



COMMUNITY DEVELOPMENT DISTRICT

March 4, 2021

VIRTUAL COMMUNITY WORKSHOP AGENDA



**Community Development District
OFFICE OF THE DISTRICT MANAGER**

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Fax: (954) 571-0013 • Toll-free: (877) 276-0889

February 25, 2021

Board of Supervisors
Grand Haven Community Development District

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Virtual Community Workshop on March 4, 2021 at 9:00 a.m., accessible via Zoom video at <https://zoom.us/j/2043596216> or via phone at 1-929-205-6099 followed by Meeting ID 204 359 6216. The agenda is as follows:

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS (*3-Minute Rule*)
4. DISCUSSION ITEMS
 - A. General Fund (GF): Operations and Maintenance Budget
 - I. Determine Staffing Levels
 - II. Review Initial Draft of O&M/General Fund Expenditures
 - B. Special Revenue Fund (SRF): Infrastructure Reinvestment Budget
 - FY2022 CIP
 - Other Projects Determined by the Board
 - Direction on Café Renovation
 - Direction on Phase 3 Village Center Bathroom Project
 - C. FY2021 Meeting Timeline and Matrix (*for informational purposes only*)
5. REPORT: Operations Manager [Barry Kloptosky]

6. NEXT BOARD OF SUPERVISORS MEETING DATE: March 18, 2021 at 9:00 A.M.

○ QUORUM CHECK

John Polizzi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Dr. Merrill Stass-Isern	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Kevin Foley	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Michael Flanagan	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Chip Howden	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No

7. SUPERVISORS' REQUESTS

8. ADJOURNMENT

Should you have any questions, please do not hesitate to contact me directly at (904) 386-0186.

Sincerely,



Howard McGaffney
District Manager

FOR VIRTUAL PARTICIPATION:

JOIN ZOOM MEETING: <https://zoom.us/j/2043596216>

MEETING ID: 204 359 6216

OR

VIA PHONE: 1-929-205-6099

MEETING ID: 204 359 6216



COMMUNITY DEVELOPMENT DISTRICT

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GRAND HAVEN TIMELINE

<i>Month</i>	<i>Meetings/Workshops</i>	<i>Action Items</i>	<i>Notes</i>
March 2021	Workshop: 03/04	03/04 Workshop: Staffing Levels, O&M Budget <ul style="list-style-type: none"> • Discussion on Staffing Levels <ul style="list-style-type: none"> ○ Addition of 2 Maintenance Workers Level 2 • Review FY2022 O&M Budget/Assessment Levels • Discussion on Infrastructure Reinvestment / Capital Improvement Plan (CIP) FY2022 <ul style="list-style-type: none"> ○ Direction on Café Renovation ○ Direction on Phase 3 Bathroom Renovation 	<ul style="list-style-type: none"> • Vesta Continue to work on fitness proposals • Focus on FY2022's proposed budget first Then to begin to develop the next 5 to 10 years of long-term planning • DM-Road resurfacing-10 years vs. 5 years • Discuss Financing structure for next 10 years • Update FY2022 Proposed Budget
	Meeting: 03/18	03/18 Regular Meeting: <ul style="list-style-type: none"> • Public Hearing-Establish Mailbox Fee • Consider Amenity RFP Proposals • Review fitness proposals-Vesta <ul style="list-style-type: none"> ○ Board Direction on Fitness Plan 2021/2022 • Direction on other FY2021 CIP projects <ul style="list-style-type: none"> ○ Direction on Grand Haven Room floor replacement and painting of walls ○ Direction on Replacing Carpet in Creekside Office 	<ul style="list-style-type: none"> • Update FY2021 CIP depending on Fitness discussion • Update FY2022 CIP depending on Fitness discussion • Barry to provide budget numbers for FY2021 Projects listed in Matrix
April 2021	Workshop: 04/01	04/01 Workshop: Job Descriptions/Evals/Benefits <ul style="list-style-type: none"> • Review job descriptions for remaining CDD positions • Review evaluation criteria/pay ranges/bonus structure/health insurance benefits 	<ul style="list-style-type: none"> • Determine FY2021/FY2022 Plan • Update Health Insurance Benefits Matrix
	Meeting: 04/15	04/15 Regular Meeting: <ul style="list-style-type: none"> • Approve the noticing of Road Resurfacing RFP • Approve job descriptions/evaluation criteria/benefits • Direction on other FY2021 CIP projects 	<ul style="list-style-type: none"> • Update FY2022 Proposed Budget • RFP Issue Date: Issue Date: May 1
May 2021	Workshop: 05/06	05/06 Workshop: FY2022 Updated Proposed Budget & Long-Term Capital Planning <ul style="list-style-type: none"> • Determine Road Resurfacing beyond FY2022 • Reserve Study:10-year outlook • CIP: Projects-Critical/Essential/Other • Discuss Financing Structure to fund Capital Projects • Chairman/Ops Mgr.-Update on Contractor Semi Annual Review Process/Maintenance Schedule 	<ul style="list-style-type: none"> • Direction on Waterside Café Renovation • Direction on Oak Trees • Direction on Sidewalk Repairs • Direction on Curb and Gutter Repairs • Update FY2022 Proposed Budget • Barry to provide Agenda Items related to Chairman's Report
	Meeting: 05/20	05/20 Regular Meeting: FY2022 Budget/Calendar <ul style="list-style-type: none"> • Approve the Proposed Budget • Direction on other FY2021 CIP projects 	<ul style="list-style-type: none"> • Notify Jeff Pinder/Michal-final approval of Proposed Budget for FY2022

June 2021	Workshop: 06/03	06/03 Workshop: Long Term Capital Planning Cont. Final Determination: Road Resurfacing beyond FY2022 Updated Reserve Study:10-year outlook Beyond FY2022 CIP: <ul style="list-style-type: none"> ○ Final Critical/Essential/Other ● Discuss Financing Structure to fund Capital Projects 	
	Meeting: 06/17	06/17 Regular Meeting: <ul style="list-style-type: none"> ● Consider FY2022 Road Resurfacing Proposals and District Engineer’s recommended Ranking ● Direction on other FY2021 CIP projects 	<ul style="list-style-type: none"> ● Road Resurfacing Project to begin in October, 2021
July 2021	Workshop-07/01	07/01 Workshop: Cancel Workshop	
	Meeting: 07/15	07/15 Regular Meeting:	
August 2021	Workshop 08/05	08/05 Workshop: <ul style="list-style-type: none"> ● Present Long Term Capital Plan-No Motion, Living Document ● Review Proposed FY2022 Calendar 	<ul style="list-style-type: none"> ● Post to Website/Send to Community via Eblast
	Meeting: 08/19	08/19 Regular Meeting: TBD	
September 2021	Workshop 09/02	09/02 Regular Meeting: Public Hearings <ul style="list-style-type: none"> ● Public Hearing to Approve Budget ● Public Hearing to Approve Levy of Assessments ● Approve FY2022 Calendar 	
	Meeting: 09/16	09/16 Workshop: TBD	



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Operations Manager's Report Updates

March 4th, 2021 Community Workshop

- **VILLAGE CENTER BREEZEWAY & AWNING CEILING AND COLUMN REPLACEMENT**
 - Project is complete including punch list items, final walkthrough, and final inspection.
 - Engineer has signed off on final payment.
 - Installation of the new speakers for the Village Center is in progress.

- **SIDEWALK DEFLECTION REPAIRS**
 - Currently being repaired on North Village Parkway.
 - Tentative completion date is Friday February 26th, 2021, weather permitting.

- **CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER**
 - District Engineer currently working on design plans and scope of work documents for bidding purposes.
 - District engineer plans to have the documents ready for presentation at the March regular Board meeting.
 - Once the documents are approved by the Board, the formal bidding process will begin.

Barry Kloptosky • Operations Manager
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GRAND HAVEN



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- CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE
 - Tentative start date is end of March 2021.
 - Once the project is started, it will take 30-45 days to complete.
 - Once the court construction is completed, the court will need to sit dormant for at least 30 days to let the grass take root and grow before it becomes playable.
 - During this time, the installation of the paver patios, canopies, and benches will be completed.
- CURB AND GUTTER REPAIRS
 - Currently working on 9 locations throughout the community.
 - Board approved 9 additional locations totaling \$41,457.
- CURB AND GUTTER ASSESSMENTS PRIOR TO ROAD RESURFACING
 - CDD staff assessment of curb and gutter repairs prior to road resurfacing at the Crossings and Lakeside Drive is complete.
 - List will be forwarded to the infrastructure contractor to acquire a proposal.
- CONTRACTS FOR THE AUDIO/VISUAL UPGRADES IN THE GRAND HAVEN MEETING ROOM HAVE BEEN SENT TO THE CONTRACTOR FOR REVIEW

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- STAFF IS PREPARING TO BEGIN UPGRADES TO THE GRAND HAVEN MEETING ROOM
 - The scope of the upgrades will include trim enhancements, wall texturing, repainting, new flooring, and window shades.
- STAFF IS CONTINUING REPAIRS TO THE WOODEN FOOT BRIDGES IN WILD OAKS
- STAFF HAS BEGUN REPAIRS TO THE COQUINA SHELL WALKING PATHS IN WILD OAKS
- VILLAGE CENTER SIGNS
 - Proposals have been signed.
 - Fabrication in progress for entrance sign lettering and various signage throughout Village Center facility.

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GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 COMMUNITY WORKSHOP AND REGULAR MEETING SCHEDULE

COMMUNITY WORKSHOPS WILL BE HELD VIRTUALLY

Join Zoom Meeting: <https://zoom.us/j/2043596216> Meeting ID: 204 359 6216

Dial by your location: 1-929-205-6099 Meeting ID: 204 359 6216

LOCATION FOR REGULAR MEETINGS

Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 1, 2020 CANCELED	Community Workshop	10:00 AM
October 15, 2020 CANCELED	Virtual Regular Meeting	10:00 AM
October 29, 2020	Virtual Regular Meeting	10:00 AM
November 5, 2020 CANCELED	Community Workshop	10:00 AM
November 19, 2020	Regular Meeting	10:00 AM
December 3, 2020	Virtual Community Workshop	10:00 AM
December 17, 2020	Regular Meeting	10:00 AM
January 7, 2021	Virtual Community Workshop	10:00 AM
January 21, 2021	Regular Meeting	10:00 AM
February 4, 2021	Virtual Community Workshop	9:00 AM
February 18, 2021	Regular Meeting	9:00 AM
March 4, 2021	Virtual Community Workshop	9:00 AM
March 18, 2021	Regular Meeting	9:00 AM
April 1, 2021	Virtual Community Workshop	9:00 AM
April 15, 2021	Regular Meeting	9:00 AM

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
May 6, 2021	Virtual Community Workshop	9:00 AM
May 20, 2021	Regular Meeting	9:00 AM
June 3, 2021	Virtual Community Workshop	9:00 AM
June 17, 2021	Regular Meeting	9:00 AM
July 1, 2021	Virtual Community Workshop	9:00 AM
July 15, 2021	Regular Meeting	9:00 AM
August 5, 2021	Virtual Community Workshop	9:00 AM
August 19, 2021	Regular Meeting	9:00 AM
September 2, 2021	Public Hearing & Regular Meeting	3:00 PM
September 16, 2021	Virtual Community Workshop	9:00 AM