

BAYSHORE GARDENS BOARD OF TRUSTEES MEETING MINUTES NOVEMBER 20, 2018

Items 1 through 3 Roll Call, Call to Order, Pledge to the Flag. Sharon Denson opened the meeting at 7:00 PM. A roll call was taken. Trustees in attendance were Don Gassie, Barbara Susdorf, Steve Watkins, Sharon Denson, Dan Rawlinson, Jim Frost, Terry Zimmerly, and Jim Couey. A quorum was established. All attendees stood for a pledge to the flag.

Sharon stated that we may have hurricanes and they are awful, but the fires in California are horrible and our hearts go out to them.

Item 4. Approval of Minutes – Steve moved to approve the minutes from the Board of Trustee Meeting on October 16, 2018. Don seconded the motion. With no corrections or additions the **MOTION PASSED** unanimously.

Steve moved to approve the minutes from the Board of Trustee Work Session Meeting on November 14, 2018. Jim Couey seconded the motion. With no discussion, additions or corrections the **MOTION PASSED** unanimously.

Item 5. Treasurer Report. Terry stated the Financial Report presented is up through October and newer budget figures have not been inputted. Sharon Denson said the expenditures of October are in there. She said that Natalie is coming in Friday to get ready for the Auditors. The Auditors are coming in December 9, 2018, to work on last year's audit ending September 30th. Sharon said the budget does not need to be voted on.

Old Business

Item 8. Selection of contractor for Water collection system for DEP sampling. Jodie said she has not received a timeline for work by the second bidder, LaPensee Plumbing. She said that Today's Home Services stated they could start work in 3 weeks out. Steve moved to accept Shawn Dupont's (Today's Home Services) bid of \$11,322 if they can start within three weeks. If not, we go with LaPensee's proposal. Jim Couey seconded the motion. There was no discussion. There was a vote and **MOTION PASSED**, unanimously. Jodie will contact the contractor in the morning.

Item 9. Marina vote on bid from Kelly Bros. for boat ramp. Terry stated that after our meeting with the Engineer last week we can go ahead with the ramp work bid. Terry moved to use Kelly Brother's bid of \$316,311 to do the ramp work and contact them to let them know. It was noted that this bid was lower than the first/earlier bid. Steve seconded the motion. Jodie will write a letter accepting the bid with no additional money. Jodie will find out when they can start. Don said that the Engineer needs to address the name of the canal. There was a vote and **MOTION PASSED**, unanimously.

Item 10. Vote to go forward with Marina project. Sharon stated that she would like to instruct the Engineer to get the RFP ready for replacement of the outside piers. She said that we estimated the cost to be \$306,000 plus environmental stuff and there will be more in the estimate. She said that we have the money to correct a very dangerous place. Terry will contact the Engineer, Mark. Sharon made a motion to get the RFP ready. Steve seconded the motion. Jodie stated that Mark had said it would take three to four weeks to do the RFP. Terry will confirm with Mark. There was voted on and the **MOTION PASSED**, unanimously.

Sharon stated that she prefers that we advertise the bids and Mark can give us his recommendations. Jodie had placed the last ad in the Bradenton and Sarasota paper and if no one objects she would like her to again. Steve stated the piers have been needing work for years.

Gwen Norris asked that as soon as we know the date the ramp will be closed we send a vivid announcements to the community, and announce alternative ramps to use. The ramp closure is expected to be for three months. Jodie said that we can still make the December Banner deadline to put a notice on the front page. Sharon stated that Trailer Estates' ramp is open weekdays at no charge as it is a county ramp in Hick's Marina.

Item 11. Meeting schedule for 2019. Sharon moved to accept the proposed 2019 meeting schedule. The work sessions will be the first Tuesday of the month, the next Wednesday will be the Committee Meetings. The Board meeting will be the next Tuesday with Committee Meetings the next Tuesday. There will not be a Work Session 6 days before the Board Meeting making it easier to achieve the Agenda's deadline. Sharon moved to accept the proposed meeting schedule for next year. Steve second the motion. It was noted that the sequence will allow the proposals to go back to committee before the Board Meetings. There was a vote and **MOTION PASSED**, unanimously.

New Business

Item 12. Candidates for Board appointment. Sharon said we have received a letter of interest from Belle Baxter who had done a thorough job on the Auditor Selection Committee. Belle contacted Sharon to state she really wants to be on the Board, but could not attend this meeting. Jim Couey moved to accept Belle Baxter as a Board Member. Steve seconded the motion. Don stated he has known her since she moved here and she is very consciences, has been involved with some of the clubs and has a boat in the marina. He recommends her highly. There was a vote and **MOTION PASSED**, unanimously. Jodie will get her paperwork ready for signature and swear her in. The ad in the Banner for a Board Member will remain in the Banner for the future opening.

Item 13. Establish Recreation committee. Sharon moved to establish a Recreation Committee as we are a Parks and Recreation District. Dan seconded the motion. Sharon stated that Belle will be part of the committee with Dan. Sharon stated that a lot of residents come forward at Monday's Jam Session with ideas. She suggested that there be a potluck on the porch on a Saturday night. There was a vote and the **MOTION PASSED** unanimously. The meetings have to be advertised as a public meeting, with Agendas and minutes. Sharon appointed Belle to chair the committee. She appointed Jim Frost, Dan Rawlinson, Kathy Gall, who has background experience and Mary Lou Smith who has a background in surveying, handling large groups of people and big projects. Sharon said that there is a list of names in the office that may participate. The committee will have to come up with a Mission Statement and spend no money that has not come before the Board for approval. Sharon stated once the Committee is established and knew what the community wanted then we can set up a budget that the Committee can work within. Jim Couey said that Sutton Park in Palmetto has free movies on Friday nights, etc. He will check on their operation next week. Terry asked to establish \$10,000 for the Recreation Fund but Sharon said not at this time. Sharon said that we have \$26,000 left in the budget that could be used for recreation. Don Gassie said that we contribute to the kids fishing tournament every year. Steve mentioned the 4th of July Event. Don asked that Maynard Boyce be contacted for the Recreation Committee as he was always supporting more recreation. Karaoke was suggested.

Resignation as House and Grounds Chair. Steve had asked last month to resign as Chair to the House and Grounds Committee. Sharon asked that Jim Frost take over those duties. This will be discussed at next week's meeting. Steve said he will assist Jim.

14. Vote to replace wiring at Marina center pier in amount of \$1100.00. Sharon said that we had a short in the wiring and it was repaired as an emergency. Jodie stated that there was more work than was quoted by Green Lighting Solutions since the wire was found in the walkway concrete; and cracked elbow that let water in. Jodie said that she has the bill for the work at the quoted price of \$1100. She stated that Don Baith, Green Lighting Solutions, did not add any money to the bill. Jodie said that Don Baith submitted the bill attributing no cost overrun due to the hard work by our maintenance workers; Austin and Todd were helping. Sharon asked that a note be placed in Austin's and Todd's files. Jodie said that Don Baith submitted a piece for the Banner expressing his appreciation for the maintenance crew. The bill also has a thank you to the maintenance department. Sharon moved to pay the bill from Green Lighting Solutions for \$1100. Jim Frost seconded the motion. In vote the **MOTION PASSED** unanimously. The Board supported Jodie sending a letter of gratitude for Don Baith to Green Lighting Solutions with the payment.

16. Fee for non-resident/owners marina slip. Sharon stated a draft policy 1005P, contract 1005C, and 1005RATE was in the Trustee's boxes for review. She said it adds a fee schedule for nonresident/owners of \$5 per foot. She said that the fee schedule needs to be approved. She said the website will have the fee schedule also. Sharon went over the details. The sequence for available slips rentals is resident, nonresident/owner and then nonresident. The top of the forms shows more figures (total slip fee and balance due) at Natalie's request. Sharon said that on the last one, 1005RATE, all we are voting on is the fee chart. Dan stated that we are also voting on the classification. Sharon stated that once we approve the Policy all will be approved. Jim Frost stated the documents showing the nonresident/owner with a \$5/lf rate is being added. Jodie stated that owners of residence whether rented or owner occupied can be determined through the county website. Jim moved to have the resident as first priority and nonresident/owner next with a fee of \$5/ft as proposed in the 1005P and 1005C and 1005RATE (policy, contract and the rate spreadsheet). Steve seconded the motion. Sharon determined the effective date will be October 1, 2018, and it was suggested credits be placed towards the rest of the years rent, before a refund. Sharon stated there will not be a \$500 deposit for nonresident/owner. Jodie said that it is hard to identify if the owner resides in BSG. Dan will contact the slip renters (nonresident/owners) that have left. There was discussion on the access fobs for nonresident/owners which would be in a different policy. Sharon restated the motion as to approve the 1005P, 1005P and 1005RATES effective October 1st 2018 and any credits applied to go towards the remaining year's slip rent. Jodie said that she would like any names known nonresident/owners boat owners as she does not want to miss anyone. The motion was voted on and **MOTION PASSED**, unanimously.

16a. New website. Sharon stated the website has to be ADA compliant which reads website documents and pictures. Jodie stated that a color-blind person could also know when words are highlighted in red. She stated this offer is through the Florida Association of Special Districts, which we are a member and get a discount. Sharon said we can get bids from other outside services. Sharon stated that the Streamline website can send out text and email messages. She stated that Jodie can update this website's content. She continued that we can look at the new website before authorizing to switch to theirs. The quoted cost is \$2000 to set up and \$100 per month for services and includes the security certificates and website technical support 24/7. Sharon said that her brother has reviewed their website, talked with them and approves. Sharon said she has not heard of any other companies would

keep us compliant with Florida Laws. Jim Frost asked if the website is 'mobile friendly'. It appears to be. Don stated that he trusts Dan Smith, Trailer Estates, opinion and wants to approve this now. Sharon stated they will train our people to run the site. Jim Frost stated that from his experience, it is not a bad price. Jim Frost moved to go forward with Streamline. Don seconded the motion. Jodie said that the changes of Florida Law they will check the website. Don reminded the group that we need to work on getting everything ADA compliant. The motion was voted and **MOTION PASSED** unanimously. Sharon stated we may wait for Dan (brother, current web inputter) to get back in town in a week to proceed.

17. Employee Contract. Dan said that these contracts are for professional positions. The issue was tabled.

18. Hiring Lifeguards - Pool Policy. Sharon stated that the lap swimming now shows the 10 year and under. She continued that that Board wants lifeguards present and there is an ad in the Banner. The lap swimming is from 8AM to noon. Open (public) swim is 4 to 8 PM with a lifeguard. Jodie has arranged for lifeguards earlier this week (while kids are out of school). Dan is getting with the Red Cross on certification classes. Sharon stated that Laine had proposed training but it would not work here. Dan moved to accept the Policy 1010P as presented. Jim Frost noted the policy does not mention pool monitors. If there are lifeguards, the pool can be open to the public. Jim seconded the motion. Sharon stated that the policy can be fine-tuned before next pool season. The season's pool closure will be when the water temperature is 70. Last year the pool closed December 15th. Jodie asked for clarification within the policy that states there is 'no fee', and yet a fob needs purchased. Gwen questioned why that statement was in this policy. Sharon said the pool can open early if the lifeguard is there. The motion was voted on and the **MOTION PASSED**, unanimously.

18a. Hall/Screen Room Contract 1004F, 1004RR. Sharon added this item. Sharon shared the proposed Form and Rules. The main change to the form is the rent is for 6 hours for \$250 and \$40 for each added hour. Terry questioned the 'no glass bottles' statement in the rules. Sharon stated that we can approve the form and rules as presented and do changes to fine-tune them at the committee meeting. Terry mentioned the 'tacks and tape' statements. Jodie said that other changes are needed. Jim Frost moved to bring 1004F and 1004RR as presented to the Policy Committee next Tuesday night. Don seconded the motion. Steve thought the screen room deposit was not enough. There was a vote on the motion and the **MOTION PASSED**, unanimously.

7. Manager's report: Railroad ties/landscape. Jodie stated that the Grounds Committee had requested 153 railroad ties be placed along the beach road to control erosion. It may have been introduced when discussing the tree trimming. The quote from Olive Branch Tree Service was \$3500. Terry stated that the issue was not brought up to the Board. Barbara stated we talked about it when approving the tree trimming.

Terry stated that the tree trimming should have included cutting the tops of the privacy trees around the pool, now higher than the fence and 'trash' the pool. Barbara stated that the tree trimming contractor felt that lower branch trimming was better for the tree. Terry stated that now the trees are cleared to the top of the fence and need removed to not trash the pool before next pool season. Terry said that the maintenance crew could have trimmed the lower branches. Steve stated that it was the best tree trimming job we have gotten. He suggested the pool privacy trees be removed.

Jodie has a tree trimming quoted for a three year contract from Olive Branch Tree Service at \$4800/year, excluding removals and stump grinding. She stated the annual contract for trimming palms

every 6 months is \$2,034. She stated the quote states they will meet two weeks prior to the trimming to discuss what needs done. Jodie will get clarification on mangrove trimming (currently under another contractor.) The entire grounds were done in two days and they cleaned up well.

Olive Branch's quote for 153 railroad ties is \$3500 delivered, which is \$275 less than Big Earth's quote. Olive Branch may be able to get them for \$500 to \$600 less and will advise Jodie. Sharon said that if the final quote comes before the December Board Meeting it can be voted on then. Steve stated the ties are needed along both sides of the beach access road and near the 26th Street parking lot at the cedars and palms. Dan asked that day laborers be contracted to help with installation of the ties. Barbara said that the asphalt will deteriorate with sand and water on top.

ADA work. Don said that Jack Humburg can help write up the RFP needed for the ADA work and Jack can suggest suitable contractors. Don asked for the digital file of the Report. Don will get the list of contractors from Jack. Sharon stated that if we have plans, we don't need a Certified ADA contractor. Sharon said Jack listed the first issue as the front door ramp and the second is the pool lift. Don suggested that we pay Jack Humburg's bill. Jodie stated that Jack was going to reduce the bill due to his delay. The approved amount was \$1200.

Waste water Backflow Valves. Jodie stated the maintenance crew repaired the backflow valves which had been quoted at \$1400. The crews had saved the district \$1400.

Letter from Sally Couey. Jodie stated that Sally Couey's note, Hall Monitor, asked to be more involved in the rentals. Jodie stated that contract revisions will resolve this and a lot of issues. The office and hall Monitor are now telling renters things that should be in the contract.

Election Equipment. Jodie wants better security for the election equipment. There are too many keys 'out' for the Board Room. She would like to have the lock changed. Steve suggested there be a sign on the door and move the library somewhere else. Jodie said a fob system for the front door be installed. Sharon said the door will have to be made ADA compliant with the ramp work. Don suggested the books shelves be on wheels to be moved room to room. Sharon stated the issue will be tabled until another meeting.

Channel Markers. Jodie said that Robert Hindle and John Lindsey have used John's boat for a day to install all of the markers. She would like to give John two pizza coupons. She stated that he will be thanked at the Yatch Club Meeting, also. Sharon stated this work was substantial and moved to give three pizza coupons and a \$50 check to John Lindsey. Jim Frost seconded the motion. Steve third the motion. There was a vote and the **MOTION PASSED**, unanimously. Robert is an employee and cannot be rewarded as such.

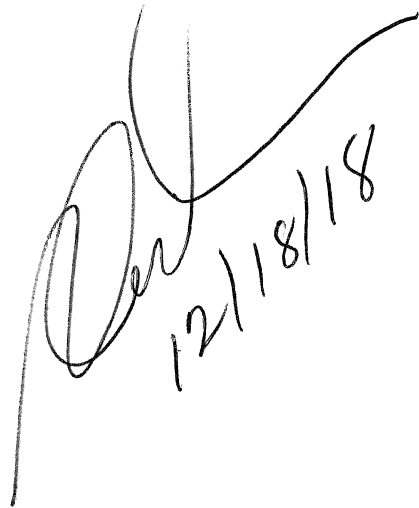
Coupons. Jodie said we have numerous coupons in the office that expire in February. The Recreation Committee can use some of the coupons. Steve will check to see if the coupons can be extended until after the 4th of July.

Day Labor. Dan proposed that day laborers be used to install the ties. Jodie will find out what they charge per their contract information. The firm has insurance, workers comp. etc. Sharon asked Jodie to get a quote. Jodie said that we can sign the contract and use them as needed. Sharon said we can add the cost to the railroad tie quote to be addressed. Jim Frost moved to sign the labor contract and use them as needed. Steve seconded the motion. There was a vote and the **MOTION PASSED** unanimously.

Bilingual Signs in Park. Jim Couey asked that the signs in the park/beach be made bilingual to aid in closing the park at night.

Community Comments. Alan Riga stated that there was some trouble with Trustees hearing each other tonight.

Jim Couey moved to adjourn. Terry Zimmerly seconded the motion. We adjourned at 9:00 PM.



A handwritten signature in black ink, followed by the date 12/18/18 written vertically below it.