

5/21/2025
Board Meeting Minutes



Board of Directors 2023-2024 Board of Directors

1. **Sandra Faulkner**, Chair, appointed by Pinellas County BOCC Brian Scott (sandyfaulkner@phcsa.net)
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board (philphillips@phcsa.net)
3. **John Holbach**, appointed by Pinellas County BOCC Chris Scherer (johnholbach@phcsa.net)
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board (billmazurek@phcsa.net)
5. **Erika Picard**, appointed by Pinellas County BOCC Vince Nowicki (erikapicard@phcsa.net)
6. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers (ronschulz@phcsa.net)
7. **Dan Wendol**, appointed by ELCL Advisory Board (danwendol@phcsa.net)
8. **Bill Westwood**, appointed by ELYSA Advisory Board (billwestwood@phcsa.net)

Meeting Location

Location ☒

Palm Harbor Library
2330 Nebraska Avenue
Palm Harbor, FL 34683

Location ☐

Parks & Recreation - The Center
1500 16th Street
Palm Harbor, FL 34683

Location ☐

East Lake Community Library
4125 East Lark Road
Palm Harbor, FL 34685

1) Meeting Opening by Sandra Faulkner, Chairperson

- a) Meeting Call to Order: 6:00 pm
- b) Pledge of Allegiance
- c) Meeting Notice – ☒ confirmed.

2) Roll Call:

- a) Board Members Present – ☒ Sandy Faulkner, ☐ Phil Phillips, ☒ Erika Picard, ☒ Bill Mazurek, ☒ Ron Schultz, ☒ Dan Wendol, ☒ John Holbach, ☒ Bill Westwood
- b) Quorum established. Yes ☒ No ☐
- c) Entities directors present: ☒ Matthew David, ☒ Lois Eannel, ☒ Mark Sanders, and ☒ Erica Lynford
- d) PHCSA entities present as follows: ☐ Shelby Brennan, ☒ Ron Walker, ☒ Andy Salzman
- e) Pinellas County representatives present: ☒ Nancy McKibben Assistant to the County Administrator, Commissioner – ☐ Dave Eggers

3) Approval of Minutes Meeting: 4/10/2002

- a) Motion to approve the minutes: Ron Schultz , **seconded** by John Holbach
- b) Adjustments to the minutes: Yes ☒ No ☐ - as discussed.
 - ELL (Lois) – Parking lot re-asphalting clarification as noted
- c) **Motion to approve** – unanimous approval.
- d) Audio / Video link: Posted on the PHCSA Website

4) Public Comment/Presentations:

- a) Public comments offered: Yes ☐ No ☒.
- No public comments

5) Agency Rules/Procedures/Law Clarifications

- a) **Rule, Policies, & Procedures Catalog Update** - Ron Walker – Project Lead
Updated / Open action items reviewed:
 - PHCSA Rules / Policies discussed, reviewed and status provided.
 - Next meeting – review timelines and draft rules/policies and potential open items.

5/21/2025
Board Meeting Minutes

6) Treasurer's Report – John Holbach

- a) Agencies' monthly spending reviewed verse budget spending (per directors' reports / P&L's and Warrant Report submissions).
- b) Directors will be set up to approve ACH as well as the acting Treasurer.
- c) Cadence Bank entity accounts were discussed – It was noted that not all agencies are currently being reported – via Cadence Bank (PHL, ELRec) – follow up discussion with Cadence to occur next week – ideally one Federal ID with individual departments identified for each entities going forward.

7) East Lake Parks & Recreation

- a) Monthly Financials Review

Motion approved by Bill Westwood , **seconded** by Ron Schultz

Motion Open for Discussion – none.

The Motion was approved unanimously by the board.

- b) Director's Report

Motion approved by Bill Westwood , **seconded** by Ron Schultz

Motion Open for Discussion:

Monthly Highlights: 2007 girls soccer team, 14 will be playing in college this year (several acquired scholarships). Baseball district tournament: 8 & 10 year-olds team finished first, 12-year olds finished 2nd, 14-year olds finished in 3rd place (very successful outcome), Cheerleading is gearing up for their season, Flag-Football completed a successful season (> 200 participants), New lighting system being installed this week, adding QR Code to signage and website also in the works, expansion in process – tortoise survey underway.

The Motion was approved unanimously by the board.

- c) Old Business: none

- d) New Business:

- There is a copy of the Directors Goals at the end of the packet.

8) Palm Harbor Library

- a) Monthly Financials Review

Motion approved by Ron Schultz , **seconded** by John Holbach

Motion Open for Discussion –

- Pertaining to Commissioner Nowicki question about the Friends line item in the budget for expenses. John Holbach explained the issue and correction going forward (coding change / update).

The Motion was approved unanimously by the board.

- b) Director's Report

Motion approved by Ron Schultz , **seconded** by Bill Westwood

Motion Open for Discussion

Monthly Highlights: Summary Programs Brocher is available (May – August) also on our website, volunteer appreciation event occurred 4/11 and well attended, A/C unit needs repair. Matthew reviewed the new shelving cost, and MSTU grant off-set, Main Street Centennial events discussed, robotic team competition discussed, SMART Goals updated and included.

The Motion was approved unanimously by the board.

- c) Old Business: none

- d) New Business:

- Request for \$40,000.00 for new shelving (continuation of the current phased project).

Motion to approve spending up to \$40,000.00 to purchase new shelving.

Motion approved by John Holbach , **seconded** by Ron Schultz

Motion Open for Discussion – We need to make sure we get the MSTU Grant approved prior to issuing the formal purchasing order. We cannot spend or commit the money until the grant is officially

5/21/2025
Board Meeting Minutes



approved or disapproved. The expenditure was approved by the Advisory Council on 5/7/2025 for up to \$40,000.

The Motion was approved by the board. (**yeas** – Ron Schultz, John Holbach, Bill Mazurek, Bill Westwood, Dan Wendel) (**nays** - Erica Picard, Sandy Falkner)

9) East Lake Library

a) Monthly Financials Review

Motion approved by John Holbach , **seconded** by Ron Schultz

Motion Open for Discussion –

- Pertaining to Commissioners Flowers question related to how much money was raised towards the Capital Campaign (during May 1st per-Budget Meeting). The stated goal is \$1.5 million. Lois stated we had just started the campaign, and no updates were available at this time, when an update is available - Commissioner Flowers would be updated.

The Motion was approved unanimously by the board.

b) Director's Report

Motion approved by Ron Schultz , **seconded** by Erika Picard

Motion Open for Discussion

Monthly Highlights: Spreading our wings family celebration was held on April 12th (huge success, lot of families attended), discussed the butterfly release, butterfly mural in the children's garden, green house is now available, MSTU project completion (asphalt overlay completion), East Lake nonprofits open house and volunteer fair, different goals were itemized for clarification verse the original goals, also attending Eastland Woodlands community meeting to introduce the capital campaign to 40-50 people at their speakers bureau.

The Motion was approved unanimously by the board.

c) Old Business: none

d) New Business:

- a) CNCN Board on North County neighborhoods – held with the County Commissioners at the East Lake Library. Well attended event (over 100 people in attendance, + 6 Commissioners).

10) Palm Harbor Parks & Rec

a) Monthly Financials Review

Motion approved by John Holbach , **seconded** by Bill Westwood

Motion Open for Discussion – none.

The Motion was approved unanimously by the board.

b) Director's Report

Motion approved by John Holbach , **seconded** by Ron Schultz

Motion Open for Discussion

Monthly Highlights: We are adding (installing) an AED to the Sunderman Complex, potentially have a meeting Friday with the project manager for the building at the 1500 complex (budget discussion and potential cut-backs), Palm Harbor turning 100 years old celebration the week of July 14th, IT Security System enhancements and awareness (Blake / Steven) current buildings discussed, Hurricane expo well attended - 350 attendees took part in the awareness training, 2-solar lights being installed in the Center's parking lot, and HR has been updating job descriptions for the agency – making great progress (5 out of 10).

The Motion was approved unanimously by the board.

c) Old Business: none

d) New Business:

- Discussed the 'Power Tuff' machine requirements, safety considerations and why needed. The Advisory Board approved the purchase of the Power Turf Machine (\$19,795.00).

5/21/2025
Board Meeting Minutes



Motion to approve the \$19,795.00 expense to purchase the Power Turf machine as highlighted.

Motion approved by John Holbach, **seconded** by Bill Westwood

Motion Open for Discussion – additional training included (yes if needed – demo already completed), possible sharing opportunity with East Lake Recreation.

The Motion was approved unanimously by the board.

- Reimbursement for Little League. Improvements needed at Sunderman – excavating (flooding) and netting on the perimeter. Little League is spending \$100,000 for various improvements – we are requesting \$50,000 to be paid back to the Little League towards excavation and permanent netting.

Motion to reimburse Little League \$50,000 for improvements in excavation and netting at Sunderman.

Motion approved by John Holbach, **seconded** by Ron Schultz

Motion Open for Discussion – Little League obtained a 5-year lease (baseball field usage).

Question who is overseeing the project – Little League is managing / overseeing the project. They are utilizing approved suppliers. Steven (Parks & Rec.) is acting as liaison, all payments will occur after invoicing and approval of said improvement.

The Motion was approved unanimously by the board

11) Liaison – Report and update:

- a) Monthly Liaison Report for February 2025 submitted – no additional comment

12) Agency Items

a) Old Business

- Directors Goals Update (no specific updates discussed during the meeting – updates provided, see individual Directors reports).
 - a) Matthew David
 - b) Lois Eannel
 - c) Erica Lynford
 - d) Mark Sanders

b) New Business

a. Requests for Documents

Currently PHCSA does not have a procedure for requesting documents (internal PHCSA Board request). The request shall be emailed to the directors and scheduled accordingly based on business priorities (the goal is to fill the request within three days).

b. Board Member Report

Erica Plicard – summarized here meeting with the North Pinellas Republican Club. Informative exchange, and knowledge building about PHCSA, its role and community activities.

c. Property Insurance

Discussed PHCSA's Building Insurance liability verse the Counties responsibility (self-insured) for the buildings. Work continues to identify and reduce the financial liability obligation for PHCSA.

13) Action Items.

- Entity Directors to detail a Power Point Slide Template / Slide Deck for use for pre-budget BOCC 2026 meeting. The goal being a similar PHCSA template utilized by all entities (common elements / similar content, talking points and detail areas being highlighted where appropriate) for specific BOCC presentations. ***Due April 2026 at the latest.***
- Request for Documents (internal PHCSA Board) Rule / Procedure to be documented (**Ron Walker**)
- Check with the county to verify the PHCSA Buildings are covered liability wise by Pinellas County.

**5/21/2025
Board Meeting Minutes**



14) **Designation of Next Regular Meeting:** 6/18/2025 at East Lake Community Library, 6:00 p.m.

15) Adjournment

Motion to adjourn

- Motion approved by John Holbach , seconded by Ron Schultz
- Motion Open for Discussion – none.
- The Motion was approved unanimously by the board.

Palm Harbor Community Services Agency, Inc.

[illegible]

P H C S A

Elected Official Sign-in Sheet

[illegible]