

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
Wednesday; January 26, 2022 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Cure Emergency Meeting held Wednesday, January 12, 2022
5. Interview Candidates for Open Board of Trustee Seat and Appointment
6. Approval of Minutes: 12/8/21 BOT Work Session / 12/15/21 BOT Meeting / 1/3/22 Organization Meeting / 1/12/22 BOT Work Session & 1/12/22 Emergency Meeting
7. Treasurer's Report
8. District Office Manager's Report
9. Trustee Committee Reports:
 - Policy & Procedure (Melanie)
 - a. Charge to Landscaping Committee
 - b. Public Records Policy - 1034P
 - c. Public Records Procedure - 1034PP
 - Long Range Planning (Terry)
 - Recreation (Belle)
 - House & Grounds (Kyle)
 - a. Swimming Pool
10. Additional Items as Needed

(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
Profit & Loss Budget Performance
December 2021

Ordinary Income/Expense	Dec 21	Budget	Oct - Dec 21	YTD Budget	Annual Budget
Income					
4000 · Assessments					
4005 · Property Tax	320,484.83	43,595.42	367,896.35	130,786.22	523,145.00
4006 · Commission fees	-9,614.54	-1,177.10	-11,382.89	-3,531.26	-14,125.00
4007 · Excess fees (Excess commission fees)	0.00		14,410.12		
Total 4000 · Assessments	310,870.29	42,418.32	370,923.58	127,254.96	509,020.00
4100 · Rent					
4111 · Screen Room Rental	0.00	83.34	100.00	250.02	1,000.00
4120 · Hall Rentals	990.00	1,666.68	3,960.26	5,000.04	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	0.00	3,750.00	37,969.56	11,250.00	45,000.00
4153 · Non Resident slip rentals	4,842.00	6,042.00	67,867.02	18,126.00	72,500.00
4158 · Homeowner-Non Resident	0.00	625.00	6,162.00	1,875.00	7,500.00
Total 4151 · Slip Rental	4,842.00	10,417.00	111,998.58	31,251.00	125,000.00
4154 · Small Boat Area	0.00	416.67	576.00	1,250.01	5,000.00
4156 · Trailer Space Rental	180.00	166.66	2,424.00	500.06	2,000.00
4157 · Gate Keys	360.00	433.34	5,320.00	1,300.02	5,200.00
4162 · NR Boat Ramp	400.00		3,600.00		
4805 · late fees	0.00		100.00		
4825 · Work Area/Pressure Washer	510.00		1,080.00		
Total 4150 · Marina Rentals	6,292.00	11,433.67	125,098.58	34,301.09	137,200.00
Total 4100 · Rent	7,282.00	13,183.69	129,158.84	39,551.15	158,200.00
4300 · Pool					
4360 · Pool FOB	20.00	91.66	1,040.00	274.98	1,100.00
Total 4300 · Pool	20.00	91.66	1,040.00	274.98	1,100.00
4500 · Publications					
4530 · Banner - Classified Ads	10.53		10.53		
4540 · Banner - Refund/Reimbsmt Income	0.00		65.00		
Total 4500 · Publications	10.53		75.53		
4600 · Interest Income (Interest Income)	54.99	41.67	137.65	125.01	500.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
December 2021

	Dec 21	Budget	Oct - Dec 21	YTD Budget	Annual Budget
4800 · Miscellaneous Income					
4802 · Office Services	2.85		7.55		
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		0.02		
4800 · Miscellaneous Income - Other	0.00	4.17	1.35	12.51	50.00
Total 4800 · Miscellaneous Income	2.85	4.17	8.92	12.51	50.00
Total Income	318,240.66	55,739.51	501,344.52	167,218.61	668,870.00
Gross Profit	318,240.66	55,739.51	501,344.52	167,218.61	668,870.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	5,400.50	4,584.00	11,243.50	13,752.00	55,000.00
5130 · Wages - Maintenance	11,762.43	10,167.00	28,438.70	30,501.00	122,000.00
5132 · Wages - Dockmaster	1,400.00	750.00	2,100.00	2,250.00	9,000.00
5133 · Marina Project Manager	0.00		0.00		
5135 · Wages - Pool	0.00	4,500.00	4,067.37	13,500.00	54,000.00
5170 · Health Insurance Compensation	375.00	583.34	925.00	1,750.02	7,000.00
5210 · FICA-941 Taxes	1,448.76	1,666.66	3,578.27	4,999.98	20,000.00
5215 · Unemployment Taxes	20.81	50.00	59.52	150.00	600.00
5610 · Accounting Fees	750.00	1,125.00	2,900.00	3,375.00	13,500.00
6080 · Travel Mileage	0.00	41.66	0.00	124.98	500.00
Total 5100 · Wages, Taxes and Fees	21,157.50	23,467.66	53,312.36	70,402.98	281,600.00
Total 5000 · Administration Expenses	21,157.50	23,467.66	53,312.36	70,402.98	281,600.00
5200 · Marina Expense					
5250 · Property Tax	0.00	416.66	5,767.63	1,249.98	5,000.00
5575 · Marina Repair/Maintenance	0.00		1,707.65		
Total 5200 · Marina Expense	0.00	416.66	7,475.28	1,249.98	5,000.00
5300 · Security					
5311 · Security Camera R&M	0.00	166.66	0.00	499.98	2,000.00
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	0.00	166.66	0.00	499.98	2,000.00
5400 · Utilities					

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

December 2021

	Dec 21	Budget	Oct - Dec 21	YTD Budget	Annual Budget
5410 - Electric	856.44	1,291.66	4,351.74	3,874.98	15,500.00
5420 - Water/Sewer	3,661.11	1,350.00	7,110.63	4,050.00	16,200.00
5430 - Telephone	0.00	250.00	657.13	750.00	3,000.00
5440 - Gas/Propane	0.00	8.33	0.00	24.99	100.00
5460 - Internet	220.57	100.00	220.57	300.00	1,200.00
Total 5400 - Utilities	4,738.12	2,999.99	12,340.07	8,999.97	36,000.00
5500 - Building and Grounds					
5511 - Professional/Contract Services	582.50	733.34	2,330.00	2,200.02	8,800.00
5512 - Repairs, Maintenance & Supplies	1,072.83	675.00	2,521.66	2,025.00	8,100.00
5515 - Janitorial and Cleaning	46.86	250.00	757.25	750.00	3,000.00
5516 - Gasoline (Grounds machinery fuel)	0.00	66.66	0.00	199.98	800.00
5520 - Maintenance Equipment	258.00	250.00	431.88	750.00	3,000.00
5530 - Pest Control	1,250.00	83.34	1,355.00	250.02	1,000.00
5560 - Landscaping	1,410.75	1,916.66	2,473.25	5,749.98	23,000.00
5580 - Pool Maintenance	0.00	416.66	0.00	1,249.98	5,000.00
5585 - Pool Repair/Replacement	2,150.00	1,250.00	2,214.97	3,750.00	15,000.00
5590 - Pool Chemicals	646.00	1,333.34	2,583.95	4,000.02	16,000.00
5591 - EPA/Water	0.00	102.50	72.00	307.50	1,230.00
5683 - Certification Reimbursement	0.00	41.66	0.00	124.98	500.00
6500 - Playground Expense	0.00	125.00	0.00	375.00	1,500.00
Total 5500 - Building and Grounds	7,416.94	7,244.16	14,739.96	21,732.48	86,930.00
5600 - Other Administration Expense					
5519 - Leased Equipment	0.00	183.34	0.00	550.02	2,200.00
5650 - Postage	0.00	41.66	0.00	124.98	500.00
5660 - Legal Fees	500.00	833.34	650.00	2,500.02	10,000.00
5665 - Seminars, Training and Fees	0.00	83.34	175.00	250.02	1,000.00
5670 - Office Supplies/Expenses	710.01	666.06	1,904.18	1,998.26	8,000.00
5680 - Audit Fees	0.00	985.00	0.00	2,955.00	11,820.00
5682 - Organizational Fees and License	0.00	125.00	10.00	375.00	1,500.00
5686 - Website Maintenance	100.00	100.00	300.00	300.00	1,200.00
5690 - Advertising	0.00	41.66	0.00	124.98	500.00
6020 - Bank Fees	180.59	666.66	4,099.86	1,999.98	8,000.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
December 2021

	<u>Dec 21</u>	<u>Budget</u>	<u>Oct - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
6040 · Trustee Election	0.00	416.66	0.00	1,249.98	5,000.00
Total 5600 · Other Administration Expense	1,490.60	4,142.72	7,139.04	12,428.24	49,720.00
5630 · Insurance-Business					
5631 · Insurance - Liability	2,305.00	750.00	2,305.00	2,250.00	9,000.00
5632 · Insurance - Workers Compensatio	3,467.25	894.16	3,467.25	2,682.48	10,730.00
5633 · Insurance - Auto Liability	59.50	18.34	59.50	55.02	220.00
5634 · Insurance -Property	6,163.25	916.66	6,163.25	2,749.98	11,000.00
5635 · Insurance - Flood	0.00	550.00	0.00	1,650.00	6,600.00
Total 5630 · Insurance-Business	11,995.00	3,129.16	11,995.00	9,387.48	37,550.00
5700 · Publications Expense					
5711 · Banner composition	370.00	266.66	1,090.00	799.98	3,200.00
5720 · Banner - Printing Costs	25.16		81.88		
5750 · Banner - Office Supplies	0.00	183.34	0.00	550.02	2,200.00
Total 5700 · Publications Expense	395.16	450.00	1,171.88	1,350.00	5,400.00
5800 · District Recreation					
5830 · Expenses -	0.00	250.00	0.00	750.00	3,000.00
Total 5800 · District Recreation	0.00	250.00	0.00	750.00	3,000.00
5900 · Capital Layout					
5901 · Survey	0.00	0.00	0.00	0.00	0.00
5907 · Basketball Court	0.00	0.00	0.00	0.00	0.00
5909 · Screen Room Repair	0.00	0.00	0.00	0.00	0.00
5911 · Pool Repairs	0.00	13,472.50	0.00	40,417.50	161,670.00
5921 · Capital Layout Exercise Path	0.00	0.00	0.00	0.00	0.00
5922 · Hall Floors	0.00	0.00	0.00	0.00	0.00
5940 · Security Cameras	0.00	0.00	0.00	0.00	0.00
Total 5900 · Capital Layout	0.00	13,472.50	0.00	40,417.50	161,670.00
Total Expense	47,193.32	55,739.51	108,173.59	167,218.61	668,870.00
Net Ordinary Income	271,047.34	0.00	393,170.93	0.00	0.00
Other Income/Expense					
Other Income					
10000 · Sales Tax Discount	0.00		30.00		

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

December 2021

	Dec 21	Budget	Oct - Dec 21	YTD Budget	Annual Budget
Total Other Income	0.00		30.00		
Net Other Income	0.00		30.00		
Net Income	271,047.34	0.00	393,200.93	0.00	0.00

Bayshore Gardens Park & Recreation District
Balance Sheet

As of December 31, 2021

Dec 31, 21

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	446,271.67
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	62,689.07
1016 · Savings - Operating 5/3 4032	198,843.47
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	4,607.39
1022 · Reserve Fund-Hall Upgrade	-2,373.67
1023 · Reserve Fund-Pool	7,110.59
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA	25,000.00
1032 · Reserve Fund - Marina	44,754.69
1033 · Reserve Fund-Outdoor Recreation	5,000.00
1036 · Reserve Fund - Security System	10,000.00
1019 · Savings Reserves 5/3 5013 - Other	-3,641.30
Total 1019 · Savings Reserves 5/3 5013	<u>91,257.70</u>

Total Checking/Savings 835,411.91

Accounts Receivable

1100 · Accounts Receivable	71,920.72
Total Accounts Receivable	<u>71,920.72</u>

Other Current Assets

11500 · Water Boy Bottle Deposit	35.00
1499 · *Undeposited Funds	4,255.10
Total Other Current Assets	<u>4,290.10</u>

Total Current Assets 911,622.73

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,307,197.93
1920 · Recreation Area	1,768,907.19
1940 · Recreation Area F & E	97,308.64
1960 · Machines & Equipment	93,144.21
1980 · Office Furniture and Equipment	36,158.54
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,195,385.52
1999 · 2019-2020 FY Reserve Expenses	59,815.22
Total Fixed Assets	<u>2,620,595.09</u>

Other Assets

SUSPENSE	3,921.00
1800 · Utility Deposits	280.00
Total Other Assets	<u>4,201.00</u>

TOTAL ASSETS 3,536,418.82

LIABILITIES & EQUITY

Bayshore Gardens Park & Recreation District Balance Sheet

As of December 31, 2021

Dec 31, 21

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 19,314.58

Total Accounts Payable 19,314.58

Credit Cards

2055 · Fifth Third CC -184.00

Total Credit Cards -184.00

Other Current Liabilities

2010 · Accrued Wages 6,180.17

2100 · Payroll Liabilities

2215 · SUTA Payable -0.70

2220 · FUTA Payable -4.20

2300 · Garnishment of Wages -621.26

2100 · Payroll Liabilities - Other -1,465.02

Total 2100 · Payroll Liabilities -2,091.18

2171 · Sales Tax Payable 10,240.64

2500 · Security Deposits

2501 · Hall Security Deposits -2,290.00

2502 · Marina Security Deposits 35,321.00

2503 · Screen Room Deposit (Screen Room Deposit) 140.00

Total 2500 · Security Deposits 33,171.00

2600 · Deferred Revenues 46,682.59

2700 · Prepaid Income 665.65

Total Other Current Liabilities 94,848.87

Total Current Liabilities 113,979.45

Total Liabilities 113,979.45

Equity

3040 · Owners' Equity 182,295.76

3050 · Retained Earnings (Retained Earnings) 1,718,799.14

3200 · Fund Balance -86,517.97

3300 · Investment in GFAAG 1,214,661.51

Net Income 393,200.93

Total Equity 3,422,439.37

TOTAL LIABILITIES & EQUITY 3,536,418.82

Jeanne M. Murphy

6303 26th St W

December 13, 2021

Dear Chairman and Members of the Board,

I would like to express my interest in becoming a Board Member with Bayshore Gardens District.

First, I would like to say that my roots are in community service. I have served many years on several boards and have vast experience working with the public. My parents were dedicated and respected members of their hometown in Northern New York where they committed thousands of hours to their volunteer fire department, town library, and their church communities. Naturally, they passed that community-minded spirit onto me and personally I have logged thousands of volunteer hours including wearing hats as church school teacher, girls scout leader and coach.

2017-2020 Lakewood Beach Association

Most recently, I served as Treasurer/bookkeeper and subsequently President of Lakewood Beach Association. Using Quickbooks, generated quarterly reports for the board members and presented budgets annually to the Association members; Along with 8 other board members, we managed a 540-yard private and untouched beachfront on Lake Winnesquam in Laconia NH. During tenure, was able to restore a sense of pride and ownership in "their beach."

2012-current Board of Project Eden and Adelante 501c3 non-profit

Project Eden has been working to alleviate malnutrition among the people, mostly children, of the San Francisco de La Paz area in Honduras and **Adelante** works to educate students from grades 4 through 12 since 2002.

Along with seven others, attend monthly board meetings to oversee operations of a tutoring program and nutrition program, primarily financial expenditures and fundraising efforts.

Traveled to Honduras on three work mission trips to learn, work, and live alongside the men and women of Olancho.

1998-2001 The Children's Place board of directors

Served on board of directors for non-profit childcare and parenting resource center overseeing 4 full time staff members and many volunteers.

Collaborated with local obstetricians to identify high risk families and support those parents by providing healthy meals and education around healthy boundary-setting and parenting coping skills.

Participated in fundraising efforts for its annual auction.

2004-2008 Hospital Board of directors ---Concord Hospital, Concord, NH

Served on multiple committees to develop and plan implementation of procedures and protocols overseen by the Director of Quality for the hospital incorporating "Meaningful Use" standards.

Nurse liaison representing staffing unit - Collaborated with Director of Human Resources, COO and CNO to foster recruitment and retention of clinical staff.

Thank you for your time and consideration,

Jeanne Murphy



LANDSCAPING COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and redactions, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a LANDSCAPING committee to be chaired by a Trustee. Additional members of the Committee (minimum of 2) shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee.

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting needs of the District and submit a budget to the Board of Trustees for approval. This is a fact-finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District.

The committee is charged with the following duties and responsibilities:

1. Survey the needs of the District properties and report to Board in a noticed meeting.
2. Present proposals for the improvements or repair, to the Board.
3. Obtain bids for the projects that will need approval according to Board Policy.
4. Notify the District office and the Chairman of the Board of any situations that require immediate attention.
5. Landscaping Issues that can be corrected by our employees should be reported to the District office to be put on the work list unless of an urgent nature.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved: 01/26/22
Effective: 01/26/22
Revised:

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
PUBLIC RECORDS POLICY

1034P

FS 199.01 (12) "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made, or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

It is the intent of the Bayshore Gardens Board of Trustees that our records be maintained and managed as required in connection with official business of the district and open and available to the public with reasonable notice.

This policy shall provide for access to all public records, both generated and received, which are included in the transactions of the official business of the District. Official recordings, if recorded by the Board of Trustees shall be available for inspection or copying. Public records may have to be redacted pursuant to FS 119, if such formation is redacted, the requestor shall receive a written explanation of the redactions with the appropriate statute reference.

A charge shall be made for providing the requestor with copies of documents or recordings of such records. Requests shall be processed as soon as possible but if time exceeds 10 business days, the requestor shall be notified by method determined by requestor. If the volume of the request is such as to require extensive clerical time to compile, the staff will work with the requestor to provide records as soon as possible. There may be a charge for clerical time and that estimate shall be provided prior to compiling the documents.

Approved: 01/26/22
Effective: 01/26/22
Revised:

PROCEDURES

OFFICIAL RECORDS CREATED OR RECEIVED BY DISTRICT OFFICE

Every document received in the District office from a Trustee must have the original document signed by the Trustee and dated before being included in the Public Record.

Every document received from other than the Board of Trustees or an individual Trustee shall be date/time stamped and initialed by the District Office before being included in the Public record. (The origin of the document must be identified on the document)

Any document that does not conform to the above, a copy shall be emailed to all Trustees' and a copy shall be placed in their Trustee slot. If document is identified by a Trustee, it shall be signed by that Trustee and dated with the applicable notations (date created and official minutes) and placed in the public record. If identification is not achieved the document shall go to the Board of Trustee for authentication. Those documents shall be kept in a separate notebook until they are determined to be a public record by the Board of Trustees. The date of authentication shall be on the document with the signature of the Chairman of the Board.

Tape or Video recordings that are approved and recorded by the Board of Trustees are a public record. The Secretary of the Board shall use the District's approved recorder and the recording by the Secretary is the official recording.

SEALED BIDS

Section 119.071(1)(b) FS. Provides an exemption for "sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation" until such time as the agency provides notice of an intended decision or until 30 days after opening, whichever is earlier.

Bids accepted shall be kept as long as the reason for the bid exists.

The Custodian of the records does not create reports that are not routinely compiled by the District. Requestor may come to the office, view the records, and be provided with copies per the fee schedule.

The employees of the District shall not read thru official minutes to answer a question for a requestor. The requestor may come to the office, review the records, and be provided with a copy or copies per the fee schedule.

The requestor receives a copy of the document as retained by the district. No highlight, writing on defacing or altering of the Public Record is allowed.

REQUEST MAY BE IN WRITING OR VERBAL

The request for public records may be in writing or verbal. The requestor does not have to identify themselves or explain the reason for their request. The Office staff may make notes regarding the information requested. The requestor may provide communication information or make arrangements to return for the records. The notes made by staff are a public record.

IDENTIFY RECORDS SUBJECT TO REQUEST

Requester must identify records that are being requested to **view or copy**. If requestor is not able to identify, they may review documents in the category they are requesting. The official documents of the District must be in view of the Custodian or their designee at all times. Official documents shall not leave the District Office. The District does not create reports, nor does it read thru documents/minutes to satisfy a request. The requestor may review the documents in the District Office with supervision.

VOLUMN OF REQUEST REQUIRING ADDITIONAL STAFF TIME

Should the nature or volume of the request for public records exceed ½ hour, the requestor will be provided an estimate of the charges. The requestor pays the estimate for time and copies in advance of the completing the request. Should the estimate exceed actual, the overage shall be returned to the requestor.

EMAILS

The District Office may print, and store copies of all emails received at the District Office by date or may provide a computer at the front counter for residents to use to read emails received by the District. Residents may request and receive paper copies of any email at the District published rates.

EXEMPTIONS

The Constitution requires the Legislature to enact exemptions by general law. Such laws must specify the public necessity justifying the exemption and be narrowly tailored to accomplish its goal. While Chapter 119 must be liberally construed in favor of open government, exemptions are to be strictly construed so they are limited to their stated purpose.

The specific exemption as set forth in Florida Statute 119.071 shall be provided in writing to any exemption claimed by the Records Custodian of the District.

REDACTIONS

Under Florida's public records law, when a public record contains information that is exempt from disclosure, the records custodian must redact the exempt information and disclose the remainder of the public record.

FEE SCHEDULE

- 15 cents per page or 20 cents for two-sided copy.
- Actual cost to District for other documents, such as maps, blueprints, or other oversized documents. Cannot charge for clerical hours unless duplication must be made off sight.
- Video recordings actual cost to district for DVD or Flash Drive.
- Audio recordings actual cost to district for CD or Flash Drive.
- The charge for sending a fax shall be \$1.00 per page
- The charge for receiving a fax shall be \$1.00 per page
- Notary charges shall be \$5.00 per document.
- A receipt shall be written for all payments received.

REASONABLE TIME TO FULFILL A REQUEST

1. Within one week for a request to inspect/copy records created within the past 5 years with at least a 5-year retention schedule.
2. Within two weeks for a request to inspect/copy documents created and required by Retention Schedule to maintain over 5 years old
3. If fulfilling request will exceed two weeks, we will notify the requestor by US Mail or email and the reason for the delay.

CHARGES FOR STAFF TIME

1. Records identified by the requestor and created within the past two years, no charge
2. Records identified by the requestor and created beyond the two years in 1 above and retrieved in ½ hour, no charge, after the first ½ hour the requestor will be charged at rate of \$3.25 per 1/4 hour.
3. All records must be viewed in the District Office under the supervision of the Office staff.
4. No fee will be charged for viewing records.

TRUSTEE REQUESTS FOR RECORDS

Trustee request *for records*/documents to fulfill their obligations to the District and their requests for documents are not public record requests pursuant to this policy. Trustees shall receive copies of requested documents and Trustee requests are a priority.