



**Captiva Erosion Prevention District  
Board Meeting Final Minutes  
January 13<sup>th</sup>, 2020**

**I. Call To Order**

Chairman Mike Mullins called to order the regular meeting of the Captiva Erosion Prevention District (CEPD) at 1:00 p.m. on January 13<sup>th</sup>, 2020 at South Seas Island Resort, Alpha Cone Room in Captiva, Florida.

**II. Roll Call**

Chairman Mike Mullins conducted a roll call.

The following persons were present:

Commissioners: Chairman Mike Mullins, Secretary Harry Kaiser, Treasurer Dick Pyle.

CEPD Staff: Administrator Joe Wagenti, Assistant John Riegert.

The following person was present for the financial report ending December 31<sup>st</sup>, 2019: CPA Jason Smith, representing Wiltshire Whitley Richardson English CPA firm.

The following person was present to report on the Sanibel/Captiva Road Protection project:  
Joel Caouette from the City of Sanibel.

The following person was excused:  
Commissioner Michael Lanigan.

The following person was unexcused:  
Vice Chairman Bob Walter.

### III. **Approval Of Minutes From December 9<sup>th</sup>, 2019 Board Meeting Minutes**

Commissioner Harry Kaiser moved that the minutes be accepted with pending revisions from Chairman Mike Mullins. Commissioner Dick Pyle seconded the motion. Motion to accept the pending revisions from December 9<sup>th</sup>, 2019 board meeting minutes passed unanimously.

### IV. **Discussion Items**

- a) **Organization of the Captiva Erosion Prevention District Board Nominations:**  
Chairman Mike Mullins acknowledged to elect Vice Chairman Bob Walter to Vice Chairman.  
  
This election was postponed due to Vice Chairman Bob Walter's absence.
- b) **Financial Report ending December 31st, 2019:**  
Wiltshire Whitley Richardson English (WWRE) was announced as the new CPA firm representing CEPD. Chairman Mike Mullins, in full disclosure, explained his prior involvement with the firm and that WWRE submitted their proposal along with other firms for consideration. Commissioner Dick Pyle reviewed all proposals and also recommended WWRE as the new accounting firm for the Captiva Erosion Prevention District.
- c) **Administrator Report - CEPD Status:**  
CEPD Administrator Joe Wagenti reported on the Aptim - Renourishment schedule options.  
The Board was notified of the latest report from Tom Pierro on the various options of the renourishment schedule. Discussion ensued regarding the construction window (offering contractors a window of 18-24 months), amount of sand to be placed in the next project (from 595 KCY- 1.038 MCY) and including approximately 1000' of north Sanibel.
- d) **Steve Kheen Meeting:**  
Mr. Steve Kheen met with Chairman Mike Mullins and CEPD Administrator Joe Wagenti pertaining to public access on Captiva and generally improving cost shares among the county and state. A LiDAR study for Captiva was discussed and examples shown of current studies in Collier County. Aptim will submit proposals for the LiDAR study and investigating improving Lee County and Florida DEP cost shares.

- e) **CEPD Letter To Lee County BOCC On Behalf Of Sanibel For The Emergency Project:**  
The Board reviewed the letter Chairman Mike Mullins sent to Lee County Commissioner Hamman of CEPD's support for the emergency project.
- f) **Fifth Third Account Setup:**  
CEPD is in the final stages of setting up accounts with Fifth Third for investing reserves.
- g) **Partners In Progress Update:**  
The next steps will take the functional decomposition of CEPD, both on the project side and the routine side, and put it into a project plan with tasks, due dates and resources. CEPD administration will be defining all the routine and project tasks with milestone dates.  
  
On the project side, CEPD administration will better define a plan that lays out the known tasks for the next nourishment project which gives CEPD a foundation to build on as strategic decisions are made. Once all the strategic decisions are made, such as start date and final apportionment, CEPD will have an end to end project plan that lays out the timeline, tasks and responsibilities associated with the next nourishment project.
- h) **Update On Parking Lot:**  
Place deadline on CES for project timeline.
- i) **LiDAR Proposals:**  
Seeking advice from James Evans at City of Sanibel and Steve Buttell at Lee County to see if studies have already been completed.
- j) **New CEPD Hire Update:**  
CEPD received 70 resumes for the Assistant to the Administrator position and are conducting interviews.

## V. Action Items

- a) **Resolution 2020-01**  
ACTION REQUESTED: Execute Resolution 2020-01 to hire APTIM for phase I construction assistance.  
WHY ACTION IS NECESSARY: To partially approve the APTIM Proposal for Captiva and Sanibel Island Beach Renourishment Project Construction Services Assistance up to \$150,000.

WHAT THE ACTION ACCOMPLISHED: To begin the process of APTIM services up to preparing draft construction plans and specifications for the renourishment project.

Board discussion modified the resolution to approve tasks 1, 2 and part of 4 of APTIM proposal not to exceed \$150,000.

Treasurer Dick Pyle: Motion for modified resolution, Yes  
Secretary Harry Kaiser: Second, Yes  
Chairman Mike Mullins: Yes  
Resolution 2020-01 passed.

## VI. New Business

### a) **Completion Of Carolyn Weaver's Consulting Services:**

ACTION REQUESTED: To decide if additional compensation is required and/or necessary as Carolyn Weaver has submitted an invoice to the Board for severance.

WHY ACTION IS NECESSARY: To ensure the Board is satisfied with the end of contractual services with Carolyn Weaver.

WHAT THE ACTION ACCOMPLISHED: Finalizes contract with Carolyn Weaver.

Chairman Mike Mullins offered her a deal, she was unwilling to meet terms and never became an employee of CEPD. Secretary Harry Kaiser stated she didn't want to work the full work week. Treasurer Dick Pyle mentioned no further compensation is necessary for sub-contract employee through Hans Wilson and should be handled by HWA. No vote was taken.

### b) **Parking Lot Fee Increase:**

ACTION REQUESTED: Approve motion to charge \$10 per car up to 2 hours, \$15 up to 3 hours, and \$30 for all day. Current rates are \$5 up to 1 hour, \$10 up to 2 hours, \$15 up to 3 hours and \$20 for all day.

WHY ACTION IS NECESSARY: To alleviate large queues outside of the parking lot on Captiva Drive and remedy visitors from only using the one hour option.

WHAT THE ACTION ACCOMPLISHED: Increased revenue and decreased congestion.

Chairman Mike Mullins stated that a neighbor to the beach parking has brought up concerns with the backup of traffic lines waiting for parking. In an effort to alleviate neighbors' concerns, CEPD staff looked in to many solutions to the problem and suggested eliminating one hour parking and raising the rates would be best for each party.

Treasurer Dick Pyle: Motion to increase parking lot fees, Yes  
Secretary Harry Kaiser: Second, Yes  
Chairman Mike Mullins: Yes  
Motion to increase parking lot fees passed.

c) **Administrative Services:**

**ACTION REQUESTED:** Approve motion to continue to contract month-to-month with CEPD Administrator Joe Wagenti and CEPD Assistant John Riegert for CEPD administrative services.

**WHY ACTION IS NECESSARY:** To approve payment for CEPD administrative services NTE \$25,000. total per month.

**WHAT THE ACTION ACCOMPLISHED:** Extended current CEPD administration until CEPD employment packages are offered and accepted.

Authorize Chairman Mike Mullins to approve the payment of CEPD administrative services not to exceed \$25,000. per month.

Secretary Harry Kaiser: Motion to approve the payment of CEPD administrative services not to exceed \$25,000. per month, Yes

Treasurer Dick Pyle: Second, Yes

Chairman Mike Mullins: Yes

Motion to approve the payment of CEPD administrative services not to exceed \$25,000. per month passed.

CEPD Administrator Joe Wagenti introduced CEPD Assistant John Riegert to the Board and explained his role of beach monitoring, parking lot maintenance and assist office staff.

d) **Estoppel/Payoff Fee Increase:**

**ACTION REQUESTED:** Approve motion to increase the search fee for payoff amounts from \$100 to \$200.

**WHY ACTION IS NECESSARY:** To align costs with services of the CEPD administration.

**WHAT THE ACTION ACCOMPLISHED:** Assists in generating increased revenue for beach nourishment.

Board discussion wanted to bring this service in house and end outsourcing.

Treasurer Dick Pyle: Motion to increase the search fee for payoff amounts from \$100 to \$200, Yes

Secretary Harry Kaiser: Second, Yes

Chairman Mike Mullins: Yes

Motion to increase the search fee for payoff amounts from \$100 to \$200 passed.

e) **APTIM – Public Access Assessment Proposal (For Discussion Only):**

Tabled for later discussion.

**VII. Public Comment**

- a) Joel Couette, City of Sanibel, reported on the Sanibel/Captiva Road Protection project.

Temporary work has begun and 100 one ton bags of sand will be placed in the upcoming week as well as landscape clearing to prepare for the next phase of the project. The project is planned to be completed before May 1<sup>st</sup>, 2020.

**VIII. Adjournment**

Chairman Mike Mullins adjourned the board meeting at 4:00 p.m.

Board minutes submitted by CEPD Administrator Joe Wagenti.

Minutes approved by Chairman Mike Mullins.