

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Community Workshop Meeting of the Board of Supervisors of the Grand Haven Community
5 Development District was held on Thursday, August 5, 2021 at 9:02 a.m. in the Grand Haven Room, at the
6 Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

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

15 Also present were:

16	Howard “Mac” McGaffney	District Manager, DPFM Management & Consulting
17	Scott Clark <i>(via phone)</i>	District Counsel, Clark & Albaugh, LLP
18	David Sowell <i>(via phone)</i>	District Engineer, DRMP, Inc.
19	Robert Ross	Amenity Manager
20	John Lucansky	Amenity Manager
21	Barry Kloptosky	Operations Manager
22	Vanessa Stepniak	CDD Office Manager
23	Michael Torres <i>(via phone)</i>	Celera
24	Mark Rohrbeck <i>(via phone)</i>	Celera
25		
26	Ron Merlo	Resident
27	David Ferguson	Resident
28	Denise Galo	Resident
29	Kathleen Fuss	Resident
30	Lisa Mrackovic	Resident

31 *The following is a summary of the discussions and actions taken at the August 5, 2021 Grand Haven CDD*
32 *Board of Supervisors Community Workshop Meeting.*

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

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

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

36 Mr. Merlo requested for a detailed report from the operations manager at each biweekly meeting,
37 questioning how the funds were being spent and commenting negatively on what he saw as poor
38 quality of construction work. Mr. Kloptosky advised that the Board had previously requested for
39 his reports to only be provided at regular monthly meetings for efficiency.

40 There were no further comments from the general audience.

41 Mr. Clark advised that he was present if the Board needed him to weigh in on any matters, though
42 noted that he would have to leave at some point while the meeting was in progress.

43 Mr. Howden thanked Mr. Clark for calling in.

44 Mr. Flanagan asked whether Mr. Clark anticipated any reinstatement of mask mandates or other
45 measures due to recent trends in COVID-19 cases in Florida. Mr. Clark stated that he was aware of
46 the Governor's comments, and advised that different local governments had their own approaches.
47 Mr. Clark advised that he did not believe that the CDD had the authority to institute their own mask
48 mandate, but noted that the CDD could be prudent in taking sanitization precautions.

49 Mr. Polizzi asked for an update on the document request from Mr. Williams, and Mr. Clark stated
50 that he had provided a number of documents and had been in communication with Mr. Williams to
51 ensure compliance with his requests.

52 Dr. Stass-Isern made additional comments on COVID-19 precautionary measures. Mr. Clark
53 reiterated his comments on the CDD being prudent in taking sanitization precautions, additionally
54 noting that the CDC had guidelines that could be followed. Mr. Foley added that he was not present
55 at the meeting because there was no mask mandate or social distancing in place. Mr. McGaffney
56 commented that he could post the guidelines on the District site as recommendation.

57 *(Mr. Clark left the meeting.)*

58 **FOURTH ORDER OF BUSINESS – Discussion Items**

59 A. Exhibit 1: District's IT Contractor, Celera, to Present Proposals for Discussion, Recommending
60 Security & Improvements to the CDD's IT Infrastructure

61 Mr. Howden clarified for the audience that the presentation was not relevant to publishing charts
62 on the website which had been frequently requested.

63 Mr. Torres introduced himself to the Board, and gave an overview of the assessment summary,
64 phishing reports, floor plan, pricings, and the five-phase CDD roadmap.

65 Dr. Stass-Isern asked for clarification as to what was being proposed that was different from what
66 was currently being offered by Celera. Mr. Rohrbeck stated that previous services were primarily
67 protection-based, but suggested that with growing threats there was a greater need for detecting and
68 responding to threats, and recovering losses.

69 Mr. Polizzi stated that he did not see anything for patching or server upgrades and asked for
70 clarification as to whether these were included, requesting additional clarification on add-ons. Mr.
71 Rohrbeck stated that the add-on items would take produced logs all into account and push any
72 abnormalities to a 24/7 security operations center, additionally advising as to professional services
73 offered in different packages.

74 Further comments were made regarding on-site and cloud-based backup and recovery. The Board
75 requested clarification as to pricing related to Phases 4 and 5, and Mr. Rohrbeck stated that there
76 were many steps prior to those phases, and conditions may change by that point.

77 Mr. Howden asked for clarification as to what kind of involvement and background Grand Haven
78 staff members would need to have to implement some of the technological measures discussed.
79 Mr. Rohrbeck stated that current staffing was fine, and that measures such as password policies and
80 domain structure would continue to be handled by Celera. Mr. Rohrbeck additionally provided
81 clarification as to connections depicted in the site map.

82 Mr. Foley commented that he would like to see a coordinated effort between District and operations
83 management and Celera. Mr. McGaffney clarified that this was a board-initiated directive for
84 Celera to review the District's strengths, weaknesses, and threats, and for Celera to come back with
85 recommendations to the Board. Mr. Foley stated that he still felt management should get involved
86 and provide their own recommendations to the Board for discussion, suggesting that it may
87 streamline workshops and regular meetings, and indicating that he still found it difficult to decide

88 following the presentation. Mr. McGaffney stated that he could provide limited guidance, but he
89 did not have an IT company's skillset.

90 The Board discussed pricing, with Mr. Howden indicating that the \$16,000.00 to be spent was not
91 budgeted. Mr. Flanagan indicated that the recent phishing attack made it clear to him that this was
92 something which needed to be spent as soon as possible to ensure the safety of the community's
93 information. Mr. Foley suggested that District Management and Celera provide a benchmark of
94 comparison against what other Districts were doing for their IT systems and spending. Mr.
95 McGaffney advised that another nearby community with a comparable size and scope to Grand
96 Haven CDD spent over \$30,000.00 annually on IT systems. Mr. Kloptosky added that he and Ms.
97 Stepniak had had multiple meetings with Celera regarding security needs and goals, and that the
98 presentation was a result of these discussions.

99 This item was tabled for further consideration at the Regular August Board Meeting.

100 Mr. McGaffney recommended that any questions from the Supervisors be sent to Ms. Stepniak and
101 copied over to him as well by August 13. Mr. Foley reiterated a request for comparison with other
102 Districts.

103 *(The Board recessed the meeting at 10:35 a.m., and reconvened at 10:46 a.m.)*

104 B. Discussion Regarding the Strategy for Long Term Planning Sessions

105 • Exhibit 2: Board Goals Updated Sheet

106 Mr. McGaffney recalled discussions as to strategies related to moving forward, and stated
107 that he had updated the matrix and Board goals, summarizing the progress. Mr. McGaffney
108 proposed a strategy for entering a multi-month discussion and planning session with the
109 Board of Supervisors, to take place over the next 6 months. The Board will submit to the
110 District Manager their ideas or requests by email for the strategy sessions with the Board.
111 The District Manager will compile the information and summarize it in a similar manner
112 as the Board's ten Goals. After the Staff and Board have finished their planning sessions,
113 the Board will decide on the communications plan with the residents.

114 • Exhibit 3: 10 Year Reserve Study

115 The District Staff will begin to review the Reserve Study and update the 10-year outlook
116 of projects that are scheduled, as well as adding recommendations for additional capital
117 improvements. Mr. McGaffney stated that the workshop meeting in October would be his
118 deadline for updating items in the reserve study.

119 • Operation's Manager Input

120 • Board's Input

121 Mr. Polizzi requested information from the Chamber of Commerce regarding population
122 and income demographics. Mr. Polizzi discussed focusing on Employee Growth and
123 benefit planning.

124 Mr. Flanagan commented on staffing and possible options for outsourcing with contractors
125 for expanded services options and competitive pricing. Mr. Flanagan additionally
126 suggested that getting a realtor's perspective on the community and the area's housing
127 market and potential impacts on the District would be useful to have. Mr. McGaffney stated
128 that property appraisers of the county could also be a useful resource in a similar vein.

129 Mr. Howden asked whether it would be a good idea to separate out capital projects and
130 "softer" priorities such as communications on the Board goals sheet.

131 Dr. Stass-Isern requested that the Board revisit Ray Smith's survey for resident input. Dr.
132 Stass-Isern additionally suggested that Mr. Kloptosky and Ms. Stepniak could coordinate
133 to put together a list of common requests for improvements and/or common complaints
134 from residents.

- 135 • Resident's Input

136 **FIFTH ORDER OF BUSINESS – Staff Updates**

137 Mr. Sowell stated that he had solicited a quote for a survey of the property boundary between
138 Culver Lane and Grand Haven, and that the quote, in an amount of about \$21,000.00, would be
139 included and presented with details at the upcoming regular meeting. Mr. McGaffney advised that
140 this was a capital item and would need to come back to the Board for approval. Mr. Howden
141 requested that the District Engineer check whether a Survey already exists with the county.

142 The Board discussed updates with the Operations Manager, and directed for no oral reporting at
143 workshop meetings, and for one written report to be submitted per month. The Board additionally
144 requested that Mr. Kloptosky only point out any significant items that need to be mentioned. Mr.
145 Kloptosky stated that the pickleball court permit had been released by the city on July 30, and that
146 he was in contact with the court contractor for a future site review.

147 Mr. McGaffney stated that the transition to Vesta/DPPFG was complete. The Board asked how
148 records documents outside the statutory requirements were handled, and Mr. McGaffney stated that
149 records were cataloged and stored with Iron Mountain, rather than destroyed. Dr. Stass-Isern asked
150 about the timelines for agendas, and Mr. McGaffney stated that the copies would either be sent out
151 through Lake Mary or Jacksonville offices. Mr. McGaffney and the Board discussed public hearing
152 procedural processes as they related to the District's budget.

153 **SIXTH ORDER OF BUSINESS – Next Board of Supervisors Meeting Date: August 19, 2021, at 9:00**
154 **A.M.**

155 Mr. Polizzi and Mr. Foley indicated that they would not be in physical attendance, but would be
156 able to call in. All other supervisors advised that they would be in physical attendance, which would
157 establish a quorum.

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

159 Dr. Stass-Isern commented positively on the new mailboxes.

160 Mr. Polizzi discussed some questions regarding the Campus Suite proposal which he had sent to
161 Mr. McGaffney. Mr. Polizzi discussed resident concerns about bike riding on the sidewalk by The
162 Village's center.

163 Mr. Flanagan discussed tracking open business items on the meeting matrix.

164 Mr. Howden commented on issues with linking the CDD and private email address. Mr. Howden
165 concurred with Mr. Foley's previous suggestion of staff providing comments and potential
166 recommendations for proposals prior to going into in-depth presentations with the technical details.
167 Mr. Foley added that he felt staff should ensure that presentations are tailored to the Board.

168 **EIGHTH ORDER OF BUSINESS – Exhibit 4: Timeline Matrix**

169 Mr. McGaffney stated that the meeting matrix included both agenda and action items.

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173 **NINTH ORDER OF BUSINESS – Adjournment**

174 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
175 adjourn the meeting. There being none, Dr. Stass-Isern made a motion to adjourn the meeting.

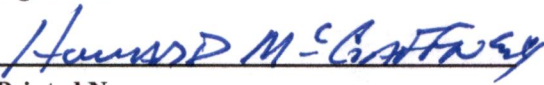
176 On a MOTION by Dr. Stass-Isern, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board
177 adjourned the meeting, at 1:04 p.m., for the Grand Haven Community Development District.

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

181 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
182 **meeting held on September 16, 2021.**

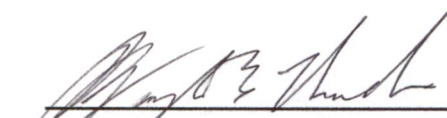
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Signature

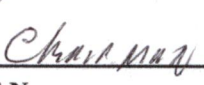


Printed Name

184 Title: Secretary Assistant Secretary



Signature



Printed Name

Title: Chairman Vice Chairman