

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, August 18, 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
Robert Patterson	Supervisor
Laura Webb	Supervisor

Also present were:

Ernesto Torres	District Manager
Daniel Laughlin	GMS
Wes Haber	District Counsel
Alex Acree	District Engineer
Kate Trivelpiece	Amenities & Recreation Manager
Brian Stephens	Riverside Management
Residents	

*The following is a summary of the actions taken at the August 18, 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. A quorum was present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

A resident asked if the LED lighting that Florida, Power & Light (FPL) proposed was in the budget. Mr. Acree replied that there was a delay in labor and supplies. There was no upfront cost for installation. Depending on the fixtures, the District would save money, due to electrical costs.

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- **Agenda Changes** (*Added*)

Mr. Torres spoke to Duval Landscaping (Duval) before the meeting and requested that Items four and five be tabled until the next meeting when Duval could be present.

**THIRD ORDER OF BUSINESS**

**Consideration of Proposals from Riverside Management Services**  
(*Presenter: Ernesto Torres*)

Mr. Torres presented proposals from Riverside Management Services (RMS) for Field Operations Management Services, which were included in the agenda package. At the last meeting, the Board wanted the part-time maintenance person to be a full-time position. Mr. Torres was satisfied with the proposal for the maintenance person; however, the \$35 billable hours for the maintenance was at the District’s discretion as needed. Mr. Torres directed Mr. Haber to update the agreement to include the full-time field operations position and provide to the Board at the next meeting. Mr. Sevestre asked if the proposals were for a full-time field operations person and a part-time maintenance person receiving \$35 an hour. Mr. Torres explained that the full-time person would be onsite every day and the maintenance person would handle pressure washing and painting. They would be like an assistant.

On MOTION by Mr. Sevestre seconded by Mr. Williams with all in favor the proposals from Riverside Management Services for Field Operations Management Services were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Entry Monuments Landscape Low Voltage Lighting Proposals** (*Presenter: Brian Stephens*)

This item was tabled until the next meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Pond Entry Monument Renovation** (*Presenter: Duval Landscaping*)

This item was tabled until the next meeting.

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**SIXTH ORDER OF BUSINESS****Consideration of Agreement with Very Important Paintings, LLC for Exterior Painting of Clubhouse** *(Presenter: Ernesto Torres)*

Mr. Torres presented an agreement with Very Important Paintings, LLC for \$20,000 for exterior painting of the Clubhouse. Their proposal was approved at the last meeting and Mr. Haber prepared the agreement. There were blanks in the agreement for the term of the agreement, which Staff would handle. Mr. Sevestre voiced concern about the gutters being completed at the same time. Mr. Torres asked Ms. Trivelpiece to coordinate with the exterior painting.

On MOTION by Mr. Williams seconded by Mr. Sevestre with all in favor the Agreement with Very Important Paintings, LLC for exterior painting of Clubhouse in the amount of \$20,000 was approved in substantial form.

**SEVENTH ORDER OF BUSINESS****Consideration of Proposals for Maintenance Path** *(Presenter: Ernesto Torres)*

Mr. Acree received three proposals for concrete for the maintenance path sidewalk on the east side of the maintenance field, ranging from \$50,000 to \$100,000, and a quote from Duval to remove the concrete and pour in asphalt for \$47,000. The high cost was due to the economy and materials. Mr. Acree wanted to obtain a proposal from the contractor for the cart path and parking around the pool. Mr. Stephens would provide their contact information. Ms. Webb voiced concern about the asphalt cracking from tree roots. Mr. Acree advised that it would still crack, but it would not be as bad as it was now. The issue with the concrete was getting access to back a concrete truck in that area, which would damage the existing concrete. With asphalt, they did not have that issue and looked better than asphalt. Mr. Williams favored keeping the existing look. Mr. Sevestre wanted to re-address the cost with the golf course as they only agreed to contribute \$10,000. They broke the concrete and should pay for the repair.

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**EIGHTH ORDER OF BUSINESS****Consideration of ASL Lighting***(Presenter: Brian Stephens)*

Mr. Stephens received a proposal from Beacon Electric for ASL lighting. Option 1 was \$175,000 for decorative lighting on the basketball court and the opposite side of the field, including labor, installation, and materials. Option 2 was \$80,000 for basic lighting to the basketball court only. Mr. Stephens was waiting for additional proposals and as soon as he received them, he would provide to the Board. Discussion ensued and the following was addressed by the Board:

- Ms. Webb questioned the difference between the two options. *Mr. Stephens explained that Option 1 included more decorative fixtures and fancier poles, similar to the ones at the pool. Option 2 included less decorative poles and fixtures but no lighting along the field.*
- Mr. Sevestre received opposition from residents on the basketball court lights.
- Mr. Williams stated the lighting would provide security and allow residents to play basketball at night. He suggested having the lights on a timer.
- Ms. Webb understood the lights would not be facing homes.
- Mr. Williams asked if the proposal included lighting for the parking lot. *Mr. Stephens stated it would light the CDD's portion, between the field and the sidewalk.*
- Ms. Webb requested lights for the golf cart parking lot. *Mr. Stephens stated the short bollards would be replaced with decorative poles to match what was in the parking lot and around the pool. Lighting around the field and basketball court would have taller poles that would shine a light straight down.*
- Mr. Patterson asked why the District was discussing this matter if South Hampton was having problems when they lit their basketball courts. Mr. Sevestre stated the lights at the basketball courts were suggested but when they obtained proposals, residents voiced concerns. Lighting was necessary for the parking lot.

Mr. Torres requested that Mr. Stephens ensure bidders provide a quote if the basketball court area was removed so it was not a waste of time. Mr. Stephens will request a third option for decorative lighting along the field and the sidewalk.

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**NINTH ORDER OF BUSINESS****Discussion of Clubhouse Building Landscaping** *(Presenter: Robert Sevestre)*

Mr. Sevestre received a complaint from a resident about the condition of the front of the Clubhouse and questioned whether the Landscape Architect could make changes. They were getting ready to paint and the trees needed to be trimmed; however, there was not adequate drainage because bushes were against the building. Mr. Torres agreed, noting that it has taken a long time. Mr. Williams requested Duval provide a proposal to move the mature trees away from the building and clean up the front. Mr. Torres would ask Duval for a proposal for the next meeting but wondered how it would fit in with the painting of the gutters. Ms. Trivelpiece expected mid-October for both projects and suggested moving the two large Magnolias. Mr. Stephens recommended not having landscaping until the painting was completed, removing the Viburnum and two Magnolias against the building to provide access and replacing with smaller trees. Ms. Webb suggested potted plants. Mr. Sevestre noted that some of the grass was dead. Mr. Stephens confirmed that Duval was replacing the grass today. He was not paying any Duval invoice until the job was performed to his satisfaction. Ms. Webb stated a friend who was a developer recommended hiring a landscape architect to review the plans. Mr. Williams suggested planting roses in sparse areas. Ms. Webb requested a rendering. Mr. Stephens had renderings and a plant count. This item was tabled.

**TENTH ORDER OF BUSINESS****Public Hearing to Adopt the Fiscal Year 2022 Budget** *(Presenter: Ernesto Torres)*

Mr. Torres presented the budget for Fiscal Year 2022, Resolution 2021-05 relating to the annual appropriations and adoption of the budget for Fiscal Year 2022 and Resolution 2021-06 imposing special assessments and certifying an Assessment Roll. There was no recommended increase in the budget as the operation and maintenance (O&M) for Fiscal Year 2021 was \$965,414 and \$965,283 for Fiscal Year 2022. The most significant change was to approve a higher increase for the Field Operations Manager. With this budget, the District was able to fund a full-time person.

On MOTION by Mr. Williams seconded by Ms. Webb with all in favor the Public Hearing to adopt the Fiscal Year 2022 Budget was opened.

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A resident asked if the Operations Manager was going from part-time to full-time. Mr. Torres replied affirmatively. They would work with Mr. Trivelpiece. A resident thanked the Board for not raising assessments.

On MOTION by Mr. Sevestre seconded by Mr. Williams with all in favor the public hearing was closed.

**A. Consideration of Resolution 2021-05, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2022**

On MOTION by Mr. Sevestre seconded by Ms. Webb with all in favor Resolution 2021-05 Adopting the Fiscal Year 2022 Budget and Relating to the Annual Appropriations was adopted.

**B. Consideration of Resolution 2021-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022**

On MOTION by Mr. Williams seconded by Mr. Sevestre with all in favor Resolution 2021-16 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022 was adopted.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber and Mr. Torres reached out to the golf course regarding the fence easement and was waiting for a response. When they spoke to them about the increase in the cost of the maintenance path, Mr. Haber felt it would be a good opportunity to bring up the easement.

**B. Engineer**

Mr. Acree reported some erosion at the end of the bulkhead on Pond 25A where the old control structure went into the pond and reached out to five different contractors. Dennis Armstrong Contracting provided a budget estimate of \$8,000 to \$10,000 without being onsite. Two contractors did not respond and two declined. With the economy, everyone was booked with large jobs and did not want to handle small projects like this, especially with an old bulkhead with no real structural design. Mr. Acree was trying to get an additional proposal but had confidence with Mr. Armstrong who installed the new control structure on Pond 25A,

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recommended granting them access to the site to evaluate and dig test holes behind the wall where there was erosion. The \$8,000 to \$10,000 was for simple repairs, including sheet piling to extend the bulkhead and placing a cap on top. Discussion ensued and the following was addressed:

- Mr. Sevestre asked when the last roof inspection was completed as there was a roof leak. *Mr. Torres recalled one was completed at the direction of the prior Chairman by the insurance company. Mr. Stephens stated that the roof did not leak. The lead boot around the vent went bad. At Mr. Sevestre's request, Mr. Torres would schedule another roof inspection.*
- Mr. Sevestre requested a structural inspection for the slide as rebar was rusting underneath the stucco. The support for the slide should also be inspected to ensure it was in good shape. *Mr. Haber would provide contact information for the Structural Engineer that inspected the Heritage Landing slide tower and Mr. Torres would schedule an inspection.*
- Mr. Williams questioned the status of the Stonehedge Trail sidewalk repairs. *Mr. Acree spoke to Duval last week and they were scheduling the work. Mr. Williams asked if the sidewalk would have to be removed. Mr. Acree confirmed that they were removing 30 to 50 feet of sidewalk.*
- Mr. Sevestre reported that the fence was installed at the golf maintenance shed.

**C. Manager - Discussion of Fiscal Year 2022 Meeting Schedule**

Mr. Torres presented the Fiscal Year 2022 meeting schedule, which was drafted around Mr. Laughlin's schedule, as he would be taking over management of the District for Mr. Torres. A managing partner of GMS was retiring and Mr. Torres would be reassigned to other CDDs. The day of each meeting was changed from Wednesdays to Thursdays.

On MOTION by Mr. Williams seconded by Mr. Patterson with all in favor the meeting schedule for Fiscal Year 2022 was approved as presented.
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**D. Amenities & Recreation Manager****1. Amenity Sign Package**

Ms. Trivelpiece met with a signage company, along with Mr. Stephens and Mr. Sevestre to update signage. A list of the signs was provided to the Board, which totaled \$8,895. The signage would have the same look but some additional backgrounds would be added to the main entry signs. Mr. Williams preferred the sign with the border. Ms. Webb asked if there needed to be three rule signs at the pool. Ms. Trivelpiece noted one sign had the old splash pad rules and the Splash Pad had temporary signs. The permanent sign would make everything uniform. Mr. Stephens stated by law, there must be one sign at the Splash Pad and two at the pool. Ms. Trivelpiece stated only two signs were needed, which would reduce the cost slightly. Once the sign company proceeded, renderings of each sign would be brought to the Board for final approval.

**2 Gutter Proposals**

Ms. Trivelpiece stated the original gutters were not installed correctly. There were supposed to be five downspouts but there were only two, causing the gutters to bend and water to flow like a waterfall in the front of the building every time it rained. There were two proposals: one for \$16,285 from Great American Gutters and the other for \$7,056 from Gutters 4 Less. For an additional \$2,800, leaf protectors could be placed on the gutters. Mr. Williams used Gutters 4 Less multiple times and they did quality work. He did not think leaf protectors were needed if the trees were going to be removed. Ms. Webb suggested brown gutters to match the roof. Mr. Torres noted based on Board discussion, the Landscape Architect would come to the next meeting with renderings; one without the trees. Mr. Williams proposed keeping the trees along the street to have a canopy and remove the ones against the building.

On MOTION by Mr. Williams seconded by Ms. Webb with all in favor the proposal from Gutters 4 Less for brown gutters in the amount of \$7,056 without leaf protectors was approved.

**3 Southern Recreation Proposal for Volleyball System**

Due to resident requests about the look of the volleyball court, Ms. Trivelpiece presented a proposal from Southern Recreation for volleyball court repairs and sand installation in the amount of \$4,822. Ms. Webb agreed that it should be maintained.



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On MOTION by Mr. Williams seconded by Mr. Patterson with all in favor the proposal from Southern Recreation for volleyball court repairs in the amount of \$4,822 was approved.

#### **4 Proposal for Holiday Lighting**

Ms. Trivelpiece presented a proposal from M&G Holiday Lighting for Christmas lights and décor in the amount of \$10,174.15. In the past, the golf course contributed because lights were placed on the Clubhouse roof. The proposal was to replace the existing lighting and install flags. Discussion ensued and the following was addressed:

- Mr. Williams recalled the Board agreed to budget \$15,000 to keep the existing lighting and suggested using the difference between the \$15,000 and \$10,174.15 proposal, for rewrapping the front entrance with lights and adding more volume to the bows on the wreaths.
- Ms. Webb was not in favor of the flags, as they were \$230 each and would end up being tattered and faded. *Ms. Trivelpiece stated the flags could be customized and had a three-year warranty. The price included three colors for each flag, with a minimum of five flags per color.*
- Mr. Williams was in favor of green wreaths with red bows but felt the colors should be neutral, flags with their logo at the Leo Maguire, St. Johns, Eagle Point and Stonehedge entrances and seasonal flags, since the flags had a three-year warranty. Mr. Sevestre preferred flag design 102558. Mr. Williams suggested a flag on a post coming into the Golf Club and having them pay for it.

*After further discussion, there was Board consensus for Ms. Trivelpiece to investigate other options.*

Ms. Trivelpiece reported Phase 1 of the fitness equipment was starting on Monday. In the morning, the leg press, torso twist and row machine would be removed and in the afternoon, Life Fitness would install the treadmills, stair climber, Smith machine and benches. There would also be touch-up painting and metal sheeting around the machines.

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**E. Operations Manager - Report**

Mr. Stephens presented the Operations Manager Report, which was included in the agenda package. “*No Trespassing*” signs would be installed this week. The upside-down speed bump that was used as a ramp for the driveway at St. Johns Golf & Country Club was removed. Ms. Webb thought the fence looked great; however, kids were still accessing it and suggested that golf course maintenance staff dump their yard waste back there as a deterrent. Mr. Stephens had not talked to the new Golf Course Superintendent, as they were hard to contact.

- **Public Comments (*Item 13*)**

A resident questioned the status of the parking lot repaving. Mr. Stephens stated the golf course put new asphalt on top of areas where the pavement was thick and was going to seal it. Mr. Stephens did not know if they were striping it before sealing. Spots where they cut around with a saw were visible. He found it hard to believe that the golf course spent all of the money on renovations to the Clubhouse and were not going to do anything to the parking lot as well as the landscaping. Mr. Stephens recommended speaking to the golf course again. The resident noted the front pond looked terrible. Garbage was collecting around the edges. Mr. Stephens stated it was the county’s responsibility. Ms. Webb asked why the water level was so low. Mr. Stephens was told by the county that it was down for a reason and once the rainy season was over, they would raise the water level. Mr. Torres confirmed there was nothing the District could do.

A resident asked that the District look at sidewalks being lifted by roots. Mr. Williams stated they were being grinded down. Mr. Williams asked if bond funds could be used to repair sidewalks. Mr. Haber advised that bond money could only be used on capital improvements but this was more of a repair or maintenance item and would get a definitive answer from Bond Counsel. Mr. Torres noted over \$400,000 in capital reserves. Ms. Webb suggested allocating a portion of their budget to sidewalk repairs as needed. Mr. Williams suggested identifying the most severe areas and approving an appropriate amount. Mr. Stephens recommended tying it with an existing project to get more vendors.

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**TWELFTH ORDER OF BUSINESS****Supervisors' Request**

Ms. Webb noted that the owner of the first house on Stonebridge Path was driving on the path. Mr. Torres spoke to the gentleman and did not believe they were still driving on it. Ms. Webb suggested planting bushes for aesthetic purposes. Mr. Stephens stated anything would grow once irrigation was established and once the new cart path was completed, they could look into this further. Ms. Webb heard that some of the basketball nets needed to be replaced. Mr. Stephens just replaced them. Ms. Webb asked who put up the ribbons in memory of the girl killed in Durbin Crossing. Mr. Stephens stated it was the HOA. At the Board's request, Mr. Torres would direct staff to remove them, since the HOA did not ask the CDD for approval.

**THIRTEENTH ORDER OF BUSINESS****Public Comments**

There being none, the next item followed.

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

- A. Approval of Minutes of the July 21, 2021 Meeting**
- B. Balance Sheet as of July 31, 2021 and Statement of Revenues & Expenditures for the Period Ending July 31, 2021**
- C. Check Register**
- D. Ratification of JSC Revised Security and Sound System Agreement**

Mr. Torres presented the consent agenda. The JSC security and sound system was approved at the last meeting. As of August 18<sup>th</sup>, the financials were healthy to end the year on a good note. Total expenditures were \$818,000 and actual expenditures were \$715,000, which was \$103,000 under budget. There was also Carry Forward of \$101,000. The District was 100% collected on their assessments. The Check Register was \$96,112.05.

On MOTION by Mr. Williams seconded by Mr. Sevestre with all in favor the consent agenda items as stated above were approved as presented.

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**FIFTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 09/15/21 @  
6:00 p.m. @ St. Johns Golf & Country  
Club Meeting Room**

Mr. Torres noted the next meeting was on Wednesday, September 15, 2021 at 6:00 p.m. at this location.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:

*Ernesto Torres*

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Secretary/Assistant Secretary

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*Robert Sewestre*

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Chairman/Vice Chairman