

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, November 4, 2021 at 9:00 a.m. in the Grand Haven Room, at the Grand
6 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	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	David McInnes	DPFM Management & Consulting
18	Scott Clark	District Counsel, Clark & Albaugh, LLP
19	David Sowell (<i>via phone</i>)	District Engineer, DRMP, Inc.
20	Barry Kloptosky	Operations Manager
21	Vanessa Stepniak	CDD Office Manager
22	Jay King	Vice President District Services, Vesta Property Services
23	Robert Ross	Amenity Manager
24	John Lucansky	Assistant Amenity Manager
25	Scott Vedder	Sergeant, Flagler County Sheriff’s Office
26	Lisa Mrakovcic	Resident
27	Mary Wiggen	Resident
28	Jim Larkin	Resident
29	Denise Majewski	Resident

30 *The following is a summary of the discussions and actions taken at the November 4, 2021 Grand Haven*
31 *CDD Board of Supervisors Regular Meeting.*

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

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

34 **THIRD ORDER OF BUSINESS – Presentation of FCSO Speed Monitoring – Scott Vedder**

35 Mr. Vedder presented his report on recent traffic data collected within the Grand Haven
36 community. He noted that out of 15,391 vehicles, the average speed was 30 miles an hour and that
37 there were 259 speeding violations. He concluded that the enforcement rating was low and that he
38 would not consider Grand Haven to have a speeding problem.

39 Mr. Polizzi brought up a concern regarding safety at the crosswalks in the community, and asked
40 if Mr. Vedder had noticed an increase in signs or crosswalk notification in areas where he generally
41 worked. Mr. Vedder recommended increasing visibility of the crosswalks with flashing lights,
42 rumble strips, or reflective paint.

43 Dr. Merrill asked if Mr. Vedder thought an additional sign at the crosswalk would be helpful. Mr.
44 Vedder stated that an additional sign was unlikely to help.

45 In response to a Supervisor question, Mr. Vedder explained that a stop sign would most likely not
46 be beneficial at the intersection at Creekside Drive. A discussion regarding various options to help
47 with speeding followed.

48 The Board opened the floor to any traffic-related comments from the audience for Mr. Vedder. An
49 audience member asked about car accident statistics in Grand Haven, and Mr. Vedder commented
50 that he was only aware of a few minor incidents and opined that it was not a disproportionate
51 problem in the community.

52 **FOURTH ORDER OF BUSINESS – Audience Comments (3-Minute Rule)**

53 Resident Mary Wiggen asked the Board to consider allowing cell phones to work with call boxes
54 to be able to activate the gates to the community, as many people do not own landline phones. Mr.
55 McGaffney stated that this was a part of the Long Term Capital Planning Strategy.

56 Resident Jim Larkin commented on one of the pickleball courts being monopolized by a small
57 group of people. Mr. McGaffney stated that this would be further discussed later in the meeting to
58 come up with a solution.

59 **FIFTH ORDER OF BUSINESS – Staff Reports**

60 Mr. Howden requested that those presenting provide updates to their written reports, rather than
61 discussing the reports in full, in order to increase efficiency. The written reports can be found on the
62 Documents page on the Grand Haven CDD website.

63 A. Exhibit 1: Amenity Manager: Robert Ross/ John Lucansky

64 Mr. Ross indicated that the Tiki Hut survey was ready to be sent out on November 8, and that
65 results should be ready for the December Board meeting. In response to a Supervisor question, Mr.
66 Ross stated that the UPC codes should be fully functional by Monday of the following week.

67 Mr. Ross additionally explained the pickleball court reservation system, noting that the plan going
68 forward would be to open 2 new courts for community pickleball and 2 new courts for reservations.

69 Mr. Howden asked for a time frame estimate for the new pickleball courts. Mr. Lucansky reviewed
70 the current status of the pickleball courts and estimated that the new courts would be completed
71 within the next 2 weeks.

72 Dr. Merrill requested an update on the croquet sign-up figures. Mr. Ross stated that they were
73 tracking croquet signups and they could look at the numbers. Mr. Polizzi suggested asking residents
74 to sign up for croquet. Dr. Merrill additionally recommended that Mr. Lucansky ask residents if
75 they are on his e-blast list.

76 B. District Engineer: David Sowell

77 Mr. Sowell reported that he was working on finalizing the crosswalk costs, noting that schematics
78 and cost projections should be done in time for the December Board meeting. Mr. Sowell
79 additionally stated that he was preparing a presentation for the storm water needs assessment survey
80 and that he was still waiting on a letter from the City of Palm Coast regarding jurisdiction of roads
81 within the Grand Haven community.

82 Mr. Polizzi asked for clarification on whether it was the District or the County that had jurisdiction
83 over the stormwater flows. Mr. Sowell stated that he was working to see if there was any overlap.
84 Mr. Clark mentioned that he would locate old agreements he had previously worked on that related
85 to this matter.

86 Mr. Flanagan asked if waiting to hear back from the City of Palm Coast was impacting the progress
87 on the stop signs that had been agreed to at the last meeting. Mr. Sowell explained that this would
88 not impact the stop signs.

89 In response to an additional question from Mr. Flanagan, Mr. Sowell gave an update on the status
90 of the Village Center parking lot expansion, noting that this should be completed within 3 to 4
91 months.

92 C. Operations Manager: Barry Kloptosky

93 ➤ Exhibit 2: Presentation of Capital Project Plan Tracker

94 Mr. Kloptosky presented the Capital Project Plan Tracker.

95 Mr. Polizzi asked why there weren't any numbers on the report for various items. Mr.
96 McGaffney explained that the carryovers that were known about were budgeted, and that
97 items that came after the budget was adopted were uncertain. Mr. McGaffney added that
98 the costs would come out of the Board's operating funds.

99 A brief discussion took place among Board members regarding the scheduling of projects
100 to aligns with the needs of the community.

101 ➤ Exhibit 3: Monthly Report

102 Mr. Kloptosky explained that some of the current projects are affected by the supply chain
103 issue and the weather. He indicated that the curb and gutter repairs should be done by the
104 end of November. Mr. Kloptosky also mentioned that 3 different locations in need of curb
105 and gutter repairs were identified and that the contractor was willing to do these as well for
106 an additional charge. He noted that he did not know the cost as he had not received the
107 proposal as of yet. Mr. McGaffney stated that there was \$100,000 available in the budget
108 for curbing replacement and that the cost was expected to fall within the capital item.

109 Mr. Kloptosky provided an update on the pond bank erosion on Osprey Circle, stating that
110 the contractor was waiting on the deposit check which had been mailed. Mr. Kloptosky
111 noted that repairs were expected to start this month as the contract had been signed.

112 The Board and staff briefly discussed the security updates for the office.

113 Mr. Kloptosky reviewed his report on the croquet courts, informing the Board that new
114 croquet courts may be ready for use by the end of the year. Mr. Kloptosky noted that he
115 had been having trouble finding a reliable contractor for the canopies but that he had
116 discussed with a promising County contractor the day prior to the meeting. Mr. Polizzi
117 expressed that his priority would be opening the croquet courts in December, rather than
118 potentially delaying the opening due to the canopies.

119 Mr. Flanagan requested that Mr. Kloptosky speak with the lawn maintenance crews about
120 mowing the grass around the back areas of the tennis and pickleball courts. Discussion
121 ensued regarding some of the ponds within the community. Mr. Polizzi requested
122 clarification on the additional fish species and aeration recommended for the ponds and
123 asked if a proposal was given. Mr. Kloptosky explained that redear sunfish were
124 recommended as they help control the midge fly population by consuming the midge fly
125 larvae. He further clarified that the sunfish require aeration due to their living at the bottom
126 of the ponds.

127 Mr. Foley reminded other Board members to send their questions regarding the pond issues
128 to Mr. McGaffney for him to forward to Solitude Lake Management for comment. Mr.
129 McGaffney stated that he would send out a reminder email and requested for these
130 questions to be sent by the end of November. Following this, Board members and staff
131 discussed communication with vendors. Mr. Polizzi suggested using the performance
132 reports to make and receive comments with the vendors.

133 Dr. Merrill expressed interest in having a conference with Solitude and with the security
134 contractors. Mr. Kloptosky explained that he personally felt this was unnecessary and while
135 he would as the Board directed, that he was unable to continue with his current workload
136 without additional employees. Mr. Foley stated he agreed with Mr. Kloptosky that the
137 assessments were unnecessary. Mr. McGaffney mentioned that with other Districts he
138 manages, increased communication led to more questions and work. Mr. Howden
139 recommended having an annual review, to which the other Board members expressed
140 support. Mr. Flanagan additionally suggested requesting recommendations from vendors
141 every 6 months or once a year. Mr. Foley mentioned the importance of the Board staying
142 at a policy level, rather than a management level.

143 Mr. Kloptosky informed the Board that reflective cross markers were going to be installed
144 as a temporary solution for the traffic safety problem. In response to a question from Mr.
145 Foley, Mr. Kloptosky stated that 6 cross markers had been ordered in the amount of
146 \$200per marker.

147 D. District Counsel: Scott Clark

148 Mr. Clark reported that he had an ongoing review of the District rules, and that he was reviewing
149 the debris FRP, in addition to the post orders for the guards. Mr. Clark requested that Board
150 members email him with their comments or suggestions regarding changes to the Amenity rules.

151 E. District Manager: Howard “Mac” McGaffney

152 Mr. McGaffney reported that he had reviewed the annual financials for the recently completed FY
153 2020-2021 Budget, noting that they were under budget and that a budget amendment was not
154 recommended at this time.

155 In response to a question from Mr. Polizzi, Mr. McGaffney confirmed that the format on monthly
156 report would change to include variances, with figures for the adopted budget YTD and the current
157 month to be provided for reference. Mr. McGaffneycommented that he felt this would be a positive
158 change.

159 **SIXTH ORDER OF BUSINESS – Consent Agenda Items**

160 A. Exhibit 4: Consideration for Acceptance – The Unaudited Financial Reports through September
161 30, 2021

162 Mr. Flanagan inquired about several items on the general fund two-pager. Mr. McGaffney stated
163 that the District had likely gone over budget and that he could take a look at the general ledger. Mr.
164 Flanagan additionally noted that 33% of the budget had been spent for the gate communication
165 devices and asked if this was for the clickers or for the gate itself. Mr. McGaffney clarified that this
166 was for the car devices for the gates. Mr. Flanagan questioned this, observing that residents had to
167 pay for the gate devices, and Mr. Kloptosky clarified that the revenue from the devices went into a
168 separate revenue line item but still offset the expenditures. Mr. McGaffney additionally stated that
169 he would like to put together an executive summary at the end of the year.

170 B. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
171 Meeting Held October 7, 2021

172 On a MOTION by Mr. Howden, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board approved
173 all items on the Consent Agenda for the Grand Haven Community Development District.

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177 **SEVENTH ORDER OF BUSINESS – Business Items**

178 A. Continued Discussion: Long Term Capital Planning

179 Mr. Howden discussed the amount of work that the Board was requesting from the District Manager
180 and the CDD Operations Managers with regards to the Reserve Study and Long Term Capital
181 Planning. Mr. Howden additionally discussed keeping in mind how the operational costs of the
182 budget would increase over time and the staffing needs of the District going forward.

183 The Board continued their previous discussion on Long Term Capital Planning.

184 Mr. Foley recommended having the Board agree on a rate of increase in expenses and basing
185 production off of the operational budget. Dr. Merrill stressed the importance of keeping the
186 residents and employees happy and reducing the staff's workload. Mr. Polizzi suggested agreeing
187 on a list of priorities for the community for the next 3 years. Mr. Flanagan recommended focusing
188 more on overall planning and less on details. He additionally requested to see the hours worked by
189 the staff.

190 Mr. Howden suggested having Mr. McGaffney, Ms. Stepniak, and Mr. Kloptosky speak with the
191 Board and inform them how many additional staff members they felt were needed to help balance
192 the workload. He also asked for the Board to hold off on additional requests, when possible, to give
193 the staff members a break. Mr. Polizzi recommended taking a 3-month hiatus on new initiatives
194 and research projects and further discussed putting together a list of priorities. Mr. McGaffney
195 noted that he and Mr. Kloptosky were likely to be done reviewing the capital reserve study within
196 the next 30 days. A discussion regarding priorities of the community followed. Dr. Merrill
197 expressed agreement in reducing unnecessary projects but noted that she was unsure if a list was
198 necessary.

199 Mr. Kloptosky provided further insight on the workload issue, noting that he and Mr. McGaffney
200 had previously used a basic 10-year plan created by Mr. Tom Lawrence combined with a list of
201 priorities and information from the reserve study. Mr. Kloptosky asked the Board to look at the
202 capital plan from his perspective and stated that the amount of work he was being asked to do was
203 virtually impossible. Further discussion regarding the budget and 3-year plan followed.

204 Mr. McGaffney explained that carryover projects and the needs and wants of communities
205 changing after a budget is completed were two very common issues. He additionally recommended
206 completing the projects that were already being worked on. He also requested that the Board take
207 a step back for 2 months and allow the Operations and District Manager to prioritize what needed
208 to be worked on.

209 After each member provided their perspective on the approach to take, it was agreed that the Board
210 should wait about 2 months before requesting new information from the Operations and District
211 Managers in order to allow them time to work on their current workload and capital projects. The
212 Operations and District Managers would be expected to return to the Board with information
213 regarding the expected O&M Budget and staffing level needs for the next 3 years. Staff would also
214 provide recommendation for the capital budget. Mr. McGaffney indicated that he would be able to
215 provide the O&M budget needs for the next 10 years. Mr. Howden reiterated his commitment to
216 do a Long Term Capital Project Plan with resident input.

217 Mr. McGaffney stated that he would send out the 3-year capital plan document, schedule a call
218 with each Board member to discuss it, and bring the updated plan to the meeting scheduled for
219 December 2.

220 This item was presented out of order, following the recess.

221 B. Exhibit 6: Consideration & Adoption of **Resolution 2022-02**, Adopting Employee Benefit Policy
222 for FY 2022

223 Mr. Clark reviewed the details of this resolution, explaining that it would define the employee
224 benefits with more clarity.

225 This item was presented out of order, prior to the recess.

226 On a MOTION by Mr. Polizzi, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board adopted
227 **Resolution 2022-02**, Adopting Employee Benefit Policy for the Grand Haven Community Development
228 District.

229 *(The Board recessed the meeting at 10:53 a.m. and reconvened at 11:12 a.m.)*

230 **EIGHTH ORDER OF BUSINESS – Supervisor’s Requests**

231 Mr. McGaffney indicated that there were some complications with having a Supervisor’s Requests
232 section for both the regular and workshop meetings due to action items accumulating, and requested
233 that the section be removed from workshop meeting agendas in the future. Mr. McGaffney
234 additionally suggested that requests could still be emailed. The Board consented to the request.

235 Mr. Flanagan brought up an issue of residents stacking their bikes and requested for the District to
236 allow residents to park their bikes on the concrete.

237 Mr. Foley requested that Mr. McGaffney send Board members a list of what needed to be done
238 over the next 3 months. Mr. McGaffney agreed to this request.

239 **NINTH ORDER OF BUSINESS – Action Item Summary**

240 A. The District Manager requested that Supervisors email him their Supervisor requests so that he
241 could review them, but reminded them of the temporary pause on new action items for the next 2
242 months.

243 B. The District Counsel will send the District Engineer records regarding agreements with the City of
244 Palm Coast and others concerning storm water retention systems.

245 C. The District Manager will send a reminder to Supervisors to email him questions for Solitude Lake
246 Management (by November 30).

247 D. The District Manager will send Supervisors (and amenity staff) copies of the Amenity rules
248 requesting their comments by December 31.

249 E. The District Engineer will be reporting at the December 2 meeting on his design and cost estimates
250 for stop signs and will present on the stormwater needs assessment survey. Additionally, he will
251 provide a letter (if received) from the City of Palm Coast regarding the jurisdiction of roads within
252 the community.

253 **TENTH ORDER OF BUSINESS – Upcoming Meeting Agenda Items/ Meeting Matrix**

254 There was no discussion on the action items review.

255 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: December 2, 9:00 a.m.**

- 256 • Quorum Check

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

259 **TWELFTH ORDER OF BUSINESS – Adjournment**

260 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
261 adjourn the meeting. There being none, Dr. Merrill made a motion to adjourn the meeting.

262 On a MOTION by Dr. Merrill, SECONDED by Mr. Foley, WITH ALL IN FAVOR, the Board adjourned
263 the meeting, at 12:56 p.m., for the Grand Haven Community Development District.

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

267 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
268 meeting held on December 2, 2021.

269 David C. McInnes

Signature

David C. McInnes

Printed Name

270 Title: Secretary Assistant Secretary

Washington B. Howard

Signature

Washington B. Howard

Printed Name

Title: Chairman Vice Chairman