

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, June 16, 2022 at 9:03 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. McInnes 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 (<i>via phone</i>)	Board Supervisor, Assistant Secretary

15 Also present were:

16	David McInnes	District Manager, DPFG Management & Consulting
17	Scott Clark	District Counsel, Clark & Albaugh, LLP
18	Barry Kloptosky	CDD Operations Manager
19	Vanessa Stepniak	CDD Office Manager
20	John Lucansky	Amenity Manager, Vesta Property Services
21	Sam Clark	Audience Member
22	Donna McGevna	Resident

23 *The following is a summary of the discussions and actions taken at the June 16, 2022 Grand Haven CDD*
24 *Board of Supervisors Regular Meeting.*

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

26 The Pledge of Allegiance was recited.

27 **THIRD ORDER OF BUSINESS – Audience Comments – (*for non-agenda items - limited to 3 minutes***
28 ***per individual*)**

29 Resident Donna McGevna requested a follow-up on the issue of public versus private roads, as well
30 as the audit report status for FY 2021. She mentioned a problem with the horticulturist and noted
31 that her property still had yet to be restored with 6 trees. She stated that she would be willing to
32 purchase and plant her trees herself if the trees were not in the budget and requested for a decision
33 to be made by the Board. Ms. McGevna additionally requested the recordings for the meetings held
34 last May and June.

35 Mr. Howden indicated that District Counsel would discuss the roads that meeting and clarified that
36 the FY 2021 audit was still in progress. He stated that he would defer to the Operations or District
37 Manager regarding Ms. McGevna’s property issue.

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

39 A. Exhibit 1: Amenity Manager: John Lucansky

40 Mr. Lucansky relayed a request from the croquet club to hold a residents-only teen summer camp
41 starting at the end of July. There were no objections to the croquet club’s request. Mr. Lucansky
42 additionally requested to extend the community tennis end time to 8:00 p.m. due to the current
43 heatwave. The Board expressed no issue with this change.

44 B. District Engineer: David Sowell

45 Mr. McInnes stated that the District Engineer was not present and asked for any questions for the
46 District Engineer to be forwarded to him.

47 C. Operations Manager: Barry Kloptosky

48 1. Exhibit 2: Presentation of Capital Project Plan Tracker

49 Mr. Kloptosky asked for any questions on the tracker. Mr. Flanagan asked if a
50 subcontractor would be used for the sidewalk replacement plan. Mr. Kloptosky confirmed
51 that a subcontractor would be used for this project. Mr. Flanagan additionally inquired
52 about the status of an open position. Mr. Kloptosky indicated that few resumes had been
53 received and that he did not feel that the applicants were qualified for the position.

54 2. Exhibit 3: Monthly Report

55 Mr. Kloptosky provided an update on the crosswalk safety project, as well as curb and
56 gutter repairs. He stated that poles, signs, and backers had been received but that the bases
57 were currently on backorder. He explained that contractors had been experiencing
58 difficulties in obtaining concrete and asphalt but that work was scheduled to start on July
59 5. Mr. Flanagan asked if alternatives to asphalt could be used. Mr. Kloptosky indicated that
60 he would ask the contractor about alternatives.

61 Mr. Kloptosky informed the Board that the canopies for the croquet and pickleball court
62 were currently in production. He relayed that the vendor estimated that the canopies would
63 be installed within 2 to 3 weeks. Dr. Merrill asked if temporary shade could be installed in
64 the meantime. Mr. Kloptosky indicated that he would have staff look into temporary
65 canopies.

66 Mr. Kloptosky stated that tile installation for the Phase 3 women's restrooms was expected
67 to be completed in approximately 2 weeks and that work would then begin in the men's
68 restrooms. In response to a question from Mr. Flanagan, Mr. Kloptosky confirmed that the
69 doors for the Phase 2 restrooms had been reordered and that the jams and trim had been
70 installed.

71 Mr. Kloptosky brought up resident concerns regarding stormwater drainage and flooding,
72 primarily in the North Park area. He explained that this was due to a weir that was installed
73 at the incorrect elevation. He stated that a notch had been cut in the concrete weir to lower
74 it to the proper height and indicated that this should resolve the issue.

75 In response to a question from Mr. Polizzi, Mr. Kloptosky confirmed that he had a list of
76 locations in need of sidewalk repairs. Mr. Polizzi suggested putting together a projection
77 of the impact the next 6 months of sidewalk repairs would have on the budget. Mr. Howden
78 indicated that he felt this would be unnecessary. Discussion ensued regarding whether the
79 CDD had enough money budgeted for the planned projects. Mr. McInnes clarified that the
80 Board could pull money from individual line items but could not increase the total budget
81 amount. Mr. Kloptosky indicated that he would confirm how many additional locations
82 were in need of sidewalk repairs and the approximate costs.

83 Mr. Polizzi brought up the land restoration issue that had been discussed during Audience
84 Comments. Mr. Kloptosky recommended waiting to plant trees after the Firewise mowing
85 had been completed. Mr. Howden indicated that he would prefer to discuss this outside of
86 the meeting.

87 D. District Counsel: Scott Clark

88 1. Exhibit 4: Monthly Report

- 89 2. Exhibit 5: Presentation of Memo Regarding Supervisor Conduct & Other Precautions
90 During Election Period

91 **This item, originally Item D3, was presented out of order.**

92 Mr. Clark stated that Supervisor candidates were not subject to Sunshine Law. He
93 clarified that this would change when the election occurred and noted that authorities
94 were split on the matter. He recommended that Supervisor candidates err on the side of
95 caution. He additionally discussed the Hatch Act, and explained that this prohibited the
96 use of District funds, assets, or property to run a political campaign.

- 97 3. Presentation of Memo Regarding Access to Community – *To Be Distributed*

98 Mr. Clark discussed legislation regarding public access to District roads. He stated that he
99 was willing to support and move forward with what the Board would like to do in terms
100 of public access. He recommended that the Board go through the formal rulemaking
101 procedure, should they choose to restrict public access. All members of the Board spoke
102 in favor in moving forward with public access restriction.

103 *(The Board recessed the meeting at 10:23 a.m. and reconvened at 10:31 a.m.)*

104 Following the recess, Mr. Howden stated that he would speak with the District Manager
105 to discuss what approach to take to prepare for the August 4 Workshop Meeting.

106 E. District Manager: David McInnes

- 107 1. Exhibit 6: Meeting Matrix

- 108 2. Exhibit 7: Action Item Report

109 Mr. McInnes clarified that crossed off items were kept on the report in case Supervisors
110 believed additional action was necessary but would be removed from the next Action
111 Item Report.

112 Mr. Flanagan requested an update on an action item added on April 7. Mr. Howden
113 recalled that Mr. McGaffney had stated that he would work on this after the budget
114 season had concluded. He asked if Mr. McInnes had an estimated completion date for this
115 item. Mr. McInnes indicated that he did not and added that this was not something that
116 his company would normally do. Mr. Howden requested to receive relative salary
117 comparisons for employees for other CDDs by the end of the calendar year.

118 Mr. Flanagan asked for an update on signage and crosswalk color combinations. Mr.
119 Kloptosky indicated that he was still waiting to hear back from the District Engineer.

120 Mr. Polizzi expressed that he would like to put together an outline for the meeting on
121 security and stressed the importance of resident input. Mr. Foley noted that security
122 would be discussed over multiple Workshop Meetings and recommended setting up a
123 schedule of topics to discuss. Mr. Howden requested each Supervisor to send Mr.
124 McInnes a list of items to cover in the security discussions by the end of next week. Mr.
125 Flanagan suggested having the guard company attend the August 4 Workshop Meeting.
126 Mr. Kloptosky indicated that he would ask the guard company to attend the meeting.

127 Mr. McInnes reminded the Board that Form 1 was due by July 1.

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

129 A. Exhibit 8: Consideration for Acceptance – The May Unaudited Financial Report

130 B. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
131 Meeting Held May 5, 2022

132 C. Exhibit 10: Consideration for Approval – The Minutes of the Board of Supervisors Regular
133 Meeting Held May 19, 2022

134 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
135 all items on the Consent Agenda for the Grand Haven Community Development District.

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

137 A. Exhibit 11: Consideration of Updates to Rules, Policies, & Fees for All Amenity Facilities

138 Mr. Clark noted that additional input that had been received after the Workshop Meeting had
139 been incorporated. Mr. Foley suggested revising the language concerning the policies relating to
140 the Waterside Parkway sidewalks to eliminate redundancy. There were no objections to this
141 change.

142 On a MOTION by Mr. Polizzi, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board approved
143 directing staff to set the discussed rules for a Public Hearing at the August Regular Meeting and to move
144 this draft forward as the hearing draft for the Grand Haven Community Development District.

145 *(Dr. Merrill left the meeting at 11:21 a.m.)*

146 *(The Board recessed the meeting at 11:22 a.m. and reconvened at 11:33 a.m.)*

147 B. Presentation & Consideration of District Engineer Proposals

148 1. Exhibit 12: District Engineer RFQ for Reference

149 Mr. Clark led the Board through the RFQ review process.

150 2. Exhibit 13: Evaluation Criteria

151 Mr. Flanagan expressed concerns regarding not having enough information to rank the
152 options for District Engineer. The other supervisors indicated that they felt prepared to
153 rank the proposals. Mr. Kloptosky recommended that the District continue to work with
154 Mr. Sowell and noted that he had not worked with Matthews Design Group. Mr. Polizzi
155 and Mr. Flanagan expressed concerns that Mr. Sowell specifically may not continue to be
156 the District's Engineer but agreed that they would prefer to use the more experienced
157 company. Mr. Kloptosky assured the Board that Mr. Sowell had committed to continue to
158 serve as the District's Engineer. Following discussion, the Board ranked the proposals,
159 with Kimley-Horn scoring 351 points and Matthews Design Group scoring 244 points.

160 3. Exhibit 14: Kimley-Horn

161 4. Exhibit 15: Matthews Design Group

162 On a MOTION by Mr. Flanagan, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
163 the ranking of Kimley-Horn as the first choice and Matthews Design Group as the second choice and
164 directed staff to negotiate a contract for the Grand Haven Community Development District.

165 Following the motion, Mr. Clark confirmed that he would bring the contract to the next meeting.

166 C. Consideration of Resident Survey

167 1. Exhibit 16: Draft Survey

168 Mr. Polizzi stated that he had received comments from an anonymous Supervisor
169 regarding the need to include a survey question pertaining to the oak trees. The other
170 Supervisors indicated they felt this question was unnecessary. Mr. Polizzi additionally
171 brought up a suggestion to change the word "remodeling" to "renovation" for the kitchen

172 and restaurant question. The other Board members indicated that they would prefer to
173 leave this question unchanged.

174 Mr. Flanagan pointed out a grammatical error in the sixth question under Amenities. Mr.
175 Polizzi explained that the error was from an older version of the survey and had since
176 been corrected. Mr. Foley suggested having the survey company provide input on the
177 survey. Mr. Polizzi indicated that this would be done.

178 2. Exhibit 17: Selection of Vendor

179 Mr. Polizzi explained that costs would range from approximately \$5,000.00 to \$7,500.00,
180 dependent on whether the number of surveys conducted online and via mail.

181 3. District Counsel's Role

182 The Board agreed to have District Counsel review proposals and any associated contract,
183 in addition to reviewing the language for the e-blast that Mr. Polizzi would draft
184 regarding assistance for Test Team.

185 4. District Manager's & District Staff's Roles

186 The Board agreed to have the District Manager work with District Counsel to review the
187 language of the aforementioned e-blast. The Operations Manager and District office staff
188 were directed to collect and mail the surveys dropped off at the District offices.

189 5. Miscellaneous/Outstanding Issues

190 In response to a question from Mr. Flanagan, Mr. Polizzi confirmed that the online
191 survey would be ADA compliant.

192 On a MOTION by Mr. Flanagan, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board approved
193 proceeding with the survey, in an amount not to exceed \$8,000.00, for the Grand Haven Community
194 Development District.

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

196 Mr. Flanagan requested an update on the lights for the basketball court. Mr. Kloptosky stated that
197 he was waiting to hear back from the contractor but would reach out to them again.

198 Mr. Polizzi brought up walking path issue at Wild Oaks. Mr. Kloptosky confirmed that the walking
199 path was on homeowner property and discussed a similar issue that had occurred in the past. The
200 Board reached a consensus to have Mr. Kloptosky look into the walking path issue. Mr. Polizzi
201 additionally stated that he would like to receive a report from the insurance agency regarding the
202 District's experience over the last fiscal year. Mr. McInnes indicated that he would bring the
203 requested information to a future meeting.

204 Mr. Foley stated that he would like to work with Mr. Lucansky on gathering information for
205 expanded parking. Mr. Howden noted that there was a survey question on parking and indicated
206 that he would prefer for the vendor to gather information to report to the Board, rather than having
207 a Board member involved. Mr. Foley provided his views should Mr. Lucansky collect parking
208 information.

209 Mr. Foley asked if the Supervisors had anything they would like to include in the August Oak Tree.
210 Mr. Polizzi indicated that he would like to reference the survey in the Oak Tree but that he would
211 prefer to wait to establish a more exact time frame for the survey before doing so. Mr. Flanagan
212 suggested including upcoming dates for the town meeting and reviews in the Oak Tree.

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

- 214 A. The District Manager and Operations Manager will work with resident Donna McGevna regarding
215 tree replanting.
- 216 B. The District Manager will provide general information regarding pay levels and benefits by the end
217 of the calendar year.
- 218 C. Supervisors and the Operations Manager will send the District Manager a list of items to be
219 discussed at the Security Workshop. The District Manager will work with the Chair on establishing
220 a meeting outline based on responses.
- 221 D. Mr. Polizzi will send the District Manager the most up-to-date version of the resident survey with
222 the District Manager to distribute to the rest of the Board.
- 223 E. The Operations Manager will review the walking path issue in Wild Oaks.
- 224 F. The Operations Manager will speak with Mr. Lucansky on his observations regarding amenity use
225 of the parking lot and on the street.
- 226 G. The District Manager will send a claims recap to the Board members.
- 227 H. District Counsel will advertise the rule change for the Public Hearing in August.
- 228 I. District Counsel will work on the contract proposal for Kimley-Horn.

229 **NINTH ORDER OF BUSINESS – Next Meeting Quorum Check: July 21st, 9:00 a.m.**

- 230 • Quorum Check
- 231 All Board members, with the exception of Dr. Merrill, confirmed that they would be present for
232 the meeting, which would establish a quorum.

233 **TENTH ORDER OF BUSINESS – Adjournment**

234 Mr. Howden asked for final questions, comments, or corrections before requesting a motion to
235 adjourn the meeting. There being none, Mr. Polizzi made a motion to adjourn the meeting.

236 On a MOTION by Mr. Polizzi, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
237 adjourned the meeting, at 1:14 p.m., for the Grand Haven Community Development District.

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

241 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
242 meeting held on 7-21-2022.

243 David C. McInnes
244 Signature

David C. McInnes
Printed Name

Wannayon B. Howden
Signature

Wannayon B. Howden
Printed Name

245 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman