

Bayshore Gardens Board of Trustees Workshop

Minutes

November 14, 2018

Draft by Gwen Norris

Sharon opened the meeting at 7:00 pm. Roll call (do not need a quorum) Trustees in attendance included Don Gassie, Terry Zimmerly, Dan Rawlinson, Sharon Denson, Steve Watkins. Guest Mark Kincaid, Coastal Engineering.

Coastal Engineering, Mark Kincaid. Sharon thanked and introduced Mark. She stated Kelly Brothers, Inc. submitted the only bid for the boat ramp work. Sharon said that we are interested in getting the north and south marina finger piers rebuilt. Mark gave a little history of the Ramp from 2015/2016 to now. At that time the ramp work was moved on first. The ramp is used by more residents than the marina slips. The work was advertised first after H. Irma, then recently at a more favorable time. Sharon said the decision to accept the bid would at our next Board Meeting November 20, 2018. Sharon stated the marina north and south finger piers are in need of immediate replacement. She would like a rough estimate of what it would cost to replace the north and south pier fingers. Mark estimated that the pier construction would be between \$75 and \$85 per Square Foot for piles, superstructure and decking, not including demolition and electrical work and there would be a mobilization cost, and environmental curtain costs. He explained that if the marina could be curtained off during the workdays the cost would be less. If the center pier slip renters want to take their boats out, or in, it would mean the curtain would have to be moved each time. Mark said that the construction plans will include materials, fasteners, etc.

Don Gassie asked about the pile driving. Don is in favor of an auger. Mark does not want to dictate methodology to the contractor as it will cause change orders when the method does not work or it will drive the price up. Mark stated that 40% penetration into solid soil is required. The contractor must 'drive' to penetration. Clay and rock may cause a problem with driving piles.

Don questioned the name used for the canal on the plans. Mark stated the county names the marina's canal 'Bryn Mawr Canal'. Sharon stated that Trailer Estates and Bayshore will, in a joint effort, ask the county to dredge the canal as we are paying taxes for the maintenance of the canal. Currently the documents call the canal 'Cedar Hammock Canal'. She will get a definitive answer as to the name. Sharon has a draft letter to the County Commissioners to share with Mark.

In demolition of the old piers Mark stated he expects the contractor will extract the full pile. Mark said that demolition of the old piers will include extraction of the piles which can be estimated at \$10 to \$15 per SF of the old piers.

Terry asked about the existing ramp end wash out caused by canal flow. Mark stated that Armormat called for in the plans will prevent scour in the area where the boat propellers churn

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at the end of the ramp. He stated the propeller push damage is greater than the canal flow. There was discussion on what Armormat is made of, how it is put together, and how it is installed (by crane as one unit). Mark said there is no maintenance on the Armormat.

Mark said that the construction time on the ramp portion could be three to four weeks. Then there is the seawall and boarding pier work which will also be done with the ramp closed (two to three weeks). He stated the demolition can be done in days. The wall caps must reach 70% of 5,000 psi. The precast units have to be cured before placing. Mark stated all ramp work can finish in 90 days. Sharon will discuss with Trailer Estates for an alternate boat ramp for residents. The ramp is to be widened and installed at a less slope.

Mark said the contractor can be strip forms of the 'pour in place' caps after three days if the concrete achieves 70% of the compressive strength of 5,000 psi. The precast materials will be cured to strength prior to demolition work. He stated the 'pour in place' ramp surface would be one construction pure. The contract calls for five day work week.

Vick Kasparian asked about floating docks compared to \$75/\$85. Mark said that they typically cost a bit more. He stated the finger piers / loading docks are narrow at 3' wide and would be unstable (roll and pitch) if floating. Don noted the ADA dock included on the plans. Mark confirmed they are fixed docks. John Woodruff asked of the proposed width of slips as they had been already widened before. Dan noted that slips would be wide enough for a catamaran and does not see a problem with the width. Mark confirmed the ramp work could be done in three months. Mark said that 27 finger pier work (along the seawall) could be finished in three months with normal number of crews and crew members. He said he could get the north and south piers RFP ready in about 3 to 4 weeks due to his office's heavy workload.

Terry asked for ways to make the pier work less expensive. Mark said there are ways to make it less expensive to install by using cheaper materials (concrete, un-galvanized steel, PT lumber for decking) but the longevity of the piers would be greatly reduced and require replacement sooner. He stated the major costs for a project is the equipment and the labor. Any material changes are a minor savings. He stated they use of PT wood for the docks it would take the same amount of time to install a synthetic material decking that is quarantined for 50 years, whereas the PT wood is about 10 to 15 years. He stated the cheaper materials will require replacement in 15 to 20 years, instead of, with the better materials, it could last 50 years. He stated that the Florida Statutes (Law) requires the contractor to give an Association a two year warranty. Bayshore Gardens is a district.

Alan Riga asked how long the docks are expected to last with the materials chosen. Mark said the wood materials are not 100% maintenance free due to moisture/fungal decay issues. He

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stated that a wrap could be added to the concrete piles but that would have to be maintained to function. He said the design is the least maintenance free as practical.

Gwen Norris asked about the Request for Information (RFI) process. Mark said the contractor will submit an RFI to the designer for clarifications of the plans and they will respond within a day or two to the contractor. Gwen asked that the responses copied to Jodie. Gwen asked about the ramp plans show a note 'to be dredged by others'. Mark said the dredging will be done separately, after the ramp work is complete.

Vick Kasparian asked about the wider service area of the dock and piles costs. Mark said most of the cost is in the labor. Mark said less concrete, less steel may shorten the 'life', and pressure treated decking would cost more labor time to cut the wood. Mark said labor is the most cost. The design should last 50 years. Don asked about the DEP permits for dredge. Mark said the dredging was done through the West Coast Navigation District in '08 or '09 that was paid by them. This dredging will be a maintenance dredging permit that will be easy to obtain (for the county). Mark suggested the community work with the county on a spoil site. He stated that after a spoil site is established for the county dredging contract, it will be a good time to set up a dredging contract with that contractor. Sharon said that the BOT and Trailer Estates will approach the county for dredging the canal before we dredge the marina. She will keep Mark updated

Gwen Norris asked about restoration/landscaping after the work. Mark said that the plants and grass will be done by BG forces. Mark will close the state and federal permits by a certification letter when all work is complete according to the plans.

Sharon stated that she investigated and found that our environmental sampling basin near is not near the ramp work and will not be affected.

Sharon will email Mark on any questions. The decision on the ramp bid will be next Tuesday night. Mark was thanked for his attendance and answers.

Bayshore High Swim Team. Sharon stated that we received a thank you from the Bayshore High School Swim Team for the use of the pool.

Life Guard Ad. Sharon distributed a draft for an ad for life guards for the Banner.

Toys for Tots. The office has a box to receive Toys for Tots. There is an article for the Banner.

Thank You and Congratulations Letters. Sharon provided draft letters for review to thank Melton Little for his efforts time and his time he gave out community and to Congratulate Mister Servia on her winning the Commissioner's seat.

Marina Slip Rentals – Nonresident/Owners. Dan proposed that the slip rent for a nonresident/owner be at \$5/ft which is between the \$3/ft for resident and \$7/ft for nonresident. He stated that this affects only about eight people and 2-3 rent slips. Sharon emphasized that the boat would have to be registered in the

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owner's name, and if the boat is owned or boat is owned by an LLC or in a Trust there must be proof of LLC or Trust ownership by the BG owner. The slip availability priority will be to the resident still, then the resident/owner. A renter and owner can each rent a slip. The owner is paying the property's assessment. The number of slips rented per property will be discussed. John Woodruff felt the owner who rented their property had given away their slip rights. Sharon said the \$500 deposit will be not waived for nonresident/owner like it is for the resident. There was discussion on this. Jodie Lawman asked if the new rates would be retroactive. The difference could be credited to the next six months. The contract would still be for a year with the residents and nonresident/owner allowed to pay in two installments. The changes to the policy will be in the Trustees' boxes for review to be voted on at the next BOT meeting, 11-20-18. Older slip renters did not pay the \$500 deposit as they were in the marina before the fee began. Sharon said that the nonresident deposit requirement should have been enforced with the new contract.

Employee Contracts. Dan stated that employee contracts are a better option as the Board would have the option to not renew the contract. He feels that employee would be more accountable. Dan said that currently employee dismissal rests on the Board's Chair and Personnel Salary Committee Chair. Sharon stated that the current method includes personnel reviews and write-ups and verbal write-ups (written) with reprimands. Dan stated the evaluations are based on the 2009 Employee Manual which needs updated. Steve noted that if an employee fails to perform correctly in the second month of contracted employment we would wait ten months to not renew their contract. Sharon stated that currently when an employee not performing it is documented and they are given an opportunity to improve. She agreed the Employee Manual needs updated through a committee. Dan suggested that a committee be formed to update the manual by Easter. Sharon suggested that information from the employees would be useful.

Dan stated that all Trustees are allowed to call the attorney, he felt Jodie should be allowed to call. Sharon stated that Jodie asks a Trustee for permission to call the attorney. Don said that everything discussed with the attorney should be in writing. Jodie said she her position is in administration and management and the Board is over Policy. When she is directed to contact the attorney she has emailed the attorney. Sharon said that Jodie should be allowed to contact the attorney.

Pool Slide and Pool Hours. Dan stated the pool slide needs to be removed and open the pool for exercise more hours. Terry stated that all small children must have an adult monitoring. Sharon stated that some do not pay attention. Sharon stated that the pool policy should include "Hours may change during school hours". Sharon shared a proposed ad for life guards and pool attendants for the Banner. The training costs were discussed. Dan will review costs and opportunities available for training. Dan said the time between noon and 3:00 PM could be used for exercise and lap swimming. The policy states that 14 and older do not need an adult. Jodie said that the attorney said that the term 'adult swimming' was acceptable. Sharon will talk with the attorney as the restrictions are not in 64E.

Hall Rental Form 1004F clarification. Jodie asked for clarification of the Hall Rental Form rental fees and timelines. Jodie said a nonresident came to pay the \$500 deposit and the rent for \$750 and she wanted one added hour for decorating which is \$187. Jodie said this price needs to be reviewed. She presented a proposed revised 1004F Form. Sharon said that the contract should be 6 or 7 hours; instead 4 party hours plus 2 hours for set up and take-down. Jodie stated the policy allows the renter paying \$11 directly to the hall monitor for extra hours of the hall and it is not clear the monitor is on site the entire time the renter is. Sharon agreed that all payments for the hall rental should go to the office and the district pay the hall monitor.

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Jodie will email a WORD version of the form 1004F for Sharon to work on before the next meeting. Jodie's revision proposal includes advance time changes, adding damage to the violation clause, and a 7 day room layout deadline. Jodie's proposal attaches the rules so they can be modified without changing the form and clarifies the rental hours. After discussion the suggested fee for extra hours could be \$25 each. Steve said the two hour 'setup time' statement should specify the 'setup and teardown' time on Form 1004F.

Jodie said that there was a minimal turnout on the 3rd for the End of Year Pool Celebration due to the weather and the alternate party date on the 10th had more. The remainder of the food is being given out to the kids.

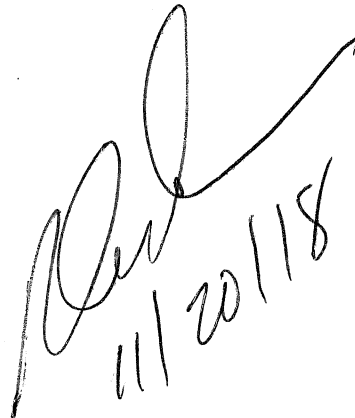
Sharon will have an ad for life guards and pool attendants in the Banner. Dan will get back to the Board on training for life guards and pool attendants.

Dan moved to adjourn. Don seconded the motion. The meeting continued with the following:

Sharon stated that a letter concerning Toys for Tots will be placed in the Banner.

Sharon announced the HOA Christmas Party will be December 9th from 1:00 to 3:00 PM. She said Joyce Fisher was looking for volunteers.

The meeting adjourned at 9:10 PM.


11/20/18