

**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 2, 2017 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 ( <i>via telephone</i> )	Chair
Pete Chiodo	Vice Chair
Marie Gaeta	Assistant Secretary
Tom Lawrence	Assistant Secretary
Ray Smith	Assistant Secretary

**Also present were:**

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Ashley Higgins	Grand Haven CDD Office
Rob Carlton	Resident, GHMA President
Jim Gallo	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 Supervisors Chiodo, Gaeta, Smith and Lawrence were present, in person. Supervisor Davidson was attending via telephone.

**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:

- UPDATE: Pond 19 Fish Stocking
- UPDATE: Crossings Trash Issue

**FOURTH ORDER OF BUSINESS**

**UPDATES: Amenity Manager**

There being no report, the next item followed.

**FIFTH ORDER OF BUSINESS**

**UPDATES: Operations Manager**

Mr. Kloptosky presented a \$950 proposal for The Village Center fountain repair. In response to Supervisor Chiodo's question, Mr. Kloptosky stated that the proposal was for the existing stone; if new stone was necessary, the stones around the entire perimeter must be replaced, which would increase the price. Supervisor Gaeta asked if the repair was covered by the bus company's insurance company. Mr. Kloptosky stated that the bus company accepted responsibility because the bus was damaged and would pay for the damage. Mr. Kloptosky would send an invoice once, the fountain was repaired.

Regarding the Marlin Drive pump house electronics issue, the variable frequency drive (VFD) was replaced, for \$5,200. The system was operating and water was flowing. Florida Power & Light (FPL) engineers were on site with the pump house contractor, M and M Sales-Service, LLC (M&M). After the last meeting, it was discovered that eight contactors and three thermal units were bad, due to the variable frequency drive (VFD) failure, and Mr. Kloptosky approved a proposal for \$6,435. The total cost of the Marlin Drive pump house repairs was \$11,635. The CDD was responsible for 25%, or \$2,908.75, and the golf course was responsible for 75%. In response to Supervisor Chiodo's question, Mr. Kloptosky stated that FPL was performing an analysis to determine the cause. Supervisor Lawrence stated that FPL should be responsible for a portion of the cost, if FPL was at fault. In response to Supervisor Lawrence's question, Mr. Kloptosky stated that surge protection was considered but was not a viable option.

Mr. Kloptosky approved a \$2,975 proposal from Mr. Maurice Bushroe, of Blue Ribbon Pools (Blue Ribbon) to repair two outside corner walls and grates on the bottom of The Village Center pool. The pool must be closed for three to four days, possibly, within the next several weeks. Mr. Ross would notify the community. Mr. Kloptosky was concerned about replacing tile and refinishing the surface because the new tile and surface would not match. For \$3,000, Mr. Bushroe could acid wash the entire pool, which would smooth the surface and make it uniform; however, in three or four years, the pool would be resurfaced and all of the tile would be replaced. A determination would be made once the pool was completed.

Regarding The Village Center stucco repair project, Mr. Kloptosky met with United Engineering Consultants (UEC); a water intrusion repair contractor. UEC suggested that an architectural firm review the plans and incorporate UEC's water intrusion repair recommendations. Mr. Kloptosky was scheduling an on-site meeting with the architectural firm and hoped that UEC could amend the drawings and the scope to match what was necessary. Supervisor Gaeta asked if Mr. Kloptosky recommended no longer working with Terracon Consultants, Inc. (Terracon). Mr. Kloptosky stated that Terracon would complete Phase 1 but Phase 2 was undetermined. He had concerns about Terracon's scope and field of expertise. Supervisor Chiodo stated that Mr. Kloptosky should proceed with the next step, if it was within his spending authority of \$10,000. Discussion ensued.

Mr. Kloptosky reviewed the Capital Improvement Plan with the new District Engineer, Mr. David Sowell, of DRMP, Inc. (DRMP), who was working on Lakeview Lane and Creekside Drive. Mr. Kloptosky sent the existing Road Resurfacing Plan (RRP) to Mr. Sowell, along with photos of existing streets, a priority list for repair and the District Horticulturalist's initial plan for the 9<sup>th</sup> Green Park to determine if Mr. Sowell agreed. Mr. Kloptosky planned to have Mr. Sowell attend the next meeting to discuss his conclusions and provide a three-year projection and cost analysis.

Mr. Kloptosky stated that The Village Center tennis court fence repairs, on Courts 1 and 2, were completed and repairs on Courts 3, 4, 5, 6 and 7 were proceeding. The dumpster enclosure was repaired and the fence on the basketball court was being repaired. In response to Supervisor Chiodo's question, Mr. Kloptosky stated that LED lights were installed and functioning and there were no complaints; the LED lights freed up power in the service panel for the south end of the facility. An electrician must redo the panel.

Mr. Kloptosky stated that awnings were installed at the north and south ends of The Village Center bocce ball courts. The columns were scheduled to be installed tomorrow. The awnings on the tennis courts, destroyed by the hurricane, would be replaced with the same color awnings, within the next week or two. Supervisor Smith noted that the awnings were in poor condition before the hurricane. In response to Supervisor Chiodo's question, Mr. Kloptosky spoke with Mr. John Nettles, the insurance company representative, who was finalizing the claim, even though all invoices were not received and projects were ongoing. Mr. Nettles received all proposals. Mr. McGaffney would have a conference call with the Federal

Emergency Management Agency (FEMA) tomorrow. In response to Supervisor Lawrence's question, Supervisor Chiodo stated that the insurance claim was \$100,000 and the FEMA claim was \$300,000. Ms. Higgins confirmed that the total amount of all invoices was \$388,000; \$244,000 was from 4C's Trucking and Excavating Company (4C's). Mr. Kloptosky stated that the amount included Staff reimbursements for time spent.

In response to Supervisor Lawrence's question, Mr. Kloptosky was searching for contractors to provide proposals for the restroom refurbishments.

- **UPDATE: Pond 19 Fish Stocking**

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

Mr. Kloptosky received an \$890 proposal from Aquatic Systems Inc., (ASI), to stock 1,300 shellcracker fish in Pond 19; there being no objections, Mr. Kloptosky would proceed. Regarding aeration, an oxygen reading of 6.5 was measured, which was good but the water level was low and the temperature was high. Another test would be conducted next month. Changes in the pond would support midge activity but, once the oxygen level drops, the aerator should be running. Mr. Kloptosky received a \$1,232.61 quote from Vertex for Pond 19 aeration equipment repairs. Equipment in the box must be replaced. Waiting until the oxygen level was low may kill fish. Mr. Kloptosky stated that there was an ongoing expense with FPL to run the aerator.

- **Discussion: CDD Memorial Recognition & Guidelines**

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

Mr. Kloptosky contacted Acme Supply about wall plaques. Prices range from \$100 to \$1,000. Supervisor Gaeta wanted the plaque for a former CDD Board Member who passed away. Supervisor Chiodo requested a proposal for a plaque for the Grand Haven Room. Mr. McGaffney asked Mr. Kloptosky to send the proposal and pictures to Management for inclusion in the next agenda. Supervisor Lawrence stated that deceased former Board Members would be commemorated on the plaque.

- **UPDATES: Crossings Trash Issue**

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

Mr. Kloptosky recalled that, two to three years ago, a bench and trash can were placed in The Crossings, by Pond 20. The trash can was removed on Monday because residents, in The Crossings, were using it to dispose of pet waste. Supervisor Lawrence suggested sending a letter to The Crossings residents explaining why the trash can was removed and that it would be

returned, once the unacceptable behavior stopped. Supervisor Davidson suggested an e-blast, versus letters, and that Mr. Kloptosky obtain proposals for a wireless camera and heavy-duty industrial drum liners for the trash can. Mr. McGaffney recommended installing a doggy waste station. Mr. Clark was asked to research if the CDD could install wireless cameras. This item would be placed on the next agenda.

Supervisor Lawrence asked about collection of oak leaves, as leaves were blowing into the ponds. Mr. Kloptosky stated that, for \$4,000, Yellowstone Landscaping (Yellowstone) could blow leaves from the curb, onto the grass and a mower would turn the leaves into mulch. Supervisor Gaeta stated that this was not a CDD issue. Mr. Jim Gallo, a resident, stated that the GHMA’s contractor placed the leaves into bags and removed them.

Supervisor Lawrence stated that the last newsletter did not include any CDD business. Dr. Rob Carlton, a resident and GHMA President, stated that the deadline for the next newsletter would be April 15.

**SIXTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

**A. Discussion: Options to Pay Back the Hurricane Fund**

**i. Disaster Recovery**

- **Debt Service Fund**
  - **Series 2004**
  - **Series 2008**

Mr. McGaffney stated that the total hurricane expenditures were \$388,000, to date. Paying back \$500,000 into the Hurricane Fund would cost each resident \$262, through an assessment. Supervisor Lawrence requested tabling this item until the three-year road plan was finalized.

Discussion ensued regarding options, such as extending the time when the bonds would be paid off, utilizing \$1.5 million in “Unreserved” funds and budgeting for a Category 4 hurricane. Mr. McGaffney would prepare a plan for rebuilding the Hurricane Fund, based on reimbursements from FEMA and the current Fund Balance, for the March meeting.

**B. Discussion: CDD Memorial Recognition & Guidelines**

This item was discussed following the Fifth Order of Business.

**SEVENTH ORDER OF BUSINESS****UPDATES: District Manager**

- **UPCOMING MEETING/WORKSHOP DATES**

- **March 16, 2017 at 10:00 A.M. [REGULAR MEETING]**

Mr. McGaffney stated that the next meeting will be held on March 16, 2017 at 10:00 a.m., at this location.

Supervisor Chiodo would arrive late.

- **April 6, 2017 at 10:00 A.M. [COMMUNITY WORKSHOP]**

Mr. McGaffney stated that the next workshop will be held on April 6, 2017 at 10:00 a.m., at this location.

Supervisor Davidson stated that the Ad-Hoc Committee was meeting, between this meeting and the Regular Meeting, to discuss proposals and ideas for the repeater, antenna and generator, and would present their findings at the March meeting. Mr. Kloptosky was asked to obtain proposals for different sizes of generators and for the electrician to run power to The Village Center and Grand Haven Room, to operate lights and the ceiling fan. Supervisor Lawrence requested that vendors' roles and responsibilities be included in this discussion. Supervisor Davidson would meet with Dr. Carlton to discuss communication between the CDD and GHMA. Mr. McGaffney suggested placing these items on the workshop agenda, to allow time for all parties to collect information. The Board agreed. Supervisor Lawrence asked Supervisor Davidson to address the lessons learned from Hurricane Matthew, including what worked and did not work, and suggestions for improvement.

Supervisor Lawrence asked if Supervisor Chiodo spoke with the City about the bushes. Supervisor Chiodo emailed the City but did not receive a response.

- **Discussion: CDD Memorial Recognition & Guidelines**

Discussion returned to Item 6B. Supervisor Lawrence was opposed to memorializing a Supervisor that disgraced the community on a plaque or anywhere in the community. The following selection criteria suggestions were made:

- A majority vote to bestow the honor to any CDD Board Member.
- A CDD Supervisor who contributed something that brings value to the CDD.
- A formal written recommendation from a resident or Board Member, which must be unanimously approved by the Board.
- A CDD Supervisor who provided exceptional service to the District.

After further discussion, Supervisor Lawrence requested that this item be withdrawn. The Board requested that this item be added to the Open Items List for further discussion.

**EIGHTH ORDER OF BUSINESS**

**OPEN ITEMS**

This item was discussed during the Ninth Order of Business.

**NINTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Davidson received the Wildfire Community recognition for 2017 documentation and would provide to Mr. Kloptosky. The bottom of the sign says "Residents Reducing Wildfire Risk".

▪ **OPEN ITEMS**

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

The following items would be included on the March agenda:

- Discussion: The Crossings pet waste solutions
- Ad-Hoc Committee findings and presentation
- Hurricane Fund pay back methodology
- Roadway presentation

The following item would be included on the workshop agenda:

- Roles and responsibilities during disaster.

**TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being nothing further to discuss, the workshop adjourned.

**On MOTION by Supervisor Chiodo and seconded by Supervisor Gaeta, with all in favor, the workshop adjourned at 11:30 a.m.**

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Secretary/Assistant Secretary

A handwritten signature in black ink, featuring a large, stylized initial 'S' followed by a horizontal line extending to the right.

Chair/Vice Chair