

**MINUTES OF MEETING  
GRIFFIN LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Griffin Lakes Community Development District was held Thursday, September 15, 2016 at 12:30 p.m. in the First Floor Conference Room; Dania Beach City Hall; 100 West Dania Beach Boulevard; Dania Beach, Florida 33004.

Present and constituting a quorum were:

Teresa West	Chairperson
Linda Armstrong	Vice Chairperson
Benny Barak	Assistant Secretary
Madeline DiComo	Assistant Secretary
Peter Marocco	Assistant Secretary

Also present were:

Kenneth Cassel	District Manager
Ginger Wald	District Counsel

*The following is a summary of the discussions and actions taken at the September 15, 2016 Griffin Lakes Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Cassel called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment on Agenda Items**

There being no public present, the next order of business followed.

**THIRD ORDER OF BUSINESS**

**District Manager's Report**

**A. Consideration of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2016 Financial Audit**

On MOTION by Ms. Armstrong seconded by Mr. Barak with all in favor the Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to perform the Fiscal Year 2016 Financial Audit was approved.
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**B. Mosquito Control Update**

- Mr. Cassel shared with the Board the discussion he had with Mr. Rick Goldfarb and the aquatic company regarding mosquito fish.
- He informed them it was more cost effective for the District to purchase the mosquito fish for the lakes at a cost of \$450 versus continually spraying.
- Discussion ensued regarding spraying and the different types of sprays available as well as their effects.
- Mr. Cassel and Mr. Goldfarb have been receiving numerous phone calls regarding the mosquitos. The mosquito fish were placed in the lakes in late August and since that time, they have received no further calls.
- Mr. Cassel informed the Board the mosquito fish have a great survival rate and are very effective in areas where there are also midges.

**C. Catch Basin Lids/Drains Update**

- Mr. Cassel indicated this project is almost finished. There were some delays and timing issues, but they are in the process of doing the final inspection.
- Mr. Cassel stated the grates will need to be looked at in the future. The grate has three bumps at the bottom which allows the water to come in and it drains over the top. Because the road is a reversed crown, and the grates in the middle of the road get banged on constantly; over time they start deteriorating the asphalt right up against the metal grate where water gets in and the asphalt starts to erode.
- Mr. Cassel will obtain quotes to present at the Novembers' meeting for grinding down the numbs on the catch basins, and patch work repair to be done around the asphalt.
- Another seal coating will need to be done in about a year; therefore, all asphalt patching needs to be completed prior to the seal coating. Mr. Goldfarb feels doing this will give the area another couple of years before having to do any major milling and resurfacing.
- Ms. West questioned the bill from the engineer on this project. She questioned whether his initial charge for putting in a bid was taken off the final bill or was he paid for his initial visit.

- Mr. Cassel informed the Board the engineer's bidding was based upon finishing the bid, putting together and coordinating bids from various contractors. He stated only \$3,500 is for actual labor; the other cost is for answering and preparing the bid.
- The engineer always charges to prepare the bid specifications, evaluate bid specifications, and negotiate which is what he was asked to do. The District has paid him to date for back and forth with the County and modifying the storm water permit to remove the baffles, which saved the District \$8,000. Removing the extras out of the system cut future costs by at least \$8,000.
- Mr. Cassel will meet with the contractor for the final inspections. During this time, there are some areas which require additional repair for the contractor to fix.
- The engineering work has been involved and there has been significant back and forth with the County, trying to get inquiries and contacting all the various vendors. The top bid for the work required was \$52,000; however, we got it for \$16,000. This was done by utilizing the engineer.
- It costs engineering time to negotiate. The District is ahead of where it would have been without the engineer. Mr. Cassel is confident in what was spent, and there is one more invoice outstanding.
- All hours spent by the engineer on this project are justified and rational for the work received.
- Ms. West felt the engineer should have worded his bill differently because it looks like he is charging to bid.
- Mr. Cassel clarified he is charging to get the bids to pull in all the documents from the contractors. The current invoice is \$6156 and there is one more invoice outstanding.
- It is hard to get a set price from the engineer and attorney based on all the information they have to attain.
- Ms. West questioned how often this is done. The response was every 5 years
- Mr. Cassel has been looking into other vendors who have done operations for the District. It is something to look at next cycle.
- In the next five-year cycle, the Board needs to look at setting funds aside in the budget so when this project needs to be done, the District will not be hit hard.

- Mr. Cassel will continue communication with the contractor and have the contractor come in periodically to review the project area.

Mr. Cassel discussed the following:

- He spoke with Cutters Edge
- He received a response from Stacy from Cutters Edge regarding a replacement of royal palm on Griffin Road.
- He informed her the price given was too high and requested a review for another price which will be brought back at the November meeting.
- Mr. Cassel will speak with Mr. Will Quigley about some of the concerns the Board members have regarding the field manager.
- Ms. West questioned if we had the hurricane trim completed. Mr. Cassel informed this had not been done as he had not received a pricing from Stacy from Cutters Edge.
- The wall on the parameters is still busted and Mr. Cassel suggested they get in touch with the HOA manager regarding this issue

**FOURTH ORDER OF BUSINESS**

**Attorney's Report**

- Ms. Wald reminded the Board as of October 1, 2016 all additional items on the agenda must be posted on the website seven days prior to the meeting. Mr. Cassel requested it be done ten days prior.

**FIFTH ORDER OF BUSINESS**

**Supervisors' Requests**

- It was noted the new signs have been installed. Some old signs have not been removed. Mr. Cassel informed the Board there are a couple signs in the front which will be replaced.
- The HOA would like to put fountains in three of the District's ponds. Ms. Wald indicated an agreement would have to be presented to the Board by the HOA indicating how they are going to do this, what the plan is and what they are looking for from the District.
- The bulkheads near the lakes are decaying. Mr. Cassel will take a look at them.

- The HOA board voted to do holiday decorating lights and they wish to start from the entrance. Ms. West, as Chair, will sign off once an agreement has been negotiated with the HOA.

On MOTION by Ms. Armstrong seconded by Mr. Marocco with all in favor, the District Attorney and District Manager were authorized to enter into an agreement and execute with the HOA for holiday lights.

- It was noted advertising costs went up. The budget notice is not part of the regular advertising budget. The line item in the budget is an estimate based on prior years.
- Mr. Cassel indicated many newspapers have increased their rates significantly.
- It was noted office supplies is 183% higher. Mr. Cassel will review this.

**SIXTH ORDER OF BUSINESS**

**Audience Comment Period**

There being no audience, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Approval of Financial Report, Check Register and Invoices as of August 31, 2016**

On MOTION by Ms. Armstrong seconded by Mr. Barak with all in favor, the Financial Report, Check Register and Invoices as of August 31, 2016 were approved.

**EIGHTH ORDER OF BUSINESS**

**Approval of the Minutes of the July 14, 2016 Meeting**

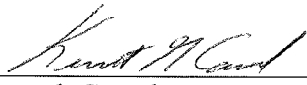
On MOTION by Mr. Barak seconded by Ms. West with all in favor the Minutes of the July 14, 2016 Meeting were approved.

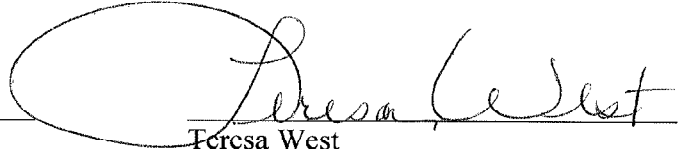
**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Barak seconded by Mr. Marocco with all in favor the meeting was adjourned.

  
Kenneth Cassel  
Secretary

  
Teresa West  
Chairperson