



*Advanced Meeting Package*

*Workshop Meeting*

*Thursday  
September 4, 2025  
9:00 a.m.*

*Location:  
Grand Haven Room  
Grand Haven Village Center  
2001 Waterside Pkwy,  
Palm Coast, FL 32137*

*Note: The Advanced Meeting Package is a working document and thus all materials are considered **DRAFTS** prior to presentation and Board acceptance, approval or adoption.*

# Grand Haven Community Development District

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250 International Parkway, Suite 208  
Lake Mary, FL 32746  
321-263-0132

Board of Supervisors  
**Grand Haven Community Development District**

Dear Board Members:

The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development District is scheduled for **Thursday, September 4, 2025, at 9:00 a.m.** at the **Grand Haven Room**, at the **Grand Haven Village Center**, located at **2001 Waterside Parkway, Palm Coast, Florida 32137**.

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-193 or [dmcinnes@vestapropertyservices.com](mailto:dmcinnes@vestapropertyservices.com). We look forward to seeing you at the meeting.

Sincerely,

*David McInnes*

David McInnes  
District Manager



## Community Development District

Meeting Date: Thursday, September 4, 2025      Ways to Follow Meeting: Zoom – Listen Only  
Time: 9:00 AM      Call-in Number: +1 (929) 205-6099  
Location: Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137      Meeting ID: 705 571 4830#  
Zoom Link: [Zoom Link](#)

### *Revised Workshop Agenda*

**I. Call to Order/ Roll Call**

**II. Pledge of Allegiance**

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

**IV. Presentation of Proof of Publication(s)**

[Exhibit 1](#)  
[Pg. 6](#)

**V. Presentations**

A. Raised Sidewalks Caused by Oak Trees Plan – Louise Leister –  
*To Be Distributed*

[Exhibit 2](#)

**VI. Discussion Topics**

A. Employee Compensation & Bonus Structure

B. Legal Requirements for When a Request for Proposals (RFP) is  
Required

[Exhibit 3](#)  
[Pgs. 9-11](#)

C. 10-Year Plan Formatting

D. Pending Supervisor Led Projects

**VII. Audience Comments** – (limited up to 3 minutes per individual for non-agenda items)

**VIII. Tour of Work Shed**

**IX. Next Meeting Quorum Check: September 18 at 9:00 AM**

John Chism	<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
Steven Brazen	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Nancy Crouch	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO

**X. Action Items Review**

**XI. Adjournment**

# EXHIBIT 1

**GRAND HAVEN COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF BOARD OF  
SUPERVISORS WORKSHOP  
MEETING**

Notice is hereby given that a workshop meeting of the Board of Supervisors of the Grand Haven Community Development District (the “**District**”) will be held on Thursday, September 4, 2025, at 9:00 a.m. at the Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137. The purpose of the meeting is to discuss matters brought to the board.

Copies of the agenda may be obtained from the District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Telephone (321) 263-0132, Ext. 193.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting. There may be occasions when Staff and/or Supervisors may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the meeting is asked to advise the District Manager’s office at least forty-eight (48) hours before the meeting by contacting the District Manager at (321) 263-0132, Ext. 193. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for assistance in contacting the District Manager’s office.

A person who decides to appeal any decision made at the meeting, with respect to any matter considered at the meeting, is advised that a record of the proceedings is needed and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

**Grand Haven**

**Community Development District**

David McInnes, District Manager

(321) 263-0132, Ext. 193

Aug. 28

25-00315F

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## EXHIBIT 2

## EXHIBIT 3



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# MEMORANDUM

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**From:** Clark & Albaugh, PLLC

**To:** Board of Supervisors  
Grand Haven Community Development District

**Date:** September 4, 2025

**Subject:** CDD Bidding Requirements

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At an earlier meeting, the Board of Supervisors requested an overview of the requirements that apply to community development districts when they are purchasing goods, materials or services or entering into contracts for maintenance work, construction projects or other services. This memorandum is intended to cover that topic at a high level and to explain the general requirements and classifications for different types of work. It is not intended to contain a detailed discussion of every aspect or exception to these rules but rather to provide a general guideline of when competitive bidding or competitive solicitation is required.

These requirements are set forth in Florida Statutes §190.033, which is copied in the attachment for reference. That section describes the circumstances in which competitive bidding is required and incorporates by reference certain other statutory requirements that govern the process. These incorporated provisions also described the different type of competitive solicitation that might be used. “Bids” are generally used to describe a project in which it is intended that the lowest price be accepted. It is usually accompanied by a solicitation called “Invitation to Bid,” which describes the project and provides that the vendor submitting a responsive bid with the lowest price will be awarded the project. This is ordinarily used for construction projects. Another type of solicitation is called a “Request for Proposals.” The statute describes this process as “competitive solicitation.” Under the request for proposal, parties are invited to submit proposals for certain defined projects. The request for proposals, or RFP, generally contains the project requirements, a scope of work and other information to identify the project. In an RFP, ordinarily the proposals are analyzed and awarded according to a set of different criteria. Price is almost always a factor

in the selection but is not the only factor. This process is usually good for ongoing contracts that describe a service to be provided, where the quality of service and responsiveness of the vendor is just as important, or more important, than price alone. There is a separate type of process called a request for qualifications, or “RFQ,” which is used primarily for professional services such as those under the Consultants’ Competitive Negotiation Act (“CCNA”). This is described in Section 2 of §190.033 and is governed by Florida Statute §287.055. It applies narrowly to contracts for engineering, architecture, landscape architecture or surveying services. In this process, interested firms submit qualifications and are ranked according to those qualifications. After that, the Board attempts to enter into a contract at an acceptable price. The CCNA generally is required when the professional services in question are expected to exceed \$35,000.

These bidding requirements are governed by thresholds. Reference is made to Florida Statutes §287.017. The reference is to Category 4 of this section, which is currently \$195,000. CDD contracts for goods, supplies or materials and CDD contracts for maintenance services which exceed this amount are mandated to follow one of the competitive solicitation procedures. Contracts for construction or improvements of public buildings, structures or other public works are required to comply with the bidding procedures of Florida Statutes §255.20 if they exceed a threshold amount of \$300,000.

Contracts for “other services” are not required to be competitively solicited except to the extent that the CDD has adopted rules requiring such competitive solicitation. The Grand Haven CDD has adopted Rules of Procedure which closely track and implement the existing statutory requirements, with no additional required bid categories. Some CDD’s, such as those in the Villages, have adopted more stringent purchasing requirements that apply the competitive solicitation processes at a lower threshold (\$50,000). Without those more restrictive rules, the CDD is free to contract for “other services” using a process that it deems beneficial. The contract for security services is one that falls within the category of other contractual services.

The competitive solicitation or bidding requirements, when applicable, implement a more formalized bidding process which utilizes notice by newspaper publication and requires sealed bidding procedures and formal award requirements. These requirements also are governed by provisions in the CDD Rules for bid protests and formalized hearings where bid protests are made.

## § 190.033. Bids required.

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**(1)** No contract shall be let by the board for any goods, supplies, or materials to be purchased when the amount thereof to be paid by the district shall exceed the amount provided in s. 287.017 for category four, unless notice of bids or other competitive solicitation, including requests for proposals or qualifications, is advertised once in a newspaper in general circulation in the county and in the district. Any board seeking to construct or improve a public building, structure, or other public works shall comply with the bidding procedures of s. 255.20 and other applicable general law. In each case, the bid of the lowest responsive and responsible bidder shall be accepted unless all bids are rejected because the bids are too high, or the board determines it is in the best interests of the district to reject all bids. In each case in which requests for proposals, qualifications, or other competitive solicitations are used, the district shall determine which response is most advantageous for the district and award the contract to that proposer. The board may require the bidders or proposers to furnish bond with a responsible surety to be approved by the board. If the district does not receive a response to its competitive solicitation, the district may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the district. Nothing in this section shall prevent the board from undertaking and performing the construction, operation, and maintenance of any project or facility authorized by this act by the employment of labor, material, and machinery.

**(2)** The provisions of the Consultants' Competitive Negotiation Act, s. 287.055, apply to contracts for engineering, architecture, landscape architecture, or registered surveying and mapping services let by the board.

**(3)** Contracts for maintenance services for any district facility or project shall be subject to competitive solicitation requirements when the amount thereof to be paid by the district exceeds the amount provided in s. 287.017 for category four. The district shall adopt rules, policies, or procedures establishing competitive solicitation procedures for maintenance services. Contracts for other services shall not be subject to competitive solicitation unless the district adopts a rule, policy, or procedure applying competitive solicitation procedures to said contracts.