

**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, March 15, 2018 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:**

Peter Chiodo	Vice Chair
Marie Gaeta ( <i>via telephone</i> )	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
Ashley Higgins	Grand Haven CDD Office
Robert Ross	Vesta/AMG
Jay King	Vesta/AMG
Rob Carlton	Resident and GHMA President
Jim Gallo	Resident
Ron Merlo	Resident
John Polizzi	Resident
Doray Levendusky	Resident
Kevin Foley	Resident
Lionel Duckwitz	Resident
Don Plunkett	Resident
J. James Lewis	Resident
Otto Bohmueller	Resident
Mike Frichol	Resident
Turner Lett	Resident
Laura Foley	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the meeting to order at 10:07 a.m. Supervisors Chiodo, Lawrence and Smith were present, in person. Supervisor Gaeta was attending via telephone. Supervisor Davidson was not present.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**MODIFICATIONS TO AGENDA**

This item was presented following the Fourth Order of Business.

**FOURTH ORDER OF BUSINESS**

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

Mr. Kevin Foley, a resident, discussed modernizing the Fitness Centers, in terms of space and equipment, developing a “Fitness Center Initiative” group with a Board Member participating, finding out what would better meet the needs and expectations of Fitness Center users, short-term changes that would cost little or nothing, seeking input from the equipment maintenance contractor and touring The Village Center Fitness Center with a professional trainer who thought eliminating inappropriate, unnecessary or redundant equipment and rearranging to create an open area for stretching and other activities, were immediate, low cost options. He asked to present the findings at the next meeting.

Mr. McGaffney summarized that Mr. Foley is part of a group interested in modernizing and developing ideas for the facilities, specifically the Fitness Centers, the group wants to conduct its own research, present it at a meeting and have a Board Member participate in the group. Mr. Foley stated that the group would do the work and the Board Member would just observe. Mr. Clark stated this could be an ad-hoc group and having a Board Member involved might slow the process; it might be best for Mr. Foley and a few other residents to determine what they want and present it at a meeting or workshop. Supervisor Chiodo would facilitate including this as an agenda item, once Mr. Foley is prepared to make a presentation. Mr. McGaffney recommended that Mr. Foley consult with Mr. Kloptosky regarding Americans with Disabilities Act (ADA) requirements.

Supervisor Lawrence questioned whether the preferences and suggestions of a like-minded group would be reflective of the entire community and asked how input from a full spectrum of residents would be obtained. Discussion ensued regarding potential liability. Mr. Clark stated that the District should avoid “sponsoring” any fitness instructor working with an individual; the District should focus on the physical assets and not inject itself into the medical aspect of a professional trainer training someone.

Mr. McGaffney recommended that Mr. Foley privately gather information and request to be included on an agenda to present recommendations.

Mr. Otto Bohmueller, a resident, discussed Brazilian pepper plants on both sides of the footbridge behind the Golf Course Clubhouse. The CDD removed the plants on the west side but they are starting to grow back. Previously, the east side was not addressed because of the difficulty involved in removal from that area. The plants are starting to spread to the Preserve, south of the footbridge and asked if this issue could be addressed. Mr. Kloptosky was aware of the Brazilian peppers; the issue is access and because a lot of removal must be by hand. Supervisor Lawrence wanted the landscaper to spray as soon as possible, remove the dead plants or, if possible, remove the plants prior to spraying the area.

Mr. Bohmueller felt that speeding on Waterside Parkway was worsening. Mr. McGaffney stated that Mr. Kloptosky has authority to have the Sheriff patrol the area. Supervisor Lawrence suggested an e-blast about the speeding issue and notifying residents of potential Sheriff patrols.

Mr. John Polizzi, a resident, noted the high traffic volume at the Wild Oaks Gate, during the recent Parade of Homes. Vehicles were backed up onto Colbert Lane because people attending the Parade of Homes could only enter through the resident gate. He suggested a different system next year to avoid backups. Supervisor Chiodo recalled that, unlike prior years, no one requested any accommodations for the Parade of Homes. Mr. Kloptosky stated that the District’s security guards were hired to man the Wild Oaks Gate during the Parade of Homes. In the future, both gates could be opened, provided a guard processes visitors.

▪ **MODIFICATIONS TO AGENDA**

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

The Board agreed to the following modifications to the agenda:

- **Operations Manager Annual Evaluation**
- **NexStar Electrical Contractors, LLC Proposal for Main Gate Guard House Lighting**

**On MOTION by Supervisor Chiodo and seconded by Supervisor Smith, with all in favor, the modifications to the agenda, were approved.**

**A. District Engineer: DRMP, Inc.**

There being no report, the next item followed.

**B. Amenity Manager: Amenity Management Group, Inc.**

There being no report, the next item followed.

**C. Operations Manager: Barry Kloptosky**

Mr. Kloptosky discussed the following:

➤ The Village Center Storage Addition – The final plan was received from the Architect. It should be presented for approval at the April meeting and then it can go out to bid.

Supervisor Lawrence asked if Mr. Kloptosky could be authorized to go out to bid, before the next meeting, provided the Board consensus at the workshop is in favor of the plan. Mr. Clark recommended authorizing Mr. Kloptosky to go out to bid, subject to discussion at the workshop regarding the amounts related to the project.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Chiodo, with all in favor, authorizing Staff to advertise a Request for Proposals, subject to discussion and final review of the project-related costs, at the next workshop, was approved.**

➤ The Village Center Auxiliary Generator Installation – Permit application was submitted and subsequent drawings and information requested by the City were submitted but there were still challenges in obtaining the permit. AmeriGas submitted a permit for the propane tank. The permit remains pending.

➤ The Village Center Building Water Intrusion Assessment – The written analysis and scope of work would be ready for presentation at the April meeting.

➤ Golf Cart Crossing Safety Issue – The BlinkerBeacon™ Solar Flashing LED Beacon system manufacturer's representative conducted a site visit and performed tests for solar power. A recommendation from the representative was pending.

➤ Resident Request Regarding Sidewalks and Installing a Crosswalk at North Village Parkway and Creekside Drive – Information was provided to the District Engineer.

- Connecting two sidewalks and removing a hedge in a particular area and connecting two sidewalks in another area were easily doable.
- Installing crosswalks on North Village Parkway for north/south crossing would be more complicated.

Mr. Kloptosky stated that the District Engineer advised against proceeding with a crosswalk without following proper procedures because a crosswalk was likely purposefully not included there. A Pedestrian/Traffic Study should be obtained first to determine if adding a crosswalk would be appropriate and should be allowed. As it could create a liability, the District should not take on this type of project without input and a Pedestrian/Traffic Study to support the change, given that it was not installed during the infrastructure stage of development. The District Engineer estimated \$1,000 to \$2,000 for the Study.

Mr. Mike Frichol, a resident, stated that he previously made this request, on behalf of more than a dozen residents. He discussed the increased foot and bicycle traffic in the area.

Mr. Kloptosky reviewed slides of the area and discussed the requirements, process and necessary reconfiguration of the entire intersection, if the District decided to install a crosswalk. Discussion ensued regarding potential solutions. The Board consensus was for Mr. Kloptosky to commission the Pedestrian/Traffic Study, subject to the cost being within his spending authority.

➤ Road Resurfacing Project – The work was 95% to 98% completed. P & S Paving, Inc. (P&S) was paid all but about \$9,000. A deficiency notice was sent for one remaining punch list item and, while the problem was likely resolved, Mr. Kloptosky was not satisfied with the appearance and would contact P&S.

➤ Creekside Amenity Center Front Parking Lot Overcrowded and Illegal Parking – Mr. Kloptosky made the following suggestions:

- Divert all amenity user traffic to the back parking lot; there is always plenty of parking available in the back lot.
- Dedicate the front parking lot for handicapped parking, staff parking and short-term parking for CDD business. An additional handicapped space could be added and signage could be installed for the designated spaces.

Discussion ensued regarding:

- Possible solutions to the front parking lot issue.
- Creating additional parking and designating some spaces for staff only and some for CDD-related business, with a time limit.
- Monitoring and improving compliance and enforcement for illegal parking
- Installing signage, towing offenders or following the Amenity Rules violation process.

Supervisor Smith asked for the daily number of CDD-related business visitors. Regarding a resident suggestion to add more spaces in the front parking lot, Mr. Kloptosky stated that the District Engineer could evaluate the area and provide options. Supervisor Chiodo

directed Mr. Kloptosky to have the Engineer study the area and make recommendations. Mr. Frichol questioned why the Board was spending so much time on this subject, as the District just spent a large amount to expand the back parking lot and residents should park there. The first option should be to make residents use the back lot, rather than spending again to reconfigure the front parking lot.

**D. District Counsel: *Clark & Albaugh, LLC***

Mr. Clark reported the following:

➤ St. Johns River Water Management District (SJRWMD) Permit Transfers – Ongoing A draft agreement was submitted to the SJRWMD specifying that they acknowledge there are no issues of noncompliance, etc. A response from SJRWMD was pending; this would likely be presented at the next meeting.

Mr. Polizzi wanted assurance that the legal work related to this was a priority, so that this matter proceeds timely. He felt that this is taking a long time; if finalization must wait for the next meeting, he wanted a firm commitment that this is a priority. Supervisor Chiodo stated that this is a priority; however, the SJRWMD has caused the delay. Mr. Clark viewed what he was working on as independent of anything that the Board discusses, in terms of projects. These intersected beginning in December when the District met with the SJRWMD to discuss whether they viewed the residents' issues and had recommendations; to date, the SJRWMD had not responded to those questions. Mr. Polizzi requested assurance that the District was doing everything possible to optimize the flow of work and address resident concerns. Mr. Clark hoped that requiring the SJRWMD to acknowledge, on the record, that there are no problems would force them to address any other issues that the District does not know about. Mr. Clark stated that he was proceeding in this manner, as the SJRWMD would not bring this to a conclusion. Mr. Polizzi stated that he was not questioning Mr. Clark's approach but still wanted assurances that the District has the correct priorities and that it proceeds, simultaneously, on a different track for other work, without the permits being finalized or formalized. Supervisor Chiodo asked if there was anything the District could start, prior to the potential transfer. Mr. Kloptosky doubted so, as the project presented by the District Engineer presented must be designed and permitted. The District could perform safety maintenance but should avoid overlapping work that might be the City's responsibility. Mr. Polizzi suggested the District seek a better understanding of what it can do. Mr. Kloptosky stated that the District's aquatics vendor monitors the culverts, ponds, etc., and cleans them when necessary; however, this involves the Tract H waterway, where the water flows underneath it from the wetland to the Tract H

waterway. This is convoluted because of the City’s responsibility or involvement and, because the District was not the permit holder, it could not maintain it. Mr. McGaffney stated that District Counsel is working on an administrative function to close out the permitting and transfer it to the District. The District has maintenance responsibilities that must be discussed amongst the Board, Staff and the District Engineer and additional information must be gathered before the Board can take action on whether to proceed with improvements to the infrastructure. Mr. Polizzi expressed his understanding. Mr. Clark stated that, in his experience, proceeding with projects without first clarifying past permit issues creates problems, which is why he has tried to resolve this without carrying existing or potential issues forward; he viewed the current approach as a means to “cleanse” the permit matter and enable the District to proceed, once it is resolved.

➤ Hurricane Claim with the Federal Emergency Management Agency (FEMA) – Ongoing. FEMA may be evaluating the debris claim; as requested, the District provided additional information. FEMA may be preparing to issue checks for previously approved work, as they requested W-9s, etc.

**E. District Manager: *Wrathell, Hunt and Associates, LLC***

There being no report, the next item followed.

**SIXTH 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 January 31, 2018**

Mr. McGaffney presented the Unaudited Financial Statements as of January 31, 2017. Discussion ensued regarding the debt service bonds retiring in Fiscal Year 2019 and the impact on assessments, the need to replenish reserves and fund balance, upcoming CIP needs due to the aging community, building funds for infrastructure reinvestment projects, etc.

Mr. Jim Gallo, a resident, appreciated the discussions about future budgeting, planning and the CIP; however, he felt that the District must better address what could happen after the bonds are paid off. Supervisor Lawrence stated that the Board has considered this for many years. Mr. McGaffney stated that residents should not think that the \$360 debt assessment amount will fall off their annual assessments; assessments might decrease slightly or not at all, as funds will be needed to continue maintaining the District and to fund CIP projects. Supervisor Gaeta noted that, if the assessment dropped off, the District might need to continually increase assessments, each year, to keep pace with maintenance and infrastructure needs.

**B. APPROVAL OF MINUTES**

- i. February 1, 2018 Community Workshop**
- ii. February 15, 2018 Regular Meeting**

Revisions to the minutes were previously submitted to Management.

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

*\*\*\*The meeting recessed at 11:47 a.m.\*\*\**

*\*\*\*The meeting reconvened at 12:01 a.m.\*\*\**

**SEVENTH ORDER OF BUSINESS**

**BUSINESS ITEMS**

**A. Consideration of/Decision on: NexStar Electrical Contractors, LLC, Estimate for Additional Landscape Lighting at North and South Gates**

Mr. Kloptosky stated that this proposal was for lighting at the North, South and The Crossings Gates.

- **NexStar Electrical Contractors, LLC Proposal for Main Gate Guardhouse Lighting**  
*\*\*\*This item was an addition to the agenda.\*\*\**

Mr. Kloptosky stated that this was for additional lighting at the Main Gate guardhouse. Separately, bantam lights would be added to the columns around the Main Gate to illuminate the traffic entryways and sidewalks and, if needed a bollard light could be installed near the card reader.

**On MOTION by Supervisor Smith and seconded by Supervisor Chiodo, with all in favor, authorizing the Operations Manager to proceed with the NexStar Electrical Contractors, LLC, Estimate for additional landscape lighting at the North and South Gates, in a not-to-exceed amount of \$12,456, and the NexStar Electrical Contractors, LLC, Estimate for lighting at the Main Gate, in a not-to-exceed amount of \$1,450, was approved.**

**B. Consideration of/Decision on: Additional Funds for Community Information Guide**



Mr. Kloptosky stated that the Community Information Guide (CIG) was not included in the Fiscal Year 2018 budget. Ms. Higgins stated that the total cost for 1,500 CIGs would be approximately \$17,000; however, she suggested that 1,000 would be plenty. To date, approximately \$7,200 in advertising was sold and more was pending; in 2016, advertising revenue more than fully offset the cost of the CIG, resulting in a profit for the District.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Chiodo, with all in favor, authorizing CDD staff to obtain a proposal for the Community Information Guide and to pay a deposit in an amount not to exceed the Operations Manager's spending authority, were approved.**

**C. Consideration of/Decision on: Additional Maintenance Staff**

Mr. Kloptosky recalled that he was in the process of replacing a field staff position, as the most recent hire left. Interviews would commence soon. He noted that the department is understaffed and suggested hiring an additional Level 2 or 3 Maintenance Worker, in addition to filling the current Level 1 Maintenance Worker vacancy. Discussion ensued regarding salaries, experience requirements for each classification, staffing options and hiring.

**On MOTION by Supervisor Gaeta and seconded by Supervisor Lawrence, with all in favor, authorization to hire a Level 2 or 3 Maintenance Worker employee to fill the currently vacant maintenance position and to add a Level 2 or 3 Maintenance Worker employee position, subject to the Operations Manager's discretion, was approved.**

**On MOTION by Supervisor Smith and seconded by Supervisor Gaeta, with all in favor, promoting the current Level 1 Maintenance Worker employee to Level 2, with the pay increase subject to the Operations Manager's discretion, was approved.**

**D. Continued Discussion/Consideration of: Resident Survey**

Supervisor Smith voiced his opinion that, due to the upcoming changes in the District's financial structure, a survey should be conducted to accomplish the following:

- Layout the basic concept of the plan that the Board thinks it is following.
- Obtain resident comments about the plan.

- Obtain resident ideas.
- Collect demographic information.

Discussion ensued regarding when the creation, timing, logistics, content, resident feedback and surveys used in other CDDs, etc.

This item was deferred to the April meeting.

**E. Update: 2018 Capital Improvement Plan**

Mr. Kloptosky reported the following:

Line 14, “Rejuvenate coquina path in Front Street”: The landscaper completed the project at no cost and the \$40,000 budgeted would not be used.

Line 17, “Replace steel street light poles with terminal rust”: Construction started.

**EIGHTH ORDER OF BUSINESS**

**OPEN ITEMS**

Item H: Change “Workshop” to “Information Gathering Session”

Item G: Change “Rec Center” to “Village Center”

▪ **Operations Manager Annual Evaluation**

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

Mr. McGaffney stated that Supervisor Davidson’s evaluation was pending. Not factoring in Supervisor Davidson’s evaluation, Mr. Kloptosky scored 4.9 out of 5, based on the evaluations of the other Supervisors, which qualifies him for a Consumer Price Index (CPI) pay increase plus a bonus, based on the same calculation method used in the prior year.

**On MOTION by Supervisor Lawrence and seconded by Supervisor Chiodo, accepting the Supervisors’ evaluations of the Operations Manager and awarding a CPI pay increase plus a bonus, based on the same calculation method used in the prior year, was approved.**

Supervisor Lawrence reviewed the cost per foot for road and curb repairs and voiced his opinion that the budgeted CIP road resurfacing amount was fairly accurate but could change, given that oil prices could increase. The District has approximately 22 miles of roads and resurfaced 6.1 mile in Fiscal Year 2018, which leaves about 16 miles to be resurfaced in the future; at the current per mile price, it would cost about \$2.3 million to resurface the remaining 16 miles. Discussion ensued regarding the ages of the roads.

Mr. McGaffney clarified that Mr. Kloptosky qualified for the maximum bonus amount plus the CPI increase.

**NINTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Smith asked that the next workshop agenda include a discussion item related to the difficulties with the permitting process with the City. Discussion ensued regarding whether to involve District Counsel in the permitting issues.

**TENTH ORDER OF BUSINESS**

**NEXT WORKSHOP/MEETING**

- **COMMUNITY WORKSHOP**
  - **April 5, 2018 at 10:00 AM**
- **BOARD OF SUPERVISORS MEETING**
  - **April 19, 2018 at 10:00 AM**

Mr. McGaffney stated that the next workshop will be held on April 5, 2018 at 10:00 a.m., at this location and the next meeting will be held on April 19, 2018 at 10:00 a.m., at this location.

**ELEVENTH ORDER OF BUSINESS**

**ADJOURNMENT**

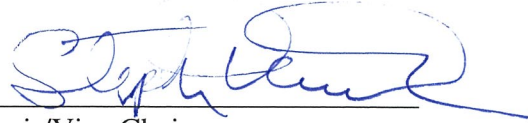
Supervisor Smith asked about moving the workshop and meeting times to earlier in the day. The workshop and meeting times would remain at 10:00 a.m.

**On MOTION by Supervisor Smith and seconded by Supervisor Lawrence, with all in favor, the meeting adjourned at 1:18 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair