

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 Wednesday, March 10, 2021 at 6:00 p.m. at St. Johns Golf & Country Club, Meeting Room, 219 St. Johns Golf Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Robert Sevestre	Chairman
Kyle Williams	Vice Chairman
Brad Weger	Supervisor
Robert Patterson	Supervisor
Laura Webb	Supervisor

Also present were:

Ernesto Torres	District Manager
Wes Haber <i>(via phone)</i>	District Counsel
Alex Acree <i>(via phone)</i>	District Engineer
Kate Trivelpiece	Amenities & Recreation Manager
Brian Stephens <i>(via phone)</i>	Riverside Management
Jesse Harrigan	Central Security Agency
Marilee Giles	GMS, LLC
Residents	

*The following is a summary of the actions taken at the March 10, 2021 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:00 p.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no public comments. Mr. Torres requested the Board allow Mr. Stephens to provide his reports at this time, due to a health issue.

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- **Consideration of Fence to Trespass Area** (*Presenter: Brian Stephens*)

Mr. Stephens presented a proposal from Armstrong Fence to install approximately 240 feet of 6 feet tall black fencing, to tie the existing fence on the maintenance access road to the golf course maintenance facility in the amount of \$6,302.45. They were the only vendor with a three-week turnaround. Mr. Haber (I think this was someone else) asked if the Superintendent approved the fence. Mr. Stephens replied affirmatively. Mr. Haber (I think this was someone else. I am not in contact with the General Manager.) would contact the General Manager and if approved, the entire work would proceed. If not, the fence would be 20 feet shorter. Mr. Torres would work with District Counsel and the District Engineer. This expenditure will be paid out of the Capital Projects Fund. Mr. Haber recommended an easement agreement with the golf course to not remove the fence. Ms. Webb questioned whether a 6 feet high fence was tall enough. Mr. Sevestre replied affirmatively and preferred an 8-foot-high fence. Mr. Stephens noted a substantial price difference between a 6 foot to 8-foot fence. Bushes would camouflage it. Mr. Sevestre proposed posting “*No Trespassing*” signs. Discussion ensued.

On MOTION by Mr. Williams seconded by Ms. Webb with all in favor the proposal with Armstrong Fence to install a fence in the trespass area in the amount of \$6,302.45 was approved in substantial form and the Chairman was authorized to meet with the golf course General Manager to discuss an easement agreement prior to the fence installation.

- **Operations Manager – Report** (*Item 11E1*)

Mr. Stephens presented the Operations Manager Report, which was included in the agenda package. A new backboard was ordered for the basketball court. The pool slide was waxed in preparation for the swim season. Holes were repaired in sheet rock in the Men’s Restroom. Signposts throughout the community were painted. *Mr. Stephens left the meeting.*

### **THIRD ORDER OF BUSINESS**

#### **Update Stonehedge Trail Sidewalk** (*Presenter: Alex Acree*)

Mr. Acree was currently working on a topographical design to minimize impact of the stormwater to the sidewalk. This item was tabled and would be added to the next agenda.

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**FOURTH ORDER OF BUSINESS****Update Maintenance Path Sidewalk***(Presenter: Alex Acree)*

Mr. Acree stated the maintenance path sidewalk on the east side of the maintenance field, primarily used by the golf course, was in bad shape from a pool pump truck that backed up to the sidewalk to service the pool equipment. Since the existing sidewalk was not large enough for maintenance traffic, the sidewalk would be widened from 8 to 10 feet. Mr. Haber recalled there was an easement from the CDD to the prior golf course owner and the golf course may have maintenance responsibilities. If they were using the easement, they would be obligated by the terms of the easement to participate in the maintenance. If there was no easement, the CDD would have the right to say the golf course had no right to access it, unless they shared in the cost. Mr. Torres suggested meeting with the golf course owner for the fence and the sidewalk. There was Board consensus to table this matter until it was discussed with the golf course General Manager.

**FIFTH ORDER OF BUSINESS****Consideration of Fitness Equipment***(Presenter: Kate Trivelpiece)*

Ms. Trivelpiece presented proposals from Life Fitness, G&G, FitCo and SoFit for cardio, weight equipment and Smith machine. A trade-in credit was offered by SoFit and one year of preventative maintenance; however, the District already had a preventative maintenance contract. Mr. Torres noted many of their communities had Life Fitness in their fitness centers. Discussion ensued. Mr. Patterson stated the SoFit quote was \$62,923 and Life Fitness quote was \$62,253; however, SoFit offered a \$7,000 trade-in credit for the current equipment versus the District still owning the equipment with the Life Fitness quote. In response to Mr. Patterson's question, Mr. Torres explained the process for declaring District property as surplus for the disposal, whether sold or donated to a charity. At Ms. Webb's request, Ms. Trivelpiece would re-label the weights and speak to Life Fitness about matching the trade-in credit from SoFit. Additional equipment was discussed, which would be considered in the future.

On MOTION by Mr. Williams seconded by Mr. Sevestre with all in favor approving the proposal with Life Fitness for fitness equipment and designating the current fitness equipment as surplus so it could be sold was approved.

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Mr. Haber would provide the resolution for disposing of surplus equipment at the next meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Tennis Tournament**

*(Presenter: Mandy Riceman)*

Mr. Torres contacted Ms. Mandy Riceman. With the insurance cost, they did not feel it was feasible to have the tennis tournament at this time; however, there were District sponsored events and Ms. Riceman would work with Amenity Staff.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Fence to Trespass Area**

*(Presenter: Brian Stephens)*

This item was discussed.

**EIGHTH ORDER OF BUSINESS**

**Discussion of High Vehicular Sound**

**Proofing Mitigation** *(Presenter: Ernesto*

*Torres)*

Mr. Torres spoke with an architect and design firm about soundproof mitigation structures to address concerns with residents at the last meeting. A map was provided with the proposed corridor. He was confused about what the Board was looking for. It was a challenge to find a location to install the structures. The only space available was in conservation areas, which was prohibited. Mr. Williams recalled the concern was with Leo Maguire Parkway at I-95. On Leo Maguire Parkway there were two ponds with water features that could help alleviate road noise. On the back side of the neighborhood, there could be sound barrier walls along I-95. Mr. Patterson noted walls were effective for a short distance and fountains were expensive and high maintenance. The fountain on Drury Court was \$30,000 and required continuous maintenance. Ms. Webb was not in favor of sound proofing the neighborhood. After further discussion, there was Board consensus to take no action on this item.

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**NINTH ORDER OF BUSINESS**

**Consideration of Proposals from Southern Recreation** *(Presenter: Kate Trivelpiece)*

**A. Playground**

Ms. Trivelpiece presented a proposal from Southern Recreation for the playground to extend existing borders, re-mulch and include wear mats underneath existing swings. There would be a hurricane spinner and fire station climber. Ms. Webb favored another set of swings. Ms. Trivelpiece noted there was limited room. There was Board consensus to eliminate the bubble storm climber. Discussion ensued.

On MOTION by Mr. Williams seconded by Mr. Patterson with all in favor the proposal with Southern Recreation for playground improvements in the amount of \$18,855 was approved.

**B. Shade Structure**

Ms. Trivelpiece stated the shade structure was for the basketball court. There would be brown poles and a green awning. Mr. Williams suggested a neutral color to match the splash pad. Mr. Sevestre was strongly opposed as it did not match the buildings, preferring a stack stoned structure to match the building, cedar or a manmade structure with a metal roof, four to six picnic tables, low lighting with stamped concrete. Mr. Torres suggested a permanent structure to match the current structures and an architect to present a design to the Board. After further discussion, this item was tabled. Ms. Trivelpiece received a quote for two additional benches at the playground from Southern Recreation in the amount of \$525 each. The benches the Board approved at a prior meeting were placed near the basketball court.

On MOTION by Mr. Williams seconded by Ms. Webb with all in favor the proposal from Southern Recreation for two additional benches for the playground in the amount of \$525 each was approved.

**TENTH ORDER OF BUSINESS**

**Ratification/Consideration of Requisitions**

None.

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**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager – Fiscal year 2022 Budget Guidance**

Mr. Torres reported the Fiscal Year 2022 Proposed Budget would be presented in May and 60 days or more later, would be adopted. He asked if the Board wanted to change a vendor, go through the Request for Proposals (RFP) process and review each contract to see if increases were built in.

**D. Amenities & Recreation Manager**

Ms. Trivelpiece presented the Amenities & Recreation Manager Report, which was included in the agenda package. The prices for the Spring and Summer camps would remain the same. The Stingrays were having virtual swim meets.

**E. Operations Manager**

**1. Report**

This item was discussed.

- **Security Report (Added)**

Mr. Harrigan of Central Security Agency (CSA) reported 13 incidents last month, which was double from the month before. No one under 14 years of age was allowed on the patio. Many 14 year olds were allowing 13 year olds into the gate and 11 to 14 year olds were in the Gym using the punching bag. When a father with his two sons were in the pool, one son was on the slide when it was not open. They were 434-foot patrols on the property. Mr. Williams wanted to restrict access if someone broke the rules of the Amenity Center. Ms. Trivelpiece would notate if someone was breaking the rules and the Board could take the necessary steps. After next weekend, lifeguards would be on duty on weekends. Mr. Harrigan requested email addresses to send the log. *Mr. Harrigan left the meeting.*

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## **TWELFTH ORDER OF BUSINESS**

## **Supervisors' Request**

Mr. Sevestre addressed the following:

- Spoke to Mr. Stephens and the District Engineer about the manhole failure at Leo Maguire Parkway. Upon investigation, four other manholes were failing. The five manholes should be replaced by the end of the month.
- When he walked around the community with Ms. Trivelpiece, they noticed a lot of water on the tennis courts. According to a player, the water was from sprinklers. In most cases, plants around the tennis court held back the water. In addition, a sprinkler head was broken. He suggested creating a way for the water to come off of the court. Ms. Trivelpiece recalled that the sprinklers around the bushes were capped. Mr. Torres would have Mr. Stephens handle this matter.
- Staff was not purchasing any additional tennis balls. They must be returned. Ms. Trivelpiece purchased tennis balls for this past season.
- Questioned the number of manhours. Mr. Stephens had difficulty hiring someone. Ms. Trivelpiece reported they lost one employee and a new staff member started. Mr. Torres would prepare a staffing model for Fiscal Year 2022 for a full-time Operations Manager.

Mr. Williams requested options for landscaping and sign maintenance at 210 and Leo Maguire Parkway. Mr. Torres would request the Duval Landscape Architect provide renderings.

Ms. Webb offered to contact the owner of a commercial lighting company who lived in the community about lighting around the basketball court and the front part of the parking lot. Mr. Patterson understood that residents were opposed to basketball court lighting. Ms. Webb asked about adding/upgrading the sound system to reach the entire splash pad and pool deck. Ms. Trivelpiece would obtain proposals and present to the Board at the next meeting.

Mr. Patterson suggested one or two lights on the basketball court facing away from the street, one or two ambient lights in the parking lot for food trucks, low ground lights near the bush line of the recreation field and playground, a bench on the side of the splash pad, a dog park on the front side of the basketball court, security cameras, an amphitheater and stage, holiday lights and a zip line on the other side of the volleyball court. Mr. Torres noted security enhancements could be paid from capital projects. Mr. Sevestre was opposed to the zip line as it was a huge liability. Mr. Patterson invited Mr. Sevestre to look at a zip line.

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**THIRTEENTH ORDER OF BUSINESS                      Public Comments**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS                      Approval of Consent Agenda**

**A.      Balance Sheet as of February 28, 2021 and Statement of Revenues & Expenditures for the Period Ending February 28, 2021**

**B.      Check Register**

Mr. Torres stated minutes were not included, due to the quick turnaround time. On Page 3 of the Statement of Revenues & Expenditures, the prorated amount for total expenditures as of February 28<sup>th</sup> was \$429,965. Thus far, \$335,000 was spent, leaving \$94,000, which was within budget. Capital Reserves on Page 7 were good, with an ending balance of \$444,831. According to the Capital Reserve Study, the roof for this building was forthcoming. The balance of the Capital Projects Fund was \$834,123. Assessment collections were at 96.58%.

**C.      Consideration of Swim Team Agreement**

**D.      Consideration of Easement Release**

Mr. Torres reported District Counsel prepared the Swim Team Agreement and easement release. The swim team was asked to update Exhibit A, which was their schedule.

On MOTION by Ms. Webb seconded by Mr. Williams with all in favor the Balance Sheet as of February 28, 2021 and Statement of Revenues & Expenditures for the Period Ending February 28, 2021, Check Run Summary, Swim Team Agreement and Easement Release were approved as presented.

**FIFTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – 04/21/21 @ 6:00 p.m. @ St. Johns Golf & Country Club Meeting Room**

Mr. Torres announced the next meeting was on Wednesday, April 21, 2021 at 6:00 p.m. at this location.

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**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Patterson seconded by Mr. Williams with all in favor the meeting was adjourned.

DocuSigned by:

*Ernesto Torres*

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Secretary/Assistant Secretary

DocuSigned by:

*Robert Sevestre*

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Chairman/Vice Chairman