

Minutes of the General Meeting of the Captiva Erosion Prevention District

Captiva Community Center Complex
11550 Chapin Lane, Captiva, FL 33924
Wednesday, November 12, 2008 @ 12:00 P.M.

Commissioners Present: Rene Miville (Chairman), Mike Mullins (Commissioner),
Dave Jensen (Treasurer), Doris Holzheimer (Secretary)
Administration Present: Michelle Wesley, Kathy Rooker, Susanne DeCarle
Also Present: Bob Gray of Partner's In Progress

ITEM

1. Call to Order, Roll Call

- Chairman Miville called the meeting to order and roll call.

2. Approval of Minutes

- **Commissioner Jensen moved to adopt the minutes of the regular meeting of October 8, 2008, Motion carried 4-0.**

3. Public Comment

- Chairman Miville asked for public comments and there were none.
- **Commissioner Mullins made the motion to appoint Henry Kaiser to the CEPD Commissioner position vacated by Sherrill Sims.**
- **Motion passes 4-0.**
- **Commissioner Mullins made the motion to terminate CEPD's participation in the Florida Retirement System, effective immediately.**
- **Motion passes 4-0**
- **Commissioner Mullins made the motion for the CEPD Board authorize him to negotiate a lease for new CEPD office space at the Celebration Center on Andy Rossi Lane, said negotiation to conform to the following guidelines:**
 1. **Lease to commence on or about December 1, 2008**
 2. **Lease period of approximately 4 years**
 3. **Monthly rent plus commercial lease add-ons not to exceed \$1900 with an annual escalation equal to the increase in the consumer price index.**

Commissioner Mullins amended the motion to include that the CEPD Board authorize him to provide CCA with notice of termination of the current CEPD lease, pursuant to the terms of that lease.

- *The current lease with CCA would require 60 days notice to terminate and turned the matter over to Bob Gray for a Power Point presentation highlighting:*
 1. *The current CEPD Ergonomic strategy hinders the professional performance of any administrative task, and prevents the successful implementation of the new CEPD Resourcing Strategy.*
 2. *The proposed CEPD Ergonomic Strategy*
 - *Office space available in Celebration Center on Andy Rossi Lane*
 - *Celebration Center space is twice the size of the current CEPD office*
 - *Celebration Center space is cheaper than current space: \$42/sq. ft. vs. \$59/sq. ft.*
 3. *Issues & Mitigation*
 - *Parking*
 - *Large conference spaces available, e.g.*
 - *Incremental Costs – moving; offset by benefits*
 - ✓ *Costs for desks, chairs, workstations, dividers, etc. would have to be incurred even if CEPD remains in current space.*

- **Motion passes 4-0.**
- **Commissioner Mullins made the motion that the CEPD Board authorize Chairman Miville to move forward with negotiating the outsourcing of the general administration functions and responsibility for the general budget obligations, to Partners in Progress Inc. with the objective of**

presenting the terms of a mutually agreed upon outsourcing engagement at the December 2008 CEPD Board Meeting.

- *Bob Gray submitted a Power Point presentation detailing the benefits for moving into the calendar year in outsourcing administration.*

- **Motion passes 4-0.**

4. Financial Report

- a) Review Monthly Financial Statements
- b) Follow Up Bank Matters:
 - Wachovia
 - *Parking capital projects still requires a due to the general fund .*
 - SBA
 - *Michelle reported all SBA accounts are in the process of closing and converting all balances into Wachovia.*
 - Sun Trust
 - *Michelle reported all SunTrust accounts are closed and balances 0.*
 - CD Rates
 - *Commissioner Mullins reported he is researching banks to purchase \$250,000 CD as FDIC insures 100% .*
- c) Auditor Proposals
 - *Ashley & Brown –vs- Tuscan submitted proposals for discussion at December meeting.*
- d) Dept. of Financial Services Annual Report
 - *Michelle reported the filings are completed and signed by the Treasurer, Dave Jensen. All reporting is complete including the Public Depository report on accounts to ensure 100% coverage.*

5. Administrator's Report

- a.) Website Quote
 - *Kathy explained that in speaking with the website administrator she concluded that we are very limited as far as changes that can be made ourselves. The majority of the website information is referred to as dynamic content that we are not able to access.*
 - *EMC 2 Effective provided a proposal for services at a cost of \$985 in order to add limited fields for making changes ourselves.*
 - *Commissioner Holzheimer suggested getting another quote for a dynamic website and suggested we need a clear understanding of what the website needs to do.*
- b) Tax Roll Quick Books Data Entry Update
 - *Tax Roll Discrepancy Update & Emergency Meeting is scheduled for Thursday in order to discuss the issues of current tax discrepancies.*
- c) Blind Pass Update
 - *Kathy presented the Board with an update on the project of Blind Pass from the Community Panel Meeting that occurred on Nov. 11, a timeline and project costs.*
 - **Commissioner Mullins made the motion that the CEPD Board add a discussion of Blind Pass to the agenda of the emergency meeting on Thursday, November 13 at 1:00 PM to discuss the tax roll discrepancy .**
 - **Motion passes 4-0**
- d) Self Composting Restroom-researching, no new information.
- e) Parking Lot: New Meter & Hut Update
 - *In the next three weeks, following the delivery of the new parking machine, John will construct a new hut*
- f) Storage Off Site
 - *Michelle reported that John Lundin has successfully moved into storage all files that were previously occupying two location of the CCA storage facility in the back room.*
- g) Assessment Payoff Requests Approval

- **Commissioner Miville made the motion that the CEPD Board accept charging a fee of \$100 effective January 1, 2009 for looking up payoff requests .**
- **Motion passes 4-0**
- *It was determined to send notices to the Real Estate, Attorney, and Title offices that this fee will be taking affect January 1, 2008.*

6. New Business

Tropical Storm Fay Beach Erosion

- **Commissioner Holzheimer made the motion that the CEPD Board officially discontinue efforts to acquire FEMA funding for damage sustained in TS Fay .**
 - *Rationale for this recommendation includes:*
 - 1) *Potential Funding: The area FEMA would potentially fund does not include most of the "hot spots" on Captiva and would probably be addressed in the Blind Pass placement of sand.*
 - 2) *Timing: The TS FEMA projects must occur in the next 18 months. While extensions are possible, they would not take us to our next planned renourishment timing. While there is some remaining damage from TS Fay; it is early in our renourishment cycle. Not only would a project, if successful be disruptive on Captiva, it would be unlikely we could apply for damages from a more destructive storm in the time before our next planned renourishment.*
 - 3) *Costs: We would incur substantial costs, up to \$70,000, in the application process to respond to FEMA requests and complete the engineering study. We would incur these costs with little likelihood of success in our application, if we included all the areas impacted by TS Fay.*
 - **Motion passes 4-0.**
- c) Meeting Schedule for 2009 to be established in December meeting

Adjourn