

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

The Board of Supervisors of the Grand Haven Community Development District held a Community Workshop on June 3, 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.

**Present were:**

Chip Howden	Chair
Kevin Foley	Vice Chair
Dr. Merrill Stass-Isern	Assistant Secretary
Michael Flanagan	Assistant Secretary
John Polizzi	Assistant Secretary

**Also present were:**

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Vanessa Stepniak	Office Manager
John Lucansky	Vesta/AMG
Robert Ross	Vesta/AMG
Donna McGevna	Resident
Ken McGevna	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 9:03 a.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**PUBLIC COMMENTS (3-Minute Rule)**

Supervisor Howden stated the new audio system was progressing slowly; it was hoped that members of the public would soon be able to participate remotely and submit public

***Disclaimer:** These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.*

comments via Zoom. The Board was working to ensure that the agenda would be e-blasted to residents and posted at both Amenity Centers on the Friday before workshops and meetings.

Resident Donna McGevna stated she took issue with an apology letter submitted by Ms. Louise Leister, the District's Horticultural Consultant, regarding unprofessional comments made at a previous meeting and discussed the reasons.

Resident Ken McGevna discussed why he also took issue with the apology letter and stated he considered Ms. Leister's comments defamatory. He stated that the photographs Ms. Leister provided regarding their property in 2017 were not photographs of his property. He also took issue with Ms. Leister's characterization of Mrs. McGevna and was dissatisfied with the remedy to the property. He stated that he requested a verbatim transcript of the May 6, 2021 meeting and a digital copy of the May 19, 2021 meeting and noted that he would request a copy of today's meeting.

Mr. McGaffney stated the request for audio files was forwarded to Wrathell, Hunt and Associates, LLC. He stated that the minutes are transcribed in summary format and verbatim transcription would require direction from the Board.

Supervisor Howden asked the Board to discuss an apology for the recent situation and issues related to FireWise mowing. Discussion ensued regarding the importance of the FireWise program, the need to clarify whether mowing was done in accordance with FireWise requirements and the need to communicate and engage with residents proactively and address questions and concerns.

Supervisor Foley stated, following a meeting at the McGevna's residence, his understanding of the incident was that one next door neighbor requested selective vine removal, which was done, and the homeowner on the other side did not permit any mowing. The McGevnas were not home when mowing was done and their backyard was mowed to the point that the Grand Haven Realty office could be seen. He stated that he was sympathetic to the McGevnas and he felt that what was done was unacceptable. In his opinion, improved communication and equal treatment of residents is necessary.

Discussion ensued regarding the importance of detailed FireWise communications to residents and the need to ensure that all work is on CDD property and not private property. Mr. Kloptosky asked Mrs. McGevna if the vines cleared were requested by a neighbor and whether

the removal was on their private property or on CDD property. Mrs. McGevna stated that her neighbor requested vine removal because vines were strangling bushes on his property. She believed that Ms. Leister had the vines cut on the neighbor’s property and then, while the McGevnas were not home, the neighbor gave permission so they proceeded to cut the vines on the McGevna’s property. The neighbor on the other side of the McGevnas did not give permission and nothing was cut on their property. Mrs. McGevna voiced her opinion that vine removal was not part of the FireWise program. She stated that she met with Mr. Kloptosky after the incident and stated she was dissatisfied with the replacement trees planted by VerdeGo. Mrs. McGevna stated that vines were removed from her private property. She expressed support for the FireWise program.

Mr. Kloptosky discussed the FireWise program and stated the CDD does not generally address private property issues because residents are permitted to cut anything hanging over their property lines. He stated he was concerned when residents are exposed to traffic or noise. The trees planted on CDD property were expected to fill in; however, maintenance was necessary because they were being choked by vines. Discussion ensued regarding plantings, remedying the situation, property lines and the need for corrective action if private property was affected. Mr. Kloptosky requested a copy of the survey of the McGevna property and stated he would stake out the property boundaries. Mr. Kloptosky would meet with Ms. Leister, review the boundaries, look at the 2017 work and provide a summary at the July meeting with any actionable items for the Board to consider.

The Board discussed Ms. Leister’s comments and the apology letter and directed the District Manager to work with Ms. Leister to address the situation.

**FOURTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

**A. Employee Benefits**

- **Health, Dental, Vision**

Mr. McGaffney stated that, at the Board’s direction, he contacted the Insurance Agent to explore opportunities for health coverage. Plans, costs and dependent costs for the current Florida Blue plan and other comparable plans were presented and discussed. Discussion ensued regarding the Medical Plans, Section 125 Cafeteria Plans, HSA Plans, increasing company paid

dependent premiums from 30% to 50% and the need to remain competitive to attract and retain employees. The Board's consensus was to keep the current plan, increase the employer funded portion of the spouse's premium to 50% and add dental and vision coverage. Discussion ensued regarding costs and benefits, possible budgetary adjustments to the \$80,000 budgeted for seven employees, possible rate decrease when the District employs ten or more, the need to evaluate additional options to benefit employees and the District's desire to offer a competitive employee compensation package. Mr. McGaffney stated he would discuss possible additional benefits with the agent. This item may be presented for discussion and the agent may be invited to attend the August workshop.

- **Mileage Reimbursement vs. Vehicle Allowance**

Mr. McGaffney recommended discontinuing vehicle allowances in favor of mileage reimbursement for the sake of consistency. Discussion ensued regarding the current vehicle allowance amount, the administrative burden with tracking mileage reimbursement, personal and company vehicle use and the possibility of purchasing additional CDD vehicles. The Board was unable to reach a consensus. Mr. McGaffney would work with the Operations Manager and present recommendations.

**The meeting recessed at 10:24 a.m., and reconvened at 10:51 a.m.**

**B. Long Term Planning and Financing of Future Capital Improvement Plans (10-Year Outlook)**

- **Staff Review: District Engineer, Operations Manager, Amenity Manager**
- **Reserve Study: 10-Year Outlook**
- **10- Year Projection of Future Assessments: General Fund & Capital (SRF)**
- **Board Review**
- **Resident Feedback/Survey**
- **Communication of End Result**

Mr. McGaffney discussed the steps involved in the long-term planning process, including collecting and incorporating Staff and resident feedback, organizing each Board Member's ideas and feedback and communication to residents, with the goal of planning a series of workshops working towards a 10-year outlook. An initial review would be provided by Staff; items would be assigned to the Reserve Study if appropriate and scheduled on a year-by-year outlook with

graphs, as projects are identified. The District Manager would compile a document including all Board Member suggestions and priorities for discussion and decision making.

Supervisor Polizzi requested ongoing updates, data and information, such as local demographics and income levels. Mr. McGaffney stated he would provide timelines using the matrix provided. The process would likely take until the end of the year to complete. Information would be requested from local Realtors including Mr. David Alfin.

Supervisor Stass-Isern discussed the importance of a concise resident survey. Mr. McGaffney stated it would be approved by the Board prior to dissemination to residents.

Supervisor Flanagan requested updates in advance of meetings so they can be reviewed before the meetings. Mr. McGaffney discussed preparation, data collection and Staff reports and stated developing initial data for the Board to review for a 10-year plan would take a minimum of 90 days, given that none of the data currently exists other than the Reserve Study. Discussion ensued regarding obtaining data, informing the Board and the data in the budget and the Capital Improvement Plan (CIP). Mr. McGaffney stated additional updates may be emailed.

Supervisor Howden noted that the plan would include both physical and intangible projects. He suggested giving Staff 90 days to create the plan but requested that it be completed more quickly, if possible.

Supervisor Foley suggested the long-term plan, include implementing the technology to communicate information such as progress on jobs and FireWise, on the website. Discussion ensued regarding whether to update the Reserve Study. Mr. McGaffney noted that the Reserve Study spreadsheet can be updated, as needed. Project tracking, Parcel K, the Realtors Roundtable and the possibility of hiring an external resource, such as an Architect, to consider future amenities and the future growth and vision for Grand Haven, were discussed.

Supervisor Howden noted the requests for data and stated, with 30% annual turnover in the community, it is important to consider the changing needs and demographics of Grand Haven. He discussed the need to rebuild ~~the~~ <sup>REMOVE</sup> community following COVID-19.

Mr. Kloptosky stated the Office Manager could implement an initial survey for new registrations and residents.

Mr. McGaffney displayed a project tracker report implemented by Bay County and stated that, while the CDD does not have the resources to do something on the same level of complexity, it could serve as an example of the type of simple project tracker that could be implemented. Software and logistics could be discussed with direction from the Board.

Discussion ensued regarding the project tracker, Staff resources needed to implement it, cost, etc. The consensus was that Mr. Kloptosky would speak with the IT Consultant, Celera, regarding how best to implement the project tracker. Mr. McGaffney noted that better audio integration was also needed for meetings and a proposal would be requested.

Discussion ensued regarding the timing for the 10-year plan. Mr. McGaffney stated it might be possible to provide an update at the September meeting but not a plan. How best to meet resident communication needs with technology, the website and communications planning, were discussed. Mr. McGaffney would gather specific feedback from residents about how to improve communications.

**FIFTH ORDER OF BUSINESS**

**NEXT BOARD OF SUPERVISORS MEETING**

**DATE: June 17, 2021 at 9:00 A.M.**

○ **QUORUM CHECK**

The next meeting would be held on June 17, 2021.

**SIXTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Polizzi asked for the status of upgrading of fitness equipment in The Village Center. Mr. Lucansky stated delivery was tentatively scheduled for June 21, 2021; upon confirmation of delivery, an e-blast would be sent regarding closure of the fitness center.

Supervisor Polizzi asked for the Board to receive a preview of the Fiscal Year 2022 budget prior to the September meeting, including history and impacts to the budget.

Supervisor Flanagan asked for the package to be sent to the Board Members 10 days in advance. He asked for "Future Use of the Tiki Bar at Creekside" be included as an agenda item. This would be included on the August workshop agenda.

Supervisor Flanagan stated that residents reported irrigation interruptions at the same time the tennis court irrigation was interrupted. Mr. Kloptosky stated that technology was upgraded and a glitch was recently fixed; his understanding was that it was not operational. He noted that private property is not tied into the District's irrigation system.

Supervisor Foley asked if the drinking fountains would be opened. Mr. Kloptosky stated all maintenance was current and up to date. The consensus was to open the drinking fountains. Supervisor Foley stated he had concerns regarding transition to a new District Management company.

**Mr. McGaffney left the meeting at 12:30 p.m.**

Discussion ensued regarding projects underway, such as the Reserve Study and the 10-Year plan. Supervisor Howden stated that, per Mr. Clark, work product would be provided by Wrathell, Hunt and Associates, LLC to be given to the new firm.

Supervisor Polizzi stated the documents should be backed up and the transition plans should be addressed with each company during the presentations.

Mr. Kloptosky stated he discussed these issues with Mr. McGaffney and he was assured that the transition would progress smoothly. The consensus was that the Supervisors would forward their questions to Mr. Clark, unless they could be addressed during the presentations.

Supervisor Howden stated that each Supervisor may contact the references provided by each respondent. Discussion ensued regarding the request for each presenter to give a 15-minute presentation. The consensus was that, while an absolute limit would not be set, approximately one hour per presenter seemed an appropriate amount of time.

**Mr. McGaffney returned to the meeting at 12:40 p.m.**

**SEVENTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being nothing further to discuss, the workshop adjourned.

**On MOTION by Supervisor Polizzi and seconded by Supervisor Stass-Isern, with all in favor, the workshop adjourned at 12:41 p.m.**



Secretary/Assistant Secretary



Chair/Vice Chair