



Captiva Erosion Prevention District

Regular Board Meeting

Monday, January 11, 2021

Location: Zoom

1. Call to Order

- Commissioner Mullins called to order the regular monthly meeting of the Captiva Erosion Prevention District (CEPD) at approximately 1:00 pm on January 11, 2021 in a virtual meeting via Zoom.

2. Roll Call

- The following persons were in attendance:
 - CEPD Commissioners:
 - Seat 1, Harry Kaiser, Secretary
 - Seat 2, René Miville, Chairman
 - Seat 3, Michael Mullins, Commissioner
 - Seat 5, Richard Pyle, Treasurer
 - CEPD Staff:
 - John Riegert, Administrative Director
 - Daniel Munt, Technical Policy Director
 - Jennifer Nelson, Executive Director
 - CEPD Contractors:
 - Evan Cutler
 - CEPD Attorney: Ralf Brookes
 - Members of the Public:
 - John Silvia, Commissioner Elect

3. Oath of Office

A. John Silvia – Seat #4

- CEPD Attorney Ralf Brookes read the Oath of Office for the record. Commissioner Elect John Silvia repeated the Oath of Office. Mr. Brookes pronounced John Silvia a Commissioner of the CEPD.
- B. Organization of Board
- Vice Chairman: Commissioner Mullins motioned to nominate Commissioner Silvia as Vice Chairman of the Board. Chairman Miville seconded the motion. A vote was held and the motion passed unanimously.
 - In Favor: Secretary Kaiser, Chairman Miville, Treasurer Pyle, Commissioner Mullins.
4. COVID-19 Pandemic Emergency and Virtual Meetings
- Resolution 2021-01: Chairman Miville read the header of Resolution 2021-01 for the record. Commissioner Mullins motioned to approve the resolution. Chairman Miville seconded the motion. Discussion was invited. A vote was held and the motion passed unanimously.
 - In Favor: Secretary Kaiser, Commissioner Mullins, Treasurer Pyle, Vice Chairman Silvia, Chairman Miville.
5. Approval of Minutes
- A. December 7, 2020 Board Meeting Minutes
- Secretary Kaiser motioned to accept the December 7, 2020 meeting minutes as presented. Commissioner Mullins seconded the motion. Discussion was invited. A vote was held and the motion passed unanimously.
 - In Favor: Secretary Kaiser, Commissioner Mullins, Treasurer Pyle, Vice Chairman Silvia, Chairman Miville.
- B. December 11, 2020 Economist Meeting Minutes
- Mr. Cutler raised an opposition to the minutes as written and requested the opportunity to update the Board prior to minutes approval.
6. Financial Reports
- A. Budget Performance
- Ms. Nelson led the discussion regarding the financial report. Finances are currently tracking on-budget.
 - Treasurer Pyle is attempting to connect with Fifth Third Bank in order to set up passwords so that the Administration is able to move forward.
 - Discussion was held regarding loan options, the tax-exemption status of the CEPD, and the requirement of a fixed interest rate. The financial timeline of the upcoming loan process was discussed.
 - Mr. Robert (Bob) Gray summarized a planning session which was held and during which was drafted a 20-step plan for the upcoming project. Mr. Gray stated that APTIM would like to present design options at the next Board meeting. Chairman Miville requested more time to review the design recommendations. Discussion was held. It was agreed that a separate workshop will be held prior to the February vote.
 - Discussion was held regarding the costs associated with APTIM and Mr. Pierro.

B. ADP and Insurance

- The former administration had accounts set up as a small business.
 - Mr. Brookes is assisting with the resolution of this issue.
- Workers Compensation Insurance was cancelled as insufficient coverage

C. Tax Distribution

- Mr. Riegert introduced the Tax Distribution document included in the Board Meeting Materials. More data is being collected to refine what the document means for the CEPD. Ms. Nelson and Commissioner Mullins will meet to review the document.

D. Audit Report

- Mr. Riegert reviewed the audit report which is being presented for Board review. Ms. Nelson encouraged all attendees to take the time to review the document in detail. Mr. Jason Smith (CEPD Accountant) noted that the lowered net position from 2019 to 2020 was due to depreciation of assets.

7. Old Business

A. FGCU Partnerships

- The CEPD has joined the Southwest Florida (SWFL) Regional Resiliency Compact. Commissioner Mullins was established as the CEPD liaison.
- Commissioner Mullins provided an update on the partnership and stated that Dr. Michael Savarese will attend the Captiva Community Panel in February to share information with the Sea Level Rise Committee.
- Drafted Letter of Support for “Adaptation of Coastal Urban and Natural Ecosystem” (SUPERACUNE) for adaptation and resiliency planning.

B. State Funding Contracts

- Mr. Riegert stated that the 19LE3 extension and the 21LE1 have been executed.

8. New Business

A. LuxuryLav Trailer Installation Project

- FLDEP approved the permit.
- Lee County denied the permit for insufficient easement.
 - The easement does not allow for electric, water, or bathroom usage.
 - It was noted that this has caused frequent issues in getting certain work done at the parking lot.
 - Discussion was held regarding whether or not there is a second easement in place.
- Emergency Evacuation Plan
 - The trailer must not be permanently hooked to water and electric.
 - The trailer must be able to be towed away, or otherwise needs to be built on an elevated structure due to location on the Hurricane Flood Map
 - An SOP for bathroom evacuation has been drafted.
- More information is needed. Ms. Nelson will address follow-up regarding easement concerns and the costs associated with maintenance.

- Discussion was held regarding if the putting the trailer to use was still the preferred choice of the Board. When the additional research has been completed, the Board will consider the options.

9. Administrative Reports

A. Office Staff Update:

- Jennifer Nelson – Executive Director
 - Bill pay procedures have been reviewed and updated in collaboration with Treasurer Pyle. Discussion was held regarding the modernization of the bill pay procedures.
- Treasurer Pyle motioned to approve the bill pay procedures as written and presented in the SOP. Commissioner Mullins seconded the motion. Discussion was invited. A vote was held and the motion passed unanimously.
 - In Favor: Secretary Kaiser, Commissioner Mullins, Treasurer Pyle, Vice Chairman Silvia, Chairman Miville.
- John Riegert – Administrative Director
 - Discussion regarding the toll reimbursement was held. An analysis of the tolls fees has been performed and it has been identified that purchasing toll passes for CEPD staff would be more cost efficient.
- Daniel Munt – Technical Policy Director
 - Mr. Munt has identified a GIS system which he recommends the CEPD consider using for efficient and accurate recording of beach monitoring data. Discussion was held regarding the nature of the app and system. A more detailed presentation was requested. Mr. Munt will prepare a full presentation with a sample of monitoring data for the February Board meeting.
- Mr. Riegert spoke regarding communication with the public. He stated that beach briefs and newsletters will be issued on a regular basis in addition to social media posts (twice weekly).

B. Parking Lot

- Sales revenues for the month of December 2020 (\$50,642) and the annual total (\$558,261) were presented. Discussion was held regarding informing the public about how the parking lot revenue is being utilized by the CEPD to protect the beach and wildlife. Discussion was held about the improvements needed to the parking lot.
- Quarterly meter maintenance is scheduled.

C. Turner Beach Project Staging

- A meeting between Chairman Miville and City of Sanibel representatives was held on December 17th.
 - The city is willing to be a good neighbor and work with the CEPD on staging at the lot, if provided with a timeline and continued communication. Chairman Miville provided comments on the meeting.

D. Apportionment

- Mr. Cutler provided an update and summary of the Apportionment Model Meeting which was held in December 2020. He noted receiving positive feedback from

citizens who had previously expressed concerns regarding the apportionment. He discussed the timeline regarding Board review and approval. A preliminary workshop will be held on January 14th, 2021 and a follow-up workshop will be held on January 21st, 2021 to review the options, to address the timeline, and to prepare for the public apportionment process.

- A question from the public (former CEPD Commissioner Lanigan) was received regarding a potential disclosure issue when changing the nature of the apportionment and if there is need for a new vote. Commissioner Mullins stated that the CEPD Attorney (Mr. Brookes) should review this issue.

10. Commissioners' Comments

- Chairman Miville will be taking portrait photos of CEPD staff and Board Members for the new website.
- No other Commissioners provided additional comment at this time.

11. Public Comments – Limit 3 minutes per person

- No members of the public provided comment at this time.

12. Adjournment

- Treasurer Pyle motioned to adjourn the meeting. Chairman Miville seconded the motion. The meeting was adjourned. See Action Items, next page.

Action Items Discussed
January 11, 2021

- Clarification of minutes: 12/11/2020 Economist Meeting
 - What: Provide clarification and feedback on the minutes for the 12/11/2020 Economist/Apportionment Meeting
 - Who: Mr. Cutler
 - Date: Not defined
- LuxuryLav Trailer
 - What: Address follow-up regarding easement concerns, develop a maintenance plan, and identify the costs associated with maintenance
 - Who: Ms. Nelson
 - Date: Not defined
- GIS System for Beach Monitoring Data
 - What: Prepare a detailed presentation for the CEPD Board
 - Who: Mr. Munt
 - Date: To be presented at the February 2021 Board Meeting