

**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, November 3, 2016 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:**

Howard McGaffney	District Manager
Robert Ross	Vesta/AMG
Ashley Higgins	Grand Haven CDD Office
Rob Carlton	Resident, GHMA President
Jim Gallo	Resident
Al Lo Monaco	Resident
Rick Sabol	Resident
Morgan Evans	Resident
Ron Merlo	Resident
MC Jackson	Resident
Don Plunkett	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:02 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:

- Addition of “Public Comments” during the workshop, due to Hurricane Matthew  
Comments would be allowed during discussion of each topic, with the Board discussion commencing first, followed by public comment on the topic.
- Discussion: Fiscal Year 2017 Capital Improvement Plan (CIP)
- Discussion: Midge Flies
- Discussion: Montague Pedestrian Walkway Bridge, Owned by the Golf Course

**FOURTH ORDER OF BUSINESS**

**UPDATES: Amenity Manager**

Mr. McGaffney stated that, due to Hurricane Matthew, the café incurred a \$6,300 food loss. Mr. Ross would provide an itemized list of lost items. Mr. Clark would confer with the District’s insurance carrier regarding whether the food loss would be covered under the District’s insurance. Vesta/AMG owned the food that was lost but the District owned the equipment that stored the food.

**FIFTH ORDER OF BUSINESS**

**UPDATES: Operations Manager**

Ms. Higgins presented proposals from BAB Tennis Courts (BAB), for \$2,650, for light pole and fixture removal and \$25,025, for resurfacing. With a \$1,000 credit from BAB, the total contract price would be \$27,675. The resurfacing work would take a couple of weeks to complete. A proposal from NexStar, for LED lights at the tennis courts, would be presented at the next meeting. The tennis court fence proposal should be received by the next meeting. Mr. Ross confirmed that, following the resurfacing work, the tennis courts could be reopened without the new fence.

Ms. Higgins stated that the roofing contractor inspected the roofs at The Village Center and Creekside; there was no damage. S.E. Cline Construction (Cline) was proceeding with the curb and gutter repair project. The concrete road repair at North and South Front Street was completed.

Ms. Higgins distributed a list of proposals and invoices related to Hurricane Matthew damage. The proposals totaled \$63,380.37, less \$5,950 already paid, for an outstanding total of \$57,430.37. The invoices, including 4C’s Trucking & Excavation, Inc. (4C’s) work, totaled

\$279,125; the total, not including 4C's, was \$38,723. The \$57,430.37 and \$38,723 amounts, totaling \$96,153.37, were related to infrastructure and might be partially covered by insurance. The proposals portion included reimbursement to Vesta/AMG for the food loss. Supervisor Lawrence stated that the proposals and invoices total of \$342,505.37 was the amount spent, to date, due to Hurricane Matthew damage, and new expenses were expected. The District had \$500,000 in reserves budgeted for disaster, which must be replenished. Insurance and Federal Emergency Management Agency (FEMA) funds received could reduce the amount that must be replenished. Supervisor Chiodo stated that the Church's Stump Grinding expense of approximately \$6,000 might be listed on both the proposals and invoices lists.

Discussion ensued regarding the total Hurricane Matthew costs, to date. Supervisor Davidson stated that, in addition to the damage costs, District Counsel billed approximately \$15,000 related to negotiating contracts. In response to Supervisor Davidson's question, Ms. Higgins confirmed that additional infrastructure expenses were anticipated.

Supervisor Davidson stated that 4C's charged less and performed the cleanup work sooner than Crowder Gulf would have, under the District's agreement with them, and suggested that, going forward, the District contract with 4C's for disaster debris removal services.

Ms. Higgins stated that the tennis court lights, canopies and fencing costs could be significant, which could bring the total costs related to Hurricane Matthew to over \$400,000.

Ms. Higgins discussed issues with Waste Pro's random pickup services. Residents were told that Waste Pro would return and they should call Waste Pro.

## **SIXTH ORDER OF BUSINESS**

## **DISCUSSION ITEMS**

### **A. Update: Hurricane Matthew Disaster Cleanup Operations**

Supervisor Davidson stated that Ms. Chelsea Barney, of 4C's, advised him that it would take about one week, working full time, to complete the remaining cleanup for the entire District. That cleanup would be on private property so it would not be reimbursable by FEMA. The City planned debris pickups between now and Christmas. The City was originally under the misconception that the District was a private community so it would not be included in the City's debris pickup program. The issue was discussed with the Mayor-elect, a City representative and a Councilman, as the District did not have private roads; therefore, the City was obligated to include the District in its cleanup plans. The City notified Supervisor Davidson that the District

would be included in the debris pickups, by Waste Pro, and the District entered into an agreement with the City. Supervisor Davidson stated that people in the District and the City were having landscape work performed and disposing of their non hurricane-related debris with the Hurricane Matthew debris pickups, which was overwhelming the cleanup efforts and causing it to take longer. Residents should be notified that, if the agreement is cancelled, the District must arrange for the cleanup, which could result in property owners being billed for cleanup on their private property. There were issues with residents and private contractors hired by residents piling and dumping debris on vacant lots and CDD property.

Dr. Rob Carlton, GHMA President, voiced his opinion that there was no way to determine and document that debris was not related to Hurricane Matthew. Notification of the situation should be disseminated by the CDD and the GHMA would join in communicating it because, enforcement would eventually become the GHMA's responsibility. Supervisor Davidson stated that the City's Code Enforcement suspended all enforcement until December. Dr. Carlton stated that Code Enforcement had never been involved with enforcement in the community. Discussion ensued regarding the GHMA's trash policies, setting a deadline for Hurricane Matthew debris pickup, illegal debris disposal on CDD property, costs already incurred for Hurricane Matthew cleanup and damage repairs, potential GHMA fines to property owners for debris left after the deadline and communicating the information to residents. Hurricane Matthew debris removal by Waste Pro would end on November 30 and, effective December 1, debris removal from private property would be the property owners' responsibility. Supervisor Lawrence stated that residents might be under the misconception that debris disposed of on CDD property would be cleared, by FEMA, at no cost, which is incorrect; residents should be informed that the District must pay for removal of that debris. A proposal for removal of debris on CDD property would be obtained.

Mr. McGaffney would draft an e-blast, for dissemination after CDD property is cleared, advising residents not to dump debris on CDD property. Supervisor Davidson and Dr. Carlton would draft an e-blast to residents, to be disseminated by the CDD, GHMA, etc. Discussion ensued regarding information to be included in the e-blast.

Supervisor Smith referred to an email that he sent to Mr. Kloptosky regarding a downed tree on Jasmine. The root ball and two-thirds of the tree were in a natural area of CDD property but one-third was in a resident's backyard. Supervisor Smith suggested that the CDD remove the

tree and request that the resident pay the costs for removal of the portion on their property. Supervisor Gaeta recalled that, at the last meeting, Ms. Louise Leister, District Horticulturalist, and District Counsel stated that the resident was responsible for removal of any portion of the tree that lands on their property. Supervisor Davidson read from an email from Ms. Leister regarding the reasons the CDD does not remove downed trees, etc., from the CDD's natural areas, prioritizing removal of trees that pose a danger and reinforcing that the CDD would not be responsible for removal of trees, branches, etc., from private property. Ms. Higgins confirmed that Ms. Leister inspected the tree on Jasmine and advised that, if the homeowner wanted to, they could remove the portion of the tree, on their property, at their expense; however, the CDD would not remove the portion on CDD property. Supervisor Smith stated that the resident offered to have the tree cut down and removed and wanted the CDD to contribute \$500 toward the cost. Supervisor Davidson stated that the resident would not be allowed to have the tree cut down and removed because it is on CDD property; they could remove the branches on their property. Supervisor Smith would respond to the resident.

- **Discussion: Midge Flies**

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

Supervisor Smith presented a memorandum and signatures from residents around Lake 2 requesting that the District take steps to alleviate the midge fly issue. Ms. Higgins stated that 500 fish were stocked in Lake 2, in May. Supervisor Smith stated that the pond was aerated but residents felt that it previously had more aeration. The aerator heads may need to be cleaned and the oxygen level should be tested. The fish may need time to mature. Discussion ensued regarding areas with midge fly issues.

- **Discussion: Montague Pedestrian Walkway Bridge, Owned by the Golf Course**

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

Regarding a resident email about a debris issue on the Montague Bridge walkway, Supervisor Chiodo forwarded the email to Mr. Kloptosky. Supervisor Gaeta spoke to the resident and she would discuss the matter with Mr. Kloptosky to determine if the issues were being addressed. Supervisor Lawrence stated that this was a golf course issue and cautioned against the District becoming involved. Supervisor Gaeta explained to the resident that the only thing the District could do was notify Escalante Golf (Escalante) of the issue.

Discussion ensued regarding obstructions that private contractors, hired by residents, piled on the Esplanade walkway and bench areas. Supervisor Lawrence suggested notifying those residents that their contractors placed debris on the Esplanade, for which they were responsible for removal and, if not removed, the District would remove it and bill them.

Discussion ensued regarding the poor condition of the bridge. The bridge was the golf course's responsibility.

**\*\*\*The workshop recessed at 11:52 a.m.\*\*\***

**\*\*\*The workshop reconvened at 12:05 p.m.\*\*\***

**B. Discussion: JCPCDD Newsletter**

Supervisor Davidson stated that the Julington Creek Plantation CDD (JCPCDD) newsletter was a sample CDD communication.

Communications should be included as a discussion item on the next agenda, with Newsletter and Through the Air, as sub items to Communications.

The JCPCDD newsletter should not be included in future agendas.

Supervisor Davidson suggested that Supervisors read the Neighbor to Neighbor, new resident information packet distributed by the CDD office and the Community Information Guide.

**C. Discussion: Through the Air Communications**

Supervisor Davidson stated that an ad hoc committee would be formed. Mr. David Cox, Mr. Frank Benham and Mr. John Woika were recommended for the committee. The concept was to create a low power FM radio station. The Federal Communications Commission (FCC) requires eight hours of local broadcasting, per day; the information could be live or a loop of the same information, each day, or a combination. A radio station could be beneficial, in emergencies, as a way to communicate information to residents. Discussion ensued regarding obtaining a broadcasting license from the FCC, equipment necessary to operate a radio station, the approximate cost, etc. Another option was for the District to obtain its own General Mobile Radio Service (GMRS) radio system, which would not require a license. A GMRS radio system would cost a lot less than a FM radio station. Discussion ensued regarding the benefits of a GMRS radio system. If a two-way GMRS is used to broadcast, a family license, valid for five years, must be obtained from the FCC. Supervisor Davidson suggested that Supervisors and some staff have two-way GMRS systems and obtain licenses.

**D. Discussion: Allied Universal Security Services Proposals**

- **Option 1**
- **Option 2**

Supervisor Davidson stated that new versions of Options 1 and 2 were distributed, as the two in the agenda were identical. Option 1 was \$136,106.38 and Option 2 was \$138,119.03. The rate for Option 2 would be fixed, for three years and Option 1 would have a 2% increase, annually. Supervisor Lawrence felt that, if the District currently pays \$117,860, this would be a large increase. Supervisor Davidson stated that the base rate, without a second guard 40 hours per week, was \$108,373.85. Considering the additional cost for a second guard, under the current contract, the new contract price might be less.

Allied Universal Security Services would give a presentation at the next meeting.

**▪ Discussion: Fiscal Year 2017 Capital Improvement Plan (CIP)**

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

Supervisor Lawrence distributed the Fiscal Year 2017 Capital Improvement Plan (CIP) projects list, which denoted projects that should be approved. Mr. McGaffney stated that, as work is performed and completed, the expenditures would be ratified, via a consent agenda item, at a regular meeting. Supervisor Lawrence recommended proceeding with the following:

- Landscape rejuvenation and vine removal
- Repair Front Street monument signs
- Replace rotting wooden signs on Waterside Parkway
- Replace steel streetlights with terminal rust
- Repair The Village Center stucco
- Replace tennis court fence posts (rust/safety) and fence
- Change 40 tennis court lights to LED
- Replace three computers at The Village Center office
- Replace one piece of gym equipment
- Resurface The Village Center basketball court
- Replace one A/C unit (if necessary)

Completion of the projects would total approximately \$530,000.

Mr. McGaffney discussed the impact of Hurricane Matthew expenses on the District’s fund balance. Supervisor Lawrence stated that, in addition to the \$500,000 budgeted for disaster recovery, the District still had approximately \$1,400,000 of unassigned fund balance.

Discussion ensued regarding fund balance, using funds previously used to pay bond debt to replenish reserves, once the bond is paid off, possible reduction in the road project costs, etc.

Supervisor Smith asked if it would be possible to obtain a line of credit, should there be another disaster. Mr. McGaffney replied affirmatively; however, it would be a high interest rate note at a rate of possibly 7.5% to 8% and require going through the credit rating process.

**SEVENTH ORDER OF BUSINESS**

**UPDATES: District Manager**

- **UPCOMING MEETING DATES**
  - **BOARD OF SUPERVISORS REGULAR MEETINGS**
    - **November 17, 2016 at 10:00 A.M.**
    - **December 15, 2016 at 10:00 A.M.**

Mr. McGaffney stated that the next meetings will be held on November 17 and December 15, 2016 at 10:00 a.m., at this location.

**EIGHTH ORDER OF BUSINESS**

**OPEN ITEMS**

The following changes were made:

- Delete Item H: “Wooden Walkway”
- Add: “CDD Parcels Along Esplanade”
- Add: “Café Expansion”

**NINTH ORDER OF BUSINESS**

**SUPERVISORS’ REQUESTS**

There being no Supervisors’ requests, the next item followed.

**TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being nothing further to discuss, the workshop adjourned.



**On MOTION by Supervisor Gaeta and seconded by Supervisor Chiodo, with all in favor, the workshop adjourned at 12:59 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair