

Policy and Procedure Committee Meeting Minutes
December 5, 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 Trustees and Committee Members in attendance included Sharon Denson, Dan Rawlinson, Terry Zimmerly, Jim Frost, Barbara Susdorf, Don Gassie, Belle Baxter, Steve Watkins, and Gwen Norris (scribe). The audience included Alan Riga and Barbara Greenberg.

Ramp work Pollution Policy and Installation Floater Policy. Sharon said the Engineer, Mark Kincaid, Hs emailed that he was waiting on a response from the district on accepting the offers of insurance policies that were that not included in the bid.

First: \$7,150 Performance and payment bond. Sharon noted that the Engineer had previously written that we did not need the bond.

Second: \$11,236 Pollution policy and Installation floating policy. She said that Coastal engineering recommends to not purchase the Pollution Policy and Installation floating policy. This will be voted on at next week's meeting.

Post design cost proposal – Ramp Phase II Engineering. Sharon said that Coastal engineering has quoted about \$51,000 to perform work during construction. Sharon stated that this proposal looks like acting as the superintendent of the project. Sharon proposed Robert Hindle for Superintendent for the project as he worked for the County 30 years and has been a Project Manager for many years. She said that she spoke with Robert today and he is interested to be the Superintendent. She asked that Robert come up with a proposal for the work for the Board to review. She said Robert knows plans, concrete and all of the County people and will give us a better price. She said the contractor would go to Robert with their questions, not the Board. There was discussion. Jim Frost stated that there were no Certifications required for the position. Gwen stated that since there is no pile driving involved maybe it would work. Sharon stated that we have Specifications and we will have to have the materials that County inspector approves. Jim said the builder builds to the Engineer's specification and the County Inspector of Project Coordinator, inspects to see if the Engineer's Specifications are followed. Jim said he has conferred with his three Engineers and they said that Coastal is taking the district for a ride. Sharon said that we should trust the contractor we hired and the Specifications we paid for. Sharon said we would not hire Robert as an Engineer. Sharon sated the Specifications have been on file with the County for a while. Gwen stated she was concerned that we are not creating a 'preach of contract' if we eliminate an Engineer. She said that the Engineer may be interested in not coming to field visits, not traveling, if we had a Superintendent on site taking/sharing photos and updates and not having his men tied up. Sharon said the Engineer was only coming to site four times. Gwen noted that the estimate was lump sum quote. Gwen stated that the RFIs (Request for Information from the contractor) needs to go to the Engineer and back, copying the Office. Sharon said she is not interested in hiring Coastal Engineering for \$51,000. Gwen stated that we need the service that will work with the contract. She stated we only had one bid and if there is a bad Specification in the contract we may pay \$51,000 to have that fixed anyway. Sharon stated that the original agreement covers any problems with the Specifications (and Plans) and we will not pay any more if there is a problem and it is his job to take care of it. Don said the then Chair, Debbie Korell, had told them that we need to go through Mark for everything on the ramp contract because he was the Engineer because none of us were Engineers. Don stated that all of documents he has refer to Bryn Mawr Canal and he is concerned that this may cause confusion and an embarrassment if it goes to the TV stations and newspaper. Don suggested the whole thing be cancelled and done over. Sharon

stated we are not dredging or working in the canal and does not need to be addressed now. Don suggested that we visit the piers and ramp at Trailer Estate. Sharon stated the project was advertised in two local newspapers and we had only one bid which fulfills the requirements. Jim Frost said he called six or seven contractors about the bidding. Jim said the county will inspect the district's contractor's work. Sharon stated that the county will review the work and approve work in stages (as in 'hold and witness'. Steve said that we can call on the Engineer if needed on a per hour rate. Sharon questioned if the same price quote for the Engineer's post design services for the pier work. Sharon stated all the concrete test results approvals are part of the original design (Phase I) Engineer's services. Gwen cautioned that the ramp contract refers to the Engineer's approval on certain things. Jim stated that we don't pay extra for things past the original design contract. Gwen cautioned that the design services (Phase I) was for the design and may not follow through on Engineer's responsibilities during construction time (the Engineer's responsibilities are referred many times by the construction contract). Sharon confirmed that the original design contract included the 'close out' at the end of construction by the Engineer. Don asked for Robert Hindle's resume (in the office). Sharon said that the issue (insurances?) was run by Jim Dye. Sharon estimated the costs for the ramp replacement is up to \$470,000 at this point (Phase I design quote was about \$49,000). This does not include the pier design/work. Jim Frost said we need to stop the bleeding and find out where we can stop causing nonessential costs on this work. A request for an RFP on the pier work was requested from Coastal. Gwen referred to the Engineer's quote breakdown which has \$8,250 for survey layout service (for the contractor to start and for close out) and thought it may cost as much to hire another firm. Jim wants to have the RFP estimate (for the piers construction and design) prior to saying yeah or nay on the post design quote. Gwen and Terry will come up with questions for Coastal concerning the Phase II engineering work quoted. Terry will ask for status of the RFP for the Piers now.

40:20

1004 HC and 1004HR: Hall Rental Contract/Rules. Sharon asked for input on the form to be voted on in the BOT Meeting. Later in the meeting Gwen noted that we decided to discuss #5 (glass bottles) in 1004 HR was to be discussed this meeting. Dan suggested leaving the note. Terry asked to have it removed because it causes Sally to have to enforce the rule with the guests/renter. Also, Sharon stated that Jodie found out that event liability insurance can be purchased for \$60 to \$66. She said that we may need to reduce our rent price. There was a question on liquor licenses. Sharon said the certificate needs to be attached to the renter's contract. Steve said that the insurance may cover the 'bottle' issue.

1004SR and 1004SRR: Screen Room Lease/Rules. Sharon stated the "6 hours" was added to the rental rates. The maximum capacity 30 per the fire Marshal.

1030G: Guest. Sharon said we do not have a definition of a "guest". This is to be reviewed for our BOT Work Session. This supports the 'ground rules' for processing violations by a guest.

Fax charges. Sharon feels that our charges for faxes needs reviewed. The current unofficial charge is fifty cents per page. The board needs to come up with a policy. It is not as critical as the ramp issue. Jim suggested that a 'returned check policy' needs written also. He reminded that there is interest past 30 days.

Concession stand. Sharon stated the concession stand did not make enough money to pay for the food, not to mention the salary. Sharon suggested that it be turned into an office for the Dock Master (desk and a locking file cabinet). The freezer could be taken to the kitchen. Maybe adding a library area and

keep it unlocked (behind the main gate). There has been no progress on finding a new refreshment dispenser (purchase of vender). Sharon would like this to be discussed at the Work Session. Belle said that there is a 'Little Library' kits for sharing books that are enclosed. There will be a Board meeting vote.

Labor Contract (Olive Branch). There was a quote of \$8,600 for the landscape contractor to deliver and install 200 ties. The disposal of the old creosote ties is needed. Jodie will ask if removal and disposal is included in the bid. This will be voted on at the Board Meeting. The ties will be drilled and pinned. There is \$16,000 in the budget for landscaping this year. Our liability insurance limit did not qualify to have the labor rental company come 'in'. Terry said that the price is high and would like to reduce the ball field locations for the ties. Barbara thinks there are about 20 ties at the ball park location. She wants the park to look uniform and they should last 20 years.

Protecting new drains. Steve said that since the drains are 'in' and 'working', we need a three year contract to maintain them. Sharon asked the Shawn to get a proposal/quote for three of five year contract. Steve said they need to be protected from vehicles (sign or barrier). Sharon had suggested plastic posts and chain.

1008P Procurement / contracting Policy. Sharon said the policy defines requirements for bid, what needs to be done with a referendum and what is maintenance purchases/costs. She has an attorney's opinion for the office on the issue.

ADA Report. Sharon said the report is available in the office. She said the ramp entrance is #1 and the pool lift is #2. She would like a contractor that understands ADA construction. She asked Jim for contractor's that may bid on the work. Jack Humbert's drawings for the proposed ramp are in the office. She said that the doors need modified and an ADA push button added, with a fob entrance. She said the pool lift and extending the hand railing for the pool ramp and steps are needed. Jim will try to get bids before the Board Meeting. Steve will get Tempus's specification requirements for the door (for the fob function).

Disposal of chairs. Steve and Jim disposed of the chairs.

Slide removal. Sharon said the slide was not sold yet and she would like it gone before the next meeting. Jim has no problem removing the slide. Sharon said the Board had decided to sell the slide and the Board could change that decision. Dan agreed with Jim on scraping the slide. Dan said he would make that proposal to have it removed. The diving board disposition was not voted on yet. It will be on the Agenda.

Belle moved to adjourn. Jim seconded the motion. We adjourned at 8:30 PM.

A handwritten signature in blue ink, appearing to be 'Dan', is located at the bottom center of the page. The signature is stylized with a large loop and a long horizontal stroke extending to the right.