

**MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT**

A Community Workshop of the Grand Haven Community Development District's Board of Supervisors was held on **Thursday, May 6, 2010 at 10:00 a.m.**, in the **Grand Haven Room, Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.**

Present at the meeting and constituting a quorum were:

Peter Chiodo	Chairman
Charles Trautwein	Vice Chairman
Dennis Cross	Assistant Secretary
Dr. Stephen Davidson	Assistant Secretary

Also present were:

Craig Wrathell	Wrathell, Hunt & Associates, LLC
Matt Kozak	Wrathell, Hunt & Associates, LLC
Doug Paton	Wrathell, Hunt & Associates, LLC
Barry Kloptosky	Operations Manager
Howard McGaffney	Amenity Center Manager
Louise Leister	Horticultural Consultant
Brenda Nichols	Security Services of America
R.F. Hopkins	Resident
Tom Lawrence	Resident
Rob Sedelmeyer	Resident
Murray Salkovitz	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 10:02 a.m., and announced, for the record, that Supervisors Chiodo, Trautwein, Cross and Davidson were present. Supervisor Halley was not present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

All present recited the Pledge of Allegiance.

Mr. Wrathell reminded those in attendance that this is a Community Workshop and not a Regular Board Meeting; therefore, public comments will not be heard.

THIRD ORDER OF BUSINESS

Presentation: Phase II Landscape Audit (LL)

- **Village Circles**
- **The Crossings**
- **Esplanade on the Intracoastal**

Ms. Leister distributed copies of her PowerPoint presentation to the Board and Staff.

Ms. Leister indicated today's presentation of the Phase II Landscape Audit completes the large audit. She stated it concludes the waterfront parks, The Esplanade and The Crossings.

Ms. Leister gave a PowerPoint presentation of the various areas, discussing each section and explaining her suggested changes for improving the areas. She noted the waterfront parks are pretty and in good condition, needing only minor landscape adjustments related to crowding of plants, shaded plants, empty beds, plantings in the wrong environment for the plant types and general cleaning. Ms. Leister indicated the south park will need the most work. She discussed the abundance of trees and the effects of the over-shading on other plants, due to so many trees. She explained numerous trees could be removed and relocated within the community.

Ms. Leister indicated the traffic circle islands, throughout the community, are in need of upgrading and a common theme. She suggested the common theme should be used on each island to create a uniting theme. She recommended working with Austin Outdoor to create a design to marry the islands together with a common theme. Her plan is to incorporate coquina rock and plants that require less pruning and watering of the islands. Ms. Leister was not in favor of stripping the islands of their current plants, rather, using the coquina rock plan as the unifying element. Ms. Leister felt the landscape standard for the traffic circles should be reviewed and include the new theme and its elements, with leeway. She recommended using a single type of mulch, not using sod. Her plan of action is to cleanup and remove the dead plants or grass, review the trees, create a theme with coquina rock and an outcropping of color and remove plants that do not work or are not suited for the island's conditions. Ms. Leister indicated the order of importance would be established by reviewing the islands and putting them in order, with the worst to be completed first. She stated the Board needs to create a budget and timeline for the islands.

Ms. Leister summarized the parks should be completed before the traffic circles, the work on Waterside Parkway should be second and, as the budget allows and as other projects are finished, the traffic circles should be allotted funds.

Supervisor Cross noted, for the last three (3) years, the District had a line item of \$25,000, in the budget, for just the circles, and has never been used. He suggested using the funds on the two (2) circles Ms. Leister profiled, as a starting point to introduce her theme. Ms. Leister suggested using the \$25,000 to purchase enough coquina rock for all of the islands, which is the unifying element. Mr. Wrathell asked if Ms. Leister envisions the project, except the traffic circle islands, being completed by September 30th. Ms. Leister replied affirmatively, or to the extent the budget allows. Ms. Leister noted Grand View needs major renovation and Egret has a safety issue. The Board agreed those items should take priority. Ms. Leister presented several Austin Outdoor proposals to be placed on the next regular meeting Agenda.

Supervisor Davidson stated the priorities should be the main entrances and the areas with safety issues. He felt the Board should review all of the budgeted landscaping funds and reevaluate the line items in terms of priorities and the overall scope of work. Ms. Leister suggested informing the community of the goals and plan.

Discussion ensued regarding prioritizing the projects and budgeting for the work. Supervisor Davidson recapped the current budget line items related to landscaping and summarized a total of approximately \$165,000, most of which has not been used, yet. He recommended removing the line items and using the overall amount in a prioritized fashion. Mr. Wrathell indicated this is being done for the Fiscal Year 2011 budget, because it makes better sense. Mr. Wrathell stated that approach will allow for better use of the funds.

Regarding The Crossings, Ms. Leister indicated the entrance needs a bit of work, which should not cost a lot. She briefly explained the necessary work and her suggestions to bring the area up to Grand Haven's standards.

Mr. Wrathell indicated the Austin Outdoor proposals are within the District's means and can be completed now, if the Board is in agreement. He advised the proposals will be placed on the next Board Agenda for approval, retroactively. Ms. Leister briefly explained the work proposed and a potential timeline/schedule for the work. Mr. Wrathell asked for the Board's approval to create a line item in the financial statements, so all of this work can be coded to it and more easily tracked. Mr. Wrathell indicated a new expense item entitled "Landscape

Rejuvenation” will be created, for the current fiscal year; Mr. Kloptosky will be able to tag the work and a report could be generated reflecting subcategories of work. The Board agreed to proceed with the work.

******The meeting recessed at 11:10 a.m.******

******The meeting reconvened at 11:20 a.m.******

Ms. Leister suggested purchasing the coquina rock as soon as possible and discussion of possible onsite storage locations took place. It was suggested that the District enter into a contract to purchase a certain number of truckloads over time.

******Ms. Leister left the Workshop.******

FOURTH ORDER OF BUSINESS

Discussion: Random Unsolicited Delivery of the OBSERVER (PC)

******This item, previously the Sixth Order of Business, was presented out of order.******

Supervisor Chiodo indicated the OBSERVER, a small newspaper, was being delivered to everyone in Grand Haven. He explained the issue with papers being left in driveways of homes when the residents are not there or homes are uninhabited. He indicated the OBSERVER will discontinue delivery if they are notified to stop. Supervisor Chiodo noted, in most instances, there is no one around to call. He asked what the CDD can do to solve this problem, as it is a security issue. The Board discussed whether it has the authority to make the OBSERVER cease and desist delivery to all of Grand Haven and inform residents that they must contact the OBSERVER and request delivery, if they want it. The Board was in agreement with notifying residents, by way of a note in their last delivered issue of the OBSERVER, that this will be the last issue received and they must contact the OBSERVER, if they wish to continue receiving it. Email blast of the information was also discussed. Mr. Wrathell suggested a letter, signed by the Chairman, be issued to the OBSERVER and emailed to residents. The Board was in agreement with these approaches. Mr. Rob Sedelmeyer, a resident, was tasked with drafting a letter to the OBSERVER and emailing it to Management, who, in turn, will obtain the Chairman’s signature.

FIFTH ORDER OF BUSINESS

Discussion: Performance Evaluation Policies and Procedures (CT)

******This item, previously the Fourth Order of Business, was discussed out of order.******

Supervisor Trautwein stated there were problems and issues during the most recent evaluation process. He felt there was confusion and the Supervisors needed more explanation of what they were supposed to do. He indicated the current numbering system is good but the addition of descriptive words, clearly defining each number, would be helpful. Supervisor Trautwein recapped the number rankings and suggested, if a one (1), two (2), four (4) or five (5) is given, a written explanation must be included. He requested that the results of any evaluations not be published on the website; residents can request a copy from Management. Supervisor Chiodo voiced his support of better describing the numbers and not publishing evaluations on the website.

Discussion ensued regarding raises and bonuses, based on performance evaluations. Supervisor Davidson discussed differentiating performance evaluations and salary reviews. Mr. Wrathell suggested conducting salary reviews more discretely and keeping it less political.

The Board discussed the process for conducting performance evaluations, compilation of the information, how the results would be used and how to budget for pay increases. Mr. Wrathell suggested factoring a certain percentage into the budget line item and then the Board has the discretion of how to split the percentage, amongst the employees; some may receive increases, some no increase and the percentage increase could vary.

Discussion continued regarding what performance evaluation information should be included in future agendas. Supervisor Cross felt performance evaluations should be listed as an agenda item in future agendas and, during the meeting, the Supervisors would collectively evaluate and discuss the person's performance. He felt then the group could come up with a score. It was noted that the current performance evaluation process lacks definition of job objectives for the person or position being evaluated. Without objectives, there is not a clear standard on which to make the evaluation. Supervisor Davidson suggested Management develop policies and procedures for performance evaluations including the steps, timeframe, performance objectives and the compensation valuation in the process.

Discussion ensued regarding the current numbering system, statistical outcomes, personal issues between Supervisors and the person being evaluated, the political nature of the process, the Sunshine Law and who is in the best position to evaluate the operations manager. Supervisor Cross felt Management should be the primary evaluator of the operations manager.

SIXTH ORDER OF BUSINESS

Discussion: Installation of Security Cameras (BK)

******This item, previously the Fifth Order of Business, was presented out of order.******

Mr. Kloptosky presented sample photos taken by the Amenity Center cameras, noting they provide evidence of the need to upgrade the cameras.

Mr. Kloptosky indicated the Amenity Center security camera installation contract is stalled, as the Board wanted to see images of the auto tags, taken by the Wild Oaks cameras, to ensure the images were clear. He reiterated that the DVR in Wild Oaks is working properly and clear images can be taken from the DVR. The problem arose because the Board wanted to see the images in the meeting and each time it is printed, copied or enlarged, the image is downgraded. He reported that the security company made numerous adjustments and the images presented today are adequate.

Mr. Kloptosky discussed the current gate process for capturing license plate numbers. He indicated, since the cameras at Wild Oaks now capture the license plate image, there is no longer a need for the guards to write down the license plate numbers.

Discussion ensued regarding the quality of the images, whether images are better when the car is stopped, the contract and proceeding with installation of the Amenity Center cameras. Mr. Kloptosky confirmed the current images were of a moving vehicle, not a stopped vehicle. Mr. Kloptosky reiterated the Board established a policy requiring the guards to write the tag numbers down for a log; since the cameras now capture the image, a change in that policy is needed. Ms. Brenda Nichols, of Security Services of America, requested that the procedure requiring the guards to write down the license plate numbers be removed, since the cameras now capture the plates. The Board was in agreement.

SEVENTH ORDER OF BUSINESS

Response from District Insurance Agent Regarding Professional Liability & Errors & Omission Coverage Required for District Engineering Agreement (CW)

Mr. Wrathell indicated Management is awaiting an answer from the District Engineer regarding the coverage but felt the District should be okay with the coverage, based on the size of the District's projects.

EIGHTH ORDER OF BUSINESS

Discussion: Maintenance Worker III Job Classification (CW)

Mr. Wrathell recalled the Board asked him to evaluate the existing Maintenance Worker III job description. He reviewed and discussed the information in the Agenda, including the current job description, a draft job description and the Florida Department of Business and Professional Regulation contractor licensing requirements for items such as electrical work. He explained the main adjustment to the job description related to it being for a non-licensed position; however, allowing for additional compensation, should the employee hold certain licenses and perform work related to it. Supervisor Chiodo asked if the current employee's salary has been adjusted based on specific licenses. It was indicated that the current employee does not hold an electrician's license and no changes were necessary.

Supervisor Davidson asked if the Field Operations Manager conducted formal performance appraisals and salary reviews of the subordinate employees. Mr. Kloptosky indicated they have not been completed, as a format is not in place. Mr. Wrathell and Mr. Kloptosky will develop a format, suiting the job descriptions, and establish a process. Mr. Kloptosky noted he asked Mr. Wrathell whether this must be completed prior to the budget review. Mr. Wrathell confirmed it should be completed in time to incorporate it into the budget.

NINTH ORDER OF BUSINESS

Discussion: Analysis of FY2010 Budget Expenses (CW)

Mr. Wrathell indicated this item was requested by Supervisor Cross. He wants to work with Mr. Kloptosky and the District Engineer on many of the items to establish priority items in the budget and complete the projects to develop a business plan, with regard to the budget.

Mr. Wrathell stated, overall, the budget does not totally reflect what had been done, over the course of the year. He noted some adjustments needed to clean up or explain the information better and causes for some of the over and under budget items. Mr. Wrathell highlighted the capital improvements portion of the budget. Mr. Wrathell explained he asked Mr. Kloptosky to develop a list of the District's capital needs and it will be at the Board's discretion whether they include those items in the fiscal year budget.

Mr. Wrathell indicated this process will help better reflect the District's actions by including necessary items and removing unnecessary line items.

Supervisor Cross discussed his concern that there is a significant shortfall on the revenue side of the budget. He noted the significant shortfall in reuse irrigation revenue and asked why the change has been so great during this fiscal year. It was noted that approximately 75% comes from the golf course and Mr. Wrathell feels the golf course has stopped paying the CDD. Supervisors Davidson and Cross also noted the stormwater reimbursement will also have a shortfall. Mr. Wrathell will check on the reuse water billing to ensure proper billing is taking place. Mr. Wrathell indicated Mr. Kloptosky received a request from Mr. Robert Lyons, of Hampton Golf, to have a meeting regarding the nonpayment. Mr. Wrathell will also send a letter to the City of Palm Coast regarding the stormwater reimbursement for the past two (2) years. Brief discussion ensued regarding the city and its inability to pay the current invoice because of the billing method and/or combined charges. Mr. Wrathell suggested the new letter request the reimbursements for the previous two (2) years. Supervisor Davidson suggested indicating, while the city reviews the stormwater reimbursement ordinance, the District requests the historical reimbursements, as done in the past. The Board discussed various options regarding the stormwater reimbursement owed to the District, a course of action and the city's work on the ordinance.

Mr. Wrathell distributed a memo regarding the yields on account funds. He explained the FDIC is now extending coverage on balances exceeding \$250,000 in NOW accounts earning interest at a rate of no more than .50% through June 30, 2010 and no more than .25% from July 1, 2010 through December 31, 2010. Mr. Wrathell informed the Board that the CDARS fund matured April 29th and the money is currently in the District's NOW account, is protected under the new FDIC program and is earning more than it was in the CDARS program.

TENTH ORDER OF BUSINESS

Discussion: Supervisor Davidson Serving as Board Liaison to Horticulture Consultant (SD)

Supervisor Davidson asked that consideration of him serving as Board Liaison to Ms. Leister be included as a consent item at the next Board of Supervisors meeting. Mr. Wrathell indicated the Board can agree to this today and he will include it as a consent item, as requested.

*****The Workshop recessed at 1:29 p.m.*****

*****The Workshop reconvened at 1:40 p.m.*****

ELEVENTH ORDER OF BUSINESS

**Recap of Results and Recommendations
of Pond Project (SD)**

Supervisor Davidson indicated several emails from residents on Pond 6 were received regarding the littoral shelf. He reported that he and Ms. Kenny O'Connor, the Master Association President, took the Florida Department of Environmental Protection (FDEP) University of Florida's Green Industries Best Management Practices course. He indicated this course will be required in 2014 for certification to be a commercial fertilizer operator in the state. Supervisor Davidson noted some counties already require this. He explained the FDEP will control the use of fertilizers near the common water bodies in the state.

Supervisor Davidson summarized items discussed during the course including a possible ban on copper sulfate, as early as this summer. This could affect the pond project but it will not end it, as the CDD is using a balanced approach and considering several options. Supervisor Davidson discussed various approaches including chemicals, fish, littoral shelf plantings and limitations of the regulations. He noted, tilapia is no longer an option but carp is a possibility.

Using Dr. Clark's PowerPoint presentation slides, Supervisor Davidson recapped the findings, highlighted options and made recommendations for the pond project.

Discussion ensued regarding a plan of action and Board Members' requests of Supervisor Davidson, as liaison on this project. The Board asked that Mr. Kloptosky obtain quotes from Aquatic Systems and LakeMasters relating to the littoral shelf bulkhead.

TWELFTH ORDER OF BUSINESS

**Update: Sandblasting at South Entrance
Brick Columns (BK)**

Mr. Kloptosky obtained bids and work can commence. He indicated the contractor is confident he can remove the existing paint and restore the area to its natural brick appearance.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the workshop adjourned at 2:10 p.m.

**On MOTION by Supervisor Chiodo and seconded by
Supervisor Davidson, with all in favor, the workshop
adjourned at 2:10 p.m.**



Secretary/Assistant Secretary



Chairman/Vice Chairman