

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, March 2, 2023 at 9:00 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 (<i>via phone</i>)	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 Vanessa Stepniak (<i>via phone</i>)	CDD Office Manager

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

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

21 The Pledge of Allegiance was recited.

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

23 A. Post Storm Review – previously handed out

24 Mr. McInnes noted that this document had been distributed to the Supervisors about a month prior,
25 and that he had not received any Supervisor responses.

26 Mr. Foley commented on communication issues, suggesting that a meeting outside of an emergency
27 setting between the Chair of the Board and District staff to go over communications protocol and
28 appropriate roles would be important to hold. Comments were made by Supervisors regarding
29 reliable avenues for communication to residents in the event of power outages, and about updating
30 documents working alongside Grand Haven’s Community Emergency Response Team.

31 B. Exhibit 1: “Flesh on the Bones” for Safety & Security, and Selected Items on Communications
32 Subtopics Contained on “Things to Get Done List”

33 The Board discussed the priorities of subjects in the list on the last page of the meeting matrix, with
34 suggestions being made for communications and safety & security items.

35 Discussion ensued among Board members for regular communications with the HOA, periodic
36 socials to get to know the Board, tutorials on newly implemented technology, and work in progress
37 reports for the Grand Haven website. Suggestions were made for socials with refreshments served
38 to be held in conjunction with the 10-year plan and budget presentation around August.

39 The Board additionally discussed plans to improve visibility issues at roadway intersections and on
40 painted lines throughout Waterside, and for expanding the amount of perimeter fencing with some
41 County funding and fence material options. Suggestions were given to get a security expert’s input
42 on modifications for gates to crack down on tailgating issues and address options for sidewalks and

43 general gate access. Mr. McInnes noted that matters relating to gates as well as cell phone access
44 for visitors could be covered under suggestions from Mr. Kloptosky and Ms. Stepniak, and
45 commented that roads/walkway inspections and work with the County and HOA on the hog issue
46 were both underway.

47 *(The Board recessed the meeting at 11:02 a.m. and reconvened the meeting at 11:12 a.m.)*

48 Prior to discussion on the croquet courts, Mr. McInnes noted that a new field worker with
49 experience working with concrete had been hired.

50 C. Phased in Approach for Lighting of Croquet Courts

51 Recommendations from the Operations Manager to purchase and install croquet court lighting
52 phase by phase rather than all at once were noted and discussed. Discussion ensued regarding the
53 actual cost and scope for the \$60,000 lighting cost. Ms. Stepniak advised that this not-to-exceed
54 amount only covered eight lights at the new courts and not the old court, and that this estimate was
55 as of the previous year and may have changed.

56 D. Exhibit 2: Update on Ad Hoc Fact-Finding Group – Supervisor Flanagan

57 Mr. McInnes noted that the eblast and volunteer form for the fact-finding group had been included
58 under Exhibit 2. Mr. Flanagan noted that this was the final version of the eblast, and discussed
59 suggestions for the size of the group and the process for acquiring information from the community
60 with the Board. Additional discussion ensued regarding the code of conduct as it pertained to
61 communications, with Mr. Foley stressing that communications from Supervisors needed to run
62 through the District Manager and that direct contact with office staff interfering with day-to-day
63 operations was not to occur. Mr. Foley stated that this had been discussed with District Counsel,
64 and that a vote would be coming before the Board at the next regular meeting regarding this
65 initiative.

66 Following discussion, Mr. McInnes stated that the final eblast and volunteer form for the ad hoc
67 fact-finding group would be sent to District Counsel for review and possible Board action.

68 E. Exhibit 3: Review the Board's Long Term Capital Plan

69 Mr. McInnes explained that this list had been started prior to him becoming the CDD's District
70 Manager, and that the rows highlighted in yellow were items suggested for the plan contingent
71 upon the results of the survey. Mr. McInnes asked for Board input on whether they wished to
72 continue on with the list, additionally clarifying that this was separate from the Operations
73 Manager's list.

74 The Board suggested to keep Item #39, extending and creating new walking paths throughout the
75 Wild Oaks community, on hold for the time being.

76 The Board discussed the technology upgrades under Item #40, with Ms. Stepniak suggesting that
77 the Board had already approved for the upgrades and for residents to use cell phones to allow gate
78 access for guests, and that this item could be removed from the list. Mr. Foley suggested that a list
79 could be made of initiatives to get to a desired point in terms of the gate access technology.

80 Mr. McInnes suggested that the Operations Manager and Ms. Stepniak could provide input on Item
81 #41, on investing in a preventative/planned maintenance software system.

82 Mr. McInnes suggested that the Operations Manager and District Engineer may bring up any
83 necessary capital needs related to Item #42 on the pond management strategies, but that he believed
84 this item was already being addressed on an ongoing basis. Mr. Foley commented that the CDD
85 could work with the Master Association on some related initiatives. Mr. McInnes additionally
86 acknowledged that the CDD had purchased a number of aerators since the line was first added.

87 In response to Supervisor questions, Mr. McInnes noted that the District Engineer already reviews
88 drainage systems on an ongoing basis, and that Item #43 could come off of the list.

89 The Board noted that the majority of survey results had been against the idea of the expansion noted
90 under Item #50, and that it could come off of the list. The Board additionally suggested for the
91 removal of Item #47 for future additional office space and amenity space following the survey
92 results.

93 Mr. McInnes noted that Mr. Lucansky was planning on presenting an update on parking counts at
94 an upcoming meeting, and that Item #51 for parking lot expansion could remain on the list as a
95 pending item.

96 The Board requested for the Operations Manager's input on the evening roving patrol/guards
97 security item under #53. Mr. McInnes noted that he had discussed the roving patrol concept recently
98 with Mr. Kloptosky, who had clarified that the patrol would be used in addition to the guards
99 stationed at the guard house, and that they could not enter personal property.

100 The Board discussed Item #54 on staffing levels and current/future needs, and determined that this
101 was an operational item that could be removed from the capital plan list.

102 F. Grand Haven Master Association Update – if need – Vice Chair Polizzi

103 Mr. Polizzi provided a summary of the proceedings of the Master Association meeting that he had
104 attended, noting that the licensed hog trappers with access to County property were discussed. Mr.
105 Polizzi additionally noted that there would be resident comment periods at their Board meetings as
106 part of an initiative by the association to enhance communication with residents. Discussion ensued
107 regarding the hog removal counts.

108 G. Exhibit 4: FY 2024 Budget – Continued

109 Mr. McInnes noted that an updated version of the document had been distributed to the Board prior
110 to the workshop meeting, with some minor changes to estimated figures for certain items.

111 Mr. Foley led discussion with the Board on the budget, particularly focusing on ideas to address
112 negative year-over-year change numbers to the District's fund balance, including tweaking working
113 capital amounts down from 3 months and tweaking amounts allocated to the disaster fund down
114 from 7%. Mr. McInnes noted that the 3 months working capital was based on the gap between the
115 start of the fiscal year in October and the point in the year in later December when assessments
116 came in, and explained that the working capital tweak was being suggested because assessment
117 funds were starting to come in from Flagler County's tax collector on a more prompt timeline. The
118 Board discussed establishing a backup line of credit for the District through exploring bank options.
119 The 7.4% year-over-year change for the assessments in the revised FY 2024 budget was also noted,
120 and the costs for various capital improvements and a potential update to the reserve study were
121 both considered.

122 Mr. McInnes additionally provided an overview of the expected FY 2024 budget approval timeline,
123 noting that this was available on the meeting matrix for the Board's review.

124 **FOURTH ORDER OF BUSINESS – Next Meeting Quorum Check: March 16th, 9:00 AM**

- 125 • Quorum Check

126 Mr. Foley, Mr. Polizzi, Mr. Flanagan, and Ms. Crouch stated that they would be in attendance at
127 the next meeting scheduled for March 16th, which would fulfill a quorum. Mr. McInnes stated that
128 he believed that Dr. Merrill would be able to attend the next meeting remotely.

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

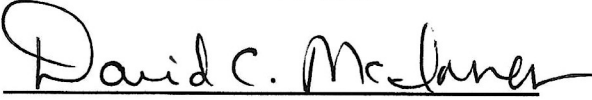
- 130 The action items were recorded as follows:
- 131 • The District Manager will send an updated budget one-pager to the Board, with the working capital
132 amount changed to 2.5 months and disaster fund changed to 5.5% and 6%.
 - 133 • The District Manager will research whether Bank United would provide an unsecured line of
134 additional credit.
 - 135 • District Management will add a line for IT/technology into the budget one-pager, and determine
136 whether any needs had gone unbudgeted with input from the Operations Manager and CDD Office
137 Manager.
 - 138 • The croquet court lighting costs are to be updated.
 - 139 • The Operations Manager and CDD Office Manager will provide a list of initiatives and costs
140 regarding additional improvements for gate access.
 - 141 • The Operations Manager will provide pros and cons for roving patrol needs at the next meeting.

142 **SIXTH ORDER OF BUSINESS – Adjournment**

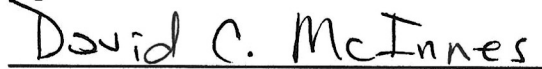
143 The Board adjourned the meeting, at 12:49 p.m., for the Grand Haven Community Development
144 District.

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

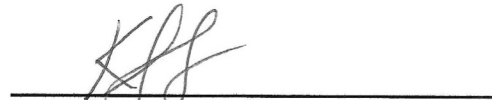
148 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
149 **meeting held on April 20, 2023.**

150 

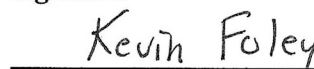
Signature



Printed Name



Signature



Printed Name

151 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman