MINUTES OF MEETING

GRAND HAVEN

COMMUNITY DEVELOPMENT DISTRICT

The Workshop Meeting of the Board of Supervisors of the Grand Haven Community Development District was held on September 3, 2026, at 9:02 a.m. at the Grand Haven Room, located at the Grand Haven Village Center, 2001 Waterside Parkway, Palm Coast, Florida, 32137.

FIRST ORDER OF BUSINESS – Call to Order/Roll Call

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

Present among Board members were:

Dr. Merrill Stass-Isern	Board Supervisor, Chairwoman
Kevin Foley	Board Supervisor, Assistant Secretary
Janet Greenwood	Board Supervisor, Assistant Secretary
Kathy Myers	Board Supervisor, Assistant Secretary

Also present were:

Howard McGaffney	District Manager
Scott Clark *(via phone)*	District Counsel
Vanessa Stepniak	Director of Operations
Louise Leister	District Horticulturist
Veronica Reinhardt	Resident
Tom Byrne	Resident
Tony Ross	Resident
Dawn Brunetti	Resident

The following is a summary of the discussions and actions taken at the September 3, 2026 Grand Haven CDD Board of Supervisors Workshop Meeting. Audio for this meeting is available upon public records request.

SECOND ORDER OF BUSINESS – Pledge of Allegiance

The Pledge of Allegiance was led by Dr. Merrill

THIRD ORDER OF BUSINESS – Audience Comments – *(limited to 3 minutes per individual for agenda items only)*

Mr. McGaffney issued a clarification that workshop meetings would not be livestreamed on YouTube, and that this feature would be limited to regular meetings. Mr. McGaffney apologized for including incorrect information regarding livestreaming on the workshop meeting agenda, and clarified that the meeting audio would still be recorded and available.

Ms. Reinhardt noted her concerns with an apparent lack of a stormwater management needs analysis plan by the CDD, suggesting that this should have been submitted to the County in 2022. Ms. Reinhardt also questioned whether any testing of the stormwater drains had occurred to date. Mr. McGaffney clarified that the District Engineer had completed the needs analysis in 2022 per state requirement, and that this requirement necessitated repeat analyses every five years. Mr. McGaffney also noted that staff was working on recommendations to be presented to the Board and public which would include a plan of preventative maintenance program related to underground utility threats that the Fact-Finding Group had investigated. Mr. McGaffney also noted that the group would present their final report and informational findings at the next regular meeting.

Mr. Byrne thanked the community and Board for their support in efforts to fill the upcoming vacancy on the Board of Supervisors. Mr. Byrne noted his distribution plans for the flyer

advertising the upcoming Meet The Candidates event, and encouraged those in attendance to promote the event with friends and family. Mr. Byrne additionally gave an overview of the planned structure of the event to introduce the three qualified candidates.

Mr. Ross emphasized the importance of the walking paths throughout Wild Oaks, and requested for alternate paths on CDD property to be set up before any given path was proposed for closure. Three additional residents voiced their opposition to the closure and removal of a current walking path along Blue Oak Lane. Ms. Brunetti responded to the comments to clarify that she was not specifically advocating for the closure and destruction of the walking path, but that the request for action was to shift the walking path off of private property. Discussion ensued regarding jurisdiction and rights related to conservation easements.

FOURTH ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publication(s)

FIFTH ORDER OF BUSINESS – Presentation of Landscape RFPs

Mr. McGaffney stated that three landscaping companies had attended the mandatory on-site pre-bid meeting, and that two of these companies, VerdeGo and Yellowstone, had submitted proposals.

A. Verdego – *Under Separate Cover*

B. Yellowstone – *Under Separate Cover*

SIXTH ORDER OF BUSINESS – Discussion Topics

A. Exhibit 2: Walking Path at Blue Oak Ln. Update – District Counsel

Mr. Clark provided a summary of legal issues surrounding the walking paths and a lack of recorded easements provided following the developer's bankruptcy. Mr. Clark advised that there was a 20-year statute of limitation for public use of easements, additionally highlighting a drainage easement that was 20-feet in width on the property containing the walking path. Discussion ensued, with comments made noting drainage problems observed by the District horticulturist, and Mr. Clark noting legal ramifications of continued maintenance of the path. Mr. McGaffney indicated the need for developing a comprehensive solutions with the potential for solutions such as leaving the area in a natural state or adopting maintenance plans as an alternative to costs and impacts of fully removing the path.

B. Exhibit 3: Tract D

Mr. McGaffney explained an ongoing dispute between homeowners regarding the maintenance of Tract D, as adjacent homeowners in the area had submitted conflicting maintenance plans. Mr. Clark provided additional historical context as to previous discussions with the CDD Board and disagreements on the Tract. Comments were heard from staff members, including Ms. Stepniak who suggested a clear delineation of boundary lines to establish specific maintenance responsibilities, as well as Ms. Leister who emphasized the importance of clear communication. Mr. McGaffney stated that he planned on speaking with the new homeowner to discuss rights and responsibilities, and gathering more information prior to providing recommendations for decision-making.

C. HR Policies & PEO Provider – *Under Separate Cover*

Mr. McGaffney presented the current staffing structure and Human Resources policies in place at Grand Haven, noting a present need for job description updates to provide for better clarity in the metrics by which performance will be measured. Mr. McGaffney noted that the Director of Operations would be involved in employee evaluations, which Ms. Stepniak elaborated on. Staff comments were heard regarding employee self-evaluation, and Mr. McGaffney explained the criteria for employee performance, scored on a 1-5 rating scale where 3 was "meets expectations"

and 4 and 5 metrics for exceeding expectations were the basis of merit increases. The Board and staff discussed the process of raising wages for employees, with comments outlining the distinction between performance merit-based increases and cost-of-living increases, and Ms. Stepniak was asked to confer with District Counsel regarding the current policy on holiday bonuses. Ms. Stepniak add Mr. McGaffney and the Board discussed the PEO and the KPIs specific to each job, and incorporating the KPIs and core competencies into the evaluation process as well as tying them to performance bonuses. The Board agreed to continue discussions of bonus policies at a future workshop meeting, and additionally agreed to evaluate leadership KPIs and finalize the employee evaluation process by December.

Mr. McGaffney additionally noted plans and processes being implemented by the Director of Operations to properly train use of heavy equipment and maintenance, as well as monthly staff meetings. Mr. McGaffney noted staff efforts for OSHA maintenance training, specialized equipment training, and stormwater operation certification, adding that while it was not expected for all employees to be put through the course and its time and monetary investment, he felt it would be important to bolster staff skills. Mr. McGaffney also stated that the CDD had created job descriptions for field maintenance worker positions and their various listed tiers, and suggested that Board members could submit their feedback on the written descriptions for redline revisions to be brought back.

The Board and staff discussed the benefits package being offered through the PEO provider to employees, highlighting the standard package including health insurance, life insurance, 401k plans, dental coverage, and vision coverage. Discussion ensued regarding insurance coverage costs and percentages for self coverage versus spouse and family. Comments were heard noting additional research being conducted for competing PEO companies and evaluation of the current contract with Trinet. The Board and Mr. McGaffney discussed the process by which District Managers may be evaluated, with Mr. McGaffney noting that he operated on a contractual role, and comments were heard from the Board in favor of formalizing a mechanism for the position's regular evaluation.

SEVENTH ORDER OF BUSINESS – Audience Comments – *(limited up to 3 minutes per individual for non-agenda items)*

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS – Next Meeting Quorum Check: September 17 at 9:00 AM

All Board members present stated that they would be in attendance at the next meeting, rescheduled for September 17 at 9:00 a.m., in person, which would constitute a quorum.

NINTH ORDER OF BUSINESS – Adjournment

The meeting was adjourned at 12:28 p.m.

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on October 29, 2026.

Richard F. Mayor
Richard F. Mayor (Nov 5, 2026 17:51:03 EST)

Signature

Howard McGaffney

Printed Name

Title: ■ **Secretary** □ **Assistant Secretary**

Signature

Richard F. Mayor

Printed Name

Title: □ **Chairman** ☐ **Vice Chairman**