

5/20/2026
Board Meeting Minutes



Board of Directors 2025-2026 Board of Directors

1. **John Holbach**, appointed by Pinellas County BOCC Chris Scherer (johnholbach@phcsa.net)
2. **Jared Long**, appointed by Pinellas County BOCC Brian Scott (jaredlong@phcsa.net)
3. **Erika Picard**, appointed by Pinellas County BOCC Vince Nowicki (erikapicard@phcsa.net)
4. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers (ronschulz@phcsa.net)
5. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board (billmazurek@phcsa.net)
6. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board (philphillips@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:

- a) Meeting Call to Order: 6:00 pm by John Hollbach, Chair
- b) Pledge of Allegiance

Roll Call: ☒ Present

- a) Board Members Present – ☒ John Halbach, ☒ Jared Long, ☒ Erika Picard, ☒ Ron Schultz, ☒ Bill Mazurek, ☒ Phil Phillips, ☒ Dan Wendol, ☒ Bill Westwood
- b) Board Members not present (excused / unexcused): (all present)
- c) Quorum established. Yes ☒ No ☐
- d) Entities Directors Present: ☒ Matthew David, ☒ Erica Lynford, ☒ Anne Marie Nurnberger, ☒ Mark Sanders,
- e) H.R. / PHCSA Support Present: ☐ Shelby Brennan, ☐ Beth Schaller
☐ Andy Salzman (or ☒ designee)
- f) Pinellas County representatives present: ☒ B.J. Gavin Assistant to the County Administrator, **Commissioner**; ☐ Chris Scherer -District 1, ☐ Brian Scott - District 2, ☐ Vince Nowicki – District 3, Dave Eggers District 4, ☐ Chris Latvala – District 5, Kathleen Peters – District 6, ☐ René Flowers – District 7

2) Meeting Notice – ☒ confirmed

3) Approval of Minutes 5/20/2026

- a) Motion to approve the minutes *Phil Phillips* , **seconded** by *Bill Westwood*
- b) Adjustments / Updates to the minutes: Yes ☐ No ☒ - as discussed.
- c) **Motion to approve** – unanimous approval.
- d) Meeting Video Located on the PHCSA Website @ <https://www.phcsa.net/meetings/>
[Meeting Agendas / Minutes] o **Agenda** | o **Minutes** | o **Meeting Video**

4) Agency Commentary:

- a) No additions

5) Public Comment/Presentations:

- a) Public comments offered: Yes ☐ No ☒

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- 6) **Agency Rules/Procedures/Law Clarifications:** Yes ☐ No ☒
- a) Rule, Policies, & Procedures updates
- i) None required
- 7) **Treasurer's Report**
- a) Jared Long
- b) provided general overview and monthly consolidated summary (budget vs. spending) across all entities.
- i) Reviewed monthly spending vs. budget – no anomalies were noted.
- ii) General discussion - the Cadence Bank to Fifth Third Bank (5/3) transition and timing.
- 8) **East Lake Community Library**
- a) Monthly Financials Review
- b) **Motion approved** by *Bill Westwood* , **seconded** by *Phil Phillips*
- i) **Motion Open for Discussion:** Yes ☒ No ☐ no added discussion / commentary from the Board.
- ii) **The Motion** was approved unanimously by the board.
- c) Director's Report
- d) **Motion approved** by *Bill Westwood* , **seconded** by *Phil Phillips*
- i) **Motion Open for Discussion:** Yes ☒ No ☐
- (1) **Anne Marie Nurnberger commentary:** Highlighted activities completed this month as well as highlighting several upcoming activities.
- (a) Summer reading program summarized.
- (b) Review policies and procedures currently.
- (c) Visit > <https://www.phcsa.net/> [East Lake Community Library - Website] for specifics
- ii) General Discussion by PHCSA Board: Yes ☒ No ☐
- iii) **The Motion** was approved unanimously by the board.
- e) Old Business:
- i) None
- f) New Business:
- i) None
- 9) **Palm Harbor Library**
- a) Monthly Financials Review
- b) **Motion approved** by *Phil Phillips* , **seconded** by *Bill Westwood*
- i) **Motion Open for Discussion:** Yes ☒ No ☐ no added discussion / commentary from the Board
- ii) **The Motion** was approved unanimously by the board.
- c) Director's Report
- d) **Motion approved** by *Bill Westwood* , **seconded** by *Phil Phillips*
- i) **Motion Open for Discussion:** Yes ☒ No ☐
- (1) **Matthew David commentary:** Highlighted activities completed this month as well as highlighting several upcoming activities.
- (a) Visit > <https://www.phcsa.net/> [Palm Harbor Library - Website] for specifics
- ii) General Discussion by PHCSA Board: Yes ☒ No ☐
- iii) **The Motion** was approved unanimously by the board.
- e) Old Business:
- i) None
- f) New Business:
- i) None

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10) East Lake Parks & Recreation

- a) Monthly Financials Review Monthly Financials Review
- b) **Motion approved** by *Phil Phillips* , **seconded** by *Bill Westwood*
 - i) **Motion Open for Discussion:** Yes ☒ No ☐ no added discussion / commentary from the Board
 - ii) **The Motion** was approved unanimously by the board.
- c) Director's Report
- d) **Motion approved** by *Phil Phillips* , **seconded** by *Bill Westwood*
 - i) **Motion Open for Discussion:**
 - (1) *Mark Sanders commentary:*
 - (a) Review > <https://www.phcsa.net/> [East Lake Sprots & Recreation - Website] for specifics
 - ii) General Discussion by PHCSA Board: Yes ☒ No ☐
 - iii) **The Motion** was approved unanimously by the board.
- e) Old Business:
 - i) None
- f) New Business:
 - i) Motion to spend up to \$26,500 for needed irrigation up-grades (adding a booster pump) was made by Phil Phillips.
 - ii) **Motion Open for Discussion:** Yes ☒ No ☐
 - General discussion preceded by the PHCSA Board. Reviewed quotes as provided.
 - Adding an additional well was discussed and potential impact and cost.
 - iii. **The Motion** was approved unanimously by the board.

11) Palm Harbor Parks & Rec

- a) Monthly Financials Review Monthly Financials Review
- b) **Motion approved** by *Phil Phillips* , **seconded** by *Bill Westwood*
 - i) **Motion Open for Discussion:** Yes ☐ No ☒ no added discussion / commentary from the Board.
 - ii) **The Motion** was approved unanimously by the board.
- c) Director's Report
- d) **Motion approved** by *Bill Westwood* , **seconded** by *Phil Phillips*
 - i) **Motion Open for Discussion:**
 - (1) *Erica Lynford commentary:*
 - (a) General Q&A about the new expansion / permitting / and demo.
 - (b) Palm Field lighting – general discussion for fund raising opportunities reviewed.
 - (c) Visit > <https://www.phcsa.net/> [Palm Harbor Parks & Recreation - Website] for specifics
 - (2) General Discussion by PHCSA Board: Yes ☒ No ☐
 - ii) **The Motion** was approved unanimously by the board.
- e) Old Business:
 - i) None
- f) New Business:
 - i) Motion to spend up to \$25,091 for a new Ford Ranger (replacement vehicle).
Motion made by *Phil Phillips* , **seconded** by *Bill Westwood*
Motion Open for Discussion: Yes ☒ No ☐
 - General discussion preceded by the PHCSA Board. Reviewed quote and replacement details.
 - **The Motion** was approved unanimously by the board.

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- ii) Motion to spend up to \$11,100 for Putman Fencing Replacement (critical need).

Motion made by *Phil Phillips* , **seconded** by *Ron Schultz*

Motion Open for Discussion: Yes ☒ No ☐

No discussion / additional commentary added

- **The Motion** was approved unanimously by the board.

12) Agency Items

a) Committed Reports:

- i) Audit Committee – Dan Wendol provided an update on the PHCSA Annual Audit RFP status.
(1) Shelby is the authorized PHCSA representative to coordinate and distribute to the various Audit Firms the detailed Request For Proposal.
(2) Entity Director will be responsible for letting Shelby know she will be the interface for the RFP process.
ii) Formal responses will be reviewed at an upcoming Board meeting.

b) Old Business

- i) None

c) New Business

- i) The PHCSA Board agreed to hold a workshop directly after the June 17th meeting to discuss the FY25/26 entity directors performance review overall compensation (Merit, COLA, Bonus) structure.

13) Designation of Next Regular Meeting: 6/17/2026 at East Lake Community Library, 6:00 p.m.

14) PHCSA Board Meeting Adjournment

Motion to adjourn

- a) Motion approved by *Phil Phillips* , **seconded** by *Bill Mazurek*

- i) Motion Open for Discussion
ii) The Motion was approved unanimously by the board.

15) Meeting Adjournment @ 6:56 pm