

Captiva Erosion Prevention District
Briefing Meeting Minutes
August 13th, 2020
Location: Zoom

I. Call To Order

- Chairman Michael Mullins called to order the Briefing meeting of the Captiva Erosion Prevention District (CEPD) at 1:00pm on August 13th, 2020 in a virtual briefing meeting via Zoom.

II. Roll Call

- The following persons were in attendance:
 - Commissioners:
 - Seat 2, René Miville, Commissioner
 - Seat 3, Michael Mullins, Chairman
 - Seat 5, Richard Pyle, Treasurer
 - CEPD Consultants: Bob Gray, Jon Riegert, Evan Cutler , Max Forgey
 - Members of the Public

III. Public Comments

- There were no comments from the public.

IV. New Business

- A major scale stabilization effort has been ongoing since the Monday meeting.
 - The dismissed Administrator did not turn over user IDs or passwords. As a result, access to the data is blocked. The network is currently shut down to prevent breaches. Suspicious logins have occurred in recent days, but the source is unknown. CEPD is working with CMIT to re-establish server security.
 - Treasurer Pyle and the accountants have been assisting to ensure that outstanding bills are dealt with.
 - Chairman Mullins discussed the possibility of external backups of data, passwords, and critical information. He stated that Mr. Evan Cutler and Mr. John Riegert have been assisting with re-establishing things and that Mr. Max Forgey is working on accurate meeting minutes.
- Search Committee Discussion
 - Commissioner Miville spoke to the intermediary component of Mr. Cutler and Mr. Forgey's assistance. Commissioner Miville pointed out that a critical path should be set up for the process moving forward.
 - Commissioner Miville discussed his thoughts on the professional background of Mr. Bob Gray, the importance of SOPs, and the value of having the guidance of Mr. Gray available. He also spoke to the value of the work being performed by the CEPD and the importance and potential for the Administrator position in the future.

- Mr. Gray spoke briefly about his professional background and the history of his experiences working with the CEPD, including the successful application for FEMA grant funds. He addressed upcoming tasks that need to be attended to.
- Mr. Gray stated the CEPD needs to discuss and decide strategically upon structure, then document the decisions made in terms of job descriptions, roles and responsibilities, qualifications and experience. That information can then be digested into an employment advertisement and be used to inform an interview protocol. He stated that this is a process and advised that it not be rushed.
- Chairman Mullins provided additional information regarding the current status of the stabilization process to control data and communications. He stated that Mr. Riegert and Mr. Cutler have been working hard to re-stabilize the administration. He expanded on the details of the FEMA grant obtained through the work of Mr. Gray. Chairman Mullins agreed with Mr. Gray's statement of moving deliberately in filling the positions but reminded the attendees that the end of the fiscal year is arriving. Chairman Mullins expressed that he intends to have a new administration in place before the end of the calendar year.
- Treasurer Pyle stated that Mr. Jason Smith at the accounting firm (WWRE) is also an integral part of the stabilization efforts; they have agreed to handle outside accounting for the CEPD. Chairman Mullins appreciated their efforts and acknowledged Treasurer Pyle's efforts in collaborating with Mr. Smith.
- Commissioner Miville suggested a questionnaire for the Commissioners to determine what they feel would be most appropriate. He stated that he would like to see weekly progress in regards to Mr. Gray's recommendations. He stated that he would also consult Mr. Cutler and Mr. Riegert for their input.
- Chairman Mullins clarified that decisions cannot be made during briefing meetings, but that he was in agreement with the idea. Mr. Gray also agreed that it would be a good way to start. He suggested gathering the information, exploring the alternatives, and bringing the alternatives to the Board for discussion. Prior to the September Board meeting, Commissioner Miville would like to have a presentation ready.
- Chairman Mullins spoke about the next beach project. He had invited the engineers, but they were unable to attend. They will attend a future meeting. They had requested confirmation on timelines related to bidding and he provided them with this information.
- Chairman Mullins reminded the attendees that there is a renourishment project coming up, which will require that the CEPD follow two parallel paths: keeping the engineers moving and restructuring the administration. His goal is the creation of a resilient system with fewer vulnerabilities. He acknowledged that this may be difficult due to limitations, and it will need additional discussion and the use of outside audits.
- There was some discussion about the CEPD historically, including rapport and systems. Commissioner Miville stated that it would be nice to reclaim the rapport, but that it must be more sophisticated than it was in the past.
- Chairman Mullins also spoke about the history of the CEPD, specifically addressing the need for documentation, SOPs, and orientation for Commissioners. He expressed that he envisions more use of cloud storage, more SOPs, and more use of technology. He concurred that the rapport which existed in the past would be good to reestablish, but that things must be done more formally and with more documentation.
- Chairman Mullins invited public comment. No members of the public commented.

V. Commissioners' Comments

- No further comments were stated.

VI. Adjournment

- Commissioner Miville motioned to adjourn the meeting. Treasurer Pyle seconded the motion. Meeting was adjourned.