

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, December 2, 2021 at 9:07 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, DPFG Management & Consulting
17	David McInnes	DPFG Management & Consulting
18	Scott Clark	District Counsel, Clark & Albaugh, LLP
19	David Sowell (<i>via phone</i>)	District Engineer, DRMP, Inc.
20	Barry Kloptosky	CDD Operations Manager
21	Vanessa Stepniak	CDD Office Manager
22	Robert Ross	Amenity Manager
23	John Lucansky	Assistant Amenity Manager
24	Bart Kaplan	Resident
25	Denise Gallo	Resident
26	Bob Badger	Resident
27	David Smith	Resident

28 *The following is a summary of the discussions and actions taken at the December 2, 2021 Grand Haven*
29 *CDD Board of Supervisors Regular Meeting.*

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


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

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

33 Resident David Smith requested signage for bicyclist crossings on Colbert Lane.

34 Resident Bob Badger discussed concerns with possible water drainage in the north parking lot
35 expansion, and asked about an engineering report that would show where the water was going to
36 go. He additionally noted that he had requested a diagram on this but had not received it as of yet.
37 Mr. McGaffney stated that the diagram would be presented during this meeting. In response to a
38 question from Mr. Badger, Mr. McGaffney indicated that the diagram would be made publicly
39 available on the Grand Haven website in addition to being sent to Mr. Badger.

40 Resident Bart Kaplan discussed problems he had been experiencing with wild hogs, noting that he
41 had not received assistance from the HOA and that he had been advised to speak with the Board.
42 He suggested raising the fence by the retention pond to prevent the hogs from damaging property.
43 Mr. McGaffney stated that he would speak with Mr. Kloptosky regarding the options to resolve
44 this issue and follow up with Mr. Kaplan.

45 Resident Denise Gallo stated that she was on the HOA committee and explained that the HOA did
46 not have the authority to do what Mr. Kaplan had requested regarding the fence. Dr. Merrill
47 expressed that she felt the HOA should improve communication with residents. ~~the CDD.~~ 

48 Mr. McGaffney indicated that he would like to speak with Mr. Kloptosky and Mr. McInnes after
49 the meeting to form a more robust plan regarding the hogs. Mr. Howden requested for the staff to
50 report back to him with a recommendation on what the District should and should not do regarding
51 this matter.

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

53 A. District Engineer: David Sowell

54 **This item, originally item B on the Fourth Order of Business, Staff Reports, was presented**
55 **out of order.**

56 Mr. Sowell discussed the parking lot expansion, noting that two motorcycle parking spaces were
57 going to be converted to ADA parking spots. He noted a landscape plan had not yet been
58 implemented but that the District had been permitted to utilize the stormwater treatment system
59 that was already in place.

60 Mr. McGaffney asked if the landscape plan would need to be completed before sending the plan to
61 the City of Palm Coast. Mr. Sowell stated that he would send it to the city with a plan of intent.

62 In response to a question from Mr. McGaffney, Mr. Sowell stated that he anticipated that he would
63 send the plan to the City of Palm Coast in January. Mr. Sowell additionally informed the Board
64 that the expansion plans had been submitted for review and that it could take up to 5 months for
65 permits to be issued. He estimated that this project would go out to bid by Spring or early Summer.

66 Mr. Kloptosky explained that the previous Board had authorized the two motorcycle parking spots
67 due to resident requests and asked if Mr. Sowell planned on relocating these spots. Mr. Sowell
68 stated that the motorcycle parking spots could be moved elsewhere on the parking lot and suggested
69 converting a regular parking spot into two motorcycle parking spots. Discussion ensued regarding
70 potential locations for the motorcycle and ADA parking spots. The Board and staff additionally
71 discussed options for the number of ADA parking spots. Mr. McGaffney directed Mr. Sowell and
72 Mr. Kloptosky to use the Board's feedback to come up with a final plan for the parking lot to submit
73 to the City of Palm Coast.

74 Mr. Howden requested clarification on whether the new parking lot design would prevent the
75 drainage issue Mr. Badger had discussed. Mr. Sowell confirmed that this would be the case.

76 Mr. Flanagan asked if the new design would cause any changes to the swamp side by the parking
77 lot once implemented. Mr. Sowell stated that he did not foresee any changes to the swamp side. He
78 explained that the swamp water would drain through a pipe into the drainage network of Waterside
79 Parkway and into the stormwater network. He added that the new design had the potential to lower
80 the swamp water levels.

81 Mr. Sowell apologized for the incomplete crosswalk concepts and noted that the District would not
82 be charged for the incorrect version that had been sent out. He assured the Board that he was aware
83 of the due date and was working on getting these done. Mr. Sowell additionally provided an update
84 on the Stormwater Needs Assessment presentation and explained that it was still in development
85 but would be ready as soon as possible.

86 Mr. Howden asked if Mr. Sowell was aware of a grant that the District could obtain in order to pay
87 for the Stormwater Needs Assessment. Mr. Sowell stated that he was not aware of a grant at this
88 time but that this was being looked into.

89 Mr. Foley requested for the installation of stop signs to be done as soon as possible. Mr. Sowell
90 stated that he would show the crosswalk and stop sign plans to the City of Palm Coast as soon as
91 they were completed. A brief discussion regarding the costs for the crosswalk and stop signs
92 followed. Mr. Howden informed Mr. Sowell that he would not need to come back to the Board
93 with the cost.

94 Mr. Foley asked for an approximate time frame for the crosswalk and stop sign installation to be
95 able to give residents more information. Mr. Polizzi indicated that he would like for the Board to
96 communicate with residents and keep them informed on the status of this project. Mr. Flanagan
97 expressed concern for Mr. Kloptosky's increased workload, recalling a discussions relating to this
98 at the previous meeting. Mr. McGaffney clarified that this project had already been in progress
99 before the pause on new projects had been implemented. Mr. Kloptosky indicated that he did not
100 have an issue with completing this project.

101 *(Mr. Sowell left the meeting.)*

102 B. Exhibit 1: Amenity Manager: Robert Ross/ John Lucansky

103 Mr. McGaffney commented positively on the QR code for the amenity center.

104 Mr. Flanagan brought up concerns regarding potential sunk costs for the tiki bar and new
105 equipment. He expressed that he would like for the amount spent on this project to not exceed
106 \$2,000.00. Mr. Kloptosky noted that a list of items with costs would be put together to be approved
107 before the project moves forward.

108 Mr. McGaffney directed Mr. Ross and Mr. Lucansky to collect data on sales versus costs to bring
109 back to the January regular meeting.

110 C. Operations Manager: Barry Kloptosky

111 ➤ Exhibit 2: Presentation of Capital Project Plan Tracker

112 Mr. Kloptosky asked for any questions on the Capital Project Plan Tracker. There being
113 none, the next item followed.

114 ➤ Exhibit 3: Monthly Report

115 Mr. Kloptosky stated that the original crossings, curb, and gutter repairs were almost
116 complete but noted that 12 additional locations needed repairs as well.

117 Mr. Flanagan asked if Mr. Kloptosky had a date from the contract on when they expected
118 to have the curb and gutter repairs completed. Mr. Kloptosky stated that a date had been
119 set previously for the end of November but that a new estimate was needed for the
120 additional repairs. He indicated that he would speak with the contractor the next day for
121 the estimate. Mr. Kloptosky estimated that the curb and gutter repairs would be completed
122 by the first or second week of January.

123 Mr. Foley brought up supply chain issues with the pickleball and croquet courts and
124 recommended for these issues to be communicated to the residents. Mr. Kloptosky stated
125 that he had already spoken with residents about this matter and mentioned that he had
126 informed them that the tentative start date for the croquet courts was set for the second
127 week of December. Mr. Kloptosky noted that the canopy proposal he had received was
128 significantly higher than the budget allowed and that he was looking into an alternative
129 proposal.

130 Mr. Kloptosky additionally discussed the pickleball courts and stated that final inspections
131 still needed to be done. He added that residents had expressed that they did not mind
132 playing without canopies. Mr. Foley recommended for the general community to also be

133 kept up to date on the status of the pickleball and croquet courts. Mr. Kloptosky confirmed
134 that an e-blast would be sent out to residents about this project.

135 Mr. Howden requested for the District Manager to include the tentative dates for the
136 opening of the pickleball and croquet courts in his report to send to residents. Mr. Foley
137 suggested having Mr. Ross and Mr. Lucansky include this information in the Amenity
138 Report.

139 Mr. Kloptosky provided an update on the Creekside fishing pier repairs, noting that the
140 pier was still closed and that he was currently waiting for flex material to arrive. He added
141 that the material was expected to arrive that week.

142 Mr. Flanagan asked if the network security upgrades had been completed. Ms. Stepniak
143 indicated that the company working on these upgrades had been dealing with staffing issues
144 and that there was not an estimated completion date at this time.

145 In response to a question from Mr. Flanagan, Mr. Kloptosky stated that it would be about
146 \$4,000 to restock Pond 37. He recommended adding aeration to this pond to prevent midge
147 flies. Mr. Flanagan asked if a contractor could assess the ponds for midge flies or if a survey
148 could be sent out to residents regarding midge flies.

149 Mr. Polizzi requested an update on the bathroom renovations. Mr. Kloptosky stated that
150 the doors and locks had been installed in the women's restrooms and that the men's
151 restrooms would be worked on within the next week. He noted that 4 of the doors needed
152 to be reordered and that he was waiting for a proposal from the tile and plumbing
153 companies. Mr. Kloptosky additionally recommended replacing the old lockers in both
154 bathrooms. Mr. Polizzi recalled that this project had been approved as a part of the Capital
155 Plan with a budget of \$150,000 for the tile and lighting fixtures. Mr. Kloptosky reviewed
156 the pricing increased for the tile and lighting fixtures, noting that the changes were due to
157 increased costs for material and labor over time. Discussion regarding going over budget
158 followed. Mr. McGaffney clarified that if the District went over budget for this project, the
159 project would have to be brought back to the Board to review.

160 Mr. Polizzi expressed concern regarding the total budget amount. He indicated that he
161 would like for the Board to keep current priorities in mind. Mr. McGaffney explained that
162 if the Board went over budget this year, the budget would be amended to use more fund
163 balance.

164 Mr. Kloptosky noted that the new proposal for the croquet court awnings was \$16,000 over
165 budget. He stated that he spoke with the croquet players about this and relayed that they
166 would be in favor of doing one large canopy and two small canopies for now and adding
167 two more the next fiscal year. He added that the Board could elect to move forward with
168 the awnings if they would like.

169 Mr. Howden commented positively on the ladies' room renovations.

170 Dr. Merrill expressed hesitance to spend an additional \$16,000 on the croquet project. Mr.
171 Kloptosky stated that he was currently waiting on a second proposal to see if it would be
172 more reasonably priced.

173 D. Exhibit 4: District Counsel: Scott Clark

174 Mr. Clark informed the Board that the District would not be able to enact a vaccine mandate for its
175 employees. He additionally brought up a new federal mandate that deals with federal money used
176 on projects. He noted that this could potentially affect FEMA reimbursements and that he would
177 keep the Board up to date as he received more information.

178 Mr. Clark also discussed a \$56,000 receivable from Escalante Golf. He explained that Escalante
179 was required to reimburse the District fully or partly for water, the pumphouse, and landscaping
180 around the parking lot. He stated he wrote a letter to Escalante about these outstanding invoices
181 and was currently waiting to hear back. Mr. Clark additionally recommended changing where
182 invoices are generated from and billing the golf course once a year in order to increase efficiency.

183 Mr. McGaffney clarified that not everything in accounts receivable was actually outstanding and
184 that some bills were current. Mr. McGaffney confirmed that the \$56,000 from Escalante was
185 outstanding. He additionally informed the Board that he had a meeting scheduled with the golf
186 course manager later that day. He indicated that DPGF would be taking over generating invoices
187 and collection efforts likely by the beginning of the next fiscal year.

188 Mr. Foley asked if the majority of the outstanding Escalante invoices were related to the
189 pumphouse. Mr. Clark confirmed that this was the case. In response to an additional question from
190 Mr. Foley, Mr. Clark stated that Escalante's counsel was copied on the email sent to Escalante's
191 management.

192 Mr. McGaffney expressed confidence in the majority of the outstanding bills being paid.

193 Mr. Foley inquired about whether the District charged interest on late payments. Mr. Clark
194 explained that they did not and recalled having an issue with the written agreement for the
195 pumphouse in the past.

196 Mr. Foley asked how the Board was not aware of these outstanding invoices until this meeting. Mr.
197 McGaffney stated that the previous management company had been aware of this and had made a
198 collection effort. He additionally explained that the delay was due to the transition and waiting to
199 get records from Wrathell Hunt. Mr. McGaffney reassured the Board that he would keep them
200 informed of any outstanding invoices. Discussion regarding the responsibilities of the auditor and
201 internal control ensued.

202 Mr. Flanagan stated that he noticed an ongoing issue with the pumphouse and asked who was
203 responsible for its maintenance. Mr. Kloptosky explained that the company originally responsible
204 for the pump house had not been taking care of it and the District had paid to repair it. He indicated
205 that the District employed a company that now was responsible for maintaining the pumphouse.

206 Mr. Flanagan clarified that he was asking who would be responsible if the grass at the golf course
207 died due to the pumphouse not being properly maintained. Mr. Clark stated that the District would
208 be responsible. Mr. Kloptosky added that precautions were taken to prevent grass dying.

209 Dr. Merrill opined that the District meetings lacked organization and that some individuals had the
210 floor longer and more frequently than others. Dr. Merrill additionally expressed that she felt that
211 Escalante should make their payment in full. Mr. McGaffney clarified that his intent was to receive
212 the full payment within the next 30 days but that he could not control the payment.

213 Dr. Merrill inquired about where the bills were sent. Mr. McGaffney stated that he would need to
214 check on the invoice.

215 Mr. Polizzi expressed that he would like to discuss the strategic planning session and asked for
216 clarification on how the billing for the golf course worked. Mr. Clark explained that the District
217 owned the pumphouse and had an agreement with the City of Palm Coast to acquire their water.

218 E. District Manager: Howard "Mac" McGaffney

219 Mr. Polizzi requested further information on what the District was able to require in regards to
220 mask mandates and social distancing. Mr. Clark stated that the District could recommend masks
221 but that he felt that they would have difficulty enforcing a requirement.

222 Mr. McGaffney stated that he reviewed the audit from the previous year for the District and noted
223 that the \$63,000 in receivables was documented. He explained that this was presented at the July
224 15 meeting and that two letters had been sent to Escalante since then.

225 Mr. Foley expressed that he felt the auditor should have informed the Board about the delinquent
226 receivable. Mr. McGaffney explained that this was not the auditor's responsibility but added that
227 the Board could request the auditor to do this.

228 *(The Board recessed the meeting at 11:35 p.m. and reconvened at 11:53 a.m.)*

229 Before moving on to the next order of business, Mr. Howden apologized to the rest of the Board in
230 response to comments about meeting efficiency and stated that he would do better with this moving
231 forward.

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

233 A. Consideration for Acceptance – The October 2021 Unaudited Financial Report

234 In response to a question from Dr. Merrill, Mr. McGaffney stated that on roll assessments were
235 what was sent to the tax collector. He clarified that "on roll" meant that it had been submitted
236 through the standard uniform collection method.

237 Mr. Flanagan recalled discussing reducing the number of banks at a previous meeting. Mr.
238 McGaffney stated that this would happen in December and noted that efforts were already
239 underway. In response to a comment from Mr. Flanagan, Mr. McGaffney stated that the operating
240 account would be kept open in order for deposits to be made to SunTrust.

241 Mr. Foley inquired about the 3-month working capital on the balance sheet. Mr. McGaffney
242 explained the SRF fund was separate from the general fund and has its own working capital
243 component and unassigned component.

244 Mr. Howden asked what had happened to the unexpended capital money. Mr. McGaffney explained
245 that whatever was not spent would drop the fund balance if it was underbudget.

246 Mr. Foley asked if the \$58,000.00 should be footnoted as potentially uncollectible. Mr. McGaffney
247 stated that it would be collectible.

248 Mr. McGaffney discussed the tax collector line item for the general fund, explaining that this was
249 not actually an expense and that the tax collector had already taken this out.

250 In response to a question from Mr. Clark, Mr. McGaffney indicated that he was working on a
251 solution to have printed agendas ready by Friday. Mr. McGaffney indicated that \$11,300 had been
252 budgeted for auditing services as there would be an RFP. Mr. McGaffney additionally discussed
253 various line items relating to legal advertising, information and technology, and insurance.

254 Discussion regarding the costs of landline phones ensued. Mr. McGaffney requested to come back
255 to this during Supervisor Requests.

256 Mr. McGaffney reviewed the rest of the financial report, noting that the Board had budgeted well
257 for insurance. Mr. McGaffney additionally discussed the streetlight utility bill and explained that
258 FPL had mistakenly sent the bill to Wrathell Hunt. He assured the Board that this was being worked
259 out and that the bill would be paid once it was received.

260 Mr. Foley recalled a budget projection being suggested at the annual meeting and expressed that
261 he would like to do this at the 6-month mark. Mr. McGaffney stated that he had spoken with Mr.
262 Polizzi and agreed to include the 6-month projection with the proposed budget, in addition to
263 updating the projection at 9 months.

264 Mr. McGaffney noted that about \$67,000 of the special revenue fund had been used and mentioned
265 that the Osprey repairs would likely be reclassified as a capital project.

266 Mr. Howden stated that the Board could expect the fund balance to go down by about \$300,000
267 and recommended that the Board keep an eye on this.

268 Mr. McGaffney mentioned that the Board would be provided with a 3-year outlook on Operations
269 & Maintenance in addition to the fund balance.

270 Mr. Polizzi recalled previous discussions including a recap of financial activity across bank
271 accounts with the financial reports and asked if this would still be happening. Mr. McGaffney
272 confirmed that it would.

273 B. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
274 Meeting Held October 21, 2021

275 C. Exhibit 6: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
276 Held November 4, 2021

277 Mr. Howden noted that he would like to discuss the review of vendors and vendor
278 recommendations during Supervisor Requests.

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

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

282 A. Discussion on Employee Vehicle/Mileage Compensation

283 Mr. McGaffney discussed the recent change in vehicle reimbursement policy for CDD employees
284 using their private vehicles for CDD purposes. He explained the policy had been changed to a per
285 mile reimbursement rather than a monthly vehicle allowance of \$166 a month to conform with
286 current IRS guidelines but that negative feedback had been received from staff members. Mr.
287 McGaffney indicated that his suggested proposal would revise this policy to add an \$1 an hour pay
288 increase in addition to a \$250 incentive bonus compensation.

289 Mr. Kloptosky relayed the feedback, noting that staff members had indicated that even the old
290 policy barely covered gas and did not cover maintenance costs for vehicles. He stated that most
291 employees received less money under the new policy, excluding one employee who received
292 slightly more.

293 Mr. Foley noted that the original policy of \$2,000 a year vehicle allowance had been in place for a
294 long time and indicated that he would prefer to keep this policy.

295 Dr. Merrill expressed that she would like to go with the amended proposal that Mr. McGaffney
296 recommended and asked Mr. Kloptosky if he knew how many miles employees were driving per
297 week. Mr. Kloptosky stated that he would have to check on this. Dr. Merrill pointed out that
298 employees would have to be driving 80 miles a week in order to be making the same amount of
299 money they were making under the previous policy.

300 Mr. Kloptosky noted that before the District had vehicles available for employees to use, staff
301 members had been using using their personal vehicles to pick up supplies. Mr. Kloptosky
302 additionally mentioned that the \$2,000 annual allowance that was originally decided had not been
303 based on actual data and was likely not enough, as prices for gas and maintenance had increased
304 over the years. Mr. Kloptosky brought up his personal experience with the mileage reimbursement
305 policy and confirmed that it was not enough to cover gas costs.

306 Mr. McGaffney stated that the IRS recommendation for mileage reimbursement was 56 cents a
307 mile and noted that the Board could go with a higher or lower amount if they would like.

308 Mr. Flanagan expressed that he felt the policy was fine as it was, due to employees no longer using
309 their personal vehicles for work. He recommended raising the mileage reimbursement amount.

310 Mr. McGaffney explained that some employees did not drive as much as others and that from these
311 employees' perspectives, their salary had been lowered. He recommended increasing the hourly
312 rate of staff members to compensate for this but noted that the decision was up to the Board.

313 Mr. Flanagan pointed out that as more vehicles were added, the dollar increase would need to be
314 taken away. He suggested putting a \$1,000 a year allowance in place and viewing it as a sunk cost.
315 Mr. McGaffney clarified that the Board was still obligated to pay the mileage reimbursement.

316 Mr. Polizzi stated that he would prefer to use Mr. McGaffney's suggested proposal. He discussed
317 the benefits of using the mileage reimbursement program, including meeting federal obligations,
318 handling taxes more openly, and gaining information on how much the vehicles are used. He noted
319 that the employees would be making more money for the first year under the revised policy than
320 they would under the original \$2,000 a year allowance.

321 Mr. Foley stated that he agreed with Mr. Polizzi. He requested clarification on whether employees
322 would receive mileage compensation on top of the \$2,000 a year allowance. Dr. Merrill confirmed
323 that they would.

324 Mr. Kloptosky indicated that he believed the staff would likely find the dollar pay increase to be
325 adequate compensation. He noted that the mileage reimbursement would additionally address the
326 concern about the fact that the original amount was not sufficient to cover maintenance costs.

327 Mr. Foley inquired about having a policy in place to require employees to use CDD provided
328 vehicles when available. Mr. Kloptosky stated that employees have been complying with this.

329 Mr. Flanagan expressed concerns regarding costs, noting that a limit on mileage reimbursement
330 could not be set. Mr. McGaffney explained that the dollar increase would go under the payroll
331 portion, not the milage reimbursement. He noted that there was a percentage for overtime and
332 indicated that this may be within the budget.

333 Dr. Merrill reminded the Board that Mr. Kloptosky had stated that he could check what mileage
334 employees had reported for the month of November. Mr. Kloptosky noted that the data may not
335 necessarily be consistent from month to month. Mr. Kloptosky additionally explained that
336 employees frequently made long drives to various places outside of the community on work-related
337 matters.

338 Mr. McGaffney presented a breakdown of the general fund, noting that it was an amount of
339 \$14,000.00 in the vehicle allowance to represent 56 cents a mile. He explained that he accounted
340 for overtime and that he believed this would be within the budget. Discussion ensued regarding
341 where the money would be coming from. Mr. Howden confirmed that the money for 56 cents a
342 mile was in the budget.

343 Mr. McGaffney clarified that new employees would be hired at a competitive rate and would not
344 be receiving the additional dollar in pay.

345 Mr. Flanagan asked if buying more vehicles was part of the Long-Term Plan. Mr. McGaffney
346 confirmed that it was.

347 Mr. Polizzi stated that he was comfortable with the proposal and would like to move forward.

348 On a MOTION by Mr. Howden, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
349 accepted the recommendation from District Management to revise the vehicle allowance policy to increase
350 staff pay by \$1 an hour, in addition to giving staff members a \$250 incentive bonus, for the Grand Haven
351 Community Development District.

352 Following the motion, Mr. Kloptosky reviewed employee mileage for the month of November,
353 noting that the mileage ranged from 0 to 316 miles. Mr. McGaffney added that employees may
354 come in after hours or use their own vehicles.

355 Mr. Polizzi requested confirmation on the details of the proposal. Mr. McGaffney confirmed that
356 he understood correctly. Discussion regarding withheld taxes ensued.

357 B. Exhibit 7: Consideration & Adoption of **Resolution 2022-03**, Adopting Internal Controls Policy

358 Mr. McGaffney reviewed the resolution, explaining that this would amend the verbiage of the
359 internal controls policy.

360 Mr. Foley expressed concerns regarding fraud and explained that he wanted residents to be assured
361 that embezzlement would not occur. Mr. McGaffney clarified that the auditor was an independent
362 contractor and was completely separate from DPFG and Vesta. He indicated that he would
363 communicate with the selected firm to clearly convey what the Board was looking for.

364 Mr. Foley expressed that he would prefer a higher level of detail but indicated that he would be
365 satisfied with an independent auditing firm.

366 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board adopted
367 **Resolution 2022-03**, Adopting Internal Controls Policy for the Grand Haven Community Development
368 District.

369 Following this motion, Mr. Foley made a motion to recess the Regular Meeting in order to hold
370 the Audit Committee Meeting.

371 On a MOTION by Mr. Foley, SECONDED by Dr. Merrill, WITH ALL IN FAVOR, the Board recessed
372 the Regular Meeting for the Grand Haven Community Development District.

373 *(The Board recessed the meeting at 1:15 p.m. reconvened at 1:38 p.m.)*

374 On a MOTION by Mr. Foley, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board
375 reconvened the Regular Meeting for the Grand Haven Community Development District.

376 C. Approval of Audit Committee's Auditor Selection

377 Mr. Clark stated that the Audit Committee had ranked DiBartolomeo, McBee, Harley & Barnes
378 as their first choice and Berger, Toombs, Elam, Gaines & Frank as their second choice.

379 On a MOTION by Dr. Merrill, SECONDED by Mr. Flanagan, WITH ALL IN FAVOR, the Board approved
380 the Audit Committee's recommendation of the accounting firm, DiBartolomeo, McBee, Harley & Barnes,
381 PA, and entering into negotiations for the firm to serve as the District's auditors for Fiscal Years 2021-2023
382 for the Grand Haven Community Development District.

383 **SEVENTH ORDER OF BUSINESS – Supervisor's Requests**

384 Mr. Foley requested for the material for the December 9 workshop meeting to be distributed as
385 early as possible. Dr. Merrill added that she would like to see information for the O&M budget
386 projection. Mr. Foley suggested estimating a dollar amount to serve as a guideline for the Board.

387 Dr. Merrill stated that she would like to postpone the meeting until the Board had Mr. Kloptosky's
388 input on capital planning. Mr. Kloptosky agreed and stated that he did not have enough time to
389 prepare for the December 9 meeting. Dr. Merrill expressed she felt it was not a good use of time to
390 discuss what the Board wanted to do before knowing what was actually feasible. Discussion
391 regarding the O&M ensued. Mr. Foley noted that hiring additional employees greatly affected the
392 O&M budget.

393 Mr. Flanagan stated that he would still like to have the workshop meeting and pointed out the
394 importance of prioritizing projects. Mr. Foley expressed that he felt the Board needed to have

395 management's view on operating expenses and capital projects. He noted that the amount of money
396 being spent over the next 10 years was expected to increase by over 40% by his calculations and
397 indicated that a baseline was needed.

398 Mr. Polizzi stated that he felt that the meeting would help give the Board a better understanding of
399 where they are as a team and would project what the Board believes is important to have for the
400 community over the next 5 years. He explained that he would like to be able to give Mr. Kloptosky
401 a shorter list of priorities to focus on.

402 Mr. McGaffney suggested that the Board agree on their list of priorities and indicated that he would
403 be able to provide the Board with costs after the fact. Mr. Foley expressed he felt that this would
404 be difficult for the Board to do without ballpark figures.

405 Mr. Flanagan pointed out that it would take staff a great deal of time to acquire numbers for
406 everything currently on the list of priorities. He recommended narrowing down the list to 5 projects.

407 Dr. Merrill reiterated that she felt it was unrealistic to choose what projects to focus on without
408 numbers. Mr. Polizzi disagreed, stating he felt it was important to decide on priorities.

409 Mr. Foley noted it was possible his calculations were incorrect and requested that Mr. McInnes
410 continue to use the same format that was used.

411 Mr. Kloptosky stated that it would be very helpful for him if the Board narrowed down their list of
412 priorities. He confirmed that this would otherwise be a lot of work for him to do. Mr. Foley stressed
413 the importance of having Mr. Kloptosky's input on projects.

414 Mr. Kloptosky recommended that the Board decide on priorities for the level of service for the
415 community. He discussed cleaning and maintenance of streetlights as an example, explaining that
416 the streetlights alone would be enough work to be a job for one person throughout the year. Mr.
417 Foley suggested that Mr. Kloptosky provide costs for different levels of service.

418 Mr. Kloptosky additionally brought up that the curbs at Wild Oaks were in poor condition and
419 needed to be redone. He noted that contractors' costs to redo the curbs were extremely high and
420 that the District did not have enough staff to handle this themselves.

421 Mr. Howden asked Mr. Kloptosky to come up with his own list of priorities for the community and
422 indicated that he would still like to hold the December 9 workshop meeting. He requested Mr.
423 Kloptosky to commit to not let the Board provide him with too much guidance.

424 Dr. Merrill expressed that she would like for there to be better decorum during meetings and for
425 the Board to avoid over-conversing.

426 Mr. Flanagan requested clarification regarding a printer purchase proposal. Mr. Kloptosky stated
427 that he had discussed this item with Ms. Stepniak and that a printer was not needed.

428 Mr. Polizzi recommended that the Board reconsider the use of iPads. He also recalled requesting
429 adding vegetation to the ponds in the Crossings. Mr. Kloptosky explained that Louise Leister had
430 recommended not adding vegetation to some of the ponds, as they were already healthy, but noted
431 that there was dead vegetation in some ponds that she was working on replacing.

432 Mr. Polizzi additionally stated that he felt oversight was needed on fund movements.

433 Mr. Howden clarified that he would recommend having two vendor performance reviews a year
434 and noted that he felt it was essential to have at least one written review annually. Dr. Merrill
435 pointed out that Mr. Kloptosky interacts with the vendors on a frequent basis and indicated that she
436 felt that a second performance review was unlikely to change the end result. Mr. Kloptosky agreed,
437 stating that he would prefer doing one vendor performance review a year. The Board agreed for
438 one written annual review of major vendors to take place, and for written recommendation for their
439 respective service areas to be provided by the vendors at the time of review.

440 Mr. Howden reiterated the importance of having at least one written review per year in which they
441 would also receive recommendations and input from vendors. He indicated that one review per year
442 would be agreeable to him if this was the rest of the Board would prefer.

443 Dr. Merrill raised concerns regarding Mr. Kloptosky's workload and recommended looking into
444 different processes within the CDD office or hiring an additional employee. Mr. Howden stated
445 that this would need to be addressed in the operating budget.

446 Mr. Howden stated that he would like to have a different process in place for the following year's
447 annual review. Mr. Kloptosky indicated that he would speak with the vendors to see what they
448 would suggest.

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

- 450 A. The District Engineer will provide the Board with updated crosswalk proposals
451 B. The District Engineer will be providing a Stormwater Needs Assessment Survey presentation
452 C. The District Manager will report back on the accounts receivable collection issue
453 D. The District Manager will work with the CDD Operations Manager and return to the Board of
454 Supervisors with a more robust hog trapping plan
455 E. Need to communicate with residents regarding placement of new stop signs at intersections
456 F. The District Engineer and CDD Operations Manager will work on best placement of handicapped
457 parking spots with respect to Villager Center parking lot expansion
458 G. Cash Flow Analysis beginning with next set of financial records
459 H. Make sure that recommendations by vendors during their review include budget impact information
460 I. Need to inform District auditor of specific information the Board would like included as part of the
461 annual audit
462 J. Place parking lot extension plans on CDD website and provide to resident Bob Badger

463 **NINTH ORDER OF BUSINESS – Upcoming Meeting Agenda Items/ Meeting Matrix**

464 There was no discussion on the action items review.

465 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: December 9, 9:00 a.m.**

- 466 • Quorum Check

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

469 **ELEVENTH ORDER OF BUSINESS – Adjournment**

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

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

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

477 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
478 **meeting held on 1/21/2022.**

479

David C. McInnes

Signature

David C. McInnes

Printed Name

480 Title: Secretary Assistant Secretary

Chip Howden

Signature

Chip Howden

Printed Name

Title: Chairman Vice Chairman