



**Regular Board Meeting
of the
Captiva Erosion Prevention District**

South Seas Island Resort,
Alpha Cone Room
Captiva, Florida 33924

Monday, July 8, 2019
1:00 P.M.

**CEPD Regular Board Meeting
July 8, 2019
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Agenda
of the Regular Meeting of the
Captiva Erosion Prevention District
South Seas Island Resort, Alpha Cone Room
July 8, 2019 @ 1:00 P.M.

1. Call to Order
2. Roll Call
3. Approval of June 10, 2019, Meeting Minutes
4. Public Comment
5. Financial Report ending June 30, 2019
6. ACTION ITEMS
 - a. Captiva Island Historical Society
ACTION REQUESTED: Motion to approve sponsorship of the film “Sands of Time: The Past and Future of Erosion on Captiva” in the amount of \$10,000
WHY ACTION IS NECESSARY: To approve sponsorship of film for future use
WHAT THE ACTION ACCOMPLISHES: Sponsoring this film would allow CEPD to have the rights to use it in the future, possibly incorporating it into our own historical project
 - b. Scope of Work for Administrative Assistance
ACTION REQUESTED: Motion to approve Scope of Work for Administrative Assistance for Records Management, approximately \$12,000 FY18/19.
WHY ACTION IS NECESSARY: To scan and organize all files in the CEPD office.
WHAT THE ACTION ACCOMPLISHES: Allows Administration to bring on a temporary additional consultant to work strictly on records management. The SOW for this work is specifically related to paper files, binders, electronic file folders, and storage unit materials. Funding is available under Board Approved Special Projects in FY18/19 and 19/20 that could be utilized.
 - c. CCP Request for Funding of Andy Rosse Beach Access Project
ACTION REQUESTED: Motion to approve estimated cost of \$4,897 and monthly recurring cost of \$90
WHY ACTION IS NECESSARY: To approve financing the beautification project at Andy Rosse Lane beach access area and request TDC reimbursement
WHAT THE ACTION ACCOMPLISHES: Approves CEPD funding the CCP landscaping project at the Andy Rosse beach access. Also allows us to submit request for reimbursement to TDC.

7. Old Business

- a. Tentative Apportionment – Update
- b. USACE
 - 1) Steps regarding parking
 - 2) Research into 1988 sand placement payment
- c. Monday.com

8. New Business

- a. 2019 Save Our Water Summit
Wednesday, August 21, 2019 7:30am – 12:30 p.m. \$50 includes Breakfast
Hyatt Regency Coconut Point
- b. FSBPA Conference
September 18-21, 2019, 1:00 p.m. – 12:00 p.m.
\$375 Registration per person; \$165 hotel per night
Hutchinson Shores Resort, Jensen Beach, FL
- c. ASPBA Conference
October 22-25, 2019, 8:00 a.m. – 5:00 p.m.
\$400-\$500; \$119 hotel per night
The Sheraton Myrtle Beach Convention Center Hotel, Myrtle Beach, SC

9. Administrators' Reports

- a. FASD Conference Report

10. Commissioners Comments

11. Adjournment



Board Meeting Minutes
of the Regular Meeting of the
Captiva Erosion Prevention District
South Seas Island Resort, Sanibel Room
June 10, 2019 @ 1:00 P.M.

Commissioners Present: Mike Mullins (Chair); Michael Lanigan (Vice Chair);
Dave Jensen (Commissioner)

Excused: Harry Kaiser (Secretary); Bob Walter (Treasurer)

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

Vendors: Michelle Pfeiffer, P.E., APTIM; Stephen Keehn, P.E., APTIM; Laurel Reichold and Jackie
Keiser, USACE (telephone)

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 Meeting Minutes:
 - a) May 13, 2019 Regular Meeting Minutes
Commissioner Jensen moved to approve the minutes.
Commissioner Lanigan seconded the motion
Motion carried unanimously
4. Public Comment
No comments
5. Financial Report ending May 31, 2019
Ms. Weaver gave a report on the current status.
6. Old Business
 - a. USACE – Jackie Keiser and Laurel Reichold, USACE

Ms. Keiser, Supplemental Program Manager for Jacksonville District, previously the Project Manager. for Captiva went through the USACE/CEPD PowerPoint explaining our history and possible ways moving forward for federal funding. Previously there was a real estate issue that arose where someone from the Corp didn't believe Captiva had enough access real estate on Captiva to have Federal interest. Backing up, in order for the Federal government to participate in shore renourishment the sand has to be open to the public for federal dollars. What that means is parking on a free or reasonable basis within a practical walking distance for pedestrian access and currently perpetual easements for anywhere the Corp has previously placed sand and paid for it. The distance between the public access points cannot be more than one-half mile, etc. etc. All of that was part of the 1996 design memorandum they did for Captiva. Clarification was given that it is a half mile total between public access points (or one-quarter mile each direction from the access point).

Back in 1996 when we evaluated Captiva's cost share was down to 27.7% federal (65% is the max) and based on real estate and access it goes down from there. Captiva was one of the lowest at 27.7%. That counted Captiva Drive, because they were counting that as the hurricane emergency evacuation route and so it had benefits other than just the beach front. It was protecting the highway, so regardless of the public access we were counting that. Every nourishment has the requirement to reevaluate the access with the hope to increase the percentage if more access, parking, etc., is provided. In 2013 there were no significant changes, except that someone on the team happened to be in Captiva and had trouble finding access and parking. They disagreed with the allowance of Captiva Drive and some other things. Bottom line, after many months of discussion, the cost share was reduced to .72%, which is basically nothing. General Jackson sent a letter to CEPD stating at this time we don't see there is federal interest in this project due to lack of public access; you are free to make changes and get back to USACE, but for now they can't participate. So, Captiva went forward with the 2013 project without the USACE. USACE is very excited that we are interested in talking with them about getting back in the program.

Ms. Keiser asked us to go to slide 7, which is the crux of the conversation. They don't have any funding for Captiva Island right now. They are finishing nourishing Gasparilla this weekend with 100% federal funding. They could have the funding for Captiva if we could work through this real estate issue. The number one thing she needs us to do is, and it is of the essence because there was a new supplemental bill passed Thursday, and they are getting together a list of projects that might qualify for that fund. They could consider us for funding if we could write them a letter that says, basically, that we are interested in reevaluating the real estate situation on Captiva Island, and if there have been any changes since 2013 we should include that in the letter. At the minimum we request them to reevaluate and that triggers them to send a team down, or google earth exercise, to look at what we've got, to tell us what we need in terms of where we lie and in terms of construction.

She wants to be fully open and honest that since 2013 there is a stronger requirement towards perpetual beach easements versus 50-year easements, which could be difficult to move towards (not to have it, but to work towards it).

Number One is to write the letter requesting to reevaluate the real estate situation; Number Two provide anything that has changed; Number Three, if we are interested in expressing capability for the new supplemental bill, they need a ball park understanding of what are the beach conditions, how much volume might be needed for the renourishment, how much it might cost, how far out are we looking at; do we need

permits, do we need a borrow area, details so they can estimate their cost. None of that imposes a requirement on us. This does not obligate us to anything, it just lets them know we are interested and they start looking into it. Nothing would happen until we get a firm agreement from CEPD that we want to move forward until they decide what the new cost share would be.

Chairman Mullins reiterated that the letter is to request that USACE comes down and does a new cost share, and we advise them of anything that has changed. Ms. Keiser confirmed.

Chairman Mullins asked for clarification about the perpetual easement issue. Ms. Keiser said that the Corps of Engineers has to have easements for public use and access anywhere that they've restored, replaced and paid for the sand. Slide 7, the last bullet under CEPD says, "Provide Documentation showing CEPD paid for the fill landward of the ECL at initial construction (alleviates required perpetual easement for those areas)." It's possible that if CEPD paid for the sand behind the ECL when it was constructed, we would not be required to have those easements. But USACE has gone through their records and does not see confirmation either way, back in 1988, when it would have been. They are looking for records if we paid on top of the 27% cost share that could potentially be behind the ECL. Mr. Keehn stated the design document for that project shows that the calculation was made to take out paying for the sand behind the ECL. CEPD did not do the calculation. Ms. Keiser said that helps, but if there are any financial documents that would be the nail in the coffin. Mr. Keehn said it was made in 1994, \$1.8 mil for the federal share for that project. He suggested they look around that date. Ms. Keiser thinks all the forensics could be part of when we request the reevaluation, they can sit and go through with us parcel by parcel where they had construction behind the ECL and what records show jointly. That could make a big difference. Possibility we may not have to provide any easements.

There also might be a different outcome on the Captiva Drive issue, too.

Chairman Mullins state this is a two-part issue: One is if we are able to produce the documentation showing the monies were paid by CEPD behind the ECL, that takes us off the hook on the easements, essentially. If, on the other hand, we can't produce the documentation, we would need new easements from the property owners. Ms. Keiser says that she doesn't believe there were any easements in 1988; that the cost share was from Captiva Drive which she feels needs reevaluated. She is quite confident they can get our cost share above 0.72% by reviewing the current guidelines and looking at how other projects are being treated.

Commissioner Lanigan asked what the easement entails. Ms. Keiser explained (she will send us a standard easement language) that it basically says you are giving the public open use and access. It's the same language used all over the state. She suggests we speak with Steve Boutelle (Lee County) about what that entails and the discussion that goes with the landowners on how Lee County gets them to sign. There's hesitancy. State of Florida has allowed that there is no access to dune areas. Chairman Mullins stated we will get the standard agreement and read it. He is curious to know if it is every private property that has to provide such an easement and is it such that they can access the beach? Ms. Keiser stated it is every private property that had historically-paid federal placement above the ECL. We would look at the design documents from 1988 and we would isolate which specific properties those are. If we don't have them (the easements), we just don't get cost share for that property.

Mr. Keehn stated we have historic construction easements and that was the standard at

the time. We were allowed to continue using those until 2013. Chairman Mullins says we know where they were before, and assuming they are inadequate, we would have to get the new easements.

Ms. Keiser stated that if they follow the design document, that's possibly true. They are saying we need more proof. Breaking into two statements: 1) find proof it was paid by CEPD and 2) if we can't prove it and don't accept design document, then we have to provide easements. Commissioner Lanigan asked if the easement is just during the construction period; Ms. Keiser said it is a perpetual easement. Mr. Keehn stated that the easements were much looser easements that allowed CEPD and USACE to trespass any time they needed. Newer easement adds on public access. Chairman Mullins stated if all the easements we currently have are perpetual, they all need to be upgraded. Commissioner Lanigan stated that if someone signed an easement offering access to USACE or anyone else just during the construction period over the next 100 years, that's different than offering the public access. Isn't Ms. Keiser saying we have to offer public access to easement? Access within the easement region except within the dunes? Chairman Mullins suggested we look at that separately.

Ms. Keiser says we need to decide if we might be interested in moving forward with the USACE under the potential new supplemental bill, and even if not, if a storm were to hit, we would be eligible if we can show we have reasonable real estate. It's important, in her opinion, to get this insurance policy back in place.

Ms. Weaver asked for clarification on the documentation showing that the fill landward of the ECL in 1988, we don't have to show CEPD paid, we just have to show Federal funds did NOT pay for it. Ms. Keiser confirmed that.

Chairman Lanigan requested a copy of the letter from General Jackson along with the easement. He also said he thought he heard the federal government max is 65% and yet Gasparilla got 100%. Ms. Keiser reported that under normal fair-weather circumstances a project has a 6-7 year interval renourishment schedule. If there are no hurricane events and we get to the 6 year time frame, they budgeted for the maximum cost expense of 65% federal participation and the percentage goes down from there based on real estate requirements. If there is a storm that they deem significant (a major hurricane or storm event, like Hurricane Irma), that meets certain thresholds in terms of costs and benefits, then we are eligible for flood control and coastal emergency (FCCE) funding, which is 100% funding to normally put back what the storm has taken away. However, under the latest supplemental bill and the new supplemental bill, it will actually replace the entire template at federal expense. Many projects qualified under Irma, though there is still the real estate need requirement. 2013 was the first time any project in the nation was ever disqualified for FCCE based on real estate; it was an unforeseen and unfortunate circumstance. Historically that had never been an issue. Chairman Mullins questioned how one provides access. Parking every half mile is ideal, but if we look at shuttle buses, does that still work? Ms. Keiser stated yes, that is a qualifying event. Any way the public can get to the beach that is reasonable, will be evaluated in the account.

Mr. Keehn stated Captiva has two parking lots. Is that sufficient to support a project? What quantity is adequate? Ms. Keiser stated that in her opinion, that's what gets us the 25%. If we get the Captiva Road back into the project, which she feels should be done, that would get us back in. That was the crux of getting us back into their funding.

Mr. Keehn asked, to follow up, what can we do to make it look better. Two major parking areas, get the road section in there, negotiated hard for parking numbers and

spaces, what can we do to make it pass muster with real estate bureaucrats. Ms. Keiser reported that some of the best things we have are the players have changed and secondly, we need to be able to say something has changed in Captiva even if it's only the sentiment has changed. State, in the letter, what has changed.

Commissioner Lanigan asked if South Seas was not part of the project and the project was half the size, with the same amount of public space, would that look better? Ms. Keiser said yes, the percentage would go up if you drop that part. We could talk about how we could work that separately, but it would potentially look better. She's not really worried about the numbers; she wants to be able to tell the leadership that Captiva has seen the light and they understand public beach access is important and they want to make some changes and this is what our new analysis shows. She has some things up her sleeves that shows how their internal USACE policies have changed a little bit and they should look more favorably on Captiva. She needs to tell them that something has changed.

Chairman Mullins stated his appreciation for this call. It's been very helpful, as always. Ms. Keiser apologized for not being here in person. Mr. Keehn will send some questions to Ms. Keiser for answers and she agreed. Chairman Mullins thanked Ms. Reichold and Ms. Keiser for their follow up and their time.

The call ended. Chairman Mullins wanted to stay on the subject. Mr. Keehn wanted to discuss the South Seas issue. He said that from the USACE point of view, South Seas is a big zero except for the first quarter mile. It makes no difference to the USACE. It does make a difference from the DEP's view and apportionment view. That doesn't mean that the USACE project and the DEP project have to be the same.

Chairman stated Ms. Keiser's first meeting asked the question why we include SSIR. As much as we would get better access if they weren't in the equation, we would also lose the apportionment that comes from SSIR. It's a mixed bag either way. The issue has been raised by people on the island in the last year. We want to try to keep the program with the whole island.

Commissioner Jensen asked Mr. Keehn, in 1988, Captiva and many coastal communities were very different than they are today regarding how people access the beach. Today, many of the homes are rentals. To us, they are giving public access by these access points that don't have parking, but they park at the homes they are renting. He doesn't understand why the USACE hasn't changed their viewpoint and consider them public. The homes are open for rent to the public with no restrictions. Mr. Keehn says DEP recognizes them if they are registered at the state level. The USACE knows about this and hasn't reached the point of recognizing it yet. There are some people, like the head of the Coastal Program at the USACE, who are trying to get things more amenable in that process. Others are in charge of the real estate and they are in Washington and even though it comes up they don't go the extra mile to get it.

Chairman Mullins reported a few residents raised the point that these are really public even though they are paying for hotels, etc., and the issues involved there. However, we have to focus on other issues, like negotiating parking arrangements with other facilities (a previous example was a night club only open at night could allow beach parking during the day). We can create agreements that are acceptable to DEP and possibly the USACE. We can talk with Debbie Flack who might help us with this. We need to be creative to show public access. We need to do it more aggressively. We have our work cut out for us there.

Chairman Mullins shared it will be interesting to see, if we get a percentage from USACE, what the cost benefits analysis would be if they run it versus getting this money. Sounds like having the supplemental money would be available for a storm project. FCCE money could be an insurance policy.

- b. Redfish Pass Sand Search and Borrow Area Design
ACTION REQUESTED: Execute Resolution 2019-03
WHY ACTION IS NECESSARY: To approve expenditures for Redfish Pass Sand Search and Borrow Design Area in the amount of \$350,000 for FY2020
WHAT THE ACTION ACCOMPLISHES: Approves APTIM to conduct a comprehensive geophysical and geotechnical sand search for Redfish pass as a possible sand source
Commissioner Jensen moved to execute Resolution 2019-03.
Commissioner Lanigan seconded the motion.
Discussion ensued.
Motion carried unanimously

- c. FY2019-2020 Draft Budget
ACTION REQUESTED: Motion to approve tentative general budget
WHY ACTION IS NECESSARY: To have a tentative budget that can be used for TRIM notices and requirements
WHAT THE ACTION ACCOMPLISHES: Approval of the tentative general budget allows Administrator to move forward to meet the requirements for the TRIM notices
Commissioner Jensen made the motion to approve the tentative budget.
Commissioner Lanigan seconded the motion.
Discussion ensued.
Motion carried unanimously.

- d. Tentative Apportionment Update
ACTION REQUESTED: Motion to approve quote from Maxwell Hendry Simmons in the amount of \$8,600 or Carroll and Carroll for \$6,000
WHY ACTION IS NECESSARY: To choose a company for an outside appraisal for CGWIA right-of-way and Sunset Captiva common element appraisal on Strap #03-46-21-00-0006.00CE and 35-45-21-00-0006.00CE
WHAT THE ACTION ACCOMPLISHES: Obtains a private appraisal of the CGWIA right of way and Sunset Captiva common element, to be used in the tentative apportionment
Commissioner Jensen made the motion to approve to obtain an outside appraisal.
Commissioner Lanigan seconded the motion.
Discussion ensued. The request was made to get a written opinion from legal counsel as well as Dr. Stronge.
Motion Withdrawn

- e. Captiva Island Historical Society
ACTION REQUESTED: Motion to approve sponsorship of the film "Sands of Time: The Past and Future of Erosion on Captiva" in the amount of \$10,000
WHY ACTION IS NECESSARY: To approve sponsorship of film for future use
WHAT THE ACTION ACCOMPLISHES: Sponsoring this film would allow CEPD to have the rights to use it in the future, possibly incorporating it into our own historical project
Commissioner Jensen made the motion to approve sponsorship.
Commissioner Lanigan seconded the motion.
Discussion ensued. Ms. Weaver was asked to confirm we have rights to edit the film.
Motion Withdrawn

- f. Parking Lot Title Searches
ACTION: Review for informational purposes

- g. Parking Lot Survey Update
ACTION: No action needed by Board
- h. Advocacy Letters
ACTION: Review for informational purposes
Commissioner Jensen will look into the creation of an advocacy committee.

7. New Business

- a. FDEP Local Government Funding Request FY2020-21
ACTION REQUESTED: Motion to approve hiring APTIM for a lump sum of \$12,700
WHY ACTION IS NECESSARY: To hire experienced professionals to guide us through the State funding for the 2020/2021 Beach Renourishment Project
WHAT THE ACTION ACCOMPLISHES: Hires APTIM to provide service in support of CEPD for submittal of its LGFR for FY2020/21, to include program planning, document review, cost estimates, preparing and submitting the application for the funding request, and submittal of documentation in support of an LGFR agreement due July 31, 2019
Commissioner Jensen made the motion to approve hiring APTIM.
Chairman Mullins seconded the motion.
Discussion ensued
Motion carried unanimously
- b. Year 5 Post Construction Physical Monitoring and Engineering Report Services
ACTION REQUESTED: Resolution 2019-06 to approve APTIM scope of work for \$53,470
WHY ACTION IS NECESSARY: To approve Year 5 Post Construction Physical Monitoring and Engineering Report Services
WHAT THE ACTION ACCOMPLISHES: Meets requirement as set forth in permit requiring physical monitoring of the 2013 Beach Nourishment Project.
Commissioner Jensen made the motion to approve Resolution 2019-06.
Commissioner Lanigan seconded the motion.
Discussion ensued. Confirmation this does not include Sanibel.
Motion carried unanimously
- c. Blind Pass Inlet Management Plan
ACTION REQUESTED: None. This item is for your information and review.
James Evans, City of Sanibel, explained the possible dredging methods associated with the plan. One is a deep channel, the other, which was chosen, is a smaller channel.

The primary goals is to provide a flushing channel to benefit water quality. Another is to maintain the pass for open navigation and recreational benefit.
- d. 19LE3 – DEP Hurricane Irma Assistance
ACTION REQUESTED: Motion to approve Captiva Island Beach – Hurricane Irma Recovery Project from DEP
WHY ACTION IS NECESSARY: To accept funding from FDEP of \$259,664
WHAT THE ACTION ACCOMPLISHES: Accepts funding available for Hurricane Irma Recovery, which has been approved for use of 2020/21 Beach Renourishment Project
Commissioner Jensen made the motion to accept funding from FDEP.
Commissioner Lanigan seconded the motion.
Discussion ensued.
Motion carried unanimously
- e. 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.

Commissioner Lanigan moved to approved the updated SOP.

Commissioner Jensen seconded the motion.

Discussion was held. Chairman Mullins suggests that we seek legal guidance from an employment attorney. He stated this SOP contradicts the rules of procedure.

Motion denied unanimously

f. Parking Meter Warranties

ACTION REQUESTED: Motion to approve warranties on parking meters, in the past amount of \$6,373.68.

WHY ACTION IS NECESSARY: To cover both parking meters and bring the warranties up to date through July 31, 2019.

WHAT THE ACTION ACCOMPLISHES: Allows continuing warranties on the parking meters that cost over \$10,000 each to replace.

Commissioner Lanigan made the motion to accept the warranties for the parking meters.

Commissioner Jensen seconded the motion.

Discussion ensued.

Motion carried unanimously

g. Funds to Florida PRIME

ACTION REQUESTED: Execute Resolution 2019-05

WHY ACTION IS NECESSARY: To approve the moving of excess funds to Florida PRIME

WHAT THE ACTION ACCOMPLISHES: Allows the District to receive higher interest on our funds instead of the current rate at Bank of the Islands.

Commissioner Lanigan moved to approve Resolution 2019-05.

Commissioner Jensen seconded the motion

Discussion ensued.

Motion Withdrawn

h. Sea Level Rise – Chairman Mullins

ACTION: Review legal memorandum from Nancy Stroud.

Chairman Mullins review the legal memorandum from Nancy Stroud.

Discussion ensued.

8. Administrators' Reports – Carolyn Weaver

- a. FASD Annual Convention is being held in Fort Myers Tuesday through Thursday and your administrative team will be attending.
- b. Financial disclosure forms for all commissioners should have been received from the Supervisor of Elections. Don't forget to return them by July 1, 2019.
- c. Commissioner Jensen submitted his formal letter of resignation effective September, 2019. We will need to advertise for a Commissioner.

9. Commissioners Comments

Commissioner Jensen thanked the Board and the public for the opportunity to serve on the Board for the last 25 years. He will always remain supportive of the CEPD.

Commissioner Lanigan thanked Dave for his service. As a stakeholder, thank you for everything that you have done. Asked Hans Wilson how to quantify the land value. How do we follow up on that and what is the process to follow up on these? Mr. Wilson believes that Dr. Stronge should have information regarding other apportionments he has done. Commissioner Lanigan would like to know where Dr. Stronge has worked with. Mr. Wagenti stated that we have directed that question to Dr. Stronge and have not received an answer as yet. Additionally, Commissioner Lanigan discussed if we let the pass close would it never happen? James Evans discussed the impact of the pass on Sanibel's beaches. Technical Advisory Committee all feel that it is in the best interest to maintain the pass and keep it open. Lanigan – unintended consequences to this? Evans, interlocal agreement allowed 25,000 cy per year for eight years. It expired in 2015 and felt it would be best to let the Blind Pass IMP be created and then discuss a new agreement. Lanigan requested a copy of that expired ILA. Unintended consequences, open up the pass and beach deteriorates on Sanibel, yes it can affect the erosion on Sanibel.

Chairman Mullins asked to get the word out regarding the seat opening on the Board. He mentioned that he spoke with Commissioner Kaiser who is planning to stay on the Board as long as he is healthy and able, and through the end of the renourishment. Chairman Mullins wants us to confirm with legal counsel if we need the vacancy prior to filling the seat. He confirmed that if we have a physical quorum at the meeting, a Commissioner may call in and participate, including voting. As to Commissioner Jensen, you played a big role in the community and I appreciate it. I've enjoyed working with you. Chairman Mullins feels it is important that we participate with the CIHS. Additionally Chairman Mullins asked about our new website; Mr. Wagenti reported he has a meeting tomorrow with an organization that deals specifically with Special Districts.

10. Adjournment

Meeting adjourned at 4:13

CEPD - GENERAL FUND
Balance Sheet

	<u>June 30, 2019</u>
ASSETS	
Current Assets	
Checking/Savings	
S.B.A. Account	\$ 117.96
BOTI Checking	994,215.40
Total Checking/Savings	<u>994,333.36</u>
Other Current Assets	
Due from Capital Projects Fund	133,397.63
Total Other Current Assets	<u>133,397.63</u>
Total Current Assets	<u>1,127,730.99</u>
TOTAL ASSETS	<u>\$ 1,127,730.99</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Capital Projects Fund	\$ 448,222.78
Total Other Current Liabilities	<u>448,222.78</u>
Total Current Liabilities	<u>448,222.78</u>
Total Liabilities	448,222.78
Equity	
Fund Balance	504,919.91
Net Income	174,588.30
Total Equity	<u>679,508.21</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 1,127,730.99</u>

Captiva Erosion Prevention District
General Fund - Budget Performance Summary
For the One and Nine
Months Ended
June 30, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - June '19	Budget - June '19	Variance - June '19	Actual YTD	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Ad Valorem Tax	\$ 8,462.86	\$ 6,477.33	\$ 1,985.53	\$ 407,081.56	\$ 440,016.01	\$ (32,934.45)	\$ 449,936.00	\$ 42,854.44
Interest income - Other	51.18	22.00	29.18	228.23	183.00	45.23	250.00	21.77
Other Income	200.00	200.00	0.00	16,609.36	3,800.00	12,809.36	5,000.00	0.00
Total Income	8,714.04	6,699.33	2,014.71	423,919.15	443,999.01	(20,079.86)	455,186.00	42,876.21
Gross Profit	8,714.04	6,699.33	2,014.71	423,919.15	443,999.01	(20,079.86)	455,186.00	42,876.21
Expense								
Administrative expenses	5,909.07	12,163.00	(6,253.93)	54,214.45	160,593.00	(106,378.55)	195,000.00	143,418.55
Capital outlay	0.00	0.00	0.00	1,320.00	2,500.00	(1,180.00)	4,000.00	2,680.00
Reserves	7,473.84	7,473.83	0.01	67,264.56	67,264.51	0.05	89,686.00	22,421.44
Cost of collecting Ad Valorem	164.35	66.00	98.35	9,746.58	10,182.00	(435.42)	11,500.00	1,907.58
Legal and professional fees	13,407.25	12,583.33	823.92	116,785.26	117,250.01	(464.75)	155,000.00	38,214.74
Total Expense	26,954.51	32,286.16	(5,331.65)	249,330.85	357,789.52	(108,458.67)	455,186.00	208,642.31
Net Ordinary Income	(18,240.47)	(25,586.83)	7,346.36	174,588.30	86,209.49	88,378.81	0.00	(165,766.10)
Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ (18,240.47)	\$ (25,586.83)	\$ 7,346.36	\$ 174,588.30	\$ 86,209.49	\$ 88,378.81	\$ -	\$ (165,766.10)

NOTE: Residual Budget figures ONLY represent Budgeted Revenue uncollected and Budgeted Expenditures not incurred

Captiva Erosion Prevention District
General Fund - Budget Performance Detail
For the One and Nine
Months Ended
June 30, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - June 19	Budget - June '19	Variance - June 19	Actual YTD	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Ad Valorem Tax								
Grant Local	\$ -	\$ 3,183.33	(3,183.33)	\$ -	\$ 28,650.01	(28,650.01)	\$ 38,200.00	38,200.00
Ad Valorem taxes	8,462.86	3,294.00	5,168.86	407,081.56	411,366.00	(4,284.44)	411,736.00	4,654.44
Total Ad Valorem Tax	8,462.86	6,477.33	1,985.53	407,081.56	440,016.01	(32,934.45)	449,936.00	42,854.44
Interest income - Other	51.18	22.00	29.18	228.23	183.00	45.23	250.00	21.77
Other Income	200.00	200.00	0.00	16,609.36	3,800.00	12,809.36	5,000.00	0.00
Total Income	8,714.04	6,699.33	2,014.71	423,919.15	443,999.01	(20,079.86)	455,186.00	42,876.21
Gross Profit	8,714.04	6,699.33	2,014.71	423,919.15	443,999.01	(20,079.86)	455,186.00	42,876.21
Expense								
Administrative expenses								
Advertising	0.00	0.00	0.00	1,003.06	3,585.00	(2,581.94)	4,000.00	2,996.94
Bank Service Charges	0.00	38.00	(38.00)	38.00	38.00	0.00	0.00	0.00
Beach Maintenance Monitor	0.00	3,100.00	(3,100.00)	0.00	28,700.00	(28,700.00)	38,200.00	38,200.00
Board Approved special projects	0.00	3,000.00	(3,000.00)	3,629.50	21,000.00	(17,370.50)	30,000.00	26,370.50
Board meeting expenses	0.00	0.00	0.00	0.00	500.00	(500.00)	500.00	500.00
Copier lease expense	128.53	150.00	(21.47)	1,562.87	2,560.00	(997.13)	3,000.00	1,437.13
Dues and subscriptions	0.00	0.00	0.00	3,395.00	700.00	2,695.00	800.00	0.00
General insurance	2,507.25	2,600.00	(92.75)	5,215.00	7,900.00	(2,685.00)	10,500.00	5,285.00
History of CEPD	0.00	0.00	0.00	0.00	40,000.00	(40,000.00)	40,000.00	40,000.00
Newsletter expense	0.00	0.00	0.00	242.09	750.00	(507.91)	1,500.00	1,257.91
Office expense	519.00	775.00	(256.00)	5,850.06	3,450.00	2,400.06	6,000.00	149.94
Postage	0.00	0.00	0.00	593.96	1,200.00	(606.04)	1,500.00	906.04
Referendum	0.00	0.00	0.00	8,954.76	20,000.00	(11,045.24)	20,000.00	11,045.24
Rent expense	1,431.05	1,500.00	(68.95)	12,809.65	13,500.00	(690.35)	18,000.00	5,190.35
Repairs	0.00	0.00	0.00	160.00	750.00	(590.00)	1,000.00	840.00
Telephone	272.33	300.00	(27.67)	2,628.40	2,600.00	28.40	3,500.00	871.60
Travel and per diem	50.00	0.00	50.00	1,282.92	6,000.00	(4,717.08)	7,000.00	5,717.08
Utilities	324.20	200.00	124.20	1,648.26	1,360.00	288.26	2,000.00	351.74
Website & Computer maintenance	676.71	500.00	176.71	5,200.92	6,000.00	(799.08)	7,500.00	2,299.08
Total Administrative expenses	5,909.07	12,163.00	(6,253.93)	54,214.45	160,593.00	(106,378.55)	195,000.00	143,418.55
Capital outlay								
Equipment purchases	0.00	0.00	0.00	1,320.00	2,500.00	(1,180.00)	4,000.00	2,680.00
Total Capital outlay	0.00	0.00	0.00	1,320.00	2,500.00	(1,180.00)	4,000.00	2,680.00
Consulting and Professional Fees								
Consulting	9,575.00	9,583.33	(8.33)	86,675.00	86,250.01	424.99	115,000.00	28,325.00
Professional Fees	3,832.25	3,000.00	832.25	30,110.26	31,000.00	(889.74)	40,000.00	9,889.74
Total Legal and professional fees	13,407.25	12,583.33	823.92	116,785.26	117,250.01	(464.75)	155,000.00	38,214.74
Cost of collecting Ad Valorem								
Property tax appraiser fees	0.00	0.00	0.00	1,592.42	2,183.00	(590.58)	3,500.00	1,907.58
Tax collector commissions	164.35	66.00	98.35	8,154.16	7,999.00	155.16	8,000.00	0.00
Total Cost of collecting Ad Valorem	164.35	66.00	98.35	9,746.58	10,182.00	(435.42)	11,500.00	1,907.58
Reserves								
Operating Reserves	7,473.84	7,473.83	0.01	67,264.56	67,264.51	0.05	89,686.00	22,421.44
Total Reserves	7,473.84	7,473.83	0.01	67,264.56	67,264.51	0.05	89,686.00	22,421.44
Total Expense	26,954.51	32,286.16	(5,331.65)	249,330.85	357,789.52	(108,458.67)	455,186.00	208,642.31
Net Ordinary Income	(18,240.47)	(25,586.83)	7,346.36	174,588.30	86,209.49	88,378.81	0.00	(165,766.10)
Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ (18,240.47)	\$ (25,586.83)	\$ 7,346.36	\$ 174,588.30	\$ 86,209.49	\$ 88,378.81	\$ -	\$ (165,766.10)

CEPD - CAPITAL PROJECTS FUND
 Balance Sheet

	<u>June 30, 2019</u>
ASSETS	
Current Assets	
Checking/Savings	
BOTI Checking	\$ 2,037,628.56
Sanibel Captiva Bank - CD	247,080.00
SBA	<u>223,671.58</u>
Total Checking/Savings	2,508,380.14
Other Current Assets	
Due From General Fund	<u>448,222.78</u>
Total Other Current Assets	<u>448,222.78</u>
Total Current Assets	<u>2,956,602.92</u>
TOTAL ASSETS	<u><u>\$ 2,956,602.92</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Due to General Fund	\$ 133,397.63
Total Current Liabilities	<u>133,397.63</u>
Total Liabilities	<u>133,397.63</u>
Equity	
Fund Balance	3,035,513.96
Net Income	<u>(212,308.67)</u>
Total Equity	<u>2,823,205.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 2,956,602.92</u></u>
<u>5/3 Loan (Princ due each May)</u>	
Amount borrowed	\$ 9,600,000.00
Payments made - FYE 09/30/14	(5,400,000.00)
Payments made - FYE 09/30/15	(700,000.00)
Payments made - FYE 09/30/16	(700,000.00)
Payments made - FYE 09/30/17	(700,000.00)
Payments made - FYE 09/30/18	(700,000.00)
Payments made - FYE 09/30/19	<u>(700,000.00)</u>
	<u><u>\$ 700,000.00</u></u>

Captiva Erosion Prevention District
Capital Projects Fund - Budget Performance Summary
For the One and Nine
Months Ended
June 30, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - June '19	Budget - June '19	Variance - June '19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Grant Income	\$ -	\$ -	\$ -	\$ 35,936.05	\$ 1,713,833.00	\$ (1,677,896.95)	\$ 179,100.00	\$ 143,163.95
Interest Income	112.93	44.00	68.93	540.42	391.00	149.42	500.00	0.00
Other miscellaneous income	0.00	0.00	0.00	9,625.00	0.00	9,625.00	0.00	0.00
Parking Lot Revenue	36,861.47	36,992.00	(130.53)	292,726.83	250,784.00	41,942.83	340,000.00	47,273.17
Transfer from General Fund	0.00	0.00	0.00	216.77	0.00	216.77	0.00	0.00
Reserves - General	7,473.84	7,473.75	0.09	67,264.56	67,263.75	0.81	89,685.00	22,420.44
Special Assessments	9,078.42	2,665.00	6,413.42	367,704.72	276,127.00	91,577.72	280,000.00	197.26
Total Income	53,526.66	47,174.75	6,351.91	774,014.35	2,308,398.75	(1,534,384.40)	889,285.00	213,054.82
Expense								
Advertising	0.00	0.00	0.00	2,155.20	2,000.00	155.20	2,000.00	0.00
Annual memberships & fees	0.00	0.00	0.00	500.00	2,000.00	(1,500.00)	2,000.00	1,500.00
Bank service charges	0.00	0.00	0.00	5.00	0.00	5.00	0.00	0.00
Capital Expenses	0.00	0.00	0.00	12,306.47	0.00	12,306.47	0.00	0.00
Cost of Assessment Collections	0.00	0.00	0.00	916.30	838.00	78.30	1,000.00	83.70
Engineering (CP)	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Grant Reimbursement	0.00	408,831.00	(408,831.00)	0.00	408,831.00	(408,831.00)	0.00	0.00
Insurance	0.00	0.00	0.00	16,107.25	15,000.00	1,107.25	15,000.00	0.00
Permit Modifications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Post Hurricane Irma Study	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking lot expenses	14,951.35	7,507.00	7,444.35	63,593.68	168,277.00	(104,683.32)	189,400.00	61,941.32
Project Management Support	12,562.25	24,587.00	(12,024.75)	110,173.34	198,251.00	(88,077.66)	273,000.00	162,826.66
Renourishment 2013/14	0.00	0.00	0.00	6,781.09	0.00	6,781.09	0.00	0.00
Renourishment 2021/2022	0.00	0.00	0.00	36,973.51	0.00	36,973.51	0.00	0.00
Rent	516.24	764.00	(247.76)	3,875.47	4,447.00	(571.53)	7,500.00	3,624.53
Redfish Pass	0.00	0.00	0.00	4,546.30	0.00	4,546.30	0.00	0.00
Storage of records	245.89	233.33	12.56	2,209.41	2,100.01	109.40	2,800.00	590.59
Total Expense	28,275.73	441,922.33	(413,646.60)	260,143.02	801,744.01	(541,600.99)	512,700.00	250,566.80
Net Ordinary Income (Loss)	25,250.93	(394,747.58)	419,998.51	513,871.33	1,506,654.74	(992,783.41)	376,585.00	(37,511.98)
Other Expense								
Debt Service - Interest	0.00	0.00	0.00	26,180.00	26,000.00	180.00	26,000.00	0.00
Debt Service - Principal	0.00	0.00	0.00	700,000.00	70,000.00	630,000.00	700,000.00	0.00
Net Income	\$ 25,250.93	\$ (394,747.58)	\$ 419,998.51	\$ (212,308.67)	\$ 1,410,654.74	\$ (1,622,963.41)	\$ (349,415.00)	\$ (37,511.98)

****NOTE Residual Budget figures ONLY reflect Budgeted Assessments to be collected and Budgeted Costs not yet incurred.

Captiva Erosion Prevention District
Capital Projects Fund - Budget Performance Detail
For the One and Nine
Months Ended
June 30, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - June '19	Budget - June '19	Variance - June '19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Ordinary Income/Expense								
Income								
Grant Income - Local	\$ -	\$ -	\$ -	\$ 35,936.05	\$ 146,100.00	\$ (110,163.95)	\$ 146,100.00	\$ 110,163.95
Grant Income - State	0.00	0.00	0.00	0.00	33,000.00	(33,000.00)	33,000.00	33,000.00
Grant Income - Federal (FEMA)	0.00	0.00	0.00	0.00	1,534,733.00	(1,534,733.00)	0.00	0.00
Interest Income	112.93	44.00	68.93	540.42	391.00	149.42	500.00	0.00
Other miscellaneous revenues	0.00	0.00	0.00	9,625.00	0.00	9,625.00	0.00	0.00
Parking Lot Revenue	36,861.47	36,992.00	(130.53)	292,726.83	250,784.00	41,942.83	340,000.00	47,273.17
Refund Unused Project Costs	0.00	0.00	0.00	216.77	0.00	216.77	0.00	0.00
Reserves - General	7,473.84	7,473.75	0.09	67,264.56	67,263.75	0.81	89,685.00	22,420.44
Special Assessments		0.00			0.00			
Special Assessments Principal	7,618.34	2,275.00	5,343.34	337,901.98	246,175.00	91,726.98	250,000.00	0.00
Special Assessments - Interest	1,460.08	390.00	1,070.08	29,802.74	29,952.00	(149.26)	30,000.00	197.26
Total Special Assessments	9,078.42	2,665.00	6,413.42	367,704.72	276,127.00	91,577.72	280,000.00	197.26
Total Income	53,526.66	47,174.75	6,351.91	774,014.35	2,308,398.75	(1,534,384.40)	889,285.00	213,054.82
Expense								
Advertising	0.00	0.00	0.00	2,155.20	2,000.00	155.20	2,000.00	0.00
Annual memberships & fees	0.00	0.00	0.00	500.00	2,000.00	(1,500.00)	2,000.00	1,500.00
Bank service charges	0.00	0.00	0.00	5.00	0.00	5.00	0.00	0.00
Capital Expense	0.00	0.00	0.00	12,306.47	0.00	12,306.47	0.00	0.00
Cost of Assessment Collections	0.00	0.00	0.00	916.30	838.00	78.30	1,000.00	83.70
Engineering (CP)	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Grant Reimbursement	0.00	408,831.00	(408,831.00)	0.00	408,831.00	(408,831.00)	0.00	0.00
Insurance	0.00	0.00	0.00	16,107.25	15,000.00	1,107.25	15,000.00	0.00
Permit Modification	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Post Hurricane Irma Survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Redfish Pass								
Geo-Technical Investigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Redfish Pass Study	0.00	0.00	0.00	2,896.30	0.00	2,896.30	0.00	0.00
Redfish IMP	0.00	0.00	0.00	1,650.00	0.00	1,650.00	0.00	0.00
Parking lot expenses								
Credit card fees	1,163.99	929.00	234.99	7,149.67	6,371.00	778.67	9,000.00	1,850.33
Machine warranty	0.00	0.00	0.00	0.00	1,400.00	(1,400.00)	1,400.00	1,400.00
Parking lot equipment	0.00	0.00	0.00	4,270.00	73,000.00	(68,730.00)	73,000.00	
Parking maintenance	8,946.48	4,000.00	4,946.48	23,123.37	29,500.00	(6,376.63)	40,000.00	16,876.63
Portable toilets	985.00	575.00	410.00	12,865.00	6,275.00	6,590.00	8,000.00	0.00
Signage	0.00	0.00	0.00	0.00	1,500.00	(1,500.00)	1,500.00	1,500.00
Site Prep and Construction	1,150.00	0.00	1,150.00	1,150.00	35,000.00	(33,850.00)	35,000.00	33,850.00
Utilities	0.00	50.00	(50.00)	0.00	350.00	(350.00)	500.00	500.00
Sales tax expense	2,705.88	1,953.00	752.88	15,035.64	14,881.00	154.64	21,000.00	5,964.36
Total Parking lot expenses	14,951.35	7,507.00	7,444.35	63,593.68	168,277.00	(104,683.32)	189,400.00	61,941.32
Project Management Support								
Professional Fees	2,987.25	12,587.00	(9,599.75)	23,998.34	116,251.00	(92,252.66)	155,000.00	131,001.66
Project Consultant	9,575.00	12,000.00	(2,425.00)	86,175.00	82,000.00	4,175.00	118,000.00	31,825.00
Total Project Management Support	12,562.25	24,587.00	(12,024.75)	110,173.34	198,251.00	(88,077.66)	273,000.00	162,826.66
Renourishment 2013/14								
Mobilization, Dredging & Fill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monitoring - Sea Turtle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Post Construct Survey & Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

***NOTE: Residual Budget figures ONLY reflect Budgeted Assessments to be collected and Budgeted Costs not yet incurred.

Captiva Erosion Prevention District
 Capital Projects Fund - Budget Performance Detail
 For the One and Nine
 Months Ended
 June 30, 2019

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Actual - June '19	Budget - June '19	Variance - June '19	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Residual Budget
Beach Maintenance	0.00	0.00	0.00	6,781.09	0.00	6,781.09	0.00	0.00
Total Renourishment 2013/14 Design Phase	0.00	0.00	0.00	6,781.09	0.00	6,781.09	0.00	0.00
Renourishment 2021/2022								
Mail Survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering Report/Storm Damage Analysis	0.00	0.00	0.00	17,311.50	0.00	17,311.50	0.00	0.00
Project Benefit Analysis	0.00	0.00	0.00	16,062.01	0.00	16,062.01	0.00	0.00
Summer Recreational Survey	0.00	0.00	0.00	3,200.00	0.00	3,200.00	0.00	0.00
Winter Recreational Survey	0.00	0.00	0.00	400.00	0.00	400.00	0.00	0.00
Total Renourishment 2021/2022	0.00	0.00	0.00	36,973.51	0.00	36,973.51	0.00	0.00
Rent	516.24	764.00	(247.76)	3,875.47	4,447.00	(571.53)	7,500.00	3,624.53
Storage of records	245.89	233.33	12.56	2,209.41	2,100.01	109.40	2,800.00	590.59
Total Expense	28,275.73	441,922.33	(413,646.60)	260,143.02	801,744.01	(541,600.99)	512,700.00	250,566.80
Other Income/Expense								
Debt Service - Interest	0.00	0.00	0.00	26,180.00	26,000.00	180.00	26,000.00	0.00
Debt Service - Principal	0.00	0.00	0.00	700,000.00	70,000.00	630,000.00	700,000.00	0.00
Total Other Income/Expense	0.00	0.00	0.00	726,180.00	96,000.00	630,180.00	726,000.00	0.00
Net Ordinary Income (Loss)	25,250.93	(394,747.58)	419,998.51	(212,308.67)	1,410,654.74	(1,622,963.41)	(349,415.00)	(37,511.98)
Net Income	\$ 25,250.93	\$ (394,747.58)	\$ 419,998.51	\$ (212,308.67)	\$ 1,410,654.74	\$ (1,622,963.41)	\$ (349,415.00)	\$ (37,511.98)

***NOTE: Residual Budget figures **ONLY** reflect Budgeted Assessments to be collected and Budgeted Costs not yet incurred.

CAPTIVA EROSION PREVENTION DISTRICT
RESERVE ACCUMULATIONS
FISCAL YEAR ENDING 9/30/2019

	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
Beginning Balance	\$ 1,656,405	\$ 1,673,442	\$ 1,693,522	\$ 1,718,667	\$ 1,741,244	\$ 1,761,461	\$ 1,789,051	\$ 1,826,908	\$ 1,864,766	\$ 1,885,914	\$ 1,885,914	\$ 1,885,914
Reserves Transferred In												
Parking Revenue	20,799	25,154	31,129	28,305	26,533	37,993	44,826	44,826	36,861			
Operating Reserves												
Total Reserves Transferred In	20,799	25,154	31,129	28,305	26,533	37,993	44,826	44,826	36,861			
NonProject Costs Expended												
Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Bank charges	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Parking Lot Expenses	3,168	4,453	5,336	5,095	5,533	9,753	6,296	6,296	14,951			
Project Manual	-	-	-	-	-	-	-	-	-	-	-	-
Rent	348	376	404	388	537	405	427	427	516			
Storage	245	245	245	245	246	246	246	246	246			
Total NonProject Costs Expended	3,761	5,074	5,984	5,728	6,316	10,404	6,969	6,969	15,713	-	-	-
Increase (Decrease) in Reserves	17,037	20,080	25,144	22,577	20,217	27,590	37,857	37,857	21,148	-	-	-
Total Accumulated Reserves	\$ 1,673,442	\$ 1,693,522	\$ 1,718,667	\$ 1,741,244	\$ 1,761,461	\$ 1,789,051	\$ 1,826,908	\$ 1,864,766	\$ 1,885,914	\$ 1,885,914	\$ 1,885,914	\$ 1,885,914

TO: Board of Commissioners, CEPD
FROM: Carolyn Weaver, Administrator
DATE: July 10, 2019
SUBJECT: Administrative Assistance - Scope of Work

As the official Records Management Liaison Officer, it is my responsibility to maintain the records of the Captiva Erosion Prevention District. The files and records are in unsatisfactory condition. Please authorize me to engage a 1099-consultant with office assistant experience in records management to focus on our paper and electronic records, approximately 32-40 hours per week. My suggestion is to negotiate \$20-25/hour, for the remainder of this fiscal year, initially.

We have \$25,000+ available in this fiscal year budget under Board Special Projects. The most it would be this fiscal year would be \$12,000. If the work is not completed, which it may not be, we have funding in the budget under the same expense for FY19/20 to complete the project.

It is my suggestion that the project be prioritized as follows:

1. Paper Files

There are approximately ten lateral drawers filled with paper files. These documents need to be categorized, scanned, saved in the proper drives, then destroyed or sent to storage.

2. Paper Binders

There are approximately 8 shelves of binders that hold documentation. The documents need to be categorized, scanned, saved in the proper drives, then destroyed or sent to storage.

3. Public Drive

There are literally thousands of files on our Public drive, which are separated in four folders: Archive, Workstation 1, Workstation 2 and Workstation 3. Each document in each folder should be opened, categorized, renamed to match uniform procedures, and saved on the proper drive.

4. Storage Facility

The boxes that are in storage need to be categorized, scanned, saved in proper drives, and destroyed if appropriate. If they are paper records that we wish to keep for historical purposes, they need to be labeled, numbered, and documented. Larger documents like 24 x 36 plans, if not able to be scanned, need to be labelled and archived for ready access.

Andy Rosse beach access project

June 2019

Northorp Proposals for Installation and Maintenance:

Installation

- CLEAN-UP / BED PREP. - South side opposite Mucky Duck - \$850.00
- CLEAN - UP / BED PREP. - Ares west of cul de sac - \$350.00
- HAUL AWAY - Horticultural debris - \$225.00
- HAUL AWAY - Plastic news boxes- \$225.00
- INSTAL RIP RAP WALL - Large 20"x20" rock spaced on 6.5' centers plus smaller rock fill between the larger rocks - \$980.00
- PLANTS - Per drawing, best guess \$2,267.00

TOTAL - \$4,897.00

Maintenance

- Weekly service for Andy Rosse Lane cul de sac including south side of Andy Rosse Lane from cul de sac to

Village by the Sea...

Sweep, blow, rake, weed, trash removal, trim and water as required... **\$90.00 mo**

ANDY ROSSI RESIDENCE

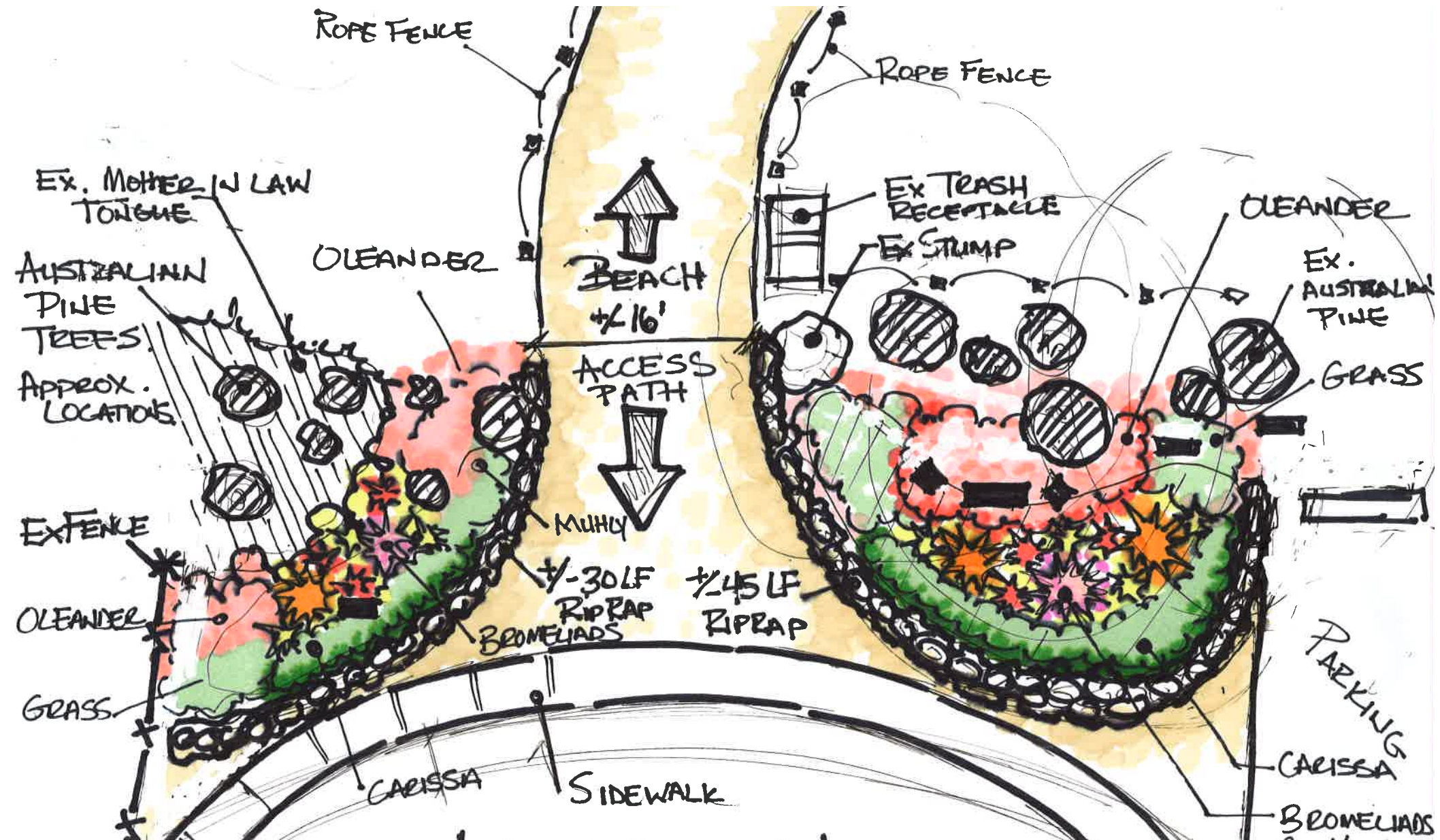
5001 Binder Drive
Captive, Florida 33924

Landscape Concept Design
April 26, 2018



COASTAL VISTA
DESIGN

Leigh A. Gevelinger, PLA, LEED AP
CoastalVistaDesign@gmail.com





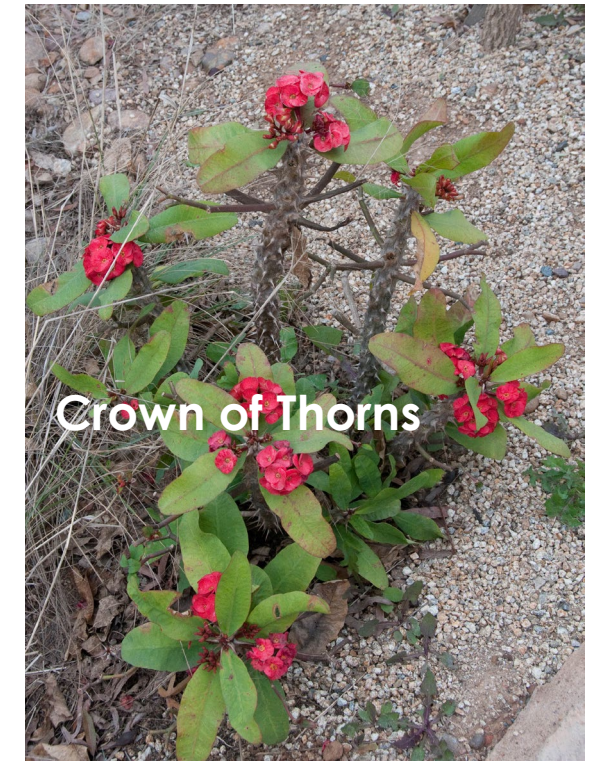
Rip Rap Edge for Bed Area Stabilization



Key Thatch Palm



Orange Bird of Paradise



Crown of Thorns



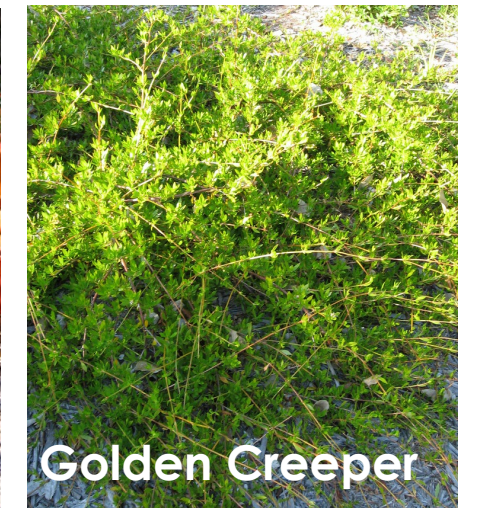
Oleander 'Petit Pink'



Sand Cord Grass



Sun Bromeliad Blanchelandia



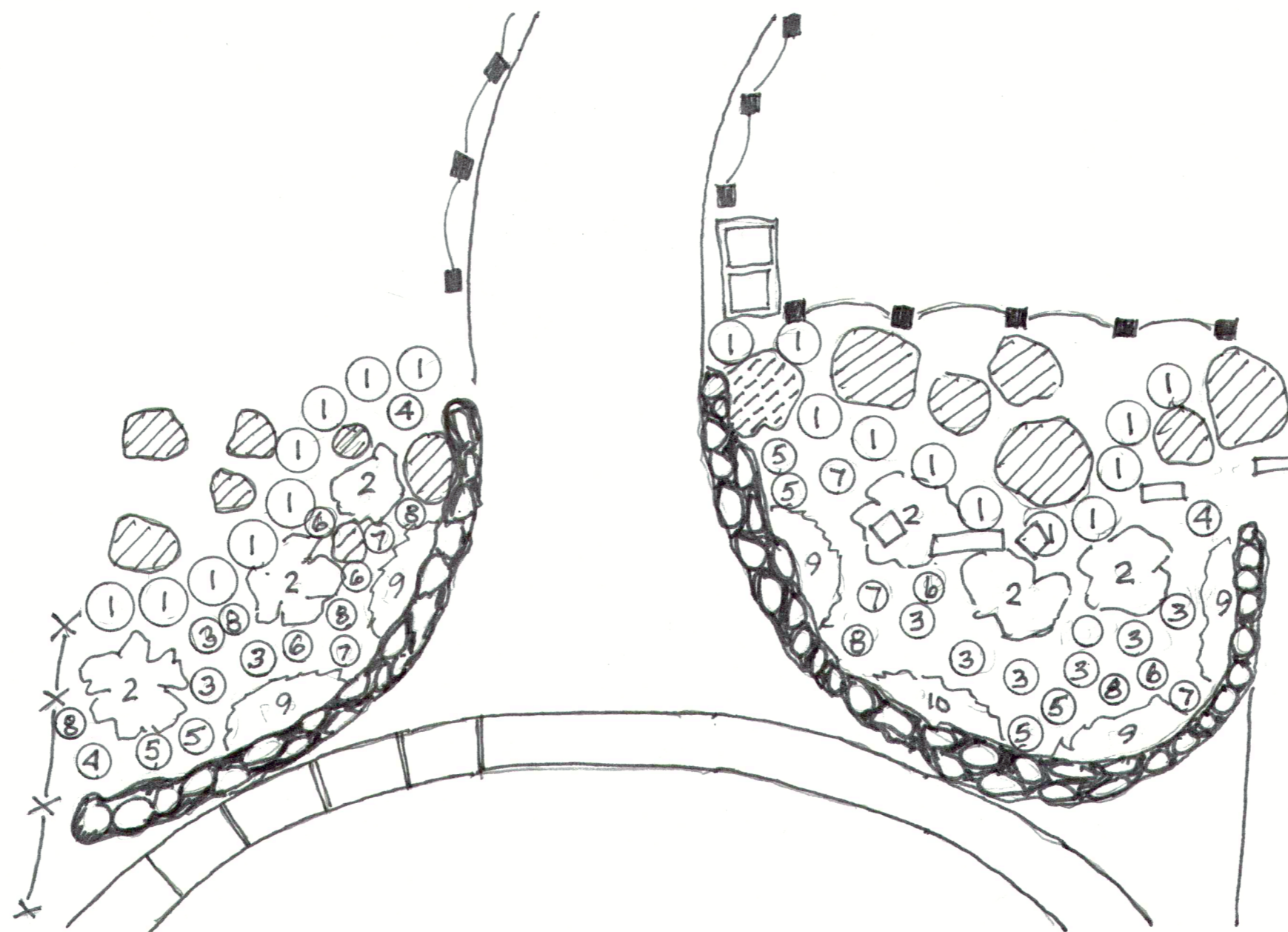
Golden Creeper



Ice Plant



Carissa



- # 1 SURIANA MARITIMA (BAY CEDAR)
- # 2 # 1 PETIT OLEANDER
- # 3 # 3 COONTIE PALMS
- # 4 # 3 AGAVE (ANGUSTIFOLIA)
- # 5 # 3 DWARF CROWN OF THORNS
- # 6 # 3 SUN GROWN BROMILEAD (PURPLE)
- # 7 # 3 SUN GROWN BROMILEAD (ORANGE)
- # 8 # 3 SUN GROWN BROMILEAD (YELLOW)
- # 9 # 1 PURPLE QUEEN
- # 10 # 1 GALARDIA

Andy Rosse Improvement		
SCALE:	APPROVED BY:	DRAWN BY: <i>ARN</i>
DATE:		REVISED:
ORIGINAL FROM COASTAL VISTA DESIGN		
L-NORTHORP LANDSCAPE		DRAWING NUMBER

2019 FASD Annual Conference
June 10-13, 2019

The 2019 FASD Annual Conference was held in Fort Myers at the Sanibel Harbor Marriot Resort and Spa from June 10-13, 2019.

Joe Wagenti and I attended several sessions from June 11-13, 2019. The agenda is attached.

The Ethics for Government Officials was about “what you have the right to do versus what is right to do.”

Carolyn attended a session lead by two employees of the training staff of the Florida Department of State, Division of Library and Information Services. For two hours they discussed what records management consists of, the life cycle of records, the importance of destroying records after they've reached their destroy date. Important note: Anything that is created/stored on the company/government computer is public record ONLY IF IT PERTAINS TO BUSINESS. If the content is personal, then it is not defined as public record. This also works in reverse; if you have business records/emails on your personal computer or email, then they are public record. Also to note, their Division sets the minimum retention requirements; the organization can set longer requirements.

Joe attended the general session and scheduled an appointment with Streamline, a website company that specializes in government requirements for website accessibility best practices. We are currently working with them to create our new website.

10 Tips for Crisis Communications, or What to do when the s*** hits the fan, centered on telling the truth and getting ahead of any negative communications. If we find ourselves in crisis, FASD provides free counsel in the first moments of the issue, from Ron Sachs, CEO of Sachs Media Group.

Motivational speaker David Rutherford, The Froglogic Way, stressed how one word can mean many different things and communication is key.

During the networking break with exhibitors, we talked with a firm that we have since sent an RFP for CPA/Bookkeeping services.

Overall, this conference was a success for us. We made several useful contacts and are forming relationships.