

**6/18/2025
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: 6:03 pm by John Holbach (acting Chair)
- 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 (online)
- 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 / ☒ B.J. Gavin Assistant to the County Administrator, Commissioner – ☐ Dave Eggers

3) Approval of Minutes (5/21/2025)

- a) Motion to approve the minutes: Ron Schultz , **seconded** by Bill Westwood
- b) Adjustments to the minutes: Yes ☒ No ☐ - as discussed.
- c) **Motion to approve** – unanimous approval.
- d) Audio / Video link:

4) Public Comment/Presentations:

- a) Public comments offered: Yes ☐ No ☒ - as discussed.
- b) General comments in support of the PHCSA Board, PHL Management and PHL Advisory Board.
(1) Refer to 3c. Audio / Videl link for specifics

5) Agency Rules/Procedures/Law Clarifications

- a) **Rule, Policies, & Procedures Catalog Update** - Ron Walker – Project Lead
 - i) Updated / Open action items reviewed:
 - (1) Provided update on Policies/Procedures and Rules project.
 - (2) Discussed how minutes get posted on the PHCSA website – responsibilities and timing.
 - (3) Approved Policies outlined per the June 2025 Liaison Report will be discussed at our next meeting.
 - (4) Change Control and the approval process will be documented once approved by the board.

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6) Treasurer's Report – John Holbach

- a) Overview – Agencies monthly / year to date spending analysis verse established budget spending was completed for the month – no anomalies noted.
 - i) **Motion to approved** by Bill Westwood , **seconded** by Erika Picard
 - ii) **Motion Open for Discussion** – general discussion Cadance, ACH, and CD Listings.
 - iii) **The Motion** was approved unanimously by the board.

7) Palm Harbor Library

- a) Monthly Financials Review
 - i) **Motion to approved** by Erika Picard , **seconded** by Bill Mazurek
 - ii) **Motion Open for Discussion** – none.
 - iii) **The Motion** was approved unanimously by the board.
- b) Director's Report
 - i) **Motion to approved** by Erika Picard , **seconded** by Bill Westwood
 - (1) **Motion Open for Discussion**
 - (2) Matthew
 - (a) Palm Harbor (5/7) Museum – review the history of the library.
 - (b) Reviewed the current PHCSA self-insurance for the buildings verse the counties responsibility going forward – resulting in an approximate \$100k savings across all four entities.
 - (c) Review the upcoming Palm Harbor Centennial events - July 15th at the Palm Harbor Library is the kick-off (5:30 pm – 6:30 pm) event.
 - (d) The PHL Robotics team was highlighted in the BEACON (article).
 - (3) Cathy W – Summer reading registration (100 + registered).
 - ii) **The Motion** was approved unanimously by the board.
- c) Old Business: none
- d) New Business: none

8) East Lake Parks & Recreation

- a) Monthly Financials Review
 - i) **Motion approved** by Bill Westwood , **seconded** by Ron Schultz
 - ii) **Motion Open for Discussion** – none.
 - iii) **The Motion** was approved unanimously by the board.
- b) Director's Report
 - i) **Motion approved** by Bill Westwood , **seconded** by Ron Schultz
 - ii) **Motion Open for Discussion**
 - (1) Mark
 - (a) I am currently developing an advisory board (between East Lake Library and East Lake Parks & Recreation).
 - (b) Discussed the current Gopher tortoises survey results (Type 2 application with the county)
 - iii) **The Motion** was approved unanimously by the board.
- c) Old Business: none
- d) New Business:
 - i) **Motion** – to approve spending \$45,000 for a stronger horsepower tractor (newer model with bush hogging capabilities) as approved by the advisory committee (quote provided in directors report).
 - ii) **Motion approved** by Ron Schultz , **seconded** by Bill Westwood
 - iii) **Motion Open for Discussion** – current mowing cost \$6000 per. Break-even point is approximately 7 mowings (fyi). Additional attachments also were considered and added to expand its overall capability.
 - iv) **The Motion** was approved unanimously by the board.

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9) Palm Harbor Parks & Rec

- a) Monthly Financials Review
 - i) **Motion approved** by Ron Schultz , **seconded** by Bill Westwood
 - ii) **Motion Open for Discussion** – none.
 - iii) **The Motion** was approved unanimously by the board.
- b) Director's Report
 - i) **Motion approved** by Ron Schultz , **seconded** by Erika Picard
 - ii) **Motion Open for Discussion**
 - (1) Stephen
 - (a) Summer Camp Numbers – 250-350 campers per week for all the different camps. Also, about 100 full day camp adventures (in-house camp) took place. Signups continue.
 - (b) We are within 5% of matching last year's totals (successful turnout so far).
 - (c) Palm Harbor Little League hosted some All-Star softball games at the facility – win-win for all.
 - iii) **The Motion** was approved unanimously by the board.
- c) Old Business:
- d) New Business:
 - i) **Motion** – to approve spending \$43,091.05 for a new pickup truck as approved by the advisory committee (quote provided in directors report).
 - ii) **Motion approved** by Bill Westwood , **seconded** by Ron Schultz
 - iii) **Motion Open for Discussion** – Replace a 2014 GMC model pickup truck that is in poor condition.
 - iv) **The Motion** was approved unanimously by the board.

10) East Lake Library

- a) Monthly Financials Review
 - i) **Motion approved** by Erika Picard , **seconded** by Dan Wendol
 - ii) **Motion Open for Discussion** – none.
 - iii) **The Motion** was approved unanimously by the board.
- b) Director's Report
 - i) **Motion approved** by Ron Schultz , **seconded** by Dan Wendol
 - ii) **Motion Open for Discussion**
 - (1) Lois
 - (a) Summer reading registration (5/31) was successful (100 + people signed up) for children and adult reading clubs. Ariel the Mermaid was in attendance. Outstanding day supported by the public and staff. Currently over 250 registrations to date.
 - (b) East Lake nonprofits open house event held at the library (great networking opportunity).
 - (c) CNCN hosted the commissioner's forum at the library (100 + people in attendance)
 - (d) Adrea speaker's bureau – opportunity to highlight the ELL history / programs, services, and capital campaign.
 - (e) Highlighted the upcoming Fourth of July barbecue with Chef Lois
 - (f) Highlighted the collaboration and partnering with East Lake Rec. to increase public awareness between both entities.
 - iii) **The Motion** was approved unanimously by the board.
- c) Old Business: none
- d) New Business: none

11) Liaison – Report and update: Monthly Liaison Report for June 2025

- a) Minutes are not being posted on the PHCSA Website in a timely manner.
 - i) Open discussion with the entities and PHCSA Board on how best to support this going forward. Appears this was an oversight – Entity Directors, Secretary and IT Specialist will verify minutes are posted once approved, as well as audio/video file being posted within a reasonable time after conclusion of the PHCSA Board Meeting.
- b) The Liaison interaction with the four-entity director's was discussed - currently the entity director's may or may-not schedule a meeting when requested or appropriate with the Liaison based on business need, subjects to be discussed, confidentially, closed-door verse open-door policy, etc. – **this will be added to the PHCSA agenda next meeting for further discussion.**
- c) Ron reiterated the importance for the board to review the attached policies (June 2025 Liaison Report) prior to the next PHCSA meeting. Possible workshop maybe needed – **to be discussed next PHCSA meeting.**

12) Agency Items

- a) **Property Insurance** - as discussed, closed.

13) New Business

- a) **Code of Conduct for a Board** – Attached for reading by all PHCSA Board Members (general article intended as a helpful mechanism for all Board's) recommended reading by all. This shall be added / included in the PHCSA Policy Manual.
- b) **PHCSA Website** – Entity Director's will discuss with the PHCSA **IT-Coordinator** updates and changes that are needed.
 - i) **Motion** – to have the four entity directors collaborate with their staffs to enhance and refresh the PHCSA Board website.
 - ii) **Motion approved** by Dan Wendol , **seconded** by Bill Westwood
 - iii) **Motion Open for Discussion** – PHCSA Documentation Project (Ron's). We also need to consider how to electronically post Policies, Procedures and Rules for the PHCSA Board and entries where applicable (change control, approvals and transparency need to be considered).
 - iv) **The Motion** was approved unanimously by the board.

14) Designation of Next Regular Meeting: 7/16/2025 at Parks & Recreation - The Center, 6:00 p.m.

15) Adjournment

Motion to adjourn

- i) Motion approved by Erika Picard , seconded by Bill Westwood
- ii) Motion Open for Discussion – none.
- iii) The Motion was approved unanimously by the board.