

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BOARD OF TRUSTEE MEETING
February 19, 2019

SPECIAL MEETING 6:30 PM
COUNTY PRESENTATION TO MOVE LIFT STATION

REGULAR BOARD OF TRUSTEE MEETING 7:00pm

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes January 15 BOT and Feb 6 Work Session
5. Treasurer Report
6. Budget Resolutions
7. Trustee Committee Reports
8. District Manager Response to Trustees

Old Business

Resident comments agenda item 3 min

9. Website 1009P,1009PR, and 1009 F
10. Office Manager to send thank you letter to Dan Smith for website
11. MOTION TO DISCONTINUE THE SBA RENTALS AND TURN INTO DOG PARK
12. Small Boat Area 1005SBC (revisions) If 10 is approved, will not need this one.
13. Board approval to advertise RFP for Marina dredging and piers Bids to be received by April Board meeting.
14. ADA RAMP (Rec Hall) approval

New Business

Resident comments agenda items 3 min

15. Accept Library book donations as Property of the District
16. Banner policy
17. Cleaning out drains from Recreation center to north side of parking lot
18. Hand driers for 7 bathrooms
19. Install gutter on north side/install drains
20. RV Temporary Parking 1031P and F

21. No smoking areas 1028P
22. Motion to install ADA lift in the pool
23. Motion to purchase tables and chairs for the hall for \$2500.00
24. Motion to allocate \$500.00 to set up a pickle ball court
25. Motion to establish a Bayshore Gardens swim team
26. Motion to refinish Breezeway floor \$6000.00
27. Motion to hold hearing to remove Trustee
28. Resident comments that do not address agenda items Limited to three (3) minutes each
29. Announcements from Clubs and Organizations
30. Adjournment

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM**

1002 F

TODAY'S DATE 2-4-19

MEETING DATE 2-19-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Website (new)

Reason _____

BRIEF EXPLANATION

MOTION IF NEEDED

TO approve Website Policies - proc + form
1009 P- PR + PRR

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman
Revised _____
Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
WEBSITE POLICY

1009P

189.069 Special districts; required reporting of information; web-based public access.—

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

The District will maintain its website in compliance with FS 189.069 as amended from time to time. The Official Website is to inform the District Residents of events and factual information that impacts their lives. Personal opinions prohibited.

The District Office Manager shall oversee the day to day operation of the Website in compliance with Florida Statute 189.069 and Board of Trustee Policy. The Administrative duties will be performed by a volunteer/employee designated by the District Office Manager and approved by the Board of Trustees.

The District/Office Manager will post the required information in a timely manner and will keep it current.

Official Clubs and Organizations of the District may submit their activities to District Office Manager for posting in appropriate Clubs/Organizations categories on the Website. They must adhere to procedure designated by the Board of Trustees and in compliance with Board Policy.

Date Approved _____

Date Revised _____

Date Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
WEBSITE PROCEDURES

1009PR

-
- The District Office Manager shall be responsible for the administration of the District website in compliance with District policy. The webmaster position may be filled by qualified volunteer/s or paid employee/s requested by the District Office Manager and approved by the Board of Trustees.
 - The Web Administrator shall report to the District Office Manager.
 - The Web Administrator/District Manager will make necessary changes to the Website when directions are received in writing on Form 1009 F and signed by Board of Trustee Chairman or Designated Trustee.
 - The day to day submission to the Web Administrator shall go thru the District Office Manager.
 - The Official Clubs and Organizations of the District may submit their minutes or event information they wish posted in their designated area on the website, to the District Office Manager for processing on Form 1009 F.

Date Approved _____

Date Revised _____

Date Effective _____

SUBMISSIONS TO DISTRICT OFFICE
TO BE PUBLISHED ON WEBSITE

1. AGENDAS BOARD OF TRUSTEE

Must be in the office at least 8 days prior to meeting.

- In subject of email, state specific date of the agenda as well as meeting type, Example: Work Session, Board of Trustee, etc include attachments if available when agenda is submitted.
- If attachments are sent separate from the agenda, in subject state specific date for the agenda the attachments are a part of.
- Must be in word or pdf.

2. MINUTES BOARD OF TRUSTEE

In subject of email state that minutes are attached and the meeting Regular, Special, Emergency, Work Session, or Committee. If committee specifically which committee

3. POLICIES AND PROCEDURES ADOPTED BY THE BOARD OF TRUSTEE

4. FILLABLE FORMS

5. ANNUAL FINANCIAL REPORT

Must be on the website per statute

6. ANNUAL BUDGET, INCLUDING ALL RESOLUTIONS

Must be on website prior to public hearing and remain per statute

7. EVENTS BOARD OF TRUSTEE

To be submitted by a Committee chairperson for an event or reoccurring event.

8. CLUBS OR ORGANIZATIONS

In subject of email state the specific Club/Organization that is attached for publication on the Website

Date Approved _____

Date Revised _____

Date Effective _____

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REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Small Boat Area

Reason _____

BRIEF EXPLANATION

Revised to cover failure to pay

MOTION IF NEEDED

Motion to approve 1005 SBC - Revised

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MARINA SMALL BOAT AREA CONTRACT

RACK # _____
1005 SBC

ANNUAL CONTRACT

Small Boat Area (SBA) Space Rental Contract will include kayaks, canoes, and any boat 17 foot or less with single hull and no motor. Name _____ Address _____

Phone _____ Email _____

hereinafter called Lessee, agree as follows: The District hereby grants to Lessee the privilege of using an assigned space for his/her water craft in the SBA located on the District property on an annual basis for a term commencing on Oct 1, _____ and ending on September 30 _____ in the amount of \$ _____ plus tax, paid annually, in advance and **non-refundable**. Payment type _____

Description of Water Craft: _____ Trade Name: _____ Type of craft _____

Vessel Name _____ ID or Hull # _____

Color _____ Length _____, Beam _____ **ATTACH PICTURE OF VESSEL**

If applicable, Insurance Co. _____ Insurance Co. Phone # _____

Owner 24 Hr phone # _____

First priority will be given to a Resident that is at least 18 years of age and resides within Bayshore Gardens special taxing District and will pay the resident rate, all others will be charged at nonresident rate. Lease may be terminated by either party with 30 days written notice.

A non-resident Lessee must vacate by 30 days from the date of a notice-to-vacate if a space is needed by a District resident and monies paid will be prorated for time used. All notices to Lessee shall be considered delivered when sent USPS certified mail. Any changes to contact information must be reported to District immediately.

A late fee of \$100.00 shall be added to the contract if payment is not received within 15 days of due date. After 30 days from renewal date the boat will be removed from the storage area at the owner's expense and above fees and late fees shall apply. After 60 days, owner agrees that if District removes the kayak/canoe or other small boat from the designated area, that kayak/canoe/small boat becomes the property of the District. Lessee agrees to abide by all the rules and regulations established by the District and those contained in this contract.

RULES

1. Hours of use 7:00AM to 10:00PM.
2. Vehicle parking in parking lot in front of Recreation Hall. No parking in SBA area
3. Gate keys for use of owner or their designee only. Gates kept locked at all times
4. Boat dollies or beach wheels will be provided for porting watercraft to the beach to launch. Dollie or wheels to be rinsed off after every use and returned to designated storage place.

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 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Books / library

Reason _____

BRIEF EXPLANATION

Books being left for District

MOTION IF NEEDED

Accept books donated to library as property of District

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
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Trustee requesting Sharon Denson

Subject: Banner

Reason No policy

BRIEF EXPLANATION

Many Problems w/o Board Policy
regarding Banner

MOTION IF NEEDED

Motion to approve Banner Policy -

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

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BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BANNER SUBMISSION POLICY

1017 P

The Bayshore Banner is a newsletter that is published by the District to inform the community of the business and activities of the District. The Banner is intended to further the recreational purposes of the District by informing the residents of upcoming events within the community as well as keeping the residents informed of the business of the District.

Trustees are encouraged to place articles about their areas of responsibilities.

The Office Manager is encouraged to place articles in the Banner of interest to the District.

The Banner is funded in part from the sale of advertisements. Commissions may be paid for contracts/ payments received. Costs not covered by the advertisements, are paid from the funds of the District.

Advertisements are solicited for goods and services of interest to the residents of Bayshore Gardens. In addition, political ads are sold to candidates/candidate committees seeking the vote of the residents of Bayshore Gardens. The political advertisements shall include a separate 200 word or less position statement of the candidate purchasing the ad.

Individuals may purchase space in the classified section for items appropriate to those categories.

Clubs, groups and organizations of Bayshore Gardens may submit articles to the District for inclusion in the Banner at no charge provided they meet the following:

- Contributors must be a member of a Board of Trustee recognized club or organization within the District . Club/Organization must notify the District of the (1) contact person for submission to the Banner.
- Articles shall be limited to a description of past, current or upcoming activities or events of the club or organization.
- Clubs, groups, or Organization may not take a political position in their submission.

All articles submitted to the District office for placement in the Banner must be received in the District Office by the 15th of the month and shall be reviewed for typographical errors and compliance with the above requirements by the Banner Trustee. If the Banner Trustee determines that an article does not comply with any of the above requirements, the Banner Trustee shall give the club, group, or organization an opportunity to correct the deficiency.

Date Approved _____

Date Revised _____

Date Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 2-4-19

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REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Bathroom Hand Dries

Reason _____

BRIEF EXPLANATION

Dryer plugged w/ paper towels
Cost \$1100 to clear

MOTION IF NEEDED

Motion to approve 7 bathroom
hand dries at cost of 310⁰⁰ ea plus
wiring -

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 2-4-19

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REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Butlers & or Drains North side of Center
East of Breezeway

Reason flooding

BRIEF EXPLANATION

extensive flooding

MOTION IF NEEDED

motion to do butlers w/ downspout on
East end of bldg - if problem persists
consider drains

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

19

TODAY'S HOME SERVICES, LLC
 941-518-1870

Estimate EST00303

NAME Bayshore Gardens Rec Center
 ADDRESS 6919 26th st West bradenton fl 3207
 EMAIL office@bayshoregardens.org
 DATE January 21, 2019

Today's Home Services, LLC
 Business #: 9415181870
 Shawn Dupont
 6723 Northampton PL
 Bradenton, FL 34207
 (941) 518-1870
 waterpros941@gmail.com

DESCRIPTION	UNIT PRICE	QTY	TOTAL
<p>Gutter Install 6" gutter along roof line apx 85 ' with two down spouts. Down spouts must be tied into Under ground French drain to avoid flooding .</p>	\$750.00		\$750.00
<p>Drain system Install 150 foot French drain from low point at main entrance to the canal tying in both gutter downspouts. . We will install 3 , 12" catch basin's along drain line</p> <p><i>We will use p stone size rock (1/8-1/2)to fill in around The 4" Perforated drain line . The pipe will be backfilled with P stone covered with fabric and then backfilled with sand To rough grade. Any brick pavers that we remove we will Reinstall The sidewalk is going to have to be cut where catch basin is installed Price includes finishing the concrete off around the catch basin. The three catch basins will not only collect water but they will also be used for clean out locations once or twice a year The catch basin's will need to be cleaned out. A utility locate must be called in before work can start.</i></p>	\$55.00	150	\$8,250.00
SUBTOTAL			\$9,000.00
TOTAL			\$9,000.00

BOARD ✓

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
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1002 F

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Trustee requesting Sharon Denson

Subject: RV Temporary Parking Permit

Reason _____

BRIEF EXPLANATION

do not have

MOTION IF NEEDED

motion to approve RV Temporary Parking Permit 1031 pxf

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
TEMPORARY RECREATIONAL VEHICLE PARKING POLICY

1031P

Temporary parking permits may be issued for the North side of the Marina for the parking of self-contained Recreational Vehicles. The permits are valid for no more than two (2) weeks with the option to renew for another two (2) weeks pending space and waiting reservations. A signed copy of permit shall be in the window of the RV. The Office Manager is authorized to issue these permits

Granting of the permit will be subject to availability and activities in the district. Limited space is available for this activity. **5 spaces will be designated for this purpose but may not be available during District events.**

The permit must be obtained in advance by a Resident of Bayshore Gardens. The request must be accompanied by proof of insurance. The RV must have a valid license plate. Guests of the residents are eligible to use the facility for the temporary parking of their RV. The Resident is responsible for the conduct of the RV owner and any damage that may be caused.

1. Permit must be approved by Office Manager and prominently displayed on RV
2. You must park in the space designated by the Office Manager
3. No occupancy of the RV while parked in lot
4. Pets must be on a leash in this area and you are responsible for cleaning up after them
5. RV's/Generators may run for no more than 10 minutes per day
6. If the resident does not have a FOB to the gate, he/she will have to obtain a FOB at the going rate. The FOB fee will be refunded upon return of the FOB at the end of the Permit time.
7. You must remove your RV by 6:00 PM of the ending date on your permit.

APPROVED DATE _____

EFFECTIVE DATE _____

REVISED DATE _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT TEMPORARY RV PARKING PERMIT

1031 F

Resident Name _____ Todays date _____

Reason for the requested temporary permit _____

Bayshore Gardens address _____

Home phone _____ Cell _____

RV Vehicle type _____ RV License # _____

Insurance Company _____ (attach proof of insurance)

Length of stay from _____ to _____

RULES

1. No occupancy of RV on Bayshore Gardens common areas
2. Idling of vehicle/generator limited to 10 minutes at any time other than at departure
3. No discharge of any waste
4. Authorized location for the parking of RV will be determined by the District
5. Must remove on the date above or a new permit must be requested.
6. Non-resident RV parking limited to one week and permit must be obtained by resident who will be held responsible for any damages. May apply for an additional week.
7. Pets must be on leash while on the District property.

I, _____ will not hold Bayshore Gardens Park and Recreation District responsible for any damage/loss to the above described vehicle and will abide by all rules as defined. Failure to comply with any of the rules may result in the revocation of the permit. Your vehicle may be towed at your expense.

Resident signature _____ Date _____

RV Owners signature _____ Date _____

Approved by _____
Authorized agent for the District date approved

This notice must be posted in the window of the RV .

The permit valid _____ thru _____ at 6:00 PM

APPROVED DATE _____

EFFECTIVE DATE _____

DATE REVISED _____

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM**

1002 F

TODAY'S DATE 2-4-19

MEETING DATE 2-19-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION ___ SPECIAL MEETING ___ EMERGENCY ___
___ COMMITTEE MEETING ___ BUDGET ___

Trustee requesting Sharon Denson

Subject: No Smoking Policy

Reason _____

BRIEF EXPLANATION

MOTION IF NEEDED

Motion to approve No Smoking Policy
for areas near breezway & docks - NO
Smoking in any building

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
NO SMOKING AREAS**

1032 P

Section 3 Use of district facilities—Persons entitled to use the district facilities and property of the district shall be limited to residents within the district, their family members and guests, and such other persons and groups as the trustees may authorize from time to time. The property of the district shall consist of real or personal property and improvements now or hereafter acquired, erected, or purchased by the trustees for the district. For the purposes of this act, each parcel of property in said district is hereby declared to be uniformly and generally benefited by the provisions hereof. Charter 2002-365

Smoking will not be permitted in any enclosed structure in the District or in the swimming pool area or breezeway. Smoking within 50 ft of the buildings will be confined to the designated areas. No smoking permitted within boundaries of playground.

PERMITTED SMOKING NEAR RECREATION CENTER AND POOL

- East side of building on east side of breezeway where bench and container for ashers are located.
- South side of Office on or near bench with container for ashes
- West end of Recreation Hall near bench with container for ashes

This would not include the parking lot, the baseball field, beach, marina, pavilion or the picnic tables north of the parking lot.

Date Approved _____

Date Revised _____

Date Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 2-11-19

MEETING DATE 2-19-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
COMMITTEE MEETING BUDGET

Trustee requesting Jim Frost
Subject: Left for Pool
Reason: Make ADA Compliant

BRIEF EXPLANATION

MOTION IF NEEDED

Motion to accept bid to install ADA Lift in pool

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman
Revised _____
Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 2/8/19
MEETING DATE 2/19/19
At least 8 days prior to meeting date

REGULAR MEETING ___ WORK SESSION ___ SPECIAL MEETING ___ EMERGENCY ___
___ COMMITTEE MEETING ___ BUDGET ___

Trustee requesting Larry Zimmerman
Subject: Hall Tables & Chairs
Reason: We need to modernize.

BRIEF EXPLANATION

MOTION IF NEEDED

I want to make a motion to buy 10 round tables at @ 15.00 = 150.00 and 50 chairs @ 20.00 for a total of about 1000.00. All together 2500.00

Supporting documentation attached

Received by [Signature] Date 2-11-19

Approved 4-17-18 [Signature]
Revised _____
Effective 4-17-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 2/11/2019

MEETING DATE 2/19/2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting BELLE BAXTER

Subject: PICKLE BALL COURT

Reason RECREATION FOR DISTRICT

BRIEF EXPLANATION

MOTION IF NEEDED

MOVE \$500 TO RECREATION ACCOUNT TO CREATE
PICKLE BALL COURT.
ANY MONEY LEFT OVER TO STAY IN RECREATION
ACCOUNT FOR FUTURE PROGRAMS

Supporting documentation attached

Received by Julia L... Date 2-11-19

Approved April 17, 2018 Sharon Dennis, Chairman

Revised _____
Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

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REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
COMMITTEE MEETING BUDGET

Trustee requesting BELLE BAXTER

Subject: SWIM TEAM

Reason

BRIEF EXPLANATION

VOLUNTEER SWIM TEAM COACH HAS TO BE CERTIFIED & WANTS TO ASK PARENTS TO PAY FOR SUITS, CAPS & GOGGLES.
BOARD WOULD LIKE TO PAY FOR COACH CERTIFICATION & RESIDENTS' GEAR. OUT OF DISTRICT RESIDENTS TO PAY FOR THEIR OWN

MOTION IF NEEDED

MOVE \$1,500 TO RECREATION ACCOUNT TO REIMBURSE SWIM COACH FOR CERTIFICATION & RESIDENT TEAM MEMBERS' SUITS, CAPS & GOGGLES
ANY MONEY LEFT OVER TO STAY IN RECREATION ACCOUNT FOR FUTURE PROGRAMS.

Supporting documentation attached

Received by [Signature] Date 2-11-19

Approved April 17, 2018 Sharon Devoez, Chairman

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 2-12-19

MEETING DATE 2-19-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Jen Frost
Subject: Refresh Breezeway Floor
Reason _____

BRIEF EXPLANATION

Permanent surface & will match
Rec hall ramp

MOTION IF NEEDED

Motion to accept bid to resurface
Breezeway

Supporting documentation attached

Received by _____ Date _____

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

SHARON

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 1-29-19

MEETING DATE 2-6-19 2-19-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
COMMITTEE MEETING BUDGET

Trustee requesting Dan Paulson
Subject: Banner Chairman
Reason Banner

BRIEF EXPLANATION

Trustee going ABOVE AND BEYOND Duty OF Banner
Chairman.
Removal of special meetings from Banner.
Increase of Banner production w/out approval.
Publication of ads without payment.
Vendors unwilling to work with Steve.

MOTION IF NEEDED

Dan is requesting removal of
a Board member for ethics
violations.

Supporting documentation attached

Received by Judy Lawman Date 1-29-19

Approved April 17, 2018 Sharon Denson, Chairman
Revised _____
Effective 4/17/18

revised by DAN 1-31-19

emailed to SHARON
1-29-19.