



**Community
Development District**

September 17, 2021

**Regular Meeting
Agenda**



OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431
Phone: (561) 571-0010 • Fax: (561) 571-0013 • Toll-free: (877) 276-0889

September 13, 2021

ATTENDEES:

Meetings/Workshops are now held in person. During public comments, please state your name and address.

Residents have the option of calling in via Zoom with the call-in information below.

Call-in Number: +1 (929) 205-6099

Meeting ID: 2043596216#

Link: <https://us06web.zoom.us/j/2043596216>

Board of Supervisors
Grand Haven Community Development District

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Regular Meeting on Thursday, September 17, 2021, at 9:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137.

I. Call to Order/ Roll Call

II. Pledge of Allegiance

III. Audience Comments – (limited to 3 minutes per individual for agenda items)

IV. Staff Reports

A. Amenity Manager: Robert Ross/ John Lucansky – *To Be Distributed*

B. District Engineer: David Sowell

C. Operations Manager: Barry Kloptosky

➤ Presentation of Capital Project Plan Tracker

Exhibit 1

➤ Monthly Report – *To Be Distributed*

D. District Counsel: Scott Clark

E. District Manager: Howard “Mac” McGaffney

V. Consent Agenda Items

A. Consideration for Acceptance – The July 2021 Unaudited Financial Report

Exhibit 2



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V. Consent Agenda Items – continued

- B. Consideration for Approval – The Minutes of the Board of Supervisors Workshop Meeting Held August 5, 2021 Exhibit 3

VI. Business Items

- A. Presentation & Consideration of Evaluation of Bids for the FY 2022 Paving Program Exhibit 4
- B. Consideration of Joshua’s Tree Construction Proposal - \$20,000.00 Exhibit 5
- C. Audit Committee Selection:
 - Consideration of Audit Selection Evaluation Criteria
 - Consideration of Audit Proposal Instruction
 - Consideration of Advertisement of Annual Audit Service Proposals
- D. Board Authorization to approve the expenses related to research and development of the District Engineer’s Report related to Crosswalk, Safety and Recommendations.
- E. Discussion of Mileage Reimbursement Policies

VII. Supervisors Requests

VIII. Action Item Summary

- IX. Upcoming Meeting Agenda Items/ Meeting Matrix** Exhibit 6

X. Next Meeting Quorum Check: October 7th, 2021, 9:00 AM Workshop

John Polizzi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Dr. Merrill Stass-Isern	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Kevin Foley	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Michael Flanagan	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Chip Howden	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO



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XI. Adjournment

Should you have any questions regarding the agenda, please email me at hmac@vestapropertyservices.com

Sincerely,

A handwritten signature in blue ink, appearing to read "H. McGaffney", is enclosed in a rectangular box.

Howard McGaffney
District Manager

EXHIBIT 1

GRAND HAVEN
COMMUNITY DEVELOPMENT DISTRICT
FY2020/2021 CAPITAL IMPROVEMENT PLAN PROJECT TRACKER
EXHIBIT 4
Updated 08/25/2021

Item	Type	Priority / Rank	Description	Location	Budgeted Cost	Revised Budget	Approved Cost	Additional Change \$ (+/-)	Invoiced Amount	Status/Comments
1	C		Concrete Curbing Repair Allowance - CDD Property	Roads	60,770	72,146	132,916		99,185	Waiting for scheduled start date for next round of repairs
2	C		Crossings Curb/Gutter Repair	Crossings		73,239	73,239			In advance of FY2022 road resurfacing
3	RES		Finish, Rubber Tile Floor - Clubhouse (CAC) Gym	Creekside	8,547					Seeking proposal
4	R		Village Center Bathroom Renovation Project	Village Center	212,180	(212,180)	-	-		Board approved a NTE \$50,000 for phase 2 improvements
5			Phase II \$50,000			50,000			605	Materials ordered
6			Phase III \$130,000							Moved to FY2022
7	C		Boardwalk, Wood Deck & Railing - Esplanade (Golf Club)	Esplanade	29,343		609		609	Repairs completed by staff
8	C		Boardwalk, Wood Deck & Railing - Esplanade (Jasmine)	Esplanade	33,606		3,408		3,408	Repairs completed by staff
9	C		Boardwalk, Wood Deck & Railing - Esplanade (Waterview)	Esplanade	59,980		514		514	Repairs completed by staff
10	C		Boardwalk, Wood Deck & Railing - Wild Oaks Park	Wild Oaks	28,841		8,788		8,788	Repairs completed by staff
11	R		Croquet Court Expansion - 1 x cost to construct	Creekside	124,630		124,630		102,605	Installation of sidewalks and paver patios in progress
12	R		Pickleball Expansion - Construction of 2 New Courts	Village Center	65,000	60,000	125,000		32,701	Permit released. Court construction tentative start date is August 30th
13	C		Debris Clean Up Allowance - Tract H	Wild Oaks	25,750	(25,750)	-	-	-	Cleanup completed by staff
14	E		Shelter Fabric, Recover - Wild Oaks Park	Wild Oaks	7,725	(7,725)				
15	E		Spa Equipment, Heater, Gas - CAC	Creekside	9,270		5,030		5,030	Delivered and installed
16	RES		Signage, HD Foam - Decorative Directional Street Signs	Roads	3,708	(3,708)				
17	RES		Village Center Fitness Center Equipment	Village Center		59,832	60,000		29,378	Tentative delivery date August 31st
18	RES		Fitness, Cardio, Elliptical Cross-Trainer - CAC	Creekside	13,608	(13,608)				-
19	RES		Fitness, Cardio, Recumbent Bike - CAC	Creekside	7,626	(7,626)				-
20	RES		Fitness, Cardio, Treadmill - CAC	Creekside	16,689	(16,689)				-
21	RES		Fitness, Weight Bench - CAC	Creekside	1,702	(1,702)				-
22	RES		Fitness, Cardio, Elliptical Cross-Trainer - VC	Village Center	20,413	(20,413)				-
23	RES		Fitness, Cardio, Stationary Bike - VC	Village Center	7,031	(7,031)				-
24	RES		Fitness, Cardio, Treadmill - VC	Village Center	16,689	(16,689)				-
25	RES		Upgrades to the Grand Haven Room	Village Center	20,600		19,464		19,464	Shades, flooring, doors, and trim have been installed.
26			Grand Haven Room audio visual upgrade	Village Center		30,000	18,397		19,247	Final corrections in progress
27			Grand Haven Room window treatments/shades	Village Center		13,540	13,540		13,540	Installation complete
28	RES		Restaurant, Convection Oven, Dbl - Cafe Kitchen VC	Village Center	10,615		6,237		6,237	Delivered and installed
29	RES		Restaurant, Glass Washer - Cafe Bar VC	Village Center	4,777	(4,777)				Not completed in 2021, TBD
30	RES		Restaurant, Ice Bin w/Bottle Well - Cafe Bar VC	Village Center	2,706	(2,706)				Not completed in 2021, TBD
31	RES		Restaurant, Ice Machine - Cafe Kitchen VC	Village Center	6,076	(6,076)				Not completed in 2021, TBD
32	C		Expand Village Center Parking area	Village Center	199,820	(199,820)	-			Board directed to begin October 2021, RFP's being drafted
33	C		Wildfire Mitigation	District-wide	30,000		30,700		30,700	Firewise mowing FY2021 completed
34			Total capital projects for FY2021		1,027,702	(187,743)	672,471		372,011	
35										
36			FY2019/2020 Carryover Projects							
37			Village Center Fitness Center Enhancement	Village Center	-	8,947	8,947		8,947	Complete. Invoiced amount reflects amount completed in FY2021
38			Village Center Office Renovation	Village Center	-	2,538	2,538		2,538	Complete, open for staff use
39			Replace decking & railings - Front Street Pier	Unspecified	-	40,908	40,908		40,908	Complete. Invoiced amount reflects amount completed in FY2021
40			Replace decking & railings - Clubhouse Pier	Unspecified	-	5,391	5,391		5,391	Complete. Invoiced amount reflects amount completed in FY2021
41			Replace columns & railings - Front Street Park Gazebo	Unspecified	-	6,705	6,705		6,705	Complete. Invoiced amount reflects amount completed in FY2021
42			Replace Village Center walkway awning/ceiling-add gutters	Village Center	-	239,140	239,140		239,140	Complete including final walkthrough and inspection
43			- Replace 14 columns around pool area	Village Center	-	-	-		-	Complete including final walkthrough and inspection
44			- New stone caps on footings - split column wraps	Village Center	-	-	-		-	Complete including final walkthrough and inspection
45			Replace Village Center Breezeway/Entrance Ceiling	Village Center	-	-	-		-	Complete including final walkthrough and inspection
46			Office Technology Updates and Upgrades	Office	-	16,445	16,445		16,445	Installation complete
47			Village Center Fitness Center Flooring - clean and or replace	Village Center	-	6,999	6,999		6,999	Complete. Delivered and installed
48			Village Center Office/Fitness Center/Cafe Entry Doors & Trim	Village Center	-	20,431	20,431		4,128	Final inspection complete
49			New Tables and chairs for Cafe outdoor area	Village Center	-	7,198	7,198		7,198	Approved in FY2020, purchased in FY2021
50			Total Carryover Projects from prior year		\$ -	\$ 354,703	\$ 354,703	\$ -	\$ 331,202	
51			GRAND HAVEN Total		\$ 1,027,702.00	\$ 166,959.33	\$ 1,027,174.12	\$ -	\$ 703,212.54	

Type
C Critical
E Essential
R Request
RES Reserve Study

\$ 1,027,702.00

Priority Rank Rank the priority, beginning at #1 as the greatest priority

Budgeted cost	This amount is adopted at the public hearing. Board must approve projects
Approved cost	This amount is a refined/actual number based upon either estimates or proposals This could involve a contingency amount, usually a NTE amount.
Change \$ (+/-)	This is an amount above or below the approved amount. Sometimes referred to as a change order amount.
Invoiced Amount	This is the actual invoiced amount and should match the Approve/Change amount

EXHIBIT 2

Grand Haven Community Development District

Financial Statements
(Unaudited)

Period Ending
July 31, 2021

Grand Haven CDD
Balance Sheet
July 31, 2021

	<u>General Fund</u>	<u>Total</u>
BU OPERATING	\$ 1,990,000	\$ 1,990,000
BU DEBIT CARD	10,000	\$ 10,000
SUNTRUST DEBIT CARD	12,855	12,855
SUNTRUST OPERATING	326,502	326,502
SBA 161601A	6,982	6,982
CENTENNIAL BANK - 0829	1,204	1,204
FINEMARK MMA	249,015	249,015
CENTENNIAL BANK	256,258	256,258
INTRACOASTAL BANK	259,194	259,194
IBERIA BANK MMA	49,098	49,098
FINEMARK ICS	1,672,062	1,672,062
	-	-
ACCOUNTS RECEIVABLE	57,297	57,297
A/R WATER BILLS	227	227
DUE FROM OTHER	444	444
DEPOSITS	110	110
TOTAL ASSETS	<u>\$ 4,891,248</u>	<u>\$ 4,891,248</u>
 <u>LIABILITIES:</u>		
ACCTS PAYABLE	\$ 162,427	\$ 162,427
DUE TO OTHER	37	37
DEFERRED REVENUE	57,968	57,968
 <u>FUND BALANCE:</u>		
NONSPENDABLE:		
PREPAID AND DEPOSITS	110	110
ASSIGNED:		
3 MONTH WORKING CAPITAL	890,833	890,833
DISASTER	981,211	981,211
FUTURE CAPITAL IMPROVEMENTS	940,000	940,000
UNRESERVED	91,817	91,817
RETAINED EARNING	1,076,430	1,076,430
UNASSIGNED:	690,414	690,414
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 4,891,248</u>	<u>\$ 4,891,248</u>

GRAND HAVEN CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2020 through July 31, 2021

	Adopted Budget	Year To Date	Current Month	% of Budget
REVENUES				
ASSESSMENT ON-ROLL (Net)	\$ 4,322,319	\$ 4,333,763	\$ 19,676	100%
REUSE WATER	21,000	17,596	\$ 2,399	84%
GATE & AMENITY GUEST	8,000	9,659	-	121%
TENNIS	3,000	473	58	16%
ROOM RENTALS	2,000	150	100	8%
INTEREST & MISCELLANEOUS	5,500	6,881	(2,494)	125%
GRANT	-	10,650	-	N/A
TOTAL REVENUES	4,361,819	4,379,172	19,739	100%
EXPENDITURES				
ADMINISTRATIVE:				
BOARD OF SUPERVISORS - REGULAR MEETINGS	12,000	10,000	1,000	83%
BOARD OF SUPERVISORS - WORKSHOP MEETINGS	10,000	6,800	-	68%
DISTRICT MANAGEMENT	39,127	32,606	3,261	83%
ADMINISTRATIVE:	10,413	8,678	868	83%
ACCOUNTING	21,478	17,898	1,790	83%
ASSESSMENT ROLL PREPARATION	9,478	7,898	789	83%
AUDIT	11,300	11,300	6,800	100%
LEGAL - GENERAL COUNSEL	92,000	82,440	8,601	90%
ENGINEERING	30,000	46,445	7,018	155%
INSURANCE: GENERAL LIABILITY & PUBLIC OFFICIALS	11,896	11,531	-	97%
LEGAL ADVERTISING	3,500	2,280	321	65%
BANK FEES	1,500	1,145	6	76%
DUES & LICENSES	175	175	-	100%
WEBSITE HOSTING & DEVELOPMENT	1,800	228	228	13%
ADA WEBSITE COMPLIANCE	210	210	-	100%
COMMUNICATIONS: EMAIL BLAST	500	459	-	92%
MUSIC LICENSING	3,350	3,435	-	103%
IT SUPPORT	18,000	15,901	1,283	88%
PROPERTY TAXES	3,000	1,925	-	64%
POSTAGE	3,000	4,645	2,184	155%
OFFICE SUPPLIES	500	514	-	103%
TAX COLLECTOR	90,048	83,307	(50)	93%
TOTAL ADMINISTRATIVE	373,275	349,821	34,099	94%
FIELD OPERATIONS:				
ELECTRIC				
ELECTRIC SERVICES #12316, 85596, 65378	4,300	4,052	677	94%
ELECTRIC VILLAGE CENTER #18308	31,500	22,776	2,686	72%
ELECTRIC CREEKSIDE #87064, 70333	21,500	12,495	1,691	58%
STREETLIGHTS	20,000	15,779	2,815	79%
PROPANE - SPAS / CAFÉ	38,750	30,013	2,692	77%
GARBAGE - AMENITY FACILITIES	11,000	11,339	1,657	103%
WATER/ SEWER				
WATER SERVICES	98,750	91,225	7,244	92%
WATER VILLAGE CENTER #324043-45080	13,500	9,627	781	71%
WATER CREEKSIDE #324043-45080	10,000	5,793	492	58%
PUMP HOUSE SHARED FACILITY	15,500	1,350	-	9%
AQUATIC CONTRACT	44,615	40,006	7,880	90%
AQUATIC CONTRACT: LAKE WATCH	4,076	3,430	686	84%
AQUATIC CONTRACT: AERATION MAINTENANCE	4,000	1,216	-	30%
LAKE BANK SPRAYING	6,128	-	-	0%
STORM CLEAN UP	20,000	1,155	-	6%
INSURANCE: PROPERTY	65,117	69,140	-	106%
INSURANCE: AUTO GENERAL	2,000	1,980	-	99%
FLOOD INSURANCE	4,700	3,450	-	73%
PROPERTY MAINTENANCE				
HORTICULTURAL CONSULTANT	9,600	7,200	800	75%
LANDSCAPE ENHANCEMENT	112,220	99,332	-	89%

LANDSCAPE REPAIRS & REPLACEMENT	20,000	14,455	-	72%
STORMWATER SYSTEM REPAIRS & MAINTENANCE	15,000	-	-	0%
ROADS & BRIDGES REPAIRS	15,000	-	-	0%
SIDEWALK REPAIRS & REPLACEMENT	20,000	49,832	-	249%
LANDSCAPE MAINTENANCE CONTRACT	574,328	478,611	95,723	83%
LANDSCAPE MAINTENANCE CROQUET	50,800	29,074	8,466	57%
TREE MAINTENANCE	35,000	29,200	-	83%
FLOWER ROTATION	20,000	-	-	0%
IRRIGATION REPAIRS & REPLACEMENT	20,000	36,662	15,031	183%
STREETLIGHT MAINTENANCE	15,000	6,162	-	41%
LIFT TRUCK REPAIRS & MAINTENANCE	5,000	1,608	200	32%
HOLIDAY LIGHTS	9,000	3,386	-	38%
STAFF SUPPORT AND AMENITY OPERATIONS				
STAFF PAYROLL	520,345	353,439	50,795	68%
MERIT / BONUS PAY	20,000	14,050	-	70%
PAYROLL TAXES	67,905	29,343	3,861	43%
HEALTH INSURANCE	65,000	55,095	6,251	85%
INSURANCE: WORKER'S COMPENSATION	26,500	13,915	-	53%
PAYROLL SERVICES	4,100	3,262	418	80%
MILEAGE REIMB: OPERATIONS MANAGER	2,750	2,062	252	75%
CAR ALLOWANCE: STAFF	6,000	8,357	866	139%
AMENITY MANGEMENT	479,000	426,578	49,399	89%
AMENITY OPERATIONS	73,000	36,047	-	49%
AMENITY A/C MAINTENANCE & SERVICES	3,750	-	-	0%
FITNESS EQUIPMENT SERVICE	7,500	2,549	-	34%
AMENITY CABLE/ INTERNET	14,500	12,101	1,199	83%
OFFICE SUPPLIES: FIELD OPERATIONS	12,000	9,690	555	81%
VILLAGE CENTER TELEPHONE, FAX	10,000	4,042	651	40%
CREEKSIDE TELEPHONE, FAX	10,000	10,077	1,389	101%
POOL/ SPA PERMITS	875	875	-	100%
POOL CHEMICALS	13,176	11,963	2,393	91%
PEST CONTROL	3,050	3,645	270	120%
AMENITY MAINTENANCE	110,000	181,785	-	165%
COMMUNITY MAINTENANCE	110,000	119,911	24,749	109%
CERT OPERATIONS	500	462	120	92%
REPAIRS & MAINTENANCE: PROJECTS				
FIRE & SECURITY SYSTEM	3,350	2,956	609	88%
GATE ACCESS CONTROL STAFFING				
GATE ACCESS CONTROL STAFFING	198,373	165,600	23,612	83%
ADDITIONAL GUARDS	15,000	-	-	0%
GUARDHOUSE & GATE FACILITY MAINTENANCE	21,000	7,677	240	37%
GATE COMMUNICATION DEVICES	20,000	24,919	2,778	125%
GATE OPERATING SUPPLIES	22,000	9,464	305	43%
SPECIAL EVENTS	10,000	258	-	3%
MISCELLANEOUS CONTINGENCY	4,000	1,173	(166)	29%
TOTAL FIELD OPERATIONS	3,190,058	2,591,642	320,067	81%
CAPITAL IMPROVEMENTS				
GENERAL INFRASTRUCTURE REPLACEMENT & REPAIR	1,027,702	747,185	38,565	73%
TOTAL INFRASTRUCTURE REINVESTMENT	1,027,702	747,185	38,565	73%
TOTAL EXPENDITURES	4,591,035	3,688,648	392,731	80%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(229,216)	690,524	(372,992)	
FUND BALANCE - BEGINNING	3,980,291	3,980,291	3,980,291	
FUND BALANCE ENDING	3,751,075	4,670,815	3,607,299	
ANALYSIS OF FUND BALANCE				
DISASTER	981,211	981,211	981,211	
FUTURE CAPITAL IMPROVEMENTS	940,000	940,000	940,000	
3 MONTHS WORKING CAPITAL	890,833	890,833	890,833	
UNASSIGNED	939,031	1,858,771	795,255	
FUND BALANCE - ENDING	\$ 3,751,075	\$ 4,670,815	\$ 3,607,299	

EXHIBIT 3

1 **MINUTES OF MEETING**

2 **GRAND HAVEN**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Community Workshop Meeting of the Board of Supervisors of the Grand Haven Community
5 Development District was held on Thursday, August 5, 2021 at 9:02 a.m. in the Grand Haven Room, at the
6 Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida 32137.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Chip Howden	Board Supervisor, Chairman
11	Kevin Foley <i>(via phone)</i>	Board Supervisor, Vice Chairman
12	Michael Flanagan	Board Supervisor, Assistant Secretary
13	John Polizzi	Board Supervisor, Assistant Secretary
14	Dr. Merrill Stass-Isern	Board Supervisor, Assistant Secretary

15 Also present were:

16	Howard “Mac” McGaffney	District Manager, DPFM Management & Consulting
17	Scott Clark <i>(via phone)</i>	District Counsel, Clark & Albaugh, LLP
18	David Sowell <i>(via phone)</i>	District Engineer, DRMP, Inc.
19	Robert Ross	Amenity Manager
20	John Lucansky	Amenity Manager
21	Barry Kloptosky	Operations Manager
22	Vanessa Stepniak	CDD Office Manager
23	Michael Torres <i>(via phone)</i>	Celera
24	Mark Rohrbeck <i>(via phone)</i>	Celera
25		
26	Ron Merlo	Resident
27	David Ferguson	Resident
28	Denise Galo	Resident
29	Kathleen Fuss	Resident
30	Lisa Mrackovic	Resident

31 *The following is a summary of the discussions and actions taken at the August 5, 2021 Grand Haven CDD*
32 *Board of Supervisors Community Workshop Meeting.*

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

34 Mr. Howden led all present in reciting the Pledge of Allegiance.

35 **THIRD ORDER OF BUSINESS – Public Comments (3-Minute Rule)**

36 Mr. Merlo requested for a detailed report from the operations manager at each biweekly meeting,
37 questioning how the funds were being spent and commenting negatively on what he saw as poor
38 quality of construction work. Mr. Kloptosky advised that the Board had previously requested for
39 his reports to only be provided at regular monthly meetings for efficiency.

40 There were no further comments from the general audience.

41 Mr. Clark advised that he was present if the Board needed him to weigh in on any matters, though
42 noted that he would have to leave at some point while the meeting was in progress.

43 Mr. Howden thanked Mr. Clark for calling in.

44 Mr. Flanagan asked whether Mr. Clark anticipated any reinstatement of mask mandates or other
45 measures due to recent trends in COVID-19 cases in Florida. Mr. Clark stated that he was aware of
46 the Governor's comments, and advised that different local governments had their own approaches.
47 Mr. Clark advised that he did not believe that the CDD had the authority to institute their own mask
48 mandate, but noted that the CDD could be prudent in taking sanitization precautions.

49 Mr. Polizzi asked for an update on the document request from Mr. Williams, and Mr. Clark stated
50 that he had provided a number of documents and had been in communication with Mr. Williams to
51 ensure compliance with his requests.

52 Dr. Stass-Isern made additional comments on COVID-19 precautionary measures. Mr. Clark
53 reiterated his comments on the CDD being prudent in taking sanitization precautions, additionally
54 noting that the CDC had guidelines that could be followed. Mr. Foley added that he was not present
55 at the meeting because there was no mask mandate or social distancing in place. Mr. McGaffney
56 commented that he could post the guidelines on the District site as recommendation.

57 *(Mr. Clark left the meeting.)*

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

59 A. Exhibit 1: District's IT Contractor, Celera, to Present Proposals for Discussion, Recommending
60 Security & Improvements to the CDD's IT Infrastructure

61 Mr. Howden clarified for the audience that the presentation was not relevant to publishing charts
62 on the website which had been frequently requested.

63 Mr. Torres introduced himself to the Board, and gave an overview of the assessment summary,
64 phishing reports, floor plan, pricings, and the five-phase CDD roadmap.

65 Dr. Stass-Isern asked for clarification as to what was being proposed that was different from what
66 was currently being offered by Celera. Mr. Rohrbeck stated that previous services were primarily
67 protection-based, but suggested that with growing threats there was a greater need for detecting and
68 responding to threats, and recovering losses.

69 Mr. Polizzi stated that he did not see anything for patching or server upgrades and asked for
70 clarification as to whether these were included, requesting additional clarification on add-ons. Mr.
71 Rohrbeck stated that the add-on items would take produced logs all into account and push any
72 abnormalities to a 24/7 security operations center, additionally advising as to professional services
73 offered in different packages.

74 Further comments were made regarding on-site and cloud-based backup and recovery. The Board
75 requested clarification as to pricing related to Phases 4 and 5, and Mr. Rohrbeck stated that there
76 were many steps prior to those phases, and conditions may change by that point.

77 Mr. Howden asked for clarification as to what kind of involvement and background Grand Haven
78 staff members would need to have to implement some of the technological measures discussed.
79 Mr. Rohrbeck stated that current staffing was fine, and that measures such as password policies and
80 domain structure would continue to be handled by Celera. Mr. Rohrbeck additionally provided
81 clarification as to connections depicted in the site map.

82 Mr. Foley commented that he would like to see a coordinated effort between District and operations
83 management and Celera. Mr. McGaffney clarified that this was a board-initiated directive for
84 Celera to review the District's strengths, weaknesses, and threats, and for Celera to come back with
85 recommendations to the Board. Mr. Foley stated that he still felt management should get involved
86 and provide their own recommendations to the Board for discussion, suggesting that it may
87 streamline workshops and regular meetings, and indicating that he still found it difficult to decide

88 following the presentation. Mr. McGaffney stated that he could provide limited guidance, but he
89 did not have an IT company's skillset.

90 The Board discussed pricing, with Mr. Howden indicating that the \$16,000.00 to be spent was not
91 budgeted. Mr. Flanagan indicated that the recent phishing attack made it clear to him that this was
92 something which needed to be spent as soon as possible to ensure the safety of the community's
93 information. Mr. Foley suggested that District Management and Celera provide a benchmark of
94 comparison against what other Districts were doing for their IT systems and spending. Mr.
95 McGaffney advised that another nearby community with a comparable size and scope to Grand
96 Haven CDD spent over \$30,000.00 annually on IT systems. Mr. Kloptosky added that he and Ms.
97 Stepniak had had multiple meetings with Celera regarding security needs and goals, and that the
98 presentation was a result of these discussions.

99 This item was tabled for further consideration at the Regular August Board Meeting.

100 Mr. McGaffney recommended that any questions from the Supervisors be sent to Ms. Stepniak and
101 copied over to him as well by August 13. Mr. Foley reiterated a request for comparison with other
102 Districts.

103 *(The Board recessed the meeting at 10:35 a.m., and reconvened at 10:46 a.m.)*

104 B. Discussion Regarding the Strategy for Long Term Planning Sessions

105 • Exhibit 2: Board Goals Updated Sheet

106 Mr. McGaffney recalled discussions as to strategies related to moving forward, and stated
107 that he had updated the matrix and Board goals, summarizing the progress. Mr. McGaffney
108 proposed a strategy for entering a multi-month discussion and planning session with the
109 Board of Supervisors, to take place over the next 6 months. The Board will submit to the
110 District Manager their ideas or requests by email for the strategy sessions with the Board.
111 The District Manager will compile the information and summarize it in a similar manner
112 as the Board's ten Goals. After the Staff and Board have finished their planning sessions,
113 the Board will decide on the communications plan with the residents.

114 • Exhibit 3: 10 Year Reserve Study

115 The District Staff will begin to review the Reserve Study and update the 10-year outlook
116 of projects that are scheduled, as well as adding recommendations for additional capital
117 improvements. Mr. McGaffney stated that the workshop meeting in October would be his
118 deadline for updating items in the reserve study.

119 • Operation's Manager Input

120 • Board's Input

121 Mr. Polizzi requested information from the Chamber of Commerce regarding population
122 and income demographics. Mr. Polizzi discussed focusing on Employee Growth and
123 benefit planning.

124 Mr. Flanagan commented on staffing and possible options for outsourcing with contractors
125 for expanded services options and competitive pricing. Mr. Flanagan additionally
126 suggested that getting a realtor's perspective on the community and the area's housing
127 market and potential impacts on the District would be useful to have. Mr. McGaffney stated
128 that property appraisers of the county could also be a useful resource in a similar vein.

129 Mr. Howden asked whether it would be a good idea to separate out capital projects and
130 "softer" priorities such as communications on the Board goals sheet.

131 Dr. Stass-Isern requested that the Board revisit Ray Smith's survey for resident input. Dr.
132 Stass-Isern additionally suggested that Mr. Kloptosky and Ms. Stepniak could coordinate
133 to put together a list of common requests for improvements and/or common complaints
134 from residents.

- 135 • Resident's Input

136 **FIFTH ORDER OF BUSINESS – Staff Updates**

137 Mr. Sowell stated that he had solicited a quote for a survey of the property boundary between
138 Culver Lane and Grand Haven, and that the quote, in an amount of about \$21,000.00, would be
139 included and presented with details at the upcoming regular meeting. Mr. McGaffney advised that
140 this was a capital item and would need to come back to the Board for approval. Mr. Howden
141 requested that the District Engineer check whether a Survey already exists with the county.

142 The Board discussed updates with the Operations Manager, and directed for no oral reporting at
143 workshop meetings, and for one written report to be submitted per month. The Board additionally
144 requested that Mr. Kloptosky only point out any significant items that need to be mentioned. Mr.
145 Kloptosky stated that the pickleball court permit had been released by the city on July 30, and that
146 he was in contact with the court contractor for a future site review.

147 Mr. McGaffney stated that the transition to Vesta/DPFG was complete. The Board asked how
148 records documents outside the statutory requirements were handled, and Mr. McGaffney stated that
149 records were cataloged and stored with Iron Mountain, rather than destroyed. Dr. Stass-Isern asked
150 about the timelines for agendas, and Mr. McGaffney stated that the copies would either be sent out
151 through Lake Mary or Jacksonville offices. Mr. McGaffney and the Board discussed public hearing
152 procedural processes as they related to the District's budget.

153 **SIXTH ORDER OF BUSINESS – Next Board of Supervisors Meeting Date: August 19, 2021, at 9:00** 154 **A.M.**

155 Mr. Polizzi and Mr. Foley indicated that they would not be in physical attendance, but would be
156 able to call in. All other supervisors advised that they would be in physical attendance, which would
157 establish a quorum.

158 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

159 Dr. Stass-Isern commented positively on the new mailboxes.

160 Mr. Polizzi discussed some questions regarding the Campus Suite proposal which he had sent to
161 Mr. McGaffney. Mr. Polizzi discussed resident concerns about bike riding on the sidewalk by The
162 Village's center.

163 Mr. Flanagan discussed tracking open business items on the meeting matrix.

164 Mr. Howden commented on issues with linking the CDD and private email address. Mr. Howden
165 concurred with Mr. Foley's previous suggestion of staff providing comments and potential
166 recommendations for proposals prior to going into in-depth presentations with the technical details.
167 Mr. Foley added that he felt staff should ensure that presentations are tailored to the Board.

168 **EIGHTH ORDER OF BUSINESS – Exhibit 4: Timeline Matrix**

169 Mr. McGaffney stated that the meeting matrix included both agenda and action items.

170
171
172

173 **NINTH ORDER OF BUSINESS – Adjournment**

174 Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to
175 adjourn the meeting. There being none, Dr. Stass-Isern made a motion to adjourn the meeting.

176 On a MOTION by Dr. Stass-Isern, SECONDED by Mr. Polizzi, WITH ALL IN FAVOR, the Board
177 adjourned the meeting, at 1:04 p.m., for the Grand Haven Community Development District.

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

181 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
182 **meeting held on September 16, 2021 .**

183

Signature

Signature

Printed Name

Printed Name

184 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

EXHIBIT 4

PRINCIPALS

Wayne D. Chalifoux
Donaldson K. Barton, Jr.
Glenn J. Lusink
Jon S. Meadows
Mark D. Prochak
Mark E. Puckett
Lawrence L. Smith, Jr.

Memorandum

Date September 7, 2021
To Board of Supervisors
From David Sowell, PE
Subject Evaluation of bids for the FY2022 Paving Program

Bids were received on August 13, 2021 from 4 contractors – P&S Paving Inc., Masci Corporation, Halifax Paving, Inc., and ADEC Construction, Inc.

The bidders were instructed to focus on six evaluation criteria:

- 1. Personnel (5 points)
- 2. Experience (15 points)
- 3. Project Understanding (15 points)
- 4. Financial Capability (10 points)
- 5. Price (40 points)
- 6. Schedule (15 points).

My evaluation of the bids is as follows:

Contractor	Criteria Number (from RFP)						Total Score	Rank
	1	2	3	4	5	6		
P&S	5	12	7	10	40	12	86	1
Halifax	4	10	10	5	30	11	70	3
Masci	5	14	14	8	25	11	77	2
ADEC	0	1	5	3	20	11	40	4

Overall Score and Recommendation:

With an overall score of 86 out of 100, I recommend awarding the contract to P&S Paving, Inc.

End Memorandum.

OFFICES

Boca Raton, Florida
Charlotte, North Carolina
Chipley, Florida
Fort Myers, Florida
Gainesville, Florida
Jacksonville, Florida
Lakeland, Florida
Melbourne, Florida
Orlando, Florida
Panama City, Florida
Pensacola, Florida
Raleigh, North Carolina
Tallahassee, Florida
Tampa, Florida

EXHIBIT 5

EXHIBIT 6

GRAND HAVEN TIMELINE

Month	Meeting Dates	Agenda items	Action Items
	Regular Meeting: 08/19	Regular Meeting Agenda Items: <ul style="list-style-type: none"> • District Management-Budget Updates-FY2022 • Consideration of FY2022 Calendar • Consideration of Auditor RFP, Board appointment as Audit Committee • Consideration Authorizing the costs of the District Engineer to conduct necessary studies for possible locations of Pedestrian Crosswalks in Grand Haven 	<ul style="list-style-type: none"> • District Counsel's Report Ad Hoc Committee Memo • District Counsel Draft Auditor RFP with language specific to change of District Manager and addition of Capital Reserve Fund • District Counsel/DM-Notice Audit RFP for presentations at the 10/21 meeting
September 2021	Regular Meeting: 09/02	Regular Meeting Agenda Items <ul style="list-style-type: none"> • No Consent Agenda Items • Operations Manager's Year in Review-TBD Public Hearings <ul style="list-style-type: none"> • Public Hearing to Approve Budget • Public Hearing to Approve Levy of Assessments • Public Hearing to Approve Non-Resident Fee • Public Hearing to Approve Amenity Rule Changes 	<ul style="list-style-type: none"> • Regular Meeting and Workshop dates are reversed to meet statutory adoption requirements • District Counsel: Resolution for Non-Resident Membership Fee
	Regular Meeting: 09/16	Meeting Agenda Items: <ul style="list-style-type: none"> • Consent Agenda Items-including August minutes/Financials • Consideration of Road Resurfacing Proposals • Consideration of Survey proposal • Audit Committee • GHCDD Meeting Matrix 	<ul style="list-style-type: none"> • District Engineer-Recommendations for locations of crosswalks with LED Crosswalk Signs • Operations Manager-Proposals for Installation of LED Crosswalk Signs

October 2021	Workshop 10/07	Workshop Agenda Items: <ul style="list-style-type: none"> • Safety-Crosswalks at the Village Center • Long Term Capital Planning Session <ul style="list-style-type: none"> ○ 10-year Reserve Study Outlook ○ Operations Input ○ Board's Goals 	Include Board Feedback in Long Term Capital planning discussion. Include updated Reserve Study and Staff Feedback
	Regular Meeting: 10/21	Regular Meeting Agenda Items: <ul style="list-style-type: none"> • District Engineer-Crosswalks Update/Report 	<ul style="list-style-type: none"> • District Engineer-Recommendations for locations of crosswalks with LED Crosswalk Signs • Operations Manager-Proposals for Installation of LED Crosswalk Signs • District Counsel: Draft and Notice the Emergency Debris Removal RFP after 10/21 (after the season) per previous direction of the Board

ACTION ITEMS / FUTURE AGENDA ITEMS	NOTES
Audit RFP	Board Action for Audit Committee Selection- 09/16 meeting
Road Resurfacing Proposal	09/16 meeting-Board consideration of Proposals/DE Ranking
Employee Cafeteria Plans-TBD	Insurance Agent gathering information-TBD Future Agenda Date
Consideration of Village Center North Parking Lot Expansion Proposals	District Engineer is drawing scope/specs for RFP-Future date in FY2022
Staff's Feedback on Long Term Capital Planning	District Engineer/Operations Manager – TBD Future Agenda Date
Discussion on the process for Resident Feedback to Long Term CIP	TBD Future Agenda Date
Pedestrian Crosswalk	Need Board Direction on District Engineer's Costs
	District Engineer and Operations Manager-Reviewing the previous Board's discussion and materials presented, related to Pedestrian Crosswalks
BOARD OF SUPERVISOR'S TOP 10 BUSINESS GOALS	NOTES
1. Board Accountability, Code of Conduct, Meeting Efficiency	Continue to work on Board's roles and responsibilities, meeting efficiency
2. Staffing Levels for Future Needs, Job Descriptions-Field Workers	Assistant Operations Manager-TBD
3. Budget, Debt and Assessments	Completed for FY2022
4. Improve Communications	A work in progress
5. 2-5-year Capital Planning	Sidewalks, Crosswalks, Speed Control, Parking, Amenity Expansion, Trees
6. Health, Safety and Security of Grand Haven Residents	A work in progress
7. External District Resources, Consultants, Intergovernmental Relations	City/County Relations, Enforcement Agencies, Chairman, DM, Ops. Mgr.
8. Stormwater/Pond Management	A work in progress
9. Other Funding Sources, Grants	Grant Writing Consultant
10. Update Technology / Access Control, Resident Directory, CRM	Website upgrades, project management, gate cell access