

**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 1, 2011 at 10:00 a.m.**, at the **Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137.**

Present at the meeting were:

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

Also present were:

Craig Wrathell	District Manager
Matt Kozak	Wrathell, Hunt & Associates, LLC
Barry Kloptosky	Field Operations Manager
Howard McGaffney	Amenity Management Group (AMG)
Louise Leister	Horticultural Consultant
Bob Hopkins	Resident
Vic Natiello	Resident
Al Lo Monaco	Resident
Gary Noble	Resident
Giuseppe Moro	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Wrathell called the meeting to order at 10:00 a.m., and noted, for the record, that Supervisors Davidson, Chiodo, Gaeta and Pollinger were present, in person. Supervisor Lawrence was attending via telephone.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

- **Horticultural Consultant, Louise Leister**

Ms. Leister gave a PowerPoint presentation regarding some of the improvements that were made within the community. She showed “before” photos of North Park, pointing out the curbing and debris and noting some issues with the landscaping. The “after” slides showed how much clutter was removed, the trees that were taken down and the palms that were removed. She explained that they installed landscaping that would not need pruning. Ms. Leister noted the Arizona Cypress tree and indicated that it would get quite tall and have a Christmas tree representation. Another slide showed where the plants were removed across the front of the center island, making it more accessible. She indicated that the annuals were taken out, as well. Ms. Leister commented that the pathway is beautiful and that there is more foot traffic in the park now than ever before. Ms. Leister noted that there is a center island with electricity in the back part of the park. Conduit was buried underneath the pavers for future use.

The next slides were of the South Park. Ms. Leister showed a “before” photo and indicated that this park is the worst. She advised that South Park is next on the schedule; however, they are waiting for the city to issue a permit. Additional photos illustrated the poor conditions in the park. Ms. Leister advised that the palms have been debooted and the hollies were already trimmed.

Next were photos of Village View Drive, prior to the improvements. Ms. Leister noted that the exit was dangerous because the shrubs were so high. The photos showed the overgrown trees, dead and diseased wax myrtles and the vine area on the south side, which was a fire hazard. The “after” photos reflected where the wax myrtles were removed, the new annuals installed up front and the improved line of sight to Waterside Parkway. Additional changes were noted for the other side of the road where the trees were limbed up, the dead trees were removed and the vine area was cleaned out.

In The Crossings, Arizona Cypress was planted. Ms. Leister showed an area where the wax myrtle was removed, the stumps were ground and the vines removed. A Viburnum hedge was planted for aesthetics, as well as safety. The alleyway was opened and cleaned. She stated in the interior of The Crossings, Asiatic Jasmine was planted as ground cover.

In Wild Oaks, Ms. Leister advised that the dead oleander was removed and Jack Frost was planted overlooking the river, along with three (3) Arizona Cypress trees. Mr. Kloptosky noted that all of the bridges were pressure washed, sealed and the aluminum caps were replaced on each of the posts because they were rotting.

Supervisor Gaeta commented that she lives on Front Street and the bridges on Montague were pressure washed and appear brand new. Supervisor Lawrence remarked that the individual who cleaned the bridges did the best cleaning ever.

Ms. Leister mentioned the reduction in the water bill for Wild Oaks due to the change in vendors. She stated the next project for Wild Oaks is to work on the park; the next vine project will be in the area of Front Street and Chinier. Ms. Leister is waiting for a vendor quote to shear the outer part with a brush hog that turns sideways. This will be followed by the application of a heavy duty herbicide for the vines. The grass in the outer areas will be hydroseeded.

Ms. Leister reported that Waterside Parkway has been mulched, the trees received a mild dusting and she has been removing trees at a startling rate in an effort to eradicate those that are dying and diseased.

Ms. Leister discussed upcoming projects, such as the South Park pavers, the South Park landscape, the center walkway of Central Park, the Front Street circle islands, the tennis courts, Waterside Parkway and the continued vine removal project.

Supervisor Davidson inquired about the type of grass that will be hydroseeded. Ms. Leister explained that annual rye will be used to hold the property stable, followed by Bahia.

Supervisor Lawrence asked if the reuse irrigation can be extended around the circle on Chinier. Ms. Leister will look into it. Supervisor Lawrence noted an area on Waterside Parkway that was barren and asked what could be done. Ms. Leister stated she has plans to fill in the bare areas but they will require money and time.

Supervisor Davidson indicated that he will put Ms. Leister's PowerPoint presentation on the website, along with the Planet Award received by the District for the landscaping.

A resident suggested adding comments to the website, along with the photos, such as changing out the plants to those that are more water conservative and do not require maintenance. He stated the average citizen is not aware of the real reason that they are saving so much money. The resident suggested that if driving in the North Park is an issue, instead of a gate, pedestrian poles can be installed, which are much less expensive. For safety reasons, he requested that The Esplanade be blocked off so that only authorized vehicles can use it. Supervisor Gaeta pointed out that regular vehicles drive down The Esplanade. Supervisor Pollinger indicated that this can be explored.

A resident expressed his appreciation for the improvements made in Wild Oaks. He noted that beyond the entrance, behind the iron gates, there are overgrown plants, coupled with

uplights that have no reason to be there. He requested that the Board consider asking Ms. Leister to examine the lighting and appearance of the main entrance area at night. Ms. Leister indicated she had no problem doing so.

Mr. Bob Hopkins, of Village Oaks, brought up the night lighting and indicated that the Oak trees have surrounded the lights.

With regard to the Oak trees on Waterside Parkway, Ms. Leister stated the pruning needs to be done next year because there are Oaks in the lights that damage them and could affect visibility. Supervisor Lawrence felt the Board should discuss this with the Master Association because they asked the private landowners to trim their Oak trees. He suggested speaking with them about working with the private landowners to trim the Oaks away from the streetlights on all of the side streets. Supervisor Lawrence stated some of those lights are so surrounded by Oak branches that literally hide the light. Ms. Leister suggested offering the arborist's contact information to the homeowners so that they hire someone who is qualified and who will trim the trees for a reasonable amount. She stated if Oak trees are not pruned properly, they become very large, dangerous features in the community.

- **Austin Outdoor RFP – Landscape/Grounds Maintenance Services Agreement Variances**

Ms. Leister reported that the landscape maintenance contract has been reworked and corrected.

Supervisor Davidson explained that there were some problems with the contract and those problems are being corrected. He noted that the overbilling is also being corrected. Supervisor Davidson indicated there were variances between what was sent and the actual RFP. It turns out that what was sent was the incorrect contract; it was actually the Favoretta contract. He wanted the Board to be aware that nothing is being changed. The contract is going back to the language in the RFP. Mr. Wrathell indicated that it was reviewed yesterday and is close to being finalized.

Ms. Leister expressed her concern with the 30-day cancellation for convenience provision and asked if it was changed back to 60 days. Supervisor Davidson confirmed that it was. He stated the Board requested that the liability limit increase from \$1 million to \$2 million and that the sovereign immunity language be inserted into all of the liability clauses. Ms. Leister indicated that she wants the specs included with the contract. Mr. Wrathell advised her that has

been done and suggested to Mr. Clark that the pricing sheet be included as an exhibit to the contract.

Supervisor Davidson asked the Board if they approved of having him execute the contract once it matches the RFP, except for the liability change. Mr. Wrathell indicated that the Board has already taken the appropriate action. Supervisor Gaeta asked if the contract date will be retroactive to the date that it was originally approved by the Board. She was informed that it will be.

Supervisor Pollinger asked if steps have been taken to ensure that this does not happen again. Mr. Wrathell stated his office did not follow up to obtain a signed contract and could not find where Mr. Clark had transmitted the contract to him in February. He advised that a system will be created between his office and Mr. Clark's office to remind each other.

Ms. Leister inquired about the contract dates. Supervisor Davidson advised that the contract should run from when the RFP was signed, which was in February, and it should run for three (3) years. Mr. Wrathell suggested that, in the future, they may wish to stagger the contract date so that it runs consistent with the fiscal year.

FOURTH ORDER OF BUSINESS**REPORT: Field/Operations Manager**

Mr. Kloptosky reported on the status of the Front Street Esplanade pavers. He stated when the project was started, the contractor was advised by a representative of the city that a permit was not required. Now, the city is requiring a permit and it is becoming complicated because the project was halted.

Mr. Kloptosky indicated that he is trying to arrange a meeting with Mr. Jason DeLorenzo, a new city council member, and possibly the Mayor, to discuss some of the permitting issues that Grand Haven has been experiencing over the past couple of years and to see if there is anything they can do to expedite the process. Mr. Kloptosky explained that one of the things that the city requires with this permitting is surveying of those areas and they do not have surveys; all they have is as-builts, which he does not believe will be accepted by the city for the permitting. He stated if they need actual surveys, they cannot be found. Tomoka Engineering is the firm that originally did the surveys in that area and they were bought out by another firm. Mr. Kloptosky advised that Mr. Misterly is attempting to contact them to see if they have any back records; however, since those surveys are about 13 or 15 years old, chances are, the city will not accept

them and will require an updated survey. Mr. Kloptosky indicated before he can move this project forward, he will have to have those areas resurveyed and then submit it for the permit.

With regard to the pergola, Mr. Kloptosky reported that he met with VerdeGo, who was the second bidder, and, after viewing some of their projects, he is pleased with the look of their work. He met with them regarding negotiating a lower bid but they indicated they provided the best bid possible. He was able to save approximately \$2,800 by getting them to agree to use stainless steel fasteners instead of galvanized, which was in the specs. He stated they are now finalizing the proposal and then it goes to the city. A status report will be provided at the next meeting.

Supervisor Lawrence indicated that Mr. DeLorenzo and the Mayor cannot be present at the same meeting because of the Sunshine Law. He suggested starting with Mr. DeLorenzo because of his background working with home builders.

Supervisor Davidson indicated that someone representing the CDD Board should attend this meeting. He asked the Board if they felt that the Chair should attend or a Board Member that was involved in Mr. DeLorenzo's campaign. Supervisor Pollinger felt that it would not matter. Supervisor Gaeta offered to attend the meeting but preferred that the Chair be present.

Supervisor Pollinger suggested that Mr. Kloptosky point out to the city that they took over the DRI for the county so they are accountable for keeping the records for the DRI work and those records would have initially included a survey. He stated if they do not accept the as-builts, he can request that they check their records for the original survey. Mr. Kloptosky advised him that he tried that in the past and they do not seem to want to follow up and take the time to look for the records; they put the responsibility on the District.

Mr. Kloptosky reported that the lift truck purchase is almost finalized. It should be ready for pickup in the next few days. Supervisor Davidson asked if a Grand Haven logo can be put on the truck. Mr. Kloptosky responded affirmatively. With regard to insurance, Mr. Kloptosky asked Mr. Kozak to find out if they are commercially insured, once the signs are put on the vehicle, and if there are any limitations regarding which staff members are able to drive it.

Mr. Kloptosky recalled that, at the last meeting, the Board authorized a not-to-exceed amount of \$12,500 for the Sailfish Drive road repair. He stated the curb and macadam were ripped out, the curb was repoured and the macadam was redone. They will be starting the two (2) drains on the corner of Sailfish and Waterside next week. Mr. Kloptosky indicated that the work they did was great; however, the water diverted to the neighbor next door. He indicated

that this is an ongoing issue and he will not be surprised if other residents begin to complain. He suggested getting surveys to determine the elevations so the water can be diverted properly. A price of \$2,000 was obtained from Cline to survey the entire street and Mr. Kloptosky recommended moving forward with the survey, as soon as possible.

Supervisor Davidson asked if a survey is completed prior to repaving the street. Mr. Kloptosky stated Cline revised the proposal for repaving; it was originally \$135,000 for the entire street, as well as the two (2) center drains. The revised proposal was \$80,000, which eliminated the center drains. Cline is confident that by surveying the entire street, they can get the water flow to the existing drains on the Marlin Drive side, as well as to the new drains on the corner of Waterside and Marlin. Mr. Kloptosky indicated that that price includes engineering and surveying for the entire street. Supervisor Davidson asked if, and when, they repave the street, they can get a credit for this survey, since it is recent. Mr. Kloptosky will discuss this with Cline. He indicated that the price for the survey of the entire street is approximately \$2,000, which is within his approval range. Supervisor Davidson advised Mr. Kloptosky that if it is creditable towards future work, he should move forward and report to the Board at the next meeting.

Mr. Kloptosky reported that he had a conversation with Mr. Troy Railsback regarding the ADA compliance issues with the lifts for The Crossings pool. Mr. Railsback informed him that the Master Association wants to take part in any bulk purchase of lift equipment. Mr. Wrathell clarified that the Master Association can take advantage of the bulk price but not the District's sales tax exemption. Supervisor Davidson was hopeful they will receive two (2) sets of economies of scale bids; one (1) from Mr. Deary and another from Southern States. Mr. Kloptosky noted that he received lift price information from Mr. Deary, which he forwarded to Mr. Wrathell's office. Supervisor Davidson indicated they will move forward in two (2) weeks.

FIFTH ORDER OF BUSINESS**DISCUSSION ITEMS****A. Austin Outdoor RFP – Landscape/Grounds Maintenance Services Agreement****• A/P Corrective Action**

Mr. Wrathell advised that Austin proposed a six (6)-month period for giving credits for the over billings.

Supervisor Pollinger expressed his concern about the current process regarding contracts, once approved by the Board. Supervisor Davidson advised he spoke with all parties involved and all are taking steps to ensure this does not occur again.

Supervisor Chiodo noted that part of the credits go back to the last fiscal year and asked if that is how they will be applied. Mr. Wrathell felt that since the credits are attributable to the previous fiscal year, they will be applied to the previous fiscal year; however, it will be verified with his company controller.

B. ADA Assessment: RGA

Mr. Kozak recalled at the last meeting, Mr. Clark discussed the details of the conference call with RGA. Mr. Kozak distributed the memo he received from RGA and noted that he spoke with Mr. Click and expressed his concern, on behalf of the Board, regarding completing this project prior to March 15, 2012.

Mr. Kozak recalled that the Board passed a motion to move forward with Phase 2, which involves the design and construction, as well as a cost estimate, with a not-to-exceed amount of \$7,500. He conveyed to Mr. Click that the Board also wishes to proceed with the fixes for the 1991 standards. Mr. Kozak indicated that the cost estimate provided by RGA includes conceptualizing those design documents. He advised that RGA feels design documents will be completed by the end of December. At that point, they will move into Phase 3. Mr. Kozak noted that he asked Mr. Click if he felt the work would be completed by March 15 and Mr. Click responded affirmatively. Supervisor Davidson stated once the design documents are received, Mr. Kloptosky will review them to see what can be done in-house, prior to allowing Mr. Click to look into subcontracting.

C. Community Directory (MG)

- **Final Edits to Introductory Section**

Supervisor Gaeta reported that she met with Mr. Kloptosky on Monday because the original organizational chart was incorrect. She explained that Ms. Gillyard was able to revise the chart, which is why they have two (2) versions.

Supervisor Gaeta stated when she arrived at the CDD office on Monday, she was advised by staff that the directory would be provided to her when she left; however, when she was leaving, the statement was made that they thought they had a combination of databases and they were not sure that they had resident authorization, relative to information that can be published in the directory. She requested that the staff continue to verify certain information and they

indicated they had completed a cross-check of the packets versus what was on the database and the information returned on the green sheets, to what was previously published in the directory, and there were many discrepancies.

On Monday or Tuesday, Supervisor Gaeta spoke with Mr. Clark and asked what the legal implications would be if they went ahead and published the directory. Mr. Clark advised this is something they will discuss at a future meeting. Supervisor Gaeta suggested that if the information relative to the resident directory and the resident information is not at least 90% accurate, the Board should consider a universal re-registration and, once that data is obtained, they will be assured that the information is correct. To date, she has not heard from Mr. Clark.

Supervisor Davidson indicated he has the report because he independently spoke with Mr. Clark, The Village Center office staff and Ms. Gillyard regarding all of the databases and all of the confusion.

Supervisor Gaeta was informed by Mr. Deary that there is a law firm that specializes in public information and community directories. She shared this information with Mr. Clark, who agreed to investigate and provide an explanation and perhaps some guidance as to how to proceed.

Supervisor Gaeta produced a document which she named 'Grand Haven Community Information', which she indicated is a first attempt a new directory. The publisher suggested that they consider a binder, rather than a hard bound version, if they are going to have additions or changes to the resident information. The publisher will provide her with samples.

Supervisor Gaeta indicated that a binder will cost approximately \$5. She stated although the initial printing costs may be higher than what Mr. Deary has in his contract, the inclusion of ads in the directory may offset the initial expense of the binders and tabs. It was also suggested that the initial distribution of the binder would be free and a \$5 fee would be charged for any additional copies. A heavier stock would also be used. Supervisor Gaeta concluded that this is a more cost-effective process.

The suggestion was made to provide the residents a PDF version as an alternative.

Supervisor Gaeta explained that if they were to order 2,000 of the least expensive binders, the total amount would be approximately \$10,000; however, with Mr. Deary contributing approximately \$7,500 from his contract, it would be a \$2,500 CDD obligation. If ads are sold, they will offset the CDD costs. She noted that the addenda and updates will cost about \$1,000. Supervisor Gaeta advised that the binders will be 6" x 9" and the pages would be

5½” x 8½”, which means they will not be able to distribute the directory as a PDF unless the resident is willing to cut the pages. She clarified that they will not be charging the residents \$5 for the inclusions; a fee will only be charged if the actual binder is lost or destroyed.

Supervisor Davidson inquired about the cost difference between a bound copy and a binder. Supervisor Gaeta advised the publisher believes it was approximately \$7,500. Supervisor Davidson requested that she provide the information at the next meeting.

Supervisor Davidson explained that the database used for the annual assessment mailings is obtained from the property appraiser and not kept in-house by the management firm. In addition, he was advised by The Village Center that the database is on four (4) different Excel spreadsheets. Supervisor Davidson indicated that approximately 1,840 assessment notices, which included the green information sheets, were sent out. Of that number, about 700 were returned. He noted at that point, they were looking for changes, updates and corrections. The green sheets included a section at the bottom that the resident was to fill out granting permission for the information to be published in the directory. Most of the residents indicated that they wanted their information published; a few did not. Supervisor Davidson stated that is only 700 of the now 1,900 names that The Village Center office has; thus, they are deficient by about 1,200 names.

Ms. Tucker brought up the question to him of whether they could publish the 1,200 email addresses and phone numbers. Supervisor Davidson asked Mr. Clark to ponder this question and Mr. Clark provided a memo in response. Supervisor Davidson read this memo into the record. Mr. Clark indicated that, in his opinion, it may be better practice to not provide phone number and email information for parties who did not provide an acknowledgement that such information would be used in the directory. Mr. Clark further advised that the Board can either delay publication of the directory until it obtains more responses to the information request previously sent, or it can omit the phone number and email information for those who have not confirmed and include a note as to the reason for the omission.

Supervisor Davidson reviewed their options with regard to the directory. The first option is to not publish the directory until after universal re-registration, which could take up to another year. The second option is to publish the directory with the 1,200 only as names and addresses, with no phone number or email address. The third option is to send another mass mailing to the 1,200 residents that have not provided written permission. This mailing would include a

statement advising that if the form is not returned, their information will not be included in the directory, other than their name and address.

Supervisor Davidson noted that with the third, it would take about a month for all of the forms to be returned and another month to process the information. Ms. Tucker and Ms. Fagnoli will be responsible for the data entry and then export that information to Mr. Wrathell's office, where they will stuff the envelopes and mail them. He emphasized that the issue is privacy and this is personal information.

Supervisor Gaeta suggested that an email be sent to the entire community explaining what has occurred and the reason for the delay. She requested that the work hours for Ms. Tucker be extended for a month or two to complete this project.

Supervisor Chiodo confirmed that if this proposal is adopted, the universal re-registration effort will culminate in a new database on an appropriate vehicle that will be used, going forward, for future updates, etc.

Supervisor Davidson stated if the new letters are sent in January, they should have the data by the end of January. Dolphin Technical Solutions will be on site in January to set up the network and the server. While they are onsite, he would like the relational database software to be selected and loaded onto the computers and the information on the Excel spreadsheets loaded into the new database so that it is up and running when Dolphin Technical Solutions leaves. This will be the beginning of the universal re-registration. When new information comes in, it can be input directly into the database.

Discussion ensued regarding the inclusion of renters. Mr. Wrathell suggested sending the forms to the address. Whoever resides there will respond.

Mr. Vic Natiello, a resident, suggested that it be mandatory to return the forms, whether they are filled out or not. He also suggested there should be a space on the form for the phone number and email.

Supervisor Lawrence requested that the new letter be sent to Mr. Clark and the Board before it is finalized.

******The Workshop was recessed at 12:06 p.m.******

******The Workshop reconvened at 12:19 p.m.******

Supervisor Gaeta reviewed the changes that were made and asked if the Board had any suggestions regarding the introductory section of the directory.

Supervisor Lawrence requested that a final copy of the directory be included in the next Agenda package. The Board agreed with this recommendation.

Supervisor Lawrence provided the details of the conflict resolution training class for CDD staff. He noted that he spoke with Mr. Deary regarding participation by AMG staff and Mr. Deary agreed to participate and to share the cost. Supervisor Lawrence contracted with a trainer and a training session is scheduled for Tuesday, December 13, 2011, from 8:00 a.m. to 4:30 p.m. There will be a maximum of 15 participants. He stated the fixed cost is a per person fee of \$45, for a total cost of approximately \$3,000; the cost to the District will be about \$1,500. Discussion ensued regarding who would be attending the class.

The Board discussed sending an e-blast to the community regarding the office being closed on the day of training. A temp will be hired to answer the telephones in the CDD office, from 8:00 a.m. to 1:00 p.m.

D. Compilation of All Proposed Amenity Rules Changes [Publication Prior to Universal Re-registration] (SD)

- **BOS to Provide Individual Lists of Previously Discussed/Recommended Changes**

Supervisor Davidson felt that separating the amenity rules from the Community Directory was a good idea but suggested distributing the updated rules at the time of universal re-registration. He indicated that Mr. Clark's suggested changes will be discussed at the next BOS meeting. Supervisor Davidson distributed his suggestions. The first item discussed was related to the Trash to Treasures Community Yard Sale. Supervisor Chiodo suggested adding that it "is intended for Grand Haven residents." In addition, the yard sale will be held at a maximum of once per year.

The next item discussed was the agreement for nonresidents to utilize Grand Haven Community Development District amenity facilities. Supervisor Davidson stated whether or not it is included in the Directory, since it is a rule change and they will be holding a noticed meeting, it should be included. He indicated that he will forward this handout to Mr. Clark.

Discussion ensued regarding additional proposed changes to the latest version of the amenity rules.

Supervisor Davidson requested that Mr. Wrathell send a letter to Mr. Jim Cullis regarding registering at the office, signing a waiver and paying the \$10 user fee in advance of utilizing Grand Haven amenities.

Mr. McGaffney discussed holiday closing dates for the amenities and requested adding them to the amenity rules.

The Board agreed to add a section to the Community Directory indicating the CDD normal operating hours and holidays.

Supervisor Gaeta brought up a concern from a resident with regard to usage of the tennis courts. Mr. McGaffney volunteered to survey the community about whether or not to keep the current system or move to a lottery system. He will report his findings to the TAG team and advise them that this will be his recommendation to the Board. Supervisor Davidson advised him not to exclude any groups.

Mr. Wrathell recalled that the plan was to have the perspective language ready for the January workshop in order to have the documents produced for the January Board of Supervisors meeting. That is when the rule making process will be initiated.

Supervisor Chiodo suggested that Mr. McGaffney take a sampling to get an idea of whether this is a close issue or a wide issue. Mr. McGaffney indicated that he wants the result to become policy and added to the rules.

E. Town Hall Meetings (SD)

- **Suggested Format and Guidelines**

This item was deferred to the next Board of Supervisors' meeting.

F. Analysis of Stormwater Credits/City of Palm Coast Stormwater Tax (MK/SD)

Mr. Kozak recalled receiving stormwater credits for parcels east of Colbert Lane. He reviewed the information on the spreadsheet he created and explained how it was derived. Mr. Kozak advised the Board that additional stormwater credits were received recently, which he calculated to be about \$1,800. The total credits will be about \$7,000.

Mr. Kozak suggested disputing the charges for the parcels east of Colbert Lane. He recalled that the Ordinance states they should not be billed for those parcels indicated as a pond/lake. He was advised by Ms. Jessup, with the City of Palm Coast Utility Department, that they will be crediting the accounts; however, they are no longer billing the accounts so the credit means nothing.

Mr. Kozak indicated that he will be looking for a motion, at the next meeting, authorizing Management to send a letter, along with the necessary backup documentation, requesting reimbursement for stormwater fees from April 1, 2008 to the present, in the form of a certified check.

Mr. Wrathell suggested having Mr. Kozak draft the letter and placing it on the next agenda for the Board's approval.

Discussion ensued regarding the stormwater tax.

Supervisor Davidson asked how these credits relate to the agreement with Mr. Moden regarding reimbursing the District for running its own stormwater system. Supervisor Lawrence advised that by the city crediting the residents and the District back to April 1, 2008, that agreement becomes invalid.

G. Review of 5-Year Assessment Projections

Mr. Wrathell explained that they showed the field operations and administration increasing by 3½% per year and the infrastructure reinvestment is shown as increasing by 4% per year. He indicated that they purposely did not want to get more specific.

H. EverBank

Mr. Wrathell reported that after the Board authorized Staff to open up accounts with EverBank, they advised they are not taking any new money.

I. Future Meeting Agendas (MG)

Supervisor Gaeta suggested that copies of the agenda letter be left in the hallways of The Village Center and the CDD office, as well as posted on the bulletin boards. She also suggested adding an area to the top of the agenda, which identifies projects completed and projects in progress. This may spark attendance at the meeting.

Supervisor Davidson felt it was a good idea to make hard copies and post them. The topic of completed projects and projects in progress will be discussed at the Town Hall meeting.

J. Ad Hoc Fact Finding Group: Resident District Services Satisfaction Program (Revision 1)

Supervisor Chiodo indicated that they are working with Survey Monkey. The edited version was included in the agenda package.

K. Discussion of CDD E-blasts/Publication in Oak Tree (SD)

- **New Registration Procedures**
- **Wildfire Mitigation and Your Backyard**
- **Red Bay Tree/Ambrosia Beetle Epidemic – CDD Policies**
- **Rejuvenation of GH Lakewatch Program**
- **Speeding Device**

Supervisor Davidson reported that the Master Association is giving a portion of the Oak Tree to the CDD and he discussed potential articles. It was agreed that “Speeding Device” will be removed from the list.

Supervisor Davidson indicated that grossly inaccurate information was provided to the Master Association Board regarding the feelings of some of the CDD Board Members about the issue of the CDD helping the Master Association with regard to cancelling or deactivating gate access devices due to fines in arrears for the Master Association. He advised he will begin attending the Master Association meetings, as a representative of the CDD, to ensure that misinformation is not spread.

Supervisor Davidson asked the Board if they feel that they can authorize Mr. Clark to contact Robin to discuss the issue of the CDD being able to deactivate access devices for Master Association assessments or fines that are in arrears. Mr. Clark had previously advised that they cannot. Supervisor Davidson indicated due to their inability to enforce, the Master Association is looking for this to be a possibility. Supervisor Lawrence suggested asking Mr. Clark how sure he was of his ruling.

Supervisor Davidson advised that the attorney for the GHMA claims that there is something in the law indicating that this can be done. The Board agreed with authorizing Mr. Clark to discuss this.

With regard to Town Hall meetings, Supervisor Davidson reported that there is a new format and there are sections for the representative of the CDD and a representative of the Master Association to co-moderate a Town Hall meeting.

L. Business Plan: Program Descriptions (BOS)

Supervisor Lawrence requested that they make this the first item at the next workshop.

Supervisor Gaeta reported that the sections are done but they need more input from Dolphin Technical Solutions to write the narrative.

Updates on the sections will be provided at the next workshop.

SIXTH ORDER OF BUSINESS

REPORT: District Manager

- **NEXT MEETING/WORKSHOP**
 - **BOARD OF SUPERVISORS MEETING**
 - **December 15, 2011, at 9:30 A.M.**

- **COMMUNITY WORKSHOP**
 - **January 5, 2012 at 10:00 A.M.**

SEVENTH ORDER OF BUSINESS

OPEN ITEMS

Supervisor Davidson reported that yesterday, Ms. Sarah Lockhart provided him with the city's response to what needs to be next for The Crossings Road project. He indicated that it was a long, complicated email followed by a 19-page application.

Ms. Lockhart indicated that is why a pre-application meeting is advised.

EIGHTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Pollinger discussed holiday bonus pay for the CDD Staff. He proposed placing end-of-the-year bonuses on the Consent Agenda.

Mr. Wrathell suggested having a brief discussion regarding this topic because, District Manager, he has the discretion to implement bonuses. It was decided that Mr. Kloptosky's staff will receive \$125, through payroll. Edward will receive \$75 through payroll.

NINTH ORDER OF BUSINESS

ADJOURNMENT

There being no further business, the workshop adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair