

**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, August 5, 2010**, immediately following the Special Meeting scheduled from 10:00 a.m., to 12:00 p.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:

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

Also present were:

Craig Wrathell	District Manager
Matt Kozak	Wrathell, Hunt & Associates, LLC
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Roy Deary	President/C.E.O. AMG
Howard (Mac) McGaffney	Amenities Manager
Grant Misterly	District Engineer
Tom Lawrence	Resident
Diane Layng	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 12:19 p.m., and noted, for the record, that Supervisors Trautwein, Cross, Halley and Davidson were present, in person. Supervisor Chiodo was not present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS**Proposed Fiscal Year 2011 Budget**

******This was an addition to the agenda.******

Discussion ensued on the appropriate amount to assess Hampton Golf. Mr. Wrathell explained that expenses and the property taxes are included on the tax bill for the golf course. The Board discussed the appropriate amount for a landscaping contract, the designation of surplus funds and the assessment amount.

FOURTH ORDER OF BUSINESS**Discussion: Palm Coast Stormwater Utility (GM)**

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

Mr. Misterly discussed new stormwater regulations and the possibility of de-annexing from the City of Palm Coast. He asked for the Board's approval to review the current legislation and determine if there are any benefits or disadvantages if the District is in or out of the City of Palm Coast's utility. He estimated the cost to be about \$1,500. Supervisor Cross discussed that the city directed the District to annex. He stated on August 31st, the city attorney will discuss the legal issues regarding the stormwater refunds. Discussion ensued on the amount that can be negotiated. Supervisor Cross discussed the proposed ordinance. He stated the areas west of The Crossings and Wild Oaks will include information from the technical data. He explained the residents should see a reduction in activity and the District's retroactivity will only be granted if the District does the repairs.

Supervisor Davidson questioned if the engineer is charging an administrative fee on top of what the landscape architect is charging. Mr. Misterly replied that he is not, if the contract is made directly between the District and architect; the current contract has markups removed.

FIFTH ORDER OF BUSINESS**Discussion: City Pathway**

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

Mr. Wrathell stated this item was addressed and can be removed. Mr. Lawrence questioned if the engineer is charging an hourly rate for attending meetings. Mr. Wrathell stated that the engineer was present to discuss an agenda item.

SIXTH ORDER OF BUSINESS

Discussion: Proposed City Stormwater Ordinance

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

Supervisor Cross discussed this item during the Fourth Order of Business.

SEVENTH ORDER OF BUSINESS

Continued Discussion: Field/Operations Manager Performance Evaluation (MK)

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

- **Memorandum**
- **Flagler County Salary Survey**

Mr. Kozak presented a list of communities located in Flagler County and reported only one (1) position, at the Dune CDD, that is similar to the District's Operation Manager's position. He reported that the Dune's salary was \$68,400 per year, not including benefits. Mr. Kozak recommended the Operations Manager position start at a minimum of \$54,000, with a maximum of \$80,000, and an inclusion of health care benefits. He provided a salary source comparison and summarized his findings. Mr. Kozak noted the CPI adjustments. Supervisor Trautwein stated the Dunes' manager has the responsibility of the stormwater system and the bridge. Supervisor Davidson questioned the level of health benefits. Mr. Kozak stated that information was not provided.

Supervisor Trautwein recommended giving Mr. Kloptosky the authority to find out the costs to clean up the lake in Wild Oaks. Mr. Kloptosky replied that he was there on a daily basis and the poor condition is due to a lack of rainfall, low water level and lack of proper treatment in the past. He noted the fish kill was due to a lack of oxygen but cannot be blamed on a single incident. Mr. Kloptosky reported the same problem on Pond 19 in which Aquatics completed an oxygenation level test. He stated the initial treatment began and the regular treatment will begin in two (2) weeks. Supervisor Davidson questioned the exact pond in Wild Oaks. Mr. Kloptosky stated it is the largest pond and located in center of Scarlett Oak Circle, possibly 42. He stated there were two (2) events of fish kill in Wild Oaks last year, when the lakes were not being treated with chemicals.

EIGHTH ORDER OF BUSINESS**Continued Discussion: Analysis of Maintenance Worker Part-Time/Full-Time (MK)**

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

- US Department of Labor – Work Hours – Full-Time Employment

Mr. Wrathell reported that the definition of a full-time employee, according to the Department of Labor website, is up to the employer. Discussion was held on having Mr. Clark investigate further and the allotted work hours for the maintenance worker.

NINTH ORDER OF BUSINESS**Supervisors' Requests (deferred from July 15, 2010 Regular Meeting)**

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

- **Aerator Electric Costs Provided to Mark Clark (DC)**

Supervisor Cross reported that disconnecting the aerators would save \$978. Supervisor Davidson reported that Mr. Clark was granted full tenure at the University of Florida.

- **Update: Wildfire Mitigation Project and Ponds 19 and 14 (SD)**

Supervisor Davidson reported that Ponds 19 and 14 are under control; however, Pond 42 needs treatment, possibly an aerator.

Supervisor Davidson reported an email blast was sent to residents in Phase 2 of Wild Oaks to notify them to be prepared for the mowing. He stated that Mr. Chip Howden, two (2) contractors and himself walked the exact areas to be cleared and the project was sent out for bid. One (1) contractor did not bid and the second contractor stated that he underbid the project and withdrew his bid. Supervisor Davidson stated the second lowest bidder was Tri County Bobcat Services; however, they have not confirmed that they will complete the project.

TENTH ORDER OF BUSINESS**Staff Reports (deferred from July 15, 2010 Regular Meeting)**

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

- a. **Operations/Field Manager**

- i. **Project Tracking Form**

- **Marlin Drive Expansion Project**

- **Security Camera System Installation**
- **Streetlight Painting/Refurbishment**
- **42 Eastlake Sinkhole Repair**
- **Esplanade Easement Sidewalk Erosion**

Mr. Kloptosky reported that the letter was sent to Hampton Golf regarding the sidewalk erosion behind the golf club pier and a discussion was held with Mr. Mark Bowlus and Mr. Robert Lyons. He stated Pond 6 was sprayed to remove the littoral plants along the bulkhead. Mr. Kloptosky noted a fish kill was anticipated in Pond 19 and authorization was received from the Chairman to turn on the aerator; however, there was not a fish kill and the aerator is still running. Supervisor Davidson recommended leaving the aerators on, until the water level increases and/or the oxygen level increases.

Mr. Kloptosky reported that a resident tripped on a deflected sidewalk near Pond 2 in the solar area and stated the District insurance has been notified and is paying the medical bills. He stated this slab is part of 140⁺ slabs that need to be replaced throughout the community; however, it has been repaired. He stated the 2010 budget for sidewalk repairs is exhausted and requested Board direction to continue repairs. Supervisor Davidson requested an inventory of the slabs that pose imminent danger.

Mr. Kloptosky stated he received an estimate to replace the trellis along the pool and tennis court. He recommended exploring options and accepting proposals for the project. He noted the bases of the structures are deteriorating and discussed safety hazards and the use of lighting in the area. He stated the quote for \$1,500, provided by ATM, included a landscape architect providing three (3) different options for the Board's consideration. Mr. Kloptosky stated that the pool and tennis courts are rotting. Supervisor Davidson suggested having contractors come in and offer quotes. Mr. Kloptosky stated such process will require the use of the City of Palm Coast, permitting and sketching. Supervisor Davidson stated that would cut out the middle person. Supervisor Cross suggested correcting the existing problem. Supervisor Halley suggested removing the trellis, as one (1) already fell. Supervisor Trautwein stated safety should come first and recommended removing the trellis. Supervisor Davidson stated he will send out an email blast notifying residents.

Mr. Kloptosky reported that the South Gate documents, from the District Engineer, were received yesterday and he is contacting contractors for review. The next step is the permitting

process with the City of Palm Coast. Discussion ensued on a community newsletter, the repair of the Hampton Golf sidewalk and trash in the parking lot and pier. Mr. Kloptosky reported that the check for the Marlin Drive pump house repair, in the amount of \$31,000, was provided to District Management.

Mr. Kloptosky stated he discussed the solar panel project with the contractor and the contractor does not believe he is going to get paid. An invoice was provided, in the amount of \$1,000 and will not be paid until the appropriate report, reflecting Grand Haven specific data, is provided.

b. District Counsel

i. Report List

ii. Supervisor Election Participation

iii. Letter to Hampton Golf Regarding 30-Day Notice to Repair Sidewalk

Supervisor Cross discussed the R.A. Scott litigation and the possibility of an executive session. Supervisor Halley requested a copy of the requisitions for charges associated with the Wild Oaks road construction, against the 2004B bonds. The Board requested to discuss R.A. Scott litigation, Wild Oaks Phase 1 and 2 and the bankruptcy implications in an executive session.

Discussion was held on the possibility of holding a candidate's night, separate from the CDD.

c. District Manager

i. Update: Reuse Revenue Analysis

ii. Update: Insurance For Easements

iii. Florida Municipal Insurance Trust Insurance Program

Mr. Wrathell provided an insurance quote for easements and noted Preferred Governmental Insurance Trust (PGIT) does not provide insurance for easements. Supervisor Cross stated this includes the easements behind the golf clubhouse, sidewalk from the parking lot towards the esplanade, sidewalk on the north side of the clubhouse; and the drive where the golf carts cross from the old oak tree or condos. He explained that the District does not own the property but the District has an easement with a requirement to carry insurance. Supervisor Cross questioned if this is the price for liability only and if other companies were available. Mr. Wrathell stated he will continue to do more research.

Mr. Wrathell discussed the reuse revenue analysis and recommended researching how the meters are billed, read, etc. Supervisor Cross discussed issues with the City of Palm Coast billing.

Mr. Wrathell provided the information on the Florida Municipal Trust Insurance Program. Supervisor Davidson requested a one (1)-page rate sheet.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

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

<p>On MOTION by Supervisor Cross and seconded by Supervisor Davidson, with all in favor, the meeting adjourned at 2:05 p.m.</p>
--

Secretary/Assistant Secretary

Chairman/Vice Chairman