

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, April 6, 2023 at 9:01 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 Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary
12 Michael Flanagan	Board Supervisor, Assistant Secretary
13 Nancy Crouch	Board Supervisor, Assistant Secretary

14 Also present were:

15 David McInnes	District Manager, Vesta District Services
16 Skye Lee (<i>via phone</i>)	Treasurer, Vesta District Services
17 Barry Kloptosky	Operations Manager
18 Vanessa Stepniak	CDD Office Manager
19 John Lucansky	Amenity Manager

20 *The following is a summary of the discussions and actions taken at the April 6, 2023 Grand Haven CDD*
21 *Board of Supervisors Workshop Meeting.*

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

23 The Pledge of Allegiance was recited.

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

25 A. District Account Protection - Treasurer

26 Mr. Foley introduced the topic by noting discussions with financial officers on the degrees of
27 protection on the CDD's funds at Bank United. Ms. Lee gave an explanation of the qualified public
28 depository program and standards for participation, as well as the security of funds within
29 institutions participating. Discussion ensued regarding coverage in the event of bank runs. Ms. Lee
30 additionally noted interest rates for types of accounts, commenting that funds in money market
31 accounts would remain liquid and covered under the QPD program, and that these accounts could
32 be explored if the Board so desired. Following discussion, Ms. Lee stated that she would look into
33 fee structures, noting that analysis may be necessary to determine whether maintaining minimal
34 balance to offset fees would be more appropriate than investing for returns and paying fees from
35 there. The Board additionally requested for an explanation of the positive pay fraud prevention
36 service, and Ms. Lee noted that this system prevented fraud by kicking back checks where dollar
37 amounts, check numbers, and account numbers failed to match in any instance.

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

39 A. FY 2024 Budget & Long Term Plan – continued

40 Mr. Foley summarized discussions with the District Manager regarding the budget and the long
41 term plan one-pager. Mr. McInnes noted that costs savings would come more out of capital
42 expenditures than O&M, as a significant amount of O&M expenditures were fixed contracts. Mr.
43 Kloptosky provided additional insight on staffing's impact on the capital plan projects, and shared

44 information from the design architect regarding a proposal estimate for developing conceptual
45 drawings and scope of work. Mr. McInnes noted that the Board could not approve any proposal at
46 the workshop meeting, but that this would be coming before the Board for consideration at the next
47 regular meeting.

48 In response to Supervisor questions, Mr. McInnes gave an overview of the budget approval
49 timeline, explaining that the proposed budget would be approved at the May meeting for a future
50 public hearing, and suggesting that the Board go through budget tweaks at that month's workshop.

51 *(The Board recessed the meeting at 10:51 a.m. and reconvened at 11:00 a.m.)*

52 B. Safety Issues

53 1. Exhibit 1: Pros & Cons of Roving Patrol

54 Following discussion with Mr. Kloptosky on patrol benefits and drawbacks, the Board
55 opted not to proceed with the roving patrol.

56 2. Intersection Visibility

57 Mr. Foley noted that this item pertained to Waterside Parkway in particular, and asked what
58 action if any had been decided on. Supervisor comments were made recalling that the
59 Operations Manager had previously looked into repainting the crosswalk areas with more
60 reflective material to improve visibility, and Mr. McInnes advised that a decision had been
61 made for crossbar repainting. Ms. Stepniak noted that reports of limited visibility at
62 intersections were logged in an issue sheet, and comments were heard from the Board in
63 favor of a more proactive inspection-based approach to identify issues. Additional
64 discussion ensued regarding hedge trimming schedules.

65 3. Perimeter Fencing

66 Comments were made recalling that there had previously been discussions about
67 determining costs to perform a survey that had later been decided against, and that
68 Supervisor Crouch had been in contact with the county as the fencing was on their property.
69 Ms. Crouch noted that the county still did not appear to have any intention for fencing
70 upkeep or replacement, but stated that she would be happy to continue discussions with the
71 county on the subject.

72 4. Road Inspections

73 Mr. Foley noted that inspections occurred routinely, and Mr. McInnes commented that
74 numbers had been provided by the District Engineer and incorporated into a spreadsheet
75 that had been distributed to the Board.

76 5. Gate Technology to Reduce Tailgating

77 Ms. Stepniak noted communications with the guard company and recommendations from
78 the guard company. Additional discussion ensued regarding roving guard services and
79 what they would be allowed to do and respond to.

80 6. Pedestrian & Bike Access & Restrictions

81 Mr. McInnes stated that matters relating to pedestrians and bike access/restrictions were
82 part of ongoing work with post orders that the District Counsel was involved in.

83 C. Parking Recommendation

84 Mr. Lucansky provided an overview of logged data for parking patterns, noting a correlation with
85 busy evening events and an uptick in street parking/full lots. Mr. Lucansky commented that spots
86 were commonly available during normal operations, and suggested that seasonal residents moving

87 back up north may further reduce the frequency and amount of street parking. Mr. Lucansky asked
88 for input on whether to have staff continue collecting data, and following discussion, the Board
89 suggested that this was no longer needed. Suggestions were made by Supervisors to put out
90 communications encouraging vehicles to park at the north lot and avoid street parking.

91 D. Grand Haven Master Association Update – Dr. Merrill

92 Dr. Merrill stated that she had attended a master association meeting on March 24, and noted that
93 following some discussion with the Mayor, they had suggested that an agreement between the City
94 and the CDD regarding post-storm debris cleanup would be forthcoming. The Board requested to
95 have District Counsel report on their work figuring out coordinated cleanup effort strategies at a
96 future meeting.

97 Dr. Merrill noted that the HOA had been performing lake bank inspections and sending out letters
98 based on findings. Dr. Merrill suggested that there may be an opportunity for the CDD to send out
99 a friendly eblast on recommendations to keep in compliance with relevant rules on maintaining
100 areas around ponds, and that she could draft some communications. Dr. Merrill additionally
101 outlined the HOA's efforts to increase communication with homeowners, as well as their ongoing
102 review of the contract with Southern States. Further discussion ensued regarding wildlife activity
103 in the community, with Mr. Kloptosky noting that the trapper was suggesting that the hogs may be
104 retreating to the swamp with the reduced rainfall.

105 **FIFTH ORDER OF BUSINESS – Next Meeting Quorum Check: April 20th, 9:00 AM**

- 106 • Quorum Check

107 All Board members present stated that they would be in attendance at the next meeting scheduled
108 for April 20th, which would fulfill a quorum.

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

110 The action items were recorded as follows:

- 111 • Ms. Lee will provide information regarding account alternatives, as well as additional information
112 on the positive pay system.
- 113 • Ms. Lee will get in contact with Bank United for them to provide alternatives to the District's
114 accounts.
- 115 • The District Manager, Operations Manager, and Amenities Manager will collaborate on an eblast
116 regarding parking modifications.
- 117 • The Operations Manager will inspect hedges on the Waterside Parkway intersections and the tree
118 at the bridge to Esplanade for possible visibility issues.
- 119 • The CDD Office Manager will provide a proposal for upgrading call boxes.
- 120 • Dr. Merrill will provide verbiage for an eblast to be distributed to residents regarding cutting and
121 maintenance around ponds.
- 122 • Dr. Merrill will send information to the District Manager on gate technology.

123

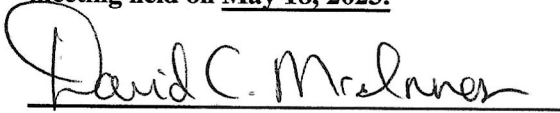
124 Prior to adjournment, a comment was heard from an audience member about covenants, conditions,
125 and restrictions related to the conservation areas and easements.

126 **SEVENTH ORDER OF BUSINESS – Adjournment**

127 The Board adjourned the meeting, at 12:35 p.m., for the Grand Haven Community Development
128 District.

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

132 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
133 meeting held on May 18, 2023.

134 
Signature

David C. McInnes
Printed Name


Signature

Kevin Foley
Printed Name

135 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman