



## **Captiva Erosion Prevention District Board Meeting Minutes**

May 11<sup>th</sup>, 2020

### **I. Call To Order**

Chairman Mike Mullins called to order the regular meeting of the Captiva Erosion Prevention District (CEPD) at 1:05 p.m. on May 11<sup>th</sup>, 2020 via a virtual meeting through Zoom.

### **II. Roll Call**

Chairman Mike Mullins conducted a roll call of Commissioners.

The following persons were present:

Commissioners: Chairman Mike Mullins, Vice Chairman Bob Walter, Secretary Harry Kaiser, Treasurer Richard Pyle and Commissioner Michael Lanigan.

CEPD Staff: Administrator Joe Wagenti and Assistant Administrator Kimmy Foulds.

The following persons were present to represent CEPD: Jason Smith, CEPD CPA and Ralf Brookes, CEPD Attorney.

The following person was present as representation of the Sanibel/Captiva Road Protection project:

Joel Caouette from the City of Sanibel.

The following person was present as representation for Lee County Southwest Florida: Steve Boutelle, Manager for the Public Works Operations.

**III. Approval Of Minutes For April 13<sup>th</sup>, 2020 CEPD Board Meeting**

Secretary Harry Kaiser motioned to accept the minutes of April 13<sup>th</sup>, 2020 as dispensed and printed. Commissioner Michael Lanigan seconded the motion. Motion to accept the April 13<sup>th</sup>, 2020 Board meeting minutes passed unanimously.

**IV. Approval Of Minutes For April 23<sup>rd</sup>, 2020 CEPD Briefing Meeting**

Secretary Harry Kaiser motioned to accept the minutes of April 23<sup>rd</sup>, 2020 as dispensed and printed. Chairman Mike Mullins seconded the motion. Motion to accept the April 23<sup>rd</sup>, 2020 Briefing meeting minutes passed unanimously.

**V. Public Comments**

Chairman Mike Mullins acknowledged public attendance at the virtual meeting.

**VI. Financial Reports April 2020**

Treasurer Richard Pyle stated there were not any major issues.

Conversations emerged regarding the accounts with Florida Prime, Fifth Third Bank and the SBA listing on the balance sheets. Jason Smith, the CEPD CPA, confirmed that the SBA line was Florida Prime. Ralf Brookes, the CEPD Attorney, explained the SBA line in the financial reports were for Florida Prime and refer to State Board Administration.

**VII. Discussion Items**

a) **Captiva Beaches Reopened 4.29.2020**

CEPD Administrator Joe Wagenti validated that the beaches were reopened on Captiva Wednesday, April 29<sup>th</sup>, 2020 from the directive of Lee Board of County Commissioners. And, that appropriate parking and bathroom facilities were quickly put in place with substantial public notice.

b) **Status Of Parking Lot/Attendants**

Parking lot rates, parking spaces, parking lot ticketing procedures and the parking lot beach attendant were discussed.

Commissioner Michael Lanigan motioned to raise the daily rate from \$30.00 to \$40.00 and to raise the two (2) hour rate to \$25.00. Chairman Mike Mullins seconded the motion, which carried unanimously.

CEPD Administrator Joe Wagenti affirmed that Alison Hagerup beach has been the only beach with an attendant since beaches have reopened. Mr. Wagenti verified there would be a parking lot beach attendant at Alison Hagerup Friday through Sunday, 10:00 a.m. to 6:00 p.m. and there would be signs posted to indicate the beach attendant shifts.

c) **CEPD Emergency Resolution 2020-02 COVID-19**

CEPD Administrator Joe Wagenti pointed out that the original CEPD Emergency Resolution 2020-02 COVID-19 continued for four (4) weeks; updated and posted every week, resulting in the last CEPD Emergency Resolution 2020-02.6.

Ralf Brookes, CEPD Attorney, established the Extension of the Emergency Resolution going forward with the CEPD Emergency Resolution 2020-02.7 as the current resolution for virtual meetings to take place for the District. Mr. Brookes advised that this resolution would be updated and posted every seven (7) days with modifications as required.

d) **CEPD Administrator Report**

**Draft Audit:** CEPD Administrator Joe Wagenti articulated that he received comments from Jason Smith, the CEPD CPA and the CEPD auditor Daniel Anderson from Mauldin & Jenkins CPA firm in reference to the draft audit letter.

Chairman Mike Mullins declared that June 30<sup>th</sup> is the deadline to submit to the state Department of Revenue and there are IRS guidelines with small tax districts; along with other parameters. Mr. Mullins added that he had viewed the SOP for Annual Third Party Audit Support and suggested that this particular SOP should be adjusted.

Chairman Mike Mullins asked to have the SOP for Annual Third Party Audit Support updated and to bring to the Board for approval for the next Board meeting.

Different objectives were transpired pertaining to bids and changing auditors over the summer. Jason Smith, the CEPD CPA, committed that he could have the audit ready by December and that his slow season was between October to January.

**Bathroom Project Update:** CEPD Administrator Joe Wagenti described the upgrades on the parking lot at Alison Hagerup beach. Dialogue was exchanged with ideas of parking locations, title searches, easement agreements, contracts, public accesses, surveys, designs, pathways and to change the name of the project to portable instead of bathrooms.

Chairman Mike Mullins mentioned that the project would cost approximately \$100,000.00 for installation, construction, engineering and permitting. CEPD Administrator Joe Wagenti noted that the project would be about \$85,000.00 to \$100,000.00, which would include construction to install water, power lines and concrete pads for two (2) ADA spaces, installation of a shower, tying down and hooking up the mobile trailer. Mr. Wagenti voiced there would not be any pavers on the parking lot and grading the parking lot surface would continue every six to ten weeks at about \$3,000.00 a year.

**LGFR – APTIM Hourly Support Contract:** CEPD Administrator Joe Wagenti asked the Board to approve the hourly contract of \$5,000.00 for LGFR-APTIM support due to changes with LGFR and the approaching deadline at the end of July for the APTIM project.

Considerations were brought to the subject of LGFR. Steve Boutelle, Manager for the Public Works Operations with Lee County Southwest Florida, joined the topic of LGFR. Mr. Boutelle spoke of a variety of factors that relate to the state cost share, as an intensive mapping exercise with complex formulations that include codes, percentages, credits, ranking and many more items.

Such as, the number of parking spaces, bike racks, bus stops, housing issues, property boundaries and vacation rentals to name a few.

Commissioner Michael Lanigan motioned to accept the proposal of May 5<sup>th</sup>, 2020 written by APTIM regarding support for the upcoming LGFR for the 21/22 beach renourishment project not to exceed \$5,000.00 for hourly services. Chairman Mike Mullins seconded the motion, which passed unanimously.

**Newsletter Review:** CEPD Administrator Joe Wagenti announced the Spring Newsletter was prepared for distribution. Mr. Wagenti revealed the Newsletter would be emailed first and then mailed. The Commissioners were all in agreement.

**Fifth Third Loan Payoff (2014) And Operating Line (LOC) Setup:** CEPD Administrator Joe Wagenti suggested there would be an opportunity to set up an emergency operating line with Fifth Third or another institution. Commissioner Michael Lanigan pointed out to sell the T Bills, in case of an emergency.

**TRIM (FY20/21):** CEPD Administrator Joe Wagenti reported that the TRIM process has begun for the next fiscal year and would have the budget primed for the Board to review by the next Board meeting.

Chairman Mike Mullins exclaimed that TRIM stands for Truth In Millage and the fact that TRIM is a strict, detailed schedule that is required to be approved before July.

**Bed Tax Update:** CEPD Attorney Ralf Brookes brought attention to the State of Florida contact, Matthew Moore, Senior Research Economist for the Florida Department of Revenue. Mr. Brookes confirmed the total taxable category by zip code was approximately \$3.3 million for the 2019 calendar year for bed tax in Lee County.

**Office Operations:** CEPD Administrator Joe Wagenti opened communication for office procedures and operations. Mr. Wagenti invited feedback. There were not any responses given.

### **VIII. Public Comments**

Chairman Mike Mullins asked for public comments and recognized the public for joining the virtual Board meeting.

### **IX. New Business**

The Sanibel/Captiva Road Protection project was discussed with Joel Caouette from the City of Sanibel. Mr. Caouette updated the CEPD Board that construction on Phase 1 ended before May 1<sup>st</sup> to comply with sea turtle nesting season and Phase 11 was anticipated to wrap up in mid- May.

### **X. Commissioners' Comments**

Commissioner Michael Lanigan asked to view the CEPD HR Employee Handbook and the Beach Monitoring reports for the next Board meeting.

Chairman Mike Mullins thanked everyone for attending the virtual Board meeting and extended appreciation to all.

### **XI. Adjournment**

Chairman Mike Mullins adjourned the virtual Board meeting at 3:22 p.m.