



Board Meeting Minutes
of the Regular Meeting of the
Captiva Erosion Prevention District
South Seas Island Resort, Alpha Cone Room
October 7, 2019 @ 1:00 P.M.

Commissioners Present: Mike Mullins, Chair; Michael Lanigan, Vice Chair; Harry Kaiser, Secretary

Excused: Bob Walter, Treasurer

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

1. Call to Order

Chairman Mullins called the meeting to order at 1:00 pm.

2. Roll Call

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

3. Approval of August 12, 2019 Board Meeting Minutes

Commissioner Kaiser moved to approve the minutes.

Commissioner Lanigan seconded the motion

Motion carried unanimously

Approval of September 26, 2019 Board Meeting Minutes

Commissioner Kaiser moved to approve the minutes.

Commissioner Lanigan seconded the motion

Motion carried unanimously

Approval of September 26, 2019 Final Budget Hearing Meeting Minutes

Commissioner Kaiser moved to approve the minutes.

Commissioner Lanigan seconded the motion

Motion carried unanimously

4. Public Comment

John Silvia spoke on his background and consideration for commissioner.

5. Financial Report ending September 30, 2019

Ms. Weaver gave a report on the current status.



Mr. Wagenti explained the residual budget column (pg. 31). Chairman Mullins requested to remove capital expenditures from the reserve accumulations sheet (pg. 35).

6. ACTION ITEMS

a. SOP for Appointing Commissioner

ACTION REQUESTED: Motion to approve new Standard Operating Procedure entitled "Appointing a Commissioner to a Vacant Seat."

WHY ACTION IS NECESSARY: To provide consistency for appointing a Commissioner.

WHAT THE ACTION ACCOMPLISHES: Approves SOP on appointing a Commissioner when a seated Commissioner resigns mid-term. This will maintain consistency for all applicants to the position.

There were no motions made and no vote taken. Discussed followed.

Chairman Mullins discussed the need to limit absences, and/or the consequences thereof; also discussed a Board process to determine if an absence is excused. This process could be added into Appendix B or change the Rules of Procedure.

Commissioner Lanigan thought it seems reasonable to limit up to 3 absences. Suggests putting this into the Rules of Procedure first. Staff will need to check on exact procedure of changing that.

Commissioner Lanigan has an issue on the voting calculations; it should be added up cumulatively instead of the current proposed method.

Chairman Mullins asked for a couple of examples for the Board to consider. He also suggested the ballot process will be repeated in case of a tie.

Commissioner Lanigan asked that the winner of voting is binding.

b. 2019/2020 Contract with APTIM

ACTION REQUESTED: Motion to approve new contract with APTIM for T&M materials NTE \$24,999

WHY ACTION IS NECESSARY: To allow continuous usage of APTIM for assistance

WHAT THE ACTION ACCOMPLISHES: Allows Administration to utilize APTIM as needed, NTE \$24,999 for assistance not covered in specific contracts.

Discussion:

Chairman Mullins has a change to the agreement, on pg 45. He wants to add 'prior' authorization. It will be discussed with APTIM measures in getting prior authorization of charges.



Discussion switched over to discuss the overall services from APTIM, the pricing structures and costs and if CEPD should hire a 3rd company to review all existing contracts. Administration will look into the possibility and cost.

Chairman Mullins asked Steve Boutelle about Lee County's competitive bid process. Mr. Boutelle will share contact information with Administration to help create CEPD standard procedures that are similar to the county.

Mr. Boutelle further explained the procurement process and how a committee of 5 ranks the professional services to award contracts.

Administration was asked to get a full plan and pricing (in regards to APTIM) to present at a briefing meeting later in the month.

Commissioner Lanigan moved to accept the contract

Commissioner Kaiser seconded the motion

Motion carried unanimously

7. Old Business

a. Emeritus Commissioner

No candidates yet, but staff will create a SOP for the position. Ms. Weaver reached out to other districts. Ms. Stroud said it is not an issue.

b. RFP for Accounting Firm

Chairman Mullins offered that he will reach out to other places to see who they use. It was agreed to continue looking for a bookkeeper and CPA firm. This will be carried to the November board meeting.

c. DEP Discussion re Beach Access and Hotel Accommodations

CEPD is working with the DEP and APTIM to show a significant amount of rentals on the island. This will continue to be an ongoing effort to also include involvement with the FSBPA and their lobbying efforts.

CEPD is also working to optimize bike racks in accordance with DEP parameters.

Chairman Mullins asked for an update on our consideration from the Army Corps (Jackie Keiser). Ms. Weaver explained that Ms. Keiser recently received another promotion, but reached out to Laurel Riechold for an update.

Commissioner Lanigan stressed to CEPD staff the continued need for tracking and to ensure there is a documentation trail.

d. Update on Parking Lot

Mr. Wagenti asked the Board for any input concerning the proposed site plan. Chairman Mullins offered to meet later in the week to discuss.



Commissioner Lanigan asked the staff to get a quote for maintenance and cleaning of the bathroom trailer as well as a new quote for pumping.

e. Website Update

Chairman Mullins instructed staff to go live with the site.

f. FEMA funds

Chairman Mullins asked staff to explain the increase from 75% to 90% funding for Hurricane Irma relief. Ms. Weaver explained that we will be receiving a total of \$1,067,703.54 from Hurricane Irma funding relief that can be used for the renourishment. That is up from the \$847,383.76 previously approved.

Commissioner Kaiser asked if CEPD staff is continuing to look into available grants. The answer is yes.

8. New Business

a. HWA resignation

The Board received the resignation letter from Hans Wilson and Associates for administration oversight services. The contract will end November 30, 2019. Chairman Mullins will work with Ms. Weaver and Mr. Wagenti for solutions to the situation and bring suggestions to the Board at the November meeting.

b. Alison Hagerup Parking Lot after hours usage for Captains for Clean Water event hosted by Sandi Stillwell on 11/6 and 11/14.

Chairman Mullins is in support, however the Lee County Sherriff suggested previously the park close at dusk. Stilwell can get insurance or they can park at their risk. CEPD not accepting liability for parking at dark or park at own risk. Stillwell to indemnify and hold CEPD harmless.

c. Subcommittee

The names of those interested in serving on the subcommittee were shared in the agenda materials. Chairman Mullins asked staff to contact Jeff Brown to put a scope together of purpose/reasoning behind such a committee.

Commissioners Lanigan mention the Emeritus position, as an active commissioner to step aside to such a position. This was discussed previously on the agenda.

Chairman Mullins also discussed there might be another committee at some point regarding sea level rise.

d. Maudlin & Jenkins contracts

Chairman Mullins directed staff to get an explanation of "program tests" from the auditor before they proceed with the contract. Staff was also asked to find out why the letter is dated August 1, 2019 but wasn't received until September 30, 2019.



- e. Sanibel/Captiva Resilience grant for SLR
Chairman Mullins shared that James Evans reached out regarding the Resilience Grant Sanibel is requesting for Sea Level Rise. Mr. Evans wanted permission to include Captiva in the study. There being no cost for the inclusion, and being considered can be helpful in the future, permission was granted by Mullins.

Joel Couette shared that the proposal was due prior to the Board meeting. He also stated that they are looking at July 1 2020 to April 30 2021 for the modelling to be complete. May 2020 is the award date. The modelling will use 24 tracks from Hurricanes Charlie and Irma and how certain assets (up to 500) on the islands are impacted. Chairman Mullins extended the CEPD appreciation to Sanibel for included Captiva in the study.

9. Administrators' Reports

- a. FSBPA Report
Ms. Weaver gave a brief presentation of the conference in the agenda materials. Commissioner Lanigan asked staff to include "take aways" in future reports. Presentations from FSBPA will be available soon on their website and will be forwarded to the Board if requested.
- b. CDM Training
Ms. Weaver and Mr. Wagenti requested board approval to attend the upcoming CDM (Certified District Manager) training in January 2020. Chairman Mullins wants staff to reach out to FSBPA and find out what they do with members and lobbying efforts, and to contrast that to what FASD offers for discussion in the next board meeting.
- c. TRIM Update
Ms. Weaver updated the board on TRIM (truth in millage) and confirmed CEPD met all the requirements and will have submitted the last report by 5pm today. CEPD is still waiting on the newspaper clippings to submit to the state; we have 30 days. Chairman Mullins asked if the CEPD have an SOP on TRIM and the need for a proofing process for all required statements. There is not one; it will be created.

10. Commissioners Comments

Chairman Mullins recognizes Steve Boutelle, Marine Operations Manager for Lee County, and showed appreciation of the cooperation between everyone.



Commissioner Lanigan went over what is requested from CEPD administration:

1. Inventory of contracts with APTIM and overall plan of work ahead.
2. Follow up on renourishment.
3. Need to hire another engineering firm to look over APTIM's proposals.
4. SOP on how we proceed with projects regarding procurement. Administration will reach out to Lee County procurement.

11. Adjournment

The meeting was adjourned at 3:03 p.m.