

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, July 15, 2021 at 9:00 a.m. in the Grand Haven Room, at the Grand Haven
6 Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137 and via Zoom Conference Call.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Chip Howden	Board Supervisor, Chairman
11	Kevin Foley	Board Supervisor, Vice Chairman
12	Michael Flanagan	Board Supervisor, Assistant Secretary
13	John Polizzi	Board Supervisor, Assistant Secretary
14	Dr. Merrill Stass-Isern <i>(via phone)</i>	Board Supervisor, Assistant Secretary

15 Also present were:

16	Howard “Mac” McGaffney	District Manager, DPF Management & Consulting
17	Scott Clark	District Counsel, Clark & Albaugh, LLP
18	David Sowell	District Engineer, DRMP, Inc.
19	Barry Kloptosky	Operations Manager
20	Vanessa Stepniak	CDD Office Manager
21	Ron Wardell <i>(via phone)</i>	Insurance Agent
22	Ron Merlo <i>(via phone)</i>	Resident

23 *The following is a summary of the discussions and actions taken at the July 15, 2021 Grand Haven CDD*
24 *Board of Supervisors Regular Meeting.*

25 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

26 Mr. Howden led all present in reciting the Pledge of Allegiance.

27 **THIRD ORDER OF BUSINESS – Public Comments (3-Minute Rule)**

28 Mr. Merlo commented on molding near the doors on the new office and café entrance doors. Mr.
29 Merlo additionally noted that some shrubs were growing into the gutter around the pump house and
30 recommended that they be cleared out.

31 **FOURTH ORDER OF BUSINESS – Business Items**

32 A. Update: North Parking Lot

33 Mr. Sowell updated the Board regarding the North Parking Lot expansion project scheduled for
34 early fall. Mr. Sowell advised that the project was ready to go out for RFP, following confirmation
35 from the Water Management District that the permitting process would be easier than previously
36 anticipated. Mr. Sowell noted that the largest hurdle would be stormwater, as there was no room to
37 treat it in the area without taking expensive measures. Mr. Sowell advised that the RFP would help
38 to get consultants on board to assist with landscape design, irrigation, and other project aspects of
39 that nature.

40 Mr. Howden expressed concerns about what would happen if work did not end up preserving the
41 current north parking lot, and asked whether Mr. Sowell or Mr. Kloptosky saw any issues if the
42 whole parking lot needed to be redone relating to curb cutting work. Mr. Sowell stated that he did
43 not see any reason that roadway conditions would be impacted, noting that curb cutting may not be

44 necessary as the curb could be mounted using gravel piles. Mr. Sowell additionally observed that
 45 the north parking lot conditions appeared to be okay. Mr. Kloptosky advised that resurfacing had
 46 occurred within the past ten years, and noted that he did not believe that the parking lot was
 47 undergoing significant wear and tear.

48 Mr. Flanagan noted that construction costs for lumber and other resources had been rising at
 49 abnormal patterns, and asked about budgetary considerations. Mr. Sowell stated that roadway
 50 construction materials had not been escalating in costs to the degree of lumber and steel. Mr. Sowell
 51 noted that concrete prices were rising somewhat due to inflation, and plastics had increased due to
 52 resin shortages, though noted that any plastic piping needed would be small diameter. Mr. Flanagan
 53 noted that the end cap of the current parking lot appeared to have been removed, resulting in the
 54 loss of space, and asked whether any changes would be made. Mr. Sowell stated that his
 55 understanding was that spaces would be restored as part of parking lot restriping. Mr. Flanagan
 56 asked about handicap parking plans, and Mr. Sowell stated that one ADA space was required for
 57 every 25 regular parking spaces, adding that he believed that the new parking lot would require the
 58 addition of one more ADA space.

59 Mr. Polizzi asked whether the permitting process could begin immediately. Mr. Sowell advised that
 60 this was correct, noting that the permitting process had technically already started with him vetting
 61 the process with the Water Management District. Mr. Sowell noted that he could additionally begin
 62 the process with the city, but could not fully submit plans until construction plans were 60%
 63 complete.

64 Dr. Stass-Isern requested ensuring that the St. John’s Water Management District permit was in
 65 writing. Mr. Sowell advised that staff would receive an actual permit from the Water Management
 66 District, and that discussion had been regarding procedural matters prior to obtaining the permit.

67 On a MOTION by Mr. Polizzi, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
 68 directing the District Engineer to draft and publicly notice the RFP for the North Parking Lot expansion
 69 project, pending review by District Counsel, for the Grand Haven Community Development District.

70 B. District Engineer: *DRMP, Inc.* [David Sowell]

71 **This item, previously Item 6A, was presented out of order.**

72 Mr. Sowell gave updates on the Road Resurfacing project and the timing of the RFP for the FY
 73 2022 project. Mr. Sowell stated that three bidders had reached out regarding the RFP, and advised
 74 that there was a mandatory pre-bid meeting scheduled for July 31. Mr. Sowell noted that two of the
 75 bidders had been from companies that the District had been in contact with for previous resurfacing
 76 projects, and one bidder was new. Mr. Sowell stated that bids were scheduled to be formally
 77 submitted by mid-August. Mr. Sowell stated that he hoped to start and finish the project within a
 78 week, to minimize disturbance to the residents.

79 Mr. Sowell additionally commented on an email in circulation concerning pedestrian and bicyclist
 80 safety issues regarding crossing an intersection, noting that he was still evaluating. Mr. Foley
 81 commented that there were intersections of concern at both the Village Center and Creekside, and
 82 commented on speeds of drivers coming around the islands. Mr. Foley discussed potential
 83 solutions, recalling that the fire department was against installation of speed bumps in the area due
 84 to concerns about potential damage and impeding fire truck speed. Mr. Foley requested that this be
 85 brought forward for discussion and consideration at the next meeting. Comments were made in
 86 favor of coordinating with law enforcement for regularly ticketing drivers in order to reduce speed
 87 outside of any infrastructure means. Mr. Foley asked whether law enforcement measures could be
 88 combined with any technology that may be helpful. Mr. Kloptosky stated that speed bumps would
 89 be expensive and a hindrance to emergency vehicle egress. Mr. Kloptosky stated that crosswalk

90 buttons may be a good option for both intersections of concern, though would be somewhat costly.
91 Mr. Kloptosky recalled that the community had previously acquired a radar sign that indicated
92 driver speed in the approximate amount of \$6,000.00, and stated that while the sign had been an
93 effective deterrent, it had subsequently been stolen and destroyed. Mr. Howden expressed support
94 for discussing and addressing this at the next workshop meeting. Mr. Howden additionally
95 expressed support for contacting the sheriff's office regarding the District's potential interest.

96 C. Presentation: Health Insurance

97 Mr. McGaffney stated that the Board had previously approved the addition of vision and dental
98 coverage as part of the health insurance benefits package offered to staff, with the new policy to
99 take effect on August 1.

100 • 125/HSA Plans

101 Mr. Wardell presented the health insurance plans, and discussed and fielded questions from
102 the Board.

103 Mr. Polizzi noted concerns that spousal and child coverage had been low, and hoped that
104 relatively low deductibles in coverage programs would be a benefit. Mr. Polizzi stated that
105 the intent had not been to necessarily increase contributions but to give workers an
106 additional option to put money aside.

107 Following further discussion, the Board directed the District Manager and Operations
108 Manager to work with Mr. Wardell to provide a list and analysis of benefits and costs to
109 include more information on FSA plans and tax implications associated with the plans, to
110 be discussed at a future meeting.

111 • Update: CDD Insurance Pool

112 Mr. McGaffney advised that he had been unable to locate any insurance pools between
113 other CDDs that Grand Haven CDD would be able to participate in.

114 • Update: State Retirement Plan

115 Mr. Clark advised that employees of special districts could participate in the State
116 Retirement Plan. Mr. McGaffney stated that he would continue to gather information on
117 the process, to be presented to the Board at a future meeting.

118 D. Consideration of 4 C's Trucking & Excavation, Inc., Second Amendment to Disaster Debris
119 Removal Stand-By Agreement

120 Mr. Clark recommended that the Board approve the revised pricing for the current hurricane season,
121 additionally recommending that the District put the contract out to bid at the end of the season.

122 *(Dr. Stass-Isern left the meeting at 10:51 a.m.)*

123 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
124 approved the Second Amendment to Disaster Debris Removal Stand-By Agreement from 4 C's Trucking
125 & Excavation, Inc., for the Grand Haven Community Development District.

126 Following the motion, the Board directed District Counsel to prepare the RFP, to be brought back
127 before the Board at a future meeting for approval.

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130 E. Consideration of **Resolution 2021-08**, Appointing and Removing Officers of the District, and
131 Providing for an Effective Date

132 Mr. Clark stated that this Resolution was related to the transition in the District's management
133 team. Mr. Clark advised that the Resolution named Patricia Thibault as Treasurer, Jackie Leger as
134 Assistant Secretary, Howard McGaffney as Assistant Treasurer, and that the Resolution's slate of
135 officers retained Howard McGaffney as Secretary.

136 Mr. Foley made a motion, seconded by Mr. Flanagan, to adopt Resolution 2021-08.

137 During discussion of the motion, Mr. Polizzi expressed concerns about oversight with the District
138 Manager now overseeing the District's finances. Mr. Polizzi stated that his concerns were not
139 related to any judgment of character, but rather with risks involved in not segregating functions and
140 potentially losing control. Mr. Clark advised that the situation with the District Manager approving
141 the District's own monthly check was not unique to the District. Mr. Clark stated that the budget
142 and contract kept things in check, and that the setup helped with vendors being paid on-time and
143 efficiently. Mr. Clark stated that he had also asked Vesta for their insurance coverage related to
144 employee dishonesty, which was in the amount of \$1 million of coverage. Mr. Clark stated that he
145 had made a request and wished to discuss with the Board to increase the coverage by at least \$2
146 million. Mr. McGaffney noted that there were policies in place limiting non-contractual
147 expenditures that could be approved by the District Manager and the Operations Manager, and Mr.
148 Polizzi requested a copy of the documents related to this policy.

149 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
150 **Resolution 2021-08**, Appointing and Removing Officers of the District, and Providing for an Effective
151 Date, for the Grand Haven Community Development District.

152 Following the motion, Mr. Clark stated that he would review Vesta's insurance policy and the
153 District's procurement policy with spending authority.

154 F. Consideration of **Resolution 2021-09**, Authorizing and Approving of Designated Registered Agent
155 and Registered Office

156 Mr. McGaffney advised that this Resolution named the District Counsel as the District's designated
157 registered agent.

158 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adopted
159 **Resolution 2021-09**, Authorizing and Approving of Designated Registered Agent and Registered Office,
160 for the Grand Haven Community Development District.

161 *(Meeting was recessed at 11:26 a.m., and reconvened at 11:41 a.m.)*

162 G. Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2020, Prepared by
163 Grau & Associates

164 Mr. McGaffney gave an overview of the management letter, noting that it had found that Grand
165 Haven CDD had complied in all material aspects. Mr. McGaffney stated that there were no findings
166 for the current year, nor were there any previous year findings. Mr. Foley asked how many years
167 the current auditor had been working with the District, and noted that it was common in the
168 corporate sector to regularly change auditors. The Board discussed potentially going out to bid for
169 a new firm for auditing services, as part of the transition to new District Management.

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172 H. Consideration of **Resolution 2021-10**, Hereby Accepting the Audited Financial Report for Fiscal
173 Year Ended September 30, 2020

174 On a MOTION by Mr. Howden, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adopted
175 **Resolution 2021-10**, Hereby Accepting the Audited Financial Report for Fiscal Year Ended September 30,
176 2020, for the Grand Haven Community Development District.

177 Following the motion, the Board discussed making a motion for District Counsel to draft and notice
178 an RFP for auditing services. The Board requested that the RFP have language clarifying that the
179 Board wished for the auditor to render an opinion on the new District Management firm's internal
180 control policies. The Board additionally requested that the RFP have language indicating that the
181 District's budget for Fiscal Year 2022 would include a new Capital Reserve Fund.

182 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
183 authorizing District Counsel to draft and publicly notice an RFP for auditing services, for the Grand Haven
184 Community Development District.

185 I. Consideration of Campus Suite Proposals (Website)

186 *(Dr. Stass-Isern rejoined the meeting at 12:05 p.m.)*

187 Mr. McGaffney advised that the District's current website management and maintenance company,
188 Strange Zone, held an exclusivity agreement with the District's previous management firm, and
189 would not respond to any of his attempts to reach out. Mr. McGaffney advised that Campus Suite
190 had provided two proposals related to transitioning webhosts, auditing the website for ADA
191 compliance, and for annual ongoing management and overall maintenance of the site.

192 On a MOTION by Mr. Flanagan, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
193 the Campus Suite proposal for transitioning webhosts from Strange Zone to Campus Suite and auditing the
194 District website for ADA compliance, in the amount of \$1,470.00; and the Campus Suite proposal for
195 annual ongoing management and maintenance for the District's website, in the amount of \$1,515.00, for
196 the Grand Haven Community Development District.

197 **FIFTH ORDER OF BUSINESS – Consent Agenda Items**

198 A. Acceptance of Unaudited Financial Statements

- 199 • Unaudited Financial Statements as of May 31, 2021

200 Mr. McGaffney advised that the District had collected 99% of assessments, and was on
201 target to collect 100% or more of its revenue through the assessment collection period.

202 Mr. Howden indicated that the District was already 25% past the current budget with the
203 District Engineer.

204 B. Approval of Minutes

- 205 • June 3, 2021, Community Workshop

206 Mr. Howden requested that the word "the" be struck from line 157 of the June 3, 2021,
207 community workshop meeting minutes.

- 208 • June 17, 2021, Regular Meeting

209 Mr. Foley requested that the meeting minutes capture action items to be followed up on,
210 for added clarity for residents and members of the Board. Mr. McGaffney stated that,
211 following the transition to the new District Management company on August 1, an order

212 of business item for Action Items would be added to future meeting agendas prior to each
213 meeting's adjournment.

214 On a MOTION by Mr. Foley, SECONDED by Mr. Howden, WITH ALL IN FAVOR, the Board approved
215 the June 3, 2021, Community Workshop Meeting Minutes, as amended, and the June 17, 2021 Regular
216 Meeting Minutes, as presented, for the Grand Haven Community Development District.

217 **SIXTH ORDER OF BUSINESS – Staff Reports**

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

219 Mr. Ross presented a handout report to the Board, stating that the report would additionally be
220 posted to the Village Center and Creekside bulletin boards.

221 B. Operations Manager: [Barry Kloptosky]

222 I. CIP

223 Mr. McGaffney advised as to the difference between the revised budget and changes after
224 approval of capital items.

225 II. Monthly Report

226 Mr. Kloptosky gave an overview of the monthly report. The Board and Mr. Kloptosky
227 discussed various community maintenance items, with Mr. Kloptosky giving updates on
228 ongoing projects.

229 C. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]

230 Mr. Clark recommended changes to the amenity rules.

231 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
232 the changes to the Amenity Rules, in substantial form as recommended by District Counsel, and authorized
233 District Counsel to publicly notice the public hearing for rules adoption, to take place on September 2,
234 2021, for the Grand Haven Community Development District.

235 Following the motion, Mr. Clark advised as to revised hourly fees.

236 *(Dr. Stass-Isern let the meeting at 2:25 p.m.)*

237 On a MOTION by Mr. Foley, SECONDED by Mr. Howden, WITH ALL IN FAVOR, the Board approved
238 the revised hourly fees for District Counsel services, as presented, for the Grand Haven Community
239 Development District.

240 **SEVENTH ORDER OF BUSINESS – Upcoming Workshop Agenda Items**

241 Mr. McGaffney gave an overview of the agenda and action items for the upcoming workshop
242 meeting scheduled for August 5, 2021.

243 • Discussions on crosswalk safety were to continue at the next meeting if there was enough
244 time to allow for staff to review prior to the meeting.

245 • An e-blast would be distributed to the residents asking for input as to ideas for areas in the
246 community with safety concerns, or which could use additional crosswalks. Mr.
247 McGaffney stated that responses received prior to the cutoff date could be included as part
248 of the next meeting agenda.

- 249 • Celera would be giving an IT presentation at the next meeting, which would include
250 recommendations for upgrading IT and security.
- 251 • The matrix for District agendas for the next few months would be updated, as well as the
252 outlined long-term planning and communication strategy.
- 253 • Mr. McGaffney and Mr. Kloptosky would be meeting with the property owner regarding
254 the Firewise project, and would be reporting back to the Board as appropriate.
- 255 • Mr. Kloptosky and Ms. Stepniak would be sending out communications to residents about
256 access control, the gate, and information on updating contact details.
- 257 • Mr. Kloptosky would look into pricing for audio systems, specifically for the fitness center
258 and potentially the café, as well as other areas where it may be needed.
- 259 • Mr. Kloptosky would be working with the District Engineer regarding a traffic study.
- 260 • Mr. McGaffney would be working with the insurance agent on the list of benefits and
261 analysis on FSA life, accident, death, and disability insurance, as well as working with staff
262 to determine amenable options. Mr. McGaffney stated that he hoped to have this by the
263 next workshop meeting, but acknowledged that the item did not have the workshop as a
264 hard deadline.
- 265 • Mr. McGaffney would research the state retirement fund.
- 266 • Hours for contractors would continue to be monitored for any work occurring outside of
267 the approved window.
- 268 • Action items would be captured in the meeting minutes in a bulleted list.
- 269 • Mr. McGaffney's summary of action items from the meeting would be sent to Ms.
270 Stepniak.

271 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

272 Mr. McGaffney asked whether the Board wished to have digital or printed agendas for the meetings.
273 Following discussion, the Board opted to proceed with printed copies of meeting agendas at no
274 additional cost.

275 Mr. Polizzi asked about the process of transferal of financial and administrative documents to the
276 new District Management company, including District records. Mr. McGaffney advised that the
277 transition had begun and that he currently had all the files that he needed.

278 Mr. Flanagan asked for clarification on the survey that the District Engineer was currently
279 conducting. Mr. McGaffney advised that the survey had been approved by the Board at the previous
280 meeting, and per Board direction he had confirmed with the Engineer that the survey would include
281 both sides of Colbert Lane. Mr. McGaffney explained that the intent of the survey was to establish
282 the boundaries of the District, which may be relevant for any potential expansion of Colbert Lane
283 as the survey also related to the right-of-way. Mr. McGaffney noted that the County Engineer had
284 not indicated that the County had any plans to expand Colbert Lane in the near future in their most
285 recent correspondence. Mr. Flanagan additionally expressed concerns with irrigation, annuals, and
286 mulching. Mr. Kloptosky advised that he was aware of the concerns and issues, and was working
287 with the landscape contractor to restore conditions.

288 Mr. Foley agreed with Mr. Flanagan's concerns with landscaping, adding that the landscaping
289 along Waterside Parkway was also in poor condition.

290 Mr. Howden requested that the Board keep in mind meeting length, advising as to a 4-hour policy
291 for meetings. Mr. Howden indicated that the agenda for the workshop was filling up, and stressed
292 the need for focus on long-term capital planning.

293 Mr. McGaffney requested for the Board to give clearer direction as to what actions to take when
294 requested by a Supervisor outside of a meeting to place an item on the agenda. Following
295 discussion, the Board agreed that potential items for agendas should be discussed within meetings
296 as part of discussions under Supervisor Requests, and that only emergency items or items
297 concerning the health, safety, and welfare of the District be exceptions. The Board also agreed that
298 the Chair retained ultimate authority under Statute and direction by the Board to make the final
299 decisions on agenda items.

300 **NINTH ORDER OF BUSINESS – Next Workshop: August 5, 2021, at 9:00 a.m.**

- 301 • Quorum Check

302 All Board members confirmed that they would be present for the meeting, which would establish
303 a quorum.

304 **TENTH ORDER OF BUSINESS – Adjournment**

305 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
306 adjourn the meeting. There being none, Mr. Foley made a motion to adjourn the meeting.

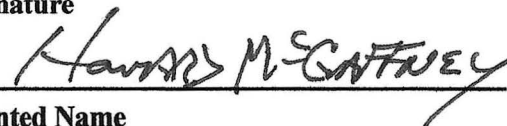
307 On a MOTION by Mr. Foley, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adjourned
308 the meeting, at 2:52 p.m., for the Grand Haven Community Development District.

309 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
310 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
311 *including the testimony and evidence upon which such appeal is to be based.*

312 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
313 **meeting held on August 19, 2021.**

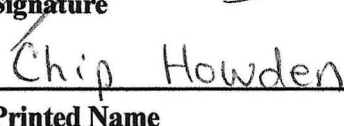
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Signature


Printed Name



Signature


Printed Name

315 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman