



**Community  
Development District**

**October 7, 2021**

**Workshop Meeting  
Agenda**



**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W • Boca Raton, Florida 33431**  
**Phone: (561) 571-0010 • Fax: (561) 571-0013 • Toll-free: (877) 276-0889**

September 30, 2021

**ATTENDEES:**

**Meetings/Workshops are now held in person. During public comments, please state your name and address.**

Residents have the option of calling in via Zoom with the call-in information below.

Call-in Number: +1 (929) 205-6099

Meeting ID: 2043596216#

Link: <https://us06web.zoom.us/j/2043596216>

**Board of Supervisors**  
**Grand Haven Community Development District**

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Workshop Meeting on Thursday, October 7, 2021, at 9:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137.

**I. Call to Order/ Roll Call**

**II. Pledge of Allegiance**

**III. Audience Comments – (limited to 3 minutes per individual)**

**IV. Discussion Items**

A. Discussion of Financial Management of District Funds

Exhibit 1

B. Discussion of Long-Term Capital Planning – *To Be Distributed*

C. Meeting Matrix

Exhibit 2

**V. Next Meeting Quorum Check: October 21, 9:00 AM**

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



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**VI. Supervisor's Requests**

**VII. Action Items Review**

**VIII. Adjournment**

Should you have any questions regarding the agenda, please email me at [hmac@vestapropertyservices.com](mailto:hmac@vestapropertyservices.com)

Sincerely,

A handwritten signature in blue ink, appearing to read "H. McGaffney", is enclosed in a thin black rectangular box.

Howard McGaffney  
District Manager

# EXHIBIT 1

***From the Desk Of:  
Patricia C. Thibault***

DPFGMC – a Vesta Corporation  
250 International Parkway Suite 280  
Lake Mary, FL 32746  
Phone: 321-263-0132

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September 27, 2022

Scott & Howard

Pursuant to our conversation with John Polizzi – I advised the Supervisor of the 9 accounts that were transferred to us at the time of the transition from WH to DPFV-VESTA.

I advised the Supervisor – that due to the audit and the impending year end – we would be transferring these accounts as of 10/01 to ensure a clean audit cut-off.

**CONSOLIDATION OF ACCOUNTS  
From 9 Accounts to 5 Accounts**

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The new accounts would be as follows:

- 1) Day to day operations account
  - Non interest bearing
  - Bank United
- 2) Operational Money Market account (cash cow account).
  - Interest bearing
  - All assessment deposits and extra cash balances would be housed here
  - Bank United
- 3) Debit Card Account
  - Non-interest bearing
  - Bank United
- 4) A depository account for District employees to make deposits
  - Non-interest bearing
  - SunTrust
- 5) A **reserves** only money market account - current reserve amounts
  - Interest bearing
  - Is allowed up to 6 withdrawals per month.
  - Assigned amounts for deposit in the reserve account
    - ❖ 3 Month Working Capital
    - ❖ Disaster
    - ❖ Future Capital Improvements

**Note:** The current interest rate from Suntrust on the interest bearing account is 0.01% and the interest rate from Florida Prime is 0.10%. Bank United is offering 0.15%.

***From the Desk Of:  
Patricia C. Thibault***

DPFGMC – a Vesta Corporation  
250 International Parkway Suite 280  
Lake Mary, FL 32746  
Phone: 321-263-0132

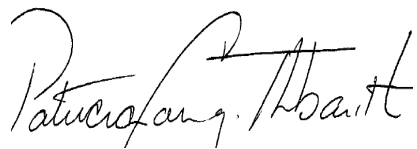
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**TRANSPARENCY & OVERSIGHT**

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- 1) Operational Money Market for Day to Day Operations Account – Monthly Transfer Amount of \$200,000 on the 1<sup>st</sup> of each month
- 2) Debit Card Account – Account will maintain a weekly \$10,000 balance for the two debit cards
- 3) Reserve Money Market Account – Based on BOS direction or motion; amounts will be withdrawn to pay for the respective items. If it is determined that there will be more than 6 transactions per month then a lump sum will be transferred to the day to day non-interest bearing account in order to meet compliance requirements
- 4) Money Movement – Each of the 5 accounts will post a check register for the indicated time period that will be included in the financial statement package. Check registers will depict deposits and money expending
- 5) Account Signatories – District Manager & District Treasurer

Sincerely,



Patricia C. Thibault

# EXHIBIT 2

## GRAND HAVEN TIMELINE

<b>October 2021</b>	<b>Workshop 10/07</b>	<b>Workshop Agenda Items:</b> <ul style="list-style-type: none"> <li>• Financial Management Discussion</li> <li>• Long Term Capital Planning Session                             <ul style="list-style-type: none"> <li>○ 10-year Reserve Study Outlook</li> <li>○ Operations Input</li> <li>○ Board's Goals</li> </ul> </li> </ul>	Include Board Feedback in Long Term Capital planning discussion. Include updated Reserve Study and Staff Feedback
	<b>Regular Meeting: 10/21</b>	<b>Regular Meeting Agenda Items:</b> <ul style="list-style-type: none"> <li>• Staff Reports                             <ul style="list-style-type: none"> <li>○ Operations Mgr.                                     <ul style="list-style-type: none"> <li>▪ Monthly Report/CIP</li> <li>▪ Semi-Annual Contractor Review</li> </ul> </li> </ul> </li> <li>• Consent Agenda Items-including August minutes/Financials</li> <li>• Consideration of Survey proposal</li> <li>• Consideration of Emergency Debris Removal RFP</li> <li>• GHCDD Meeting Matrix</li> </ul> <b>Audit Committee Meeting Agenda Items:</b> <ul style="list-style-type: none"> <li>• Audit Committee Selection:</li> <li>• Consideration of Audit Selection Evaluation Criteria</li> <li>• Consideration of Audit Proposal Instruction</li> <li>• Consideration of Advertisement of Annual Audit Service</li> </ul>	<ul style="list-style-type: none"> <li>• District Engineer-City of Palm Coast, permitting requirements and recommendations to the Board-TBD</li> <li>• Landscaping, Amenity, Security, Ponds -TBD 10/21 meeting</li> <li>• District Counsel-Audit Committee</li> <li>• District Counsel: Draft and Notice the Emergency Debris Removal RFP after 10/21</li> <li>• DM notice the RFP</li> </ul>
<b>November 2021</b>		<b>Regular Meeting Agenda Items:</b> <ul style="list-style-type: none"> <li>• Consent Agenda Items</li> <li>• Consideration of Survey proposal</li> <li>• GHCDD Meeting Matrix</li> </ul> <b>Audit Committee Meeting Agenda Items:</b> <ul style="list-style-type: none"> <li>• Consideration of Audit Proposals</li> </ul> <b>Long Term Capital Planning-Continued Discussions</b>	



<b>December 2021</b>		<b>Regular Meeting Agenda Items:</b> <ul style="list-style-type: none"> <li>• Consent Agenda Items</li> <li>• Consideration of Disaster Debris Removal Proposals</li> <li>• GHCDD Meeting Matrix</li> </ul> <b>Long Term Capital Planning-Continued Discussions</b>	
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<b>ACTION ITEMS / FUTURE AGENDA ITEMS</b>	<b>NOTES</b>
Operations Contracts-Semi-Annual Review by the Ops. Mgr.	Landscaping, Amenity, Security, Ponds -TBD 10/21 meeting
Audit RFP	Board Action for Audit Committee Selection- 10/21 meeting
Road Resurfacing	Schedule to be announced TBD
Employee Cafeteria Plans-TBD	Insurance Agent gathering information-TBD Future Agenda Date
Consideration of Village Center North Parking Lot Expansion Proposals	District Engineer is drawing scope/specs for RFP-Future date in FY2022
Staff's Feedback on Long Term Capital Planning	Initial review has been completed by the DM, Operations Manager to review
Discussion on the process for Resident Feedback to Long Term CIP	TBD Future Agenda Date for Community Town Hall
Pedestrian Crosswalk and Safety concerns at Waterside Pkwy and N. Village Pkwy.	District Engineer is reviewing-agenda TBD
<b>BOARD OF SUPERVISOR'S TOP 10 BUSINESS GOALS</b>	<b>NOTES</b>
1. Board Accountability, Code of Conduct, Meeting Efficiency	Continue to work on Board's roles and responsibilities, meeting efficiency
2. Staffing Levels for Future Needs, Job Descriptions-Field Workers	Assistant Operations Manager-TBD
3. Budget, Debt and Assessments	Completed for FY2022
4. Improve Communications	Add to Townhall discussions for Long Term Planning
5. 2-5-year Capital Planning	Sidewalks, Crosswalks, Speed Control, Parking, Amenity Expansion, Trees
6. Health, Safety and Security of Grand Haven Residents	A work in progress, Board continues to discuss many related topics
7. External District Resources, Consultants, Intergovernmental Relations	City/County Relations, Enforcement Agencies, Chairman, DM, Ops. Mgr.
8. Stormwater/Pond Management	A work in progress, DE/Operations Manager, scope and proposals
9. Other Funding Sources, Grants	Grant Writing Consultant has been discussed, no further action at this time
10. Update Technology / Access Control, Resident Directory, CRM	Website upgrades, project management, gate cell access