

**10/16/2024  
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](mailto:sandyfaulkner@phcsa.net))
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board ([philphillips@phcsa.net](mailto:philphillips@phcsa.net))
3. **Tamara Black**, appointed by Pinellas County BOCC Charlie Justice ([tamarablack@phcsa.net](mailto:tamarablack@phcsa.net))
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board ([billmazurek@phcsa.net](mailto:billmazurek@phcsa.net))
5. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers ([ronschulz@phcsa.net](mailto:ronschulz@phcsa.net))
6. **Dan Wendol**, appointed by ELCL Advisory Board ([danwendol@phcsa.net](mailto:danwendol@phcsa.net))
7. **John Holbach**, appointed by Pinellas County BOCC Janet Long ([johnholbach@phcsa.net](mailto:johnholbach@phcsa.net))
8. **Bill Westwood**, appointed by ELYSA Advisory Board ([billwestwood@phcsa.net](mailto:billwestwood@phcsa.net))

**Meeting Location**

Location   
Palm Harbor Library  
2330 Nebraska Avenue  
Palm Harbor, FL 34683

Location   
Parks & Recreation - The Center  
1500 16<sup>th</sup> Street  
Palm Harbor, FL 34683

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

**1. Meeting Opening by Sandra Faulkner, Chair**

- a. Meeting Call to Order: 6:05 pm
- b. Pledge of Allegiance
- c. Meeting Notice –  confirmed.

**2. Roll Call:**

- a. Board Members Present –  Sandy Faulkner,  Phil Phillips,  Tamara Black,  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,  Beth Schaller,  Ron Walker,  Andy Salzman,  Ethan Evans Esq.
- e. Pinellas County representatives present:  Nancy McKibben Assistant to the County Administrator, Commissioner –  Dave Eggers

**3. Approval of Minutes 2024 (last months)**

- a. Adjustments to the minutes: Yes  No  - as discussed.
- b. **Motion to approve** – unanimous approval.
- c. Audio / Video link:  
<https://youtu.be/V7-idm46PiA?si=LpZxc0r5jkFVrBpV>

**4. Agency Approvals from last month**

**Motion to correct minor grammatical errors**

- **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
- **Motion Open for Discussion** – none.
- **The Motion** was approved unanimously by the board.

**5. Public Acknowledgement / Comments / Presentations:**

- a. Acknowledgement of gratitude for East Lake Board and Boy Scout Troop 475 who presented PHCSA with a gavel and engraved base.

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- b. Welcome Commissioner Dave Eggers
- c. Public comments offered: Yes  No 
  - Dave Eggers taking questions about the last two week's storms. Also, commenting that staff has stepped up to the needs of the community. Additionally, he referred to the website CareAboutMe.org as a resource for those in need of mental health counseling during the crisis.
  - Lois complimented County Administrative Services for their outstanding communication and Disaster.pinellas.gov for the resources.
- d. Attachment (Public / Guest Sign-in attached)

**6. Treasurer's Report – John Holbach**

- a. Overview – Agencies monthly / year to date spending analysis verses established budget spending. John stated that it looks good.
  - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
  - **Motion Open for Discussion** – none.
  - **The Motion** was approved unanimously by the board.

**7. East Lake Recreation**

- a. Monthly Financials Review
  - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
  - **Motion Open for Discussion** – Dan Wendol questioned spending and interest.
  - **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** – Mark discussed damage to his facility and parking lot pricing.
  - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: none.

**8. Palm Harbor Library**

- a. Monthly Financials Review
  - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
  - **Motion Open for Discussion** – Dan Wendol discussed financials, MTSU and Interest Income.
  - **The Motion** was approved unanimously by the board.
- b. Director's Report
  - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
  - **Motion Open for Discussion** – none.
  - **The Motion** was approved unanimously by the board.
- c. Old Business: none.

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d. New Business:

- Matthew discussed Halloween.
- Stated that damage was contained to debris, trees and leaks.
- Staff coverage and debris changed hours of operations this week.

**9. East Lake Community Library**

a. Monthly Financials Review

- **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
- **Motion Open for Discussion** – Dan Wendol discussed MTSU and budgeting.
- **The Motion** was approved unanimously by the board.

b. Director's Report

- **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
- **Motion Open for Discussion** – none.
- **The Motion** was approved unanimously by the board.

c. Old Business:

- AC unit updates.
- Storm damage.
- Postponed Capital Campaign event.
- Gearing up for 25-year anniversary.
- Humidifiers cost 32k-35k- not to exceed 35k request **approved by** Ron Schultz , **seconded** by John Holbach
- Change date for HVAC install- request **approved by** Dan Wendol, **seconded** by John Holbach

d. New Business:

- NW corner damage possible.
- Storm /debris update.
- Postponed events.
- Successfully completed first fingerprint appointment.

**10. Palm Harbor Parks & Recreation**

a. Monthly Financials Review

- **Motion approved** by Phil Phillips , **seconded** by John Holbach
- **Motion Open for Discussion** – Dan Wendol asked if annual expenses were for entire year. Budget for MTSU and interest earnings were discussed.
- **The Motion** was approved unanimously by the board.

b. Director's Report

- **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
- **Motion Open for Discussion** – none.
- **The Motion** was approved unanimously by the board.

c. Old Business: none.

d. New Business:

- Erica elaborated on contributions from staff during Milton.

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- Halloween changes in light of storm damage.
- Requesting approval for \$15,750 from capital account for storm damage repairs **approved by** John Holbach , **seconded** by Phil Phillips

**11. Monthly HR Report**

- a. Reminder about Directors Report Timelines- Performance reviews due by Nov. 1<sup>st</sup>.

**12. PHSCA Liaison Report:**

- None.

**13. Agency Items**

**a. Old Business:**

- I. Reminder, new review by the Board with 1-5 rating having a different definition.
- II. John Holbach and Shelby Brennan completed the SunBiz update. Questioned entity Directors being on the form. Evan consulted with Andrew and it was determined to be acceptable.
- III. PHCSA Board Officer Elections will be held at the Nov. Board Meeting. Please express interest by emailing Shelby if you would like to be on the ballot.

**b. New Business:**

- I. COLA Increases
  - a. **Motion** to Offer Directors 4.25% COLA increase effective Oct 1, 2024
    - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
    - **Motion Open for Discussion** – none.
    - **The Motion** was approved unanimously by the board.
  - b. **Motion** to Amend Director's salary ranges bottom and top, to increase 4.25%
    - **Motion approved** by Dan Wendol , **seconded** by Phil Phillips
    - **Motion Open for Discussion** – none.
    - **The Motion** was approved unanimously by the board.

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**Designation of Next Regular Meeting: 11/20/2024 at Palm Harbor Library, 6:00 p.m.**

- **Motion** to adjourn.
- **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
- **Motion Open for Discussion** – none.
- **The Motion** was approved unanimously by the board.