

**MINUTES OF MEETING
GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Grand Haven Community Development District held a Community Workshop on Thursday, December 6, 2018, at 10:00 a.m., at the Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137.

Present at the meeting were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Tom Lawrence (via telephone)	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Board Member

Also present were:

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Stacie Acrin	Grand Haven CDD Office
Robert Ross	Vesta/AMG
Rob Carlton	Resident and GHMA President
Pete Chiodo	Resident
Vic Natiello	Resident
Denise Gallo	Resident
Charles Greer	Resident
Laura Foley	Resident
Ron Merlo	Resident
Kathleen Fuss	Resident

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the workshop to order at 10:08 a.m. Supervisors Davidson, Gaeta, Smith and Foley were present, in person. Supervisor Lawrence was not present at roll call. Mr. McGaffney noted that the Oath of Office was administered to Supervisors Gaeta and Foley prior to today's meeting.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

MODIFICATIONS TO AGENDA

The Board agreed to the following modifications to the agenda:

- **Discussion: Interlocal Agreement with City of Palm Coast**
Supervisor Lawrence joined the meeting, via telephone, at 10:11 a.m.
- **Developments at the City and County Level Regarding Emergency Communications, Radio Emergency Communications and Cell Service**

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the modifications to the agenda, were approved.

Supervisor Foley thanked those that supported and encouraged him to run for a Board Seat and especially his wife. He stated that he ran for the Board because he thought he might be able to use his banking and finance background to help develop a renewed Capital Improvement Plan (CIP) that has its basis in an independent evaluation of the District's assets to address the growing needs of the community. It was a misconception that his interests are beyond the tennis courts and fitness center; he supports the maintenance, repair and replacement of all the District's assets, in a timely but fiscally responsible manner. He stated that he will be guided by the Vision Statement, which generally states the District will provide services and amenities that meet or exceed expectations, in a fiscally responsible way. Mr. Foley thanked everyone and stated that he looked forward to contributing.

FOURTH ORDER OF BUSINESS

UPDATES: Operations Manager

Mr. Kloptosky reported the following:

- **Village Center Stucco Repair Project Design Drawings:** The final drawings were received from the Architect and they seem to be satisfactory; however, he wants to review them further. Once satisfied, he will forward them to Mr. Clark to be incorporated into the Request for Proposals (RFP) so the project can go out to bid. The RFP will be advertised.

Supervisor Davidson suggested that the District Engineer might be able to recommend potential contractors. Mr. Kloptosky stated that the Architect has contacts as well.

- **Village Center Storage Addition:** Construction was underway and making good progress.

➤ Wild Oaks Exit Gate Curb Redesign Project: The project was previously approved in a not-to-exceed amount of \$10,000, which was based on a rough estimate from S.E. Cline Construction (Cline) and he was authorized to commence the project, provided the estimate was below his authorized spending threshold; however, the proposal eventually received from Cline was significantly higher. Cline was being contacted regarding the large difference and the quote would be sent to the District Engineer for his opinion regarding the amount.

➤ Pond 14 Bank Erosion: Mr. Sowell has been working with the St. Johns River Water Management District (SJRWMD) regarding this and he forwarded a SJRWMD email to Mr. Kloptosky. Mr. Kloptosky was unsure about the technical information and requests from the SJRWMD so he would coordinate with Mr. Sowell. The original design was provided to Cline and Cline's quote was approximately \$35,000, which was much higher than anticipated.

Discussion ensued regarding another repair request and possibly expanding the project, in an attempt to alleviate the issue all at once rather than doing it as requests are received.

➤ Center Park Gazebo and Main Gate Guardhouse Roof Replacement: The Notice of Commencement was executed, and the permit was released. Work would likely commence in January to avoid disrupting the Main Gate during the holidays.

➤ Village Center Tennis Court Fence Replacement – Courts 5 through 7: The permit was released and work would likely commence in January.

➤ Village Center Tennis Court Resurfacing: Drainage concerns would be discussed with the contractor. The courts were last resurfaced in 2016 but it may be necessary to resurface the courts sooner than expected. Proposals to resurface all seven tennis courts will be obtained; it was estimated that the cost could be \$30,000 to \$40,000 or more to resurface all seven courts.

Discussion ensued regarding the surface conditions, drainage issues, impact of irrigation rain and shade, possibly resurfacing the courts early, trimming trees, etc.

➤ Village Center AC Ducts: Contractor is prepared to start the duct replacement at The Village Center office and Fitness Center but the work would be on hold until after the holidays.

➤ HVAC Units at Creekside: Replacement of the two old units and all ducts in the building will commence once work is completed at The Village Center.

➤ Holiday Lighting and Decorations: In-house staff installed the lights and decorations. The lights were being converted to LED, which should result in savings.

➤ Wild Oaks Gate Damage Insurance Payment: A full reimbursement payment of \$14,900 was received from the insurance company of the contractor who hit and damaged the Wild

Oaks Gate, which was the fourth time the gate was damaged. The only remaining item related to the gate was from the third time it was damaged and the insurance carrier paid all but a \$625 administration fee, for which District Counsel sent a demand letter to the individual for payment of the \$625 that insurance did not pay.

➤ Meeting with Sheriff Staley and Chief Bovino: The Sheriff's Department has a very sophisticated camera system that would enable them to remotely monitor the CDD's cameras, which could be an enhancement to the District's security system.

Supervisor Davidson reported the following information provided by Sheriff Staley:

- Vigilant Platforms (Vigilant): Vigilant sells a license plate recognition system that requires cameras that are very different than the District's current cameras.

- The cameras can track a license plate at 65 to 75 miles per hour (mph).

- The Sheriff recommends installing the cameras at the seven main entrances.

- Once the cameras read a license plate, the information is immediately transmitted to a Florida and national crime database, which immediately returns information to the Department and to Deputies, enabling them to respond immediately to potential dangers. The crime database search reveals wanted people, Amber Alerts, gangs, sex offenders, vehicles used in burglaries, etc.

- The cameras would read every license plate, 24/7.

- The District could not be provided with the intelligence data but the District could be notified of suspicious vehicles and the license plate numbers.

- The cost would be approximately \$10,000 per camera, including installation; 11 cameras would be needed.

Mr. Vic Natiello, a resident, asked what the District would receive from the Sheriff's Department, in exchange for providing the cameras. He questioned if the current cameras would remain in place or if the new cameras would replace the old ones. Mr. Kloptosky stated that more information is needed and many questions should be answered during meetings with the vendor.

Mr. Kloptosky reported the following:

➤ Community Information Guide (CIG): Once one more item is provided, the publisher will be able to provide a full proof of the CIG.

➤ Pond 5 – Front Street Aeration System: Aeration was installed and operational. Shellcracker fish would be stocked within the next two weeks.

- Pond 14 Aeration: The system was installed but is not operational due to a power supply/source issue. An attempt would be made to rewire the power supply; however, if that is not successful, other options must be considered and those options would be more expensive.
- Golf Cart Crossing on Egret: The original vendor, who quoted \$8,000, has not responded. A new vendor was found but the cost would be \$17,000 for the equipment, not including installation.

Discussion ensued regarding installing a mirror, in the interim, as it remains a safety hazard, landscaping adjustments and cost-sharing with the golf course.

Supervisor Davidson stated that he attended the Birthday Bash at the GH Golf Club and the golfers were very enthusiastic about the CDD re-landscaping the entire circle, etc. He asked for the status of this. Mr. Kloptosky recalled that this is the culmination of three years of discussions with Escalante. Escalante wants the work done but never has the money to do it, as they would be responsible for 50% of the cost. A few months ago, Escalante advised him that they were finally ready to do it this year and was willing to pay for 50% of the landscape enhancements. The plan is to proceed, as Mr. Kloptosky has designs for the circle island, adjacent landscape areas and the small parking lot islands; however, while agreeable to paying 50% of the parking lot landscaping, Escalante subsequently, inquired about including the landscaping along the Clubhouse on the premise that, since they agreed to the other work, the Clubhouse should “look nice too”, and the cost for that area should also be shared, based on the boundary line. Mr. Clark was researching this matter further, including whether the CDD is obligated to or should pay for any portion of the Clubhouse landscaping.

- Montague Bridge: Escalante is aware of the safety issues and repeatedly stated they would address it but have not. There are other issues as well but it appears Escalante does not have the funds or is not receiving the funds from corporate.

Mr. McGaffney stated that he would work with Mr. Kloptosky to draft a letter to Escalante about the concerns regarding the potential safety issue with the Montague Bridge.

- Village Center Playground: There were a few changes related to the Americans with Disabilities Act (ADA) requirements and one final ADA concern is being addressed. The contractor was paid a deposit but Mr. Kloptosky was withholding payment until the work is completed to his satisfaction.
- Ham Radio Antenna Mast: Nothing has been heard from Ham Radio Headquarters regarding the antenna mast.

➤ Turtle Sculpture: Prep work will begin in the area where the sculpture will be installed. The work will include clearing the area, constructing a wall of stone, pouring the footing, etc. An unveiling, in a public ceremony, with media in attendance, would likely occur in late February.

➤ Village Center Bathroom Renovations: A proposal was received and would be presented, along with tile samples, at a future meeting.

FIFTH ORDER OF BUSINESS

UPDATES: District Manager

• **UPCOMING MEETING/WORKSHOP DATES**

○ **BOARD OF SUPERVISORS MEETING**

- **December 20, 2018 at 10:00 AM**

The December 20, 2018 meeting would be cancelled.

○ **COMMUNITY WORKSHOP**

- **January 3, 2019, 2018 at 10:00 AM**

The next workshop will be held on January 3, 2019 at 10:00 a.m.

The workshop recessed at 11:26 a.m.

The workshop reconvened at 11:45 a.m.

SIXTH ORDER OF BUSINESS

DISCUSSION ITEMS

A. New Rule Regarding Amenity Parking

Mr. Kloptosky recalled that this was related to golfers parking at the Amenity Center, carpooling to the neighboring golf courses and leaving their vehicles in the parking lot for many hours thus, taking away parking spaces from those using the facility.

Ms. Kathleen Fuss, a resident, discussed parking issues, which she felt created dangerous situations.

Mr. Kloptosky stated that the people parking in the lot were identified but were not contacted, pending further information from District Counsel. Supervisor Davidson stated there cannot be enforcement without an Amenity Rule; however, the District could send a letter asking the people to stop parking there. Discussion ensued regarding whether to speak to those involved, email them and sending a letter. Mr. Kloptosky would call those involved and, if that is not effective, the Board would consider adopting an Amenity Rule. Mr. McGaffney

would discuss this with District Counsel about the potential policy. Discussion ensued regarding long-term parking solutions.

▪ **Reserve Study**

This item, previously Item 6C, was presented out of order.

Mr. McGaffney stated that there may be a discrepancy between the \$9,650 MillerDodson Associates, Inc. (MDA) and \$16,000 Dreux Isaac & Associates, Inc. (DIA) proposals, which might be the reason for the vast cost difference. MDA was given all information that was provided to DIA and, once a new proposal is received, the proposals and sample reserve studies from each will be presented at a future meeting.

Discussion of the parking issue resumed. Supervisor Foley asked what the next step would be. Supervisor Davidson stated that Mr. Kloptosky would call the individuals. Mr. Foley asked how many vehicles the Board would like to accommodate in the parking lot that are not currently being accommodated. Supervisor Davidson stated as many as possible. Discussion ensued regarding a previously prepared design.

Dr. Rob Carlton, a resident and GHMA President, voiced his opinion that increasing the number of parking spots would not alleviate parking issues at events and, unless there is a method of enforcing illegal parking, nothing can be done.

Discussion ensued regarding parking issues and ways to alleviate or prevent illegal parking.

B. Continued Discussion: Policy Related to Amenity Programs, Residents/Non-Residents, User Rates and Fees

• **Amenity Manager’s Amenity Utilization Data**

This item was discussed following Item 6C.

C. Reserve Study

Discussion of this item, which commenced following Item 6A, was resumed.

Supervisor Davidson stated that an email from Mr. Wrathell convinced him of the legitimacy for having a reserve study. He was not sure having only two quotes was sufficient, so he researched other companies and recommended obtaining more quotes.

Regarding whether there is an urgency to hire a company for the reserve study, Mr. McGaffney stated that, in order to have it completed in time for the planning stages for the Fiscal Year 2020 budget, it needs to proceed soon, as budget planning usually commences in

March. Mr. McGaffney discussed his familiarity with MDA and DIA and noted his experience in utilizing DIA's reserve study software; his preference was to select DIA.

Supervisor Gaeta preferred to obtain additional quotes and noted that something about how MDA does things did not "sit well" with her.

Mr. McGaffney reiterated his experience with DIA's software.

Mr. Foley voiced his opinion that both MDA and DIA were well-credentialed and had very good references. He recommended requesting references from companies contacted to bid. He wanted to make sure that the company hired is able to be thorough and provide a quality product; he did not want to have numerous iterations of the reserve study.

Mr. McGaffney discussed the timing necessary to be able to utilize the reserve study for the Fiscal Year 2020 budget planning.

Supervisor Lawrence expressed his opinion that, while it would be nice to have a reserve study in time for budget planning, he felt it would not impact the planning very much.

Supervisor Smith felt that more was being made of this than necessary, considering the expenditure would be less than \$20,000. Two qualified companies submitted quotes and Management has experience with one; therefore, he could easily make a decision today.

Supervisor Lawrence wanted more quotes, as he wanted confirmation of the price range and because he believed there were other companies that were equally qualified. He preferred to delay this and had no problem waiting. Supervisors Lawrence, Gaeta and Davidson wanted to wait and review more quotes at the next meeting.

Mr. McGaffney would obtain more quotes and this item would be included for consideration at the next meeting.

▪ **Continued Discussion: Policy Related to Amenity Programs, Residents/Non-Residents, User Rates and Fees**

• **Amenity Manager's Amenity Utilization Data**

This item, previously Item 6B, was presented out of order.

Mr. McGaffney stated that data was still being collected by Mr. Ross.

Supervisor Smith stated that he could compile the data and create a ranking for Mr. McGaffney to distribute to the Board prior to the next workshop.

▪ **Discussion: Interlocal Agreement with City of Palm Coast**

This item was an addition to the agenda.

Supervisor Davidson provided a redline draft of the Interlocal Agreement. The draft was from the City Attorney. The redline edits were Mr. Clark’s recommendations and the blue highlights were questions about the meaning of those parts. The maps will define the areas over which the CDD has jurisdiction. Once finalized, this will be an official City Ordinance.

Supervisor Davidson stated that the City will not require a permit for the Turtle Sculpture and the City will accept the diagram that came with the antenna mast.

- **Developments at the City and County Level Regarding Emergency Communications, Radio Emergency Communications and Cell Service**

This item was an addition to the agenda.

Supervisor Davidson stated that the District is not on the City/County list of locations where cell towers work will occur. He would speak to County and City personnel to ensure that the District is included in future planning regarding better quality cell service.

SEVENTH ORDER OF BUSINESS

OPEN ITEMS

This item was not discussed.

EIGHTH ORDER OF BUSINESS

SUPERVISORS’ REQUESTS

Supervisor Gaeta stated that residents living east of Colbert Lane have a “sewer usage” item on their utility bill. The bills reflect usage of zero but have a charge of approximately \$5. Mr. McGaffney would review the bill and research the charges and usage.

Supervisor Foley proposed including café renovations and expansion in with the projects being completed at the Amenity Center, since services would already be disrupted. Mr. Kloptosky stated that it was a great idea but it would increase the scope of work greatly. He felt that the café should be expanded after the outside project is completed. When café renovations and expansion are discussed, expanding the kitchen should also be considered.

NINTH ORDER OF BUSINESS

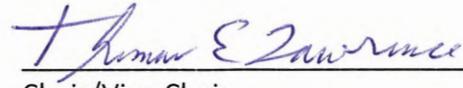
ADJOURNMENT

There being nothing further to discuss, the workshop adjourned.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the workshop adjourned at 12:50 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair