

Policy and Procedure Committee Meeting Minutes
August 27, 2019

The Committee Meeting was called to order at 7:00 PM by Sharon Denson. Those Trustees and Committee Members in attendance included Sharon Denson, Steve Watkins, and Gwen Norris (scribe). Guests included Lela Kerns. Late arrivals were Belle Baxter and Kathi Frost.

Item 1. Review of Public Records Policy (1034 PR). Sharon Denson said she added the items discussed at the last discussion to the policy. She said the Board would need time to review all of the proposed changes to the proposed policy so it can't be brought to a vote at the next BOT Meeting.

Sharon read 12) "Public Records" means all documents.... which is from the Statutes.

She read from page 2 of the proposed draft policy "Public records are those documents received by the District in the act of conducting the official business of the District. Records will be provided in the format they are stored. Recording/notes, videos, or minutes prepared by other than an official acting on behalf of the district at a Trustee Meeting, workshop, or Committee meeting shall not be accepted by the District as a public record or maintained in the office." Sharon said people are bringing in audios and turning them in as public records and they are not. Sharon said the law says we don't have to record a meeting. Gwen said she is recording this meeting. Sharon said if we do record then that recording becomes 'public record' and not everyone in the audience recording can bring them in the office. Steve agreed that only the person that is charged to take the notes has the official recording because the others can be changed. Sharon continued reading "If an audio/video tape of a meeting is created, The Custodian of the Records is responsible to collect and maintain the recording and provide to a requestor upon request upon payment of the fee." Sharon said it should be "provide a copy". Sharon said if the Custodian of the Records believes audios are being and not turned in, the custodian should say something and it is our job to turn it in.

Sharon read the next two paragraphs "The Custodian shall maintain correspondence received to or from the District as a public record." "The Custodian of the records does not create reports that are not routinely compiled by the District. The requestor may come to the office, review the records, and be provided with a copy or copies per the fee schedule."

Sharon read a public records request asking who appointed Norris as the official scribe for events of the District since Mr. Watkins was the Secretary". Sharon said it is a stupid question because obviously the Chairman cannot appoint someone 'for' The Secretary. Steve said that (the question) was repeated over and over on Nextdoor Bayshore. Gwen asked how that is a public records request, it's just a question. Sharon said it is not (a public records request) and that is why she put in the policy and they have to understand. Sharon stated the email says it appears that this is not known by the district and cannot be answered regarding the Policy and Procedure Committee meeting. She read "The Board of Trustee minutes do not reveal any official..." She said it is not the office's job to read minutes, if you ask a question that is contained in the minutes you can come in and read the minutes, review the minutes, get copies of whatever you want. She said that that (researching minutes for answers) is creating a report that does not exist. Sharon said to not be bashful to Lela and say something if she wants. Lela had nothing to add. Sharon said that this is a real important policy because it is important that our community is answered and also important that our office understands of their job. Steve said a big thing that needs in there is someone calling on the phone wanting a record over the phone and then the



office staff spending hours and hours going through stuff to find information for them, we need to put a stop to that. Sharon said that is already there and Jodie says it is already there in the policy she put in. Sharon said anytime you go through documents to find someone something you are creating a report. She continued if they (requester) can identify what they want, she gave an example of someone saying "I know there was a marina committee a few weeks ago and I'd like to see the minutes". In her example she said the office would say "I'm not sure which one you are talking about, here is the book of the Marina Committee Minutes, with the last few weeks right here." and let them read it. She repeated that we can't go through and create a report. She said the ByLaws have nothing to do with a Committee. She said the Committee is appointed by the Chairman (of the Board) and people are appointed for the committee. She said she can take minutes for one meeting, and Gwen can take them; she can appoint her or herself, to take the minutes for the Committee. Sharon said the only thing the Statutes says is that we have to have minutes and we do. She said we want them as accurate as possible, but minutes are minutes they are not a transcript.

Steve asked Lela how she knew of tonight's Meeting. Lela said they attended last week's meeting and heard about it and they were on the website. Gwen received Lela's full name and Steve wrote it down for his minutes from last week since many did not sign in then.

Sharon read the policy draft paragraph addressing the above issue: "The employees of the District shall not read thru official minutes to answer a question for a requestor. The requestor may come to the office, review the records, and be provided with a copy or copies per the fee schedule." Sharon said that covers that.

Sharon continued with the next paragraph (added) on the draft "The Record Retention schedule shall be followed." Steve said that is obvious. Sharon said she will add the Statute number 119.041. She said the Statute says "Every public official shall systematically dispose of records no longer needed subject to the consent of the Records and Information Management Program of the Division of Library and Information Services of the Department of State." She said there is a retention schedule that is about ten or twelve pages of things and they are numbered. She said under 'Minutes' it tells how long you have to keep them. She said they are numbered so when you sort out the documents, it has a retention schedule, 2 years, 5 years, one year, forever, etc. She said Gwen and her has sorted old records that had not been done legally since the '80s. She said anything historical is kept, anything, like audit report that they had ten copies and other duplicates, we only need one for the public record. She said that they sorted them and know they needed to get rid of them (duplicates). Sharon said if we scan the ones to be destroyed, we need to get rid of the scan, per the retention schedule. Sharon said some are accusing Gwen and herself of malfeasance and destroying, throwing away records without a Board vote. Lela said all medical records are gone after seven years and now they transfer them into a system. Sharon said we have to follow the State retention schedule. She said the electronic media, we also have to take care of that and we don't want to just create more records to go through the whole process again. Sharon said there is a book in the office with the State Statue, all of the forms we use to fill in for what is disposed of. She said they hired a company to come and destroy records and certify they were destroyed. She said they then file a report with the state. She said everything was done by the book.

She said she put it in the policy because when people come in and ask these questions we need to get better in the office on answering them so people leave there understanding.

Sharon said these are all people that are working for nothing, doing the best they can. She said we make mistakes, we try not to, but we do and we need to work together for the people.



Gwen asked about the next one on the draft "Bids accepted shall be kept..." She asked if that replaces the paragraph we had. It was noted the referenced paragraph is on the top of page 3 with the topic line "BIDS" on the bottom of page 2. Sharon said she would put the topic line on page 3. Sharon said the statement under "BIDS" is out of the Attorney General's opinion.

It was noted "Social Media" was removed last time.

Sharon said that was the last of the changes to the draft, and asked if there is anything else. Sharon said she will add a note on the (document) format used. Sharon said the format is another thing and gave an example "If we keep a records in an Excel spreadsheet and someone wants us to put it on PowerPoint, we don't have to do that. She said some things are kept where we can easily convert them and if you can then you do. She said Excel can be exported in other media. She said we don't need to reinvent the world but want to make sure we are taking care of our residents and their legitimate concerns.

Steve described the Records Room in the breezeway where all of the 60 years of records are kept. He said when Sharon came in we started finding out what the law was and the records are kept. He said they threw away old toilet paper receipts and all. Sharon said there were old employee records that should have been destroyed. Steve said they filed the paperwork and had the people come in and shred the stuff and then we get stuff in our email accusing us of destroying records. Steve said if Lela wants to get on the Board he wants her up to speed on what's up. Sharon said the Statute is pretty clear on the Public Records Statute and on the responsibility of the Records Custodian. She said it's not to just wait for someone to drag something in, they have the responsibility to make sure they are dragging it in, in 119 of the Florida Statute. She said in 'Recording' she read "The Custodians of Public Record shall furnish a copy or certified copy of the record upon payment of a fee." She gave an example of if Lela brings in a recording of a meeting and we take it as a public record, we would have to certify that and it may have be in court and we find out it has been doctored, our Custodian of Record is responsible and how can you certify something that has not been under your control. She said the public record review has to be made in the view of the Custodian or designee for the integrity of the document (they can stay at the counter or pay excess fees for taking the office personnel out of the office).

Steve said the Public Record (policy) does not include social media stuff now. He said the County is working on it and next year when we have the County's Sunshine Law seminar they plan to dedicate an hour for 'social media'. He said they are looking at how to collect all that social media from Facebook and other places to make them a Public Record. Sharon said right now we can't do it because it has to be controlled out of the office and we don't have enough staff to continually monitor it. Lela said they have their marketing people in charge of their Facebook, two people at all times. She said when they want to post something they submit it to the marketing people and they decide to post it or not. Sharon said if someone asks for it we have to produce it. She said there are some programs we can buy that will monitor the social media and retrieve them. She said you can't do it out of your house, it has to be done here. She said the government is really struggling with this and how to really help the district. She said they are going to have to rewrite some of 119 to give us some direction.

Sharon referred to a request that she, as a Trustee, sent to the office. The office wrote "Sunshine request?" on the top. Sharon said a Trustee does not give Sunshine (Records) Requests to their office. She said Trustees don't have to wait ten days. She said it is in the draft policy.



Sharon asked for any more input. Gwen said it looks good and it looks like everything is there. Steve asked if the Fee Schedule changed. It did not. Gwen asked if the notary for residents changed. No it did not. Sharon said the copy of document charges came out of the Statute. Sharon said if someone wants a copy of the blueprints (plans), we take them and have them done and charge for the copy cost but not the time it took. Sharon said a CD or DVD or thumb drive of a meeting will be the cost of the CD or DVD or thumb drive, not the office time to copy it. Sharon said reasonable time to fill a request, the Statute is vague but all of the attorneys are recommending the district come up with a reasonable time and if you can't do it in that time then send a letter out letting them know when and why. Sharon said we have three boxes of historical files that we have sorted and gave an example: "Say you wanted to see Banners from years ago, it would take someone time to go through the boxes". She said after a certain period of time you would have to pay. She gave an example that if you want something and Boat Slip Contracts are up and they can't get to the request so they send a letter out stating why and when the record would be available. Sharon said ten working days is plenty of time for here. She said the staff time (charge) is the lowest paid person not matter who is does it.

Lela asked if the \$5 per document charges for Notary are for the whole document even if it has five places for signature/stamp. Sharon said it is per document. Sharon said we thought of not charging at all because the banks don't but didn't want to encourage a lot of requests, tying up someone that has other things to do. Lela said they charge a lot more than that for each signature. Sharon asked for anything else on the draft. There were none.

Item 2. Review Agenda Policy and procedure to define the 7/8 days (1002 PR). Sharon said there were two things she wants to review. She said one of the things is a set time for the agenda submittal to the office. Sharon said even if it is too late to put it on the posted agenda, we can be add to the agenda (at the meeting) as much as we want but it is discouraged because the people who come to the meeting for a particular thing may not be there for the added item because it wasn't on the posted agenda. Sharon said the courts have found if you are limited to the posted agenda the public can't come in and ask a question that isn't on the agenda either. Sharon said for that reason the Legislature won't limit it. Sharon said if the meeting is on Tuesday at 7:00PM then it has to be on the web by the previous Tuesday sometime (before 4:00PM) to meet the 'seven days'. Sharon said she is counting Tuesday of the meeting as the seventh day because the meeting is that night. She wants to say if the meeting is Tuesday (night) it has to be posted on the website by Tuesday (prior) by 4:00 PM (because the office closes then) and be turned in to the office by 2:00 PM. Gwen said that it would be inside the eighth day, about seven and a half days. Gwen asked if both office employees can upload on the web. Sharon said they can but Gia does it. Gwen asked if the office was asked what time deadline should be. Sharon said no and she has submitted the agendas for a year and a half and knows how long it takes. Steve this because of his complaints of his agenda request. He said nobody has more computer problems than he does and he submitted an agenda seven minutes before midnight he finally got it submitted on line, emailed to the office and Jodie had a problem with that. He agrees there should be a cut-off time established. Sharon said the reality is: to get them on time you run them through the scanner and post them. Sharon said that 189 says they have to be on the website 7 days prior to the meeting. Sharon said it is for what the office can have it time to get it posted in time per 189 (7 days prior to the meeting). She doesn't take long to post it. Sharon said you start the agenda when you start getting the forms in (1002F) and print and scan them together to send them in. Sharon said that this email was before a Board Meeting from Jodie. Sharon read "No problem each Board Member had received a packet of original questions sent to the attorney. The two additional pages omitted have been received by all parties. The inquiry about the question was answered timely. May I suggest that you do not cut off the date at 9:46 to avoid this oversight in the future." Sharon said that this was on Tuesday and then she cut



it off on Monday so there is an inconsistency so we have to address it. Sharon described the effort it was to get the agenda 'up' that time. Gwen said that Jodie suggested a 9:46 deadline and maybe 2:00 in the afternoon may be a little late. Sharon said one o'clock (deadline) is plenty of time. She said they know it is coming and it is their job and they have other things to do. She said they can arrange their work. She said that anything after one o'clock has to be put on the agenda (at the meeting) and may not be posted on the agenda on the website.

Sharon said there has been some questions on the 286.0105 clause for public meetings shown on the bottom of the agendas for the meetings about 'appeal'. Sharon read "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..." She said it doesn't have to be on a committee that does not have two board members on it. Sharon said Gwen is not a Board member, Steve is but not part of the Committee. Sharon said the Trustees must sit at the table because if they sit out there they may talk to each other and violate the Sunshine Law. Sharon said we 'notice' the meeting just like it was a Board Meeting, even though they are not, so we don't have a Sunshine issue with it. Sharon said she needs to add "Board or Work Shop" before "agenda" in the statement "The following statement/s will be at the bottom of each agenda".

Sharon told Lela the policies and procedures are numbered the same by category as anything that has to do with an agenda has a 1002 and letter follow so when the public looks at our policies if you want to look up about the swimming pool everything will be in one spot. Sharon said the disclaimer is not required on the bottom of the agenda unless there is more than one Trustee assigned to the Committee. Gwen said if there were two Trustees on the Committee they still can't decide anything at a Committee Meeting. Sharon said if you have two Trustees on a Committee it is a Board Meeting and they can make 'decision' but don't have a quorum. She said we can't make a decision, we can make a recommendation. Gwen said that it means that every committee has only one Trustee. Sharon said that is what they tried to do but there weren't enough volunteers for the committees. She said that is why the Committee Meetings are noticed in the paper like a Board Meeting.

Sharon went over the agenda submittal cut off time. She said if the meeting is on Tuesday the cut-off will be at 1:00 PM the previous Tuesday and posted on the website by 4:00 that afternoon. She continued that if the meeting is on Wednesday the cut off will be at 1:00 the Wednesday before. Gwen said she has to address the 11:00 Meetings.

Gwen asked about PreConstruction Meeting. Sharon said there was more than one Trustee there and the meeting was 'noticed' and no decision was made. Sharon said she spoke with Jim Frost about the morning meeting he had and it was unfair to the residents who work. Gwen said it is hard to get a contractor to come to a preconstruction meeting at night when they work days. Sharon said the PerConstruction Meeting is not a Board Meeting since the agreement was made and discussions were in other meetings. Gwen said the contractor has been chosen for the Marina work and wondered if a meeting has been set. Sharon said it will be down the road and because we have Robert, she doesn't know if there needs to be a bunch of Board Members there asking questions. Gwen said it is important to have it recorded and have the contractor say certain things. Sharon said there will be more than one Trustee so the meeting will be 'noticed' and have minutes taken.

Item 3. Additional agenda items as needed. -Discussion on the Banner and website. Steve said we need a counter of the website visits to know how many people are going to the website since the Banner will

be there. Steve said the old Banner website is off and is accessed by a link on the district website, Bayshoregardens.org.

Sharon said the problem she had with eliminating the paper Banner was that was the only communication we had with the district. Steve said now we won't have communication outside the district for ad sales. He said it brings people into this community, people to buy homes, buy a boat. He said that people aren't going to know about Bayshore Gardens outside of Nextdoor Bayshore. Sharon said she voted 'no' on changing the Banner because the cost was only \$7.63/year per household. Sharon said she pays her assessment and gets nothing but the Banner since she doesn't use the pool or anything. She said she thinks the paper Banner was money well spent. Sharon said the in-house television channel for residents is much more costly. She said the park is at the end of the district and not centrally located so people don't drive by to see what is going on. Gwen said we should start thinking about a scrolling sign for announcements, again. Steve said they checked on those years ago and every year it gets worse, a sign like that can't be seen within 500' of a home and can be too bright. Steve said Lenny had suggested a monitor in the breezeway showing announcements.

Sharon said we have a website problem that needs dealt with. She and Jim Frost are going to visit the office to get it straightened out. She said the website is not maintained, incorrect information and policy numbers are wrong. Sharon showed a spreadsheet of policies with many check marked that were not on the website. Sharon said the topic related policy, procedures and forms are not all grouped together in the website making it hard to find things. Gwen said that when she can't find one she does a 'search' and it finds them somewhere. Gwen agrees that they should all be together and listed. Sharon showed a list from Trailer Estates' website and you can click on any. Gwen said she likes the number to be first then the description. Sharon said ours is divided up by policy, procedures and forms with policies mixed in the forms. She said you can put (form) after the ones that are forms.

Sharon said the website says that Trustees must be Bayshore Gardens/landowners and a Manatee County resident voter, which is not true. She said we don't have all the meetings 'noticed' on the website.

Sharon went over the Agenda submittal instructions, i.e. at least 8 days prior, only a Trustee can submit, etc. Lela suggested that the email should ask for a response for when it is opened and asked if we have the ability to get a confirmation when someone opens your email. Sharon said the office usually emails back that they got the email.

Sharon continued with the website list and asked if we looked at the minutes on the website. Sharon said policy and procedures adopted by the Board need fixed. She said she doesn't think the 'fillable forms' works (not fillable). She said the Annual Financial Report, Annual Budget including all resolutions. Sharon explained that we are not allowed to spend funds that we don't have budgeted and if we fall short in one category we have to move money by Resolution from another category. She said we can move money within a category, like Wages, the money in the same category can be moved by a Board vote.

Sharon said notices of Clubs and organizations can be on the website but no personal opinions. Gwen asked where on the website the clubs notices are. Gwen asked how the Club meetings get on the calendar. Sharon said there was a form sent in by the Clubs at the beginning of the year with the dates.

Item 3A. Additional agenda items as needed. – Swimming Pool Policy Residents 1010 P. Sharon said the only thing left is the pool hours and Terry Zimmerly put that issue in so she wanted to wait for her but we can discuss it. She said we should have 'the pool is open with no lifeguards except for busy hours'. She said she doesn't know how to put that in. She said (lifeguards) 4 to 8 PM during the week. She said the problem is we have to have somebody in charge of the pool when open to the public since we are responsible (for the safety) even when they sign a contract. She said accidents and things happen and with no supervision... She said she has been in the office on numerous times when a lap swimmer comes in and complaints of mothers not watching their small children. Sharon said that is what Jim wants to do. Gwen asked if Jim was trying to reduce the lifeguards' hours. Yes. Sharon asked if you aren't going to have lifeguards, why have them. Steve said we have to have lifeguards. Sharon said we are required to have supervision. Sharon said the insurance said we did not have to (have lifeguards) but our liability goes way up. She said we may be negligent because we were supposed to have somebody whether a supervisor, or pool attendant. Steve said it is common sense. Lela said she would like to use the pool whenever she likes but it should be like 18 and over. Sharon said we can but we can't do it by age, as that is discrimination. Lela said it was allowed in Ohio. Sharon said the laws are different here from Ohio and Michigan, and we are a government. She said normally a government has supervision. Lela said their public pools are swim at your own risk 7-9 all the time, 18 and over. Sharon said it is against federal law, discrimination because of age. She said because it is open, when we get sued she and all landowners will pay the bill in an assessment to cover the lawsuit. Sharon said we have to look at the whole community, not just people who want to come to swim whenever they want. She said it is difficult and we hired enough lifeguards to keep the pool open and she is fine with that and think we should. She said she wants the community to be safe and swim whenever they want. Gwen said that they can't work more than 45 minutes and then take a 15 minute break so we will end up with two lifeguard. Sharon said we have said we can have one lifeguard and one pool attendant. She said we have hired two lifeguards and a pool attendant, we found out. Lela suggested that everybody get out of the water for the 15 minutes break. Sharon said we don't have a problem having two people here. She said we pay for the training and have enough people to keep the pool open. Sharon said we have lap swimmers in the morning and they are a 'club'. She said the lap swimmers under 14 have to have an adult with them.

Belle Baxter and Kathi Frost arrived 8:05 PM. Sharon said we were having a casual discussion while waiting for Terry Zimmerly. Sharon said she has what Jim wants to do by just opening the pool, however we can do it, but we are responsible and have to have supervision. Steve Watkins left at this time 8:06 PM. She said even if we just had a pool attendant we would probably be okay as long as nobody drowns. She said she is of the opinion if you are not using the lifeguards all the time, why have them anytime and thinks we should have it one way or the other. Belle said right now we have lifeguards at certain times and not for the lap swimmers. Sharon asked why we are scheduling three people. Belle said we need to review this summer. She asked if we hired too many people. She said we need to review how the pool attendants work out. Belle said people are signing a waiver to get their fob. Sharon said waivers are of no value. Gwen agreed. Belle said they sign that they are responsible. Sharon said the Statute says we are responsible. Sharon said there was a Trustee that was to get a headcount every 15 minutes in a day, every two weeks from a life guard or attendant and this did not happen. She said the fob only tells you that someone opens the gate. Sharon said this data was to look at and see what we had. Sharon said people have accidents in the pool, not just... people poop in the pool and if there is nobody out there to supervise, how is that going to take care of it. Belle said when the kids are in school we can have a pool attendant when we don't have lifeguards. She said that having lifeguards when kids are out of school can be beneficial. Sharon said she is more concerned of the mothers that have the little kids going in pool mothers not watching. Belle asked if we don't have a lifeguard on duty can we have a pool



attendant who monitors. Sharon said they can say something about what is going on in the pool. Gwen said they can't save a drowning. Belle said the pool monitor can see kids running and say 'no running' and go to the mom and say 'you need to do this or that'. Sharon said going back to 'enforcement' we can't do, and we have no authority. Kathi said they sign a contract. Sharon said if we are negligent the contract is no good as negligence overrides it. Kathi said the door (gate) is locked. Sharon said the law says we must have supervision, we are responsible. She said she feels a great responsibility to make sure nobody gets hurt, drowns, or faeces in the pool and nobody's taking care of it. She said she is concerned that there are three people on the payroll (at one time), no wonder we are over budget. Sharon said our attorney wrote the waiver and that is about as good as you are going to get. Kathi said when you get the key fob you can sign a contract that states 'by signing this contract you accepting the terms of the waiver and policy and...' Sharon said you can but the state law says you are responsible, you must have supervision. Kathi said the pool gate would be locked and we need to say 'you know we have this policy, there are safety rules here' and not like 'hey, you got to get out of here'. Sharon said the only one that has authority in the pool is the lifeguard by law, where we can't. Kathi said if someone is being disruptive, she may not be a pool monitor but she will call the police. Sharon said at a time we couldn't get enough lifeguards and we finally raised the wages and paid for certs and now we are well staffed. Gwen asked if there is a minimum number of hours for the lifeguards. Sharon said no, but they need breaks to get out of the sun. Kathi asked if they set under an umbrella. Sharon said the pool attendant can set in the lifeguard's chair when the lifeguard is on break. She said there is an umbrella on the lifeguard stand. She said the pool attendant can use the chair if there is no lifeguard an now we have enough lifeguards, so why use pool attendants. Kathi asked at what point is everything so risky that you just close the pool. Sharon said when we have the supervision we don't close the pool, but we have to have two people so one could take a break. Kathi said we could have two people per day, one a lifeguard. Sharon said they were scheduled for four hour shifts. Kathi asked if we need to pay top dollar. Sharon we had to raise the pay scale to hire them as there is a huge shortage of lifeguards in Florida. Sharon asked what Lela thought. Lela said she will have her swim spa and won't care about this pool. Lela said the people should take hour breaks. Sharon said we have not enforcement authority. Gwen said it would take 15 minutes to get them out. A question of the hours from 1-3 PM. Sharon said the pool is closed to the public but lap swimmers may be there. Lela said they have had to take a break in a public pool here. Sharon said it is not a state law. Lela said Saturdays and Sundays there are a lot of people and we do have to have them full time. She said during the week when there are only two people in the pool the lifeguard can say 'get out of the pool we are taking a 10 minute break'. Sharon said we have to have a lifeguard to make them do it. Sharon said we get enough money to pay for the pool and there is no reason jeopardize her, who doesn't use the pool. She said she thinks we need the supervision there and willing to pay for it in her assessment. Sharon said there is only \$1-2 per hour difference between a lifeguard and pool attendant, but the pool attendant has no enforcement authority. She said when you get a bunch of kids here without supervision, is when you get problems and kids over 14 don't need (adult) 'supervision' (per the rule). Kathi said if you are underage, you are underage. Sharon said we can't keep them out because of age. Sharon said it is age discrimination because we are a community of all ages. Kathi said there are minimum ages on the state rules. Sharon asked her to find that before next week because she has not seen that. Sharon said we are a 'public pool' by definition. Belle asked if we have enough people to keep the pool open. Sharon said we had three at a time so we should have enough. Sharon guessed that the lifeguards wanted a pool attendant to sweep the deck and clean the bathrooms. Belle asked if Mike scheduled. Sharon said he can only schedule what we authorize him to schedule and it is approved in the office. Sharon said Jodie's job is to make sure we don't go over budget and should have brought that to our attention. Sharon said when starting (with the budget) we should have been good with two lifeguards, then she found that a lifeguard was scheduled for the lap swimmers. Sharon said the pool doesn't have to be open 8-10AM



but if we have enough lifeguards to do it from 8 AM, fine, but there are only one or two people here 8-10 AM and it doesn't make sense to pay \$30/hour for 2-3 people for four hours.

Sharon said we can put our ideas down. Kathi said we are at the end of the year. Sharon said we need factual information to work from. Sharon listed questions and ideas: when did we have 3 people on, why did we have 3 people, random survey every two weeks for an actual count to work from.

Sharon said we are over about \$6,000 on the pool and is not sure of the figures as they are not annual, only ten months. She said it shows how you are per date. She said you could take the monthly expense you are supposed to have and multiply it out. She said she has taken the budget and financial report and matched couldn't them up. She said we don't need to resolve it now and she thinks we need to address having the office set the hours from now until we close the pool and then we have until next year to figure out how we want to do this. Sharon said she thinks the decision to have the office set the hours until we close (the pool) needs to go to the Work Shop and have the office responsible and report to the Board. Sharon said the Board sets the policy and then it filters down and the office, who is responsible, delegates it to the lifeguard, which makes sense, and the office is still responsible and reports back to the Board.

While waiting Terry the group got off course talking about personal sleep habits, dogs, donations, and CERT.

Sharon said another thing we need to address in the future is a trespassing policy. She said without a policy it is difficult to say it is trespassing. She said she printed the trespassing policy of Manatee County. She says it includes a form to fill out and when the police arrive you give it to them.

Lela asked what law there is about homeless people coming to your door. Sharon said anyone can come to your door. Lela said they told him to get off the property and he stood on the road. Sharon said they can come to your door but when they step off of your drive or sidewalk that is trespassing. Sharon said the panhandling law was overturned in the courts.

With nothing else for the Policy Procedure Committee Meeting we adjourned at 8:55 PM.

A handwritten signature in blue ink, followed by the date 9/2/19.