

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
June 17, 2020 @ 7 P.M.

1. Roll Call, Establish a Quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes: May 22 BOT Meeting and June 8 BOT Meeting
5. Beach Gate
6. Club Recognition Defined / Approve Form 1020F1 & 1020 F2
7. New Dockmaster Position
8. District Manager Position
9. Hall / Marina Renovation
10. Motion – Rescind Comp Time Motion

(Resident comments agenda item 3 minutes)

11. Adjournment

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, 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 of the proceedings is made, including the testimony and evidence upon which the appeal is based.

Bayshore Gardens Park & Recreation District
Balance Sheet
 As of May 31, 2020

May 31, 20

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	119,333.61
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	35,750.00
1006 · Checking-Payroll 5/3 2545	41,220.31
1016 · Savings - Operating 5/3 4032	95,483.02
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	6,607.39
1022 · Reserve Fund-Hall Upgrade	62,665.13
1024 · Reserve Fund - Wood Shop Exp	800.00
1026 · Reserve Fund-Park/Landscaping	4,252.09
1027 · Reserve Fund- Parking Lot	5,267.19
1032 · Reserve Fund - Marina	25,555.16
1019 · Savings Reserves 5/3 5013 - Other	288.25

Total 1019 · Savings Reserves 5/3 5013 105,435.21

Total Checking/Savings 397,572.15

Accounts Receivable

1100 · Accounts Receivable -6,292.64

Total Accounts Receivable -6,292.64

Other Current Assets

1200 · Prepaid Insurance 19,305.26

Total Other Current Assets 19,305.26

Total Current Assets 410,584.77

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,008,289.93
1920 · Recreation Area	394,900.19
1940 · Recreation Area F & E	97,233.64
1960 · Machines & Equipment	77,240.22
1980 · Office Furniture and Equipment	36,158.54
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,070,399.92
1999 · 2019-2020 FY Reserve Expenses	<u>1,089,575.71</u>

Total Fixed Assets 2,086,447.19

Other Assets

1800 · Utility Deposits 280.00

Total Other Assets 280.00

TOTAL ASSETS 2,497,311.96

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 259.75

Bayshore Gardens Park & Recreation District
Balance Sheet
As of May 31, 2020

	<u>May 31, 20</u>
Total Accounts Payable	259.75
Other Current Liabilities	
2010 · Accrued Wages	787.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	499.27
2100 · Payroll Liabilities - Other	-3,049.65
Total 2100 · Payroll Liabilities	-2,550.38
2171 · Sales Tax Payable	946.87
2500 · Security Deposits	
2501 · Hall Security Deposits	4,000.00
2502 · Marina Security Deposits	35,500.00
2503 · Screen Room Deposit (Screen Room Deposit)	105.00
2500 · Security Deposits - Other	-8,045.00
Total 2500 · Security Deposits	31,560.00
2600 · Deferred Revenues	1,212.59
Total Other Current Liabilities	31,956.25
Total Current Liabilities	32,216.00
Total Liabilities	32,216.00
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,414,755.26
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	756,241.51
Net Income	198,321.40
Total Equity	2,465,095.96
TOTAL LIABILITIES & EQUITY	<u>2,497,311.96</u>

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance

May 2020

Ordinary Income/Expense	May 20	Budget	Oct '19 - May 20	YTD Budget	Annual Budget
Income					
4000 - Assessments					
4005 - Property Tax	13,689.10	42,939.00	475,915.38	343,512.00	515,268.00
4006 - Commission fees	-410.67	-1,291.67	-13,948.83	-10,333.36	-15,500.00
4007 - Excess fees (Excess commission fees)	0.00		3,415.48	0.00	0.00
Total 4000 - Assessments	13,278.43	41,647.33	465,382.03	333,178.64	499,768.00
4100 - Rent					
4111 - Screen Room Rental	-75.00	83.34	375.00	666.65	1,000.00
4120 - Hall Rentals	0.00	1,666.67	5,199.70	13,333.32	20,000.00
4150 - Marina Rentals					
4151 - Slip Rental					
4152 - Resident slip rentals	1,509.17	3,283.33	19,765.58	26,266.68	39,400.00
4153 - Non Resident slip rentals	829.79	7,750.00	50,430.05	62,000.00	93,000.00
4155 - Short Term Slip Rental	0.00	25.00	0.00	200.00	300.00
4158 - Homeowner-Non Resident	0.00	83.33	2,857.25	666.68	1,000.00
4160 - Marina Relocation Fee	0.00		75.00		
Total 4151 - Slip Rental	2,338.96	11,141.66	73,127.88	89,133.36	133,700.00
4154 - Small Boat Area	0.00	166.67	2,112.00	1,333.32	2,000.00
4156 - Trailer Space Rental	0.00	250.00	3,456.00	2,000.00	3,000.00
4157 - Gate Keys	1,440.00	500.00	7,760.00	4,000.00	6,000.00
4805 - late fees	0.00	33.33	0.00	266.68	400.00
4825 - Work Area/Pressure Washer	140.00	75.00	340.00	600.00	900.00
Total 4150 - Marina Rentals	3,918.96	12,166.66	86,795.88	97,333.36	146,000.00
Total 4100 - Rent	3,843.96	13,916.67	92,370.58	111,333.33	167,000.00
4300 - Pool					
4360 - Pool FOB	20.00		290.00		
Total 4300 - Pool	20.00		290.00		
4400 - Donations					
4405 - General Donations	0.00		0.00	0.00	0.00
Total 4400 - Donations	0.00		0.00	0.00	0.00
4500 - Publications					

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
May 2020

	May 20	Budget	Oct '19 - May 20	YTD Budget	Annual Budget
4520 · Banner - Subscriptions	0.00		0.00	0.00	0.00
4530 · Banner - Classified Ads	0.00	416.67	20.00	3,333.32	5,000.00
Total 4500 · Publications	0.00	416.67	20.00	3,333.32	5,000.00
4600 · Interest Income (Interest Income)	50.69	416.66	8,595.86	3,333.36	5,000.00
4800 · Miscellaneous Income					
4802 · Office Services	13.25		84.00		
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		0.01		
4800 · Miscellaneous Income - Other	0.00	83.33	0.00	666.68	1,000.00
Total 4800 · Miscellaneous Income	13.25	83.33	84.01	666.68	1,000.00
Total Income	17,206.33	56,480.66	566,742.48	451,845.33	677,768.00
Gross Profit	17,206.33	56,480.66	566,742.48	451,845.33	677,768.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	6,040.00	5,166.67	49,565.95	41,333.32	62,000.00
5130 · Wages - Maintenance	8,806.25	9,315.00	75,230.79	74,520.00	111,780.00
5132 · Wages - Dockmaster	0.00	750.00	4,900.00	6,000.00	9,000.00
5133 · Marina Project Manager	0.00	208.33	0.00	1,666.68	2,500.00
5135 · Wages - Pool	0.00	4,750.00	5,306.94	38,000.00	57,000.00
5170 · Health Insurance Compensation	450.00	416.67	3,825.00	3,333.32	5,000.00
5210 · FICA-941 Taxes	1,087.70	1,500.00	9,126.79	12,000.00	18,000.00
5215 · Unemployment Taxes	0.00	50.00	327.78	400.00	600.00
5330 · Hall Monitor	0.00		432.50	0.00	0.00
5450 · Cell Phone	0.00	25.00	0.00	200.00	300.00
5610 · Accounting Fees	1,075.00	3,250.00	8,637.50	26,000.00	39,000.00
6080 · Travel Mileage	0.00	41.67	51.04	333.32	500.00
Total 5100 · Wages, Taxes and Fees	17,458.95	25,473.34	157,404.29	203,786.64	305,680.00
Total 5000 · Administration Expenses	17,458.95	25,473.34	157,404.29	203,786.64	305,680.00
5200 · Marina Expense					
5250 · Property Tax	0.00		4,758.66	0.00	0.00
5570 · Small Boat Area	0.00		0.00	0.00	0.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

May 2020

	May 20	Budget	Oct '19 - May 20	YTD Budget	Annual Budget
5575 · Marina Repair/Maintenance	464.92	166.67	573.31	1,333.32	2,000.00
Total 5200 · Marina Expense	464.92	166.67	5,331.97	1,333.32	2,000.00
5300 · Security					
5310 · Security Systems	0.00		174.63		
5311 · Security Camera R&M	0.00		231.62	0.00	0.00
5320 · Gate Closing Expense	0.00	114.58	750.00	916.68	1,375.00
5335 · Key Fobs	0.00	52.08	0.00	416.68	625.00
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	0.00	166.66	1,156.25	1,333.36	2,000.00
5400 · Utilities					
5410 · Electric	0.00	1,500.00	8,439.88	12,000.00	18,000.00
5420 · Water/Sewer	1,046.06	1,416.67	8,963.03	11,333.32	17,000.00
5430 · Telephone/Pager/Cable/Web	507.34	333.33	2,544.16	2,666.68	4,000.00
5440 · Gas/Propane	0.00	83.33	212.19	666.68	1,000.00
Total 5400 · Utilities	1,553.40	3,333.33	20,159.26	26,666.68	40,000.00
5500 · Building and Grounds					
5511 · Professional/Contract Services	969.35	816.67	10,168.47	6,533.32	9,800.00
5512 · Repairs, Maintenance & Supplies	2,312.19	583.33	6,086.32	4,666.68	7,000.00
5515 · Janitorial and Cleaning	112.51	416.67	1,748.94	3,333.32	5,000.00
5516 · Gasoline (Grounds machinery fuel)	88.90	58.33	195.91	466.68	700.00
5520 · Maintenance Equipment	567.40	250.00	957.37	2,000.00	3,000.00
5530 · Pest Control	0.00	250.00	648.42	2,000.00	3,000.00
5560 · Landscaping	535.18	833.33	21,266.42	6,666.68	10,000.00
5580 · Pool Maintenance	250.00	416.67	377.58	3,333.32	5,000.00
5585 · Pool Repair/Replacement	27.99		27.99	0.00	0.00
5590 · Pool Chemicals	879.20	1,333.33	4,901.34	10,666.68	16,000.00
5683 · Certification Reimbursement	0.00	166.67	165.00	1,333.32	2,000.00
6500 · Playground Expense	0.00	208.33	0.00	1,666.68	2,500.00
Total 5500 · Building and Grounds	5,742.72	5,333.33	46,543.76	42,666.68	64,000.00
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00		408.15	0.00	0.00
5650 · Postage	61.95	41.67	77.30	333.32	500.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
May 2020

	May 20	Budget	Oct '19 - May 20	YTD Budget	Annual Budget
5660 · Legal Fees	614.99	833.33	9,987.45	6,666.68	10,000.00
5665 · Seminars, Training and Fees	0.00	83.33	515.20	666.68	1,000.00
5670 · Office Supplies/Expenses	489.91	416.66	5,373.16	3,333.36	5,000.00
5680 · Audit Fees	0.00	1,000.00	11,100.00	8,000.00	12,000.00
5682 · Organizational Fees and License	0.00	125.00	1,550.00	1,000.00	1,500.00
5686 · Website Maintenance	100.00		942.34	0.00	0.00
5690 · Advertising	972.45	125.00	2,000.22	1,000.00	1,500.00
6020 · Bank Fees	10.50	500.00	4,467.08	4,000.00	6,000.00
6040 · Trustee Election	0.00	375.00	4,352.95	3,000.00	4,500.00
Total 5600 · Other Administration Expense	2,249.80	3,499.99	40,773.85	28,000.04	42,000.00
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	750.00	6,079.50	6,000.00	9,000.00
5632 · Insurance - Workers Compensatio	0.00	1,166.67	9,166.50	9,333.32	14,000.00
5633 · Insurance - Auto Liability	0.00	16.67	80.00	133.32	200.00
5634 · Insurance -Property	0.00	1,566.67	9,385.50	12,533.32	18,800.00
5635 · Insurance - Flood	0.00	833.33	6,465.00	6,666.68	10,000.00
Total 5630 · Insurance-Business	0.00	4,333.34	31,176.50	34,666.64	52,000.00
5700 · Publications Expense					
5710 · Banner - Commissions	0.00	125.00	0.00	1,000.00	1,500.00
5711 · Banner composition	1.00	416.66	1,911.00	3,333.28	5,000.00
5720 · Banner - Printing Costs	20.00	833.34	216.35	6,666.64	10,000.00
5740 · Banner - Paper Delivery	69.30	250.00	676.30	2,000.00	3,000.00
5750 · Banner - Office Supplies					
5752 · Office supplies	0.00		36.00	0.00	0.00
5750 · Banner - Office Supplies - Other	0.00		0.00	0.00	0.00
Total 5750 · Banner - Office Supplies	0.00		36.00	0.00	0.00
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables	0.00	20.83	0.00	166.68	250.00
5762 · King Features	0.00	20.83	0.00	166.68	250.00
5760 · Banner - Miscellaneous Expenses - Other	0.00		0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	0.00	41.66	0.00	333.36	500.00
Total 5700 · Publications Expense	90.30	1,666.66	2,839.65	13,333.28	20,000.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance May 2020

	May 20	Budget	Oct '19 - May 20	YTD Budget	Annual Budget
5800 · District Recreation					
5830 · Expenses -	0.00	833.34	294.94	6,666.72	10,000.00
Total 5800 · District Recreation	0.00	833.34	294.94	6,666.72	10,000.00
5880 · Concession Stand	0.00	0.00	0.00	0.00	0.00
5885 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
5900 · Capital Layout					
5901 · ADA Lift for Pool	0.00	0.00	0.00	0.00	0.00
5902 · ADA Compliant Ramp for Rec Ctr	0.00	0.00	0.00	0.00	0.00
5903 · Sheds to Replace Porta Potty	0.00	666.67	0.00	5,333.32	8,000.00
5904 · Resurface Breezeway	0.00	0.00	0.00	0.00	0.00
5906 · Fishing Pier Repair	0.00	1,383.58	0.00	11,068.68	16,603.00
5907 · Pickleball Crt @ Basketball Crt	0.00	0.00	0.00	0.00	0.00
5908 · Add Heat to AC	0.00	0.00	0.00	0.00	0.00
5909 · Screen Room Repair	0.00	2,500.00	0.00	20,000.00	30,000.00
5911 · Rec Hall Repairs	225.99	78.75	2,720.14	630.00	945.00
5912 · Automatic Gate to the Beach	0.00	0.00	0.00	0.00	0.00
5913 · Splash Park	0.00	0.00	0.00	0.00	0.00
5914 · Dog Park	0.00	0.00	0.00	0.00	0.00
5916 · Lighting Basketball Court	0.00	0.00	0.00	0.00	0.00
5917 · Pool ADA Bathrooms	0.00	0.00	0.00	0.00	0.00
5918 · Lighting Pool	0.00	0.00	0.00	0.00	0.00
5921 · Capital Layout - Marina Project	143.46	0.00	1,672.81	84,540.00	84,540.00
Total 5900 · Capital Layout	369.45	4,629.00	4,392.95	121,572.00	140,088.00
5960 · Marina Construction					
5961 · Marina Contractors	0.00	0.00	0.00	0.00	0.00
Total 5960 · Marina Construction	0.00	0.00	0.00	0.00	0.00
6000 · Miscellaneous Expenses					
6010 · Over/Short Expenses	0.00	0.00	0.00	0.00	0.00
6000 · Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 6000 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
6900 · Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
7500 · Bad Debt	129.74		9,481.66		

**Bayshore Gardens Park & Recreation District
 Profit & Loss Budget Performance**

May 2020

	May 20	Budget	Oct '19 - May 20	YTD Budget	Annual Budget
9010 - Bank Service Charges	10.50		127.75		
Total Expense	28,069.78	49,435.66	319,682.83	480,025.36	677,768.00
Net Ordinary Income	-10,863.45	7,045.00	247,059.65	-28,180.03	0.00
	-10,863.45	7,045.00	247,059.65	-28,180.03	0.00



PO Box 1403, Osprey, FL 34229
 www.CIAAccess.com / FL ES: 12001211

Quotation

Date	Quote #
5/27/2020	13189

Bill To

Bayshore Gardens
 6919 26th St. West
 email invoices:
 office@bayshoregardens.org
 Bradenton, FL 34207

Ship To

Bayshore Gardens
 6919 26th St. West
 Bradenton, FL 34207

Terms	Project / Comments
Due on receipt	

Qty	Description	Rate	Total
1	<p>As Per Agreement - Option 2, Barrier Arm Gate Including:</p> <ul style="list-style-type: none"> -One (1) Mega Arm Tower w/integrated battery backup -One (1) 12' Arm w/DOT Tape -One (1) sawcut close loop (existing loop testing bad) -One (1) manatee EMS receiver -Installation, wiring and configuration <p>Notes:</p> <ul style="list-style-type: none"> -As reviewed w/tech -Reuse of existing concrete pad (for prior barrier arm tower) -All other controls, by others. If desired, we can also quote access and CCTV controls -Power, previously installed, by others -office@bayshoregardens.org 	4,002.47	4,002.47
Please contact us for all of your gate, access control and surveillance camera projects!		Total	\$4,002.47

On time. The right way. The first time

Phone: 941-359-3707
 Fax: 941-404-4648
 Email: Sales@CIAaccess.com

Locally Owned & Serving the Area Since 1981



PO Box 1403, Osprey, FL 34229
 www.CIAAccess.com / FL ES: 12001211

Quotation

Date	Quote #
5/27/2020	13187

Bill To

Bayshore Gardens
 6919 26th St. West
 email invoices:
 office@bayshoregardens.org
 Bradenton, FL 34207

Ship To

Bayshore Gardens
 6919 26th St. West
 Bradenton, FL 34207

Terms	Project / Comments
Due on receipt	

Qty	Description	Rate	Total
1	<p>As Per Agreement - Option 1, Slide gate w/Operator Including:</p> <ul style="list-style-type: none"> -One (1) Cantilever slide gate, for approx 12' opening. Total gate dimensions, approx 18' x4', Powdercoated, Aluminum, Multiple semi-custom styles to choose from -One (1) Vik L3 slide gate operator with integrated battery backup, five (5) year commercial warranty and concrete pad -One (1) Stainless chain (upgrade, nickel is standard, but due to water proximity not recommended) -One (1) sawcut close loop (existing loop testing bad) -One (1) manatee EMS receiver -Installation, wiring and configuration <p>Notes:</p> <ul style="list-style-type: none"> -Gate coated in powdercoated aluminum, semi custom styles. If chain link desired, deduct: \$1,100 -As reviewed w/tech -All other controls, by others. If desired, we can also quote access and CCTV controls -Some landscape materials may be displaced. Not responsible for landscape -Power, previously installed, by others -office@bayshoregardens.org 	10,202.92	10,202.92
Please contact us for all of your gate, access control and surveillance camera projects!		Total	\$10,202.92

On time. The right way. The first time

Phone: 941-359-3707
 Fax: 941-404-4648
 Email: Sales@CIAAccess.com

Locally Owned & Serving the Area Since 1981

Liberty Gates

6730 15th St E, Unit F
Sarasota, FL 34243
941-201-1088
info@libertygatesllc.com

Estimate

ADDRESS

Lee
Quality Fence Company

ESTIMATE # 1097

DATE 05/11/2020

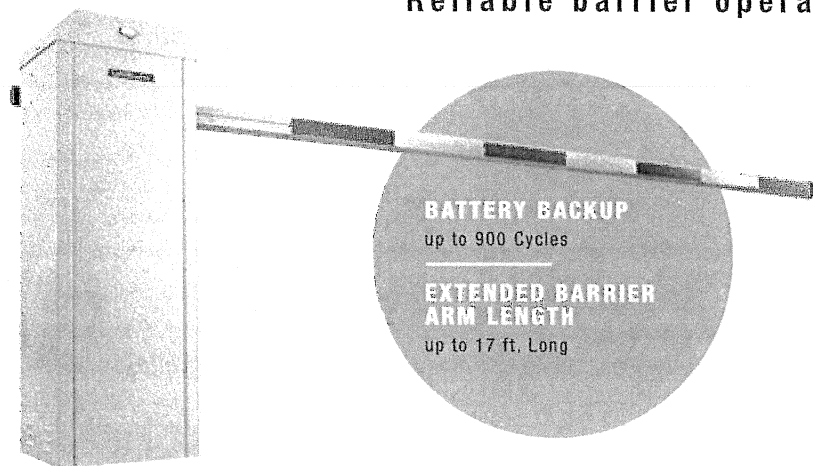
DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/11/2020	Liftmaster Mega Arm Barrier Operator	High Traffic Barrier arm operator.	1	3,500.00	3,500.00
				TOTAL	\$3,500.00

Accepted By

Accepted Date

MA/MAT HIGH-TRAFFIC DC BARRIER GATE OPERATOR

Reliable barrier operator for heavy-traffic applications.



MAT

BATTERY BACKUP
up to 900 Cycles

**EXTENDED BARRIER
ARM LENGTH**
up to 17 ft. Long

RELIABLE

HEAVY-DUTY DC MOTOR PERFORMS IN THE MOST DEMANDING APPLICATIONS.

BATTERY BACKUP SAFEGUARDS YOUR PROPERTY, PROVIDING 900 CYCLES WHEN THE POWER IS DOWN.

SMOOTH START/STOP OPERATION EXTENDS LIFE OF OPERATOR.

MAGNETIC LIMIT SENSORS ARE DESIGNED FOR HIGH-CYCLE APPLICATIONS.

SURGE SUPPRESSION PROVIDES INDUSTRIAL SURGE AND LIGHTNING PROTECTION.

WARRANTY OF 10 YEARS FOR ALUMINUM FRAME AND 2 YEARS FOR PARTS.

SMART

SAMS (SEQUENCED ACCESS MANAGEMENT SYSTEM) PROVIDES CONTROL BETWEEN BARRIER AND SLIDE/SWING GATE OPERATOR TO MAXIMIZE TRAFFIC FLOW.

AUXILIARY PROGRAMMABLE RELAY MAKES ADDING ADDITIONAL ACCESSORIES EASY.

MULTI-VEHICLE MEMORY ALLOWS BARRIER ARM TO REMAIN OPEN UNTIL ALL PREAUTHORIZED VEHICLES PASS THROUGH.

SAFE AND SECURE

FIRE-DEPARTMENT COMPLIANCE ALLOWS GATE TO AUTO-OPEN UPON LOSS OF AC POWER OR BATTERY DEPLETION.

BREAKAWAY ARM CAN BE EASILY REINSTALLED IF ARM IS HIT.

ANTI-TAILGATE QUICKLY SECURES PROPERTY, PREVENTING UNAUTHORIZED ACCESS.

SECURITY+ 2.0® SAFEGUARDS ACCESS WITH AN ENCRYPTED TRI-BAND SIGNAL TO VIRTUALLY ELIMINATE INTERFERENCE AND OFFER EXTENDED RANGE.

RECOMMENDED ACCESSORIES:

LED BARRIER ARM
Aluminum arm with integrated red LED light and DOT tape provides exceptional visibility 24 hours a day.

MALED12/MALED17

HEAVY-DUTY RETRO-REFLECTIVE PHOTO EYE
Rated up to a 40-foot sensing distance and 24-240VAC/DC, non-monitored.

AUMRMUN

RED/GREEN TRAFFIC LIGHT
Assures safe entering and exiting by indicating door status.

RGLZ4LY

LOW-POWER LOOP DETECTOR
Automatic sensitivity settings for ease of vehicle detection. Power-efficient design for max. cycles on battery backup.

LD/LP

COMMERCIAL ACCESS CONTROL RECEIVER
Standalone commercial receiver with Security+ 2.0 and IP44 housing designed for outdoor environments; can program up to 1,000 remotes for your parking or commercial applications.

SIAR1000

OPTIONAL ACCESSORIES:

CONNECTED ACCESS PORTAL, HIGH CAPACITY
Cloud-based access control for residents and guests.

CAFPAL

CONNECTED ACCESS PORTAL, 2-DOOR CONTROLLER
Cloud-based, credentialed access control.

CAFDU



MA

BASE DIMENSIONS:

MA	41.03" H x 16.37" W x 13.50" D
MAT	41.95" H x 14.46" W x 13.79" D

OPERATOR WEIGHTS (WITHOUT ARM):

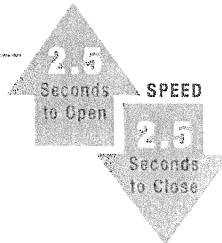
Mega Arm Pedestal (MADCBB3)	89 lbs.
Mega Arm Tower (MATDCBB3)	113 lbs.

POWER

- 120V Applications
- 220V Optional
- Accessory Power 24VDC 500 mA

COMMERCIAL-GRADE DESIGN

- Cover:
 - MA—UV-Resistant Polyethylene
 - MAT—Full Aluminum Cabinet
- UL® 325 and UL 991: Class I, II, III and IV
- Recommended Capacities:
 - Max. Arm Length—9–17 ft. Aluminum or PVC Arm
 - Cycles—6,000/Day



MECHANICS

- 24VDC/800 RPM Continuous-Duty Motor
- 1/2 HP Equivalent
- Gear Reduction 60:1 Reducer in Synthetic Oil Bath
- Chassis: Powder-Coated 1/4 in. Aluminum Alloy

LED BARRIER ARM SPECIFICATIONS

- Arm Material: Aluminum
- Operating Voltage: 12VDC
- Lamp Type: LED 2528 IP68 Silica Gel Filled
- Color: Red/White
- Power: 14.4 W/m
- UL Listed: UL 325 and UL 991—Class I, II, III and IV
- Warranty: 6-Month Limited

TEMPERATURE SPECIFICATIONS

-13°F (-25°C) to 140°F (60°C)

MALED12	12 ft. x 3 in. x 2-1/4 in.; 17 lbs. (10 ft. 9-3/4 in. Installed)
MALED17	17 ft. x 3 in. x 2-1/4 in.; 25 lbs. (14 ft. Installed)

ADDITIONAL ARM OPTIONS.

- MA024-10RD0T—Red/White Stripe Articulating Arm (10-ft. Arm Length)
- MALED12—Red/White LED Arm (12-ft. Arm Length)
- 50-ALMARMDOT—Red/White Stripe (15-ft. Arm Length)
- MALED17—Red/White LED Arm* (17-ft. Arm Length)
- MA116RD0T—Red/White Stripe** (17-ft. Arm Length)

- MA034RD0T—Red/White Stripe Articulating Arm (9-ft. Arm Length)

*Requires Counterweight MALED12
**Requires Counterweight MA117

FEATURES.

- BUILT-IN 110V CONVENIENCE OUTLET**
 - Simplifies Adding or Powering Up Accessory Devices and Saves the Expense of Having to Add an Extra Outlet
- UNIVERSAL CONTROLLER WITH 8 INPUTS**
 - Allows for the Connection of a Full Range of Optional External Devices
- SLIP CLUTCH (MA005C)**
 - Allows Arm to Be Manually Pushed Open without Damaging the Gearbox or Sheer Pins; Arm Automatically Resets to Normal Closed Position upon Receiving Activation

- RIGHT- OR LEFT-HANDED OPERATION**
 - Provides Flexibility to Fit your Application and Ease of Installation

- 850LM RADIO RECEIVER**
 - Universal Receiver for Commercial Applications
 - Virtually Eliminates Interference and Improves Range to Access Your Home or Facility

- HEATER (MA201/UN201)**
 - Maintains a Suitable Temperature Inside the Operator When Reaching Below 32°F; 150 W (MA Only) or 500 W (MAT Only)

SUPPORT.



For Support Tools and Training Videos, Visit LiftMasterTraining.com

For More Information on Gate Operators, Visit LiftMaster.com/UL325Gates

To Find the Right Perimeter Access Solution for You, Visit LiftMaster.com/Solution-Generator



Sales Support: 800.282.6225
Technical Support Center: 800.528.2806
To Order: 800.323.2276



June BOT
6.8.2020

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS POLICY

1020 P

The District recognizes the value of clubs and organizations and encourages the formation of same. The Clubs and Organizations will establish their membership requirements that are not inconsistent with the Charter. The Clubs and Organizations are not an arm of the Board of Trustees and therefore are not subject to the Sunshine Laws.

The clubs shall notify the District office on February 1st of each year of their officers and complete a facility use application to schedule use of the facilities. The schedule shall be approved by the District Manager and added to the Banner and event calendar.

Articles about the club/organization activities are welcome in the Banner. Submit articles to the District office for publication in Banner by the 15th of the month.

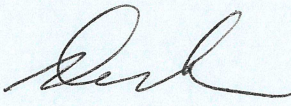
The District office will accept payments for the clubs and organizations but cannot provide a receipt to members of clubs or organizations.

Clubs and Organizations who wish to place Tangible Real Personal property in the facilities of the District must have prior Board approval. The Tangible Real Personal Property will become the property of the District when placed in the common areas.

The Clubs and Organizations may request secure storage space for their property. Clubs/Organizations placing anything in other than their assigned area must receive prior approval of the Board. The allocated areas must be kept clean and orderly. The space will be allocated on an as available basis. Every effort will be made to accommodate all requests.

The WoodChoppers and Crime Watch serve the community and have been assigned the use of their respective facilities. Equipment purchased by the District in those areas remains property of the District.

Articles secured in storage area provided to clubs and organizations by the District would not be considered Tangible Real Personal Property of the District

Date Approved 7-17-18 
Date Revised _____
Date Effective 7-17-18

passed Brd. Motion
7/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS FACILITY USE FORM

contradicts Board approved policy 1020 F 1020 P Feb. 1

TO BE FILED IN DISTRICT OFFICE BY DECEMBER 1ST ANNUALLY
MAY ADD ANOTHER PAGE IF NECESSARY TO COVER ALL EVENTS
IF POOL TO BE USED, MUST HAVE A SIGNED WAIVER BEFORE THE EVENT
EVENTS

NAME OF CLUB/ORGANIZATION _____ DATE _____
CONTACT PERSON _____ PHONE # _____
EMAIL ADDRESS _____

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TOTAL TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL
THE KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL THE
KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL THE
KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

MEETINGS

Day of the month _____ Time _____

MONTHS OF THE YEAR _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

Date Approved 7/17/18 Sharon
Date Revised _____
Date Effective 7/17/18

Newer Board approved use of this form.

July 17 2018 BOT minutes

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BOARD OF TRUSTEES MEETING
JULY 17, 2018

Agenda Item 1. Roll Call, establish quorum. The roll call was performed. Trustees present were Suzanna Young, Jim Couey, Dan Rawlinson, Sharon Denson, Steve Watkins, Don Gassie, and Joyce Fisher. A quorum was established.

Agenda Item 2. Call to Order The meeting was called to order by Sharon Denson at 7:00 PM.

Agenda Item 3. Pledge to flag Sharon led attendees in the pledge of allegiance to the flag.

Agenda Item 4. Approval of Minutes April Budget hearing, May 9, 23 and June 13 Work Session, June 19 Board of Trustee meeting Sharon stated that a Secretary will be appointed at the next meeting. Steve Watkins moved to approve the minutes from the Board of Trustee meeting on June 19, 2018. Dan Rawlinson seconded the motion. The motion was voted on and passed with no one opposing.

The remainder of the Minutes that will be voted on next meeting.

Agenda Item 5. Treasurer Report. Not at this time.

Agenda Item 6. Additional Items. None

Agenda Item 7. Trustee Committee Reports. None

Agenda Item 8. District manager Report to Trustees a. Sharon stated that Jodie's Manager's report will be reviewed by individuals and will be available in the office.

Jodie lawman, stated that Big Fish has provided a bid for new NVR and related software for the District's security camera system. The system will allow review of the cameras from the Office computer. The bid was for \$2050.87.

Steve Watkins moved to accept the bid. Jim Couey seconded the motion.

Discussion revealed that the video can be captured and copied to a DVD for law enforcement. The proposed system has a motion activated recording. The system has 90 days of memory. The current system held one week's data. The old system has three units and overheats. It needs replaced. The system can use our current cameras. We have enough cameras right now. Crime Watch room will have access to the proposed system.

The motion was voted on and passed with no one opposing ..

Agenda Item 8. District Manager Report to Trustees. Jodie stated that Sir Speedy has submitted a price for full signs in English and in Spanish 23"x36" for the pool at \$351.01. Steve Watkins moved to approve the pool signs. Jim Couey seconded the motion.

Sharon stated that the top portion of the sign will be 'dry erase' for the pool hours. The signs and price were voted on and passed with no one opposing. Jodie will order the signs.

Old business

Agenda Item 9. Open Auditor Bids. Belle Baxter announced that the District has received five proposals for Annual Auditor. The deadline for submittal was 3:30 pm today. She opened the proposals.

Christopher, Smith, Leonard, Bristow and Stanell, PA (Boca Raton)	\$18,100
Braxton & Holway, PA (Bradenton)	\$16,175
CRI, Carr Riggs & Ingram (Bradenton)	\$12,500

BAYSHORE GARDENS BOARD OF TRUSTEES MEETING

JULY 17, 2018

con't

Grau & Associates	(Boca Raton)	\$15,000
Mauldin Jenkins	(Bradenton)	\$10,900

A Committee Meeting is scheduled on July 24th at 7:00 pm to review the proposals. The bids are available for review in the office.

Agenda Item 10. Security bids for pool/marina (Fobs). Jodie stated that there are three bids for the Marina gates and Pool gate security. Sharon thanked Jim Frost for getting a third bid. The bids include software to pinpoint who and when the cards are used.

Tempus	\$13,382.51
Foremost Fence	\$16,550.51
Rapid Security Solutions (RSS)	\$9,975 plus \$648.00 tax Total \$10,623.00

Sharon asked for volunteers interested in reviewing the proposals in a Review Committee to make recommendations at the next meeting. She stated our reserve has \$12,126 plus what is in the budget. Dan Rawlinson, Steve Watkins, Don Gassie and Jim Frost agreed to be on the Review Committee to review the proposals. The proposals may be reviewed in the office. Steve stated he found interactive software interesting and would like presentations from the bidders. The Chair to the committee will be chosen at their meeting slated for Tuesday, July 24th at 7:00 pm. Jodie said Rapid Security representative has offered to come in to discuss their product. She can ask the others.

Agenda Item 11. Boat Ramp. Dan Rawlinson stated that Terry Zimmerly received some paperwork from a proposal/bidder and she has requested more information.

Resident's comments agenda item - none at this time.

New Business

Agenda Item 12. Labor Day Event (Sharon)

Sharon made a motion to hold a Labor Day Event. Jim Couey seconded the motion. Steve stated that some clubs may be interested in putting a table out to advertise their function and sign up memberships. Jodie has collected some names of the community that would like to help. Volunteers for this Labor Day Committee are Jim Frost, Joyce Fisher, Suzanna, Jim Couey (Chair) and Lenny. The Labor Day Event Committee will meet Tuesday July 24th at 7:00pm. Steve will put the Event in the Banner. Jodie said the District personnel will not be working but the Life Guards will be on duty. Sharon suggested contacting the Boy Scouts for picking up paper for merit badge credits. There are forty coupons to give out. The concession stand will be open. Jodie will need to order more product for the Event. Dan Rawlinson volunteered to help Mahal make calls for community volunteers next week to see what they would like to do. Jodie will give a copy of the volunteer list to Jim Frost. Lenny suggested that the first meeting would include creating a plan and the volunteers can come the next meeting. Motion passed.

Agenda Item 13. Marina work area policy 1005 (3 parts STP & A) (Sharon) from Work Session Item 9.

Sharon made a motion to accept the Marina Work Policy 1005 (3 parts). Dan Rawlinson seconded the motion. There was discussion on details that will come up as a revision. The motion was voted on and passed with no one opposing.

Agenda Item 14. Clubs and organization policy 1020P (WAPR) from Work Session item10.

Dan Rawlinson moved to accept the policy. Steve Watkins seconded the motion. Discussion included the benefit of giving the Club's meeting dates to the office per the policy. The motion was voted on and passed with no one opposing.

*1020 F
not
board
approved
by motion.*

BAYSHORE GARDENS BOARD OF TRUSTEES MEETING

JULY 17 2018

cont

Agenda Item 15. Committee Guidelines 1013P (Sharon) from Work Session.

Dan Rawlinson moved to approve the Committee Guidelines 1013P. Jim Couey seconded the motion. There being no discussion it was voted on and passed with no one opposing.

Agenda Item 16. Resident Complaint Form 1022 (3 Part) (Sharon) from Work Session Item 13. Sharon stated that they have been using the form and it is working well.

Dan moved to approve the Resident Complaint Form (3 parts) Steve Watkins seconded the motion. The motion was voted on and passed with no one opposing.

Agenda Item 17. Short Term Slip Rental 1005 STR and P (Sharon) from work Session item 14. Sharon explains that this is a simple way for renting for 2 weeks or so and is paid in advance.

Steve Watkins moved to approve the Short Term Slip Rental 01005 and P. Jim Couey seconded the motion.

Suzanna asked if there was a way the office was alerted when the rent time is up The Dock Master monitors and gives a report every Monday and the maintenance personnel are very familiar and observant at the marina. There will be a \$100 fine assessed if left too long. It was voted on and passed with no one opposing.

Agenda Item 18. Employee salaries (Dan). Dan Rawlinson would look at the overall structure and would like all employees to be under contract to protect both parties. He feels contracts will give us a better employee. They are long time employees. He would like to look at incentive pay and have a system of what they do every day. He would like to instill pride in what they do. He would like a Committee to help come up with ideas.

Sharon Danson stated that Florida Statute 110.227 cannot be overridden with a contract and we cannot have an open ended contract. A Committee for Employee Salary incentives and contracts was formed. Don Gassie and Steve Watkins volunteered to be on the Committee. Dan Rawlinson will assign members.

Side note: There was discussion on the need for microphones for the Trustee Meetings. Jodie and Lenny will look into simple table top wireless systems to help with hearing the between the Trustees and the audience.

Agenda Item 19. Town Hall Meeting for County Commission Candidates. (See 26. Announcements below)

Agenda Item 20. Resident Committee to propose a plan for the future of the District. Sharon Denson asked Suzanna Young to join Holly Clouse and Debbie Korell on the issue of a future plan for the District. Sharon wants a one, five and ten year plan. She asked to be updated on her decision at the next meeting.

Agenda Item 21. ADA Committee Appointment. Sharon asked Don Gassie to look at the new buzzer at the office door to alert the office to come out to help customers. The office can assist visitors outside. Sharon stated that she would like Don to get contractors' ideas on how to have the District comply with ADA. Don state the Home Report and Angies List has contractors that can bid on a lift. Steve Watkins said he has a lift idea from last fall. The playground is ok until it is upgraded. The hall needs a lift when it is remodeled. Don stated someone suggested to him to get a handicap lift for the pool as soon as possible

BAYSHORE GARDENS BOARD OF TRUSTEES MEETING

JULY 17, 2018

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Agenda Item 22 Jam Session on Monday night. Sharon Denson stated that a Jam Session will be scheduled for each Monday night from 7:00 to 9:00 pm. Suzanna Young said that Restore Bayshore meets the second Monday of each month and will be resuming their meeting in August. The Jam Sessions will be the first, third and fourth (and fifth) Monday nights to not conflict with Restore Bayshore's meeting time. The schedule will be posted in the Banner. The sessions are open for those interested. Lenny can reach out to participants on his web site. This was voted on and passed.

Agenda Item 23. DVD Showing date. From Work Session item 5. On August 7th at 7:00 pm there will be a DVD showing of the Sunshine Workshop presentation by the County's attorneys. For the Board it is kind of mandatory to attend. The showing is open to the public. It runs about 2 hours.

Agenda Item 24. Resident comments agenda items. None.

Agenda Item 25. Resident comment that do not address agenda Items Limit to three minutes. Cathy Place stated that the bank's offer to the District was expensive and suggested that only the 'pass through interchange rate' from the credit card, plus a maximum of 0.30 (or even 0.25) per be charged for each transaction, as in "cost plus interchange rates". She explained that the pass through interchange rates are the same for all, large stores and small. She shared examples of these charges. Sharon stated that the bank waived the monthly statement fees in their offer. Jodie will discuss the fees with the bank and remind them that we are a long term customer.

There will be a Policy Committee Meeting on August 1 at 7:00pm to review the Marina Contracts. The new contracts go out in early September for the October 1st renewal. There is a proposal to eliminate the \$500 deposit for residents. Currently all slip contracts are 6 months. There is a proposal to change it to yearly contracts and options for residents to pay every 6 months option. Also there is a proposal for a 'key' for the boat owner and spouse and one for the owner's designated emergency person. The key agreement needs to be changed before the other marina agreements.

Agenda Item 26. Announcements from Clubs and Organizations

Joyce Fisher announced that the Home Owners Association have three events upcoming:

Thursday, August 9th 7:00 pm - Meet the Candidates

Thursday, September 13th 7:00 pm - Make it, Bake it, Sew it, or Grow it Auction

Thursday, October 20th 7:00 pm Progressive Supper This supper travels. A host will serve appetizers for six people, another host will serve six meals. And all will meet at the Hall for desert together.

The June 24th Committee Meeting will have Labor Day Event Committee, and Security proposals review, and Audit Selection Committee.

August 1st Committee Meeting includes the Policy and Procedure Committee and Audit Selection Committee meetings.

Lenny will give Joyce Fisher, Home Owners Association, information concerning the after school tutoring function (September start) for the kids.

Friday night June 20th Melton Little, candidate for District 4 County Commissioner, rented the Hall from 7:00 pm to 9:00 pm for a meet and greet with a band, dancing and food.

Steve Watkins said that candidates can submit write-ups with for the Banner with a purchased of an ad.

Sharon made a motion to adjourn. Steve seconded the motion. The meeting adjourned at 8:35 pm.

**Bayshore Gardens Recreation District
Board of Trustees Meeting Minutes
February 19, 2020 @ 7:00 PM**

Present: Chair Jim Frost, First Chair Thom Williams, Second Chair Barbara Susdorf, Secretary Sandy McCarthy and Trustees Belle Baxter, Terry Zimmerly, and John Lindsey. Also: District Manager Jodie Lawman and Office Assistant Gia Cruz.

Absent: Treasurer Katey Dolan and Trustee Steve Watkins

Visitors: Joyce Fisher, Morris Raymer, Barbara Greenberg, Renee Zigich, Suzanna Young, Dan Rawlinson, John Woodruff, Melanie Woodruff, Rick Jackerson, Allan Riga, Jeanne Corbin, Susan Donaldson, Gwen Norris and Caleb Davis.

Preliminaries:

1. Roll Call, Establish a Quorum. Verified, See Above.
2. Call to Order. Frost at 7:03PM. The Board heard an update on the Marina Project from Steve Porter of Duncan.
3. The Pledge to the Flag was recited.
4. Approval of Minutes: 11/6/19 Wkshp, 1/20/20 Special Meeting, 1/22/20 BOT Meeting, 2/5/20 Wkshp, Motion to approve all made by Zimmerly, **MOTION PASSED**
5. Treasurer's Report. Tabled until Treasurer is present.
6. Trustee Committee Reports. No Action Taken.
7. District Manager's Report. The Board heard DM's report. Williams made a Motion to rescind Pool Policy 1010P. With the purpose and intent to allow pool dates, days and hours of operations, and other specifics, up to the District Office and Manager. **MOTION PASSED UNANAMOUSLY**
Williams also made a motion to allow the expenditure, not to exceed \$5000, for purchase of a new gate for the Beach Road Access. **MOTION PASSED UNANIMOUSLY**
8. **New Policy Guidelines for Clubs/Organizations/Rescind Policies 1020KF & 1020P.** Lindsey made a Motion to move this item to a future Workshop meeting for more discussion. **MOTION PASSED**
9. Code of Conduct for the Board of Trustees/Rescind Policy Trustee Removal. Tabled for a Workshop, Attorney approval sought.
10. Motion: Dissolve Committees/Rescind Committee Charges. Made by Zimmerly, **MOTION PASSED**
11. Board Approval of Maintenance Fence per Insurance Company, FMIT. Susdorf, **MOTION PASSED**
12. Board approval of seawall repair. McCarthy-Motion to accept Mariner Dock & Seawall's Estimate to repair the District's West side wall blow-out. **MOTION PASSED**

needed to complete Club officers per policy 1020P

BAYSHORE GARDENS PARK & RECREATION DISTRICT

CLUBS AND ORGANIZATIONS FORM

1020F1

Club/Group Name: _____

Date Submitted: _____

Primary Contact Name: _____

Primary Contact Phone: _____

Secondary Contact Name: _____

Secondary Contact Phone: _____

Purpose of the Club/Group: _____

Signature of Club Representative

Date

Club Title: _____

District Office

Date of receipt in office

Back of form contains space for club officers and phone numbers.

Upon completion, form 1020F1 will be presented to the Board of Trustees for acceptance and recognition. The club will be notified of the Board's decision.

Club/Organization Officers and contact numbers.

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Name	Club Title	Phone #
------	------------	---------

Additional information:

needed for hall scheduling, avoiding conflicts of time

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Clubs/Organizations

Reservation Form

1020F2

Club/Organization Name: _____

Contact Name: _____ Telephone: _____

Monthly Meetings: _____

Facility Reserved: _____ Time: _____ to _____

TO BE FILED IN THE DISTRICT OFFICE BY FEBRUARY 1ST ANNUALLY TO RESERVE DISTRICT FACILITIES. Reservations dates are subject to approval.

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

.....
Signature (Club/Committee): _____ Date: _____

Signature (Office): _____ Date: _____

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____
Will club/committee supply fliers: Y / N

Banner Ads: All adds must be sent to the office on or before the 20th of the month preceding issue date and must be in word format.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: RESCIND COMP TIME MOTION Meeting Date: 6/17/2020

Type of Meeting: _____ Workshop _____ Board Meeting X

Motion: Discussion: _____ (check one)

Rationale for Request: UNFAIR TO STAFF AND POSSIBLY
ILLEGAL TO NOT PAY OT FOR HOURS
WORKED OVER 40 IN A WEEK.

Estimated Costs to District (if applicable)

POTENTIAL FOR FAIR LABOR STANDARDS LAWSUIT

Attachments/Supporting documents: ~~None~~ 2 (13 pgs total)

4 PAGE DOC, "FLSA COVERAGE"

8 PAGE DOC, "EVERYTHING YOU NEED TO KNOW
ABOUT COMP TIME"

Board Trustee: Sandra J. McCarthy Date: 6/8/2020

Print Name: SANDRA J. MCCARTHY

Received by: Mia C Date: 6/9/2020

Bayshore Gardens Park and Recreation District
Board of Trustees Meeting
Minutes
April 22, 2020

****DUE TO THE COVID-19 CRISIS, THE MEETING WAS HELD ON LINE (ZOOM), AND ON BOARD MEMBER'S AND RESIDENTS TELEPHONE LINES. THE MEETING WAS ALSO LIVE-STREAMED ONTO OUR FACEBOOK PAGE (as technology permitted).****

Present: Chair Jim Frost, First Chair Thom Williams, Treasurer Katey Dolan, Secretary Sandy McCarthy and Trustees, Steve Watkins, Belle Baxter, Terry Zimmerly, and John Lindsey.

Absent: Second Chair Barbara Susdorf.

Visitors: In the office-District Manager Jodie Lawman and Office Assistant Gia Cruz. Via Zoom-Manatee County Commissioner Misty Servia, District Four

1. Roll Call-See Above, Quorum requirements met.
2. Call to order.
3. Approval of Minutes: 2/13/20 Sunshine Training Session; 2/19/20 BOT; 3/04/20 Work Session; 3/27/20 Emergency Board Meeting. **Baxter** made the motion to accept the minutes as written. **MOTION PASSED UNANIMOUSLY**
4. Treasurer's Report. Agenda item moved to next meeting (4/30/2020)
5. COVID-19 Update The Board heard an update from Servia on local testing developments as well as some outreach solutions for those struggling.
6. Trustee Zimmerly, 2 Motions: a.) Compensatory (Time Off) Time vs Paid Time and-a-half Overtime, to be compensated at 1.5 hours. b.) Add 1/2 day of vacation to all staff

Zimmerly made the motion to pay the Recreation District's employees Compensatory Time at the rate of One and One Half Hour (1.5 hours) OFF work for every 1 hour of work OVER 40 in a work week. Maximum accrual time-16 hours of OFF work time, ALL COMP time must be used within the calendar year in which it was earned. **MOTION PASSED**

7. Add 2 paid holidays, MLK and Presidents Day. **Lindsey** made the Motion that District employees receive Vacation Pay for Martin Luther King Jr Day as well as for Presidents Day (in additional to vacation days already paid). **MOTION PASSED**

8. Discuss/vote on Gia's wage. **Williams** made the motion to raise Cruz's hourly wage to \$17 per hour, retroactive to when the wage discussion began. **MOTION FAILED**

Lindsey made the motion to raise Cruz's hourly wage to \$16 per hour, retroactive to when the wage discussion began.

MOTION PASSED

Adjourn at 8:50PM.

These minutes respectfully submitted to District office on 04/29/2020

Sandra J. McCarthy

Sandra J. McCarthy

DISCLAIMER: These minutes have not been officially approved by the Board of Trustees. Approval will occur at the publicly noticed Board meeting.

6/8/2020



Chamberlain, Kaufman and Jones Attorneys at Law 35 Fuller Road Albany, NY 12205 Voice: 518-435-9426 Fax: 518-435-9102 e-Mail: ckj@flsa.com

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Coverage under the FLSA

AIR LABOR STANDARDS ACT

Most jobs are governed by the FLSA. Some are not. Some jobs are excluded from FLSA coverage by statute. Other jobs, while governed by the FLSA, are considered "exempt" from the FLSA overtime rules.

Exclusions from FLSA coverage.

Particular jobs may be completely excluded from coverage under the FLSA overtime rules. There are two general types of complete exclusion. Some jobs are specifically excluded in the statute itself. For example, employees of movie theaters and many agricultural workers are not governed by the FLSA overtime rules. Another type of exclusion is for jobs which are governed by some other specific federal labor law. As a general rule, if a job is governed by some other federal labor law, the FLSA does not apply. For example, most railroad workers are governed by the Railway Labor Act, and many truck drivers are governed by the Motor Carriers Act, and not the FLSA. Many of FLSA exclusions are found in §213 of the FLSA.

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Exempt or Nonexempt.

Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are nonexempt. Some are not.

Some jobs are classified as exempt by definition. For example, "outside sales" employees are exempt ("inside sales" employees are nonexempt). For most employees, however, whether they are exempt or nonexempt depends on (a) how much they are paid, (b) how they are paid, and (c) what kind of work they do.

With few exceptions, to be exempt an employee must (a) be paid at least \$23,600 per year (\$455 per week), and (b) be paid on a salary basis, and also (c) perform exempt job duties. These requirements are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). Most employees must meet all three "tests" to be exempt.

Salary level test.

Employees who are paid less than \$23,600 per year (\$455 per week) are nonexempt. (Employees who earn more than \$100,000 per year are almost certainly exempt.)

Salary basis test.

Generally, an employee is paid on a salary basis if s/he has a "guaranteed minimum" amount of money s/he can count on receiving for any work week in which s/he performs "any" work. This amount need not be the entire compensation received, but there must be some amount of pay the employee can count on receiving in any work week in which s/he performs any work. Some "rules of thumb" indicating that an employee is paid on a salary basis include whether an employee's base pay is computed from an annual figure divided by the number of paydays in a year, or whether an employee's actual pay is lower in work periods when s/he works fewer than the normal number of hours. However, whether an employee is paid on a salary basis is a "fact," and thus specific evaluation of particular circumstances is necessary. Whether an employee is paid on a salary basis is not affected by whether pay is expressed in hourly terms (as this is a fairly common requirement of many payroll computer programs), but whether the employee in fact has a "guaranteed minimum" amount of pay s/he can count on.

The FLSA salary basis test applies only to reductions in monetary amounts. Requiring an employee to charge absences from work to leave accruals is not a reduction in "pay," because the monetary amount of the employee's paycheck remains the same. Similarly, paying an employee more than the guaranteed salary amount is not normally inconsistent with salary basis status, because this does not result in any reduction in the base pay.

With some exceptions, the base pay of a salary basis employee may not be reduced based on the "quality or quantity" of work performed (provided that the employee does "some" work in the work period). This usually means that the base pay of a salary basis employee may not be reduced if s/he performs less work than normal, if the reason for that is determined by the employer. For example, a salary basis pay employee's base pay may not be reduced if there is "no work" to be performed (such as for a plant closing or slow period), and a salary basis employee's base pay may not be reduced for partial day absences. However, employers may "dock" the base pay of salary basis employees in full day increments, for disciplinary suspensions, or for personal leave, or for sickness under a bona fide sick leave plan (as for example if the employee has run out of accrued sick leave).

Thus, there can be "permissible" and "impermissible" reductions in salary basis pay. Permissible reductions have no effect on the employee's exempt status. Impermissible reductions may, in that the general rule is that an employee who is subjected to impermissible reductions in salary is no longer paid on a salary basis, and is therefore nonexempt. However, employers have several avenues by which they can "cure" impermissible reductions in salary basis pay, and as a practical matter these make it unlikely that an otherwise exempt employee would become nonexempt because of salary basis pay problems. The salary basis pay requirement for exempt status does not apply to some jobs (for example, doctors, lawyers and schoolteachers are exempt even if the employees are paid hourly).

The duties tests.

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An employee who meets the salary level tests and also the salary basis tests is exempt only if s/he also performs exempt job duties. These FLSA exemptions are limited to employees who perform relatively high-level work. Whether the duties of a particular job qualify as exempt depends on what they are. Job titles or position descriptions are of limited usefulness in this determination. (A secretary is still a secretary even if s/he is called an "administrative assistant," and the chief executive officer is still the CEO even if s/he is called a janitor.) It is the actual job tasks that must be evaluated, along with how the particular job tasks "fit" into the employer's overall operations.

There are three typical categories of exempt job duties, called "executive," "professional," and "administrative."

Exempt executive job duties.

Job duties are exempt executive job duties if the employee

1. regularly supervises two or more other employees, and also
2. has management as the primary duty of the position, and also,
3. has some genuine input into the job status of other employees (such as hiring, firing, promotions, or assignments).

Supervision means what it implies. The supervision must be a regular part of the employee's job, and must be of other employees. Supervision of non-employees does not meet the standard. The "two employees" requirement may be met by supervising two full-time employees or the equivalent number of part-time employees. (Two half-time employees equal one full-time employee.)

"Mere supervision" is not sufficient. In addition, the supervisory employee must have "management" as the "primary duty" of the job. The FLSA Regulations contain a list of typical management duties. These include (in addition to supervision):

- interviewing, selecting, and training employees;
- setting rates of pay and hours of work;
- maintaining production or sales records (beyond the merely clerical);
- appraising productivity; handling employee grievances or complaints, or disciplining employees;
- determining work techniques;
- planning the work;
- apportioning work among employees;
- determining the types of equipment to be used in performing work, or materials needed;
- planning budgets for work;
- monitoring work for legal or regulatory compliance;
- providing for safety and security of the workplace.

Determining whether an employee has management as the primary duty of the position requires case-by-case evaluation. A "rule of thumb" is to determine if the employee is "in charge" of a department or subdivision of the enterprise (such as a shift). One handy clue might be to ask who a telephone inquiry would be directed to if the called asked for "the boss." Typically, only one employee is "in charge" at any particular time. Thus, for example, if a "sergeant" and a "lieutenant" are each at work at the same time (in the same unit or subunit of the organization), only the lieutenant is "in charge" during that time.

An employee may qualify as performing executive job duties even if s/he performs a variety of "regular" job duties as well. For example, the night manager at a fast food restaurant may in reality spend most of the shift preparing food and serving customers. S/he is, however, still "the boss" even when not actually engaged in "active" bossing duties. In the event that some "executive" decisions are required, s/he is there to make them, and this is sufficient.

The final requirement for the executive exemption is that the employee have genuine input into personnel matters. This does not require that the employee be the final decision maker on such matters, but rather that the employee's input is given "particular weight." Usually, it will mean that making personnel recommendations is part of the employee's normal job duties, that the employee makes these kinds of recommendations frequently enough to be a "real" part of the job, and that higher management takes the employee's personnel suggestions or recommendations seriously.

Exempt professional job duties.

The job duties of the traditional "learned professions" are exempt. These include lawyers, doctors, dentists, teachers, architects, clergy. Also included are registered nurses (but not LPNs), accountants (but not bookkeepers), engineers (who have engineering degrees or the equivalent and perform work of the sort usually performed by licensed professional engineers), actuaries, scientists (but not technicians), pharmacists, and other employees who perform work requiring "advanced knowledge" similar to that historically associated with the traditional learned professions.

Professionally exempt work means work which is predominantly intellectual, requires specialized education, and involves the exercise of discretion and judgment. Professionally exempt workers must have education beyond high school, and usually beyond college, in fields that are distinguished from (more "academic" than) the mechanical arts or skilled trades. Advanced degrees are the most common measure of this, but are not absolutely necessary if an employee has attained a similar level of advanced education through other means (and perform essentially the same kind of work as similar employees who do have advanced degrees).

Some employees may also perform "creative professional" job duties which are exempt. This classification applies to jobs such as actors, musicians, composers, writers, cartoonists, and some journalists. It is meant to cover employees in these kinds of jobs whose work requires invention, imagination, originality or talent; who contribute a unique interpretation or analysis.

Identifying most professionally exempt employees is usually pretty straightforward and uncontroversial, but this is not always the case. Whether a journalist is professionally exempt, for example, or a commercial artist, will likely require careful analysis of just what the employee actually does.

Exempt Administrative job duties.

The most elusive and imprecise of the definitions of exempt job duties is for exempt "administrative" job duties.

The Regulatory definition provides that exempt administrative job duties are

- (a) office or nonmanual work, which is
- (b) directly related to management or general business operations of the employer or the employer's customers, and
- (c) a primary component of which involves the exercise of independent judgment and discretion about
- (d) matters of significance.

The administrative exemption is designed for relatively high-level employees whose main job is to "keep the business running." A useful rule of thumb is to distinguish administrative employees from "operational" or "production" employees. Employees who make what the business sells are not administrative employees. Administrative employees provide "support" to the operational or production employees. They are "staff" rather than "line" employees. Examples of administrative functions include labor relations and personnel (human resources employees), payroll and finance (including budgeting and benefits management), records maintenance, accounting and tax, marketing and advertising (as differentiated from direct sales), quality control, public relations (including shareholder or investment relations, and government relations), legal and regulatory compliance, and some computer-related jobs (such as network, internet and database administration). (See Computer employees.)

To be exempt under the administrative exemption, the "staff" or "support" work must be office or nonmanual, and must be for matters of significance. Clerical employees perform office or nonmanual support work but are not administratively exempt. Nor is administrative work exempt just because it is financially important, in the sense that the employer would experience financial losses if the employee fails to perform competently. Administratively exempt work typically involves the exercise of discretion and judgment, with the authority to make independent decisions on matters which affect the business as a whole or a significant part of it.

Questions to ask might include whether the employee has the authority to formulate or interpret company policies; how major the employee's assignments are in relation to the overall business operations of the enterprise (buying paper clips versus buying a fleet of delivery vehicles, for example); whether the employee has the authority to commit the employer in matters which have significant financial impact; whether the employee has the authority to deviate from company policy without prior approval.

An example of administratively exempt work could be the buyer for a department store. S/he performs office or nonmanual work and is not engaged in production or sales. The job involves work which is necessary to the overall operation of the store -- selecting merchandise to be ordered as inventory. It is important work, since having the right inventory (and the right amount of inventory) is crucial to the overall well-being of the store's business. It involves the exercise of a good deal of important judgment and discretion, since it is up to the buyer to select items which will sell in sufficient quantity and at sufficient margins to be profitable. Other examples of administratively exempt employees might be planners and true administrative assistants (as differentiated from secretaries with fancy titles). Bookkeepers, "gal Fridays," and most employees who operate machines are not administratively exempt.

Merely clerical work may be administrative, but it is not exempt. Most secretaries, for example, may accurately be said to be performing administrative work, but their jobs are not usually exempt. Similarly, filing, filling out forms and preparing routine reports, answering telephones, making travel arrangements, working on customer "help desks," and similar jobs are not likely to be high-level enough to be administratively exempt. Many clerical workers do in fact exercise some discretion and judgment in their jobs. However, to "count" the exercise of judgment and discretion must be about matters of considerable importance to the operation of the enterprise as a whole.

Routinely ordering supplies (and even selecting which vendor to buy supplies from) is not likely to be considered high- enough to qualify the employee for administratively exempt status. There is no "bright line." Some secretaries may indeed be high-level, administratively exempt employees (for example, the secretary to the CEO who really does "run his life"), while some employees with fancy titles (e.g., "administrative assistant") may really be performing nonexempt clerical duties.

Rights of exempt employees.

An exempt employee has virtually "no rights at all" under the FLSA overtime rules. About all an exempt employee is entitled to under the FLSA is to receive the full amount of the base salary in any work period during which s/he performs any work (less any permissible deductions). Nothing in the FLSA prohibits an employer from requiring exempt employees to "punch a clock," or work a particular schedule, or "make up" time lost due to absences. Nor does the FLSA limit the amount of work time an employer may require or expect from any employee, on any schedule. ("Mandatory overtime" is not restricted by the FLSA.)

Keep in mind that this discussion is limited to rights under the FLSA. Exempt employees may have rights under other laws or by way of employment policies or contracts.

Rights of nonexempt employees.

Nonexempt employees are entitled under the FLSA to time and one-half their "regular rate" of pay for each hour they actually work over the applicable FLSA overtime threshold in the applicable FLSA work period. (See, "FLSA Overtime")

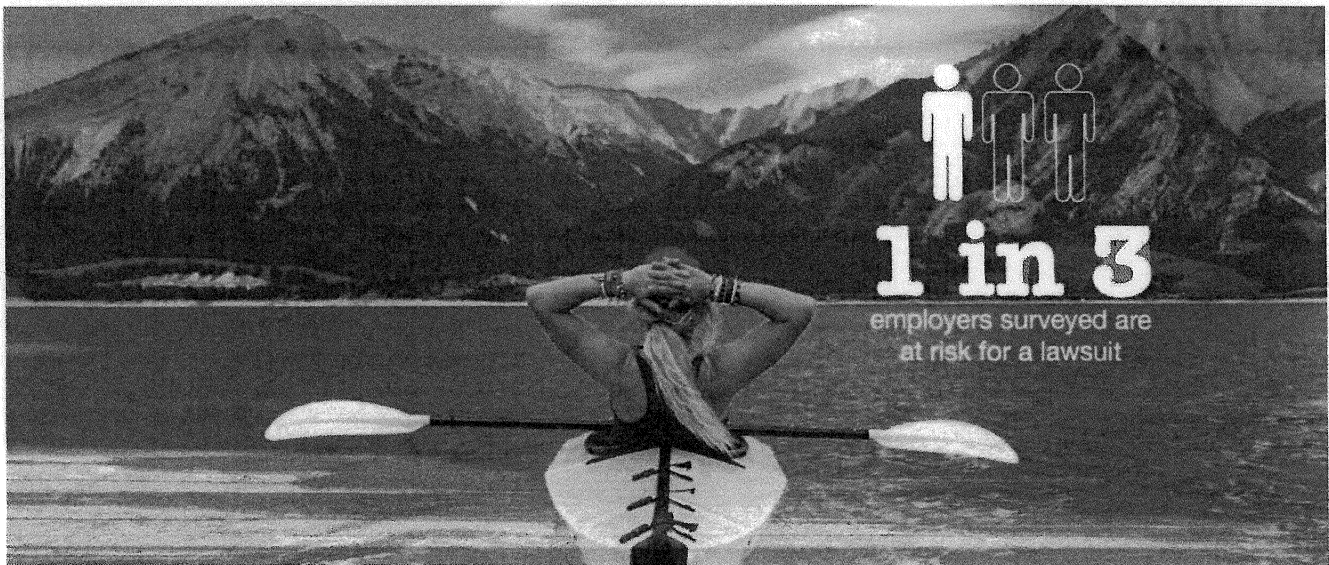
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Everything You Need To Know About Comp Time

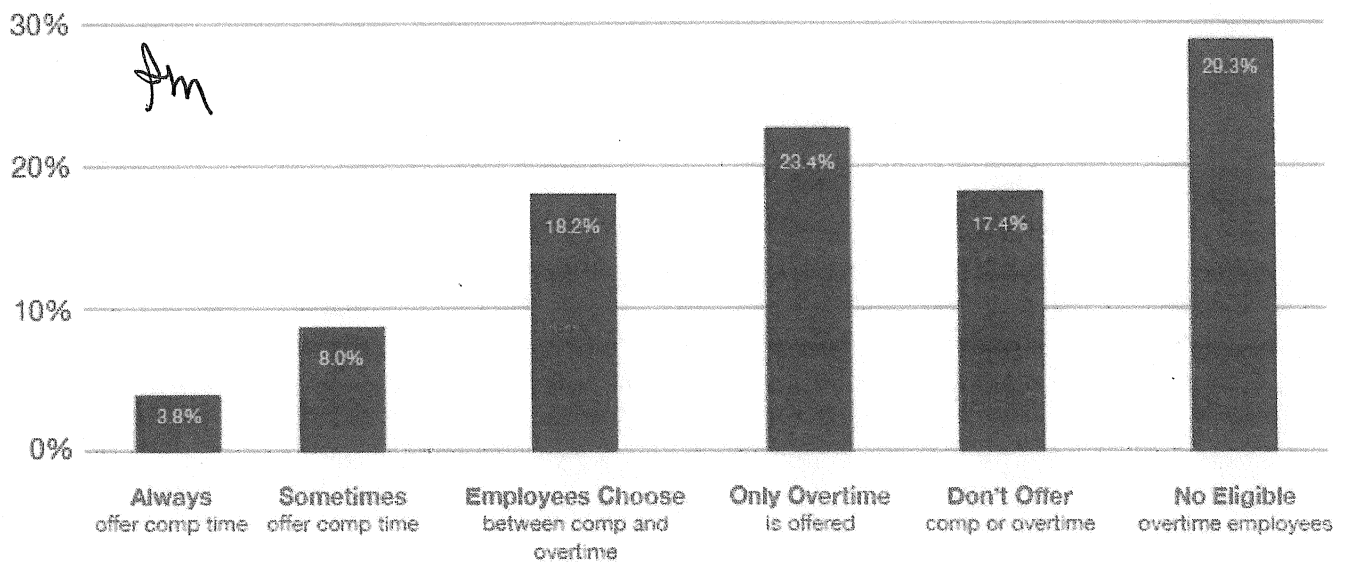
1/3 of Private Employers Are at Risk for an FLSA Lawsuit — Are You One?



In a recent independent survey, one-third of 500 private-sector employers said they used comp time (or compensatory time) instead of overtime — a common violation of the FLSA.*In other words, one-third of employers surveyed are at risk for a lawsuit (scroll down for complete survey results).

What's your policy on giving overtime-eligible employees comp time instead of paying them overtime

(501 respondents)



What Is Comp Time (or Compensatory Time Off)?

Comp time, short for compensatory time, is when employers compensate their employees for overtime hours with time off, instead of overtime pay. While comp time is a widespread practice, it is usually illegal for private-sector businesses (including private-sector nonprofit agencies) to compensate overtime-eligible (nonexempt) employees with comp time instead of overtime. These rules are housed under the Fair Labor Standards Act (FLSA).

EXAMPLE: John, a nonexempt employee, works 56 hours during one week. His boss tells him he can take two days off the following week in lieu of overtime pay for the 16 hours he worked in excess of 40. John's boss could be exposing his company to a lawsuit.



30%

of business owners use
comp time with
nonexempt employees

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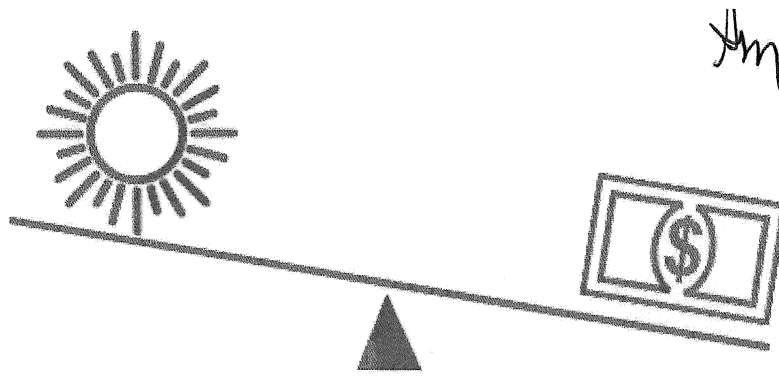
Is Comp Time Legal?

A survey of 500 business owners revealed that almost 30 percent used comp time sometimes or regularly with nonexempt employees. Mykka Herner, Modern Compensation Evangelist with PayScale, says, "The survey results don't surprise me too much. In fact, in my experience, this number could be even higher, since not everyone is willing to acknowledge this practice in writing."

Why? "For some employers, the rigidity of the FLSA overtime rules can feel restrictive. However, I'd encourage employers to consider the intent of the law: to protect employees in situations where managers and employers put employee safety at risk. Some employees luck out and have great and respectful relationships with their managers, but that doesn't preclude the rest from needing real legal protections," he adds.

Comp Time vs Overtime

Many employers (18 percent of those surveyed) offer nonexempt employees a choice between comp time and overtime, anticipating that some employees may actually prefer time off to overtime pay.



Unfortunately, the law is clear when it comes to the majority of private-sector employers (see below for the few exceptions!). Even if nonexempt employees do prefer comp time to overtime, the FLSA still mandates that they be paid overtime instead of granted comp time, even if the overtime is unauthorized.

Comp Time and the FLSA: Fair Pay for Hours Worked

At the heart of FLSA laws about comp time and overtime is the core purpose of the FLSA: to ensure fair pay for hours worked. Disturbingly, 17 percent of employers aren't paying their nonexempt employees either overtime or compensatory time — another big no-no if overtime is being accrued. Mykkah says, "It's completely reasonable for employers to set policies that require employees to get manager approval prior to accruing overtime, or even expressly prohibit overtime altogether." However, he cautions, "While employers may have enforceable policies restricting overtime, if those overtime hours do occur — as they inevitably will at some point — employers are always required to pay overtime to nonexempt employees."

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Government Employees and Comp Time

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Under a few circumstances, state and government agencies may legally use comp time. But the following conditions must be met:

An agreement is arranged with union reps, if applicable.

Employee and employer must agree to the comp time before the extra hours are accrued (not after!).

Comp time must be given at a rate of time and half. In other words, if Mary works 10 hours of overtime, she is entitled to 15 hours of compensatory time off.

The comp time must be taken during the same pay period that the extra hours were worked.

State Exceptions for Private-Sector Comp Time

There are a few states that have laws allowing employees at non-governmental jobs to use comp time instead of overtime. For example, Washington state allows comp time if the employee specifically agrees to it.



But be forewarned: The intersection of state and federal law is notoriously fraught, and as a general rule, the Department of Labor (DOL) will enforce the more stringent of federal or state labor laws. Consult an employment law specialist and reach out to your state's government agency to confirm your business's policies when it comes to comp time and overtime.

Comp Time for Exempt Employees

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Employers in the private sector are legally allowed to offer exempt employees comp time, under FLSA section 207(o). However, comp time is by no means required for exempt employees. Under the FLSA, exempt employees are not eligible for overtime pay, so any comp time offered for hours worked in excess of 40 per week falls at the sole discretion of the employer.

If you choose to offer comp time to exempt employees, it's important to create a policy that governs how and when comp time will be offered, so the benefit is applied consistently.

Penalties for Comp Time Violations

Rules about compensatory time are enforced by the DOL. And penalties can be extremely steep for both knowing and unknowing violations:

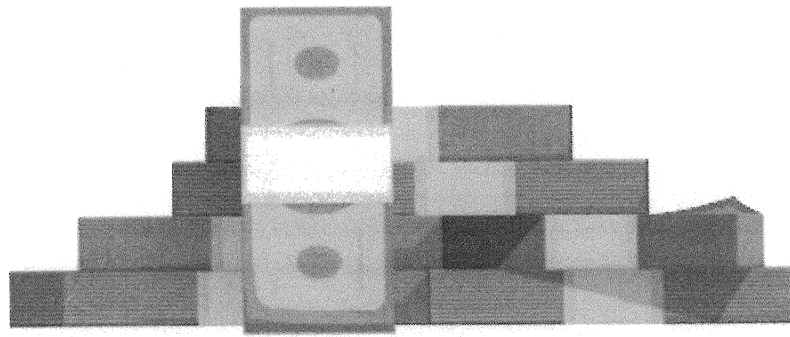
Willful violators can be fined up to \$10,000.

Back wages and liquidated damages (twice the amount of back wages owed).

Legal fees for employees if a lawsuit is successfully prosecuted.

Repeat offenders **face jail** time and civil money penalties up to \$1,000 per infraction.

Additional fines for retaliating or discriminating against employees who file complaints or blow a whistle on wage and hour violations.



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And that's not all.

Under the FLSA, it's also illegal to ship goods that have been produced while violating minimum wage laws, overtime laws, or compensatory time regulations.

Logistical Challenges of Comp Time

Even in cases where comp time is legally permitted, there are some real challenges in implementation. Mykkah says, "Put it this way: Often, work comes in waves. When employees are riding the crest of the work wave, they don't also have time to go surfing. That's a problem, though, because almost without exception, comp time must be taken in the same pay period in which it was accrued.

"In most cases that I've seen, employees who receive comp time can rarely use it because they're so busy doing their job (hence the overage of hours in the first place). So there can be a significant cost to comp time in terms of retention, engagement, and motivation."

If your employee morale is low, FLSA lawsuits could rise. Explore FLSA lawsuits by state.

Comp Time and Morale

While it's important to consider the legal aspects of comp time, business owners and managers should also consider the impact on morale.



"At the end of the day, it's not just about legal versus illegal. It's about connecting the dots between compensation and organizational culture."

2014 Mykka Herner

Modern Compensation Evangelist with PayScale

"And it's about making sure that the way that you pay your employees aligns with the stories you'd like people to tell about your organization," Mykka says. "Organizations should be wary of the message they are sending employees through the choices they make when it comes to pay. Having employees jump through elaborate hoops to avoid overtime pay, or asking them accept comp time in lieu of pay, may send employees the message that the organization values their efforts, but only when it is convenient and affordable for the organization."

*Methodology: TSheets time tracking commissioned Google Surveys to poll 500 business owners throughout the U.S between January 28 and January 29, 2017. The respondents are all members of Google's pre-qualified audience panel of business owners.

Please refer to a professional HR or legal advisor regarding specific requirements about comp time, the FLSA, and how they impact your business. TSheets does not recommend particular practices and leaves those decisions to the discretion of your organization.

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