

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, July 29, 2015 at 6:00 p.m. at the St. Johns Golf & Country Club, Swim Club Meeting Room, 219 St. Johns Golf Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Tracy Hayes	Chairman
Pamela Watt	Vice Chairman
Steve Sharpe	Supervisor
Shawn Murray	Supervisor
Paul Armstrong	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Mike Yuro	Operations Manager
Jill Flores	Amenities & Recreation Manager
Paul Basham	Basham & Lucas (by phone)
Rich Whetsel	Riverside Management Services

*The following is a summary of the minutes and actions taken at the July 29, 2015 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no comments from the public.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication**

A copy of the affidavit is located in the agenda package. The Notice of Public Hearing was published in the *St. Augustine Record* on July 1 and July 8.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 27, 2015 Meeting**

On MOTION by Mr. Armstrong seconded by Ms. Watt with all in favor the Minutes of the May 27, 2015 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Presentation by Basham & Lucas Regarding Design Concept for Pool and Deck Renovations.**

Paul Basham of Basham & Lucas presented cost estimates and revisions of conceptual plans for pool deck area renovations, which will include a spray ground feature for approximately \$200,000. Estimated cost of improvements is \$518,000 with additional allowances totaling \$121,000.

The next step would be to publish notice of Request for Proposals for Architectural Services. Mr. Haber stated when you receive the proposals for architectural services, the law that sets forth how you go about getting those proposals specifically provides that price is not part of the proposals, so no prices will be provided with the proposals. The firms are evaluated and ranked based on their qualifications, and then the negotiation process begins.

On MOTION by Ms. Watt seconded by Mr. Murray with all in favor to direct staff to publish notice of RFP for Architectural Services was approved.

The timeline for potential construction will be based on availability of funds and seasonal impact on residents using pool facilities-with ample additional opportunities for resident input.

Mr. Oliver suggested continuing this meeting until August 26 to keep this process going. Bids for Architectural Services will be in at that time, and a selection can be made.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Fiscal Year 2016 Budget**

Mr. Oliver stated after board discussion the public hearing will be opened to take comments from the audience. The public hearing will then be closed, and there will be more

board discussion. The resolutions will then be considered. The budget and resolutions are located in the agenda package behind Tab 6.

Mr. Oliver discussed the budget. There is no change in assessments. Increased holiday decorations budget by \$2,000 and reduced capital reserve contribution by same amount. The assessment per unit is \$1,203.44 for O&M, which is stable with what it has been for the last three years.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the Public Hearing is Open.

There were no comments from the audience.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the Public Hearing is Closed.

**A. Consideration of Resolution 2015-05, Relating to the Annual Appropriations and Adopting the Budget for Fiscal year 2016.**

Mr. Haber stated this resolution is the budget adoption and appropriation resolution, and it is located in the agenda package.

On MOTION by Mr. Murray seconded by Mr. Hayes with all in favor to adopt Resolution 2015-05 relating to the annual appropriations and adopting the budget for FY16 was approved.

**B. Consideration of Resolution 2015-06, Imposing Special Assessments and Certifying an Assessment Roll.**

Mr. Haber stated this resolution certifies your O&M debt assessments for collection, and it is located in the agenda package.

On MOTION by Mr. Murray seconded by Mr. Hayes with all in favor to adopt Resolution 2015-06 imposing special assessments and certifying an assessment roll was approved.

**SEVENTH ORDER OF BUSINESS**

**Update and Actions Regarding Series 2006  
Bond Refunding**

Mr. Oliver stated this series of bonds has a call date of May 1, 2016. It is to the District's advantage to get as close to that call date as possible (within 90 days) to avoid negative arbitrage. The amount of money to be generated by waiting until early 2016 is approximately \$1.1 million, subject to rate changes. Bank financing options are also being explored.

**EIGHTH ORDER OF BUSINESS**

**Consideration of FY16 Proposals**

**A. Amenities & Recreation Management Services**

Mr. Oliver stated Shawn Murray and I developed revised Scopes of Services for the Recreation Director and Operations Manager with the biggest part being pulling out the Amenity Operations, and have the Operations Manager responsible for everything outside of that. We provided those scopes to the existing vendors for each of those services and asked them to come back with a proposal based on their current areas of responsibility. Copies of the proposals are in the agenda package. Rich Whetsel is present from Riverside Management Services, and Mike Yuro is here.

Mr. Whetsel presented his proposal to the board for the Amenities and Recreation Manager position.

**B. Operations Management Services**

Mr. Yuro presented his proposal for Operations Management Services.

The board discussed the two proposals and had lengthy discussion about who will be responsible for what activities. Both companies were asked to provide additional pricing information to be considered at the August 26 continued meeting.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber stated prior agendas have listed discussion regarding video cameras. A question has been raised regarding the District's obligation concerning the footage from the cameras. A bill was introduced in the last legislative session to exempt from public records law the footage captured from security cameras. The bill died, but there has been a Florida case law and a recent Attorney General opinion that does say that footage captured by security camera is exempt from public records. The footage will still need to be retained as a public record for 30 days. Relying on those two authorities, the District may conclude that the footage is exempt; however, the case could be overruled at any point in which case the footage would no longer be exempt. There is no statute saying the footage would be exempt, but based on common law as it is today, the footage would be exempt. If the HOA totally controls the process, and the CDD has no input at all, the footage would not be subject to public record.

**B. Engineer/Property Manager Report**

Mr. Yuro presented his report located in the agenda package.

Vendor renewals are approaching regarding lifeguards, pool maintenance, and lake maintenance. FY16 renewal proposals will be provided for consideration at the August or September meeting.

**C. Manager – Discussion of Meeting Dates for Fiscal Year 2016**

Mr. Oliver stated the proposed meeting schedule for FY16 is located in the agenda package. There are six meetings listed, but because of the refunding process and the capital projects to be undertaken, the board will need to meet at least 12 times, and that has been budgeted for. Since the meeting schedule is listed as bimonthly, that provides for flexibility to call special meetings or continue meetings. The suggested meeting schedule continues to be the 4<sup>th</sup> Wednesday at 6:00 p.m.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the Meeting Date Schedule for FY16 was approved.

**D. Amenities & Recreation Manager**

Ms. Flores presented her report located in the agenda package.

**ELEVENTH ORDER OF BUSINESS                      Supervisors Requests**

Mr. Armstrong brought up Pond #3 and the amount of grass growing in that area. Mr. Yuro will follow-up on that issue.

Mr. Murray brought up the issue of cleaning the exercise mats at the gym. Ms. Flores stated she sometimes has the volunteer high school students scrub them down, but that is not part of preventative maintenance. Ms. Flores will implement additional procedures for cleaning and disinfecting the common exercise mats.

Mr. Murray brought up the issue of construction in the front and asked when will landscaping be started in that area and where do we stand regarding the light pole.

Mr. Yuro responded the one light pole for the center median has been authorized, and we are waiting on the manufacturer to get it delivered and installed. The second light pole on the pond side was taken out by the contractor, and he will replace it. They are going to get the area back to its original condition at the end of the project.

Mr. Hayes brought up the issue of tree trimming, and that 12' clearance is needed for school buses and emergency vehicles to have easy access. Mr. Yuro will coordinate an e-blast to residents regarding their responsibility to trim trees fronting their properties.

Ms. Flores was asked to review the website and correct contradictory information regarding amenity policies. The 2015 version is to be used as the standard.

**Audience Comments**

An audience member spoke about liking the idea of having a fireplace in the pool area and also having some cabanas (regarding pool deck renovations). He also expressed an idea for having a zero entry pool area with jets of water spraying up.

**TWELFTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2015**

Mr. Oliver stated you have the unaudited financials through June 30, 2015. There are no unusual variances.

**B. Check Run Summary**

On MOTION by Mr. Sharpe seconded by Mr. Murray with all in favor the Check Run Summary was approved.

**C. Special Assessment Receipts**

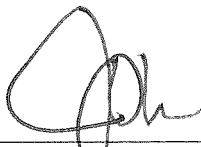
Mr. Oliver stated in your agenda package is the assessment receipt schedule. You are 100.36% collected.

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting**

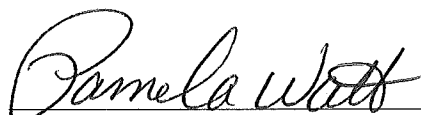
The next scheduled meeting is September 23, 2015 at 6:00 p.m. The board decided to continue this meeting to August 26, 2015 to discuss the issues related to the architect and the revised proposals for Operations Management and Recreation & Amenities Management.

**FOURTEENTH ORDER OF BUSINESS      Continuation**

On MOTION by Mr. Murray seconded by Mr. Armstrong with all in favor the meeting is continued to August 26, 2015 at 6:00 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman