

Minutes

Briefing Meeting of the Captiva Erosion Prevention District

11513 Andy Rosse Lane, Unit 4, Captiva, Florida
August 9, 2012 @ 1PM

1. Call to Order

Chairman Boyle called the meeting to order at 1:01 p.m.

2. Roll Call

The roll was called. Commissioners in attendance in person were Mike Mullins, Dave Jensen, and Jim Boyle. Doris Holzheimer and Harry Kaiser attended via teleconference. Also attending in person were Kathy Rooker, CEPD Administrator, and John Bralove, CEPD Administrative Assistant. Nancy Stroud, CEPD's attorney, also attended via teleconference.

3. Review Management Consultant Proposals

Hans Wilson and Associates, Inc.

Hans Wilson and Associates, Inc. was represented by Hans Wilson. Chairman Boyle thanked Mr. Wilson for attending this meeting and the interview began at approximately 1:05 p.m. Commissioners Jensen, Kaiser and Mullins mentioned that Mr. Wilson's company had done work for them in the past. Mr. Jensen added that he would probably use the Company in the future. Commissioners asked questions related to Mr. Wilson's company, the company's expertise and experience, work with Lee County, dealing with potential conflicts of interest, CEPD staffing needs, Mr. Wilson's involvement in the Coastal Advisory Council, scope of services, relationship with CP&E, possible money-savings opportunities, and other similar questions. The interview concluded at 1:34 p.m. Commissioners spent the next 10 minutes discussing Mr. Wilson's presentation until the next proposer arrived.

Severn Trent Management Services

Severn Trent Management Services was represented by Bob Koncar, Regional General Manager, Cal Teague, District Manager, and Chris Miller, Business Development. Chairman Boyle thanked the three representatives from Severn Trent for attending this meeting and the interview began at approximately 1:50 p.m. Commissioners asked questions related to Severn Trent's examples of the work they do, what a community development district is, the additional \$43,000 that was outlined in their proposal, how they would staff CEPD, how they are organized, experience in beach nourishment, and other similar questions. Ms. Stroud asked questions about their insurance and limit of liability. The interview concluded at 2:23 p.m.

Partners in Progress, Inc.

Partners in Progress was represented by Bob Gray, who participated in the interview via telephone. Chairman Boyle thanked Mr. Gray for his participation and the interview began at approximately 2:27 p.m. Commissioners asked questions related to Mr. Gray's estimate of how much time he thinks he would devote to the CEPD contract. Ms. Stroud asked questions related to possible contract language about compliance with the Public Records Act and State Code of Ethics. She explained that this language was in the Request for Information but since Mr. Gray had sent in his proposal prior to when the RFI went out to other proposers, he had not had the opportunity to see this information or include it in his proposal. Mr. Gary said he had no

problem complying with these provisions. Mr. Boyle asked Ms. Stroud to come to an agreement with Mr. Gary on those missing issues, including a conflict of interest clause, so that the contract would be in order when it was brought to the Commissioners at next week's meeting. Other questions included the number of employees PIP has. The interview with Mr. Gray concluded at 2:38 p.m.

While Commissioners waited for the next interview, Commissioners discussed Severn Trent's proposal, including checking their references, lack of engineering expertise, and size of the company. Mr. Jensen wanted to make sure all references of all bidders were checked. Ms. Stroud said that she had begun to check references. Chairman Boyle said that the goal for this meeting was to bring a recommendation to the Board meeting next week and move forward with a contract. The consensus was that no more effort should be put into vetting Severn Trent.

Steven Higgins

Chairman Boyle thanked Mr. Higgins for his participation and for his patience in waiting to be interviewed and the interview began at approximately 2:57 p.m. Commissioners asked questions related to the structure of his organization, other projects he has been involved in, whether he would move to this area, his specific skills and experience, the number of his active clients, whether he has done work for or with CP&E, his professional relationships, work done on Captiva, an estimate of time he thought he would spend on CEPD, his experience in getting permits, use of existing staff, and other similar questions. The interview with Mr. Higgins concluded at 3:20 p.m.

After Ms. Higgins left, the Board discussed his proposal. The consensus was that CEPD had better choices. Mr. Jensen summarized that the choices had been narrowed down to Hans Wilson and Associates and Partners in Progress. He thought that Commissioners should share their views on the positives and negatives of the remaining candidates. Discussion ensued relative to the pluses and minuses of both contenders.

Chairman Boyle asked Ms. Stroud whether CEPD can go back to the candidates and ask them to revise their numbers. She said yes. Chairman Boyle asked whether this needed to be done with all bidders and Mr. Mullins said it was not necessary. Chairman Boyle asked Ms. Stroud to contact Mr. Wilson to see if he would like to revise his proposal and ask that he include an estimate of hours above and beyond current staff's work. Chairman Boyle also asked Ms. Stroud to get written clarification from Mr. Wilson regarding his participation in the Coastal Advisory Council meeting in April 2009 and his inquiry to the Florida Attorney General in January 1987.

4. Commissioner Comments

Mr. Mullins said that he thought CEPD had violated its Rules of Procedure when it approved the \$20,000 contract with CP&E last month. He said it required a resolution. Ms. Rooker will look into this.

Mr. Jensen reported on his efforts to solicit support from the business community for a Lee County-wide economic survey. He expressed his frustration about the lack of progress and support.

Adjourn

Chairman Boyle adjourned the meeting at 4:00 p.m.