

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 Friday, September 17, 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.

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

8 Mr. McGaffney acknowledged that this meeting had initially been called to order on September 16,
9 2021 and recessed to September 17, 2021. Mr. McGaffney stated that this meeting was reconvened.

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

11 Present and constituting a quorum were:

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

16 Also present were:

17	Howard “Mac” McGaffney	District Manager, DPFPG Management & Consulting
18	Patricia Thibault (<i>via phone</i>)	DPFPG Management & Consulting
19	Scott Clark	District Counsel, Clark & Albaugh, LLP
20	David Sowell	District Engineer, DRMP, Inc.
21	Barry Kloptosky	Operations Manager
22	Vanessa Stepniak	CDD Office Manager
23	Robert Ross	Amenity Manager
24	John Lucansky	Amenity Manager
25	Byron Dixon	Resident
26	Lori Dixon	Resident
27	Mike Clark	Resident
28	Lori Thigpen	Resident
29	Terri Lyon	Resident
30	Jan Beers	Resident
31	Arnie Hernstein	Resident
32	Donna McGevna	Resident
33	Michael Mauricio	Resident
34	Lisa Mrakovcic	Resident

35 *The following is a summary of the discussions and actions taken at the September 17, 2021 Grand Haven*
36 *CDD Board of Supervisors Regular Meeting.*

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

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

39 Following the Pledge of Allegiance, Mr. McGaffney asked the Board for permission to have Ms.
40 Thibault provide an update on the financial transition to the new District Management company.
41 The Board expressed agreement.

42 Ms. Thibault gave an overview of her experience in working in governmental accounting. Ms.
43 Thibault stated that the financial statements were for the period ending July 31, and that DPFPG had
44 taken over as of August 1. Ms. Thibault indicated that there were some items on the financial
45 statements that may have been comingled. Ms. Thibault explained that invoices were still being

46 received a few weeks into August that needed to be attributed to July, and that information being
47 communicated back from the previous firm had come in after agenda deadlines.

48 Byron Dixon asked why the landscaping line item appeared to be abnormally high. Mr. McGaffney
49 explained that going out to bid and transition landscaping companies drove expenditures up for the
50 fiscal year.

51 Mike Clark suggested that the budget include considerations for a new screen in the clubhouse.

52 Lori Thigpen asked why so many banks were included in the financial statements. Mr. McGaffney
53 noted that Wrathell Hunt's internal policy was different from DDPFG's, and that he and Ms. Thibault
54 were discussing eliminating some of the accounts in the transition.

55 **THIRD ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

56 Mr. Howden thanked the audience for being in attendance and explained that the audience comment
57 period was specific to items that were on the agenda.

58 Mr. McGaffney stated that a resident had sent in an email expressing concerns about safety in the
59 crosswalks, indicating that she had almost been hit by a car. Mr. Polizzi suggested that the
60 crosswalk item be moved up in the agenda to be addressed first following the audience comment
61 period.

62 Terri Lyon requested the written permission from the St. Johns Water Management District
63 approving the use of a parcel of land for the Village Center North parking lot. Ms. Lyon commented
64 positively on goals working on meeting efficiency. Ms. Lyon asked for clarification on what the
65 Board meant by enhancements.

66 Jan Beers commented negatively on costs of total staff support and stated that she felt that rates and
67 benefits being given were unsustainable over the long-term.

68 Arnie Hernstein acknowledged that there were a number of residents who lived in the Grand Haven
69 community and had expertise in accounting. Mr. Hernstein suggested that the Board consult with
70 residents with expertise in various fields rather than paying external consultants.

71 A resident asked whether a shade structure could be installed for the call box at the crossings.

72 Donna McGevna expressed concerns with traffic being allowed through the security gates, noting
73 that guards were not taking down license plate information. Ms. McGevna additionally noted that
74 there had been some issues with residents not receiving e-blasts and suggested comparing the Vesta
75 and CDD address listings. Ms. McGevna suggested that residents contact guards regarding if they
76 were expecting visitors. Ms. McGevna additionally commented on café menus.

77 Michael Mauricio asked why the crossing outside of the Village Center was not a 4-way stop.

78 Comments were heard via Zoom regarding poor meeting sound quality and column painting
79 progress.

80 **FOURTH ORDER OF BUSINESS – Staff Reports**

81 A. Amenity Manager: Robert Ross/ John Lucansky

82 No verbal report was given. A copy of the report will be posted to the bulletin boards at each
83 amenity center.

84 B. District Engineer: David Sowell

85 Mr. Sowell presented his report, providing updates on the parking lot expansion at the Village
86 Center. Mr. Sowell stated that the process was awaiting confirmation from St. Johns River Water
87 Management District for formal approval, and at that stage they would go out to bid, with permitting

88 to follow. Mr. Sowell stated that bids were likely to be presented for consideration in November or
89 December's meeting.

90 C. Operations Manager: Barry Kloptosky

91 ➤ Exhibit 1: Presentation of Capital Project Plan Tracker

92 ➤ Monthly Report

93 Mr. Kloptosky gave an overview of rounds of repairs for curbs and gutters. Mr. Kloptosky
94 anticipated paving to start for the crossings around September 27, weather permitting. Additional
95 comments were made regarding costs related to the walking bridges project. Mr. Kloptosky advised
96 as to internal renovations which had been handled by staff at a large savings to the District, though
97 acknowledged that flooring had been handled by an outside contractor. Mr. Kloptosky additionally
98 noted planned bathroom renovations, particularly with the doors. Discussion ensued, with Mr.
99 Kloptosky fielding questions from the Board and audience members. Mr. Kloptosky noted
100 considerations for maintenance of croquet courts.

101 D. District Counsel: Scott Clark

102 Mr. Clark stated that he had nothing to report.

103 E. District Manager: Howard "Mac" McGaffney

104 Mr. McGaffney gave a brief verbal report.

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

106 A. Exhibit 2: Consideration for Acceptance – The July 2021 Unaudited Financial Report

107 Mr. McGaffney stated that the financial report was not being presented for approval, and that
108 financial statements through August 31 would be presented at the October 21 regular meeting.

109 B. Exhibit 3: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
110 Meeting Held August 5, 2021

111 Mr. McGaffney stated that the minutes were not intended to be verbatim, but more of a hybrid
112 summary format.

113 On a MOTION by Mr. Polizzi, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
114 the Minutes of the Board of Supervisors Workshop Meeting Held August 5, 2021, for the Grand Haven
115 Community Development District.

116 **SIXTH ORDER OF BUSINESS – Business Items**

117 A. Board Authorization to approve the expenses related to research and development of the District
118 Engineer's Report related to Crosswalk, Safety, and Recommendations

119 **This item, originally Item D, was presented out of order.**

120 Discussion ensued regarding crosswalk considerations and potentially coordinating with
121 consultants for working within design and safety constraints to minimize liability. Mr. Polizzi
122 suggested initiating discussion with the Sheriff's Department for additional input. Mr. McGaffney
123 asked whether the Board was interested in having Sheriffs on property issuing warnings and tickets,
124 and whether the Board was interested in engaging Sheriffs for other services with limited scope
125 and acquiring recommendations. The Board opened the floor to any audience comments.

126 Lisa Mrakovic introduced herself as the liaison between the Sheriff's Office and the neighborhood
127 watch and offered to reach out to the office. Ms. Mrakovic suggested getting feedback from
128 residents as to "hot spots" in the community.

129 Jan Beers recalled similar issues at a different community in Fort Myers, noting positive change
130 once the FMPD had been engaged.

131 A resident stressed the need for clarity from the Board regarding what was being discussed,
132 recalling that discussions had started in relation to LED lights. Mr. McGaffney expressed
133 appreciation.

134 Lori Dixon asked whether a study had already been done, and asked about the cost, to which the
135 Board responded that the study had been conducted for a few thousand dollars and presented at a
136 subsequent meeting. Ms. Dixon suggested pedestrian flags for crosswalks.

137 Additional discussion ensued regarding stop signs, particularly processes and fees involved, and
138 their efficacy.

139 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
140 approved directing the District Manager to work with Lisa Mrakovcic and the Flagler County Sheriff's
141 Department on vehicular traffic safety concerns, for the Grand Haven Community Development District.

142

143 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, with Mr. Howden, Mr. Polizzi, and Dr.
144 Merrill voting "AYE", and Mr. Flanagan voting "NAY", the Board approved authorizing the District
145 Engineer to conduct preliminary research on pedestrian crosswalks, and to contact the City related to the
146 possible installation of additional stop signs for the purpose of making a future presentation and
147 recommendation to the Board, for the Grand Haven Community Development District.

148 *(The Board recessed the meeting at 11:47 a.m., and reconvened at 12:04 p.m.)*

149 B. Exhibit 4: Presentation & Consideration of Evaluation of Bids for the FY 2022 Paving Program

150 Following an overview of bids and materials costs, the District Engineer provided a
151 recommendation to rank P&S Paving as the #1 Ranked Firm, based on qualifications and pricing.

152 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
153 the Rank P&S Paving Proposal, as the recommended ranking presented by the Engineer, and to authorize
154 the District Counsel to draft the formal agreement, for the Grand Haven Community Development District.

155 C. Exhibit 5: Consideration of Joshua's Tree Construction Proposal - \$20,000.00

156 Mr. Kloptosky presented the proposal, recalling work that the company had done for the District
157 previously and recommending its approval. Mr. Kloptosky noted that the vendor was unsure about
158 the extent of sod repair which would be needed and recommended a not-to-exceed amount during
159 approval. Mr. Kloptosky advised that this work would start after October 1, which Mr. McGaffney
160 clarified was part of Fiscal Year 2022. The Board discussed pricing considerations with Mr.
161 Kloptosky.

162 On a MOTION by Mr. Flanagan, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
163 the Joshua's Tree Construction Proposal, in an amount not to exceed \$22,000.00, for the Grand Haven
164 Community Development District.

165 Following the motion, Mr. McGaffney indicated the location of the construction in response to a
166 resident question.

167

168

169 D. Audit Committee Selection

- 170 ➤ Consideration of Audit Selection Evaluation Criteria
- 171 ➤ Consideration of Audit Proposal Instruction
- 172 ➤ Consideration of Advertisement of Annual Audit Service Proposals

173 Mr. McGaffney recommended that the Board go out to RFP to get competitive and qualified
174 proposals. Mr. McGaffney explained that the previous auditor RFP had been issued when the
175 District had been dealing with multiple bond issuances, and that as this would no longer be the
176 case, there may be an opportunity to save money. Mr. Clark provided additional background
177 information on the audit committee process. The Board expressed support for adding this item to
178 the October meeting agenda.

179 E. Discussion of Mileage Reimbursement Policies

180 Mr. McGaffney stated that the District's Operations Manager currently had a mileage
181 reimbursement agreement above the standard currently established by the IRS for mileage. Mr.
182 McGaffney stated that Ms. Thibault was recommending for this to be adjusted to the IRS standard,
183 and suggested that this could start on October 1, with a resolution to be ratified at the October
184 regular meeting. Mr. Kloptosky fielded questions from the Board regarding the number of vehicles
185 on property, vehicle usage, and staffing considerations.

186 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
187 approved an interim mileage reimbursement policy that complies with the Federal IRS standards for
188 mileage reimbursement for the District employees, effective October 1, 2021, additionally approving the
189 District Counsel to draft a formal policy to be ratified at the October 21 regular meeting, for the Grand
190 Haven Community Development District.

191 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

192 Mr. Howden commented that the agenda was structured in a way to keep from jumping around
193 from subject to subject and stressed the need for the Board collectively to provide staff direction,
194 rather than individual Supervisors.

195 Mr. Polizzi stated that he would appreciate guidance with whether to suggest ideas and changes
196 during discussion of a relevant business item, or to save the list for the Supervisor Requests section
197 later in the meeting. Mr. Howden discouraged moving around agenda items chronologically and
198 suggested having suggestions brought up as their own topics. Mr. Polizzi additionally requested a
199 projections column for the District financials, suggesting that this would be helpful for capital
200 projects and tailoring expenses such as the engineering budget. Mr. Polizzi also provided comments
201 related to the controls and chain of custody of the District's financials. Mr. McGaffney suggested
202 that a discussion item could be added to the October 7 workshop to discuss financials with Ms.
203 Thibault. Mr. Polizzi expressed concerns that he did not receive copies of the increase letter, nor
204 did a number of other residents. Mr. Polizzi suggested looking into the mailing lists for updates.
205 Mr. McGaffney stated that he could check the mailing list to verify that Mr. Polizzi was accounted
206 for. Mr. Polizzi suggested for technology support cost items to be grouped under a heading on the
207 financials. Mr. Polizzi additionally suggested that the room be reorganized for better visibility and
208 projection.

209 Dr. Merrill stated that she did not understand the security guards' protocol for guests and
210 contractors accessing the community. Mr. McGaffney stated that the Operations Manager could
211 meet with the guard service account manager regarding the issues, and that a representative could
212 attend a future meeting for discussion if problems persisted. Dr. Merrill stressed the need for time

213 efficiency, noting that the District Engineer had been present for a significant amount of time before
 214 his business items had come up. Dr. Merrill additionally asked whether the District Engineer could
 215 attend meetings remotely to reduce costs, which the Board expressed support for. Dr. Merrill asked
 216 the Board whether they could consider a special workshop to have more interactive
 217 communications with residents. Dr. Merrill concurred with Mr. Polizzi’s negative comments on
 218 the room setup, additionally suggesting for Supervisors and attendees to be able to be spaced out
 219 individually in a manner where the projector would still be visible. Mr. Kloptosky advised that a
 220 new projector was on order and would be installed once received.

221 Mr. Flanagan asked the Board to consider more appropriate and usable spaces for the current tiki
 222 bar and croquet practice courts, and comments were made suggesting that these be discussed as
 223 part of long-term planning sessions. Additional comments were made requesting for Mr. Kloptosky
 224 to address safety concerns due to reduced visibility from the bushes at an intersection near the north
 225 gate, for staff to follow up on resident requests on the audio connections on the new Village Center
 226 fitness equipment, and for scheduled painting and maintenance at the pedestrian crosswalks to be
 227 performed sooner.

228 **EIGHTH ORDER OF BUSINESS – Action Item Summary**

229 Mr. McGaffney had the following action items listed:

- 230 a. Spell out the Bank names on the Financials
- 231 b. Look into the Projections Columns
 - 232 i. This will be added to the May Budget Presentation and the August Budget
 - 233 Adoption/Public Hearing
- 234 c. Operations Manager: Eblast to the community regarding the protocol/procedures that
- 235 residents are to follow when they have guests coming to visit. Check in with the Main Gate.
- 236 d. A request was made for a shade solution over the call boxes at the Crossings Gate, so that
- 237 people can see what is being typed in.
- 238 e. District Manager: Contact the Sheriff’s Department about speeding and traffic concerns,
- 239 authorized by the Board.
- 240 f. The Operations Manager will send the Board a copy of the pdf. of the traffic study
- 241 conducted a few years ago.
- 242 g. The Operations Manager will look into moving up the planned maintenance/ and the
- 243 painting schedule of the existing crosswalks in the community.
- 244 h. Post orders will be sent to the Board
- 245 i. District Manager will look back at previous communications from Supervisor Flanagan,
- 246 about the Post Orders.
- 247 j. District Counsel will draft mileage reimbursement policy
- 248 k. District Counsel will send the Audit Selection Committee agenda items to be included in
- 249 the October 21st meeting for consideration.
- 250 l. District Engineer will send the revised Survey for the District Property along Colbert Lane,
- 251 to be considered at the October 21st, meeting.

252 **NINTH ORDER OF BUSINESS – Exhibit 6: Upcoming Meeting Agenda Items/ Meeting Matrix**

253 Mr. McGaffney stated that the meeting matrix was provided and would be continually updated as
 254 a living document.

255 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: October 7th, 2021, 9:00 a.m.**
256 **Workshop**

- 257 • Quorum Check

258 All Board members that were present confirmed that they would be present for the next meeting,
259 which would establish a quorum.

260 Prior to adjournment, Mr. Howden acknowledged that everyone made mistakes, and stressed the
261 importance of continuing to collaborate well as a cohesive Board.

262 **ELEVENTH ORDER OF BUSINESS – Adjournment**

263 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
264 adjourn the meeting. There being none, Mr. Howden made a motion to adjourn the meeting.

265 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board adjourned
266 the meeting, at 2:09 p.m., for the Grand Haven Community Development District.

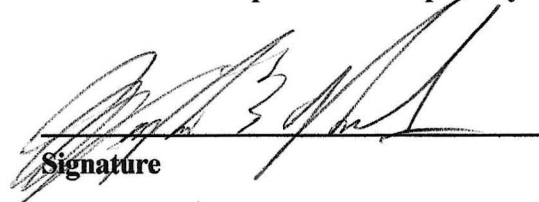
267 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
268 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
269 *including the testimony and evidence upon which such appeal is to be based.*

270 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
271 meeting held on October 21, 2021.

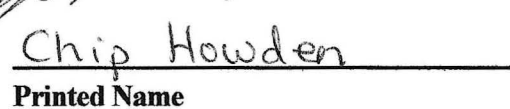
272 

Signature


Printed Name



Signature


Printed Name

273 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman