

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development
5 District was held on Thursday, January 5, 2023 at 9:08 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 Kevin Foley	Board Supervisor, Chairman
11 John Polizzi	Board Supervisor, Vice Chairman
12 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary
13 Michael Flanagan	Board Supervisor, Assistant Secretary
14 Nancy Crouch	Board Supervisor, Assistant Secretary

15 Also present were:

16 David McInnes	District Manager, DPFM Management & Consulting
17 Barry Kloptosky	CDD Operations Manager
18 Vanessa Stepniak	CDD Office Manager

19 *The following is a summary of the discussions and actions taken at the January 5, 2023 Grand Haven CDD*
20 *Board of Supervisors Workshop Meeting.*

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

22 The Pledge of Allegiance was recited.

23 **THIRD ORDER OF BUSINESS – Discussion Items**

24 A. Property Owner Survey Discussion and Consensus (Whiteboard Presentation and Discussion by
25 Each Supervisor) – Approximately 1.5 hours dedicated to this issue

26 Mr. Polizzi led a discussion on survey goals and subsequent actions with the Board.

27 Dr. Merrill observed that the Café was the most-used amenity in Grand Haven, and commented on
28 survey responses seeing the Café as a selling point for the community. Dr. Merrill provided some
29 suggestions for the Café to accommodate more people. Dr. Merrill suggested that a number of
30 security concerns raised by survey responses would be addressed by the new software being
31 implemented.

32 Mr. Flanagan suggested bringing in an expert to improve the look and feel of the Café kitchen and
33 the seating areas. Mr. Flanagan noted the number of responses expressing some frustrations with
34 facilities registration systems and a perceived lack of visibility as to what facilities were available
35 when. Additional comments were made on allocating focus based on the reported age
36 demographics of responses.

37 Ms. Crouch commented on the degrees to which the Café could undergo renovations, and indicated
38 the impact of the associated shutdowns for residents. Ms. Crouch additionally suggested that
39 regular tutorials on new systems and technology would be useful for the community.

40 Mr. Foley commented in favor of reducing the amount allocated to the long-term plan to free up
41 funds for areas that the CDD wished to prioritize. Discussion ensued with Mr. Kloptosky and Ms.
42 Stepniak regarding working with a kitchen architect, staffing leadership, expansion possibilities,
43 and call box upgrades.

44 The Board discussed the long-term plan, particularly establishing and communicating the priorities,
45 with focuses on the Café, security, and expansion needs. Some concerns were expressed regarding
46 delaying the results of the survey to residents, and the Board discussed what to communicate from
47 the reports at the town hall scheduled alongside the February meeting.

48 *(The Board recessed the meeting at 11:00 a.m. and reconvened at 11:10 a.m.)*

49 B. Communications Needs and Consensus: Follow Up from 1/20/2022 Meeting & 9/2/2022 and
50 10/6/2022 Workshops – Approximately 1 hour dedicated to this issue

51 Mr. Foley noted that he had discussed resident communications with District Counsel over the past
52 week, and that Mr. Clark stated that he believed he had written protocol for a previous Board
53 regarding the potential assembly of a fact-finding group that could work with a Supervisor. Mr.
54 Foley noted that while this group could not provide recommendations, the group could supply a list
55 of alternative methods of communication on an informational basis. Discussion ensued regarding
56 functions and conduct of the group to not be subject to Sunshine Law restrictions. Additional
57 comments were made suggesting for discussions from vendors to be coordinated through the
58 Operations and Office Managers for meetings, rather than having several vendors speak before the
59 Board each meeting. Mr. Kloptosky provided some insight on some contractors preferring to
60 discuss matters with field operations staff rather than come before the Board, noting that a
61 contractor coming before a previous Board had pulled business from Grand Haven due to the
62 previous Board antagonizing them.

63 1. Exhibit 1: Recap of Last Discussion (Minutes of 10/6/2022 Workshop – lines 76-97)

64 Mr. Foley suggested that the content in the minutes could be used as a foundation for
65 discussions on task forces.

66 2. Exhibit 2: Exhibits from 10/6/2022 Workshop Agenda Package

67 3. Exhibit 3: Website Update (Supervisor Flanagan)

68 Mr. Flanagan suggested for a series of additions to the home page for relevant contacts and
69 informational documents for community members. Mr. Flanagan additionally expressed
70 some concerns about website usability, noting that the floating menu may be cumbersome
71 and that the ADA application menu popped up inconsistently. Suggestions were made to
72 have the Board submit comments to the District Manager regarding improvements to the
73 links and navigation on the website.

74 C. FY 2024 Budget Drafts – Approximately 1 hour dedicated to this issue

75 1. Exhibit 4: General Fund (O&M) FY 2016-FY 2021 Actual Revenues and Expenditures

76 2. Exhibit 5: General Fund (O&M) FY 2022 Adopted Budget/FY 2022 Actual Revenues and
77 Expenditure/FY 2022 Variance/FY 2023 Adopted Budget/FY 2023 Approved
78 Increases/FY 2024 Projected Revenues and Expenditures

79 Mr. McInnes presented the Exhibit, noting the FY 2022 actual revenues and expenditures
80 had been updated with inputted invoices that had been received through October and
81 November 2022 which still applied to the previous fiscal year. Mr. McInnes and the Board
82 discussed adjustments made in the projected FY 2024 budget building off of the current
83 fiscal year's budget, particularly in legal and engineering categories. Following discussion
84 with District staff for their input, the Board requested for a one-pager outlining changes to
85 be provided with the next round of budget draft reviews.

86 Mr. McInnes noted that a 5% increase for water services had been included, as numbers
87 had been considerably higher than expected the previous year. Discussion ensued between

88 Supervisors and the Operations Manager regarding water use and solar technology. Mr.
89 McInnes additionally noted that the aquatic contract and landscape contract were both
90 reflected by a hard number input in the budget, noting expected increases from chemical
91 costs for aquatic services. Additional discussion ensued regarding projections for general
92 community maintenance and revenue.

93 3. Exhibit 6: General Fund (O&M) FY 2025-FY 2030 Projected Revenues and Expenditures

94 4. Exhibit 7: General Fund (O&M) FY 2031-FY 2032 Projected Revenues and Expenditures

95 5. Exhibit 8: General Fund (O&M) FY 2016-FY 2025 Actual & Projected O&M Assessments

96 6. Exhibit 9: General Fund (O&M) FY 2026-FY2033 Projected O&M Assessments

97 7. Exhibit 10: General Fund (O&M) and Special Reserve Fund (SRF) FY 2016-FY 2026
98 Actual and Projected Combined Assessments

99 8. Exhibit 11: General Fund (O&M) and Special Reserve Fund (SRF) FY 2027-FY 2033
100 Projected Combined Assessments

101 9. Exhibit 12: 1 page recap prepared by Chair Foley

102 Mr. Foley presented the recap page compiling O&M and Capital line item categories.
103 Comments were made by the Board noting that some line items were listed with zeroes as
104 items being cut out, with Mr. Polizzi commenting that a clear understanding of what cuts
105 were occurring and why was needed. Mr. Polizzi additionally requested for any major
106 contracts up for renegotiation to be identified for the next sheet iteration. Discussion ensued
107 regarding the sheet.

108 Mr. Foley requested for Supervisors to review their lists of priorities for any changes they
109 wished to make, and for these changes to be submitted to the District Manager by January
110 9 to avoid agenda package revisions. Mr. Foley additionally requested for Supervisors to
111 discuss with the District Manager any items not on the agenda, to determine whether there
112 may be alternate ways of dealing with the matters aside from dedicating meeting time. In
113 response to a Supervisor comment about the hog issue, Mr. Foley also commented on hog
114 trapper documentation shared by Mr. Lagasse and recent discussions on hog movement.
115 Discussion ensued regarding hog trapper licensure and access/activity through CDD
116 property. Mr. Kloptosky expressed concerns about the idea of trappers being on CDD
117 property with equipment they used to deal with hogs, and suggested that if trappers are
118 licensed by the County, they could be contacted and placed on County property to mitigate
119 potential CDD liability.

120 In response to Supervisor questions about community feedback to the office about stop
121 signs, Ms. Stepniak advised that while the majority of feedback had been negative, this was
122 generally the norm for all eblasts. Ms. Stepniak added that resident concerns were about
123 the number of signs and not necessarily about the stop signs themselves.

124 The Board and District Manager discussed the scheduled time for the town hall. The Board
125 voiced support for having the regular meeting be recessed around noon, then reconvened
126 for the town hall meeting at 5 p.m. on the same day.

127 **FOURTH ORDER OF BUSINESS – Next Meeting Quorum Check: January 19th, 9:00 AM**

- 128 • Quorum Check

129 All Supervisors present stated that they would be in attendance at the next meeting scheduled for
130 January 19th, which would fulfill a quorum.

131 **FIFTH ORDER OF BUSINESS – Action Items Review**

132 Mr. McInnes provided the list of action items as discussed in the meeting, being as follows:

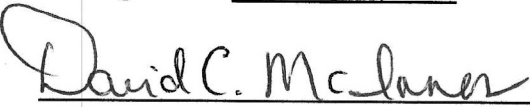
- 133 • The Supervisors will provide the District Manager with changes to their previously sent goals and
134 priorities to be achieved by January 9, 2024.
- 135 • The Supervisors will provide the District Manager with comments on links for the website by
136 January 13, 2023.
- 137 • The District Manager will distribute the updated budget spreadsheet to the Supervisors.

138 **SIXTH ORDER OF BUSINESS – Adjournment**

139 The Board adjourned the meeting, at 2:25 p.m., for the Grand Haven Community Development
140 District.

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

144 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
145 **meeting held on February 16, 2023.**

146 

Signature

David C. McInnes
Printed Name



Signature

Kevin J Foley
Printed Name

147 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman