

**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 2, 2015, immediately following the Continued Meeting 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
Pete 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
Robert Ross	Vesta/AMG
Ashley Higgins	CDD Office Staff
Al Lo Monaco	Resident
Jim Gallo	Resident
Don and Betty Beveridge	Residents
Rob Carlton	Resident
Ron Merlo	Resident
David Alfin	Resident
Chip Hunter	Resident
Sherry Martin	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. Wrathell called the workshop to order at 12:05 p.m., and noted, for the record, that all Supervisors were present, in person.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited at the beginning of the Continued Meeting, held prior to this workshop.

THIRD ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

There being no consultants, guest reports and presentations, the next item followed.

FOURTH ORDER OF BUSINESS

UPDATES: Amenity Manager

Mr. Ross reported that the Resident Appreciation event was successful.

Mr. Ross presented a \$4,335.99 invoice for a walk- in cooler, plus approximately \$600 for installation. He explained why the new cooler is necessary, what would be stored in it and where it would be located.

Mr. Kloptosky expressed concern regarding the location and recommended installation of a gate, with a padlock, to secure the cooler at night.

Mr. Wrathell advised that, since the total would be under \$5,000, the purchase could be made under his or Mr. Kloptosky's authority.

Supervisor Smith asked if Mr. Ross would obtain a second estimate. Mr. Ross stated that he could obtain another; however, the current vendor has always been the cheapest. Mr. Kloptosky confirmed that he would "check into it", prior to purchasing the new walk-in cooler.

Supervisor Smith recalled that several café items are being considered and requested a multi-year plan for the café so that the Board has a vision of what must be done, rather than piecemealing the project.

Mr. Ross felt that the only other equipment needed would be a new, standalone oven; everything else is fairly new. Supervisor Lawrence felt that the plan requested by Supervisor Smith should include all replacement items, date of replacement, estimated cost and estimation of future replacement date.

The Board had no objection to the purchase of the new walk-in cooler.

FIFTH ORDER OF BUSINESS

UPDATES: Field/Operations Manager

Mr. Kloptosky distributed a revised capital projects list with the recently completed projects marked with a red “x”.

- **Sailfish Drive Project**

- **Commencement**

****This item, previously Item 6.E.i., was presented out of order.****

Mr. Kloptosky indicated that, per the Board’s decisions at the last meeting, he met with S.E. Cline Construction, Inc. (Cline), to modify the proposal, which is expected to be finalized today. Upon receipt, he will forward it to Mr. Clark for review and preparation of a contract.

Regarding the Creekside pool refinishing project, Mr. Kloptosky reported concerns about the surface finish of the pool; he met with Blue Ribbon Pools and the manufacturer representative for the supplier. Mr. Kloptosky explained that issues with the surface arose shortly after the pool was resurfaced. Blue Ribbon Pools and the surface material manufacturer are working on resolving the issues. He advised that the pool will reopen on Friday; however, it will be closed, drained and acid washed, in the near future.

Mr. Kloptosky referred to the stormwater drain repair at 55/57 Osprey and recalled that, at the last meeting, the Board approved Cline’s \$48,768 proposal. He met with Mr. Jim Cullis, of Grand Haven Realty, regarding usage of the ninth green site for soil storage, rather than trucking the soil off site. Based on Mr. Cullis’ approval, Mr. Kloptosky directed Cline to revise the proposal to remove the hauling costs, which reduced the cost to \$38,420. Mr. Kloptosky noted that additional costs will be incurred, as the mailbox must be temporarily moved; Cline will provide a proposal.

Regarding the pickleball court, Mr. Kloptosky indicated that Cline submitted the permit application, on Monday, and it was accepted by the City; it is currently under review. He hoped to receive the permit by next week.

Mr. Kloptosky reported that the area for the petanque court is being cleared; grading the area and installation of stone should occur next week.

- **Croquet Court Renovation**

- **Commencement**

****This item, previously Item 6.E.ii., was presented out of order.****

Mr. Kloptosky advised that the croquet court renovation commenced yesterday; the project is progressing well.

Mr. Kloptosky indicated that The Crossings gates are being fabricated and will be installed, upon completion. He noted that additional guards might be necessary during the gate installation process, as the old gates must be removed and it will take longer than one night to install the new gates.

▪ **37 Jasmine Drive Slope**

****This item, previously Item 6.E.iii., was presented out of order.****

Mr. Kloptosky stated that he and Mr. Munson met with ICI Homes (ICI) to discuss the slope issue. He stated that ICI agreed to strip the Bahia sod and regrade the slope.

Mr. Kloptosky reported that Austin Outdoor (Austin) completed the Pond 10 lake bank repairs. He indicated that an invoice for the repair cost should be sent to the Condo Association.

Supervisor Smith asked about the tile and countertops in the restrooms at The Village Center. Mr. Kloptosky indicated that this project has not commenced, as he is approaching projects systematically, based on priority. In response to Supervisor Smith’s question, Mr. Kloptosky confirmed that the tile and countertop projects can be completed separately.

SIXTH ORDER OF BUSINESS

DISCUSSION ITEMS

A. Personnel Manual and Job Description *(please bring March 5 Community Workshop Agenda package to this workshop for continued discussion starting on page 25)*

Mr. Wrathell referred to Page 11, Section 203, related to job applicants, and questioned if the provision would apply only to new applicants or if employees would be subject to random drug screening, as well. The following change was made:

Page 11, Section 203: Insert “The District may perform initial and ongoing random drug testing.” to the end of Section 203

In response to Supervisor Lawrence’s question, Mr. Wrathell indicated that random drug testing will be at Mr. Kloptosky’s discretion.

Regarding Section 303, Mr. Wrathell recommended that the paid time off (PTO) remain the same for both existing and new employees, based on the number of years worked and, giving the appropriate number of PTO days on the employee’s anniversary date, rather than accruing it throughout the year. The Board agreed.

Review of manual continued. The following changes were made:

Page 25, Section 507: Change “scheduled overtime, emergency overtime” to “scheduled emergency overtime”

Page 25, Section 512: Delete “pager or”

Page 26, Section 512: Pending District Counsel input, delete “In addition, you will be credited for on-call duty at the flat rate of \$5.00 per day or a maximum of \$35.00 per week for being available for emergency community service. On-call earnings will be paid on the next scheduled payroll processed.”

Page 26, Section 516, Paragraph 1: Change “furnished to” to “used by”

Page 27, Section 516, Paragraph 7: Delete “the Systems Manager” and insert “other” after “any”

Page 27, Section 517, Paragraph 5: Delete sentence “Employees are responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.”

Supervisor Smith asked Ms. Higgins to obtain a letter from the District’s IT contractor, Celera, detailing the security configuration for the District’s computer system.

Page 29, Section 522, Paragraph 2: Insert “, managers” after “supervisors”

Mr. Clark’s opinion will be obtained regarding whether firearms must be permitted on CDD property.

Page 29, Section 522, Paragraph 8: Delete “or the Personnel Director”

Page 30, Section 526, Paragraph 1: Delete “Employees are reminded that the use of personal cell phones during working hours is a violation and disciplinary action will be enforced. Please confine the use of cell phones to your break period.”

Pages 30 through 32, Section 601: Delete entire section.

Pages 32 through 33, Section 605: Delete entire section.

Page 33, Section 607: Delete entire section.

Prior to Section 701: Insert “Section 700 EXCEPTIONS”, stating “The Board of Supervisors has the ability to grant exceptions to any of these policies, provided it is in the best interests of the District.”

Page 34, Section 701, Last Paragraph: Change “cause,” to “cause.” and delete remainder of sentence

Management will confer with District Counsel regarding firearms referenced in the fifth bullet point, on Page 34.

Page 35, First Paragraph: Delete “or the Personnel Director”

*****Supervisor Chiodo left the workshop at 1:00 p.m.*****

Page 35: Delete second, third and fourth paragraphs

Page 36, Paragraph 2: Change “the Personnel Director or any other” to “a”

Page 36, Paragraph 4: Delete entire first sentence

Page 37, Paragraph 2, First Sentence: Delete “you perform”

Page 37, Paragraph 2: Delete second and third sentences

Page 37 and 38: Delete remainder of Section 705, following “disability.”

Page 38, Section 710: Delete entire section

Pages 38 and 39, Section 712: Delete first, third and fourth paragraphs, including all bullet points

Page 39, Section 714, Paragraph 1, Line 4: Change “will” to “may be”

Page 39, Section 714, Paragraph 1: Delete “In every vehicular accident, automatic drug testing is required.”

Page 39, Section 714, Paragraph 2: Delete entire paragraph

Pages 40 and 41, Section 718: Delete entire section

Pages 41 and 42, Section 722: Delete entire section

Regarding the Fraud Policy, Mr. Kloptosky asked for clarification of the fifth bullet point, on Page 43, which constitutes “Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the District”, as fraud. He noted that many people, including residents, give CDD staff gifts.

Mr. Wrathell explained that the intent is to prevent bribes. He noted that, as governmental employees, gifts must be disclosed. In response to Mr. Kloptosky’s question, Mr. Wrathell confirmed that staff is not required to disclose gifts received from residents; the provision relates only to accepting gifts from contractors, vendors, etc. Mr. Wrathell explained that the provision is to prevent certain contractors from always being hired for District work because they buy gifts for CDD staff.

In response to Supervisor Lawrence’s question, Mr. Wrathell advised that there is no issue with CDD staff accepting a holiday gift, such as a box of cookies, from Cline. Mr.

Kloptosky noted that the CDD office and staff receive gifts from many contractors as a “thank you”. Mr. Wrathell reiterated that the intention is to prevent acceptance of “high ticket” gifts, such as cruises, vacation rentals, etc. Mr. Kloptosky reiterated that contractors give CDD staff small gifts. Supervisor Davidson voiced his opinion that CDD staff should refuse those types of gifts or at least set a monetary value limit on gifts that can be accepted.

Mr. Wrathell felt that there is a distinction between a gift, such as a food related item, and a monetary gift, such as a gift card, etc., and recommended that Mr. Kloptosky use discretion. It was noted that Florida’s gift disclosure law would also require Mr. Kloptosky to disclose gifts that he receives. Mr. Woodville recalled that the gift disclosure limit is \$25. Supervisor Davidson felt that a dollar value should not be included in the policy; however, Mr. Kloptosky should question any gift worth more than \$50, given to a single individual. Mr. Wrathell stated that a contractor should never give a gift to an individual; the gift should be to the group. In response to Mr. Kloptosky’s question, Mr. Wrathell confirmed that CDD staff may accept individual gifts from residents.

Page 44: Delete entire “TERMINATION:” and “ADMINISTRATION:” paragraphs

Page 44, Section 800: Delete entire section

Pages 44 and 45, Section 806: Delete entire section

Pages 46 through 50: Delete all pages

Discussion ensued regarding the CDD staff positions.

B. Grand Haven CDD Business Plan *(please bring March 5 Community Workshop Agenda package to this workshop for discussion/review of this item)*

- **Evening Workshops/Community Information Sessions**

This item was discussed following Item 6.D.

C. Capital Plan

Supervisor Lawrence pointed out that the current \$192,880 estimate to repave Sailfish Drive and Marlin Drive is below the \$204,308 budgeted in the Capital Improvement Plan (CIP). Mr. Kloptosky clarified that he is awaiting the final proposal from Cline, based on previous discussions.

Supervisor Lawrence summarized that, currently, the District is approximately \$66,000 under the anticipated CIP expenditures. He discussed projects that were budgeted for Fiscal

Year 2014 but were not completed, which equates to approximately \$70,000 that went into the District's reserves and could be used to complete those projects during Fiscal Year 2015.

Mr. Wrathell noted that a budget amendment could be completed during or after Fiscal Year 2015 to commemorate usage of reserve funds for the CIP projects carried over from Fiscal Year 2014.

In response to Supervisor Davidson's question regarding the Sailfish Drive project, Mr. Kloptosky anticipated receiving the final permit within the next few days, the contract was drafted and the proposal must be attached; the project should commence once the contract is executed.

Supervisor Davidson noted that a timeline should be determined and announced to the affected residents.

Mr. Kloptosky reported that the Creekside parking lot project is stalled, pending resolution of the issue with the City regarding water usage.

D. Draft Letter Regarding Legal Access To and From Waterfront Park into Grand Haven

The following modifications were recommended:

- ✓ Change "Sherriff" to "Sheriff"
- ✓ Switch the order of Paragraphs 1 and 2
- ✓ Delete "Legal" from the Subject line and capitalize "access"
- ✓ Insert "a" following "issue" (Paragraph 2)
- ✓ Paragraph 3: Change "local" to "authorized"

Management will modify the draft and e-blast it to residents.

▪ **Grand Haven CDD Business Plan *(please bring March 5 Community Workshop Agenda package to this workshop for discussion/review of this item)***

• **Evening Workshops/Community Information Sessions**

******This item, previously Item 6.B., was discussed out of order.******

Supervisor Smith recalled that, several years ago, the Board prioritized ten long-term items. He noted that many of those items were completed; therefore, he felt that it would be appropriate to reevaluate, eliminate and reprioritize the items. Supervisor Smith felt that this process would provide useful information regarding the completed projects, which could be

relayed to residents and it would motivate the Board to consider what it wants to accomplish over the next few years.

This item will be included on the next workshop agenda. Supervisor Davidson requested that the Board Members continue bringing their March 5 Community Workshop Agenda packages, for reference.

Mr. Wrathell preferred that the upcoming agenda contain the documents discussed today.

E. Unfinished Business

i. Sailfish Drive Project

- **Commencement**

This item was discussed during the Fifth Order of Business and during Item 6.C.

ii. Croquet Court Renovation

- **Commencement**

This item was discussed during the Fifth Order of Business.

iii. 37 Jasmine Drive Slope

This item was discussed during the Fifth Order of Business.

iv. Main Entrance Traffic Backup Study

This item was not discussed.

SEVENTH ORDER OF BUSINESS

UPDATES: District Manager

- **UPCOMING WORKSHOP/MEETING DATES**
 - **BOARD OF SUPERVISORS REGULAR MEETING**
 - **April 16, 2015 at 10:00 A.M.**

The next meeting will be on April 16, 2015 at 10:00 a.m., at this location.

- **COMMUNITY WORKSHOP**
 - **May 7, 2015 at 10:00 A.M.**

The next workshop will be on May 7, 2015 at 10:00 a.m., at this location.

EIGHTH ORDER OF BUSINESS

OPEN ITEMS

Regarding Item C., Mr. Kloptosky indicated that testing of seven current streetlights was completed. Those seven streetlights will now be retrofitted for LED lighting and tested for about

two months. He explained that, following the second test, the utility bills will be compared to determine if LED streetlights would provide a cost savings. In response to Supervisor Davidson’s question, Mr. Kloptosky confirmed that the District must pay for the retrofit project.

Supervisor Lawrence discussed his observations regarding streetlighting in the community and, specifically, on Eastlake. He was against the District setting a precedence for future resident requests for additional streetlights.

Supervisor Gaeta felt that lighting on Eastlake was not an issue. Supervisor Smith believed that the streetlighting on Eastlake was similar to other areas in the community.

Supervisor Lawrence noted that Neighborhood Watch disbanded. Supervisor Davidson reported that some residents are working to restructure Neighborhood Watch.

Supervisor Lawrence asked for an update regarding AT&T U-verse®. Supervisor Davidson recalled that there is no fiber optic U-verse® cable down Colbert Lane; however, AT&T is willing to install the infrastructure, provided the GHMA guarantee service to all homes in Grand Haven, for seven years, at \$55 per month, per home. Mr. Woodville pointed out that the \$55 per month cost would be 50% to 60% less than what everyone else pays.

Items E., and F., were removed.

NINTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

This item was discussed during the Eighth Order of Business.

TENTH ORDER OF BUSINESS

ADJOURNMENT

There being nothing further to discuss, the workshop adjourned.

On MOTION by Supervisor Gaeta and seconded by Supervisor Lawrence, the workshop adjourned at 2:05 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair