

**MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Grand Haven Community Development District held a Regular Meeting on Thursday, October 29, 2020 at 10:00 a.m., via Zoom, at <https://zoom.us/j/2043596216>, and 1-929-205-6099, Meeting ID 204 359 6216, for both.

Present, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

Also present, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Jason Davidson	Vesta/AMG
Ross Reuben	Vesta/AMG
Sue O'Lear	Vesta/AMG
Robert Ross	Vesta/AMG

Residents present, were:

Michael Flanagan	Denise Gallo	David Paukovich	Lisa Mrakovcic
Donna McGevena	Ron Merlo	Kathleen Fuss	Dr. Merrill Stass-Isern
Vic Natiello	Tom Byrne	Other Residents	

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:08 a.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically.

***Disclaimer:** These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.*

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

CONSENT AGENDA ITEMS

A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- **Unaudited Financial Statements as of August 31, 2020**

B. APPROVAL OF MINUTES

- I. August 6, 2020 Virtual Community Workshop**
- II. August 20, 2020 Virtual Public Meeting**
- III. September 3, 2020 Virtual Regular Meeting and Public Hearings**
- IV. September 17, 2020 Virtual Community Workshop**

Mr. McGaffney requested that minor and/or grammatical changes to the minutes be emailed to Management.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Consent Agenda Items, as amended to include revisions to the minutes submitted to Management, were accepted and approved.

FOURTH ORDER OF BUSINESS

BUSINESS ITEMS

A. Discussion: Online Resident Directory

Mr. Reuben discussed the new Amenity website, www.GrandHavenAmenity.com, and the option for an online resident directory that residents could update themselves. Discussion ensued regarding features and processes of the online directory, public records requests, Americans with Disabilities Act (ADA) compliance, posting the Amenity Rules and Policies on the Amenity website, CDD ownership and security of the Directory, staff access and assistance.

Mr. Reuben stated that users would be required to opt-in to the Directory. He would work with District Counsel to develop a prompt on the website advising that the directory and all information is public record.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, authorizing Staff to work with Vesta to develop the Online Resident Directory and procedures and upload the Amenity Rules and Procedures to the Amenity website, authorizing Staff to draft an Addendum to the Agreement with Vesta and authorizing the Chair or Vice Chair to execute, was approved.

- **Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]**

This item, previously Item 7B, was presented out of order.

Ms. O’Lear thanked the Board on behalf of the Move to Music group and stated the fundraiser was held responsibly with regard to social distancing, the previous year’s level of fundraising was matched and much goodwill was felt. Discussion ensued regarding the Phase 3 restrictions, additional requests from small book clubs and for meet and greet events, existing Rules and Policies, continued closure of indoor areas, enforcement of mask and social distancing requirements and holiday events.

Mr. McGaffney summarized as follows:

- During Phase 3, Vesta would continue managing outdoor fitness activities for groups of up to 30.
- No further restrictions would be relaxed, including the restrictions for outdoor social gatherings.
- While holiday decorating would be permitted in the Grand Haven Room, no other holiday events would be permitted, including social gatherings for New Year’s Eve, the toy drive and the choral performance.
- Staff would continue to monitor advisories and make adjustments as necessary.

On MOTION by Supervisor Gaeta and seconded by Supervisor Howden, with all in favor, the Phase 3 Plan allowing outdoor group fitness for groups of up to 30 participants, with reservations required and managed by Vesta, was approved.

- **Operations Manager: [Barry Kloptosky]**

This item, previously Item 7C, was presented out of order.

Mr. Kloptosky discussed the following:

- Additional surveys commenced this week. The District Engineer may have the results for discussion at the November meeting.

➤ Village Center Breezeway Ceilings and Column Replacement: The project was well underway; completion was not anticipated until mid-December.

Discussion ensued regarding moving the Christmas tree to the Grand Haven Room. Staff would decorate for both Christmas and Hanukkah.

➤ Village Center Fitness Center: The upgrades were completed and an e-blast would be sent advising that the fitness center would reopen; additional electrical issues contributed to the delay. The fitness center would be disinfected and sanitized prior to opening. A proposal was signed for floor replacement, which would require closure for one day. Contractors would be advised that they must be checked for fever before reporting to work at the District.

➤ Village Center Office Remodel: Renovations were nearly complete with the exception of paint touchups and cleaning. Exterior doors were delayed due to supply-chain issues. The office was expected to open within the next week and a half.

➤ Front Street Gazebo and Pier and Golf Club Pier Repairs: The repairs were progressing nicely; additional structural issues that were identified were corrected, which extended completion time. Missing railings in barricaded areas would be replaced and barricades monitored. Walkthroughs were scheduled and e-blasts would be sent regarding reopenings.

➤ Sidewalk Repairs: After months of difficulty obtaining quotes, three contractors were engaged to complete the necessary repairs on Waterside Parkway and in The Crossings. Contractors have been difficult to attract and costs for sidewalk repair and replacement were greatly inflated due to demand and COVID-19. Grinding sidewalks was not recommended as it does not correct the root issue; the current solution, in which roots are removed and pinned with rebar, has been used successfully for 12 years.

➤ Mailbox Repairs: Several messages were left with contractors; however, no calls were returned. In-house staff can replace locks with Board approval.

Supervisor Howden voiced his opinion that residents should bear the cost for lock and key replacements. Discussion ensued regarding costs for parts, labor, repair of leaking mailbox kiosks and the budget. Mr. McGaffney stated a sub-account could be created for tracking costs. Discussion ensued regarding charging residents a nominal fee for key and lock replacement. This item would be discussed at a future meeting and approved by Resolution.

➤ Field maintenance workers Joseph Osborne and Edward Wyant were hired. A summary of recommended future staffing needs was submitted for future discussion.

Discussion ensued regarding the need to obtain updated proposals for the croquet court expansion and increasing costs due to COVID-19. Mr. McGaffney stated that contractor prices were rising due to supply and demand and recommended including a contingency amount, as it was difficult to get contractors to honor costs that were quoted before COVID-19.

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, directing Staff to investigate and obtain proposals for the croquet court expansion, including the survey and permitting, was approved.

Supervisor Foley asked Mr. Kloptosky who maintained the paths in Wild Oaks. Mr. Kloptosky stated the paths were included in the VerdeGo contract and Ms. Leister had advised that the paths were re-graded and sprayed for mildew and would be treated monthly. Supervisor Foley felt that e-blasts should be utilized to inform residents about ongoing projects. Mr. Kloptosky stated office staff would be trained in that regard.

- **District Manager: Wrathell, Hunt and Associates, LLC [Howard McGaffney]**

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

Mr. McGaffney discussed merit bonuses historically given to CDD staff at Thanksgiving and requested approval to increase the bonus structure, within the approved amounts, in recognition of their efforts during the recent months.

- **District Counsel: Clark & Albaugh, LLP [Scott Clark]**

This item, previously Item 7D, was presented out of order.

Mr. Clark’s memorandum regarding notable legislation affecting CDDs was included for informational purposes. He reviewed the District’s rule against political signs on CDD property and stated that, during the times when the precinct is open, this rule would be pre-empted, as long as participants take their signs with them when the polls close at 7:00 p.m.

Supervisors Davidson and Smith were presented with plaques in recognition of their service to the District and CDD Board. Each read the sentiments on their plaque and thanked the rest of the Board Members and Staff.

The meeting recessed at 12:20 p.m., and reconvened at 12:30 p.m.

- **NEXT WORKSHOP DATE: November 5, 2020 at 10:00 A.M.**

This item, previously the Sixth Order of Business, was presented out of order.

- **QUORUM CHECK**

Supervisors Davidson, Smith and Gaeta stated they would not attend the November 5, 2020 workshop in person if a physical quorum was required.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, cancellation of the November 5, 2020 Meeting, was approved.

Mr. McGaffney stated that new Board Members would be sworn in at the November 19, 2020 meeting.

B. Presentation: Report of Chairman, 13 Years - Lessons Learned

Supervisor Davidson stated that an audio recording of his presentation would be available for those wishing to review it in the future; that hard copies could be provided to prospective new Board Members. Referring to the presentation in the agenda, Supervisor Davidson discussed previous Board projects, cost-saving measures and archived resources including reports, forms, committee reports and lake reports. He discussed the Lake Watch program, stormwater management, landscape, infrastructure and maintenance, pond and water flow management and the St. Johns Water Management District (SJWMD) Permit. He discussed the Horticultural Consultant, the Grand Haven CDD Symposium held in 2015, tree management in common areas, Interlocal Agreements, FEMA and CARES Act grants, pond management resources and reports, hurricane debris removal, safety and security, COVID-19 mitigation, wildfire mitigation and maps. Supervisor Davidson felt that the items he discussed represented only a minuscule amount of what was accomplished in the District over the past thirteen years. He stated that he enjoyed it all and thanked the Board for the recognition.

Supervisor Gaeta stated she enjoyed working with Supervisor Davidson and observed that his efforts with the Firewise Program for wildfire mitigation previously resulted in the District receiving well over \$750,000 worth of services at no cost to the District.

Supervisor Smith had the following comments:

“We owe Steve a great deal of thanks. He failed retirement even better than I did. I came here in 2001 when there were only 300 houses and my wife said, “You keep volunteering for these things.” but never did I take so much responsibility for the Advisory Committee, which I chaired, for the Homeowners Association that I worked on for six years, or for the CDD that I worked on for the last eight or nine years. Steve got so far into this that he did things, I’ve sat on

ten different Boards of Directors and they're part-time jobs, you come in, you give advice and let staff manage it but Steve stepped over the line there, he brought his own expertise in, he spent many more hours than I would have frankly, and his results are remarkable. Did I agree with every project he did? Looking back at the voting record I probably voted against his proposals more times than anybody else on the Board but I am a maverick that way. Nonetheless, when you look at the bottom line, he did a whole bunch of really great things. But, now, we hand over to the new folks coming in this year and they have to figure out what to do with this. I was a corporate gypsy, I went around, job after job, fixing problems, and, when I got to a new place I would ask, "Why didn't they solve this problem?" Well it is because Steve and people like him were solving a whole bunch of problems you do not see now. But, to the new people coming to the Board, I say this, you have enough problems to solve that we did not solve. You do not see them because we solved them. My input to you is, talk to the people leaving now, when there is a question give us a call, we will be more than happy to help. I think you have two systemic issues to address for the new Board; one is meeting process and one is organization of CDD staff because you are going to come in and pick up where we left off. You are going to do the long-range plan that never got done under this Board. We did some good stuff, we put together a document that shows everything we own but we did not put out that long-range vision. You are going to do that and that is going to give you a whole bunch of input. It is also going to change Barry's organization and, if you do not change that organization, that plan will not work. So, I congratulate Steve. If you wanted to talk about all the good accomplishments we did not have time. Steve, I've enjoyed working with you on this Board."

Supervisor Davidson had the following comments:

"Ray, likewise, it's been great, for me it's been 13 years and I think it's time for others to take over. I used to have boundless energy and my boundless energy now is for going to the beach and being with my wife and taking it easy again."

Mr. McGaffney thanked Supervisors Davidson and Smith for their contributions and support and thanked them on behalf of Mr. Wrathell and Wrathell, Hunt and Associates.

Supervisors Gaeta, Foley and Howden thanked Supervisors Davidson and Smith for their contributions to the Board and celebrated their achievements and their time working together.

Mr. Clark and Mr. Kloptosky thanked Supervisors Davidson and Smith for their service to the Board and wished them well in their future endeavors.

- C. Discussion: Board of Supervisors Code of Conduct**
- D. Discussion: CDD Organizational Structure**
 - I. Organizational Chart**
 - II. Job Descriptions/Scope of Services**
- E. Discussion: Meeting Agenda, Meeting Efficiency and Structure**
- F. Discussion: Goal Setting**

Items 4C, 4D, 4E and 4F were deferred.

FIFTH ORDER OF BUSINESS

OPEN ITEMS

This item was not addressed.

SIXTH ORDER OF BUSINESS

NEXT WORKSHOP DATE: November 5, 2020 at 10:00 A.M.

- **QUORUM CHECK**

This item was presented following Item 4A.

SEVENTH ORDER OF BUSINESS

STAFF REPORTS

- A. District Engineer: *DRMP, Inc.* [David Sowell]**
There was no report.
- B. Amenity Manager: *Amenity Management Group, Inc.* [Robert Ross]**
- C. Operations Manager: [Barry Kloptosky]**
- D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]**
- E. District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]**

Items 7B, 7C, 7D and 7E were presented following Item 4A.

EIGHTH ORDER OF BUSINESS

PUBLIC COMMENTS (3-Minute Rule)

This item was presented following the Ninth Order of Business.

SUPERVISORS' REQUESTS

Supervisor Smith discussed the organizational chart and organizational structure for the benefit of the incoming Board Members.

▪ **PUBLIC COMMENTS (3-Minute Rule)**

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

Resident Denise Gallo thanked Supervisors Davidson and Smith for their service.

Resident David Paukovich stated that, after listening to the accomplishments, he hoped he could live up to that standard, should he join the Board.

Resident Michael Flanagan thanked Supervisors Davidson and Smith for all they have done to make Grand Haven all that it is. He asked for clarification of changes to the reservation policy for activities. Supervisor Davidson stated that the reservations procedure was temporarily overridden and reduced to one day in advance for ease and precision of contact tracing.

Resident Lisa Mrakovcic thanked Supervisors Davidson and Smith and discussed their many contributions.

Resident Kathleen Fuss thanked the Supervisors for their efforts and for keeping Grand Haven grand.

Resident Vic Natiello, having worked with them through the Master Association since 2006, thanked Supervisors Davidson and Smith for their service and contributions to the community.

Resident Tom Byrne thanked the Board for their confidence in him as host for the Meet the Candidates Night and expressed his opinion that the transition would be a smooth one.

TENTH ORDER OF BUSINESS

ADJOURNMENT

There being nothing further to discuss, the meeting adjourned.

On MOTION by Supervisor Smith and seconded by Supervisor Davidson, with all in favor, the meeting adjourned at approximately 2:30 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair