



**Community
Development District**

October 21, 2021

**Regular Meeting
Agenda**



OFFICE OF THE DISTRICT MANAGER
250 International Parkway, Suite 280 • Lake Mary, Florida 32746
Phone: (321) 263-0132

October 14, 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 Regular Meeting on Thursday, October 21, 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 for agenda items)**
- IV. Presentation & Discussion of Internal Control Process** Exhibit 1
- V. Audit Committee Meeting**
- VI. Staff Reports**
 - A. Amenity Manager: Robert Ross/ John Lucansky
 - Amenity Management Report Exhibit 2
 - B. District Engineer: David Sowell
 - C. Operations Manager: Barry Kloptosky
 - Presentation of Capital Project Plan Tracker Exhibit 3
 - Monthly Report Exhibit 4
 - D. District Counsel: Scott Clark
 - Attorney Report Exhibit 5
 - E. District Manager: Howard “Mac” McGaffney



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VII. Consent Agenda Items

- A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held August 19, 2021 Exhibit 6
- B. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held September 2, 2021 Exhibit 7
- C. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held September 17, 2021 Exhibit 8
- D. Note: Unaudited Financials through September 30, 2021, will be presented at the November meeting.

VIII. Business Items

- A. Consideration of Emergency Debris Removal RFP Exhibit 9
- B. Consideration of Deren Land Surveying Professional Services Proposals – *To Be Distributed*
- C. Consideration & Adoption of **Resolution 2022-01**, Modifying Auto Reimbursement Exhibit 10

IX. Supervisors Requests

X. Action Item Summary

XI. Upcoming Meeting Agenda Items/ Meeting Matrix Exhibit 11

XII. Next Meeting Quorum Check: November 4th, 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

XIII. Adjournment

Should you have any questions regarding the agenda, please email me at hmac@vestapropertyservices.com

Sincerely,

Howard McGaffney
 District Manager

EXHIBIT 1

ACCOUNTING MEMO - DPF

Budgets

The District is required to establish a budgetary system and an approved Annual Budget. The District's budgeting process is based on estimates of cash receipts and cash expenditures, which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles) and GASB (Governmental Accounting Standards Board).

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year, based on operation and maintenance, contracts and debt obligations, the District's Manager prepares and submits to the District Board, (prior to June 15) a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain comments and input.
- c) Prior to October 1, the budget is legally adopted by the District Board at a public hearing.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles and governmental accounting standards board.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.
- g) The budget amounts shown in the financial statements are the final authorized amounts.

A draft budget is prepared by Accounting Manager and the District Manager and submitted to the Board for consideration, for review of service and reserve levels, and for additional input as capital project management.

Cash receipts /Revenue

Generally, no cash is received by the District. Revenue typically falls into the following categories: Assessments, Developer revenues and interest income. At times there may be other miscellaneous income, however, it is usually not significant. Miscellaneous income usually relates to revenue received for clubhouse rentals and fob/decals.

The mail is opened by an Account Clerk. Checks are photocopied before being deposited. Account clerk records into the temporary deposit account in the general ledger upon receipt/notification of a deposit. The financial statement accountants for the District reclass the deposit from the temporary deposit account into the appropriate general ledger account based on the type of remittance received via a journal entry. The Account Clerk makes up the deposit and the Accounting Associate makes the deposit to bank via electronic depository machine. The financial statement Accountant prepares the monthly bank reconciliation and Accounting Manager reviews monthly.

For assessments - assessments are levied on land (lots) within the District and are comprised of two parts: an Operating and Maintenance portion (recorded in the general fund and budgeted separately) and Debt Service assessments (recorded in the debt service funds and fiscally monitored via the budget). The Debt Service assessment is comprised of two sub-classifications – special assessments and prepaid assessments. Note: there is no distinction between debt service special assessments and debt service prepaid assessments for external reporting. Further, there is no break down required for the principal and interest portion of assessments (special or prepaid) required for external reporting. Assessments are typically levied annually.

Special assessments (non prepayments) for debt service are considered “long term” as it is levied annually over a 30 year period in conjunction with the 30 year amortization of the related bonds. Districts typically do not direct bill for special assessments to homeowners. The assessment amount is approved by the Board and the roll is prepared. Assessment are generally placed on-roll for platted properties. The prepared roll is then sent to the County Tax Collector who bills and collects the assessments. Deposits for amounts collected by the County Tax Collector on behalf of the District are typically made via wire transfer. For those receipts, the bank provides the District with a bank statement showing the date and amount of funds deposited. The Tax Collector’s Office sends a statement to the District summarizing the amount remitted. The accounting clerks record into the temporary deposit account in the general ledger upon receipt/notification of a deposit. The accountant for the District records the deposit in the general ledger into the appropriate account based on the statement received from the Tax Collector and reconciles the statement to the bank advice. Assessments are generally manually or direct billed to the developer for un-platted properties. If a short term bond was issued, the developer will remit to the District a prepaid assessment at the time a lot is sold by the Developer to the homeowner.

Interest income is automatically credited in the bank accounts.

Developer

Developer contributions and assessments typically fall into one of the following categories. Regardless of the category, funds received from the Developer are always a related party disclosure.

1. The Developer owns land (lots) within the District which is intended to be, but has not yet been, sold to home buyers (or others). The District bills the Developer for funding needed for operations and/or debt service payments.
2. The Developer owns land (lots) within the District which is intended to be, but has not yet been, sold to home buyers (or others). Typically, if the Developer own lots are platted then the assessments are placed on the roll; if the Developer own land is un-platted then the assessments are billed directly.

In addition, the Developer may provide funds needed for bond closings, bond prepayments or construction of capital assets, those amounts maybe classified as Developer contributions.

Also, the Developer may contribute capital assets to the District. In that case, these are non-cash contributions.

Cash Disbursements

The District does not normally use manual checks - checks are embossed with the District Name and Address. Approved invoices are coded and are batch inputted into the system by the Account Clerk. The unsigned checks, batch information and supporting documentation are forwarded to the Accountant or the Accounting Manager for review and approval. Once the check is reconciled with the supporting documentation, the Accountant or the Accounting Manager signs each check. Supporting documentation are scanned directly into the accounting software and the system also generates a bill payment stub that reflects all of the information on the original check. The original checks are then mailed. The g/l was automatically updated through the A/P system when invoices were inputted and checks were issued. Checks are pre-numbered and check registers are maintained as well as batch information for reconciliation and control purposes.

The invoices are reviewed against existing contractual amounts pre-approved by Board, the annual budget or are sent to the Developer, Board Chair, Field Manager or District Manager for review and approval. Most month invoicing is recurring in nature. Typically, these invoices are based on a Board approved contract or are specifically budgeted for. If an invoice is received that is outside of the normal routine, the District Manager, Field Manager, Board Chair and/or the Developer is consulted for approval. A fiscal year-to-date list of all checks disbursed (by vendor) is provided to the District Manager and the District Board at the Board's scheduled meeting. Each month a financial package is assembled which includes a check register, bank reconciliation and internal f/s. The package is reviewed by the Accounting Manager and then forwarded to the District Manager for review.

Also, a general fund budget-to-actual financial is provided to the Board and significant variances are explained in a footnote. In addition, all anticipated and year-to-date expenditures are scrutinized by the District Manager and the Board during the preparation of the annual budget.

For Districts that are funded in whole or in part by the Developer, the Accounting Manager reviews the cash position to determine if checks can be distributed or if funding is needed. In the absence of assessments assessed, a "funding requests" is system prepared with supporting invoices and then submitted to the Developer for funding.

A year-to-date check registers that includes funding received and deposits made and other financial reports are included in the meeting packages provided in the agenda package to the Board.

Payroll

The Account Clerk for DPFPG submits the pay information to the payroll processing organization, and they automatically sweep amounts from the GF cash operating account. All payroll timesheets are reviewed for approvals as to time worked. Payroll reports are sent to the Account Clerk who uses them to enter the information into the accounting system and reviews the reports for accuracy. The Accountant reconciles the reports with the bank statements that reflect amounts withdrawn by the payroll vendor via ACH for payroll processing fees, taxes, and payroll remittance whether direct deposit or payroll check. The Accountant also scans the payroll reports for reasonableness and accuracy to ensure that amounts paid have been complete in their recording and classification and are pertinent to that District.

Capital Assets

The capitalization threshold for most of the districts is \$5,000. For Districts with ongoing construction, the Accounting Associate prepares construction requisitions and it is reviewed by the Accounting Manager and reviewed and approved by the District Engineer and the Board Chair (or designee). Construction Requisitions are entered into the accounting system by the accounting clerk. A weekly report is sent to the Chairman/his staff for review of the construction requisitions processed during the preceding week. The financial report included in the monthly Board packet includes outstanding balance amounts of the construction trust account. The requisitions are submitted to the Trustee for payment from the District's Construction Account. The Trustee for the District then disbursed funds for payment, either via wire transfer or by mailing a check to the payee. The Accountant for the District records the disbursement as capital outlay expenditure in the Capital Projects Fund and reconciles trust statement disbursements with the actual authorized requisitions. The Board approves contracts, advertisements of bids, and transfers of property to the District from third parties or the Developer, or from the District to third parties. The Accountant for the District maintains a capital asset schedule reflecting significant additions and deletions.

Long Term Debt

The District must comply with the bond covenants stipulated in the Master Bond Indenture. A district with outstanding bonds is required to have a Trustee. A Bond Trustee is responsible for managing the related debt service and investment activity.

The proceeds of the bonds must be used as designated in the Master Bond Indenture and any surplus funds (proceeds not yet expended) may be invested in the types of investments permitted by the indenture and as permitted by law. The Trustee is responsible for making required Debt Service payments. The funds are disbursed by the Trustee from the District's trust account via wire transfer. Trust statements are sent to the District monthly and activity is reconciled and is recorded into the g/l as with other disbursements. Debt service payments (principal and interest) are recorded by the District Accountant as expenditures in the Debt Service Fund. Annually and subsequently to the scheduled annual principal payment, debt service reserve requirements are evaluated as outlined in the bond indenture. In addition, for those Districts with outstanding bonds, the District must comply with applicable arbitrage requirements.

Journal Entries

The management company utilizes journal entries to update the general ledger. Most journal entries are manual journal entries, with the exception of accounts payable entries which are generated through an interface with a subsidiary ledger/application (e.g. Accounts Payable module). Journal entries include, but are not limited to the following:

- Investments and interest income
- Debt payments
- Capital outlay
- Assessments
- Payroll
- Interfund transactions

The accountant for each District prepares the manual journal entries in the system and reviews all entries prior to posting. The accountant is responsible for ensuring proper documentation is available for all journal entries. The accountant posts the entry which updates the general ledger. Support for the journal entries are kept on the shared drive in the form of cash receipts, invoices, bank and trust statements, requisitions, and payroll registers. Each month financials are prepared for the District. The financials are reviewed and approved by the senior accountant or accounting manager. Supporting documents are accessed during the review. The financial statements are presented to the Board for approval.

Financial Reporting

The Board for each District reviews the respective internal financial statements periodically and accepts them during their established Board meetings. These financial statements are prepared by the accounting staff of the management company. The reports are prepared from the accounting system used for transactions described above. The TBs from the system are used for the audits and the budget-to-actual reports from the accounting system are also reviewed during preliminary planning. Also, based on various procedures discussed herein, Board minutes and other information for reporting purposes are captured through various means and systems. For instance, significant agreements are reviewed by the attorney and discussed in the minutes for Board approval; for conveyance of assets, documentation is typically submitted to the Board for acceptance of operation and maintenance; for significant repairs the District Manager or Engineer discusses with the Board. For some Districts the District Manager as well as the attorney also reviews the draft f/s for known potential significant transactions to be included.

Procurement Process

The District is required to follow specific procurement procedures for any contract for goods or services with a value exceeding \$195,000. When seeking a contract with an anticipated value at or exceeding \$195,000 the District management undergoes the RFP process (Request for Proposals). The District often undergoes the RFP process for contracts that do not exceed the required threshold in order to provide value for the District. First, management of the District determines the project boundaries, which include the scope of the project and the expected budget range. Second, management of the District circulates the RFP information to prospective vendors either by posting an ad in the local/regional newspapers or emailing the RFP document to known, reputable vendors. Third, the District obtains all proposals from responding vendors and the Board evaluates the proposals. The proposers are ranked based on a set of criteria which include price, understanding of the scope of work needed, ability to provide services, and other criteria as deemed appropriate. Fourth, the District selects the vendor with the highest rank. The District sends a letter of contract awarding to the winning vendor and sends a letter of rejection to all of the other vendors.

EXHIBIT 2



Monthly Amenity Update

Date of report: 10/12/2021

Submitted by Robert Ross/John Lucansky

Cafe Vision

This is our phased plan for expanded Café operations (dependent on staffing and sales viability)

1. Sustain Saturday operations
 - a. Make sure Revenue's cover Expenses over an extended period
 - b. Provide the same exceptional service that is provided during the week
2. Start having monthly events/entertainment again (Halloween, Christmas, New Year's Eve,)
3. Expanded Hours
 - a. Introduce Friday and Saturday extension of cafe hours
 - b. Extend food and bar services later into the evening
4. Tiki Hut reopening—please below
5. Provide earlier starting breakfast hours for all days
6. Provide Cafe options for Sunday
 - a. Brunch
 - b. Sports hours viewing

Tiki hut

Reopening Contingencies: We look forward to opening the Tiki hut for food and beverage services, but we must make sure that we are able to provide the exceptional service to that residents and guests expect. The service level is directly related to staffing. We continually struggle to hire top level employees. We are hopeful this trend will come to an end over the holidays.

1. Start Up Costs: Replacement of cooking equipment cost approx.: \$2,000
2. Staffing: Successful hiring of new employees (server and cook) to cover the Tiki hut kitchen and pool.
3. Opening Timing: We want to set this up for success knowing more people use the pool starting in the Spring (May or June)
4. Hours of operation: Recommend that we try Saturdays and Sundays 11:00am-8:00pm starting out. Hours will be expanded or reduced from there to best align with resident utilization of the Tiki Hut.
5. Menu Offerings:
 - a. Limited menu TBA (burgers, hotdogs, grilled chicken, salads)
 - b. Beer and alcohol available
6. Payment Options: Tablet and square available for payments

7. Financial Sustainability: Revenue must meet or exceed expenses more continued operational viability.

Amenity Facilities

We are researching a new quality check system for all amenities. This process will allow for instantaneous reporting from the Facilitators to management for each amenity (tot lots, bocce courts, restrooms, pickleball courts, etc.) and provides electronic validation that the amenity location was checked at the stamped date and time. This replaces our current paper based checklist process. The system uses QR codes that will be placed at each amenity (tennis, pickleball, basketball courts, restrooms, bocce, spas, pools, tot lots, croquet courts....)

1. The facilitator must go to each amenity and scan the codes, completed their inspection of relevant checklist items, their name, and write any comments needed (such as issues they could not immediately remedy).
2. The comments are immediately available to the amenity manager so that any issues can be resolved; any appropriate issues can be reported to the Operation Manager without delay.
3. These amenity location checks will be done multiple times per day.
4. Management will continue to spot check completed checklists and associated amenity locations to ensure quality is maintained and coaching is done as needed.

Café

1. New café satisfaction survey questionnaires will be provided to patrons of the café at each table
 - a. The survey is part of a new QR codes scanner system that most businesses are using. This helps us stay on top of resident wants and continuing providing high quality food and service in the café.
 - b. Residents can scan the QR codes with their phones and can answer a short 5 question survey on their experience in the café (food, service, and any suggestion, etc.). Surveying is anonymous unless a customer elects to provide their contact info to have management follow back up with them individually.
 - c. The café and amenity manager will receive the survey results/suggestions in real time.
 - d. We are continuing to strive to provide the best experience when visiting the café and feel strongly that this concept gives up the needed feedback to do so.
2. Halloween Night at the Cafe Thursday October 28th
 - a. Special Halloween menu
 - b. Costume Contest

3. Trivia Night scheduled for Wednesday October 13th, 6:00-7:30 in the Waterside Café
 - a. Inside and outside seating available
 - b. Prizes are Café gift cards for 1st, 2nd, and 3rd place.
 - c. No charge for the residents
 - d. Four dinner specials were available trivia contestants. The full menu and specials are available for residents dining.
4. Expanded Operations Update:
 - a. Saturday: The café opened on Saturday October 2nd for food and beverage service. Turnout was average. Lunch and dinner specials are offered -same as during the week
 - b. Breakfast: Sales are going well since we started serving breakfast items again. Breakfast hours are 11:00am to 2:00pm Monday through Saturday.

Events/Activities:

1. Free beginner pickleball clinics have ended until October
 - a. There was additional interest of about 30%
 - b. Clinics were Fridays from 2:00-3:30pm and filled up in 1 hour
 - c. Special thanks to Richard Correa for coordinating/teaching the clinics
 - d. True beginners only
 - e. Clinics will start up again in October
2. Beginner only community pickleball: We had numerous inquiries that beginner pickleball have their own days so they would not feel intimidated and could learn the game at their own pace. Tuesday and Fridays 3:30-6:30 (Court 2 only)
3. Community Tennis
 - a. Tuesdays, Thursday, and Saturday at 8:00am (Courts 1 and 2)
 - b. Mondays and Wednesday at 5:00pm (Courts 3 and 4)
4. Community Pickleball
 - a. Monday through Saturday 8:00am 12:00pm
 - b. Court 2 only

Board Requested Items:

1. "Please wipe down equipment after use" signs posted in gyms.
2. "Please limit time on machines to 30 minutes" posted in fitness rooms
3. Eblast was sent out reminding people of the District Policy stating no bike riding on walkways, breeze ways, or on pool decks.
4. Meeting agendas, post meeting notes, Operations and Amenity manager's reports are posted prior and after each CDD meeting and workshop.

Programs/Fitness Classes:

Updated weekly schedules for both Creekside and Village center are available at the Village Center office, schedules are also posted on the website and bulletin boards at each Amenity center. We also offer hard copies for the residents to take home. These are updated weekly to reflect all CDD and HOA meetings, Rentals, CERT meeting days/times, and any other closures for renovations.

GRAND HAVEN ROOM ACTIVITIES OCTOBER 2021

TIME	MON 10-18	TUES 10-19	WED 10-20	THURS 10-21	FRI 10-22	SAT 10-23	SUN 10-24
8:00-9:00	Ballet 8:00-8:50	Ballet 8:00-9:30	Ballet 8:00-8:50		Ballet 7:30-8:45		
9:00-10:00	Zumba 9:00-9:50		Move To Music 9:00-10:00	CDD Meeting 9:00-? Zumba 9:30 Wild Oaks	Move to Music 9:00-9:50	Pilates 8:45-10:00	
10:00-11:00	Tai Chi 10:00-10:45	Table Tennis 10:00-12:00		CDD Meeting 9:00-?	Tai Chi 10:00-10:45	Zumba 10:15-11:15	
11:00-12:00	Tai Chi 11:00-11:45			CDD Meeting 9:00-?	Tai Chi 11:00-11:45		
12:00-1:00				CDD Meeting 9:00-?			
1:00-2:00	Open Play 1:00-4:00 Mahjong	Paula F's Group 1:00-4:00		CDD Meeting 9:00-?	Open Play 1:00-4:00		
2:00-3:00	Chess	3 tables With pads		CDD Meeting 9:00-?			
3:00-4:00				CDD Meeting 9:00-?			
4:00-5:00				CDD Meeting 9:00-?			
5:00-6:00					Table Tennis 5:00-6:30 (Private Group)		
6:00-7:00	Tai Chi 6:00-6:45				2 tables		
7:00-8:00							

CREEKSIDE ACTIVITIES

OCTOBER 2021

TIME	MON 10-18	TUES 10-19	WED 10-20	THURS 10-21	FRI 10-22	SAT 10-23	SUN 10-24
8:00-9:00			8:00-9:00 NCADC 9:00-12:00 MADC				
9:00-10:00	Yoga 9:30-11:00	Fine Meeting 9:00-12:00	9:00-12:00 MADC SIT & DANCE 9:00-10:00 Outside on the Veranda				
10:00-11:00		Fine Meeting 9:00-12:00	9:00-12:00 MADC	Yoga 10:00-11:30			
11:00-12:00		Fine Meeting 9:00-12:00	9:00-12:00 MADC				
12:00-1:00							
1:00-2:00	Mahjong 1:00-4:00	Mahjong 1:00-4:00	Mexican Train 1:00-4:00	Mahjong 1:00-4:00	Canasta 1:00-4:00 (Private Group) 5 Tables		
2:00-3:00	(Private Group) 1 Table outside 4 Tables inside	(Private Group) 3 Tables	4 Tables	(Private Group) 4 Tables With pads			Hearts 2:00-4:00 (Private Group) 3 tables/pads
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00	Mahjong 6:00-8:00						
7:00-8:00	3 Tables						

Pool Guest passes:

- Over 1425 **guest passes** have been issued by 10/12. All passes are numbered and registered by the resident, with a 2-week term limit.
- Passes are logged and tracked at each amenity center.

Website Directory:

- 786 registered residents as of 10-12-2021.
- Eblast are scheduled to send out every 2 weeks reminding residents of the directory

CDD Revenues: 10/9 through 10/12

- Tennis Guest/Ball Machine Fees
 - Tennis Guest: \$20
 - Ball Machine: \$0
- Rental Fees
 - Creekside Pool Rental: \$300
 - Grand Haven Room Rental: \$0

EXHIBIT 3

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2021/2022 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
10/13/2021

Line	Type	Description	Location	Budgeted Cost	Approved Cost	Additional Change \$ (+/-)	Invoiced Amount	Comments/Notes
1	E	Concrete Curbing Replacement Plan	Community Wide	100,000				Creating list for next round of repairs
2	C	Sidewalk Replacement Plan-materials only	Community Wide	50,000				Finalizing list for next round of repairs
3	RES	Paving Project: The Crossings, Village Center North/South Parking Lots	Village Center	272,000				Contracts executed, waiting for tentative start date for Crossings
4	E	Village Center North-Parking Lot Expansion - 1x cost to construct	Village Center	250,000				
5	E	Phase 3 Bathroom Renovation	Village Center	150,000				Will begin once Phase II is completed
6	E	Additional Trailer	Maintenance Equipment	5,000				
7	E	Planned-Pool Heater Replacements (4) at Creekside Athletic Center	Creekside	45,000				
8	E	Planned-Street Light Replacement (10)	Community Wide	60,000				Creating priority list
9	E	High Speed Commercial Copier / Scanner / Printer-Replacement	CDD Office	11,425				
10	E	Landscape Projects	Community Wide	100,000				In progress
11	C	Firewise Projects	Crossings	30,000				
12			Total Capital Projects for FY 2022	1,073,425				
13								
14			FY2020/2021 Carryover Projects					
15	E	Croquet Court Expansion - Cost for Shade Canopies, etc.		20,000				Finishing perimeter fence and hedges
16	E	Pickleball Expansion		30,000				Awaiting start date for final court surfacing and line painting
17	RES	Rubber Tile Flooring - Creekside Fitness Center		8,600				Seeking proposal
18	E	Phase 2 Village Center Bathroom Renovation						In progress - doors ordered, awaiting delivery
19	C	Crossings Curb and Gutter Repair						Tentative start date Oct. 15th, weather permitting
20	C	Concrete Curbing Repair Allowance - CDD Property						Current round of repairs being completed
21			Total Carryover Projects from prior year	58,600				
22			GRAND HAVEN Total	1,132,025				

Type
C Critical
E Essential
R Request
RES Reserve Study

Budgeted cost	This amount is adopted at the public hearing, Board must approve projects
Approved cost	This amount is a refined/actual number based upon either estimates or proposals This could involve a contingency amount, usually a NTE amount.
Change \$ (+/-)	This is an amount above or below the approved amount. Sometimes referred to as a change order amount.
Invoiced Amount	This is the actual invoiced amount and should match the Approve/Change amount

EXHIBIT 4



Operations Manager's Report – October 21st, 2021

○ CURB AND GUTTER REPAIRS

- Current curb repairs in progress.
- Crossings curb and gutter repairs:
 - Utility locates have been called in.
 - Tentative start date Friday October 15th, weather permitting.
 - Being done in preparation for road resurfacing project.
- Crossings road resurfacing project:
 - Contracts have been executed.
 - Notice of Commencement has been signed and filed.
 - Waiting for contractor to provide tentative start date.

○ STAFF REPAIRS TO WOODEN WALKING BRIDGES

- Wild Oaks, Jasmine, and intracoastal walking bridges completed by staff on approximately August 17th, 2021 and included in the August 19th, 2021 Operations Manager's report.
- Budgeted amount: \$151,770
- Cost of materials: \$13,889.57
- Total cost savings: \$137,880

Barry Kloptosky • Operations Manager
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GRAND HAVEN



COMMUNITY DEVELOPMENT DISTRICT

- GRAND HAVEN MEETING ROOM UPGRADES
 - Renovation project complete.
 - All labor was completed by staff (except new flooring and new shades), resulting in cost savings.
 - New projector on order, currently waiting for delivery date.
- POND BANK EROSION – OSPREY CIRCLE
 - District Engineer has provided a written assessment and recommendation for the Board to review.
 - Engineer has provided rendering and specification sheet for repairs.
 - Site meeting with contractor – completed.
 - Proposal approved by Board at September 27th meeting.
 - Contract being reviewed by contractor.
- CDD OFFICE NETWORK/SECURITY UPGRADES
 - Celera has recommended necessary upgrades and costs to the Board for approval.
 - Upgrades approved by Board at the August 19th, 2021, regular meeting.
 - Phase 1 upgrades in progress.
 - Phase 2 upgrades in progress.
 - First VCIO meeting tentatively scheduled for the third week of October.

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- CONSTRUCTION OF TWO NEW PICKLEBALL COURTS AT VILLAGE CENTER
 - The permit was released by the city of Palm Coast on July 30th, 2021.
 - Site meeting with court construction contractor and infrastructure contractor to review existing grading and site conditions.
 - Infrastructure contractor has completed the final adjustments to grading and drainage prior to court construction.
 - Compaction tests completed and certified.
 - Construction of courts in progress.
 - Asphalt base installed and curing.
 - Concrete perimeter installed and curing.
 - Fence installation is complete.
 - Second entry gate and center divider fence have been installed on existing pickleball courts.
 - Waiting for start date of final surfacing and line painting.
 - Underground conduit for curb lighting installed and inspected.
 - Concrete footing for light pole complete.
 - Installation of light poles and fixtures in progress.
 - Existing pickleball courts will be closed for resurfacing. (Date to be determined.)

Barry Kloptosky • Operations Manager
Grand Haven CDD
2 N. Village Pkwy
Palm Coast FL. 32137
P: 386-447-1888 • F: 386-447-1131



○ CONSTRUCTION OF NEW CROQUET COURTS AT CREEKSIDE

- The court construction is now complete and is sitting dormant to let the grass take root and grow before the court becomes playable.
- Court surface is slowly being mowed down to proper height. (Slight surface browning is to be expected during this process)
- Installation of sidewalks is complete.
- Patio pavers have been installed by staff, resulting in cost savings.
- Fencing and benches have been delivered. Fencing installation in progress by staff resulting in cost savings.
- Additional fill and grading complete in preparation of sod and hedge installation.
- Landscape contractor will be installing a perimeter hedge on the South side and the West side of the Croquet courts.

CREEKSIDE FISHING PIER REPAIRS

- For safety reasons, the Creekside fishing pier has been closed for repairs.
- Materials have been ordered, awaiting delivery date.
- All labor for this project is being done by CDD staff, resulting in cost savings.

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- PHASE II OF VILLAGE CENTER BATHROOM RENOVATIONS
 - Construction of divider walls in men's room complete.
 - Construction of divider walls in ladies' room to be scheduled.
 - Labor is being completed by staff resulting in cost savings. (Material costs only)
 - New interior and exterior doors have been ordered. (Waiting for delivery date)
 - Men's room wall spackling, texturing, and painting scheduled to begin Friday October 15th.

- SEMI-ANNUAL VENDOR PERFORMANCE EVALUATIONS
 - Operations Manager has completed the semi-annual performance evaluations for the four major CDD vendors. (Vesta, VerdeGo, Guard One, and Solitude)
 - The evaluation period extends from April 1st, 2021, to September 30th, 2021.
 - A copy of these evaluations will be sent to the Board members for review.

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EXHIBIT 5

GRAND HAVEN MEETING ATTORNEY REPORT LIST (10/21/21)

1. Employee policies

We have prepared a resolution formalizing the Board's prior determination regarding automobile reimbursements, which appears elsewhere in the agenda

2. Emergency Debris RFP

A draft Request for Proposals for emergency debris removal and management is included. The purpose is to continue compliance with FEMA procurement policies in the event of an emergency.

3. Projects

Ongoing projects include review of the Amenity Rules and review of the Post Orders

4. 46 Crosstie Court

A response to the resident was sent based upon the board's action at the last meeting.

RESOLUTION 2021-___

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT MODIFYING THE EMPLOYEE
REIMBURSEMENT POLICY FOR FISCAL YEAR 2021/2022**

WHEREAS, the Grand Haven Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Flagler County, Florida; and

WHEREAS, the District is authorized to and employs persons in various capacities in order to carry out the works and functions of the District; and

WHEREAS, the District is authorized from time to time to enter into employment agreements and to set policies and procedures regarding the compensation and benefits to be paid to District’s employees; and

WHEREAS, the Board of Supervisors has adopted a vehicle usage reimbursement plan prior to the fiscal year 2021/2022;

WHEREAS, the Board of Supervisors now desires to modify its benefit plan such that annual vehicle allowances are replaced with mileage reimbursements.

NOW THEREFORE, the Board of Supervisors resolves and determines as follows:

1. In lieu of an annual vehicle allowance, in accordance with 26 CFR § 1.62-2, the District shall reimburse qualified mileage (generally, mileage incurred by an employee using his or her personal vehicle for District purposes) at the rate established by the Internal Revenue Service (“IRS”). The rate is updated from time to time and is currently set at \$.56/mile. All requests for reimbursement shall be submitted to the District only on a form approved by the District for that purpose. As part of the reimbursement process, the District may require substantiation of the miles claimed.

2. The District Manager is authorized and directed to implement the terms of this Resolution through employment agreements and the Employment Manual, which shall be amended as necessary to reflect the direction of this Resolution. The reimbursement policy set forth herein shall be implemented as soon as possible after the date of this Resolution.

3. Except as set forth herein, nothing herein shall be construed to amend or change the nature or terms of any existing employment agreement, including the employment at will nature of such agreements.

4. This Resolution is intended to implement policy previously adopted by the Board and shall be effective as of October 1, 2021.

PASSED AND ADOPTED THIS 21ST DAY OF OCTOBER, 2021.

ATTEST:

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

SECRETARY/ASST. SECRETARY

CHAIRMAN/VICE CHAIRMAN



CLARK & ALBAUGH, LLP

SCOTT D. CLARK, ESQ.

October 12, 2021

David Braun
Post Office Box 2066
Deland, Florida 32721

RE: Property at 46 Crosstie Court, Palm Coast, Florida (the "Property")

Dear Mr. Braun:

I am counsel to the Grand Haven Community Development District. This letter is a followup to a recent telephone call we had concerning the Property. I also write to respond to your letter of August 6, 2021. As I explained to you in our phone call, the issue of erosion on the Property was discussed by the District's Board of Supervisors in 2011 and 2012. The District advised your client at the time that no activities had been conducted on the District's lands adjacent to the Property that could have given rise to the erosion problems that were ongoing. I understand from your letter that Seagate Homes, the builder, subsequently took remedial action. The current inquiry appears to relate to the inadequacy of those efforts.

Since your clients engaged an engineer we asked the District's Engineer to visit the site and evaluate the issue. Based upon his findings, while we don't dispute that some erosion is occurring on your clients' property, there is no evidence that any activity of the District has caused or contributed to this situation. Your clients' property was filled and graded by private developers working on private property, and that work may have been inadequate to stand the test of time. Your clients' engineer outlines some potential solutions, but we do not express any opinion as to whether they will be effective. The primary issue for the District is that the situation complained of is a private matter involving private property. The District's powers and duties involve the maintenance of public infrastructure, and it lacks the authority to spend public funds maintaining or repairing private property.

The District also rejects any responsibility under a theory of negligence or causation by the District. As your engineer's report suggests, any settling, cracking and erosion on the Property has been "caused by *its proximity to the wetlands.*" The wetlands in question, though owned by the District, have been maintained in a natural state and the District has not altered or improved them. Instead, it was the duty of the builder and developer of the Property to construct it so that erosion did not affect the foundation and driveway. As such, no act or omission of the District contributes to the situation on the Property.

Please communicate the District's position to your clients, along with its hopes that they will be able to find a solution.

Sincerely,



Scott D. Clark

cc: District Manager

EXHIBIT 6

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, August 19, 2021 at 9:00 a.m. in the Grand Haven Room, at the Grand Haven
6 Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Chip Howden	Board Supervisor, Chairman
11	Kevin Foley <i>(via phone)</i>	Board Supervisor, Vice Chairman
12	Michael Flanagan	Board Supervisor, Assistant Secretary
13	John Polizzi <i>(via phone)</i>	Board Supervisor, Assistant Secretary
14	Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

15 Also present were:

16	Howard “Mac” McGaffney	District Manager, DPFG Management & Consulting
17	David McInnes	DPFG Management & Consulting
18	Scott Clark	District Counsel, Clark & Albaugh, LLP
19	David Sowell <i>(via phone)</i>	District Engineer, DRMP, Inc.
20	Barry Kloptosky	Operations Manager
21	Vanessa Stepniak	CDD Office Manager
22	Robert Ross	Amenity Manager
23	John Lucansky	Amenity Manager

24 *The following is a summary of the discussions and actions taken at the August 19, 2021 Grand Haven CDD*
25 *Board of Supervisors Regular Meeting.*

26 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

27 Mr. Howden led all present in reciting the Pledge of Allegiance.

28 **THIRD ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

29 There being none, the next item followed.

30 **FOURTH ORDER OF BUSINESS – Consent Agenda Items**

31 A. Exhibit 1: Consideration for Acceptance – The June 2021 Unaudited Financial Report (WHA)

32 Mr. McGaffney stated that these would be the last of the financial reports prepared by the previous
33 District Management company. A question was asked about finding and keeping track of grants
34 similar to the COVID-19 grant listed under revenue, and Mr. McGaffney advised that having an
35 individual in charge of this was part of the District’s 10-year plan.

36 B. Exhibit 2: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
37 Held July 15, 2021

38 Mr. McGaffney acknowledged that Mr. Howden’s name had been spelled incorrectly and would
39 be updated.

40 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
41 the ratification of all consent agenda items, with meeting minutes as amended, for the Grand Haven
42 Community Development District.

43 **FIFTH ORDER OF BUSINESS – Business Items**

44 Prior to the Presentation of FY 2022 Budget Updates, Mr. Foley made comments expressing
45 concerns about rising COVID-19 trends. Mr. Foley requested that the Board discuss and adopt a
46 position for future meetings to be held socially distanced per CDC recommended guidelines,
47 additionally suggesting that masks be encouraged.

48 A. Presentation of FY 2022 Budget Updates – *To Be Distributed*

49 Mr. McGaffney stated that he had received updated numbers for health insurance, noting that
50 renewal would be lower than the budgeted number, and asked the Board for direction as to whether
51 they wished to reallocate some funds to increase the District Engineer’s line item. The members of
52 the Board expressed support.

53 *(Mr. Foley left the meeting at 9:22 a.m.)*

54 B. Exhibit 3: Consideration & Adoption of **Resolution 2021-11**, District’s Employee Benefits
55 Coverage Plan

56 Mr. Clark advised that the Resolution memorialized the Board’s directions at the July regular
57 meeting concerning expanding employee benefits, and gave the District Manager authority to
58 implement.

59 Mr. Howden made a motion, seconded by Dr. Merrill, to adopt **Resolution 2021-11**, regarding the
60 District’s Employee Benefits Coverage Plan, for the Grand Haven Community Development
61 District.

62 During discussion of the motion, Mr. Polizzi expressed concerns about the Board making a
63 consensus decision to go with one insurance program over another, stating that he felt this was a
64 non-standard practice, and asked for clarification on the District reimbursing employees for
65 subscribing to different healthcare programs. Mr. McGaffney explained that there were two
66 employees on Medicare plans rather than the group plan and were being reimbursed as well as
67 being made eligible for supplemental plans. Mr. McGaffney stated that this had been the Board’s
68 position, but had not been memorialized in writing prior to this Resolution. Mr. Polizzi expressed
69 appreciation for the clarification that it was the employees’ own Medicare plans. Mr. Polizzi made
70 comments expressing concerns about the District reimbursing employees on private spousal plans
71 and asked whether the Resolution could be written to be more specifically about Medicare and
72 Medicaid reimbursement. Mr. McGaffney stated that this could be done, adding that the intent was
73 not to introduce grey areas.

74 During discussion of the motion, Dr. Merrill commented that she felt that reimbursement of
75 employees regardless of plan would be beneficial to Grand Haven at large and would ensure that
76 employees did not feel cheated out of benefits.

77 During discussion of the motion, Mr. Flanagan stated that he felt that language in Item 4 of the
78 resolution indicating that the Board “ratifies any actions that the District Manager has taken prior
79 to the adoption of the Resolution to obtain and implement the Group Plans” may be excessively
80 encompassing. Mr. Flanagan additionally made comments about reimbursement not exceeding
81 costs associated with packages and employees not being reimbursed with direct payments.

82 During discussion of the motion, Mr. Howden commented that he was in favor of reimbursing
83 employees on other plans regardless of whether or not it was a Medicare or Medicaid plan.

84 During discussion of the motion, Mr. McGaffney informed Mr. Polizzi that there were two Board
85 members in favor of the reimbursement policy as written. Mr. Polizzi stated that he would be
86 willing to adopt if there was a consensus, but suggested that the language of the Resolution could
87 be reviewed on a yearly basis. Discussion ensued, with comments made suggesting that language
88 be clarified to be premium focused with specifically no other vehicles of reimbursement.

89 During discussion of the motion, Mr. Clark stated that he could redraft the Resolution based on the
90 Board's comments, and bring the Resolution back to be adopted at the next meeting.

91 Mr. Howden withdrew his motion, and Dr. Merrill withdrew her second.

92 This item was tabled to the September regular meeting.

93 C. Exhibit 4: Consideration & Adoption of **Resolution 2021-12**, Re-Designating Meeting Dates,
94 Times, & Location for Community Workshops & Regular Workshop Meetings

95 Mr. McGaffney stated that annual budget public hearings could be held in August rather than
96 having to switch around workshops and regular meetings around September. Mr. McGaffney noted
97 that this would have a 3:00 p.m. start time. Mr. McGaffney additionally commented on reduced
98 workshop meetings on the schedule, with November and December scheduling only regular
99 meetings.

100 Mr. Polizzi stated that he was in favor of the schedule, and recommended mindfulness of holidays
101 moving forward.

102 Mr. Flanagan noted that July's workshop meeting was also not taking place in the schedule. Mr.
103 McGaffney commented on conflicts with the July 4 holiday.

104 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
105 **Resolution 2021-12**, Re-Designating Meeting Dates, Times, & Location for Community Workshops &
106 Regular Workshop Meetings, for the Grand Haven Community Development District.

107 D. District Engineer: David Sowell

108 **This item, originally Item B of the Sixth Order of Business, Staff Reports, was presented out**
109 **of order.**

110 Mr. Sowell stated that bids had been received for paving crossings, noting that the lowest bidder
111 was P&S Paving, with pricing just below \$200,000.00. Mr. Sowell stated that this fell within
112 budget. Dr. Merrill asked for confirmation that this did not include the North parking lot. Mr.
113 Sowell confirmed this, and stated that he was working with the city to determine permit
114 requirements for the addition of parking spaces to the North parking lot. Mr. Flanagan noted nearby
115 residents' concerns about parking lot lighting, and asked whether some sort of barrier could be
116 installed. Mr. Sowell suggested that a dense buffer of vegetation may be a suitable solution, noting
117 that the soil appeared to be well-suited for vegetation growth. Mr. Sowell noted that he had been
118 considering bringing on a landscape architect to develop the buffer. Mr. Flanagan requested that
119 the parking lot drawing be updated to reflect the changes following the update from the landscape
120 architect.

121 Mr. Sowell additionally noted that he had received a proposal from a surveyor to survey the right
122 of way lines along Culvert Lane, and after reaching out to the County he had determined that they
123 did not have anything on file showing the level of information that the survey would provide. Mr.
124 McGaffney added that it encompassed the east and west sides of Culvert, and that an updated survey
125 proposal may need to be authorized due to additional issues and complaints over by Creekside. Mr.
126 Howden requested to ensure that boundary surveys be accompanied with fence surveys if they fit
127 the District's budget. Mr. McGaffney advised as to budgetary considerations for the current fiscal

128 year, which the Board discussed. Mr. Howden asked whether the survey could be considered at the
129 September 16 meeting, or if it needed to be pushed back to October. Mr. McGaffney stated that it
130 could be on the September 16 meeting agenda, commenting that he would look at the District's
131 contingencies and savings from health insurance for what could be contributed.

132 Mr. Clark stated that a letter had been received from legal counsel for a resident on Crosstie Court
133 regarding an erosion issue. Mr. Clark recalled that engineers had looked at the site, and determined
134 that none of the District's property had been causing their erosion problems on the driveway and
135 by the foundations, as the conservation area was at a lower elevation than the lot. Mr. Clark noted
136 that a retaining wall had subsequently been constructed, but that more erosion had recently been
137 detected around the wall, and that the letter was demanding that the CDD take some sort of action,
138 and to reimburse the resident's attorney fees. Mr. Clark stated that he believed that the District's
139 stance would remain the same, but recommended having the District Engineer evaluate the property
140 again.

141 *(The Board recessed the meeting at 10:42 a.m., and reconvened at 10:55 a.m.)*

142 E. Exhibit 8: Amenity Manager: Robert Ross/John Lucansky

143 **This item, originally Item A of the Sixth Order of Business, Staff Reports, was presented out**
144 **of order.**

145 Mr. Lucansky stated that the fitness equipment was scheduled to be delivered on August 31.

146 No comments were heard from the Board on the Amenity Manager report.

147 The Board resumed proceedings with the Fifth Order of Business, Business Items.

148 F. Exhibit 5: Presentation of Sunshine Law Application to Committees

149 Mr. Clark stated that he had attached an excerpt from the Sunshine Law manual in response to
150 previous discussions requesting clarification on the rules for establishing Sunshine Law committees
151 or fact-finding groups. Mr. Clark explained that groups strictly concerned with collecting facts and
152 not recommendations were exempt from the Sunshine Law, giving an overview of the provided
153 excerpt and case examples. Mr. Clark clarified that the committee would become subject to the
154 Sunshine Law if a Supervisor were to sit in and assist in developing recommendations. Mr. Clark
155 noted that Sunshine Law committees needed to publicly notice meetings, hold meetings open to
156 the public, and maintain records.

157 Mr. Polizzi clarified that a key differentiating factor between Sunshine Law committees and fact-
158 finding groups was the inclusion of the recommendation aspect. Comments were made regarding
159 community inclusion and involvement, and the Board discussed with District Counsel on whether
160 the forms and functions of various group concepts would be subject to Sunshine Law.

161 Mr. McGaffney suggested that an alternative avenue to improving communication would be to hold
162 special workshops specific to a given item, specifically welcoming audience participation and
163 encouraging interactive discussion. Mr. Polizzi expressed support for this avenue, noting that there
164 was a learning curve to the intricacies of Sunshine Law that he did not wish to impose on residents
165 looking to get involved. Mr. Clark added that Sunshine Law committee members would not be able
166 to discuss with one another outside of a publicly noticed meeting structure, which could present
167 problems. Mr. Howden asked whether a specific workshop date needed to be determined, and Mr.
168 McGaffney stated that he could add this discussion to action items for consideration at a later date.

169 Mr. Howden commented that the Board could stand to be more unified in giving collective
170 direction.

171

172 G. Consideration of Appointing the Board of Supervisors as the Audit Committee

173 Mr. Clark advised as to the audit committee's specific tasks, particularly the form of the auditor
174 RFP and ranking sheet. Mr. Clark stated that the audit committee could be the Board of Supervisors
175 or a separate group, and recommended the former for the District's particular situation and scope.
176 Mr. Clark explained that audit committees held separate meetings, noting that the goal was to bring
177 back audit proposals by September 16.

178 Mr. Polizzi stated that he felt this was a very specialized area, and expressed discomfort at building
179 the RFP in an area he did not have expertise in. Mr. Clark stated that the audit committee would be
180 presented with a recommended ranking sheet generally consistent with other Districts' criteria,
181 rather than developing criteria from scratch. Mr. Polizzi stated that he would be more comfortable
182 given this information.

183 Dr. Merrill made a motion, seconded by Mr. Howden, to appoint the CDD Board of Supervisors as
184 the audit committee for the purposes of developing an RFP and evaluating any proposals, for the
185 Grand Haven Community Development District.

186 During discussion of the motion, Mr. Polizzi expressed concerns with making the motion without
187 Mr. Foley being present. Mr. Polizzi added that previous discussions about going out to RFP for
188 auditing services had been more for due diligence rather than any particular extant issue with the
189 District's current auditor. Mr. McGaffney noted that in his experience, there were only about five
190 auditors in the state of Florida that generally followed the same format, and that Districts generally
191 only ever went out to RFP for auditors when seeking more appropriate pricing, when switching
192 from developer to resident Board control, or if there had been substantial mistakes in the audit. Mr.
193 Polizzi added that he felt that the current auditor would do a fair, proficient, and legally aligned
194 audit, and expressed additional concerns regarding making this decision so close to the end of the
195 fiscal year.

196 During discussion of the motion, Mr. Flanagan agreed with Mr. Polizzi's comments concerned with
197 Mr. Foley's absence for the decision.

198 During discussion of the motion, Mr. Howden asked whether the matter was urgent. Mr. Clark
199 advised that the only rush would be if the Board wished for the new auditor to audit the fiscal year.
200 Mr. Clark additionally recalled that previous discussions had been concerned with the transition of
201 accounting processes and funds between District Management firms.

202 Dr. Merrill withdrew her motion, and Mr. Howden withdrew his second.

203 Mr. McGaffney stated that this item would be tabled to the September 16 meeting. Mr. Howden
204 asked whether this needed to be on the next meeting's agenda or if the Board wished to wait further.
205 The Board opted to wait until the next audit season, directing that the current auditor performs the
206 upcoming independent audit of Fiscal Year 2021.

207 Some discussion regarding CDD email addresses ensued.

208 H. Exhibit 6: Consideration of Web Watch Dogs Camera/ Audio Audit Proposal - \$2,950.00

209 Mr. Kloptosky gave an overview of the proposal's scope of location coverage.

210 Mr. Polizzi asked for clarification as to the volume of information that would be available. Mr.
211 Howden indicated that the general structure of meetings involved presentation of business items,
212 then a motion, then discussion following the motion and prior to the vote.

213 Mr. Flanagan made a motion, seconded by Dr. Merrill, to approve the Web Watch Dogs Camera/
214 Audio Audit Proposal, in the amount of \$2,950.00, for the Grand Haven Community Development
215 District.

216 During discussion of the motion, Mr. Kloptosky responded to Mr. Polizzi's question, explaining
 217 that Web Watch Dogs saved footage for about 30 days. Mr. Kloptosky added that if any incidents
 218 occurred needing footage, said footage could be pulled and preserved past the 30-day archive period
 219 if notice was provided during said period.

220 During discussion of the motion, Mr. Flanagan asked whether signage needed to be installed
 221 providing notice to the public about audio and video recordings from the system. Mr. Clark
 222 recommended this, stating that there was a consent statute he was aware of specifically for audio
 223 recordings.

224 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
 225 the Web Watch Dogs Camera/ Audio Audit Proposal, in the amount of \$2,950.00, for the Grand Haven
 226 Community Development District.

227 I. Exhibit 7: Consideration of Celera I.T. Services Proposals

228 ➤ Phase 2 of Roadmap - \$3,759.72

229 ➤ Phase 3 of Roadmap - \$2,100.00

230 ➤ New Monthly Pricing - \$2,308.50

231 Mr. Flanagan recalled Celera's presentation, and that following discussion on particular needs, staff
 232 had recommended moving forward with proposals as soon as possible.

233 Mr. Howden made a motion, seconded by Mr. Flanagan, to approve the Celera I.T. Services
 234 Proposals for Phase 2 and Phase 3 of the Roadmap and New Monthly Pricing, in the total amount
 235 of \$8,168.22, for the Grand Haven Community Development District.

236 During discussion of the motion, Dr. Merrill asked about budget considerations, and Mr.
 237 McGaffney advised that recurring expenses would need to be adjusted for the Fiscal Year 2022
 238 budget.

239 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
 240 approved the Celera I.T. Services Proposals for Phase 2 and Phase 3 of the Roadmap and New Monthly
 241 Pricing, in the total amount of \$8,168.22, for the Grand Haven Community Development District.

242 **SIXTH ORDER OF BUSINESS – Staff Reports**

243 A. Operations Manager: Barry Kloptosky

244 ➤ Exhibit 9: Presentation of Capital Project Plan Tracker

245 ➤ Exhibit 10: Monthly Report

246 Mr. Kloptosky noted updates to the tracker and report. Mr. Kloptosky stated that he had received a
 247 cost proposal related to pond bank erosion, but that he was not satisfied with the level of clarity and
 248 was seeking a revised proposal. Mr. McGaffney noted that proposals this close to the transition to
 249 the next fiscal year had additional fund balance considerations.

250 Mr. Flanagan asked whether there was a place to access renderings, sheets, and other
 251 documentation related to the pond bank. Mr. Kloptosky stated that he would look into this, noting
 252 that a drawing provided was a simple one-page drawing that the engineer had drafted. Mr. Flanagan
 253 noted that he had been unable to find copies on the website, and Mr. Kloptosky recalled previous
 254 concerns regarding remediation costs for ADA compliance for documents uploaded to the District
 255 website.

256 Mr. Polizzi asked whether the pier on the pond across from Greenside was on the list to be redone.
257 Mr. Kloptosky stated that it was not on the list, but could be taken care of. Mr. Polizzi hypothesized
258 that residents had been feeding turtles and alligators, as they appeared to be comfortable with
259 approaching humans. Mr. Polizzi suggested that signage be posted discouraging residents from
260 feeding wildlife. Mr. Kloptosky stated that he could look into signage, and send an e-blast
261 reminding residents that this was not allowed.

262 B. Exhibit 11: District Counsel: Scott Clark

263 Mr. Clark stated that he had nothing further to report, and asked the Board whether they had any
264 questions for him.

265 Mr. Polizzi asked about previous discussions regarding conflicts of interest and insurance. Mr.
266 Clark stated that he had created specific provisions related to conflicts of interest and verified a
267 base insurance coverage of \$1,000,000.00.

268 Mr. Howden asked about considerations for posting pictures of people in websites or bulletins. Mr.
269 Clark stated that legally, no pictures of people should be published without some sort of release.
270 Mr. Clark advised as to liability concerns, and noted that consent could be covered when advertising
271 events for individuals to attend. Mr. Howden clarified that his question was related to community
272 events that were not being photographed for posting and marketing.

273 C. District Manager: Howard "Mac" McGaffney

274 Mr. McGaffney stated that the September public hearing and regular meeting would be handled
275 similarly to previous years, and gave an overview of structure. Mr. McGaffney additionally
276 proposed setting aside up to 45 minutes for a Firewise presentation, inclusive of a period for them
277 to field questions from the Board. Discussion ensued. Mr. McGaffney additionally asked whether
278 the Board would be amenable to Mr. Polizzi reviewing the PowerPoint for the public hearing, to
279 which he responded affirmatively. Mr. McGaffney noted that the presentation would be e-blasted
280 out to the community ahead of the public hearing.

281 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

282 Dr. Merrill noted that the café had been struggling to have employees for opening on Saturdays,
283 and asked whether that should affect the contract costs. Mr. McGaffney advised that the vendor
284 was on the hook for any losses as part of their agreement. Mr. McGaffney stated that he would ask
285 their management to give the Board an update on their staffing plan. Dr. Merrill additionally
286 concurred with Mr. Foley's previous comments in support for CDC guidelines to prevent the spread
287 of COVID-19. Dr. Merrill expressed support for strongly advising for attendees to wear masks and
288 be vaccinated. Mr. McGaffney stated that he would additionally be willing to set up an email
289 exchange for individual residents that may have budgetary questions but felt unsafe attending
290 meetings. Dr. Merrill indicated that contingency plans may be needed should meeting attendance
291 become unwieldy, suggesting outdoor overflow seating measures. Mr. McGaffney stated that
292 adjustments would be made if attendance was crowded.

293 Mr. Flanagan indicated that he had not received a copy of the District Management contract. Mr.
294 Flanagan additionally asked about electronic formats for documents, and Mr. McGaffney
295 commented on the distribution of electronic agendas. Mr. Flanagan requested for the agenda outline
296 at the beginning of the PDFs to be a clickable table of contents for ease of navigation. Mr. Flanagan
297 asked whether feeding wildlife was against the HOA guidelines.

298 Mr. Polizzi asked for the Board members to consider sharing their recommendations relating to
299 planning, and commented on oversight for District Management.

300 Dr. Merrill asked about dissemination of information collected by Mr. McGaffney regarding the
301 10-year plans. Mr. McGaffney stated that this could be sent collectively in advance of the October
302 workshop for prior review.

303 **EIGHTH ORDER OF BUSINESS – Action Item Summary**

304 Mr. McGaffney gave an overview of the action items.

- 305 ➤ The District Engineer was to update the survey proposal to include the north and southside
306 of Grand Haven, east of Colbert Lane
- 307 ➤ The District Engineer was to provide an updated map and scope of work to include a
308 privacy hedge on the north side parking lot expansion project
- 309 ➤ The District Manager was to distribute an e-blast and post the FY 2022 meeting calendar.
- 310 ➤ The agenda was to be reformatted to accommodate the request from Mr. Howden.

311 **NINTH ORDER OF BUSINESS – Exhibit 12: Upcoming Meeting Agenda Items/Meeting Matrix**

312 Mr. McGaffney stated that the September 16 meeting would include:

- 313 ➤ Health Insurance Resolution
- 314 ➤ Ron Wardell Presentation of Employment Benefits
- 315 ➤ Updated proposal for Colbert Lane Survey
- 316 ➤ Update from the District Engineer on his onsite visit of private property as discussed by
317 District Counsel during the meeting
- 318 ➤ Road Resurfacing RFP responses for consideration

319 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: September 2nd, 3:00 p.m., Public**
320 **Hearing at 5:00 PM**

- 321 • Quorum Check

322 All Board members confirmed that they would be present for the meeting, which would establish
323 a quorum.

324 Mr. McGaffney acknowledged that the upcoming September 2 meeting had a significant amount
325 of action items, and suggested changing the workshop to a regular meeting.

326 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
327 approved for the September 2, 2021, meeting to be redesignated as a regular meeting, for the Grand Haven
328 Community Development District.

329 Following the motion, Mr. Howden asked whether the meeting would be advertised as a regular
330 meeting, which Mr. McGaffney confirmed.

331 **ELEVENTH ORDER OF BUSINESS – Adjournment**

332 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
333 adjourn the meeting. There being none, Mr. Howden made a motion to adjourn the meeting.

334 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
335 adjourned the meeting, at 1:03 p.m., for the Grand Haven Community Development District.

336 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
 337 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
 338 *including the testimony and evidence upon which such appeal is to be based.*

339 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
 340 **meeting held on October 21, 2021.**

341

Signature

Signature

Printed Name

Printed Name

342 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 7

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, September 2, 2021 at 3:00 p.m. in the Grand Haven Room, at the Grand
6 Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Chip Howden	Board Supervisor, Chairman
11	Kevin Foley	Board Supervisor, Vice Chairman
12	Michael Flanagan	Board Supervisor, Assistant Secretary
13	John Polizzi	Board Supervisor, Assistant Secretary
14	Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

15 Also present were:

16	Howard “Mac” McGaffney	District Manager, DPFM Management & Consulting
17	Scott Clark	District Counsel, Clark & Albaugh, LLP
18	Robert Ross	Amenity Manager
19	John Lucansky	Amenity Manager
20	Louise Leister	District Horticulturalist
21	Ken McGevna	Resident
22	Capt. Jeff Flumigan	Resident
23	Jan Bearce	Resident
24	Mike Wright	Resident
25	Laurie Dixon	Resident
26	Kathleen Foss	Resident
27	Terri Langan	Resident

28 *The following is a summary of the discussions and actions taken at the September 2, 2021 Grand Haven*
29 *CDD Board of Supervisors Regular Meeting.*

30 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

31 Mr. Howden led all present in reciting the Pledge of Allegiance.

32 **THIRD ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

33 Mr. McGevna expressed dissatisfaction with grammatical errors throughout the Firewise
34 presentation.

35 **FOURTH ORDER OF BUSINESS – Staff Reports**

36 A. District Horticulturalist: Louise Leister

37 ➤ Exhibit 1: Firewise Projects – FY 2022

38 Ms. Leister gave the presentation on the Firewise projects that have been accomplished this year
39 and presented the plan for FY2022. Mr. McGaffney updated the Board to inform them that he had
40 been in contact with Ms. Julie Allen with the Florida Forestry Service, that she and others from
41 FFS have been invited to tour the next phase of the Fire Wise project around the Crossings, and
42 that potentially there could be some state funding available to assist with the costs associated with

43 the mitigation efforts. Mr. McGaffney thanked Dr. Davidson, Ms. Leister, and the Operations
44 Manager for their help establishing the Firewise program in the district.

45 B. Operations Manager: Barry Kloptosky

46 ➤ Exhibit 2: Presentation of Capital Project Plan Tracker

47 Mr. McGaffney explained carryover projects on the Project Plan Tracker and updated the Board on
48 the purchase of a new Ford F-150 work truck that was on the capital purchase list for FY2022 but
49 was purchased earlier this week because of a discount that was offered to the District. The purchase
50 of the truck was under the budgeted amount for FY2022.

51 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
52 the ratification of the purchase of a work truck, in the amount of \$34,348.00, for the Grand Haven
53 Community Development District.

54 ➤ Year in Review 2021

55 Mr. McGaffney advised that this item would be presented by the Operations Manager at a
56 future meeting.

57 **SIXTH ORDER OF BUSINESS – Supervisors Requests**

58 **This item was presented out of order.**

59 Mr. Polizzi commented that the website is lacking information about CDD Operations and
60 requested that the contact information and issue tracking form for operations be added to the
61 website. He also requested resident feedback on long term capital planning.

62 Mr. Howden mentioned the possibility of holding resident seminars to involve more residents in
63 the planning process.

64 Dr. Merrill commented that some residents have not been receiving Eblasts and requested residents
65 be encouraged to sign up. She also requested the information from the Eblast be provided physically
66 in the amenity center for those who did not sign up for the Eblast. She also commented that a new
67 CDD office assistant at the Village Center will be helpful in communicating with residents. Dr.
68 Merrill mentioned having further comments from residents regarding the AED and Pickleball that
69 she would address to the Operations Manager at a later date.

70 Supervisors commented on the possibility of adding more functionality to the website, including
71 the ability for residents to track CDD projects and submit tickets. District counsel advised that for
72 the time being the website must remain ADA compliant but that those requirements could change
73 in the future.

74 Mr. Flanagan requested that the CDD policies and rules discussion be moved from this meeting to
75 a future workshop date. He had previously discussed further changes and amendments with the
76 District Counsel. He would like the Board to review the policies and make recommendations to the
77 District Manager and District Counsel for the next revision to be considered at a future meeting
78 and later a public hearing. The District Manager asked that all Supervisors send their revisions to
79 him, and he would work with the District Counsel to get a redlined version with recommendations
80 for changes on the October Workshop Agenda. District Counsel advised that the Amenity Rules
81 Amendment could be adopted at this meeting and then further amended in the future.

82 Mr. Foley inquired if there were steps that could be taken to prevent large numbers of nonresidents
83 from using the amenities. District Counsel advised that now that the bonds have been paid off there
84 were options available to limit the number of nonresident amenity members.

85 Mr. Foley also inquired about the possibility of the District getting a non-secured line of credit from
86 its banking institutions. Discussion ensued; the District Manager will discuss with the Banks the
87 District uses.

88 *(The Board recessed the meeting at 4:42 p.m., and reconvened at 5:02 p.m.)*

89

90 **FIFTH ORDER OF BUSINESS – Public Hearings at 5:00 PM**

91 **A. Fiscal Year 2021-2022 Budget Public Hearing**

92 ➤ Open the Public Hearing

93 On a MOTION by Dr. Merrill, SECONDED by Mr. Howden, WITH ALL IN FAVOR, the Board approved
94 the opening of the Fiscal Year 2021-2022 Budget Public Hearing, for the Grand Haven Community
95 Development District.

96 ➤ Presentation of FY 2022 Budget

97 Mr. McGaffney introduced himself and Mr. McInnis and both of their credentials. Mr. McGaffney
98 presented the FY2021-2022 Budget PowerPoint summarized changes to the budget that had
99 transpired since the proposed budget was approved in May.

100 ➤ Public Comments

101 Mr. Wright asked for clarification about differences between versions of the field
102 operations budget.

103 Mr. McGevna inquired about an estimated actual cost for the upcoming fiscal year. Mr.
104 McGaffney advised that every month the unaudited financials are presented.

105 Mr. Ferguson requested to see a comparison between the actual spending from June
106 compared to the proposed budget and requested justification of what the spending will
107 likely be next year.

108 Ms. Dixon asked for clarification about ownership and responsibility over the sidewalks in
109 front of homes and for an explanation of Firewise.

110 A resident inquired about how many employees will be on Payroll. Mr. McGaffney advised
111 the new payroll will have 10 employees.

112 A resident inquired if the Firewise program is included in the budget. Mr. McGaffney
113 advised that it is included in the budget but that they were seeking grants to possibly
114 mitigate the cost.

115 In response to a resident question, District Counsel advised that the District is responsible
116 for almost the entirety of the stormwater management system.

117 A resident inquired about the court maintenance O&M expenses, and Mr. McGaffney
118 advised that the budget had increased as a result of the addition of the croquet courts.

119 A resident inquired about whether the roads were public or private. District Counsel
120 advised that the roads could only become private if they were purchased for the appraised
121 value.

122 Ms. Bearce inquired about increases to the advertising and insurance budget.

123 Ms. Langan voiced her concerns with recent CDD expenditures, including the purchase of
124 all new gym equipment. Ms. Langan requested that the board focus on the needs of the
125 whole community rather than the desires of a few vocal residents.

126 *(Mr. Flanagan left the meeting at 6:56 p.m.)*

127 Mr. Polizzi thanked the audience members for their attendance and encouraged their
128 continued participation.

129 *(Mr. Flanagan rejoined the meeting at 7:03 p.m.)*

130 ➤ Close the Public Hearing

131 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
132 the closure of the Fiscal Year 2021-2022 Budget Public Hearing, for the Grand Haven Community
133 Development District.

134 B. Exhibit 3: Consideration & Adoption of **Resolution 2021-13**, Adopting the Fiscal Year 2021-2022
135 Budget

136 District Counsel advised the Board that the resolution they were adopting was different from the
137 one that was distributed in the agenda package, in that the special revenue fund has been separated
138 from the general fund on the resolution in the amount of \$1,132,025.00.

139 On a MOTION by Mr. Howden, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adopted
140 **Resolution 2021-13**, Adopting the Fiscal Year 2021-2022 Budget, with the additions of the special revenue
141 fund as outlined by the District Counsel, for the Grand Haven Community Development District.

142 C. **Fiscal Year 2021-2022 Assessment Public Hearing**

143 ➤ Open the Public Hearing

144 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
145 approved the opening of the Fiscal Year 2021-2022 Assessment Public Hearing, for the Grand Haven
146 Community Development District.

147 ➤ Presentation of FY 2022 Assessment Analysis

148 The District Manager explained that there will be a \$65.12 increase in the assessments.

149 ➤ Public Comments

150 ➤ Close the Public Hearing

151 On a MOTION by Mr. Foley, SECONDED by Mr. Howden, WITH ALL IN FAVOR, the Board approved
152 the closure of the Fiscal Year 2021-2022 Assessment Public Hearing, for the Grand Haven Community
153 Development District.

154 D. Exhibit 4: Consideration & Adoption of **Resolution 2021-14**, Providing for the Collection &
155 Enforcement of Special Assessments for Fiscal Year 2021-2022

156 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
157 **Resolution 2021-14**, Providing for the Collection & Enforcement of Special Assessments for Fiscal Year
158 2021-2022, for the Grand Haven Community Development District.

159

160 E. Amenity Rules Amendment Public Hearing

161 District Counsel outlined the purpose of the Public Hearing and explained that the nonresident user
162 fee for the amenities increased from \$2,500.00 to \$3,000.00 and changes to the processes for
163 suspension and expulsion.

164 ➤ Open the Public Hearing

165 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
166 approved the opening of the Amenity Rules Amendment Public Hearing, for the Grand Haven Community
167 Development District.

168 ➤ Exhibit 5: Presentation of Amenity Rules Amendment

169 ➤ Public Comments

170 Kathleen Foss expressed appreciation for the improvements to the expulsion policy.

171 ➤ Close the Public Hearing

172 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
173 the closure of the Amenity Rules Amendment Public Hearing, for the Grand Haven Community
174 Development District.

175 F. Exhibit 6: Consideration & Adoption of **Resolution 2021-15**, Adoption of Amenity Rules
176 Amendment

177 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adopted
178 **Resolution 2021-15**, Adoption of Amenity Rules Amendment, for the Grand Haven Community
179 Development District.

180 **SEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: September 16th, 9:00 a.m.**

181 • Quorum Check

182 All Board members confirmed that they would be present for the next meeting, which would
183 establish a quorum.

184 **EIGHTH ORDER OF BUSINESS – Adjournment**

185 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
186 adjourn the meeting. There being none, Dr. Merrill made a motion to adjourn the meeting.

187 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
188 adjourned the meeting, at 7:19 p.m., for the Grand Haven Community Development District.

189 **Each person who decides to appeal any decision made by the Board with respect to any matter considered
190 at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,
191 including the testimony and evidence upon which such appeal is to be based.*

192 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
193 meeting held on October 21, 2021.**

194

Signature

Signature

Printed Name

Printed Name

195 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 8

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Friday, September 17, 2021 at 9:00 a.m. in the Grand Haven Room, at the Grand Haven
6 Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McGaffney acknowledged that this meeting had initially been called to order on September 16,
9 2021 and recessed to September 17, 2021. Mr. McGaffney stated that this meeting was reconvened.

10 Mr. McGaffney called the meeting to order and conducted roll call.

11 Present and constituting a quorum were:

12	Chip Howden	Board Supervisor, Chairman
13	Michael Flanagan	Board Supervisor, Assistant Secretary
14	John Polizzi (<i>via phone</i>)	Board Supervisor, Assistant Secretary
15	Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

16 Also present were:

17	Howard “Mac” McGaffney	District Manager, DPFG Management & Consulting
18	Patricia Thibault (<i>via phone</i>)	DPFG Management & Consulting
19	Scott Clark	District Counsel, Clark & Albaugh, LLP
20	David Sowell	District Engineer, DRMP, Inc.
21	Barry Kloptosky	Operations Manager
22	Vanessa Stepniak	CDD Office Manager
23	Robert Ross	Amenity Manager
24	John Lucansky	Amenity Manager
25	Byron Dixon	Resident
26	Lori Dixon	Resident
27	Mike Clark	Resident
28	Lori Thigpen	Resident
29	Terri Lyon	Resident
30	Jan Beers	Resident
31	Arnie Hernstein	Resident
32	Donna McGevna	Resident
33	Michael Mauricio	Resident
34	Lisa Mrakovcic	Resident

35 *The following is a summary of the discussions and actions taken at the September 17, 2021 Grand Haven*
36 *CDD Board of Supervisors Regular Meeting.*

37 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

38 Mr. Howden led all present in reciting the Pledge of Allegiance.

39 Following the Pledge of Allegiance, Mr. McGaffney asked the Board for permission to have Ms.
40 Thibault provide an update on the financial transition to the new District Management company.
41 The Board expressed agreement.

42 Ms. Thibault gave an overview of her experience in working in governmental accounting. Ms.
43 Thibault stated that the financial statements were for the period ending July 31, and that DPFG had
44 taken over as of August 1. Ms. Thibault indicated that there were some items on the financial
45 statements that may have been comingled. Ms. Thibault explained that invoices were still being

46 received a few weeks into August that needed to be attributed to July, and that information being
47 communicated back from the previous firm had come in after agenda deadlines.

48 Byron Dixon asked why the landscaping line item appeared to be abnormally high. Mr. McGaffney
49 explained that going out to bid and transition landscaping companies drove expenditures up for the
50 fiscal year.

51 Mike Clark suggested that the budget include considerations for a new screen in the clubhouse.

52 Lori Thigpen asked why so many banks were included in the financial statements. Mr. McGaffney
53 noted that Wrathell Hunt's internal policy was different from DDPG's, and that he and Ms. Thibault
54 were discussing eliminating some of the accounts in the transition.

55 **THIRD ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

56 Mr. Howden thanked the audience for being in attendance and explained that the audience comment
57 period was specific to items that were on the agenda.

58 Mr. McGaffney stated that a resident had sent in an email expressing concerns about safety in the
59 crosswalks, indicating that she had almost been hit by a car. Mr. Polizzi suggested that the
60 crosswalk item be moved up in the agenda to be addressed first following the audience comment
61 period.

62 Terri Lyon requested the written permission from the St. Johns Water Management District
63 approving the use of a parcel of land for the Village Center North parking lot. Ms. Lyon commented
64 positively on goals working on meeting efficiency. Ms. Lyon asked for clarification on what the
65 Board meant by enhancements.

66 Jan Beers commented negatively on costs of total staff support and stated that she felt that rates and
67 benefits being given were unsustainable over the long-term.

68 Arnie Hernstein acknowledged that there were a number of residents who lived in the Grand Haven
69 community and had expertise in accounting. Mr. Hernstein suggested that the Board consult with
70 residents with expertise in various fields rather than paying external consultants.

71 A resident asked whether a shade structure could be installed for the call box at the crossings.

72 Donna McGevna expressed concerns with traffic being allowed through the security gates, noting
73 that guards were not taking down license plate information. Ms. McGevna additionally noted that
74 there had been some issues with residents not receiving e-blasts and suggested comparing the Vesta
75 and CDD address listings. Ms. McGevna suggested that residents contact guards regarding if they
76 were expecting visitors. Ms. McGevna additionally commented on café menus.

77 Michael Mauricio asked why the crossing outside of the Village Center was not a 4-way stop.

78 Comments were heard via Zoom regarding poor meeting sound quality and column painting
79 progress.

80 **FOURTH ORDER OF BUSINESS – Staff Reports**

81 A. Amenity Manager: Robert Ross/ John Lucansky

82 No verbal report was given. A copy of the report will be posted to the bulletin boards at each
83 amenity center.

84 B. District Engineer: David Sowell

85 Mr. Sowell presented his report, providing updates on the parking lot expansion at the Village
86 Center. Mr. Sowell stated that the process was awaiting confirmation from St. Johns River Water
87 Management District for formal approval, and at that stage they would go out to bid, with permitting

88 to follow. Mr. Sowell stated that bids were likely to be presented for consideration in November or
89 December's meeting.

90 C. Operations Manager: Barry Kloptosky

91 ➤ Exhibit 1: Presentation of Capital Project Plan Tracker

92 ➤ Monthly Report

93 Mr. Kloptosky gave an overview of rounds of repairs for curbs and gutters. Mr. Kloptosky
94 anticipated paving to start for the crossings around September 27, weather permitting. Additional
95 comments were made regarding costs related to the walking bridges project. Mr. Kloptosky advised
96 as to internal renovations which had been handled by staff at a large savings to the District, though
97 acknowledged that flooring had been handled by an outside contractor. Mr. Kloptosky additionally
98 noted planned bathroom renovations, particularly with the doors. Discussion ensued, with Mr.
99 Kloptosky fielding questions from the Board and audience members. Mr. Kloptosky noted
100 considerations for maintenance of croquet courts.

101 D. District Counsel: Scott Clark

102 Mr. Clark stated that he had nothing to report.

103 E. District Manager: Howard "Mac" McGaffney

104 Mr. McGaffney gave a brief verbal report.

105 **FIFTH ORDER OF BUSINESS – Consent Agenda Items**

106 A. Exhibit 2: Consideration for Acceptance – The July 2021 Unaudited Financial Report

107 Mr. McGaffney stated that the financial report was not being presented for approval, and that
108 financial statements through August 31 would be presented at the October 21 regular meeting.

109 B. Exhibit 3: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
110 Meeting Held August 5, 2021

111 Mr. McGaffney stated that the minutes were not intended to be verbatim, but more of a hybrid
112 summary format.

113 On a MOTION by Mr. Polizzi, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
114 the Minutes of the Board of Supervisors Workshop Meeting Held August 5, 2021, for the Grand Haven
115 Community Development District.

116 **SIXTH ORDER OF BUSINESS – Business Items**

117 A. Board Authorization to approve the expenses related to research and development of the District
118 Engineer's Report related to Crosswalk, Safety, and Recommendations

119 **This item, originally Item D, was presented out of order.**

120 Discussion ensued regarding crosswalk considerations and potentially coordinating with
121 consultants for working within design and safety constraints to minimize liability. Mr. Polizzi
122 suggested initiating discussion with the Sheriff's Department for additional input. Mr. McGaffney
123 asked whether the Board was interested in having Sheriffs on property issuing warnings and tickets,
124 and whether the Board was interested in engaging Sheriffs for other services with limited scope
125 and acquiring recommendations. The Board opened the floor to any audience comments.

126 Lisa Mrakovcic introduced herself as the liaison between the Sheriff's Office and the neighborhood
127 watch and offered to reach out to the office. Ms. Mrakovcic suggested getting feedback from
128 residents as to "hot spots" in the community.

129 Jan Beers recalled similar issues at a different community in Fort Myers, noting positive change
130 once the FMPD had been engaged.

131 A resident stressed the need for clarity from the Board regarding what was being discussed,
132 recalling that discussions had started in relation to LED lights. Mr. McGaffney expressed
133 appreciation.

134 Lori Dixon asked whether a study had already been done, and asked about the cost, to which the
135 Board responded that the study had been conducted for a few thousand dollars and presented at a
136 subsequent meeting. Ms. Dixon suggested pedestrian flags for crosswalks.

137 Additional discussion ensued regarding stop signs, particularly processes and fees involved, and
138 their efficacy.

139 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
140 approved directing the District Manager to work with Lisa Mrakovcic and the Flagler County Sheriff's
141 Department on vehicular traffic safety concerns, for the Grand Haven Community Development District.

142

143 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, with Mr. Howden, Mr. Polizzi, and Dr.
144 Merrill voting "AYE", and Mr. Flanagan voting "NAY", the Board approved authorizing the District
145 Engineer to conduct preliminary research on pedestrian crosswalks, and to contact the City related to the
146 possible installation of additional stop signs for the purpose of making a future presentation and
147 recommendation to the Board, for the Grand Haven Community Development District.

148 *(The Board recessed the meeting at 11:47 a.m., and reconvened at 12:04 p.m.)*

149 B. Exhibit 4: Presentation & Consideration of Evaluation of Bids for the FY 2022 Paving Program

150 Following an overview of bids and materials costs, the District Engineer provided a
151 recommendation to rank P&S Paving as the #1 Ranked Firm, based on qualifications and pricing.

152 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
153 the Rank P&S Paving Proposal, as the recommended ranking presented by the Engineer, and to authorize
154 the District Counsel to draft the formal agreement, for the Grand Haven Community Development District.

155 C. Exhibit 5: Consideration of Joshua's Tree Construction Proposal - \$20,000.00

156 Mr. Kloptosky presented the proposal, recalling work that the company had done for the District
157 previously and recommending its approval. Mr. Kloptosky noted that the vendor was unsure about
158 the extent of sod repair which would be needed and recommended a not-to-exceed amount during
159 approval. Mr. Kloptosky advised that this work would start after October 1, which Mr. McGaffney
160 clarified was part of Fiscal Year 2022. The Board discussed pricing considerations with Mr.
161 Kloptosky.

162 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
163 the Joshua's Tree Construction Proposal, in an amount not to exceed \$22,000.00, for the Grand Haven
164 Community Development District.

165 Following the motion, Mr. McGaffney indicated the location of the construction in response to a
166 resident question.

167

168

169 D. Audit Committee Selection

- 170 ➤ Consideration of Audit Selection Evaluation Criteria
- 171 ➤ Consideration of Audit Proposal Instruction
- 172 ➤ Consideration of Advertisement of Annual Audit Service Proposals

173 Mr. McGaffney recommended that the Board go out to RFP to get competitive and qualified
174 proposals. Mr. McGaffney explained that the previous auditor RFP had been issued when the
175 District had been dealing with multiple bond issuances, and that as this would no longer be the
176 case, there may be an opportunity to save money. Mr. Clark provided additional background
177 information on the audit committee process. The Board expressed support for adding this item to
178 the October meeting agenda.

179 E. Discussion of Mileage Reimbursement Policies

180 Mr. McGaffney stated that the District's Operations Manager currently had a mileage
181 reimbursement agreement above the standard currently established by the IRS for mileage. Mr.
182 McGaffney stated that Ms. Thibault was recommending for this to be adjusted to the IRS standard,
183 and suggested that this could start on October 1, with a resolution to be ratified at the October
184 regular meeting. Mr. Kloptosky fielded questions from the Board regarding the number of vehicles
185 on property, vehicle usage, and staffing considerations.

186 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
187 approved an interim mileage reimbursement policy that complies with the Federal IRS standards for
188 mileage reimbursement for the District employees, effective October 1, 2021, additionally approving the
189 District Counsel to draft a formal policy to be ratified at the October 21 regular meeting, for the Grand
190 Haven Community Development District.

191 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

192 Mr. Howden commented that the agenda was structured in a way to keep from jumping around
193 from subject to subject and stressed the need for the Board collectively to provide staff direction,
194 rather than individual Supervisors.

195 Mr. Polizzi stated that he would appreciate guidance with whether to suggest ideas and changes
196 during discussion of a relevant business item, or to save the list for the Supervisor Requests section
197 later in the meeting. Mr. Howden discouraged moving around agenda items chronologically and
198 suggested having suggestions brought up as their own topics. Mr. Polizzi additionally requested a
199 projections column for the District financials, suggesting that this would be helpful for capital
200 projects and tailoring expenses such as the engineering budget. Mr. Polizzi also provided comments
201 related to the controls and chain of custody of the District's financials. Mr. McGaffney suggested
202 that a discussion item could be added to the October 7 workshop to discuss financials with Ms.
203 Thibault. Mr. Polizzi expressed concerns that he did not receive copies of the increase letter, nor
204 did a number of other residents. Mr. Polizzi suggested looking into the mailing lists for updates.
205 Mr. McGaffney stated that he could check the mailing list to verify that Mr. Polizzi was accounted
206 for. Mr. Polizzi suggested for technology support cost items to be grouped under a heading on the
207 financials. Mr. Polizzi additionally suggested that the room be reorganized for better visibility and
208 projection.

209 Dr. Merrill stated that she did not understand the security guards' protocol for guests and
210 contractors accessing the community. Mr. McGaffney stated that the Operations Manager could
211 meet with the guard service account manager regarding the issues, and that a representative could
212 attend a future meeting for discussion if problems persisted. Dr. Merrill stressed the need for time

213 efficiency, noting that the District Engineer had been present for a significant amount of time before
214 his business items had come up. Dr. Merrill additionally asked whether the District Engineer could
215 attend meetings remotely to reduce costs, which the Board expressed support for. Dr. Merrill asked
216 the Board whether they could consider a special workshop to have more interactive
217 communications with residents. Dr. Merrill concurred with Mr. Polizzi's negative comments on
218 the room setup, additionally suggesting for Supervisors and attendees to be able to be spaced out
219 individually in a manner where the projector would still be visible. Mr. Kloptosky advised that a
220 new projector was on order and would be installed once received.

221 Mr. Flanagan asked the Board to consider more appropriate and usable spaces for the current tiki
222 bar and croquet practice courts, and comments were made suggesting that these be discussed as
223 part of long-term planning sessions. Additional comments were made requesting for Mr. Kloptosky
224 to address safety concerns due to reduced visibility from the bushes at an intersection near the north
225 gate, for staff to follow up on resident requests on the audio connections on the new Village Center
226 fitness equipment, and for scheduled painting and maintenance at the pedestrian crosswalks to be
227 performed sooner.

228 **EIGHTH ORDER OF BUSINESS – Action Item Summary**

229 Mr. McGaffney had the following action items listed:

- 230 a. Spell out the Bank names on the Financials
- 231 b. Look into the Projections Columns
 - 232 i. This will be added to the May Budget Presentation and the August Budget
 - 233 Adoption/Public Hearing
- 234 c. Operations Manager: Eblast to the community regarding the protocol/procedures that
- 235 residents are to follow when they have guests coming to visit. Check in with the Main Gate.
- 236 d. A request was made for a shade solution over the call boxes at the Crossings Gate, so that
- 237 people can see what is being typed in.
- 238 e. District Manager: Contact the Sheriff's Department about speeding and traffic concerns,
- 239 authorized by the Board.
- 240 f. The Operations Manager will send the Board a copy of the pdf. of the traffic study
- 241 conducted a few years ago.
- 242 g. The Operations Manager will look into moving up the planned maintenance/ and the
- 243 painting schedule of the existing crosswalks in the community.
- 244 h. Post orders will be sent to the Board
- 245 i. District Manager will look back at previous communications from Supervisor Flanagan,
- 246 about the Post Orders.
- 247 j. District Counsel will draft mileage reimbursement policy
- 248 k. District Counsel will send the Audit Selection Committee agenda items to be included in
- 249 the October 21st meeting for consideration.
- 250 l. District Engineer will send the revised Survey for the District Property along Colbert Lane,
- 251 to be considered at the October 21st, meeting.

252 **NINTH ORDER OF BUSINESS – Exhibit 6: Upcoming Meeting Agenda Items/ Meeting Matrix**

253 Mr. McGaffney stated that the meeting matrix was provided and would be continually updated as
254 a living document.

255 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: October 7th, 2021, 9:00 a.m.**
256 **Workshop**

- 257 • Quorum Check

258 All Board members that were present confirmed that they would be present for the next meeting,
259 which would establish a quorum.

260 Prior to adjournment, Mr. Howden acknowledged that everyone made mistakes, and stressed the
261 importance of continuing to collaborate well as a cohesive Board.

262 **ELEVENTH ORDER OF BUSINESS – Adjournment**

263 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
264 adjourn the meeting. There being none, Mr. Howden made a motion to adjourn the meeting.

265 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adjourned
266 the meeting, at 2:09 p.m., for the Grand Haven Community Development District.

267 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
268 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
269 *including the testimony and evidence upon which such appeal is to be based.*

270 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
271 **meeting held on October 21, 2021.**

272

Signature

Signature

Printed Name

Printed Name

273 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 9

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS (RFP)
NO. 2021-_____

for

EMERGENCY-DISASTER DEBRIS REMOVAL

GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
ATTN: BARRY KLOPTOSKY, OPERATIONS MANAGER
2 NORTH VILLAGE PARKWAY
PALM COAST, FLORIDA 32137
PHONE: (386) 447-1888

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GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
("Grand Haven")
REQUEST FOR PROPOSAL

GENERAL PURPOSE

Grand Haven seeks to obtain proposals from qualified firms to perform emergency debris removal services. The potential contract awarded as a result of this procurement will be a "requirements" contract, with no quantities guaranteed. Grand Haven will negotiate an agreement with the applicant whose proposal is the most responsive to this RFP. Grand Haven reserves the right to reject any or all responses. **GRAND HAVEN ANTICIPATES THAT CONTRACTORS RESPONDING TO THIS RFP MAY WISH TO PROVIDE LESS THAN ALL OF THE SERVICES DESCRIBED HEREIN, AND ENCOURAGES CONTRACTORS TO RESPOND AND PROVIDE PROPOSALS FOR PORTIONS OF THE WORK DESCRIBED HEREIN.**

Scope of Contracted Services. Upon notice by Grand Haven, Contractor shall provide all expertise, personnel, tools, materials, equipment, transportation, supervision, and all other services and facilities of any nature necessary to execute, complete the timely removal and lawful disposal of all storm-generated debris. The term "debris", as used herein, includes all forms of disaster-generated debris, such as vegetative, demolition, construction, household goods (hereinafter "white goods"), hazardous and industrial waste materials.

These contracted services shall provide for the cost effective and efficient removal and lawful disposal of debris from all public streets, roads, and other rights-of-way, including any other locally-owned facility or site as may be directed by Grand Haven, and in accordance with Federal Requirements. Contract services will only be performed when requested and as designated by Grand Haven, by an approved Task Order issued by Grand Haven. Contractor shall load and haul the debris from within the legal boundaries of Grand Haven to a site(s) agreed to by Grand Haven.

Grand Haven reserves the right to assign work to various Contractors, at its sole discretion. Grand Haven also reserves the right to approve all Subcontractors hired by Contractor and/or to require Contractor to dismiss a Subcontractor upon request.

Time Schedule. Grand Haven will use the following timetable during the selection process. This schedule may be changed solely at Grand Haven's discretion.

Release Date of RFP:	_____
Proposal due date and time of opening:	_____ @ ____:____
Board Review date:	_____
Contract Initiation start date:	Upon execution

GENERAL

All prospective applicants shall provide sufficient information and data to fully allow a complete evaluation of the information to be made. Information and data submitted by each applicant will become a part of the proposals.

Proposal Submission. Proposals shall be delivered to Barry Kloptosky, Operations Manager, Grand Haven Community Development District, 2 North Village Parkway, Palm Coast, Florida 32137, prior to the opening time of the bid.

The delivery of proposals to Grand Haven prior to the specified date and time is solely and strictly the responsibility of the applicant. Grand Haven shall not, under any circumstances, be responsible for delays caused by the United States Postal Service or any delivery service, or for delays caused by any other occurrence. All responses must be manually and duly signed by an authorized corporate officer, principal, or partner with the authority to bind said applicant.

All responses must be marked on the outside:

“Debris Removal RFP for GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT.”

The applicant is solely responsible for reading and completely understanding the requirements of this RFP. Proposals delivered after the specified delivery date/time will not be considered under any circumstances. Late submissions shall be returned unopened to the applicant with the notation “The proposals were received after the delivery time designated for the receipt and opening of the proposals.”

The applicant shall submit (8) copies of its entire proposal and one electronic copy.

Grand Haven may waive any informalities, irregularities, or variances, whether technical or substantial in nature or reject any and all proposals at Grand Haven’s discretion.

Proposal Content. Each proposal should include the following:

- a. Qualifications and experience of personnel, including the Administrator or Project Manager and other key personnel.
- b. Provide results, in measurable terms, which demonstrate the success of past Contracts.
- c. Any other information, which may be of benefit to Grand Haven in making a decision on the successful applicant.

Inquiries and Addenda. Each applicant shall examine all RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions,

or requests concerning an interpretation, clarification, or additional information pertaining to the RFP shall be directed in writing to:

Barry Kloptosky, Operations Manager
Grand Haven Community Development District
2 North Village Parkway
Palm Coast, Florida 32137
Phone: (386) 447-1888
Fax: (386) 447-1131
email: Bkloptosky@ghcdd.com

Grand Haven shall not be responsible for oral interpretations given by any other Grand Haven employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this RFP, Grand Haven will notify all prospective applicants who have secured same. However, it shall be the responsibility of each applicant, prior to submitting the proposals, to contact Grand Haven's Operations Manager at (386) 447-1888 to determine if addenda were issued and to make such addenda a part of the proposal.

Insurance Requirements. Insurance requirements must be in place prior to contract start-up.

a. Liability Insurance. The applicant shall furnish, pay for, and maintain during the life of the contract with Grand Haven the following liability coverages:

-
-
-
-

b. Additional Insured. Grand Haven is to be specifically included as an additional insured on all liability coverage described above.

c. Notice of Cancellation or Restriction. All policies of insurance must be endorsed to provide Grand Haven with a thirty (30) day notice of cancellation or restriction.

d. Certificate of Insurance / Certified Copies of Policies. The applicant shall provide Grand Haven with a certificate or certificates of insurance showing the existence of the coverage required by this RFP. The applicant will maintain this coverage with a current certificate or certificates of insurance throughout the term stated in the proposal. When specifically requested by Grand Haven in writing, the applicant will provide Grand Haven with certified copies of all policies of insurance as required above. New certificates and new certified copies of policies, if certified copies of policies have been requested, shall be provided to Grand Haven whenever any policy is renewed, revised, or obtained from other insurers.

e. The address where such certificates and certified policies shall be sent or delivered is as follows:

Barry Kloptosky, Operations Manager
Grand Haven Community Development District
2 North Village Parkway
Palm Coast, Florida 32137
Phone: (386) 447-1888
Fax: (386) 447-1131
email: Bkloptosky@ghcdd.com

f. The applicant shall defend, indemnify, save and hold Grand Haven harmless from any and all claims, suits, judgments and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from the performance by the applicant, its employees, subcontractors, or assigns, including legal fees, court costs, or other legal expenses. The applicant acknowledges that it is solely responsible for complying with the terms of this RFP. In addition, the applicant shall, at its expense secure and provide to Grand Haven, prior to beginning performance under this RFP, insurance coverage as required in this RFP.

g. Any party providing services or products to Grand Haven will be expected to enter into a written agreement, contract, or purchase order with Grand Haven that incorporates, either in writing or by reference, all of the pertinent provisions relating to insurance and insurance requirements as contained herein. A failure to do so may, at the sole option of Grand Haven, disqualify any bidder or proposer of services and/or products to Grand Haven.

Standard Requirements.

a. Right to Protest. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her/its complaints by contacting the Purchasing Manager.

b. No Corrections. Once a competitive proposal is submitted, Grand Haven shall not accept any request by any proposer to correct errors or omissions in any calculations or competitive price submitted.

Procurement Process.

a. Openness of Procurement Process. Written competitive proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 Florida Statutes. Grand Haven gives no assurance as to the confidentiality of any portion of any proposal once submitted.

b. No Collusion. By offering a submission to the RFP, the proposer certifies the proposer has not divulged to, discussed or compared his/her competitive proposal with other proposers and has not colluded with any other proposers or parties to this competitive proposal whatsoever. This section is not intended to prohibit two or more organizations from working together on a joint application. One organization would have to be designated as the lead agency with fiscal responsibility.

c. Informality Waiver/Rejection of Bids. Grand Haven reserves the right to reject any and all responses and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interests of Grand Haven.

d. Appropriations Clause. Grand Haven, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance, in accordance with the terms and conditions of this contract, for each and every fiscal year following the fiscal year in which this contract is executed and entered into, and for which this contract shall remain in effect. Upon notice that sufficient funds are not available in the subsequent fiscal years, Grand Haven shall thereafter be released of all terms and other conditions.

SELECTION CRITERIA AND RANKING PROCESS

All proposals shall be subject to an evaluation by a selection committee to be established by Grand Haven. The successful applicant must demonstrate an understanding of the project scope and purpose. This refers to the applicant's understanding of the needs that generated the RFP, of the objectives in asking for the services and of the nature and scope of the work involved.

The evaluation of the proposals shall be accomplished utilizing the criteria described in this section. Information and data included in the proposal shall be considered in the evaluation process.

Completeness of Proposal. Following the receipt of proposals, the Selection Committee shall review all proposals with respect to completeness and conformance with the instructions and requirements specifically indicated in this RFP. Responses, which are deemed incomplete or nonconforming with instructions and requirements of this RFP may not be given further evaluation. Grand Haven reserves the right to reject any and all responses and to waive any irregularity, variance, or informality whether technical or substantial in nature, in keeping with the best interest of Grand Haven.

Selection Criteria. All proposals shall be evaluated with respect to the completeness of the data provided, support for all claims made and the overall approach taken. All submissions will

be rated using a 1-5 scale, with 5 being the highest rating. The following criteria shall be utilized in the evaluation process:

- The responsiveness and completeness of the proposal.
- Demonstrated knowledge of Federal Emergency Management Agency (FEMA) procedures and reimbursement guidelines and the ability to provide documentation necessary to facilitate FEMA reimbursement.
- Net overall cost to the CDD for the proposed services. (Cost shall be considered in proposal evaluations, but shall not be the sole determining factor.)
- Applicant's ability to respond promptly when services are requested. Labor force resources available to perform the required services and experience in accomplishing documentation required for federal and/or state reimbursement.
- The proximity of Applicant's personnel and equipment in the event of a disaster.
- Past experience as well as qualifications to complete debris removal and other services as required by this RFP.

PERFORMANCE OF SERVICES

Description of Services. Contractor agrees to perform contracted services in a professional and workmanlike manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits. Only the highest quality workmanship will be acceptable. Services, equipment and workmanship not conforming to the intent of Agreement or meeting the approval of Grand Haven may be rejected. Replacements and/or rework, as required, will be accomplished on a timely basis at no additional cost to Grand Haven. Where indicated below, certain services may be proposed to be provided separately from other services herein.

Emergency Push / Road Clearance. Contractor shall accomplish the cutting, tossing and/or pushing of debris, hanging limbs, or leaning trees off of transportation routes as identified by and directed by Grand Haven. The emergency push will normally be completed within the first 72 hours following the activation of this contract, unless notified otherwise by Grand Haven. Time and material rate shall be applicable.

Debris Removal From Public Right-of-Way (ROW). As directed by Grand Haven, Contractor shall load and haul all eligible debris to an approved Debris Management Site (DMS) or other disposal destination, as specified or agreed to by Grand Haven. All collection and hauling will be consistent with Federal requirements applicable to the disaster event. Contractor will ensure compliance with instructions from Grand Haven regarding the collection, hauling and disposal of hazardous wastes and/or other categories of debris.

Debris Clearance/Removal from Public Property. As directed by Grand Haven, Contractor shall clear eligible debris from public property, load and haul all debris to a designated Debris Management Site (DMS) or other disposal destination designated or agreed to by Grand Haven. If necessary, Grand Haven or its designee will confirm the eligibility of the debris to be removed.

Tree Cutting. As directed by Grand Haven, Contractor shall remove trees determined by Grand Haven to be damaged by the emergency event in such a manner as to pose a threat to life or property. **BIDDERS MAY PROPOSE TO SUPPLY THESE SERVICES ALONE.**

Demolition of Structures and Construction Debris Removal. As directed by Grand Haven, Contractor shall demolish unsafe structures and remove debris that has been determined by Grand Haven to be a threat to the health and safety of the public. Contractor will exercise due diligence in demolishing and/or removing debris from private property. Grand Haven will direct actions to secure the right of entry (ROE) onto private property to allow demolition and removal. All applicable local, state and federal regulatory requirements regarding asbestos containing materials shall be adhered to unless waived by applicable regulatory authorities. **BIDDERS MAY PROPOSE TO SUPPLY THESE SERVICES ALONE.**

Debris Separation/Reduction and Debris Management Site (DMS). Contractor shall operate and manage the DMS to accept and process all event debris. All actions will be implemented by Contractor only with the prior approval of Grand Haven. Actions by Contractor will include, but are not limited to the following:

- Ensure that only debris authorized by Grand Haven's Contract Administrator will be allowed in the DMS sites.
- Provide to Grand Haven a video record of the pre- and post-use site conditions. Prepare a plan of proposed site layout and review with Grand Haven prior to its implementation.
- Prepare a plan for site security and traffic control for both on the site and adjacent roadways and review with Grand Haven prior to its implementation.
- Comply with any applicable environmental requirements, to include litter control fencing, silt fencing, dust control, hazardous materials containment area, and/or water retention berms.
- Confine hours of operation of the DMS to those determined by Grand Haven. Process debris by methods that may include, but not be limited to, reduction by grinding, or other alternate methods of reduction, such as compaction.
- Prior to reduction, segregate all debris between vegetative debris, construction and demolition debris, white goods, and hazardous waste.
- Develop and implement, with the approval of Grand Haven, a procedure for management of the receipt of unauthorized and/or ineligible debris at the DMS.

- Provide Grand Haven with proper and acceptable documentation (including destination, tickets, volume/weight) for final disposal of debris accepted at the DMS.
- Upon closure of the DMS, restore the site to its pre-use condition, meeting all regulatory requirements for the site closure. Survey the site to verify that it has been restored to pre-use elevation and condition.

Designation and Management of Staging Areas. Contractor shall identify staging areas in collaboration with Grand Haven for the purposes of truck/equipment certification; provision of temporary fueling or vehicle maintenance (as required), and other operational service functions related to debris removal efforts. Contractor shall provide temporary tent, sanitary and other appropriate conveniences necessary for the care and well-being of all Contractor and Subcontractor personnel. Grand Haven will approve of the location, size, layout and services to be provided at any staging area established by Contractor, who will insure that each area is managed in accordance with all applicable regulatory requirements and in a manner to minimize disruption to the surrounding neighborhoods.

Disaster Recovery Technical Assistance. Contractor will provide Disaster Recovery Technical Assistance to Grand Haven to assist with guidance and consultation on all aspects of the recovery process. This assistance shall include documentation and management for the Public Assistance Program as pertains to debris management, planning, training and exercise development.

Cost of Services. Contractor shall bear all of its own operating costs and is responsible for all permit and license fees, and maintenance of its own trucks and equipment to keep such property in a condition and manner adequate to accomplish contracted services. Upon receipt and acceptance of full documentation of the performance of services and an accurate invoice as specified by Grand Haven, Contractor shall be reimbursed on a unit price basis as specified in Attachments A and B. **Contractors may leave blank any line items which contain services or equipment that are not applicable to Contractor, and they may also supplement Attachments A and B for any services or equipment they propose to provide which are not otherwise adequately described in Attachments A and B.**

Unknown and/or unforeseen events or conditions may require an adjustment to the unit costs given in Attachments A and B of this Agreement. Any amendments, extensions or changes to the scope of contracted services or unit prices are subject to full negotiations between Contractor and Contract Administrator.

STANDARDS OF PERFORMANCE

Contractor Representative and General Operations Plan. Contractor shall have a knowledgeable and responsible representative report to the Contract Administrator or designee and provide a copy of Contractor's General Operations Plan within seven days following the execution of this Agreement. Grand Haven will approve the General Operations Plan prior to its

implementation within Grand Haven. Contractor's representative shall have the authority to implement all actions required to begin the performance of contracted services as set out in this Agreement and Contractor's General Operations Plan.

Mobilization. When a Notice To Proceed (NTP) in advance of an event has been received by Contractor, he/she/it will make all necessary arrangements to mobilize a minimum of 50% of the required resources within 48 hours and 100% of the required resources within 96 hours to commence and conduct these contracted services. Grand Haven may take such other actions as necessary to address the failure of Contractor to mobilize resources on the schedule required by Grand Haven.

GENERAL RESPONSIBILITIES

Other Agreements. Grand Haven may be required to enter into agreements with Federal and/or State agencies for disaster relief. Contractor shall be bound by the terms and conditions of such agreements, regardless of the additional burdens of compliance.

Grand Haven's Obligations. Grand Haven shall furnish a written Work Authorization or Notice To Proceed.

Contractor's Conduct of Work. Contractor shall be responsible for planning and conducting all operations in a satisfactory and professional manner. All Contractor personnel and Subcontractors shall demonstrate and maintain a courteous and responsible demeanor toward all persons.

Supervision by Contractor. Contractor will supervise and/or direct all contracted services performed by its employees, agents and subcontractors. Contractor is solely responsible for all means, methods, techniques, safety and other procedures. Contractor will employ and maintain a qualified project manager at the work site(s) who shall have full authority to act on behalf of Contractor. All communications given to the project manager by the Contract Administrator or designee shall be as binding as if given to Contractor.

Self-sufficiency of Contractor and Subcontractors. Contractor shall ensure that its work force, including Subcontractors, maintain self-sufficiency related to fuel, vehicle repair/maintenance, housing, sanitation, food and related accommodations, in a manner that is consistent with local requirements and minimizing adverse effects on the community and the environment.

Damages by Contractor. Contractor shall be responsible for conducting all operations, whether contemplated by this Agreement or later requested as specialized services, in such a manner as to cause the minimum damage possible to existing public, private and commercial property and/or infrastructure. Contractor shall also be responsible for any damages due to the negligence of its employees and Subcontractors. Contractor must report such damage to the Contract Administrator in writing within 24 hours. Should any property be damaged due to negligence on the part of the Contractor, Grand Haven may either bill Contractor for the damages,

withhold funds due to Contractor, or Contractor may also repair all damage to the satisfaction of Grand Haven. Grand Haven shall make the determination of whether “negligence” has occurred.

Contractor’s Duty Regarding Other Contractor(s). Contractor acknowledges the presence of other Contractors involved in disaster response and recovery activities by the federal, state and local government and of any private utility, and shall not interfere with their work.

Contractor’s Disposal of Debris. Unless otherwise directed by Grand Haven, Contractor shall be responsible for determining and executing the method and manner for processing and/or lawful disposal of all eligible debris as approved by Grand Haven. Grand Haven and Contractor shall mutually agree upon the locations of the DMS and final disposal sites. Grand Haven may allow separate unit prices for delivery and disposal of debris to DMS and final disposal. Upon request from Contractor, other sites may be utilized as directed and/or approved by Grand Haven.

GENERAL TERMS AND CONDITIONS

Multiple, Scheduled Passes. Contractor shall make scheduled passes of each area impacted by the event, at the direction of Grand Haven. Grand Haven shall direct the interval timing of all passes. Sufficient time shall be permitted between subsequent passes to accommodate reasonable recovery and additional debris placement at the ROW by the citizens and Grand Haven. Contractor will document the completion of all passes based on the direction from Grand Haven and will provide this documentation to Grand Haven on the frequency requested by Grand Haven.

Clean As You Go Policy. Contractor shall provide a “Clean As You Go” policy. Contractor shall supervise and enforce such policy during debris management operations.

Operation of Equipment. Contractor shall operate all trucks, trailers and all other equipment in compliance with any/all applicable federal, state and local rules and regulations. Equipment shall be in good working condition. All loading equipment shall be operated from the road, street, or ROW using buckets and/or boom and grapple devices to collect and load debris. No equipment shall be allowed behind the curb or outside of the public ROW unless otherwise directed by Grand Haven. Should operation of equipment be required outside of the public ROW, Contractor will ensure that a ROE Agreement has been obtained prior to property entry.

Security of Debris During Hauling. Contractor shall be responsible for the security of debris on/in each vehicle or piece of equipment utilized to haul debris. Prior to leaving the loading sites, Contractor shall ensure that each load is secure and trimmed so that debris does not extend horizontally beyond the bed of the equipment; in any direction. All loose debris shall be reasonably compacted and secured during transport in accordance with FDOT guidelines. As required, Contractor will survey the primary routes used by Contractor for debris hauling as soon as possible after the transport and will recover fallen or blown debris from the roadway(s).

Traffic Control. Contractor shall mitigate impact on local traffic conditions to the greatest extent possible. Contractor is responsible for establishing and maintaining appropriate traffic control in accordance with the most current edition of the US Department of Transportation

Manual or Uniform Traffic Control Devices (MUTCD). Contractor shall provide sufficient signage, flagging and barricading to ensure the safety of vehicular and pedestrian traffic at all debris removal, collection, reduction and/or disposal sites.

Work Days/Hours. Work days and/or work hours shall be as directed by Grand Haven following consultation and notification to Contractor. Working hours on holidays shall be at the discretion of Grand Haven.

Hazardous and Industrial Wastes. Contractor shall set aside and reasonably protect all hazardous or industrial material encountered during debris removal operations for collection and disposal. Prior to such actions, Contractor will prepare a Hazardous and Industrial Materials Cleanup and Disposal Plan, and this plan will be in accordance with all local, state and Federal requirements and will be approved by Grand Haven. In accord with this plan, Contractor may use the subcontracting services of a firm specializing in the management and disposal of such materials and waste.

Utilizing Local Resources. Contractor shall, to every extent possible, give priority to utilizing labor and other resources originating within Flagler County.

Work Safety. Contractor shall provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. Contractor will provide such safety equipment, training and supervision as may be required by Grand Haven and/or other governmental regulations. Contractor shall ensure that its subcontracts contain an equivalent safety provision.

Inspection of Contractor Operations. All debris shall be subject to inspection by Grand Haven and other public authorities to ensure compliance with this Agreement, applicable federal, state and local laws, and in accordance with generally accepted standards of emergency management professionals. Grand Haven will, at all times, have access to all work sites and disposal areas. In addition, authorized representatives and agents of the government shall be permitted to inspect all work, materials, invoices, and other relevant records and documentation.

Corrective Actions Required of Contractor. When instructed by Grand Haven's Representative, Contractor will immediately implement corrective actions to address health and safety issues and/or any other actions inconsistent with any of the terms of this agreement, as determined by Grand Haven in its sole discretion and notify Grand Haven within 24 hours.

Ineligible Work. Contractor will not be paid for the removal, transportation, storage, reduction and/or disposal of any material that does not meet the eligibility requirements identified in section entitled *General Purpose*.

Eligibility Inspections. Grand Haven's monitors shall have the right to inspect each load, or to inspect at some other frequency of Grand Haven's direction, to verify that the contents are in accordance with the accepted definition of eligible debris.

Eligibility Determinations. If any load is determined to contain material that does not conform to the definition of eligible debris, the load will be ordered to be deposited at another approved and certified receiving facility. No payment will be allowed for that load and Contractor will not invoice Grand Haven for such loads. Grand Haven, through its authorized representative, will be the sole judge as to whether the material conforms to the definition of eligible debris.

Other Agencies. The term “government” as used in this Agreement refers to those governmental agencies which may have a regulatory or funding interest in this Agreement.

E-Verify Requirement. Contractor understands and acknowledges that Grand Haven is subject to the requirements of section 448.095, Florida Statutes, pertaining to the use of the E-Verify system to confirm the work authorization status of all employees hired on or after January 1, 2021. Contractor acknowledges and confirms that it is registered with and uses the E-Verify system to confirm the work authorization status of all new hires. Contractor further confirms that it shall only subcontract work to be performed under this Agreement to subcontractors who are registered with and use the E-Verify system and have provided to Contractor the affidavit described in section 448.095(2)(b) and will otherwise comply in every respect with the requirements of section 448.095, Florida Statutes.

REPORTS, CERTIFICATIONS AND DOCUMENTATION

Reports. Contractor shall submit periodic, written reports in a format required by Grand Haven documenting the progress of debris removal and disposal. These reports may include, but are not limited to:

Daily Reports. Daily reports may detail the locations where passes for debris removal were conducted, the quantity of debris (by type) removed and disposed of, the total number of personnel by job title engaged in debris management operations, and the number of grinders, chippers and mulching machines in operation. Contractor will also report damages to private property caused by the debris operation or damage claims made by citizens and such other information as may be required to completely describe the daily conduct of Contractor’s operations within 24 hours.

Weekly Summaries. A summary of all information contained in the daily reports as described herein, shall be provided to Grand Haven within two days of the close of the week. At the request of Grand Haven, the data making up the weekly summaries shall also be submitted in electronic format. The submitted electronic weekly data will include: Collection Contractor, load ticket number, load date, load location, truck yardage, percent full, calculated yardage (or weight, if applicable).

Report Delivery. Contractor shall submit a report to Grand Haven’s designee by 11:00 a.m. each business day of the term of the Task Order. Each report will contain at a minimum the following information:

- Contract Number.

- Daily and cumulative hours for each piece of equipment, if appropriate.
- Daily and cumulative hours for personnel, by position, if appropriate.
- Volumes of debris handled.

Data Reconciliation. Reconciliation of data will be accomplished weekly between Contractor and Grand Haven's Representative. All discrepancies will be resolved within five days.

Final Project Closeout. Upon final inspection and/or closeout of the project by Grand Haven, Contractor shall prepare and submit a detailed description of all debris management activities in an electronic spreadsheet, to include, but not limited to the total volume, by type of debris hauled, reduced and/or disposed of, final disposal locations and amounts of the debris managed by Contractor, plus the total cost of the project invoiced to Grand Haven. Contractor shall provide, upon request of Grand Haven and/or no later than project closeout, a release of liens demonstrating that all Subcontractors to Contractor have been fully paid. Agreement will provide any other additional information as may be necessary to adequately document the conduct of the debris management operations for Grand Haven and/or government. Grand Haven must approve final project reconciliation.

Certifications. Contractor will be responsible for the certification of personnel and vehicles.

Certification of Vehicles and Load Capacity. Contractor shall ensure that all equipment is certified in accordance with most current FEMA guidelines. After a disaster, Grand Haven, or their designated representative, will begin the equipment certification at a pre-designated site, or at staging areas established by Contractor.

All Contractor and Subcontractor trucks shall have valid registrations, insurance and meet basic operational criteria: tailgates or equivalent containment devices, tarps, etc., as well as all applicable motor vehicle safety requirements. Drivers shall possess valid licenses. Truck body dimensions shall be measured, and information recorded on certification forms with calculated capacity noted.

The truck driver will be provided up to two (2) copies of the certification sheet for Contractor and Subcontractor's records.

Certification of Personnel.

- Senior management personnel of Contractor assigned to implement work authorizations pursuant to this agreement will participate, upon request, in training and briefing sessions held by representatives of Flagler County and/or Grand Haven.
- Senior, supervisory personnel of Contractor and all Subcontractors thereto will have received training in debris management, and the implementation of the National Incident Management System (NIMS).

- Personnel assigned by Contractor as responsible for data management, invoicing and other documentation duties will be trained in the data management concepts and approaches to be used.

- Vehicle and equipment operators will be fully licensed and certified, as required by applicable local, State and Federal statutes and regulations.

- Upon their deployment for field operations, all Contractor and Subcontractor personnel will be briefed and trained appropriately in their duties, responsibilities, and the procedures to be utilized throughout the debris management process, including safety procedures, load ticket management procedures, and accident reporting procedures.

Utilization of a Standardized “Load Ticket.” Contractor and all Subcontractors will utilize a standardized “load ticket” (format as provided by Grand Haven) for documenting each load of debris from its origin to the DMS and/or final disposal location, as indicated.

Additional Supporting Documentation. Contractor shall submit sufficient reports and/or documentation for debris loading, hauling, disposal, and load capacity measurements, and any other services provided by Contractor as may be required by Grand Haven and/or other governmental entity to support requests for debris project reimbursement from external funding sources.

Report Maintenance. Contractor will be subject to audit by federal, state and local agencies pursuant to this Agreement. Contractor will maintain all reports, records, debris reporting tickets and Agreement correspondence for a period of not less than three (3) years from project closeout.

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Attachment A
FEE SCHEDULE – PART A: UNIT PRICES

Item /	Description	Unit	Unit Price
1.0	Loading and Hauling Debris from Public Property and Rights-of-Way to a Temporary Debris Staging and Reduction Site	Cubic Yard	\$
2.0	Loading and Hauling Debris from Public Property and Rights-of-Way to a Final Disposal Site	Cubic Yard	\$
3.0	Management and Operation of a Temporary Debris Staging and Reduction Site	Cubic Yard	\$
4.0	Debris Reduction by Chipping/Grinding	Cubic Yard	\$
5.0	Fluorocarbon Refrigerant Management and Recycling	Per Unit	\$
6.0	Animal Carcass Collection, Hauling, and Final Disposal	Pound	\$
7.0	Loading and Hauling Debris Reduction By-Products to a Final Disposal Site	Cubic Yard	\$
8.0	Loading and Hauling Household Hazardous Waste to a Final Disposal Site	Pound	\$
9.0	Hazardous Stump Removal, Loading and Hauling to a Temporary Debris Staging and Reduction Site		
	A. 24 inch to 35.99 inch diameter	Each	\$
	B. 36 inch to 47.99 inch diameter	Each	\$
	C. 48 inch and larger diameter	Each	\$
11.0	Clean, Fill Dirt	Cubic Yard	\$
12.0	Sand Screening	Cubic Yard	\$
13.0	Hazardous Tree Removal	Each	\$

Attachment B
FEE SCHEDULE – PART B: EQUIPMENT AND LABOR RATES

Item	Description	Hourly Price
1.0	JD 544 Wheel Loader with debris grapple	\$
2.0	JD 644 Wheel Loader with debris grapple	\$
3.0	Extendaboom Forklift with debris grapple	\$
4.0	753 Bobcat Skid Steer Loader with debris grapple	\$
5.0	753 Bobcat Skid Steer Loader with bucket	\$
6.0	753 Bobcat Skid Steer Loader with street sweeper	\$
7.0	30-50 H Farm Tractor with box blade or rake	\$
8.0	2 - 21/2 cu. yd. Articulated Loader with bucket	\$
9.0	3 – 4 cu. yd. Articulated Loader with bucket	\$
10.0	JD 648E Log Skidder, or equivalent	\$
11.0	CAT D4 Dozer	\$
12.0	CAT D5 Dozer	\$
13.0	CAT D6 Dozer	\$
14.0	CAT D7 Dozer	\$
15.0	CAT D8 Dozer	\$
16.0	CAT 125 – 140 HP Motor Grader	\$
17.0	JD 690 Trackhoe with debris grapple	\$
18.0	JD 690 Trackhoe with bucket & thumb	\$
19.0	Rubber Tired Excavator with debris grapple	\$
20.0	JD 310 Rubber Tired Backhoe with bucket & hoe	\$
21.0	Rubber Tired Excavator with debris grapple	\$
22.0	210 Prentiss Knuckleboom with debris grapple	\$
23.0	CAT 623 Self-Loader Scraper	\$
24.0	Hand-Fed Debris Chipper	\$
25.0	300 – 400 HP Horizontal Grinder	\$
26.0	800 – 1,000 HP Horizontal Grinder	\$
27.0	30 Ton Crane	\$
28.0	50 Ton Crane	\$
29.0	100 Ton Crane (8 hour minimum)	\$
30.0	40 – 60' Bucket Truck	\$
31.0	Greater Than 60' Bucket Truck	\$
32.0	Fuel / Service Truck	\$
33.0	Water Truck	\$
34.0	Portable Light Plant	\$
35.0	Lowboy Trailer with Tractor	\$
36.0	Flatbed Truck	\$
37.0	Pick-up Truck (unmanned)	\$
38.0	Self-Loading Dump Truck with debris grapple	\$
39.0	Single Axle Dump Truck, 5 – 12 cu. yd.	\$
40.0	Tandem Axle Dump Truck, 16 – 20 cu. yd.	\$
41.0	Tandem Axle Dump Truck, 21 – 30 cu. yd.	\$
42.0	Tandem Axle Dump Truck, 31 – 50 cu. yd.	\$

43.0 Tandem Axle Dump Truck, 51 – 80 cu. yd.	\$
44.0 Power Screen	\$
45.0 Stacking Conveyor	\$
46.0 Chainsaw	\$
47.0 Air Curtain Incinerator, self-contained	\$
48.0 Temporary Office Trailer	\$
49.0 Mobile Command and Communications Trailer	\$
50.0 Laborer, with small hand tools, and Traffic Control Flagperson	\$
51.0 Skilled Sawman	\$
52.0 Crew Foreman with cell phone	\$
53.0 Operations Manager with cell phone	\$
54.0 Tree Climber	\$

*Note: All equipment descriptions submitted will be in accordance with the FEMA “Typed Resource Definitions.”

**Note: All equipment rates include the cost of the operator, fuel, and maintenance.

***Note: All labor rates include the cost of personal protective equipment, including but not limited to: hardhat, traffic safety vest, steel-toed shoes, gloves, leggings, and protective eyewear.

EXHIBIT 10

RESOLUTION 2022-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT MODIFYING THE EMPLOYEE
REIMBURSEMENT POLICY FOR FISCAL YEAR 2021/2022**

WHEREAS, the Grand Haven Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Flagler County, Florida; and

WHEREAS, the District is authorized to and employs persons in various capacities in order to carry out the works and functions of the District; and

WHEREAS, the District is authorized from time to time to enter into employment agreements and to set policies and procedures regarding the compensation and benefits to be paid to District’s employees; and

WHEREAS, the Board of Supervisors has adopted a vehicle usage reimbursement plan prior to the fiscal year 2021/2022;

WHEREAS, the Board of Supervisors now desires to modify its benefit plan such that annual vehicle allowances are replaced with mileage reimbursements.

NOW THEREFORE, the Board of Supervisors resolves and determines as follows:

1. In lieu of an annual vehicle allowance, in accordance with 26 CFR § 1.62-2, the District shall reimburse qualified mileage (generally, mileage incurred by an employee using his or her personal vehicle for District purposes) at the rate established by the Internal Revenue Service (“IRS”). The rate is updated from time to time and is currently set at \$.56/mile. All requests for reimbursement shall be submitted to the District only on a form approved by the District for that purpose. As part of the reimbursement process, the District may require substantiation of the miles claimed.

2. The District Manager is authorized and directed to implement the terms of this Resolution through employment agreements and the Employment Manual, which shall be amended as necessary to reflect the direction of this Resolution. The reimbursement policy set forth herein shall be implemented as soon as possible after the date of this Resolution.

3. Except as set forth herein, nothing herein shall be construed to amend or change the nature or terms of any existing employment agreement, including the employment at will nature of such agreements.

4. This Resolution is intended to implement policy previously adopted by the Board and shall be effective as of October 1, 2021.

PASSED AND ADOPTED THIS 21ST DAY OF OCTOBER, 2021.

ATTEST:

**GRAND HAVEN COMMUNITY
DEVELOPMENT DISTRICT**

SECRETARY/ASST. SECRETARY

CHAIRMAN/VICE CHAIRMAN

EXHIBIT 11

GRAND HAVEN MEETING AGENDA MATRIX

October 2021	Workshop: 10/07	Workshop Agenda Items: <ul style="list-style-type: none"> • Financial Management Discussion • Long Term Capital Planning Session <ul style="list-style-type: none"> ○ 10-year Reserve Study Outlook ○ Operations Input ○ Board's Input 	Include Board Feedback in Long Term Capital planning discussion. Include updated Reserve Study and Staff Feedback
	Regular Meeting: 10/21	Regular Meeting Agenda Items: <ul style="list-style-type: none"> • Staff Reports • Consent Agenda: <ul style="list-style-type: none"> ○ All of August's Meeting Minutes ○ No Financials until November 4th meeting • Business Items: <ul style="list-style-type: none"> ○ Consideration of Survey proposal ○ Consideration of Emergency Debris Removal RFP Audit Committee Meeting Agenda Items: <ul style="list-style-type: none"> • Audit Committee Selection: • Consideration of Audit Selection Evaluation Criteria • Consideration of Audit Proposal Instruction • Consideration of Advertisement of Annual Audit Service • GHCDD Meeting Matrix 	<ul style="list-style-type: none"> • District Engineer: <ul style="list-style-type: none"> ○ City of Palm Coast, permitting requirements-Update and Recommendations on Stop Signs ○ Continued review and recommendations on pedestrian crosswalks-TBD ○ Survey Proposal • Operations Manager: <ul style="list-style-type: none"> ○ Semi-Annual Report-Landscaping, Amenity, Security, Ponds ○ 2022 CIP (DM to send Vanessa new) • District Counsel: Audit Committee <ul style="list-style-type: none"> ○ DM/DC send out email to solicit Engagement Letters ○ Draft and Notice the Emergency Debris Removal RFP after 10/21 ○ DM to Notice • District Manager: Update Meeting Matrix • Amenity Manager: Tiki Bar Staffing
November 2021	Regular Meeting: 11/04	Regular Meeting Agenda Items: <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: <ul style="list-style-type: none"> ○ Meeting Minutes-10/07 Workshop ○ Unaudited Financials as of 09/30 ○ Audit Committee Meeting Agenda Items: • Consideration of Audit Proposals • Long Term Capital Planning: <ul style="list-style-type: none"> ○ Continue with Board's Input ○ Operations Manager's Input ○ 10-year Reserve Study Outlook • GHCDD Meeting Matrix 	<ul style="list-style-type: none"> • Operations Manager's input to the Long-Term Capital Plan due to the DM by 10/25 • Updated FY2022 CIP

December 2021	Regular Meeting: 12/02	<p>Regular Meeting Agenda Items:</p> <ul style="list-style-type: none"> • Staff Reports • Consent Agenda Items: <ul style="list-style-type: none"> ○ Meeting Minutes:10/21 & 11/04 meetings ○ Unaudited Financials as of 10/31 • Business Items: <ul style="list-style-type: none"> ○ Discussion/Consideration of Revised Post Orders <p>Long Term Capital Planning-Continued Discussions</p> <ul style="list-style-type: none"> ○ Prioritizing Board/Staff's Input ○ 10-year Reserve Study Outlook <ul style="list-style-type: none"> • GHCDD Meeting Matrix 	<ul style="list-style-type: none"> • Updated CIP
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ACTION ITEMS / FUTURE AGENDA ITEMS	NOTES
Operations Contracts-Semi-Annual Review by the Ops. Mgr.	Landscaping, Amenity, Security, Ponds - 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
BOARD OF SUPERVISOR'S TOP 10 BUSINESS GOALS	NOTES
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, hiring 2 new Maintenance Workers
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