

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, February 2, 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, DPFG Management & Consulting
17	Barry Kloptosky	CDD Operations Manager
18	Vanessa Stepniak	CDD Office Manager
19	John Lucansky	Amenities Manager

20 *The following is a summary of the discussions and actions taken at the February 2, 2023 Grand Haven*
21 *CDD Board of Supervisors Workshop Meeting.*

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

23 The Pledge of Allegiance was recited.

24 Prior to proceeding with the presentations, Mr. Foley stated that he had heard back from Mr. Smith
25 regarding the 2021 audit, and that it had been completed with a clean opinion. Discussion ensued
26 regarding the timelines and schedules of subsequent audits.

27 **THIRD ORDER OF BUSINESS – Presentations**

28 **A. Café Renovations – Operations Manager – 60 mins.**

29 Mr. Kloptosky stated that while it was premature to announce any numbers for the café renovations,
30 the process was underway with reaching out to find a design consultant for concepts, drawings, and
31 plans for eventual submission to the building department. Mr. Kloptosky stated that the window
32 and door replacements had been completed, and provided a list of major items being suggested,
33 including:

- 34 • Full removal of the dated bar and floor tile
- 35 • Changing the bar from an oval shape to a more squared shape with a footrail which will
36 allow for better storage
- 37 • Installing overhead storage and glass racks over bar
- 38 • Creating an additional opening on the west side of the bar for efficiency
- 39 • New bar equipment, potentially including coolers, sinks, storage, additional beer taps, and
40 additional drink staging station with ice
- 41 • Replacing the double action doors between the kitchen and dining area
- 42 • Removing bookcases to create more space for servers
- 43 • Removing liquor cabinet, moving the liquor stored there to a glass rack by the bar

- 44 • Adding electrical outlets and data ports where possible to charge phones and devices
- 45 • Installing two new point-of-sale system stations, potentially with tablets
- 46 • Possibly upgrading the TV and/or adding in new TVs, and cleaning up the wiring
- 47 • Replacing or relocating the coffee bar
- 48 • Textured walls and repaint, with installation of stone accents where appropriate
- 49 • Replacing fans with styles that enhance the look of the room
- 50 • Installing new trim and shade covers for windows
- 51 • Purchasing new bar stools, tables and chairs

52 Mr. Kloptosky and Mr. Lucansky fielded questions from the Board regarding the suggestions for
53 the café renovations. Mr. Lucansky clarified that the tablets would be for punching in orders. Mr.
54 Flanagan suggested that changes to software infrastructure used at the café may need input and
55 involvement from the IT team, and requested for consideration of the needs for guests requiring
56 accessibility assists, as well as for staff to better serve the café patrons. Comments were also heard
57 regarding the popularity of the outdoor seating, about the amount of input being sufficient to move
58 forward into the design phase, and about the degree to which work could be performed by in-house
59 staff, to which Mr. Kloptosky explained that items not related to permitting (electrical wiring,
60 plumbing, the bar) could be worked on by in-house staff rather than contractors.

61 Mr. Lucansky gave an overview of the Tiki Bar wishlist, noting the need to purchase additional
62 barstools, an under-bar ice cooler, a new Kegerator for draft beers to replace an old rusted one that
63 had been out of service for years, and a panini grill to expand the kitchen menu. Mr. Lucansky
64 stated that the calculated cost for the enhancements would be around \$6,500, dependent on barstool
65 prices. In response to some Supervisor comments about resident suggestions, Mr. Lucansky
66 explained the difficulties with maintaining an ice cream machine, and noted that a pizza maker
67 could result in a long order queue if multiple guests wanted pizzas. The Board and staff discussed
68 revenue and expenditures for operating the Tiki Bar. Suggestions were made to adjust TV locations
69 and to increase overall marketing for the Tiki Bar to drive use and revenue.

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

71 A. Exhibit 6: Property Owner Survey Presentation – Supervisor Polizzi – 15 mins.

72 **This item was presented out of order.**

73 Mr. Polizzi noted how Supervisor feedback had been incorporated into the presentation, with
74 updated document headings and background information on the survey development process and
75 goals. The Board discussed methods of concisely conveying survey response data for given topics,
76 and Mr. Polizzi explained how the survey data PDFs could be accessed in the Community
77 Documents section of the CDD website. Mr. Foley suggested that the total cost of the survey not
78 exceeding \$5,000, including development, deployment, and mailings, was important information
79 to provide in the presentation for transparency.

80 Following discussion on the presentation format and timing, Mr. Polizzi suggested that the
81 presentation with Q&A section would take about an hour. The Board and Ms. Stepniak discussed
82 strategies for the eblasts.

83 *(The Board recessed the meeting at 10:47 a.m., and reconvened at 10:58 a.m.)*

84 B. Supervisors Goals & Priorities – 2 hrs.

85 Mr. Foley stated that he had reviewed each Supervisor's spreadsheets for common topics. Mr. Foley
86 suggested that each Supervisor could outline the aspects of each condensed topic on the list that
87 they wanted to prioritize in order.

88 1. Exhibit 1: Chair Foley

89 Mr. Foley stated that his priority was communications (including the 10 year plan),
90 followed by safety & security (including the perimeter fencing), then staffing organization,
91 improving meeting efficiency, ponds and banks plans, the café renovation, and addressing
92 Parcel K.

93 2. Exhibit 2: Vice-Chair Polizzi

94 Mr. Polizzi commented on a significant gap in communications which needed to be
95 addressed with a similar level of priority to safety & security. Mr. Polizzi suggested that
96 staffing and organization should be prioritized, and that he would add discussions around
97 Parcel K and the Village Center croquet use. Mr. Polizzi commented on tech strategy and
98 café renovation, and also made comments supporting a 10 year plan update.

99 3. Exhibit 3: Dr. Merrill

100 Dr. Merrill stated that her priority topic was for communications, strongly recommending
101 for a deadline on the new central website targeting a wide release in six months. Dr. Merrill
102 suggested that her next priority, safety & security, could use a strategic map for the gates,
103 and should include plans for more perimeter fencing. Dr. Merrill additionally questioned
104 the effectiveness of painting yellow lines on Waterside on safety. Dr. Merrill stated that
105 her next priority was meeting efficiency, followed by the restaurant, fixing staffing needs,
106 pond and bank plans (including wetlands), the 10-year plan, and the parking lot. Dr. Merrill
107 added that Parcel K plans were needed.

108 4. Exhibit 4: Supervisor Flanagan

109 Mr. Flanagan listed his highest priority as communications, then safety & security. Mr.
110 Flanagan suggested that staffing organization and meeting efficiency were items currently
111 being worked on, and may not need to be called out on a priority list. Mr. Flanagan noted
112 that his other priorities were for alternative energy in light of increasing costs, pond and
113 bank plans, reviews of the CDD's underground infrastructure, café renovation, and tech
114 strategy. Mr. Flanagan additionally noted that Parcel K plans could use attention.

115 5. Exhibit 5: Supervisor Crouch

116 Ms. Crouch stated that she prioritized safety & security, followed by communications, and
117 pond and bank plan/maintenance rounded out her top three. Ms. Crouch additionally noted
118 that parking lot expansion for the Village Center area and community involvement/focus
119 groups were also some of her priorities to address.

120

121 Following each Supervisor providing their lists of priorities, the Board and Mr. McInnes
122 discussed compiling overall rankings. The Board came to a consensus that the overall top
123 priority was communications, followed by safety & security.

124 For communications, comments were made from Supervisors in favor of getting the new
125 website up and running in six months, for an annual report being provided by the Chair to
126 residents, for increased communications with the HOA, a presentation on the 10 year plan,
127 and work to build relationships between both the Board and the community and the CDD's
128 relationships with the City and County. Discussion ensued regarding whether the 10 year
129 plan should be a separate item on the priority list. Additional comments were made
130 suggesting that lines of communications with the City and County could help address
131 ongoing matters with establishing a memorandum of understanding with the City for an
132 emergency preparedness plan, and with plans to address hogs in cooperation with the

133 County. Ms. Crouch stated that she had a point of contact with the County that she could
134 reach out to.

135 For safety & security, comments were made from Supervisors supporting improved
136 Waterside intersection visibility, more perimeter fencing, and modifications of all
137 community gates with added technology and measures to eliminate tailgating issues. Mr.
138 Kloptosky commented that the double gates solution previously discussed to curb
139 tailgating at the entry gates had been determined to be costly, and that a significant amount
140 of property around Grand Haven was owned by the county, adding that there may be
141 limitations on common property and perimeter fencing.

142 The Board and Mr. Kloptosky discussed staffing and organization priorities, including
143 suggestions for all communications to be handled by a staff chief position, and potentially
144 restructuring to address workload issues. Additional comments were made about using a
145 professional job recruiter solution, as well as seeking staff members adaptable to varied
146 tasks and responsibilities.

147 Mr. Foley stated that he would work with Mr. McInnes to develop a proposed meeting
148 agenda matrix, to be brought back at the next meeting.

149
150 Following discussion of the Supervisor goals and priorities, Ms. Stepniak discussed the test
151 and feedback of the new software system, noting that they had found a function where
152 guests could be sent visitor passes via email. Ms. Stepniak stated that she was looking to
153 put together instructions for the community, to be distributed via e-blasts along with a
154 notice of upcoming updates. Ms. Stepniak noted that the passes included a barcode, and
155 that a proposal had been acquired for the barcode scanner in the amount of \$1,450. Ms.
156 Stepniak noted that some of the data imported into Gatehouse's standardized system had
157 had minor glitches with credential details. Ms. Stepniak stated that the initial eblast would
158 also clarify that old access capabilities and processes, such as calling the guard house to
159 inform them of incoming visitors, would still be functional.

160 C. FY 2024 Budget – Continued – 30 mins. – Amenity Manager

161 **FIFTH ORDER OF BUSINESS – Next Meeting Quorum Check: February 16th, 9:00 AM**

- 162 • Quorum Check

163 All Supervisors present stated that they would be in attendance at the next meeting scheduled for
164 February 16th, which would fulfill a quorum.

165 **SIXTH ORDER OF BUSINESS – Action Items Review**

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

- 167 • The Operations Manager will consider possible restructuring of jobs and responsibilities in order
168 to address workload issues.
- 169 • The Chair and District Manager will update the meeting matrix given a new list of “Things to Get
170 Done”.

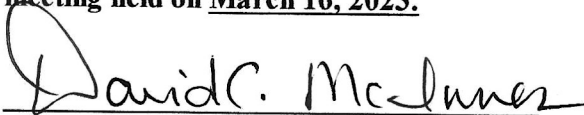
171 **SEVENTH ORDER OF BUSINESS – Adjournment**

172 The Board adjourned the meeting, at 1:22 p.m., for the Grand Haven Community Development
173 District.

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

177 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
178 **meeting held on March 16, 2023.**

179



Signature

David C. McInnes
Printed Name



Signature

Kevin J. Foley
Printed Name

180 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman