

TRAILER ESTATES PARK & RECREATION DISTRICT**BOARD OF TRUSTEE WORKSHOP****November 7, 2022****Immediately following the 9:30 a.m. Board of Trustee Meeting****MARK'S HALL****1903 69TH AVENUE WEST****BRADENTON, FLORIDA 34207**

1. Reoccurring Fire House Building Use Discussions (Lombardi)
2. Fish House Repair Discussions (Lombardi)
3. Uses for the Maintenance Building if they move to American Way (Chandler)
4. Appointment of ARC Member (Trotter)
5. Rental of Recreational Hall Space (Chandler)
6. Review of Capital Outlay (Chandler)
7. Re-Evaluate District Needs/Park Manager (Chandler)
8. Change in Movie License Fee (Gregory)
9. Approve assignment of Pilar Rikki Toppo as agent for all Health Insurance Reviews. (Chandler)
10. Review 2023 Trustee and Treasure Barn Meeting Dates (Dalton)
11. Memorializing the History of TEFCD (Chandler)
12. Adding a TE History tab to the Website (Chandler)
13. Use Old Business Segment of Meeting to Track Issues Until Resolved (Nickels)
14. Review Signage (Nickels)
15. Marina Lease Amendment (Trotter)

RESIDENT COMMENTS

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 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 PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Reoccurring Fire House building use discussions

For Upcoming Meeting—Date Nov 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Discussion of possible uses for the building.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** _____

Trustee Todd Lombardi

Date Submitted 9/20/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/24/2022 Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Fish House repair discussions

For Upcoming Meeting—Date Nov 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Discussion fish house repairs.

The rebuilding at its old location is ok with Manatee Co building dept.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
Should have quotes before the meeting.. Estimate approx \$15,000

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** _____

Trustee Todd Lombardi

Date Submitted 8/30/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/24/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Uses for the Maint. Bldg if they move to American Way

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.

Rationale (for workshops)/ MOTION (for board meetings): _____

If we relocate Maintenance to America Way could we gut the current maintenance building and use it as container storage purchasing steel containers of various sizes and renting them to residence

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

For a minimal investment possibly using the uncommitted funds from the FD could be a stable income generator

Attachments: (Please attach any diagrams or pertinent information concerning this

Agenda Item. Please list the attachments.) _____

Very rough draft of plan and costs - Not my area of expertise!

Trustee Mary Chandler

Date Submitted October 22, 2022

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 10/31/2022 Initials [Signature]



9' x 6' Outdoor Metal Storage Shed with 4 Vents & Sliding Double Lockable Doors for Garden Backyard



1 review

\$649.99

TO GET 10% Off USE CODE **Bestoutdoor10**





7' x 4' Outdoor Metal Storage Shed with 4 Vents & Sliding Double Lockable Doors for Garden Backyard



1 review

\$458.99

TO GET 10% Off USE CODE **Bestoutdor10**



storing items. This roomy storage shed comes with 25.6sq.ft floor space, meeting all your storage needs.



Features

- **Premium Material for Lasting Durability:** Utilizing premium color-coated steel sheets, this outdoor storage shed features a sturdy frame. Furthermore, thanks to the exterior material, this garden tool house can endure harsh weather for a long time outdoors.



- Thoughtful Design for Better Use:** This metal storage shed comes with 4 necessary vents to increase light getting and air ventilation, helping to prevent odor and reduce moisture accumulation. Moreover, the inclined slope roof is specially designed to prevent rainwater from gathering and rusting. Thus, these humanized functions will effectively protect your items from weather damage.



Slope Roof

Designed for fast flowing out
 ▲ fast & prevent gathering

4 Air Vents

Efficiently improve air
 circulation & keep things dry ▲



Sturdy Structure

Ensure excellent
 ▲ firmness & high stability

- **Multifunctional Use & Wide Application:** More than a tool shed, this outdoor garden storage house can also be a storage room for a variety of items and a garbage chamber to keep your garden clean and backyard tidy. Simplistic but industrial appearance is suitable for various occasions, showcasing practicality and attractiveness. Moreover, this storage shed is a safe shelter for your pets.

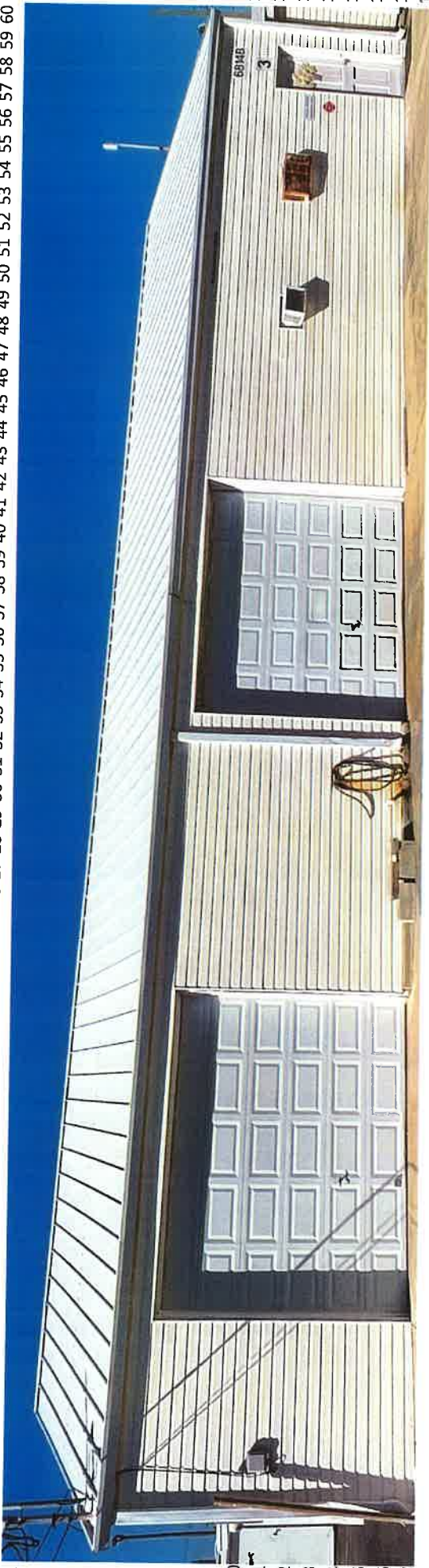


| # Units | Length | Width | Sq Ft | Price / | Monthly | Ann Cost | Ann Income |
|---------|--------|-------|-------|---------|---------|------------|--------------------|
| 13 | 7 | 4 | 28 | \$1.50 | \$42.00 | \$504.00 | \$6,552.00 |
| 4 | 9 | 7 | 63 | \$1.50 | \$94.50 | \$1,134.00 | \$4,536.00 |
| 18 | 10 | 5 | 50 | | | \$200.00 | \$3,600.00 |
| | | | | | | | \$14,688.00 |

| # Units | Length | Width | Price | Cost |
|---------|--------|-------|--------|-------------------|
| 13 | 7 | 4 | 458.99 | \$5,966.87 |
| 4 | 9 | 7 | 649.99 | \$2,599.96 |
| 18 | 10 | 5 | 0 | \$0.00 |
| | | | | \$8,566.83 |

Net Income Year One
\$6,121.17

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 0



0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 0

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

OCT 27 '22 PM 12:10

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Appointment of ARC Member

For Upcoming Meeting—Date 11/7/2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

In accordance with PP7 ARC Charge, The Chairman shall appoint ARC
members with the approval of the Board of Trustees. Appoint Mr. Jim Harvey,
2311 Pennsylvania

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
n/a

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) _____

Trustee Trotter

Date Submitted 10/27/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

chairman@trailerestates.com

From: Jim Harvey <islandtime34210@gmail.com>
Sent: Friday, September 16, 2022 12:30 PM
To: chairman@trailerestates.com
Cc: secretary@trailerestates.com; northpr@trailerestates.com; southpr@trailerestates.com; treasurer@trailerestates.com; healthwelfare@trailerestates.com; maintenance@trailerestates.com; seasonalrec@trailerestates.com; continuingrec@trailerestates.com
Subject: ARC appointment consideration

Trustees,

My name is Jim Harvey, my wife and I live at 2311 Pennsylvania Ave. and are full time residents of Trailer Estates since 2017.

I understand that it is the responsibility of the Board of Trustees to appoint individuals to the ARC and I am expressing my interest in becoming a member.

Thanks for your consideration,
Jim Harvey
937-689-1191

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Rental of Recreational Hall Space

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop [checked] Board Meeting []

*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.

Rationale (for workshops)/ MOTION (for board meetings):

Continue the discussion regarding rental of district facilities to non residents for the purpose of increasing revenue and controlling assessment rates
Review current PP37 and PP37A, Assign creation of new PP to detail the rental policy and procedure, consider position description attached for a contracted resource to coordinate the rental process

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) PP37, PP37A, sample contract for Event Coordinator as a contracted resource, Current room capacity levels, information previously provided on 10/17

Trustee Mary Chandler

Date Submitted October 18, 2022

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 10/29/2022 Initials [Signature]

TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION

PP37

NAME OF FUNCTION: _____

DATE(s): _____

Include Day(s), Month(s) and Year

PLACE of Function: Large Hall (front) Large Hall (back) Small Hall Craft Room II (beside stage) Beach Pavilion
 Activity Center Craft Room Heron Room (Card) Pelican Room (Wii) Eagle Room (Billiard) Bocce Court TE Property

Complete Time Place is Needed (include setup, etc.): From: _____ To: _____

Event Starts at: _____ Doors Open at (Optional): _____ # People: _____

KITCHEN No Yes - Large Kitchen
Will Kitchen Be Used? No, skip Kitchen section Yes - Small Kitchen

Are you inviting the general public No Yes If yes, do you want the fobs disabled? No Yes
If yes to disable fobs, from _____ to _____ DO NOT PROP DOORS OPEN (per PP37A)

Will An Outside Caterer/Vendor Be Used? No Yes Are you obtaining a temporary event license? No Yes
(May NOT prepare food in Trailer Estates' kitchen)

Application Letter Attached License Attached

Trustee/Designee Signature/Date received _____

Trustee/Designee Signature/Date received _____

EQUIPMENT NEEDS: # _____ Card Tables # _____ Banquet Tables # _____ Round Tables

Will you need the Grill? No Yes

Attachment With Additional Dates/Comments/Needs (can be written on the back)? Yes

NOTES:

****BY SUBMITTING THIS FORM, I ACKNOWLEDGE I HAVE READ THE RULES FOR RESERVING FUNCTIONS AND AGREE TO THEIR TERMS (PP37A)****

Name of Resident Making Reservation _____

Phone # _____

Confirmation Preference: Paper Copy Phone Call

E-mail: _____

APPROVED BY: _____

DATE: _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION (RULES) PP37A**

Rules and Regulations – For all one day only requests which may include persons or groups who are not residents or property owners, a deposit of \$100.00 for meeting rooms/small hall and \$200.00 for large hall must be submitted at the time of the reservation request and will be returned if the room reserved is left in the same condition it was when reserved. Any damages in excess of the deposit will be charged to the person, club or organization making the reservation.

If a property owner/renter reserves the room and it is necessary for maintenance to clean up after the function, the resident submitting the request will be billed for maintenance's time required to perform clean up (this applies to non-routine clean up).

When reserving for a weekend or holiday, residents must set-up and break down their own tables and chairs or pay to have this done. Check with Maintenance for correct number of tables.

****ONE WEEK ADVANCE NOTICE IS REQUIRED FOR ALL FUNCTION RESERVATION REQUESTS.**

Discretion is given to the trustee and/or designee to approve requests that are submitted with less than 7 days advance notice.

Please inform maintenance of set-up needs two (2) days before the function.

Refer to Rules & Regulations, Part B for additional Rules Governing Use of Facilities.

Residents: Please bring the approved reservation form to the office 24 hours before the function to receive keys for the hall and kitchen. The office is open Monday – Friday.

DO NOT PROP DOORS OPEN – Complete the disable FOB portion of PP37. Requestor will be responsible for the security of the hall while FOBs are disabled.

Delivery Method: Either e-mail electronic copy to secretary@trailerestates.com (be sure to put "PP37" somewhere in the subject) or submit completed paper copy to the office.

Event Space Coordinator

Trailer Estates Park & Recreation District

Job details

Contracted position reporting to the _____
Compensation -

Position Description

The Rental Space Coordinator is responsible for following the Policies and Procedures developed for the rental of recreation space to nonresidents.

Execute all contracts for the use of the District's Recreation Halls.

The Rental Space Coordinator is expected to share ideas to promote business; maintain revenue and meet budgeted productivity while keeping quality consistently high.

Effectively advertising the space and amenities available to maximize revenue and profits for the District.

Requirements:

- Must be able to convey information and ideas clearly.
- Must be effective at listening to, understanding, and clarifying the concerns and issues raised by customers.
- Approach all encounters with guests and employees in an attentive, friendly, courteous and service-oriented manner.
- Respond to guest complaints in a timely manner.
- Know rental space room sets & capabilities
- Ensure inspection of all event space for cleanliness and maintenance on a regular basis.
- Oversee banquet setup and teardown through contracting with resources to complete
- Expected to be available during portions of the events
- Ensure compliance with all local liquor laws, and health and sanitation regulations.

Qualifications

- Events management: 1 year (Preferred)
- Customer service: 1 year (Preferred)

| Space | Square Feet | Capacity – Row Seating | Capacity – Table Seating | |
|--|-------------|------------------------|--------------------------|-------------------|
| Rear of Large Hall | | 300 | 259 | |
| Front of Large Hall (Stage) | | 300 | 240 | |
| Multipurpose room | | | | |
| Kitchen Use – Licensed Caterer | | | | |
| Kitchen Use – Self Catered | | | | |
| Full Large Hall incl stage | | 616 | 500 | Parking Capacity? |
| Full Large Hall incl stage Incl. 1102 Sq Ft Dance Floor | | | 426 | Parking Capacity? |
| Mark's Hall with Fireplace | | 75 | 62 | |
| Mark's Hall with Stage | | 125 | 88 | |
| Mark's Hall - Full | | 200 | 150 | |



Facility Rental Best Practices

Districts often receive requests to make portions of their facilities available for rental use, examples of which could include clubhouse areas, multi-purpose fields, recreational halls, and meeting room spaces. Whether the request comes from residents, the general public, or other organizations, the risk of loss or harm stemming from rental use of your premises warrants thoughtful consideration. Taking into account the development of rules and polices, criteria for use, along with risk transfer mechanisms such as contracts, leases and insurance is important in helping to protect your district.

This guide is intended to help outline the steps needed to prevent or limit exposure to your district regarding public use of facilities.

Assessing and Controlling Facility Rental Risk

Deciding who can rent your facility, when, for how long, and for what purposes is ultimately up to the discretion of the district. Developing criteria that can be used consistently to assess and control the risk of each event or rental is the first step in protecting the district. Consider the following to aid in developing your criteria:

Size of the event: Although the size of an event as a sole factor may not help determine whether the event is high risk, size should be used in conjunction with other factors to determine whether the larger number of attendees will present additional concerns. Consider whether this event is docile in nature or might generate excitement & activity. Larger crowds could also be difficult for the host to monitor if there are limited resources. Typically, an increase in attendees does increase risk.

Location of the event space: The proposed event and associated activities should be able to be held safely in the available space. Areas included and excluded in the rental should be clear in policies and agreements. Many times, event spaces are located near another district amenity, such as a pool. It will be important to clarify that the rental includes solely the specified space to reduce the likelihood of misusing other areas that may be accessible.

Advertisement of the event: Advertised events will most likely draw a larger crowd. Having the host obtain separate special events coverage for the event may be warranted. For very small low-risk events with controlled attendance and no other concerning risk factors, the district might consider waiving the insurance requirements.

Type of host: If the host is a legally established entity such as a nonprofit or a corporation, there should already be separate coverage in place for their group's interests. The Risk Transfer Basics section below includes additional information on what to request from such entities. Conversely, if the host is an individual and the event/gathering will be small, this may be an example where the district agrees to waive the insurance requirements.

Alcohol use: Alcohol consumption on district property can be a significant risk exposure and may warrant additional coverage. It's important to note that most general liability policies only include coverage for what's commonly referred to as the "host liquor" exposure, which can pay for expenses

resulting from third party injuries or property damage only if the alcohol was not sold. An example of this can be “BYOB” events which are becoming more popular. BYOB should be defined as those beverages for personal consumption and use. If alcohol is served by a contracted bartender or catering company, such vendors should always have their own coverage in place and present an opportunity to transfer associated risks away from the district. All facility users should also agree to fully comply with all state and local laws and ordinances concerning the service and consumption of alcoholic beverages. The requirement for additional coverage or risk control measures should be at the discretion of the district after evaluating the size and scope of the event. To assist with alcohol related controls, we have included a sample alcohol matrix below that can be referenced as districts develop their own requirements.

| | BYOB Patrons and/or Guests (Rental Events) | Served Patrons and/or Guests (Club and Rental Events) | Sold Patrons and/or Guests (Club and Rental Events) |
|--------------------------------|--|--|--|
| Permitted | Yes | Yes, but only if a licensed bartender /caterer is hired | Yes, but only if a licensed bartender/caterer is hired |
| Insurance | Homeowner’s Insurance Rider/Endorsement providing special event coverage or Required hiring of appropriate party staffing through the District required WITH waivers executed by nonresidents. | Event liability insurance: <ul style="list-style-type: none"> • \$250,000 property damage; • \$1,000,000 personal injury, • Alcohol endorsement • District named as additional insured | Event liability insurance: <ul style="list-style-type: none"> • \$250,000 property damage; • \$1,000,000 personal injury, • Alcohol endorsement • District named as additional insured |
| Admission Fee Permitted | No | Admission fee only for District sponsored events w/District approval | Admission fee only for District sponsored events w/District approval |

Risk Transfer Basics

Proper and consistent risk transfer procedures can help protect your district from loss exposures and transfer the risk back to the user of the facility. The user is most likely to cause and prevent damages and therefore should be held responsible should an incident occur.

All rental and lease agreements, long term and short term should include the following:

Certificates of Insurance (COI)

A COI from the lessee's insurance provider serves as evidence of what current insurance they have in place. This helps ensure that their insurance policy will respond first in the event of an incident. COIs should be obtained for all users, regardless if a fee is charged or not for use of your facility.

Verify the COI contains the following:

- The appropriate type(s) of coverage (typically General liability and in some cases Workers Compensation) Other coverages may be needed based on the type and scope of the agreement.
- Has adequate policy limits (at least \$1m per occurrence and \$2m in aggregate)

- Policy Period is adequate. Make sure it does not expire during the lease period and that they are required to notify you of any changes to the policy within 30 days.
- Names your district as an additional insured on a primary and non-contributory basis, meaning that the user's insurance responds for loss or injury that is a result of their activities before any other insurance or self-insurance, including any deductible maintained by or provided to the district.

Hold Harmless Agreements

Hold Harmless Agreements or Indemnification Agreements, while separate from a COI, go hand in hand and should be included in all facility use agreements. Hold Harmless Agreements help ensure that the user understands and accepts their obligations and to protect you from losses arising from or in connection with their actions. Such agreements and language should be drafted and approved by district counsel.

Additional Considerations for Facility Rentals

Develop a standard rental agreement - Work with counsel to develop a standard agreement that includes the Certificate of Insurance and Hold Harmless provisions outlined above. This agreement should be reviewed by counsel at least annually to ensure it meets any recent changes in law.

Facilities Use Coordinator- Determine which department or staff will be responsible for coordinating the rental process. It is recommended that this process be centralized so that insurance requirements, waivers, etc., are being collected consistently.

Create a standard facility use request form- By using a standard form for all facility use requests, it helps the coordinator to create a consistent process that all potential users must follow. This helps to ensure that there are no surprises or unplanned events. The form should include the name of the individual or organization responsible for supervising the event, how many people will be using the space, what the space will be used for, which spaces are restricted, etc. You can also outline the insurance requirements on the form so that the user is aware ahead of time. This will allow the district to evaluate the risks of the event before entering into a formal agreement.

Evaluate existing procedures- Make a list of each facility, multi-purpose field, park space, etc. where you currently lease, rent or make available that space for public use. If you are a larger district with many spaces available for use, then consider creating a list by department. Additional or revised rules may need to be implemented for rental use.

Make changes as needed- By creating a list of all current users you can then determine where your gaps in protection may exist and remedy them moving forward.

Exceptions- If your district decides that the user of the space does not pose any significant risk or the user cannot provide insurance, you should proceed carefully. Only the district manager or other appointee should have the authority to allow users of your space without insurance protections in place.

Maintain a master list- Be sure to maintain a list of all agreements, request forms, and copies of insurance in a file so that it can be accessed in the event of loss.

Sample Waiver and Hold Harmless Agreement for Facility Use

This sample template is for guidance purposes only, to help districts that allow use of their clubhouses, parks, or other facilities for private events to formalize their rental arrangements. Each district should customize this agreement to best suit their needs including input from district counsel. This is intended as a starting point, not a final product.

1. In consideration for receiving permission to use _____, ("the facility") on _____ I hereby release, waive, discharge and covenant not to sue (THE DISTRICT) the, its officers, agents and employees (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releasees, or otherwise, while leasing the facility, or while in, on or upon the premises where the rental is being conducted, while in transit to or from the premises, or in any place or places connected with the rental of the facility. User's rights under this Agreement include the use of _____ but do not include _____.

2. User is granted a license to use the Facility for the following event and no other purpose:

_____.

User understands that the district does not warrant or represent that the Facility is safe and suitable for User's purposes. User expressly acknowledges for itself and for all persons who will be utilizing the premises and Facility in connection with User's purposes that the district is providing the premises and Facility on an "as is" basis.

3. I am fully aware of risks and hazards connected with being on the premises and participating in the rental of the facility, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the rental of the facility, and I hereby elect to voluntarily rent the facility, to enter upon the above named premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, which may be sustained by me, or any loss or damage to property owned by me, as a result of my being a renter of a (THE DISTRICT) facility, whether caused by the negligence of releasees or otherwise.

4. The District shall not provide any protection or supervision for the personal safety or security of any users or Patrons of any District Facilities, Common Areas, or other component of the District Facilities and Common Areas. All users, Patrons, and their guests use such District Facilities and Common Areas at their own risk. All users, Patrons, and their guests are hereby notified and understand and agree that from time-to-time wildlife, including but not limited to: alligators, snakes, ants, bees, wasps, and other stinging or insects (collectively "Wildlife") may inhabit or enter the District Facilities and Common Areas and may pose a threat to persons, pets, and/or property.

4. As a condition of their use of the District Facilities and Common Areas, all users, Patrons, and their guests are hereby notified, and understand and agree, that the District Parties are under no duty to protect against and do not in any manner warrant or insure against, any death, injury or damage caused any other condition in or upon the District Facilities or Common Areas. All users, Patrons, and their guests entering or using any District Facilities and Common Areas do so at their own risk.



5. The sale, possession, consumption, and use of alcoholic beverages in conjunction with the Event are permitted as contained herein; or not permitted as marked below:

Permitted _____ Not Permitted _____ User acknowledgment (initials) _____

User understands that the sale, possession, consumption, and use of alcoholic beverages in the Facility are subject to state and federal law, as well as district policies. User and/or User's employees, agents, contractors, licensees, guests, and invitees shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated. User acknowledges that the district does not condone the irresponsible use of alcoholic beverages. It shall be User's sole responsibility to monitor the use of alcoholic beverages by User's employees, agents, contractors, licensees, guests, and invitees. Additional liability insurance coverage may be required for all events that are approved to serve alcoholic beverages. This policy also pertains to certain events the District feels should require additional liability coverage on a case by case basis to be reviewed by the Board of Supervisors.

6. I further hereby agree to indemnify and save and hold harmless the visitors, employees, occupants of the district facility, releasees and each of them, from any loss, liability, damage or costs they may incur due to my rental of the facility, whether caused by the negligence of any or all of the visitors, employees, occupants of the facility, releasees, or otherwise.

7. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the abovenamed releasees.

8. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity or limits of liability beyond any limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other law.

In signing this release, I acknowledge and represent that:

I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed; No oral representation, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same; and Have the approved and legal authority of my organization to sign this document.

In witness whereof, I have hereunto set my hand and seal this ___ day of _____, ____.

Participant Signature: _____

Name Printed: _____

Witness: _____

Witness Name Printed: _____ obtained and kept current.



About The Upper Room

Located in the Heart of Downtown Tampa! Beautiful brick walls and wood floors. Large windows that let in plenty of natural light. Big city view over seeing Tampa St.

Perfect for 50-80 seated guest!

1,300sf Included: 40 Black Wooden Chairs (8) 6ft Tables 2 cocktail tables 2 couches
Bluetooth Speaker w Mic Wifi 55" Tv w/Roku & Cable & Much more!

Great for:

Speaking Engagements
Art Exhibition
Birthday Party

Seminars
Dance Classes
Baby Shower

Business Presentations
Fashion Shows
Graduation

Mon.- Thursday \$699

Friday \$799

Saturday - Sunday \$999



Victoria's Event Venue is newly renovated 1600+ square feet of open space. The creativity is all yours, we provide the canvas you bring the supplies. We offer our space ranging from photo shoots to weddings.

Attendees: 80 maximum \$650

Terms and Conditions

Price excludes sales tax.

If time overlaps into another time slot there is an additional \$100 for every hour

Friday and Saturday (after midnight the extra time is an extra \$350/hr.)

A \$200 refundable security deposit PLUS 25% deposit required. The remaining balance is due three weeks from date of event. Victoria's team will help setup chairs, tables, and any other items included in the purchased package.

The time slots available for weekends (Friday-Sunday) 11am-5pm OR 6pm-12am.

Includes:

- | | | |
|-----------------------|---------------------|-------------------------------|
| WIFI | Banquet chairs | Tables (Rectangular or Round) |
| BOSE Soundbar Speaker | 2 Smart Televisions | Free Parking |
| 1 HOUR Setup | 1 HOUR Breakdown | 4 HOUR Event |
| Total Hours: 6 | | |

Additional hours \$100/hr

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Review of Capital Outlay

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Review open projects to validate need and budget assumptions

Costs/Estimated Costs: (Required if agenda item includes spending district money.)


Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) _____

Recap of projects and spending plus current open projects attached

Trustee Mary Chandler

Date Submitted October 29, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

Review of Capital Outlay as of November 7, 2022
Excluding Marina Seawall Project

| | | | |
|--|-----------|---------------------|------------------|
| Carryover Projects | <2017 | \$ | 52,660 |
| Fiscal Year Budget | 2017_2018 | \$ | 77,500 |
| Fiscal Year Budget | 2018_2019 | \$ | 48,400 |
| Fiscal Year Budget | 2019_2020 | \$ | 89,625 |
| Fiscal Year Budget | 2020_2021 | \$ | 106,740 |
| Fiscal Year Budget | 2021_2022 | \$ | 107,600 |
| Fiscal Year Budget | 2022_2023 | \$ | 67,200 |
| | | \$ | <u>549,725</u> |
| Actual Expenditures 10/1/2017 - 10/28/2022 | | \$ | (422,818) |
| | Variance | \$ | 126,907 |
| <u>Open Projects</u> | | <u>Amt Budgeted</u> | |
| Shuffle Court Maintenance | | \$ | 5,518.06 |
| Air Conditioner Replacement - 18 Units | | \$ | 14,254.00 |
| New Decking - Marina / Fishhouse | | \$ | 15,002.08 |
| Entrance to TEN Property | | \$ | 10,000.00 |
| Install Surveillance Camera | | \$ | 7,172.09 |
| Pool Deck Addition | | \$ | 30,000.00 |
| Auto Flush Toilets | | \$ | 3,200.00 |
| Paint interior of Large Hall | | \$ | 7,000.00 |
| | | \$ | <u>92,146.23</u> |
| Balance Remaining | | \$ | 34,760.93 |

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Re-Evaluate District needs / Park Manager

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Recommend we step back and take another look at what we are looking for in a Park Manager. Get detailed regarding what the job accountabilities will be and then develop a list of Qualifications determining what will be required day one and what can be developed after employment.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) A draft to add or subtract from is attached for discussion

Trustee Mary Chandler

Date Submitted October 22, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

Position Responsibilities

1. Complete understanding of and compliance with the District:

- a. Charter 2022-261
 - i. Florida Chapter 189 Uniform Special District Accountability Act
 - ii. Florida Chapter 197, Statute 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments
 - iii. Florida Chapter 192, Statute 192.091 Commissions of Property Appraisers and Tax Collectors
- b. Deed Restrictions
 - i. Understanding the ARC and its role
 - ii. Enforcing compliance
 - iii. Documenting infractions
 - iv. Board recommendations for legal action
- c. By Laws
- d. Policies and Procedures
 - i. Education
 - ii. Enforcement
 - iii. Recommendations for modifications
- e. Rules and Regulations
 - i. Education
 - ii. Enforcement
 - iii. Recommendations for modifications

2. Resource Management

- a. Supervision of Maintenance Foreman and Office Manager
- b. Develop/revise position descriptions
- c. Conduct evaluations of performance
- d. Encourage training and development
- e. Motivates team environment
- f. Evaluate compensation against market and recommend adjustments that comply with budget assumptions
- g. Evaluate benefits and recommend annual coverage changes to the board
- h. Encourage staff to perform in a professional manner and comply with all safety standards
- i. Complete state verification requirements for all new hires, properly document support for amu staff terminations

3. Contracts and Leases

- a. Boat Slips, Storage Space, Building Space
 - i. Evaluate rates against market standard
 - ii. Provide recommendation to board for revisions
- b. Terminations
- c. New Arrangements
- d. Bulk Contracts
 - i. Spectrum – Cable TV and Internet
 - ii. Trash Removal

4. Insurance

- a. Validate adequate coverage for all lines
- b. Validate cost vs benefit
- c. Submit claims when needed and coordinate processing
- d. Secure and renew bonds for all Trustees

5. Financial Reporting

- a. Review all office policies and procedures evaluating accuracy of reporting and compliance with general accounting principals
- b. Prepare for approval and adoption the Operating Budget for the next fiscal year
- c. Follow all Florida Statutes regarding the notice requirements for adopting a budget and setting an assessment
- d. Establish a process for compliance with Resolution 2022-04
- e. Prepare and submit to the Manatee County Property Appraisers Office the details by property owner for the collection of the annual non-ad valorem assessment
- f. Partner with the District Auditor to provide the financial documentation required to complete the annual review of the Districts financials
- g. Provide Management Comments to be included in the annual audit to explain changes in financial position
- h. File Annual Tax returns, Tangible, Intangible etc.
- i. Maintain inventory of ALL district property
- j. Maintain business accounts with District Bank including checking, Money Market, Seawall Improvement Loan, and business credit cards.
- k. All other reporting not included here

6. Knowledge of funding vehicles available to support district projects

- a. Federal Grants
- b. State Grants
- c. Florida Local Government Finance Program
- d. Etc.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of that knowledge, skill and/or ability required;

- Bachelor's Degree in Business, Facilities Management or related subject (may substitute two years full time work experience)
- Certified District Manager Certification (CDM) from Florida Association of Special Districts or the ability to obtain one within 12 months of employment
- Five years of managerial or supervisory experience
- Minimum 3-5 years' experience in office management, HR, and/or accounting
- Working Knowledge of Quickbooks
- Proficient computer skills in Microsoft Office (Outlook, Word, Excel, and Powerpoint)
- Working knowledge of contracts, leases and other related documents
- Excellent verbal and written communication skills.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Change in Movie License Fee

For Upcoming Meeting—Date 11-7-2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

to discuss the proposed 9% increase in
the movie license through MPLC.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Interactive workshop to allow the exchange of information from Residents and Board Members. _____

Trustee Kathy Gregory

Date Submitted 10-24-2022

Chairman/Designee (Signature)

Office Manager/Designee: Date Posted 10/31/2022 Initials (Signature)

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Approve Assignment of Pilar Rikki Toppo as agent for all Health Insurance Renewals

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Approve establishing an agent to represent Trailer Estates Park and

Recreation District for the annual review of health insurance plans for

district employees

Costs/Estimated Costs: (Required if agenda item includes spending district money.)


Attachments: (Please attach any diagrams or pertinent information concerning this

Agenda Item. Please list the attachments.) _____

Engagement letter attached

Trustee Mary Chandler

Date Submitted October 22, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

TRAILER ESTATES PARK & RECREATION DISTRICT
P.O. BOX 6298
BRADENTON, FLORIDA 34281-6298
Phone: 941-756-7177 Fax: 941-755-2937
Email: trailerestates@trailerestates.com

November 21, 2022

ATTN: United Health Care
RE: Group # 06L3365

To Whom it May Concern,

As of November 21, 2022, we have appointed Pilar Toppo (NPN# 17726774) as Trailer Estates Park & Recreation District exclusive insurance agent for all lines of coverage. The appointment of Pilar Toppo rescinds and supersedes all previous agent appointments and gives Pilar Toppo the ability to review, make changes, and call carriers in place of Trailer Estates Park & Recreation District.

Best Regards,

Mary Chandler

Date: 11/21/2022

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Review 2023 Trustee & Treasure Barn Meeting Dates

For Upcoming Meeting—Date 11-07-2022

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To review
proposed 2023 Trustee & TB Meeting Dates and identify any errors on the list
prior to sending to the Bradenton Herald in early December. Please watch
the candidates night date.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None.

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) Draft of 2023 Trustee Meeting dates and
Draft of 2023 Treasure Barn Meeting dates

LD Trustee Lori Dalton

Date Submitted 10-31-2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

**TRAILER ESTATES PARK & RECREATION DISTRICT
SETS TRUSTEE MEETING DATES**

The Board of Trustees of TRAILER ESTATES PARK AND RECREATION DISTRICT
have set the meeting dates for January 2023 - December 2023,
Small Hall, 1903 69th Avenue West, Bradenton Florida 34207

Date - 2023

| | |
|--------------|--|
| January 2 | Organizational Meeting, 9:30 a.m. followed by Regular Meeting and Workshop |
| January 16 | Regular Meeting, and Workshop, 9:30 a.m. |
| February 6 | Regular Meeting and Workshop, 9:30 a.m. |
| February 20 | Regular Meeting and Workshop, 9:30 a.m. |
| March 6 | Regular Meeting and Workshop, 9:30 a.m. |
| March 20 | Regular Meeting and Workshop, 9:30 a.m. |
| April 3 | Regular Meeting and Workshop, 9:30 a.m. |
| April 17 | Regular Meeting and Workshop, 9:30 a.m. |
| May 1 | Regular Meeting and Workshop, 9:30 a.m. |
| May 15 | Regular Meeting and Workshop, 9:30 a.m. |
| June 5 | Regular Meeting and Workshop, 9:30 a.m. |
| June 19 | Regular Meeting and Workshop, 9:30 a.m. |
| July 3 | Regular Meeting and Workshop, 9:30 a.m. |
| July 17 | Regular Meeting and Workshop, 9:30 a.m. |
| August 7 | Regular Meeting and Workshop, 9:30 a.m. |
| August 21 | Regular Meeting and Workshop, 9:30 a.m. |
| September 5 | Regular Meeting and Workshop, 9:30 a.m. |
| September 18 | Regular Meeting and Workshop, 9:30 a.m. |
| October 2 | Regular Meeting and Workshop, 9:30 a.m. |
| October 16 | Regular Meeting and Workshop, 9:30 a.m. |
| November 6 | Regular Meeting and Workshop, 9:30 a.m. |
| November 20 | Regular Meeting and Workshop, 9:30 a.m.; 7:00 p.m. (Candidates Night) |
| December 4 | Regular Meeting and Workshop, 9:30 a.m. |
| December 18 | Regular Meeting and Workshop, 9:30 a.m. |

DRAFT

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 proceeding 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 756-7177 at least 48 hours in advance of the meeting to ensure that adequate accommodations are provide for access to the meeting.

TRAILER ESTATES PARK & RECREATION DISTRICT
SETS TREASURE BARN MEETING DATES

The Board of Trustees of TRAILER ESTATES PARK AND RECREATION DISTRICT
have set the meeting dates for January 2023 - December 2023,
Small Hall, 1903 69th Avenue West, Bradenton Florida 34207

Date - 2023

| | |
|------------|-----------------------------|
| January 5 | Regular Meeting, 11:30 a.m. |
| February 7 | Regular Meeting, 11:30 a.m. |
| March 9 | Regular Meeting, 11:30 a.m. |
| April 6 | Regular Meeting, 11:30 a.m. |
| October 5 | Regular Meeting, 11:30 a.m. |
| November 9 | Regular Meeting, 11:30 a.m. |
| December 7 | Regular Meeting, 11:30 a.m. |

Note: No meetings for May, June, July, August and September.

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 proceeding 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 756-7177 at least 48 hours in advance of the meeting to ensure that adequate accommodations are provide for access to the meeting.

DRAFT

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Memorializing the history of TEFCD

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Support the memorializing of TEFCD by identifying a space to hold a display
of historical items and fund the purchase of a display cabinet for that display

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
TBD based on items to be displayed,

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) _____

Trustee Mary Chandler

Date Submitted October 30, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Adding a TE History tab to the website

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Work with Big Fish to add a tab to our website to hold the history of TE.


Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** _____

Trustee Mary Chandler

Date Submitted October 29, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Use Old Business segment of meeting to track issues until resolved

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): Issues tend to lose focus unless the board is updated on status when they are being reviewed by legal council or being researched through other avenues. This should encourage the board to actively pursue issues or officially drop them instead of letting them fade away.


Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** _____

Trustee Nickels

Date Submitted 10/18/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Review Signage

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): Remove conflicting signs and update signs to convey the intent more accurately.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
\$750

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Three pictures of existing signs.

Trustee Nickels

Date Submitted 10/18/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

OCT 28 '22 AM 11:55

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Marina Lease Amendment

For Upcoming Meeting—Date 11/7/2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Discuss Amendment #1 to Innovation Contract

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) _____

See attached

Trustee Trotter

Date Submitted 10/28/2022

Chairman/Designee _____

Office Manager/Designee: Date Posted 10/31/2022 Initials AW