

**MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Grand Haven Community Development District's Board of Supervisors was held on **Thursday, November 17, 2016** in the **Grand Haven Room, Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137** at **10:00 a.m.**

Present at the meeting were:

| | |
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| Dr. Stephen Davidson | Chair |
| Peter Chiodo | Vice Chair |
| Marie Gaeta | Assistant Secretary |
| Tom Lawrence | Assistant Secretary |
| Ray Smith | Assistant Secretary |

Also present were:

| | |
|------------------|--------------------------|
| Howard McGaffney | District Manager |
| Scott Clark | District Counsel |
| Jim Sullivan | District Engineer |
| Barry Kloptosky | Operations Manager |
| Robert Ross | Vesta/AMG |
| Ashley Higgins | Grand Haven CDD Office |
| Chris Towne | DRMP, Inc. |
| David Sowell | DRMP, Inc. |
| John Minton | DRMP, Inc. |
| Mick Richmond | Brame Heck Architects |
| Brenda Nichols | Allied Universal |
| Matthew Schwartz | Allied Universal |
| Louise Leister | Horticulturist |
| Al Lo Monaco | Resident |
| Jim Gallo | Resident |
| Rob Carlton | Resident, GHMA President |
| Ron Merlo | Resident |
| Frank Benham | Resident |
| David Reisman | Resident |
| Bob Hopkins | Resident |
| George Gaguzis | Resident |
| Morgan Evans | Resident |
| Cliff Hoffman | Resident |
| Kathleen Fuss | Resident |
| Alan Stantesly | Resident |

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

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

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

MODIFICATIONS TO AGENDA

The following items were modifications to the agenda:

- Operations Manager: Consideration of Annual Health Insurance Reimbursement Increase
- Tree Damage Update: Louise Leister, District Horticulturalist

FOURTH ORDER OF BUSINESS

PUBLIC COMMENTS *(3-Minute Rule; Non-Agenda Items)*

Mr. Alan Stantesly, a resident, stated that his backyard is adjacent to a preserve area. There were many damaged and fallen trees, due to Hurricane Matthew; one or two lay on the property line. Mr. Clark stated that, when a tree falls, as the result of a storm, removal is the responsibility of the property owner; Mr. Stantesly should remove the portions of the trees that fell onto his property; trees cannot be removed from the conservation preserve area. Mr. Stantesly was considering contacting the St. Johns River Water Management District (SJRWMD) to inquire about removing the portions of the trees also in the preserve area. Ms. Louise Leister, District Horticulturalist, stated that the SJRWMD does not allow trees to be removed from the natural areas; Mr. Stantesly may cut and remove portions of trees that landed on his property.

Mr. Cliff Hoffman, a resident, stated that the golf course removed all of the trees that fell on private property, adjacent to the golf course, even though it was not required. The CDD owned the preserve areas, not the SJRWMD, so the CDD should be responsible for safety. The District should evaluate the process of determining utilization of storm damage repair reserve funds and use them in a manner that is fair to residents. Supervisor Davidson stated that this issue was discussed three times and voted on, four to one, against spending public funds for work on private property, which is not allowed. The District is responsible for far more trees than the golf course. Ms. Leister stated that the magnitude of CDD trees that border resident properties

was astronomical; there were not sufficient funds for the CDD to address trees on private property. While the SJRWMD does not own the preserve area, it governs those areas and the District is prohibited from doing certain things in those areas. The specific area is a swamp and not accessible with machinery. Supervisor Davidson stated that, during Firewise work, it was determined that the specified area was not a fire threat, due to the swampy conditions. Supervisor Gaeta stated that the District could be in violation if it did work in the preserve area and, if work were performed, it would be necessary to impose a special assessment on the property owners. Supervisor Smith stated that he was in favor of the District removing those trees on private property and voiced his opinion that it would not be appropriate for the District to impose a special assessment; however, the matter was voted on and was not approved.

Mr. Bob Hopkins, a resident, stated that, last week, he and Mr. Fred Herman, a resident, sent each Board Member a detailed analysis of the history of responsibility for the sidewalks within the CDD. The research might lead to questions about current responsibility for sidewalk maintenance. Prior discussions did not adequately address the Development of Regional Impact (DRI) and specific deeds, as the deeds only became available on the County's website. Supervisor Smith responded to the email and met with Mr. Hopkins and Mr. Herman. Mr. Hopkins urged the Board to seek Supervisor Smith's opinion of the findings and conclusions.

FIFTH ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

▪ **DRMP: District Engineering Services**

Mr. Chris Towne, of DRMP, Inc., (DRMP), introduced Mr. David Sowell and Mr. John Minton, of DRMP, and Mr. Mick Richmond, of Brame Heck Architects, who is a consultant to DRMP. DRMP representatives gave a PowerPoint presentation that highlighted DRMP's history, personnel, experience, expertise and how DRMP could benefit the District with various projects. In response to questions, DRMP confirmed that they currently did not work with any CDDs but did, in the past. Regarding projects in the County and City, DRMP worked on a resurfacing project on County Road 305 and a road-widening project on Old Kings Highway. Discussion ensued regarding how subcontractors and consultants would be utilized and hired. Relative to construction, DRMP had experience managing roadway resurfacing, including milling, stormwater system retrofits, traffic signal design and installation; DRMP's design

expertise is diverse and extensive. Discussion ensued regarding DRMP's experience with the City's permit department and the District's past difficulties.

Discussion ensued regarding the District's midge fly issues in numerous ponds.

In response to Supervisor Lawrence's question, Mr. Towne discussed the process that DRMP would use to evaluate the CDD's roads and develop a resurfacing plan and timeline, including touring the community, cataloging the issues, prioritizing, developing plans and specifications for each section, etc.

Mr. Clark indicated that, normally, the District would be required to rank three firms and commence negotiations with the number one ranked firm; however, since DRMP was the only respondent to the Request for Proposals (RFP), each time it was advertised, the District can proceed with negotiations. Mr. Clark discussed his prior positive experience with DRMP, involving another CDD; DRMP is a well-established engineering firm.

Discussion ensued regarding hourly fees, travel costs, etc.

On MOTION by Supervisor Smith and seconded by Supervisor Lawrence, with all in favor, the DRMP, Inc., proposal for District Engineering Services, and authorizing District Staff to negotiate the terms and fees of the contract, and District Counsel to draft an agreement, were approved.

▪ **Allied Universal Security Services: Security Services Proposals**

Mr. Matthew Schwartz, Regional Vice President of Allied Universal (Allied), introduced Ms. Brenda Nichols, Division Manager of Allied, and reviewed the proposals for security services. In response to the Board's concerns about traffic backups, a proposal for the Advanced by Design, Inc. (ABDI) visitor management system was presented. The proposal included hardware and software necessary to operate the system. The ABDI system included 30 levels of administrative security, could generate over 75 types of reports, had an administrative module to enter and update resident data, a call authorization module enabling residents to call the system, use a pin number and leave a voice message, etc. With an ICMS module, guards could enter information, outside of the guardhouse, using an iPad. The proposal also included a printer to print passes with barcodes. The system carried a 36-month "Gold" warranty, which included unlimited servicing by ABDI, had nightly backups and the system could be operated remotely, if there was an issue with the system that required repair.

Discussion ensued regarding the functionality of the ABDI system. Supervisor Lawrence believed that a pin number system would be a challenge for residents. Mr. Schwartz stated that residents could select their own pin number. Supervisor Smith was pleased with Mr. Schwartz's presentation of a technology solution. The Board had questions about Allied's three-year proposal and the content. Mr. Schwartz stated that, with the technology solution, it might be possible to reduce or eliminate the cost for 25 hours per week for an additional guard, which was included in Allied's three-year proposal.

A Supervisor asked if the District's current hardware would be compatible with the ABDI system. Mr. Schwartz stated that ABDI preferred to install and utilize its own hardware, which would become the District's hardware.

Mr. Schwartz reviewed the costs and terms of the proposal included in the agenda.

In response to Ms. Higgins' question, Mr. Schwartz confirmed that the ABDI system would replace the current contact management system.

******Supervisor Lawrence stepped out of the meeting at approximately 11:10 a.m., and was absent from the vote on this item.******

On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with all in favor, the Allied Universal Security Services proposal, for three years, with an annual fixed rate of \$138,119.03, was approved.

******The meeting recessed at 11:15 a.m.******

******The meeting reconvened at 11:27 a.m.******

▪ **Tree Damage Update: Louise Leister, District Horticulturalist**

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

Ms. Leister provided an update of the tree damage and cleanup efforts. Many trees and areas must be cleared; progress was being made but it would take time. Several areas were completed. Two daily crews were scheduled to work in the community eight times during November and December. Supervisor Davidson stated that the daily rate for a crew was \$2,000; therefore, the cost would be \$4,000, each day that two crews worked. For eight days, the cost would be \$32,000. In response to a resident's emailed opinion that the hurricane was over one month ago and cleanup should be completed, Ms. Leister stated that cleanup efforts would extend into February. Some trees that were damaged but not yet dead would likely die and

would require removal. An e-blast should be sent stating that Hurricane Matthew was a catastrophic event, asking residents for patience, advising them that the work was being prioritized and explaining the upcoming work.

Supervisor Davidson presented photographs of other local communities and locations and stated that the District's cleanup progress was very good compared to other areas. Ms. Leister reiterated that the cleanup process would take several more months; tree removal and clearing were the first priorities.

Ms. Leister would prepare an e-blast for Supervisor Davidson's review. The e-blast should advise residents to report issues to the CDD office, rather than individual Supervisors.

Ms. Higgins discussed the Issue Tracker process utilized by the CDD office to track issues within the community, progress, completion, etc.

Regarding trees in the preserve that fell on CDD and private property, Supervisor Lawrence asked if, upon completion of the main tree clearing and cleanup, the District could trim or address portions of its trees remaining in the preserve. Ms. Leister and Supervisor Davidson stated that the preserve areas were not accessible and were too swampy for the equipment; clearing trees in those areas would require a helicopter to lift tree trunks, etc., which would be quite expensive.

Mr. Kloptosky received inquiries and questions from residents and some Supervisors regarding when the areas alongside the Esplanade walking path would be repaired and cleared. Supervisor Davidson stated that the area was golf course property and would not be cleared by the CDD. Mr. Kloptosky believed that a small portion belonged to the CDD.

SIXTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

A. APPROVAL OF UNAUDITED FINANCIAL STATEMENTS

i. Unaudited Financial Statements as of October 31, 2016

B. APPROVAL OF MEETING MINUTES

i. August 4, 2016 Community Workshop

ii. August 18, 2016 Regular Meeting

iii. September 1, 2016 Public Hearings and Regular Meeting

iv. September 15, 2016 Community Workshop

Mr. McGaffney presented Consent Agenda Items A and B for the Board's consideration. Revisions to the minutes were previously submitted to Management.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, Consent Agenda Items A and B, as amended, were approved.

C. RATIFICATION OF APPROVAL OF HURRICANE RECOVERY PROPOSALS AND INVOICES

An updated "Invoices" spreadsheet was distributed. Mr. McGaffney stated that the Board would ratify proposals and invoices for Hurricane Matthew recovery work. Mr. Kloptosky executed proposals for work and invoices were being received. The "Proposals" spreadsheet must be updated, as the only proposal that was not yet approved was the "Café Food Replacement" item. Proposals were pending for four replacement canopies, for approximately \$10,000, along with other minor repairs. Supervisor Davidson asked if the District would repair or replace curbstone, along the Esplanade walkway, which was damaged by two trees that fell. Mr. Kloptosky replied affirmatively.

Discussion ensued regarding reimbursing Vesta/AMG for the café food loss, due to Hurricane Matthew.

Regarding invoices from 4C's Trucking & Excavation (4C's), Mr. Clark stated that 4C's must still provide backup documentation, prior to payment, for documentation that must be submitted to the Federal Emergency Management Agency, for reimbursement.

*****Supervisor Lawrence was not present for the vote on this item.*****

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, payment of Hurricane Matthew recovery work invoices, totaling \$73,783, was ratified.

Discussion ensued regarding whether the District would reimburse Vesta/AMG for the food loss costs. As the café food was owned by Vesta/AMG, Supervisor Davidson suggested that Vesta/AMG obtain food spoilage insurance.

*****Supervisor Lawrence was not present for the vote on this item.*****

On MOTION by Supervisor Smith and seconded by Supervisor Gaeta, with all in favor, issuing a \$6,334.29 credit on the next Vesta/AMG invoice, was approved.

*****Supervisor Lawrence returned to the meeting at an unspecified time.*****

▪ **Operations Manager**

*****This item, previously Item 8C., was presented out of order.*****

Mr. Kloptosky stated that the "Proposals" spreadsheet, previously discussed, was an overview of the infrastructure damage repairs needed. Most work was underway; proposals were signed, materials were ordered, etc. During repairs, it was discovered that many streetlights were not properly installed and were below grade, which would be a continuing problem requiring streetlights to be replaced, in the future. Streetlight, fence and sign repairs and replacements were underway or would commence once the materials were received. The following was reported:

- Creekside: Minimal damages were repaired and there was no roof damage.
- The Village Center: Loose roof tiles were repaired.
- Tennis Courts: Resurfacing, relining and minor repairs were underway. Work, not including the fencing and lighting, should be completed by the end of the week.
- Tennis Court Fencing: Daytime play should be possible, during repairs, with only a few courts closed at a time.
- Tennis Court Fencing and Lighting: Both items were included in the Fiscal Year 2017 Capital Improvement Plan (CIP). Storm damage was separated from the entire CIP project; only the storm-damaged items were submitted to the insurance company.
 - ✓ Fence Replacement

Mr. Kloptosky stated that the fences on Courts 1, 2, 3 and 4 must be replaced. Fencing on Courts 5, 6 and 7 would be repaired.

On MOTION by Supervisor Lawrence and seconded by Supervisor Smith, with all in favor, the BAB Tennis Courts proposal to replace the fences on Courts 1, 2, 3 and 4, in the amount of \$39,500, was approved.

- ✓ Light Replacement/Repairs

Mr. Kloptosky stated that all of the tennis court light arms and heads would be replaced and LED lights would be installed. Five poles, lights and heads, on Courts 5, 6 and 7, were lost due to Hurricane Matthew, and would be replaced; these costs would be submitted for insurance reimbursement.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the NexStar Electrical Contractors, LLC proposals for \$80,890, for 28 light pole arms and LED lights, and \$11,870, for light poles, were approved.

Mr. Kloptosky stated that, once completed, everything on all of the courts would be new and/or repaired and have LED lights.

Supervisor Davidson summarized that the following expenditures were approved:

- ✓ \$39,500 for fencing
- ✓ \$80,890 and \$11,870 related to the light poles, arms and LED lights

Those items totaled \$132,260. Mr. Kloptosky stated that those projects were included in the CIP, with \$80,000 budgeted for one and \$85,000 budgeted for the other, which totals \$165,000 budgeted but only \$132,260 would be spent, some of which would be reimbursable.

Mr. Kloptosky stated that the Front Street North and South concrete road replacement project was completed. Curb and gutter repairs were underway. S.E. Cline Construction, Inc., (Cline), removed some curbs but the concrete subcontractor would not be available to pour the new curbs until after Thanksgiving, which would delay completion well past the anticipated completion date. Mr. Kloptosky alleged that upset residents went to Cline's office and/or called Cline's office, which he did not think was a good idea. Supervisor Davidson stated that the e-blast should advise against contacting Cline. Cline advised Mr. Kloptosky that their employees were being treated "poorly", by some residents, and Cline threatened to stop working in the community. In response to Supervisor Davidson's question, Mr. Clark stated that residents could be advised that this type of treatment could, potentially, cause a contractor to stop working in the community, which could cause further delays on future projects. Mr. Kloptosky and Ms. Higgins would prepare an e-blast, for Mr. Clark's review, to e-blast to residents of certain areas. In response to Supervisor Smith's question, Mr. Kloptosky stated that only a couple of residents were creating the issue. Cline informed Mr. Kloptosky that a resident, on Lakeview Lane, caused trouble for Cline and refused to allow Cline to do any curb work. Mr. Kloptosky stated that the curb was in the utility right-of-way (ROW); therefore, the District had the right to do whatever it wanted to do. Supervisor Davidson suggested that the resident be informed that the District was working within its rights, on the utility easement, to correct problems and, if the resident stood in the way, he would be subject to legal action. Supervisor Smith would discuss the matter with the resident and, if necessary, Mr. Clark would become involved. Mr. Kloptosky

stated that this issue was extending beyond the one resident and Cline was becoming very “disgusted” with the treatment and was considering halting the contract. In response to Supervisor Davidson’s question, Mr. Clark confirmed that the contractor could take action against a resident who was harassing them and creating a threatening workplace environment; law enforcement could be called and could cite the person for trespassing.

Mr. Kloptosky stated that the previous issue, including the increased water usage issue, and final payment to Blue Ribbon Pools, must be addressed. The water bills returned to normal; therefore, the issue was likely resolved. A representative would be invited to attend the December 15 meeting to discuss and resolve the matter.

- **District Engineer**

******This item, previously Item 8A., was presented out of order.******

Mr. Sullivan stated that the engineering items initiated at the last meeting were underway. Cline might need information for projects on Lakeview Lane and Creekside Drive. The information necessary for the Series 2014 bond issue was completed, for this fiscal year. This was Mr. Sullivan’s last meeting, as District Engineer.

- **District Counsel**

******This item, previously Item 8D., was presented out of order.******

Supervisor Davidson recalled that Ms. Higgins wanted a handout or something to post that explained the laws regarding trees.

- **District Manager**

******This item, previously Item 8E., was presented out of order.******

- i. **Upcoming Regular Meeting/Community Workshop/Dates**

- o **BOARD OF SUPERVISORS MEETING**

- **December 15, 2016 at 10:00 A.M.**

The next meeting will be held on December 15, 2016 at 10:00 a.m.

- o **COMMUNITY WORKSHOP**

- **January 5, 2017 at 10:00 A.M.**

The next workshop will be held on January 5, 2016 at 10:00 a.m.

- **Consideration of/Decision on: Resolution 2017-2, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2015 and Ending September 30, 2016; and Providing for an Effective Date**

******This item, previously Item 7C., was presented out of order.***

Mr. McGaffney presented Resolution 2017-2 for the Board's consideration. The amendment was necessary because the District's expenditures were over budget, primarily due to unbudgeted expenditures during Fiscal Year 2016. The amendment was also necessary to avoid a finding in the Fiscal Year 2016 audit. Fund balance would be used to offset the overage.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, Resolution 2017-2, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2015 and Ending September 30, 2016; and Providing for an Effective Date, was adopted.

▪ **District Counsel**

Discussion resumed regarding Mr. Clark's draft document explaining the laws regarding trees. Ms. Higgins was satisfied with the draft and suggested adding information related to Chapter 190, which does not allow public funds to be used for private property improvements. Mr. Clark would revise the document.

SEVENTH ORDER OF BUSINESS

BUSINESS ITEMS

A. Update: Hurricane Matthew Disaster Cleanup Operations

Supervisor Davidson reviewed photographs of Hurricane Matthew-related damage and cleanup efforts and discussed the post-storm activities and actions he took, in the interest of public safety, as CDD Chair.

Discussion ensued regarding the status of the CDD's and residents' cleanup efforts, recurring debris piles, etc.

Supervisor Davidson discussed and read from an article in the Daytona Beach News Journal, today, regarding reimbursements from the Federal Emergency Management Agency (FEMA) and potential additional reimbursement for entities that had a preexisting debris management plan, which the District had. Mr. Clark would review the FEMA specifications to determine if the District's debris management plan fit those specifications. A letter was published yesterday, in the Palm Coast News-Journal, regarding debris removal and questioning if the City of Palm Coast and Mr. Jim Langdon, City Manager, had a special interest in the Grand Haven community.

i. Thanks to CDD Staff

Supervisor Davidson read the following, into the record:

“Thank you -

CDD Staff Office – Ashley Higgins and Stacy Acrin: Computer and database preservation and startup, after storm, 100+ phone calls, insurance documentation and claim tracking, hazardous tree tracking

CDD Field Staff – Jeff Kilpatrick and Kyle George: Damage assessment, gate equipment preservation, reinstallation, pump house equipment preservation and start-up, irrigation line preservation and start-up, electrical issues and analysis of infrastructure

Vesta Amenity Staff – Robert Ross and all Office Staff and Facilitators: Amenity Center cleanup, café food removal and restocking, pool cleaning

Horticulturalist – Louise Leister: tree issues

Yellowstone Landscaping – David Gerkin and Crews: irrigation repairs, landscape debris cleanup

The Gate Store: Entry gate issues and analysis

WebWatchdogs – Matt Hathaway and Staff: security camera analysis

AlliedUniversal – Cindy Gartzke, Brenda Nichols and Main Gate Guard Staff: posted at guardhouse before power was restored to log in guest manually and answer questions

Electrical – Mark Lutze and Staff: electrical hazard issues

Aquatic Systems – David Cottrell and James: pond cleanup and fish kill cleanup

BAB Tennis Courts – Brian Bullock: repair of tennis courts

WHA, District Manager’s Office – Howard, Craig and Daphne: support

District Counsel – Scott Clark: legal advice

And all others, too numerous to mention.

All those folks deserve a fantastic thanks. They should all be part of the record and they were all involved.”

Supervisor Lawrence suggested that all CDD staff, including Mr. Kloptosky, be given a \$100 bonus.

On MOTION by Supervisor Lawrence and seconded by Supervisor Smith, with all in favor, authorizing \$100 bonuses for CDD staff, including Mr. Kloptosky, for their Hurricane Matthew recovery efforts, was approved.

Supervisor Gaeta commended Ms. Higgins for her work on the Community Information Guide.

Regarding improving disaster operations in the District, Supervisor Gaeta felt that, going forward, there should be communication between the Operations Manager and the Chair; the District could have done a better job of involving Mr. Kloptosky in the actions immediately following the storm. Supervisor Davidson stated that there were difficulties because he and Mr. Kloptosky were physically separated and unable to communicate well; he was thrust into the position of being in contact with various people. He was empowered to take actions and, once Mr. Kloptosky returned, it was apparent that he was occupied with his home, car and personal infrastructure damage from the hurricane.

Supervisor Smith noted that some residents did not receive information because they previously chose not to receive e-blasts. Supervisor Davidson suggested explaining to those residents why they might want to reconsider their decision against receiving e-blasts. Discussion ensued regarding ways to communicate emergency information to residents who declined to receive e-blasts.

For the next meeting, Supervisor Davidson requested that suggestions for what the District could have done better be provided and discussed.

B. Discussion: District Communications

i. Role/Responsibilities of Public Information/Public Relations Board Member

Supervisor Davidson recalled that, several years ago, he was designated as the CDD's Public Information/Public Relations Officer (PI/PR Officer) because he was involved in the Community Emergency Response Team (CERT), his experience in public speaking, public relations, writing, etc. As there was some criticism of his actions during Hurricane Matthew, Supervisor Davidson asked for input regarding whether he overstepped his position. Supervisor Chiodo voiced his opinion that Supervisor Davidson's actions, as the CDD's PI/PR Officer, were appropriate; he liked Supervisor Davidson's approach and branding of the communication flow. Supervisor Lawrence concurred with Supervisor Chiodo. Supervisor Gaeta concurred; the Hurricane Matthew communications were concise, appealed to residents who do not attend

meetings and information was provided in a well-reported format. Supervisor Gaeta felt that there must be communication about who is leaving and/or not available, who will answer phones, etc.; additionally, several people should be within the loop so that nothing is missed. Supervisor Smith felt that Supervisor Davidson should continue communication, as usual, and set aside the small number of criticisms. The Board was agreeable to Supervisor Davidson working with residents and annotating articles written by those residents and others.

Discussion ensued regarding designating a PI/PR Official backup.

ii. Methods of Communication

- **Existing**
 - **New Resident Intake**
 - ✓ **GHCDD**
 - ✓ **GHMA N2N**

Supervisor Davidson suggested including more information in the New Resident Packet. Ms. Higgins reviewed items that were included in the packet and confirmed that distribution of the Community Information Guide (CIG) was not part of the new resident registration process.

- **GHCDD Community Information Guide**
- **Local Publications (CDD Page in Oak Tree)**
- **GHCDD Website: <http://www.grandhavencdd.org/>**
- **E-Blast (CDD, AMG, GHMA)**
- **CDD Regular Meetings and Workshops**
 - ✓ **Staff Reports**
- **Direct Mail (197 Letter, Registration Update Postcard)**
- **Possibilities**
 - **Expanded Newsletter**
 - **Through the Air Communications (GRMS & FM)**
 - **“Evening with a Supervisor”**
 - **Social Media**

iii. Ad Hoc Committee Recommendations

Mr. Clark discussed the issues and requirements when establishing an ad hoc committee and the dangers of violating the Sunshine Laws. The prior and current recommendation was to establish an ad hoc fact finding group with a specific fact finding purpose and limited in duration

of the group. The task of the group could never be to give the Board a recommendation; the task would be to gather and report information.

Supervisor Davidson stated that the volunteers for the group submitted their forms and executed the Individual Volunteer Agreement and Statement of Understanding confirming their understanding of their volunteer service.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, establishing an Ad Hoc Communications Fact Finding Group, named *Through the Air Communications*, for six months/180 days, comprised of Mr. John Woika, Mr. Frank Benham, Mr. David Cox and Supervisor Davidson, as the CDD liaison, was approved.

▪ **Operations Manager: Consideration of Annual Health Insurance Reimbursement Increase**

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

Mr. McGaffney indicated that, upon renewal, Mr. Kloptosky's private health insurance coverage increased \$4,667.30, annually, over the previous term. In response to a question, Mr. McGaffney stated that Mr. Kloptosky could not switch to the CDD Employee health insurance plan until open enrollment in October.

On MOTION by Supervisor Gaeta and seconded by Supervisor Chiodo, with all in favor, a \$4,667.30 compensation increase to Mr. Kloptosky, above the previously approved amount, as reimbursement compensation for the purchase of private health insurance, was approved.

C. Consideration of/Decision on: Resolution 2017-2, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2015 and Ending September 30, 2016; and Providing for an Effective Date

This item was presented following the Sixth Order of Business.

D. Discussion: Fiscal Year 2017 Capital Plan

This item was not discussed.

- A. District Engineer**
This item was presented following the Sixth Order of Business.
- A. Amenity Manager**
There being no report, the next item followed.
- B. Operations Manager**
This item was presented following the Sixth Order of Business.
- C. District Counsel**
This item was presented following the Sixth Order of Business.
- D. District Manager**
 - ii. Upcoming Regular Meeting/Community Workshop/Dates**
 - **BOARD OF SUPERVISORS MEETING**
 - **December 15, 2016 at 10:00 A.M.**
 - **COMMUNITY WORKSHOP**
 - **January 5, 2016 at 10:00 A.M.**

This item was presented following the Sixth Order of Business.

NINTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

TENTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Smith recalled that the Board received an email about the sidewalks, along with numerous attachments. He requested a one-page bullet point summary from those that sent the email but did not receive it. Supervisor Smith wanted to work on this matter, as he felt that it warranted attention from the Board. Supervisor Davidson asked if the intention of the email was that homeowners do not own the sidewalks. Supervisor Smith stated that the intention was that the CDD owns the sidewalks and should be responsible for maintenance. Supervisor Davidson stated that residents would pay for sidewalk maintenance either on their own or through potentially increased CDD assessments. Supervisor Gaeta stated that this topic has been building but it was determined that nothing could be done; she questioned if Supervisor Smith could stir up a situation that was previously decided was not part of the CDD's responsibility. Supervisor Smith stated that he viewed information in the email that he did not previously view; therefore, he wanted to pursue it further to determine if it merited review by District Counsel.

Supervisor Davidson felt that the only reason District Counsel should address this matter, again, would be if the homeowners filed a lawsuit against the District. Supervisor Lawrence supported further research but residents should not be optimistic that the Board would change its position.

Mr. David Reisman, a resident, voiced his opinion that the cost to residents for private sidewalk maintenance was double what it would cost the CDD. In response to Mr. Reisman's comment that District Counsel issued an opinion that the CDD was responsible for sidewalk maintenance, Supervisor Gaeta clarified that District Counsel's opinion was related solely to Wild Oaks. Mr. Reisman disagreed.

Supervisor Lawrence was notified that a high-end RV park was being planned near Palm Coast Plantation. The developer offered to give a presentation to the Board and residents. Supervisor Davidson felt that a presentation would be beneficial.

ELEVENTH ORDER OF BUSINESS

ADJOURNMENT

There being no further business to discuss, the meeting adjourned.

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the meeting adjourned at 2:30 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair