

SOUTH VENICE BEACH ENDOWMENT TRUST

Amended Operational Procedures

ADOPTED December, 2018

The following sections document internal procedural guidelines to be followed to provide a smooth operation of Trust activities. The areas encompassed by the guidelines include the Friends of the Trust, the Trust Administrator, Ferry Operations and the Launch Ramp Facility. These procedures can be changed as necessary by a simple majority of voting Trustees.

Section A. FRIENDS OF THE TRUST

1. Friends of the Trust (FOTT) provides volunteer support to the maintenance of all Trust properties, assistance with initiatives such as fundraising and membership drives, and to forward recommendations for operational improvements.
2. The officers shall be a Committee chairperson and a recording secretary.
3. Minutes of each meeting are acknowledged to be legal documents and should clearly show all actions taken. A record of attendance will be included in the minutes. The recording secretary shall keep the minutes.
4. Seven members present at a regular or special meeting shall constitute a quorum for the transaction of business or to vote on recommendations.
5. Procedures regarding fundraising by the FOTT shall be approved by the Trustees prior to the commencement of any fundraising activities. The Chairperson or their appointee, will make the recommendations to the Trustees on behalf of the FOTT for approval.
6. When the FOTT committee plans an activity, the committee chairman will first present the request to the Trustees for review.
7. If the Friends of the Trust do not meet for more than one year, then the Committee will be considered dissolved.

Section B. FERRY OPERATIONS AND RESPONSIBILITIES OF THE CAPTAIN

FERRY OPERATIONS AND RESPONSIBILITIES OF THE CAPTAIN

Ferry operations shall be conducted by a licensed ferry captain (who must have a Master license with tonnage to match the ferry) under contract with the Trust. This supervising captain shall hire other licensed ferry captains as required to assure that the ferry operates efficiently and according to the published schedule. The Trust shall provide a trustee to act as a liaison to the Ferry Captain. The Captains, (who also must have a Masters License), will adhere to current Coast Guard rules and regulations with regard to the operation of a commercial ferry.

In cases of emergency, both on the water and on shore, local law enforcement, Florida Wildlife, and DMS services (including a rescue boat) are all available in Venice, via direction line and/or 911 services.

The scope of work for the Supervising Captain outlining his duties is as follows:

- a. Keep a maintenance schedule of the Ferry boat, motor and batteries, and boat lift. He will make sure that the maintenance is done on schedule and logged properly.

- b. Generate a work list and designate if he, volunteers such as the Friends of the Beach committee, or a contractor will be required to do the work. If a contractor is required, he will work with the Trust liaison to obtain bids, with the bidders' qualifications stated in the bid. The Trust liaison will present them to the Trustees. All work is to be inspected and approved before payment is authorized. It shall be required that the work is done as stated in the bid. All work must be logged in and initialed when completed.
- c. Operate the Ferry six days per week, from 9:30am until sunset on Thursday, Friday, Saturday and Sunday. Wednesday is a scheduled maintenance day and the Ferry will not operate. The Ferry does not operate on Thanksgiving and Christmas Day. A Captain's workday cannot exceed twelve consecutive hours.
- d. Comply with all Coast Guard inspection requirements, including quarterly Man Overboard, and fire drills.
- e. The Ferry will operate within the passenger capacity requirements per the C.O.I.
- f. Be responsible for the enforcement of all "Ferry Rules and Regulations" as posted at the Ferry House. See Appendix A.
- g. Be responsible for the numbered Ferry annual passes and monthly passes sold at the Ferry, record all monetary transaction, and transfer of such transactions to the Trust Administrator on a weekly basis.
- h. Safely transport passengers to and from the beach docks at the scheduled times. Carry the emergency cell phone at all times while on duty. Captains will maintain currency in First Aid and CPR Training.
- i. Close the Ferry operation if weather, tides or other conditions are adverse to the safety of the Ferry or its passengers. For example, rain, thunderstorms in the area, lightning, flooding or threat of a named storm. Notify the Trust Administrator or the Trust liaison of any closings of the scheduled Ferry operation. Post a closing sign with reason for closing at the Ferry House. A cell phone and VHF radio is on board and the following numbers are posted on the beach and at the ferry house in case of an emergency.

CONTACT PHONE NUMBERS

CAPTAIN

Capt. Randall Patterson	941-544-7815
Ferry On Duty Beach	941-451-4787
Emergency Phone	
Office (Tues., Thurs., Sat. 9-1)	941-493-0006
Sandy McHenry	941-609-238-8825
911	
Venice Regional Bayfront Health	941-485-7711
Sarasota County Sheriff	941-861-1701
Venice Police	941-486-2444
Venice Fire/EMS Rescue	941-480-3030
Sarasota County Marine Patrol	941-915-4169
Venice Marine Patrol	941-486-2444
Florida Wildlife Commission	941-915-8330

- j. Have the authority to evacuate the beach passengers in case of emergency. The lowering of the flag at the beach is the signal to evacuate. The Captains will monitor Channel 16 at all times.

- k. Maintain a daily log record of all pertinent information such as number of passengers per day and weather conditions. Captains will records number of passengers on each trip.
 - l. Properly secure all locks and equipment at the end of the day.
 - m. Refuse to allow the Ferry to be use by anyone for any reason unless specifically authorized by the Trustees.
 - n. Act in a courteous and friendly manner at all times while on duty.
 - o. Do not allow any passenger to use the Ferry without showing a current tag or pass.
2. The Ferry will only be operated to and from the ferry house and beach dock, a distance of approximately 150 yards.
 3. The Captains are required to keep the boat house and its immediate surrounding premises neat and clean.
 4. The Captains shall verify that any riding passenger display a current pass or tag before boarding the boat. The Captain will direct any passenger claiming a lost Ferry pass to the Trust Office to obtain a replacement pass. In the event a user loses his pass, a replacement can be obtained from the Trust Office. A fee will be charged for the replacement pass of \$20.00. However, if the user finds the original pass and returns the replacement to the Trust Office, the \$20.00 will be refunded.
 5. A daily checklist of opening and closing duties is posted in the Ferry Captain's Office for use by all of the Captains.

Section C. BOAT LAUNCH FACILITY

Use of the boat launch ramp is provided to the public provided anyone who wishes to use it pays an annual fee. Payment of the fee entitles the user to a key to the ramp. A copy of the rules and regulations will be given to the user at the time of purchase of the key. Users must lock the ramp after each use.

1. In the event a ramp user loses his key, a replacement key can be obtained from the Trust Office. A fee will be charged for the replacement key of \$20.00. However, if the user finds the original key and returns the replacement to the Office, the \$20.00 will be refunded.
2. A Trustee will be designated to oversee the launch ramp area. If necessary, Friends of the Trust may organize a work party to clean up the area.
3. The Trustee liaison will provide periodic communication regarding the condition of the launch area and ramp to the Trust, an discuss maintenance and/or repairs that may be necessary.
4. Launch Ramp Rules and Regulations are attached.

Section D. TRUST ADMINISTRATOR DUTIES AND RESPONSIBILITIES

The Trust Administrator is responsible for the day to day functioning of the Trust. The administrator is engaged by the Trust and reports to the Trustees.

1. The following scope of work generally outlines the major duties:
 - a. Trust office is open Tuesday's, Thursday's, and Saturday's from 9:00am to 1:00pm.
 - b. Perform general office duties of the Trust with minimal supervision.
 - c. Prepare for, and attend monthly meetings.
 - d. Maintain email, email mass mailings, and database management of customers.
 - e. Work with the Captain for orderly management of the beach property.
 - f. Work with the Accountant and Trustees to maintain accurate financial records and financial statements. Provide yearend financial reports to the Florida State Department of Agriculture.
 - g. Maintain accurate insurance policies.

- h. Maintain accurate financial records including banking, processing, record keeping, budgeting and inventory of Ferry passes and launch ramp keys. Provide current listing of Trustees and obtain updated signature cards annually.
2. Office Procedures –
- a. Budget Control – The Trust operations are geared to anticipate annual receipts and expenditures. Income estimates are made near the end of the year. Expense estimates for the operation of programs are made at the same time. From these estimates, an annual budget is prepared and adopted by the Board of Trustees. The Trustee liaisons to any of the committees will be responsible for bringing expenditure requests not specified in the budget to the Trustees for approval. Unbudgeted expenses shall be first approved by the Trustees.
 - b. Handling of Finances – The Trust Administrator shall record all funds received by the Trust, make copies of checks received, and maintain all cash and checks in the computer system. When funds are collected from committees for fees, fundraising, etc., the collections are to be reconciled and the deposit of funds by the Trust Administrator shall be made in a timely manner.
 - c. Purchasing Supplies and Equipment – Supplies and equipment are purchased after authorization by the Trust within the approved budget.
 - d. Use of Equipment/Computers – All equipment and computers are essential in accomplishing job duties and may be difficult to replace. When using property, users are expected to exercise care, safety standards and guidelines. Any defects should be reported as soon as possible. User names for the various software programs used by the Trust Administrator should be documented and available. Passwords should be changed on a regular basis and should be known to the Trust Administrator and one other Trustee. The Trust Administrator will perform regular computer file backups to insure that data is not lost in the event of a computer malfunction.
 - e. Ferry Passes and Ramp Keys – Anyone who purchases a ferry pass and/or launch ramp key must be recorded in the appropriate software database by the Trust Administrator. The Trust Administrator physically holds and hands out the ferry passes and ramp keys after the requester pays the fee.
3. Financial Procedures – The Trust Administrator prepares the transactions that have occurred during the month. Balance Sheets and Profit and Loss Statements are prepared for the monthly Trustee meeting.
- a. Ordinary Expenses – The Trust Administrator may purchase normal or usual purchases used in the normal course of business and be reimbursed, such as office supplies. Other expenses for the office may be approved by one Trustee, acting as Treasurer.
 - b. End of the Year Accounting – The Trust Administrator will prepare 1099 and W-2 forms by the required due dates. The Trust Administrator will provide the necessary documents and Quickbooks data to the Corporate Accountant (Hough & Co.), for year-end tax preparation. Annual returns are prepared by the Corporate accountant. Tax returns are filed electronically by the Corporate Accountant and copies are provided for filing purposes. Annual 990's will be posted on the website.

Section E. AMENDMENTS

Amendments to these guidelines and procedures shall be approved by a majority of the Trustees at any regular held board meeting at which a quorum is present.