

Policy and Procedure Committee Meeting Minutes

November 27, 2018

(More in sequence of the meeting than the agenda)

The Committee Meeting was called to order at 7:00 PM by Sharon Denson. Those Trustees and Committee Members in attendance included Sharon Denson, Dan Rawlinson, Terry Zimmerly, Jim Frost, Barbara Susdorf, Belle Baxter and Gwen Norris (scribe). Don Gassie and Steve Watkins joined at about 7:30 PM. The audience included Alan Riga and Barbara Greenberg.

1 Structure of policy being created by any government (Charter) – Sharon said that we will go through the process for the new Trustees. She presented the following: Like with any other process it starts with a policy. i.e. The Marina Committee met and talked about the marina and the project they were doing to bring it to the Work Sessions. Some things do not need to begin at Committee, but if it is something that you need a vote on you must think about what information the other Trustees have on the item. The Committees Meetings are scheduled two times a month and require notices. A Committee can have another meeting if 'noticed'. Jodie will put the 'notice' in and if before the Banner deadline it is good to put it in the Banner. The Agendas are due to the Chairman eight days prior to the meeting. For meetings not 'noticed' anything you do is null and void. 'Notices' of known meetings (reoccurring monthly meetings) are posted annually in the newspaper. The Agenda with Motion notices are posted on the web for Work Sessions and Meetings. Agendas are not necessary for Committee Meetings. If the Agenda form was submitted for a Work Session another does not need to be submitted for the BOT Meeting as the original can be used unless the item is not ready for the BOT Meeting. Committee Reports at the BOT Meeting is to inform Trustees on items that are still being worked on and not ready for a vote. The items on the Agenda are hashed-out publically at the Work Sessions. The item may go back to Committee or to the BOT Meeting. There is a book in the office with all of the approved/signed policies, etc. If there is an Emergency item not on the Agenda, which happened beyond your control, can be brought up in a meeting.

The sequence for an item is from Committee it is placed on the BOT Work Session Agenda and then the item is placed as a Motion for the BOT Meeting Agenda. The item is hashed out at the Work Session. The 2019 monthly sequence is BOT Work Session, Committee Meeting, BOT Meeting, and Committee Meeting.

The Board is responsible for all policies and sets all policy as stated in the Charter. Office Manager can only assist the Board in implementing the policy. The Board is responsible. All complaints or unanswered questions are answered (1022F Resident Complaint Policy) by the Chair by call or email.

State Statue 189 is a controlling document for the 'notice' in the newspaper by special districts (note 286). The 'notice' has to be published 7 days prior and agendas (in WORD) on the website. Dan Smith will continue to help Jodie with populating the website until the new website is running.

Attorney. Communication with the attorney currently by Trustees only. The attorney fee is \$270/hour. The question must be clear and not general as this will cause more time in his research. No Trustee can keep another Trustee from contacting the lawyer. Come to the Board first with the question before contacting the lawyer. There is a book in the office with all written attorney opinions going back years. Lawyers look for key words in the discussions to answer questions. We also have the Florida Association

of Special Districts to send questions. And a lot of the questions are insurance related that should go to the insurance question.

Pool issues/questions. There was discussion on the pool Safety Plan that goes to the Health Department. Lifeguards are not required but must have pool attendant or monitor who are certified and close to the same pay. We have an ad in the Banner for lifeguards and pool attendants. Since the training plan from Laine was pricy Dan is investigating training/partnering at GT Bray.

Dog Park/questions. Dan stated there was no response from the Banner Article on the dog park subject. Jim Frost suggested the question be asked on 'Nextdoor'. The proposal was for the ballpark area or the small boat storage area. Dan said that he has seen fire hydrants decorating the dog park. The dog park could run to the beach. IT could utilize the small boat area fence. Jim said there should be separate large dog and small dog parks. Some features could include drinking water from a hydrant.

Agenda and attorney item discussions are closed. Don and Steve arrived.

Procurement and Bidding Policy is straight out of the State Statutes. The rules need to be in place before we proceed too far on bidding of projects. For procurement under \$20,000 - there is no advertisement required. Once we get to \$300,000 the State Statue dictates. Over \$25,000 for purchase of real property there is a vote of all owners per the Charter. We don't need a referendum for the marina work. If we want to build a new building we would need a referendum. We need to get this ready at our next meeting Dec 5th Committee Meeting to bring forward to the Work Session and the BOT Meeting.

Policy for Public Hearing 1030 PH When a rule violation is cited that will affect the rights of a resident the specific violation and proposed penalty is relayed to the resident in a letter and the resident has the (due process) right to a hearing. The resident is entitled to bring their lawyer and we should have ours. Discussion included: The document is almost 'word for word' from document by Mark Barnaby, Attorney for Trailer Estates. Witness from an employee of the district would be better than Joe Blow's complaint with photos showing a violation. Only a Trustees can decide if penalized. It is a constitutional issue to take away property rights. i. e. turning off a fob access. These rights do not pertain to guests (nonresidents). The violator must know exactly what they are accused of. Arbitrators are about \$400/hour and arbitration can drag on. Review the Policy and make notes for the December 5th Committee Meeting then the Work Session.

Typos noted on the title District and page 2 second bullet needs a / in lieu of an !.

Complaints. The signed complaint (by resident) is public record.

Policy for Hall Rental and Rules 1004 HC & 1004 HCR. Discussion included: On Exhibit A page Judy's name and phone were added to Sally's for 'Rental Agent'. 'No access prior to noon' is added to Rules (Exhibit A) and Policy (with Max Capacity 224). The caterer declaration will help protect us from liability. We noted that liability insurance can cost \$300 to \$400 for the renter. The insurance requirement/cost may prevent renters from renting the hall. Our insurance will not cover food illnesses. We would need correct equipment and appliances to get a food preparation to qualify for food preparation. Don wondered how much money we made from the hall rentals. Food preparation/serving outside the hall is be prohibited. Rule #5 "No glass bottles" was questioned. Terry suggested removing Rule #5 which would cause Sally to confront the renters on any glass bottles or bottle type decoration on the tables. Don said he would vote against #5. Review the policy for the Committee Meeting on December 5th.

Policy for Screen Room Rental and Rules 1004 SR & 1004 SRR. Discussion included: Page 2 number #8 was struck (pertaining to set up of tables and chairs by Bayshore Gardens and the set-up diagram submittal deadline). "No bounce house" was added to the Rules. Noted capacity of 30. Rent Fee Schedule expanded \$25.00+tax "per 6 hours". The roof condition was discussed. Don suggested that the screen room be continued to the gated entrance (to the breezeway) for a covered access to the pool bathrooms. Jim Frost suggested a screened roof to eliminate some of the new roof to old roof elevation challenges. The current proposal is rebuilding the porch to 55'x32' (now 16'). The extension stops at the office windows. Sharon said the roof construction may define the difference between a permit for a replaced lanai or a new room. There cannot be an ADA ramp to a screened deck unless there is near-by ADA parking. Discussion on activity in the park after 10 PM and there were concrete tables toppled in the park recently. Don suggested cameras with ability to watch from home or Crime Watch Office be allowed (currently not legal for private persons to watch our government cameras.) The screen room policy will be included in Committee Meeting December 5th.

Don Gassie announced that his last Meeting as Trustee is December 18th. He wants all items brought through the Committees and Workshops before that meeting.

Picnic Tables. Terry suggested purchasing six new picnic tables for the ball park and fishing pier area. Sharon stated Randy said he could build them. Terry felt if the dog park is close to the picnic area, there may be more dogs in the picnic area.

TV repair and damage prevention. Steve stated that the TV was fixed and the reason it failed was it needed a UPS (Uninterrupted Power System). He had brought an UPS to the meeting.

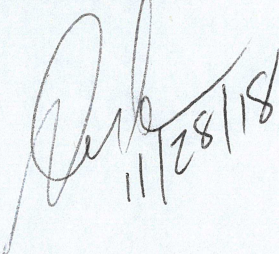
Water cut off. Steve said that they found the water cut off near 26th St for the entire marina. There was a leaking pipe to be fixed at the fish cleaning table. Don said he thought there was one between the dock and the bonfire faucet. Dan said that there is a shutoff box and manifold near the shack (near center pier) for the North, South and Center piers' water.

Sunshine Law. Gwen suggested the new Trustees view the Sunshine Law presentation (from the County) available in the office. Sharon has some other documents on the Sunshine Law for Belle and Jim Frost.

Emergency Meetings. If there is an emergency and a meeting needs to be held that does not allow for a proper 'public notice', the meeting can be held, but at the next 'noticed meeting' it must be discussed again and 'cured' with a quorum. The office has a \$1500 spending limit. We cannot expend funds that are not 'budgeted' in the correct category. Moving money from one category to another takes a resolution.

Recreation Committee. Sharon advised Belle, Chairman, the Recreation Committee will not address physical changes to the facility; only activities for the community. Sharon stated the Jazzercise rental needs to be addressed since it is a commercial venture. She suggested Bayshore hiring instructors (under our insurance) for these activities since outside commercial ventures need their own insurance. The district insurance covers our own activities. The negotiation for hiring instructors will be part of the Recreation Committee duties. Prior to the meeting Sharon had stated that she wanted to include Joyce Fisher for the Recreation Committee.

Dan moved to adjourn. Steve seconded the motion. We adjourned at 8:55 PM.


11/28/18