

TRAILER ESTATES PARK & RECREATION DISTRICT

**BOARD OF TRUSTEES
REGULAR BOARD MEETING**

March 4, 2019

9:30 A.M.

SMALL HALL

**1903 69TH AVENUE WEST
BRADENTON, FLORIDA 34207**

FEB 26 '19 4:10:28

REGULAR MEETING

Call to order

Roll Call

Residents' comments and questions

Approval of minutes

Report of Treasurer

Approval of bills

Staff or Attorney Comments

Informational reports from Trustees

Report(s) from standing committees

Old business

New business

 Approve Revised 2018/2019 Budget (Chandler)

 Rebuild Website to be ADA Compatible (Chandler)

 Update Use of Facilities: Refuse/Dumpster Policy – PP45 (Dalton)

 Revise Rules & Regulations, Part D-Pool & Jacuzzi (Dalton)

 Update Auditor Selection Committee – PP11B (Dalton)

Reports from clubs and organizations

Adjournment

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 to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 941-756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

TRAILER ESTATES BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

Type of Motion

Action X
Rules

Rule to be changed:

Page: Section: Paragraph:

Presented by: Mary Chandler Date: February 18, 2019 - 3/4/19

Seconded by: _____ Date: _____

Passed: _____ Date: _____

Denied: _____ Date: _____

Tabled: _____ Date: _____

Other: _____ Date: _____

A MOTION AS FOLLOWS: Approve the changes discussed at the February 4, 2019 Workshop.

Attachments: Revised Budget

Trustees FOR

Trustees AGAINST

Trailer Estates Park & Recreation District 2018/2019 Fiscal Year Budget

Beginning Fund Balance 9/30/2017 Per Audit	\$ 767,649
<u>Fiscal Year Oct 1 2017 - Sept 30 2018</u>	
Income	\$ 1,287,846
Expenses	\$ (1,414,029)
Net Profit/(Loss)	<u>\$ (126,183)</u>
Ending Fund Balance 9/30/2018 Per Audit	\$ 641,466

	<u>Revised</u>
	<u>Budget</u>
	<u>9/30/2019</u>
<u>Income</u>	
Interest Income	11,450
Marina Income	73,000
Facility Rentals	40,862
Storage Lot Rents	40,950
Assessments	1,357,226
Seasonal Recreation	15,100
Continuing Recreation	1,500
Application Fee Income	13,900
Miscellaneous Income	13,700
Total Income	<u>1,567,688</u>

<u>Expense</u>	
Payroll Expenses	428,895
Legal Expense	35,409
Accounting Expense	11,000
() T.V.	554,710
Utilities	101,800
Trash Removal	126,000
Insurance	100,519
Maintenance & Repairs	75,000
Administrative Expenses	19,350
Seasonal Recreation	26,163
Continuing Recreation	6,478
Miscellaneous Expenses	11,300
Office Expense	8,500
Capital Outlay	159,117
Total Expense	<u>1,664,240</u>

Projected Ending Balance 9/30/2019 544,914

<u>Capital Outlay</u>	
Shuffle Court Maintenance	\$ 5,640
Replace AC and Duct Work in Office	\$ 23,000
Replace Marina North & East Seawalls (4 year accrual)	\$ 67,500
Carryover - Replace Office Windows, Install Hurricane Shutters	\$ 1,315
Refinish Spa, Relocate Drain, Recoat Spa & Shower Deck	\$ 14,500
Carryover - Storage Lot Gate Required by County (17/18)	\$ 15,000
Carryover - ADA Ramp for Marina (17/18)	\$ 12,000
ADD - Technical Support for FOB System	\$ 14,662
ADD - Rebuild District Website for ADA Compliance	\$ 5,500
	<u>\$ 159,117</u>

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A MOTION AS FOLLOWS: Approve the proposal from Big Fish to rebuild the District Website to be ADA Compatible.

Attachments:

Trustees FOR

Trustees AGAINST

TRAILER ESTATES BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

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Rule to be changed:

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Presented by: Lori Dalton

Date: February 18, 2019 · 3/4/19

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Passed: _____ Date: _____

Denied: _____ Date: _____

Tabled: _____ Date: _____

Other: _____ Date: _____

A MOTION AS FOLLOWS: To update the Use of Facilities: Refuse/Dumpster Policy – PP45 with all of the changes identified in the workshops of January 21, 2019 and February 4, 2019.

Attachments: Revised PP45

Trustees FOR

Trustees AGAINST

TRAILER ESTATES PARK AND RECREATION DISTRICT USE OF FACILITIES: REFUSE/DUMPSTER POLICY PP 45

Trailer Estates Park and Recreation District provides for the regular pickup of household garbage, excluding yard waste. Check the District bulletin boards for the current day and time schedule.

The intent of the dumpsters are to provide residents the ability to dispose of household solid waste such as furniture, small self-completed interior/exterior construction jobs, and other solid waste items. Dumpsters are available for the exclusive use of Trailer Estates Park and Recreation District residents. Outside contractors doing work for TE residents **are not** allowed to use dumpsters. Tree trimming and yard maintenance is exempt from this policy. Separate dumpsters for solid waste, yard waste, and comingled recycling are located in the trailer storage yard. Gates are locked and are accessible using your facilities' fob.

Outside contractors, including the various contractors located within TE, hired to renovate a resident's home must provide their own private dumpster. The contractor's dumpster must be placed at the job site, so it does not block road traffic. Renovations to resident's home also include pavers, concrete removal and heavy debris.

Residents who are not physically located in TE during the time of renovation must provide the Maintenance Foremen with a letter identifying the contractor and authorizing the placement of a dumpster to conduct the renovations.

It is a violation of District rule for persons to do the following actions:

- 1) placing items in a dumpster that has been identified as being filled to capacity or marked with a sign stating "No More Dumping Today"
- 2) placing items in a dumpster that exceed the height of the dumpster
- 3) placing items in the incorrect dumpster (i.e. solid waste in the yard waste dumpster, placing solid waste in the recycling dumpster)
- 4) placing solid waste, yard waste, plastic bags, Styrofoam or glass other than bottles/jars in the recycling
- 5) placing items on the grounds around or outside of the dumpster area
- 6) placing of appliances (e.g. refrigerators ovens, air conditioning units) or electronics (e.g. televisions, computers) in the dumpsters or on the grounds around or outside of the dumpster area

**TRAILER ESTATES PARK AND RECREATION DISTRICT
USE OF FACILITIES: REFUSE/DUMPSTER POLICY PP 45**

- 7) placing hazardous materials (including flammables, oils, batteries, chemicals, etc.) in the dumpsters or on the grounds around or outside of the dumpster area
- 8) allowing a contractor, including tree trimmers, paver installers and renovators access to a dumpster.

The dumpster area is under video surveillance. Offenders face the actual cost for alleviating such issues plus an administrative fee of 25% of the actual cost per offense. It should be noted the actual cost could include medical expenses incurred by the maintenance staff while alleviating the issue. Repeat offenders may also be scheduled for a public hearing as described in the Rules and Regulations Part E: Penalties. Egregious violations such the placing of excessive amounts (i.e. an entire demolished home) will be dealt with on an individual basis that may include the cost of the dumpster dump in addition to those costs identified above.

COMINGLED RECYCLING

What can be placed in the comingled recycling?

Newspaper, junk mail, shopping ads, windowed envelopes, magazines, office and computer paper (all colors), phone books, greeting cards, brown paper bags, fiber board (cereal, cracker, frozen food and soda boxes), cardboard (must be broken down flat), glass bottles/jars (all colors), aluminum and steel cans (soup/vegetable), jar lids, CLEAN aluminum pie pans (non-food stained), empty aerosol cans, milk and juice cartons and plastics #1-7 (any plastic with a numbered triangle on the container-numbered triangle required for recycling).

**NO PLASTIC BAGS OR STYROFOAM
DO NOT USE FOR SOLID WASTE NOR YARD WASTE**

What materials will NOT be collected for recycling?

NOT these Paper items: Food wrap, gift wrap, paper mixed with food or wax, paper plates, cups or napkins, paper towels, greasy pizza boxes, tissues or tissue paper.

NOT these Glass items: Ceramics, dishes, broken glass, coffee pots, crystal, drinking glasses, eyeglasses, light bulbs, mirrors, plate glass, vases, pottery, windows and windshields.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
USE OF FACILITIES: REFUSE/DUMPSTER POLICY PP 45**

NOT these Metal items: Food stained aluminum foil, aluminum siding, appliances, auto parts, deli trays, kitchen utensils, lawn furniture, machines, metal building materials, paint cans, tin roofs, tools, toxic material or window frames.

NOT these Plastic items: Any items that do not have #1 through #7 stamped in the recycling symbol on the bottom of the container, including, but not limited to: cellophane, clothes hangers, diapers, lawn furniture, plastic bags, PVC, toxic materials or plastic toys.

YARD WASTE

Only brush, trees, leaves and grass may be put in the Yard Waste dumpster. Paper lawn bags (only) may be used; NO plastic bags. **NO** soil or rocks may be placed in this dumpster. All other yard materials should be placed in the Solid Waste dumpster.

SOLID WASTE

This dumpster is for general trash and debris. No flammable, oils, batteries, chemicals, televisions, computer screens, large appliances, A/C units or propane tanks are allowed (these items can be recycled quarterly at Manatee County recycle locations at no charge, watch your water bill for times and locations).

Note: Motor oils can be recycled at most retail automotive stores. Batteries can be recycled at Batteries Plus and propane tanks can be recycled at Detweilers. **DO NOT PUT THESE ITEMS IN ANY DUMPSTER.**

TELEVISIONS, COMPUTER SCREENS, A/C UNITS AND LARGE APPLIANCES CANNOT BE PLACED IN OR AROUND THE DUMPSTERS.

Note: For a fee Waste Pro will pick up these items curbside if you call ahead to schedule it at 941-355-9600.

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A MOTION AS FOLLOWS: To revise the Rules & Regulations, Part D-Pool & Jacuzzi to put back the minimum height of 36" removed September 4, 2018.

Attachments: Revised R&R, Part D, Pool and Jacuzzi

Trustees FOR

Trustees AGAINST

POOL AND JACUZZI

These facilities are for your enjoyment. The rules and regulations are for the health and safety of everyone. Our rules adhere to Manatee County Ordinance 64E.009 and State regulations. If they are violated, your privilege to use these facilities will be revoked.

NOTICE: There is no lifeguard on duty. Please use the “Buddy System” and do not swim alone.

HOURS: 8:00 am to 9:30 pm every day except Tuesdays (see Adult Hours/Water Exercise for exemptions). See Pool Sign for more information regarding Tuesdays.

WATER EXERCISE: The pool is used exclusively for Water Exercise on Mondays, Wednesday and Fridays from 10:00 a.m. – 11:00 a.m. October through April and 9:00 a.m. – 10:00 a.m. May through September.

HEIGHT REQUIREMENT: Children must be AT LEAST 36” TALL to enter the pool.

CAPACITY: POOL = 40 JACUZZI = 11

SHOWERS REQUIRED before using the Pool or Jacuzzi. No body oils (including suntan lotion) are allowed in either facility.

RULES:

1. Only those displaying current District Identification Cards may enter the Pool Area.
2. Owners must obtain I.D. Cards and Rules for their guests/visitors. (Available at the Trailer Estates Office.)
3. Children under the age of 18 must be accompanied by an adult with a current I.D. Card to use the Pool or Jacuzzi.
4. Only swim diapers are allowed in the pool.
5. No children under the age of 12 are allowed in the Jacuzzi.
6. Proper bathing attire required. No cutoffs.
7. No diving, jumping, running, or horseplay in Pool or Pool Area.
8. No toys, balls, or inflatables allowed. Noodles permitted.
9. No SMOKING, ANIMALS, FOOD, COOLERS, BEVERAGES (EXCEPT WATER IN CLEAR PLASTIC CONTAINERS), CANS or GLASS CONTAINERS permitted in the pool area. (UNBREAKABLE CONTAINERS OF WATER IN CLEAR PLASTIC ALLOWED FOUR FEET FROM POOL EDGE.)
10. Service and guide dogs are allowed on the pool deck only. Individuals with a disability and service animal trainers may be accompanied by a service animal, as defined in Chapter 413.08, F.S., but the service animal is not allowed to enter the pool water. Owner or handler is responsible for the actions of the animal.
11. Persons having a cold, communicable disease, open sores and wounds, and band-aids are not allowed in Pool or Jacuzzi.
12. No electronic devices allowed unless silenced by earphones.
13. Pool and Jacuzzi area must be vacated during lightning and storm conditions.

ALL RESIDENTS ARE ASKED TO ENFORCE AND/OR REPORT ANY VIOLATIONS OF THESE RULES AND REGULATIONS. THERE IS A PHONE AVAILABLE NEAR THE JACUZZI AREA IF YOU NEED ASSISTANCE OR FOR EMERGENCIES.

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A MOTION AS FOLLOWS: To update the Auditor Selection Committee – PP11B to change “late February” to “In January”.

Attachments: Revised PP11B

Trustees FOR

Trustees AGAINST

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP11B

COMMITTEE MEMBERSHIP

In preparation for a potential change in auditor, there shall be an auditor selection committee appointed by the Chairperson of the Board of Trustees. The committee shall consist of one trustee and three property owners of the District. To avoid a possible conflict of interest, the Treasurer of the Board and employees of the District shall not be members of the auditor selection committee.

AUDITOR SELECTION

In selecting the auditor for the annual financial audit, the auditor selection committee shall follow the process and procedures as outlined in Florida Statute 218.391. Special note: 218.391 (8) Renewals may be contracted, in writing, by the auditor selection committee without following the auditor selection procedures outlined in 218.391.

If a new auditor is needed, about the beginning of February, the Chairman must appoint an Auditor Selection Committee. The Auditor Selection Committee shall consist of 3 residents. The Chairman shall create a welcome letter for the committee members outlining their purpose, their duties (this should include a current copy of the appropriate Florida Statutes and a copy of Mid-America Intergovernmental Audit Forum's "Selecting an External Auditor"), their need to choose a leader and a secretary, their need to take minutes of their meeting(s) and their need to adhere to the Sunshine Law. Chairman has no say; but, may answer questions. Treasurer may not participate.

In January, the Chairman must place an ad in the Bradenton Herald (see example ad included with this PP). A deadline for auditing firm submissions should be 9:15 a.m. the day of the first meeting in March.

First Board Meeting in March – The sealed proposals are presented to the Board. Proposals are opened at Board Meeting Workshop and then presented to the Auditor Selection Committee Meeting.

The Wednesday following the first Board Meeting in March, the Auditor Selection Committee shall meet and review proposals and select an auditing firm. If a recommendation cannot be made to the Board at the conclusion of this committee meeting, a second meeting shall be held the following Monday. This meeting(s) is open to the public and minutes are to be kept and submitted to the office as public records.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP11B

Second Board Meeting in March – The Auditor Selection Committee presents their auditor recommendation to the Board and the Board selects the auditing firm. The Chairman follows up with the auditing firm to obtain a letter of intent and/or contract. Auditor selection must be completed by the first Board Meeting in April.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP11B

EXAMPLE AD:

TRAILER ESTATES PARK AND RECREATION DISTRICT hereby requests sealed proposals for financial audit services for the fiscal year ending September 30, (Year) as required by Section 218.39, Florida Statutes. The Auditing entity submitting a proposal must be duly licensed under Chapter 473, qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy, and able to provide the Annual Financial Audit Report/Financial Statements by December 1, (Year) .

Proposal shall include references for current government auditing engagements, a description of the staff to be assigned to the engagement, proposal timeline, and proposed fee. Additionally, the proposal should include the proposed compensation for renewals.

All applicants interested in providing the above-described services to the District must submit in a sealed envelope one (1) signed original and three (3) copies of the above referenced information, as well as a resume of the applicant's qualifications and experience along with any pertinent supporting data by 9:15 a.m. local time, (Date of the first Board Meeting in March) , to the attention of Auditor Selection Committee, Trailer Estates Park & Recreation District, 1903 69th Ave. W., Bradenton, FL 34207 (Telephone: (941) 756-7177). Any proposals received by the District after the stated date and time will not be considered. The proposals will be publicly opened at the Board of Trustees' Workshop, (Date of the first Board Meeting in March) , 9:30 a.m., Small Hall, 1903 69th Ave. W., Bradenton, Florida 34207.

Proposals shall clearly indicate the legal name of the applicant, as well as current contact information, and shall be signed by the owner or an agent or officer having legal authority to bind the applicant. The applicant must be authorized to conduct business in the State of Florida. All expenses incurred in making the proposal shall be done by the applicant. The applicant understands that upon receipt of the proposal by the District the proposal documents become a "public record", as defined in Chapter 119, Florida Statutes and those documents are subject to public disclosure in accordance with that Chapter.

Any comments, questions, or requests for clarification, interpretation or additional information concerning the RFP should be submitted in writing to the Auditor Selection Committee, Attn: (A Committee Member's Name) , at the above address. The applicant is not entitled to rely upon, and the District will not be bound by, any oral interpretations given by District staff or representatives. Written addenda or determinations issued by Auditor Selection Committee are the only method by which this RFP may be clarified, interpreted or modified. If any such written decisions are issued, the District will make reasonable efforts to notify all applicants. However, each applicant shall be responsible for contacting the District Office, prior to submitting their proposal, to determine if any such written decisions have been issued and to amend their proposal as necessary.

FEB 5 11 46 AM '19

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP11B

Upon the issuance of this RFP all prospective applicants and any agent, representative or person acting at the request of such prospective applicant shall be prohibited from discussing any matters related in any way to this RFP with any District Board member, officer, agent, or employee other than the Auditor Selection Committee Representative or as may otherwise be directed in this RFP.

The District hereby notifies prospective applicants that it will ensure that minority business enterprises will be afforded full opportunity as participants in response to this RFP, and that during the RFP and subsequent contract negotiation process, no party will be discriminated against based on race, color, creed, sex, age, national origins, or disability. Anyone requiring accommodations to access any public meeting as required as part of the RFP or contract process should contact the District's Office Manager at the address and phone number provided herein, at least 48 hours in advance of this meeting.

The proposals will be evaluated based upon the perceived ability of the applicant to perform the services described herein, the cost of such services, the time required for implementing such services, and in general the application which best meets the needs of the District. No weight has been assigned to the factors stated above.

The District reserves the right to accept any proposal, to reject any or all proposals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. The District reserves the right to select any applicant submitting a proposal that meets the requirements of this request and shall have sole discretion to determine which proposal is in the best interest of the District. Following selection, the successful applicant shall negotiate an agreement with the District to carry out the terms of its proposal. The resulting agreement shall be subject to all applicable laws and regulations of the State of Florida and all ordinances, regulations and rules of the District.