

**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, March 3, 2016**, *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	Wrathell, Hunt and Associates, LLC
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Barry Kloptosky	Field Operations Manager
Victoria Ledwich	Grand Haven CDD Office
Sergeant David K. Williams	Flagler County Sheriff’s Office
John Burt ( <i>via telephone</i> )	Enterprise Solutions Industries
Vic Natiello	Resident
Jim Gallo	Resident
Morgan Evans	Resident
Ron Merlo	Resident
Rob Carlton	Resident
Tom Byrne	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. Wrathell called the workshop to order at 10:28 a.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 Continued Meeting.

**THIRD ORDER OF BUSINESS**

**CONSULTANTS, GUEST REPORTS & PRESENTATIONS**

- **Sgt. David K. Williams AS, FCSO: Sailfish Drive Traffic Monitoring**

This item was deferred to later in the workshop.

**FOURTH ORDER OF BUSINESS**

**UPDATES: Amenity Manager**

- **Card Readers - Mercury**

This item was deferred to later in the workshop.

**FIFTH ORDER OF BUSINESS**

**UPDATES: Field/Operations Manager**

Mr. Kloptosky indicated that The Village Center spa repair was completed and passed the Health Department inspection. The Sailfish Drive project was completed and final inspection by the District Engineer and the City of Palm Coast remain pending. Due to a puddling issue at 24 Sailfish Drive, the contractor will remove and replace a section of curbing at that location, at no additional cost to the District. Stucco coloring at the bocce ball courts was completed; however, the remainder of the project was delayed, slightly, pending arrival of materials that are on order. Once the materials arrive, the remaining work can be performed. The bocce ball courts should be operational by the end of March. Proposals for lights and awnings for the bocce ball court will be presented at the next meeting. In response to Supervisor Chiodo's question, Mr. Kloptosky voiced his opinion that it should not be necessary to close the bocce ball courts to install lights or awnings and, if so, closures would likely be only periodic, for one day or a few hours.

Regarding The Village Center water intrusion issue, Mr. Kloptosky met with Terracon Consultants, Inc. (Terracon), and Terracon's contractor. A cost estimate for the project will be presented at the next meeting.

Mr. Kloptosky reported that the development order and approved plans for the Creekside south parking lot were received, from the City, and provided to S.E. Cline Construction, Inc. (Cline); Cline submitted the permit application to the City.

Supervisor Lawrence recalled discussion about whether to complete the entire water intrusion project at one time or to split it into phases and asked which approach would be

presented. Mr. Kloptosky felt that both approaches would be discussed, during the presentation. A phased approach limits closures at The Village Center, thereby, reducing the impact on residents' usage of the facility. Phasing the work would also spread the costs over time. The A-frame sides are in the worst condition so the contractor would focus on those, first. The south side is the next area planned for repair, so as to cause as little impact to resident usage of the building. The north side could be completed last.

As the building will need to be repainted, after the water intrusion work, Supervisor Davidson suggested utilizing a designer experienced in contemporary design of outdoor and recreational facilities to assist with selecting a better color for the building. Mr. Kloptosky spoke to Terracon about upgrading the building appearance, since all of the stucco will be removed, including banding trim on windows, arch treatments, paint color, etc. Supervisor Lawrence asked Mr. Kloptosky to find out if Terracon could provide a recommendation.

Mr. Kloptosky reported a valve failure, at the pump house, which caused the pump to shut down; the valve is being replaced. He expressed concern about the variable speed drive unit, which is original to the pump house and operates the pump house electronics. During discussions regarding the valve issue, contractors suggested that the District order a backup variable speed drive unit because, if the mechanism broke, the entire system would shut down and it could take two weeks to receive the new part. A new variable speed drive unit would cost approximately \$4,500. Based on the District's cost-share arrangement with the golf course, the golf course would be responsible for 75% of the \$4,500 cost; the golf course manager must be consulted and determine if the golf course's budget could absorb the expense. In response to Supervisor Gaeta's question of what would happen if the golf course could not pay its portion, Mr. Kloptosky stated that it would probably become a legal question because, according to past discussions with District Counsel, the District "has the right to do what we want to do, there, whether they like it or not". Supervisor Chiodo speculated that, if the unit was purchased, the District could collect the 75% cost from the golf course when the old system failed and the new one was installed. Mr. Wrathell viewed this as an appropriate step to properly operating the pump house; therefore, the expense could be included in the District's Fiscal Year 2017 budget and be part of the golf course's Fiscal Year 2017 assessment. In response to Supervisor Davidson's question, Mr. Kloptosky confirmed that staff could not install the new unit; a

contractor must install it, which would result in an additional expense. The Board directed Mr. Kloptosky to purchase a variable speed drive unit as a backup.

▪ **Sgt. David K. Williams AS, FCSO: Sailfish Drive Traffic Monitoring**

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

Supervisor Davidson recalled a resident complaint about continuous speeding on Sailfish Drive and a request for reduced speed limit signs, installation of a speed bump, or both, or converting Sailfish Drive to a one-way street.

Mr. Kloptosky indicated that Sailfish Drive has 23 homes.

Sergeant David K. Williams, of the Flagler County Sheriff's Office (FCSO), utilized a stealth radar device, which was on loan to the FCSO, to gather speed statistics on Sailfish Drive, from February 12 to 16. In Sergeant Williams' opinion, the data collected revealed no speeding issues. The mean speed, on the 30 miles per hour (mph) road, was 18 mph. The total vehicle volume was 430, over the five-day period.

Sergeant Williams explained that speed is a perception; for example, when a vehicle passes a standing person, the person will often times perceive that the vehicle is going faster than it really is.

In response to Supervisor Smith's question, Sergeant Williams confirmed that the traffic speed monitoring trial period was completed. Sergeant Williams discussed the capabilities of the radar unit utilized for the study. Supervisor Lawrence recommended monitoring the speed on Waterside Parkway. Sergeant Williams noted that the FCSO does enforcement on Waterside Parkway and, in his experience, the average speed is in the 35 to 38 mph range, which would not be deemed a "speeding problem", unless the District considered a few speeding vehicles to be a "speeding problem". Sergeant Williams pointed out that, per statute, speeding tickets cannot be issued for speeds five mph, or less, over the speed limit; with the exception of school zones, enforcement begins at six mph and over. Sergeant Williams noted that his traffic unit dropped from a ten-person unit, six years ago and is currently a four-person unit.

Mr. Vic Natiello, a resident, recalled that this was the second speed study conducted. The previous study found that the average speeder was driving 32 mph and the FCSO advised the District that it was not worth it to monitor the District, when other areas have speeding issues. Mr. Natiello believed that it was fruitless to continue asking the FCSO to conduct speed studies. He indicated that Colbert Road will be a four-lane road, when built, and all of the lanes

remaining are on the District’s side, which means that the roads exiting will be reduced. Waterside Parkway ends at the Main Gate and does not extend to the North Gate so, when the road is built and a traffic signal is installed, traffic will back up at the North Gate and people will use Sailfish Drive as a cut-through to another gate. Mr. Natiello believed that, eventually, Sailfish would become a part of Marlin Drive, to go around the Front Gate, unless the District decides to fight the planned traffic light location to have it relocated to near the other entrance.

Supervisor Davidson stated that the speed study was not a “fruitless” exercise; it was in response to the request from a group of residents.

***\*\*\*Sergeant Williams left the workshop.\*\*\****

**SIXTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

**A. Discussion: Updates for Rules, Policies and Fees for all Amenity Facilities**

Supervisor Davidson stated that some Amenity Rules are being revised, slightly, as notices must be published related to other additions to the Rules.

**▪ Card Readers - Mercury**

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

Mr. John Burt, of Enterprise Solutions Industries (ESI), stated that everything is operating in the test environment. The latest software changes were downloaded last night but, when tests transactions are sent from the District, the clearinghouse still receives a certification error, meaning the system is not reading it properly. Mercury continues to work on the issue to determine why the system operates in the test environment but continues receiving certification errors from the District’s network, rather than reading the chip correctly and sending a successful read message.

Supervisor Davidson asked if there was a way to determine if the issue was with the hardware or software. Mr. Burt indicated that the District’s hardware functions properly in the test environment and Mercury has the same software; most likely, Mercury is looking into signal latency delays. In response to Supervisor Davidson’s question, Mr. Burt advised that the test environment is at the developer’s location, not at the CDD. Regarding the latency issue, Supervisor Lawrence believed that the District’s information was transmitted, via Bright House, over the internet, and asked what the issue is. Mr. Burt guessed that it was a latency issue; the internet passes through many devices, which could cause latency. Supervisor Lawrence

questioned if Mr. Burt's other customers experienced this issue. Mr. Burt replied yes; Mercury is trying to determine what is causing the issue. Supervisor Lawrence asked what resources Mr. Burt has to solve the problem. Mr. Burt has the Mercury's Europay, MasterCard and Visa (EMV) development team, who are working with the OrderCounter software developers; he speaks to them daily about the progress. Supervisor Lawrence asked if Mr. Burt had these issues in any other CDDs or at any other sites. Mr. Burt answered that it is new technology, which is still not in operation at numerous locations, including Publix, the Post Office, etc.; the situation is not unique to the CDD.

Mr. Burt recalled that the District is indemnified, through Mercury, for losses, due to fraudulent credit card use, meaning, Mercury assumed the EMV risk, until the system functions properly. Supervisor Smith asked if the configuration of the District's hardware, firmware and software were successfully operating anywhere. Mr. Burt was not aware of any places where it was operating successfully; it might be operational at some restaurants but he must verify with Mercury. Supervisor Davidson asked if, when processing a credit card, the café must first try processing with the chip and, if the chip fails, then use the card swipe. Mr. Burt replied indicated that the card swipe process should be used, not the chip.

Supervisor Davidson reiterated the question of whether Mercury was experiencing similar issues elsewhere. Mr. Burt repeated that the District is not in a unique situation.

**\*\*\*Mr. Burt left the meeting.\*\*\***

Supervisor Gaeta doubted that Mercury was experiencing severe issues everywhere; she was aware of a few issues but none to the same extent as the District. She questioned if the firewall upgrade caused issues.

Mr. Kloptosky will verify with the IT contractor whether the firewall upgrade could have caused issues. It was noted that people were experiencing difficulties trying to access the Wi-Fi at Creekside. Supervisor Davidson stated that the Creekside system issues were not applicable to The Village Center. Ms. Ledwich indicated that the Wi-Fi and firewall at The Village Center were replaced a long time ago; both were set up and working fine. Once the Wi-Fi at Creekside is replaced, it will function better with the firewall. Mr. Kloptosky wanted assurance that the Mercury connectivity issues were not related to the firewall; there was an issue involving the firewall, yesterday, when trying to synchronize the fax machine. Supervisor Davidson pointed

out that the issue involved the new phone system. Mr. Kloptosky advised that the same phone system will be installed at The Village Center.

▪ **Discussion: Updates for Rules, Policies and Fees for all Amenity Facilities**

Discussion of this item resumed.

Supervisor Davidson referred to the following addition, on Page 8, and read:

*“(28) Bicycles and scooters must be parked in bike racks provided at all Amenity Facilities. Do not park or chain bicycles or scooters to entry gates, breeze way gates, light poles or parking lot signs. Bicycles and scooters should not be ridden or left in walkways, breeze ways or on pool decks at any time.”*

Supervisor Davidson referred to the following additions, on Page 12, and read:

*“(32) Washing or soaking bathing suits or articles of clothing in the hand sinks is strictly prohibited.”*

*“(33) Personal grooming of any kind is prohibited in pools.”*

*“(6) Personal grooming of any kind is prohibited in the spas.”*

Supervisor Davidson believed that it was not necessary to specify each act related to Items (33) and (6).

The following changes were made on Page 27:

Item 5: Insert “, or Patrons or Guests” after “Staff”

Item 6: Insert “or Patrons and Guests” after “staff”

Mr. Wrathell indicated that the public hearing would be held at the April meeting. Supervisor Gaeta suggested delaying publication of the Community Information Guide (CIG) until after the public hearing so that the new rules can be included. The Board agreed.

▪ **Washingtonian Palms and Potential Uses for 9<sup>th</sup> Green Site – Louise Leister**

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

Ms. Louise Leister, District Horticulturalist, recalled discussion about dead Washingtonian palm trees. Supervisor Lawrence noted that the Washingtonian palms were to be replaced with a different type of tree.

Ms. Leister believed that the transition should be gradual, on an as-needed basis, as the District should not spend \$1 million removing and replacing healthy trees. She stressed that certain areas contain healthy, beautiful Washingtonian palms that do not need to be removed; it

would be wasteful to remove those palms. The District should set a budget and allow Ms. Leister to remove the palms at a slower rate, on a sectional and as-needed basis. Ms. Leister noted that a greater issue is the wax myrtle epidemic, with trees covered with spiraling white fly and heartwood disease, etc. The wax myrtles are dying and being cut down; manageable turf is being installed, which will eliminate the need for vine removal in those areas, in the future.

In response to Supervisor Davidson's question, Ms. Leister stated that the vine removal budget item could be changed to "Firewise and diseased tree removal", as "Firewise" includes vine removal. Supervisor Davidson recommended "Diseased vegetation/Firewise removal". Ms. Leister pointed out that vine removal funds were used for both removal and replanting, where replanting was necessary. In response to Supervisor Smith's question, Ms. Leister indicated that palm tree trimming was included in the Austin Outdoor (Austin) landscape contract. Supervisor Smith questioned if the decision to eliminate the Washingtonian palms was motivated by the cost to maintain them. Ms. Leister confirmed that maintenance costs could have partly motivated the decision; however, the community would still have palm trees.

Supervisor Lawrence asked about the Washingtonian palms on Montague. Ms. Leister felt that the Washingtonian palms, at the end, by the park, could be removed and one specimen palm could be placed on each corner, creating a simple, attractive appearance. Each palm would cost \$2,500 to \$4,000. The corner of Montague would need Sabal palms or something behind the sign. Palm tree removal would be a one-day contracted job for Shaw's Tree Service, LLC (Shaw). Supervisor Lawrence requested that Montague be addressed within the next six months. Ms. Leister asked if the project was budgeted, as it was not part of the landscape budget. Supervisor Lawrence suggested performing the work from the newly renamed "Diseased vegetation/Firewise removal" budget line item. Ms. Leister was not in favor of paying for the Montague project from the "Diseased vegetation/Firewise removal" budget, as the palms on Montague were not dead or diseased; funds must be used from elsewhere or budgeted for Fiscal Year 2017. Supervisor Davidson urged Ms. Leister to suggest a name for the line item, which would also include trees that are not dead or diseased. Ms. Leister indicated that the Board could direct her to reserve a specified amount of the landscape budget for the Montague project. Ms. Leister will email an estimated budget for the Montague project to Mr. Kloptosky.

Supervisor Davidson asked if the current budget amount for "Diseased vegetation/Firewise removal" was sufficient. Ms. Leister advised that \$50,000 is currently



budgeted but she would welcome more. Ms. Leister discussed the status of various areas that require additional and future work. Supervisor Lawrence felt that it was not necessary to add to the \$75,000 landscape budget; the Board should deem the Montague project as a priority expenditure of the Fiscal Year 2017 landscape budget funds. Ms. Leister noted that, often, emergencies require use of the landscape rejuvenation funds so other projects must be deferred.

Supervisor Lawrence recalled that the District does not maintain the common areas behind homes. Ms. Leister stated that those areas are not typically maintained by the CDD; however, if there is danger of a tree falling, the tree is removed and paid from the \$25,000 landscape rejuvenation budget.

Ms. Leister discussed areas with Brazilian pepper issues.

In response to Supervisor Gaeta's question about working with Yellowstone Landscape (Yellowstone), since Austin transitioned to the new name, Ms. Leister confirmed that there was no difference since the name change; everything remained the same.

Regarding a "birding trail", Ms. Leister is developing ideas and obtaining proposals. The project primarily involves installing signage and benches.

Regarding potential uses for the 9<sup>th</sup> Green site, Ms. Leister stated that the Board must ask her questions related to what it wants. Supervisor Smith indicated that the topic arose because parts of the concrete golf cart path are on the property and will not be moved; therefore, the plan must be modified. Supervisor Smith questioned if a passive amenity was desired or an activity-oriented amenity. Ms. Leister advised that she is a designer and horticulturalist and not an engineer; the District should obtain an engineer's determination of what can occur. Mr. Wrathell concurred that a hardscape architect or engineer should mold Ms. Leister's initial concept into reality, based on the conditions. Mr. Kloptosky felt that a professional hardscape or landscape engineer should be hired to draft plans of what can be done on the property. Ms. Leister stressed that the Board must decide how it wants to use the property.

Discussion ensued regarding whether the soccer field is used or if it could be relocated or reduced in size.

Supervisor Smith questioned if the District should survey residents for usage ideas for the 9<sup>th</sup> Green site. Supervisor Lawrence preferred that the discussion begin with the Board. Supervisor Smith felt that, although residents might submit many ideas, it was the Board's responsibility to sort the ideas and decide from those ideas. Ms. Leister believed that, given the

size of the community, it should have an event area. Supervisor Davidson suggested that, at the next meeting, the Board begin developing a questionnaire for suggested uses. Supervisor Chiodo noted that the District should first obtain input from a hardscape engineer to determine any limitations of the property. Ms. Leister discussed potential components of an event area.

Ms. Leister advised that the next flower rotation would occur before Easter. Discussion ensued regarding flower selection, issues with deer eating vegetation, etc.

**\*\*\*The workshop recessed at 12:23 p.m.\*\*\***

**\*\*\*The workshop reconvened at 12:36 p.m.\*\*\***

▪ **November Election**

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

Supervisor Lawrence recommended that the District schedule a candidate’s night for the City Council/Mayoral candidates. Supervisor Gaeta suggested including the candidates for Sheriff, as well. It was noted that County candidates were not included in the previous candidate’s night. Supervisor Lawrence stated that the candidate’s night would include City Council and Sheriff candidates. Mr. Tom Byrne, a resident, previously served as moderator for candidate’s night. Supervisor Davidson added that CDD Board candidates would also be included, if any seats were contested. Supervisor Lawrence will coordinate with Mr. Byrne. The format will be the same as in the past.

**B. Discussion: Roadway Resurfacing**

• **BOS/Staff Observations Regarding Current Condition of Roads Scheduled for 2017 Road Resurfacing**

Supervisor Davidson and Mr. Kloptosky toured the community and agreed that most of the scheduled Fiscal Year 2016 road resurfacing work could be completed. With the exception of some cul-de-sacs and a few areas, it appeared that the work scheduled for Fiscal Year 2017 was not as necessary as the Fiscal Year 2016 work. Based on his observations and road conditions, Supervisor Davidson could not justify expending \$400,000 for the scheduled Fiscal Year 2017 work.

• **Resurfacing Project**

- **2016**
- **2017**
- **2016 and 2017**

Supervisor Lawrence asked if there would be cost savings by completing two years of work at one time and, if not completed now, how much would the costs escalate, if delayed.

Mr. Kloptosky indicated that, at the next meeting, the District Engineer would present a Request for Proposals scope of work. Mr. Wrathell favored obtaining bids for both the Fiscal Year 2016 and 2017 road projects so that the Board can determine whether to completed all of the work, at one time, or complete it in phases. Mr. Wrathell noted that factors that could cause a price escalation would be oil and fuel prices and contractor availability. Mr. Kloptosky pointed out that mobilizing once could lower the cost.

Supervisor Davidson wanted bids for the Fiscal Years 2016 and 2017 work, individually and a bid for performing the work scheduled for both years, together.

**C. Update: Business Plan Objectives**

Supervisor Lawrence stated that scheduling a candidate’s night was the next step in gaining political influence and showing the District’s political capital. He believed that the District’s property represents 9% of the total property in Palm Coast.

Supervisor Smith recommended obtaining the actual percentage of CDD voters compared to the total number of voters in recent elections because, as a community, the District might have more active voters than other areas of Palm Coast.

Mr. Wrathell directed Ms. Cerbone to contact the Flagler County Supervisor of Elections to obtain the total number of qualified electors in the CDD and the number that participated in the most recent election, as well as the total numbers for the City and County, for comparison purposes.

Supervisor Davidson indicated that Supervisor Gaeta’s objective “Improve Communications” will be discussed at the next meeting.

**SEVENTH ORDER OF BUSINESS**

**UPDATES: District Manager**

- **UPCOMING MEETING/WORKSHOP DATES**
  - **BOARD OF SUPERVISORS REGULAR MEETING**
    - **March 17, 2016 at 10:00 A.M.**
  - **COMMUNITY WORKSHOP**
    - **April 7, 2016 at 10:00 A.M.**

The next meeting will be held on March 17, 2016 at 10:00 a.m., at this location.

The next workshop will be held on April 7, 2016 at 10:00 a.m., at this location.

**EIGHTH ORDER OF BUSINESS**

**OPEN ITEMS**

Mr. Wrathell stated that Item E., 9<sup>th</sup> Green Park Plan, will be a discussion item on the next agenda.

Mr. Wrathell will ask Mr. Clark to provide an update on Item A., Traffic Light Bond Refund Cap, at the next meeting.

Supervisor Davidson noted that Mr. Clark should provide a final, working version of the Stormwater Obstructions Rule at the next meeting, as well as redlined pages of the Amenity Rules pages that were changed. Mr. Wrathell preferred to include the full, redlined version of the Amenity Rules, in the next agenda.

Supervisor Davidson announced that the CDD received its 2016 Firewise Community stickers and is Firewise registered again this year.

Supervisor Davidson stated that the publisher of The Observer plans to publish a Grand Haven edition of The Observer. It was noted that a reporter was assigned to Grand Haven and contacted the GHMA President, Communications Representative and The Oak Tree editor. The GHMA President informed the reporter that the matter should be considered by the entire GHMA Board, before he replied. The reporter was seeking topics for The Observer.

Supervisor Davidson believed that the publisher of The Observer contracted with HOAs in other communities to “take over” the local community publications. Additionally, the publisher requires those HOAs to pay a \$2,500 contribution, per quarter, to have The Observer published.

The GHMA Board feared that, essentially, a Grand Haven version of The Observer would become a hardcopy of Grand Haven Next Door. The GHMA has the ability to bar anyone, other than a GHMA Board Member, from attending a meeting; however, the CDD does not have the same authority.

**NINTH ORDER OF BUSINESS**

**SUPERVISORS’ REQUESTS**

Supervisor Smith noted an anonymous email regarding a light on a dock. Ms. Ledwich indicated that Southern States Management contacted the dock owner and the light was

unplugged. The owner will coordinate with the Architectural Design Committee (ADC) regarding reconnecting the light appropriately so that it does not affect residents across the Intercoastal.

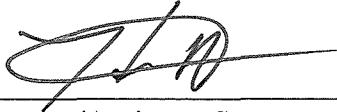
**TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

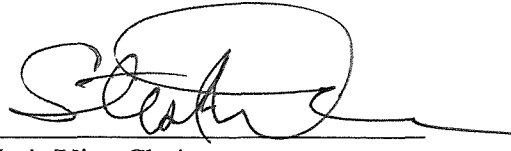
There being nothing further to discuss, the workshop adjourned.

**On MOTION by Supervisor Chiodo and seconded by Supervisor Lawrence, with all in favor, the workshop adjourned at 1:04 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair