

MINUTES OF MEETING  
SAMPSON CREEK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Sampson Creek Community Development District was held on Monday, October 30, 2017 at 6:00 p.m. at the St. Johns Golf & Country Club, Swim Club Meeting Room, 219 St. Johns Golf Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Tracy Hayes	Chairman
Paul Armstrong	Vice Chairman
Steve Sharpe	Supervisor
Shawn Murray	Supervisor
Tom Hudson	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Louis Cowling	Riverside Management
Mike Lucas	Basham and Lucas
Kelli Gibson	Basham and Lucas

*The following is a summary of the actions taken at the October 30, 2017 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 6,  
2017 Continued Meeting and the September  
20, 2017 Meeting**

On MOTION by Mr. Armstrong seconded by Mr. Hudson with all in favor the Minutes of the September 6, 2017 continued meeting and the September 20, 2017 regular meeting were approved.

**FOURTH ORDER OF BUSINESS****Security Update from SJC Sheriff and Neighborhood Watch**

Mr. Hayes introduced Lt. Kevin Cronin of the St. Johns County Sheriff's Office (SJSO). Lt. Cronin updated the board on security matters. There were two stolen vehicles that have been recovered. Suspects have been identified. This situation illustrates how a license plate reader (LPR) camera would have been helpful.

Mr. Hayes introduced Ms. Kim Kalke, a SJGCC resident and the chairperson for the newly formed SJGCC Neighborhood Watch. She is also a member of the Sheriff's Advisory Council (SHADC)), which is a liaison between the community, HOA and/or CDD, and SJSO. She updated the board on how the community feels about security, especially since the recent break-ins. She stated the sheriff's department has technology that will voluntarily let a homeowner register their own personal camera system with the sheriff's department. She has been canvassing the neighbors via social media and talking personally with them and feels most of the neighbors favor having LPRs. She stated she would like to see a vote from the CDD board regarding LPRs and/or some sort of video monitoring.

There was lengthy discussion among the board members along input from Lt. Kevin Cronin regarding the LPRs.

On MOTION by Mr. Hudson seconded by Mr. Armstrong with Mr. Murray and Mr. Hayes voting in favor and Mr. Sharpe voting no to install in and out LPRs at 210/Leo Maguire intersection, subject to SJC permission, was approved.

Mr. Sharpe stated for the record, he is not against cameras, but he is against spending \$20,000 putting it on the island.

**FIFTH ORDER OF BUSINESS****Request for Tree Removal**

The board discussed the tree removal request and the arborist's recommendation, which was to try and save the tree via root trimming and shielding.

The homeowner was present and stated the tree has caused damage to his driveway and to his irrigation system. He has followed all procedures required in his request to have the tree removed. He stated the arborist's solution is to try to save the tree by grinding down the root, and the homeowner is not opposed to that, however the arborist also stated that process may kill the tree. The homeowner would then have to remove the tree anyway. He is still willing to follow the arborist's recommendation to try and save the tree, but if it fails, he would like to have permission to remove the tree.

After discussion, Mr. Hudson stated his opinion is to honor the request of the homeowner to remove the tree. Mr. Hayes felt like the board should adhere to the arborist's recommendation.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with Mr. Sharpe and Mr. Murray in favor and Mr. Hudson opposed to follow the arborist's recommendation to try to save the tree was approved.

The board decided if the tree dies as a result of trimming the root, the homeowner has permission to remove the tree without going through the CDD approval process again.

Mr. Haber stated the CDD has no authority over the HOA. If the CDD allows the homeowner to remove the tree, the homeowner will not be subject to any recourse from the CDD. It will be the homeowner's responsibility to get permission from the HOA.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Proposals for Amenity Improvements**

Mr. Oliver stated this is a comprehensive splash pad park construction and pool deck renovation project. The first RFP process generated only one proposal. It was discussed at the September 20<sup>th</sup> meeting and the cost was \$1.3 million, which is \$400,000 more than the fund balance. Board directed staff to reduce the scope to have a better chance of getting proposals.

Three proposals were received. Harrell Construction bid \$762,000 with project timeline of 205 days. Crown Pools bid \$712,000 with a timeline of 133 days. Surfside Pools bid \$132,000, and they had no timeline. This is extent of the information Surfside Pools provided, so

I do not know if this proposal covers the entire scope or just a component. The range is broad, so some vendors may not have understood the scope.

Mr. Haber stated since the original RFP received no responsive proposals, the board no longer has to go through the normal RFP process for that project and can go through a less formal process. The board needs to decide what it wants to do with these proposals.

The architect, Mike Lucas, gave a more in-depth report of the proposers' bids. His recommendation was to have staff schedule meetings on site with each of the three proposers to review the scope in detail and request new bids.

Mr. Haber stated his recommendation is to sit down with the bidders all together so they can ask any questions. Vortex needs to be at the meeting along with staff and others involved in the project. It will be a clarification/understanding meeting and not a price negotiation meeting. Mr. Haber recommends requesting new bids from the proposers based on the information obtained at this meeting. The board decided to delegate Supervisor Murray with oversight of the process, and he will also attend the meeting.

The board decided to reject all bids and proceed with setting up the recommended meeting.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor to reject all bids received from three proposers was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2017**

A copy of this letter is located in the agenda package behind Tab VII. The amount is \$3,795. The budgeted amount is \$3,895. The CDD is required to have an audit on an annual basis.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with all in favor the engagement letter from Berger Toombs CPA for FY17 audit in the amount of \$3,795 was approved.

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2018-01,  
Amending the Fiscal Year 2017 General  
Fund Budget**

Mr. Oliver stated this is in connection with the audit also. Located in the agenda package is a copy of the General Fund budget showing each of the line items. In preparation for the audit, you take any of the line items that are under budget and move some of those funds to other line items. It is an accounting exercise.

On MOTION by Mr. Armstrong seconded by Mr. Sharpe with all in favor to adopt Resolution 2018-01, FY17 budget amendment was approved.

**NINTH ORDER OF BUSINESS****Consideration of Resolution 2018-02 Setting  
a Public Hearing Date to Adopt Rules for  
Suspension Policies**

Mr. Haber stated there is a separate handout that goes with this. The agenda item reads public hearing to adopt rules for suspension policies. When I sent this over to Jim, I sent him separately the suspension policies, which are an exhibit to the resolution (located in the agenda package behind Tab IX). We have also been talking about amending the alcohol policies. This document is the total recreation policies for the District that includes the amendment for both the suspension as well as the alcohol. Because of a miscommunication, it did not get into the agenda package.

Mr. Haber stated because you are essentially taking away somebody's right to use the facilities, it is our recommendation that you adopt these policies through the rule adoption process. Two notices are published in the newspaper that says you will be holding a public hearing. At that hearing you give members of the public an opportunity to provide any comments about these rules.

Mr. Haber went over the alcohol policy, which essentially states that all CDD-owned recreation facilities are potentially available to be reserved for alcohol use, but certain standards will need to be met. He stated the alcohol policy is not part of the hearing – only the suspension policy. The date set for the public hearing will be December 20, 2017.

On MOTION by Mr. Murray seconded by Mr. Armstrong with all in favor to adopt Resolution 2018-02 setting a 12/20/17 public hearing to adopt rule for suspension policies was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Proposal from Riverside Management Services for Fiscal year 2018 Amenities and Recreation Director, Assistant Manager, and Field Operations Management**

A letter from Riverside Management Services is located in the agenda package behind Tab X with the exception of a small increase for the Field Operations Manager, the FY18 proposed fees are the same that were approved for FY2017.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the Riverside Management Proposal for FY18 services was approved.

Mr. Haber will prepare an agreement.

**ELEVENTH ORDER OF BUSINESS**

**Update Regarding Series 2016 Projects**

This will be covered under Mr. Cowling's report.

**TWELFTH ORDER OF BUSINESS**

**Stingray Swim Team Update**

Stingrays President Cort Neal and Secretary Kyle Whitman addressed the board members. They presented their case for allowing non-residents (restricted to friends and family of SJGCC residents) to participate on swim team to help fill out roster to optimum level of 160 swimmers in 2018. There were 142 residents on the 2017 team.

Mr. Armstrong stated he would be in favor of it as long as a roster is provided to Ms. Tinchier showing who are residents and who are friends/relatives.

Mr. Haber is going to do some research, and it was decided to put this on the November 29 agenda.

**THIRTEENTH ORDER OF BUSINESS      Consideration of Proposal for Resurfacing of Pool**

Proposals for this project are located in the agenda package behind Tab XIII.

Mr. Cowling stated proposals were received from Arsenault Pools, Crown Pools, and PoolsideDesigns. The finish options were Quartz (5-year warranty) and Pebble (15-year warranty). Even though the pebble finish does cost more at the beginning, the savings over the 15-year period of time outweighs the additional cost. Mr. Cowling discussed the different proponents listed in the proposals.

After discussion, the board approved Arsenault's proposal to resurface pools with a pebble surface and a 15-year warranty. Tile colors will be determined. More information to be presented regarding heat pumps to include annual energy cost projections, which are funded by O&M budget.

On MOTION by Mr. Hudson seconded by Mr. Hayes with all in favor the Arsenault proposal to resurface pools with pebble surface was approved.
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An agreement will be drafted once final choices are approved by the board. Work will be scheduled to occur during off-season.

**FOURTEENTH ORDER OF BUSINESS      Consideration of Proposals for Installation of Aeration System**

Mr. Cowling presented a photo of the area. There are algae issues that were worsened because of the inability to launch boat into ponds due to blocked access by improvements, including bulkhead. Two proposals are located in the agenda package behind Tab XIV. One is for a traditional system run by electricity, and the other one is a solar system. The solar system is more expensive.

After discussion, the board decided to table action regarding the aeration of Pond 25A. Mr. Cowling will seek an alternative launch site if residents will allow access via their private property.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration/Ratification of Series 2016 Requisitions**

Requisitions 48 – 51 are located in the agenda package behind Tab XV.

On MOTION by Mr. Hudson seconded by Mr. Armstrong with all in favor to ratify Requisitions 48, 49, 50, and 51 was approved.

**SIXTEENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had no report

**B. Manager**

Mr. Oliver had no report.

**C. Amenities and Recreation Manager**

Ms. Tincher was not present, but her report is located in the agenda package as part of the Operations Manager's report behind Tab XVII-D.

**D. Operations Manager**

**1. Report**

Mr. Cowling's report is located in the agenda package behind Tab XVII-D. Items to be taken care of after the hurricane are almost complete. Bold City did some final trimming of residential trees. Ponds are in good shape. Mr. Cowling briefly went over the list of Other Projects located in the report.

Mr. Cowling presented a landscape entry plan for the front area since the hurricane. The plants were damaged. He showed the board members where the new landscaping would be located and gave his recommendation on what plants/grasses to purchase.

Mr. Hayes spoke about the faded directional/info signs at Leo Maguire and St. Johns Golf. The company that did the garbage cans for the District was contacted about the signs. The cost for the two new signs would be \$2,472 total. The golf course will be asked to participate in funding.



On MOTION by Mr. Hayes seconded by Mr. Armstrong with all in favor to replace faded directional/info signs at Leo Maguire and St. Johns Golf NTE \$2,472 was approved.

## **2. Tennis Court Resurfacing**

Two proposals for court resurfacing are located in the agenda package.

The board discussed tennis courts resurfacing with upgrade to cushioned court surface, "Plexicushion."

Ms. Jen Bachman was present and asked the board to consider adding a fifth court. She has done research and would like to present a detailed plan at the December 20 meeting to include costs and location of additional court. The decision to resurface the courts will be made after Ms. Bachman's presentation.

## **EIGHTEENTH ORDER OF BUSINESS      Supervisors' Request**

There were no supervisor requests.

## **NINETEENTH ORDER OF BUSINESS      Audience Comments**

An audience member stated I would like the board to keep in mind budgets and what has been set aside when you are talking about different improvements. It was his impression the board is moving forward with a lot of different improvements without what appears to be sufficient discussion.

## **TWENTIETH ORDER OF BUSINESS      Financial Reports**

### **A. Balance Sheet and Statement of Revenues & Expenditures**

Mr. Oliver stated these are unaudited financials through September 30, 2017 and are located in the agenda package. Pending any late arriving invoices, there was a \$4,500 surplus in the General Fund at fiscal year end.

### **B. Special Assessment Receipts**

Mr. Oliver stated subsequent to publication of the assessment receipts schedule in your agenda packets, a refund was received from the Tax Collector's office in the amount of \$8,200 for the general fund.

**C. Check Run Summary**

On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor the Check Run Summary was approved.

**TWENTY-FIRST ORDER OF BUSINESS    Next Scheduled Meeting**

The next scheduled is Wednesday, November 29, 2017 at 6:00 p.m. at this location (moved from November 15).

**TWENTY-SECOND ORDER OF BUSINESS    Adjournment**

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the meeting was adjourned.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman