

**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, May 3, 2012, 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	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)
Troy Harper	Flagler County Emergency Mgmt. Chief
Chip Howden	Resident and CERT Member
Tony Gaeta (via telephone)	Dolphin Technical Solutions, LLC
Mr. George Suhaj	Resident
Mrs. Suhaj	Resident
David A. Gierach, P.E.	President, CPH Engineers, Inc.
J. Brett Markovitz	Sr. Vice President, CPH Engineers, Inc.
Jason Kellog	CPH Engineers, Inc.
Clinton Ianitti	CPH Engineers, Inc.
Saval Blaney	CPH Engineers, Inc.
Kurt Luman	CPH Engineers, Inc.
Jerry K. Finley, P.E.	Finley Engineering Group
Shawn P. Finley, P.E.	Finley Engineering Group
Sean Marston	Genesis Group
Brian Wheeler	Genesis Group
Alan Skinner	Genesis Group
Ron Merlo	Resident
R. Shields	Resident
Frank Benham	Resident
Gary Noble	Resident
Vic Natiello	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Wrathell called the workshop to order at 10:03 a.m., and noted, for the record, that all Supervisors were present, in person.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

- **Community Emergency Management Plan**

****This item, previously Item 4A, was presented out of order.****

Mr. Wrathell introduced Mr. and Mrs. Suhaj, new Grand Haven residents, and advised that Mr. Suhaj is a former bomb squad member and would like to become a member of the Community Emergency Response Team (CERT).

Supervisor Davidson introduced Mr. Troy Harper, Flagler County Emergency Management Chief, and thanked him for his assistance with the Community Emergency Management Plan.

Mr. Chip Howden, a resident and CERT Member began a page-by-page review of the Emergency Management Plan. Supervisor Gaeta suggested adding a footer, relative to the revision date, as well as a field to specify which pages were revised. Mr. Howden indicated that the final document and subsequent revisions will be distributed with revision date referenced on bottom of revised pages. The original document will not contain a date.

Supervisor Davidson recommended tracking the action plan items. He indicated that the CDD Board should appoint a liaison between the Grand Haven CDD and the Department of Emergency Management Services. This will be an agenda item for the next meeting. Mr. Howden will forward a list of action items.

Under *III. Recovery Function, A. Damage Assessment Function*, Supervisor Lawrence inquired about the role of the Operations Manager in conducting the damage assessment. Supervisor Davidson clarified that this is for a short-term, immediate initial assessment.

Supervisor Davidson indicated that a state of emergency is declared by the governor for affected counties. The county emergency chiefs then direct processes to the local sheriffs and public safety departments. Mr. Harper explained that any county can declare a local state of emergency; the governor can declare a state of emergency for the entire state, or any portion

thereof. The state can request assistance from the federal government. With a local declaration, the county can request assistance from the state.

With regard to the *Preliminary Damage Assessment*, on Page 12, Supervisor Davidson pointed out the following: secondary homes are not eligible for disaster assistance; renters may be eligible for assistance to cover content losses only and, insured damages and losses are not eligible for disaster assistance.

Supervisor Davidson recalled previous discussion regarding potential interlocal agreements for debris removal and monitoring and inquired about the status. Mr. Wrathell indicated that Mr. Kozak contacted the City of Palm Coast and Flagler County and obtained a list of their standby emergency debris removal and monitoring contractors. Mr. Wrathell has not yet received a definitive answer from Mr. Clark as to whether the District can piggy-back on the city or county standby emergency contracts. This will be an agenda item at the next meeting. Mr. Wrathell noted, for several other districts, the attorneys have determined that the district could piggy-back off the contracts and potentially avoid the bid process; however, other attorneys have indicated that it is better to go through a formal bid process.

Mr. Howden noted that the District must file its own FEMA application. He stated that, typically, the meeting with FEMA will be called by the county and the District will not have to take action until the meeting is called. Mr. Harper explained that, once the initial damage is reported to FEMA, FEMA will notify Flagler County Emergency Management of the initial kick-off meeting. At that point, the Community Emergency Management Plan will ensure that the District is notified of that meeting.

New resident, Mr. Suhaj, stated that he has expertise with regard to bomb threats. He was a law enforcement officer for 32 years and was commander of the bomb squad. He retired from the Broward County Sheriff's Office. Mr. Suhaj offered to examine the CDD's facilities to determine the threat assessments and to train the employees on how to handle a bomb threat. He noted that, in most counties, when it comes to a bomb threat, law enforcement officers do not search the buildings. If the employees will be required to search the buildings, they should be trained in what to look for and what not to do. Mr. Suhaj further indicated that he deals with hazardous materials and the CDD has 500 gallons of propane on site. Mr. Suhaj's contact information was obtained.

Discussion returned to the Emergency Management Plan. Mr. Howden continued to review the plan and noted the typographical errors, additions and changes to be made.

Supervisor Gaeta pointed out that, in case of a power outage, there will be no e-blast system. She asked how information will be disseminated to residents. Mr. Howden replied that there would be no dissemination of information; however, tornado warnings and hurricane information can be sent via e-blast prior to the occurrence.

Under *Residential Structure Fire*, Page 24, *Recovery Assumptions*, Supervisor Davidson clarified that the city considers the residents of The Crossings eligible for stormwater expense because of runoff into the wetlands.

Due to time constraints, discussion of the Grand Haven Community Emergency Management Plan was continued to the next workshop.

- **The Crossings Emergency Egress**

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

Mr. Troy Harper, Flagler County Emergency Management Chief, reported on the status of The Crossings emergency egress. He recalled that, in the initial platting of The Crossings, a recommendation was made for a secondary egress by the Palm Coast Fire Inspector; however, the Palm Coast Planning Director retracted that statement. Mr. Harper indicated that a secondary egress is imperative. He stated that, after about two (2) years of negotiations between the city, county and CDD, the Board of County Commissioners approved the Easement Agreement. Flagler County Public Works is prepared to install an emergency egress, which will be a single lane road; the primary function being the emergency egress of residents of The Crossings, should the primary gate be blocked. The county is also evaluating the possibility of installing additional fire breaks about 80 to 100 feet in from Colbert, parallel to Colbert, to the south, for fire mitigation preparedness efforts.

Mr. Harper advised that an announcement will be made before the work begins and the residents of The Crossings will be made aware of the progress, as the date gets closer. He was advised by Public Works that it should take about ten (10) days from the time they begin pushing dirt until the gates are in. The city's Planning Manager and Director have agreed to all terms, as currently proposed. Mr. Harper discussed the major change made from the initial proposal, noting that, instead of crossing Tract E, they are proposing to go straight across, which will eliminate the elevation change.

In response to a question from Supervisor Gaeta, Mr. Harper confirmed that this is a known flood area and part of the retention area.

Supervisor Lawrence inquired as to who would open the gates in case of a fire. He felt that a single person should be chosen and the information should be communicated to The Crossings. Supervisor Pollinger expressed concern regarding how the individual with the bolt cutters will be able to get to the back of the road during a fire emergency, if that is the only way to get out. Mr. Harper recommended having the gate opened by the initial evacuee. Supervisor Gaeta suggested working in tandem with the Master Association on a fire evacuation plan so that, when residents move into that community, they will be provided with this documentation. Mr. Harper confirmed that is the recommendation, to existing and future residents.

Mr. Harper indicated that Grand Haven is the first gated community in the tri-county area to have an adopted Community Emergency Management Plan. He commended the Board for its efforts and advised that Grand Haven’s plan will be the model used for other communities.

Mr. Harper was asked if there are any plans to further evaluate Wild Oaks, as that area is much larger and sits far deeper into the Grand Swamp. Mr. Harper agreed that an assessment should be completed.

******The meeting recessed at 11:05 a.m.******

******The meeting reconvened at 11:13 a.m.******

THIRD ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

A. District Engineering Services – Interviews/Presentations/Ranking

- **11:00 A.M. CPH Engineers, Inc.**

Mr. David Gierach, of CPH Engineers, Inc., introduced the members of CPH’s Palm Coast office who were in attendance and discussed the history of the firm. He stated that CPH has performed all of the work listed in the Scope of Services and has in-house capability, to support that work. Half of the firm’s work is for cities and counties; the other half is residential. Mr. Gierach advised that infrastructure support is provided to a number of subdivisions. He noted the services offered by the firm, such as landscape architecture, stormwater and environmental, and indicated that CPH Engineers, Inc., is capable of handling all of the community’s needs, from an engineering standpoint.

Mr. Brett Markovitz, Senior Vice President, stated that CPH entered into a Continuing Services Contract with the City of Palm Coast in 1999, when the city was incorporated and, for the first few years, they acted as the city's primary engineer, until an engineering staff was in place. Mr. Markovitz indicated that they are very experienced with large and small projects, from planning to completion. He explained that CPH provided the city with a stormwater evaluation of the entire stormwater system, which compared the original design with the current condition of the system. Mr. Markovitz discussed some of the deficiencies that were identified and related projects the firm assisted with. He noted that CPH has completed many road work projects, such as roadway rehabilitation and designing intersection improvements, and were involved with the city's trail systems, which received FDOT grant funding.

Mr. Markovitz displayed a slide illustrating the mapping produced by CPH. He indicated that they assisted the city with developing an overlay project, which encompassed over 500 miles of roadway. Another slide illustrated the rating for a roadway overlay program. Mr. Markovitz pointed out that there is not a lot of federal funding available for private roadways; however, there are other ways to save the client money. With regard to Grand Haven CDD, CPH reviewed the development plans, construction plans, inspected some of Grand Haven's final phases, on the city's behalf, and also provided the utility evaluation for the utility acquisition; hence, they are very familiar with the community.

Supervisor Chiodo inquired about CPH's experience with the City of Palm Coast Building Department and permitting process. Mr. Markovitz indicated that they have a good relationship with the city and, when issues arise, having a relationship with the staff enables them to work through them quickly.

In response to a question from Supervisor Pollinger regarding CPH's involvement with utility work for Wild Oaks and Grand Haven, Mr. Markovitz clarified that they assisted with the water and sewer acquisition by the city, providing the evaluation and inspection of the facilities.

Supervisor Gaeta asked if CPH works more with one (1) particular construction company in the City of Palm Coast. Mr. Markovitz indicated that it depends on the project and the type of work involved; however, they have worked with S.E. Cline on trail work and certain other projects. With the overlay programs, they work more with paving contractors, such as Halifax.

Supervisor Lawrence asked Mr. Markovitz how he determines when a road requires resurfacing, recognizing that the longer they can wait, the better. Mr. Markovitz stated that the

evaluation is key. The surface and subsurface conditions are evaluated, along with the amount of traffic. The high volume traffic areas are higher priority. Other alternatives are also considered.

Mr. Kurt Luman, of CPH Engineers, Inc., explained that resurfacing extends the life of the pavement for a few years, as long as there is no severe cracking; however, the longer you wait, the worse the pavement becomes. Water begins to intrude and, when water enters the base material, the pavement starts to fail. The roadway must remain sealed.

With regard to on-site management capabilities, Supervisor Davidson asked if CPH would be able to provide a project manager for the District's more complex construction projects. Mr. Markovitz responded affirmatively. Supervisor Davidson indicated that the CDD hired a horticultural consultant to redo the landscaping to Florida-friendly standards, which produced wonderful results. He asked Mr. Markovitz if CPH could work with a horticultural consultant, as opposed to a landscape architect. Mr. Markovitz responded affirmatively; his firm is very flexible. Supervisor Gaeta asked if CPH would be willing to work with Mr. Kloptosky, given that he manages all of the CDD's facilities, and if they would attend the meetings at the City of Palm Coast to assist with getting various projects approved. Mr. Markovitz stated his firm feels that they are part of a team and will provide the required expertise. He stressed the importance of including the Operations Manager, the Board, and any resource available to help expedite the project and make it more cost efficient.

Supervisor Lawrence asked if there is any area of expertise that CPH is lacking, requiring them to use independent contractors or outside support. Mr. Markovitz advised that they do not have in-house geotechnical services. In response to a question from Mr. Wrathell, Mr. Markovitz explained that, generally, geotechnical services provide design support. For an overlay project, if there is a surface or subsurface area that appears to be failing, it may be necessary to have a geotech perform a boring to determine what is underneath the surface, the composition of the material and the compaction below the surface, which helps with the design process. It was also noted that CPH does not perform environmental cleanup.

******The CPH representatives left the workshop.******

• 11:45 A.M. Finley Engineering Group

Mr. Jerry Finley, of Finley Engineering Group, indicated that his firm is comprised of himself and his son, Shawn. They have been in business for 20 years. Mr. Finley discussed his engineering background. He noted that, while working as a municipal engineer, he designed a

number of storm drainage, water, sewer and roadway projects. Mr. Finley has been working in Flagler County since 1985.

Mr. Shawn Finley advised that he has been a registered Professional Engineer for 11 years and joined the firm about the time that Palm Coast became a city. Much of his time is spent in the office, on technical design. He indicated that Finley Engineering Group is the District Engineer for Plantation Bay and Engineer of Record for the majority of it. Mr. Jerry Finley designed the first 1,500 acres and the second 1,500 were designed by Mr. Shawn Finley.

As the economy slowed in 2008 and 2009, Mr. Shawn Finley obtained a position as the Development Engineer for the City of Ormond Beach and now spends half of his time with the city and the other half with Finley Engineering Group. Part of his responsibility with the city is to oversee the engineering inspections, which has broadened his experience in project management.

Mr. Jerry Finley distributed a list of the firm's projects and St. Johns River Water Management District (SJRWMD) permits for Volusia and Flagler counties. He noted that the firm has an extensive background in stormwater management design, as that is the bulk of their business. Mr. Finley advised that they are comfortable with handling everything from the beginning phases of a project, the design and permitting and the construction.

Mr. Jerry Finley indicated that the firm is involved in certain water quality efforts. He discussed their work with the City of Maitland, which has a lake maintenance division and, through a larger consultant, Finley Engineering Group is assisting with improving the water quality in one of their smaller lakes by creating a rain garden/wetland treatment system, pumping the water out of the lake and cascading it through a series of wetland features. The plans and permitting are completed and construction will begin soon.

Supervisor Lawrence inquired about the firm's expertise with road resurfacing and how they would assist with determining the roads that need to be resurfaced. Mr. Jerry Finley stated that, as a municipal engineer, he set maintenance priorities for road resurfacing. He developed a road rating system and road inventory system for the City of Daytona Beach in 1983. During that time, all of the roads were evaluated. They would physically walk each street and assign a rating, prioritize the resurfacing based upon that rating and provide an estimate of cost for each section.

Supervisor Gaeta asked if the firm has worked with CDDs. Mr. Finley replied that they are the District Engineer for Tomoka CDD, which is the newer section of Plantation Bay. They are also the utility engineer for Plantation Bay Utility Company.

Supervisor Pollinger inquired about the firm's involvement with the European Village Shopping Center. Mr. Jerry Finley advised that his firm was responsible for the civil engineering design. They had nothing to do with the execution of the contract, the inspection or the maintenance.

Supervisor Pollinger asked how much of their work is outsourced. Mr. Jerry Finley advised that they outsource landscape architecture, surveying, environmental services and traffic studies. Supervisor Chiodo inquired about the firm's experience with the permitting process in Palm Coast. Mr. Jerry Finley replied that they have done a number of projects with the City of Palm Coast. He indicated that he does not always agree with them and their interpretation of the code is not necessarily his.

Supervisor Davidson explained that Grand Haven hired a horticulturalist for landscape redesign and she is doing wonderful job. He asked if the firm has ever worked with a horticultural consultant and if they would feel comfortable working with that individual, rather than a landscape architect. Mr. Jerry Finley replied affirmatively.

*****The Finley Engineering representatives left the workshop.*****

*****Supervisor Pollinger left the meeting at 12:30 p.m.*****

• 12:30 P.M. Genesis Group

Mr. Wrathell disclosed that he knows Mr. Sean Marston, of Genesis Group.

Mr. Alan Skinner, of Genesis Group, advised that his role is project manager and point of contact. He introduced Mr. Sean Marston, project engineer and civil engineer, who focuses primarily on infrastructure and transportation issues. Mr. Skinner indicated that Mr. Joe Petrick, who is not present, is a landscape architect with over 26 years of experience. His primary focus is designing landscape and irrigation systems for parks and recreation for municipal projects. He also has experience with amenities. Mr. Skinner introduced Mr. Brian Wheeler, the Principal in the Jacksonville Office, whose focus is planning and regulatory issues. Mr. Wheeler is also the firm's resource for sustainability and improving the nutrient management of the lakes.

Mr. Skinner discussed his background and experience, noting that he has managed numerous projects for Genesis, from permitting and design through construction. He previously

managed over \$15 million in construction management in New Jersey and Virginia while working for CH2M Hill. Mr. Skinner provided an overview of the firm. He indicated that they have a lot of local vendor experience in the City of Palm Coast and Genesis Group is an approved vendor for the City of Palm Coast. The firm has been involved in 46 DRIs in Florida and they understand all aspects of development and planning.

Mr. Sean Marston, of Genesis Group – Tallahassee, advised that Genesis has been in business for 25 years and has completed many DRIs with many CDD developments. Mr. Marston indicated that he serves as Chair of the Fallschase CDD and has experience with how CDDs work and what they need. He stated that some of their typical engineering responsibilities are supervising and preparing construction projects within the CDD, inspecting and reporting on their facilities, assisting with the annual budget and CIP plan and attending BOS meetings, as requested. Mr. Marston noted that, after touring Grand Haven and reviewing their infrastructure stabilization plan and areas where they are experiencing pavement failure, they have an understanding of the District's needs. Genesis can also assist with their stormwater quality programming and help to manage the aquatic contract.

With regard to state and local permitting, Mr. Marston advised that Genesis is the first engineering firm to work with SJRWMD in a collaborative permitting effort. Mr. Marston was the project manager on the Amelia Island Plantation expansion, which is currently under construction. A review team was set up and Mr. Marston collaborated with SJRWMD on the project. Mr. Marston explained that many of the District's projects will fall within the City of Palm Coast's technical site plan permitting and the firm feels it is important to meet with the city to explain each project. He indicated that Genesis recently entered into a contract with the Department of Transportation in District 3 and they are aware of all of the current regulations.

Mr. Brian Wheeler discussed community management drivers. He noted the discordant amount of contracting, in terms of community management, taking place within many communities. The monies being spent result in increasing levels of costs in other areas, which are an indication of inappropriate practices. Mr. Wheeler advised that the majority of the costs for community management are for landscape and indicated that his firm feels they can make significant improvements in this area by diminishing expenses and simplifying certain procedures. He also discussed a nutrient control program and potential cost savings.

Mr. Wheeler pointed out that CDDs are eligible to apply for grants or team with another not-for-profit group. He noted an increase in grants in the areas of water quality and sustainability and other types of Best Management Practices (BMPs) and feels this is an opportunity that Grand Haven can take advantage of.

Supervisor Lawrence asked about the firm's expertise with road resurfacing and how they would assist with deciding when it is time to resurface each road. Mr. Wheeler noted that Genesis has all of the certifications at the DOT level, both for engineering specifications and site inspections.

Supervisor Gaeta asked about the firm's experience with ADA compliance. Mr. Wheeler advised that Mr. Petrick is a certified building contractor and he listens in on federal government committee meetings so that he is aware of any new changes. He stated much of Mr. Petrick's experience is with public sector amenity projects, state parks and restrooms, as well as private sector facilities, and he keeps up with door handle designs, grab bars, entries into swimming pools, etc., statewide.

Supervisor Chiodo asked about their experience with the City of Palm Coast Permitting Department. Mr. Wheeler stated that, in St. Johns County, Genesis defined a number of levels of improvements to be completed within the community, which could be made without having to obtain permits. A consent letter was sent to the county describing the project and the county granted approval. Mr. Wheeler indicated that the firm is one of a few in the state that works with the DEP. They have a good relationship with DEP staff in Tallahassee and they always try to get consent letters whenever possible. Supervisor Lawrence asked if they were able to do that with the City of Palm Coast. Mr. Wheeler did not recall ever doing so.

Supervisor Chiodo inquired about their opinion of Grand Haven's facilities. Mr. Marston felt that it is a well-kept community. He noted minor settling issues around the manholes. Mr. Wheeler stated that the landscaping looks noticeably better than he remembered.

Supervisor Gaeta asked about their amenity experience. Mr. Wheeler indicated that is Mr. Petrick's area of expertise. Discussion ensued regarding the croquet court and the use of Bermuda hybrid.

With regard to the landscape renovation project, Supervisor Davidson indicated that Grand Haven hired a horticultural consultant who has guided them through the conversion to

Florida-friendly landscaping. He asked if Genesis would be willing to work with Ms. Leister, rather than using a landscape architect. Mr. Wheeler responded affirmatively.

Supervisor Davidson asked about their response time and travel expenses. Mr. Wheeler replied that they have company vehicles and there will be no charges for mileage, gas or meals. He noted that their office is a 45-minute drive from Grand Haven.

Discussion ensued regarding the development of Wild Oaks and ways to save on water costs.

Mr. Wrathell suggested that the Board prepare their ranking sheets and bring them to the next meeting. Supervisor Davidson noted Supervisor Pollinger's absence for the last presentation and felt that further discussion is warranted, prior to taking an actual vote. An audio file will be sent to Supervisor Pollinger.

FOURTH ORDER OF BUSINESS

DISCUSSION ITEMS

A. Community Emergency Management Plan

This item was discussed during the Second order of Business.

B. Correspondence from Resident Eugene Holland, 46 Crosstie Court, Regarding Erosion on District Property Abutting His Property

****This item, previously 4F, was presented out of order.****

Supervisor Davidson presented a slide of the correspondence and pictures provided by Mr. Eugene Holland, a resident. Mr. Holland stated he would like to add that there is an unsafe condition on the District's property, which creates a serious question of liability. He did not feel that the pictures do the condition justice. Mr. Kloptosky indicated that Mr. Scott Clark and Mr. Albaugh were present during last Friday's inspection. Supervisor Davidson noted that the Board has not yet received the report from the individuals who were present on Friday so he does not know what their recommendations are. In response to a question from Supervisor Chiodo, Mr. Holland confirmed that the hazardous condition is the erosion issue. He indicated that there is a four (4) foot drop over a span of eight (8) feet, from his property to the CDD's property. Supervisor Lawrence asked if Mr. Holland contacted an engineer to see what must be done to stabilize the area. Mr. Holland replied it is not his property and he does not feel it is his responsibility to incur that expense.

Mr. Wrathell pointed out that the area was at a certain elevation when it was in its natural state and the developer brought in fill to build the roads and the individual lots. He feels that when the lot was built, the fill was brought in to build it up and the slope was created as a result of those activities.

Supervisor Davidson indicated that the Board must obtain an opinion from District Counsel and the expert who was present, prior to moving forward. This item will be discussed at the next Board of Supervisors meeting on May 17.

C. Review of Recent Arrest/Trespass Orders on District Property

Mr. McGaffney reported that there were several arrests and six (6) trespasses in Creekside, at the same time. He advised that, over the past two (2) months, there were eight (8) “no trespassing” issues. Supervisor Davidson clarified that there were four (4) arrests. Mr. McGaffney noted that some individuals were engaging in criminal activity and some were engaging in criminal narcotic activity. Their ages are 19, 16, 18, 17, 19, 17 and a 17-year-old not listed, who is a multiple offender. The individual involved in the Avery Messina incident is 21.

Supervisor Davidson asked about residents versus nonresidents. Mr. McGaffney noted that, of the six (6) trespasses that were issued at the same time, four (4) are residents and two (2) are nonresidents. In total, five (5) are residents and three (3) are nonresidents. A year-and-a-half ago, two (2) individuals were involved in an assault and two (2) more trespass orders were issued for drug activity, which led to an arrest and jail.

FIFTH ORDER OF BUSINESS

UPDATES: Amenity Manager

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

Mr. Wrathell discussed an e-mail sent by Mr. McGaffney regarding Mr. Conklin’s request to reserve a room at Creekside for the purpose of hosting a meet-and-greet for one of the candidates for sheriff who is not a resident of Grand Haven. The original request was to waive the \$300 room rental fee. After reviewing the rules, Mr. Wrathell realized there is no room rental fee. His interpretation of the rule is that they can use the room for this planned event, there will be no fee and it will be open to anyone wishing to attend. Mr. Clark concurred with this interpretation.

Supervisor Chiodo advised that, if the Board approves Mr. Conklin’s request, at least one (1) more request will be received. With regard to precedent, Supervisor Lawrence noted that,

four (4) years ago, the same sheriff's candidate was hosted by a sitting Supervisor. Supervisor Lawrence used the room, as well.

Supervisor Gaeta indicated that the amended policies and procedures state: "The Creekside office's fitness center and other athletic facilities are not available for private rental and shall remain open to other patrons and daily guests during normal operating hours." The event is from 4:00 p.m., to 7:00 p.m., and the CDD office, gym and pool are also open at that time. Usage of the gym and pool cannot be restricted. On Thursdays, the Croquet Club meets and parking is limited. Supervisor Gaeta also expressed concerns regarding controlling the capacity, from a fire code perspective, the need for additional facilitators, how to determine residents from nonresidents, who will be providing the refreshments and who will clean up.

Supervisor Lawrence pointed out that, typically, these functions are held in the main room where a podium and chairs are set up. The guests usually listen to the speaker and then leave. Supervisor Davidson stated that the precedent was set and the room can be used, as long as it is open, at no charge. He suggested creating a Memorandum of Understanding to set guidelines, such as requiring the guests to stay in the main room and possibly changing the day and time, due to the lack of parking. In addition, if refreshments are served, they will be obligated to clean up afterwards.

Mr. Wrathell stated that care must be taken not to make it look as though a structure is being created which favors resident candidates for offices, particularly those that are outside of the community. If a resident wishes to host an event, the resident must be treated the same as if he or she were running for office themselves because that resident is renting the room. From a fire perspective, a room has a certain capacity. If an event is held, there must be a clear understanding that the room and the parking lot have certain capacities. If any damages occur or they fail to clean up afterwards, the resident will be held responsible.

Supervisor Davidson suggested requesting that the event be held after 5:00 p.m., and, preferably, not on a Thursday. Mr. McGaffney will advise Mr. Conklin of the Board's decision. The Board denied Mr. Conklin's request to e-blast the meet-and-greet.

▪ **DISCUSSION ITEMS – Continued**

D. Report from Commercial Security/Dolphin Technical Solutions Regarding Mass Enabled and Unassigned GADS

Supervisor Davidson referred to a spreadsheet showing the analysis of devices in the Door King database. He indicated that there are two (2) databases for enabled devices; one for

mass enabled devices; the other for resident enabled devices. Mr. Gaeta explained that, when something is mass enabled and someone takes the card and assigns a name to it, it then moves over to the resident side. He clarified that there is one database, divided in half.

Supervisor Davidson confirmed that there are 1,941 enabled devices with no name associated with them. Supervisor Davidson advised that none of these devices are in the CDD office. He indicated that, based upon an audit conducted by Mr. Tony Gaeta, of Dolphin Technical Solutions, LLC, 493 of these individual devices were used at the gates in the last 30 days. On the resident side, of the 4,090 that were assigned, at least partially, 318 had partial information within the Door King system. Mr. Gaeta explained that the devices were moved from the mass-enabled side to the resident side; however, there is no name associated with the device. In response to a question from Supervisor Lawrence, Mr. Gaeta clarified that, out of the 318 devices with partial information, 218 were used at the gate.

Supervisor Davidson stated, of 6,031 devices, 2,259 have no name or address. He discussed deactivating the 493 mass-enabled devices that should not be in use. Supervisor Davidson suggested sending an e-mail blast advising that unauthorized devices will be shut off. Those who should legitimately have a device will come into the office and the information will be captured. Further discussion ensued. Supervisor Gaeta felt that once the community-wide re-registration begins, all of the unauthorized devices will be eliminated.

Mr. Vic Natiello, a resident, pointed out that residents have given devices to their friends in Palm Coast. Realtors have them, as well. Mr. Natiello felt that if enough notice is given, some of the individuals possessing devices would no longer show up.

Supervisor Davidson distributed and reviewed a draft proposal, recommending first conducting a public information/public relations campaign regarding the Beneficial User Rights (BUR) clause and publicly acknowledging that there are unauthorized Gate Access Devices (GADs). Once the residents are notified that something is going to be done about the unassigned GADs, a Beneficial User Rights Compliance Review of known rentals will be conducted, which will separate out double usage of the amenities. The owners will be advised that they must decide whether they or their renters will use the amenities, which may eliminate 140 users. After that, all 1,941 mass-enabled GADs will be deactivated, which can be done in stages. The 318 resident side unassigned GADs, as part of the Door King system, will then be deactivated.

Supervisor Davidson indicated that the Amenity Access Cards (AAC) must be separated from the GADs, in the next budget. The community wide re-registration will be conducted to distribute the new Smart Amenity Access Cards (SAAC) and update the master database files with all of the remote and clicker numbers. The utilization of the SAACs will commence. Additional full-time facilitators or security guards will be hired for the first weeks of the rollout. Random scanning will take place thereafter, except during periods of anticipated overuse, such as holiday weeks, spring break, etc., when full-time scanners will be used. Supervisor Davidson stressed that the message being sent is that the District will no longer tolerate unauthorized use of its facilities and the District is serious about controlled access.

Supervisor Lawrence felt that they should first approach fixing the 711 devices that have no names by disabling a certain number each week and sending an e-blast notifying the residents of the card numbers and clickers to be deactivated. Further discussion ensued. Mr. Gaeta clarified that there is a separate list for vendors in the database.

Supervisor Davidson stated that, if they were to take the 493 numbers used in the last 30 days and subtract them from 1,941, they would have a list of roughly 1,448 numbers to be deactivated, en masse. The remaining 493 numbers will be deleted, 50 at a time and an e-blast will be sent in advance, notifying the residents of which numbers are to be deactivated, each time. Mr. Gaeta will supply the list of 493 numbers to the CDD office. Discussion ensued regarding commencement of universal re-registration.

Supervisor Davidson pointed out that, by replacing the existing cards with a SAAC, they are saving money, controlling overutilization and increasing security. The community's role is to come to the office and provide the information to update the database and, in return, they are given a card to allow them to use the facility.

Supervisor Chiodo recommended asking Supervisor Davidson to present an updated proposal, at the next meeting, which is action oriented and takes into consideration today's discussion.

Mr. Wrathell suggested tabling this discussion to the next meeting. Supervisor Lawrence asked Mr. Gaeta to track any new numbers that are used in the meantime. Supervisor Davidson felt they should pay Mr. Gaeta for the time he spent on the analysis. The Board agreed.

E. Milestones to CWURR (Community-Wide Universal Re-Registration) (SD)

- **Rationale**

- **Milestones**
 - **Implementation Process**
 - **Beneficial User Rights Clause Implementation and Procedures**
 - **Final Drafts, Registration Forms**
 - **Draft, Gate Access Device (GAD)/Amenity Access Card (AAC) Field Operations Manual *(to be provided under separate cover)***
 - **Database Management**

This item was deferred to the next meeting.

SIXTH ORDER OF BUSINESS

UPDATES: District Manager

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

- **NEXT MEETING/WORKSHOP**
 - **BOARD OF SUPERVISORS MEETING**
 - **May 17, 2012 at 9:30 A.M.**
 - **COMMUNITY WORKSHOP**
 - **June 7, 2012 at 10:00 A.M.**

The next meeting is scheduled for May 17, 2012 and the next workshop will be held on June 7, 2012.

SEVENTH ORDER OF BUSINESS

UPDATES: Field Operations Manager

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

This item was not discussed.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

NINTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Gaeta inquired about the directory distribution process. Supervisor Chiodo indicated that it is going great; almost 250 books were distributed on the first day and approximately 200 yesterday. Several renters showed up on the first day.

Supervisor Davidson advised that multiple requests were received, from out of the country and within, to ship directories. He went to the post office to determine the weight of the book and shipping charges. For priority mail, it is \$5.15 in the U.S. and \$16.95 internationally. Many of the email requests stated that they will pay to have the directory shipped. Discussion ensued. Mr. Wrathell stated that the resident can designate, via email, a private party, to pick up the directory on the resident's behalf; the email request must include a scanned photo I.D.

Supervisor Davidson explained the directory distribution process.

TENTH ORDER OF BUSINESS

ADJOURNMENT

There being no further business, the workshop adjourned.

On MOTION by Supervisor Gaeta and seconded by Supervisor Chiodo, with all in favor, the Workshop adjourned at 2:28 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair