

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

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Public Meeting on Thursday, July 23, 2020 at 10:00 a.m., at <https://zoom.us/j/2043596216> and 1-929-205-6099, Meeting ID 204 359 6216.

Present at the meeting, were:

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary

Also present, were:

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Andrew Huebner	Assistant Amenity Manager - Vesta/AMG
Roy Deary	Vesta/AMG
Jason Davidson	Vesta/AMG

Residents present, were:

Chip Howden	Donna McGevna	Michael Flanagan	Dr. Merrill Stass-Isern
Eric Robinson	Denise Gallo	Mike Frichol	John Polizzi
David Ferguson	Arthur Dycke	Ron Merlo	Kathleen Fuss
Other Residents			

FIRST ORDER OF BUSINESS

CALL TO ORDER/ROLL CALL

Mr. McGaffney called the meeting to order at 10:07 a.m. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically. The meeting was advertised to be held virtually and telephonically and the meeting agenda was posted on the District's website.

***Disclaimer:** These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.*

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Supervisors Davidson, Gaeta, Smith and Foley were present. One seat was vacant.

SECOND ORDER OF BUSINESS

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

BUSINESS ITEMS

A. Consideration of Candidates to Fill Unexpired Term of Seat 5

- I. Bernard Barczak**
- II. Steven Brazen**
- III. Ed Dear**
- IV. Ken Ersbak**
- V. Chip Howden**
- VI. Joseph Pietropaolo**
- VII. John Polizzi**

Mr. McGaffney described the process for consideration of the candidates to fill the unexpired term of Seat 5 and read the names of all candidates. The Supervisors thanked the candidates for participating and discussed their top candidate(s) and the reasons.

Supervisor Davidson nominated Mr. Chip Howden to fill the unexpired term of Seat 5. Supervisor Foley nominated Mr. Ken Ersbak. No other nominations were made.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the appointment of Mr. Chip Howden to Seat 5, term expires November 2022, was approved.

Mr. Clark stated the Oath of Office could not be administered remotely. Mr. McGaffney stated he would administer the Oath of Office in person on July 24, 2020.

B. Continued Discussion: FY2020 CIP

Mr. McGaffney reviewed the Capital Improvement Plan (CIP), explained the use of the CIP as a project tracker for each approved project and discussed checks and balances, etc.

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Mr. Kloptosky discussed changes to the CIP since the last meeting and responded to questions. Discussion ensued regarding The Village Center Fitness Center enhancements. The consensus was for Mr. Kloptosky and Mr. Huebner to request input from Mr. Robert Lloyd and others regarding fitness equipment and discuss forming an ad hoc group.

Supervisor Davidson presented guidelines for ad hoc fact finding groups. Mr. Clark discussed guidelines for these groups, which could only collect information, research topics, conduct surveys, etc., and must have a limited scope. An ad group could not rate, rank or give preferences to the Board. Discussion ensued regarding forms and processes. The consensus was to implement ad hoc fact finding groups for fitness and communications. Supervisor Davidson would draft e-blast communications to be reviewed by District Counsel.

C. Continued Discussion: 2020/2021 Proposed Budget

Mr. Kloptosky proposed two new croquet courts on the soccer field and one new pickleball court at The Village Center. Discussion ensued regarding locations, costs, lighting, underground utilities, the need for a conduit, drainage, etc.

On MOTION by Supervisor Smith and seconded by Supervisor Gaeta, with all in favor, the pickleball court expansion with lighting, in a not-to-exceed amount of \$65,000, was approved.

The Board directed that the existing pickleball courts be repaired and painted. Discussion ensued regarding the CIP, the Reserve Study, croquet court expansion and maintenance, location of croquet courts and shower room renovations. Mr. Kloptosky stated he was in the process of developing an alternative plan for the shower room renovations.

D. Discussion: Formation of Ad Hoc Committee Concerning Residential Communications

This item was discussed in conjunction with Item 3B.

E. Presentation: Audited Financial Report for Fiscal Year Ended September 30, 2019, Prepared by Grau & Associates

Mr. McGaffney presented the Audited Financial Report for Fiscal Year Ended September 30, 2019. There were no findings, irregularities or instances of noncompliance; it was a clean audit.

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F. Consideration of Resolution 2020-05, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2019

Mr. McGaffney presented Resolution 2020-05.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, Resolution 2020-05, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2019, was adopted.

G. Consideration of Resolution 2020-06, Designating Dates, Times and Locations for Community Workshops and Regular Public Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021; and Providing for an Effective Date

Mr. McGaffney presented Resolution 2020-06.

On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, Resolution 2020-06, Designating Dates, Times and Locations for Community Workshops and Regular Public Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021; and Providing for an Effective Date, was adopted.

H. Discussion: Disinfection Procedures for Interior Spaces and Possible Opening of Group Activities

This item was presented following the Fourth Order of Business.

FOURTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

A. ACCEPTANCE OF UNAUDITED FINANCIAL STATEMENTS

- **Unaudited Financial Statements as of May 31, 2020**

B. APPROVAL OF MINUTES

- I. June 4, 2020 Virtual Community Workshop**
- II. June 4, 2020 Virtual Continued Public Meeting**
- III. June 18, 2020 Virtual Public Meeting**

Mr. McGaffney presented the Consent Agenda Items.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Consent Agenda Items, as amended to include revisions to the minutes submitted to Management by Supervisor Gaeta, were accepted and approved.

▪ **Discussion: Disinfection Procedures for Interior Spaces and Possible Opening of Group Activities**

This item, previously Item 3H, was presented out of order.

Supervisor Davidson presented his research into disinfection equipment for hard surfaces and interior spaces and his recommendation for a hypochlorous acid generator to produce medical-grade and food-grade disinfection with salt, water and electricity. Discussion ensued regarding options, costs, features, method of application, etc.

Mr. McGaffney stated a lightning strike caused a five-minute loss of audio during Supervisor Davidson's presentation.

Supervisor Davidson discussed the importance of social distancing and masks and expressed his opinion that it was not yet safe to open additional indoor areas. Discussion ensued regarding enhanced cleaning procedures and the capacity and enforcement of social distancing measures at the fitness centers and the Café.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the purchase of disinfection equipment, in a not-to-exceed amount of \$10,000, was approved.

Supervisor Smith asked if the current indoor activities should be reevaluated. Discussion ensued regarding whether to reopen other indoor rooms, filtration, indoor activities, air handlers and possible accommodations for outdoor activities.

On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, keeping the Creekside office and the Grand Haven Room closed until further notice, was approved.

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Mr. McGaffney stated that the decision to keep these rooms closed would be communicated via e-blast. Supervisor Foley suggested sending a reminder about social distancing requirements. Mr. Huebner stated the newsletter would include this information.

FIFTH ORDER OF BUSINESS**PUBLIC COMMENTS (3-Minute Rule)**

Resident Chip Howden thanked the Board for the opportunity to serve on the Board.

Resident Dr. Merrill Stass-Isern stated she appreciated the Board's vigilance regarding COVID-19 and stated that, while exercising with an N-95 mask was not advised, exercising with a less-dense mask was acceptable.

Resident Donna McGevna reported that her son, who managed a senior facility, had good results with the sanitization equipment discussed and stated she would email a photo of Plexiglas dividers that could be installed between fitness machines. She expressed dissatisfaction that the Board approved a private party at the Creekside facility and pool on a Saturday night. She stated the pool was open to residents on Sunday and it was not clear whether disinfection was completed before the Monday morning water aerobics session. Discussion ensued regarding the party approved prior to the pandemic but complied with CDC guidelines and improving communication to subsequent users of public spaces. The consensus was to implement a temporary moratorium on private parties.

Resident Michael Flanagan appreciated the discussion regarding vendors and felt that at least three bids should always be solicited. He asked if the District could use zero-based percentage loans. Mr. Clark stated he would look into it. Mr. Flanagan asked why amenity staff used printed new resident lists, rather than ID cards, and what was being done to issue ID cards to new residents. Mr. Huebner and Mr. Kloptosky discussed ID card processes. Mr. Flanagan complained that the new basketball court contained construction debris and still needed lines. Mr. Kloptosky stated the basketball court was not open yet as it was not graded yet due to weather delays; he would ensure that a closure sign was posted.

Resident Eric Robinson expressed his opinion that it was unacceptable that families with small children could not swim before 1:00 p.m. Discussion ensued regarding pool schedules. Mr. Huebner would review the pool schedules and make a recommendation.

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Resident Denise Gallo thanked the Board for their service during this difficult time.

Resident John Polizzi stated he would like the Board to consider maintenance needs, given low staffing, with a focus on balancing cost and productivity.

Resident Art Dycke thanked the Board for their service and transparency. He stated the Palm Coast Historical Society was celebrating its 50th anniversary and he was working on the idea of a day to celebrate the community's origins.

Resident Ron Merlo thanked Supervisor Davidson for his research on disinfecting technology and for his care for the community.

Resident Kathleen Fuss concurred with Ms. McGevna regarding the private party at Creekside and agreed with the decision not to rent the facilities at this time. She felt that more staff was needed to get more things done. She requested installation of posts with hooks at the Creekside pickleball court so that players can hang their bags.

SIXTH ORDER OF BUSINESS

NEXT MEETING DATE: August 6, 2020 at 10:00 A.M. [Community Workshop]

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the August 6, 2020 workshop.

SEVENTH ORDER OF BUSINESS**STAFF REPORTS**

A. District Engineer: *DRMP, Inc.* [David Sowell]

There being no report, the next item followed.

B. Amenity Manager: *Amenity Management Group, Inc.* [Andrew Huebner]

Mr. Huebner reported the following:

- Ms. Chrissy Powell would come to assess fitness equipment.
- Changes to tennis and pickleball, including staggered intake, shaded seating, mask requirements, addition of clay surfaces and more frequent rolling, were well-received.
- 30% of the Café orders are to go. Socially distanced indoor and outdoor dining and limited menu service on the pool deck are offered.
- An upcoming Report would include a teaser of the Grand Haven amenity website.

Mr. McGaffney asked Mr. Huebner to compile social media recommendations for Board and District Counsel review.

C. Operations Manager: [Barry Kloptosky]

There being nothing further to report, the next item followed.

D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]

Supervisor Smith asked if a response was received regarding the golf course agreement. Mr. Clark stated a further inquiry was received and would be addressed shortly.

E. District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]

Mr. McGaffney discussed the importance of obtaining multiple proposals, the pros and cons of ad hoc groups and the benefit of including community members in these processes.

EIGHTH ORDER OF BUSINESS

SUPERVISORS' REQUESTS

Supervisor Davidson discussed the progress of arrangements for a possible "Meet the Candidates" night, which would be hosted by an external moderator.

NINTH ORDER OF BUSINESS

OPEN ITEMS

This item was not addressed.

TENTH ORDER OF BUSINESS

ADJOURNMENT

There being nothing further to discuss, the meeting adjourned.

On MOTION by Supervisor Gaeta and seconded by Supervisor Foley, with all in favor, the meeting adjourned at approximately 2:30 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair