

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
Wednesday; October 27, 2021 @ 7:00 P.M.

1. Call to Order
2. Roll Call
3. Pledge to Flag
4. Approval of Minutes: 9/29/21 BOT Meeting & 10/13/21 BOT Work Session
5. Treasurer's Report
6. District Office Manager's Report
7. Interview Candidates for Open Board of Trustee Seat and Appointment
8. Trustee Committee Reports:
 - Recreation Committee (Belle)
 - i. Agenda Motion - Belle - AED & 1st Aid
 - Personnel & Salaries Committee (Terry)
 - i. Agenda Motion - Terry - Dockmaster
 - ii. Agenda Motion - Terry - Office Assistant
 - Policy & Procedure Committee (Melanie)
 - i. Agenda Motion - Melanie - Fob for Swimming Pool - 1026FOB
 - Agenda Motion - Melanie - Non-Res. Marina Ramp Access Contract - 1019NRC
9. Additional Items as Needed

(Resident comments agenda item 3 minutes)
10. 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 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 based.

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance September 2021

Ordinary Income/Expense	Sep 21	Budget	Oct '20 - Sep 21	YTD Budget	Annual Budget
Income					
4000 · Assessments					
4005 · Property Tax	0.00	42,369.00	500,652.15	508,428.00	508,428.00
4006 · Commission fees	0.00	-1,143.41	-15,019.56	-13,721.00	-13,721.00
4007 · Excess fees (Excess commission fees)	0.00		3,821.35		
Total 4000 · Assessments	0.00	41,225.59	489,453.94	494,707.00	494,707.00
4100 · Rent					
4111 · Screen Room Rental	75.00	83.33	975.00	1,000.00	1,000.00
4120 · Hall Rentals	1,467.60	1,666.67	18,149.68	20,000.00	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	24,048.00	3,008.33	60,455.63	36,100.00	36,100.00
4153 · Non Resident slip rentals	31,644.00	7,850.00	129,645.96	94,200.00	94,200.00
4155 · Short Term Slip Rental	0.00		0.00	0.00	0.00
4158 · Homeowner-Non Resident	6,084.00	391.67	10,135.54	4,700.00	4,700.00
Total 4151 · Slip Rental	61,776.00	11,250.00	200,237.13	135,000.00	135,000.00
4154 · Small Boat Area	788.00	33.33	2,784.00	400.00	400.00
4156 · Trailer Space Rental	2,533.00	383.33	6,078.58	4,600.00	4,600.00
4157 · Gate Keys	2,090.00	646.67	9,990.00	7,760.00	7,760.00
4805 · late fees	0.00		0.00	0.00	0.00
4825 · Work Area/Pressure Washer	80.00		580.00	0.00	0.00
Total 4150 · Marina Rentals	67,247.00	12,313.33	219,669.71	147,760.00	147,760.00
Total 4100 · Rent	68,789.60	14,063.33	238,794.39	168,760.00	168,760.00
4300 · Pool					
4360 · Pool FOB	720.00		734.00		
Total 4300 · Pool	720.00		734.00		
4500 · Publications					
4530 · Banner - Classified Ads	0.00		5.00	0.00	0.00
Total 4500 · Publications	0.00		5.00	0.00	0.00
4600 · Interest Income (Interest Income)	35.67	83.33	619.33	1,000.00	1,000.00
4700 · Recreation Income					

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
September 2021

	Sep 21	Budget	Oct '20 - Sep 21	YTD Budget	Annual Budget
4745 · Swim Team - Dolphins	0.00		48.00		
4700 · Recreation Income - Other	0.00		900.00		
Total 4700 · Recreation Income	0.00		948.00		
4800 · Miscellaneous Income					
4802 · Office Services	0.00		44.00		
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		-0.27		
4800 · Miscellaneous Income - Other	0.00	17.33	11.20	208.00	208.00
Total 4800 · Miscellaneous Income	0.00	17.33	54.93	208.00	208.00
Total Income	69,545.27	55,389.58	730,609.59	664,675.00	664,675.00
Gross Profit	69,545.27	55,389.58	730,609.59	664,675.00	664,675.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	2,640.00	4,583.33	35,060.00	55,000.00	55,000.00
5130 · Wages - Maintenance	8,832.43	9,602.50	113,712.12	115,230.00	115,230.00
5132 · Wages - Dockmaster	700.00	700.00	8,400.00	8,400.00	8,400.00
5133 · Marina Project Manager	0.00		0.00	0.00	0.00
5135 · Wages - Pool	2,035.45	4,500.00	25,139.58	54,000.00	54,000.00
5170 · Health Insurance Compensation	300.00	583.33	3,900.00	7,000.00	7,000.00
5210 · FICA-941 Taxes	1,109.84	1,500.00	14,245.22	18,000.00	18,000.00
5215 · Unemployment Taxes	19.14	50.00	1,671.95	600.00	600.00
5450 · Cell Phone	0.00		0.00	0.00	0.00
5610 · Accounting Fees	1,000.00	1,133.33	9,900.00	13,600.00	13,600.00
6080 · Travel Mileage	0.00	41.67	0.00	500.00	500.00
Total 5100 · Wages, Taxes and Fees	16,636.86	22,694.16	212,028.87	272,330.00	272,330.00
Total 5000 · Administration Expenses	16,636.86	22,694.16	212,028.87	272,330.00	272,330.00
5200 · Marina Expense					
5240 · Sales Tax	0.00		0.11		
5250 · Property Tax	0.00	400.00	4,885.63	4,800.00	4,800.00
5575 · Marina Repair/Maintenance	393.12		10,000.16	0.00	0.00
Total 5200 · Marina Expense	393.12	400.00	14,885.90	4,800.00	4,800.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
September 2021

	Sep 21	Budget	Oct '20 - Sep 21	YTD Budget	Annual Budget
5300 - Security					
5311 - Security Camera R&M	0.00	333.33	0.00	4,000.00	4,000.00
5320 - Gate Closing Expense	0.00		0.00	0.00	0.00
5335 - Key Fobs	0.00		0.00	0.00	0.00
5300 - Security - Other	0.00		0.00		
Total 5300 - Security	0.00	333.33	0.00	4,000.00	4,000.00
5400 - Utilities					
5410 - Electric	1,962.08	1,291.67	16,449.97	15,500.00	15,500.00
5420 - Water/Sewer	1,355.56	1,291.66	16,894.14	15,500.00	15,500.00
5430 - Telephone/Pager/Cable/Web	220.57	208.33	2,876.80	2,500.00	2,500.00
5440 - Gas/Propane	0.00	25.00	92.35	300.00	300.00
Total 5400 - Utilities	3,538.21	2,816.66	36,313.26	33,800.00	33,800.00
5500 - Building and Grounds					
5511 - Professional/Contract Services	0.00	816.67	12,368.94	9,800.00	9,800.00
5512 - Repairs, Maintenance & Supplies	536.29	583.33	7,778.41	7,000.00	7,000.00
5515 - Janitorial and Cleaning	668.57	416.67	3,370.08	5,000.00	5,000.00
5516 - Gasoline (Grounds machinery fuel)	0.00	58.33	329.40	700.00	700.00
5520 - Maintenance Equipment	0.00	250.00	1,529.08	3,000.00	3,000.00
5530 - Pest Control	0.00	250.00	1,126.05	3,000.00	3,000.00
5560 - Landscaping					
5560.1 - .1 Ball Field Project	265.00		265.00		
5560 - Landscaping - Other	3,933.94	1,666.67	11,871.51	20,000.00	20,000.00
Total 5560 - Landscaping	4,198.94	1,666.67	12,136.51	20,000.00	20,000.00
5580 - Pool Maintenance	0.00	416.67	319.97	5,000.00	5,000.00
5585 - Pool Repair/Replacement	0.00	866.67	22,262.04	10,400.00	10,400.00
5590 - Pool Chemicals	1,131.15	1,333.33	8,994.05	16,000.00	16,000.00
5591 - EPA/Water	0.00	102.50	0.00	1,230.00	1,230.00
5683 - Certification Reimbursement	0.00	166.67	225.00	2,000.00	2,000.00
6500 - Playground Expense	0.00		2,460.00	0.00	0.00
Total 5500 - Building and Grounds	6,534.95	6,927.51	72,899.53	83,130.00	83,130.00
5600 - Other Administration Expense					
5519 - Leased Equipment	0.00	183.33	6.95	2,200.00	2,200.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
September 2021

	<u>Sep 21</u>	<u>Budget</u>	<u>Oct '20 - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5650 · Postage	0.00	41.67	1,025.00	500.00	500.00
5660 · Legal Fees	0.00	1,000.00	1,587.00	12,000.00	12,000.00
5665 · Seminars, Training and Fees	0.00	83.33	379.00	1,000.00	1,000.00
5670 · Office Supplies/Expenses	440.88	416.67	7,460.50	5,000.00	5,000.00
5680 · Audit Fees	0.00	985.00	11,500.00	11,820.00	11,820.00
5682 · Organizational Fees and License	0.00	125.00	10.00	1,500.00	1,500.00
5686 · Website Maintenance	100.00	100.00	1,200.00	1,200.00	1,200.00
5690 · Advertising	0.00	125.00	503.77	1,500.00	1,500.00
6020 · Bank Fees	375.35	500.00	6,499.62	6,000.00	6,000.00
6040 · Trustee Election	0.00		0.00	0.00	0.00
Total 5600 · Other Administration Expense	916.23	3,560.00	30,171.84	42,720.00	42,720.00
5630 · Insurance-Business					
5631 · Insurance - Liability	2,305.00	1,266.67	9,021.25	15,200.00	15,200.00
5632 · Insurance - Workers Compensatio	3,467.25	872.50	6,917.50	10,470.00	10,470.00
5633 · Insurance - Auto Liability	59.50	16.67	223.00	200.00	200.00
5634 · Insurance -Property	6,163.25	894.17	22,629.50	10,730.00	10,730.00
5635 · Insurance - Flood	0.00	0.00	9,938.43	0.00	0.00
Total 5630 · Insurance-Business	11,995.00	3,050.01	48,729.68	36,600.00	36,600.00
5700 · Publications Expense					
5710 · Banner - Commissions	0.00		0.00	0.00	0.00
5711 · Banner composition	300.00	191.66	3,710.00	2,300.00	2,300.00
5720 · Banner - Printing Costs	63.91		686.37	0.00	0.00
5740 · Banner - Paper Delivery	0.00		885.72	0.00	0.00
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables	0.00		0.00	0.00	0.00
5762 · King Features	0.00		0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
Total 5700 · Publications Expense	363.91	191.66	5,281.09	2,300.00	2,300.00
5800 · District Recreation					
5830 · Expenses -	0.00	333.33	4,589.45	4,000.00	4,000.00
Total 5800 · District Recreation	0.00	333.33	4,589.45	4,000.00	4,000.00
5900 · Capital Layout					

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
September 2021

	Sep 21	Budget	Oct '20 - Sep 21	YTD Budget	Annual Budget
5901 · Survey	0.00	416.67	0.00	5,000.00	5,000.00
5903 · Sheds to Replace Porta Potty	0.00		0.00	0.00	0.00
5906 · Fishing Pier Repair	0.00		0.00	0.00	0.00
5907 · Basketball Court	0.00	4,166.67	0.00	50,000.00	50,000.00
5909 · Screen Room Repair	0.00	3,333.33	0.00	40,000.00	40,000.00
5911 · Rec Hall Repairs	0.00	1,916.67	7,544.99	23,000.00	23,000.00
5912 · Automatic Gate to the Beach	0.00		0.00	0.00	0.00
5913 · Splash Park	0.00		0.00	0.00	0.00
5914 · Dog Park	0.00		0.00	0.00	0.00
5916 · Lighting Basketball Court	0.00		0.00	0.00	0.00
5917 · Pool ADA Bathrooms	0.00		0.00	0.00	0.00
5918 · Lighting Pool	0.00		0.00	0.00	0.00
5921 · Capital Layout - Marina Project	0.00	5,249.58	0.00	62,995.00	62,995.00
Total 5900 · Capital Layout	0.00	15,082.92	7,544.99	180,995.00	180,995.00
9010 · Bank Service Charges	0.00		232.75		
Total Expense	40,378.28	55,389.58	432,677.36	664,675.00	664,675.00
Net Ordinary Income	29,166.99	0.00	297,932.23	0.00	0.00

Bayshore Gardens Park & Recreation District Balance Sheet

As of September 30, 2021

Sep 30, 21

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	174,252.81
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	2,776.12
1016 · Savings - Operating 5/3 4032	198,793.38
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	4,607.39
1022 · Reserve Fund-Hall Upgrade	-2,373.67
1023 · Reserve Fund-Pool	7,110.59
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA	25,000.00
1032 · Reserve Fund - Marina	44,754.69
1033 · Reserve Fund-Outdoor Recreation	5,000.00
1036 · Reserve Fund - Security System	10,000.00
1019 · Savings Reserves 5/3 5013 - Other	-3,238.14

Total 1019 · Savings Reserves 5/3 5013	<u>91,660.86</u>
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Total Checking/Savings	503,833.17
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Accounts Receivable

1100 · Accounts Receivable	<u>9,138.86</u>
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Total Accounts Receivable	9,138.86
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Other Current Assets

11500 · Water Boy Bottle Deposit	35.00
1499 · *Undeposited Funds	<u>4,146.56</u>

Total Other Current Assets	<u>4,181.56</u>
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Total Current Assets	517,153.59
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Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,307,197.93
1920 · Recreation Area	1,768,907.19
1940 · Recreation Area F & E	97,308.64
1960 · Machines & Equipment	93,144.21
1980 · Office Furniture and Equipment	36,158.54
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,195,385.52
1999 · 2019-2020 FY Reserve Expenses	<u>59,815.22</u>

Total Fixed Assets	2,620,595.09
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Other Assets

SUSPENSE	571.00
1800 · Utility Deposits	<u>280.00</u>

Total Other Assets	851.00
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TOTAL ASSETS	<u>3,138,599.68</u>
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LIABILITIES & EQUITY

Bayshore Gardens Park & Recreation District
Balance Sheet

As of September 30, 2021

Sep 30, 21

Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	21,536.43
Total Accounts Payable	<u>21,536.43</u>
Other Current Liabilities	
2010 · Accrued Wages	6,180.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	-742.10
2100 · Payroll Liabilities - Other	-901.15
Total 2100 · Payroll Liabilities	<u>-1,643.25</u>
2171 · Sales Tax Payable	5,478.65
2500 · Security Deposits	
2501 · Hall Security Deposits	-1,270.00
2502 · Marina Security Deposits	31,571.00
2503 · Screen Room Deposit (Screen Room Deposit)	160.00
Total 2500 · Security Deposits	<u>30,461.00</u>
2600 · Deferred Revenues	46,682.59
2700 · Prepaid Income	665.65
Total Other Current Liabilities	<u>87,824.81</u>
Total Current Liabilities	<u>109,361.24</u>
Total Liabilities	<u>109,361.24</u>
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,420,774.85
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,214,661.51
Net Income	298,024.29
Total Equity	<u>3,029,238.44</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,138,599.68</u></u>

October 5th 2021

Kyle Weatherly
1103 Harvard Ave
Bradenton FL 34207

To whom it may concern,

My name is Kyle Weatherly. I am a 38 year old husband, and father of 4. My family and I decided to purchase our forever home in the wonderful neighborhood of Bayshore Gardens. Having made that choice we have done what little we can to make sure we are a proactive member of the community. We have enjoyed taking part in recreations at the pool, joining the volleyball group, as well as the labor day event our first year here. I won the pizza eating contest. With that said I feel that it is time I step up and take a bigger role in the community. It is my intent to join the Board of Trustees. Here I feel I will be able to make a much bigger positive impact for current and future members of our great community.

Being in a leadership role is not new to me personally. For close to 14 years I helped manage several businesses. My involvement helped build sales for each place in new fun and creative ways. Over the years I was able to build relationships with schools, camps, and other ventures that helped point our youth in the right direction. Having chosen to make this neighborhood home means I have a true vested interest in the continued growth of our community. With the help of the other members of the Board of trustees I hope to continue making a difference.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kyle Weatherly', with a long horizontal flourish extending to the right.

Kyle Weatherly

Keely Brown
2908 Florida Blvd
Bradenton FL 34207
619-885-1979
obbeachlover@gmail.com

Bayshore Gardens Park & Recreation District.

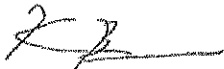
To whom it may concern:

As the message states on the website you are looking for a person that is motivated to make a difference in the community. I am an individual that likes to make a positive impact in my community. Which leads to my interest in the Board of Trustees opening.

I am a Fairly new resident of the community with my residency starting in Bayshore Gardens in May 2021. My belief is that "my home" is beyond the scope of the property lines; it incorporates my community and as such the community should be treated as a home. I am a graduate of Sarasota High School and have returned home to the Sarasota/Bradenton area after A 28year absence. I work fulltime in the Healthcare Technology industry and volunteer some of my free time at an exotic bird sanctuary.

Although my experience is minimal in this type of position as I have only served on the board of one homeowners association for 3 years. I find that serving in this positions will help me learn more about the community. I want to keep the community a welcoming home for residents and to help sustain the social and recreational activities for our residents.

Thank you for your time and I look forward to meeting working with you all in the near future



Keely Brown

Keely B. Brown
2908 Florida Blvd. Bradenton, FL 34207
619-885-1979
obbeachlover@gmail.com

Summary of Qualifications and Certifications:

Qualifications:

- Board member of Sunset Greens Homeowners Association
 - Member at large 2008-2009
 - Treasurer 2010

Certifications:

Epic University

- **SmartForms:** Create and Maintain Smartforms
- **MyChart:** Questionnaires, Provider set up, Direct and Ticket Scheduling
- **EpicCare Ambulatory:** New DEP set up and optimization requests (all aspects)
- **Nurse Triage:** Protocol maintenance (Schmidt Thompson)
- **Cadence:** Templates, Letters, Visit Types, Questionnaires, Department and Provider Maintenance
- **Order Transmittal:** Order transmittal and workflow engine rules maintenance

Professional Experience:

Lee Health, Fort Myers, FL 12/2020 - current

Advanced Application Analyst

- Upgrade and update implementation
- New Department implementation
- Senior analyst mentor and trainer to new analysts
- Update and upgrade support
- On-Call Service desk support
- Continued optimization of Cadence, MyChart and EpicCare including Updates and Upgrades

UC San Diego Health, San Diego CA 08/2016 – 12/2020t

Senior Clinical Systems Application Analyst

- Ambulatory Implementation team lead for new clinics and new services
- Lead Ambulatory Analyst for Student Health/CAPS – 1st UC to incorporate Student Health Services
- Lab WorkQueue maintenance lead
- Senior analyst mentor and trainer to new analysts
- Update and upgrade support
- On-Call Service desk support
- Continued optimization of Cadence, MyChart and EpicCare including Updates and Upgrades

Rady Children's Hospital, San Diego, CA 08/2014 – 12/2016

Senior Business Analyst

- Fulltime 08/2014 -07/2016 converted to Per Diem 08/2016
- Service desk support
- Epic application coordinator, Change control processes and Data Courier
- Work closely with trainers, Management and support staff and providers with on ongoing optimization of Cadence, MyChart and EpicCare including Updates and Upgrades

Keely B. Brown
2908 Florida Blvd. Bradenton, FL 34207
619-885-1979
obbeachlover@gmail.com

Professional Experience Continued:

Sharp Healthcare, San Diego, CA 10/2013-08/2014

Senior Systems Analyst

- Software Analyst for GE Centricity Business and CACTUS
- Integrated testing lead on optimization workflows
- Optimization and reimplementing of CACTUS

Rady Children's Physician Management Services, San Diego, CA 10/2006-10/2013

IT Supervisor/ Software Application Analyst

- IT Supervisor 04/13 - 10/2013, Department Lead 01/11-04/13 Software and Desktop Analyst 10/06 - 01/11
- Lead Epic application coordinator, Change control processes and Data Courier
- Involved with Epic project from conception to implementation in all aspects of the system
- Continued optimization with Epic within and outside of current updates and upgrades
- Work closely with trainers and providers with on ongoing needs and changes within Epic
- Assist in network administration and Service desk support

Accomplishments / Volunteer:

2021 Volunteer Birds of Paradise Sanctuary

2008-2020 Volunteer: Irish Congress of Southern California

1996 Military Department, State of California, California Commendation Medal

1994 United States Army Quarter Master School Unit Supply Specialist (92Y10)



DANIEL P SMITH JR

6307 CORNELL RD | 941-752-9101 | 517-204-1780 (Cell) | SMITHD8@LCC.EDU

10/26/2021

Board of Trustees
Bayshore Gardens Park and Recreation District
6919 26th St W, Bradenton FL 34207

Dear Board of Trustees:

I would like to be considered to fill the current trustee vacancy. I have lived in this area for 20 years and have owned my property in Bayshore Gardens for about 6 years. As a resident and property owner within the Bayshore Gardens District and I am genuinely interested in our community continuing to be an outstanding place to live and raise a family. I believe my skills and experience make me uniquely qualified to serve this Board and our community. I served on the Planning Commission for Meridian Township – an upper middle-class community in Ingham County, Michigan. As President of the Ingham County "Rebuilding Together" group I raised over \$30,000 in grants yearly so our group could improve needy homes in our community. I was Vice President of our neighborhood group where we helped provide youth after school and summer programs and organized community projects and activities. As a Real Estate investor with many rentals in the East Lansing area, I owned, maintained the properties, coordinated with Code Enforcement, and with Planning and Building Inspectors and managed the rental business. I have been a licensed residential builder in Michigan for 25 years and am familiar with building codes, permitting, RFP, zoning and dealing with contractors. I redesigned and revamped the Bayshore Gardens website, brought it into compliance with the regulations of a Special District and maintained it for many months. Finally, and perhaps most importantly, I have been the Foster Parent to over 100 troubled teens, which means I have the patience of Job, the ability to recognize BS and the wisdom to see good and talent in those who may not even see it in themselves.

Thank you for your consideration,

Daniel P Smith Jr

DANIEL P SMITH JR

Contact

6307 Cornell Rd.,
Bradenton, FL., 34207
941-752-9101
Smithd8@LCC.EDU

Education

MS Physics/Mathematics Michigan State University

BS Physics/Mathematics Michigan State University

Philosophy:

Success demands a long range plan with short term goals pointing the way.

When Alice said she didn't know where she wanted to go – the Cheshire Cat said “..then it doesn't matter which path you take...”

Key Skills

- Ability to lead and organize groups and projects.
- General license HAM radio operator KD8RQW
- Familiar with IT and Websites
- Work well with people and companies at all levels

Objective

To obtain a position on the Bayshore Gardens Park and Recreation District Board of Trustees where I can be a team player, listen to the needs of our community and strive to fulfill those needs within the fiscal constraints of a prudent budget

Experience

Lansing Community College – Physics and Math Instructor

1986-2006

Taught Calculus and Non-Calculus based Math and Physics

EDS – Assistant Account Manager for GM Fisher Body Plant

1980-1986

Responsible for Computer, PLC and IT for the Plant. Supervised over 250 Technicians and Engineers

Rental Apartments

1986-2006

Owned and Managed rental units in the East Lansing area.

Licensed Residential Building Contractor

1986-2011

Volunteer Experience

Member of Meridian Township Planning commission

We oversaw plans and approval for multimillion dollar projects within our Township

President of Ingham County Rebuilding Together

I wrote and obtained grants over \$30,000 per year for us to repair and improve needy homes within the County

V.P. of Towar Concerned Citizens Committee(TC3)

Leadership

- managed research and development labs and have over a dozen patents in my name
- managed construction projects and million dollar plus engineering projects
- worked with Kodak on the US Spy Satellite program
- Helped companies grow from "Mom and Pop" to midsized \$10 Million+
- Worked with the Navy to develop SonoBuoys for tracking enemy submarines

Volunteer Experience

Organized after school and summer youth activities and organized neighborhood events for our local community

Past Commodore of Trailer Estates Yacht Club

Treasurer of CERT (Community Emergency Response Team)

Developed the CERT website, formed CERT as a 501c3 non-profit

Bayshore Gardens Website

Redesigned and updated the website to be in compliance with Special District rules.

Maintained the site for over a year as a free service to the district.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: AED - 1st Aid For Rec Committee Meeting Date: OCT. 27, 2021

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: VOLLEYBALL + SOFTBALL GROUPS PLAY OUTSIDE
OF OFFICE + POOL HOURS & HAVE NO ACCESS TO THESE ITEMS.

THERE IS A NURSE IN EACH GROUP

Estimated Costs to District (if applicable)

\$ 150

Attachments/Supporting documents: None: _____

INFORMATION FROM AMAZON

Board Trustee: Anita Belle Baxter Date: OCT. 4 2021

Print Name: ANITA BELLE BAXTER

Received by: [Signature] Date: 10/4/2021

Philips HeartStart AED Defibrillator Slim Carry Case

Price: \$112.00

Conveniently store and transport your Philips HeartStart Onsite AED as well as paramedic scissors(not included) and manuals

In addition to the onsite defibrillator, the slim carry case can accommodate a pair of paramedic scissors

The slim carry case is constructed with semi-rigid materials and covered in durable red cordura.

A window pocket inside the case holds the onsite quick reference guide

Dimensions - 9.5" (24 cm) w, 8.5" (21 cm) h, 3.5" (9 cm) d

Specifications for this item

Model Number	M5076A
Part Number	M5076A
Temperature Rating	Ambient: 15 to 25 C (59 to 77 F)
UNSPSC Code	42000000
UPC	809046001282

【2021 New】 Professional First Aid Kit, Trauma Kit with Labelled Compartments Molle System for Car, Hiking, Backpacking, Camping, Traveling, and Cycling

Brand: Homestockplus – \$33.99

- ✓ **【Labelled and Organized:】** The first aid supplies labeling system enables you to quickly identify first aid contents and explains the typical use for each item. This makes it quicker and easier to respond to any emergency situation.
- ✓ **【Compact,Light and Additional Space:】** The overall dimension of the small first aid kit is 7.9" x 5.9" x 3.6" and weight only 1.3 lbs,it is ideal for an active lifestyle. Additional space allows you to add customized items like tourniquet and emergency bandages.
- ✓ **【Durable, Strong and Portable:】** The first aid bag made from 600D polyester for extreme adventures, robust and can withstand the toughest conditions. Easily carried on a backpack, belt via molle compatible straps and snaps, which made it a perfect companion for any outdoor activities.
- ✓ **【Comprehensive First Aid Treatment:】** The trauma first aid kit contains more than enough supply to treat a single family or a group of friends under emergency circumstances. Perfect for taking care of any medical or emergency needs during outdoor adventures such as camping, hiking,boating,travelling, boy scouts, mountain biking and etc.
- ✓ **【Quality and Service】** : We commit to providing the most comprehensive customer service. If you meet any problem with this first aid kits, please feel free to contact us. We ensure that every customer's user experience is high above others.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

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This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Dockmaster Meeting Date: 10/27/21

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: _____

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee: Terry Zimmerly Date: 10/19/21

Print Name: Terry Zimmerly

Received by: [Signature] Date: 10/19/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Office Assistant Meeting Date: 10/27/21

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: Hire office assistant for 10 to 15 hours a week at \$14 per hour.

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None:

Board Trustee: Terry Zimmerman Date: 10/19/21

Print Name: _____

Received by: Hia Cruz Date: 10/19/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

FOB #: _____

FOB FOR SWIMMING POOL GATE

FOB #: _____

1026 FOB

RESIDENTS ONLY

Date: _____

Name: _____ Spouse: _____

Property Address: _____

Phone Number: _____ Cell Number: _____

Owner: _____ Phone Number: _____

8:00 AM - Noon Lap Swimming: Yes ___ No ___ Water Exercise: Yes ___ No ___

Number of people in household: _____ Names: 1. _____

2. _____ 3. _____

Use back of form if more room needed.

Starting date of this agreement October 1, _____ and ending September 30, _____.

I (we) understand that the FOB is for the use of the swimming pool by our family and our guests and must be renewed annually. Additionally, I understand that all swimmers must sign the pool waiver. If FOB is lost or damaged, I may replace the lost FOB for \$10.00.

The annual cost per FOB is \$20.00 plus tax.

NUMBER OF FOB'S ISSUED _____ X \$20.00 TOTAL PLUS TAX. AMOUNT COLLECTED \$ _____

Owner Signature

Date

Renter Signature

Date

Witness Signature

Date

Approved: 9/27/18 Sharon Denton
Revised: 08/25/21 Revised: 10/27/21
Effective: 9/27/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
NON-RESIDENT MARINA RAMP ACCESS CONTRACT

Contract # _____

FOB # _____

Decal # _____ Decal # _____ Decal # _____

1019 NRC

As A Non-resident of Bayshore Gardens a Special Tax District, I accept and understand the Rules and Regulation below and will produce documents required: I will be provided a copy of the Marina Rules and I understand those rules are a part of this agreement. The fiscal year for this agreement is October 1st thru September 30th. These contracts are not subject to being prorated and are non-refundable.

1. Copy of my current vessel/trailer registration, drivers' license, and proof of insurance on the vehicle, must be presented at the time of request for a FOB. Vehicle must be registered in my name and address.
2. One FOB per application
3. FOB is solely for the use of the contracted holder. Unauthorized or misuse of card will necessitate deactivation of the FOB. Loaning of gate FOB to unauthorized person will void contract. No refund will be issued for unused contract.
4. FOB held by owner trailering in their boats are subject to renewal yearly on October 1st. No notices will be sent out. Notices will be posted at the Marina gates, the launch ramp and published in the Bayshore Banner. Rates may be reviewed and increased on an annual basis.
5. A numbered Bayshore Gardens parking decal will be issued with each FOB. The decal must be displayed on the outside of back windshield of the registered vehicle. FOB holders may obtain additional parking decals. The same registration documentation, as cited in 1 above is required for each vehicle issued a decal. Tow vehicle not registered with the office and/or not displaying the proper numbered parking decal are subject to being impounded at owner's expense. Guests will not be allowed to park in Marina. (Past FOB gate)

THE RULES ABOVE WILL BE STRICTLY ENFORCED. I HAVE READ AND FULLY UNDERSTAND THE ABOVE RULES AND AGREE TO ABIDE BY THEM. I FURTHER UNDERSTAND AN ANNUAL FEE OF \$400.00 plus tax PER FOB WILL BE CHARGED TO NON RESIDENT, TRAILERED BOAT OWNERS (non-slip holders). Lost FOB replacement will be \$10.00 and original FOB will be deactivated. Copy of Marina Rules 1005 MRR have been provided and are a part of this agreement.

Signature: _____ Date: _____

Print Name: _____ Telephone: _____

Address: _____ Email: _____

Trailer Tag #: _____ Vehicle Tag #: _____

ATTACH A COPY OF DRIVERS LICENSE, AND PROOF OF INSURANCE

Accepted by District Representative: _____ Date: _____

Approved: 09/29/21

Effective: 09/29/21