

October Board Meeting Agenda

Date: Monday, October 10th, 2022

Time: 1:00 P.M.

Via Zoom: <https://us02web.zoom.us/j/84637467264>

Webinar ID: 846 3746 7264

Telephone: +1 646 558 8656

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - A) August 8th, 2022**
 - B) September 12th, 2022**
 - C) September 12th, 2022 – Tentative Budget Hearing**
 - D) September 19th, 2022 – Final Budget Hearing**
- 4. Changes to the Agenda**
- 5. General Public Comments – Limit 3 minutes per person**
- 6. Financial Reports**
 - A) September Financial Report**

7. Old Business

A) Aptim Update Vulnerability Assessment

B) Becker Update

C) Public Comment

8. New Business

A) Hurricane Ian Emergency Operations

B) Aptim Visual Assessment Findings and Recommendation

C) CEPD Staffing

D) Public Comment

9. Administrative Update

10. Commissioner Comments

11. Adjournment

In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring any additional reasonable accommodation to participate in this meeting should call the CEPD office at phone 239.472.2472 or email a written request to mycepd@mycepd.com. One or more elected or appointed local government officials, including but not limited to the Captiva Erosion Prevention District, may be in attendance at this meeting. Any person who decides to appeal any decision of the Board of Commissioners with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the CEPD to transcribe verbatim minutes; therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense.

Captiva Erosion Prevention District

May Board Meeting

Monday, August 8th, 2022

Captiva Civic Association

11550 Chapin Lane

Captiva, FL 33924

<https://www.mycepd.com/2022-08-08-board-meeting>

Call to Order

- Chairman Silvia called to order the regular board meeting of the Captiva Erosion Prevention District (CEPD) at approximately 1:00 pm on August 8th, 2022.

Roll Call (See Video 0:00:17)

- Commissioners
 - o Seat 1, Linda Laird, Commissioner (Present via Zoom)
 - o Seat 2, Rene Miville, Vice Chairman (Present)
 - o Seat 3, Bob Walter, Commissioner (Present)
 - o Seat 4, John Silvia, Chairman (Present)
 - o Seat 5, Richard Pyle. Treasurer (Not Present)
- Motion was made by Commissioner Walter to allow Commissioner Laird to appear remotely.
- Motion was seconded by Chairman Silvia.
- Motion passed unanimously
- CEPD Staff
 - o Daniel Munt, Executive Director (Present)
 - o Laura Pegler, Social Media Coordinator (Present)
 - o Ralf Brookes, CEPD Attorney (Present)

Approval of Minutes (See Video (0:01:42)

- Commissioner Laird made a motion to approve the minutes from the June board meeting and Special meeting held on July 25th, 2022.
- Motion was seconded by Commissioner Walter.
- Motion passed unanimously.

Changes to the Agenda (See Video 0:1:40)

- Executive Director Daniel Munt made a request for a motion to expand the topic of conversation on the dune fencing update to include a discussion related to rope thickness. Vice Chairman Miville made the motion. The motion was second by Chairman Silvia.

- Motion passed unanimously.

Public Comments (See Video 0:4:10)

- No Public comments were received.

Financial Reports (See Video 0:4:23)

- Treasurer Pyle was not present.
- Executive Director Daniel Munt was asked to speak on financials (See Video 0:5:20)

Daniel explained that all financials are in line with the previous month. He reported the parking lot is steady.

- Commissioner Walter inquired about the 30% decrease on the parking lot since establishing the park mobile app. (See Video 7:20- 17:14).
- The motion was made by Commissioner Walter to remove the one-hour payment option. Vice Chairman Miville seconded the motion. The motion passed unanimously.

Old Business (See Video 0:17:57)

Status from Local Support Grant See Video 0:18:06)

- Nick Mathews provided an update on the Summer 2022 local support grant opportunity released by the Florida House of Representatives as sponsored by State Representative Adam Botana.
- Carrie Schuman provided comments regarding grant funding and the vulnerability study (See Video 0:31:43)

Aptim Update from Nicole Sharp and Dr. Samantha (See Video 0:34:23)

- Nicole Sharp provided an update on the status of Aptim's vulnerability assessment and legal memorandum of the authority of the Captiva Erosion Prevention District.

Update on the Rope and Poles (See Video 44:51)

- Daniel Munt provided an update on the status of the additions and removal of ropes and bollards.
- David Mintz made comments about the Village area being an official designated area. (See Video 1:11:42)
- Chairman Silvia directed staff to obtain new bids for the replacement of the rope for the village area (See Video 1:15:34). These bids are intended to be presented for vote at the September meeting.

New Business (See Video 1:20:48)

Final Apportionment Model

- Daniel Munt shared the final apportionment model with commissioners and residents.

- Motion was made to approve the model by Commissioner Laird per Resolution 2022-16 the motion was second by Vice Chairman Miville.
- Motion passed unanimously.

Rules of Procedure 1.04 (See Video 1:42:53) Resolution 2022-17

- Motion to change the time for advertising special meeting was made by Chairman Silvia and second by Vice Chairman Miville.
- Motion passed unanimously.

Administrative Update (See Video 1:45:31)

Tentative Budget Meeting

- Discussion was held regarding the scheduling of the tentative and final budget hearing.

Commissioner Comments (See Video 1:53:40)

- Commissioner Walters suggested about CEPD consider hiring a part-time Handyman that can work on preventive measures ongoing, rather than hiring third parties to work on repairs after the fact.

Adjournment (See Video 2:00:35)

- Chairman Silvia motions to adjourn the meeting.
- Commissioner Walters second the motion.
- Motion passes unanimously.
- Meeting adjourned.

Captiva Erosion Prevention District

September Board Meeting

Monday, September 12th, 2022

Captiva Civic Association

11550 Chapin Lane

Captiva, FL 33924

<https://www.mycepd.com/2022-09-12-board-meeting>

Call to Order

- Vice Chairman Miville called to order the regular board meeting of the Captiva Erosion Prevention District (CEPD) at approximately 3:00 pm on September 12th, 2022.

Roll Call

- Commissioners
 - o Seat 1, Linda Laird, Commissioner (Present via Zoom)
 - o Seat 2, Rene Miville, Vice Chairman (Present)
 - o Seat 3, Bob Walter, Commissioner (Present)
 - o Seat 4, John Silvia, Chairman (Not Present)
 - o Seat 5, Richard Pyle. Treasurer (Not Present)
- Motion was made by Commissioner Walter to allow Commissioner Laird to appear remotely.
- Motion was seconded by Vice Chairman Miville.
- Motion passed unanimously
- CEPD Staff
 - o Daniel Munt, Executive Director (Present)
 - o Ralf Brookes, CEPD Attorney (Present)

Changes to the Agenda

- Vice Chairman Miville made a request for a motion to move the update from Becker representative Nick Matthews to the next item on the agenda because he had a conflicting meeting. The motion was seconded by Commissioner Walter.
- The motion passed 3-0.

Public Comments (See Video 0:4:10)

- No Public comments were received.

Financial Reports (See Video 0:4:23)

- Treasurer Pyle was not present.

- Executive Director Daniel Munt was asked to speak on financials (See Video 0:5:20)

Daniel explained that all financials are in line with the previous month. He reported the parking lot is steady.

- Commissioner Walter inquired about the 30% decrease on the parking lot since establishing the park mobile app. (See Video 7:20- 17:14).
- The motion was made by Commissioner Walter to remove the one-hour payment option. Vice Chairman Miville seconded the motion. The motion passed unanimously.

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- David Mintz made comments about the Village area being an official designated area. (See Video 1:11:42)
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Commissioner Comments (See Video 1:53:40)

- Commissioner Walters suggested about CEPD consider hiring a part-time Handyman that can work on preventive measures ongoing, rather than hiring third parties to work on repairs after the fact.

Adjournment (See Video 2:00:35)

- Chairman Silvia motions to adjourn the meeting.
- Commissioner Walters seconded the motion.
- Motion passes unanimously.
- Meeting adjourned.

Captiva Erosion Prevention District
CEPD Tentative Budget Hearing
Monday, September 12th, 2022
Captiva Civic Association
11550 Chapin Lane
Captiva, FL 33924

<https://www.mycepd.com/2022-09-12-board-tentative-budget-hearing>

Call to Order

- Chairman Silvia called to order the Tentative Budget Hearing of the Captiva Erosion Prevention District (CEPD) at approximately 5:04 pm on September 12th, 2022.

Roll Call (See Video 0:00:22)

- Commissioners
 - Seat 1, Linda Laird, Commissioner (Present via Zoom)
 - Seat 2, Rene Miville, Vice Chairman (Present)
 - Seat 3, Bob Walter, Commissioner (Present)
 - Seat 4, John Silvia, Chairman (Present)
 - Seat 5, Richard Pyle, Treasurer (Not Present)
- Motion was made by Commissioner Walter to allow Commissioners Laird to appear remotely.
- Motion was seconded by Vice Chairman Miville.
- Motion passed unanimously
- CEPD Staff
 - Daniel Munt, Director of Operation (Present)
 - Ralf Brookes, CEPD Attorney (Present)

Tentative Millage Rate Resolution (See video (0:01:11))

- The Chairman publicly read the name of taxing authority, the rolled-back rate, the percentage increase over the rolled-back rate, and the millage rate to be levied.
- The Executive Director read aloud resolution 2022-18.
- CEPD Commissioner Walter made a motion to approve Resolution 2022-18.
- The motion was seconded by Vice Chairman Miville.
- Public comment was offered, no comments were made.

- The vote on the motion passed 4 to 0, unanimous as present.

Tentative Budget Resolution (See Video 0:03:43)

- The Executive Director read aloud resolution 2022-19.
- Commissioner Walter made a motion to approve Resolution 2022-19
- Vice Chairman Miville seconded the motion
- Public comment was offered, no comments were made.
- The vote on the motion passed 4 to 0, unanimous as present.

Commissioner Comments (See Video 0:6:01)

No comments were made

Adjournment (See Video 0:6:22)

- Chairman Silvia motions to adjourn the meeting.
- Vice Chairman Miville seconded the motion.
- Motion passed unanimously.
- Meeting adjourned.

Captiva Erosion Prevention District
CEPD Final Budget Hearing
Monday, September 19th, 2022
Captiva Civic Association
11550 Chapin Lane
Captiva, FL 33924

<https://www.mycepd.com/2022-09-19-board-final-budget-hearing>

Call to Order

- Chairman Silvia called to order the Final Budget Hearing of the Captiva Erosion Prevention District (CEPD) at approximately 5:01 pm on September 19th, 2022.

Roll Call (See Video 0:00:18)

- Commissioners
 - Seat 1, Linda Laird, Commissioner (Not Present)
 - Seat 2, Rene Miville, Vice Chairman (Present)
 - Seat 3, Bob Walter, Commissioner (Present)
 - Seat 4, John Silvia, Chairman (Present)
 - Seat 5, Richard Pyle, Treasurer (Present)
- CEPD Staff
 - Daniel Munt, Director of Operation (Present)

Final Millage Rate Resolution (See video (0:00:30))

- The Chairman publicly read the name of taxing authority, the rolled-back rate, the percentage increase over the rolled-back rate, and the millage rate to be levied.
- The Executive Director read aloud resolution 2022-20.
- Public comment was offered, no comments were made.
- Treasurer Pyle made a motion to approve Resolution 2022-20.
- The motion was seconded by Vice Chairman Miville.
- The vote on the motion passed 4 to 0, unanimous as present.

Final Budget Resolution (See Video 0:03:32)

- The Executive Director read aloud resolution 2022-21.
- Public comment was offered, no comments were made.
- Treasurer made a motion to approve Resolution 2022-21
- Commissioner Walter seconded the motion

- The vote on the motion passed 4 to 0, unanimous as present.

Commissioner Comments (See Video 0:5:35)

Commissioner Walter noted his support for an affirmative vote approving the final millage rate resolution.

Adjournment (See Video 0:7:02)

- Chairman Silvia confirmed there was no additional business and adjourned the meeting.



MEMORANDUM

October 7, 2022

Daniel Munt
Executive Director
Captiva Erosion Prevention District
11513 Andy Rosse Lane, Unit 4
Captiva, FL 33924

Subject: Hurricane Ian Post-Storm Visual Assessment Memorandum of Findings

This memorandum provides a synopsis of the visual assessment of Captiva Island, which occurred on October 3, 2022, to document impacts from Hurricane Ian.

Tropical Storm Ian first formed in the central Caribbean on September 23 and strengthened into a hurricane on September 26. As it transitioned into a hurricane, Ian officially met the National Hurricane Center's threshold for "rapid intensification" – gaining at least 35 miles per hour in wind speeds within 24 hours or less. As Ian headed north-northwestward in the eastern Caribbean Sea, it continued to quickly intensify over the warm waters and emerged in the southern Gulf of Mexico as a Category 3 hurricane with maximum sustained winds of 115 mph during the night of September 26 into the morning of September 27. Ian made its first landfall that day near La Coloma in the Pinar Del Rio Province in western Cuba. On the morning of September 28, Ian intensified into a Category 4 hurricane over the Gulf of Mexico, with maximum sustained winds of 155 mph, just shy of a Category 5 storm. Ian came ashore near Cayo Costa, Florida, at 3:05 p.m. EDT with maximum sustained winds of 150 mph. It was the first Category 4 hurricane to impact Southwest Florida since Charley in 2004. The storm path relative to Captiva Island is shown in **Figure 1**.

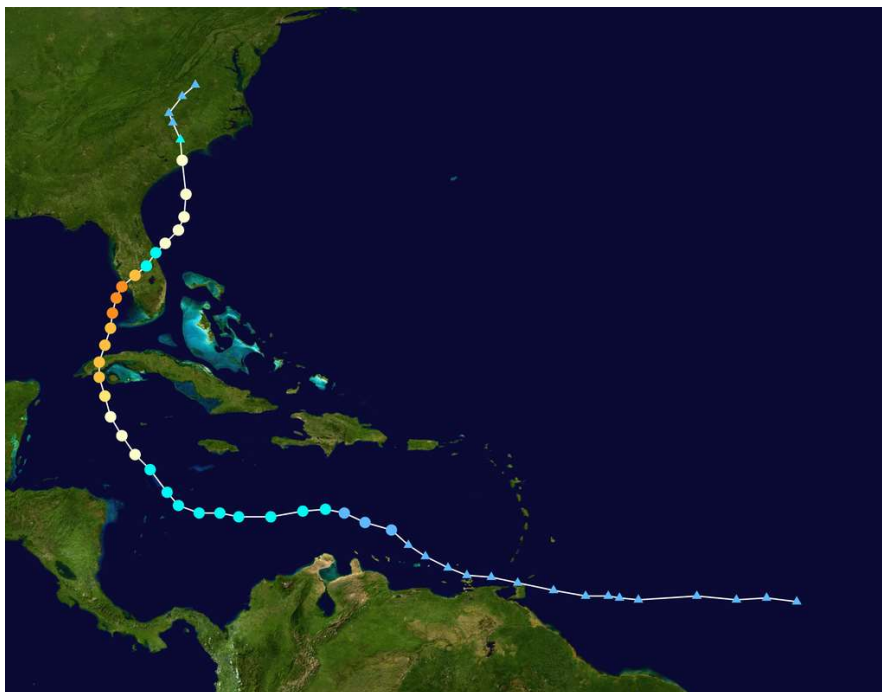


Figure 1: Relative Path of Hurricane Ian

Hurricane Ian’s landfall along the southwest Florida coast was approximately 10.5 miles north of Captiva Island. The storm caused major beach erosion and critical structural damage to coastal communities throughout Lee County. The storm surge, waves and winds created by the storm impacted the beach, resulting in loss of sand from the Captiva Island nourishment project area. The associated preliminary water levels in Fort Myers are shown in **Figure 2**. Appendix A provides pre- and post-storm photos of Captiva Island, showing beach and dune impacts.

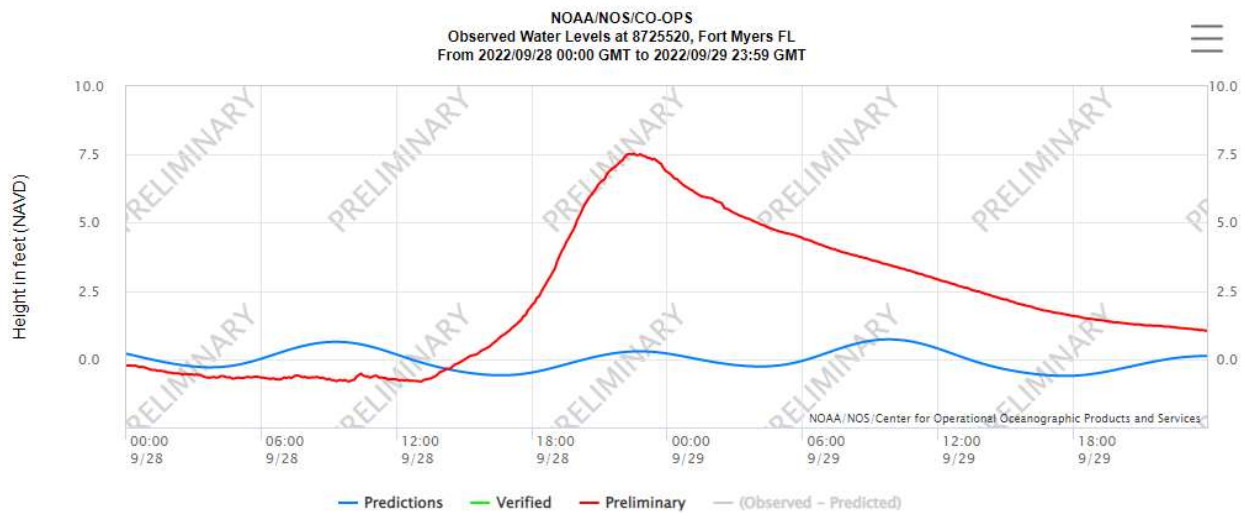


Figure 2: Water levels at Fort Myers, FL

Pursuant to the Captiva Erosion Prevention District’s Comprehensive Management and Emergency Response Plan (2012), a visual assessment of the beaches was performed on October 3, 2022 (at approximately low tide), following the passage of Hurricane Ian. Most of the project area appears to have lost volume, with the smallest amount of visual erosion occurring at the north end adjacent to Redfish Pass. Based upon a visual assessment, the profiles indicate cross-shore transfer of sand from the dry beach to the submerged profile (the extent of which will require a post-storm survey). Along a majority shoreline, visible lowering/deflation of the beach was observed in addition to loss of beach width. The dunes have suffered substantial erosion/losses. Overwash was observed, with sand being transported from the beach into upland properties and roads. The rock revetment along Sanibel Captiva Road is exposed in addition to a portion of revetment south of Hagerup Park.

Figure 3 illustrates historic, pre-storm, and post-storm conditions near Jensen’s curve. The rock revetment that serves to protect Sanibel-Captiva Road is currently exposed from at least R-96 to R-98, as shown in the bottom right photograph. **Figure 4** illustrates pre- and post-storm conditions looking south toward the Tween Waters property. Both sets of photographs depict the erosion of dune, loss of dune vegetation, and lowering/flattening of the beach in addition to loss of beach width. Hurricane Ian, from a visual perspective, appears to have severely impacted the beaches of Captiva; however, the 2021 Captiva Island Beach Renourishment Project was effective in providing storm damage reduction benefits, as designed, which protected upland infrastructure.



Figure 3: Historic, pre-storm, and post-storm conditions near Jensen's Curve



**Figure 4: Pre-storm and post-storm conditions near Jensen's Curve looking south to Tween Waters
(Note: the yellow arrow denotes the same utility pole in both photos)**

As Captiva Island is a locally constructed engineered beach, it is eligible for federal assistance under Federal Emergency Management Agency (FEMA) Category G funding to repair the beach. It is recommended that a post-storm beach profile survey be conducted to determine the volume changes on the beach. These changes due to Hurricane Ian can then be provided to FEMA in order to develop the Project Worksheet (PW), which could result in funding for an emergency restoration project to replace storm losses.

APPENDIX A
Pre-Storm (November 2021) and
Post-Storm (October 2022) Photographs

R-84 Pre-Storm



R-84 Post-Storm



R-85 Pre-Storm



R-85 Post-Storm



R-86 Pre-Storm



R-86 Post-Storm



R-87 Pre-Storm



R-87 Post-Storm



R-88 Pre-Storm



R-88 Post-Storm



R-89 Pre-Storm



R-89 Post-Storm



R-90 Pre-Storm



R-90 Post-Storm



R-91 Pre-Storm



R-91 Post-Storm



R-92 Pre-Storm



R-92 Post-Storm



R-93 Pre-Storm



R-93 Post-Storm



R-94 Pre-Storm



R-94 Post-Storm



R-95 Pre-Storm



R-95 Post-Storm



R-96 Pre-Storm



R-96 Post-Storm



R-97 Pre-Storm**R-97 Post-Storm**

R-98 Pre-Storm



R-98 Post-Storm



R-99 Pre-Storm



R-99 Post-Storm



R-100 Pre-Storm



R-100 Post-Storm



R-101 Pre-Storm



R-101 Post-Storm



R-102 Pre-Storm



R-102 Post-Storm



R-103 Pre-Storm



R-103 Post-Storm



R-104 Pre-Storm



R-104 Post-Storm



R-105 Pre-Storm



R-105 Post-Storm



R-106 Pre-Storm



R-106 Post-Storm



R-107 Pre-Storm



R-107 Post-Storm



R-108 Pre-Storm



R-108 Post-Storm



R-109 Pre-Storm**R-109 Post-Storm**

CAPTIVA EROSION PREVENTION DISTRICT
EMPLOYMENT AGREEMENT – DEPUTY DIRECTOR

This agreement made and entered into this ___ day of _____, 20__ by and between the Captiva Erosion Prevention District (CEPD), organized and existing under the laws of the State of Florida, hereinafter referred to as "CEPD" and John Riegert to perform the duties of **Deputy Director**. In consideration of the promises, mutual covenants, conditions, provisions, and undertakings herein contained, and for other good and valuable considerations, the parties do mutually covenant and agree with each other as follows:

SECTION 1. DUTIES

The CEPD hereby agrees to employ **John Riegert** to perform the duties of the Deputy Director as provided in Exhibit A. The Deputy Director may also perform other legally permissible and proper duties and functions as the CEPD may ~~from time to time~~ assign. Directives will be provided by the Executive Director.

SECTION 2. TERM AND EFFECTIVE DATE

A. This agreement shall take effect upon approval or ratification by the CEPD on the date first entered above. The parties agree to the ~~exclusive~~ employment that shall continue for one (1) year from the effective date set forth above. The agreement may be extended from year to year by the agreement of the parties.

B. If the CEPD does not wish to renew this agreement, notice must be given at least thirty (30) days prior to the expiration of this agreement.

C. The CEPD may terminate the employment at any time with 60 calendar days' notice without cause for any reason. The employee will be compensated for the duration of the notice of termination, provided that it does not exceed the maximum severance time and payment set forth in section 215.425 Florida Statutes¹ and severance pay is prohibited when the officer, agent, employee, or contractor has been fired for misconduct, as defined in s. 443.036(29). The employee is subject to a 60-day probationary period and can be terminated without cause during the probationary period without severance.

D. The employee may voluntarily resign from CEPD with 60 calendar days' notice.

SECTION 3. SALARY.

The CEPD agrees to pay the employee for all work an annual salary of **\$64,000** Dollars per year, payable every two weeks. The CEPD will provide an annual cost of living increase based on cost-of-living adjustment agreeable to the majority of the CEPD Board. The CEPD may review performance and increase the base salary and/or benefits of the employee in such amounts and to such extent as the CEPD Board of Commissioners may determine it is desirable to do so based on periodic, but not less than an annual review of employee's performance and salary by the Executive Director. Work shall be conducted at the CEPD offices on Captiva unless work tasks require the presence at another location or unless working at

¹ Florida Statutes 215.425 (4)(a) On or after July 1, 2011, a unit of government that enters into a contract or employment agreement, or renewal or renegotiation of an existing contract or employment agreement, that contains a provision for severance pay with an officer, agent, employee, or contractor must include the following provisions in the contract: 1. A requirement that severance pay provided may not exceed an amount greater than 20 weeks of compensation. 2. A prohibition of provision of severance pay when the officer, agent, employee, or contractor has been fired for misconduct, as defined in s. 443.036(29), by the unit of government.

CEPD office is not possible and must be conducted remotely due to pandemic, hurricanes, temporary emergency conditions or as approved by Executive Director. The CEPD offices shall observe all national and state calendar holidays observed by Lee County unless specific duties require work during a holiday.

SECTION 4. OTHER BENEFITS, VACATION & SICK DAYS.

A. The CEPD shall pay the employee an annual stipend payable every two weeks of \$20,000 that the employee can use to procure insurance or other benefits. The employee shall be solely responsible for procuring, and paying for, any and all desired health, disability, life insurance or retirement benefits.

B. The employee shall be provided annual paid vacation leave of fourteen (14) days per calendar year accruing immediately following the probationary period. Vacation leave shall not carry over from year to year and the employee shall not be compensated for any annual vacation time that is not used during the year, unless a reasonable vacation time request is denied.

C. The employee shall be provided paid personal/sick leave equal to five (5) workdays per calendar year accrued on date of employment and each anniversary date thereafter. The employee shall be entitled to "carry-over" unused sick leave without an accrual limit.

SECTION 5. PROFESSIONAL DEVELOPMENT

~~If pre-approved as desirable by the CEPD Board of Commissioners,~~ The CEPD ~~may~~ shall pay for membership and expenses for ~~of~~ professional organizations, attendance of conferences, and educational courses related to the Employee's skills and knowledge and work at the CEPD for the Employee if and as approved by Executive Director.

SECTION 6. TECHNOLOGY & EQUIPMENT

The CEPD ~~shall~~ must provide the employee with a cellular telephone, laptop computer, ~~or~~ and other technologies necessary to complete employment duties and communication. All records, emails, text messages regarding CEPD's official business shall be kept and maintained as public records.

SECTION 7. REIMBURSEABLE EXPENSES

All expenses must be qualified and authorized by the CEPD to be eligible for reimbursement. Mileage within Lee County is not reimbursable. The Sanibel Bridge Toll is a reimbursable expense. Mileage and travel expenses for work or attendance at conferences outside Lee County must be pre-approved by the CEPD Board of Commissioners.

SECTION 8. OUTSIDE ACTIVITIES

The employment provided by this agreement shall be the employee's ~~sole~~, primary employment, however, the employee may accept ~~limited~~ teaching, consulting, or other business opportunities if such activities do not interfere, or constitute a conflict of interest, with the responsibilities to and with the CEPD.

SECTION 9 STANDARDS OF CONDUCT

The CEPD is a drug, alcohol, and smoke free workplace. CEPD may drug test employees subject to federal, state, and local laws and regulations. The CEPD prohibits discrimination and sexual harassment.

SECTION 10. COMPLIANCE WITH LAWS

At all times, the CEPD, and all CEPD employees shall comply with all applicable local, state, and federal laws and regulations, including but not limited to, applicable worker's compensation, employment, and workplace laws and regulations as may be amended from time to time.

SECTION 11. ENTIRE AGREEMENT

This agreement shall constitute the entire agreement between the parties. If any provision, or any portion thereof, contained in this agreement is held to be preempted by state statute or CEPD Charter, unconstitutional, invalid, or unenforceable, that portion of the agreement shall be deemed severable, and the remainder of this agreement shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the CEPD Board of Commissioners has noticed, voted, and approved this agreement to be signed and executed below on behalf of CEPD by its Chairman as duly attested by the CEPD Executive Director, and by the Employee who has signed and executed this Agreement, both in duplicate, on or prior to the effective day and year first written above.

THIS EMPLOYMENT AGREEMENT BY AND BETWEEN JOHN RIEGERT AND THE CEPD IS HEREBY APPROVED BY:

EMPLOYEE: John Riegert
CEPD Administrator

CHAIRMAN: John Silvia
CEPD Board of Commissioners

ATTESTED BY: Daniel Munt
CEPD Executive Director

APPROVED AS TO LEGAL FORM: Ralf Brookes
CEPD Attorney

Exhibit A

CEPD Deputy Director

Job Details

Salary: \$60,000- \$65,000 a year

Benefits: Health Insurance Stipend

Job Type: Full Time

Organization Scope / Background:

The Captiva Erosion Prevention District (CEPD) is a governmental body created by a special act of the Florida Legislature. Its mandate is to handle erosion-related problems within Captiva Island's tidal zone. The CEPD is responsible for several key administrative functions.

These administrative functions can be categorized as:

- Relationship management functions.
- General administration functions.
- Financial administration functions.
- Technical coastal management functions.
- Government grant acquisition and grant writing.

The CEPD Deputy Director performs the general administration CEPD functions described below.

Roles and Responsibilities:

Reporting to, and taking direction from, the CEPD Executive Director, in accordance with the CEPD policies and procedures.

The position will be responsible for performing the following functions:

- Providing board meeting support:
 - Developing each meeting agenda with the Board Chairman and Executive Director.
 - Compiling and distributing board meeting materials.
 - Publishing legal notices and various related advertisements pursuant to state and local law to ensure public meetings meet statutory requirements.
 - Attending all board meetings (onsite and offsite) and taking meeting minutes.
- Managing the daily mail operation.
- Overseeing the board election process, including preparation of necessary legal advertisements, and preparation of necessary forms for qualifying and maintaining legally required reports of candidates.
- Assisting with budget preparation and annual tax roll processing.
- Demonstrating continuous effort to improve operational efficiency and work cooperatively to provide quality seamless customer service.
- Assuring accuracy of information processed for distribution and compliance with all applicable statutes.

- Keeping abreast of, and recommending changes to, all aspects of the agency's processes, including proposed changes or amendments to the operating standards, assessing the impact of changes on current policies and procedures of the agency.
- Maintaining legal and official agency documents; serving as custodian of official agency records and correspondence; providing access to public records; processing requests for public records.
- Managing/overseeing the look and feel and content of the CEPD website, creating content, or coordinating the creation of content for the website.
- Performing special projects at the direction of the CEPD Executive Director.
- Coordinating legal functions, such as:
 - Submission of financial disclosures by Commissioners
 - Legal review by CEPD Attorney of:
 - Contracts
 - Public communications
- Performing technical administration functions as required
- Performs other related duties as assigned

Qualifications / Hiring Requirements:

Skill set

- Excellent communication and presentation skills.
- Excellent skills at interfacing with the general public.
- Excellent office management and administration skills.
- Ability to work in a self-motivated manner.
- Ability to provide general administrative support to multiple personnel.
- Ability to scope, plan and execute small-scale projects.
- Ability to address ad-hoc requests successfully.
- Exposure to generally acceptable book-keeping accounting practices.
- Excellent computer skills including social networking, Microsoft Office, website management, project management software, and digital document management.

Experience

- A minimum of five years of a recent experience that demonstrates progressively increasing responsibilities in office administration, customer interface, and management
- A minimum of 2 years of recent experience in successful small-scale project management
- Some exposure to the coastal management industry

Education

- Bachelor's Degree or equivalent experience