

PENSACOLA BEACH
SANTA ROSA ISLAND AUTHORITY

Board Members:

Thomas Campanella
Chairman

Tammy Bohannon
Vice-Chairwoman

Fred Gant
Secretary/Treasurer

Janice Gilley
Acting Secretary/Treasurer

Elwyn Guernsey
Dave Pavlock

W. A. "Buck" Lee
Executive Director

SANTA ROSA ISLAND AUTHORITY
PENSACOLA BEACH, FLORIDA
REGULAR BOARD MEETING MINUTES
SEPTEMBER 11, 2013
5:00 P.M.

1-3. A regularly scheduled meeting of the Santa Rosa Island Authority was held on Wednesday September 11, 2013, beginning at 5:03 p.m. Members in attendance were: Mr. Dave Pavlock, Ms. Tammy Bohannon, Mr. Fred Gant, and Dr. Thomas Campanella, Chairman. Ms. Janice Gilley participated via teleconference, Mr. Ed Guernsey was absent. Chairman Campanella led the Pledge of Allegiance followed by a moment of meditation.

4. APPROVAL OF MINUTES (Regular Board Meeting – 08/14/2013)
(Special Board Meeting – 08/28/2013)

Upon motion of Mr. Dave Pavlock seconded by Mr. Fred Gant, the Board unanimously approved the minutes of the Regular Board Meeting (08/14/2013) as presented. (5-0)

Upon motion of Mr. Fred Gant seconded by Mr. Dave Pavlock, the Board unanimously approved the minutes of the Special Board Meeting (08/28/2013) as presented. (5-0)

5. CHANGES OR ADDITIONS TO AGENDA

There were no changes or additions to the agenda.

6. ADOPTION OF AGENDA

Upon motion of Mr. Dave Pavlock seconded by Ms. Tammy Bohannon, the Board unanimously recommended adoption of the agenda as presented. (5-0)

7. CHAIRMAN'S COMMENTS

Chairman Campanella requested speakers turn in their request form at the start of the meeting, and reminded them they only had 3 minutes to speak.

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8. PENSACOLA BEACH VISITOR'S INFORMATION CENTER

Ms. Nicole Stacey presented the report for the VIC to the Board for review, and invited everyone to the Taste of the Beach.

9. UPDATE BY MASON KILGORE, DIRECTOR OF PUBLIC WORKS (See attached)

Mr. Gant asked for maintenance to paint the bathroom doors at the Boardwalk.

CONSENT AGENDA

10. COMMITTEE REPORTS

A. DEVELOPMENT & LEASING COMMITTEE, (08/28/2013) MR. DAVE PAVLOCK, CHAIRMAN, MR. ELWYN GUERNSEY AND MS. TAMMY BOHANNON, MEMBERS

Item # 1 – Monthly update from Mr. Guernsey regarding lease fees and the property tax issue.

Informational only, no action taken at this time.

Item # 2 - Monthly update from Tammy Bohannon regarding the progress of the Core Area Development Plan, as part of the Master Plan.

Informational only, no action taken at this time.

Item # 3 – Request by Russell Bartlett, owner of Kona Ice of Gulf Breeze, LLC, to operate a mobile or fixed vending truck on Pensacola Beach.

The Committee unanimously approved staff's recommendation for denial.

Item # 4 – Request by Tiffany D'Alemberte, on behalf of Florida Pizza Kitchen Gulfside, Donnie Webb - 3 Casino Beach Blvd - to place four (4) tables with chairs on adjacent public property.

The Committee unanimously approved staff's recommendation.

B. ADMINISTRATIVE COMMITTEE, (08/28/2013) DR. THOMAS CAMPANELLA, CHAIRMAN, MR. ELWYN GUERNSEY AND MR. DAVE PAVLOCK, MEMBERS

Item # 1 - Report on Financial Statements and Expenditures & request for an extension of the agreement with Carr, Riggs and Ingram for auditing services for an additional year. (2015)

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The Committee unanimously accepted the Report on Financial Statements and Expenditures as presented and approved the request to extend the agreement with Carr, Riggs and Ingram for auditing services for an additional year. (2015)

Item # 2 – Discussion on contract for sound and lights at Bands on the Beach.

The Committee unanimously approved staff's recommendation.

Item # 3 – Discussion on sound contract for Blue Angels Airshow.

The Committee unanimously approved staff's recommendation.

Item # 4 – Discussion on a sponsorship request by A Will & Way, Inc.

The Committee unanimously voted to deny this request.

Item # 5 – Discussion on a sponsorship request by Kappa Alpha Psi Fraternity.

The Committee unanimously approved the sponsorship request for \$3,000.00.

Item # 6 – Discussion on the amended noise ordinance in application to Pensacola Beach.

The Committee unanimously approved staff's recommendation.

Item # 7 – Discussion on amending the banner application and Board Policy.

Informational only, no action taken at this time.

Item # 8 – RESTORE Act update.

Informational only, no action taken at this time.

Upon motion of Mr. Dave Pavlock seconded by Ms. Tammy Bohannon, the Board unanimously approved the Consent Agenda as presented. (5-0)

REGULAR AGENDA

11. OLD BUSINESS

Item # 1 – Final approval of lease for storage facilities. (Report by Mike Stebbins)

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Mr. Stebbins explained the lease wasn't ready at meeting time to be voted on. He explained Mr. Ball wants to have the light safety inspection completed.

Ms. Bohannon asked how much the rent was and stated Mr. Ball only paid \$60,000.00 for the property.

Mr. Stebbins stated the rent was \$2,200.00 per month. He suggested a Special Board Meeting be held on September 25, 2013 for final approval.

No action taken by Board at this time.

Item # 2 – Approval of proposal for copier services. (Staff report by Robbie Schrock)

Ms. Schrock gave background on this item and stated the Selection Review Committee recommended the use of Copy Products for our copier services.

Mr. Gant concurred, stating Copy Products had the best proposal and offered the lowest cost.

Upon motion of Mr. Fred Gant seconded by Mr. Dave Pavlock, the Board unanimously approved acceptance of the proposal by Copy Products for copier services. (5-0)

Item # 3 – Discussion on a request by NAS Pensacola Morale, Welfare & Recreation to hold "Wings Over Pensacola Air Festival". (Staff report by Robbie Schrock)

Ms. Schrock reviewed the background information and explained if the Board moved forward, the airshow would be called the Pensacola Beach Airshow and would be completely separate from the any activities the Navy is having on Friday, November 8. She stated she had worked with Bob West, Dottie Ford and the Air Boss, Paul Entekin, to put together the most accurate numbers to present to the Board. She explained even though some acts had sponsors, they were not free. (Fuel and smoke costs have to be paid) She stated Mr. Frank Patti had offered a boat for center point (SRIA would cover fuel costs) and the Entertainer would be used for crowd right, if the Blue Angels were able to fly.

SPEAKER:

Harlan Butler –President of Innisfree and is in full support of the SRIA funding an Airshow on November 9 & 10, 2013. He stated this is the SRIA's opportunity to have two Blue Angel Airshows each year out on the beach. He explained the November

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Homecoming Airshow had outgrown NAS and it was going to be moved to Pensacola Beach.

Mr. Gant agrees having an Airshow in November is a good idea.

Dr. Campanella stated the SRIA could have a \$117,000.00 or a \$170,000.00 experiment. He asked the advantage of doing a 2 day show over a 1 day show.

Ms. Gilley pointed out the US Government still has many budget concerns and she fears the SRIA is planning something that won't be successful without the Blue Angels.

Ms. Bohannon said holding an air show supports our mission statement, increases the quality of life and will raise property values.

Mr. Pavlock stated there were better chances to have good weather over a 2 day period.

Upon motion of Ms. Tammy Bohannon seconded by Mr. Dave Pavlock, the Board unanimously approved moving forward with the numbers presented by staff and to include the Blue Angels, if possible, for the Pensacola Beach Airshow on November 9 & 10, 2013. (5-0)

Ms. Schrock confirmed with the Board that the Pensacola Beach Airshow will be marketed separately from any other activities held that weekend.

12. REPORTS

A. EXECUTIVE DIRECTOR'S REPORT

Ms. Schrock presented Mr. Lee's report in his absence. She thanked the Chamber for Mr. Lee's gift basket and announced a special Bands on the Beach to be held on September 26, 2013, with Chloe Channell as the featured artist.

B. ATTORNEY'S REPORT

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

Discussion followed regarding the Bosso case and the terminology used in his report.

C. ENGINEER'S REPORT

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

Much discussion followed regarding the placement of palm trees on the South side of Via de Luna.

D. DEVELOPMENT SERVICES DIRECTOR REPORT

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

13. VISITORS FORUM

Dr. Campanella introduced Paul Entrekin, the Pensacola Beach Airshow Airboss.

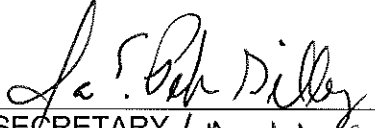
14. BOARD MEMBERS FORUM

Mr. Gant stated Summer Fest was a great show and was well attended. He also stated the AME Methodist Church had held a very successful event at the Hilton.

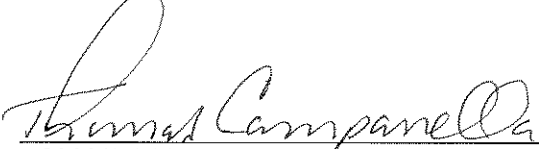
Mr. Pavlock asked Bob West to look into beautification of the lifeguard stands. He stated they looked like prison guard stations.

15. ADJOURN

There being no further business to come before the Board, Chairman Campanella declared the Regular Board Meeting of the SRIA Board adjourned at 6:17 p.m.



SECRETARY / Acting



CHAIRMAN

(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.)

Director of Public Works

Normal Daily Duties

1. Listen to all phone messages, return calls.
2. Create Work Orders in "Manager Plus" to correct problems suggested by phone messages and conversations.
3. Check "EasyLinks" for Work Orders that are suggested by Administration, Public Safety, Visitors Center, and this office.
4. Determine if work is actually needed and create Work Orders accordingly.
5. Hold a daily meeting at 07:00am to issue Work Orders and to discuss work that needs to be completed that day. During this meeting, we also discuss safety issues.
6. Ensure each Daily Route is issued the correct radio. Each daily route has a radio which is assigned to that Work Order. Example: Beaches East and West, Roadsides East and West, Casino, Boardwalk, and Landscaping. Doing this ensures when I call a particular area, I'm actually talking to the person assigned to that Route.
7. Drive the Beaches to determine if any special work needs to take place; check for cleanliness, erosion, washed up debris such as logs, trees etc.
8. Check streets to determine if any special work needs to take place, such as: bike paths for cleanliness, pot holes, damage from leaking sewer pipes, busted water mains, sprinklers not working, signs missing or damaged etc.
9. Check all landscaping to determine if any special work needs to be done.
10. Ensure Supervisors are doing their job as listed on their daily route sheet (see attachment).
11. Manage and administer the Santa Rosa Island Authority's Public Recreation and Facilities program by developing and implementing operational policies and procedures to ensure the program's efficiency, effectiveness and safety.
12. As a member of the management team, I regularly participate in decision-making sessions.

13. Randomly, I come in during the morning shift (4am till 12:30pm) and the evening shift (4pm till 12:30am) to ensure these shifts don't get complacent. This shows these employees I care about them and they haven't been forgotten. Also, I update our employees on current SRIA information and remind them of safety issues.
14. Answer incoming calls on a 24 hour basis, even at home.
15. Prepare for major and minor events that are held here on the Island; such as: Mardi Gras, Memorial Day, Blue Angels and many concerts, weddings etc.
16. Ensure that Public Works, Public Safety, Visitor's Center and the Administration offices are administered to. Such as doing preventive maintenance and repairs on all vehicles. Ensure the Life Guard Towers are moved and relocated at Mr. West's request. Ensure the Safety building, Admin and Visitors Center exterior and restrooms are maintained.
17. During peaks in the season, I oversee over 40 employees, SRIA and Landrum Staff. I ensure these employees are paid and leave is administered accordingly with our "TimeForce" software.

Currently we have the following projects scheduled or in the process of completing:

1. Replacing all restroom doors.
2. Moving equipment and files into the Gulf Breeze storage facility.
3. Installing fire and security alarm systems at the Gulf Breeze storage facility.
4. Remodel restrooms at Quietwater.
5. Replacing 7.5 ton A/C unit in the Administration building.

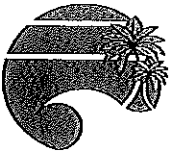
Each day there is a new challenge, nothing is ordinary on the beach. However we adapt to all situations and try very hard to ensure the Beach, all equipment; roads, buildings, signs and Landscaping are maintained and impeccable for the residents and beach patrons.

I always manage employees with this simple rule, "it's very hard to find a good loyal employee, but you can turn a good employee into a bad employee in 5

minutes if not managed correctly. It's almost impossible to turn a bad employee into a good one".

I convey this motto to all my supervisors as well. So you constantly have to remember this rule when managing each employee.

Jack Mason Kilgore
Director of Public Works
Santa Rosa Island Authority



SANTA ROSA ISLAND AUTHORITY

USER: MASON
 SORTED BY: Work Order #
 SELECTION:

Work Order

WO #: 44330 []			Status: ACTIVE
Entity Name : Santa Rosa Island Authority	Budget : WO 54602-50 MM	Created : 9/10/2013	
Priority : 2-Standard	Assigned : Construction, Supervisor	Due : 9/11/2013	
Work Type : INSPECTION	Customer :	Completed :	

Asset ID: T1 SUP CHECKLIST [SUPERVISORS CHECKLIST]		Scheduled: DAILY CHECKLIST
Parent Asset ID :	Status : ACTIVE	
Group : MAINTENANCE DEP	Serial # :	
Category : FACILITIES	Manufacturer :	
Type : PUBLIC FACILITY	Model :	

Notes

Note Type	Service	Note	Modified By	Note Date
WORK DETAILS		<ol style="list-style-type: none"> 1. Inspect all Restrooms for cleanliness, supplies and lights are working properly. This includes Admin, Maintenance, Parkeast, Parkwest, Boardwalk, Casino, Visitor's Center, Quietwater and Gulf Pier. 2. Inspect all Facilities for debris, this includes CIGARETTE BUTTS IN THE RED ROCK AREA's at the Boardwalk. This also includes ramp areas are free of debris. 3. Inspect Roadsides for debris, grass turning brown, if grass is turning brown then the sprinklers need checking. Repair or write work orders as necessary. 4. Inspect Beaches for cleanliness. 5. Ensure Trash Containers are in good condition and are straightened. 6. Ensure all Roads, Bike Path and Parking Lots are free of Trash, sand and pot holes. 7. Inspect Bob Sikes Bridge for cleanliness. 8. Ensure Maintenance yard is neat and organized. 9. Ensure Trash containers are straightened and repaired daily. 10. Ensure sand and cigarette butts are cleared from the Pavillion seating areas at the Casino Pavillon, all grassy areas and the wall area in the sand and on the pavers are free of debris. 11. Ensure walkthroughs from the Gulf to the Sound, are clear of sand, debris, and free of vegetation overhang. 12. Ensure all employees are entered into TimeForce and Manager Plus correctly. 13. Ensure all regular employees, when absent, have a leave form properly filled out, and on file. 14. Check all Flags for damage, if frayed or disfigured in anyway, replace flag. 15. Check the Boat Ramp at Quietwater and ensure the ramp is launchable, clear of sand and debris, have ramp cleaned as necessary. 16. Check at the end of each shift, that keys for vehicles have been put in key box, and radios have been turned in and are on charge! 17. Check and clear all sand from the loading zone between Castaways and Circle K. 18. Check charcoal bins at park west and Quietwater, make sure they are empty. also check for debris and cleanliness in these areas. <p>Inspect these items continuously throughout your shift! Correct any deficiencies when found! Create Work Orders when necessary! Sign and complete everyday. NO EXCEPTIONS!</p>	DAVID	9/10/2013

Parts

Part #	Location	Unit ID	Unit Cost	Quantity	Total Cost
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