

Mike Mullins  
Chairman

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

Tween Waters Inn, Wakefield Room  
15951 Captiva Drive, Captiva, Florida

## Agenda

**Regular Meeting of the  
Captiva Erosion Prevention District**  
Tween Waters Inn, Wakefield Room  
15951 Captiva Drive, Captiva, Florida 33924  
September 8, 2010 @ Noon

- I. Call to Order
- II. Roll Call
- III. Approval of August Minutes
- IV. Public to be Heard
- V. Financial Report
- VI. Old Business
  - a) Lee County DOT Plans for Retention Ponds at Blind Pass/Turner Beach
  - ~~b) Blind Pass Monitoring and Survey Plans and Fee Schedule – Robert Neal~~
- VII. New Business
  - a) Benefit Analysis and Apportionment Plan – William Stronge, PhD. And Steve Keehn, P.E.
  - b) Lee County Parks and Recreation Dept. Request for Commissioner Comment
  - c) Boyle Property Proposal
  - d) Communication Activities Schedule Version 6-2 and Targets
- VIII. Report of the Senior Administrative Consultant
  - a) October Regular Board Meeting Date
  - b) Partners in Progress SOP Status Report
  - c) County Manger Karen Hawes and Commissioner John Manning Meeting
  - d) Vote Yard Sign Example
- IX. Commissioners Comments

Adjourn

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

'Tween Waters Inn, Wakefield Room  
15951 Captiva Drive, Captiva, Florida 33924  
August 11, 2010 at 12:00 P.M.

Commissioners Present: Mike Mullins (Chairman); Dave Jensen (Treasurer); Harry Kaiser (Secretary); Doris Holzheimer (Vice Chair) - via teleconference

Commissioners Absent: Rene Miville (Commissioner).

Consultants Present: Kathleen Rooker (Senior Administrative Consultant); John Bralove (Administrative Consultant).

**I. Call to Order**

Chair Mullins called the meeting to order at 12:17 p.m.

**II. Roll Call**

The roll was called and the results are detailed above.

**III. Approval of July Minutes**

Commissioner Kaiser moved and Commissioner Jensen seconded a motion to dispense with the reading of the minutes from the July meeting and approve them. The motion was approved without dissent.

**IV. Public to be Heard**

There were no comments from the public.

**V. Financial Report**

Mr. Jensen reported that the financial statements were in good shape through July 31, 2010 and that year-end projections are on target and ahead of budget. CEPD has not paid Blind Pass invoices for this year and will not do so until the meeting with Karen Hawes is held. [See Agenda Item VI (b).] In the meantime, another bill has been received.

Discussion ensued regarding paying off the existing loan, discussions with banks regarding financing for the new nourishment project, and the relative interest of various banks. Mr. Mullins expressed concern about the difficulty of getting a loan in this economy, the need for a cash flow projection, and the possibility of pursuing bonds rather than a conventional loan.

Ms. Rooker reported that CEPD's auditor, Stroemer & Co., is ready to start the audit for the current fiscal year in November. They expect to have it completed by January.

## **VI. Report of the Senior Administrative Consultant**

### a) Florida League of Cities Liability Insurance

Ms. Rooker reported on her conversation with the Florida League of Cities about CEPD's insurance coverage. She mentioned that Insurance Certificates for South Seas Resort and Lee County were received. The Insurance Adjuster recommended that CEPD add a sign warning of uneven surfaces, replace broken curbs, pound in rebar that secure the curbs if they are sticking up, and continue to keep a log when visiting the lot. Mr. Mullins asked that a list of possible contingencies be prepared and compared to the insurance policy to see where CEPD may have gaps in coverage. It was also suggested that the insurance agent meet with the Board.

### b) County Manager Meeting

Ms. Rooker reported that the meeting that was scheduled with Karen Hawes on July 15 had to be cancelled because Ms. Hawes had not been able to discuss the various issues with her staff. The meeting has been tentatively rescheduled for August 24 but this date may not work because of Mr. Mullins' schedule. Mr. Mullins asked if there were anyone else who could attend in his absence and commented that it may need to be rescheduled. No one responded that they were available. Ms. Holzheimer asked to be reminded of what was on the agenda for the August 24 meeting and was the bed tax issue one of them. Ms. Rooker and Mr. Mullins listed the following item to be discussed:

- Delineation of cost share of nourishment and the need to receive a clear formula;
- CEPD did not receive fair share from last nourishment;
- As a result of not receiving fair share from last renourishment, CEPD is asking the County to pick up more of the remaining cost from Blind Pass;
- If the Blind Pass re-sweep puts down more sand on Sanibel, it is not CEPD's responsibility to pay for it since the District has met its obligation under the interlocal agreement.

Both Mr. Kaiser and Ms. Holzheimer commented on how important it is that the Chair of CEPD be involved in this meeting. Mr. Mullins is trying to re-juggle his schedule. Ms. Holzheimer asked whether another commissioner could be substituted. Rescheduling the meeting, Mr. Mullins said, is difficult given the busy schedules of all parties. He stated that he is trying to salvage the August 24 date.

### c) TRIM Update

Ms. Rooker reported that everything regarding the TRIM is up-to-date and on schedule.

**VII. Old Business**

- a) Response to Lee County’s derailment of penny tax concept

Mr. Mullins talked about the history of this issue and the difficulty of “fighting City Hall.” Dave Jensen suggested CEPD might need outside assistance and Mr. Mullins mentioned enlisting the aid of Captiva businesses and the possibility of getting guidance from Lee County Commissioner Manning.

- b) Resource/pamphlet for referendum and renourishment information

Ms. Rooker stated that this item stemmed from the idea she had to include in the Fall Newsletter an article entitled “Why Now?” It was not intended to be a pamphlet. She shared 16 reasons she had delineated to answer why CEPD was pursuing funding for a project that would not be completed until 2014. She said she would share these reasons with the Commissioners for their feedback.

Mr. Mullins requested that a schedule be developed listing vehicles and strategies for referendum publicity starting in September. The Board Briefing scheduled for tomorrow will be used to develop this schedule.

- c) PIP Contract Rate

Mr. Mullins reported that Robert Gray requested that this item be delayed until the September meeting.

**VIII. New Business**

- a) Resolution Authorizing Construction of Erosion Prevention Project

Mr. Mullins read the resolution out loud in its entirety. Mr. Jensen moved and Mr. Kaiser seconded to approve the resolution. The motion passed unanimously.

- b) Department of Transportation Plans for Turner Beach Parking Area

Ms. Rooker talked to Clay Simmons of the Lee County DOT who said that the project at the Turner Beach Parking Lot was not an erosion control project and not within CEPD’s jurisdiction. Mr. Simmons was invited to attend the Board meeting but declined. Commissioners suggested ideas related to this matter such as asking for an attorney general’s opinion, contacting Florida DEP, and notifying the Maddens and the Sheets, neighbors adjoining the parking area. Ms. Rooker will send a draft of a letter to Clay Simmons to the Commissioners. Jim Boyle, who was in the audience, agreed to get the Captiva Panel involved.

c) Beach Vehicle

The discussion involved the advisability of purchasing a beach vehicle and insurance coverage. No action was taken.

d) Blind Pass Permit Modification

Mr. Mullins requested that mycepd@gmail.com be copied whenever there are emails exchanged with Lee County staff so that there is an archival record. He requested that Ms. Rooker ensure that all Commissioners comply.

Ms. Rooker suggested that CEPD meet with the County and Sanibel, share plans for the next nourishment, and ask at that time whether they have any plans that they want to discuss with us. At that time bring up the issue of sand volume. Mr. Mullins suggested that this topic could be added to the agenda for the meeting on August 24. The discussion turned to the bed tax issue and the County treating CEPD with disrespect and there was no further discussion or action on this issue.

e) 2011-12 Local Government Funding Request

This agenda item discussion revolved around the advisability of approving a resolution of support for Lee County's funding request to the Florida DEP. Such a resolution had been passed in previous years. Mr. Mullins commented that Commissioners might approve this resolution subject to clarification of what CEPD is paying and what Lee County is paying. After additional discussion, Commissioners agreed to add the wording "predicated upon a mutually agreed upon cost-sharing formula" and hold further discussion at next month's meeting after talking with Nancy Stroud.

**IX. Commissioner Comments**

There were none.

**X. Adjournment** - The meeting adjourned at 2:52 P.M.

Dear Ms Rooker, Having attended the last five monthly CEPD Commission meetings, I am aware that the Apportionment Formula which the CEPD utilizes to determine each property owners cost for renourishment will be discussed at the September monthly meeting. Due to scheduled surgery, however , I will not be in a position to voice my objections to the current formula at the upcoming meeting.

Consequently , I ask that my objections as stated below, be put forward for the record and discussed by the commissioners at the upcoming September meeting.

Our property ( 14790 Captiva Drive ) is adjacent to the Hagerup Public Beach Access. The funding contributions of both the Federal and State governments is determined largely by the degree of public access to a given beach. Essentially , it is based on the number of parking spaces . The 42 spaces in the Hagerup lot represent about 2/3rd's of the total public beach access parking spaces on the island. So, 2/3 rd's of the Federal and State contributions are to put sand at the beach access plus 1/4 mile north and 1/4 mile south. As we directly adjoin the public access/lot ; our property is well within the 1/4 mile to the south. Yet , we always get charged to place sand in front of our property. So the sand in front of our property is paid for twice : once by us for storm protection and once by the Federal and State governments for public access and their recreation. Stated in others terms : as we pay for the sand within 1/4 mile of the public access, the rest of the island gets the benefit of the Federal and State funding provided for public access purposes.. This formula is neither fair nor correct : in that it does not reflect the intended use of Federal nor State monies.

I , and other property owners, have brought this issue to the attention of your predecessor in the past. To paraphrase, her answer was always " It's all determined by the formula" and, "it's too late to change anything". The time to correct or update the formula is long overdue. Formulas are made by people, and people can change them.

Please let me know when the minutes of the September meeting will be made available. I look forward to being at the October meeting.

Regards,, Jim Boyle

I anticipate that someone might counter my view with the argument that : since our property is a gulf-front -it needs the sand for storm protection reasons . But. my response would be that our situation is similar to the properties along the Tween Waters stretch, in that : since it is viewed that sand is placed there in order to protect the road--thus property owners pay only a very minimal cost for storm protection-even though they are gulf-front properties.

thanks again, regards ,,, Jim Boyle

- Show quoted text -

On Aug 30, 2010, at 9:37 AM, Kathleen Rooker wrote:

Hi Jim.



CEPD - GENERAL FUND  
 Budget Performance - Summary  
 For the One and Ten Months Ended July 31, 2010

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual -July '10	Budget - July '10	Variance - July '10	Acutal YTD	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Ad Valorem Tax	2.13	24.00	(21.87)	313,871.90	308,741.00	5,130.90	308,741.00	0.00
Interest income - Other	51.38	0.00	51.38	1,213.28	0.00	1,213.28	0.00	0.00
Other Income	200.00	0.00	200.00	13,042.76	800.00	12,242.76	900.00	0.00
Total Income	<u>253.51</u>	<u>24.00</u>	<u>229.51</u>	<u>328,127.94</u>	<u>309,541.00</u>	<u>18,586.94</u>	<u>309,641.00</u>	<u>0.00</u>
Gross Profit	253.51	24.00	229.51	328,127.94	309,541.00	18,586.94	309,641.00	0.00
Expense								
Administrative expenses	3,768.31	4,322.00	(553.69)	42,410.18	44,183.00	(1,772.82)	54,000.00	11,589.82
Capital outlay	0.00	0.00	0.00	683.64	2,250.00	(1,566.36)	3,000.00	2,316.36
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	103,290.00	103,290.00
Cost of collecting Ad Valorem	0.04	0.00	0.04	8,141.82	4,800.00	3,341.82	4,800.00	0.00
Legal and professional fees	9,215.00	12,046.00	(2,831.00)	126,962.35	120,460.00	6,502.35	144,551.00	17,588.65
Total Expense	<u>12,983.35</u>	<u>16,368.00</u>	<u>(3,384.65)</u>	<u>178,197.99</u>	<u>171,693.00</u>	<u>6,504.99</u>	<u>309,641.00</u>	<u>131,443.01</u>
Net Ordinary Income	<u>(12,729.84)</u>	<u>(16,344.00)</u>	<u>3,614.16</u>	<u>149,929.95</u>	<u>137,848.00</u>	<u>12,081.95</u>	<u>0.00</u>	<u>(131,443.01)</u>
Net Income	<u>(12,729.84)</u>	<u>(16,344.00)</u>	<u>3,614.16</u>	<u>149,929.95</u>	<u>137,848.00</u>	<u>12,081.95</u>	<u>0.00</u>	<u>(131,443.01)</u>

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

CAPTIVA EROSION PREVENTION DISTRICT  
 CAPITAL PROJECTS  
 BUDGET PERFORMANCE - SUMMARY  
 For The One and Ten Months Ended July 31, 2010

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - July '10	Budget - July '10	Variance - July '10	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Interest Income	355.35	1,250.00	(894.65)	5,276.37	12,500.00	(7,223.63)	15,000.00	9,723.63
Other miscellaneous revenue	0.00	0.00	0.00	368.95	0.00	368.95	0.00	0.00
Parking lot revenue	16,052.55	12,844.00	3,208.55	136,605.28	89,620.00	46,985.28	100,000.00	0.00
Refund unused project costs	0.00	0.00	0.00	60,627.52	75,000.00	(14,372.48)	75,000.00	14,372.48
Reserves - General	0.00	0.00	0.00	0.00	0.00	0.00	103,290.00	103,290.00
Total Special Assessments	3,754.00	35,642.00	(31,888.00)	580,127.14	533,867.00	46,260.14	534,330.00	0.00
Total Income	20,161.90	49,736.00	(29,574.10)	783,005.26	710,987.00	72,018.26	827,620.00	127,386.11
Expense		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	0.00	0.00	0.00	0.00	2,050.00	(2,050.00)	2,050.00	2,050.00
Annual memberships & fees	0.00	91.00	(91.00)	0.00	5,819.00	(5,819.00)	6,000.00	6,000.00
Bank service charges	0.00	8.00	(8.00)	3.00	83.00	(80.00)	100.00	97.00
Beach maintenance	0.00	0.00	0.00	62,568.12	110,000.00	(47,431.88)	123,000.00	60,431.88
Blind Pass project	0.00	0.00	0.00	142,875.42	686,965.00	(544,089.58)	686,965.00	544,089.58
Cost of Assessment Collections	0.00	80.00	(80.00)	1,163.37	1,199.00	(35.63)	1,200.00	36.63
Engineering (CP)	1,480.20	9,172.00	(7,691.80)	13,892.10	33,005.00	(19,112.90)	35,000.00	21,107.90
Grant Reimbursement	0.00	0.00	0.00	0.00	374,000.00	(374,000.00)	374,000.00	374,000.00
Insurance	0.00	0.00	0.00	10,644.00	6,100.00	4,544.00	6,100.00	0.00
Parking lot expenses	2,139.39	2,849.00	(709.61)	22,484.04	23,376.00	(891.96)	26,500.00	5,442.03
Project Management Support	4,785.00	22,265.00	(17,480.00)	111,609.99	167,471.00	(55,861.01)	248,800.00	137,190.01
Renourishment 2013/14 Design Phase	0.00	97,499.00	(97,499.00)	63,555.00	389,999.00	(326,444.00)	585,000.00	522,060.00
Rent	418.01	584.00	(165.99)	4,913.26	5,834.00	(920.74)	7,000.00	2,086.74
Storage of records	159.00	159.00	0.00	1,590.00	1,591.00	(1.00)	1,910.00	320.00
Website Development	0.00	0.00	0.00	0.00	3,000.00	(3,000.00)	3,000.00	3,000.00
Total Expense	8,981.60	132,707.00	(123,725.40)	435,298.30	1,810,492.00	(1,375,193.70)	2,106,625.00	1,677,911.77
Net Ordinary Income (Loss)	11,180.30	(82,971.00)	94,151.30	347,706.96	(1,099,505.00)	1,447,211.96	(1,279,005.00)	(1,550,525.66)
Total Other Expense	0.00	0.00	0.00	491,874.96	491,915.00	(40.04)	491,915.00	40.29
Net Income	11,180.30	(82,971.00)	94,151.30	(144,168.00)	(1,591,420.00)	1,447,252.00	(1,770,920.00)	(1,550,565.95)

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

CEPD - GENERAL FUND  
Balance Sheet  
As of July 31, 2010

	<u>July '10</u>
ASSETS	
Current Assets	
Checking/Savings	
S.B.A. Account	112.34
Wachovia - checking	345,304.31
Total Checking/Savings	<u>345,416.65</u>
Total Current Assets	<u>345,416.65</u>
TOTAL ASSETS	<u><u>345,416.65</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Capital Projects Fund	35,642.92
Total Other Current Liabilities	<u>35,642.92</u>
Total Current Liabilities	<u>35,642.92</u>
Total Liabilities	35,642.92
Equity	
Fund Balance	159,843.78
Net Income	149,929.95
Total Equity	<u>309,773.73</u>
TOTAL LIABILITIES & EQUITY	<u><u>345,416.65</u></u>

CEPD - CAPITAL PROJECTS FUND

Balance Sheet  
As of July 31, 2010

	<u>July '10</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Wachovia Capital	1,681,422.86
Sanibel Captiva Bank - CD	250,000.00
SBA	213,861.73
Total Checking/Savings	<u>2,145,284.59</u>
Other Current Assets	
Due From General Fund	35,642.92
Total Other Current Assets	<u>35,642.92</u>
Total Current Assets	<u>2,180,927.51</u>
TOTAL ASSETS	<u><u>2,180,927.51</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to other governments	487,597.00
Total Other Current Liabilities	<u>487,597.00</u>
Total Current Liabilities	<u>487,597.00</u>
Total Liabilities	487,597.00
Equity	
Fund Balance	1,837,498.51
Net Income	(144,168.00)
Total Equity	<u>1,693,330.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,180,927.51</u></u>

**CEPD - CASH POSITIONS  
 AS OF JULY 31, 2010**

	GENERAL FUND	CAPTIAL FUNDS	TOTAL FUNDS
<b>CASH and CASH EQUIVILANTS July 31, 2010</b>			
Checking	\$345,304	\$1,681,423	\$2,026,727
S.B.A.	112	213,862	213,974
Certificates of Deposit		250,000	250,000
<b>TOTAL CASH and CASH EQUIVILANTS July 31 , 2010</b>	<b>345,417</b>	<b>2,145,285</b>	<b>2,490,701</b>

**PROJECTED ACTIVITY - AUGUST**

**Plus:**

Parking Lot Receipts		14,324	14,324
Refund Unused Project Costs			-
Other Income			-
Due From General Fund			-
Special Assessments collected		1,924	
Tax Collector Distribution			-
<b>Total Additions</b>	<b>-</b>	<b>16,248</b>	<b>14,324</b>

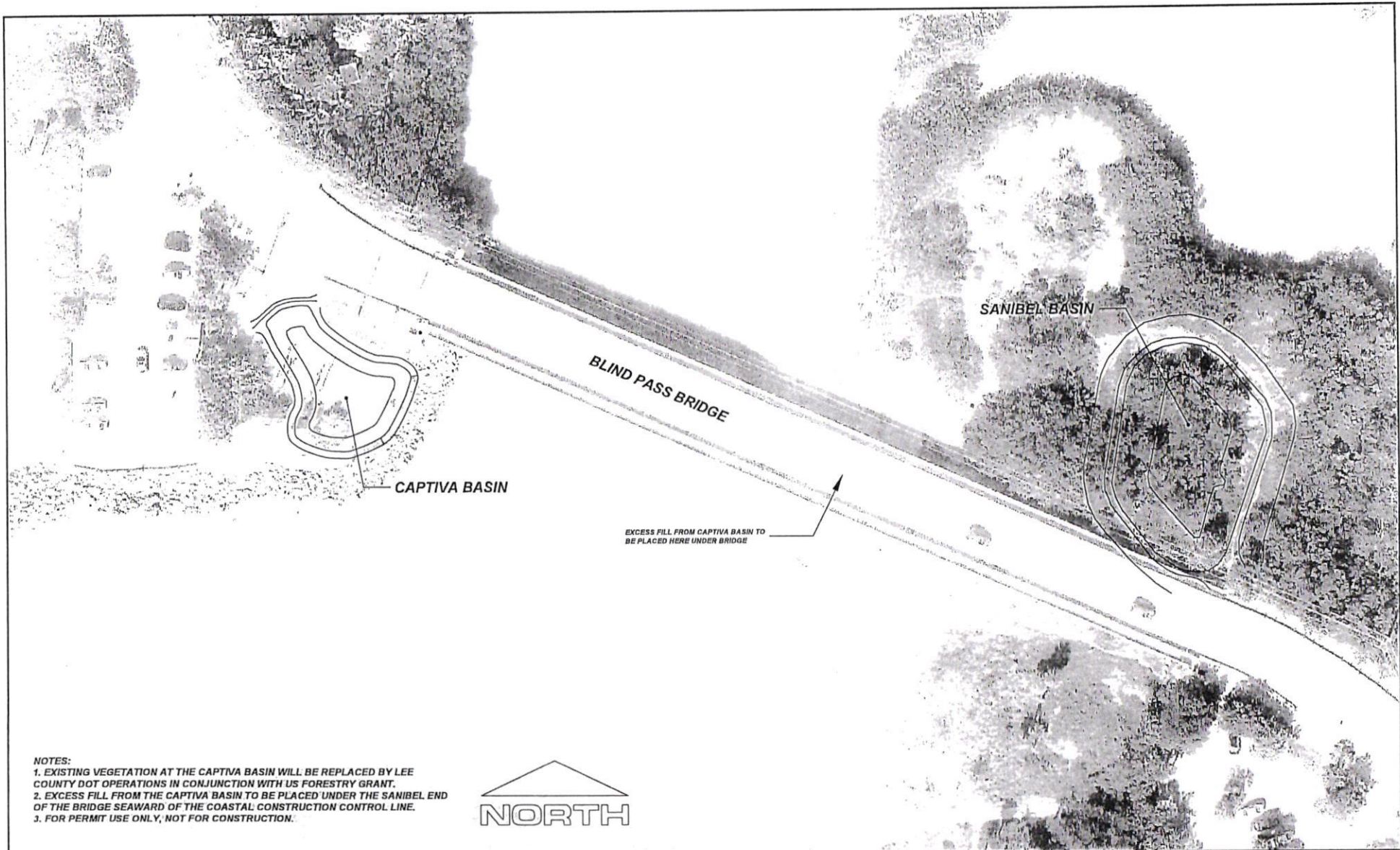
**Less:**

**Projected Expenditures - August**

Blind Pass Project			-
Partners in Progress	10,242	4,000	14,242
Engineering		6,559	6,559
2013/2014 Renourishment		24,260	24,260
Adminstrative costs	3,828	159	3,987
Parking lot		2,146	2,146
Property Appraise/Tax Collector Fees			-
Due to Projects			-
Rent	1,386	404	1,790
Debt Service Payment			-
Professional Fees	748	1,028	1,776
<b>Total Reductions</b>	<b>16,204</b>	<b>38,556</b>	<b>54,760</b>

**Net Projected Increase(Decrease)**

	<b>(16,204)</b>	<b>(22,308)</b>	<b>(40,436)</b>
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**NOTES:**

1. EXISTING VEGETATION AT THE CAPTIVA BASIN WILL BE REPLACED BY LEE COUNTY DOT OPERATIONS IN CONJUNCTION WITH US FORESTRY GRANT.
2. EXCESS FILL FROM THE CAPTIVA BASIN TO BE PLACED UNDER THE SANIBEL END OF THE BRIDGE SEAWARD OF THE COASTAL CONSTRUCTION CONTROL LINE.
3. FOR PERMIT USE ONLY, NOT FOR CONSTRUCTION.



LEE COUNTY DEPARTMENT OF TRANSPORTATION  
 OPERATIONS DIVISION  
 5560 ZIP DRIVE  
 FORT MYERS, FLORIDA 33905  
 TEL (239) 533-9400

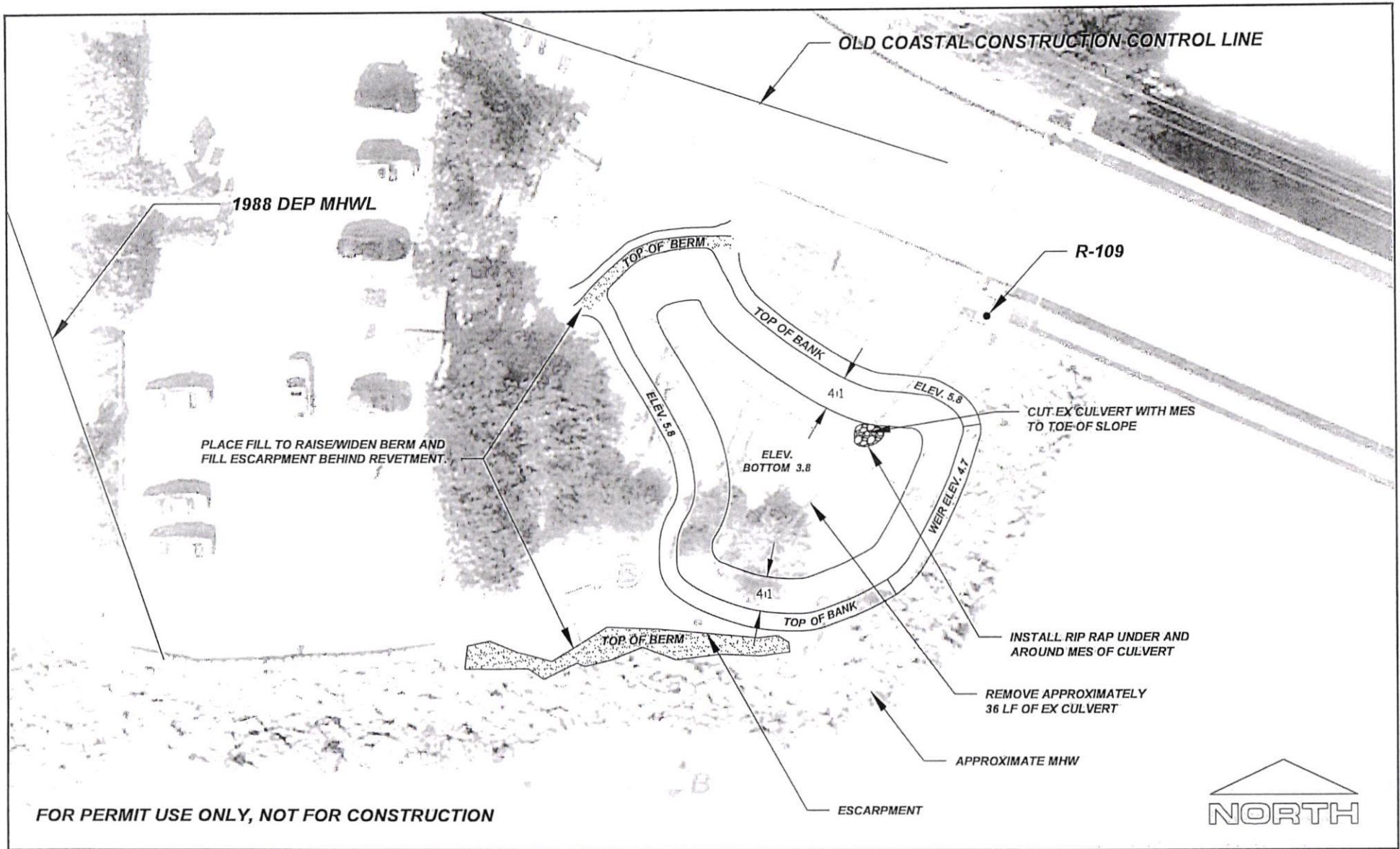
Revision	Date	Description	By

DESIGNED BY: BDJ  
 DRAWN BY: BDJ  
 APPROVED: WCS  
 JOB CODE:  
 SCALE: 1:60

**BLIND PASS  
 LEE COUNTY, FLORIDA**

*BLIND PASS  
 CAPTIVA AND SANIBEL BASINS*

DATE 7/21/2010	FILE NAME	DRAWING NUMBER 1 of 4
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FOR PERMIT USE ONLY, NOT FOR CONSTRUCTION



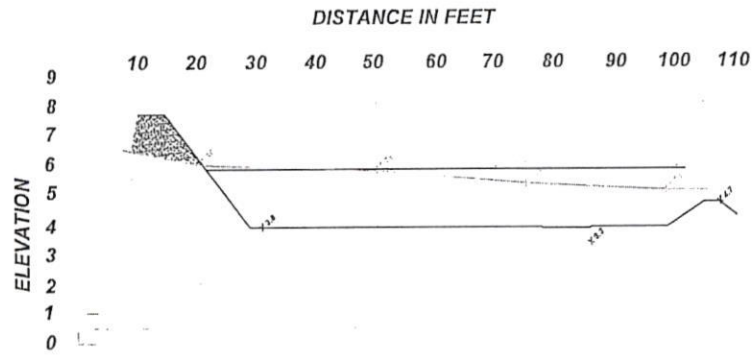
LEE COUNTY DEPARTMENT OF TRANSPORTATION  
 OPERATIONS DIVISION  
 5560 ZIP DRIVE  
 FORT MYERS, FLORIDA 33905  
 TEL (239) 533-9400

Revision	Date	Description	By

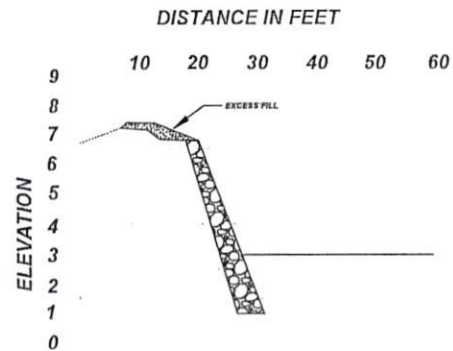
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 APPROVED: WCS  
 JOB CODE:  
 SCALE: 1:20

**BLIND PASS**  
**LEE COUNTY, FLORIDA**

CAPTIVA BASIN		
BASIN MAINTENANCE		
DATE: 7/21/2010	FILE NAME:	DRAWING NUMBER 2 of 4



SECTION A-A



SECTION B-B

**FOR PERMIT USE ONLY, NOT FOR CONSTRUCTION**



LEE COUNTY DEPARTMENT OF TRANSPORTATION  
OPERATIONS DIVISION  
5580 ZIP DRIVE  
FORT MYERS, FLORIDA 33905  
TEL (239) 533-8400

Revision	Date	Description	By

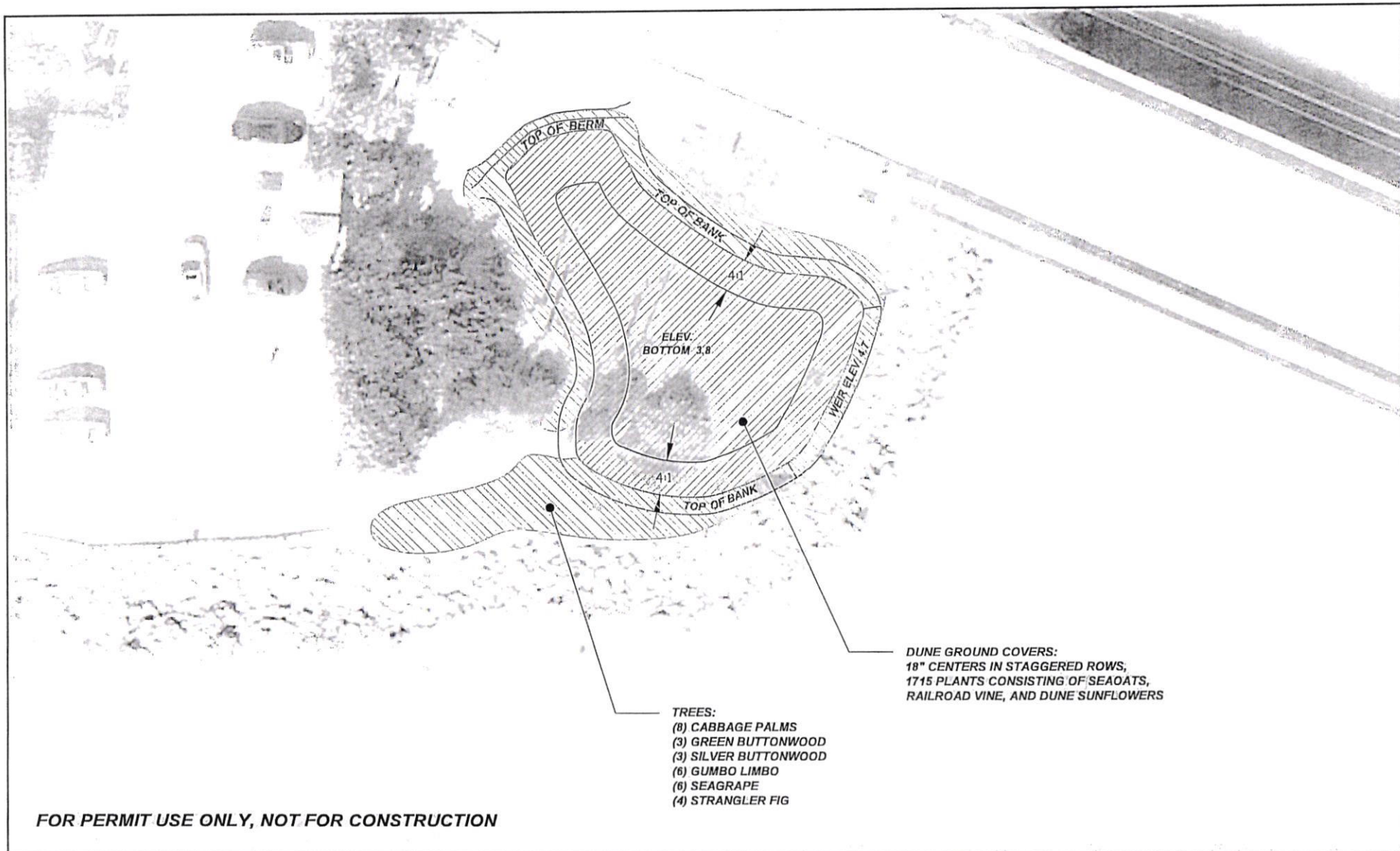
DESIGNED BY:	BDJ
DRAWN BY:	BDJ
APPROVED:	WCS
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SCALE:	1:20

**BLIND PASS  
LEE COUNTY, FLORIDA**

*CAPTIVA BASIN  
SECTION VIEWS*

DATE: 7/21/2010	FILE NAME:	DRAWING NUMBER 3 of 4
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**FOR PERMIT USE ONLY, NOT FOR CONSTRUCTION**



LEE COUNTY DEPARTMENT OF TRANSPORTATION  
 OPERATIONS DIVISION  
 5580 ZIP DRIVE  
 FORT MYERS, FLORIDA 33905  
 TEL (239) 533-9400

Revision	Date	Description	By

DESIGNED BY:	BDJ
DRAWN BY:	BDJ
APPROVED:	WCS
JOB CODE:	
SCALE:	1:20

**BLIND PASS**  
**LEE COUNTY, FLORIDA**

CAPTIVA BASIN		
LANDSCAPING PLAN		
DATE 7/21/2010	FILE NAME	DRAWING NUMBER 4 of 4

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**CAPTIVA ISLAND 2013-14 BEACH NOURISHMENT PROJECT  
BENEFIT ANALYSIS**

**PREPARED  
FOR:**

**CAPTIVA EROSION PREVENTION DISTRICT**

**SEPTEMBER 2010**

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Prepared by:

William B. Stronge, Ph.D.  
Regional Research Associates, Inc.  
and  
Coastal Planning & Engineering, Inc.  
Boca Raton, FL 33431

The enabling legislation of the CEPD requires that special assessments used to finance an erosion control project be levied against benefitting properties in proportion to the benefits received by the properties from the project. The benefits from the 2013-14 nourishment of Captiva's beaches are given in TABLE 1. The benefits considered are the same as those that were used to determine assessments for the previous beach nourishment projects undertaken on Captiva since 1989.

TABLE 1 Benefits of the 2013-14 Beach Renourishment Project Dollars		
Benefit	Amount	Percent
Storm Protection		
Roads	\$ 653,612	6.2
Other Public Property	\$ 92,242	0.9
Other Private Property	\$ 2,510,981	24.0
Sub-Total	\$ 3,256,835	31.1
Recreation		
Day Visitors	\$ 2,862,870	27.4
Single Family Properties	\$ 1,164,598	11.1
Multi-family Properties	\$ 1,885,656	18.0
Interval Properties	\$ 356,302	3.4
Commercial Properties	\$ 938,646	9.0
Sub-Total	\$ 7,208,073	68.9
Total	\$ 10,464,908	100.0

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

The 2013-14 nourishment of Captiva's beaches will yield benefits of \$10,464,908 each year over the fifteen year life of the project. This annual benefit compares to the average annual cost of the Captiva Island Project of \$1,696,840 so that the benefit cost ratio is 6.2.<sup>1</sup>

<sup>1</sup> The ratio compares the benefits of the Captiva Island Project to the costs of the same project. If the costs of the Northern Sanibel project are included, the average annual cost rises to \$2,074,973 and the benefit cost ratio falls to 5.0. The storm protection benefits relative to total costs of the Captiva Island project is

The benefits from the nourishment project are twofold: storm protection and recreation. Table 1 shows that the recreation benefits are considerable larger than the storm protection benefits, \$ 7,208,073 in recreation compared to \$ 3,256,835. This is the usual case with a renourishment, since the project adds sand to an existing beach that already provides significant protection to upland properties. The benefits from the 1989 beach restoration were evenly divided between storm protection and recreation because much of the shoreline had little or no beach.

The benefits in TABLE 1 also distinguish between publicly owned and privately owned properties. The share of the project costs accounted for by the benefits to roads and other public properties are covered by a grant from Lee County. The County grant also covers the cost share for the benefits received by day visitors who use Captiva's beaches for recreational purposes.

Benefit	Amount	Percent
Storm Protection for Private Properties	\$ 2,510,981	36.6
Recreation for Single-Family Residences	\$ 1,164,598	17.0
Recreation for Multi-family Residences	\$ 1,885,656	27.5
Recreation for Interval properties	\$ 356,302	5.2
Recreation for Commercial Properties	\$ 938,646	13.7
Total	\$ 6,856,184	100.0

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

TABLE 2 shows the annual benefits received by private property owners on Captiva. These amounted to \$6,856,184. The percentages in the TABLE show how the cost of the project, less the Lee County grant, will be shared by property owners on

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1.9; relative to the cost of the Captiva Island and Northern Sanibel projects, the benefit cost ratio falls to 1.5. The storm protection benefit cost ratio needs to exceed 1.0 in order to qualify the project for federal funding.

Captiva. Of course, properties that do not receive storm protection benefits will not pay a share of the cost for storm protection. All residential and commercial properties will pay a share of the cost for providing recreational benefits.

Beach Zone	Amount	Percent
Upper South Seas	\$ 350,886	14.0
Lower South Seas	\$ 646,615	25.8
Village	\$ 478,332	19.0
Tween Waters Road	\$ 6,147	0.2
Upper Gold Coast	\$ 437,645	17.4
High Erosion Gold Coast	\$ 591,356	23.6
Total	\$ 2,510,981	100.0

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

Details on the private storm protection benefits are given in TABLE 3. Storm protection benefits will only be received by beachfront properties, and the beachfront properties were grouped into beach zones. The beach zones were selected on the basis of erosion conditions in the different beach areas. The zones are the same as those used in the Apportionment Plan for the 1997 Beach Nourishment Project although the borders were adjusted to match recent erosion trends. The Upper South Seas zone contains the South Seas Golf Course and the ten single family properties to the south. The remaining beachfront properties in South Seas Plantation as well as Hagerup Beach and the property immediately to its south were also included in the Lower South Seas zone. The Village zone consisted of beachfront properties below the first property south of Hagerup Park and north of the point where Captiva turns east at the end of the Tween Water's road

segment. The Tween Waters Road zone included the beachfront properties straddling the one-mile stretch of road on front of Tween Waters Inn. The Upper Gold Coast zone runs south from the southern end of the Tween Waters road section. The High Erosion Gold Coast zone runs from the southern end of the Upper Gold Coast zone to Blind Pass Inlet. Further information on the beach zones will found in Appendix A.

The percentages in TABLE 3 show how the portion of the project cost due to private storm protection will be shared by the property owners in the six beach zones. The largest shares of storm protection benefits are in the Lower South Seas zone (25.8 percent) and the High Erosion Gold Coast zone (23.6 percent). Benefits received by the private properties in the Tween Waters Road zone are very low because the road acts as a revetment protecting the structures on the properties.

Type of Property	Amount	Percent
Single-Family	\$ 1,164,598	26.8
Multi-Family	\$ 1,885,656	43.4
Interval Units	\$ 356,302	8.2
Commercial	\$ 938,646	21.6
Total	\$ 4,345,203	100.0

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

The portion of the project cost due to recreational benefits will be shared by four different types of properties according to the percentages shown in TABLE 4. The grouping of properties is the same as was used in the Apportionment Plan for the 1997 Beach Nourishment. The properties were grouped on the basis of the frequency of beach

use by their residents, guests or customers. Surveys of beach users since 1986 substantiated the differences in intensity of beach use by these property types. The percentages in TABLE 4 show how the portion of the project cost due to recreation will be shared by the property owners of the four property types. Multifamily properties will receive the largest share of benefits (43.3 percent) and interval properties will receive the smallest share (8.2 percent).

<p style="text-align: center;">TABLE 5 Annual Benefits Received By Captiva Private Properties By Type of Property 2013-14 Nourishment Project</p>		
Type of Property	Benefit	Percent Share
<u>Storm Protection</u>		
Upper South Seas	\$ 350,886	5.1
Lower South Seas	\$ 646,615	9.4
Village	\$ 478,332	7.0
Tween Waters Road	\$ 6,147	0.1
Upper Gold Coast	\$ 437,645	6.4
High Erosion Gold Coast	\$ 591,356	8.6
Subtotal Storm Protection	\$ 2,510,981	36.6
<u>Recreation</u>		
Single-Family	\$ 1,164,598	17.0
Multi-Family	\$ 1,885,656	27.5
Interval Units	\$ 356,302	5.2
Commercial	\$ 938,646	13.7
Subtotal Recreation	\$ 4,345,203	63.4
Total	\$ 6,858,454	100.0

A summary of the benefit analysis as it applies to private properties is given in TABLE 5. Once the project cost is determined, the benefit shares become the cost shares assigned to the properties in the different benefit categories. The cost of the 2013-14

Captiva Beach Nourishment Project to be apportioned among Captiva property owners is estimated to be \$14,859,776 (TABLE 6).

Cost Item	Amount
Design & Supervision Administration	\$2,065,895
Mobilization	\$3,299,092
Contingency @15 % Construction & Mobilization Cost	\$2,662,318
Captiva Dredge & Fill	\$11,059,207
Captiva Dune Revegetation	\$166,667
Captiva Monitoring etc.	\$745,443
Captiva Construction & Mobilization Subtotal	\$15,270,409
Northern Sanibel Dredge & Fill	\$2,311,855
Northern Sanibel Monitoring etc.	\$166,523
Northern Sanibel Construction Subtotal	\$2,478,378
Total Project Costs	\$22,477,000
Lee County Grant (capped)	\$7,617,224
Captiva Property Owners	\$14,859,776

Source: Coastal Planning & Engineering, Email from Chris Day, August 29<sup>th</sup>, 2010.

THE CEPD Board directed that calculations be made under the assumption of a \$15 million dollar project will be paid by island private property owners. The benefit shares in TABLE 5 are used to apportion the \$15,000,000 cost among the different benefit (storm protection and recreation) categories. The results are presented in TABLE 7.



TABLE 7 Cost Shares for Captiva Private Properties By Benefit Category 2013-14 Nourishment Project		
Type of Property	Benefit Share	Cost Share
<u>Storm Protection</u>		
Upper South Seas	5.1	\$767,670
Lower South Seas	9.4	\$1,414,668
Village	7.0	\$1,046,498
Tween Waters Road	0.1	\$13,448
Upper Gold Coast	6.4	\$957,482
High Erosion Gold Coast	8.6	\$1,293,772
Subtotal Storm Protection	36.6	\$5,493,539
<u>Recreation</u>		
Single-Family	17.0	\$2,547,914
Multi-Family	27.5	\$4,125,450
Interval Units	5.2	\$779,521
Commercial	13.7	\$2,053,576
Subtotal Recreation	63.4	\$9,506,461
Total	100.0	\$15,000,000

Tabulations of the “just” (market) values were made for the Captiva private properties in each of the benefit categories. These are presented in TABLE 8. The cost shares are divided by the just values and the results are present as millages in the TABLE. (Millages are thousandths, or tenths of percentages.)

TABLE 8  
Basic Millage Rates for the 2013-14 Beach Renourishment Project

Benefit	Cost Shares	Just Values	Millage Rates
<u>Storm Protection</u>			
Other Upper South Seas Properties	\$767,670	\$104,546,361	7.3429
Lower South Seas Properties	\$1,414,668	\$133,101,801	10.6285
Village Properties	\$1,046,498	\$45,127,687	23.1897
Tween Waters Properties	\$13,448	\$161,553,527	0.0832
Upper Gold Coast Properties	\$957,482	\$161,674,010	5.9223
High Erosion Gold Coast Properties	\$1,293,772	\$70,975,708	18.2284
Sub-Total	\$5,493,539	\$676,979,094	NA
<u>Recreation</u>			
Single-Family	\$2,547,914	\$897,387,087	2.8393
Multi-Family	\$4,125,450	\$297,230,118	13.8797
Interval Units	\$779,521	\$61,803,447	12.6129
Commercial	\$2,053,576	\$65,653,104	31.2792
Sub-Total	\$9,506,461	\$1,322,073,756	NA
Total	\$15,000,000	NA	NA

NA = not applicable

The millage rates given in TABLE 8 are labeled “basic” because they do not take into account adjustments directed by the CEPD Board to fine tune the results of the benefit models. These adjustments affect a small number of properties and the details are presented in Appendix B. The resulting millage rates for the bulk of the island properties that were not adjusted are presented in TABLE 9. These are based on adjustments that must still be approved by the Board of the CEPD.

TABLE 9 Adjusted Millages for Captiva Private Properties By Benefit Category 2013-14 Nourishment Project		
Type of Property	Basic Millage	Adjusted Millage
<u>Storm Protection</u>		
Upper South Seas	7.3429	7.6498
Lower South Seas	10.6285	11.0727
Village	23.1897	24.1590
Tween Waters Road	0.0832	0.0867
Upper Gold Coast	5.9223	6.1698
High Erosion Gold Coast	18.2284	18.9903
<u>Recreation</u>		
Single-Family	2.8393	2.9399
Multi-Family	13.8797	14.3714
Interval Units	12.6129	13.0598
Commercial	31.2792	32.2007

Note: adjusted millages are presented for information only.

The cost share for any individual property not subject to adjustment is the product of the sum of the storm protection millage and recreation millage rates times its “just” (market value) as obtained from the Lee County Property Appraiser.

## **Appendix A: Methodology**

The Beach Renourishment Project will generate a stream of benefits for property owners on Captiva Island which, ultimately, will show up as an enhancement of property values beyond the levels they would have attained in the absence of the Project. To the extent that properties are better protected from erosion and storm damage by the Renourishment Project, their values will increase. In addition, to the extent to which properties are adjacent or close to a recreational beach that is made more attractive, their values will also increase. In sum, the Beach Renourishment Project will benefit Captiva Island properties by providing two types of benefits. First, the Project will protect properties from erosion and storm damage, the "storm protection benefit". Second, the Project will provide access to an enhanced recreational beach, the "recreational benefit". These benefits are estimated by the U.S. Army Corps of Engineers and other engineering firms for projects that receive federal funding. The basic methodology has also been validated in Lee County Court as part of a bond validation undertaken in for the 1988-89 project.

### Storm Protection Benefits

Project benefits associated with storm protection were generated for properties that front on the Gulf of Mexico. The storm protection benefit to a property represents the difference between the value of expected property losses if the project is constructed compared to the value of losses if the project is not constructed.

For the purpose of determining project benefits, the enabling legislation of the Captiva Erosion Prevention District requires that Captiva properties be grouped into areas

and zones. Areas are relatively large groups of properties where CEPD projects have been undertaken in the twelve months prior to project construction. Zones are smaller divisions of areas which are characterized by the same degree of beach erosion and gradient of the beach profiles.

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

TABLE A.1 Beach Zones Used in the Economic Analysis			
Zone	Profiles	Lee Co. Parcel Numbers	Street Addresses
1	R-84 to R-87	2245210000005002B to 22452100000060070	921-957 & 1200 South Seas Plantation Road
2	R-88 to R-93	22452129000010001 to 26452104000010010	1026-5640 South Seas Plantation Road & 14790 Captiva Drive
3A	R-94 to R-96	26452102000010060 to 35452101000000140	11558/560 Laika Lane to 15300 Captiva Drive
3B	R-97 to R-101	35452101000000150 to 034621010000B0030	15301-16213 Captiva Drive
4	R-102 to R-105	034621020000B0010 to 03462100000200010	16238-16770 Captiva Drive
5	R-106 to R-109	03462100000210010 to 11462100000010010	16778-17200 Captiva Drive

The storm protection benefits were computed for different beach zones which are defined in TABLE A.1. The zones were delineated based on erosion conditions on the different beach areas. Erosion rates along each zone were based on the May 1996 to September 2009 erosion and accretion rates in cubic yards per year per foot (Table A.2). Zone 1 experiences the highest erosion rates, followed by the “Village Area” along Zone 3A. The southern Gold Coast (Zone 5) experiences moderate erosion rates due to the effects of Blind Pass. Although the shorelines in Zones 3B and 4 are relatively stable, properties in these reaches are vulnerable to storm damage.

Zone	Profile Lines	Erosion (+) & Accretion (-) (c.y./foot/year)	Equiv. Shoreline Retreat (-) & Advance (+) (feet/year)	Average Residential Land Value per Square Foot
1. Upper South Seas	R-84 to R-87	-8.0	-12.0	\$56.09
2. Lower South Seas	R-88 to R-93	-0.9	-1.3	\$52.88
3A Village	R-94 to R-96	-4.8	-7.2	\$52.96
3B Tween Waters Road	R-97 to R-101	-1.3	-2.0	\$65.16
4 Upper Gold Coast	R-102 to R-105	2.9	-1.4*	\$62.97
5 High Erosion Gold Coast	R-106 to R-109	-2.4	-3.6	\$66.42

Note: In Zone 4, the “equivalent retreat” rate is based on the observed retreat from May 1996 to September 2009 instead of the observed accretion rate.

The storm protection received by a property is the expected loss due to erosion and storm damage in the absence of the Renourishment Project, or the cost of an alternative erosion control project for storm protection, whichever is less. A comparison of the erosion control options which include the expected loss under the "do-nothing" alternative is made for each property. The expected loss consists of the discounted stream of future losses multiplied by the probabilities of various storm events. In addition to beach conditions in each zone, expected losses reflect land and building values, beach widths and distances between buildings and the mean high water line. Future losses are discounted by an interest rate of 4.375 percent over the 15 year project life of the Renourishment Project. Revetted properties experience annual maintenance and structural damage to the revetments during the storms in the computation of project benefits. The Risk and Uncertainty Storm Damage Model version 2.0 (RU SDM, U.S. Army Corps of Engineers, Jacksonville District, 1999) was used to calculate benefits in each zone.

The benefits analysis for Captiva Island was based on property value data obtained from the Lee County Property Appraiser Data Services Department. This data

was current as of July 2009 for the storm damage benefit analysis and current as of July 2010 for the recreation benefit analysis. An interest rate of 4.375% was used in this study. This rate was based on the “Memorandum for Planning Community of Practice” issued by the U.S. Army Corps of Engineers on October 26, 2009 (<http://www.usace.army.mil/CECW/PlanningCOP/Documents/egms/egm10-01.pdf>).

Average land values were calculated based on the total value (in dollars) and total land area (in square feet) of the residential parcels fronting the Gulf of Mexico. Land loss values used in the analysis appear in Table A.2.

### Recreational Benefits

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

The recreational value of the beach was obtained from detailed surveys of more than 800 beach users on Captiva, conducted during a nine-day period in the winter of 2010 and during a 7 day period in the summer of 2010. Surveys were collected all along the beach and the results are to be found in the reports Beach Usage and Economic Impact Winter 2010 and Beach Usage and Economic Impact Summer 2010. The results were extrapolated to the entire year and projected forward to 2013-14.

The primary determinant of recreational value is beach usage. Properties which send, or can send, relatively large numbers of beach users on to the beach receive relatively greater recreational benefits than do properties which send relatively few beach users onto the beach.

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

Recreational value was obtained from a willingness to pay survey of beach users. The same average willingness to pay value, projected to 2013-14 was assigned to almost all beach users, and the annual recreational value over the 15-year project life was discounted to present worth using an interest rate of 4.375 percent.

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

Institutional properties include the properties owned by the Captiva Civic Association and Chapel by the Sea. Government properties included those owned by Lee County and the Captiva Island Fire Association, There were also a small number of miscellaneous properties including those owned by utilities and rights of way. Storm protection benefits were calculated for institutional, government and miscellaneous



properties that were located on the beachfront. Recreation benefits were not computed for institutional or government properties. Utility and right of way properties owned by for-profit enterprises were included with commercial properties in the assignment of recreation benefits.

## Appendix B: Adjustments to the Benefits Analysis

## **Appendix B: Adjustments to the Benefit Analysis**

## **Storm Protection Benefits and Millages**

### East Turner Beach Properties

There are two properties immediately north of the Turner Beach public parcel where the structures are landward of Captiva Drive. The road acts as a revetment that protects the structures and the portion of the land that is landward of the road from erosion and storm damage. The millage rate for these properties was applied to fifty percent of their land values, as obtained from the Lee County Property Appraiser's NAL file to determine their storm protection cost shares. The adjustment for East Turner Beach reduces the sum of the storm protection assessments by \$55,807.

### Captiva Gulf Way Improvement Association

There is a right of way parcel in the Upper Gold Coast beach zone that has a zero just value in the Property Appraiser's NAL file. This is because the Property Appraiser treats the parcel as a "common element" for members of the Association and each member's share of the value of the right of way parcel is added to the just value of the member's primary parcel elsewhere on Captiva. This treatment will ensure that the recreational assessments will be computed correctly but it does not allow for the storm protection benefit. The storm protection assessment for this parcel was calculated using an estimate of its land value. The estimate was based on the average of the land values per square foot of the two parcels on either side of the right of way parcel and multiplying it by the square footage of the right of way. This adjustment increases the sum of storm protection assessments by \$5,999.

## Phasing Between Beach Zones

The benefits model causes benefits to jump (either up or down) as the boundary of each benefit zone is crossed into an adjacent zone. In some cases, there are obvious reasons why the benefits jump. For example, there is a sharp reduction in millage rates between properties in the Village zone and Properties in the Tween Waters Road zone. This is explained by the fact that the road acts as a revetment for the Tween Waters Road properties. Similarly, the rise in millage rates from the Tween Waters Road zone to the Upper Gold Coast Zone is explained by the loss of the road as a revetment in the Upper Gold Coast zone. Additionally, the rise in millage rates between Upper South Seas and Lower South Seas is explained by the transition from single family multi-family properties.

In two cases, there are transitions where phasing in the jump in benefits may be justified: the transition between Lower South Seas and the Village zones, and the transition between the Upper Gold Coast and High Erosion Gold Coast Zones. In the case of the Village zone, the storm protection millage rate could be phased in from the Lower South Seas rate of 10.6285 mills to the Village rate of 23.1897 mills over the five single family properties at the north end of the Village zone. The phasing would be done using a constant linear factor of 2.0935 mills. Such a phasing would result in a reduction in the assessments across the five properties of \$71,043.

In the case of the High Erosion Gold Coast zone, the storm protection millage rate could be phased in from the Upper Gold Coast rate of 5.9223 mills to the High Erosion Gold Coast rate 18.2284 mills over the five single family properties at the north end of the High Erosion Gold

Coast zone. The phasing would be done using a constant linear factor of 2.0510 mills. Such a phasing would result in a reduction in the assessments across the five properties of \$108,767.

If the above adjustments to the storm protection assessments were approved by the CEPD Board, the effect on revenues would be a loss of \$229,619 as shown in TABLE B.1.

TABLE B.1 Adjustments to the Storm Protection Assessments	
Source	Revenue Changes
East Turner Beach Parcels	- \$ 55,807
Gulf Way Improvement Association	+ \$ 5,999
Phasing	- \$ 179,810
Total	- \$ 229,619

The basic storm protection millage rates might be proportionately increased in order to make up the revenue loss. TABLE B.2 shows the resulting changes in millage rates.

TABLE B.2 Adjusted Storm Protection Millage Rates		
Beach Zone	Basic Millage Rates	Adjusted Millage Rates
Upper South Seas Properties	7.3429	7.6498
Lower South Seas Properties	10.6285	11.0727
Village Properties	23.1897	24.1590
Tween Waters Properties	0.0832	0.0867
Upper Gold Coast Properties	5.9223	6.1698
High Erosion Gold Coast Properties	18.2284	18.9903

## Adjustments to Recreation Benefits and Millages

Previous apportionment plans assessed residential and commercial properties for recreational benefits.<sup>1</sup> Residential properties obtain recreational benefits because people living or staying in them enjoy the beach as a recreational resource. Commercial properties receive recreational benefits because most of their profits come from providing services to recreational users of the beach. Residential and commercial properties account for 1,092 of the 1,110 properties on Captiva.

### Nonresidential and Non-Commercial Properties

There are 18 properties not classified as residential or commercial: 4 are institutional, 4 are governmental, and ten are in a miscellaneous category that includes utility properties and rights of way. Data on the four institutional properties are given in TABLE B.3.

TABLE B.3 Institutional Properties on Captiva				
Parcel ID	Use Code	Just Value	Taxable Value	Owner
35452100000020000	Church	\$3,348,738	\$0	Chapel by the Sea
35452100000061000	Non-Profit Service Provider	\$741,168	\$0	Captiva Civic Assn.
35452100000070130	Non-Profit Service Provider	\$1,646,256	\$0	Captiva Civic Assn.
354521010000A0000	Cemetery	\$2,647,589	\$0	Chapel by the Sea

Note: Parcels in blue receive storm protection assessments.

None of the institutional parcels received a recreational assessment in previous apportionments because of their non-profit status.

<sup>1</sup> The one exception was the Captiva Yacht Club which was assessed as a commercial property even though the property was classified by the Lee County Appraiser as institutional. In the current tax roll, the Appraiser has classified this property as commercial.

Data on the four governmental properties are given in TABLE B.4. None of the governmental parcels received a recreational assessment in previous apportionments because of their non-profit status.

Parcel ID	Use Code	Just Value	Taxable Value	Owner
11462100000010010	County Government	\$9,212	\$0	Lee County
27452103000010900	County Government	\$100	\$0	Lee County
35452100000070130	Municipal	\$254,460	\$0	Fire District
354521010000A0000	Municipal	\$826,955	\$0	Fire District

Note: Parcels in blue receive storm protection assessments. The Lee County grant also covers the Day Visitor recreation assessments.

Data on the ten properties with miscellaneous land use codes are given in TABLE B.5. None of these parcels received a recreational assessment in previous apportionments. However, it would be consistent with the apportionment plan to include the seven properties owned by for-profit institutions with the commercial properties and assess them at the commercial millage rate.

Parcel ID	Use Code	Just Value	Taxable Value	Owner
02462100000120000	Utility	\$560,080	\$0	Island Water Assn.
26452100000130000	Utility	\$500	\$500	Aquasource Utility
264521020000040220	Utility	\$342,789	\$342,789	United Telephone <i>Assessed</i>
22452100000005001A	Utility	\$365,835	\$0	Island Water Assn.
264521000000020000	Right of Way	\$500	\$500	Cooke E.W.
03462100000004004G	Right of Way	\$500	\$500	RLR Investments LLC
0346210000000500CE	Right of Way	\$0	\$0	Captiva Gulf Way Imp.
26452101000003002B	Right of Way	\$500	\$500	Borregaard Shirley
234521000000010000	Sewage Disposal	\$27,220	\$27,220	Plantation Development <i>Assessed</i>
224521000000050030	Non-agric. Acreage	\$8,620	\$8,620	Plantation Development <i>Assessed</i>

Note: Parcels in blue receive storm protection assessments. The recreation assessment for the Captiva Gulf Way Improvement Association parcel is paid directly by the owners of the owners of the right of way parcel.



The effect of assessing the seven properties for recreation benefits at the commercial rate would increase revenues from the recreational assessments by \$11,906.

Homesteaded Multifamily Properties

Previous CEPD Boards have reduced the assessments for homesteaded multi-family properties to the single family rate. This is because the beach surveys have shown that year round residents of the island are relatively infrequent users of the beach, compared to transients.

TABLE B.6 Homesteaded Multifamily Properties						
	Just Value	Original Millage	Original Assessments	Adjusted Millages	New Assessments	Revenue Change
Homesteaded	\$28,386,676	13.8797	\$ 393,997	2.8393	\$ 69,116	-\$324,881
Non-Homesteaded	\$268,843,442	13.8797	\$3,731,453	13.8797	\$3,731,453	\$0

The just value of homesteaded multifamily properties is \$28,386,675. If these properties are assessed for recreational benefits at the single family rate, the loss in revenues from the recreational assessment program would amount to \$324,881.

Reduced Recreational Assessments for Neighbors of the Public Parcels

The Board may wish to reduce the recreation assessments for properties in the neighborhood of the public parcels (Hagerup and Turner Beaches). Such a policy would be consistent with the model if it is accomplished by allowing for a reduction in the value of a beach visit for public parcels because of increased beach congestion, noise and other factors as a result of increased use of the public parcels and spillover travel to the neighboring private parcels. The parcels in the neighborhood of the public beaches are single family homes, except for parcels at the end of the South Seas properties. These latter parcels include an apartment building for

housing South Seas Resort employees and condominiums. Access by residents and guests of the South Seas Resort takes place at some distance north of the public parcel and the resort's volleyball nets largely separate South Seas beach users from those who access the beachfront from Hagerup Park. As a result, it is not recommended to adjust the recreational assessments at the south end of the South Seas property for the effects of increased use of Hagerup Beach. The properties south of Hagerup Beach do experience increased beach congestion, however.

Because the affected properties are single family homes, a comparison was made between the average value of a beach visit from a person staying in a house on a congested beach with the average value on a less congested beach. The comparison was made between the Village Beach which is relatively congested and the Tween Waters Road Beach (away from the hotel property) which is uncongested. The average value of a beach user from a house on the Tween Waters Road Beach was \$12.90 and the average value of a beach user from a house on the Village Beach was \$8.66 in the summer survey. This implies that congestion and other similar factors reduce the value of a beach visit by 32.9 percent and this could be a basis for reducing the recreational assessments of the single family properties neighboring the public beaches. In the case of the Village, it is not recommended that the adjustment extend beyond the six family single family parcels because congestion beyond this point is largely due to the Jet Ski and other commercial activities involving the beach at the end of Andy Rosse Lane. Reducing the recreational assessments for the six properties by 32.9 percent would result in a loss of \$9,610 from the recreational assessment program. Applying a similar reduction to the six properties north of Turner Beach would result in a reduction of \$14,224 from the recreational assessment program.

If the above adjustments to recreation assessments were approved by the CEPD Board, the effect on revenues would be a loss of \$336,809 as shown in TABLE B.7.

TABLE B.7 Adjustments to the Recreation Assessments	
Source	Revenue Changes
For Profit Miscellaneous Properties	+ \$ 11,906
Homesteaded Multifamily Properties	- \$ 324,881
Public Parcel Neighbors	- \$ 23,834
Total	- \$ 336,809

The basic recreational millage rates might be proportionately increased in order to make up the revenue loss. TABLE B.8 shows the resulting changes in millage rates.

TABLE B.8 Adjusted Recreation Millage Rates		
Beach Zone	Basic Millage Rates	Adjusted Millage Rates
Single Family Properties	2.8393	2.9399
Multifamily Properties	13.8797	14.3714
Interval Properties	12.6129	13.0598
Commercial Properties	31.2792	32.2007

Doris Holzheimer to CEPD, Rene, carolyncaptiva

show details 4:44 PM (1 hour ago)

Commissioners,

Please come prepared with responses to the points below at the 9/8 meeting

Doris

Fellow Commissioners,

Attached is the 6th draft of the communication activities for the referendum. Kathy and I met by phone with Ken Gooderham yesterday and got his perspective on the plan. You will see that it includes work a number of us might do. Here's what we need each person to do in addition to voting yourself:

1. Review this to see if you see any problems or opportunities missed.
2. Review the voter registration list by our September meeting to identify several people you know who might:
  - a. Write a letter to the editor for the Current
  - b. Send an encouraging email to a few friends to vote for the referendum
  - c. Put a sign in their yard reminding people to vote.
  - d. Other (they might have a great idea) Please contact them so you can report what they will do at the meeting.
3. Agree to put a sign in your yard reminding people to vote.

4. Encourage your friends to register, get an absentee ballot if they won't be on Captiva on 11/2 and vote.
5. Other (I bet you have a great idea for something you can do to help get this referendum passed)
6. Stay engaged this fall- this is the time for all of us to work to pass the referendum.
7. Write Kathy about objections you encounter so we understand the opposition and can address the issues.
8. Memorize the facts about this referendum: What we are doing; Why we are doing it now, early; Why it is so much; and Why this way (We need to be a consistent broken record on this. We will have an "elevator speech".)
9. Take responsibility for something on the plan to ensure it happens, and help frame it and to ease the work on staff.
10. Come to the 9/16 meeting at 1:00 to discuss the plan for the Town Hall and apportionment meetings.(You are also welcome to come on 9/13 to develop the plans)

Thanks so much. We all, not just Mike and the staff, need to be engaged to pass the referendum. Captiva needs us to do this.

Stay safe.

Doris

## Communication Plan Pre-Referendum

1. Set clear objectives by segmented voters.
2. Identify list of possible resources (places/venues to communicate)
3. Identify key messages
4. Decide which messages to include in which venues.
5. Define a communication timeline and adjust as needed.
6. Gain agreement to plan from commissioners.

We need to understand and pay attention to all laws governing our actions.  
We can use the schedule Kathy developed for the referendum.

**Captiva Erosion Prevention District**  
Proposed Communication Activities Schedule for  
November Referendum

Week of	Activity	Topic	Carrier	Audience	Responsibility	Message
<b>Mon., 9/6</b>	BB	Facts on absentee ballots, dates of registration, deadlines	CT, CC	ConstantContact list; Captiva newspaper readers	staff	a,b,c,d,g
	WS	Facts on absentee ballots, dates	WS	Web site visitors	web admin., staff	a,b,c,d,g
.....						
<b>Mon., 9/13</b>	NL	Referendum Newsletter	PO,CT	Property Owners, Constant Contact list	staff	a,b,c,d,g
<i>13-Sep</i>	<i>MT</i>	<i>Develop agenda for TH and Apportionment meetings</i>	<i>MT</i>	<i>(9/13 @ 2:00 pm)</i>	Comm.,staff	<i>a-g</i>
<i>16-Sep</i>		<i>Planning for TH and Apportionment meetings</i>	<i>MT</i>	<i>(9/16 @ 1:00 pm)</i>	Comm.,staff	<i>a-g</i>
	WS	newsletter	WS	Web site visitors	Comm.,staff	a,b,c,d,g
.....						
<b>Mon., 9/20</b>	EN	Last chance to register to vote; referendum Town Hall	CT, CL	Captiva residents	staff	e
	PC	Last change to register to vote; learn more @ TH mtg.	PO	Captiva residents	staff	e
	BB	Recent Erosion Pictures	CT, CC	ConstantContact list; Captiva newspaper readers	staff	a,b,c,d,g
	LT	Letter to Voters	PO	Property owners	staff	a,b,c,d,e,g
	NA	Ask friend to write letter to editor	TE	Captiva residents	Comm.,staff	b,c,d,f,g
	WS	Dates, Fact sheet	WS	Web site visitors	Comm., staff	a,b,c,d,g
.....						

**Captiva Erosion Prevention District**  
Proposed Communication Activities Schedule for  
November Referendum

Week of	Activity	Topic	Carrier	Audience	Responsibility	Message
<b>Mon., 9/27</b>	SS	"Vote Nov. 2 - CEPD Beach Renourishment Referendum"		Captiva drivers	Comm., staff	d
	CO	"Tell your members..."	CL, TE	Captiva voters	Comm., staff	f,g
	WS	Pictures, FAQ's	WS	Web site vistors	Comm. Staff	c,g
.....						
<b>Mon., 10/4</b>	GE	TBD	IS/NP	Captiva newspaper readers	MM, staff	b,c
	BB	Issues on renourishment	CT, CC	ConstantContact list; Captiva newspaper readers	staff	a,b,c,d,g
	ON	"Tell your staff, friends..."	CL, TE	Captiva voters	Comm, staff	f
	WS	more FAQ's	WS	Web site vistors	web admin., staff	c,g
.....						
<b>Mon., 10/11</b>	PC	Reminder to vote on referendum; learn more @ TH mtg.	PO	Captiva voters	staff	d
	EN	Last chance to register to vote; referendum Town Hall	CT, CL		staff	e
TBD	MG	Vote "Yes" on referendum	TBD	Captiva voters	Comm.	b-g
	EN	Vote "Yes" Association Members	CT, CL	Association President and Members	Staff	d
	WS	Agendas Town Hall & Approp.	WS	Web site vistors	Comm., staff	a-g
.....						



**Captiva Erosion Prevention District**  
Proposed Communication Activities Schedule for  
November Referendum

Week of	Activity	Topic	Carrier	Audience	Responsibility	Message
<b>Mon., 10/18</b>	BB	Address issues public has raised	CT, CC	ConstantContact list;	staff	b,c,d,g
	TH	Learn about referendum	MT	Captiva residents/tax payers	staff	b,c,d,g
	WS	Response to issues raised	WS	Web site vistors	Comm. Staff	c,g
.....						
<b>Mon., 10/25</b>	EN	Reminder to vote	CT, CL	Captiva voters	staff	d
	<i>26-Oct</i>	<i>Last day to request ballot by mail</i>				
	WS	Vote	WS	Web site vistors	Comm. Staff	c,g
.....						
<b>Mon., 11/1</b>	BB	Vote on 11/2	CT, CC	ConstantContact list; Captiva newspaper readers	staff	d
	<i>2-Nov</i>	<i>Mail ballot must be received at elections office by 7:00 pm</i>				
	WS	Vote on 11/2	WS	Web site vistors	Comm., Staff	c,g
.....						

**Captiva Erosion Prevention District**  
Proposed Communication Activities Schedule for  
November Referendum

**Key:**

Activity

Beach Brief BB  
Commun. Outreach CO  
Electronic Notice EN  
Guest Editorial GE  
Letter LT  
Meet and Greet MG  
Newsletter NL  
Newspaper Article NA  
Organ. Networking ON  
Postcards PC  
Signs SS  
Town Hall Mtg. TH  
Web Site WS

**Key:**

Carrier

Ads AD  
Broadcast media BM  
Captiva Current CC  
Compiled email list CL  
ConstantContact CT  
Island Sun IS  
Magazine MZ  
Meeting MT  
NewsPress NP  
Post Office PO  
Telephone TE  
Web site WS

**Key:**

Message

Request ballot by mail a  
Understand property value impact b  
Benefits of renouishment c  
Turn out and vote for referendum d  
Register to vote e  
Encourage neighbors to vote for referendum f  
Why is CEPD doing this referendum now? g

**Sign Locations:**

Miville-homes (2)  
Mullins-homes (3)  
Jensen-home (1)  
Jensen-prop. (2)  
Holz.-home (1)  
Kaiser-home (1)  
Boyle-home (1)  
Parking lot (2)  
Store windows (10)  
Realtors (5)  
Other (list):

Targets for Referendum

<b>Voter Group</b>	<b>Number*</b>	<b>Message</b>	<b>Dates</b>	<b>Venues</b>
Registered non resident property owner	210	Vote-use absentee ballot		
		Understand property value impact		
		Benefits of nourishment		
Registered resident non property owner	77	Turn out and vote for referendum		
		Benefits of nourishment		
Non registered , non resident property owner	51	Register		
		Encourage neighbors to vote for referendum		
		Understand property value impact		
		Benefits of nourishment		
Non registered, resident, non property owner		Register		
		Vote for referendum		
		Encourage others to register and vote for referendum		
		Benefits of nourishment		

IDNUM	NAME	MAIL1	MAIL3	ZIP_MAIL	COUNTRY
111359171	ADAMS, DANIEL W	331 SUMMIT ST SW	CANTON OH	44720	
111385388	ADAMS, SARA K	331 SUMMIT ST SW	CANTON OH	44720	
111452608	ANDERSON, JOSEPHINE C	P O BOX 224	CAPTIVA FL	33924	
106080172	ANDERSON, LAWRENCE THOMAS	P O BOX 278	CAPTIVA FL	33924	
106080174	ANDERSON, SUZANNE MORSANI	P O BOX 278	CAPTIVA FL	33924	
111437506	ANGSTADT, KELSEY KOHOUT	P O BOX 1052	CAPTIVA FL	33924	
111285034	APFEL, JOHN B JR	P O BOX 194	CAPTIVA FL	33924	
111509563	ASTER, KAREL	P O BOX 312	CAPTIVA FL	33924	
111618814	BABBITT, JUDITH VA	P O BOX 700	CAPTIVA FL	33924	
111576944	BABBITT, WILLIAM ALBERT	P O BOX 700	CAPTIVA FL	33924	
111327528	BARBEE, ELLEN N	P O BOX 98	CAPTIVA FL	33924	
111349693	BARBEE, GEORGE E L	P O BOX 387	CAPTIVA FL	33924	
111456128	BARBEE, JOSEPH E	1936 GRACE AVE	FORT MYERS FL	33901	
111355953	BARBEE, MOLLY J	P O BOX 387	CAPTIVA FL	33924	
111285161	BARNARD, ROBERT W	P O BOX 194	CAPTIVA FL	33924	
111647507	BARTON, MARGARET D	P O BOX 354	CAPTIVA FL	33924	
111647453	BARTON, RALPH W	P O BOX 354	CAPTIVA FL	33924	
111500616	BATES, JOHN F	P O BOX 622	CAPTIVA FL	33924	
111492415	BATES, MARY	P O BOX 622	CAPTIVA FL	33924	
114960196	BAUERLY, DAVID LEO	P O BOX 1210	CAPTIVA FL	33924	
114960227	BAUERLY, JEAN CAROL	P O BOX 1210	CAPTIVA FL	33924	
111738914	BEGGS, DENICE M	P O BOX 897	CAPTIVA FL	33924	
111738500	BEGGS, JOHN L	P O BOX 897	CAPTIVA FL	33924	
114987930	BERG, JAMES C	P O BOX 277	CAPTIVA FL	33924	
114987928	BERG, SUSEN H	P O BOX 277	CAPTIVA FL	33924	
116459766	BETTCHER, KAREN ELLEN	P O BOX 487	CAPTIVA FL	33924	
116459740	BETTCHER, LAURENCE A	P O BOX 487	CAPTIVA FL	33924	
111550902	BIRAM, DENNIS R	P O BOX 52	CAPTIVA FL	33924	
111351920	BOATMAN, DENNIS L	P O BOX 747	CAPTIVA FL	33924	
111378082	BOATMAN, KATHERYN M	P O BOX 747	CAPTIVA FL	33924	
118197548	BOGUSLAVSKIY, ANDREY LEONIDOVICH	P O BOX 194	CAPTIVA FL	33924	
117930867	BORCHELT, TREVOR J	P O BOX 194	CAPTIVA FL	33924	
111437891	BORIS, MICHAEL JOSEPH	P O BOX 162	CAPTIVA FL	33924	
114846600	BORIS, PATRICIA ANNE	P O BOX 162	CAPTIVA FL	33924	
111318045	BORNHORST, BARBARA A	P O BOX 205	CAPTIVA FL	33924	
111318046	BORNHORST, DAVID	P O BOX 205	CAPTIVA FL	33924	
111706685	BOYLE, FRANCES C BAINOR	P O BOX 147	CAPTIVA FL	33924	
111706687	BOYLE, JAMES C	P O BOX 147	CAPTIVA FL	33924	
111724704	BRACE, ROBERT J	P O BOX 906	CAPTIVA FL	33924	
111725279	BRACE, SHARON L	P O BOX 906	CAPTIVA FL	33924	
111497968	BRADLEY, CHARLES T	1125 LONGIFOLIA CT	CAPTIVA FL	33924	
111497967	BRADLEY, HELEN ZOE	1125 LONGIFOLIA CT	CAPTIVA FL	33924	

111578597	BROOKS, LISA S	P O BOX 1173	CAPTIVA FL	33924
111668032	BROOKS, TRUMAN N	P O BOX 1173	CAPTIVA FL	33924
111745812	BROUSTER, RUTH A	P O BOX 215	CAPTIVA FL	33924
111745813	BROUSTER, THOMAS H	P O BOX 215	CAPTIVA FL	33924
111423580	BROWN, JAY WRIGHT	P O BOX 225	CAPTIVA FL	33924
115710030	BROWN, JEFFREY B	P O BOX 632	CAPTIVA FL	33924
114341863	BRUST, JUDITH A	P O BOX 27	CAPTIVA FL	33924
114341816	BRUST, ROBERT H	P O BOX 27	CAPTIVA FL	33924
111429817	BRYFOGLE, BARBARA M	P O BOX 416	CAPTIVA FL	33924
111303612	BRYFOGLE, KENNETH G JR	P O BOX 416	CAPTIVA FL	33924
111302084	BURKE, MICHAEL S	P O BOX 714	CAPTIVA FL	33924
111696055	BURNEAKAS, JOHN JOSEPH	P O BOX 249	CAPTIVA FL	33924
111657590	CALDWELL, JOHN GREGORY	P O BOX 11	SANIBEL FL	33957
114136257	CALINSKI, MICHAEL D	P O BOX 561	CAPTIVA FL	33924
111544093	CARLSON, STEPHANIE JOAN	P O BOX 745	CAPTIVA FL	33924
111731928	CARLSON, STEVEN A	P O BOX 609	CAPTIVA FL	33924
111318843	CHANDLER, WILLIAM M	P O BOX 595	CAPTIVA FL	33924
114021035	CHILDERS, WENDY U	P O BOX 452	CAPTIVA FL	33924
111443836	CHILDRES, NATHANIEL A	CHAMP PE, LEVEL 25 NORTH T	ONE RAFFLES QUAY	48583 SINGAPORE
111323319	CHRISTOFF, SOO	PO BOX 7	CAPTIVA FL	33924
111392511	CHRISTOFF-TEMPESTA, LEE	P O BOX 7	CAPTIVA FL	33924
111644938	COATS, ANN STELLA	P O BOX 309	CAPTIVA FL	33924
111644939	COATS, WILLIAM MILOS	P O BOX 309	CAPTIVA FL	33924
111534222	CONROY, JOAN T	P O BOX 1089	CAPTIVA FL	33924
111524330	COVER, ANNE MOSBY	P O BOX 453	CAPTIVA FL	33924
111524331	COVER, REESE LORING	P O BOX 453	CAPTIVA FL	33924
117246105	CRAWFORD, JAMES MARTIN	16535 CAPTIVA DR	CAPTIVA FL	33924
111382191	CUNNINGHAM, JEANNE M	P O BOX 1208	CAPTIVA FL	33924
111356757	CUNNINGHAM, JOHN R	P O BOX 1208	CAPTIVA FL	33924
111356758	CUNNINGHAM, MICHELE	P O BOX 1208	CAPTIVA FL	33924
111371784	DALE, JOHN	P O BOX 370	CAPTIVA FL	33924
113967967	DEDOUVRE, JEAN CHARLES	P O BOX 194	CAPTIVA FL	33924
111644677	DELLISOLA, ROBERT G JR	P O BOX 194	CAPTIVA FL	33924
118249367	DENHAM, JOHN AMOS JR	P O BOX 524	CAPTIVA FL	33924
111352991	DEUTSCHMANN, MARYANNE E	P O BOX 298	CAPTIVA FL	33924
111284670	DILLON, KRISTOPHER	P O BOX 194	CAPTIVA FL	33924
103678547	DINKINS, BOBBIE LYN	P O BOX 194	CAPTIVA FL	33924
111731996	DIPASQUALE, MICHAEL	16670 CAPTIVA DR	CAPTIVA FL	33924
111576397	DOHERTY, DAVID W	P O BOX 224	CAPTIVA FL	33924
111724689	DONAHUE, DEBORAH B	P O BOX 639	CAPTIVA FL	33924
111724688	DONAHUE, RICHARD JAMES	P O BOX 639	CAPTIVA FL	33924
111297116	DONOVAN, MARY E	P O BOX 177	CAPTIVA FL	33924
111297331	DONOVAN, S THOMAS	P O BOX 177	CAPTIVA FL	33924

111298007	DOWNEY, WILLIAM	P O BOX 272	CAPTIVA FL	33924
111298017	DOWNEY, YOLANTA	P O BOX 272	CAPTIVA FL	33924
111534755	ESCHERT, JOAN M	P O BOX 944	CAPTIVA FL	33924
111652530	FALDE, ALAN JEFFERY	P O BOX 432	CAPTIVA FL	33924
111652531	FALDE, ESTHER MITCHELL	P O BOX 432	CAPTIVA FL	33924
111404796	FARMER, RITA G	P O BOX 1202	CAPTIVA FL	33924
111404798	FARMER, THOMAS D	P O BOX 1202	CAPTIVA FL	33924
111568441	FARWELL, STELLA E	P O BOX 835	CAPTIVA FL	33924
111730123	FENNIMAN, CAROL A	P O BOX 682	CAPTIVA FL	33924
111730200	FENNIMAN, WILLIAM W	P O BOX 682	CAPTIVA FL	33924
111328064	FOX, JEAN C	P O BOX 338	CAPTIVA FL	33924
111328059	FOX, ROBERT C	P O BOX 338	CAPTIVA FL	33924
111293510	FRACYON, MANSOUR	P O BOX 412	CAPTIVA FL	33924
111294136	FRACYON, MANSOUREH	P O BOX 412	CAPTIVA FL	33924
111705540	FRASCATI, FLORENCE	P O BOX 97	CAPTIVA FL	33924
111705542	FRASCATI, J MICHAEL	P O BOX 97	CAPTIVA FL	33924
118267801	FREEDMAN, TRAVIS RYAN	P O BOX 195	CAPTIVA FL	33924
111386049	FREUND, SUSAN W	P O BOX 397	CAPTIVA FL	33924
111357229	FUGIT, ALAN W	P O BOX 895	CAPTIVA FL	33924
111357230	FUGIT, MARY DIANE D	P O BOX 895	CAPTIVA FL	33924
111703714	GAGNON, KENNETH L	P O BOX 1184	CAPTIVA FL	33924
111703715	GAGNON, ROLANDE A	P O BOX 1184	CAPTIVA FL	33924
111463080	GALLOWAY, KATHERINE K	P O BOX 70	FORT MYERS FL	33902
111461138	GALLOWAY, SAM M JR	P O BOX 70	FORT MYERS FL	33902
111433449	GARLAND, FLORENCE S	P O BOX 297	CAPTIVA FL	33924
114829855	GARROW, GAIL ALLEN	P O BOX 306	CAPTIVA FL	33924
114829831	GARROW, MARK ROBERT	P O BOX 306	CAPTIVA FL	33924
116496461	GARROW, MATTHEW BRANDON	P O BOX 306	CAPTIVA FL	33924
116496443	GARROW, NATALIE JEAN	P O BOX 306	CAPTIVA FL	33924
111496234	GARVEY, PAUL EDWARD	P O BOX 204	CAPTIVA FL	33924
111307513	GEORGE, DAVID A	P O BOX 999	CAPTIVA FL	33924
111424120	GEORGE, MARIN L	P O BOX 999	CAPTIVA FL	33924
111307512	GEORGE, VERNA M	P O BOX 9999	CAPTIVA FL	33924
111572586	GIBSON, PHYLLIS S	P O BOX 456	CAPTIVA FL	33924
111572588	GIBSON, RONALD E	P O BOX 456	CAPTIVA FL	33924
111422633	GINGERICH, RONALD L	P O BOX 606	CAPTIVA FL	33924
111398452	GINGERICH, VIRGINIA RENEE	P O BOX 606	CAPTIVA FL	33924
111433798	GIONET, DOROTHE HOPKINS	P O BOX 194	CAPTIVA FL	33924
111496101	GRALNICK, HELENE BARBARA	P O BOX 242	CAPTIVA FL	33924
115862085	GRALNICK, MARVIN J	P O BOX 242	CAPTIVA FL	33924
114418968	GUSHULAK, PAUL LOUIS	P O BOX 966	CAPTIVA FL	33924
111276484	HALL, ELLA R	P O BOX 762	CAPTIVA FL	33924
111420997	HANELINE, LINDA K	P O BOX 519	CAPTIVA FL	33924

111420907	HANELINE, LOREN W	P O BOX 519	CAPTIVA FL	33924
111312866	HARRON, PAUL F	16590 CAPTIVA DR	CAPTIVA FL	33924
111697382	HEDLEY, TALITHA MARIANA	8751 LATEEN LN #104	FORT MYERS FL	33919
111567489	HEDLEY, VICTOR H	8751 LATEEN LN #104	FORT MYERS FL	33919
111270881	HINSCH, DAVID R	P O BOX 1093	CAPTIVA FL	33924
111270879	HINSCH, JOETTE	P O BOX 1093	CAPTIVA FL	33924
111589724	HODOSKY, ROBERT	P O BOX 702	SANIBEL FL	33957
111712035	HOLZHEIMER, DORIS M	P O BOX 667	CAPTIVA FL	33924
114943979	HOPSON, JAMES W	P O BOX 952	CAPTIVA FL	33924
114943982	HOPSON, JULIE A	P O BOX 952	CAPTIVA FL	33924
116436088	HORTON, DOUGLAS M	P O BOX 335	CAPTIVA FL	33924
111291973	HOUSTON, JOHN ERNEST	P O BOX 695	CAPTIVA FL	33924
111321677	HOWARD, HOWELL H	P O BOX 1072	CAPTIVA FL	33924
111540366	HOWARD, JEFFREY JOSEPH	P O BOX 1072	CAPTIVA FL	33924
111335339	HOWARD, MIMI F	P O BOX 1072	CAPTIVA FL	33924
111540367	HOWARD, VIVIAN DOROTHY	P O BOX 1072	CAPTIVA FL	33924
111385798	HUDDLESTON, DEBORAH LYNN	1011 ALTA VISTA RD	LOUISVILLE KY	40205
111285471	HUFFMAN, ALICA NICOLE	P O BOX 194	CAPTIVA FL	33924
111712037	HULLAR, GORDON C	P O BOX 667	CAPTIVA FL	33924
117870939	IRVINE, ANNA	P O BOX 876	CAPTIVA FL	33924
117870937	IRVINE, ROBERT G	P O BOX 876	CAPTIVA FL	33924
111559896	JENNINGS, KATHY T	P O BOX 282	CAPTIVA FL	33924
111559897	JENNINGS, MARTIN III	P O BOX 282	CAPTIVA FL	33924
111519213	JENSEN, DAVID MARTIN	P O BOX 191	CAPTIVA FL	33924
111629918	JENSEN, GINA ELIZABETH	P O BOX 1103	CAPTIVA FL	33924
111523975	JENSEN, JOHN R	P O BOX 1103	CAPTIVA FL	33924
111429415	JENSEN, JUDITH A	8972 MUD CREEK RD	INDIANAPOLIS IN	46256
111323441	JONES, JOANNE P	P O BOX 506	CAPTIVA FL	33924
111322859	JONES, WALTER B	P O BOX 506	CAPTIVA FL	33924
111395805	KAISER, CAROLYN CATHERINE	P O BOX 838	CAPTIVA FL	33924
111535943	KAISER, HENRY A	P O BOX 838	CAPTIVA FL	33924
111320196	KELLY, MARY H	P O BOX 548	CAPTIVA FL	33924
111320199	KELLY, MICHAEL F	P O BOX 548	CAPTIVA FL	33924
111526487	KILGORE, COLON W	P O BOX 963	CAPTIVA FL	33924
111391165	KILGORE, SUMMER IRENE	P O BOX 963	CAPTIVA FL	33924
117371609	KLASKIN, MARILYN GERSHMAN	PO BOX 842	CAPTIVA FL	33924
117371621	KLASKIN, ROBERT JOSEPH	PO BOX 842	CAPTIVA FL	33924
114200625	KOELMEL, CARL F	P O BOX 939	CAPTIVA FL	33924
114200656	KOELMEL, ELFRIEDE W	P O BOX 939	CAPTIVA FL	33924
111279240	KOURY, PETER L	P O BOX 41	CAPTIVA FL	33924
111526670	KRAMER, JUDITH ILENE	P O BOX 602	CAPTIVA FL	33924
111521122	KRAMER, MARJORIE ANN	P O BOX 602	CAPTIVA FL	33924
111500921	KRAMER, RONALD E	P O BOX 602	CAPTIVA FL	33924

111520252	KRAMER, SARAH E	P O BOX 602	CAPTIVA FL	33924
111291702	LAMBERT, DONNA G	P O BOX 194	CAPTIVA FL	33924
111291701	LAMBERT, PHILLIP	P O BOX 194	CAPTIVA FL	33924
111609451	LAUTENBACH, CAROLE J	P O BOX 1028	CAPTIVA FL	33924
111493702	LEONARD, CAROLYN M	P O BOX 943	CAPTIVA FL	33924
111448715	LEWIS, BARBARA L	P O BOX 1145	CAPTIVA FL	33924
111448719	LEWIS, KIRK C	P O BOX 1145	CAPTIVA FL	33924
116151463	LICHTENSTEIN, DOROTHY	PO BOX 1369	SOUTHHAMPTON NY	11969
111692032	LINDNER, RICHARD J	P O BOX 669	CAPTIVA FL	33924
111711509	LIPMAN, JANET E	P O BOX 1045	CAPTIVA FL	33924
117876251	LIPMAN, LAURA SUKALAYA	P O BOX 1045	CAPTIVA FL	33924
111711510	LIPMAN, WILLIAM L	P O BOX 1045	CAPTIVA FL	33924
111284009	LLOYD, ROBERT E	P O BOX 63	CAPTIVA FL	33924
111307708	LORD, MARGOT H	P O BOX 546	CAPTIVA FL	33924
111643611	LUCHT, SHERRY ANN	P O BOX 581	CAPTIVA FL	33924
111682060	MADDEN, JOHN W JR	P O BOX 305	CAPTIVA FL	33924
111692729	MADDEN, MARJORIE A	P O BOX 305	CAPTIVA FL	33924
111347219	MALTESE, LAWRENCE PETER	PO BOX 634	CAPTIVA FL	33924
111744869	MANDELBAUM, I	P O BOX 344	CAPTIVA FL	33924
111521092	MANSUR, E BARRY	P O BOX 398	CAPTIVA FL	33924
111632261	MANSUR, TRACI ANN	P O BOX 398	CAPTIVA FL	33924
111362447	MARKLE, THOMAS WILMER	P O BOX 866	CAPTIVA FL	33924
114413581	MARTIGNAGO, ALEX A	P O BOX 1319	CAPTIVA FL	33924
111448180	MASON, JOHN T	P O BOX 247	CAPTIVA FL	33924
111412371	MASON-NADER, KIM MARIE	15123 CAPTIVA DR	CAPTIVA FL	33924
117159791	MASSEY, EUGENE HOLT SR	P O BOX 904	CAPTIVA FL	33924
111320627	MATHIESON, KENNETH JOSEPH	P O BOX 517	CAPTIVA FL	33924
111320626	MATHIESON, PATRICIA A	P O BOX 517	CAPTIVA FL	33924
104181123	MATHOT, JEAN-CLAUDE A	P O BOX 194	CAPTIVA FL	33924
116272018	MAZZULLA, ELIZABETH ANNE	P O BOX 426	CAPTIVA FL	33924
111351162	MCCARTHY, ANN F	P O BOX 472	CAPTIVA FL	33924
111579534	MCCARTHY, PAUL F	P O BOX 580	CAPTIVA FL	33924
117337741	MCCARTHY, WILLIAM E	P O BOX 472	CAPTIVA ISLAND FL	33924
115852626	MCCLINCH, TERRANCE JAMES	P O BOX 71	CAPTIVA FL	33924
111314121	MCCLURE, JEROLD THOMAS	P O BOX 1085	CAPTIVA FL	33924
111314122	MCCLURE, THERESA B	P O BOX 1085	CAPTIVA FL	33924
111423626	MCDONALD, CHRISTOPHER MICHAEL	16535 CAPTIVA DR	CAPTIVA FL	33924
111286052	MCDOWELL, KAY	P O BOX 104	CAPTIVA FL	33924
111285372	MCDOWELL, ROBERT NORMAN	P O BOX 104	CAPTIVA FL	33924
111622426	MCGLYNN, BURTON J	P O BOX 276	CAPTIVA FL	33924
111674697	MCGRATH, GEORGIANA	P O BOX 369	CAPTIVA FL	33924
111674724	MCGRATH, J BRIAN	P O BOX 369	CAPTIVA FL	33924
111283552	MILLER, HAROLD E	P O BOX 596	CAPTIVA FL	33924



111274778	MILLER, HAROLD EUGENE JR	P O BOX 656	CAPTIVA FL	33924
111283839	MILLER, JASON M	P O BOX 194	CAPTIVA FL	33924
111661850	MILLER, JOHN R JR	P O BOX 970	CAPTIVA FL	33924
111283551	MILLER, SHIRLEY R	P O BOX 596	CAPTIVA FL	33924
111274780	MILLER, SUSAN ANN	P O BOX 656	CAPTIVA FL	33924
111661851	MILLER, SUSAN D	P O BOX 970	CAPTIVA FL	33924
111279020	MIVILLE, JULIEN S	P O BOX 1179	CAPTIVA FL	33924
111661232	MIVILLE, RENE A III	P O BOX 9	CAPTIVA FL	33924
111352092	MORE, GEORGE A	P O BOX 716	CAPTIVA FL	33924
111352093	MORE, SALLY A	P O BOX 716	CAPTIVA FL	33924
111381153	MULLINS, CANNELLA C	P O BOX 880	CAPTIVA FL	33924
111735703	MULLINS, MICHAEL C	P O BOX 880	CAPTIVA FL	33924
111739050	MURPHY, JOHN RAMSEY JR	P O BOX 194	CAPTIVA FL	33924
111412370	NADER, JOHN ANTHONY	15123 CAPTIVA DR	CAPTIVA FL	33924
111583537	NEALON, EMMETT F	P O BOX 462	CAPTIVA FL	33924
111586240	NEALON, KATHLEEN K	P O BOX 462	CAPTIVA FL	33924
111688946	NEDBLAKE, GREYDON WESLEY	P O BOX 366	CAPTIVA FL	33924
111689675	NEDBLAKE, RENEE J	P O BOX 366	CAPTIVA FL	33924
111722457	NELSON, DAVID WALLACE	P O BOX 490	CAPTIVA FL	33924
111355983	NELSON, SANDRA B	P O BOX 545	CAPTIVA FL	33924
111355981	NELSON, THOMAS E	P O BOX 545	CAPTIVA FL	33924
117849842	NICASTRO, KIMBERLY ANN	P O BOX 84	CAPTIVA FL	33924
117849871	NICASTRO, NEIL	P O BOX 84	CAPTIVA FL	33924
114919743	OBRIEN, JOSEPH D JR	P O BOX 819	CAPTIVA FL	33924
111324699	OCHSNER, CAROLYN A	P O BOX 1119	CAPTIVA FL	33924
111322992	OCHSNER, PETER B	P O BOX 1119	CAPTIVA FL	33924
111723004	ODEN, NANCY C	P O BOX 172	CAPTIVA FL	33924
116675329	OWENS, NICK ALLEN	P O BOX 532	CAPTIVA FL	33924
115644131	PERKINS, HARRY L	P O BOX 1305	CAPTIVA FL	33924
111370852	POPE, LAWRENCE E	P O BOX 134	CAPTIVA FL	33924
111466931	POTTORF, DARRYL R	P O BOX 64	CAPTIVA FL	33924
111551489	POTTORF, KEVIN RAY	P O BOX 931	CAPTIVA FL	33924
111274712	PRELL, FRANCIS GODFREY	P O BOX 14	CAPTIVA FL	33924
111577817	PRESTERA, LILLIAN A	P O BOX 1136	CAPTIVA FL	33924
111363866	PYLE, NATHALIE C	P O BOX 327	CAPTIVA FL	33924
111362854	PYLE, RICHARD E	P O BOX 327	CAPTIVA FL	33924
115790965	RECKER, BROOKE E	P O BOX 56	CAPTIVA FL	33924
115828814	RECKER, WILLIAM JEFFREY	P O BOX 56	CAPTIVA FL	33924
111452182	REESE, BONNIE M	P O BOX 1055	CAPTIVA FL	33924
111569491	REILLY, BERNADETTE	P O BOX 34	CAPTIVA FL	33924
111601080	REILLY, KENNETH J	P O BOX 34	CAPTIVA FL	33924
111383915	REISS, VIRGINIA H	P O BOX 45	CAPTIVA FL	33924
111722855	REYES, DOLORES C	P O BOX 1165	CAPTIVA FL	33924

111722853	REYES, HERNAN M	P O BOX 1165	CAPTIVA FL	33924
111390431	RHEINFRANK, LAMSON JR	P O BOX 310	CAPTIVA FL	33924
111392951	RHEINFRANK, LYDIA	P O BOX 310	CAPTIVA FL	33924
111390429	RHEINFRANK, SALLY L	P O BOX 310	CAPTIVA FL	33924
117690029	RICH, KATHLEEN MARY	P O BOX 993	CAPTIVA FL	33924
111564635	RIEGERT, BETTY JO	P O BOX 1025	CAPTIVA FL	33924
111558664	RIEGERT, L JOHN	P O BOX 1025	CAPTIVA FL	33924
115906086	RIEGERT, LOUIS JOHN JR	P O BOX 1025	CAPTIVA FL	33924
111326769	RILEY, WILLIAM	P O BOX 760	CAPTIVA FL	33924
111432659	ROBERTS, JENNIFER K	3827 STATE ROUTE 730	WILMINGTON OH	45177
111432662	ROBERTS, ROBY L	3827 STATE ROUTE 730	WILMINGTON OH	45177
111330168	RODRIGUEZ, LISA R	P O BOX 1235	CAPTIVA FL	33924
115702923	ROHN, DAVID RIIS	P O BOX 321	CAPTIVA FL	33924
115702907	ROHN, MADELAINE BERGER	P O BOX 321	CAPTIVA FL	33924
111344880	ROMERSA, KATHY WALKER	15155 WILES DR	CAPTIVA FL	33924
111555890	RONALD, PETER	P O BOX 877	CAPTIVA FL	33924
111725386	RYAN, MARY M	P O BOX 428	CAPTIVA FL	33924
111725521	RYAN, WALTER J	P O BOX 428	CAPTIVA FL	33924
111329156	SACKS, JONATHAN EDWARDS	16585 CAPTIVA DR	CAPTIVA FL	33924
113982853	SAWICKI, MICHAEL SEAN	P O BOX 388	CAPTIVA FL	33924
111281224	SAWYER, CLARE F	P O BOX 141	CAPTIVA FL	33924
111280951	SAWYER, EDWARD L JR	P O BOX 141	CAPTIVA FL	33924
111323788	SCHNEIDER, LINDA F	16537 CAPTIVA DR	CAPTIVA FL	33924
111309213	SCHUBERT, DONNA J	P O BOX 696	CAPTIVA FL	33924
111309214	SCHUBERT, JOHN D	P O BOX 696	CAPTIVA FL	33924
111516474	SCHWARTZEL, JOSEPH CHARLES	P O BOX 910	CAPTIVA FL	33924
111484383	SCHWARTZEL, MIRIAM DIAZ	P O BOX 910	CAPTIVA FL	33924
111379159	SCOTT, CRAIG C	P O BOX 730	CAPTIVA FL	33924
111280670	SCOTT, DOUGLAS G	P O BOX 687	CAPTIVA FL	33924
111716584	SCOTT, ELIZABETH A	P O BOX 687	CAPTIVA FL	33924
111388494	SEHGAL, EDDA G	P O BOX 1300	CAPTIVA FL	33924
111388503	SEHGAL, SURINDER M	P O BOX 1300	CAPTIVA FL	33924
118296278	SELLS, JOHNIE F	PO BOX 94	CAPTIVA FL	33924
111388708	SHEETZ, CHARLES H	P O BOX 131	CAPTIVA FL	33924
111388707	SHEETZ, GAIL R	P O BOX 131	CAPTIVA FL	33924
111387663	SHERLOCK, SUSAN M	P O BOX 483	CAPTIVA FL	33924
111387353	SILVERGLIDE, EDYTHE L	P O BOX 1026	CAPTIVA FL	33924
111390132	SILVERGLIDE, HARRY R	P O BOX 789	CAPTIVA FL	33924
111477661	SILVERGLIDE, SANDRA LYNN KOLAR	P O BOX 848	CAPTIVA FL	33924
111507815	SIMS, SHERRILL BINFORD	P O BOX 145	CAPTIVA FL	33924
111870973	SIVSOV, LEILANI EDWARDS	P O BOX 194	CAPTIVA FL	33924
111742651	SKUBAL, MARLENE D	P O BOX 515	CAPTIVA FL	33924
111677006	SMITH, ELAINE A	P O BOX 1133	CAPTIVA FL	33924

111584252 SMITH, SUE ANN	P O BOX 538	CAPTIVA FL	33924
111323686 STAFFORD, INGE P	P O BOX 355	CAPTIVA FL	33924
111323831 STAFFORD, JOHN R	P O BOX 355	CAPTIVA FL	33924
111733988 STANTON, SHIRLEY S	P O BOX 1221	CAPTIVA FL	33924
111733569 STANTON, WARREN B	P O BOX 1221	CAPTIVA FL	33924
111419373 STEGER, MARK T	P O BOX 705	SANIBEL FL	33957
115414785 STEGMANN, BENJAMIN C	P O BOX 1086	CAPTIVA FL	33924
111376754 STEGMANN, DENA LEE	P O BOX 807	CAPTIVA FL	33924
111426281 STEGMANN, KRYS M	P O BOX 1086	CAPTIVA FL	33924
115137575 STEGMANN, MICHAEL DEWEY	P O BOX 384	CAPTIVA FL	33924
115109686 STEGMANN, RICHARD WALTER	P O BOX 807	CAPTIVA FL	33924
115605142 STEGMANN, SABRINA LACY	P O BOX 1086	CAPTIVA FL	33924
111285550 STEIN, BERNADETTE B	P O BOX 194	CAPTIVA FL	33924
111515158 STRATOS, CONSTANTINE S	11528 ANDY ROSSE LN	CAPTIVA FL	33924
111693352 STREHLOW, NANCY IRION	P O BOX 1191	CAPTIVA FL	33924
111621885 STREHLOW, ROBERT JR	P O BOX 101	CAPTIVA FL	33924
111425900 STUART, SUSAN KURLBAUM	P O BOX 490	CAPTIVA FL	33924
117487046 STUEBE, DAVID C SR	PO BOX 393	CAPTIVA FL	33924
117442942 STUEBE, JOY LYNN	P O BOX 393	CAPTIVA ISLAND FL	33924
117771711 SWERDLICK, CATHERINE JAMROG	P O BOX 746	CAPTIVA FL	33924
117771640 SWERDLICK, GERALD SAMUEL JR	P O BOX 746	CAPTIVA FL	33924
117854208 SZAMBECKI, DIANA KAYE	P O BOX 339	CAPTIVA FL	33924
114512598 TESTRAKE, MICHAEL C	P O BOX 741	CAPTIVA FL	33924
111336814 TOPKA, MARSHA LOUISE	P O BOX 1240	CAPTIVA FL	33924
111334372 TOPKA, THOMAS E	P O BOX 1240	CAPTIVA FL	33924
111539162 TRAFF, CLIFFORD FRANK JR	P O BOX 729	CAPTIVA FL	33924
111539161 TRAFF, SANDRA L	P O BOX 0729	CAPTIVA FL	33924
111685046 TRAGONE, ELSA L	P O BOX 1046	CAPTIVA FL	33924
111685047 TRAGONE, PETER R	P O BOX 1046	CAPTIVA FL	33924
111390292 TRUDEL, JEANNE S	P O BOX 396	CAPTIVA FL	33924
111385390 TRUDEL, NORMAN A	P O BOX 396	CAPTIVA FL	33924
111686377 URION, PHILLIP A	P O BOX 835	CAPTIVA FL	33924
115214144 VACHON, WAYNE S	P O BOX 194	CAPTIVA FL	33924
111391771 VALENTINO, ELVIRA	P O BOX 313	CAPTIVA FL	33924
111391856 VALENTINO, PAUL V	P O BOX 313	CAPTIVA FL	33924
111322661 VANDERBAARS, CHRISTOPHER	P O BOX 194	CAPTIVA FL	33924
111464603 VANVLECK, SARITA	P O BOX 159	CAPTIVA FL	33924
111671762 VIGLIONE, VANESSA LESLEY	P O BOX 161	CAPTIVA FL	33924
111351666 VINSON, MARY JANE	P O BOX 446	CAPTIVA FL	33924
111351667 VINSON, ROBERT K	P O BOX 446	CAPTIVA FL	33924
111663059 WARNER, LOIS E	16531 CAPTIVA DR	CAPTIVA FL	33924
111526938 WATKINS, JANE MOORE	P O BOX 598	CAPTIVA FL	33924
111345007 WEINER, ALEXANDRA W	P O BOX 879	CAPTIVA FL	33924

111352835 WEINER, LESLIE	P O BOX 879	CAPTIVA FL	33924
111733896 WEINER, MICHAEL R	P O BOX 879	CAPTIVA FL	33924
114266337 WEINHOLD, FRANK M III	P O BOX 297	CAPTIVA FL	33924
111647713 WELLS, DEBRA TUCKER	P O BOX 875	CAPTIVA FL	33924
115208648 WENINGER, HOWARD L	P O BOX 1205	CAPTIVA FL	33924
115208655 WENINGER, PATRICIA A	P O BOX 1205	CAPTIVA FL	33924
111669412 WESLEY, MICHELLE R	P O BOX 284	SANIBEL FL	33927
111655064 WESLEY, RANDY E	P O BOX 284	SANIBEL FL	33957
115222680 WEST, MARLIN ANTHONY	P O BOX 194	CAPTIVA FL	33924
111711568 WICKESBERG, THOMAS JOSEPH	P O BOX 1313	CAPTIVA FL	33924
111273698 WILLIAMS, LENA	P O BOX 1088	CAPTIVA FL	33924
111667706 WILLIAMS, NORMAN LAMAR II	P O BOX 1042	CAPTIVA FL	33924
111745442 WILLIAMS, THOMAS W	P O BOX 1088	CAPTIVA FL	33924
111686254 WILSON, EMMA S	P O BOX 303	CAPTIVA FL	33924
111423998 WILSON, JENIFER A	P O BOX 776	CAPTIVA FL	33924
111423996 WILSON, RODNEY M	P O BOX 776	CAPTIVA FL	33924
111613528 WOOD, HELEN MARIE	20 STONE BRIDGE RD	LOUISVILLE KY	40207
115883338 YOUNG, JEFFREY RUSSELL	P O BOX 1253	CAPTIVA FL	33924
115823236 YOUNG, RUSSELL FRANK II	851 OHIO PIKE	CINCINNATI OH	45245

Proposed October Meeting Dates

October 19	Town Hall Meeting, 1P.M. Tween Waters Inn
October 20	Regular Board Meeing including Apportionment Hearing <b>Noon Auger Room, SSIR</b>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
	Publish election Publish referendum 10am - CAC meeting	Complete DR420MM				
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	Columbus Day Publish election Publish referendum	ASBPA Conference @ Charleston, SC			Sales Tax Due	
17	18	19	20	21	22	23
		Submit Trim 1pm - Town Hall Auger Room SSIR	12pm - 12pm Board Wakefield Rm			
24	25	26	27	28	29	30
31	1	2	3	4	5	6
Halloween		Election Day referendum				

## MEMORANDUM

TO: Captiva Erosion Prevention District

FROM: B. Gray

DATE: August 31, 2010

RE: Standard Operating Procedure Development Project Status

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As of today's date, the status of the Standard Operating Procedure (SOP) Development Project is as follows:

- Of the 41 procedures that are listed in the "Scope of Services" attachment to the Standard Operating Procedures Development contract between CEPD and Partners in Progress Inc.;
  - 17 SOPs have been drafted by J. Bralove and submitted to B. Gray for editing (see the second page of this memo for details about which SOPs were drafted)
  - 2 SOPs have been added to the list, due to an immediate need for such SOPs. Those SOPs are "Standard Operating Procedure for Removing Equipment and Records from the CEPD Office" and "Standard Operating Procedure for Set-Up and Use of NEC Projector with Toshiba Laptop". Both of those SOPs have been drafted by J. Bralove and submitted to B. Gray for editing
  - Of the 19 SOPs that have been submitted for editing, 9 have been edited and returned to J. Bralove with questions of clarification. (see the second page of this memo for details about which SOPs have been through the editing process)
  - 2 SOPs on the original list have been merged with other SOPs on the list. Specifically, the "Standard Operating Procedure for Parking Lot Supplies Ordering" has been merged with the "Standard Operating Procedure for Ordering Supplies" and the "Standard Operating Procedure for Public Notice Placement" has been incorporated into both the "Standard Operating Procedure for Regular Board Meeting Support" and the "Standard Operating Procedure for Other CEPD Meeting Support"
- For the 22 SOP drafts that have not yet been submitted for editing, J. Bralove will produce them and submit them to B. Gray at the rate of at least 3 per week. All first drafts will be completed by October 15.
- By September 15, B. Gray will have edited all drafts submitted through the prior week. From that point on, B. Gray will keep pace with the drafts submitted on a one week lag basis. All drafts will be edited by October 22.
- Clarification questions that result from the editing will be resolved in weekly teleconferences between J. Bralove and B. Gray and B. Gray will incorporate the results into the SOPs for presentation to CEPD. All clarification questions are expected to be resolved by November 6 and the results incorporated into the procedures by November 13.

- SOPs that have been through the editing and clarification process and are ready for presentation to CEPD will be delivered to CEPD, through the CEPD Administrator, as they become available. The presentation ready SOPs will be delivered to CEPD from September 15 through November 15.
- If CEPD would like to receive copies of any of the SOPs in their current formats, that is NOT presentation ready, they will be readily provided. Please note, however, that those copies will be provided on an information only basis and feedback on the SOP should be held until the presentation ready SOPs are delivered.

### SOP Progress Details

SOP #	Original SOP Name	New SOP Name	Rec'd Draft From John	Edited
	<b><i>Physical Environment Maintenance</i></b>			
1	Parking Lot Management - Meter Collection & Deposit	Parking Lot Management - Meter Collection	x	
a1		Parking Lot Management - Deposit	x	
2	Parking Lot Management - Machine Maintenance	Parking Lot Management - Parking Meter Maintenance	x	
3	Parking Lot Management - Parking Lot Maintenance	Parking Lot Management - Parking Lot Maintenance	x	
4	Parking Lot Management - Sales Tax Reporting	Parking Lot Management - Sales Tax Reporting		
"-b1 5	Parking Lot Management - Supplies Ordering	[Incorporated into SOP for Office Supply Maintenance, see below)	n/a	n/a
6	Physical Beach Inspection			
7	Beach Clean-up Coordination			



	<b>Office Administration</b>			
8	Incoming E-mail Processing			
9	Incoming Telephone Call Processing		x	x
10	Incoming Regular Mail Processing		x	x
11	Office Visit Support		x	
12	Calendar Maintenance			
13	Office Supply Maintenance		x	
14	CEPD Office Opening and Closing		x	x
15	Status Reporting			
16	Holiday Card Distribution		x	x
17	Offsite Storage Management		x	
18	CEPD Contact List Maintenance		x	x
19	Expense Reimbursement	Non-Travel Expense Reimbursement	x	
a2		Travel Expense Reimbursement	x	
20	Time Sheet Accounting		x	
21	Key and Password Maintenance		x	x
22	Continuous Quality Improvement			
	<b>Financial Processing</b>			
23	General Ledger Maintenance Support			
24	Accounts Payable Processing Support		x	x
25	Accounts Receivable Processing Support			
26	Outside Audit Support			
27	Funds Availability Forecasting Reporting Support			
28	Fiscal Reporting Support			
29	Bank Statement Reconciliation Support			
30	Proposed Expenditure Review Processing Support			
	<b>Board Support</b>			

31	CEPD Regular Board Meeting Support		x	x
32	Other CEPD meeting support		x	
33	Administrative Assistance to CEPD Board Members			
34	Election Support / Appointment Support			
	<b>Legal Processing</b>			
35	Legal Coordination			
36	Public Notice Placement	[incorporated into Annual Budget Support and Board Meeting support, as anticipated in contract]	n/a	n/a
	<b>Compliance Filings</b>			
37	Tax Roll Processing Support			
38	Annual Budget Processing Support			
39	Assessment Processing			
40	Filing of Public Depositor Annual Report			
	<b>Public Relations</b>			
41	Website Management			
	<b>Additional SOPs</b>			
	Removing Assets		x	x
	Set up and use of projector with laptop		x	