

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BOARD OF TRUSTEES

MINUTES OF MEETING

May 15, 2018

Before the regular meeting of the Board of Trustees of Bayshore Gardens Park and Recreation District was called to order, Chairman Sharon Denson introduced the accountant Natalie Sauter who was hired part-time to review and correct the District's Quickbooks account. Natalie explained about the vast amount of discrepancies that she has been finding and correcting. She said in order to maintain an accurate accounting process, her services would be required a few uninterrupted hours a week. Sharon explained the importance of having a professional accountant oversee the books of a designated Special Taxing District.

Roll Call: Suzanna Young, Jim Couey, Barbara Susdorf, Steve Watkins, Sharon Denson, Dan Rawlinson, Terry Zimmerly. A quorum was established. The meeting was then called to order by Chairman Sharon Denson at 7:18 pm followed by the Pledge of Allegiance. Notice of the meeting was posted in the April Bayshore Banner.

Present were Jodie Lawman, Lenny Cichewicz, Vic Kasperian, Adam Hange, John Woodruff, Gwen Norris, Suzanna Young, Richard Nelson, John Woodruff, Allan Riga, Barbara Greensburg.

Steve made a motion to approve the minutes of the April 2018 Board meeting. Terry seconded, **MOTION PASSED.**

TREASURERS REPORT

Terry Zimmerly

Members reviewed the financial reports provided. Steve made a motion to approve the treasurers report. Dan seconded, **MOTION PASSED.**

TRUSTEE COMMITTEE REPORTS: No reports were given.

MANAGER'S REPORT:

Jodie Lawman

One bid was provided so for the security gate install to control access to the pool area. More bids will be solicited. Dan suggested a similar system be installed in the marina area. Jodie will get additional bids for the marina.

OLD BUSINESS: No business to discuss.

NEW BUSINESS:

POLICIES AND PROCEEDURES: Sharon made a motion to approve the Swimming Pool Policy Residents 1010P, Terry seconded, **MOTION PASSED.** Sharon made a motion to approve the Attorney Contact Policy 1012P, Terry seconded, **MOTION PASSED.**

Terry brought in some paint color cards for the Board members to view for painting the inside recreation center area. Terry made a motion to approve the purchase of the paint for the walls and trim. Dan seconded, **MOTION PASSED.** As was previously discussed the ladies room requires some cosmetic improvements such as mirrors and cushions. Sally Couey volunteered to purchase the required materials needed. Terry made a motion to provide Sally a spending limit of \$200. Dan seconded, **MOTION PASSED.**

Jodie stated that she needed permission from the Board to hire an additional lifeguard. Sharon made a motion to hire the lifeguard. Steve seconded, **MOTION PASSED.** Lifeguard classes are currently being conducted at the G.T. Bray pool at a cost of \$50 for Manatee County residents. Sharon made a motion to pay for the lifeguard classes for anyone hired by the District up to 10 lifeguards with Bayshore residents given first priority. Jim seconded, **MOTION PASSED.** Terry made a motion to increase the lifeguard starting pay to \$11 an hour

with the supervisor pay to \$14. Dan seconded, **MOTION PASSED**. The pay increase is necessary due to what other lifeguards in the area are currently being paid.

Terry made a motion to approve the Swimming Pool Lifeguard Job Descriptions 1010JD and Swimming Pool Lifeguard Job Supervisor Job Description 1010SJD. Steve seconded, **MOTION PASSED**. Note that these job descriptions were never developed until now by Sharon. Terry then made a motion that RFP's be submitted to proceed with the reconstruction of the boat ramp. Dan seconded. Upon further discussion Sharon stated the bids must be sealed and only to be opened at the next Board meeting. The sealed bid process should be advertised with the bid request. **MOTION PASSED**. Terry then discussed the other marina projects that were delayed due to last year's storm. Terry made a motion to have the project engineer draft an RFP for the removal of the docks on the North and South seawalls and a second RFP for installing the new docks under the current design specifications. Jim seconded. Steve made a point that repairs to the finger piers needs to be conducted now to make them safe and secure to walk on as some are not very stable. Vic made a suggestion to move boats from the piers requiring repair to other safer slips. Sharon then asked for the vote, **MOTION PASSED**.

Audit Selection Committee policy and procedure 1016. Sharon made a motion to approve, Steve seconded, **MOTION PASSED**. Sharon then appointed the resident volunteers to the committee; Belle Baxter and Lee Korniluk. The next meeting will be Wednesday June 6th.

Steve then discussed trimming the mangroves at the beach area. They were trimmed in March of 2017 and requires an annual trimming to maintain at the current height under Florida law. Steve then made a motion to get a bid to have the previous contractor Suncoast trim the mangroves again and to establish an annual trimming program for the same for a period of 5 years. Jim seconded, **MOTION PASSED**.

Steve stated that there was no existing procedure to process Bayshore Banner contracts in the office for Banner Ad submissions. He has drafted a procedure 1017PR and should have the document finalized by the next committee meeting.

Sharon then discussed having someone assigned as Custodian of the Records. Since this appointment was not made in the past, this should be the responsibility of the office manager. Without objection from the Board, Sharon appointed Jodie Lawman as Custodian of the Records.

Sharon made a motion to approve The Personnel File 1007P, 1007PR and 1007F. Steve seconded, **MOTION PASSED**.

Pool waiver; Sharon recommended that the Board follow the opinion of Attorney James Dye that everyone entering the pool should sign the waiver. Steve made a motion to approve the pool waiver requirement, Barbara seconded, **MOTION PASSED**.

Maintenance office spending policy; Sharon discussed the need to increase the amount of spending that the District office can allocate without Board approval as discussed previously at recent committee meetings. She then made a motion to approve the policy for Maintenance/Office Spending Limits 1011P. Jim seconded, **MOTION PASSED**.

Procedure for Disposal of Tangible Personal Property 1018P, 1018PR, and 1018F; Steve made a motion to approve, Jim seconded, **MOTION PASSED**.

At this time residents were allowed to give comments on anything other than agenda items. Adam thanked everyone who turned out for the District area cleanup hosted by the BGYC for their hard work. Steve mentioned the volunteers that attended from the various clubs who also assisted in the cleanup effort.

Steve made a motion to adjourn, Jim seconded. Meeting adjourned at 9:15 pm.

Respectfully submitted

Steve Watkins, Secretary