



SANTA ROSA ISLAND AUTHORITY  
PENSACOLA BEACH, FLORIDA  
REGULAR BOARD MEETING MINUTES  
NOVEMBER 16, 2022

1-3. A regularly scheduled meeting was held on Wednesday, November 16, 2022, beginning at 5:00pm. Those present were: Chair- Mr. Jerry Watson, Secretary Treasurer- Mr. Bubba Peters, Board Member- Ms. Karen Sindel, Board Member- Ms. Brigette Brooks, Attorney- Ms. Mary Jane Bass, Executive Director- Ms. Leigh Davis, Director of Administration- Ms. Robbie Schrock, Director of Development Services- Mr. Juan C. Lemos, and Director of Finance- Ms. Vickie Johnson. Ms. Liz Callahan was absent from the meeting. Mr. Jerry Watson led the Pledge of Allegiance, followed by a moment of meditation.

4. APPROVAL OF MINUTES (Regular Board Meeting 10/26/2022 & Special Board Meeting 11/2/2022)

**Upon motion of Ms. Brigette Brooks seconded by Ms. Karen Sindel, the Board unanimously approved the minutes of the Regular Board Meeting (10/26/2022) and the Special Board Meeting (11/2/2022) as presented. (4-0)**

5. CHANGES OR ADDITIONS TO AGENDA

There were no changes or additions to the agenda.

6. ADOPTION OF AGENDA

**Upon motion of Mr. Bubba Peters seconded by Ms. Karen Sindel, the Board unanimously approved the agenda as presented. (4-0)**

7. CHAIR'S COMMENTS

There were no comments from the Chairman.

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8. PENSACOLA BEACH VISITOR'S INFORMATION CENTER

Ms. Meg Peltier was absent from the meeting. There were no questions about the report.

CONSENT AGENDA

9. COMMITTEE REPORTS

A. ARCHITECTURAL & ENVIRONMENTAL COMMITTEE, MS. BRIGETTE BROOKS, CHAIR, MS. KAREN SINDEL AND MR. BUBBA PETERS, MEMBERS

Item #1- Request by Ricardo and Toni Leoni- 1052 Ft. Pickens Rd. (Lot 15, Lafitte Cove II)- to construct an 8'x16' in-ground swimming pool with a 25' encroachment into the 30' rear yard setback. (Staff report by Juan C. Lemos)

**The Committee unanimously approved staff's recommendation.**

Item #2- Request by Brice and Brandice Pelfrey- for the approval and execution of an Amendment to Single- Family Residential Lease Agreement Addressing Construction Below the Base Flood Elevation (Non-Conversion Agreement), Improvements to Post-FIRM structure, for an addition to the existing SFR structure located at 1208 Maldonado. (Lot 20, Block 45, Villa Segunda) (Staff report by Juan C. Lemos)

**The Committee unanimously approved staff's recommendation.**

Item #3- Request by David and Cheryl Grosso- for the approval and execution of an Amendment to Single- Family Residential Lease Agreement Addressing Construction Below the Base Flood Elevation (Non-Conversion Agreement), Improvements to Post-FIRM structure, to elevate the existing SFR structure located at 1751 Ensenada Uno (Lot 5, Block 4, Santa Rosa Villas) (Staff report by Juan C. Lemos)

**The Committee unanimously approved staff's recommendation.**

B. DEVELOPMENT & LEASING COMMITTEE, MS. LIZ CALLAHAN, CHAIR, MS. BRIGETTE BROOKS AND MS. KAREN SINDEL, MEMBERS

Item #1- Approval of the Amendment to Lease Agreement for the previously approved lease renewal for 214 Via de Luna Dr.- Lot 8 Block 9, Villa Primera. (Staff report by Robbie Schrock)

**The Committee unanimously approved staff's recommendation.**

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Item #2- Request by Russell Bartlett d/b/a Kona Ice of Gulf Breeze, LLC, for a 1-year renewal of the Mobile Vendor Service License Agreement. (Staff report by Robbie Schrock)

**The Committee unanimously approved staff's recommendation.**

Item #3- Request by Robert Rinke, Pensacola Beach Boardwalk- 400 Quietwater Beach Rd.- to renew the outdoor seating license agreements for the Kilwin's Ice Cream & Sweet Shop and Papa's Pizza. (Staff report by Robbie Schrock)

**The Committee unanimously approved staff's recommendation.**

C. ADMINISTRATIVE COMMITTEE, DR. THOMAS CAMPANELLA, CHAIR, MR. JERRY WATSON AND MR. BUBBA PETERS, MEMBERS

Item #1- Report on Financial Statements and Expenditures. (Staff report by Vickie Johnson)

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

Item #2- Approval to issue a Request for Proposals (RFP) for Grant Administration and Project Management Services for Hazard Mitigation and Flood Mitigation Projects. (Staff report by Leigh Davis)

**The Committee unanimously approved staff's recommendation.**

**Upon motion of Ms. Brigitte Brooks seconded by Ms. Karen Sindel, the Board unanimously approved the consent agenda as presented. (4-0)**

REGULAR AGENDA

10. REPORTS

A. EXECUTIVE DIRECTOR'S REPORT

Ms. Leigh Davis presented her report and thanked Ms. Karen Sindel for faithfully serving for the last eight years.

Ms. Karen Sindel stated that it was a team effort and thanked staff.

B. ATTORNEY'S REPORT

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Ms. Mary Jane Bass presented her report.

Ms. Brigette Brooks about the Windley default. Specifically, if when a demand letter is sent, is there acknowledgment of the receipt of that letter.

Ms. Bass stated that letters are sent regular mail and certified mail. She assumed they received them both and neither have been returned as undeliverable.

C. DEVELOPMENT SERVICES DIRECTOR REPORT

Mr. Juan C. Lemos presented his report and stated that the ECUA project in front of the Fairfield Inn & Suites was completed.

D. ENGINEER'S REPORT

Mr. Jason Frick presented the report and stated that the task order for walkover 27C had been executed.

Ms. Brigette Brooks asked why the Executive Director's Report stated there were 10 applicants for the Flood Mitigation Assistance Grant but on the Engineer's report it stated there were 11 applicants.

Ms. Leigh Davis stated that the number changed since BDI submitted their report and the submission of the Flood Mitigation Assistance Grant Application.

11. VISITOR'S FORUM

Speaker- Mr. Gregory Hodges- 105 Sabine Dr.

Ms. Greg Hodges introduced himself to the Board and stated he would be in attendance more frequently.

12. BOARD MEMBER'S FORUM

Ms. Brigette Brooks thanked Ms. Karen Sindel for serving.


Mr. Bubba Peters thanked Ms. Karen Sindel and stated that she had been a force on the Board.

Mr. Jerry Watson stated that he appreciated Ms. Karen Sindel's leadership and keeping him straight as chairman.

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13. ADJOURN

There being no further business to come before the Board, Chair Mr. Jerry Watson declared the Regular Board Meeting of the SRIA Board adjourned at 5:21pm.

  
SECRETARY

  
CHAIR

(Please note that the Santa Rosa Island Authority does not make verbatim transcripts of its meetings, although the meetings are recorded. Any person desiring a verbatim transcript of a meeting of the Santa Rosa Island Authority will need to independently secure such verbatim transcript.)