1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MOMENT OF MEDITATION
4. APPROVAL OF MINUTES (Regular Board Meeting – 6/13/2018)  
   (Special Board Meeting – 6-27-2018)
5. CHANGES OR ADDITIONS TO AGENDA
6. ADOPTION OF AGENDA
7. CHAIRMAN’S COMMENTS
8. PENSACOLA BEACH VISITOR’S INFORMATION CENTER

CONSENT AGENDA

9. COMMITTEE REPORTS

A. ARCHITECTURAL & ENVIRONMENTAL COMMITTEE, DR. THOMAS CAMPANELLA,  
   CHAIRMAN, MS. KAREN SINDEL AND MS. JANICE GILLEY, MEMBERS

   Item # 1 – Request by David Mills – 116 Siguenza Dr. – Lot 12, Block B, Villa Sabine – to  
   construct an in ground swimming pool with an encroachment of 20.6’ into the rear yard  
   setback. (Staff report by Paolo Ghio)

   The Committee unanimously approved staff’s recommendation.

B. DEVELOPMENT & LEASING COMMITTEE, MS. TAMMY BOHANNON,  
   CHAIRWOMAN, DR. THOMAS CAMPANELLA AND MS. BRIGETTE BROOKS,  
   MEMBERS

   Item # 1 – Discussion on the non-renewal of Master Leases that do not pass along the  
   lease fee reduction to their sub-lessees. (Report by Tammy Bohannon)

   No action taken, discussion item only.
Item #2 - Request by Jim Reeves, d/b/a PB RV Resort – 17 Via de Luna Dr. – to sublease to Marina Quirk, d/b/a Soleilune Massage and Spa, to operate from leasehold property. (Staff report by Robbie Schrock)

The Committee unanimously approved staff’s recommendation.

Item #3 – Request by Robert Rinke d/b/a Premier Adventure Park – 460 Pensacola Beach Blvd. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

The Committee unanimously approved staff’s recommendation.

Item #4 – Request by Robert Rinke d/b/a Portofino – 10 Portofino Dr. – to sublease to Brittany Parsons, Parson’s Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

The Committee unanimously approved staff’s recommendation.

C. ADMINISTRATIVE COMMITTEE, MS. KAREN SINDEL, CHAIRWOMAN, MR. JERRY WATSON AND MS. TAMMY BOHANNON, MEMBERS

Item #1 – Report on Financial Statements and Expenditures. (Staff report by Dottie Ford)

The Committee unanimously accepted the report on Financial Statements and Expenditures as presented.

Item #2 – Request by the University of West Florida (UWF) to revise the indemnification provision of the event application (See page 3). (Staff report by Mike Stebbins)

The Committee unanimously approved staff’s recommendation.

REGULAR AGENDA

10. NEW BUSINESS

Item #1 – Request by Pensacola Beachside Resort, LLC d/b/a Days Inn – 16 Via de Luna – to provide food and beverage service from leasehold property. (Staff report by Paolo Ghio)
11. OLD BUSINESS

Item # 1 – Request by Escambia County, for an early termination date of September 30, 2018 for the Agreement for Operation and Management of Concession between the SRIA and Levin, and Rinke Resort Realty, Inc, for the “Old VIC” building, located at 735 Pensacola Beach Blvd. (Staff report by Paolo Ghio)

Item # 2 - Approval of a Modification to Sub-grant Agreement for FMA-PJ-04-FL-2016-010, to decrease the Federal Funding by $40,759.28 and approval to execute the document by the Board Chairman. (Staff report by Paolo Ghio)

Item # 3 – Request for approval of the Resolution for the 2019-2020 Florida Beach Erosion Control Program. (Staff report by Paolo Ghio)

12. REPORTS

A. ATTORNEY’S REPORT
B. ENGINEER’S REPORT
C. DEVELOPMENT SERVICES DIRECTOR REPORT

13. VISITOR’S FORUM
14. BOARD MEMBER’S FORUM
15. ADJOURN

JERRY WATSON, CHAIRMAN
KAREN SINDEL, VICE CHAIRMAN
JANICE GILLEY, SECRETARY/TREASURER
TAMMY BOHANON, ACTING SECRETARY/TREASURER
BRIGETTE BROOKS, MEMBER
THOMAS CAMPANELLA, MEMBER
PAOLO GHIO, EXECUTIVE DIRECTOR

(Please note that the Santa Rosa Island Authority does not make verbatim transcripts of its meetings, although the meetings are tape-recorded. Any person desiring a verbatim transcript of a meeting of the Santa Rosa Island Authority will need to independently secure such verbatim transcript.)
1-3. A regularly scheduled meeting of the Santa Rosa Island Authority was held on Wednesday June 13, 2018 beginning at 5:02 p.m. Members in attendance were: Ms. Karen Sindel, Ms. Janice Gilley, Dr. Thomas Campanella, Ms. Tammy Bohannon and Ms. Brigette Brooks. Mr. Jerry Watson, Chair, led the Pledge of Allegiance followed by a moment of meditation.

4. APPROVAL OF MINUTES (Regular Board Meeting – 5/9/2018)

Upon motion of Dr. Thomas Campanella seconded by Ms. Karen Sindel, the Board unanimously approved the minutes of the Regular Board Meeting 5/9/2018) as presented. (6-0)

5. CHANGES OR ADDITIONS TO AGENDA

Mr. Watson added a New Business Item #3 - Request by Pensacola Beach Inc. to sublease to Verizon a portion of their parking lot (approximately 30’ x 30”) to install a temporary cell site for the Blue Angels Airshow. The length of this sublease would be June 20, 2018 – July 19, 2018. Pensacola Beach Inc. will pay all applicable fees to the SRIA. (Staff report by Paolo Ghio)

Upon motion of Ms. Karen Sindel seconded by Ms. Brigette Brooks, the Board unanimously approved acceptance of the change to the agenda. (6-0)

6. ADOPTION OF AGENDA

Upon motion of Dr. Thomas Campanella seconded by Ms. Karen Sindel, the Board unanimously approved the agenda as amended. (6-0)

7. CHAIRMAN’S COMMENTS

Mr. Watson reminded the audience about filling out a speaker request form if they want to speak on any item, and explained they are allowed 3 minutes to speak.
8. PENSACOLA BEACH VISITOR'S INFORMATION CENTER

Ms. Alison Westmoreland presented this month’s report for the VIC.

9. UPDATE BY DAVID FORTE, DIVISION MANAGER, PUBLIC WORKS DEPARTMENT, ESCAMBIA COUNTY

Mr. Forte presented his report to the Board and asked if there were any questions.

CONSENT AGENDA

10. COMMITTEE REPORTS

A. ARCHITECTURAL & ENVIRONMENTAL COMMITTEE, DR. THOMAS CAMPANELLA, CHAIRMAN, MS. KAREN SINDEL AND MS. JANICE GILLEY, MEMBERS

Item # 1 – Request by David & Cheryl Grosso – 808 Maldonado Dr. – Lot 19, Block 10, Villa Segunda – to construct an in-ground swimming pool with an encroachment of 15’ into the 20’ rear yard setback. (Staff report by Paolo Ghio)

The Committee unanimously approved staff’s recommendation.

B. DEVELOPMENT & LEASING COMMITTEE, MS. TAMMY BOHANNON, CHAIRWOMAN, DR. THOMAS CAMPANELLA AND MS. BRIGETTE BROOKS, MEMBERS

Item # 1 – Approval to amend the current Dog Park Ordinance Chapter 10, Section 25, of the Escambia County Code of Ordinances to enlarge the lineal footage of the dog park near Park East. (Staff report by Paolo Ghio)

The Committee unanimously approved staff’s recommendation.

Item # 2 - Discussion on the non-renewal of Master Leases that do not pass along the lease fee reduction to their sub-lessees. (Report by Tammy Bohannon)

No action taken, discussion item only.

C. ADMINISTRATIVE COMMITTEE, MS. KAREN SINDEL, CHAIRWOMAN, MR. JERRY WATSON AND MS. TAMMY BOHANNON, MEMBERS

Item # 1 – Report on Financial Statements and Expenditures. (Staff report by Dottie Ford)
The Committee unanimously accepted the report on Financial Statements and Expenditures as presented.

Upon motion of Ms. Karen Sindel seconded by Dr. Thomas Campanella, the Board unanimously approved the Consent Agenda as presented. (6-0)

11. NEW BUSINESS

REGULAR AGENDA

Item # 1 - Discussion regarding Commercial signage on Pensacola Beach, specifically, Pensacola Beach Boardwalk and the Old VIC building (Requested by Ms. Janice Gilley) (Staff report by Paolo Ghio)

Ms. Gilley stated she had received calls regarding the “Pre-Condo” sales at the old VIC site. She said she has no concerns over it, but others felt like they weren’t living up to their contractual agreement. She said she also knows in the past, the Board used to approve commercial signage, (that’s done at staff level now) but she’s received complaints that the signage is not aesthetically pleasing.

Ms. Bohannon agrees that the usage is different than the coffee and bicycles that were a part of the original agreement for the old VIC.

Dr. Campanella agreed that the terms of the agreement are being violated, but had checked and was told the signage meets the proper guidelines.

Discussion followed regarding the terms of the concession agreement, which expires in early 2019.

Ms. Sindel asked if there was violation of the agreement, and Mr. Stebbins stated he didn’t know if Mr. Rinke was operating all three activities (Coffee, Bicycles and Rentals) continuously, and if not, he could be considered in violation of the agreement.

Mr. Stebbins and Mr. Ghio pointed out that if the Board isn’t happy with what is being done at the old VIC, the Concession Agreement doesn’t have to be renewed by the SRIA.

Ms. Bohannon suggested taking with the County prior to renewal, as they may have plans for the property.

Ms. Gilley stated she would like to see signage at the PB Boardwalk to say, “Family-Friendly Behavior” & “Under Surveillance”.
Mr. Ghio agreed to talk to Public Works regarding signage.

Item # 2 - Approval for staff to write a letter to all leaseholders on the Island asking for removal of all obstacles in the Right of Way (ROW). (Staff report by Paolo Ghio)

Mr. Ghio gave backup on the item and showed a brief power point showing images of some encroachments to the ROW on the Island. He explained it is a safety issue, and two vehicles can't safely pass, & there are emergency vehicle issues. He said staff recommended an awareness campaign.

Ms. Bohannon said the areas should never have been allowed to get to this state to begin with, and the appearance doesn’t match the property values. She believes most people know that they have encroached into the ROW.

Mr. Ghio stressed the biggest concern is public safety, including cyclists.

Ms. Gilley asked of the derelict pier campaign was a success, and Mr. Ghio said yes, he had full compliance.

Ms. Gilley stated the SRIA has allowed this to happen, and agreed the first step should be an awareness campaign.

Ms. Brooks said this is a safety concern and stabilized shoulders would definitely help alleviate some of the parking issues in the area.

Mr. Ghio stated clearing the bushes, trees, landscaping and sod that are in the right of way (ROW) would be Phase I, with Phase II being the actual grading of the road and removal of excess sand, in order to bring in white bahama rock to stabilize the shoulder for parking and walking.

Mr. Ghio said these benefits would be gained by the clearing of the ROW; 1) Controlling the drift of sand, 2) Provide parking, & 3) Provide room for safe walking.

Ms. Bohannon added a 4th point, an enhanced appearance would be gained by the clearing of the ROW.

SPEAKER:

Mark Thompson – He agrees that there is a safety issue on Ariola Drive, and stated trash cans are left on the street for days, causing passing issues, and he has grave concerns that an emergency vehicle might not be able to get through to help if needed.

Ms. Bohannon said a specific timeline needs to be given for compliance.
Ms. Sindel said aesthetics are one thing, but if there is a safety issue, not much else matters. It shouldn't just be an informational campaign, culprits should be located, and perhaps the SRIA should take legal action. She wants to make the community safe again.

SPEAKER:

Terry Preston – She is representing herself and Pensacola Beach Advocates. She stated the issue is not just on Ariola, even though she couldn’t get through there tonight, and that Bulevar Mayor allows parking on both sides of the road and traffic can’t get through there easily, either.

Liz Hewson – She agreed this is a public safety issue, and told what a difficult time the bus driver has getting through certain areas and has also gotten stuck before. She encouraged timely action, not waiting 30 days or more.

Dr. Campanella agrees is a safety issue, one that the SRIA has allowed up until now, as people were allowed to put grass and other things right up to the ROW. He asked Mr. Stebbins the best way to approach this matter.

Mr. Stebbins said he would meet with the Executive Director and figure out a reasonable time frame, and perhaps put the entire Island on notice with a letter, which would include remedies to the situation.

Ms. Bohannan suggested using the 4 points in the letter Mr. Ghio made earlier.

Upon amended motion of Dr. Thomas Campanella seconded by Ms. Janice Gilley, the Board unanimously approved moving forward with an awareness notification campaign regarding clearing the ROW obstructions and enforcement of correcting the safety problems that currently exist on the Island. Legal Counsel will work with the Executive Director to send out an Island-wide letter that will include reasons behind clearing the ROW, as well as ramifications of failure to do so in a timely manner. (6-0)

Item # 3 - Request by Pensacola Beach Inc. to sublease to Verizon a portion of their parking lot (approximately 30’ x 30”) to install a temporary cell site for the Blue Angels Airshow. The length of this sublease would be June 20, 2018 – July 19, 2018. Pensacola Beach Inc. will pay all applicable fees to the SRIA.

Upon motion of Ms. Tammy Bohannon seconded by Ms. Karen Sindel, the Board unanimously approved the request by Pensacola Beach Inc. to sublease to
Verizon a portion of their parking lot (approximately 30’ x 30”) to install a temporary cell site for the Blue Angels Airshow. (6-0)

12. OLD BUSINESS

Item # 1 – Approval of a Modification to Sub-grant Agreement for FMA-PJ-04-FL-2013-021, to extend period of performance (March 23, 2015- June 30, 2018) and approval to execute the document by either Board Chairman or Executive Director (Staff report by Paolo Ghio)

Mr. Ghio gave background and explained extra time was needed to close out the grant. He said staff recommended approval, with the Chairman’s signature on the document.

Upon motion of Ms. Tammy Bohannon seconded by Ms. Karen Sindel, the Board unanimously approved a modification to the Sub-grant Agreement for FMA-PJ-04-FL-2013-021, to extend period of performance (March 23, 2015- June 30, 2018) and approval to execute the document by the Board Chairman. (6-0)

Item # 2 – Approval to start resurfacing the basketball court at Harry Gowens Park and resurface the access path on Via de Luna Drive. (Staff report by Paolo Ghio)

Upon motion of Ms. Tammy Bohannon seconded by Ms. Karen Sindel, the Board unanimously approved to start resurfacing the basketball court at Harry Gowens Park and resurface the access path on Via de Luna Drive. (6-0)

Discussion followed regarding resurfacing of the tennis courts (Escambia County) and pickle ball courts (no room, as we only have 2 tennis courts that are already highly utilized).

13. REPORTS

A. ATTORNEY’S REPORT

Mr. Stebbins presented his report for the review of the Board.

B. ENGINEER’S REPORT

Mr. Huggins submitted his report for the review of the Board.

There was a brief discussion regarding Harry Gowens Park. (The basketball court, the playground, and the splash pad are all located there.)
C. DEVELOPMENT SERVICES DIRECTOR REPORT

Mr. Ghio submitted his monthly report for the review of the Board.

14. VISITOR'S FORUM

Emails against the building of public restrooms across from Portofino were received by: Karen White-Trevino, Jim and Deborah Krauss, and Sally Massey.

All the following speakers came to speak out against the building of public restrooms across from the Portofino property:

- Michael Byrne
- Maria Byrne (Gave Ms. Thompson copies of petitions)
- Ed Renton
- Buddy Brothers
- Maureen White
- Mohamed Ghabour
- Robert Miler

Generally, these residents stated they weren’t even aware of the project and had not been consulted or shown plans. None of them felt the need to have a restroom across the street that would block their view and be a health concern.

Speaker:

Robert Rinke – He stated he didn’t want people crossing the street to use the restroom, as “Portofino” beach is very highly utilized. He gave the history so far of approvals and money. He said if the Portofino residents don’t want the restrooms, he won’t spend a penny on them. He will be working with management to send out certified letters the week of June 18-22 to each Portofino leaseholder to poll them regarding the restrooms. There will be return envelopes included. He will advise the SRIA Board of the vote.

Mr. Ghio reviewed the history of this project and stated it is currently on hold.

Discussion followed.

15. BOARD MEMBER'S FORUM

Dr. Campanella thanked residents for coming forward to give their opinions, and encouraged them to talk to their Tower Board.
Ms. Brooks thanks everyone for their feedback and encouraged leaseholders to come to SRIA meetings, as this item had been discussed for years.

Ms. Bohannon encouraged leaseholders to check the SRIA website for meeting information that impacts their property.

16. ADJOURN

There being no further business to come before the Board, Chair Jerry Watson declared the Regular Board Meeting of the SRIA Board adjourned at 6:42 p.m.
1-3. A Special Board Meeting of the Santa Rosa Island Authority was held on Wednesday, June 27, 2018, beginning at 5:14 p.m. Members present were Mr. Jerry Watson, Chair, Dr. Thomas Campanella, Ms. Brigette Brooks, Ms. Karen Sindel, and Ms. Janice Gilley. Ms. Tammy Bohannon was absent. Chairman Watson called the meeting to order.


Upon motion of Ms. Karen Sindel seconded by Ms. Brigette Brooks, the Board unanimously approved adoption of the 2018/2019 Budget as presented. (5-0)

5. ADJOURN

Adjournment:

There being no further business to come before the Board, Chairman Watson declared the Special Board Meeting of the SRIA Board adjourned at 5:15 p.m.
MEMORANDUM

TO: Authority Members

FROM: Executive Director

DATE: June 21, 2018

RE: Minutes of June 13, 2018 Budget Workshop Meeting

A budget workshop meeting was held on Wednesday June 13, 2018, immediately following the Committee Meeting to discuss the 2018/2019 SRIA Budget. Members present were Mr. Jerry Watson, Chair, Dr. Thomas Campanella, Ms. Brigette Brooks, Ms. Janice Gilley, Ms. Tammy Bohannon, and Ms. Karen Sindel. Mr. Watson, Chair, called the meeting to order and presented the following item.

Item # 1 – Budget FY 2018/2019

Ms. Dottie Ford, Director of Finance, handed out the budget to each Board Member, and introduced her assistant, Vickie Johnson.

She explained the following changes:

Page 8 – addition of $40,000.00 to Environmental Services for the Animal Control Officer’s salary.

Page 11 – took some money from Mardi Gras and Songwriter’s Festival – both were notified.

Ms. Gilley said she doesn’t see where money could be “stashed” as some have voiced concerns over in the past. She said she sees where the SRIA does have the renourishment loan, and where we are putting aside some for future nourishment, she very comfortable with the numbers she sees and stated Ms. Ford and her staff always do a good job and receive clean audits.
Ms. Sindel agrees.

Mr. Watson praised Ms. Ford for always being available to answer any questions.

Ms. Bohannon wants more funding for Songwriters and enforcement of cleaning ROW’s.

Discussion followed.

Dr. Campanella asked if we couldn’t give more to Songwriters since we cut Mardi Gras.

Ms. Schrock pointed out that Visit Pensacola has a grant process in place for exactly this type of thing, or they could come before our Board for a sponsorship.

Mr. Ghio said the only reason Mardi Gras had been cut was because the SRIA has purchased barricades and they don’t need to rented anymore.

Upon motion of Ms. Tammy Bohannon seconded by Ms. Janice Gilley, the Board approved keeping the Songwriter’s Festival amount at the 2018 level. (5-1) Ms. Brooks voted in the negative.

Ms. Brooks said she had many questions: How long has the SRIA been doing this, How much has it grown, How does it compare to other events, and Why move from $25,000 to $8,000?

Discussion followed regarding funds budgeted for Bands on the Beach and Trolleys, where the SRIA has no other funding option, yet Songwriter’s Festival has many opportunities for funding.

Ms. Schrock pointed out what a successful event the Memorial Day weekend is, pre-sales from 50 states and 6 countries, and they receive no funding from SRIA.

There being no further business before the Board, the meeting was adjourned at 7:12 p.m.

Paolo Ghio
Executive Director

PG:jt

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MEMORANDUM

TO: Authority Members

FROM: Executive Director

DATE: July 3, 2018

RE: Minutes of June 27, 2018 Architectural & Environmental Committee Meeting

A regularly scheduled meeting of the Architectural & Environmental Committee was held on Wednesday June 27, 2018. Members present were Dr. Thomas Campanella, Chair, Ms. Karen Sindel and Ms. Janice Gilley. Also present were Board Members Ms. Brigette Brooks, Mr. Jerry Watson. Ms. Tammy Bohannon was absent. Dr. Campanella, Chair, called the meeting to order and presented the following items:

Item # 1 – Request by David Mills – 116 Siguenza Dr. – Lot 12, Block B, Villa Sabine – to construct an in ground swimming pool with an encroachment of 20.6’ into the rear yard setback. (Staff report by Paolo Ghio)

Mr. Ghio gave background on the item and stated staff recommended approval.

Upon motion of Ms. Karen Sindel seconded by Ms. Janice Gilley, the Committee unanimously approved the request by David Mills – 116 Siguenza Dr. – Lot 12, Block B, Villa Sabine – to construct an in ground swimming pool with an encroachment of 20.6’ into the rear yard setback, including hardscape, in accordance with all applicable codes and regulations. (3-0)

There being no further business before the Committee, the meeting was adjourned.
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MEMORANDUM

TO: Authority Members
FROM: Executive Director
DATE: July 3, 2018
RE: Minutes of June 27, 2018 Development & Leasing Committee Meeting

A regularly scheduled meeting of the Development & Leasing Committee was held on Wednesday, June 27, 2018. Members present were Dr. Thomas Campanella and Ms. Brigette Brooks. Ms. Karen Sindel served on the Committee in Ms. Tammy Bohannon’s absence. Also present were Board Members Mr. Jerry Watson and Ms. Janice Gilley. Ms. Brooks, Acting Chair, called the meeting to order and presented the following items:

Item #1 – Discussion on the non-renewal of Master Leases that do not pass along the lease fee reduction to their sub-lessees. (Report by Tammy Bohannon)

Mr. Stebbins stated he had reviewed some of the Master Leases, and so far, only 1 had a renewal clause. He said he would be submitting a matrix to the Board soon.

Item #2 – Request by Jim Reeves, d/b/a PB RV Resort – 17 Via de Luna Dr. – to sublease to Marina Quirk, d/b/a Soleilune Massage and Spa, to operate from leasehold property. (Staff report by Robbie Schrock)

Ms. Schrock gave the background and stated staff recommended approval.

Upon motion of Ms. Karen Sindel seconded by Dr. Thomas Campanella, the Committee unanimously approved the request by Jim Reeves, d/b/a PB RV Resort – 17 Via de Luna Dr. – to sublease to Marina Quirk, d/b/a Soleilune Massage and Spa.
Spa, to operate from leasehold property, paying all applicable percentages and fees. (3-0)

Item # 3 – Request by Robert Rinke d/b/a Premier Adventure Park – 460 Pensacola Beach Blvd. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

Ms. Schrock gave background on the item and stated staff recommended approval.

Mr. Stebbins said the SRIA is named as additionally insured on their policy.

Upon motion of Dr. Thomas Campanella seconded by Ms. Karen Sindel, the Committee unanimously approved the request by Robert Rinke d/b/a Premier Adventure Park – 460 Pensacola Beach Blvd. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property, paying all applicable percentages and fees. (3-0)

Item # 4 – Request by Robert Rinke d/b/a Portofino – 10 Portofino Dr. – to sublease to Brittany Parsons, Parson’s Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

Ms. Schrock gave background on the item and stated staff recommended approval.

Upon motion of Dr. Thomas Campanella seconded by Ms. Karen Sindel, the Committee unanimously approved the request by Robert Rinke d/b/a Portofino – 10 Portofino Dr. – to sublease to Brittany Parsons, Parson’s Marine & Dolphin Cruises, to operate from leasehold property, paying all applicable percentages and fees. (3-0)

There being no further business before the Committee, the meeting was adjourned.

Paolo Ghio
Executive Director

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MEMORANDUM

TO: Authority Members
FROM: Executive Director
DATE: July 3, 2018
RE: Minutes of June 27, 2018 Administrative Committee Meeting

A regularly scheduled meeting of the Administrative Committee was held on Wednesday, June 27, 2018. Members present were Mr. Jerry Watson and Ms. Karen Sindel, Chair. Ms. Janice Gilley served on the Committee in Ms. Tammy Bohannon’s absence. Also present were Board Members Dr. Thomas Campanella and Ms. Brigette Brooks. Ms. Sindel, Chair, called the meeting to order and presented the following item:

Item #1 – Report on Financial Statements and Expenditures. (Staff report by Dottie Ford)

Ms. Ford presented the financial report.

Upon motion of Mr. Jerry Watson seconded by Ms. Janice Gilley, the Committee unanimously accepted the Report on Financial Statements and Expenditures as presented. (3-0)

Item #2 – Request by the University of West Florida (UWF) to revise the indemnification provision of the event application (See page 3). (Staff report by Mike Stebbins)

Mr. Stebbins gave the report and stated staff recommended approval.

Ms. Gilley stated she is an employee of UWF, but reaps no benefits from this item.

Brief discussion followed.
Upon motion of Mr. Jerry Watson seconded by Ms. Janice Gilley, the Committee unanimously approved the request by University of West Florida (UWF) to revise the indemnification provision of the event application. (3-0)

There being no further business before the Committee, the meeting was adjourned.

Paolo Ghio  
Executive Director

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MEMORANDUM

TO: Authority Members  
FROM: Executive Director  
DATE: July 3, 2018  
RE: Minutes of June 27, 2018 Budget Workshop Meeting  

A budget workshop meeting was held on Wednesday June 27, 2018, immediately following the Committee Meeting to discuss the 2018/2019 SRIA Budget. Members present were Mr. Jerry Watson, Chair, Ms. Brigette Brooks, Ms. Janice Gilley, Ms. Karen Sindel and Dr. Thomas Campanella. Ms. Tammy Bohannon was absent. Mr. Watson, Chair, called the meeting to order and presented the following item.

Item # 1 – Budget FY 2018/2019

Ms. Dottie Ford, Director of Finance, handed out the amended budget to each Board Member, and explained she had made the changes the Board had voted on in the last Budget Workshop.

There being no further business before the Board, the meeting was adjourned at 5:14 p.m.

Paolo Ghio  
Executive Director

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## MONTH AT A GLANCE

### HOW DID YOU DISCOVER PENSACOLA BEACH?

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<td><strong>Totals</strong></td>
<td>166</td>
<td>405</td>
<td>448</td>
<td>349</td>
<td>322</td>
<td>1690</td>
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<td><strong>TOTAL SIGNING IN</strong></td>
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<td><strong>TOTAL VISITORS</strong></td>
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<td><strong>TOTAL PHONE CALLS</strong></td>
<td>6</td>
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<td><strong>TOTAL GUIDES DISTRIBUTED</strong></td>
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<td><strong>TOTAL EMAIL</strong></td>
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**Eco Trail Maps Distributed:**
- 7 rain days
- 160 guides
- 6 pads

**2017 TEMPS 2018 TEMPS**

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<th>Week</th>
<th>2017</th>
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<td>AVERAGE TEMPERATURE</td>
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### Pensacola Beach Visitor Information Center
#### June 2018

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<tr>
<td>Total Visitors</td>
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<td>Total Signing In</td>
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#### How Did You Discover Pen Beach?

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<td>51</td>
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<tr>
<td>Business</td>
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<tr>
<td>Event/Group</td>
<td>86</td>
<td>74</td>
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<tr>
<td>Friend/Relative</td>
<td>523</td>
<td>659</td>
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<td>Guide</td>
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<td>Here Before</td>
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<td>579</td>
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<td>Internet</td>
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<tr>
<td>Internet</td>
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<td>Total Wedding Calls</td>
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<td>Total Phone Calls</td>
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<td>Total Mailouts</td>
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#### Top 5 States

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<td>Missouri 168</td>
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<tr>
<td>Louisiana</td>
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<td>Missouri</td>
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#### Top 3 International

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<th>Country</th>
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<th>2017</th>
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<tbody>
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<td>11</td>
<td>United Kingdom 11</td>
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<tr>
<td>Germany</td>
<td>11</td>
<td>Netherlands 6</td>
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<tr>
<td>Belgium</td>
<td>7</td>
<td>Belgium 5</td>
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<tr>
<td>Top 5 States with City Detail</td>
<td>2018</td>
<td>2017</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Texas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Galveston</td>
<td>77</td>
<td>St. Louis</td>
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<tr>
<td>Plano</td>
<td>55</td>
<td>Arnold</td>
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<tr>
<td>Midland</td>
<td>33</td>
<td>Palmyra</td>
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<tr>
<td>Lubbock</td>
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<td>Aurora</td>
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<td>Amarillo</td>
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<td>Jefferson City</td>
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<td>Louisiana</td>
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<td>Lafayette</td>
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<td>Dallas</td>
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<td>New Orleans</td>
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<td>Lake Charles</td>
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<td>San Antonio</td>
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<td>Baton Rouge</td>
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<td>Rockdale</td>
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<td>Peoria</td>
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<td>Carol Stream</td>
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<td>Lombard</td>
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<tr>
<td>Kansas City</td>
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<td>Tulsa</td>
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<td>Springfield</td>
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<td>Oklahoma City</td>
</tr>
<tr>
<td>St. Joseph</td>
<td>5</td>
<td>Ponca City</td>
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</table>
July 11, 2018  
Regular Board Meeting  
Architectural & Environmental Committee  
Consent Agenda Item A-1  

Request by David Mills – 116 Siguenza Dr. – Lot 12, Block B, Villa Sabine – to construct an in ground swimming pool with an encroachment of 20.6’ into the rear yard setback.  
(Staff report by Paolo Ghio)  

Background:  
This is a newly constructed house and the size and location of the existing house, in relation to the setbacks makes an encroachment necessary in order for a pool to be installed on the property.  

Letters of no objection from the adjacent neighbors (114 and 118 Siguenza) are included in your back up.  

Recommendation:  
Staff recommends approval of the request by David Mills – 116 Siguenza Dr. – Lot 12, Block B, Villa Sabine – to construct an in ground swimming pool with an encroachment of 20.6’ into the rear yard setback including hardscape, in accordance with all applicable codes and regulations.  

Committee Action:  
The Committee unanimously approved the request by David Mills – 116 Siguenza Dr. – Lot 12, Block B, Villa Sabine – to construct an in ground swimming pool with an encroachment of 20.6’ into the rear yard setback, including hardscape, in accordance with all applicable codes and regulations.
Discussion on the non-renewal of Master Leases that do not pass along the lease fee reduction to their sub-lessees. (Report by Tammy Bohannon)

This item will be staying in Committee.
Request by Jim Reeves, d/b/a PB RV Resort – 17 Via de Luna Dr. – to sublease to Marina Quirk, d/b/a Soleilune Massage and Spa, to operate from leasehold property. 

(Staff report by Robbie Schrock)

Background:

Marina recently graduated from PSC and obtained her massage therapy license. She’s very active in the community and excited to embark on this new endeavor. She will work underneath the elevated clubhouse located on the RV property, at a site approved by the Executive Director. She will remove her massage tables every evening. She has provided her license and insurance information.

Recommendation:

Staff recommends approval of the request by Jim Reeves, d/b/a PB RV Resort – 17 Via de Luna Dr. – to sublease to Marina Quirk, d/b/a Soleilune Massage and Spa, to operate from leasehold property, paying all applicable percentages and fees.

Committee Action:

The Committee unanimously approved the request by Jim Reeves, d/b/a PB RV Resort – 17 Via de Luna Dr. – to sublease to Marina Quirk, d/b/a Soleilune Massage and Spa, to operate from leasehold property, paying all applicable percentages and fees.
July 11, 2018
Regular Board Meeting
Development and Leasing Committee
Consent Item B-3

Request by Robert Rinke d/b/a Premier Adventure Park – 460 Pensacola Beach Blvd. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

Background:

Parson's was a previously approved sublease at Sabine Marina and have decided to keep their 22’ catamaran (6 passengers) off the Island at night, but run Dolphin Cruises and Tours from Premier Adventure Park. (The approved dock is currently under construction.) They will book on online and over the phone, understanding that all revenues generated will require a percentage paid to the SRIA. They will pick up and drop customers off at the dock. They have provided proper insurance information.

Recommendation:

Staff recommends approval of the request by Robert Rinke d/b/a Premier Adventure Park – 460 Pensacola Beach Blvd. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property, paying all applicable percentages and fees.

Committee Action:

The Committee unanimously approved the request by Robert Rinke d/b/a Premier Adventure Park – 460 Pensacola Beach Blvd. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property, paying all applicable percentages and fees.
July 11, 2018
Regular Board Meeting
Development and Leasing Committee
Consent Item B-4

Request by Robert Rinke d/b/a Portofino – 10 Portofino Dr. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

Background:

Parson’s was a previously approved sublease at Sabine Marina and have decided to keep their 22’ catamaran off the Island at night, but run Dolphin Cruises and Tours from Portofino. They will book on online and over the phone, understanding that all revenues generated will require a percentage paid to the SRIA. They will pick up and drop customers off at the dock. They have provided proper insurance information.

Recommendation:

Staff recommends approval of the request by Robert Rinke d/b/a Portofino – 10 Portofino Dr. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property, paying all applicable percentages and fees.

Committee Action:

The Committee unanimously approved the request by Robert Rinke d/b/a Portofino – 10 Portofino Dr. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property, paying all applicable percentages and fees.
July 11, 2018
Regular Board Meeting
Administration Committee
Consent Item C-2

Request by the University of West Florida (UWF) to revise the indemnification provision of the event application (See page 3). (Staff report by Mike Stebbins)

Background:

For at least the last six Summers, UWF has had its ARGO Beach Bash on Pensacola Beach for incoming students. As a beach event, UWF is required to fill out an event application.

UWF has asked to revise the indemnification provision, which is found on page 3 of the attached package, to limit it liability to the limits of the insurance policy, i.e., $1,000,000.00 Legal is comfortable with the change because the SRIA and the County are named insured under the $1M insurance policy and legal has eliminated the provision that required the consent of UWF to be sued.

Recommendation:

Staff recommends approval of the request by UWF to revise the indemnification provision of the event application for the 2018 ARGO Beach Bash.

Committee Action:

The Committee unanimously approved the request by UWF to revise the indemnification provision of the event application for the 2018 ARGO Beach Bash.
July 11, 2018
Regular Agenda
New Business Item # 1

Request by Pensacola Beachside Resort LLC d/b/a Days Inn – 16 Via de Luna – to provide food and beverage service from leasehold property. (Staff report by Paolo Ghio)

Background:
Days Inn was approved to undergo renovations including opening a new bar/restaurant. After the fact, both parties realized that the request to provide the F&B service needs to be brought before the Board. Pensacola Beachside Resort LLC, requests the right to sell and serve meals, beverages, candy and the like, and to sell, rent or otherwise dispose of beach and other paraphernalia, such as beach umbrellas, cabanas, games or other contrivances or devices to guests and others on the demised premises.

Recommendation:
Staff recommends approval of the request by Pensacola Beachside Resort LLC d/b/a Days Inn – 16 Via de Luna - to provide food and beverage service from leasehold property, subject to paying all applicable percentages and fees.
To: Santa Rosa Island Authority  
c/o Paolo Ghio

From: Pensacola Beachside Resort LLC  
PBR Manager, Inc, Manager  
Michel O Provosty, Jr, Its Manager  
953 Aquamarine Dr  
Gulf Breeze, FL 32563

Subject: Food and Beverage Service at the Days Inn

Date: June 27, 2018

Dear Mr. Ghio,

Pursuant to the original lease dated Oct 5th, 1955 for the Days Inn property at 16 Via de Luna, we would like to request the right to provide F&B service.

Specifically, the lessee, Pensacola Beachside Resort LLC, requests the right to sell and serve meals, beverages, candy and the like, and to sell, rent or otherwise dispose of beach and other paraphernalia, such as beach umbrellas, cabanas, games or other contrivances or devices to guests and others on the demised premises upon the same terms and on the same percentage agreement or other consideration as the Authority is then charging or requiring for similar rights and concessions on the Island.

We appreciate your assistance in getting formal approval for this. If you have any questions, please contact me.

Sincerely,

Michel O Provosty, Jr

PBR Manager, Inc
July 11, 2018
Regular Agenda
Old Business Item # 1

Request by Escambia County, for an early termination date of September 30, 2018 for the Agreement for Operation and Management of Concession between the SRIA and Levin, and Rinke Resort Realty, Inc, for the “old VIC” building, located at 735 Pensacola Beach Blvd. (Staff report by Paolo Ghio)

Background:

In order for Escambia County to continue pursuing parking opportunities on Pensacola Beach, the expansion of the parking lot at 735 Pensacola Beach Blvd. was identified to yield approximately 30 additional bays. This will require an early termination of the Agreement for Operation and Management of Concession, for “old VIC” building located on the property. After negotiations between Escambia County and Mr. Rinke, Mr. Rinke has agreed to a termination of the Agreement to be September 30, 2018.

Recommendation:

Staff recommends the SRIA Board accept the Escambia County negotiated, and accepted date of September 30, 2018 to terminate the Agreement for Operation and Management of Concession between the SRIA and Levin, and Rinke Resort Realty, Inc. for the “old VIC” building, located at 735 Pensacola Beach Blvd.
FYI.

Sent from my iPhone

Begin forwarded message:

From: Robert Rinke <robertr@levinrinkerealty.com>
Date: June 26, 2018 at 11:45:52 AM CDT
To: "David V. Forte" <DVFORTE@myescambia.com>
Cc: Paolo Ghio <paolo_ghio@sria-fla.com>, "Jack R. Brown" <jrbrown@myescambia.com>,
Joy Jones <DJJONES@myescambia.com>, Tammy Bohannon <tammybo4you@gmail.com>,
janice_gilley@sria-fla.com, thomas_campanella@sria-fla.com, bridgette_brooks@sria-fla.com,
karen_sindel@sria-fla.com, dez <jerry207@cox.net>, district1@myescambia.com,
district2@myescambia.com, district3@myescambia.com, district4@myescambia.com,
district5@myescambia.com
Subject: Re: Old VIC Center Parking Lot Expansion

David,

Your suggested early termination date of September 30th, 2018 is agreeable with me. I believe
the additional parking will be a much needed addition to the beach.

Thank you for your continued efforts to better the beach.

Sincerely,

Florida has a very broad public records law. Under Florida law, both the content of emails and email addresses
are public records. If you do not want the content of your email or your email address released in response to a
public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in
person.
Approval of a Modification to Sub-grant Agreement for FMA-PJ-04-FL-2016-010, to decrease the Federal Funding by $40,759.28 and approval to execute the document by the Board Chairman. (Staff report by Paolo Ghio)

Background:

The SRFA entered into this grant agreement with the State of Florida, Division of Emergency Management on March 5, 2018. The project is for the elevation of SRL properties located on Pensacola Beach and the budget decrease for the Federal Funds became necessary after the homes were evaluated by the contractors, and the cost for elevation was less than initially projected.

Recommendation:

Staff recommends approval of a Modification to Sub-grant Agreement for FMA-PJ-04-FL-2016-010, to decrease the Federal Funding by $40,759.28 and approval to execute the document by the Board Chairman.
Contract Number: 18FM-X8-01-67-02-350
Project Number: FMA-PJ-04-FL-2016-010

MODIFICATION TO SUBGRANT AGREEMENT BETWEEN
THE DIVISION OF EMERGENCY MANAGEMENT AND
SANTA ROSA ISLAND AUTHORITY

This Modification Number One is made and entered into by and between the State of Florida, Division of Emergency Management ("the Division"), and Santa Rosa Island Authority ("the Recipient") to modify Contract Number: 18FM-X8-01-67-02-350, dated March 5, 2018 ("the Agreement").

WHEREAS, the Division and the Recipient have entered into the Agreement, pursuant to which the Division has provided a subgrant to the Recipient under the Hazard Mitigation Grant Program of $681,650.00, in Federal Funds; and

WHEREAS, the Division and the Recipient desire to modify the Agreement; and

WHEREAS, the Division and the Recipient desire to modify the Budget and Scope of Work by decreasing the Federal funding by $40,759.28 under the Agreement.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. The Agreement is amended to increase the Federal Funding by $40,759.28, for the maximum amount payable under the Agreement to $640,890.72, (Six Hundred Forty Thousand Eight Hundred Ninety Dollars and 72 Cents).

2. The Budget and Scope of Work, Attachment A to the Agreement, are hereby modified as set forth in 1st Revision Attachment A to this Modification, a copy of which is attached hereto and incorporated herein by reference.

3. All provisions of the Agreement being modified and any attachments in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective on the date of execution of this Modification by both parties.

4. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

5. Quarterly Reports are due to the Division no later than 15 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.
IN WITNESS WHEREOF, the parties hereto have executed this Modification as of the dates set out below.

RECIPIENT: SANTA ROSA ISLAND AUTHORITY

By: ____________________________
Name and Title: ____________________________
Date: ____________________________

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: ____________________________
Name and Title: Bryan W. Koon, Director
Date: ____________________________
Attachment A

Scope of Work and Budget

1st Revision

Homeowner: Victor Ing
Property Address: 1712 Ensenada Uno Street, Pensacola Beach, Florida 32651

Homeowner: John Alford
Property Address: 709 Via de Luna Drive, Pensacola Beach, Florida 32651

STATEMENT OF PURPOSE:

The purpose of this Scope of Work (SOW) is to elevate two properties located in Pensacola Beach, Escambia County, Florida. The project is funded through the Flood Mitigation Assistance Grant Program (FMA) FMA-PJ-04-FL-2016-010 as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA). The project is for the elevation of the above referenced properties to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards.

The Sub-Recipient, Santa Rosa Island Authority (SRIA), agrees to administer and complete the project per the application submitted by the Sub-Recipient and subsequently approved by the Division and FEMA. The Sub-Recipient shall complete the work in accordance with all applicable Federal, State and Local Laws, Regulations, and Codes.

PROJECT OVERVIEW:

As a Flood Mitigation Assistance (FMA) project, the Sub-Recipient, SRIA, shall ensure that the above residences are retrofitted by elevating the structures at least three feet above the Base Flood Elevation (BFE) in compliance with local ordinance freeboard requirements. The habitable living areas of the original structures will be elevated and the non-habitable living areas (if any) will be converted to storage or parking, in compliance with the Florida Building Code and/or local floodplain ordinances or any other applicable local regulations.

Any enclosed area below the BFE will have a minimum of two hydrostatic openings to allow for automatic entry/exit of floodwaters, and all construction materials below BFE will be flood-resistant. The electrical and mechanical equipment outside the structure will also be elevated to three feet above the BFE in accordance with ASCE-24 guidelines.

TASKS & DELIVERABLES:

A. Tasks

1) The Sub-Recipient shall allow the Homeowner to select a qualified and licensed Florida contractor to complete the scope of work as approved by the Division and FEMA.

2) The Homeowner shall be responsible for furnishing or contracting all labor, materials, equipment, tools, transportation and supervision and for performing all work per sealed engineering designs and construction plans presented to the Division by the Sub-Recipient and subsequently approved by the Division and FEMA.
The Homeowner and contractor shall be responsible for maintaining a safe and secure worksite for the duration of the work. The contractor shall maintain all work staging areas in a neat and presentable condition.

The Sub-Recipient shall ensure that no contractors or subcontractors are debarred or suspended from participating in federally funded projects and will provide an executed "Debarment, suspension, Ineligibility, Voluntary Exclusion Form" for each contractor or subcontractor performing services under this Agreement.

The selected contractor shall have a current and valid occupational license/business tax receipt issued for the type of services being performed.

Executed contracts with contractors and/or subcontractors shall be provided to the Division by the Sub-Recipient.

The Sub-Recipient shall provide copies of professional licenses for contractors selected to perform services. The Sub-Recipient shall provide a copy of a current and valid occupational license or business tax receipt issued for the type of services to be performed by selected contractor.

3) The Sub-Recipient shall ensure that all applicable State, Local and Federal Laws and Regulations are followed and documented, as appropriate.

The Sub-Recipient shall fully perform the approved project, as described in the application, in accordance with the approved scope of work indicated herein, the estimate of costs indicated herein, the allocation of funds indicated herein, and all applicable terms and conditions. The Sub-Recipient shall not deviate from the approved project terms and conditions.

Upon completion of Task 2, the Sub-Recipient shall submit the following documents with sufficient supporting documentation, and provide a summary of all contract scope of work and scope of work changes, if any. Additional documentation shall include:

a) Local Building Official Building Permit
b) A copy of the Certificate of Occupancy or copy of the Local Building Official Inspection Report and Final Approval, as applicable.

c) A copy of Elevation Certificate before mitigation, if available.
d) A copy of the Elevation Certificate after mitigation.
e) All Product Specifications / Data Sheets(s) (technical standards) satisfying protect requirements on all products utilized.
f) Signed notices from the affected property owner in the SFHA that the Sub-Recipient will record a Deed Notice applicable to their property, as described in section (g), below, and that they will maintain flood insurance.

Verification that the property located within a SFHA is covered by an NFIP flood insurance policy to the amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less.

h) Confirmation that the Sub-Recipient (or property owner) has legally recorded with the county or appropriate jurisdiction's land records a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements:

"This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless
of transfer of ownership of such property, pursuant to 42 U.S.C. §5154a, failure to maintain flood insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The property owner is also required to maintain this property in accordance with the floodplain management criteria of 44 CFR § 60.3 and City/County Ordinances.”

i) Letter verifying compliance with the National Historic Preservation Act, to include if archaeological materials or human remains were encountered during project activities, if so, how they were handled.

j) Proof of compliance with Project Requirements and Conditions contained herein.

4) During the course of this agreement the Sub-Recipient shall submit requests for reimbursement. Adequate and complete source documentation shall be submitted to support all costs (federal share) related to the project. In some cases, all project activities may not be fully complete prior to requesting reimbursement of costs incurred in completion of this scope of work; however, a partial reimbursement may be requested.

The Sub-Recipient shall submit an Affidavit signed by the Sub-Recipient's project personnel with each reimbursement request, attesting to the percentage of work completed, disbursements or payments were made in accordance with all agreement and regulatory conditions, and that reimbursement is due and has not been previously requested.

The Sub-Recipient shall maintain accurate time records. The Sub-Recipient shall ensure invoices are accurate and any contracted services were rendered within the terms and timelines of this agreement. All supporting documentation shall agree with the requested billing period. All costs submitted for reimbursement shall contain adequate source documentation which may include but not be limited to: cancelled checks, bank statements, Electronic Funds Transfer, paid bills and invoices, payrolls, time and attendance records, contract and subcontract award documents.

Construction Expenses: The Sub-Recipient shall pre-audit bills, invoices, and/or charges submitted by the contractors and subcontractors and pay the contractors and subcontractors for approved bills, invoices, and/or charges. Sub-Recipient shall ensure that all contractor/subcontractor bills, invoices, and/or charges are legitimate and clearly identify the activities being performed and associated costs.

Project Management Expenses: The Sub-Recipient shall pre-audit source documentation such as payroll records, project time sheets, attendance logs, etc. Documentation shall be detailed information describing tasks performed, hours devoted to each task, and the hourly rate charged for each hour including enough information to calculate the hourly rates based on payroll records. Employee benefits shall be clearly shown.

The Division shall review all submitted requests for reimbursement for basic accuracy of information. Further, the Division shall ensure that no unauthorized work was completed prior to the approved project start date by verifying vendor and contractor invoices. The Division shall verify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measures are in compliance with the approved scope of work prior to processing any requests for reimbursement.

Review and approval of any third party in-kind services, if applicable, shall be conducted by the Division in coordination with the Sub-Recipient. Quarterly Reports shall be submitted by the Sub-Recipient and received by the Division at the times provided in this agreement prior to the processing of any reimbursement.
The Sub-Recipient shall submit to the Division requests for reimbursement of actual construction and managerial costs related to the project as identified in the project application and plans. The requests for reimbursement shall include:

a) Contractor, subcontractor, and/or vendor invoices which clearly display dates of services performed, description of services performed, location of services performed, cost of services performed, name of service provider and any other pertinent information;

b) Proof of payment from the Sub-Recipient to the contractor, subcontractor, and/or vendor for invoiced services; and

c) Clear identification of amount of costs being requested for reimbursement as well as costs being applied against the local match amount.

The Sub-Recipient’s final request for reimbursement shall include the final construction project cost. Supporting documentation shall show that all contractors and subcontractors have been paid.

B. Deliverables

Mitigation activities consist of retrofitting by elevation two residential structures three feet above the Base Flood Elevation or highest known flood level; whichever is higher, and will comply with any freeboard requirements. The habitable living areas of the original structures will be elevated and the non-habitable areas (if any) will be converted to storage or parking, in compliance with the Florida Building Code and/or local floodplain ordinances or any other applicable local regulations.

Provided the Sub-Recipient performs in accordance with the Scope of Work outlined in this agreement, the Division shall reimburse the Sub-Recipient based on the percentage of overall project completion.

PROJECT CONDITIONS AND REQUIREMENTS:

C. Engineering

1) Upon completion of this project, the Sub-Recipient shall submit to the Division an official letter stating that the project is 100% complete and ready for the Division’s Final Inspection of the project.

2) The Sub-Recipient shall provide a copy of the Certificate of Occupancy or any local official Inspection Report and/or Final approval; as applicable.

3) The Sub-Recipient shall provide a copy of the Elevation Certificate prepared before mitigation, if available.

4) The Sub-Recipient shall submit a copy of the Elevation Certificate prepared after mitigation, showing the Base Flood Elevation and elevation of all components.

5) The Sub-Recipient shall submit all Product Specifications/Data Sheet(s) (technical standards) satisfying protect requirements on all products utilized.

6) All installations shall be done in strict compliance with the Florida Building Code or any local codes and ordinances. All materials shall be certified to meet or exceed the standards of the Florida Building Code or current local codes.
D. **Environmental**

1) The Sub-Recipient shall follow all applicable state, local and federal laws, regulations and requirements, and obtain (before starting project work) and comply with all required permits and approvals. Failure to obtain all appropriate Federal, State and Local environmental permits and clearances may jeopardize federal funding. If project work is delayed for a year or more after the date of the categorical exclusion (CA TEX), then coordination with and project review by regulatory agencies must be done.

2) Any change, addition or supplement to the approved mitigation measure or scope of work that alters the project (including other work not funded by FEMA, but done substantially at the same time) regardless of the budget implications, shall require re-submission of the application to FEMA through the Division for National Environmental Policy Act (NEPA) re-evaluation before starting project work.

3) The Sub-Recipient shall monitor ground disturbing activities during construction, and if any potential archeological resources are discovered, shall immediately cease construction in that area and notify the Division and FEMA.

   If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the immediate vicinity of the discovery, and all reasonable measures to avoid or minimize harm to the finds shall be taken. The Sub-Recipient shall ensure that archaeological discoveries are secured in place, that access to the sensitive area is restricted, and that all reasonable measures are taken to avoid further disturbance of the discoveries. The Sub-Recipient's contractor shall provide immediate notice of such discoveries to the Sub-Recipient. The Sub-Recipient shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section at (850) 245-6333, and the Division within 24 hours of the discovery. Work in the vicinity of the discovery may not resume without verbal and/or written authorization from the SHPO, the Division and FEMA.

   In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with *Florida Statutes, Section 872.05*.

4) Construction vehicles and equipment used for this project shall be maintained in good working order to minimize pollutant emissions.

E. **Programmatic**

1) The Sub-Recipient must notify the Division as soon as significant developments becomes known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower costs or earlier completion.

2) The Sub-Recipient must “obtain prior written approval for any budget revision which would result in a need for additional funds” [2 CFR § 200.308], from the Division and FEMA.

3) Any extension of the Period of Performance shall be submitted to FEMA, 60 days prior to the expiration date. Therefore, any request for a Period of Performance Extension shall be in writing and submitted along with substantiation of new expiration date, and a new schedule of work, to the Division a minimum of seventy (70) days prior to the expiration date, for Division processing to FEMA.
4) The Sub-Recipient must avoid duplication of benefits between the FMAP and any other form of assistance, as required by Section 312 of the Stafford Act, and further clarification in 44 CFR § 206.191.

FINANCIAL CONSEQUENCES:

If the Sub-Recipient fails to comply with any term of the award, the Division shall take one or more of the following actions, as appropriate in the circumstances:

1) Temporarily withhold cash payments pending correction of the deficiency by the Sub-Recipient;
2) Disallow all or part of the cost of the activity or action not in compliance;
3) Wholly or partly suspend or terminate the current award for the Sub-Recipient’s program;
4) Withhold further awards for the program; or
5) Take other remedies that may be legally available.

BUDGET:

Funding Summary

Federal Share: $640,890.72 (100%)
Local Share: $0.00 (0%)
Total Project Cost: $640,890.72 (100%)

Line Item Budget

1712 Ensenada Uno Street
Pensacola Beach, Florida 32651

<table>
<thead>
<tr>
<th>Pre-Award Cost</th>
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*Any line item amount in this Budget may be increased or decreased 10% or less without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.

Line Item Budget

709 Via de Luna Drive
Pensacola Beach, Florida 32651

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<th>Pre-Award Cost</th>
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### Pre/Post Construction Costs

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*Any line item amount in this Budget may be increased or decreased 10% or less without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.*

### SCHEDULE OF WORK:

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<tr>
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<td>County Final Inspection</td>
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<td>State Final Inspection</td>
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<tr>
<td>State Closeout Process</td>
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<td><strong>Total:</strong></td>
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This is FEMA project number FMA-PJ-04-FL-2016-010, Santa Rosa Island Authority Elevation Project. The Period of Performance (POP) for this project shall end on **August 30, 2019**.
July 11, 2018
Regular Agenda
Old Business Item # 3

Request for approval of the Resolution for the 2019-2020 Florida Beach Erosion Control Program. (Staff report by Paolo Ghio)

Background:

The Florida Department of Environmental Protection (FDEP) requires that a resolution be submitted annually for the continued monitoring of the Pensacola Beach Erosion Control Program.

Recommendation:

Staff recommends approval of the Resolution for the 2019-2020 Florida Beach Erosion Control Program.
RESOLUTION

A RESOLUTION OF THE SANTA ROSA ISLAND AUTHORITY, ESCAMBIA COUNTY, FLORIDA, AUTHORIZING THE SANTA ROSA ISLAND AUTHORITY TO PROCEED WITH THE SUBMITTAL OF AN APPLICATION FOR STATE FUNDS UNDER THE PROVISIONS OF CHAPTER 161.091, FLORIDA STATUTES, TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, FOR THE FLORIDA BEACH EROSION CONTROL PROGRAM BUDGET FOR FISCAL YEAR 2019-2020 FOR THE PENSACOLA BEACH POST CONSTRUCTION BEACH AND ENVIRONMENTAL MONITORING, AND IMPLEMENTATION OF THE BEACH MANAGEMENT APPLICATION.

WHEREAS, the Santa Rosa Island Authority has completed the most recent beach nourishment project at Pensacola Beach; and

WHEREAS, Pensacola Beach is recognized by the Department of Environmental Protection as having a critically eroded shoreline; and

WHEREAS, the Santa Rosa Island Authority supports monitoring the beach nourishment project, planning for future projects if needed, and is willing to serve as the local sponsor; and

WHEREAS, the Santa Rosa Island Authority is aware that there is a local funding share to implement a beach monitoring program for projects authorized by Section 161.101, Florida Statutes.

NOW THEREFORE BE IT RESOLVED, by the Santa Rosa Island Authority, that the Board hereby supports beach and environmental monitoring, and is willing to serve as local sponsor. The Board is prepared to provide the necessary local funding to implement the beach monitoring program. The Board also supports the Department’s beach and coastal management program.

This resolution approved the 11th day of July, 2018 in an open meeting.

SANTA ROSA ISLAND AUTHORITY

BY:

__________________________
Jerry Watson, Chairman

ATTEST:

__________________________
Janice Gilley, Secretary/Treasurer
### SUMMARY OF CHARGES

**May 21, 2018 thru June 30, 2018**

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**TOTALS FOR SRIA**

$8,006.10

*This bill has a time entry for April 30, 2018 that was not included in the April 2018 billing*
July 3, 2018

Via Email
Paolo Ghio
Executive Director
Santa Rosa Island Authority
P. O. Box 1208
Pensacola Beach, FL 32561

Re: Attorney’s Report for the July 11, 2018 Board Meeting

Dear Paolo:

Enclosed is the Attorney’s Report for the July 11, 2018 Santa Rosa Island Authority Board Meeting.

The Attorney’s Report reflects items for which I have been asked to do work on behalf of the Santa Rosa Island Authority. If there are any matters on the agenda for the July 11, 2018 Santa Rosa Island Authority Board Meeting not reflected in my report for which you seek my input, please let me know. Thanks.

Sincerely,

MICHAEL J. STEBBINS, P.L.

Enclosure

pc: Robbie Schrock (w/ encl. via email)
    James Thompson (w/ encl. via email)
    Vickie Johnson (w/ encl. via email)
ATTORNEY’S REPORT – JULY 11, 2018

I. Lease Defaults Pending

A. Residential – ACTIVE

2. Reynolds, Mr. & Mrs. Reid (2018 Default - 52403) (August 2, 2018)

B. Residential & Commercial – ON STAFF HOLD

3. Hayes, Mr. & Mrs. Jonathan (2018 Default – 41509) Reimbursable

C. Commercial – ACTIVE

NONE

II. Litigation/Claims

A. Pensacola Beach Holdings, Inc. vs. Santa Rosa Island Authority, et. al., Escambia County Circuit Court Case No. 2011 CA 002416 (Litigation): This is one of eight companion cases filed by Attorney Ed Fleming against the Escambia County Property Appraiser, the Escambia County Tax Collector and the SRIA. The complaints seek declaratory relief, injunctive relief and a re-evaluation of the
property appraisals against the Escambia County Property Appraiser and the Escambia County Tax Collector. Declaratory relief is sought against the Escambia County Property Appraiser, the Escambia County Tax Collector and the SRIA for the issuance of a deed for fee simple ownership if the Court rules that the plaintiff is an equitable owner.

**Status:** I am advised by the attorneys for the plaintiff and the Property Appraiser/Tax Collector that this case is on hold until the appeals for Items II.B.- II.C. are exhausted.

I would expect that soon this case will be dismissed with the trial court retaining the authority to rule on the issue of the valuation of the improvements if necessary.

B. **Beach Club Towers Homeowners Association, Inc. vs. Santa Rosa Island Authority, et. al., Escambia County Circuit Court Case No. 2011 CA 002415** (Litigation): This is one of eight companion cases filed by Attorney Ed Fleming against the Escambia County Property Appraiser, the Escambia County Tax Collector and the SRIA. The complaints seek declaratory relief, injunctive relief and a re-evaluation of the property appraisals against the Escambia County Property Appraiser and the Escambia County Tax Collector. Declaratory relief is sought against the Escambia County Property Appraiser, the Escambia County Tax Collector and the SRIA for the issuance of a deed for fee simple ownership if the Court rules that the plaintiff is an equitable owner.

**Status:** On May 23, 2018, the trial court entered an amended final judgment for this case in favor of Beach Club Towers HOA, vacating the tax bills on the land for the years 2011 through 2017 and retaining the authority to rule on the issue of the valuation of the improvements if necessary.

C. **Portofino Tower Two Homeowners Association at Pensacola Beach, Inc. vs. Santa Rosa Island Authority, et. al., Escambia County Circuit Court Case No. 2011 CA 002418** (Litigation): This is one of eight companion cases filed by Attorney Ed Fleming against the Escambia County Property Appraiser, the Escambia County Tax Collector and the SRIA. The complaints seek declaratory relief, injunctive relief and a re-evaluation of the property appraisals against the Escambia County Property Appraiser and the Escambia County Tax Collector. Declaratory relief is sought against the Escambia County Property Appraiser, the Escambia County Tax Collector and the SRIA for the issuance of a deed for fee simple ownership if the Court rules that the plaintiff is an equitable owner.

**Status:** On April 6, 2018, the Florida Supreme Court issued an order to the Property Appraiser and Tax Collector to show cause why the Florida Supreme Court should not decline review of the appeal in light of the Florida Supreme Court Order in the Beach Club Towers case. The Property Appraiser and Tax Collector filed the response to the show cause order on April 23, 2018. On May 2, 2018, Portofino Tower Two Homeowners Association filed a reply to the Property Appraiser and Tax Collector filed the response to the show cause. An order from the Florida Supreme
Court is pending.

However, on May 21, 2018, the trial court entered an amended final judgment for this case in favor of Portofino Tower Two HOA, vacating the tax bills on the land for the years 2011 through 2017 and reserving the authority to rule on the issue of the valuation of the improvements if necessary.

D. Pensacola Beach, Inc., et. al v. American Fidelity Life Insurance Company, et al. Case No. 2013-CA-002311 (Litigation): These plaintiffs have filed a claim for money damages against the SRIA and other defendants for slander of title, tortious interference with a contract and a business relationship, conspiracy, and violation of Florida’s Anti-Trust Act. A defendant, American Fidelity Life Insurance Company, has named the SRIA as a cross-claim defendant in the above case but is only seeking a declaratory judgement about the Pensacola Beach, Inc. master lease and the SRIA appears to have been named by American Fidelity in its claim because of the SRIA’s interests in that master lease. American Fidelity is not seeking any damages against the SRIA.

Status: On June 28, 2018, the Appellants’ filed their Initial Brief and two motions — one motion to supplement the record on appeal and one motion to expand the number of pages in the Initial Brief. The SRIA intends to oppose both motions unless the Record on Appeal also includes additional documents requested by the SRIA and unless the SRIA is also allowed to expand the number of pages in its Answer Brief. The SRIA is also contemplating a motion to strike the initial brief because it goes beyond the scope of the orders appealed and does not comply with the requirements for an Initial Brief as set out the Florida Rules of Appellate Procedure. All these motions toll the time for the filing of the SRIA’s Answer Brief.

E. Formal Administrative Claims

1. Gerald Cunningham: This is a claim for property damage. Mr. Cunningham filed a claim for damage to his vehicle when he collided with an SRIA employee on an all-terrain vehicle on July 4, 2014. The claim has been sent to the SRIA automobile insurance carrier, who is defending the SRIA. The likelihood of an unfavorable result is unknown at this time.

Status: Mr. Cunningham has taken no action to file a lawsuit since 2014, when the insurance carrier’s adjuster denied the claim. The statute of limitation for filing a lawsuit expires in July 2018.

2. Dung Tien Do: This is a claim for personal injury. On October 30, 2017, Mr. Do, through his attorney filed an administrative claim dated October 26, 2017. Mr. Do claims that on November 27, 2014 he was injured while walking across County Road 399 at Portofino because his vision was obstructed by extensive untrimmed sabal palm trees (planted at the direction of the County) in the County right of way along the side of County Road 399,
Status: The claimant's attorney was sent a letter denying the claim on April 19, 2018. A review of the circumstances indicates that the injury occurred on a road owned by Escambia County. Moreover, the right of way where the sabal palms are located is the right of way of Escambia County over which the Santa Rosa Island Authority has no control. Finally, the Santa Rosa Island Authority did not maintain or plant the sabal palms nor was the Santa Rosa Island Authority responsible for the planting or maintenance of the sabal palms.

G. Informal Claims

None

III. Other Matters Pending

A. Advise & assist SRIA Staff regarding a revision to the Event Application Package requested by the University of West Florida for the annual Argo Beach Blast
B. Advise SRIA Staff regarding the required lease amendment for new construction restricting use below the base flood elevation
C. Research and confirm with the Florida Division of Alcoholic Beverages & Tobacco that the Quietwater Beach Boardwalk is designated as a "Specialty Center" subject to special licenses from the Florida Division of Alcoholic Beverages & Tobacco
D. Advise SRIA Staff regarding the payment of surplus funds in the SRIA general fund to Escambia County
E. Begin review of master leases with subleases for renewal provisions in connection with the SRIA consideration of a policy regarding the renewal of such master leases
F. Advise SRIA Staff regarding enforcement of lease fee reduction policy.
G. Advise & assist SRIA Staff regarding the beach rental service license transfer at Margaritaville from Horizon to Lazy Days
H. Meeting with SRIA Staff and attorney Steve Shell to discuss his clients' lease and the legality of subdividing the leasehold
I. Advise & assist SRIA Staff regarding the deployment of Verizon cellphone equipment on Pensacola Beach for Blue Angels Week
J. Advise & assist SRIA Staff regarding the interpretation of unexplained markings on a recorded plat
K. Review & revise proposed Gulf Pier walkway license for the Casino Beach Bar & Grill
L. Advise & assist SRIA Staff regarding the development of a plan to deal with leaseholder encroachment into the rights of way on Pensacola Beach
M. Advise & assist SRIA Staff regarding the termination of the management agreement for the Old VIC
N. Advise SRIA Staff regarding the SRIA repayment of the loan to the Island Improvement funds by Robert Rinke
Santa Rosa Island Authority
Engineer's Report
July 11, 2018

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<th>Projects</th>
<th>Budget</th>
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<td>Fall 2018</td>
</tr>
<tr>
<td>Little Sabine Channel Bulkhead</td>
<td>TBD</td>
<td>SRIA</td>
<td>On-Hold</td>
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Narratives

Little Sabine Bay Channel Extension
Construction documents for the channel dredging operations in Little Sabine Bay and nourishment of Quietwater Beach have been approved by FDEP. A permit modification has been approved by the USACE for the nourishment of Quietwater Beach. The USACE notified BDI that the Little Sabine Dredge project has progressed to the next permit review stage. BDI expects construction operations to begin this fall contingent on available funds.

Pensacola Beach Playgrounds and Interactive Splash Pad
Replacement of the basketball court at Harry Gowens Park and installation of necessary drainage elements for the future splash pad will be performed as part of the Multi-Use Path Restoration project. The existing basketball surface has been removed and base material has been installed. Asphalt paving of the court surface is anticipated to be complete the week of July 15, 2015. The proposed splash pad will be constructed at Harry Gowens Park by Escambia County Public Works after drainage improvements are complete.

Pensacola Beach Multi-Use Path Restoration – Phase 1
The contractor has been issued a Notice to Proceed and has mobilized to the site. Initial work has begun on the multi-use path and the project is on schedule.

Phase 2 Dune Walkover Project
Permit documents are being prepared and coordinated with FDEP staff for approval. Once approved by the State, the replacement of the dune walkovers is expected to begin this fall after the turtle nesting season. Discussions with FDEP are ongoing.

Little Sabine Bay Channel Bulkhead
This project is currently on-hold pending completion of other SRIA projects.

(c) = Construction Budget  
(e) = Engineering Budget  
SRIA = Santa Rosa Island Authority  
TBD = To Be Determined
DIRECTOR OF DEVELOPMENT SERVICES MONTHLY REPORT

APPROVED PROJECTS:

Residential Construction (4):
- 9 Ocean View Dr. – New conforming, pile supported, single family residential structure
- 109 Ariola Dr. – Remove and replace existing deck with open porch to pile supported, single family residential structure.
- 800 Ft Pickens Rd # 1204 (SR Towers) - Interior renovations to existing unit.
- 715 Panferio Dr. – Install 20’ x 2’ addition to existing dock, from leasehold property.

Commercial projects (2):
- 1390 Ft Pickens (Palm Beach Club) - Construct new restroom addition to existing pool facility.
- 920 Panferio Dr. (PB Community Church) Renovations to existing structure.