

**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, April 3, 2014 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
Ray Smith	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Rick Woodville	Wrathell, Hunt and Associates, LLC
Howard McGaffney	Wrathell, Hunt and Associates, LLC
Barry Kloptosky	Field Operations Manager
Ashley Higgins	CDD Office Staff
Robert Ross	Amenity Management Group (AMG)
Chrissy Powell	Amenity Management Group (AMG)
Cindy Gartzke	ABM Security Services
Brenda Nichols	ABM Security Services
Al Lo Monaco	Resident
Linda Demkar	Resident
Linda Rolla	Resident
Louise Vince	Resident
Podduturu M. Reddy	Resident
Gilbert Rivera	Resident
Glenn _____	Resident
Ron Conklin	Resident
Rob Carlton	Resident
Sharon Downes	Resident
Charlie Greer	Resident
David Alfin	Resident
Robert Crouch	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Wrathell called the workshop to order at 10:04 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.

Mr. Wrathell reminded the audience that this is a workshop and public comments are not typically heard during workshops.

THIRD ORDER OF BUSINESS

UPDATES: Field/Operations Manager

▪ **Lakeview Lane Street Damage**

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

Mr. Kloptosky indicated that residents, on Lakeview Lane, notified him of a potential drainage issue, similar to Sailfish Drive. He presented slides of Lakeview Lane and described the issues. Mr. Kloptosky advised that Lakeview Lane was not built to the same standards as typical roads. He noted that many of the concrete slabs are cracking and settling; the road has no drains, curbs, gutters or other drainage. Mr. Kloptosky identified an area with a curb and asphalt, where tree roots are lifting the road, resulting in water not flowing in the correct direction towards the nearest drains.

Mr. Kloptosky discussed a recent irrigation pipe break, which created a washout. Residents expressed concern that the concrete road slabs were settling because the break undermined the ground underneath the road surface. He confirmed that the irrigation main line runs along the concrete slab, not underneath it; the pipe was repaired about one month ago but another break occurred “further down”.

Mr. Kloptosky stressed that Lakeview Lane is failing to drain. He sought an opinion from S.E. Cline Construction, Inc. (Cline). Cline confirmed that there is no “base” under the road. Mr. Kloptosky advised that the problems will worsen. He indicated that Cline will provide alternative repair methods, along with “budget numbers”, in order to give the Board an idea of the estimated cost to repair the road and drainage issues.

Supervisor Lawrence voiced his opinion that, since a road base is lacking, the only solution is to replace the road. Mr. Kloptosky concurred. Supervisor Chiodo asked if Mr.

Kloptosky plans to discuss the issue with the District Engineer. Mr. Kloptosky stated that he will if the Board chooses to proceed; he will contact the District Engineer after he receives Cline’s opinion and “budget”. Supervisor Lawrence indicated that this project can be incorporated into the District’s “road plan”.

Mr. Kloptosky reported that the re-registration remains at 91%.

Supervisor Chiodo asked Mr. Kloptosky about the status of the previously approved new microphone system. Mr. Kloptosky advised that the contract was signed and Management should send the deposit check within the next week or two. Once the contractor receives the deposit, the materials and equipment will be ordered and an approximate start date can be determined.

FOURTH ORDER OF BUSINESS

DISCUSSION ITEM

A. QMS Auditmatic (ABM Security Services: Cindy Gartzke/Brenda Nichols)

Ms. Gartzke provided a sample “Incident Report” generated by the ABM Security Services (ABM) QMS Auditmatic System (QMS). In response to Supervisor Lawrence’s question, Ms. Gartzke indicated that ABM currently prepares handwritten incident reports, which are faxed to Mr. Kloptosky. She explained that the QMS reports contain a series of questions for the guard to answer; the report can be saved as a PDF document and emailed to Mr. Kloptosky.

Supervisor Gaeta asked how soon after an incident does the guard prepare the QMS report? Ms. Gartzke indicated that the guard can begin the report immediately, or once traffic conditions at the gate allow. Once the report is initiated, Ms. Gartzke receives notification. Ms. Gartzke confirmed that the QMS reports would be completed the day of the incident.

Ms. Gartzke explained that a “Daily Activity Report” could be prepared, although she does not recommend it, as this report takes a lot of time for the guards to prepare, thus taking time away from managing the gates. In response to a question, Ms. Gartzke confirmed that one computer in the guard house is sufficient if the Board is satisfied with only receiving incident reports; however, if daily activity reports are desired, a second computer would be necessary.

Supervisor Lawrence asked Ms. Gartzke to estimate the number of incidents in a typical month. Ms. Gartzke advised that there are one to two incidents, each month; incident reports are usually generated when the police are called or there is property damage.

Supervisor Davidson summarized that the current computer is sufficient and that the QMS report option is included in the District's current contract with ABM; therefore, the District should immediately implement use of QMS Incident Reports.

Ms. Nichols indicated that the benefit of the QMS system is that the information remains on the computer system and is not "lost".

In response to Supervisor Gaeta's question, Ms. Nichols confirmed that the QMS Incident Reports would be used for incidents involving property damage, etc. Vehicles that are turned away are logged on the daily report and included in the weekly vehicle count report. Supervisor Gaeta asked who determines whether a situation is critical and calls for completion of the "official" incident report. Ms. Nichols voiced her opinion that "critical" incidents involve property damage or police involvement. Mr. Kloptosky recommended that "guard abuse" be included. Ms. Nichols stated that threats can be added, as well; however, the guards do not typically receive threats.

Ms. Gartzke noted that the Board can develop a list of items that they consider "critical" incidents, for which an incident report is required. She advised of another community that tracks fire and emergency visits to the community.

Supervisor Gaeta asked about piggybacking vehicles. Ms. Nichols questioned how the guards can stop vehicles from piggybacking through the gates. Ms. Gartzke advised that, when piggybacking is observed, the vehicle information can be logged.

Supervisor Davidson directed Ms. Gartzke and Ms. Nichols to work with Mr. Kloptosky to define "critical" situations that will require an official incident report.

Mr. Kloptosky questioned why the guard house might need a second computer. Ms. Gartzke explained that, depending on what the Board wants, a second computer might be necessary because of the time it would take to switch between ABM and the District's databases on a single computer. The guard cannot effectively man the gate and complete the desired reports with a single computer. Mr. Kloptosky noted that the current daily activity logs are difficult to read and voiced his preference that all reports, logs, etc., be "automated".

B. Security Guest Passes: Verbiage for Preapproved List (ABM Security Services: Cindy Gartzke/Brenda Nichols)

Per the Board's previous request, Ms. Gartzke provided sample verbiage regarding visitor passes for the Post Orders. She summarized that the Post Orders allow residents to authorize passes for up to 30 days; it does not address "VIP" guests.

Supervisor Davidson pointed out that Item 2.d., on Page PO-4, refers to long-term visitors staying in a resident's home. Ms. Gartzke recalled discussing this with Ms. Higgins and it includes visitors staying in a resident's home or a local hotel.

Supervisor Davidson discussed inconsistencies with guests on his "VIP" guest list. He asked if visitors on "VIP" guest lists are issued passes and, if so, the length of time listed on the pass. Ms. Gartzke replied affirmatively and indicated that "VIP" visitors are currently issued single-day passes.

In response to Supervisor Lawrence's question, Ms. Gartzke explained that visitors with single-day passes are only stopped on their initial entry into the community; visitors with multi-day passes are stopped each time they enter the community, in order to verify that the person using the pass matches the person it was issued to. Supervisor Lawrence stated that he does not want his long-term guests to be inconvenienced by having to stop and present an ID each time they enter the community.

Mr. Wrathell suggested including the license plate number on extended passes. Ms. Gartzke recalled that this suggestion was discussed at the last meeting; however, visitors would still be required to stop at the gate, in order for the guard to physically walk behind the vehicle to verify that the license plate number matches the number on the pass. In response to Mr. Wrathell's question, Mr. Kloptosky stated that the license plates are not instantaneously shown on the computer system; it takes about 30 seconds. Ms. Gartzke pointed out that the guards do not have access to images from the license plate camera. Ms. Nichols advised that the view can be added; however, the vehicle would already be through the gate by the time the guard could see the image. Supervisor Lawrence suggested installing a mirror so that the guard could see the license plate immediately.

Mr. Kloptosky recalled that the Board decided to include the visitor name on the pass, rather than the license plate number, in case the visitor used different vehicles.

Supervisor Davidson advised that residents informed him that, when they observe an unfamiliar vehicle, they want to be able to see the license plate number and the name of the resident that the person is visiting, on the pass, in addition to the visitor's name. Supervisor Smith voiced his opinion that resident curiosity about visitors should not be the primary criteria when the Board considers this matter. Mr. Wrathell felt that it is not necessary for the passes to include the visitor's destination.

Supervisor Davidson summarized that extended passes will include the driver's name and an expiration date; the guard will stop the vehicle, each time, to verify the name. Ms. Gartzke recalled that Supervisor Lawrence does not want his guests to be required to stop each time they enter. Supervisor Lawrence felt that, if visitors with an extended pass will be stopped, all visitors should be stopped because daily passes could also be given to someone else.

Supervisor Davidson suggested not stopping visitors with an extended pass, unless there is reason to believe that verification is necessary.

Mr. Wrathell discussed another CDD that issues passes with a scan code and visitors are required to scan the pass, in order to exit the community. He wondered if a similar system could be implemented for the CDD's multi-day passes. Ms. Gartzke recalled that, at the last meeting, she suggested allowing residents to purchase a gate access card (GAC) that their guests could use; the card could be activated and deactivated for periods of time, per the resident's direction. Supervisor Lawrence voiced his preference for including the vehicle license plate number on the pass. Mr. Kloptosky recommended installing a dedicated camera and screen that would show license plates in "real time". Supervisor Smith noted that visitors could have more than one vehicle and pointed out that he authorizes his visitors to enter, not their "vehicle".

Supervisor Davidson summarized that extended passes will continue to contain the visitor's name and an expiration date. If real-time reading of license plates becomes possible, the vehicle license plate number will be added to passes.

Ms. Gartzke stated that the subject of congestion at the Main Gate was brought to her attention today. Her only recommendation was to man the North Gate, from 8:00 a.m., or 9:00 a.m., to 3:00 p.m., Monday through Friday, for vendors to enter.

Mr. Kloptosky pointed out that vendors finally became accustomed to entering through the Main Gate. Supervisor Lawrence stated that he is against manning another gate because it would cost the District approximately \$12,000 per year. Supervisor Davidson asked about adding another guard, at the Main Gate, at certain times, and opening the resident lane to other traffic. Ms. Gartzke stressed that residents do not like others using "their" gate.

Supervisor Lawrence questioned whether a congestion issue exists. Supervisor Chiodo confirmed that he observes a lot of congestion at the Main Gate. Mr. Woodville noted that it took him ten minutes to enter this morning and he counted at least 15 to 16 vehicles waiting, nine of which were on Colbert Lane. Supervisor Gaeta felt that, recently, more commercial traffic has

been entering the community. Ms. Gartzke confirmed that the number of vendors entering the community has increased; previously, the guards issued approximately 25 vendor passes per day but now they issue about 50 to 60. Supervisor Lawrence stated that construction vehicles should receive a week-long pass and be waived through, after the first time. Ms. Gartzke advised that she does not issue a week-long pass to all commercial vehicles because not all need to be in the community for a week.

Supervisor Davidson reiterated his suggestion to add another guard at the Main Gate. Ms. Gartzke indicated that she wants to provide the Board with an hourly count, as some days and certain time frames are busier than others. Ms. Gartzke felt that the only way a second guard would alleviate traffic congestion would be if they walked the line of vehicles checking passes and allowing those with passes to enter through the resident lane. Discussion ensued regarding notifying residents of the process and why it is necessary. Ms. Gartzke stressed that it would be helpful if residents notified the guards about visitors the day or evening before, rather than calling in only moments before the visitor arrives. Supervisor Lawrence asked that, in addition to a traffic count, Ms. Gartzke provide the times when traffic is backed up to Colbert Lane.

▪ **Parking Issues**

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

Supervisor Davidson recalled previous discussion about limited parking in the community, such as at Creekside. He asked when the “no parking” signs will be installed.

Mr. Kloptosky advised that the signs are ready to be installed; he must determine the sign locations.

Supervisor Davidson indicated that he is developing a bullet point list of things to remind residents about and suggested sending an e-blast.

****Ms. Gartzke and Ms. Nichols left the meeting.***

C. Update: Community Information Guide [AH]

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

Ms. Higgins advised that We Do Signs has everything they need to prepare the guides; it will take approximately two to three weeks to format the information. She provided the Board with an information packet containing sample pages.

D. Information on Community Information Guide Advertising [TL]

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

Ms. Higgins reviewed the advertisement layout samples provided by the printer. Advertisements can be placed inside the front and back covers; full-page, half-page, quarter-page and mini advertisements can be placed elsewhere within the guide. She stated that the prime advertisement spot to sell will be the back cover and recommended a \$1,000 charge. Ms. Higgins confirmed that the printer did not offer advice on selling the advertisements; she is researching it.

Supervisor Lawrence indicated that the Chamber of Commerce charges nearly \$3,000 for full-page advertisements in the telephone directory. He discussed the Chamber's advertisement ratio cost formula. Supervisor Lawrence explained that a half-page advertisement is 60% of the cost for a full-page advertisement, a quarter-page is 42% of the full-page price and one-twelfth-page is 27% of the full-page price. He recommended charging \$1,000 for the back cover, \$900 for full-page advertisements and use the defined ratios to price the remaining sizes.

Supervisor Lawrence noted that the District must find someone to sell advertising. He advised that, with the prices he discussed, the District could generate \$20,000 by selling 24 pages, meaning 12 double-sided pages, of advertisements.

Supervisor Gaeta suggested asking Mrs. Nancy Carlton, a resident, to assist with selling advertising, as she is knowledgeable on the subject. Supervisor Smith felt that the District should hire an independent salesperson to sell advertising or have the CDD office staff do it. Mr. Kloptosky voiced his opinion that his office staff can devote sufficient time to selling advertising. Discussion ensued regarding potential advertisers who already work within the community.

Mr. David Alfin, a resident, agreed that the District should be able to sell enough advertising to offset the cost of producing the guides. He questioned if nonresident advertisers would receive a copy of the directory.

Supervisor Gaeta and Ms. Higgins felt that the guide could not be distributed to nonresident advertisers because it would entail the District distributing personal information to someone outside of the community. The Board agreed that District Counsel should research this matter.

Supervisor Smith offered his wife's assistance to those selling advertising.

Ms. Higgins estimated that it will take approximately two months before the guide is completed and ready for distribution. Supervisor Davidson suggested a target distribution date of July 1, 2014.

Regarding soliciting potential advertisers, Supervisor Smith suggested notifying residents, so that they are given the first opportunity. It was noted that by only allowing advertisers within the community alleviates the question and potential issue posed by Mr. Alfin. Supervisor Lawrence suggested that advertisers from outside the community could be provided with a copy of the page containing their advertisement; they do not need the entire directory.

Ms. Higgins indicated that, since the guide will be in color, on high-quality paper, the District has the option to “personalize” it by including photographs. Supervisor Davidson recommended holding a photo contest; residents could submit photographs and residents could vote for their favorites.

In response to Supervisor Smith’s question, Ms. Higgins confirmed that the quoted price is for full color pages; every page of the guide can be in color.

Ms. Higgins suggested that, if the guide has extra pages, the District could include information such as “The History of Grand Haven” or other interesting topics related to the community.

Regarding the font size on the sample pages, Supervisor Davidson voiced his opinion that a larger font should be used.

Mr. Kloptosky asked if taking on this project will leave the CDD office staff with enough time to complete their normal day-to-day duties. Ms. Higgins replied affirmatively.

E. Roadway Capital Budget and Plan (TL)

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

- **Sailfish Drive Drainage Project**

Supervisor Lawrence reviewed the Fiscal Year 2014 Capital Plan, located behind Tab 4.C. He recalled that the “Marcite Creekside Pool/Spa” line item was to be deferred to the next fiscal year; however, he did not move it because Fiscal Year 2015 is already nearly full. He explained that, if the project is moved, it would give the Board false hope that it has \$36,500 to spend during the current fiscal year; the project and corresponding cost must both be moved to Fiscal Year 2015. Supervisor Lawrence stressed that the money cannot be spent on something else because it will be needed next fiscal year.

Supervisor Lawrence reviewed the Recommended Road Program and March 2013 Road Resurfacing Detail Plan. He stated that he added a second “Total Cost” column to the Road Resurfacing Detail Plan, which factors in a 10% contingency for each line item.

Discussion ensued regarding when the bond assessment will be paid off. Mr. Wrathell advised that October 1, 2019 through September 30, 2020 will be the first fiscal year without an allocable bond. Supervisor Lawrence explained that the plan is to institute a new assessment to pay for the road program, once the bond assessment rolls off. He noted that the Sailfish Drive project will cost more than previously anticipated therefore, he must recalculate the figures.

Supervisor Lawrence pointed out the “unknowns” and suggested that the District complete the eastern and western Sailfish Drive and Marlin Drive projects, during Fiscal Year 2015, in order to obtain a better price from the contractor. Both projects were planned for Fiscal Years 2013 through 2015. Supervisor Davidson supported this approach.

In response to Supervisor Smith’s question, Mr. Kloptosky stated that he expects “budget numbers” for Lakeview Lane within one week or two. He estimated that the costs will be at least equal to the cost of the Sailfish Drive repairs.

Regarding budgeting funds for road repairs, Mr. Wrathell voiced his preference to use unreserved fund balance to fund repairs, rather than depleting an assigned fund balance and then repaying it, year-after-year; it is a simpler approach. He explained that it is easier to target unassigned fund balance to complete capital improvement items and roll the balance forward each year.

****The workshop recessed at 11:40 a.m.****

****The workshop reconvened at 11:49 a.m.****

F. Employee and Service Provider Recognition

Mr. Wrathell recalled that the Board previously discussed this matter and he has spoken with several Board Members. Mr. Wrathell voiced his opinion that recognition should be spontaneous and cautioned against establishing a policy or program, as it could create issues amongst employees.

Supervisor Davidson asked if the Field Operations Manager, Amenity Manager and Chair could coordinate and authorize recognition so that decisions are not delayed. The Board was in agreement.

G. RFP for Landscape Maintenance Services [SD]

Supervisor Davidson indicated that Ms. Louise Leister, District Horticulturalist, and Mr. Kloptosky reviewed the proposed landscape maintenance services request for proposals (RFP) and Ms. Leister indicated that there were many changes and edits related to dates and landscape requirements. Ms. Leister will present a draft of the new RFP at the next meeting.

Mr. Kloptosky advised that the current Austin Outdoor (Austin) contract requires Austin to have an irrigation technician on site, eight hours per day, five days per week. He suggested that the District monitor whether this is occurring and require the technician to check in and out at the Main Gate. Mr. Kloptosky stated that Ms. Leister agreed to include this provision in the new RFP.

Supervisor Lawrence asked what the irrigation technician needs to do, other than check the irrigation system. He questioned if the District's requirement is standard in the industry.

Mr. Kloptosky contended that "breaks happen all the time" and the technician must be on site so that issues can be addressed, immediately.

Supervisor Smith pointed out that this contract requirement means that the District is essentially paying for a full-time person to be on site daily, in case something breaks. Supervisor Chiodo felt that Austin is sufficiently staffed to respond quickly, if a break occurs. Supervisor Chiodo questioned paying a technician to "be on site" full-time, doing nothing, if the work might only take 20 hours per week. Supervisor Gaeta suggested that the technician's scope of work should be defined. Mr. Kloptosky agreed that the contract requirement line item is "very vague" and must be clarified. Supervisor Lawrence recommended obtaining Austin's input regarding the necessity of a full-time irrigation technician. Mr. Kloptosky advised that he has discussed this with Austin and they are willing to do whatever the Board wants. Mr. Kloptosky stressed that Austin must prove that the irrigation technician is on site full-time by requiring them to sign in and out daily.

Supervisor Lawrence noted that Austin provides landscape services in many communities. He felt that the District should ask Austin whether it is more effective to have a full-time irrigation technician or have an on-call technician respond when issues arise.

In response to Mr. Wrathell's question, Mr. Kloptosky indicated that the irrigation system is checked once per month. Mr. Kloptosky offered his opinion that several things have occurred that caused him to focus on this contract requirement. He stated that it took Austin 24 hours to

repair some breaks, which he interpreted to mean that the irrigation technician was not on site, full-time, per the contract requirements.

Supervisor Davidson advised that Ms. Leister will discuss the landscape renovation budget, at the next meeting. He stressed that the Firewise Mitigation work, currently being completed, will save the District a lot of money that would have been spent for vine removal. Supervisor Davidson indicated that Ms. Leister will also discuss the flower rotation.

H. PBM Constructors, Inc., Maintenance Proposal [BK] (*to be provided at workshop*)

Mr. Kloptosky provided a proposal from PBM Constructors, Inc. (PBM), for ongoing annual maintenance of the Marlin Drive Pump Station. He indicated that the proposed cost is \$400 per visit; PBM is willing to visit once or twice per year or quarterly, depending on what the Board wants. Mr. Kloptosky noted that quarterly visits are not typical in other communities; PBM advised him that they can train staff regarding what to look for, on a daily basis. Mr. Kloptosky felt that a single, annual maintenance service visit would be sufficient.

Mr. Wrathell advised that \$400 per visit is very reasonable. He suggested no less than quarterly maintenance visits and, possibly, more frequent visits for the first few months following completion of the repairs.

Mr. Kloptosky concurred with Mr. Wrathell's suggestion. He alleged that, regardless of what Escalante Golf (Escalante) representatives previously indicated, they do not visit the pump station daily and are not addressing issues; Escalante "does nothing".

Discussion ensued regarding PBM's warranty. In response to a question, Mr. Kloptosky confirmed that repair costs would be above and beyond the \$400 maintenance service visit.

Supervisor Davidson asked Mr. Kloptosky how often PBM should provide maintenance services. Regarding PBM's suggestion that they could "train" CDD staff to observe the system and identify potential problems, Mr. Kloptosky indicated that he is not in favor of his staff being trained to perform actual work; he only wants staff to "identify issues and notify PBM".

Supervisor Davidson felt that maintenance services should be provided monthly, until the Board is sure that the system is running correctly. Mr. Wrathell voiced his opinion that frequent maintenance services are essential, given the pump station situation involving the District and Escalante.

Supervisor Smith favored quarterly maintenance service visits. Mr. Kloptosky agreed with Supervisor Smith's recommendation for quarterly visits.

Mr. Kloptosky advised that, once PBM provides him with the work commencement date, Mr. Clark will notify Escalante.

Supervisor Smith asked if the proposed PBM maintenance contract includes on-call service. Mr. Kloptosky indicated that on-call service is not specifically stated; he will confer with PBM.

Mr. Wrathell recommended that Mr. Kloptosky obtain a comprehensive proposal that outlines the scope of the quarterly maintenance services, along with the rate for emergency visits.

Supervisor Davidson pointed out that the Capital Plan budgets \$14,250 for the pump house interior repairs and \$3,750 for exterior repairs. He noted that the District has assumed the cost of the pump house repairs, of approximately \$72,000, and asked where the funds will come from to pay the bill when the costs are incurred.

Mr. Wrathell confirmed that the cost for the project will be paid in full by the District and be booked as an "Expense". Since the District will be reimbursed for 75% of the costs, Mr. Wrathell recommended booking the full expense but including a note stating that 75% will be reimbursed by Escalante.

Regarding the impact on the Fiscal Year 2014 Capital Plan, Supervisor Lawrence suggested that, upon receipt of the invoice, the District should immediately bill Escalante, requiring payment within 30 days and imposing penalties and/or interest if Escalante delays payment.

In response to Supervisor Davidson's and Gaeta's questions, Mr. Wrathell indicated that unassigned fund balance will be used to pay the pump station repair expenses, if necessary.

Discussion ensued regarding the terms of payment with PBM. The Board agreed that Escalante should be billed once the District has paid 50% of the total bill. Subsequently, Escalante should be billed, as costs are incurred, with interest accruing if payment is not received within 30 days.

Mr. Kloptosky recalled that Escalante previously hired a contractor and paid a deposit; he noted that Escalante's contractor might have ordered supplies, as well. Mr. Kloptosky asked what he should do if Escalante's contractor attempts to perform work on the pump station. Supervisor Davidson directed Mr. Kloptosky to immediately call the sheriff's office and report them as trespassers.

Supervisor Gaeta asked if the PBM contract includes relocating the fertigation tanks outside of the pump station. She recalled that Escalante's attorney advised the District that Escalante would not reimburse the District for that expense, as they find it unnecessary.

Mr. Kloptosky confirmed that the contract includes the cost to build a slab outside and relocate the fertigation tanks. He must obtain a proposal for the additional costs to separate the equipment and fertigation box.

I. Update: Firewise Mitigation [SD]

Supervisor Davidson recalled that AMG is planning a "Resident Appreciation" event in May. He hopes that a "Community Firewise Day" can coincide with AMG's planned event.

Supervisor Davidson advised that the District is once again a "Certified Firewise Community". He discussed the certification requirements.

Supervisor Gaeta suggested including this information in the Community Information Guide. Supervisor Davidson recommended including it in this month's Oak Tree article, as well.

Supervisor Davidson reviewed maps and photographs of the Firewise mitigation areas, scope of work completed and general progress.

Supervisor Gaeta identified a location where residents were not pleased with the appearance of the mulch that was installed; those residents are "hand removing" the mulch. She recalled that the purpose of the mulch was to discourage growth.

Supervisor Davidson pointed out that there could be snakes in those areas and removal of the mulch is prohibited, per the St. Johns River Water Management District (SJRWMD). He confirmed that the next e-blast will address this issue.

Supervisor Davidson continued reviewing the Firewise mitigation areas. He indicated that the District must provide the Firewise agency with the value of the infrastructure in the areas being cleared. Supervisor Davidson estimated the value of the work completed to be \$500,000.

In response to Supervisor Lawrence's question, Supervisor Davidson explained that the Florida Forest Service (FFS) is performing wildfire mitigation work at the request of the CDD; the CDD is not completing the mitigation work. Furthermore, the FFS obtained permission from SJRWMD to operate on the land. Supervisor Lawrence asked if the CDD would be responsible for completing the work if FFS did not. Supervisor Davidson replied affirmatively and stated that the District would be accountable and would have required SJRWMD's permission.

Supervisor Davidson advised that wildfire mitigation is usually necessary every five to six years.

Regarding the residents that are removing mulch in the mitigated areas, Supervisor Lawrence suggested notifying them that the District will impose fines.

Supervisor Davidson noted that residents are now requesting work in areas where they were previously against it. He advised that some properties are not included in the mitigation plan because the area behind those homes is owned by Flagler County and the District and FSS do not have permission to operate on County property. The Board agreed that residents should contact the County, individually, if they want the area cleared. Supervisor Davidson identified another area that FSS cannot clear because it is golf course property and public funds cannot be used to benefit private property.

Supervisor Davidson continued his presentation of the completed mitigation areas. Supervisor Lawrence suggested “advertising” the mitigation accomplishments to the community, along with informing residents about the areas that cannot be cleared and the reasons.

J. Update: Keeping Grand Haven Grand Phase 3

- **Year of the Courts: Croquet, Pickleball, Basketball, Bocce, Petanque?**

Supervisor Davidson noted that the District previously spent a lot of money repairing the tennis courts and pointed out that other athletic courts are maturing. He advised that the community is changing and the Board is receiving requests from other sports groups for additional or different types of recreational courts.

Supervisor Davidson recalled his previous suggestion that Fiscal Year 2015 be designated “The Year of the Courts”.

Supervisor Lawrence cautioned against labeling it “The Year of the Courts” because it draws attention to the courts, which could result in adverse reactions from the community. Supervisor Lawrence pointed out that the Capital Plan includes all of the courts, with the exception of the newly requested petanque court.

Mr. Kloptosky presented photographs of amenity areas around the community and potential areas to develop amenity courts, etc. He stated that he also took parking into consideration. Mr. Kloptosky identified an area near The Village Center that would be an ideal location for two pickleball courts. Regarding petanque, Mr. Kloptosky suggested removing the horseshoe pits and installing two petanque courts in that location; a horseshoe pit could be

relocated to the area beside the shed. Mr. Kloptosky advised that he has not obtained estimates for the petanque courts.

Mr. Kloptosky noted the potential for parking problems if pickleball courts are installed near The Village Center. He advised that Mr. Jim Cullis, of Grand Haven Realty, has six lots for sale near the golf club, for \$200,000. Mr. Kloptosky felt that those lots would be the perfect location for the pickleball courts and parking would not be an issue. He discovered that Mr. Cullis wants to acquire a parcel of land near his new facility and suggested that the District could complete a “land swap” with him. Mr. Kloptosky pointed out that the land would be large enough to add other amenities.

Supervisor Chiodo noted that, if the District acquired the land from Mr. Cullis, it must absorb the debt service expense on those lots. Mr. Wrathell stated that if the District wants the property, it would have to purchase it from Mr. Cullis. The Board Members voiced support for Mr. Kloptosky’s idea but were unsure whether it would be feasible.

Discussion ensued regarding the overall lack of parking in Grand Haven and the impact, as the community continues to grow.

Regarding increasing parking at Creekside, Mr. Kloptosky recommended removing a hedge and expanding the parking lot to accommodate an additional 16 vehicles. He referred to the area behind the basketball courts and noted that the fence could be removed to install an additional row of parking for eight or nine vehicles. Mr. Kloptosky recalled a previous suggestion to move the croquet courts to the current soccer field and advised that, if the courts are moved, the parking lot in front of Creekside could be extended.

▪ **Information on Community Information Guide Advertising [TL]**

****Discussion of this item resumed.****

Regarding nonresident advertisers, Mr. Wrathell indicated that Mr. Clark advised that the District could enter into an agreement with the advertiser stating that the District agrees to provide a proof of the advertisement but not the full guide. Mr. Wrathell noted Mr. Clark’s comment that the guide is public record; therefore, if the advertiser requests the guide, the District must provide it.

Supervisor Davidson recalled a suggestion that booklets containing just the final advertisements be created and distributed to the advertisers.

▪ **Year of the Courts: Croquet, Pickleball, Basketball, Bocce, Petanque?**

******Discussion of this item resumed.******

Mr. Kloptosky indicated that he contacted four contractors for pickleball court proposals. He noted that he did not receive a proposal from Welch Tennis (Welch) but is not concerned because Welch's bids are typically much higher than other firms. Mr. Kloptosky stated that he considered hiring Cline, who is capable of completing the work; however, Cline is not an official pickleball court contractor. He advised that, if Cline was awarded the job, they would hire a subcontractor to perform the work and mark up the cost to the District. Mr. Kloptosky presented proposals from Court Surfaces, Inc. (CSI) and Nidy Sports Construction (Nidy), for \$33,880 and \$24,627, respectively, for two pickleball courts and an 8' high fence. He advised that neither proposal includes costs for drainage, electrical, installation of a water fountain or lights. In response to Supervisor Smith's question, Mr. Kloptosky indicated that the surface of the pickleball courts can be asphalt or concrete; the cost should be similar, regardless of the surface. He explained that the court surface is "finished" and lines are added; he was unsure if it is a painted surface.

Supervisor Lawrence questioned if 8' high fences are necessary. Mr. Kloptosky advised that 8' foot high fences are standard for pickleball courts.

Regarding the District's amenities, Supervisor Smith indicated that he favors staying within the District's current amenity "footprints", rather than creating a third amenity area, due to the elaborate amenity access control system that is in place. Mr. Kloptosky reiterated the potential parking problems at The Village Center and no place to expand or increase parking in that area.

Discussion returned to whether the soccer field is utilized.

Regarding croquet, Mr. Kloptosky reported that he invited Croquet Court Services to attend a future meeting or workshop and give a presentation.

Supervisor Lawrence asked Mr. Kloptosky if he could obtain a "back-of-the-envelope" estimate from Cline for the potential parking lot expansions. Mr. Kloptosky stated that Cline can provide "budget" numbers.

A resident voiced his opinion that the cost to install petanque courts should be minimal. Mr. Kloptosky felt that installing petanque courts would be easy to complete; it is simply a matter of the Board giving approval to remove or relocate the horseshoe pits and install the courts. Supervisor Lawrence supported proceeding with installation of petanque courts.

Supervisor Chiodo felt that the cost should fall well within Mr. Kloptosky's authorization range. Mr. Kloptosky believed that this project is within the amenity budget.

Discussion ensued regarding whether this item must be included on the consent agenda. Mr. Wrathell advised that the Board does not need to vote on it. Supervisor Davidson felt that a vote was necessary because installation of petanque courts, in the location discussed, involves relocation of an existing amenity. Mr. Kloptosky indicated that he will obtain quotes for the supplies needed to install petanque courts and remove the grass, etc.

Supervisor Davidson advised that a consent agenda item to relocate the horseshoe pits, to an area to be determined at a later date, and convert the current horseshoe pit area to petanque , will be included on the next agenda. Supervisor Lawrence suggested that one horseshoe pit will be sufficient. The Board agreed.

FIFTH ORDER OF BUSINESS

UPDATES: Amenity Manager

- **Current Gym Equipment Usage and Level of Resident Satisfaction**

Ms. Chrissy Powell, of AMG, was invited to discuss the District's fitness equipment and provide recommendations.

Supervisor Gaeta suggested using a recumbent elliptical machine.

Mr. Kloptosky provided copies of an email from Mr. Rob Lloyd, of Lloyd's Exercise Equipment, along with information about various models and brands of elliptical machines. He stated that he and Mr. Ross met with Ms. Powell, regarding the fitness equipment and the consensus was that recumbent ellipticals are for those with back problems; it is usually an "additional" piece of fitness equipment, rather than the primary type of elliptical. Mr. Kloptosky noted that discussion arose in relation to replacing the elliptical machines at Creekside. He voiced his opinion that replacing both elliptical machines with "recumbent" style ellipticals would generate negative feedback from residents who do have back problems. Mr. Kloptosky stated that the Board could consider replacing the old elliptical machines with one recumbent and one regular machine, or replacing both with regular machines and adding the recumbent as a third elliptical machine.

Supervisor Smith recalled that the Board asked Ms. Powell to develop a plan for the District's fitness equipment and provide recommendations that are best suited for the community.

Ms. Powell advised that she is a certified personal trainer (CPT); she is a fitness professional with experience managing a facility with multiple fitness machines. She stated that treadmills would be her top recommendation and that there are models that can run slow enough for elderly residents to utilize, without an issue. Ms. Powell indicated that she was surprised by the number of free weights in both fitness facilities; however, she has observed a large number of residents using the weights. She summarized that the fitness facilities appear to be at full capacity; nothing can be added in the given space.

Supervisor Smith pointed out that the Board has not discussed enlarging the fitness facilities.

Supervisor Lawrence asked Ms. Powell if any of the equipment should be removed.

Ms. Powell did not recommend the removal of equipment, at this time; however, she might have suggestions, at a later date. She noted that, since joining AMG, her focus has been to introduce the community to different forms of exercise, aside from the fitness facility machines.

Supervisor Gaeta recalled previous discussion regarding the aesthetic appearance of the fitness equipment; some of the equipment functions properly but is rusted. Mr. Ross confirmed that Ms. Powell inspected the equipment and concluded that it works properly, in spite of the appearance. Supervisor Lawrence reiterated his opinion, expressed at a previous meeting, that “This is Grand Haven; this is not some second-rate timeshare”. Supervisor Lawrence felt that, in Grand Haven, when fitness equipment is rusted and cannot be repaired to “look like new”, it is time to replace said equipment. In response to Supervisor Gaeta’s question, Mr. Ross confirmed that the equipment is still operational. Supervisor Lawrence stressed his opinion that “appearances are part of the overall appearance of Grand Haven and having rusted equipment in our gyms is not consistent with the image that we present for Grand Haven”. Mr. Ross advised that many residents agree with Supervisor Lawrence’s position. Supervisor Smith agreed with Supervisor Lawrence’s observations but stated that he is not resigned to the opinion that the fitness equipment cannot be painted.

Mr. Ross indicated that he spoke with Mr. Lloyd regarding improving the appearance of the functioning equipment; however, Mr. Lloyd does not recommend spending additional money on the existing fitness equipment. Mr. Kloptosky stated that Mr. Lloyd felt that painting the equipment would worsen the appearance because paint does not adhere well to the existing powder coated surface; the new paint would “flake off”.

It was noted that the fitness machines are original to Creekside; they are about seven or eight years old. Mr. Kloptosky indicated that Creekside has a new treadmill and the other treadmills are still good. He asked for consideration to replace two elliptical machines and two bicycles. The current budget contains funds for two pieces of fitness equipment, one for Creekside and one for The Village Center. He stated that those funds could be used to replace two items at Creekside during the current fiscal year and the Board could budget for replacement of two more items, at Creekside, during Fiscal Year 2015.

Mr. Kloptosky noted that most complaints are related to the Creekside fitness facility.

Supervisor Davidson questioned if the old equipment has value or can be traded in. Mr. Kloptosky indicated that Mr. Lloyd does not typically accept trade-ins. Supervisor Davidson suggested listing the old equipment on craigslist. Mr. Wrathell opined that old equipment begins to experience calibration issues and does not function or feel the same. Regarding Mr. Wrathell's comment, Ms. Powell stated that she has not observed that in her experience; parts are replaced and equipment should last.

Supervisor Davidson asked for the number of machines at Creekside that have fallen out of favor due to the appearance. Mr. Kloptosky advised that this relates to the two elliptical machines; however, the bicycles are "not far behind".

Discussion ensued regarding the proposed ellipticals and the cost for two. Mr. Kloptosky voiced his preference for the Landice brand ellipticals. Supervisor Davidson asked if the Landice machines will be similar, in function, to the two machines that are being replaced. Mr. Kloptosky stated that they will be similar in function but not in appearance. Mr. Kloptosky clarified that he must verify the function aspect with Mr. Lloyd. Supervisor Davidson voiced his opinion that the new machines should provide the same exercise motion as the old machines.

Regarding disposal of the old machines, Mr. Wrathell advised that the District might be able to avoid the surplus property process if Mr. Lloyd agrees to accept the machines as trade-in. Discussion ensued regarding donating the equipment.

Supervisor Davidson asked Mr. Ross if the May 3, 2014 Resident Appreciation event is replacing the Memorial Day picnic. Mr. Ross replied no; both events will be held. Supervisor Davidson recommended coordinating the Firewise Awareness and CERT days with one of the events. Mr. Ross agreed to include the Firewise Awareness and CERT days during the Resident Appreciation event.

Supervisor Lawrence noted that the café is closed on Sundays and asked if it could be open. Mr. Ross advised that Sunday sales figures are minimal; it costs AMG more to open and staff the café on Sunday than what it takes in.

SIXTH ORDER OF BUSINESS

UPDATES: District Manager

Mr. Wrathell discussed Mr. Kloptosky’s upcoming review and development of the salary increase/bonus schedule. He noted that the position has a “salary range” but, as the salary increases, it transitions to a bonus program because the salary could escalate beyond the appropriate salary range for this type of position.

Mr. Wrathell distributed a handout comparing the CDD employees’ salaries to the District’s caps for those positions. He noted that the document also contains “prospective salary caps”, based on his opinion of what might be acceptable in the local community.

Mr. Wrathell discussed the concept of replacing salary increases, not including CPI adjustments, with bonuses, once the employee reaches the District’s salary cap. He advised that Mr. Kloptosky is near the cap. Mr. Wrathell recommended developing a similar framework for all of the CDD employee positions.

Supervisor Gaeta suggested that the Board review the job descriptions. Mr. Wrathell cautioned against getting too detailed with the job descriptions, as duties continue to evolve.

Mr. Wrathell compared and discussed the CDD employee’s salaries to the salary ranges for employees in other districts. Supervisor Lawrence felt it would be beneficial for the District to have information or salary surveys from other sources to support a decision to increase the salary caps. Mr. Woodville will contact other sources.

In response to Mr. Wrathell’s concern about the higher salary of the “Maintenance Supervisor”, compared to typical salaries for that position, Mr. Kloptosky suggested changing the job title to “Assistant Field/Operations Manager”.

Regarding the CDD employees’ salaries, a resident pointed out they do not receive the same level of benefits as other governmental employees, such as health insurance, retirement, etc.

- **UPCOMING MEETING/WORKSHOP DATES**
 - **BOARD OF SUPERVISORS MEETING**
 - **April 17 2014 at 9:30 A.M.**

The next meeting will be on April 17, 2014 at 9:30 a.m.

- **COMMUNITY WORKSHOP**
 - **May 1, 2014 at 10:00 A.M.**

The next workshop will be May 1, 2014 at 10:00 a.m.

SEVENTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

EIGHTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Lawrence recalled that the Board previously approved hiring a part-time maintenance employee and voiced his opinion that there is plenty of work to hire a full-time person. Discussion ensued regarding whether the District should hire someone full-time or two part-time employees.

Supervisor Davidson indicated that this matter will be discussed at the next meeting and directed Mr. Kloptosky to provide a list of projects that need to be completed, to justify hiring a full-time employee.

In response to Supervisor Gaeta's question, Supervisor Davidson indicated that he has heard nothing more regarding the cell tower that was to be installed on Colbert Lane, other than that various locations were being considered.

Supervisor Davidson indicated that a copy of an email received from a realtor was distributed to the Board. The realtor is having difficulty selling property in the north section due to the porous border in that area, leaving property unsecured and accessible. He asked that this subject be included for discussion, in the future.

Supervisor Chiodo indicated that he will meet, next week, with the group working on lake bank issues.

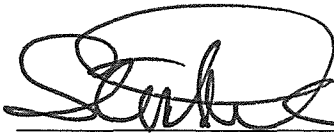
NINTH ORDER OF BUSINESS

ADJOURNMENT

There being nothing further to discuss, the workshop adjourned.

On MOTION by Supervisor Lawrence and seconded by Supervisor Chiodo, the workshop adjourned at 2:27 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair