

**BOARD APPROVED AS CORRECTED  
TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD OF TRUSTEES WORKSHOP  
JANUARY 12, 2009  
9:30 A.M.  
SMALL HALL  
1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FL 34207**

Chairman Martha Brauer called the meeting to order at 9:30 a.m.

Martha asked if she could amend the workshop agenda by adding to it. That was agreed upon by all. Martha added: Item #12, Policy on public comments at workshops; Item #13, Policy on attorney contact by the office manager; Policy #14, Telephone book ordering status; Policy #15, Motion to sign checks and Policy #16, Web site update.

Agenda Item #1: Revise PP13 Drug Free Workplace—Per Florida statutes, we are not allowed to randomly drug test our workers. Pam Cole, after speaking with the attorney, recommended that Section B1-e of our drug policy be removed. There was no discussion.

Agenda Item #2: Revise Public Relations Trustees Duties PP40—At the Nov. 17 board meeting, the board found things were not clarified or were too narrow. Public Relations trustees should deal with deed restrictions, rules and regulations and policies and procedures, too. All agreed.

Agenda Item #3: Laundry Survey—The last two years, there has been a net loss at the laundry of \$12,585. Joe feels we should survey its use. For instance, the laundry is not used very much on Sunday so perhaps we should not operate it on Sundays. Joe shared that the operator collects the coins and sends us a check. John said checks and balances are determined by the company and wondered if someone should be there to see the total collected. It was suggested that the laundry survey announcement be placed on Channel 95 as well as bulletin boards. Bob said he thought Future Planning was doing a laundry survey. Fred talked about the lease. We have a lease, which is automatically renewed, until March of 2013 but we could possibly change that. Joe stated that in July 2007, the use of the laundry dropped dramatically when a key was necessary to get in. Martha stated that laundry use was on the survey that was sent to residents with the budget and suggested we bring the lease and survey forward at a workshop. She asked if we need more information and stated that data is important to have. Joe will make a motion in regards to the laundry survey at the Jan. 19 board meeting.

Agenda Item #4: Marina Slips—Joe stated that we have empty marina slips. Joe reviewed the paper he distributed in regards to this. About 80 percent of the residents reserve a slip for only three months. That loss is \$2,665 (if reserved for 12 months, the

loss would be \$10,667). Non-residents must rent a slip for the entire year, and the loss is \$38,805. Joe's recommendations are: Make a new sign at the marina to rent slips, advertise in the newspapers, consider discounts for new contracts and analyze the layout of the marina. He asked who is responsible for marketing the marina. Janet said Bayshore is having the same problem. They require \$100,000 insurance and an extra \$1,000 deposit. They also call their renters "associates." John suggested we look at our philosophy of renting because we have lost high-paying renters. Martha suggested we look into why people don't rent. She explained that non-residents have 60 days to vacate if a resident wants a slip and that may be why non-residents don't rent. Fred asked if we have a marina committee. Martha replied, "Not at the present time." Fred then asked if we need one. Martha said we must set up a policy first. Joe again said that we should market the marina, and Martha asked if we should look again at the lease. Fred wondered if we are competitive. Joe said he will look into that and have his findings for the Feb. 9 meeting. Gail said she is glad we are investigating our competitiveness because the newspaper letters stated that we raised our rates 300 percent but...compared to what? Joe will check pricing in the area and Martha will look at our lease.

Agenda Item #5: Storage Lot Lease—We have 19 vacant spots. Martha stated this was discussed at the Dec. 8 board workshop because a lady asked about a second space. On the lease, Martha suggested we drop #19 because it is a repeat of #16. In #3, we will change the wording from one to two, when available. Joe was concerned about the 30-day cancel policy, but John said this is only about a second space. The 30-day cancel is for the second space. John said we could add 30-day notice to #6 to remedy the situation. Martha asked if we want this added to the first part of #6. Joe said, "Yes." The addition would read: "Violators of any lease provisions..." and remove the sentence before. John then said that on page 2, we should change the word "slips" to "spaces."

Agenda Item #6: Status of Committees—Joe asked if we have any names of people interested in serving on committees. Martha said she does have some names. She said she will write a motion to be presented at the board meeting to disband the Marina and Deed Restrictions committees. Gail stated that in local, state and federal governments, committees are disbanded at the end of every term; as a governmental body, she felt we should do the same and allow all new boards to appoint people they choose. Martha said we could advise each new board to disband all committees and wondered if there were any disadvantages. John stated that ARC has been reorganized with Nancy Keegan the new president. He reminded the board that this committee is under time constraints. John was concerned about the wording on this agenda. He said the word "status" should have read "disbanded." Martha said this is a continuation of the discussion of the Dec. 15 board meeting and is noted on the PP34 form that was available to the public.

At this point, Martha called a 5-minute recess.

Agenda Item #8: Communication—Gail explained that at Candidates Night, she stated, when asked by a resident, that the greatest problem in Trailer Estates is communication; and she saw three problems at board meetings: Residents comments, board responses and audience behavior. To Gail, the comments of a few residents seemed demanding

rather than requesting; and, the board often did not respond even though our minutes and TV broadcasts are legal representations of our meeting. For the board's sake, Gail believes the board needs to respond. Gail also stated that after the Dec. 15 meeting, many residents complained about the behavior of the audience, something Gail had observed over the last few years. During the five-minute break, one resident complained to Gail about the disruption going on in the audience during this meeting. Gail feels there should be definite action taken. John said we could write a policy. Bob said we should change the 3-minute rule to 4 minutes. Janet said she feels three minutes is long enough and suggested a sergeant at arms at the meeting. Gail stated that in her small Michigan township, the board dealt with a disruptive resident by asking a Sheriff Deputy to sit in on the meetings; after this, the board had no further problems. John asked if we could get some more information. Bob said bad behavior is difficult to define; and, as mayor, he only had to remove someone once. Martha talked about disruptive behavior. Joe said we should just expect good behavior. Harry suggested use of the gavel and said bad behavior should be addressed. Martha will write a draft and we will discuss it at the meeting; she will check with the county commissioners.

Agenda Item #7: Trustee Presence in the Office—Gail suggested that the hours the Trailer Estates Office is open should be covered as much as possible by a trustee because neither TJ, Jane nor Doris should be asked to handle the situations they have been asked to handle in the past. Gail suggested every trustee take a shift. Martha said that there are 9, 3.5-hour shifts. John said there is a security issue when TJ is alone. Do we need a camera? Joe felt we were putting too much into it; and with all he now does, he does not have any more time to give. Gail said she agrees and understands. John said Gail's real statement is that office employees need support. Gail agreed. Martha stated she will make a chart of times available. There will be no requirement of any trustee. She will be in the office from 11:30 a.m. to 3 p.m. Tuesday and Friday. Everyone can fill in the time that they could serve as office trustee. Harry suggested we talk with TJ about this.

Agenda Item #9: PP34 Revision--Since the form is used for workshops and board meetings, we should add the word "Motion" to the form. No discussion.

Agenda Item #10: Correspondence—Martha asked if we could have a standing category at workshops called "correspondence" since we cannot discuss correspondence at board meetings but we can at workshops. She wondered how we define correspondence—mentioned versus read. How does correspondence get identified? What standard do we have for that? At what point does it come to the board? Bob said bringing everything to the board would bog down the board. Janet said it is up to the chair to decide how correspondence is handled. Martha said she will write a policy about correspondence. Joe said he feels running off all correspondence for all trustees is a waste of time and money; simply route things to the right person. Bob said that every thing that comes in should be answered. Martha stated that there has to be a trust factor that our correspondence is being answered by the appropriate trustee. Harry asked, "On mundane things, is correspondence directed to the proper person?" Bob stated that there is a policy and procedure for the handling of complaints. John suggested that if a trustee gets correspondence in an area they don't handle, simply get it to the appropriate trustee.

Martha said she will research how correspondence is interpreted. The attorney says we don't need to read the letters.

Agenda Item #11: Consider underage request—The board felt we have no ability to honor the request from the parents in regards to their 36-year-old son; we have not allowed this before. John also felt the response should come from Martha, as chairman, to them. Martha will take care of the situation.

Agenda Item #12: Public comments for workshops—Martha would like to limit residents to three minutes here, too, and place comments at the end of the workshop. There will be a motion at the Jan. 19 meeting.

Agenda Item #13: Office manager contact to the attorney--John stated that the office manager should be able to speak to the attorney. Everyone agreed.

Agenda Item #14: TE telephone book—Gail stated that she has a bid of \$1,410 from Teledrex and wondered if she should get a total of three bids even though this amount came under \$1,500 and they did a great job last year. John stated that the current policy is that bids are not necessary for items under \$1,500. The board felt, however, that three bids should be obtained since the economy is down and we might get something cheaper. Joe said we should contact clubs to get up-to-date meeting times and places and put pages 3 and 4 into large print. John suggested we use Channel 95 to ask clubs for their updated information. Bob said we should draft a policy on bidding. Gail suggested that the outgoing secretary order the address book so it is here in January when the majority of residents return.

Agenda Item #15: Motion to sign checks—This motion would give all trustees the authority to sign checks. Martha will check if last year's motion continues. If not, one will come forward.

Agenda Item #16: Update on the Web site—Martha said she met with members on Jan. 8. Martha will do some more research and feels there should be more accountability regarding district documents. She stated that there was a glitch in the site over the weekend. She noticed that the Web site has been disabled. It will be updated in a week or two.

## PUBLIC COMMENTS

John White, 2209 Indiana: He stated that he has been on the Web site committee for two years and feels everyone on the committee has done a good job. He said he no longer wants to be on the committee because he doesn't want to be involved in politics or censorship. Martha thanked John for all the work he did and suggested everyone else thank him, too. We did that with applause.

Bev Lew, 2008 Illinois: She stated that two trustees violated the Sunshine Law on Friday and that a trustee in December had slandered two residents. She again stated that we had

spent thousands on the lawsuit. She stated that the board cannot profit from the marina/storage lots because we are not a commercial business. She said that if we are checking into the laundry, we should check into everything. Gail asked her to give names of the two residents. Bev stated that we could check the December tape. Though Gail had more questions for Bev Lew, Martha stated that trustees, according to Roberts Rules of Order, cannot have a verbal discussion with residents following their comments. Gail stated that she would not remain on the board if she could not counter accusations made against the board by the public, as that is not wise. Martha said she will research our ability to defend ourselves against public accusation. Martha will bring her research to the Jan. 26 workshop.

Lenora Neal, 6819 California: She thanked the board for the good job they are doing and stated that many, many people support the board. She went on to say that Bev Lew's words didn't mean "we." They meant "I".

Kay Hislop, 1793 Minnesota: She stated that she has some concerns about the Web site disabling. She requested the opportunity to keep the equipment until things are settled. Martha stated, "No, I said the equipment must be returned today." John stated that the disks must also be returned. Bob asked, "What is going on with this committee?" Martha stated that she met with the committee. They said they would keep areas other than district accountable items of the Web site going. Bob: "As of today, we have no Web committee so I am assuming they shut it down." Martha: "I told them I will consider their request for being on the committee; bear with me as I research." John stated that he didn't think a committee member shut it down. Kay said, "The committee did not shut it down. Martha did a good job explaining things to the committee. I want to sit down and talk more."

At this point, the workshop was adjourned at 12:30 p.m. Lunch was until 1:30 p.m.

The trustee orientation meeting reconvened at 1:35 p.m. Martha passed out the schedule of trustee meetings. She told trustees to get their keys from TJ and see Mark for a security code to enter the office when the office is not open. Trustees are to see Pam for bonding and the ability to sign checks. The office has three computers. Trustees may use the one in the secretary/treasurer's office. Trustees who use this computer must have a log on code and password. Caution: Files saved by a trustee on the office computer will be available for other trustees to see; but, the district will purchase a memory key for a trustee, if requested.

Martha passed out the Policy and Procedure Manual and asked each of us to keep the book for our individual positions. Each trustee will get additions as necessary. Martha helped the new trustees file several pages.

Sunshine Law: Martha asked all of us to read the overview of the law located at the back of our policy manual and view the DVD called "Sunshine Law." She handed us a paper on which to write questions for Mr. Barnebey—questions to be answered at the Jan. 26 workshop. Questions are due in the office Jan. 19. Gail stated that she believes the

Sunshine Law is unconstitutional because it robs trustees of their freedom of speech. As trustees, we are told who we cannot speak with trustees in our daily lives; and at the meetings, where open and honest government is supposed to be displayed, we still cannot speak freely. That is a question Gail will ask Mr. Barnebey. Martha stated that Robert's Rules of Order prevents an exchange between a trustee and a resident at a workshop. Gail replied that this gives residents the ability to say anything they want while trustees cannot defend themselves publicly.

Meeting was adjourned at 2:17 p.m.