

Choctawhatchee Basin Alliance

Executive Advisory Board Meeting Minutes

September 6, 2006

Florida's Great Northwest, Inc. – 4:00 p.m.

In Attendance: Al Wenstrand, Dennis Peters, Ross Hamilton, Joy Brown, Sarah Kalinoski, Lauren Nowling, Julie Terrell, Phillip Ellis.

I. Call to Order

- a) Chairman Wenstrand called the Executive Advisory Board Meeting of the Choctawhatchee Basin Alliance to order at 4:15 p.m., Wednesday, September 6, 2006.

II. Budget Update

- a) A summary of the budget was handed out to the Executive Board.
- b) Mr. Hamilton gave an update of the budget for all of CBA's accounts and suggested that a [quarterly budget analysis of percent of funds spent per category be completed](#).

III. Joy Brown's Resignation Letter

- a) Joy Brown gave each of the board members a copy of her official resignation letter as CBA's Project Specialist.
- b) She stated that her effective date of resignation is December 18, 2006.
- c) Ross Hamilton stated that CBA needs a recommendation from the board to move forward with hiring someone to fill the Project Specialist opening. He also mentioned that CBA's budget will allow for Joy Brown's replacement to start working one month before Joy leaves this position in December.

IV. CBA Project Specialist Job Description

- a) Julie Terrell stated that the only revisions that were made to the Project Specialist job description were to update the supervisor to the Program Manager and change the location of the job to the Okaloosa-Walton College Niceville Campus.
- b) [Ross Hamilton moved to approve the Project Specialist Job Description with the changes made by Julie Terrell, to ask for approval from Dr. White at OWC regarding the 1 month overlap between Joy Brown and her hired replacement, and to post the job opening for the CBA Project Specialist immediately.](#)
- c) [Dennis Peters seconded the motion.](#)
- d) [The motion passed unanimously.](#)
- e) Mr. Hamilton also mentioned that CBA should entertain the idea of acquiring a voluntary intern who could shadow Ms. Brown until she leaves, learning her job duties in order to pass information on to the person hired to replace Joy. This intern could serve as a transition for the time being and could possibly be the person hired for the position if qualified.

V. CBA Project Coordinator Job Description Update

- a) Julie Terrell stated that the only revisions that were made to the Project Coordinator job description were to update the supervisor to the Program Manager and change the location of the job to the Okaloosa-Walton College Niceville Campus.

VI. December 6th Annual Meeting Agenda

- a) This annual meeting will serve as one of 4 public forums that were agreed upon under the NPDES contracts. This meeting will highlight a water quality report that Julie Terrell is currently compiling.
- b) This meeting will also include a short business section to elect new board members for any open positions and it will be open to CBA members and the public.

VII. Frequency of Executive Board Meetings vs. Full Board Meetings

- a) It was determined that the frequency of CBA Advisory Board Meetings should continue as they are alternating full and executive meetings every month.

VIII. Review Current Donation Amounts to CBA

- a) Mr. Wenstrand suggested that if any corporations or businesses were interested in donating to CBA that Julie Terrell should work with them individually to determine the donation category or amount and write a letter stating what the money will be used for.
- b) It was also determined that the current donation/monetary categories will remain as they are until the time comes to print more CBA brochures. At that time, the board will review any proposed category/monetary changes before reprinting occurs.

IX. Cessna Project Update

- a) Joy Brown gave an update on both of the Cessna Park projects. She stated that she will be receiving the restoration permit for the USFWS project by the end of September. BDI should be receiving the NFWFMD project stormwater permit within the month as well. Joy is moving forward with the RFP for construction of the NFWFMD stormwater project as soon as possible.
- b) Mr. Wenstrand recommended combining the Cessna Park Ground Breaking Event with a brief report of the HAAS Center Economic Impact Study in the month of October. [Phillip Ellis offered to contact the HAAS Center and see if they can do a 10 minute presentation at Cessna Park at the time of the ground breaking ceremony.](#)

X. Bluewater Bay OYSTER Project Update

- a) Joy Brown gave a brief overview of the upcoming Bluewater Bay OYSTER Project on September 22, 2006. She stated that volunteers are still needed to help build the reef out of oyster shells.
- b) Ms. Brown mentioned that this project will be slightly smaller than the project that was recently completed at the end of Bay Drive in Fort Walton Beach, but they are still expecting great results.

XI. New Business

- a) [Mr. Hamilton asked the CBA staff to compile a list of all of the current and upcoming CBA projects with estimates of monetary value to give to each of the Advisory Board Members.](#)
- b) [Mr. Peters asked that the agenda for the October advisory board meeting allow for a 20 minute presentation by an SAIC employee regarding the Three Rivers Project.](#)
- c) It was decided that the next advisory board meeting would take place at Florida's Great Northwest, Inc.

XII. Adjourn

- a) Mr. Wenstrand adjourned the Executive Advisory Board Meeting at 5:35 p.m.