

Policy and Procedure Committee Meeting Minutes
August 1, 2018

Meeting called to order at 7:05PM by Sharon Denson. Steve Watkins, Suzanna Young, Don Gassie, Gwen Norris, Belle Baxter, Alan Rigg.

In attendance: Sharon Danson,

Banner Submission Policy 1017P

Sharon stated the Banner is to inform the community of the business and activities of the District. We should eliminate personal attacks. These attacks achieve negative reactions back and forth. Someone needs to be responsible for editing the paper.

A 'paid **POLITICAL** ad' can submit an article (200 words).

This policy makes it simpler to edit the paper, following the policy.

Suzanna Young noted that there is a disclaimer in the second page of the Banner.

Being a government with a paper, we cannot edit out things without a policy.

The policy will be the guidelines for editing the paper.

Negative articles do not help the District.

This Policy will be brought to the BOT Workshop. Everyone can look at this and if anyone has anything to change or add, they can bring it up then. Don Gassie said he would look at it as he had an experience in line with this. A policy would help.

Gate Key Card Acceptance And Gated Parking Agreement 1019A

There are a few changes introduced:

Paragraph 5 Changes the location of the sticker changed to the outside of the front windshield.

Currently they are placing them on the outside of the windshield. The policy is changed to reflect this.

Steve Watkins suggested that the words 'driver's side' be added.

Paragraph 2 Changes the one key to 3 keys maximum. This will accommodate an owner, a spouse, and emergency responsible person. The emergency person is to safe-up the boat in an emergency so the district does not need to.

Marina Policy 1005P

Marina Vessel Slip Contract 1005C

Jodie Lawman is setting up emails to send the Slip Contracts out as they expire.

The changes on the contract will eliminate the ~~\$100~~ \$500.00 deposit for residents.

The contract has a space for an email address.

Dual ownership of boats were discussed. If one of the owners is a resident he/she can get the resident rates. The same goes for residents in a Trust with a boat or a LLC with a boat. Any non-resident would have to park their car and walk in.

Suzanna would like to see the law that talks to the use of the District by residents and guests.

The Charter explains residents and guests use the facility.

There was some concerns that companies would take advantage to this issue making hardship for marina.

Another change: The residents can pay their lease in six month intervals, not resigning the lease contract.

The 4th paragraph the contract reads that if there is a violation of rules/regulation or a failure to remit within 15 days of the date of renewal date, a fine of \$100.00 shall be added to the amount due. And if not received within 30 days the vessel will be removed at the owner's expense and lease terminated. The last change adds spaces for more information as to the type of boat, numbers on the trailer registration, and tag number, etc.

Sharon said that we have numbered the trailer sites and the small boat area sites.

Personal Injury & Property Loss

The hold harmless is the last page of the contract 1005C.

Marina Small Boat Area Contract 1005 BSC

The length is changed to 17' from 16' as there was a request for one and it fits.

No hobie cats are allowed. They have never been stored, anyway. The contract can be changed if needed.

The lease can be terminated with a 30 days' notice. This can make it a 30 day lease.

The contract does not show a refund of any money.

The parking was discussed. There is note on where to park. No one has parked in the small boat area. Parking is in the parking lot. Signs could be added.

Procurement/Contracting 1023P

There was an issue of the number of bidders for the marina work, or lack thereof. This policy will cure the problem. The Engineering companies were sometimes selecting the bidders.

The community and Trustees should be able to turn in names of contractors to send an invitation to bid.

There is mention of "lowest bid" which Gwen stated can cause a longer work time. The RFP will detail the time-frames allowed, and repercussions or negotiations of what to do if not complete. The Procurement/Contract Policy will not be referenced in the construction contract.

Terms And Conditions For Slip Rental Addendum To Marina Lease 1005MRR

There was discussion on 2. Concerning the "no more 18" in to the canal". The opinion was that this could be clearer if the words were "no more 18" beyond the outlying piling".

Property OF The District To Loan 1024P

Sharon said our attorney said we have to have a policy if anyone wants to borrow of loan any District property. The District must know where things are.

There was discussions on the loaning of posters and books gone from the library and who owned them. It was noted that a 501C can own property but common clubs cannot. The clubs need to have designated storage areas for their stuff. The clubs need to list their stuff and give the list to Jodie so it is not considered District property.

There was discussion on the Manatee County Historical Office, UF, an application for a site number, a grant application, etc.

Marina Work Area Agreement 1005A

The change includes allowing nonresident to use the area.

Suzanna stressed the need for workers to come into the office when they are going to work for their registration and information. Sharon stated the owner hires the worker and is responsible. She stressed their needs to be a sign posted at the site with the rules. Suzanna stated there had been an incident of a

DEP violation that needs to be avoided. There should be stipulations of drop cloths, and partitioning a boat for spray painting.

Sharon asked for suggested wording for the offset at the canal - Terms and Conditions for Slip Rental Addendum 1005MRR. Suggestion: 18" beyond the outlying piling.

Sharon stated that she would like to have the pictures (used at the Manatee County Historical Office's presentation) framed and hung in the Recreation Center.

Due to the time, Sharon stated that Property of the District to Loan Policy 1024P will be reviewed more (later). There was discussion on the 'loaning library' books and ownership.

The meeting was adjourned at 9:10 PM

CORRECTIONS

Addition BOLD third paragraph Banner Submission Policy 1017P

Marina Vessel Slip Contract 1005C amount is \$500.00