

**Minutes of the Administrative Sub-Committee Meeting  
of the  
CAPTIVA EROSION PREVENTION DISTRICT**

**Saturday, May 24, 2008 @ 11 a.m.**  
Captiva Community Center  
11550 Chapin Lane, Captiva, FL 33924

Commissioners Present: Sherrill Sims (Vice-Chair), Mike Mullins (Commissioner)

Also Present: Kelsey Angstadt (Assistant-Administrator), Russ Baker  
(Accountant)

**ITEM**

**1. CALL TO ORDER, ROLL CALL**

Commissioner Sims called the meeting to order.

**2. SALES TAX**

Baker suggested that Administrator Alison Hagerup had been filing sales tax online and that a transfer needed to be set up from the Wachovia Operating account to the Suntrust Operating account.

**3. Public Comment**

There was no public comment at this time.

**4. UNPROCESSED BALANCES**

Baker suggested referring to Steve Keehn with CP&E.

**5. ASSESSMENTS/MISCELLANEOUS**

Mike requested to know where the interest for assessments goes. Baker said that there should be a breakdown from the tax collectors in email.

**6. BUDGET HEARING/FLORIDA LEAGUE OF CITIES**

Baker suggested calling Lee County Board of County Commissioners to find out requirements for budget hearings (ref. Commissioner Holzheimer's request to change dates). Baker also stated that all Commissioners should be present for both budget hearings to utilize funds.

**7. ALISON'S RETIREMENT/SUNTRUST PROPOSAL**

Baker stated that there was money for additional hours in the budget for Angstadt and for a utility cart for the Blind Pass project. He also suggested putting a request for bids out on an operating line of credit. It was suggested that Hagerup's credit card be cancelled.

**8. PUBLIC COMMENT**

There was no public attendance at the meeting.

**9. INVOICES/PAYROLL**

Baker recommended his assistant to help with payroll and basic accounting at a fee less than his.

**10. OTHER**

Commissioner Mullins and Baker spoke concerning the SBA accounts and decided to transfer funds from the smaller account out, Commissioner Mullins felt strongly that Administrator Hagerup had been instructed to do so already.