

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

**March 21, 2022**

**9:30 A.M.**

***SMALL HALL***

**1903 69<sup>TH</sup> AVENUE WEST  
BRADENTON, FLORIDA 34207**

***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

    Beautification Committee Charge – PP8 (Dalton)

    Community Channel Manager Duties – PP9B (Dalton)

    Community Channel Policy – PP14A (Dalton)

    Storage Lot Manager – PP9C (Dalton)

    Storage Lot Lease – PP23 (Dalton)

    Verification Form for Storage Lot Rental – PP25A (Dalton)

    Storage Lot Rates – PP21A (Dalton)

    Obtain Financing for Seawall and Other Seawall Capital Improvements (Chandler)

Clubs & 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 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 Beautification Committee Charge-PP8

For Upcoming Meeting—Date 03-21-2022

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 approve the  
Beautification Committee Charge, PP8 to include verbiage for \$500 pre-  
approved spending, \$2000 Boutique inventory restock and change "G." to  
replace TJ with Office Manager as discussed at the January 3, 2022,  
January 17, 2022 and February 28, 2022 workshops.

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.)** Revised PP8

*LD*

Trustee Lori Dalton

Date Submitted 03-01-2022

Chairman/Designee *[Signature]*

Office Manager/Designee: Date Posted 3/14/2022 Initials *[Signature]*

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BEAUTIFICATION COMMITTEE CHARGE PP 8**

**PURPOSE:** Established for Trailer Estates Park and Recreation District by the Board of Trustees on February 16, 2004, and formally established as a standing committee on February 18, 2008. Empowered and designated to provide recommendations to the Board of Trustees for beautification and betterment projects in the District using donated funds from the Sunset Beach Walkway bricks and any other fund raising or donations dedicated to the District in the name of the committee. As a Board of Trustees Standing Committee, all members are subject to the Florida Sunshine Law; therefore, ALL items that may come before the committee for a vote in the foreseeable future may only be discussed during the public meetings.

**AUTHORIZATION FOR EXPENDITURE OF FUNDS:** Beautification Committee authorized to expend funds, up to \$500, approved at a Beautification Committee meeting, without prior Board approval. Funds must be used in accordance with the Beautification's Committees mission. Also allow Boutique inventory restock up to \$2,000 without Board pre-approval.

**MEETINGS:**

- A.) Regular meetings of the Beautification Committee (BC) shall be held on the 4<sup>th</sup> Wednesday of the month November through April at 1:00 in the Small Hall.
- B.) The Beautification Committee will consist of a minimum of four (4) members appointed by the Board.
- C.) A quorum of the majority of the current membership must be present to transact business. For this reason, committee members are expected to attend all meetings unless excused in advance by the BC Chairman or Vice Chairman.
- D.) Meetings of the BC shall be governed by the Rules of Procedure adopted by the Board of Trustees and where such Rules of Procedure do not address a matter, the meetings shall be guided by Robert's Rules of Order. Unless amended by the BC Chairman, regular meetings shall be as follows:
  - 1. Call to order
  - 2. Roll call
  - 3. Approval of Minutes
  - 4. Report of the Treasurer
  - 5. Approval of Bills
  - 6. Informational Reports
  - 7. Reports from Fact Finding Committees
  - 8. Old Business
  - 9. New Business
  - 10. Adjournment
- E.) The Chairman shall preside at all BC meetings, shall appoint Fact Finding Committees as necessary; and shall vote on all matters submitted to a vote.
- F.) The First Vice Chairman shall assist the Chairman, and in the absence of the Chairman, shall preside at any meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BEAUTIFICATION COMMITTEE CHARGE PP 8**

- G.) The Secretary shall keep the minutes, provide copies appropriately to the members and submit a copy to Office Manager for Public Record.

**ORGANIZATION:**

- H.) At the first meeting in November, from the members, a Chairman, Vice Chairman, Secretary and Treasurer shall be established.
- I.) The Beautification Committee will report to the Board of Trustees through a member of the Board appointed to act as Liaison to the Beautification Committee. The BC shall report their findings and recommendations to the Board of Trustees.

**VACANCIES:**

- J.) Vacancies can be filled by any TE Resident by submitting a letter of interest to the BC Chairman or Vice Chairman. The BC Chairman will submit recommendations to the Board of Trustees liaison for formal appointment by the Board of Trustees.

The Beautification Committee will consider suggestions from the property owners and board members for future beautification and betterment projects.

**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 Community Channel Manager Duties - PP9B

For Upcoming Meeting—Date 03-21-2022

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 approve the  
changes to the Community Channel Manager Duties - PP9B as discussed  
at the Workshop on February 28, 2022.

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.) Final of PP9B

Trustee Lori Dalton

Date Submitted 03-08-2022

Chairman/Designee

Office Manager/Designee: Date Posted 3/14/2022 Initials LD

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
COMMUNITY CHANNEL MANAGER DUTIES PP 9B**

**COMMUNITY CHANNEL MANAGER SHALL:**

1. Establish a group email for Chairman, Office Manager & Maintenance to receive and approve information request for the Community Channel.
2. Receive approved requests from the Board Chairman or designee by 10:00 a.m. each Tuesday.
3. Only prepare for publication those requests that have been approved by the Chairman or designee.
4. Ensure approved requested data is provided on the Community Channel.
5. Annually, in January, provide to the Chairman a schedule of the regularly scheduled items for rebroadcast (i.e. 1<sup>st</sup> & 3<sup>rd</sup> Mondays live broadcast Board Meetings at 9:30 a.m.; the following Wednesday and Thursday rebroadcast Board Meeting at 2:00. Sunday 9:00 a.m. broadcast live Covenant Church Service; Church rebroadcast on Tuesday at 5:30 p.m., etc.)

MAR 8 '22 4:17:10

**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 Community Channel Policy - PP14A

For Upcoming Meeting—Date 03-21-2022

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 approve the changes to the Community Channel Policy - PP14A as discussed Workshop

Meeting on February 28, 2022 and March 7, 2022.

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.)** Final of PP14A

Trustee Lori Dalton

Date Submitted 03-08-2022

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted 3/14/2022 Initials [Signature]

MAR 8 '22 AM 7:10

## TRAILER ESTATES PARK AND RECREATION DISTRICT COMMUNITY CHANNEL POLICY PP14A

The Trailer Estates Community Channel is a local government channel, overseen by the Board of Trustees, that is broadcast to TE residents only and is pursuant to an agreement with our cable provider. The District authorizes the Community Channel Manager to include community information on the community channel, but is prohibited from including any information for the purpose of solicitation or commercial uses.

Clubs, groups and organizations may submit items to the District for inclusion in the community channel broadcast provided all the following criteria are met:

1. Membership in the club or organization must be open to all residents within the Park, be not-for-profit in nature and must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
2. The club, group or organization must be in good standing in the TE office with current bylaws, list of officers, etc. on file. See the Policy and Procedures "Rules for Clubs, Groups and Organizations".
3. The information provided should be positive and non-judgmental. Due to space limitations, the District may edit requests. Information submitted must be in .pdf or .jpg not to exceed 1920/1080 in size.
4. Item submissions must be made by a named officer or principal of the club, group or organization.
5. Community Channel requests from clubs, groups or organizations shall be limited to a description of upcoming activities or events. They can run for three (3) weeks prior to the event unless more time is needed to sell tickets or secure food.
6. Items which serve a political or commercial purpose shall not be accepted by the District. The District monitors for copyright information or safety violations before the data is approved for broadcasting.

All items are to be submitted to the Trailer Estates office by email or by completing PP14B for placement on the community channel. Requests shall be reviewed and approved by the Chairman, or designee, by 10:00 a.m. each Tuesday and provided to the Community Channel Manager for placement on the community channel. If the Chairman, or designee, determines the item does not comply with the above requirements they shall provide a written explanation of the deficiency to the club, group or organization and a description of the means, if any, to bring the request into compliance with this policy. The Chairman shall also provide a timeframe within which to submit an amended request. If amendments are not made by the stated deadline, the item shall not be included on the community channel.

In the event an item is ultimately determined by the Chairman not to comply with the above requirements, the matter shall be automatically reviewed by the board of trustees at the next workshop, unless the club, group or organization notifies the chairman in writing that it does not want the matter to be reviewed further.



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 Storage Lot Manager - PP9C

For Upcoming Meeting—Date 03-21-2022

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 approve the  
creation of a Storage Lot Manager - PP9C as discussed at workshops on  
February 7, 2022 and February 28, 2022.

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.) Final of PP9C



Trustee Lori Dalton

Date Submitted 03-08-2022

Chairman/Designee 

Office Manager/Designee: Date Posted 3/14/2022 Initials 

## TRAILER ESTATES PARK AND RECREATION DISTRICT STORAGE LOT MANAGER DUTIES PP 9C

The Trailer Estates Board of Trustees work with administrative volunteers to assist the district in its day-to-day operations. The Storage Lot Manager is recommended by the Maintenance Trustee and approved by the Board of Trustees. The Storage Lot Manager can be removed at anytime by the majority of the Board. The Storage Lot Manager will report to the Maintenance Trustee. It shall be the primary duty of the Storage Lot Manager to provide daily supervision and on-site inspection of ALL storage spaces. The Storage Lot Manager is charged with enforcing all of the Rules and Regulations of the District and reporting issues to the Maintenance Trustee.

### **Duties shall include:**

- 1) The Storage Lot Manager will coordinate with the Office Manager for residents requesting a storage lot space.
- 2) The Storage Lot Manager will meet with the resident and identify the length and item to be stored, ensuring proper sized storage lot is assigned.
- 3) The Storage Lot Manager will advise the resident of the rules for storing items in the lot.
- 4) Once the space is approved, the Storage Lot Manager will complete the Verification for Storage Lot Rental form and return it to the Office Manager for processing.
- 5) The Storage Lot Manager will inspect the storage lot on a monthly basis and identify vehicles to ensure proper registrations and license plates are up to date.
- 6) Coordinate with the Maintenance Trustee to identify better usage of the lot and/or identify infractions by residents.

**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 Storage Lot Lease - PP23

For Upcoming Meeting—Date 03-21-2022

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 approve the re-write of the Storage Lot Lease - PP23 as discussed at the workshop on March 7, 2022.

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.)** Final of PP23

Trustee Lori Dalton

Date Submitted 03-08-2022

Chairman/Designee *[Signature]*

Office Manager/Designee: Date Posted 3/14/2022 Initials *[Signature]*

MAR 8 '22 PM 7:10

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RECREATIONAL VEHICLE, BOAT & TRAILER  
STORAGE SPACE LEASE PP 23**

**RULES/LEASE**

1. Spaces will be assigned on a “first come, first served” basis for the size lot required from the waiting list maintained by the Office Manager. When a space is offered to someone on the waiting list, he/she will be given two full working days to accept or reject the offer.
2. All storage spaces must be leased through the Trailer Estates Office. Storage Lot may only be rented to Property Owners and renters. Office Manager will notify Storage Lot Manager/Maintenance Trustee of the next available space and notify the next person on the waiting list.
3. Resident must meet with Storage Lot Manager/Maintenance Trustee to be assigned the appropriately sized space. Storage spaces shall be limited to boat on trailer, boat trailer, motor home travel trailer, vehicle towing trailer, utility trailer, cargo trailer, cars and or truck and length of cannot exceed storage space assigned. Storage Lot Manager will review PP23 Rules/Lease with the applicant and return PP25A to the Office Manager.
4. Trailer Estates has at its sole discretion to change or re-assign the rented space of a Lessee.
5. Commercial use of storage lot by lessee is prohibited. Sheds or other buildings are not permitted in the storage area. Stored items not owned by Lessee will be removed at the owner’s expense including but not limited to towing of such items.
6. Lessee must provide and maintain a current address, phone number, current vehicle and/or boat registration on file in the Trailer Estates Office. Current vehicle and/or boat registration must be placed on the stored item for verification. **Failure to have up to date licensing and/or registration will result in those items being removed at the owners’ expense, including but not limited to towing of such item.**
7. Rent will be paid in advance from the first of the month in which the space is assigned.
8. Rents remaining unpaid for fifteen (15) days beyond the expiration date of any rental term shall incur a late charge of 10 percent (10%) of the annual lot rental. After 30 days, the stored unit will be removed at the owner’s expense including but not limited to towing of such item.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RECREATIONAL VEHICLE, BOAT & TRAILER  
STORAGE SPACE LEASE PP 23**

9. If the offer is accepted, the written lease application must be submitted and a year's lot rental, from the beginning of the month of the offer and must be paid within two days.
  - a. Trailer Estates will then give the applicant one month to present documentation of the required licensing of vehicles and registration. In the intervening time,
  - b. no item may be stored on the lot.
  - c. If applicant is unable to present the required documentation within the one-month grace period (Board can approve an extension for extenuating circumstances), Trailer Estates will prorate and refund any lot rental fee for the months remaining after the month in which applicant notifies Trailer Estates his/her inability to meet all lease requirements.
  - d. If a person on the waiting list rejects the offer in writing within the above two full working days, that person will remain at the top of the waiting list for an appropriately sized lot.
  - e. A person not responding in writing by the deadline will be removed from the waiting list. Faxes, e-mails, and bank transfers or wires will be accepted.
  - f. Trailer Estates will make a good faith effort to contact the person at the top of each waiting lists using the phone number provided by the applicant. If the applicant cannot be reached, he/she will retain that position on the waiting list, but the next person will be offered the available space. **(what if applicant is up north and cannot provide the information?)**
  
10. Lessee may terminate his/her full year lease at any time and will receive a prorated refund of rent already paid for any unused full months remaining on the lease.
  
11. Spaces leased under **a six-month** agreement will not be provided a refund if the item is removed prior to the lease term.
  
12. Trailer Estates Park and Recreation District shall not be financially responsible for any injuries to Lessee or their agents or from damages or theft of stored property. Lessee assumes full responsibility for damages or injuries caused by the Lessee or his/her stored property.

MAR 8 '22 AM 7:11

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RECREATIONAL VEHICLE, BOAT & TRAILER  
STORAGE SPACE LEASE PP 23**

13. Nothing may be stored or left lying on the ground. Lessee shall keep the rented space clear of all debris and free of safety hazards. Blocks needed for stored items must be neatly stacked along fence when not in use.
14. All stored items must be aligned so as not to encroach upon adjacent spaces, must be situated starting at the back of the lot, centered between the markers or poles. Space markers and/or lot numbers may not be removed. Stored items shall be well maintained, i.e., no flat tires, torn or ripped tarps, etc.
15. Violations of any lease provisions will be given a 30-day notice to remedy. If not corrected within 30 days, violators will lose their rental space and will not receive a refund of any rent paid. Stored items must be removed by the owner, if not, the stored item shall be removed at the owner's expense including but not limited to towing of such item.

**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 Verification Form for Storage Lot Rental - PP25A

For Upcoming Meeting—Date 03-21-2022

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 approve the creation of a Verification Form for Storage Lot Rental - PP25A as discussed

as discussed at the Workshops on February 28, 2022 and March 7, 2022.

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.)** Final of PP25A

Trustee Lori Dalton

Date Submitted 03-08-2022

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 3/14/2022 Initials [Signature]

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
VERIFICATION FORM FOR STORAGE LOT RENTAL PP 25A**

**THIS IS VERIFICATION THAT STORAGE LOT RENTAL HAS BEEN APPROVED FOR THE FOLLOWING:**

**LOT NUMBER:** \_\_\_\_\_ **LOT SIZE:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**PHONE NUMBER/EMERG.:** \_\_\_\_\_

**LICENSE PLATE NUMBER:** \_\_\_\_\_

**BOAT REGISTRATION NUMBER:** \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
**Signature (Storage Lot Manager/Maintenance Trustee)** **DATE:** \_\_\_\_\_

**NOTE: THIS IS ONLY GOOD FOR 15 WORKING DAYS FROM THE ABOVE DATE**

.....  
**TRAILER ESTATES PARK AND RECREATION DISTRICT  
VERIFICATION FORM FOR STORAGE LOT RENTAL PP 25A**

**THIS IS VERIFICATION THAT STORAGE LOT RENTAL HAS BEEN APPROVED FOR THE FOLLOWING:**

**LOT NUMBER:** \_\_\_\_\_ **LOT SIZE:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**PHONE NUMBER/EMERG.:** \_\_\_\_\_

**LICENSE PLATE NUMBER:** \_\_\_\_\_

**BOAT REGISTRATION NUMBER:** \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
**Signature (Storage Lot Manager/Maintenance Trustee)** **DATE:** \_\_\_\_\_

**NOTE: THIS IS ONLY GOOD FOR 15 WORKING DAYS FROM THE ABOVE DATE**



MAR 8 '22 9:17:11

**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 Storage Lot Rates - PP21A

For Upcoming Meeting—Date 03-21-2022

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 approve the  
creation of a separate Storage Lot Rates - PP21A as discussed at the Board  
Meeting on February 28, 2022 and the Workshop on March 7, 2022.

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.)** Final of PP21A

Trustee Lori Dalton

Date Submitted 03-08-2022

Chairman/Designee 

Office Manager/Designee: Date Posted 3/14/2022 Initials 



# TRAILER ESTATES PARK AND RECREATION DISTRICT STORAGE LOT RATES PP 21A

RESIDENT RATES: Storage lots are available for residents only.

<u>Lot Size</u>	<u>Time Frame</u>	<u>\$\$/Foot</u>	<u>Base Price</u>	<u>Taxes Included</u>
50'	12 months	\$13.75	\$420.00	\$449.40
	6 months		\$210.00	\$224.70
40' Paved	12 months	\$13.75	\$420.00	\$449.40
	6 months	--	\$210.00	\$224.70
40' Unpaved	12 months	\$13.00	\$420.00	\$449.40
	6 months	--	\$210.00	\$224.70
30'	12 months	\$13.00	\$315.00	\$337.05
	6 months	--	\$157.50	\$168.53
24'	12 months	\$13.00	\$252.00	\$269.46
	6 months	--	\$126.00	\$134.82
20'	12 months	\$13.00	\$210.00	\$224.70
	6 months	--	\$105.00	\$112.35
18'	12 months	\$13.00	\$189.00	\$202.23
	6 months	--	\$94.50	\$101.12

**CANOE/KAYAK RATES:**

Monthly \$10.00/\$10/70

Annually \$100.00/\$107.00

These “with tax” rates are based on the current Florida Sales Tax rate of 7% and are subject to immediate change if/when Florida Sales Tax is changed.

TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM

MAR 14 '22 AM 10:48

PP 38

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

Agenda Obtain Financing for Sea Wall & other Capital  
For Upcoming Meeting—Date March 21, 2022 Improvements

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): Enter into  
a contract with Public Resources to represent  
the district in the acquisition of financing  
to make the needed repair to the Marina  
Seawall and other capital Improvements

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.

To be attached

Trustee Mary Chandler

Date Submitted March 14, 2022

Chairman/Designee Deanne Smith

Office Manager/Designee: Date Posted 3/14/2022 Initials DM



MAR 14 '22 PM 12:59  
150 SECOND AVENUE NORTH, SUITE 400  
ST. PETERSBURG, FLORIDA 33701  
TEL: (727) 822-3339 | FAX: (727) 822-3502

**PUBLIC RESOURCES ADVISORY GROUP**

March 31, 2022

Mary Chandler  
Treasurer  
Trailer Estates Park & Recreation District  
1903 69<sup>th</sup> Avenue West  
Bradenton, FL 34207

Dear Ms. Chandler:

Thank you for reaching out to discuss Public Resources Advisory Group's ("PRAG") ability to provide independent municipal financial advisory services to Trailer Estates Park & Recreation District (the "District") in connection with a tax-exempt bank loan of approximately \$1.5 million to fund capital improvements to the District for repair of the District's seawall and potential improvements to the District's buildings and facilities.

PRAG is an independent municipal advisory-only firm founded in 1985 that specializes in providing financial and debt-related advice to local governments and their agencies, authorities and special districts including community development districts. PRAG is registered as a municipal advisor with the MSRB (MSRB ID K0133) and the SEC (Municipal Advisor Registration Number 867-00146).

Our local clients include Manatee County, Pinellas County, Hillsborough County and the cities of Tampa, Clearwater and Palmetto. We have represented community development districts including Bobcat Trails Community Development District, Lexington Oaks Community Development District, University Place Community Development District and Venetian Community Development District, all of whom used assessment backed financing for tax-exempt bank loans.

PRAG's services will consist of:

- Developing and distributing a detailed Request for Proposals to a variety of commercial banks to ensure a competitive process for the District's financing;
- Initiating direct contact with those banks we believe will be most competitive;
- Analyzing the proposed rates and terms, prepare a cash flow model of sources and uses and debt service requirements and recommending our view of the best value bank to the District;
- Work with the District's staff, District Counsel, Bond Counsel and Bank Counsel to develop the loan documents;
- Assist the District in obtaining any other professional services required for the financing, including an Assessment Methodology Consultant;
- Review the assessment methodology and other supporting documentation;
- Presenting the final financing structure to the District's Board for approval; and,
- Document and coordinate the loan closing process.

**INDEPENDENT FINANCIAL ADVISORS**



MAR 14 '22 PM 12:58

We understand that the District would prefer a 15-year term and desires to close in May. We also understand that District Counsel will coordinate the involvement of any special legal counsel, including bond counsel.

As Project Manager, I would be responsible for the direct delivery of advisory services to the District. I have over 30 years of experience in commercial banking, public finance investment banking, public-private partnerships and municipal financial advisory services. I am registered as a Municipal Advisor Principal (Series 54) and am based in our downtown St. Petersburg office.

We are proposing a fee of \$12,500 to represent the District as Financial Advisor. Our fee will be contingent upon a successful closing of the financing and our engagement would terminate 30 days after the closing of the financing. This agreement may be cancelled by either party with 30-days notice. As we are a regulated entity, I have enclosed our required disclosures for your review.

I am available to discuss our proposal at your convenience.

Sincerely,

PUBLIC RESOURCES ADVISORY GROUP

A handwritten signature in blue ink that reads "Wendell G. Gaertner".

Wendell G. Gaertner  
Senior Managing Director

cc: Mark Barnebey, District Counsel

Accepted:

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**ADDENDUM  
REQUIRED DISCLOSURES**

As a registered municipal advisor, PRAG is required to have written documentation of its agreement with you and must provide certain information to you. This Addendum to our letter dated March 14, 2022 (the "Agreement") is provided under Municipal Securities Rulemaking Board ("MSRB") Rule G-42, effective June 23, 2016, in connection with the municipal advisory services we will be providing to you. This Addendum will serve as the written documentation required under MSRB Rule G-42 of certain specific terms, disclosures and other items of information relating to our municipal advisory relationship as of the date this letter is signed by PRAG.

**1. Scope of Services**

*(a) Services to be provided:* The scope of services with respect to PRAG's engagement with the District is as provided in the Agreement (the "Scope of Services").

*(b) Limitations on Scope of Services:* The Scope of Services is subject to such limitations as may be provided in the Agreement.

**2. Term.** The term of PRAG's engagement as municipal advisor and the terms on which the engagement may be terminated are as provided in the Agreement.

**3. Municipal Advisor's Regulatory Duties When Servicing the District.** MSRB Rule G-42 requires that PRAG make a reasonable inquiry as to the facts that are relevant to the District's determination whether to proceed with a course of action or that form the basis for the advice provided by PRAG to the District with respect to municipal financial products or the issuance of municipal securities, including with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues, based on all the facts and circumstances. The rule also requires that PRAG undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. PRAG is also required under the rule to use reasonable diligence to know the essential facts about the District and the authority of each person acting on the District's behalf.

Accordingly, PRAG will seek the District's assistance and cooperation, and the assistance and cooperation of the District's agents, with the carrying of these regulatory duties, including providing to PRAG accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, if the District provides direction to PRAG to review a recommendation made by a third party, PRAG requests that the District provide any information it has received from such third party relating to its recommendation.

**4. Compensation.** The form and basis of compensation for PRAG's services as municipal advisor are as provided in the Agreement.

**5. Disclosures of Conflicts of Interest.** MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable. Accordingly, PRAG makes the following disclosures with respect to material conflicts of interest in connection with the Scope of Services under this Agreement, together with explanations of how PRAG addresses or intends to manage or mitigate each conflict.

With respect to all of the conflicts disclosed below, PRAG mitigates such conflicts through its adherence to its fiduciary duty to the District, which includes a duty of loyalty to the District in performing all municipal advisory activities for the District. This duty of loyalty obligates PRAG to deal honestly and with the utmost



good faith with the District and to act in the District's best interests without regard to PRAG's financial or other interests.

*(a) Compensation-Based Conflicts:* A portion of the fees due under this Agreement and the payment of such fees shall be contingent upon the delivery of the issue. While this form of compensation is customary in the municipal securities market, this may present a potential conflict of interest because it could create an incentive for PRAG to recommend unnecessary financings or financings that are disadvantageous to the District.

*(b) Other Municipal Advisor Relationships:* PRAG serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of the District. For example, PRAG serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the District under this Agreement. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, PRAG could potentially face a conflict of interest arising from these competing client interests.

**6. Disclosures of Information Regarding Legal Events and Disciplinary History.** MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel. Accordingly, PRAG sets out below required disclosures and related information in connection with such disclosures.

There are no legal or disciplinary events that are material to the District's evaluation of PRAG or the integrity of PRAG's management or advisory personnel disclosed, or that should be disclosed, on any Form MA and Form MA-I filed with the SEC. The District may electronically access PRAG's most recent Form MA and each most recent Form MA-I filed with the SEC at the following website: [www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html).

PRAG has not made any material legal or disciplinary event disclosures on Form MA or any Form MA-I filed with the SEC.

**7. Future Supplemental Disclosures.** As required by MSRB Rule G-42, this letter may be supplemented or amended, from time to time as necessary, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of PRAG. PRAG will provide the District with any such supplement or amendment as it becomes available throughout the term of the Agreement.

**Other Required Disclosure (G-10)**

The MSRB website at [www.msrb.org](http://www.msrb.org), includes the Municipal Advisory client brochure that describes the protections that may be provided by the MSRB Rules and how to file a complaint with an appropriate regulatory authority.

PUBLIC RESOURCES ADVISORY GROUP

Wendell G. Gaertner  
Senior Managing Director