

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Board of Trustee Work Session**  
**Wednesday; November 09, 2022 @ 7:00 P.M.**

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Trustee Committee Reports
  - Policy & Procedure (Melanie) - Procedural Guide for Projects
  - Policy & Procedure (Melanie) - Annual Budget Hearing Procedure
  - Policy & Procedure (Melanie) - Additional Items Discussed (If Any)
  - Recreation (Jeanne) - Planning Afternoon of Laughter / Kickball / Event Tentatively Scheduled Dec. 30, 2022
  - Recreation (Jeanne) - Volleyball Update
  - Recreation (Jeanne) - Brainstorm Ideas for Community Events for 2023
  - Recreation (Jeanne) - Additional Items Discussed (If Any)
  - Personnel & Salaries (Terry) - Personnel Job Duties
  - Personnel & Salaries (Terry) - Additional Items Discussed (If Any)
  - Marina (Morris) - Fence the Marina
  - Marina (Morris) - Replace Shed
  - Marina (Morris) - Dock Boxes
  - Marina (Morris) - Additional Items Discussed (If Any)
  - House & Grounds (Kyle) - Future Projects
  - House & Grounds (Kyle) - Additional Items Discussed (If Any)
5. Additional Items as Needed  
  
(Resident comments agenda item 3 minutes)
6. 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 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: Discussion <sup>1008 PCL, 1002 BPR, 1002 BA</sup> Meeting Date: 10/9/2020

Type of Meeting: \_\_\_\_\_ Workshop  Board Meeting \_\_\_\_\_

Motion: \_\_\_\_\_ Discussion:  (check one)

Rationale for Request: Discuss different policies + procedures for hearing budget meeting, bidding + procurement  
Pool Pay Scale

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: \_\_\_\_\_

See documents

Board Trustee: Melanie A. Woodruff Date: 10/4/2020

Print Name: Melanie A. Woodruff

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## BUDGET HEARING TEMPORARY COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and regulations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the contrary

Bayshore Gardens being a Park and Recreation District created a Temporary Budget Hearing Committee. The Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustees are encouraged to bring forward candidates for appointment to the committee. The Chairman/Trustee of the Budget and Finance Committee may sit in to advise the committee and answer questions. The committee shall meet at least once prior to the Budget Hearing in the Recreation Center with a publicly noticed meeting. Minutes must be kept and provided to the office.

The Committee shall consist of at least 6 members, eight members are encouraged. The committee shall be responsible for checking in the voters and distributing the wrist bands and ballots. The committee in its first meeting shall select a Chairperson and a secretary. The Chairman of the committee will oversee the committee counting the ballots at the conclusion of casting the ballots. The Chairman of the committee will announce the vote and read the ballots cast by the Trustees.

The committee shall be dissolved when the assessment is approved and the meeting adjourned.

The committee is charged with the following duties and responsibilities:

1. Check in the Resident-Owners from a list provided by Manatee County
2. Distribute the ballots and place wristband on voter
3. Hand out the rules 1002 BPR to the voters
4. Count the ballots and announce the results
5. Read the Trustee Ballots into the record.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved: \_\_\_\_\_  
Revised: \_\_\_\_\_  
Effective: \_\_\_\_\_

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
BIDDING/PROCUREMENT CHECK LIST

1008PCL

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Bayshore Gardens Charter, page 5, (7 G), "A record shall be kept of all meetings of the board of trustees and, in such meeting, a concurrence of the majority of trustees shall be necessary for any affirmative action taken by the board. "

All contracts for construction, maintenance, goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for Category one (\$20,000.00), as such category may be amended from time to time, shall be contracted under the terms of these rules. Contracts for construction, maintenance, goods, supplies, and/or materials do not include printing, insurance, advertising, or legal service. (Bayshore Gardens Procurement policy 1008 P)

112.113, Fla. Sta., "Provides standards of conduct for public officers, employees of agencies and local government attorneys. It prohibits certain activities including the solicitation of, and acceptance of gifts, doing business with one's agency, unauthorized compensation, misuse of public position and conflicting contractual relationships."

Applicable State Laws: 189.016, 255.20, 255.20 (4), 287.057, 287.017, 287.055, 255.101, 287.133, 287.055, 218.70-218.80,

**READ BAYSHORE GARDENS RFP REFERENCE BOOK**

Steps taken to adhere to State Law and Board of Trustee Policy in Contracts for work over \$20,000.00

When the Board of Trustees determines that a contract will be needed for the repair or construction of a project, the Board shall:

The District Office shall create a folder for the project. The folder shall contain the originals of all documents pertaining to this project. This folder is a public record and must be in the District Office at all times. A copy of all minute's pertaining to the project shall be placed in this file.

1. Determine if the proposed project is an emergency pursuant to Florida State Law 255.025(5) and Board policy 1008P definitions.
2. Establish that funds are available for the project.
3. Determine the steps to be taken to start the RFP process or send to a committee for study and recommendations. ***ESTABLISH THE SCOPE OF WORK. ALL FACT-FINDING MUST BE DOCUMENTED.***
4. Obtain an independent third-party recommendation for the Scope of Work for any project that will exceed \$20,000.00. Invite all interested parties to participate in a Public Board of Trustee Meeting.
5. Approve the Scope of Work for the project that is to be contained in the RFP.
6. The RFP provided by the District's attorney; Scott Rudacille shall be used as a guideline to create the RFP. ( Riverwood Community Development District Invitation to Bid. Installation of Water Main Line ITB #2020)
7. Prepare or cause to be prepared an RFP and approve same RFP before it is placed in the newspaper legal notices per FS 255.0525 (2) and the Board policy, 1008P. Ensure that the RFP contains the time, day, and date of the meeting to open the sealed bids as well as all legal language of the Rudacille RFP.

8. Post the statutory newspaper notice for the project RFP, with the time, day, and date for contractors to respond in all appropriate publications in the State. The Board in an emergency may approve less than the 30 days required in the Procurement policy but may not be less than the 21 days' notice unless an emergency was declared in step 1, as required by State Law, and would require strictly adhering to the Board Policy/State Law and requirements in step 1 for definition of emergency and cannot be less than 14 business days.
9. Require any project that would exceed \$50,000.00 be required a minimum of the 21 days to receive bids unless a statutory state of emergency has been established by the Board of Trustees in step 1 above and cannot be less than 14 business days.
10. Ensure that all bids are received sealed and logged into the office with date, time, and date received. The bids must remain sealed until opened in a public meeting.
11. Hold a public meeting that has been noticed by law to open the bids after the statutory 7-day notice has been published in the Newspaper. The information shall be placed on the website as soon as date and time available but no less than the 7 days.
12. Open bids in a public meeting and Dollar amount of the bids be read with the name of the bidder and recorded in the minutes of the meeting. The bids in their entirety are not public record until one is selected.
13. Send a notice by US mail to all bidders. This letter is signed by the Chairman as well as the acceptance of the bid to the contractor awarded the contract. All bids are now public
14. Not authorize any committee to negotiate or accept any contracts/bids, only the Board at a publicly noticed meeting may enter into negotiations and awards.
15. Not accept any changes to the bid/s once the bid has been approved unless a change order has been approved for additional work. The amount bid for the work approved in the RFP may not be altered.
16. Ensure that no part of the bid has been altered once distributed unless the District restarts the process at step 7.
17. Not enter into any contract without the review and approval of the District's attorney.

Approved: \_\_\_\_\_  
Revised: \_\_\_\_\_  
Effective: \_\_\_\_\_

Notice of a public hearing shall be published at least 21 days prior to the hearing in a newspaper of general circulation in Manatee County.

The Chairman of the Board in a publicly noticed Board of Trustee Meeting shall appoint a committee of at least 6 residents to conduct the registration of the voters and the disbursement of the ballots for the Budget Hearing. The committee will automatically dissolve when an assessment is approved, and meeting is adjourned.

The ballot box shall be available and those present may cast their ballot at will. Resident-Owners do not need to remain for the balance of the meeting, however, if an additional vote is taken and the resident-owners are no longer present, they have surrendered their right to vote in that additional balloting.

The Resident-Owners will check in with the Board of Trustees appointed committee and receive a ballot. If the Resident-Owner is not known to the Registration committee, ID will be required to obtain a ballot. The ID address must match the official records used for this Hearing.

Owner-Residents subject to the assessment and present at the meeting shall be eligible to speak and to vote. (3 minutes each) If a majority of those subject to the assessment, present at the meeting, are opposed to the assessment, the assessment shall be reduced until approved by a majority of the Resident-Owners present.

This committee shall count the ballots and announce the results. The ballots cast by the Trustees shall be read into the record. The ballots shall be maintained in the District Office.

Approved: \_\_\_\_\_  
Revised: \_\_\_\_\_  
Effective: \_\_\_\_\_

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BUDGET HEARING DATE: \_\_\_\_\_

**AGENDA**

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to The Flag
4. Reading of the Resolution to Establish Assessment for Next Fiscal Year  
\_\_\_\_\_ to \_\_\_\_\_.
5. Read the following rule:  
**“The ballot box shall be available and those present may cast their ballot at will. They do not need to remain for the balance of the meeting, however, if an additional vote is taken and the resident owners are no longer present, they have surrendered their right to vote in that additional balloting. “**  
Advise all voters to get a copy of all of the rules for the hearing from the registration desk.
6. Resident’s Comments and Questions (3 Minutes Each)
7. Motion to call for the vote \*\*\*
8. Announcing the Results and Reading Trustee Ballots Aloud
9. Motion to Adjourn

**\*\*\*Should motion fail at step 7, return to step 4 and proceed until a positive result is achieved.**

Approved: \_\_\_\_\_  
Revised: \_\_\_\_\_  
Effective: \_\_\_\_\_

The District telephones are intended for the use of serving our customers and in conducting the District's business.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours except for extreme emergencies.

All personal telephone calls should be kept brief to avoid congestion on the telephone line.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.13, Corrective Action).

#### **4.5 PUBLIC IMAGE**

A professional appearance is important anytime an employee comes in contact with customers or potential customers. Employees should be well groomed and appropriately dressed for our business and for their position in particular.

The District allows casual dress, but the following items are considered inappropriate working attire for Bayshore Gardens:

- Spaghetti-strapped shirts
- Short miniskirts or short shorts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising
- Flip flops

Consult your Manager if you have any questions about appropriate business attire.

#### **4.6 SUBSTANCE ABUSE**

The District is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all employees, regardless of rank or position. The rules apply during working hours to all employees of the District while they are on District premises or elsewhere on District business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on District property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on District property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

**District property:** All District owned, or leased property used by employees.