

Bayshore Gardens Board of Trustees Meeting Minutes July 16, 2019

Item 1 through 3. Roll Call, Call to Order, Pledge to the Flag. At 7:00 PM Jim began with the pledge to the flag and asked for a roll call. Trustees in attendance were Sharon Denson, Terry Zimmerly, Sandy McCarthy, Dan Rawlinson, Jim Frost, Barbara Susdorf and Belle Baxter. Jim said all were present and they have a quorum. Others in attendance were Jodie Lawman, District Manager; and residents which included Allan Riga, Barbara Greenberg, Katey Chmiel and Charlie McCarthy.

Jim Frost stated that it was brought to his attention that it was not done appropriately or incorrectly motion to remove Steve from Secretary and I am doing my research and from everything I read, it was not done correctly so Sandy McCarthy won't be the secretary, Steve will be staying as secretary and going forward. It's section 35 of Robert's Rules of Order is where you'll find that the Board was not correct in due diligence in making it happen that night. Eleventh Edition, section 35 I believe is where we need to have 2/3 of the vote instead of the majority. I'm still looking into this, as of right now this is a bit of a controversy issue, so the Board is taking its time to make its due diligence to make sure it is correct. I do not want to give out any misinformation. Until I can rectify this, we will stay Steve as secretary until I get an answer on this. I may have some people about this as I look at all these rules and regulations since I am new at this. We want to try and be as transparent as possible and not make accusations or assumptions until we are ready to do so. I apologize for all that. I was not Chair at the time and I did not have all the information.

Approval of Minutes

Moving on. As we go forward and as Chair I will make mistakes. I am not perfect and I will make mistakes. So as I find things that may need a motion. I am here to do one thing. Make our residents extremely excited about our recreation center we have here and be transparent. I will give out more information than you probably need, but at the same time, I want to make sure we move forward and do our due diligence as a Board to make sure we are doing everything we can do with every dime we have to make this thing work.

Let's go on to the minutes. We're going to approve the minutes of the meeting, last meeting. Do I have a motion to accept the minutes? Dan Rawlinson made a motion to accept the minutes and Terry seconded. Discussion. On page 29 of the minutes June 18th meeting there is a typo, ten rows from the bottom. It should be yoga, not yoda. We will get those corrected. Sandy moves to accept and Terry seconded. Motion approved.

The May 21st minutes need corrected. Sandy makes a motion to approve. Sharon seconded. Motion approved. The July 3rd workshop meeting minutes need approved with the County's visit. We have not seen them yet. Belle said they were sent to the entire Board. We will approve them at the next meeting.

Treasurer's Report

Sandy asked Terry, on page 1 of the Profit and Loss Statement, line 4150 of the financials why is this a negative number? Terry stated because we give refunds. Non-resident and resident refunds because people took their boats out and we give refunds. This is just people taking their boats out of the marina. Sandy asked and since this happened, we've changed policy that before they vacate, they won't get a refund? That's correct. Terry made a motion to approve the financials. Belle seconded. Financials approved. Jim stated that going forward he would like to create a finance committee to include a reserve fund for our aging infrastructure going forward. One of the things I want to see, as you put money away, there will be money set aside so it is available when needed.

Committee Reports

Sharon, no report. Dan had no report. Recreation Committee Belle. Reporting on the picnic, everyone who was there had a great time. I would like to thank everyone who was there from the community and volunteer staff. The bouncy house and the water slide were the most popular events. Thank you to the lifeguards, the games in the pool were a great success. One thing that I did, Jodie's suggestion, I was going to purchase a bean bag set and she suggested I get two. I got a wood set and a plastic set which can stay out in any type of weather. We can put the plastic set out by the pool if anyone wants to use it. If anyone wants to use the games, just call the office and they can get in touch in me. We will have volleyball; we have horseshoes, pickleball. I spent around \$400 and consider it an investment because we can always use the games and prizes for other events. Sharon spent about the same on food and took in \$278.50 for food. Sandy asked if we know how many people came. Belle is estimating approximately 125. All the games were being used so I consider this a success. We had concerns about parking but Robert and I marked some spaces out in the marina. The Swim team has a great success and has brought home several medals. They are so excited about next season that they want to sign up for next year tomorrow. I think it is wonderful that the kids are that enthusiastic about being with the coach. Jeannette approached me the other night about the end of season banquet and wanted to make sure we are willing to support the food they are going to buy. They want to buy pizzas. The banquet is for the swimmers, the families and the board is invited to attend. Swim lessons, Jodie had something in her report about communication and I was surprised to read in the banner that there were offering swim lessons at no cost to our residents when it was something that the committee had discussed but run into a bit of a brick wall because our contact with the YMCA who had offered to come here and offer our residents free swim lessons through a grant is no longer available. We have a meeting next week for the recreation committee and we will be discussing it to see if there is any way we can resuscitate this program this season and may have to try for next year. Sharon stated that we passed the swim lessons and theoretically I was told we had 3 people in place, and it was a board decision to give swim lessons at no cost to our residents. The YMCA had not come through with anything, but that doesn't mean they can't but it is already in place. Belle stated "understood but the issue was that the information in the Banner was that

this was something that was already in place.” Sharon stated that “once it is passed by the board, it could be.” Belle stated “it could be, but the implication in the Banner was that it was ready to go. Sharon said, “well that’s what the board intended and I apologize if it there was miscommunication, because we had the discussion at the board meeting, we voted and it went to committee, I assumed that once we put a policy in place it goes forward.” Fair enough, Jim stated. Dan said that he wanted to say one thing about the parents of the swimmers, we asked them to park over in the marina and not one gave us any trouble and they were all eager to help. I never came across a group of parents that were willing to do what you ask them. I applaud them, they were all just 100% and went right over to the pool. Usually you get a lot of problems. We did not have any trouble with the parking and I just wanted to say kudos to the parents and that’s why the kids are so good, because the parents are good teachers. Jim stated “It was a good weekend, the band was great and the people were having a great time. We did our due diligence and the people had a good time. It’s a start.”

Terry stated that we have 3 people that can do swimming lessons, correct? Jim stated on staff. Why can’t we have free swim lessons without the YMCA involved? Belle said we can but we just have to determine who can give the swimming lesson. Sharon said the discussion was that we were going to let the instructors set the time for their instruction, because if the board said this time and none of them could be here at that time, so the swim instructors could set the schedule and we could just let them go ahead and do it. Jim asked if we just wanted to go ahead and schedule through the office. Barbara said we need to be doing it because school is not far off. Jodie stated to her knowledge that we only have one certified instructor with the lifeguards. Sharon said they were told that at a meeting. Jodie said we had a gentlemen that was interested and he was certified and came from G.T. Bray, Laine is certified. Sharon said well she can tell you when she can do classes and go ahead and do it. Jodie said we were pursuing the YMCA because there was absolutely no cost to the District and Laine wants \$25 per hour. Jodie said that is why we were so captivated about the Y coming in with certified instructors and come in and do it. I do believe in the lack of communication it fell through the cracks. I will be happy to contact the Y and see if I can re-establish that communication and see what I can do. Because that costs nothing to us whereas the District is going to have to pay the hourly fee to a swim instructor. Sharon said the board approved a pay scale for a swim instructor. Jodie said we have to come to a meeting of the minds in what the District is offering and what the instructor wants. Jim said they will discuss this.

TRUSTEE REGISNATION

Jim said that he received a letter of resignation from Jim Couey from the board. I meant to cover this in my first set of housekeeping things. That has happened so were going to put it out there so anyone interested in taking that position. Write a letter of intent, turn it into the office and we can take it up at the next board meeting. Just to give everyone heads up what’s going on.

DISTRICT MANAGER REPORT

Jodie stated an update on the delinquent boats. We have had two offers on one boat. One offer is a full price offer. Deadline is tomorrow, June 17th. A second boat has a full price offer so that leaves us with two delinquent boats. We did inquire about some information from salvage companies. One estimate is ludicrous. They want \$2500 per boat to come here and dismantle the boats on site. I have emailed a couple other salvage yards and am waiting on a response from them. Another suggestion that Jim had was to contact MTI to see if they would be interested in a donation of boats for students to work on through their marine program. Which I did follow up on. The gentlemen who runs that program is on vacation but I spoke with the Director and he seemed enthusiastic about the donation. They will get back to me when the other gentlemen returns. The boats were also put on Craigslist and that seems to be where we are generating most the interest from. Jim has been assisting the office in looking at copiers and went on site to view some of the machines. We have come to a conclusion and it is a savings over what we are paying and it is a much better machine. Jim can address that later. The communication, Belle had touched on that about the article on the swim lessons, and the office knew nothing about it. In the article it did reference to call the office for information and registration. The only thing I am requesting is that the board or committees, please let the office know when you are going to involve them so that we may be prepared to answer questions and know what the residents are calling about. Second issue was that we had a club reserve the hall for Friday night, unfortunately their event was not advertised, it did not make the Banner, there were no fliers, nothing on the website and nothing in the bulletin boards. A week prior to the event, they have now cancelled the event. We lost two potential rentals for that Friday night. One interest was a non-resident, so the District lost \$750 because of poor planning. Jim asked if I knew the name of the club. Yes, it was the HOA. Jodie said I think that if we can work together on these events and get it more organized. We just lost potential income due to lack of advertising. I think we need better communication with the clubs and committees. Jim stated if the office will schedule a time for me to meet with the head of these clubs, I will go over the procedure and the importance of procedures when they rent the hall. Jodie asked if Jim wanted clubs and committee chairs? Yes, he said, anyone who rents the hall for an event. We will go over everything at one time. We will go over everything, just to refresh your memories and maybe some people are new in the clubs. So this will be good chance for us to reconnect and let them know what the board expects when they reserve the facility.

Jodie stated that she attached a Public Records Policy that the office has been using because this is a management/administrative task and also is governed by statute. I came across this on the internet and this Policy was drafted by the Comptroller's office and is used by every County Clerk's office in the State of Florida on how to handle Public Records Request. It is very inclusive and contains statute and case law and is very in depth, including exemptions from public records requests. We are using this as guidance for public records requests along with a log of when a request came in, data requested.

We had another break in the SBA. Someone cut the zip ties that closed the hole from the last break in and took a kayak out, they returned it. We think its kids who go out for a joy ride and typically return it by laying it in the weeds next to the SBA. We highly encourage everyone who rents a space to lock their kayak to the stand and they know that it is at their own risk. Terry asked why there are a whole lot of boats on the ground instead of on the rack. I believe they are not being secured, or kids are knocking them off the racks when they go in there. I do know what else we can do to protect this area. Unless we make it mandatory in the contract that they lock their vessel to the stand. It is noted that it is at your own risk. Jim suggested that we ask them to bring their own bungee cords to secure the boats to the stands. Maintenance, Jim had talked to Randy about renting the lift to replace the lights that are out on district property. That is going to involve renting the lift and overtime for Randy because the best way we have figured out to work this is to rent the lift on Friday then we only pay for one day rental fee of \$303. That way we get use of it for three days and its returned on Monday. I would like board permission to bring Randy in for two days, 16 hours of overtime to accomplish this. His overtime is still less than if we had to rent the lift extra days. It was also suggested to Randy that he could take time off during the week. Sharon made a motion. Belle seconded. Motion passed for overtime pay.

Regarding the boat issue, stated Allan Riga, I've seen the zip ties on the fence, especially boats made of fiberglass, they are going to blow right off. If you cut a cradle into the stand and a few screws to hold the boat in place. They can also put them in upside down and use some bungee cords. Tell renters they need secure their boats with bungee cords.

Several reimbursement checks went out this week to the committees and I noted that we were paying sales tax. As you all should be aware, we are a tax exempt organization. I have made copies of tax exempt certificate so if you are going to make a purchase on behalf of the District, please use the tax exempt certificate. For future reference keep in mind that we are tax exempt. Belle asked if she went out to purchase for the District will they take it if she uses her own credit card? Jodie stated they should but they can always call the District office for verification. I don't know if maybe we should consider giving committee chairs identification cards from the District? Jim stated we will take this up at committee that we cannot take this up tonight. Jodie stated that we also do have District credit cards and I will be happy to go with you if it saves the District money. Sharon said she was aware of the certificate but she put enough of her own money in to offset the sales tax. I only had 3 or 4 dollar's worth of tax and I paid \$5. Jodie said she just wanted to bring it to light so we can save some money on future purchases.

Jim stated that she (Jodie) brought up about adopting a policy in the office. The board will need to take a look at that. The office cannot adopt a policy. The office cannot adopt a policy it has to go to the board. We need to read it and look it over. The board needs to look this over and bring it to committee.

MARINA BIDS

Jim said lets open up the marina bids and we'll start looking at those. Sharon said you need to open the bids up one at a time. Barbara Greensburg had a question that she had submitted to Gwen regarding the May 21st corrections to the minutes and Sharon told her she could do the corrections until she listened to the tape. I have not seen any corrected minutes from the May 21st meeting. Are they available. Jodie said we did receive the correction sheet but as far as them being incorporated within the minutes, that I cannot answer, but I can follow up on. Sharon said she can answer Gwen included everything that was on the tape and it was approved. The first bid was opened. Noted below is a summary of the bids that were submitted for the marina project. This includes dredging and new finger piers. Some bids are dredging only; some are fingers piers only. Other companies offered dredging and piers.

Black rap around the pools and galvanized bolts will be included.

BID TABULATION SHEET

Contracting Public Authority: Bayshore Gardens Park and Recreation District	
Project Name: Bayshore Gardens Marina	
Bid Date: 7/16/2019	Project Number: 7162019

List of the Bidding Contractors	Total Bid Amount
Duncan Seawall, Dock & Boat Lift, LLC.	800,613
Gator Dredging	645,750
Kelly Brothers Inc	1,215,995

Marine Contracting Group, Inc.	769,640
Midcoast Marine Group, LLC	535,000
Quality Marine Construction, Inc.	409,550
Tampa Bay Marine, Inc.	588,265
Custom Build Maine Construction	2,399,920
Earth Tech. Enterprises	922,498

Above bids have multiple options available to them. Some bids include all work, some were a la carte and were added together for totals.

Jim stated he put the RPP out there on a "light scale" to get more bids in, that way he can work with each company after the meeting to narrow down the numbers. Someone asked they were looking at lowest/best bids? Sharon stated, "we are not required to except any bids in particular." Jim Frost said, "we can choose anything as a board and the board isn't just looking at lowest bids as sometimes, they can come with a lot of change orders." Jim stated that when working with these different companies he will make sure that whomever the board chooses they have a cap for the change orders in the contract that is accepted. Jim stated when the Marina Committee meets, they will start putting these things into place when choosing a company or companies to proceed with the scope or work.

Mr. Frost stated that all the bids were done on an old survey from 2016 and that the dredging cubic yards will go up once they have a new survey done. He is hoping to get approval from the board tonight to move forward with getting that done so they can see where exactly they are with dredging. All the bids come in with the sludge being placed

on the ball field to dry out before hulling it away. Unfortunately, they do not have any other places to put this material and to make the hulling anywhere near affordable they must let the material dry out before hulling it away. The board is already aware they will need to re-seed or put new sod down on the ball field once this project is completed. Jim stated that most of the above companies do not cover permits or surveys (pre and post dredging). We need to get a new survey for accurate number on the next round of RFP's. Mr. Frost stated he is getting survey quotes in from \$6000 to \$10,000. He asked the board for approval on getting an updated survey for the basin and the canal this is
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something that is needed for us to move forward with the dredging. Sharon made a motion for the board to purchase a pre survey for no more than \$10,000. Jim called for a vote and it passed unanimously. Jim stated he will be asking Trailer Estates and Hicks Marina if they can pitch in and help financially with the dredging for the canal since it will be helping them as well. He knows they are "light" on finances, but that any little bit can help. The district will not be paying for Bryn Mawr Island's survey's and dredging as they did before when that canal was dredged it would be asset on their property taxes.

POOL AREA REQUESTS

The lifeguards came to Jim and asked for speakers to play music in the pool area and a baby changing table in the pool bathrooms. Weather is one for the ladies room or two one for each bathroom. He has not looked into if for pricing as of yet, but it's something that is needed in pool area for the kids. The board stated they will need to look into if background sound is permitted in the pool area at this time. Jim stated he wasn't sure if it was aloud it was just requested by the lifeguards. The pool speaker that would be managed by the lifeguards will be tabled until next month when they have clarification on the rules. Jim made a motion for one baby changing station no more than \$300 to be place where we feel it's best appropriate. The board passed this motion unanimously.

HALL REMODEL

Jim said he had a copy of the plans for the hall remodel if anyone wanted to look at them. He stated it's going out for bid. Jim said this has been discussed at the last meeting and everyone already has an idea of what he was thinking for the remodel. The last meeting the windows were brought up and he wanted to make sure that he had a clear idea of what everyone wants so when he gets his bids together, he knows what he is requesting. Terry said she was okay with getting rid of some of the hall windows in the front but would like some to overlook the bay in the back of the hall. Jim stated two set of windows to be added to the back of the hall in the alcove area to overlook the bay. Some of the windows will be closed up in the office, but all new windows in the office as well to help with energy efficiency. Sharon stated that when we get new windows, they be new hurricane reinforced windows with tint on them so that we can get rid of the shutter on the front of the district building. Everyone on the board was in agreeance to remove the shutters after the windows are replaced. Belle asked if it's possible to put in fixed picture windows in the hall. Jim stated yes and that's the cheaper way to go. Terry asked to also look into the price of floor to ceiling windows just for the back. Jim said he will look into that and see about pricing and to see if it's can be

passed by code enforcement and permitting. Jim stated the scope of work for the hall entailed installing two new doors, new ceiling, new bathrooms, add insulation to help save on the monthly electric bill, moving the AC from to the ceiling from the floor. This is out for bid and Jim will let everyone know when all the bids comes back.

POLICIES

Sharon stated we have two policy that have been discussed at the last committee meeting. The first policy the swimming pool rules 1010 R, the only thing that has changed is that number 14, where it states no food or alcohol beverages in the pool area, it's been changed to state no food or alcohol beverages on the upper deck area
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(wet deck). It's permitted on the lower deck where the tables and chairs are, but not in or around the pool itself. Jodie asked, alcoholic beverages are allowed. Jim stated yes as long as it stays in the permitted area and no glass bottles are allowed. Sharon put in a motion to revise the pool rules. Jodie asked for clarification on two of the pool rules. Rule number nine (9) states "no one 14 or under may swim without a lifeguard on duty unless accompanied by an adult and rule number ten (10) states "no one under ten (10) may be in the pool unless accompanied by an adult. The clarification is 14-year-olds can be in the pool without a lifeguard on duty as long as they are with an adult? Sharon stated yes that as long as they have an adult present, they can participate in lap swimming with no lifeguard on duty. All three of these rules will be corrected accordingly. Sharon made a motion to correct the pool rules and the board passed this motion unanimously.

Sharon said, the second policy that needed amended was the Banner Policy 1017 P, and all that is changing on this policy is the number of banners to be printed on a month to month basis. A minimum of 1400 and maximum of 2000 copies and it is to be decided by the board chair. Sharon made a motion to correct the banner policy and the board passed this motion unanimously.

Jim made a motion to do away with the Banner all together and it go digital. It will run it's course for the next three months and let everyone know it will be going digital they can provide the office with an email address to have a Banner Newsletter sent to them via email for any of our residents that are out of town or use their home as a winter residence they can still be up to date on everything that is going on in the neighborhood. The Banner Newsletter will still be available to access on the District Website. Those that still would like a paper copy can request a paper copy be mailed to them rather than the Banners sitting in everyone's driveways unopened and unread. Terry second this motion. The Banner going digitally was passed by the board, Sharon was the only one to apposed.

Jim moved to adjourn Sandy second the motion. There was a vote, the motion was passed, and we adjourned at 9:00 PM.

