

Policy and Procedure Committee Meeting Minutes  
November 7, 2018  
(More in sequence of the meeting than the agenda)

The Committee Meeting was called to order at 7:00 PM by Sharon Denson. Those in attendance included Sharon Denson, Don Gassie, Steve Watkins, Dan Rawlinson, Terry Zimmerly, and Gwen Norris (scribe).

1 Website (Streamline) – Sharon stated we can get a website provider through a FASD affiliate: Streamline. The system can be contracted at a discount as a member of a partner agencies (Florida Cities). Initial setup is \$ 2xxx? and monthly cost for the software is \$100. The pricing includes hosting, support, and unlimited content management, along with every new feature they develop. The system is for local communities and governments.

2. Pool hours. – Sharon said she is proposing that a Banner ad begin in December to state we are hiring life guards. If we are going to have the pool open all day it will take 15 life guards. There was discussion on setting up training here. There will be are three certifications needed. Laine had written the district offering to train the life guards as an independent contractor. Her quote for materials and books seemed high due to the cost of the manikin (Resuscitate Annie) at about \$2000 and the hour cost of \$25 per hour with 27 hours and 25 minutes. Then the manikin would have to be cleaned and maintained. At her rate if there were ten students the cost would be \$350 each. There will be research of classes a GT Bray, schedule and costs. Dan stated that if we were affiliated with the Red Cross (about \$200/year) it would be cheaper. Sharon said even if it cost \$40 per class for three classes for each life guard it would be good. The student should pay for their books. Dan suggested the life guard pay the district back throughout the summer.

Sharon will ask Jodie to call GT Bray for their prices and their schedule for life guard training certifications. Dan said the local representative is off through the 12<sup>th</sup>.

Steve will put an ad in the December Banner for life guards for next season. Sharon will draft an ad for review in next Wednesday's Work session.

Sharon said she asked Mike about possible firemen's interest in a Pool Supervisor position. There were discussions on what certifications a Pool Supervisor would need.

Gwen stated that our website has an old policy 1010P policy that talks about 'under 17 years of age'. Sharon will look into this.

Later in the meeting Sharon said the contractor should bring her own equipment and may not be able to afford the liability insurance. Dan stated that the manikin would need sterilized also.

3. Ramp and marina pier costs.

Sharon said that the cost of the ramp work may prevent us from doing marina pier work. We have requested cost estimates for the dredging and the pier work. Sharon said the designer's proposed pilings are concrete. Dan said the piers are proposed 30" wide which causes the marina to lose a slip. There was discussion on whether a new design would be needed to change materials and dimensions and to save



money on the things we don't need. Also proposed decking material is vinyl composite/non-degradable material. Dan said that we need to build what is needed to be 'legal' only.

Steve suggested that Trustees walk on Trailer Estates' piers which are 22" wide. Trailer Estates had hired a manager to oversee the construction on the

Dan said dredging won't work because the silt will just come back in down the canal.

Sharon will talk with the Engineer to find out what it would cost to construct a pared down version of the design.

Don state that when Jack Humburg sends his ADA Report we should make those improvements a highest priority. Don said he will be off the Board and out of town December 18<sup>th</sup>. Sharon said that Jack should give us some contractor's names.

Sharon said that there was only one bid on the Ramp work since others said it was a "Taj Mahal" design. Steve said we should get another RFP on the Ramp work and re-advertise for bid. Sharon said there is money in reserves that we can use. \$200,000 was moved from last year for this year's Marina work and there is \$85,000 in emergency reserve. Gwen said that the 75 days to substantial completion is an inconvenience to the residents but is quite a bit of the price because of the time to cure precasts and poured concrete. The contract calls for the 75 days to begin almost immediately at Notice to Proceed and there could be a procurement time inserted prior to the construction time beginning. Don noted that the Ramp was slippery and had re-bar sticking out. Sharon said that the deteriorated piles are hazards on the piers.

Dan said that if we had a project manager for the pier work (like TE) it would all be done and cost less. Trailer Estates also hired a contractor. The guy who does the County dock work is willing to bid if we don't use the concrete piling, etc. Dan suggested floating docks. The building permit does not call for floating docks.

It was suggested that the outside piers be replaced before the ramp work or dredging. We need the RFP for the outside piers. Discussed doing the pier work in stages, moving the boats as they proceed. Storing boats near the north gate was discussed or making an agreement with Trailer Estates. Sharon said that we should get the RFP for the center pier now for later.

Later in the meeting Terry said that the handicap area caused us to lose a boat slip not the change from 22" to 30" wide docks. She said that more could be added to the handicap slip's dock. Don asked why the plans show Bryn Mawr Canal. It shows that it is Bryn Mawr not Bayshore Canal on the County's tax web site. The County Commissioner can be contacted for dredging the County's canal if document is placed on our letterhead and work on a joint venture with Trailer Estates. Sharon met with the TE guy that is ramrodding to have it done. She said that the County is still allocating SW TIF money. Terry relayed that Mark (Engineer) said if the canal is not dredged we should not dredge our basin. Gwen verified that there is a lot of silt in the canal behind her house in the canal that needs to be cleaned or it will go down stream over the weirs to the marina in a heavy rain event. If the dredging is done later the piling depth needs to be sufficient. Dunkin did not bid the Ramp but they normally bid high. It was decided to bid out the ramp (again) and bid out the outside piers.



4. Wiring problems. There is an estimate of \$1,100 from Green Lighting Solutions (Don Baith) to replace wiring on the center pier (with a maintenance man's help). There is a possible short and a real hazard. The work can be done Monday if approved. Don said that the electric should be tested routinely on a schedule. There was consensus at this meeting to have the work done and approve it at the next meeting. Sharon said she will tell Jodie to get it done.

5. Slide/Diving Board. Sharon said that if we are going to buy another slide she will find out who sells and services e slides in this area. Dan preferred to remove the slide immediately. Dan had volunteered to be on a committee to purchase a new slide.

Sharon said the diving board or platform does not meet code on 11' deep water. We have 10'-9" depth under the board. It may be 12' deep at the drain.

Sharon said that she will check the statute for regulations regarding staffing with a slice and if you need an attendant if there is a life guard. If we use attendants a Plan has to be submitted to the State.

Sharon wants a water park for kids (Splash Park). It would have filtered water and only activate when someone is there. They are self-sufficient and maintenance free. It could start small and be added to.

Steve will put an ad with photos in Craig's List, Let Go, and Offer Up to sell the slide with the price of \$400/you haul (make offer). We would take less. He asked that the slide stay as it is until sold.

Sharon will call the Pool Place to see if they want the slide.

6. Pool Hours.

Proposed pool schedule:

8-10 lap and exercise. With pool attendant

10-noon until close 'supervised swimming' with lifeguards

Once we set the hours we will find the personnel to work. Dan said that the number of life guards set the time the pool is open.

7. Bidding.

The procedure 1008P gets quite a few ways to refuse a bid. Most of the policy comes from the Statute. Don said that definitions are important and he suggests it goes to the lawyer. Sharon agreed, after the policy is whittled down. There is a provision for 'above \$20,000' for RFPs. which is from the Statute. Sharon wants to insert 'at a public meeting' for the bid openings in "D". There are a lot of 'outs' to not 'take' a bidder.

8. Drain Work. Gwen said the north 90' drain basin that was bid-on in October seems to be rebuilt the ramp contract. It is required for January's sampling. Gwen asked if the basin could be moved until the ramp is completed so we can still sample. Two bids were received but not approved in October.

The meeting adjourned at 8:33 PM.

