

Bayshore Gardens Park & Recreation District
Board of Trustees Work Session Minutes
Wednesday; January 12, 2022 @ 7:00 PM

Roll call was taken, and a quorum was established. The meeting was called to order by M. Raymer at 7:01 P.M.

Trustees Attending - Barbara Greenberg, Barbara Susdorf, Terry Zimmerly, Melanie Woodruff, Morris Raymer, Dan Rawlinson, Belle Baxter, and Kyle Weatherly.

Also Attending - Gia Cruz, District Office Manager and Chad Saunders, Office Assistant

The Pledge of Allegiance was conducted.

Committee Reports

Policy & Procedure – M. Woodruff stated that changes for a new committee for the Landscaping Committee were discussed with Barbara. Marina Vessel Slip Deposit contract (1005SDC) will be taken back to the committee for further discussion. Public Records Policy (1034PP) was discussed next. This laid down the record policy/procedure for someone who wants to see public records. Request to see records must be in written or verbal form, and the requestor must identify records that are being viewed/copied. Pricing for records were then discussed. Bayshore Gardens Office charges \$1 for the first 10 pages and 25 cents for each additional page faxed. Printing copies are 15 cents/page. Pricing for Records to be copied are 15 cents per page, or 20 cents for 2 sided copies. The cost for any video or audio copy on a DVD/CD/Flash Drive will be the cost of the DVD/CD/Flash Drive. A receipt will be written for all payments received. Reasonable time to fulfill a request was discussed next. Request to inspect/copy records created within the past 5 years should be fulfilled within one week, while records over 5 years should be fulfilled within 2 weeks. If requests take longer than should be, the requestor will be contacted via email or US mail with reason for the delay. Charges for staff time to full fill a request will all be the same price for any worker. A Trustee can request for a record at no charge. All records that will be viewed will have to be viewed in front of a District Office Official. Gia Cruz suggested that people should set up an appointment to come in a view any records just incase there is only one worker in the office.

Long Range Planning – T. Zimmerly stated that they are working on the surveys and that they will be having 2 meetings per month. The next meeting will be the Monday (01/31/2022) after the Board of Trustees meeting (01/26/2022). There were no additional items discussed.

Recreation - B. Baxter reported that there was no report because no one showed up at the meeting.

House and Grounds - K. Weatherly reported that majority of any future projects to be done are put on hold until the pool situation is figured out, and how much that will cost.

Additional Items: M. Raymer stated that he talked with Jose from Duncan. Jose mentioned to M. Raymer that he will be getting in contact with FP&L. FP&L needs to complete their project order so that Duncan can get paid. M. Raymer stated that Duncan will not receive their payment until this project is completed. A single stall bathroom by the boat ramp was discussed. Plans were drawn up by a contractor.

B. Baxter made a motion for the meeting to be adjourned. K. Weatherly seconded. Motion Passed, Unanimously. Meeting adjourned at 7:24 p.m.

