactions	
4/18/2019 Payment - Thank You No. 005827	(\$1,470.00)
Total payments and adjustments	(\$1,470.00)
<u>Balance due</u>	<u>\$845.00</u>

Lewis, Stroud & Deutsch, PL
 1875 NW Corporate Blvd
 Suite 100
 Boca Raton, FL 33431
 Tel 561-826-2800 Fax 561-826-2828

RECEIVED

APR 02 2019

April 1, 2019

Invoice

Captiva Erosion Prevention District
 c/o Carolyn Weaver
 P.O. Box 365
 Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 7121
 Federal ID #
 20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
3/1/2019 NES Review various correspondence regarding allocation formula	0.40	70.00
3/4/2019 NES Respond to Mr. Wilson's inquiry regarding deputy administrator hiring after review and analysis, discussion with Mr. Oldehoff	0.90	157.50
3/6/2019 NES Prepare memorandum regarding beach vehicle use, after legal research; telephone conference with Mr. Mullins after review of various correspondence	4.50	787.50
3/8/2019 NES Review and respond to communication from Ms. Weaver regarding bond council	0.20	35.00
3/11/2019 NES Revise resolution and communicate with Ms. Weaver	0.60	105.00
3/15/2019 NES Respond to Chair Mullins inquiry regarding easements after review of article sent by him and review of enabling legislation; respond to Ms. Weaver	1.00	175.00
3/18/2019 NES Review and respond to Ms. Weaver regarding referendum	0.30	52.50
3/24/2019 NES Review Chair Mullins email correspondence	0.20	35.00
3/29/2019 NES Respond to Dr. Stronge correspondence regarding tentative apportionment after review of enabling legislation	0.30	52.50
Total professional services rendered	8.40	\$1,470.00
Previous balance		\$507.50
Accounts receivable transactions		
3/18/2019 Payment - Thank You No. 005809		(\$507.50)
Total payments and adjustments		(\$507.50)
<u>Balance due</u>		<u>\$1,470.00</u>

Invoice Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Nancy E. Stroud	8.40	175.00	\$1,470.00

Lewis, Stroud & Deutsch, PL

1875 NW Corporate Blvd
Suite 100
Boca Raton, FL 33431
Tel 561-826-2800 Fax 561-826-2828

February 28, 2019

Invoice

Captiva Erosion Prevention District
c/o Carolyn Weaver
P.O. Box 365
Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 7102
Federal ID #
20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
2/4/2019 NES Review further correspondence from Ms. Weaver regarding bond proceedings and notice for special meeting and respond; correspond with Mr. Mullins regarding beach walk over issues; research Rules of Procedure	0.50	87.50
2/6/2019 NES Review and revise resolution regarding park facilities and correspond with Ms. Weaver regarding same	0.40	70.00
2/10/2019 NES Prepare resolution confirming project and transmit to Ms. Weaver	1.00	175.00
2/11/2019 NES Telephone conference with Ms. Weaver	0.20	35.00
2/12/2019 NES Review and respond to correspondence from Ms. Weaver regarding county ordinance amending coastal setback	0.20	35.00
2/17/2019 NES Communication with Mr. Mullins and Ms. Weaver regarding use of beach vehicle after review of email	0.20	35.00
2/26/2019 NES Review correspondence from Mr. Wilson regarding beach vehicle SOPs and obtain same from him; telephone conference with Mr. Wilson	0.40	70.00
Total professional services rendered	2.90	\$507.50
Previous balance		\$684.00
Accounts receivable transactions		
2/20/2019 Payment - Thank You No. 005789		(\$684.00)
Total payments and adjustments		(\$684.00)
<u>Balance due</u>		<u>\$507.50</u>

Invoice Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Nancy E. Stroud	2.90	175.00	\$507.50

Lewis, Stroud & Deutsch, PL

1875 NW Corporate Blvd
Suite 100
Boca Raton, FL 33431
Tel 561-826-2800 Fax 561-826-2828

February 5, 2019

Invoice

Captiva Erosion Prevention District
c/o Carolyn Weaver
P.O. Box 365
Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 7095
Federal ID #
20-338-5521

For Professional Services Rendered:

		<u>Hours</u>	<u>Amount</u>
1/2/2019	NES Analyze issues related to notice for referendum; review and revise resolution regarding purchase of beach vehicle; telephone conference and communications with Ms. Weaver	1.40	245.00
1/3/2019	NES Review and respond to communications regarding public records requests	0.30	52.50
	NES Review and respond to Ms. Weaver's inquiry regarding Spanish translation of special assessment; further communications regarding public records requests	0.30	52.50
1/10/2019	NES Review and respond to Mr. Mullins' and Ms. Weaver's inquiry regarding process after review of enabling legislation and file; respond to Mr. Mullins regarding public records/devices inquiry	0.60	105.00
1/28/2019	NES Review correspondence from Mr. Mullins and Ms. Weaver; review rules of procedure; respond regarding DEP permit	0.70	122.50
1/30/2019	NES Review correspondence from Ms. Weaver regarding signs and respond	0.20	35.00
1/31/2019	NES Review correspondence from Ms. Weaver regarding bond proceedings and respond	0.40	70.00
	Total professional services rendered	3.90	\$682.50

Disbursements Incurred:

1/31/2019	NES Copying cost		1.50
	Total Disbursements Incurred:		\$1.50
	Total amount of this bill		\$684.00
	Previous balance		\$388.69
	Accounts receivable transactions		
12/17/2018	Payment - Thank You No. 005760		(\$388.69)
	Total payments and adjustments		(\$388.69)

Lewis, Stroud & Deutsch, PL

1875 NW Corporate Blvd
Suite 100
Boca Raton, FL 33431
Tel 561-826-2800 Fax 561-826-2828

December 3, 2018

Invoice

Captiva Erosion Prevention District
c/o Damon Grant
P.O. Box 365
Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 7048
Federal ID #
20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
11/7/2018 NES Review email correspondence and respond; follow up research on Sunshine Law; review DOAH site for update on administrative challenge and follow up with Mr. Wilson	0.80	140.00
11/8/2018 NES Correspond with Ms. Weaver; correspond with Mr. Stronge	0.30	52.50
11/16/2018 NES Review and respond to correspondence from Mr. Mullins	0.30	52.50
11/19/2018 NES Review and respond to Ms. Weaver's email	0.30	52.50
11/28/2018 NES Telephone conferences with Dr. Stronge and Mr. Wilson	0.50	87.50
Total professional services rendered	2.20	\$385.00

Disbursements Incurred:

11/5/2018 NES Postage	0.47
11/30/2018 NES Postage	1.42
NES Copying cost	1.80
Total Disbursements Incurred:	\$3.69

Total amount of this bill

\$388.69

Previous balance

\$1,589.24

Accounts receivable transactions

11/14/2018 Payment - Thank You No. 005747

(\$1,589.24)

Total payments and adjustments

(\$1,589.24)

Balance due

\$388.69

5760

Invoice Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Nancy E. Stroud	2.20	175.00	\$385.00

FUND
GEN. CAP.
legal fees

APPROVED
ckw

Lewis, Stroud & Deutsch, PL
 1875 NW Corporate Blvd
 Suite 100
 Boca Raton, FL 33431
 Tel 561-826-2800 Fax 561-826-2828

November 5, 2018

Invoice

Captiva Erosion Prevention District
 c/o Damon Grant
 P.O. Box 365
 Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 7031
 Federal ID #
 20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
10/1/2018 NES Respond to communications regarding millage resolution; review and respond to email regarding beach vehicle	1.00	175.00
10/2/2018 NES Respond to various communications regarding three amended resolutions; execute and return same	1.00	175.00
10/3/2018 NES Review and respond to various communications regarding resolution for amended contract, support for Sanibel DOAH proceeding against state, beach vehicles	1.00	175.00
10/4/2018 NES Legal research regarding vehicle use on the beach; communicate with Mr. Jacobs and set up meeting to discuss same; review TDC agreement	1.70	297.50
10/5/2018 NES Prepare for and confer with Mr. Jacobs (Lee County) regarding vehicle permit; follow up email confirming no permit needed; draft letter of support to Sanibel et al regarding administrative rule challenge	2.00	350.00
10/15/2018 NES Review various emails regarding administrative hearing; telephone conference with Mr. Wilson and including Mr. Grant; draft outline of issues	1.50	262.50
NES Review and respond to various emails regarding issues from October 10 board meeting and review minutes of same	0.40	70.00
10/18/2018 NES Review and respond to email regarding straw poll and vehicle usage	0.30	52.50
Total professional services rendered	8.90	\$1,557.50

Disbursements Incurred:

10/31/2018 NES Lexis	31.74
Total Disbursements Incurred:	\$31.74
Total amount of this bill	\$1,589.24
Previous balance	\$1,358.17
Accounts receivable transactions	
10/30/2018 Payment - Thank You No. 005738	(\$1,358.17)
Total payments and adjustments	(\$1,358.17)

Lewis, Stroud & Deutsch, PL

1875 NW Corporate Blvd
Suite 100
Boca Raton, FL 33431
Tel 561-826-2800 Fax 561-826-2828

October 1, 2018

Invoice

Captiva Erosion Prevention District
c/o Damon Grant
P.O. Box 365
Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 7003
Federal ID #
20-338-5521

For Professional Services Rendered:

		<u>Hours</u>	<u>Amount</u>
9/7/2018	NES Review draft resolutions and agendas regarding budget and millage and respond to correspondence regarding same	0.50	87.50
9/13/2018	NES Review draft resolutions and agendas regarding tentative apportionment, review legislation, respond to correspondence regarding same	1.00	175.00
9/14/2018	NES Research expenditure of public funds for referendum education and correspond with District staff regarding same.	1.50	262.50
9/19/2018	NES Review correspondence regarding Mullins' concerns and respond, review minutes, review and research question of vehicles on beach; correspond with Mr. Grant	1.50	262.50
9/25/2018	NES Review and respond to request to attend Board meeting	0.20	NO CHARGE
9/27/2018	NES Review Board meeting agenda; telephone conference with Mr. Wilson	0.50	87.50
	NES Prepare for and attend Board meeting (telephonically)	2.60	455.00
	Total professional services rendered	7.80	\$1,330.00

Disbursements Incurred:

9/28/2018	NES Lexis	28.17
	Total Disbursements Incurred:	\$28.17

Total amount of this bill \$1,358.17

Previous balance \$392.91

Accounts receivable transactions

9/17/2018 Payment - Thank You No. 005710 (\$392.91)

Total payments and adjustments (\$392.91)

Balance due **\$1,358.17**

Lewis, Stroud & Deutsch, PL

1900 Glades Road
Suite 251
Boca Raton, FL 33431
Tel 561-826-2800 Fax 561-826-2828

August 31, 2018

Invoice

Captiva Erosion Prevention District
c/o Damon Grant
P.O. Box 365
Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 6989
Federal ID #
20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
8/10/2018 NES Review and respond to Ms Mixon email regarding resolution and contract amendment	0.20	35.00
8/14/2018 NES Review and respond to staff regarding resolution and contract amendment; telephone conference with Mr. Wilson	0.70	122.50
8/15/2018 NES Telephone conference with Ms. Mixon and brief follow up regarding resolution	0.30	52.50
8/22/2018 NES Telephone conference with Mr. Grant regarding millage resolution	0.20	35.00
NES Followup research and correspondence with Mr. Grant regarding millage resolution	0.40	70.00
8/29/2018 NES Review and respond to query regarding budget vote; receive and respond to request for review and signature Hans Wilson Associates contract	0.40	70.00
Total professional services rendered	<u>2.20</u>	<u>\$385.00</u>
Disbursements Incurred:		
8/31/2018 NES Lexis		<u>7.91</u>
Total Disbursements Incurred:		\$7.91
Total amount of this bill		\$392.91
Previous balance		\$1,657.15
Accounts receivable transactions		
8/22/2018 Payment - Thank You No. 002382		<u>(\$1,657.15)</u>
Total payments and adjustments		<u>(\$1,657.15)</u>
<u>Balance due</u>		<u><u>\$392.91</u></u>

Lewis, Stroud & Deutsch, PL

1900 Glades Road
Suite 251
Boca Raton, FL 33431
Tel 561-826-2800 Fax 561-826-2828

June 1, 2018

Invoice

Captiva Erosion Prevention District
c/o Kathy Rooker
P.O. Box 365
Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 6909
Federal ID #
20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
5/23/2018 NES Attend meeting with District Administrator	1.00	175.00
5/24/2018 NES Review and evaluate easement question and respond to Mr. Grant	0.50	87.50
Total professional services rendered	1.50	\$262.50

Disbursements Incurred:

5/29/2018 NES Lexis	25.10
Total Disbursements Incurred:	\$25.10
Total amount of this bill	\$287.60
Previous balance	\$140.00
Accounts receivable transactions	
5/14/2018 Payment - Thank You No. 005652	(\$140.00)
Total payments and adjustments	(\$140.00)
<u>Balance due</u>	<u>\$287.60</u>



Invoice Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Nancy E. Stroud	1.50	175.00	\$262.50

APPROVED

FUND
GEN. CAP.
175.00 Gen - Meeting Professional fees
87.50 Cas - easement review / Professional fees

Lewis, Stroud & Deutsch, PL

1900 Glades Road
Suite 251
Boca Raton, FL 33431
Tel 561-826-2800 Fax 561-826-2828

May 1, 2018

Invoice

Captiva Erosion Prevention District
c/o Kathy Rooker
P.O. Box 365
Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 6881
Federal ID #
20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
4/3/2018 NES Telephone conference with Mr. Grant after review of correspondence and HWA contract	0.50	87.50
NES Respond to correspondence from Mr. Grant regarding new state beach legislation	0.30	52.50
Total professional services rendered	0.80	\$140.00
Previous balance		\$228.17
Accounts receivable transactions		
3/14/2018 Payment - Thank You No. 005630		(\$228.17)
Total payments and adjustments		(\$228.17)
<u>Balance due</u>		<u>\$140.00</u>

Invoice Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Nancy E. Stroud	0.80	175.00	\$140.00

APPROVED

[Handwritten signature]

**FUND
GEN. CAP.**

Legal Fees



Lewis, Stroud & Deutsch, PL
 1900 Glades Road
 Suite 251
 Boca Raton, FL 33431
 Tel 561-826-2800 Fax 561-826-2828

March 1, 2018

Invoice

Captiva Erosion Prevention District
 c/o Kathy Rooker
 P.O. Box 365
 Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 6821
 Federal ID #
 20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
4/7/2017 NES Review and analyze correspondence from Ms. Rooker to Sanibel; respond to Ms. Rooker's inquiry	0.40	70.00
2/23/2018 NES Respond to multiple correspondence regarding vote; review rules of procedure; telephone conference with Ms. Rooker	0.50	87.50
2/27/2018 NES Further analysis and correspondence regarding rules of procedure	0.40	70.00
Total professional services rendered	1.30	\$227.50

Disbursements Incurred:

5/31/2016 NES Copying costs.	0.20
NES Postage	0.47
Total Disbursements Incurred:	\$0.67

Total amount of this bill \$228.17

Previous balance \$420.00

Accounts receivable transactions

2/15/2018 Payment - Thank You No. 005613 (\$420.00)

Total payments and adjustments (\$420.00)

Balance due **\$228.17**

Invoice Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Nancy E. Stroud	1.30	175.00	\$227.50

APPROVED



FUND
GEN. CAP.

Legal Fees
 122 of 123

Lewis, Stroud & Deutsch, PL
 1900 Glades Road
 Suite 251
 Boca Raton, FL 33431
 Tel 561-826-2800 Fax 561-826-2828

February 1, 2018

Invoice

Captiva Erosion Prevention District
 c/o Kathy Rooker
 P.O. Box 365
 Captiva Island, FL 33924

In Reference To: File No. 58201

Invoice # 6764
 Federal ID #
 20-338-5521

For Professional Services Rendered:

	<u>Hours</u>	<u>Amount</u>
1/12/2018 NES Telephone conferences with Mr. Stronge and Ms. Rooker re agreement; draft agreement after review of documents and transmit same	1.70	297.50 <i>Cap.</i>
1/26/2018 NES Review and evaluate proposal re special district ad valorem taxation and respond to Ms. Rooker; telephone conference with Wilson Associates re contract matters	0.70	122.50 <i>Gen.</i>
Total professional services rendered	2.40	\$420.00
Previous balance		\$368.70
Accounts receivable transactions		
7/13/2017 Payment - Thank You No. 005524		(\$368.70)
Total payments and adjustments		(\$368.70)
<u>Balance due</u>		<u>\$420.00</u>



Invoice Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Nancy E. Stroud	2.40	175.00	\$420.00

APPROVED

FUND
GEN. CAP.

Professional Fees
Cap. - \$297.50
Gen. - \$122.50