

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

A Regular Meeting of the Grand Haven Community Development District's Board of Supervisors was held on **Thursday, February 18, 2010, at 9:30 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:

Pete Chiodo	Chairman
Charles Trautwein	Vice Chairman
Dennis Cross	Assistant Secretary
Samuel Halley	Assistant Secretary
Dr. Stephen Davidson	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Barry Kloptosky	Operations Manager
Scott Clark	Clark & Albaugh, LLP
Roy Deary	AMG
Bill Goudy	AMG
Howard (Mac) McGaffney	Amenities Manager
David Hull	Resident
Paul & Eadie Sabo	Resident
Robert Hopkins	Resident
Mary Ann Shields	Resident
Tom Lawrence	Resident
Frank Benham	Resident
Mary Brandt	Resident
Gary Noble	Resident
Ding Fulgado	Resident
Menchee Fulgado	Resident
Carol Penrose	Resident
Wes Priest	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 9:32 a.m., and announced that all Supervisors were present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Those present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience/Resident Response, Report & Comments

Resident Chuck Steel commended the amenities company that runs the Cafe for their friendliness and organization. Resident Patricia Steele commended the amenity company for the increase in attendance and Mr. McGaffney for his friendly attitude. She stated she would not like to see them removed. Mr. Paul Sabo and Eadie Sabo concurred with the statements about the Café management.

Mr. David Hull presented a signed petition regarding the speeding/traffic issues on Marlin Drive and Sailfish Drive. He presented a summary, as provided by the police department, showing the prevalent speeding in the community. Mr. Wrathell suggested the new District Engineer address this issue.

Mrs. Fulgado requested the official name of the Wild Oaks Estates area and questioned the approximate completion date for the work on the gates. Mr. Kloptosky stated that the cameras should be installed and working within the next few weeks; the original plan was to wait 30 days until activating the Wild Oaks cameras; however, they will be hooked up to the main gate and ready to function within the next two (2) weeks. Supervisor Chiodo suggested a notification be sent to the residents informing them of the gate changes. Mr. Wrathell stated, if the Board desires, the name on the Wild Oaks sign can change; all that is needed is the approval of funding. A resident stated the request is to add "Estates" to the existing sign. Mr. Wrathell stated, under Manager's Report, he has a letter from LandMar regarding the sign and a quote can be obtained to add "Estates" to the sign.

FOURTH ORDER OF BUSINESS

Amenity Center Manager Report

Mr. McGaffney provided his report for the Board's review. He noted the tread blasters were installed, but not in their permanent positions. He noted the Valentines Day Murder Mystery was successful and noted upcoming events in the community.

Mr. Deary provided information on the cost for CPR First Aid and AED Training. He stated \$1,150 is the balance for the fiscal year and additional costs would be incurred when new members are trained. The person likely to be the trainer is a firefighter that has previously trained for AMG. Supervisor Trautwein made a motion to approve funding for the training. Discussion was held on having county personnel provide the training. Mr. Deary explained that the cost is a combination of paying for the instructor and paying employees for their time. Supervisor Trautwein rescinded the motion and Mr. Deary stated he will consider the training from the county.

Supervisor Halley questioned the phone charges from Aruba and Australia. Discussion was held regarding the policy of having residents putting their IDs in the plastic boxes and the AMG random checks. Supervisor Cross recommended random checks at all amenities.

FIFTH ORDER OF BUSINESS

Presentation by Louise Leister Regarding Proposal to Act as Horticultural Consultant to the District

Ms. Louis Leister noted that Grand Haven has been developed, over time, without a unified theme and has become overgrown. She indicated certain items in the current contract specs are improper horticultural practices and costing the District more money. She noted the poor choice of plants for certain areas, disease problems, irrigation issues and poor soil; all of which would be covered under the general audit. She recommended reviewing the landscape contract, reduce water fertilization usage and implement Florida Yards and Neighborhood Program. She noted the vine problem in the community and its affect on the health of the trees. She discussed various techniques to improve the community. Board Members discussed the needs of the Districts and how the agreement should be structured.

On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with Supervisor Cross dissenting, the engagement of Ms. Louise Leister, as horticulturalist for the District, including the \$1,200 audit; review and rewrite of bid specifications at \$150/hour; review of bid responses at \$60 per bid and ongoing monthly inspections of half of the community at \$400 per month, was approved. (Motion passed 4-1)

SIXTH ORDER OF BUSINESS**Consideration of Proposals - Request for Qualifications for District Engineering Services**

- **Affidavit of Publication**
- **Submittals Log**
- **Proposers**
 - **Applied Technology & Management (ATM)**
 - **CPH Engineers, Inc.**
 - **Finley Engineering Group**
 - **Genesis Group**
 - **Matthews Design Group**
 - **Rhon Ernest-Jones/IBI Group**

- **Ranking of Firms to Determine Shortlist/Schedule Presentations/Interviews for March 18, 2010 Regular Meeting**

Mr. Wrathell discussed the proposals received for District Engineering Services. He noted that CPH Engineers, Inc., did not submit Standard Form 330, in accordance with the Request for Qualifications. He summarized the shortlist process, ranking criteria and the presentation process.

Mr. Clark stated that it is at the Board's discretion to include CPH Engineers. He explained that a shortlist is different from a ranking; a shortlist does not include a ranking process. It is the Board's decision to invite firms for a presentation. He stated that once the Board ranks the firms, the presentation process is not acceptable; rather, the Board must negotiate with the top ranked firm.

Supervisor Cross requested inviting Matthews Design Group, Genesis Group and Applied Technology & Management (ATM) for a presentation. Supervisor Trautwein recommended Finley Engineering, Matthews Design Group and Rhon Ernest-Jones/IBI Group (IBI). Supervisor Chiodo recommended ATM, Genesis Group and IBI. Discussion was held on considering CPH Engineers, Inc., to provide a presentation. A resident, Mr. Tom Lawrence, explained that CPH Engineers, Inc., did not see the ad for District Engineering Services or the requirement to submit Form 330. Supervisor Trautwein requested that the Form 330 be received before the next Board meeting. Supervisor Davidson recommended ATM, Genesis Group and IBI. Supervisor Halley recommended ATM, Genesis Group and Matthews Design Group.

Mr. Wrathell noted that Matthews Design Group was recommended three (3) times, ATM four (4) times, Genesis four (4) times, Finley and CPH one (1) time, IBI Group three (3) times. Discussion was held on the appropriate time to obtain pricing. Mr. Wrathell suggested preparing an hourly-rate engineering fee study of prices for the District's managed by his firm; the Board can see the average, hourly fees for District engineering services. Supervisor Chiodo suggested obtaining references. Mr. Wrathell stated those can be requested for the next Board meeting.

On MOTION by Supervisor Cross and seconded by Supervisor Davidson, with all in favor, inviting Matthews Design Group, Applied Technology and Management, Genesis Group and Rhon Ernest-Jones/IBI Group for a 15 minute presentation and 15 minutes of questions and answers, at the March 18, 2010 Board Meeting, was approved.

The Board requested that the proposals not be included in the next Agenda package.

SEVENTH ORDER OF BUSINESS

Authorize Staff to Advertise for Administrative Assistant

Mr. Wrathell recommended hiring an administrative assistant to assist Mr. Kloptosky in managing the community. He noted Mr. Kloptosky prepared a job description for the position. Discussion was held on the role that the new position would fulfill. Supervisor Halley noted the need to evaluate the current District employees before hiring new staff. Supervisor Cross stated that Jessica was originally Gate Access Administrator and she became a direct employee as an administrative assistant. Supervisor Davidson questioned if the position should be full-time or part-time and if the new position is necessary. Mr. Kloptosky stated he believed that the current assistant is worked to capacity and that he needs to dedicate more time in the field. Board Members discussed various job descriptions and the necessity for an administrative position.

<p>On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with Supervisors Cross and Halley dissenting, advertising for a part-time administrative assistant, with the job responsibilities including: creating, monitoring and maintaining ongoing project tracking spreadsheets; assistance with research and cost comparisons for vendors; maintain cost effectiveness and quality, including technology and computer support; assist in preparation of materials for the Operations Manager to present to the District Manager and Board and acquire general knowledge of field operating functions, was approved. (Motion passed 3-2)</p>
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*****The meeting was recessed at about 12:22 p.m.*****

*****The meeting was reconvened at 12:28 p.m.*****

EIGHTH ORDER OF BUSINESS

Performance Evaluation for Fiscal Year 2009: Operations/Field Manager

Mr. Wrathell presented the performance evaluation for completion by each of the Board Members. Supervisor Chiodo requested a written statement from Mr. Kloptosky regarding his perspective about how he has performed against his current job description in each of the identified areas. He requested the information prior to the Board’s completion of the reviews.

Mr. Wrathell stated Mr. Kloptosky will complete his self-evaluation by March 10th and forward to the District Manager, for distribution to the Board.

NINTH ORDER OF BUSINESS

Approval of Emergency Planning Committee

Discussion was held on creating an emergency ad hoc advisory group.
This item was deferred to the next meeting.

TENTH ORDER OF BUSINESS

Review of Open Items/Issues

a. Consideration of Engaging Solar Panel Design Engineer (BK)

- o *Healey & Associates*

Mr. Kloptosky stated Healey & Associates is willing to review both community pools and complete an audit.

On MOTION by Supervisor Cross and seconded by Supervisor Trautwein, with all in favor, the hiring of Healey & Associates for work related to solar panel design work for heating District pools was approved.

b. Letters/Bills to Hampton Golf/Crescent Resources (CW)

- *Letters to Hampton Golf, Inc./Grand Haven Golf Club, LLC regarding Parking Lot*
- *Letter to Hampton Golf/Crescent Resources Regarding Marlin Drive Construction*

Mr. Wrathell presented the letters to Hampton Golf for the Board’s information. He stated the Golf Club is not willing to pay the tax bill on the parking lot or the capital costs related to the Marlin Drive work. He noted they apologized that the operation and maintenance for the previous six (6) months was not paid. The Board agreed that the tax bill should be paid by the District, in order to prevent it from going to tax certificate sale. Mr. Wrathell recommended placing the amount due for the parking lot taxes on the Golf Course’s annual tax bill for operation and maintenance. He noted that an additional line item will be added on the budget for charges assessed to the golf course.

Supervisor Cross noted the letter should reflect an attempt to collect in arrears, including for January 2009 to June 2009.

c. Wild Oaks Access – City of Palm Coast Weir Repair (SC – General Counsel’s Report)

Mr. Clark stated the weir replacement is pending the District entering into an agreement with the city. He stated he received an agreement from the city, made some changes and is waiting on a response from the city.

d. Wild Oaks Road Issues (new District Engineer to review)

Mr. Wrathell noted this issue will be reviewed by the new District Engineer.

e. Wild Oaks Reclaimed Water Irrigation Rates (CW)

- *January 22, 2010 Letter from City of Palm Coast*

Mr. Wrathell presented the Board with a letter from the City of Palm Coast acknowledging the reduced water rate. Supervisor Cross asked if the District could be considered for payment of the wholesale rate.

f. As-Builts Drawings Search/Storage (DC)

Supervisor Cross stated he obtained the last, remaining as-builts from Mr. Robert Lyons and an inventory was completed.

ELEVENTH ORDER OF BUSINESS

Lessons Learned of the Ocean Hammock Tour (deferred at January 21, 2010 Regular Meeting)

- **Steve Hatcher’s Notes from Tour**
- **Draft Accounting Plan Framework – Grand Haven Beautification Plan**
- **Cost Savings – Ocean Hammock Beautification Plan**

Mr. Wrathell noted this item is presented for the Board’s information.

TWELFTH ORDER OF BUSINESS

Ad Hoc Fact Finding Group Report – Traffic Circles in Villages (deferred at January 21, 2010 Regular Meeting)

Supervisor Davidson discussed applying the information obtained from the Ocean Hammock Tour to the community and that the Circle AHFFG data will be very helpful to the new District Horticulturalist in planning the redo of the community landscaping. The Circle AHFFG could provide an accurate flower/shrub planting count and aide in developing cost estimates for each Circle using Steve Hatcher’s spreadsheets once the District Horticulturalist has selected the appropriate plantings. Supervisor Davidson thanked the group for their excellent work. The Board discussed the condition of the Ocean Hammock circles.

THIRTEENTH ORDER OF BUSINESS

Certified Letter to Resident, Gerry Baran, Respectfully Declining Request for 18 Tanglewood Court Hazardous Tree Removal (for informational purposes only) (deferred at January 21, 2010 Regular Meeting)

Mr. Wrathell stated the letter was included for the Board’s information.

FOURTEENTH ORDER OF BUSINESS **Consideration of Amendment to Austin Outdoor’s Landscape Agreement to Provide for Month-to-Month Extension of Agreement (CW/SC) (deferred at January 21, 2010 Regular Meeting)**

Mr. Clark stated that he created an amendment to the landscape agreement, stipulating services could continue on a month-to-month basis.

FIFTEENTH ORDER OF BUSINESS **Austin Outdoor Cold Weather Bulletin (for informational purposes) (deferred at January 21, 2010 Regular Meeting)**

Mr. Wrathell noted this was provided for the Board’s information.

SIXTEENTH ORDER OF BUSINESS **2010 Florida Communities of Excellence Awards Finalists (SD) (for informational purposes only)**

Mr. Wrathell noted this was provided for the Board’s information.

SEVENTEENTH ORDER OF BUSINESS **Firewise Communities/USA Recognition (SD) (for informational purposes)**

Mr. Wrathell noted this was provided for the Board’s information.

EIGHTEENTH ORDER OF BUSINESS **Consent Agenda Items**

- **Approval of Minutes**
 - **January 7, 2010 Community Workshop & Ocean Hammock Tour**
 - **January 21, 2010 Regular Meeting**
- **Approval of Requisitions**
 - **Number 180, Clark & Albaugh, LLP - \$1,121.50 (2004B Construction Account)**
 - **Number 181, Clark & Albaugh, LLP - \$1,034.00 (2004B Construction Account)**
 - **Number 19, Clark & Albaugh, LLP - \$100 (2008 Construction Account)**

Mr. Wrathell presented the Community Workshop and Regular Meeting Minutes and Requisitions for the Board's approval.

On MOTION by Supervisor Trautwein and seconded by Supervisor Chiodo, with all in favor, the January 7, 2010 Community Workshop & Ocean Hammock Tour Meeting Minutes; January 21, 2010 Regular Meeting Minutes; Requisitions 180 and 181, for the 2004 B Construction Account, and Requisition 19, for the 2008 Construction Account, were approved.

NINETEENTH ORDER OF BUSINESS

Staff Reports

a. Operations/Field Manager

i. Project Tracking Form

- **Marlin Drive Expansion Project**
- **Security Camera System Installation**

Mr. Wrathell presented the new project tracking form for the Board's review and stated, in the future, these will be completed by the new administrative assistant. He corrected the Board approval date to January 15, 2009.

b. District Counsel

There being no report, the next item followed.

c. District Engineer

There being no report, the next item followed.

d. District Manager

i. Check Detail January 2010

Mr. Wrathell presented the Check Detail for January 2010. Supervisor Cross requested having the O & M approval sheet in the Agenda package.

On MOTION by Supervisor Cross and seconded by Supervisor Davidson, with all in favor, the Check Detail for January 2009, in the amount of \$163,783.05, was approved.

ii. Unaudited Financial Statements as of January 31, 2010

Mr. Wrathell presented the Unaudited Financials Statement as of January 31, 2010.

iii. Correspondence from D.G. Meyer, Inc. Regarding Bill Goudy Incident

Mr. Wrathell presented the D.G Meyer, Inc. letter regarding the Bill Goudy incident.

iv. Correspondence from PGCS Claim Services (for informational purposes)

- **William Goudy Incident**

Mr. Wrathell noted the Mr. Goudy’s incident was covered under AMG’s workers compensation.

- **Lightning Strike Caused Fire**

Mr. Wrathell noted the claim with PGCS for a lightning strike incident on the Marlin Drive Pump House.

v. Mr. Tom Cusa, WOE Lot 44 Phase

Mr. Wrathell referred to the email, included in the Agenda package, regarding Mr. Cusa.

vi. Wild Oaks Estates Sign Request

Mr. Wrathell stated Mr. Kloptosky will obtain a quote to add “Estates” to the sign.

vii. NEXT WORKSHOP/MEETING:

- **March 4, 2010 at 1:00 p.m. - WORKSHOP**
- **March 18, 2010 at 9:30 a.m. - MEETING**

Mr. Wrathell noted the next meeting is a Workshop, scheduled for March 4th at 1:00 p.m.

TWENTIETH ORDER OF BUSINESS

Supervisors’ Requests

Supervisor Halley suggested approving Mr. Kloptosky to have a credit card for District purchases. Mr. Wrathell stated Mr. Clark is in the process of drafting an agreement to be executed by Mr. Kloptosky for credit card use. Supervisor Davidson stated that residents of Ocean Hammock will be attending Dr. Clark’s workshop.

TWENTY-FIRST ORDER OF BUSINESS

Adjournment

There being no further business, all were in agreement with adjourning.

On MOTION by Supervisor Trautwein and seconded by Supervisor Chiodo, with all in favor, the meeting was adjourned at 1:36 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman