

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, March 16, 2023 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
Mike Yuro	Supervisor
Graham Leary	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>(via phone)</i>	District Counsel
Alex Acree	District Engineer
Darrin Mossing	Riverside Management Services
Marc Rousseau	Riverside Management Services
Leah Tincher	Riverside Management Services
Alison Mossing	Riverside Management Services
Residents	

The following is a summary of the actions taken at the March 16, 2023 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 *(regarding agenda items listed below)*

There were no comments.

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THIRD ORDER OF BUSINESS**Landscape Update**

Mr. Laughlin spoke to Mr. Daniel Bauman of Brightview, prior to the meeting, who could not attend due to a medical issue. His Quality Site Assessment Report was included in the agenda package and the following was highlighted:

1. Bushes were starting to push back through the tennis fence. The crew would take care of this during their next scheduled visit.
2. The crew leader was aware of pruning grasses back from the photo cells for the streetlights.
3. Recommended replacing Podocarpus bushes at the Amenity Center.
4. New spring flowers were scheduled to be replaced in the middle of March.
5. Irrigation Techs were working on irrigation issues on the soccer field.
6. The Oak trees slowly stopped dropping their leaves and now the crew could focus their efforts on tasks for Spring.
7. The mulch application was scheduled for March and questioned whether the Board wanted to change the type of mulch from dark cypress to pine nugget.

Mr. Yuro asked if there was a benefit to changing it. Mr. Laughlin recalled a comment at the last meeting about changing the color of the mulch. Mr. Acree advised if they changed to a lighter color, they would not see the leaves as much. Mr. Sevestre questioned if the nuggets would float away. Mr. Laughlin would ask Mr. Bauman. If they did wash away, they would proceed with the mulch. Mr. Yuro questioned how often Brightview was on property because some of the common areas were not cut. Mr. Laughlin would speak to Mr. Bauman about it. Mr. Leary noted that the landscape walk through this evening was pushed back to next month so that all five Board Members could be present. Mr. Yuro recalled asking for a proposal at the last meeting to restore the area where the sidewalk was replaced on St. Johns Golf Drive. Mr. Rousseau spoke to the contractor and they just dug out what they needed to. A couple of weeks ago, Mr. Rousseau and his maintenance person, disposed of the remaining concrete. Mr. Laughlin understood why they did not repair the landscaping, but they should not leave debris behind. Mr. Yuro noticed two piles of concrete remaining, which needed to be blended back in. Mr. Laughlin would reach out to the contractor and speak to Mr. Bauman about adding sod.

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FOURTH ORDER OF BUSINESS**Central Security Update**

Mr. Laughlin recalled a Supervisor request to have Central Security provide a quick update on any issues. A Representative of Central Security reported that kids were using foul language. Most incidents occurred on Monday and Tuesday when there was no security. After 10:00 p.m., individuals were parking in the parking lot. There were many non-residents. There were also issues with kids on golf carts and incidents with parents when security had interactions with their kids. One parent drove their golf cart on the sidewalk with an alcoholic beverage in their hand to speak to him because the park was going to close at 8:00 p.m. They demanded to see a copy of the rules. The majority of parents were supportive, while another group accepted what their children told them at face value, which was not always the big picture. One child told their father that they were ambushed in the park, but it turned out they were horseplaying.

Mr. Yuro asked if their total hours changed since the end of last year as the monthly amount for the last two months was half of what it should be. The Representative of Central Security did not believe so, but they were only onsite for three months. Mr. Laughlin explained that they were switching to a new payable system and were working with Central Security to get the invoices updated. Mr. Leary questioned whether the guards reviewed the policies and understood them. The Representative of Central Security stated that they had CDD Guidelines for all amenities and were in the process of creating standard operating procedures. Mr. Leary requested a security update every two months. Mr. Laughlin recommended having closed sessions at the end of the meeting to openly discuss security items. Mr. Sevestre appreciated Central Security's work and attending the meeting. They had an off-duty police officer that patrolled the community on a monthly basis. Mr. Yuro questioned the hours for the off-duty officer. Mr. Laughlin stated they were only in the community when they were able to but could look into having more coverage. Mr. Sevestre suggested using other officers at different times for more critical time periods. Resident Mike Davis of 250 Eagle Point Drive recommended that the parking lot across the street be secured by security in case non-residents showed up in the evening. Mr. Laughlin pointed out that the parking lot was owned by the golf course and not the District and suggested speaking with the golf course about extending security to this area.

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FIFTH ORDER OF BUSINESS**Consideration of Proposal with St. Johns Stingrays Swim Team Regarding the Use of the District's Aquatic Facilities**

Mr. Laughlin presented the Stingrays Swim Team (Stingrays) proposal for the 2023 season, which was included in the agenda package. Mr. Stephen Bartlett, President of the Stingrays requested permission to use the Sampson Creek pool for their 21st season. Three home meets were scheduled plus one mock meet on three separate Saturdays, which would not affect any holiday or resident traffic. As in past years, they would open registration to residents first and cap non-residents at 25 swimmers. Mr. Yuro asked if it was the same proposal for the past 20 years. Mr. Bartlett replied affirmatively. Mr. Yuro questioned the target number of team members. Mr. Bartlett stated they cap it at 160 swimmers each year. Mr. Sevestre heard concerns from residents about parking during swim meets and requested that Mr. Bartlett look at a way of controlling it as an emergency vehicle could not get access to the facility. Mr. Bartlett was open to working with the Board to resolve this matter.

On MOTION by Mr. Yuro seconded by Mr. Leary with all in favor the Proposal with the St. Johns Stingrays Swim Team was approved.

Mr. Yuro requested that the dates for the meets and events be forwarded to the golf course.

SIXTH ORDER OF BUSINESS**Discussion of Speed Radar and Crosswalk Signs**

Mr. Laughlin stated in continuation of what was discussed last month, an application was provided to the county for approval along with a site plan and specs of the sign. Mr. Laughlin met with Mr. Leary to look at some areas and chose two flashing crosswalk signs where the current crosswalk signs were located and speed radar signs at the entrance to the community and coming out of the community on the left to 502 before the Amenity Center. Mr. Leary pointed out there would speed radar signs on an existing 25 miles-per-hour (MPH) sign on 503, but the post would be changed to something more stable and on 502, a speed radar sign facing north on St. Johns Golf Drive towards the exit. Mr. Leary recommended speaking to residents at to get their input on these signs. Mr. Laughlin suggested drafting a letter to the residents or going

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door-to-door. Mr. Leary preferred to talk to residents directly. Mr. Acree noted that Oak trees needed to be trimmed to ensure that the solar panels would get the light that they needed as the signs were solar powered. Mr. Yuro questioned the cost to install the signs. Mr. Laughlin stated it was \$1,200 for the crosswalk sign and \$3,700 for the radar speed sign. Mr. Laughlin would finalize the specs, send the application to the county and coordinate the installation with Mr. Rousseau. Once it was approved by the county, it would come back to the Board for final approval. Mr. Acree explained that the application to the county was minor. *There was Board consensus to approve the locations as stated.*

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

Mr. Haber recalled at a workshop, discussion about how the CDD may be able to use the remaining construction proceeds from the last bond issue. It was Mr. Haber's opinion that the Board had the flexibility to spend construction proceeds on any of the improvements that were identified in the Engineer's Report (road resurfacing, amenity enhancements, recreation enhancements and stormwater system), but did not have to do it proportionately. The Board also had the option of using that money to redeem bonds, resulting in a lower debt assessment. Mr. Haber was continuing to work with Mr. Leary and counsel for Duval Landscaping (Duval) on the landscaping payment. Mr. Yuro asked if they could use these funds for the sidewalks. Mr. Laughlin stated many sidewalks needed to be repaired and the funds could be used for this purpose before using the funds for the amenity enhancements.

B. Engineer

Mr. Laughlin spoke with Mr. Acree and Mr. Oliver about the bulkheads and confirmed that they maintained by the District. Mr. Yuro pointed out that the bulkheads were part of the development; however, some residents installed bulkheads in their backyards that the District should not be responsible for. Mr. Sevestre asked if they needed approval from the St. Johns Water Management District. Mr. Acree replied affirmatively.

C. Manager

Mr. Laughlin presented the draft budget for the Board's review, which would be on the agenda for the April meeting. A Proposed Budget was required to be approved in May or June

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and a budget workshop would be held. When the Proposed Budget was approved, a high watermark was set, which could be lowered when the budget was adopted, but could not be increased. There was no increase last year and they were currently projecting an increase of \$111 for the year or less than \$10 per month. This would add \$50,000 into the capital reserves. There were typical increases from vendors and a \$50,000 increase for landscaping as the new landscape contract for Fiscal Year 2024 was \$158,000. Mr. Yuro asked if they included money in this year's budget for capital reserves. Mr. Laughlin explained there were excess revenues of \$80,000. There was currently \$147,000 in capital reserves. Reserve Advisors was preparing the revised Reserve Study, which Mr. Laughlin hoped to have by April. Mr. Leary requested the Reserve Study in advance of the next meeting and a five-year trend on each line item. Mr. Yuro asked if bond proceeds would offset the budget for maintenance items such as the sidewalk. Mr. Laughlin explained that the sidewalks were initially paid out of capital and repair and replacement (R&R) and there would be a requisition for reimbursement from bond funds.

D. Amenities & Recreation Manager

Ms. Tincher presented the Amenities & Recreation Manager Report, which was included in the agenda package. Mr. Yuro questioned why the Easter event was held on Friday versus the weekend. Ms. Tincher was trying to draw more attendance to the food trucks. Mr. Yuro requested that Ms. Tincher pay attention to who showed. If it was teenagers versus small kids, then it did not work. Mr. Leary asked if there was a way to track the usage. Ms. Tincher could ask the food trucks how many they served. Mr. Yuro questioned how Spring Break went. Ms. Tincher stated that they had a few issues. Employees were taking their cellphones onto the pool deck and wanted to stay after they were asked to leave. The manager, Mr. Sean Smith was supposed to handle it, but Ms. Tincher was not seeing any results. She was going to ask the employees to leave their phones in her office when they signed in. Next time there was an issue, Ms. Tincher would reach out to the Board.

Mr. Sevestre questioned the status of the golf cart registration. Ms. Tincher confirmed that it was going very well. She had a golf cart registration table set up at the event on Thursday night, which was well attended. A ticket was being created that Ms. Tincher would provide to the owner after May 13th deadline if the golf cart was not registered. Mr. Yuro pointed out that his wife tried to register, but Ms. Tincher was not present and questioned why Mr. Rousseau could

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not register owners. Mr. Rousseau pointed out that Mr. Yuro's wife did not have her golf cart with her. Ms. Tincher preferred to apply the number directly to the golf cart. Resident Alina Bidner of Stonebridge Trail voiced concern that the bounce house at the Spring Fling was on the basketball courts while kids were playing basketball. Ms. Tincher explained that this was on purpose because they did not want the basketball courts to be inundated with residents playing basketball and they needed the grassy areas for adults. Ms. Bidner noticed that teenagers were supervising versus in past years and kids were piled on top of each other in the bounce house. Mr. Sevestre pointed out that bounce houses would not be placed on the soccer field in the future because it destroyed the grass.

E. Operations Manager

1. Report

Mr. Rousseau presented the Operations Manager Report, which was included in the agenda package. The SoftCrete on the Splash Pad looked great. Pressure washing started on the deck furniture as well as the pool deck, retaining walls and slide tower, which should be completed soon. A welder replaced 22 nuts and bolts on the slide tower. Two new mounting brackets had to be fabricated because they were rusted. They did a fantastic job. The structure needed to be painted and they were waiting on the color selection. Mr. Sevestre preferred a lighter color so it would blend in as black would make it stand out. Mr. Leary suggested painting it brown. *There was Board consensus to paint the slide tower Caramello.* Mr. Rousseau reported that windows were being fabricated for the Fitness Center and should arrive in a few weeks. The shade awning for the upper deck would be installed by Shade America late next week.

Mr. Yuro questioned the status of the tennis court shades. Mr. Rousseau confirmed that they arrived but had to be installed. They would work on it tomorrow and Monday. Mr. Sevestre questioned where they would be installed. Mr. Rousseau would install them over the benches. Mr. Sevestre wanted to obtain the cost of resurfacing the tennis courts. Mr. Laughlin stated they needed to determine if the cracks could be repaired with the resurfacing or if there was an underlying structural issue. Mr. Yuro questioned whether the stormwater drains were vacuumed. Mr. Rousseau replied affirmatively. Mr. Yuro heard that the air conditioner in the Fitness Room leaked. Mr. Rousseau clarified that the pan in Stacy's office rusted and would need to be replaced. Mr. Yuro was surprised about the leak since they had routine maintenance. Mr. Rousseau pointed out that a drain line was also clogged. Mr. Yuro noted that the Splash Pad

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looked great, but it was not shutting off. Mr. Rousseau stated that Mr. Smith was supposed to look at it and would follow up. Mr. Leary asked if there would be street sweeping. Mr. Laughlin recalled that a community in Nassau County used a street sweeper that charged approximately \$2,000 per sweep and would reach out to them. Mr. Leary requested that this item remain on the agenda. Mr. Leary questioned whether a meeting was scheduled with the Florida Department of Transportation (FDOT) on the noise walls. Mr. Laughlin would contact FDOT.

Mr. Leary met with the golf course about the soccer field damage and was informed that there was a contract between the District and St. Johns Golf, which he reviewed. The value of the contract was in a not-to-exceed amount of \$57,000, but there was a mismatch in the following items:

- Mowing around the Swim Club, basketball courts and tennis courts. Not being done by the golf course.
- Mowing of the soccer field twice per week. It was only being mowed once per week.
- All maintenance activities in the fenced pool area and around the tennis courts including mowing, trimming, blowing, edging and clipping, were being completed on Monday of each week. This was not being done.
- Aeration performed at least once per year. Was not completed last year.
- Trimming around all obstacles with each mowing. Was not being done or included in the scope.
- Edging around plant beds, tree rings and walkways and trimmings vacuumed away. This was not being done.
- Areas blown following maintenance operations. This was not being done around the pool area or inside of the tennis and basketball courts.
- Trash picked up before mowing and debris cleaned up after damage from tropical storms. This was not being done.
- A qualified representative from the contractor's firm would accompany the Operations Manager on a monthly quality inspection and correct any deficiencies within the scope of service within seven days of each inspection. The District was not receiving any inspection or monthly reports.
- Fertilization of six times per year. There was only twice per year fertilization.

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Mr. Leary pointed out that they were paying \$1,000 per week to have the soccer field mowed once per week and questioned whether the District would receive a credit for the work not being performed and have a new scope for what the Board wanted to be performed on the soccer field. Mr. Sevestre suggested requesting a weekly or monthly report from the golf course on work that they performed. Mr. Laughlin would meet with the golf course to discuss these issues and have a new scope created. Mr. Sevestre felt with the amount of use on the soccer field, the only way to repair it was to shut it down. Mr. Leary saw no reason why they could not close off a section for a week to ten days after sod was installed to let it grow. Mr. Laughlin pointed out that Brightview was looking into the irrigation issues. Mr. Leary requested that the soccer field be closed when it was flooded. Ms. Tincher would post signs. Reserving the field was addressed. Mr. Laughlin suggested that an application be required for a team organized practice. Ms. Tincher was trying to get a handle on the field being used by residents only, teams using half of the field and not moving goals.

2. Lake Doctors Report

Mr. Rousseau presented the Lake Doctors Report, which was included in the agenda package.

EIGHTH ORDER OF BUSINESS

Supervisors' Request

Mr. Yuro requested that discussion about the pickleball courts be placed on the next agenda at the request of residents. Mr. Sevestre voiced concern about the noise. Mr. Yuro recommended using the basketball court furthest away from homes for three pickleball courts. Mr. Leary was against having pickleball courts unless they were 200 yards away. Mr. Yuro voiced concern against Ms. Tincher having an Amenity Assistant.

NINTH ORDER OF BUSINESS

Public Comments

Resident Corrine Darling of Glenfield Crossing Court suggested reserving space near the tennis courts for pickleball or using one of the tennis courts. Resident Mike McCormick of 604 Remington Court suggested that the District acquire property near the telecommunications tower for pickleball. Mr. Sevestre voiced concern with kids going up the tower. Mr. Laughlin would find out who the property owner was. Mr. Sevestre questioned how they would control it as the

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area must be fenced off with a gate for keycards. Mr. McCormick noted that the SoftCrete looked good, but there was some brown staining from a leaky pipe. Mr. Rousseau stated it was due to water continuously running in there and Mr. Smith would look at it. Mr. McCormick questioned the budget implications for the fountain on Hole #13 as there was no interest from residents in having a fountain. In his opinion, there was a need for better scheduling of events as movie night was scheduled for Good Friday and better communication since no one knew about the garage sale. Ms. Tincher sent notices to the newsletter and never heard back.

TENTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of Minutes of the February 7, 2023 Workshop and February 16, 2023 Meeting**
- B. Balance Sheet as of February 28, 2023 and Statement of Revenues & Expenditures for the Period Ending February 28, 2023**

Mr. Laughlin presented the minutes of the February 7, 2023 Workshop and February 16, 2023 meetings and Balance Sheet as of February 28, 2023 and Statement of Revenues and Expenditures for the Period Ending February 28, 2023, which were included in the agenda package. Overall expenditures were currently \$42,000 under budget.

- C. Check Register**

Mr. Laughlin presented the Check Register from March 16, 2022 in the amount of \$161,559.75 for the General Fund and \$8,400 for the Capital Reserve Fund, which was included in the agenda package. There was a transfer of \$91,000 to the State Board of Administration account from the General Fund. Due to the status of the market this week, as a precaution, the funds were moved back. Governmental checking accounts were fully protected. Mr. Yuro noticed five invoices from Vesta from last May, June, July and August. Mr. Laughlin stated due to an internal audit, it was discovered that those invoices were never sent.

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

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ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – April 20, 2023
@ 6:00 p.m. @ St. Johns Golf & Country
Club Meeting Room**

Mr. Laughlin stated the next meeting was scheduled for April 20, 2023 at this location but would be held at 5:00 p.m. instead of 6:00 p.m. in order to hold the landscaping walk through.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Sevestre seconded by Mr. Yuro with all in favor the meeting was adjourned.

DocuSigned by:
Daniel Laughlin
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Secretary/Assistant Secretary

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