

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 Thursday, October 21, 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
Robert Patterson	Supervisor
Laura Webb	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber	District Counsel
Kate Trivelpiece	Amenities & Recreation Manager
Travis Jacques	Riverside Management Services

The following is a summary of the actions taken at the October 21, 2021 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 6:00 p.m. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Discussion with Duval Landscape -
Monument Update (Presenter: Duval
Landscape)**

Mr. Laughlin noted Duval Landscape (Duval) representatives were not present, but he received an email from Mr. Stephens asking for the Board to approve invoices for the entry

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enhancements. Mr. Sevestre and Mr. Stephens spoke to the owner of Duval. It appears they did a lot of work and added more plants to the landscaping project, more than they agreed to. The owner was apologetic about it, stating it was due to a lack of manpower arising from COVID. In Mr. Sevestre's opinion, it looks great, but they have to wait until it grows to have an impact on the overall project. Ms. Webb stated Duval did not do a good job removing the ginger. It was coming up through the mulch. Mr. Sevestre stated Duval would continue to spray it and were talking about putting a granular herbicide on it. Ms. Webb asked if the landscape lighting was repaired. Mr. Sevestre explained that Duval was given the approval to repair two lights, but one of was on order and they were waiting for a delivery date. Ms. Webb felt this situation was a lesson learned and would probably not use Duval again for this purpose. Mr. Patterson and Mr. Sevestre agreed. Mr. Sevestre approved releasing the monies from bond funds.

On MOTION by Mr. Sevestre seconded by Mr. Patterson with all in favor the proposal from Duval Landscaping for enhancements at the entrance monument to be paid from a requisition out of the construction funds was approved.

FOURTH ORDER OF BUSINESS

Consideration of Proposals for Maintenance Path *(Presenter: Alex Acree)*

Ms. Laughlin noted the District Engineer was not present, as they thought the meeting was yesterday, but no additional bids were received. Mr. Sevestre would request additional money from the golf course, as the cost to widen and reinforce the maintenance path increased from \$50,000 to \$100,000. Mr. Haber recommended Mr. Sevestre tell the golf course if they did not have the easement, they were using it under the assumption that they had the easement and if they wanted to continue to use it, they must contribute towards it. So far, no one from the golf course had been able to provide the easement. Mr. Haber recommended the CDD receive the initial payment from the golf course to go towards the repair and that the easement document, which would be recorded, provide an obligation for them to contribute some percentage in the future, if the easement needed to be maintained in the future. This item was tabled to the next meeting.

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FIFTH ORDER OF BUSINESS

Consideration of Amenity Center Landscape Enhancement (Presenter: *Brian Stephens*)

Mr. Laughlin stated that this item would also be tabled to the next meeting, since there was no update. Ms. Webb asked if there was a quote to trim the trees. Ms. Trivelpiece confirmed the trees were trimmed last week around the playground, along the path and the front. In addition, anything impeding the walkway was trimmed. It looked much better. Ms. Webb wanted to look at other options as the Board was not in favor of Duval re-designing that area. Duval would be removed from future agendas regarding this item. Mr. Sevestre spoke to Mr. Stephens today about replacing the trees that died, but they cost \$1,000 each; therefore, he would like to get the total number of trees to be replaced and proceed with the replacement. Mr. Laughlin asked if the Board wanted to look for a Landscape Architect. Ms. Webb would provide the name of a Landscape Architect recommended to staff.

SIXTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank (Presenter: *Daniel Laughlin*)

On MOTION by Ms. Webb seconded by Mr. Patterson with all in favor the engagement letter with Berger, Toombs, Elam, Gaines & Frank to perform the audit for September 30, 2021 in the amount of \$3,615 was ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Hold Harmless and License Agreement with United Parcel Service (Presenter: *Daniel Laughlin*)

Mr. Laughlin stated the purpose of the Hold Harmless and License Agreement was so United Parcel Service (UPS) could have a cubicle on property for deliveries during the holidays.

On MOTION by Mr. Patterson seconded by Mr. Sevestre with all in favor the Hold Harmless and License Agreement with United Parcel Service was ratified.

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EIGHTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Haber presented a joint letter from Hopping, Green & Sams. He was switching law firms, with 10 attorneys in his practice group to a firm called Kutak Rock, LLP. Their Florida office will be in Tallahassee. They do a lot of Special District, public financial, real estate and governmental work. When he and his team leave, Hopping, Green & Sams will no longer be practicing law. The letter provided the option for the District to move with the practice group and Mr. Haber would continue serving as District Counsel or engaging a different attorney. Mr. Laughlin signed the agreement and forwarded it to Mr. Haber. It was brought to the Board to ratify or choose a different firm. Mr. Sevestre was in favor of continuing with Mr. Haber. He was an excellent lawyer for the District, did everything asked of him and did it professionally.

On MOTION by Mr. Sevestre seconded by Ms. Webb with all in favor moving with Mr. Wes Haber to Kutak Rock, LLP. and having Mr. Haber continue serving as District Counsel and authorizing the Chair to sign an agreement with the new firm was approved.

B. Engineer

Mr. Laughlin stated the engineer was not present, but he provided an update on some items. The Stonehedge Trail sidewalk flood issue was resolved. According to a field inspection on October 21st, the area was dry with no signs of holding water. The bulkhead repair on Pond 25A was completed and the homeowner was satisfied. The sinkhole/pipe repair at 341 St. Johns Gold Drive was completed. This area needs to be re-sodded but would not be part of D. Armstrong's contract. Ms. Webb questioned who was re-sodding it. Mr. Laughlin would find out. Mr. Haber advised if the District needed to exercise their rights in an easement to fix the stormwater system, it was responsible for returning the property to the same or better condition. Since it was included in the contract, the Board could direct Duval to add sod in this area. *There was Board consensus for Duval to add sod.*

Mr. Patterson requested that the District Engineer look at an under the road issue two houses from 1056 Meadow View Lane. It was worse from the last time he looked at it. There were tire tracks on both sides of the road and water was coming up out of the ground. Mr. Laughlin would contract the District Engineer. Mr. Patterson asked if anyone looked at the slide.

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Mr. Jacques spoke to a company yesterday specializing in slides and they would be providing a quote for the following options:

- Option 1: Come out and look at the slide to ensure everything was structurally sound.
- Option 2: Provide a detailed report for refurbishment of the entire slide.
- Option 3: Do the other two options and include the steel and concrete.

Mr. Jacques did not have the exact specifications as he was waiting for the quote. Mr. Patterson voiced concern that the actual structure had rust. Once Mr. Jacques received the quote, he would bring it back to the Board.

C. Manager

There being none, the next item followed.

D. Amenities & Recreation Manager

Ms. Trivelpiece presented the Amenities & Recreation Manager Report, which was included in the agenda package. All of the new signs were installed and the gutters were removed. New ones would be replaced in the next week or two. Ms. Webb asked if the gate was new. Ms. Trivelpiece stated the gate was not new, but the signs were, which look great.

1. Proposal for Pool Acid Wash

Ms. Trivelpiece noted iron stains around the pool, which made the pool look aged and presented a proposal from Rick Arsenault to acid wash stains around the drain grates in the amount of \$1,000. Discussion ensued.

On MOTION by Mr. Patterson seconded by Ms. Webb with all in favor the proposal with Rick Arsenault to acid wash the pool to remove stains around the drain grates in the amount of \$1,000 was approved.

Ms. Trivelpiece recalled that the Board approved the new volleyball net, but there were weeds around the boundaries, a broken PVC pipe and torn mesh. She requested a cost to remove all of the PVC pipe, remove old sand and replace with new sand, install new meshing and new

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borders. The previous quote was \$4,822 for a new net and sand and the new quote was \$13,000, for a difference of \$8,880. Ms. Patterson felt that the PVC pipe was dangerous. Ms. Webb noticed residents bringing their own nets and felt that the cost was excessive. Mr. Patterson proposed installing the net for now and tabling the remainder of the items. Mr. Sevestre did not want to spend an additional \$8,000, but they needed to do something. *There was Board consensus to table this matter to evaluate the condition of the volleyball court and discuss further at the next meeting.*

E. Operations Manager - Report

Mr. Jacques presented the Operations Manager Report, which was included in the agenda package. He evaluated the existing state of the community, painted, and made minor repairs. Bold City Trees lifted trees off of the playground, tennis courts and all around the Amenity Center as well as the walkway. The slide tower was pressure washed and all rails in the pool area were painted. They were continuously working with Duval and focusing on the landscaping. Mr. Patterson noted a basketball hoop was leaning over from kids hanging on it. Mr. Jacques would look at it tomorrow. Mr. Patterson asked about the gym door replacements and additional fitness equipment. Ms. Trivelpiece received notice from ACE that the doors were originally supposed to be delivered on October 20th but were on backorder and would not be delivered the first week of November. Life Fitness stated some of the fitness equipment was in the warehouse. Ms. Trivelpiece received some equipment randomly, but not the bigger equipment. Her goal was to have all of the equipment installed by December and would keep the Board updated.

NINTH ORDER OF BUSINESS

Supervisors' Request

Ms. Webb proposed revisiting the proposal from Beacon for additional lights for the tennis courts, field and basketball courts and include lights for the parking lot from the Amenity Center to the food trucks and golf cart path. Mr. Laughlin would place the discussion of amenity lighting on next month's agenda. Ms. Webb requested a letter be sent to the owner of 880 Eagle Point Drive, who's contractor destroyed the sidewalk while installing a pool installed. Mr. Haber advised that the homeowner would be responsible for their contractor and suggested that Mr. Laughlin send a letter requesting the resident have the sidewalk repaired. If the sidewalk

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was not repaired within 10 days of the date of the letter, the District would repair it and seek reimbursement from the owner. Ms. Webb reported that a garbage truck was dripping hydraulic fluid from Eagle Point Drive to Drury Court. Mr. Laughlin would speak to Mr. Stephens about the proper way to handle it.

Mr. Patterson recalled at the last meeting, they were looking for a contractor to repair sidewalks where tree roots pushed up. There were three homes directly in a row on Eagle Point Drive that had a tree root coming up from the sidewalk and lifting it significantly. Mr. Jacques suggested cutting the roots. In the past, they learned 25% of the root could be cut without killing the tree. Mr. Laughlin heard guards could be put into the ground next to the sidewalk to block roots from growing underneath it. Mr. Sevestre worked for a utility for many years and stated that it worked in certain situations, depending on the type of tree.

TENTH ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the September 15, 2021 Meeting**
- B. Balance Sheet as of September 30, 2021 and Statement of Revenues & Expenditures for the Period Ending September 30, 2021**
- C. Check Register**

Mr. Laughlin presented the minutes of the September 15, 2021 meeting, Balance Sheet as of September 20, 2021 and Check Register totaling \$172,904.35 for the General and \$66,535.75 for the Capital Reserve Fund.

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

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – November 18, 2021 @ 6:00 p.m. @ St. Johns Golf & Country Club Meeting Room

Mr. Laughlin stated the next meeting was on Thursday, November 18, 2021 at 6:00 p.m. at this location.

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THIRTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Daniel Laughlin

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Secretary/Assistant Secretary

DocuSigned by:

Robert Sewestre

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Chairman/Vice Chairman