

**Minutes**

**Regular Board Meeting  
of the**

**Captiva Erosion Prevention District**

11513 Andy Rosse Lane, Unit 4, Captiva, Florida 33924

December 13, 2017 @ 1:00 P.M.

**Commissioners Present:** Dave Jensen, Chair; Mike Mullins, Vice-Chair; Harry Kaiser, Secretary; Rich Stegmann via telephone

**Commissioners Absent** (excused): Bob Walter

**Staff Present:** Kathleen Rooker, Administrator; John Bralove, CEPD Administrative Assistant; Hans Wilson, Hans Wilson and Associates; Jack Alexander, Stroemer and Company

**1. Call to Order**

Chairman Jensen called the meeting to order at 1:07 P.M .

**2. Roll Call**

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

**3. Approval of November 8, 2017 Meeting Minutes**

Commissioner Kaiser moved and Commissioner Mullins seconded a motion to dispense with the reading of the minutes from the November 8, 2017 Regular Board Meeting and to approve them as written. The motion passed unanimously.

**4. Public to be Heard**

There were no comments from the public.

**5. Financial Report**

a) In the absence of Treasurer Walter, Ms. Alexander presented the financial report through November 30, 2017. Regarding the General Fund, ad valorem tax payments are starting to come in and expenses were normal for this time of year. Income exceeded expenses by \$71,000. In the Capital Projects Fund, income was \$113,000 including \$67,000 in assessment payoffs and \$21,000 from parking lot revenue. Expenses were normal for this time of year. Income exceeded expenses by \$95,700. Mr. Alexander asked if there were any questions; there were none.

**6. Old Business**

None

**7. New Business**

**a) Fishkind and Associates Proposal**

Stan Geberer, Senior Associate, presented this proposal for Economic and Benefits Analysis Services. He provided information on his firm's history, abilities, qualifications experience, the methodology to be used, and the cost to do the work. He said that he

was inclined to perform Phase I on a time and materials basis not to exceed a specified amount. Doing it this way could save the District money if the surveying goes more quickly than he has planned. A question and answer period followed the presentation.

The Chairman thanked Mr. Geberer for coming. Commissioner Stegmann ended his phone participation because he could not adequately hear the presentation. There was a five minute pause while the second presentation was set up.

**b) William B Stonge, Ph.D. and Gary L. Jackson, Ph.D. Proposal**

William Strange presented this proposal for Economic and Benefits Analysis Services. He provided a project overview, explained the types of benefits, why previous CEPD Boards retained the overall structure of the benefits analysis, methodology to be used, and the cost to do the work. He said he would make recommendations to do some fine tuning to the methodology. A question and answer period followed the presentation.

The Chairman thanked Dr. Strange and Dr. Jackson for coming.

After a brief discussion of the merits of both companies, the Commissioners agreed that if they had questions of the two companies, they would be funneled through Ms. Rooker. The absent Commissioners will be encouraged to read the proposals, and a decision on whom to contract with will be made at the January meeting.

**c) Resignation and Position Vacancy Process**

Hans Wilson presented an updated summary of the position summary and a recruitment timeline. The position will be listed nationwide on 12/14; resumes will be received through 12/31; initial screening will be done as resumes are received; the top 5 applicants will be chosen by 12/31; preliminary telephone interviews will be conducted through 1/5/18; the top 3 applicants will be asked to provide references, at least one of which will be a current employer or most recent former employer by 1/5; references will be checked through 1/8; the CEPD Chairman will conduct a telephone interview with the top 3 candidates by 1/15; personal interviews or telephone interviews will be conducted with other Board members by 1/25; and based on input from the Board, an offer will be extended to the primary candidate by 1/26. Mr. Wilson said there might be slippage in the schedule if sufficiently qualified applicants are not found.

Mr. Wilson said based on the feedback he received at the December 7 Briefing Meeting, he has grouped the Administrator Scope of Services the Commissioners viewed into 7 categories: administration, compliance, financial, public relations, meetings, projects, and taxation.

There was discussion about how best to ensure that Ms. Rooker's knowledge is documented and integrated with the Standard Operating Procedures, the Scope of Services, and a calendar of when tasks need to be accomplished.

**8. Administrator Report**

**a) Beach Status Photos**

Clean-up of fish kill resulting from recent red tide outbreaks was discussed. Mr. Caouette, Sanibel Department of Natural Resources, explained what Sanibel does. The

Chairman said he would work with Ms. Rooker to determine what the Lee County regulations are and who people should call.

**b) Project Planning Timeline**

This document will be updated.

**9. Public to be Heard**

There were no comments from the public.

**10. Commissioner Comments**

There were none.

**Adjourn**

Chairman Jensen thanked those present for their participation and adjourned the meeting at 4:27 P. M.