

**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, May 4, 2017, 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
Peter Chiodo	Vice Chair
Marie Gaeta	Assistant Secretary
Tom Lawrence	Assistant Secretary
Ray Smith	Assistant Secretary

Also present were:

Howard McGaffney	District Manager
Craig Wrathell	Wrathell, Hunt and Associates, LLC
Scott Clark (<i>via telephone</i>)	District Counsel
David Sowell	District Engineer
Barry Kloptosky	Operations Manager
Robert Ross	Vesta/AMG
Roy Deary	Vesta/AMG
Jay King	Vesta/AMG
Ashley Higgins	Grand Haven CDD Office
Louise Leister	Horticultural Consultant
John Woika	Resident
Jim Gallo	Resident
Ron Merlo	Resident
Vic Natiello	Resident
Rob Carlton	Resident
Chip Howden	Resident
Kathleen Fuss	Resident
Morgan Evans	Resident
Glenn Gi_____	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the workshop to order at 10:23 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

MODIFICATIONS TO AGENDA

There were no modifications to the agenda.

FOURTH ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

A. Ad Hoc Fact Finding Group: *Through the Air Communications Update*

This item was presented following Item 4B.

B. Louise Leister: *District Horticulturalist Update*

Ms. Leister distributed a letter from Yellowstone Landscape (Yellowstone), which indicated Yellowstone’s intent to maintain the current price, for a one-year renewal. She was reviewing and modifying the existing Request for Proposals (RFP) for Landscaping Services to reflect the District’s current needs.

Ms. Leister reported the following:

- Damage caused by Hurricane Matthew quashed the Fiscal Year 2017 landscaping plans.
- Street tree pruning commenced but was behind, due to continuing issues related to Hurricane Matthew and Firewise.
- Trees were removed at the bocce ball court and would be replaced with tall urn planters to mark the bocce ball and croquet court entrance. Crape myrtles would be removed.
- The back of the community was cleaned up.
- Sod installation was underway on Waterside Parkway, near the Main Gate, where trees were lost.

Regarding the new RFP, Ms. Leister stated that the number of palm trees and annuals must be adjusted. In response to a question, Ms. Leister stated that, oftentimes, the District is not charged for certain landscape items and vegetation, replanting, batteries, irrigation filters and broken nozzles, weekend visits, cleanup after Firewise activities, etc., which other contractors would charge for. There must be a level of trust with the contractor and the District is not being “short changed”, the contractor values the account and takes very good care of the District.

- The Main Gate entrance lights and new landscaping would occur in Fiscal Year 2018. Mr. Kloptosky was researching incorporating holiday lights with the landscape lighting. Landscape lighting repairs and replacements were necessary, throughout the CDD.
- Inside the South Gate, ligustrum, damaged by Hurricane Matthew, were severely pruned, rejuvenated and treated with a root stimulator in an attempt to promote a growth rebound.
- Due to a nearby palm tree with the damoderma disease, another palm could not be replaced with a palm tree; another type of tree would be planted.

Regarding the new RFP, Supervisor Lawrence asked that the new contract contain the maximum number of optional one-year extensions. Mr. McGaffney stated that the contract term could be three years, with two optional one-year term extensions, if the price did not increase. Mr. McGaffney would consult with Mr. Clark.

In response to Supervisor Smith's question Ms. Leister confirmed that the area behind the clubhouse, near the gazebo, was not cleared; she would review the budget and determine what could be done.

- The 9th Green park property was cleared and the stumps were ground.
- Major pruning was underway, along Waterside Parkway.
- A back area would be sodded.
- Major cleanups were underway and trees were removed.
- At the South Gate, a dead tree would be removed.
- Trees behind some homes on Sandpiper Drive, near the Main Entrance, were in poor condition and dangerous. To a point, the County owns the land.
- The oak trees, at the Main Gate, were in poor condition. The vines, behind the trees, would be removed.
- An area behind a home on St. Andrews, near the circle, was cleared; the resident was very pleased.
- Sodding and tree planting on Ibis would commence, this week.

In response to Supervisor Davidson's question, Ms. Leister stated that the RFP purposefully did not contain any references to an optional third flower rotation; rotations would occur at her discretion. Discussion ensued regarding the Fiscal Year 2017 and 2018 flower rotation budgets, reducing the number of flowers, resident requests for more flowers, normal fern growth on tree trunks, MP rotator installations completed but not finished in all area, resident

compliments about open areas and additional benches near the golf course and requests for more, flower rotation flower types and additional damaged tree losses because of the lack of rain.

FIFTH ORDER OF BUSINESS**UPDATES: Amenity Manager**

Mr. Roy Deary, of AMG/Vesta, introduced Mr. Jay King, also of AMG/Vesta. As the new General Manager, Mr. King would oversee Mr. Ross.

Mr. Ross recalled his request, at the last meeting, to add one or two part-time facilitators; however, it was no longer necessary, as changes in The Village Center office staffing would fully offset the cost of an additional facilitator. Mr. Kloptosky asked if there would be sufficient facilitator coverage on Saturdays. Mr. Ross replied affirmatively.

▪ **Ad Hoc Fact Finding Group: *Through the Air Communications Update***

******This item, previously Item 4A, was presented out of order.******

Mr. John Woika, of the Ad Hoc Fact Finding Group, stated that, since the last meeting, one contractor visited the anticipated antenna site. One of the contractor's recommendations was a pole out from the door that could be raised and lowered, as needed. Mr. Kloptosky distributed a handout with a potential solution to lightning concerns expressed at the last meeting. Mr. Woika estimated \$4,000 for radio equipment, \$1,750 for the antenna mounting and installation, \$600 for a slightly used second repeater and antenna that could be used remotely and a contingency of \$675, for a total estimate of \$7,025. Supervisor Smith questioned why the District would not just purchase the slightly used mobile repeater and antenna. Supervisor Davidson stated that the mobile unit would not be as efficient or powerful for fixed base operations; it would be used to "get by" for communication, if the main system was damaged. Supervisor Lawrence questioned if a backup system was necessary because the building would likely withstand a hurricane and if a tornado destroyed the building, the damage would be localized and extensive communication would not be necessary, compared to a hurricane. Discussion ensued regarding the minimal cost for the backup repeater and antenna system.

In response to Supervisor Davidson's question regarding the proposal for a lightning arrester, as a potential solution to the lightning concerns, Mr. Kloptosky confirmed that the all-inclusive cost, including installation, would be \$100.

Supervisor Smith was not convinced that the large, main radio system and antenna were necessary, as communication would likely only be out for a day, and questioned if the CDD would be trying to do what was actually a City or County function. Supervisor Davidson stated

that, even once regular communication resumed, it would not allow the Citizens Emergency Response Team (CERT) to communicate. Following Hurricane Matthew, there was no system by which CERT could communicate, such as during search and rescue. Supervisor Davidson explained the benefits of an internal radio communication system and noted that the City and County would have nothing to do with the CDD's ability to communicate with the Emergency Operations Center (EOC) or CERT members. Supervisor Lawrence surmised that the District would have a level of protection that others would not have.

Regarding lightning, Mr. Woika was studying the possibility of installing the antenna in the attic, instead of on the roof, which could reduce the threat of lightning damage.

Supervisor Chiodo asked if the radio system would enable communication with the City or County in situations such as Hurricane Matthew when the District had no communication capabilities with the City or County. Supervisor Davidson stated that the District would be able to communicate, directly, with the EOC. Supervisor Chiodo stated that the ability to communicate with the City and County to coordinate operations and with CERT, were benefits of the system. Supervisor Davidson added that the GHMA, CDD and the Operations and Property Managers would be able to communicate. Supervisor Gaeta understood that the EOC failed to do what it was supposed to do, during Hurricane Matthew, and asked if the District had assurance that the EOC would not fail, again. Supervisor Davidson stated that, without electricity and a communication means, the District was powerless and nobody knew what was happening; the District was fortunate that there was no property damage or injuries, during Hurricane Matthew. In addition, it would be impossible to know if the District could rely on the City, County or EOC in another disaster, as it was not possible to predict when power would be restored.

Supervisor Davidson discussed information from the CERT Medical Operations meeting, including triaging personal injuries; with a radio system, CERT could contact the EOC and first responders. With a localized disaster, such as a tornado, first responders would come to the Incident Command Post, if the District had one.

Supervisor Lawrence estimated that, if the total cost for the entire radio system, power source and hurricane shutters was \$50,000, it equated to a one-time cost of \$25 per home, to improve the safety of the community.

Supervisor Smith was still not convinced of the benefits of the District having its own radio system and questioned if communication would have been an issue, if the County's system had not failed. Supervisor stated that, if the County's repeater had not gone down, the District

would have been able to communicate with the EOC; however, there would only be power for about six hours, until the batteries died. Supervisor Smith presented several scenarios in support of his position that the proposed radio system might not be necessary. Supervisor Davidson explained what happened during and following Hurricane Matthew and stated that, following the hurricane, only two CERT members came because the County's radio system was down so there was no way to communicate with the other members.

Mr. Jim Gallo, a resident and CERT member, stated that the proposed communication system would be used in the event of any type of emergency or disaster. During Hurricane Matthew, the issues were the inability to communicate and lack of power. The question was whether the District wanted to solve a problem that could be solved with the radio system, given that the District cannot solve the daily cell reception issues. Regarding no power, the question was whether the District wanted a power source.

Supervisors Chiodo and Gaeta were in support of the proposed radio system. Supervisor Lawrence stated that it could be included in the CIP budget. Mr. McGaffney anticipated that the infrastructure reinvestment portion of the Fiscal Year 2018 budget would remain the same as Fiscal Year 2017; there would not be an assessment increase. This item was included in the proposed Fiscal Year 2018 budget, for \$40,000; therefore, Mr. McGaffney would shift funds or utilize fund balance to increase the amount to \$50,000.

Supervisor Smith reiterated his question of whether it was beneficial to spend funds to supplement communications, for a few days, and whether it was a District responsibility. Supervisor Davidson stated that the communication portion of the proposed project would be about \$7,000 and voiced his opinion that it was the District's responsibility; the District should be able to communicate with CERT, the Operations Manager, EOC, etc.

Mr. Kloptosky presented the following costs that would be associated with this project:

- \$20,420 – three-phase generator
- \$ 1,350 – 1,000 gallon in-ground propane tank
- \$ 6,750 – radio repeater system and antenna
- \$ 100 – lightning protector
- \$ 675 – backup radio repeater and antenna
- \$ 750 – 15 radios
- \$ unknown – hurricane shutters

Mr. McGaffney stated that the approximate cost was \$30,000, plus hurricane shutters.

Supervisor Chiodo felt that this item should be put to a vote, at the next meeting, rather than waiting until after adoption of the Fiscal Year 2018 budget, in September; the project could be funded, now, from fund balance and be ready early in the hurricane season.

This item would be included for consideration, at the next meeting.

******The meeting recessed at 12:05 p.m.******

******The meeting reconvened at 12:15 p.m.******

SIXTH ORDER OF BUSINESS

UPDATES: Operations Manager

Mr. Kloptosky stated that an e-blast was transmitted regarding commencement of structural repair work at The Village Center pool; he was not happy with the e-blast content and would draft another one for transmittal. Regarding the three-year road plan, Mr. Kloptosky and Mr. Sowell reviewed the previous District Engineers' plans, which were unclear about the work necessary in Fiscal Years 2019 and 2020. Supervisor Lawrence was livid that Mr. Sowell had not physically inspected the roads; Mr. Sowell was supposed to inspect and provide his professional opinion. Mr. Kloptosky stated that Mr. Sowell was conscious about wasting CDD funds and wanted guidance before incurring extensive costs. Mr. Kloptosky advised Mr. Sowell to "spend the money you need". Mr. Sowell wanted to first review the plans before physically inspecting the roads. Mr. Kloptosky would meet with Mr. Sowell and hoped to present information at the next meeting. Supervisor Lawrence reiterated his discontent with Mr. Sowell. Mr. Kloptosky stated that the road plans for Fiscal Years 2016, 2017 and 2018 were fairly accurate, when reviewed by Mr. Sowell. Prior to the District incurring a large cost for the physical inspection, Mr. Sowell wanted to review the Fiscal Years 2019 and 2020 plans and hoped the same would be true.

Discussion ensued regarding whether to increase the proposed Fiscal Year 2018 "Engineering" line item. Per Supervisor Lawrence's request, Mr. McGaffney would provide the actual costs incurred for the roads project, itemized by type of work. Supervisor Lawrence wanted Mr. Sowell to be more openly critical of the former District Engineer's work.

Regarding the bocce ball court columns not adhering, the manufacturer applied a new adhesive. Once sanded, the columns would be painted.

In response to a question from Supervisor Smith, Supervisor Gaeta stated that, based on conversations with County Commissioner David Sullivan, the County planned to commence resurfacing Colbert Lane, this year; there were no current plans to widen Colbert Lane.

Supervisor Smith wanted Commissioner Sullivan to speak about the County and impact on the CDD, for the coming years.

SEVENTH ORDER OF BUSINESS

DISCUSSION ITEMS

A. RFP for Landscaping Services

This item was discussed during Item 4B.

B. Vesta Request for Additional Facilitator

This item was discussed during the Fifth Order of Business.

C. RFP for Emergency Debris Removal Services

Mr. McGaffney stated that Mr. Clark was nearly finished with the RFP and it was forwarded to the Board; he had no comments on the RFP, except to confirm that the ranking structure met the District’s needs. Discussion ensued regarding the proposed ranking criteria, if the RFP addressed use of subcontractors, addition of “and equipment resources” after “force” in Section 4, the ranking form scoring and participating in a standing contract with WastePro for services beyond waste removal.

In response to a question about construction of a cell tower, Supervisor Davidson stated that calls were not being returned; therefore, there was no additional information. The last communication was about one year ago.

Regarding the RFP, Mr. McGaffney stated that it would be advertised; he anticipated more than one respondent.

This item would be considered, at the next meeting.

D. Montague Wooden Bridge

Supervisor Lawrence was concerned about the poor condition of the Montague wooden bridge, owned by the golf course. Mr. Kloptosky was advised by the golf course manager that bridge repairs were budgeted, proposals were received and work would commence, soon.

E. Discussion: Fiscal Year 2018 Capital Plan

Mr. McGaffney stated that the items, in red, did not have budget amounts. The CIP for Fiscal Year 2018 contemplated using \$500,000 of rollover Fiscal Year 2017 fund balance for road budget, plus \$149,840 of funds saved and budgeted, to pay for the additional items. Overall, the CIP projects amount to be funded by the General Fund assessment, after using committed fund balance for projects, would be \$727,760. The following line items were removed from the list:

- Relocate walking path; add wooden bridge @ turkey Oak Lane
- Replace The Crossing Entrance cameras

The following change was made:

First Item: Change “rejuvination” to “rejuvenation”

Mr. McGaffney and the Board conducted a line item review of the projected Fiscal Year 2018 CIP projects.

The following changes were made:

Combine “Carryover from FY 2017 Road Projects” and “Crossings Road Projects” sub items to “FY 2018 Road Projects”

Increase “VC Generator, CERT Disaster Response Upgrades” to \$50,000

Delete “Repair sidewalks lifted by tree roots” line item

Increase “Village Center-Additional Bathroom Project” to \$100,000

Delete “Replace 5 wooden monument signs for Lake Haven” line item

Change “Upgrade Office Access Control system/software” to “Upgrade Access Control system/software”

Delete “Rejuvenate Front Street coquina path” line item in red – duplication of existing line item

Delete “Replace steel street lights with terminal rust” line item in red – duplication of existing line item

Change “Convert Main Gate landscape lights to LED” to “Upgrade landscape lights to LED” and change “13,000” to “35,000”

Add “Upgrade analog cameras to HD” line item, for \$25,000

Add “Replace VC chaise lounges and chairs” line item, for \$10,000

Mr. McGaffney stated that, after considering the anticipated projects, funds budgeted for the roads project and committed fund balance designated for CIP projects, \$727,760 must be funded through the General fund assessments. Supervisor Lawrence felt that the Fiscal Year CIP budget, as discussed, was adequately funded, based on the projects that could actually be completed during Fiscal Year 2018. Regarding a comment by Supervisor Lawrence, Supervisor Smith did not agree that the District’s capital projects and funding needs would decline.

Mr. McGaffney stated that debt assessments would eventually cease and suggested, during the Fiscal Year 2019 budget season, discussing a long-term strategy for how to use the funds previously assessed to pay debt service.

- **Sign Policy**

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

Supervisor Davidson stated that, to have a “Sign Policy”, it must be in the District’s Rules of Procedure. The GHMA eliminated all signage from realtors, etc., but, as the Declarant, only the Developer’s signs were allowed to remain; however, the Developer had signage for homes being resold through his real estate company. Beginning in 2019, the Developer agreed to limit his signage to new construction. The GHMA Sign Policy stated, “No sign, advertisement or notice, of any type, are permitted to be displayed to the public view.” Supervisor Davidson suggested that the CDD’s Sign Rule state, “No sign, advertisement or notice, of any type, are permitted to be displayed to public view on any common property of the CDD.” There would be no exceptions to the District’s policy. At the continued meeting, Mr. Clark advised that the simplest approach would be for the District to adopt a formal rule, which would provide enhanced enforcement authority and imposing an administrative fee for removal of signs.

Discussion of the new Rules, including the Sign Policy, Bicycle Policy and any other policies to be added to the Rules of Procedure, should be included on the next agenda.

The proposed CDD Sign Policy verbiage was changed to, “No sign, advertisement or notice, of any type, are permitted to be displayed to public view on any common property of the CDD, excluding District signs.”

- **Firewise Certificate**

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

Supervisor Davidson presented the Firewise Communities USA Program Certificate of Renewal to be framed and displayed at the CDD office. The CDD successfully completed the 2016 annual renewal requirements and was a 2017 participating community, in good standing.

- **Flagler County Sheriff’s Office Active Shooter Training**

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

Supervisor Davidson stated that the Sheriff’s Office could provide an in-house active shooter training course for CDD and Amenity staff, CDD Board, GHMA Board, golf course personnel, etc. Discussion ensued regarding who should attend, when the training could be held, etc. A notice of Board Members attending a meeting would be necessary if more than one Board Member attended the training.

- **Pythiosis**

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

Supervisor Davidson recalled that pythiosis was depicted on Next Door Grand Haven as a dire threat. Based on information from numerous scientific journals and Mr. David Cottrell, of Aquatic Systems Lake & Wetland Services (Aquatic Systems), Supervisor Davidson explained what pythiosis is, how it is contracted, infection development, that it is not contagious, treatments, where it is found and how it develops. The District's efforts to control submerged aquatic vegetation, reduces the opportunity for pythiosis to reproduce. Generally, pythiosis is not the dire threat depicted on Next Door Grand Haven

EIGHTH ORDER OF BUSINESS

UPDATES: District Manager

- **Upcoming Meeting/Workshop Dates**
 - **BOARD OF SUPERVISORS MEETING**
 - **May 18, 2017 at 10:00 A.M.**

The next meeting will be held on May 18, 2017 at 10:00 a.m., at this location.

- **COMMUNITY WORKSHOP**
 - **June 1, 2017 at 10:00 A.M.**

The next workshop will be held on June 1, 2017 at 10:00 a.m., at this location.

NINTH ORDER OF BUSINESS

OPEN ITEMS

There were no changes to the Open Items List.

TENTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

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

ELEVENTH ORDER OF BUSINESS

ADJOURNMENT

There being nothing further to discuss, the meeting adjourned.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the meeting adjourned at 1:50 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair