

**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 2, 2017 at 10:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 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
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Robert Ross	Vesta/AMG
Ashley Higgins	Grand Haven CDD Office
Al Lo Monaco	Resident
Rob Carlton	Resident and GHMA President
Lionel Duckwitz	Resident
Ron Merlo	Resident
Charlie Greer	Resident
Marty Garziglia	Resident
Stephanie Johnson	Resident
Jim Gallo	Resident
Don Plunkett	Resident
Kathleen Fuss	Resident
Pete Kahn	Resident
Chip Howden	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:06 a.m. 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 Board agreed to the following modification to the agenda:

- **Discussion: Safety Concern on Egret Drive**
- **Discussion: Firewise USA Recertification**
- **Discussion: Shortage of Disabled Parking Spots at The Village Center**
- **Discussion: Issue with Door Alarm Causing Disabled Patrons Longer Walks to the Main Door – Potentially Relaxing Alarm During Certain Events**
- **Discussion: Fiscal Year 2018 CIP**
- **Discussion: Resident Concern - Storm Damage at 15 Chinier Street**

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the modifications to the agenda, were approved.

FOURTH ORDER OF BUSINESS

CONSULTANTS, GUEST REPORTS & PRESENTATIONS

There being no consultants, guest reports and presentations, the next item followed.

FIFTH ORDER OF BUSINESS

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

There being no public comments, the next item followed.

SIXTH ORDER OF BUSINESS

STAFF REPORTS

A. District Engineer

There being no report, the next item followed.

B. Amenity Manager

Mr. Ross had nothing to report.

Supervisor Davidson commended Mr. Ross and his staff on Jazz Night; it was a wonderful event.

C. Operations Manager

Mr. Kloptosky discussed the following:

- Backup generator contract was executed and the materials and generator were ordered; the installation time frame would be provided, once known.
- The Village Center Storage Addition: The Architect, Mr. Mick Richmond, of Brame Heck Architects, provided a \$6,760 proposal to redraw and prepare all of the drawings to submit for permitting; District Counsel was drafting the Agreement.
- Mr. Richmond also working on a proposal to proceed with the water intrusion repair of the A-frame at The Village Center and a comprehensive scope, plan and proposal to handle the remainder of the project. These items should be ready within the next two weeks and would be presented at the December meeting, if possible.
- Lakeview Lane Stormwater Repair Project – Paving was completed and only minor work remained, such as sod repair, which should be completed within the next three to five days. The paving was performed by a subcontractor of S.E. Cline Construction, Inc. (Cline).
- Wild Oaks Drainage – The District Engineer reviewed all of the information and design plans from the St. Johns River Water Management District (SJRWMD) and would make a site visit next week; Mr. Sowell should have the analysis prepared in time for presentation at the December meeting.
- Holiday Lighting – The new palm tree uprights at all entrances were installed and installation of the holiday lights should commence next week; much of the holiday lighting would be performed by in-house staff.
Discussion ensued regarding the holiday lighting scheme, installation, contractor installation and in-house installation. The holiday lights would installed by Thanksgiving.
- Wild Oaks Gate Repair – The contractor had to rebuild the gate, as it could not be repaired after it was hit a second time. Work was underway and installation should be completed within two weeks. A guard would remain at the gate from 7:00 p.m., to 7:00 a.m., daily, until the gate is completed.

Discussion ensued regarding whether payment for the damages and guard costs would be made by the person who hit the gate, and installing a license plate camera at the gate.

- Hurricane Matthew Insurance Claim Reimbursement – The claim should be settled and reimbursement received by the end of the year.

Discussion ensued regarding where the reimbursement funds would appear on the financial statements, [the \$138,992 claim submitted to the insurance carrier]. Mr. McGaffney commended Mr. Kloptosky and Ms. Higgins for their diligence.

- **Discussion: Bathroom Project**

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

Mr. Kloptosky would meet with a designer and obtain sample materials. Preliminary proposals were obtained and a proposal from a plumber remained pending.

Mr. Kloptosky discussed the following:

- Wild Oaks Pond Erosion Near Bridge – There was major erosion by the walking path bridge, due to the recent storms; repairs were made by in-house staff.

Supervisor Gaeta asked about the condition of the Montague walking path bridge. Mr. Kloptosky stated that it was a golf course matter; he did not know why it had not been repaired. Discussion ensued regarding District Counsel possibly sending a letter to the golf course, whether sending a letter would be detrimental and educating residents that the District does not own the bridge and that it is the golf course's responsibility. Supervisor Gaeta felt that the bridge was a safety hazard and questioned what the District could do. Mr. Clark stated that the bridge is not the District's responsibility; therefore, by stepping in, the District could place itself in a position of liability that it otherwise would not have.

- **Discussion: Resident Concern - Storm Damage at 15 Chinier Street**

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

Mr. Kloptosky discussed an email and photographs regarding downed trees at 15 Chinier Street. The resident wanted the District to do something about the trees. The resident contacted SJRWMD and the SJRWMD emailed the residents emphasizing that it was a wetland area that SJRWMD was in full control of and nothing could be done in that wetland without permission from SJRWMD, by way of a permit. The SJRWMD email indicated that the wetland was owned by the CDD and, if the CDD chose, it could apply for a permit but it would not guarantee that SJRWMD would grant the permit. SJRWMD noted that, if it allowed the CDD to remove the

trees, it would likely require the District to replant, which could be quite expensive. The resident was very upset. Other Chinier Street residents alleged that the area was not draining properly, which was false.

Mr. Kloptosky cautioned against the Board taking any action in this matter, as it would be very expensive and the District has numerous areas that are similar, which could open the District up to similar requests.

Discussion ensued regarding the resident's concerns, the Horticulturalist being against taking action, the extreme expense, other residents making similar requests, having the Horticulturalist report on the this, etc.

- **Update: Road Resurfacing Project**

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

Road Resurfacing Project - P & S Paving, Inc. (P&S) commenced work on October 30; email notifications were sent and follow up emails would be sent when work in new areas commences. The project was progressing well and trees were not an issue.

- **Discussion: Hurricane Irma Recovery Cost**

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

Ms. Higgins distributed an invoice spreadsheet and invoices. Thus far, invoices totaling \$165,264 were received and submitted to be paid. That included the 4C's Trucking and Excavation, Inc. (4C's), total of 151,648. The total without 4C's was \$13,615. Supervisor Davidson asked if these costs would be submitted for reimbursement from the Federal Emergency Management Agency (FEMA). Ms. Higgins replied affirmatively. Supervisor Chiodo asked if the District had any insurance claims associated with Hurricane Irma. Ms. Higgins stated that this would all be submitted to insurance; the insurance company was aware of it; everything is sent to the insurance company for them to make a decision. Mr. Kloptosky stated that there would be a few more items.

Mr. Kloptosky stated that several streetlights were damaged and the LED bulbs were on backorder. Supervisor Davidson recommended a "Safety" e-blast regarding safety-type issues and reminders.

Supervisor Lawrence asked for the status of repairing the fence in the park. Mr. Kloptosky stated that matching fence panels were not available so panels might be rearranged, with the new but similar panels placed on the end.

Supervisor Davidson stated that, cumulatively, damages incurred from hurricanes Matthew and Irma totaled approximately \$600,000 in damages; the majority of which was submitted to FEMA.

Mr. Kloptosky discussed the following:

- Issues with Walking Path Curbing – Trees fell in various areas and lifted the concrete. The repairs would likely be made by in-house staff, once the trees are removed. This item would be included in the “Safety” e-blast.

- **Discussion: Safety Concern on Egret Drive**

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

Supervisor Smith stated that there was a line-of-sight (LOS) safety concern related to golf carts on Egret Drive. Information and photographs were distributed. He reviewed slides containing maps and photographs and discussed the LOS issues at intersections, golf carts on sidewalks, golf cart crossing signage, reaction time to brake, the number of seconds required to cross the 30’ crossing at 25 miles per hour (mph), the time and distance for vehicles to stop before hitting someone crossing the road, estimated number of vehicles and golf carts passing that area, etc. Supervisor Smith recommended installing a convex mirror so that golf cart drivers can better see down the road. Several Board Members believed that there used to be a mirror at that location. Mr. Kloptosky stated that the property is owned by Escalante Golf (Escalante) but the District owns the road and has a utility right-of-way (ROW); the question was whether the District could construct or install something in the utility ROW. Discussion ensued regarding where to locate a mirror, if allowed to do so, possibly trimming the berm shrubs in the ROW to improve LOS visibility around the corner, installing more dramatic signage, etc. This item would be included in the “Safety” e-blast.

- **Discussion: Fiscal Year 2018 CIP**

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

The following changes were made:

Line 3: Insert “(Wildfire Mitigation)” after “removal”

Line 4: Insert “(Wildfire Mitigation)” after “Vine Removal”

Line 18: Delete “steel”

Line 34: Change “Roof Coating” to “Improvements”

The following Fiscal Year 2018 Capital Improvement Plan (CIP) line items were approved:

- Landscape rejuvenation and vine removal (Wildfire Mitigation)
- Vine Removal (Wildfire Mitigation)
- Other
- FY 2018 Road Projects (previously approved)
- Community emergency radio communications (previously approved)
- Village Center emergency power supply backup (previously approved)
- Repair VC Buildings Stucco
- Village Center Bathroom Renovation Project
- Replace rotting wooden signs on Waterside Parkway

Discussion ensued regarding what the “Project Approved” column meant. Supervisor Lawrence confirmed that it meant that the project was approved for the purpose of Mr. Kloptosky obtaining proposals and then the actual project and proposal would be presented for approval.

The following Fiscal Year 2018 Capital Improvement Plan (CIP) line items were approved:

- Repair brick paver crosswalks - Main Gate & Montague
- Rejuvenate coquina path - Front Street
- Convert landscape lights to LED
- Replace The Crossing Entrance cameras

Discussion ensued regarding which projects were started.

The following Fiscal Year 2018 Capital Improvement Plan (CIP) line items were approved:

- Replace steel street light poles with terminal rust

In response to Supervisor Smith’s question, Supervisor Lawrence reiterated that “Project Approved” signified that Mr. Kloptosky could obtain proposals for those projects and present them for approval; it was not approving him to proceed with the actual work.

The following change was made:

Column G: Change heading to “Approved Pending Proposals”

Mr. Kloptosky stated that, in the past, if a line item was marked “Project Approved”, he proceeded with the project, without further Board approval, unless, for some reason it was necessary for the Board to approve the proposal. Discussion ensued regarding adding another column and titling them “Project Approved” and “Proposal Approved”.

The following Fiscal Year 2018 Capital Improvement Plan (CIP) line items were approved:

- Replace Center Park Gazebo roof
- Expand Café storage area
- Pergola lights - replace with marine grade housing and LED lights
- VC building lights - convert to LED
- Replace fence and windscreens on tennis courts 5-7
- Replace tot lot facilities
- Replace 1 piece of exercise equipment
- Replace 1 AC unit
- Office Renovation-new desks/chairs, furniture and wall coverings
- CAC building - convert to LED lights
- Upgrade Surveillance Cameras to HD
- Replace VC chaise Lounges and Chairs

Mr. Kloptosky reiterated that, in the past, once a project was “approved”, he would proceed with the work, provided the proposals were less than the amount in the “Budget Amount” column. Mr. Clark stated that these were budgeted items; therefore, the Board could approve Mr. Kloptosky proceeding, to construction, within the budgeted amount.

On MOTION by Supervisor Gaeta and seconded by Supervisor Chiodo, with all in favor, the Fiscal Year 2018 Capital Plan, as amended, and the specified CIP projects, in the budgeted amounts, and authorizing Mr. Kloptosky to proceed with those approved CIP projects, in a not-to-exceed amount of the budgeted amounts, were approved.

D. District Counsel

Regarding the Hurricane Matthew FEMA application, Mr. Clark stated that FEMA approved two worksheets at one level and submitted them to the next level. Those were related

to the tennis court repairs and the street lights. He inquired about the debris and did not receive a response. Discussions with the insurance company were ongoing. By tomorrow, the Hurricane Irma FEMA claim would be filed. As of this morning, there was no additional activity or correspondence on the SJRWMD website regarding the Wild Oaks matter discussed over the last month.

E. District Manager

Upcoming Meeting/Workshop Dates

- **COMMUNITY WORKSHOP**
 - **November 30, 2017 at 10:00 A.M.**

Mr. McGaffney stated that the next workshop was scheduled for November 30, 2017.

- **BOARD OF SUPERVISORS MEETING**
 - **December 7, 2017 at 10:00 A.M.**

Mr. McGaffney stated that the next meeting will be held on December 7, 2017 at 10:00 a.m.

- **COMMUNITY WORKSHOP**
 - **December 21, 2017 at 10:00 A.M.**

Mr. McGaffney stated that the next workshop will be held on December 21, 2017 at 10:00 a.m.

*****The meeting recessed at 11:51 a.m.*****

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

Discussion ensued regarding whether the November 30, 2017 workshop was necessary and items to include on the December 7, 2017 meeting agenda.

On MOTION by Supervisor Smith and seconded by Supervisor Chiodo, with all in favor, canceling the November 30, 2017 Community Workshop, was approved.

SEVENTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

Mr. McGaffney presented the Consent Agenda Items for the Board’s consideration.

A. APPROVAL OF UNAUDITED FINANCIAL STATEMENTS

i. Unaudited Financial Statements as of September 30, 2017

Mr. McGaffney presented the Unaudited Financial Statements as of September 30, 2017. Assessment revenue collections were at 100%. Supervisor Gaeta noted that the “Pump house shared facility” line item, on Page 3, was at 193% and asked if the revenues for the shared costs were reflected elsewhere. Mr. McGaffney replied affirmatively; it would be under “Revenues”, on Page 2, in the “Interest and miscellaneous” line item. Supervisor Gaeta asked Mr. Kloptosky for an update regarding the LED light expenses as opposed to the original electric expenses, to compare the cost savings. The expenditure was reduced from \$48,000 in Fiscal Year 2016 to \$18,000 for Fiscal Year 2018. Supervisor Gaeta questioned why “Gate communication devices”, on Page 4, was at 178%. Mr. Kloptosky stated that it was related to selling gate clickers and the offsetting revenue appears under “Revenues”, on Page 2. Supervisor Smith questioned why the “Fund balance - ending” was greater than the budgeted amount. Mr. McGaffney stated that the figures were correct; the District did not spend as much as anticipated because some major projects, such as the building work, road resurfacing scheduled for Fiscal Year 2017, etc., were not completed, which resulted in an increased fund balance. Supervisor Smith questioned the conservativeness of the Board’s budgeting process. Mr. McGaffney pointed out that, while the expenditures may have been under by approximately \$600,000 in Fiscal Year 2017, \$700,000 of fund balance would be used in Fiscal Year 2018 for the road project. Supervisor Lawrence stated that, budgeting conservatively made it possible to not increase assessments.

B. APPROVAL OF MINUTES

- i. **October 5, 2017 Continued Public Hearing and Meeting**
- ii. **October 5, 2017 Community Workshop**

Revisions to the minutes were previously submitted to Management.

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

Supervisor Davidson stated that the terms for Supervisors Chiodo and Lawrence were incorrect on the CDD website. Also, there is a tab on the website with the contact information for each Supervisor, where emails can be sent to Supervisors. The newest Amenity Rules must be added to the website, as it had an older version, and the Stormwater Rule, Signage Rules and any others, should be added to the website, as well. Supervisor Davidson felt that the website tab

labeled “Required Reporting Information” should be changed to a more understandable title. A resident asked if emails sent to Supervisors, through the CDD website, become public record. Mr. McGaffney and Supervisor Davidson replied affirmatively. Discussion ensued regarding emails, public records requests, whether emails sent to the Supervisors’ CDD email address bounced to their personal email addresses and the potential result if there was a public records request.

EIGHTH ORDER OF BUSINESS

BUSINESS ITEMS

A. Discussion of/Consideration on: Comprehensive CEMP, Vol. I

Supervisor Davidson recalled previous discussion about creating a Comprehensive Community Emergency Management Plan (CCEMP) for emergency situations. Mr. Chip Howden, a resident, stated that Supervisor Davidson’s document must be updated with recent actions and other information.

Discussion ensued regarding including the following in the CCEMP:

1. Table of Contents
2. Chart of Responsibilities (for each entity)

Supervisor Davidson discussed ideas of information to include under the responsibilities of each entity and the MOU with the City for debris pick up, etc. Supervisor Davidson read a portion of an article published in the Palm Coast Observer about the City threatening to fine WastePro “for not doing their job” picking up debris. The City advised that they commenced fining WastePro \$250 per day for each route not completed on its regular pickup day.

The responsibilities and actions for each of the following entities would be included:

- CDD
 - AMG/Vesta
 - GHMA
 - CERT
 - Golf Course
3. Emergency Management Contact Information Master List
 - Cell and residential phone numbers, email addresses and functions/responsibilities for specific employees of each entity
 4. GHCDD Storm Protocol

- Pre and Post Disaster Communications – Public Information
5. GHCDD Gate Safety Officer Post Orders
 6. GHMA Pre and Post Storm Protocol
 7. AMG/Vesta Emergency Action Plan – Employee Call Tree
 8. GHCDD Firewise Emergency Exit Procedure, Instructions and Map
 9. GH CERT Emergency Exit Gate Protocol
 10. 4C's Trucking & Excavation, Inc., Disaster Debris Removal Stand-by Agreement
 11. MOU with City – Admin Oversight
 12. S.E. Cline Construction, Inc., Secondary Disaster Debris Removal Stand-by Agreement

Mr. Clark noted that the District was using Jason Shaw Tree Service (Shaw) for tree removal, rather than Cline, and suggested that Shaw be put under a Disaster Debris Removal Stand-by Agreement.

13. US Security Associates, Inc., Agreement for Security and Loss Prevention Services
14. Golf Course
15. Special Operations of Café During an Emergency
16. GHCDD Workshop – Pre Hurricane Season

It was noted that the item referred to as “MOU with the City” was not actually a “Memorandum”; it was an Agreement.

B. Discussion: GH/GRMS Radio Net Protocol (*please bring your radios to this meeting*)

Mr. Carlton indicated that the GHMA wanted radios and was willing to pay for three radios and licenses. Discussion ensued regarding the number of radios ordered and the number needed; 14 would be needed.

Supervisor Davidson discussed the process for obtaining the radio licenses. Each person must obtain an individual license. In response to Supervisor Lawrence’s question, Supervisor Davidson confirmed that the CDD secured the last remaining radio frequency.

Supervisor Davidson provided a sample script for radio communications and discussed and demonstrated how to operate the radios. Discussion ensued regarding the available radio functions, purpose of the radios being to listen to information rather than speaking to others, and weekly testing of the radio transmission system.

Supervisor Davidson noted the possibility that people within close range of each other could speak to each other over the radio; therefore, Supervisors should avoid pressing the radio

button that would allow that type of communication. Mr. Clark expressed his concern that, while in theory Supervisors could be discouraged from using the function that would allow them to communicate with each other if they were in close range, in practice, the radios and system must be operated such that there is no communication between Supervisors, to avoid potential Sunshine Law violations. Mr. Clark stated that even inadvertent communication, such as when Supervisors are with close range of each other, would still be a Sunshine Law violation. Supervisor Davidson would research listen only radios.

Supervisor Davidson continued explaining how to operate the radios. Discussion ensued regarding that the intent of the radio communications system would be to provide information and the ability to communicate following a disaster, who would give directives to Mr. Kloptosky or others, as well as how the repeater functions, etc.

Supervisor Davidson stated the repeater, radios, programming cable and car chargers were ordered.

Discussion ensued regarding the current status of the Emergency Operations Center (EOC), i.e., changing EOC personnel, EOC search for a new Director and limited EOC staff.

C. Discussion: Pre-hurricane Season Workshop

Mr. McGaffney recommended making the District's June workshop the Pre-hurricane Season Workshop. The Board consensus was to hold the Pre-hurricane Season Workshop in May.

This item would be added to the Open Items List.

D. Update: Road Resurfacing Project

This item was presented during Item 6C.

E. Discussion: Bathroom Project

This item was presented during Item 6C.

F. Discussion: Hurricane Irma Recovery Cost

This item was presented during Item 6C.

▪ **Discussion: Shortage of Disabled Parking Spots at The Village Center**

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

Supervisor Chiodo asked what could be done to alleviate the shortage of disabled parking spots. Mr. Clark thought that the District could designate more than the minimum number required disabled parking spots; however, there are design requirements for all disabled parking

spaces. Mr. Kloptosky questioned how many complained about a lack of disabled parking spots, as he had not heard any complaints. Supervisor Chiodo stated that he received at least six complaints and all seemed to be related to Bingo Night. Mr. Kloptosky discussed the only potential location for additional disabled parking spaces and noted that, due to the design requirements, regular parking spaces would be lost, which would add to the existing issue of and insufficient number of parking spaces. Discussion ensued regarding adding spaces, offering transportation services on Bingo Night, etc. Mr. Clark stated that Vesta could come up with a private solution but the District was not obligated to do anything.

▪ **Discussion: Issue with Door Alarm Causing Disabled Patrons Longer Walks to the Main Door – Potentially Relaxing Alarm During Certain Events**

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

Supervisor Chiodo suggested that prior to and after Bingo, a Vesta employee be stationed at the back door so that disabled patrons could enter there and avoid the long walk to the front door. Mr. Kloptosky stated that an alarm was placed on the back door because people, including non residents, used it for easy entry into the facility. Supervisor Davidson stated that the alarm could be turned off during Bingo. Mr. Kloptosky felt that the back door must be monitored if the alarm is off.

This item would be included as a discussion item on the next agenda.

▪ **Discussion: Firewise USA Recertification**

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

Supervisor Davidson stated that he must train Mr. Kloptosky and Ms. Leister on Firewise matters, as the Firewise Program has a new website, which requires much information about the community, vegetative removal, number of debris loads, etc., in order to be certified as a Firewise community. He, Mr. Kloptosky and Ms. Leister must work together to determine the information. The recertification application must be submitted by November 15, 2017.

NINTH ORDER OF BUSINESS

OPEN ITEMS

Mr. McGaffney would update the Open Items List with items discussed today.

TENTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Mr. McGaffney recalled that Supervisor Lawrence requested a price for a camera for the Wild Oak's Gate.

Supervisor Davidson asked Supervisors to bring their radios to the next meeting.

ELEVENTH ORDER OF BUSINESS

ADJOURNMENT

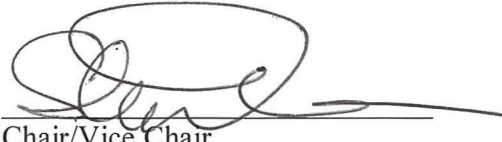
There being no further business to discuss, the meeting adjourned.

On MOTION by Supervisor Davidson and seconded by Supervisor Lawrence, with all in favor, the meeting adjourned at 2:01 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

A handwritten signature in black ink, featuring a large circular loop at the top and a long horizontal stroke extending to the right.

Chair/Vice Chair