

Policy and Procedure Committee Meeting Minutes  
September 25, 2018

Meeting called to order at 7:00 PM by Sharon Denson.

Trustees and Committee members in attendance: Sharon Denson, Steve Watkins, Don Gassie, Dan Rawlinson, and Gwen Norris (scribe).

Pool Fob Policy and form. Sharon introduced a draft Pool Fob agreement, 1026FOB, for review and suggestions. Several suggestions were made throughout the meeting. The witness line is for the office personnel. The FOB # lines need to be longer. The FOB number is attached to the person on the form. The guest must also have to fill out the waiver but does not get a fob. There was discussion on kids using the fobs. This form will be filed with the waivers by address. Two fobs are for the name and spouse. A new fob does not need to be issued each year so there is no annual fee. The bottom of the form has signature blocks for the owner or the renter. Gwen requested that the sentence that states the fob is used by family and guest and does not mention that the guests has to sign a waiver. Why can't the guest get their own fob when they sign the waiver?

The FWC, Manatee County Sherriff, and Fire Department access Fobs were discussed. They need to be accommodated for emergencies. Manatee County opens a box to get the fob. The Fire Department does not want to open box to get a fob. We need to accommodate the Fire Department and it may be an additional cost for us.

ADA Review. Sharon's ADA review with Jack Humburg was discussed. Jack's written review will be submitted in a week or two. Since there is a button for service at the steps to the office it is compliant. A ramp at the office is not adjacent to a handicap parking spot so would not be compliant. Sharon said the first priority is the hall door ramp and the second is the pool lift. The front ramp can be level to the turn then sloped 30' to a 5' flat area, then sloped again, ending within 5' of where the existing one ends. Jack thinks that concrete can be added to accomplish this fix. He has some company names that do this kind of work. An electric door opener needs to be added. The second priority is the pool lift that can be placed near the steps.

Develop a Policy regarding renting facilities for use by outsiders for clubs and activities. A policy is needed for renting to outside clubs and operations. A contract and liability insurance does not exist for the current Jazzercise classes. The one hour cost for a resident to rent the hall is \$75 and should be used as a guide for the outside operation rent. Nonresident hourly rates are currently \$187.50 per hour. The district can hire a Yoga or Jazzercise contractor, for example, and have waivers signed, to have the liability issues resolved and the participant's fees be given to the district. Sharon said that currently there are five requests to use the facilities by clubs and organizations. We need to set a scale and policy for use. In the future Sharon would like to see a Recreation Trustee in charge of the activities and a budget to do it.

Paying full year's Boat Slips. Some boat slip renters (nonresidents) said they cannot pay the full year's rent by October 1st. This new requirement begins October 1<sup>st</sup>. Sharon suggests we give extensions to the renters this year only, maybe 60 days. It was suggested that this not be offered unless the renter asks. A six month grace period was suggested. She suggests that no bill (invoice) be sent for the extension's due date. We need to have this ready for our next meeting October 2<sup>nd</sup>. Accepting credit cards should help on the full payment. Sharon will draft a policy/agreement.

Policy for Playground Pavilions, (dogs, reserved tables, etc.) The issues (complaints) of dogs in the playground and picnic area was discussed. There needs to be a sign "No dogs in playground". The dogs can be leashed on the road to the beach and the beach. There was discussion of restricting dogs to the ball park. They can have a service dog which is leashed and they must clean up after them. Sharon will write a dog policy for the next policy meeting. It was noted that residents use the beach with their dogs and it would be loss of a privilege for them. It was noted that dogs area not residents. If everyone would pick up after their dog it would not be an issue at the beach.

Reservations on picnic tables is tabled. The issue of nonresidents in the park can be resolved in two years.

Smoking on the district property. Steve suggested no smoking in the back and front of the facility. Currently smoking is prohibited in the buildings, breezeways and pool area. After discussion there were suggestions to set the restriction from the parking lot in front of the building to the beaches. They cited cigarette butts. Many public buildings have the whole campus nonsmoking. The boat area will be a smoke area because boaters smoke. We are not trying to make people miserable. Sharon will work on a policy.

Banner Policy and Salesperson Contract. The Banner Policy and Sales Contract were discussed. A contract for sales persons is needed. Sharon can draft the contract for review. Steve can provide a list of issues for a contract. It was suggested that Kim's charges for services for improperly submitted ads be subtracted from the sales commission. We need a policy and contract that is clear.

Questions to the Florida Attorney General. Sharon shared instructions for submitting clarification questions or requesting legal advice, to the Florida Attorney General's office. The request must be on our attorney's letterhead and signed by at least three Trustees. The Attorney General can interpret the Charter at no charge. These requirements are per 16.013 Florida Statutes.

Selling the district property to a developer. Gossip has to stop. The sale of the recreation center is not possible. It would take 2/3 of the electors participating in an election/vote for a referendum called by the Trustees to abolish the District (per the Charter). The referendum vote is held by the county. The electors are the registered voters (not restricted to the owners). If passed the issue goes to the legislature. Only the legislature can abolish a special district. The legislature would appoint a committee (normally the county and the county would form a committee) to perform an audit and report to the legislature. (FS 189.072 Voluntary Disillusion). (FS 189.076) If the legislature agrees to abolish the district then all the property would be transferred to the county. It then would become a dependent district. This property includes the park and marina. The county cannot sell property obtained by a special district being dissolved.

Jodie will take training on how to run a special district next March and get certified.

With no more to discuss by the committee the meeting was adjourned at 8:16 PM.

*Deborah*  
9/26/18  
by Susan Harris