

**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, June 1, 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	Chair
Peter Chiodo	Vice Chair
Marie Gaeta	Assistant Secretary
Tom Lawrence	Assistant Secretary

**Also present were:**

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Robert Ross	Vesta/AMG
Ashley Higgins	Grand Haven CDD Office
Rob Carlton	Resident and GHMA President
Jim Gallo	Resident
Vic Natiello	Resident
Charlie Greer	Resident
Chip Howden	Resident
David Alfin	Resident
Gary Noble	Resident
Dave Ferguson	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the workshop to order at 10:02 a.m. Supervisors Davidson, Chiodo, Gaeta and Lawrence were present, in person. Supervisor Smith was not present.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**MODIFICATIONS TO AGENDA**

There were no modifications to the agenda.

**FOURTH ORDER OF BUSINESS**

**CONSULTANTS, GUEST REPORTS & PRESENTATIONS**

There being no reports or presentations, the next item followed.

**FIFTH ORDER OF BUSINESS**

**UPDATES: Amenity Manager**

Supervisors Davidson and Gaeta commended Mr. Ross and his staff on the success of recent events.

**SIXTH ORDER OF BUSINESS**

**UPDATES: Operations Manager**

Mr. Kloptosky recalled issues with The Village Center pool and stated that r more extensive repairs would be necessary, due to issues discovered during demolition. Photographs of the pool issues were presented. Mr. Kloptosky discussed the scope of the repair project, including tile colors, etc., and confirmed that, so far, all items were included in the Blue Ribbon Pools (BRP) proposal, except new tiles might be necessary for an area where tiles were removed. Supervisor Davidson asked what additional items would be needed to meet code requirements. Mr. Kloptosky stated resurfacing. New drains would be installed but relocation was not necessary. Ladders and handrails would be replaced. The pool steps would have a nonskid tile edge and the pool surface would be rough. The eyehooks for the lane marker would be replaced with recessed eyehooks. Supervisor Lawrence questioned why the ladders must be replaced. Mr. Kloptosky stated that some were in poor condition, were loose and could not be tightened, which was why replacement was suggested. An e-blast was sent to the community. Every attempt would be made to open by the Fourth of July. A different surface manufacturer's product would be used.

Mr. Kloptosky stated that many complaints about the guard service were received from residents and Supervisors. The guard company's supervisors visited the site and provided training to the guards; since then, no complaints were received. Mr. Kloptosky provided examples of the situations that prompted complaints and forwarded all complaint emails, deficiencies, etc., to AlliedUniversal and the guard supervisors. Supervisors Gaeta and Davidson

discussed recent issues that they personally experienced. Supervisors Gaeta and Lawrence favored terminating AlliedUniversal and proceeding with the Request for Proposals (RFP) process. District Counsel would be consulted regarding the termination clause and whether the District could hire the company that was ranked second during the previous RFP.

Regarding The Village Center water intrusion issue and stuccoing project, Mr. Kloptosky wanted to hold off on the stucco portion of the project, proceed with repairing the A-frame to determine if it alleviated leak issues and then address the lower wall issues, later. Construction of the storage area could commence separately from the stucco project. In response to Supervisor Lawrence’s question, Mr. Kloptosky stated that a general contractor (GC) would be hired to bid out the construction portion of the project. Regarding whether the construction project would require the building to be brought up to code, Mr. Kloptosky stated that it is sometimes a requirement, based on the percentage of work; he received differing opinions.

**SEVENTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

**A. RFP for Emergency Debris Removal Services**

Supervisor Davidson stated that District Counsel streamlined the RFP by removing unnecessary language. He questioned if the “Hazardous and Industrial Wastes” provision, on Page 14, sufficiently clarified the options for removal of “household goods (hereinafter “white goods”), hazardous and industrial waste materials” referenced in Paragraph 2, on Page 4, and whether the statement could be removed. Discussion ensued regarding the “Debris Separation/Reduction and Debris Management Site (DMS)” provisions, on Page 10.

Mr. Chip Howden, a resident, asked if bidders must subcontract the hazardous waste materials or could they choose not to provide certain services identified in the RFP. Supervisor Davidson referred to Paragraph 1, on Page 4, which stated:

“GRAND HAVEN ANTICIPATES THAT CONTRACTORS RESPONDING TO THIS RFP MAY WISH TO PROVIDE LESS THAN ALL OF THE SERVICES DESCRIBED HEREIN, AND ENCOURAGES CONTRACTORS TO RESPOND AND PROVIDE PROPOSALS FOR PORTIONS OF THE WORK DESCRIBED HEREIN”

Mr. McGaffney would coordinate with District Counsel regarding the items discussed and proceed with advertising the RFP.

**B. Emergency Operations Center Project**

Supervisor Davidson recalled discussion of the “DRAFT: Proposed GH Community Natural Disaster Response” list of ideas and things the District could do in a disaster situation, at the last meeting, including:

- Create GH Community Disaster Response Working Group, including the CDD, GHMA, AMG/Vesta and CERT. Entities would meet and create pre, during and post protocol and operations written documents, which would become part of the Community Emergency Plan.

Supervisor Gaeta suggested adding Leland Management, the condo manager, to the Working Group.

Supervisor Davidson reviewed a sample “Grand Haven Emergency Action Plan – Employee Call Tree”, for Amenity employees, and “Grand Haven Amenity Centers Preparedness Checklists”, for various emergency situations, prepared by AMB/Vesta. Each participating entity, in the Working Group should prepare lists of similar contact information and emergency preparedness plans. If Supervisor Davidson was not available as the CDD’s Working Group representative, Supervisor Gaeta would be first backup, followed by Supervisor Chiodo.

Discussion ensued regarding each entity preparing pre, during and post-emergency lists, protocol and procedures and contact information, etc.

- GH Community Emergency Radio Communications

Supervisor Davidson stated that the amateur radio volunteer group REACT, situated at the County Emergency Operations Center during an emergency utilizes a General Mobile Radio Service (GMRS) radio network, which was inoperable during Hurricane Matthew. The County’s system limits usage; therefore, the Working Group could not use the County’s UHF system to communicate with each other. The concept was to equip the Working Group with GMRS high-powered radios to provide dependable emergency communication, on a different frequency, before, during and after a disaster. A slightly used repeater and antenna were located, which would cost approximately \$2,000, as opposed to the original estimated cost of \$7,500. Antenna options were being explored. Necessary equipment included 16 radios, at \$50 each, and 16 radio licenses, at approximately \$80 each.

- GH VC Emergency Backup Power Supply

Mr. Chip Howden, a resident, stated that, while the main concern, with regard to communication, would be power during a long-term loss of electricity, he would be comfortable with limited power, from a smaller backup system, and would not expect a fully powered, air conditioned facility, etc. Alternatives should be researched, as opposed to a generator system that could fully power and operate the entire facility.

Mr. Kloptosky stated that the options were a single-phase, 20-kilowatt generator, for \$14,525, inclusive, or a three-phase, 35-kilowatt generator, for \$20,420, inclusive. The first option would provide limited power within the facility but the second option would power the entire building, café, and everything on one side of the building. Supervisor Davidson questioned if air conditioning could operate. Supervisor Chiodo stated that propane costs must be factored into the overall costs.

Supervisor Davidson stated that the decision was whether to create a reliable location that could support emergency operations, for an extended time, following a disaster, or would limited capabilities be satisfactory.

Discussion ensued regarding when and how frequently it would be necessary to have a team operating within the District, for an extended time, the benefits to the community, whether shutters would be necessary, etc.

Supervisor Davidson suggested that shutters should not be considered until the stucco project was completed, which would reduce the overall cost, if this project proceeded. He felt that the District should at least proceed now with the GMRS system.

Supervisor Chiodo stated that the option to power the building would cost approximately \$20 per unit. Supervisor Gaeta felt that the benefits from being able to power the building and café were worth the cost.

Discussion ensued regarding which items to cut and which costs could be reduced. Wind resistant windows could be eliminated, the GMRS system estimated cost could be reduced, and the backup power supply could be reduced. The GMRS system would be budgeted in the CIP budget at \$4,100 and the backup power supply to The Village Center at \$22,000.

Mr. Howden believed that consideration should not be toward The Village Center being a shelter. It should be clearly explained to the community what would be available to residents, during a major power outage.

Mr. Gary Noble, a resident, felt that the District should not proceed with anything related to creating an Emergency Operations Center.

Mr. Charlie Greer, a resident, felt that it was important for the District to do whatever it could to make the community sound and safe.

Mr. Jim Gallo, a resident, stated that communication was the primary issue related to Hurricane Matthew; the City and County's systems had issues. The benefit of the Grand Haven community being able to communicate within itself would be worth the cost of \$4,100, especially considering the District spent \$24,000 on awnings for the bocce ball courts. Backup power would not only be beneficial during a disaster or emergency but also during an extended major power outage, as the Café could be operational.

Mr. Dave Ferguson, a resident, stated that backup power made sense but questioned the District taking on responsibility for caring and feeding people during an emergency. Supervisor Davidson stated that the District would not shelter or feed people during a disaster; the concept would be to operate as a communications center.

▪ **Fiscal Year 2018 Proposed Budget**

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

Mr. McGaffney stated that the proposed Fiscal Year 2018 budget was updated, as requested at the last meeting, and additional fund balance would be used to offset most of the proposed assessment increase. With those adjustments, Fiscal Year 2018 assessments would increase \$51.23, over Fiscal Year 2017, equating to a 2.2% increase.

▪ **Fiscal Year 2017 Capital Plan**

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

Supervisor Davidson asked for the status of the road resurfacing project. Mr. Kloptosky stated that the District Engineer sent a revised draft of the road priorities and, due to time constraints, some Fiscal Year 2017 work was shifted to Fiscal Year 2018. Once completed, the RFP can be advertised. Mr. McGaffney stated that August would be the earliest that the project could commence. In response to Supervisor Gaeta's question, Mr. Kloptosky confirmed that the architect or engineer working on the stucco project could attend a meeting to discuss the project.

*\*\*\*The meeting recessed at 12:11 p.m.\*\*\**

*\*\*\*The meeting reconvened at 12:26 p.m.\*\*\**

▪ **FEMA Hazard Mitigation Grant Program**

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

Supervisor Davidson reviewed an article regarding Federal Emergency Management Agency (FEMA) grant money available for hazard mitigation, for items such as wildfire and hurricane preparation. The County’s submittal list included items such as generators and impact glass. The District should submit a request for FEMA grant funds for the Emergency Operations Center Project. With this type of grant, the District would pay 25% of the cost and the FEMA grant would fund the remainder.

**C. Sign Policy**

Supervisor Davidson distributed and read the proposed “Sign Regulations Policies and Procedures”. Discussion ensued regarding the GHMA’s position on signs.

Dr. Rob Carlton, resident and GHMA President, stated that, each Village has, within its Covenants, Conditions and Restrictions (CC&Rs), sign prohibition. The Declarant’s rights exclude them from that particular provision in the CC&Rs. The Declarant has the right, legally, to merchandise the community and, therefore, has the right to use signs toward that goal. The GHMA recently signed a Memorandum of Understanding (MOU) with Mr. Jim Cullis and Grand Haven Properties, LLC, which states, as of January 1, 2018, Mr. Cullis will no longer place or post “Open House” signs in Grand Haven for the use or merchandising of resale homes. Mr. Cullis retains the right to post signage for new homes and during special events, twice per year.

Discussion ensued regarding whether the CDD’s Policies supersede Mr. Cullis’ rights, as the Declarant, and the possibility that imposing further restrictions on the Declarant could lead to litigation.

The District’s Sign Policy would be made compatible with the GHMA’s policy.

**D. Bike Policy**

The Bike Policy would be included on the next agenda.

**E. Fiscal Year 2018 Proposed Budget**

This item was discussed following Item 7C.

**F. Discussion: Fiscal Year 2017 Capital Plan**

This item was discussed following Item 7C.

**EIGHTH ORDER OF BUSINESS**

**UPDATES: District Manager**

**▪ UPCOMING MEETING/WORKSHOP DATES**

- **UPCOMING MEETING/WORKSHOP DATES**

- **BOARD OF SUPERVISORS MEETING**

- **June 15, 2017 at 10:00 A.M.**

The next meeting will be held on June 15, 2017 at 10:00 a.m., at this location.

- **COMMUNITY WORKSHOP**

- **July 6, 2017 at 10:00 A.M.**

The July 6, 2017 workshop would be cancelled.

**NINTH ORDER OF BUSINESS****OPEN ITEMS**

This item was discussed during the Tenth Order of Business.

**TENTH ORDER OF BUSINESS****SUPERVISORS' REQUESTS**

Supervisor Davidson requested that the original estimated amount for the Emergency Operations Center Project remain under consideration, since the District would likely seek a grant from FEMA.

Supervisor Davidson suggested that Mr. Ross and Mr. Kloptosky coordinate directly with the Sheriff's Office if there was any interest in holding an Active Shooter Training session.

- **OPEN ITEMS**

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

Supervisor Gaeta inquired about the status of Item J, "Alternative Access Control Software Options". If a new security provider was hired, they might have alternatives. Ms. Higgins stated that options were being researched and a software presentation may be forthcoming.

Supervisor Lawrence felt that Item L, "CDD Memorial Guidelines", could be removed. Supervisor Gaeta stated that District Management agreed to fund a memorial in honor of Ms. Diane Layng, a former Board Member, who recently passed away. Supervisor Gaeta was working with Management's office on selection of the memorial item. Supervisor Lawrence noted that two other Board Members passed away. Supervisor Gaeta stated that former Supervisors Cross and Halley received a commemorative plaque or statue when their terms of service ended but Supervisor Layng did not. Supervisor Lawrence felt that honoring the passing



of one former Board Member but not others could be controversial. Supervisor Gaeta stated that the intent was to present a commemorative item to Supervisor Layng's family, since her service was never previously honored; this would not be an item on display. Item L would be removed from the Open Items List.

Supervisor Gaeta reminded Supervisor Davidson to compile the resident questions posed to Mr. David Sullivan, Flagler County Commissioner, at the last meeting and forward them to Commissioner Sullivan.

**ELEVENTH ORDER OF BUSINESS**

**ADJOURNMENT**

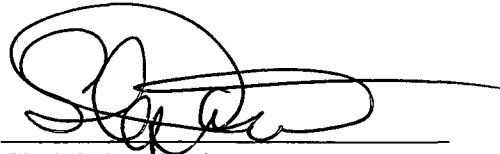
There being nothing further to discuss, the meeting adjourned.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the workshop adjourned at 1:01 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair