

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, September 15, 2022 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
Mike Yuro	Supervisor

Also present were:

Daniel Laughlin <i>by phone</i>	District Manager
Jim Oliver	GMS
Wes Haber	District Counsel
Kate Trivelpiece	RMS
Marc Rousseau	Operations Manager
Jerry Lambert	RMS
Alison Mossing	RMS
Leah Tincher	RMS
Ben	Golf Course
Dan	Golf Course

The following is a summary of the actions taken at the September 15, 2022 Sampson Creek Community Development District's Regular Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment (*regarding agenda items listed below*)

Mr. Sevestre opened the public comment period, and the following concerns were voiced from residents:

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- Comment was made on the landscaping contract and wanted stipulations to hold them accountable. She added the place did not look very good.
- (Jeffery) Comment was made on the procedures and policies of using the amenities, gym, courts, and fields and the destruction of the property. He noted they are not followed. He added security needs to be taken seriously. Discussion ensued on how the procedures are enforced. Several residents discussed the concerns with the property usage and regulations of usage. The need for additional security was discussed.

THIRD ORDER OF BUSINESS

Discussion of Pool Maintenance Service

Ms. Trivelpiece reviewed the current contract for pool services and the on-going issues with staffing. She noted the annual amounts spent on chemicals was \$11,300. She asked the Board about how to move forward. It was noted there are two proposals. The one from CBUSS is for \$1,850/month that does not include chemicals and the other one from Henderson for \$2,600/month that does not include chemicals. Ms. Trivelpiece added that Arsenault did not have a quote submitted on paper but their current price was \$1,885/month without chemicals. Ms. Trivelpiece added it was a constant battle with issues and getting them to complete jobs such as cleaning, backwashing the filters, and other repairs. After discussion the Board decided to terminate the contract with Arsenault with a 30-day notice and termination period.

On MOTION by Mr. Williams, seconded by Mr. Yuro, with all in favor, the Termination of the Contract with Arsenault Pools and Approving the CBUSS Enterprises Proposal, was approved.

FOURTH ORDER OF BUSINESS

Discussion of Landscape RFP

Mr. Oliver noted the deadline for submittal has been extended for the landscape RFP and they plan to continue this meeting to the 29th. Mr. Daniel Laughlin noted the RFP extension date was September 23, 2022. It was clarified that the vendor expectation was \$195,000 threshold and it required a published notice. It was also noted a map was incorrect and is needing correction. A question was asked about a line item for field usage and maintenance coordination of scope for the field. The concern was for the clarification of the scope for the golf course. Storage of

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equipment was a concern and the original map and access points. Easement access points were discussed, and the map will be sent.

The Board expressed a concern of the bids on the soccer fields, grass and irrigation responsibility. The care of the soccer fields was discussed, and it was noted the scope needs clarification for the bids. The Board also asked about notification to the current landscape provider of their performance. It was clarified there were letters sent to the current provider on their poor performance and withholding funds. There has not been a notice sent for formal termination. A 30-day notice was discussed and the specifics of the poor performance and that they were only providing 50% of the work. Withholding payments was discussed. The Board asked for documentation of lack of performance for the next meeting. Mr. Oliver suggested an addendum to the proposals for a start date if selected. A mowing schedule was discussed to get the property in shape.

FIFTH ORDER OF BUSINESS**Discussion of FPL Easement Request**

Mr. Sevestre updated the Board on the discussion of denying an easement request from FPL. He noted that he had received a call from the contractor, and they did not know about the denial. Discussion ensued on litigation of this issue for money and property usage. A comment was made about underground placement, but that appears to be problematic due to costs. Other options were discussed. The Board wanted to clarify they would work with them on an easement for underground. After discussion it was decided that further information is needed for future negotiation.

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

Mr. Haber noted there were no further updates.

B. Engineer

There were no further updates.

C. Manager

Mr. Oliver and Mr. Laughlin noted there was nothing further to report.

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D. Amenities & Recreation Manager

The Amenity Manager updated the Board on recent activity and upcoming events in the community. The scheduled coordination for the Ladies First Coast Tennis Association teams was discussed and the possibility of additional funds for additional staff. After discussion the Board favored using current staff and no additional hours.

Ms. Trivelpiece notified the Board this would be her last meeting. The Board commended her on her work.

E. Operations Manager

1. Report

Mr. Rousseau the new Operations Manager introduced himself and presented his background to the Board. He reviewed the communication with Duval Landscaping and his focus for upcoming projects. The Board wanted updates on Duval's performance and work schedule with the current contract expectations. It was noted Duval had a staffing problem and Mr. Rousseau would meet with them next week for updates.

He reviewed additional activities and added he is looking into roofing companies for the slide tower, pressure washing, mowing and other projects. He reviewed the proposals for sidewalk and golf cart pay repair.

2. Consideration of Proposals for Sidewalk Project

Mr. Rousseau reviewed the proposals for sidewalk project. It was clarified this was for the entire community sidewalk repair. It was noted the proposals are different for the areas covered. Discussion ensued on clarification of the covered areas for the scope of service.

After discussion the Board decided to table the discussion on proposals. The Board wanted to have additional proposals with details for comparison.

3. Consideration of Proposal for Golf Cart Path Repair

Mr. Rousseau reviewed the proposal for the golf cart repair. It was noted some of the proposals were outdated and the costs were discussed and the scope of the repair. Discussion ensued on what caused the issue either trucks or tree roots. The easement was discussed and the path repair responsibility of the CDD. The Board requested a copy of Alex's report. The Board discussed allowing the golf course to move forward with repairs with Premier. The varying cost

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of different proposals were discussed. After discussion the Board decided to move forward with the repairs per the easement agreement to be coordinated and funded by the golf course owners. It was suggested to get a 3rd proposal and 1 from 2 Men Concrete.

On MOTION by Mr. Yuro, seconded by Mr. Williams, with all in favor, the Proposal for Golf Cart Repair by the Golf Course, was approved.

SEVENTH ORDER OF BUSINESS

Supervisors' Request

Mr. Sevestre asked for Supervisor's request.

Comments were made on the budget concerns and being over in several line items. Youth programs were discussed and budget concerns of possible staffing. A request for pricing on shade structure at the courts and the proposed location. Discussion ensued on supplying tennis balls for players at the tennis courts. Another comment on Mr. Rousseau's (Operations Manager) position and the move from part-time to full-time and the budget expenditures on this position of returning to a \$21,000 contract. Comments were made on maintenance areas that are needed to include timer on the lights, splash pad pump, maintenance contracts, and the possibility of maintenance oversight that may be needed. The job descriptions were discussed for Operations Manager, Amenities and Recreational Directors. The need for oversight and management was discussed as well as expectations of the Board. Ms. Trivelpiece explained the need for the position of Assistant Manager. Supply purchases (bug spray) were questioned. Another question was asked on what milage was paid for in the budget.

Comments were made on the shades on new lighting that was approved several months ago. Comments on landscaping and street signs that may need replacement. Trimming of trees needs to be assessed. Another concern was voiced on the pump splashpad, and the parts needed.

EIGHTH ORDER OF BUSINESS

Public Comments

Resident commented on law enforcement and the license plate reader, security guard and accountability for contractors and verbal reports of what they are doing. Beautification of the community was noted as a concern.

Resident commented on procedures for sports, and they no longer are appropriate for the current conditions. Lake fountains, landscaping, and accountability were discussed. Resident

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suggested a check list for vendor accountability. Board responsibility for budget accountability was also discussed.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the August 25, 2022 Meeting**
- B. Balance Sheet as of August 31, 2022 and Statement of Revenues & Expenditures for the Period Ending August 31, 2022**
- C. Check Register**

The minutes of the August 25, 2022 meeting were presented. Mr. Oliver presented the August 31, 2022 Balance Sheet and Statement of Expenditures ending August 31, 2022. He noted the balance sheet with the Series 2022 construction fund has a balance of \$687,480, the capital reserve fund is \$109,428. He noted the income state is projected for about \$96,000 and the Check Register in the amount of the general fund for \$26,147.05.

On MOTION by Mr. Sevestre, seconded by Mr. Williams, with all in favor, the Consent Agenda, was approved as presented.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – October 20, 2022 @ 6:00 p.m. @ St. Johns Golf & Country Club Meeting Room

The next regular meeting is scheduled for October 20, 2022 at 6:00p.m. and there is a special continued meeting on September 29, 2022.

ELEVENTH ORDER OF BUSINESS

Adjournment

The special continued meeting on September 29, 2022 will be to discuss the landscaping contract.

On MOTION by Mr. Yuro, seconded by Mr. Williams, with all in favor, the meeting was continued to September 29, 2022 at 6:00p.m. at the same location, was approved.

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman