



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

Commissioners Present: Mike Mullins (Chair); Harry Kaiser (Secretary); Dave Jensen (Commissioner)

Excused: Michael Lanigan (Vice Chair); Bob Walter (Treasurer)

Staff Present: Carolyn Weaver (Administrator); Joe Wagenti (Deputy Administrator); Hans Wilson (Hans Wilson & Associates); 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 July 8, 2019, Meeting Minutes
Commissioner Jensen moved to approve the minutes.
Commissioner Kaiser seconded the motion
Motion carried unanimously

Approval of amended June 10, 2019 Meeting Minutes
Commissioner Jensen moved to approve the minutes.
Commissioner Kaiser seconded the motion
Motion carried unanimously
4. Public Comment
No comments
5. Financial Report ending July 31, 2019
Ms. Weaver gave a report on the current status.

6. ACTION ITEMS

- a. Resolution 2019-04
ACTION REQUESTED: Execute Resolution 2019-04
WHY ACTION IS NECESSARY: To approve the Local Government Funding Request for FY2020/21
WHAT THE ACTION ACCOMPLISHES: Allows the District to request funding from the Florida Department of Environmental Protection.
Commissioner Jensen moved
Commissioner Kaiser seconded the motion
Discussion: Chairman Mullins discussed the CEPD's commitment through special assessment and the TDC
Motion carried unanimously
- b. Draft MOU for Southwest Florida Regional Resiliency Compact
ACTION REQUESTED: Motion to approve support for SWFL Regional Resiliency Compact
WHY ACTION IS NECESSARY: Board approval is required to join the SWFL Regional Resiliency Compact.
WHAT THE ACTION ACCOMPLISHES: To develop a regionally consistent approach to the impacts of climate change and to advance local and regional responses to and preparations for economic and social disruption projected to result from the impacts of climate change.
Chairman Mullins explained the reasons of why CEPD should join. Sanibel and other counties have joined, Lee County is considering joining. This is to make the board aware that we asked to be part of this project.
- c. SOP for Appointing Commissioner
ACTION REQUESTED: Motion to approve new Standard Operating Procedure entitled "Appointing a Commissioner to a Vacant Seat."
WHY ACTION IS NECESSARY: To provide consistency for appointing a Commissioner.
WHAT THE ACTION ACCOMPLISHES: Approves SOP on appointing a Commissioner when a seated Commissioner resigns mid-term. This will maintain consistency for all applicants to the position.
There are currently 4 applicants: (Linda Laird, Dave Saunders, Rene Melville and Richard Pyle) Rene and Mr. Pyle have submitted their CV's. All 4 are registered voters in Captiva. Chairman Mullins clarified the position does not need to be filled right away. No motion was made; it will wait for full board.
- d. Investment Proposal
ACTION REQUESTED: Motion to approve
WHY ACTION IS NECESSARY: To approve the moving of excess funds into investment funds instead of our current checking account

WHAT THE ACTION ACCOMPLISHES: Allows the District to receive higher interest on our funds (from 0.3% to a minimum of 1.9%) which creates additional revenue of \$30,000-60,000 annually.

The Board requested further information on moving money to Certificates of Deposit and to find out the current rate of our outstanding balance of \$700,000 to be paid in full by May 2020. No motion was made.

e. Administrative Changes – Hans Wilson

ACTION REQUESTED: Motion to approve Joe Wagenti as Administrator and Carolyn Weaver as Deputy Administrator and provide compensation commensurate with industry standards.

WHY ACTION IS NECESSARY: To better utilize the skills and experience of each individual in the proper position.

WHAT THE ACTION ACCOMPLISHES: Provides the Board with administrative support that better utilizes the skills and experience of both contractors, while maintaining the duplication of tasks should either Administrator become indisposed.

Chairman Mullins referred to Commissioner Lanigan's email in that it is not the Board's business to change positions or dictate tasks within the administration. Hans Wilson noted that, like all changes within the administration, that it was a courtesy to the Board to notify them. Commissioner Jensen agreed that HWA should operate administration without Board approval. No motion is required for administrative changes.

ACTION REQUESTED: Execute Resolution 2019-08

WHY ACTION IS NECESSARY: To increase the funding to Hans Wilson & Associates.

WHAT THE ACTION ACCOMPLISHES: To bring the financial contracts for CEPD Administration more in line with those of other Special Districts.

Commissioner Jensen moved.

Commissioner Mullins seconded the motion

Discussion: Chairman Mullins led discussion regarding current funds to HWA. Commissioner Kaiser commented he does not agree to lower salaries even if tasks are to be changed.

Commissioner's Jensen and Kaiser voted in favor

Chairman Mullins voted against

Motion Did Not Pass

f. SOP Commissioner Assistance

ACTION REQUESTED: Motion to approve updated Standard Operating Procedure entitled "Providing Administrative Assistance to Commissioners."

WHY ACTION IS NECESSARY: To maintain priorities for Administration

WHAT THE ACTION ACCOMPLISHES: Approves updates to outdated SOP to allow Administration to maintain priorities, while providing requested Commissioner support as time and priorities allow, as well as keeping the entire Board apprised of requests.

Chairman Mullins doesn't feel this follows the rule of procedure and the rules may have to be revised to clarify this issue.

7. Old Business

a. Parking

1) Feasibility Study for 15295 Captiva Drive

Mr. Wagenti discussed the study to obtain this lot for public parking. The Board recommends to administration to reach out to the surrounding community for feedback before any formal proceedings with re-zoning or contract with the sellers.

Commissioner Kaiser moved

Chairman Mullins seconded the motion

Commissioner Jensen voted against

Commissioner Kaiser and Chairman Mullins voted in favor

Motion Did Not Pass

2) Current Parking Lot

The site plan was discussed regarding the improvements to the Alison Hagerup Parking Lot. Chairman Mullins wants administration to send the proposed site plan to Commissioner Walter for review. He also wants administration to research, from the property management perspective, that all rental properties are considered through their management companies. Chairman also requested contacting Nancy Stroud to see if there is a loop hole regarding the status of vacation rentals and if they should be included, and need to research the definition of the public and their inclusion in vacation rentals. He mentioned asking Debbie Flack as well.

b. Website Compliance

Ms. Weaver went over the new website and stated it will go live within ten days.

Chairman Mullins wants access to both websites to review and also for administration to explore utilizing a website review committee. He also would like any future phases of development to be proposed before the board before any work commences.

c. 2019 Save Our Water Summit

Ms. Weaver went over details of the summit meeting scheduled for August 21.

d. FSBPA Conference

Discussion ensued regarding the value of administration to attend these conferences and if so, that only one member of the administration attend. It was agreed both administrators should attend the FSBPA meeting.

e. ASPBA Conference

Chairman Mullins would like Ms. Weaver to present more information on how this conference would benefit CEPD, and decide which administrator would attend if approved.

8. New Business

Nancy Stroud P.A. – The Board discussed retaining of Nancy Stroud as she has moved into her own practice.

Commissioner Jensen moved
Commissioner Mullins seconded the motion
Motion carried unanimously

9. Administrators' Reports

Ms. Weaver discussed the timeline, specifically the Planning and Design phase of the upcoming renourishment project. Chairman Mullins asked the administration to obtain the APTIM timeline in order to better refine the CEPD timeline.

10. Commissioners Comments

Commissioner Kaiser make sure we get the best prices for the renourishment that are possible.

Chairman Mullins suggested that CEPD hire an Independent engineering company to come in and review APTIM's plan and to also review the construction costs for the upcoming renourishment.

11. Adjournment

The meeting was adjourned at 3:47 pm.