

**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, December 3, 2009 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
Dennis Cross	Assistant Secretary
Samuel Halley	Assistant Secretary
Dr. Stephen Davidson	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Doug Paton	Wrathell, Hart, Hunt & Associates, LLC
Chuck Adams	Wrathell, Hart, Hunt & Associates, LLC
Sarah Lockhart	City of Palm Coast Planner
Karl Cotey	City of Palm Coast
Barry Kloptosky	Operations Manager
Howard McGaffney	Amenity Center Manager
Roy Dreary	AMG
Gary Noble	Resident
Roe Bianchi	Resident
B. Hopkins	Resident
Jane Clark	Resident
Kathie DeMott	Resident
Marian Penzo	Resident
Barbara Hamm	Resident
Wes Priest	Resident
Pat Miller	Resident
R. Miller	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

The meeting was called to order at 10:00 a.m. Mr. Wrathell called the roll, noting, for the record, that Supervisors Chiodo, Cross, Davidson and Halley were present at Roll Call.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

All present recited the Pledge of Allegiance.

*****Item 4u. was addressed at this time, prior to the Third Order of Business items.*****

*****Item 4a. was addressed at this time, prior to the Third Order of Business items.*****

THIRD ORDER OF BUSINESS

Discussion Items

- **Update: Planning for Dr. Clark’s Report (SD)**

Supervisor Davidson discussed scheduling a time for Dr. Clark’s report on the cost benefit on the detention pond project for the first year and his recommendations, going forward. He indicated Dr. Clark is available to make a presentation to the Board on March 4th or 18th at 2:00 p.m.

In preparation, Board Members will supply general questions for Dr. Clark to address in formulating his presentation. Those questions are due to Mr. Wrathell by February 1st, for inclusion on the February 8th Workshop Agenda. After the report is received and reviewed by the Board, specific Board questions are to be forwarded to Dr. Clark. Dr. Clark’s report to the Board was set as an agenda item on the March 4th Workshop Agenda, at 2:00 p.m.

The Board requested a full cost accounting for all expenses incurred for Dr. Clark’s pond work. Management will review Rizzetta’s records and work with Mr. Kloptosky to compile this information.

- **Landscaping (SD)**

Supervisor Davidson presented and extensively reviewed his report on the Ocean Hammock Development, including what he observed and learned about their beautification project.

The Board agreed to use its January 7th Workshop to tour Ocean Hammock. Supervisor Davidson is working on the details and timing. District Counsel needs to approve the process and legal advertisement. The Board anticipates meeting as usual at 10:00 a.m., for approximately one (1) hour; then, travel to and tour Ocean Hammock for approximately three (3) hours; then, return to Village Center, at the advertised time, to discuss the tour and close the Workshop. Supervisor Davidson stated that the Master Association and members of the public are invited to attend, but will need to furnish their own transportation for the tour.

The Board requested an agenda item entitled “Lessons Learned of the Ocean Hammock Tour” be included on the January Regular Meeting agenda.

FOURTH ORDER OF BUSINESS

Open Items

a. Creekside Auxiliary Pool Heater (BK)

******This item was addressed prior to the Third Order of Business.******

Mr. Barry Kloptosky reviewed past discussions on this matter and explained the operation of the pool heater and an auxiliary pool heater system.

o ***Quote for Solar Blanket***

Mr. Kloptosky explained the various types of solar blanket covers, intended usage, approximate cost, daily manpower needs and storage needs, when not in use.

Mr. Roy Deary commented on removal and replacement of a solar cover on a regular, daily basis. He also discussed Aqua Cal.

The Board asked Mr. Kloptosky to contact Hammock Dunes to learn more about their pool's solar blanket and report back to the Board at the regular December meeting.

o ***Recommend heater threshold shutdown***

Brief discussion ensued regarding the water and/or air temperature thresholds for shutdown of the heater, heater efficiency and cost effectiveness.

The Board requested that Mr. Kloptosky contact, meet with and invite Aqua Cal to the December Regular Meeting to give a presentation on how the auxiliary heater and solar blanket (or equivalent) system could work together and provide the Board with recommendations in order to implement.

b. Pond 6

Mr. Wrathell informed the Board that, after the last meeting, he contacted Bill Kurth with LakeMasters and asked him to provide a quote for the littoral plantings to be removed.

o ***Obtain quote to remove littoral plantings and other weeds/vegetation along bulk head wall near homes (BK)***

Mr. Kloptosky indicated he obtained quotes from Aquatic Systems and LakeMasters Aquatic Weed Control, Inc. He stated Aquatic Systems quoted on exactly what was asked for, removal of weeds and littoral shelf plantings along the bulkhead side of Pond 6, for a total of \$10,182. LakeMasters Aquatic Weed Control, Inc., did not recommend total removal of all vegetation and supplied a proposal of \$4,195 for removal of weed growth along entire homeowner shoreline of Lake 6 and preservation of beneficial vegetation. LakeMasters also supplied a proposal of \$6,625, for removal of all vegetation.

Discussion continued regarding the vegetation in and around Pond 6 and how best to address it.

The Board asked Mr. Kloptosky to contact Mr. Bill Kurth, of LakeMasters, to arrange a time to meet with affected residents and explain the first option and, if the residents are not satisfied, then the CDD will implement the second option of complete removal of the aquatic vegetation.

c. Schedule Pond Symposium (SD)

- *Finalize date for test results*
 - **February 8, 2010 or February 12, 2010**
- *Finalize format for symposium (PC)*

These items were addressed during the Third Order of Business.

d. Installation of Four (4) Fire Wise Signs by Four (4) Emergency Exit Gates (*aka Construction Gates*)

Mr. Kloptosky notified the Board that the signs are made and ready for pickup. He instructed his staff to pick the signs up and install them.

This will remain an open item for the Board's next Regular Meeting.

e. Marlin Drive Pump House Drive Project

- *Update of construction progress (BK)*

Mr. Kloptosky indicated Cline Construction requested a change in terms for final payment, moving it from 45 days to 21 days. He indicated Management approved of that so the contract was initialed and returned. He stated construction is about to commence. Cline Construction is to coordinate with Joe Schoefield on the start of the project.

Mr. Wrathell will contact Mr. Scott Clark, District Counsel, to see how much of the \$25,000 budgeted for this project can be paid from the 2008 bonds, with the remainder being paid from the General fund. Once Mr. Clark gives his opinion, Mr. Wrathell will copy the District Engineer and Operations Manager informing them of how this is to be paid.

f. Austin Outdoor

These items will remain open items for the Board's next Regular Meeting.

- *Removal of diseased Canary Palm (near Main Guard Gate)*

Mr. Kloptosky indicated the diseased Canary palm is to be removed as soon as possible.

- *Removal of six (6) Sabal Palms (along south side of Main Gate)*

Mr. Kloptosky will confirm Austin Outdoor will remove the six (6) palms for free and once confirmed, he will have them removed.

- o ***Removal of dead Canary Palm (near monument sign on Riverfront Drive)***

Mr. Kloptosky indicated the dead Canary palm is to be removed at no charge, at the same time the diseased Canary palm is removed.

- o ***Installation of three (3) Sabal Palms (near monument sign on Riverfront Drive)***

The Board discussed delaying the installation of the three (3) sabal palms, at this time.

******The meeting recessed at 12:10 p.m.******

******The meeting reconvened at 12:22 p.m.******

******Item 4y. was addressed at this time.******

g. Vines on South Gate Sign (BK)

- o ***Remove section of vine and first attempt to power blast the brick to gently remove the white paint***
- o ***Sand blast if unsuccessful with power blast***
- o ***Keep in current fencing by south gate***
- o ***Remove any vines or vegetation blocking fence from the front view***

Mr. Kloptosky gave a presentation showing vine removal on a portion of the south gate sign and the effects and damage power blasting had on the brick, after the vines were removed. He inquired about sand blasting, but was told it is more damaging than the power blasting. To address the damage to the brick, the Board recommended Mr. Kloptosky contact a mason to repair the brick and then have his field staff paint the brick, once it is repaired.

h. City of Palm Coast Stormwater Reimbursement (CW)

- o ***No response from city, to date***

Mr. Kloptosky said the city responded to the letter via email, but the response was not positive. He indicated the city is not agreeing to much of anything. He will forward the response to Mr. Wrathell.

This item will continue as an open item on the next agenda.

i. Irrigation Line Filter Performance

- o ***Update from Austin Outdoor***

Mr. Kloptosky will invite Austin Outdoor to attend the Board's December Regular Meeting to present this item.

j. Security/Camera System

- *Barry and Chuck to report on camera system needs per gate, pricing, and provide phasing options. The desire of the Board discussed at the workshop was to have a security/camera system in place where the cameras can record video of some kind to record license plates during the day time and night time. The Board stated the desire to have an effective security system of cameras that accomplish the above stated goal and can be priced and phased in over time as financial resources are available. The goal ultimately is to ensure the functionality of the security system so we can ensure all gates honor the public access issues and the cameras are high quality to capture the license plates.*

Mr. Wrathell stated a report was received from security. The basic findings were that the current camera system is not getting the job done.

Mr. Kloptosky received two (2) quotes and a third is pending. He noted the quotes are comparable. He will supply Mr. Adams with copies of the quotes and Mr. Adams and Mr. Kloptosky will try securing additional quotes. They will bring the quotes back for consideration at the Board's Regular Meeting in December.

k. E-Blast Templates (SD/CW) (*under construction*)

The Board and Supervisor Davidson felt one (1) template for all e-blasts will be sufficient. Supervisor Davidson will continue working with Staff to finalize the template.

l. Process for Emergency Infrastructure Repairs (CA/BK)

- *Update: three (3) contractors for each discipline*

Mr. Wrathell briefly discussed the need for these services. He indicated Mr. Adams and Mr. Kloptosky are trying to set up a meeting, before the next Board meeting. They are working to find contractors for the various services, with a goal of bringing three (3) quotes, for each discipline, back to the next Board meeting.

m. Post Orders

Mr. Wrathell spoke of his conversation with Mr. Bob Hopkins and Mr. Wes Priest regarding their suggestions for the Post Orders. Management will incorporate those suggestions and bring the Post Orders back for consideration at the next Board meeting.

The Board requested that future agenda packages be copied double-sided.

n. Performance Review Systems and Procedures

- *Revised Organizational Chart*

Mr. Wrathell and Mr. Paton are working on an analysis and finalization of the Organizational Chart and anticipate presenting the report in January.

o. Right to Cure Letter from US Bank

- *Confirmation from US Bank of receipt of outstanding items*

Mr. Wrathell explained this item, noting that all items of concern were addressed. He referred to US Bank's confirmation of receipt of the outstanding items.

p. Proposed Investment & Cash Flow Analysis

- *Community Bank of Broward's Commercial High Yield Liquid Savings Account*
- *Prospectus – Federated Treasury Obligations Fund*
- *Prospectus – Wells Fargo Advantage Money Market Funds*
- *First National Bank of Central Florida – Qualified Public Depositories*

Mr. Wrathell reviewed the Federated Treasury Obligations Fund and Wells Fargo Advantage Money Market Funds prospectuses. He noted First National Bank of Central Florida is no longer a Qualified Public Depository. He assured the Board that the money invested in the CDARS Program is insured and secure; however, once it matures, Management will use a different bank, that is a Qualified Public Depository. Mr. Wrathell further discussed the various investment options and banks where the CDD could consider opening accounts.

The Board wished to consider opening the Community Bank of Broward's Commercial High Yield Liquid Savings Account. This item will remain open and be presented, for consideration, at the Board's December Regular Meeting.

q. Consideration of Engaging Solar Panel Design Engineer

- *Status of contact with Paul Estes for commercial experience, references, and hourly fee schedule*

Mr. Kloptosky is still awaiting a report from Mr. Joe Schoefield. This item will be brought back for discussion at the December Board of Supervisors meeting.

r. Overdue Hampton Golf Parking Lot Invoice

- *Scott Clark is evaluating options*
- *Flagler County Tax Bill – Parcel ID 151131298500000010*

Mr. Wrathell indicated the Board previously directed District Management to hold off on paying the tax bill listed above and Mr. Clark is still evaluating the options.

Supervisor Cross identified a second parcel, Parcel ID 22-11-31-5310-00000-00MO, also associated with the parking lot and that tax bill should also not be paid until Mr. Clark renders a legal opinion on how to proceed on the issue.

Mr. Wrathell will prepare another letter to Hampton Golf outlining the balance due and applying interest per the Easement Agreement and Chapter 55, Florida Statutes, for O&M and the delinquent tax bill. Mr. Wrathell will prepare separate letters, one (1) for O&M and another for delinquent taxes. These letters will be placed on the December Board of Supervisors' Agenda for the Board and Mr. Clark's review, prior to mailing.

s. Schedule Workshop to Tour Ocean Hammock to View Landscape Program

- o *January 7, 2010 or February 4, 2010*

This item was previously addressed.

t. Wild Oaks Access – City of Palm Coast Weir Repair

Mr. Wrathell indicated this item is ongoing and will be placed on the Board of Supervisors' December Agenda.

u. City of Palm Coast Boardwalk Project

******This item was addressed prior to the Third Order of Business.******

Ms. Sarah Lockhart, City of Palm Cost Planner, presented, discussed and answered questions regarding proposed changes to the Nature Trail/Boardwalk. She indicated the project should be complete in June. The Board designated Mr. Wrathell as the "point of contact" for Ms. Lockhart.

Brief discussion ensued regarding access issues and a letter received from Westwood Contracting who is working with the City to try accessing from Culbert Lane. It was noted that Westwood repaired the area of access that they disturbed in Wild Oaks and will not use that area again for access.

v. Wild Oaks Road Issues

- o *Report on condition of road cracking in Wild Oaks (potentially erosion/sub base issues (BK/Arcadis)*

Mr. Kloptosky indicated this item remains pending and he will report on it at the Board of Supervisors' December Meeting.

w. Review of Austin Outdoor Agreement for January Meeting (*in anticipation of current agreement expiring and RFP in April*)

Discussion ensued regarding Austin Outdoor's billing and the letter sent by Management requesting quicker billing.

Austin Outdoor's memo recommending service adjustment to the future agreement to put the District in a proactive mode in preventing diseased trees/vegetation will be included as an Agenda item for the December Board of Supervisors' Meeting.

x. Wild Oaks Reclaimed Water Irrigation Rates (CW)

- o *City of Palm Coast Utility Rate Schedule*
- o *Resolution No. 2005-07 Revising the Rates of the City's Utility System*
- o *Ordinance Number 2003-23*
- o *Rate Analysis*

Mr. Wrathell indicated the city was prompt in giving him the rates and he received email confirmation of the rate analysis and how the rate schedule was justified, via the analysis. He stated, once he reads the analysis, he hopes to understand why the rest of Grand Haven has a lower rate than the retail rate being charged to Wild Oaks. Discussion took place regarding the water rates and rate differences between residential and retail.

This item will be included on the December Board of Supervisors' Meeting Agenda.

y. Croquet Chair Quotes

*****This item was discussed prior to Item 4g.*****

- o *Obtain chair and bench quotes (BK)*

Mr. Kloptosky discussed the chair and bench options. He presented a proposal from ET&T Distributors Inc., for four (4) benches and eight (8) chairs, with the total cost, including shipping, being \$4,632.40. The majority of the Board was in support of the purchase of the four (4) benches and eight (8) chairs, using funds from the Amenity Maintenance budget line item.

z. Gate Access Cards

- o *Status of reprogramming contractor gate access cards to allow access during business hours only (BK)*

Mr. Kloptosky indicated all of the contractors' gate cards were reprogrammed to operate only from 7:00 a.m., to 7:00 p.m., six (6) days per week. This item is complete and should be removed from future agendas.

aa. Construction Gate on South Park Road Entrance to Herschel King Senior Park (CW)

Mr. Wrathell indicated he received an email response from the county, which was not very good. The county felt it is the CDD's responsibility to maintain the construction gate. Discussion ensued regarding repair of the gate.

This item will be continued on the December Board of Supervisors' Meeting Agenda.

FIFTH ORDER OF BUSINESS

District Manager's Updates

Mr. Wrathell discussed his desire to create a more detailed and descriptive budget, beginning with the budget season starting this spring. He wants to have a budget and financial statements that match. For the current fiscal year, he suggested breaking out the separate expense categories and show those in the financial statements, so the Board can start to track the items, on an individual basis. The Board was in agreement with this suggestion. Supervisor Cross reviewed a list of expenses he prepared and would like to see tracked on the financial statements. Mr. Wrathell indicated these can be incorporated into the financial statements as separate expense line items.

- **Post Meeting Notes (*November 19, 2009 Regular Meeting*)**
- **Due from Developer**
- **Due from Developer – Wild Oaks**

As a supplement to the financial statements, the Board requested the addition of a list for each "due from" and/or accounts receivable category outlining the category; basically, including the detail comprising the totals for each "due from" category.

Discussion ensued and the Board asked that certain expenses in Requisitions #83 and #84, which were paid out of the 1997 Bonds, also be classified as due from Developer. It was stated that, in Requisitions #83 and #84, \$8,770 and \$9,952, respectively, was paid to LandMar for work performed by RA Scott and, in their lawsuit, RA Scott contends that LandMar never paid them for the work.

The Board requested a summary be included on top of the budget. Mr. Wrathell explained the description section typically included in budgets prepared by Management.

- **Informational Items**
 - ***Website inquiries***

Mr. Wrathell indicated, per the Board’s direction at the last meeting, the Board was copied on two (2) website inquiries that were received and they were forwarded to Mr. Kloptosky, for him to address.

- ***Request to Austin Outdoor to bill the CDD within 30 days of service being provided (CW)***

This item was discussed earlier in the meeting.

Discussion ensued regarding the Jasmine Foot Bridge (Esplanade Bridge). Mr. Kloptosky indicated both the bridge and intercoastal erosion repairs will be completed next week.

Supervisor Davidson asked if the Field Operations Manager will either be alleviated of additional administrative responsibilities brought on by the transition or if he will get some administrative help, through Management. Mr. Wrathell acknowledged that the Operations Manager is overwhelmed. Mr. Wrathell explained the logistics and issues of Management and the Operations Manager, due to the frequency and limited time between the CDD meetings and workshops. Discussion ensued regarding the process-related issues of the Operations Manager’s review and approval of invoices and whether administrative help is necessary.


The Board discussed ways to improve the process’ in place and utilize their resources and ensure the Board decisions that are made are carried out.

There being no further business to discuss, the meeting adjourned at 2:24 p.m.

On MOTION by Supervisor Halley and seconded by Supervisor Cross, with all in favor of adjourning.



Secretary/Assistant Secretary



Chairman/Vice Chairman