



Captiva Erosion Prevention District

Board Meeting - Minutes

Monday, November 09, 2020

Location: Zoom

1. Call to Order

- Chairman Michael Mullins called to order the regular monthly meeting of the Captiva Erosion Prevention District (CEPD) at approximately 1:00 pm on November 09, 2020 in a virtual meeting via Zoom.

2. Roll Call

- The following persons were in attendance:
 - Commissioners:
 - Seat 1, Harry Kaiser, Secretary
 - Seat 2, René Miville, Commissioner
 - Seat 3, Michael Mullins, Chairman
 - Seat 5, Richard Pyle, Treasurer
 - CEPD Contractors:
 - Evan Cutler
 - John Riegert
 - CEPD Attorney: Ralf Brookes
 - Members of the Public

3. Approval of Minutes

A. October 12, 2020 Board Meeting

- Secretary Kaiser motioned to accept the October 12, 2020 meeting minutes as presented. Chairman Mullins seconded the motion. A vote was held and the motion passed.

- In Favor: Secretary Kaiser, Commissioner Miville, Treasurer Pyle, Chairman Mullins.
 - Absent: Vice Chairman Walter
- B. October 22, 2020 Board Workshop
- Secretary Kaiser motioned to accept the October 22, 2020 meeting minutes as presented. Chairman Mullins seconded the motion. A vote was held and the motion passed.
 - In Favor: Secretary Kaiser, Commissioner Miville, Treasurer Pyle, Chairman Mullins.
 - Absent: Vice Chairman Walter
4. Commissioner Seat Vacancy
- A. Vacant seats to be filled in December
- Chairman Mullins led a discussion regarding the two seats which are ending in December (Seat 2, Seat 5). The Chairman position will also need to be filled.
- B. Organization of District Board Nominations in December
- An advertisement for the vacancies was run in accordance with the Standard Operating Procedures (SOPs).
 - A vote will need to be held in December to appoint the vacancies.
 - Further discussion will be held at the December 2020 Board meeting.
5. Financial Reports
- A. Budget Performance
- Accountant Update
 - Treasurer Pyle led the discussion of the October financial report. The annual budget is running at the expected rate.
 - The anticipated transfer to the capital fund at the end of the fiscal year is estimated to be approximately \$400,000.
 - The capital budget is higher than expected due to the unanticipated strength of the revenue from the parking lot.
 - Treasurer Pyle requested additional information regarding grant funding sources. Chairman Mullins expressed his intent to review a cashflow statement at the December Board meeting and presented estimates based on current information available from the state and the county.
 - Treasurer Pyle stated that the capital budget currently reflects grant income in the amount of approximately \$900,000 but that little grant income has been received. The timeline for the grant funds was discussed.
 - Treasurer Pyle also described the increase in reserve funds and in assets
 - Chairman Mullins stated that the variations and timelines will be addressed in more detail at an upcoming Board workshop meeting regarding a cashflow statement, and an update will be coordinated for the December Board meeting.
 - Chairman Mullins stated that the bidding process will likely begin in January, and thus it is important to address this in a timely manner.

- The Commissioners in attendance agreed to further address this at the scheduled CEPD workshop meeting on November 19, 2020 at 1:00 pm on Zoom. Mr. Riegert will follow up to ensure that there are no scheduling conflicts (e.g., Captiva Community Panel, auditor's visit) and to confirm that all necessary parties are able to attend.

B. Audit Update

- The accountant and the CEPD office are providing information via Suralink to the auditor
- An on-site visit is scheduled for 11/19 and 11/20 if necessary. Chairman Mullins clarified that the audit report is due in June, but that the accountant and the auditor have both expressed interest in completing it by the end of the calendar year. It is anticipated that the audit report will be submitted much sooner than the deadline. Treasurer Pyle confirmed this.
- Mr. Cutler addressed and shared the spreadsheet reflecting the proposed apportionment and it was stated that this would also be incorporated into the upcoming workshop meeting. Commissioner Miville expressed his concern about paying for data which was previously paid for. Commissioner Miville will make direct contact to address this concern.

C. San Cap Community Bank CD

D. Florida Prime Accounts Closed

6. Old Business

A. Search Committee

- Presentation of Potential Candidates:
 - The process for the search for viable candidates was described. Commissioner Miville summarized the qualifications which were prioritized.
 - Two candidates were presented by Commissioner Miville: Ms. Jennifer Nelson and Mr. Daniel Mont
 - Ms. Nelson discussed her professional background.
 - The recommendation of the Search Committee is that Ms. Nelson be considered for the position of Executive Director, Mr. Riegert be retained as the Administrative Director, and Mr. Mont be hired for project management.
 - Mr. Mont discussed his professional background.
 - Mr. Riegert was not asked to prepare a presentation but will have an opportunity to do so in December.

B. Administrative Contracts

- Chairman Mullins has worked with Mr. Brookes to develop a contract for employment and has presented to the candidates offer parameters. He requested that the Board approve a range of money available for negotiation. He proposed a range of funds for administration (2 positions) of up to \$200,000 and technical policy area (1 position) up to \$90,000 and invited Board comment.
- Chairman Mullins stated that Mr. Cutler is interested in continuing to provide services as an independent consultant and that this would be discussed in the future.

- Discussion was held regarding job expectations and budget funds available, including which currently outsourced duties may be handled within the organization in the future.
- Treasurer Pyle motioned that the Chairman and the CEPD's attorney be authorized to work together in the development of employment contract offers with a range of funds up to \$200,000 for two administrative positions and up to \$90,000 for one technical/policy position. Commissioner Miville seconded the motion. Discussion was held. A vote was held and the motion passed.
 - In Favor: Secretary Kaiser, Commissioner Miville, Treasurer Pyle, Chairman Mullins.
 - Absent: Vice Chairman Walters

C. LastPass

- Who should have control: Chairman, Attorney, and Admin
 - Mr. Riegert described how LastPass is used. Chairman Mullins discussed the access challenges which arose when the former Administrator left.

7. New Business

A. 2021 Board Meeting Dates

- An annual plan for the Board meeting and briefing meeting dates should be posted. A proposed schedule was presented, continuing the meetings on Mondays at 1:00 pm and to continue to hold the briefing meetings on Thursdays. Discussion was held.
- Schedules for TRIM meetings, the Tentative Budget Hearing, and the Final Budget Hearing are TBA.
- Mr. Riegert will create a list of the briefing meeting dates.
- Secretary Kaiser motioned to approve the Board meeting schedule as proposed (Mondays at 1:00 pm) and the briefing meetings to be held on Thursdays at 1:00 pm. Treasurer Pyle seconded the motion. A vote was held and the motion passed.
 - In Favor: Secretary Kaiser, Commissioner Miville, Treasurer Pyle, Chairman Mullins.
 - Absent: Vice Chairman Walters

8. Administrative Reports

A. Parking Lot

- Mr. Riegert led discussion of the parking meter revenue. He noted that more people are buying day passes, leading to higher revenue with fewer tickets sold. Anticipated revenue is \$550,000. Discussion was held regarding the history of the collection of parking fees.
- At the request of Commissioner Miville, Mr. Riegert provided an update on parking lot improvements and maintenance and the bathroom maintenance changes. Chairman Mullins disclosed that he had recommended that Mr. Riegert interview the person who is now taking care of upkeep projects at the parking lot.

B. Electric Repairs in Office

- A routine fire inspection of the office was held on 10/19/2020. Lt. Kilgore noted that work ordered by the former administration resulted in fire code violations, which needed to be addressed within 30 days from the date of inspection. These violations were addressed, and the subsequent inspection held on 11/2/2020 was passed. Chairman Mullins explained that the former administration had made unauthorized changes to the electrical and lighting which were not within code.
- C. CEPD Inventory
- Mr. Riegert explained that Chairman Mullins had tasked CEPD staff to compile an inventory of all CEPD assets to identify underutilized assets. Chairman Mullins described how the challenges experienced with the departure of the former administrator brought these issues to light and the goal of doing routine assets inventory periodically.
- D. Administrative Calendar
- The administrative calendar, completed by Mr. Bob Gray, has been received. It is being utilized with other aspects of administrative planning such as the integration of communications, scheduling, and tasks with unused and under researched CEPD assets (i.e. Office 365).
- E. Newsletter
- Chairman Mullins encouraged that newsletters are done frequently in order to communicate more effectively with the community (e.g., Constant Contact, regular town hall events).
- F. Annual Request for TDC funding
- The Inter-Local Agreement between CEPD and Lee County is scheduled to be approved by the Board of County Commissioners on 11/10/2020.
 - The former administration was behind on the scheduled monthly reporting for 2020. The Q3 and Q4 invoices have been compiled and submitted.
- G. TRIM Update
- Mr. Riegert stated that all required documents have been submitted and received by the Department of Revenue.
- H. Lee County Tax Data
- Captiva's transient sales tax data (2001-2019) and property tax data (2008-2020) has been compiled at the request of Chairman Mullins and a Mr. Riegert will facilitate a more detailed presentation in December.
 - Chairman Mullins explained the reasons for the request and that the work is being done to clearly capture the economic impact of Captiva on the County, particularly the TDC, and for the Captiva Community Panel to have accurate information regarding the impact of residents' tax dollars on the county.
- I. Apportionment
- Tentative Apportionment
 - Mr. Cutler presented Tentative Apportionment models. These included showing Ad Valorem for the entire project at the same millage rate for every property type and comparing it with a straight up Ad Valorem for the entire project for the recreational part of the project. He explained how these decisions may impact the potential future participation from the Army Corps of Engineers.

- The method proposed by Mr. Cutler is to consider both storm protection benefit and recreational benefit. He explained this approach and detailed which properties would be impacted by the two categories and presented tentative estimates of the anticipated amounts.
 - Chairman Mullins outlined the Tentative Apportionment process moving forward. He discussed the likelihood that changes and reductions will occur as the project moves forward.
 - Discussion was held regarding various approaches and the impacts they may have on residents and on potential funding for the project. Discussion was also held about the increase in property values that occurs after a project of this scope. More information will be presented to the Board for a decision.
 - Federal Funding – Army Corps
 - Easement Issues
 - Discussion was held regarding public access requirements and funding, which depend on who owns which sand.
 - South Seas portion inclusion/exclusion from project
 - State Funding
 - Parking and access issues to increase State cost share. Engineers will come to present to the Board to assist with the decision-making process.
 - Discussion was held regarding access points being incorrectly marked as private access points and the impact this has on beach access and funding. Discussion was held about ways of addressing this issue, including more proactively informing the community about the impact of access on funding.
9. Public Comments – Limit 3 minutes per person
- No members of the public provided comment.
10. Commissioners' Comments
- Secretary Kaiser stated that he wishes that the residents would be able to hear the informative nature of this meeting.
 - Chairman Mullins stated that the recording of the meeting will be available for public viewing.
11. Adjournment
- The meeting was adjourned. See Action Items, next page.

Action Items Discussed
November 9, 2020

- Scheduling of cashflow workshop
 - What: Confirmation that there are not scheduling conflicts and that all necessary parties are able to attend.
 - Who: Mr. Riegert
 - Date: Not defined. Proposed meeting date: 11/19/2020

- Projected Briefing Meeting Dates
 - What: List of Projected Dates
 - Who: Mr. Riegert
 - Date: Not defined.

- Tentative Apportionment
 - What: Continued Progress toward Tentative Apportionment
 - Who: Mr. Cutler
 - Date: December and January Board Meetings