

**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, February 3, 2011 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:

Dr. Stephen Davidson	Chair
Peter Chiodo	Vice Chair
Tom Lawrence	Assistant Secretary
Marie Gaeta	Assistant Secretary
John Pollinger	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Matt Kozak	Wrathell, Hunt & Associates, LLC
Doug Paton	Wrathell, Hunt & Associates, LLC
Barry Kloptosky	Operations Manager
Brian Simms	District Engineer
Howard McGaffney	Amenity Center Manager
Chip Howden	CERT Team

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 all Supervisors were present. He noted the Continued Board Meeting is scheduled for today at 11:00 a.m., and the Shaded Session is scheduled for 12:00 p.m.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

**REPORT/PRESENTATION:
COMMUNITY ASSESSMENT GROUP HAZARD**

A. Update on Community Emergency Management Planning

Mr. Howden thanked the members for their work. He stated the potential hazards were categorized by probability and the potential impact on the community. He recommended adding The Village Center, Creekside and the Golf Club to the CodeRED Notification system and formally creating policies and procedures for events like debris removal and recovery. He summarized the provided analysis of commercial structure fire and the possibility of an aircraft incident. Local government response teams could put a lot of water out and create chemical runoff into the sewers, in which the runoff would need to be considered. He noted the FireWise Board, Neighborhood Watch and the HOA were included. Mr. Howden stated the personnel policies of Amenity Management Group (AMG) were not reviewed; however, he noted the importance of the policies that cover the procedure for discharging an employee, etc. He referred to a map of the District that denotes the location and detail of the access gates, pump stations, fire hydrants and predetermined landing zone site. Supervisor Davidson questioned if the pump stations are the lift stations. Mr. Howden responded affirmatively and explained that the stations do not have generators that could be used in the event of total electrical failure. Mr. Howden noted the preoccupancy plans completed by the Palm Coast Fire Department. The plans outline the location of The Village Center's propane tanks. He stated some buildings are covered and others are not and stressed the significance of using an internal drawing of the building in a fire or hostage situation. Mr. Howden explained that a hand-drawn sketch of the Marlin Drive pump house was completed, as a formal drawing did not exist. He stated the golf maintenance facility did not have a formal drawing and Mr. Bowles provided one.

The Board thanked Mr. Howden for his work. Supervisor Davidson questioned if there will be detailed responses to some of the anticipated hazard scenarios. Mr. Howden replied that a response section will be in the document but will not be a long-term plan.

FOURTH ORDER OF BUSINESS

REPORT: District Engineer

A. Pond by Pond Prioritization, Accessibility Issues and Landscape Repairs Associated with Outfall Repair Activity

- **Reprioritized Cost Estimates for Outfall Repairs**

B. Questions (*for the Board and from the Board*)

Mr. Simms provided a report that prioritized the ponds and provided the approximate repair costs. He referred to the priority chart in the report and stated the approximate cost does not include associated landscaping costs. He stated Cline provided prices for certain projects but their proposal is not complete. Mr. Simms noted that the total cost has decreased by about \$38,000. He explained that his rationale for establishing the priorities included the pond location and extent of the damage, with the lowest number being the highest priority. Discussion followed on access easement issues. Supervisor Davidson noted the conservation easement located on Pond 12. He noted that there is access to the golf course's drainage system. Mr. Simms discussed the cost of prioritizing and completing the work in phases. He provided the cost estimates submitted by Cline and noted potential areas of concern in the pricing. He suggested, if possible, removing the existing landscaping, preserving it and replanting when the construction is complete. Mr. Simms noted that some of the landscaping cost is included in the construction price and the potential increased cost to repair any damaged sidewalks. Supervisor Pollinger asked how long Cline's quotes are good. Mr. Simms stated the accompanying email accounts for such by offering to provide for a coffer dam, if needed, and the water level is low. Mr. Simms stated some ponds have water levels higher than the invert of the pipe, which means the coffer dam would be needed. Supervisor Pollinger questioned the status of the remaining ponds in Wild Oaks. Mr. Simms stated the report was confined to Phase 1. Phase 2 has not been reviewed. Supervisor Davidson stated the District is responsible for maintenance. Mr. Simms stated the biggest issue in Phase 2 is a washout, located on the main channel, going into the large pond. Supervisor Kloptosky noted that the email from Cline states, *"if this repair work runs into the wet season, I have money covered for coffer damming the mes, so that is not an issue"*. Supervisor Lawrence questioned if a credit was given if a project does not require a coffer dam. Discussion followed on whether Cline was agreeable to a credit. Mr. Kloptosky stated a rate sheet was provided but a discussion on turning the project into a time and material basis was not discussed; however, Cline is eager to start on the project.

Supervisor Davidson stated Phase 1 includes Ponds 18 and 19, totaling \$49,300, plus the cost of landscaping. Phase 2 includes Ponds 13 and 14, totaling \$36,020, plus landscaping. Phase 3 includes Ponds 27 and 28. Phase 4 includes ponds 24, 25 and 26, totaling \$35,850, plus landscaping. Phase 5 includes Ponds 12, 15 and 23. He noted the further the phasing, the lower the priorities. Discussion followed on the pricing of the phases and the additional landscaping

fees. Supervisor Davidson recommended the landscape contractor and horticulturalist be used to repair as necessary. He noted the 2008 bond has about \$60,000 remaining; \$240,000 in IR, in which funds were set aside for the gates. He recommended allotting about \$200,000 for the ponds. Supervisor Lawrence questioned the reason for the price difference in the past quote and Cline's current quote. Mr. Kloptosky explained that the footing is included in this design, which was not included in Arcadis' design, and the inclusion of steel in the design to meet Florida Department of Transportation (FDOT) standards. Mr. Simms noted that the outfalls were to be built to FDOT standards but not all of them were. The outfalls containing steel do not have concrete encasing the seal, under the pipe. Mr. Simms noted the proposed design does increase the cost; however, the concrete flumes are being used, rather than riprap. Discussion ensued on the construction standards. Supervisor Gaeta questioned if the original structure was built to FDOT standards. Supervisor Davidson explained that the structures were not built to FDOT standards, which is the reason that District Counsel authorized the use of the master infrastructure bond funds. The work is reconstruction, not a repair.

Mr. Simms asked if the Board would like him to continue proceeding with Cline. Supervisor Chiodo stated it will be addressed in the next meeting. The Board thanked Mr. Simms for his presentation.

FIFTH ORDER OF BUSINESS

REPORT: Field/Operations Manager

A. Update: New Pergolas

Mr. Kloptosky provided quotes for the new pergolas. He stated both quotes should include round columns but Pergola 2 is the design most consistent with the Board's request. He explained that the fiberglass columns will need to be painted with an oil-based paint and maintained every few years. Supervisor Davidson asked if the columns can have a color in them. Mr. Kloptosky replied that the columns are typically painted. Mr. Kloptosky explained once the design is chosen, contractors can review specifications and provide prices. Supervisor Gaeta questioned if fiberglass can be used on the top section. Mr. Kloptosky noted structural issues in using fiberglass and recommended using an aluminum core; however, the price will increase. Mr. Kloptosky noted that cedar is what most contractors use due to its longevity and cost. Supervisor Davidson recalled that fiberglass furniture was purchased for the croquet courts which eventually developed mold and mildew stains.

Supervisor Lawrence stated he preferred design #2. Supervisor Pollinger concurred. The Board approved Mr. Kloptosky moving forward with the project.

SIXTH ORDER OF BUSINESS

DISCUSSION ITEMS

A. Blended Mission and Vision Statements (SD/MK)

Mr. Wrathell presented the Blended Mission and Vision Statements for the Board's review. The Board concurred on accepting the first version, presented in the agenda package. Supervisor Gaeta recommended the statement be included in the directory. The Board concurred.

B. District Business Plan (MK)

Mr. Wrathell reviewed the business plan presented. Supervisor Davidson stated Mr. Ray Smith has experience in developing business plans and noted he is willing to work with Supervisor Gaeta on developing the business plan. Supervisor Lawrence recalled his previous discussion with Mr. Smith, in which Mr. Smith stated he is willing to work with the entire Board on creating the business plan. Supervisor Lawrence requested to use workshop time to complete the plan. Discussion ensued on the allotted amount of time to complete the business plan.

C. Annual Performance Objectives (TL/CW)

- **District Engineer**
- **Field/Operations Manager**
- **District Counsel**
- **District Manager**

Mr. Wrathell noted that Supervisor Lawrence compiled objectives for the District Staff. Supervisor Pollinger questioned the Operations Manager cost control goal of having an annual savings of \$50,000 and noted the grammatical change from "insure" to "ensure". Discussion was held on the inclusion of the cost savings amount.

D. Scheduling of Performance Evaluations

Supervisor Davidson noted the performance evaluations are to be completed in March and inquired as to the logistics of the process. Mr. Wrathell stated it is the decision of the Board to evaluate all parties at the same time or complete one (1) party at a time. Supervisor Chiodo stated this is for establishing points for the next performance review. Supervisor Pollinger noted the objectives establish direction for Staff. Discussion followed on the timing of the review.

Supervisor Gaeta recommended using the hire date as the time for the annual review. Mr. Wrathell suggested considering the review during a time of year that corresponds with the budget. Supervisor Davidson proposed having Management provide the Board with ranking criteria for the Field Operations Manager at the March workshop and consider the evaluation at a Regular Meeting. The Board agreed. Discussion followed on the provided performance objectives.

******The Workshop was recessed at 11:22 a.m.******

******The Workshop reconvened at 12:14 p.m.******

Mr. Clark called for an Executive Session, as previously noticed and advertised. He asked that those persons listed in the advertisement including himself, the Board of Supervisors, Mr. Wrathell and a court reporter remain for the Executive Session.

******The Executive Session began at 12:15 p.m.******

******The Executive Session adjourned at 1:16 p.m.******

******The Workshop was reconvened at 1:31 p.m.******

Mr. Wrathell indicated for the record that all Supervisors were present.

SEVENTH ORDER OF BUSINESS

INFORMATIONAL ITEMS

A. Public Funds NOW Checking Account

Mr. Wrathell noted that a written response was received from FDIC indicating that the NOW account is insured for up to \$250,000, plus the amount in the non-interest-bearing account, with the same banking institution.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

A. Crossings Road (MK)

Supervisor Davidson noted item 8A., is in conjunction with item 9D. He requested to defer discussion regarding Colbert Lane, due to the sensitive nature of the project. Supervisor Davidson explained that Mrs. Gillyard forwarded the emails to the Board Members. He noted the St. Johns River Water Management District (SJRWMD) and a division of the historical preservation of the state are concerned as to whether the area is a historical site. He recalled that Mr. Harper advised that the width of the roads, as described in the agreement, was boilerplate

language from another project and the county is not going to hold to the 30-foot width. The road can be redrawn so that the SJRWMD is avoided. He stated he will contact the county to find out if there are any future plans for the development of Colbert Lane. Supervisor Lawrence commented that the county does not fund the road work out of the general fund. He noted safety issues on the road and recommended moving forward but not sending the letter to Craig Coffey. Discussion followed on the next step. Mr. Wrathell stated a draft letter will be provided at the next meeting.

B. Pergola Replacement (BK)

This item was discussed during the Fifth Order of Business.

C. Safety & Security Ad Hoc Fact Finding Group (PC)

This item was deferred to the next meeting.

D. Resident Directory (MG)

This item was discussed during the Sixth Order of Business.

E. Switch to LED Street Lights – Eliminate High Sodium Bulbs and Ballasts & Reduce Electricity Costs (BK)

This item was not discussed.

F. Energy Audit from FPL to Identify Potential Savings – Last Done in 2007 (BK)

This item was not discussed.

G. Town Hall Meetings (*Supervisor Rotation*) (TL)

This item was not discussed.

H. Solar Report (BK)

This item was not discussed.

I. Sail Fish Drive Road Drainage (BK)

This item was not discussed.

J. FOM Bid Policy Guidelines (TL)

This item was not discussed.

K. Amenity Center's Amended Trespass Policy (SC)

This item was not discussed.

L. Exercise Room Policy Amendment (SC)

This item was not discussed.

NINTH ORDER OF BUSINESS**SUPERVISORS' REQUESTS****A. Discussion: District Email Addresses for Board Members (JP)**

Mr. Wrathell referred to the quote to provide email addresses for the Board and noted the emails will be stored on the provider's server. He recommended copying Management on any emails to allow the email to be stored on Management's server. Discussion followed on the need for District email services. Mr. Wrathell advised Board Members to contact him, or Mrs. Gillyard, if they would like to establish a District email account.

B. Discussion: Raise District Manager \$5,000 Spending Authorization (TL)

Supervisor Lawrence recalled the recent delay in the replacement of the stepper. He noted the quote was under \$5,000 but, if the cost was higher than \$5,000, the decision would have been delayed to the next meeting. As the Board is trying to move in the direction of having an empowered staff that makes timely decisions, he recommended raising the Manager's spending authorization to \$10,000. Supervisor Davidson questioned if it includes the Operations Manager. Supervisor Lawrence replied that both can receive increased authorization. Supervisors Davidson and Gaeta recommended increasing the amount to \$7,500. Supervisor Lawrence recalled an event when The Crossings swing gate failed and the cost of replacement was above the threshold. Discussion followed as to the appropriate amount. Mr. Wrathell commented that this item will be presented at the next Board meeting.

C. Discussion: RFQ for District Engineer

Supervisor Lawrence discussed reasons for a new District Engineer. He noted the District will spend about \$2 million on road resurfacing and discussed the credentials of CPH Engineers, Inc. He noted the hourly rate for engineers, regardless of the size of the company, should be the same. Supervisor Gaeta noted the current engineering firm does not have project management experience and suggested they were too limited in their scope of work. Supervisor Davidson questioned if this was the firm that did not submit their bid in the appropriate time. Supervisor Lawrence stated CPH, Engineers, Inc., did not submit all appropriate documents, was not made aware that they did not submit the documents and were not considered by the Board. Supervisor Pollinger noted concern in having the existing engineer completing work during the RFQ process. Discussion followed on the need and timing of an RFQ for District Engineer.

D. Discussion: Letter to Flagler County Regarding Colbert Lane

******This item was discussed during the Eighth Order of Business.******

E. Discussion: Capital Improvement Plan (TL) *(to be provided under separate cover)*

Mr. Wrathell reported that Mr. Dave Finnimore was terminated yesterday. He discussed the overtime claim and requested to have the Chair informally work with District Staff to negotiate a final figure.

Supervisor Davidson thanked Management for the use of the tabs in the agenda. He noted the safety and security committee report and the capital improvement plan will be addressed at the next meeting.

TENTH ORDER OF BUSINESS


ADJOURNMENT

NEXT MEETING DATE: February 17, 2011 at 9:30 A.M.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Workshop adjourned at 2:05 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair