

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, November 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
Brad Weger	Supervisor
Robert Patterson	Supervisor
Laura Webb	Supervisor

Also present were:

Daniel Laughlin	District Manager
Tucker Mackey <i>(via phone)</i>	Kutak Rock, LLP
Kate Trivelpiece	Amenities & Recreation Manager
Travis Jacques	Riverside Management Services
Chris Vanoy <i>(via phone)</i>	Florida, Power & Light

The following is a summary of the actions taken at the November 18, 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. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comment *(regarding agenda items listed below)*

Resident Mr. Asher stated the basketball court lighting should not be discussed tonight because it was not on the agenda and submitted a petition signed by 15 people who were against it. South Hampton had issues with teenagers gathering on their basketball court using alcohol and drugs. Mr. Sevestre noted an item on the agenda for amenity lighting. If the Board proceeded with the basketball court lighting, Mr. Asher wanted this item on the agenda at least

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60 days in advance. A resident was in favor of having amenity lighting because he wanted to enjoy the amenities until 9:00 p.m. Resident Mr. Dorian Leary signed the petition and felt that lighting the basketball courts would attract people. Mr. Leary requested crosswalk lights at the soccer field to stop traffic and storm drain cleaning as many were full of mud.

THIRD ORDER OF BUSINESS

Presentation from FPL Representative Regarding Conversion of Street Lights

Mr. Chris Vanoy of Florida, Power & Light (FPL) who worked in LED Solutions was present to discuss all of the streetlighting in the community, with the exception of the Amenity Center and basketball court lighting. If there was an interest in Sampson Creek switching over the current fixtures to new LED fixtures, he proposed the same style lights. A cost analysis was provided to the Board with the following options:

- Option 1: Convert 154 100-watt high-pressure sodium lights to 39-watt LEDs and 1,200 high-pressure sodium lights to 73-watt LEDs.
- Option 2: Increase the 39-watt LEDs to 73-watt LEDs.

Mr. Chris Vanoy noted no upfront cost for upgrading the agreement. For the color temperature, 3,000K and 4,000K were available, which were similar to soft white versus cool white. If approved, they would move forward with a signed agreement, FPL would order the products and once received, would replace them. The entire process would take approximately 10 to 12 weeks.

Ms. Webb liked the look of the 3,000K, which were necessary because the community was dark. Mr. Williams agreed that the 3000K was a good quality light. Mr. Vanoy noted the current lights were orange and the 3000K light produced an amber hue, providing a better light quality. If there was too much illumination, the fixtures could have a back side shield. With LEDs, FPL can control the light better than high-pressure sodium and would provide back illumination and on to the side to cover roadways and sidewalks. Mr. Williams asked if there was a fee associated with changing the fixture type. Mr. Vanoy stated there was no upfront cost, but each fixture in the catalog had an associated cost. Mr. Sevestre did not understand how there was no cost to upgrade the lights. Mr. Vanoy explained the current plan includes maintenance, energy, fixture, and the pole. Since FPL did not have to produce as much energy to power them, there would be savings. LEDs were more resilient than high-pressure sodium as they lasted 10

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years. *There was Board consensus to stay with the same style of fixture and change to 3000K LEDs.*

On MOTION by Mr. Williams seconded by Mr. Sevestre with all in favor converting 154 100-watt high-pressure sodium lights to 39-watt LEDs and authorizing the Chairman to execute any agreements with Florida, Power & Light was approved.

Mr. Sevestre questioned the lifecycle of the LEDs. Mr. Vanoy explained LED lights lose about 10% of its lumen over 10 years versus a 25% loss from the current lights in the first year and then continuously degrades. Ms. Mackey asked the District Manager to forward the agreement to Mr. Haber once received from FPL.

FOURTH ORDER OF BUSINESS

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

Mr. Sevestre spoke with Mr. Haber yesterday about the maintenance path, after the prior Chairman of the Board told him about a small strip of land belonging to the Country Club and wondered if they could get that property and landscape it. Mr. Haber could prepare Easement Agreement for that strip of land to help the District get additional funding. Rather than talking to the golf course, Mr. Sevestre recommended a better plan whereby if they give the District the property and additional funding, the District will allow the golf course to continue to use the pathway. If not, they would no longer be able to utilize it. Mr. Sevestre would continue to communicate with Mr. Haber. Mr. Williams asked what percentage the golf course contributed towards the original estimate. Mr. Sevestre recalled the golf course wanted to contribute \$10,000, when the original proposal was \$50,000 to remove the broken concrete damaged by weight of their chlorine truck that controls the tank and repaving. The Board agreed, but currently the cost was \$100,000. Mr. Williams suggested asking the golf course to contribute 40%. Mr. Sevestre agreed.

Ms. Mackey spoke with Mr. Haber and reviewed the documents. While the District owns the maintenance path, a recorded easement was granted to a prior owner of the golf course that obligated them to pay for the repairs associated with the maintenance path. What was unclear was whether the current golf course owner was a successor in interest to the prior owner. Ms. Mackey felt the Board was in a good position to negotiate as the Chairman suggested noting that

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the Board could delegate the authority for the Chairman through the advice of District Counsel to negotiate and bring something back to the Board for review and consideration. Mr. Williams requested an updated cost prior to negotiating with the golf course. Mr. Jacques would obtain a proposal.

On MOTION by Mr. Williams seconded by Mr. Patterson with all in favor allowing the Chairman to negotiate with the golf course on the maintenance path repair upon receipt of an updated proposal was approved.

FIFTH ORDER OF BUSINESS

Consideration of Amenity Center Landscape Enhancement *(Presenter: Travis Jacques)*

Mr. Jacques was having issues getting a proposal for a Landscape Architect. He contacted two different designers, but never received a response. If he wanted to find an outside designer, there was no set approval to release funds to pay for a rendering. He suggested continuing to search for outside designers, use the designer for the current landscaper, Duval and provide their proposal to different companies for comparison purposes.

Mr. Williams stated the Board was not happy with Duval and questioned what type of agreement they would have with Duval to maintain the new enhancements. Mr. Jacques felt if Duval did all the maintenance work, but another company did the installation, there would be finger pointing on who was responsible to replace it. Mr. Williams recalled when the Board entered into the agreement to redo the entrances, there was a guarantee for the plants and suggested having a similar agreement in place for this project. Mr. Jacques understood they were talking about a designer, not hiring a company to plant. There would be no cost to have Duval do the design work as design services were in Duval's contract. Ms. Webb did not recommend doing any design work with Duval. Mr. Williams proposed reaching out to Districts in the area to see who they used to help design their landscaping. *After further discussion, there was Board consensus for Mr. Jacques to continue to obtain proposals for Landscape Architects.*

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SIXTH ORDER OF BUSINESS**Discussion of Amenity Lighting***(Presenter: Travis Jacques)*

Mr. Jacques presented a proposal from ASI. A representative of ASI was present to answer any questions regarding the fixtures and designs. For the pathway lighting, there were three options. Discussion ensued and the following was addressed:

- Ms. Webb asked what pathway would be lighted. *Mr. Jacques stated at the end of the basketball court, there would be two new light posts all the way to the front of the Amenity Center.*
- A resident asked where the lights would be on the basketball court. *Mr. Jacques stated on the sidewalk running adjacent to the basketball court.*
- Ms. Webb questioned the meaning of, “Direct burial.” *Mr. Jacques explained the pole was dug into the ground with no concrete base supporting it. The decorative poles throughout the parking lot had a concrete base going into the ground 5 feet with four anchor bolts supporting the fixture. The main difference was the cost of installation was half the cost of installation.*
- Mr. Sevestre questioned the wind load. *Mr. Jacques stated there was a 130 mile-per-hour (MPH) wind load. Mr. Williams asked whether they were easy to set back in place if they were knocked over. The ASI representative stated they could be pushed back in.*
- Ms. Webb reported residents were complaining about the tennis court lighting. *Mr. Jacques looked at the tennis court lights prior to the meeting and six lights were out, which was almost 25% of the total lights. Ms. Webb asked if they can be fixed or replaced. Mr. Jacques stated they could be fixed. The lights should arrive tomorrow and someone would be out next week to replace them.*
- Mr. Williams questioned the type of lights. *Mr. Jacques stated Kalco, which was the most affordable and Abisko.*
- Ms. Webb asked if the current pathway lighting was dawn to dusk. *Mr. Jacques stated it was dusk to dawn. Ms. Webb assumed the basketball court lights would be on timers. Mr. Jacques noted two options, a key switch or a time clock. The time clock would be set to turn off at 9:00 p.m., but if there was a special event, a key lock was required to turn it on after that time.*

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Resident Mr. Asher felt something sinister was going on. There were rules that the Board must follow to obtain three proposals. Mr. Sevestre noted the Board discussed this matter for several months and the Board was not required to get three proposals.

- Mr. Williams favored Abisko lights along the pathway to be consistent with what was in the neighborhood and each entrance and a more affordable option for the hidden areas such as the tennis courts. Ms. Webb was in favor of the least expensive one as no one would be paying attention to the style of light.
- Mr. Sevestre did not see an option for the tennis courts. *Mr. Jacques stated there was a quote for RSX Serious fixtures using existing poles.* Mr. Williams noted it was like the FPL proposal to switch the top ones out and that they would be angled away from the houses that surround the tennis and basketball courts.
- Ms. Webb questioned the pathway option. *Mr. Jacques explained the walkway pathway lighting would have lights to match the existing fixtures. The first option was a Hatco fixture, which was an expensive cast iron fixture. The second option was a cast aluminum Sternberg fixture that was less expensive option. It had a traditional colonial look, but it would not match the existing fixtures.* Ms. Webb noted it would match the FPL fixtures. *Mr. Jacques stated the third option was the least expensive for a standard figure, which would look like any parking lot on Old County Road 210. This was the only company willing to work with Mr. Stephens. There would also be lights for the golf cart parking lot.*
- Mr. Williams asked if this expenditure would be paid out of bond funds from a recent issuance. *Mr. Laughlin and Ms. Tucker would confirm. The ASI representative offered to provide a standard pole with standard head in front of the Amenity Center for the Board and residents to evaluate.*
- Mr. Sevestre noted several homeowners talked about not being able to use the amenities, due to lack of lighting. It addressed the parking lot but did not provide low lighting or high lighting on the playground. He recommended one pole directed towards the pool and short lights lining the bushes towards the soccer field. *Mr. Jacques stated according to Beacon, it would require burrowing through the field to get power. The soccer field lighting was not included in the proposal.*

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- Ms. Webb questioned the timing with the walkway lighting. *Mr. Jacques stated the Hatco fixtures were quick to install. It took 14 to 16 weeks to install the Abisko fixtures versus 8 weeks to install the Sternberg fixtures.*
- Mr. Sevestre clarified the proposal was not to light the soccer field like a stadium. Mr. Williams stated they just wanted low lighting. Mr. Sevestre was in favor of putting in the pathway lighting and golf cart parking lot, but not lighting the basketball court and soccer field because they needed a bid. Ms. Webb preferred the Sternberg lighting.

On MOTION by Mr. Williams seconded by Mr. Sevestre with all in favor the Sternberg pathway lighting option for the walkway pathway and golf cart parking lot was approved.

Mr. Williams requested discussion about the basketball court. Mr. Sevestre did not want to act until they had a cost estimate. Mr. Jacques noted the cost was \$38,400. If it was on timers, Ms. Webb did not see a problem. Mr. Asher knew two vendors who could provide additional proposals. Mr. Sevestre stated it was under the Request for Proposals (RFP) threshold. Mr. Asher promptly left the meeting. Mr. Sevestre would not allow Mr. Asher to re-enter the meeting.

On MOTION by Mr. Williams seconded by Ms. Webb with Mr. Williams and Ms. Webb in favor and Mr. Sevestre, Mr. Weger and Mr. Patterson dissenting, installing Hadco lights on the basketball court with a timer was not approved. (Motion Failed 3-2)

Three Board Members dissented because they wanted to see how it looked first. Mr. Sevestre voiced concern about telling residents that the lights would turn off at 8:00 p.m., as the room would fill up with people wanting the lights on until 10:00 p.m. It was the Board's problem because they approved the installation. Mr. Laughlin stated the Board had the authority to set a time and could add to the policy that the lights would not be on past 9:00 p.m. Mr. Williams liked the idea of seeing the look of the path first, adopting a rule and listening to residents.

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On MOTION by Mr. Sevestre seconded by Mr. Williams with all in favor tabling the basketball court lights until the pathway lights were installed was approved.

On MOTION by Mr. Sevestre seconded by Mr. Williams with all in favor changing the tennis court lights to LEDs in the amount of \$40,850 was approved.

Mr. Laughlin suggested Mr. Jacques find out who Mr. Stephens requested proposals from as they were under the threshold. Ms. Tucker confirmed the threshold was \$300,000 in the public procurement process under the District's Rules of Procedure. If there was one proposal, the Board was allowed to proceed, but it did not prevent the District from getting more than one proposal. Mr. Jacques reported holes were forming in the pond banks. It was not technically a failure, but they have not been able to get a contractor to bid on it because the job was too small.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

1. Publication of Legal Notices

Mr. Haber joined the meeting.

Mr. Haber reported a law changed allowing units of government to publish notice for meetings on newspaper websites. The law requires a notice at least once a week, but CDDs can't take advantage of it. To the extent there was any ability for the District to take advantage of it for cost savings, Mr. Haber would follow up with GMS and the Board.

2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Must Complete by June 30, 2022

Mr. Haber reported on a change in the law requiring all units of government including CDDs that operate or maintain wastewater or stormwater management systems to complete a review of those systems and file a report with the State by June 20, 2022. In order to meet that deadline, most Boards were reaching out to their engineers to get a proposal. No action was needed at this time other than direction to the engineer to provide a proposal for the Board to consider at the next meeting.

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3. Prompt Payment Requirements

Mr. Haber reported on the Prompt Payment Act governing payments from a unit of government if they had contractors. This was just a minor change with respect to what a contractor needs to do if they believe there was a dispute in payment. A form of resolution and amended policy were included in the agenda package. The resolution would be included on a future agenda for the Board to consider.

4. Public Records Exemptions for Addresses and Other Information Associated with Certain Officers, Judges, etc.

Mr. Haber presented a memorandum exempting certain professions, judges, and law enforcement to be exempt from public records. The purpose of the memorandum was to make the Board aware of it as well as GMS, the custodian of records.

B. Engineer

Mr. Laughlin stated the engineer was not present, but provided the following update:

- Along the retaining wall at 1305 Stonehedge Court, there were two separate depressions. There was soil erosion on the preserve side of the wall. No filter or fabric was used on the back side of the retaining wall. The resident put one bag of rock and a couple of bags of soil in the depression, but it keeps coming back. An irrigation company hired by the resident, found nothing wrong with the irrigation system. A depression on the adjacent property was filled with lawn clippings.
- There was a depression behind a curb inlet at 1824 Red Hawk Court. It was inspected multiple times by staff and Duval Asphalt. The area did not appear to be getting worse. D. Armstrong submitted an exploratory quote for \$3,900, which did not include any report. A quote was requested from Duval Asphalt, which Mr. Acree was waiting for.
- Portions of the pavement at 1048 Meadow View Lane showed signs of deterioration with cracks in the depression. Duval Asphalt recommended contacting J.B. Coxell Contracting for suggestions. After completing their paving project, J.B. Coxell had to do a pressure test on the sewer lines in preparation of the lift station replacement on Leo Maguire Parkway. It caused hydrostatic

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pressure and pushed water through the pipes, raising the asphalt. The settling of the base caused the depression.

- A neighbor of 1833 Forest Glen Way voiced concerns regarding the existing sidewalk holding water similar to Stonehedge issues. Mr. Acree was onsite on multiple occasions and did not find any severe flooding issues. They could have a contractor remove and replace approximately four to five sections of sidewalk to raise the grade slightly and push the water into the grass strip.

C. Manager

At the last meeting, Mr. Laughlin was directed to send a letter to the owner of 880 Eagle Point Drive about the cracked sidewalk from their pool installation. He did not hear any response. Ms. Webb heard that the owner fixed it. Mr. Williams questioned the status of the house with the miniature island in Eagle Point between Leo Maguire Parkway and St. Johns Golf Drive. The property was being surveyed. Mr. Laughlin would ask Mr. Acree for an update.

D. Amenities & Recreation Manager

Ms. Trivelpiece presented the Amenities & Recreation Manager Report, which was included in the agenda package. New gutters were installed around the amenity buildings, which look great. JSC started the wire installation for the upgraded security and sound system. Upcoming events were Jingle Bell Jog, Snow time with Santa and a holiday lights carriage ride around the community. The new doors would be installed next Wednesday. They will hold off on painting them until the building was repainted. Christmas lights are going up this weekend and will be turned on the Friday after Thanksgiving. The flags will be up this week. Regarding the volleyball court, the Board already approved the new net and poles; however, there was a broken PVC pipe and torn mesh. The cost was \$8,800 to remove all PVC pipes, remove old sand and replace with new sand, install new meshing and new borders. Ms. Webb stated it was an eyesore.

<p>On MOTION by Mr. Patterson seconded by Mr. Sevestre with all in favor the proposal from Southern Recreation to remove PVC pipes, replace the old sand with new sand and install new meshing and borders on the volleyball court in the amount of \$8,800 was approved.</p>

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Mr. Sevestre asked about the treadmills. Ms. Trivelpiece stated there were some belt issues, due to people have been running on the backside of the treadmills. They repaired them, but the issue may have to do with the installation of the belts. Since they are under warranty, they may have to replace all belts. Weights were being left on the ground. They received a few pieces of equipment from Life Fitness, such as the ellipticals, which would be held in the warehouse until all of the equipment arrived.

E. Operations Manager - Report

1. Report

Mr. Jacques presented the Operations Manager Report, which was included in the agenda package. Regarding the dead trees Mr. Sevestre asked about at the last meeting, Mr. Jacques went through the community with Duval and found that five of the seven trees installed were dead. Mr. Sevestre requested that Mr. Jacques obtain a quote to replace the trees. Ms. Webb asked if Duval watered the new trees. Mr. Sevestre stated they watered around the base with watering bags. If necessary, he will go around with Duval to note which trees to water or they must replace the trees. Mr. Jacques reported all of the facia around the Amenity Center was re-painted after the installation of the gutters and were working on re-painting the interior fencing of the pool tomorrow. He was able to obtain a quote for 5-, 6- and 7-foot entry gates from the company that installed the fencing around the Amenity Center. Mr. Sevestre questioned the current height of the entry gate. Mr. Jacques believed it was a 6-foot gate. Discussion ensued.

On MOTION by Mr. Williams seconded by Ms. Webb with all in favor the proposal to purchase a 6-foot entry gate in the amount of \$5,648 was approved.
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Mr. Jacques obtained a quote for a leaning basketball pole as requested at the last meeting. It must be redone because of spacing between where the hoop was set in the ground and where the court starts.

On MOTION by Ms. Webb seconded by Mr. Williams with all in favor the proposal for the basketball court pole repair in the amount of \$4,230 was approved.

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2. Safe Slide Restoration Proposal for Slide Repair

Mr. Jacques presented a quote from Safe Slide Restoration (SSR) who specializes in refurbishing water slides. They provided the following options:

- Option 1: Fiberglass the seams, repair chips, polish and wax the slide.
- Option 2: Includes everything in Option 1 and painting.

Mr. Jacques noted they could remove surface rust from existing poles. When he showed the slide to SSR, they were surprised about the life of the slide. It looked good and did not think it needed to be taken care of right away, but some of the seals were leaking. Maybe in a year or two it should be addressed. Some bolts were starting to rust and should be treated. Mr. Williams was in favor of repairing the slide and painting the slide in-house. After further discussion, this item was tabled to the next meeting so Mr. Jacques could obtain clarification from SSR if they would paint the entire slide or specific areas.

3. Premier American Construction Proposal for Sidewalk Repairs

Mr. Jacques presented a proposal from Premier American Construction (Premiere) for \$7,640 to replace panels of sidewalk throughout the community. He worked with Ms. Webb on identifying an area at 732, 736 and 744 Eagle Point Drive. There were cracked and lifted sidewalks. Mr. Patterson asked about the root that was causing the lifting. Mr. Jacques believed they could remove up to 25% and would clarify with Premier that it would not impact the life of the tree. Ms. Webb questioned who to tell when residents find areas to repair. Mr. Jacques drives through the community several times a day and there were spots that had severe lifted sidewalk panels. Ms. Webb asked if ongoing sidewalk repairs were part of regular maintenance. Mr. Laughlin believed that funds could be taken out the Capital Reserve Fund.

On MOTION by Mr. Williams seconded by Ms. Webb with all in favor the proposal with Premier American Construction for sidewalk repairs in the amount of \$7,640 was approved.

4. Duval Asphalt Proposal for Road Repair

Mr. Jacques presented a proposal from Duval Asphalt for \$50,616 to repair the roadway from 1131 Eagle Point Drive to 316 St. Johns Golf Drive caused by an oil spill. Duval Asphalt tested the road and it was starting to deteriorate. Mr. Williams believed bond funds could not be used as funds were already used for repaving and would be a capital item. Mr. Laughlin would

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confirm through the indenture. Mr. Williams preferred to monitor it and add it to a to-do-list for Duval Asphalt and get better prices. Ms. Webb noted scrapes on Brookhaven Drive towards the cul-de-sac from a dumpster. Mr. Jacques would look at it tomorrow. After further discussion ensued, staff will look into funding options. Mr. Williams noted missing baskets on the poles at each entrance. The original design showed baskets holding flowers. Mr. Jacques would investigate.

EIGHTH ORDER OF BUSINESS

Supervisors' Request

Mr. Williams asked whether they were obtaining bids to replace lighting at the trees at the front entrance off of County Road 210 and each entrance. Mr. Laughlin will follow up. Mr. Sevestre stated the small signs at the entrance needed to be pressure washed and painted and asked if they were required to post video surveillance signs. Mr. Sevestre believed the security company had signs stating that the area was under video surveillance and they were being recorded. Mr. Haber stated it was often done, but not legally required. Mr. Jacques would obtain pricing for signs.

NINTH ORDER OF BUSINESS

Public Comments

Resident Alice Broadbent of Cross Pointe Way agreed with Mr. Asher about the basketball court lighting. Anytime lighting was added after dark it created issues and did not want the District to be legally responsible. They were having difficulty with kids driving golf carts. Many sidewalks needed to be repaired on Cross Pointe Way. Resident Paul Brennan asked if trees were going to be trimmed as many lights were covered by trees. Mr. Jacques stated once the lights were installed, they would contact a tree company. Mr. Patterson asked if FPL could trim the trees near the light poles that they maintained. Resident Ron Schweitzer read about the CDD meeting in the newsletter and introduced himself.

TENTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the October 21, 2021 Meeting**
- B. Balance Sheet as of October 31, 2021 and Statement of Revenues & Expenditures for the Period Ending October 31, 2021**
- C. Check Register**

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Mr. Laughlin presented the minutes of the October 21, 2021 meeting, Balance Sheet as of October 31, 2021 and the Check Register; \$54,420.08 was spent for the General Fund and \$19,057,11 for the Capital Reserve Fund.

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

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – December 16, 2021 @ 6:00 p.m. @ St. Johns Golf & Country Club Meeting Room

Mr. Laughlin stated the next meeting was on Thursday, December 16, 2021 at 6:00 p.m. at this location.

TWELFTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Daniel Laughlin
B48FC211DC1144D...
Secretary/Assistant Secretary

DocuSigned by:
Robert Sewestre
9724814CA626440...
Chairman/Vice Chairman