

MINUTES OF MEETING
SAMPSON CREEK COMMUNITY DEVELOPMENT DISTRICT

The continued meeting from the July 29, 2015 regular meeting of the Board of Supervisors of the Sampson Creek Community Development District was held on Wednesday, August 26, 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 and Recreation Manager

The following is a summary of the minutes and actions taken at the August 26, 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. This continued meeting is to consider four different subjects, and they are the consideration of qualifications for architectural services, an update and actions regarding Series 2006 bond refunding, consideration of FY16 proposals for amenity and recreation management and operations management, and consideration of service agreement renewals.

SECOND ORDER OF BUSINESS

Public Comment

Ms. Catherine Swartz stated she has reviewed the contract with Mike Yuro, and she feels the contract is not being complied with. The contract with Yuro and Associates renews

September 1, and she feels the contract should be terminated prior to September 1 and have it re-bid to be more specific with his role and what his responsibilities are to the CDD. She stated the CDD Operations Manager was not performing regular landscape reviews, was not forthcoming with documentation, was not proactive, and requires repeated complaints to get action.

Mr. Murray thanked her for her documentation and for coming to the meeting. Separate from the landscaping issues, the other issues are being addressed. We are continuing to discuss the situation and there will be a resolution soon.

Mr. Sharpe addressed the landscaping issues. He has done a walk-through with Mike and the supervisor at Valley Crest. The supervisor stated he would have the checklist of items done, but has not done so to date. Valley Crest has been notified that payment will be withheld until the items are completed. If they continue to not perform, the contract will be re-bid. The board is working to resolve the issues.

THIRD ORDER OF BUSINESS

Consideration of Qualification for Architectural Services

Mr. Oliver stated at the last meeting, the board directed staff to issue a notice for Request for Qualifications from architectural firms. This is required in Florida by the Competitive Consultants Negotiation Act. We had two respondents to the RFP that met the deadline.

Mr. Haber stated the responses were from Basham & Lucas and Marquis Halback, Inc. The response from Basham and Lucas did not include standard form 330, which is a requirement of the District's RFQ process. One option is to disqualify Basham and consider the other choice to commence negotiations with. Alternatively, the law allows you to make the determination that only choosing from one firm is not a sufficient competitive pool, and as a result the board can reject all proposals and go back through the process. Ad placement for the RFQ can be extended to other counties beside St. John's in order to get a larger pool to choose from.

On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor to reject all bids for the architectural services RFQ was approved.

Staff was directed to re-notice the RFQ, and proposals will be ranked at the 9/23/15 meeting.

FOURTH ORDER OF BUSINESS

Update and Actions Regarding Series 2006 Bond Refunding

Mr. Oliver stated at this time there is nothing for the District to do. The bond market will continue to be monitored and traditional financing through the banks is being explored.

FIFTH ORDER OF BUSINESS

Consideration of FY16 Proposals

The board has revised the Scopes of Services for the positions held by the Amenity and Recreation Manager and the Operations Manager. Those revised scopes were approved, and the two incumbent companies were asked to provide proposals for the new scopes that included split responsibilities. Those proposals were presented at the July 29 meeting, and the board asked them both to come back with some additional pricing options. Those proposals are included in the agenda package.

There was discussion of not having a split responsibility between the two companies and having each company present numbers for doing the complete package deal utilizing both Scopes of Service.

After discussion, the board decided to maintain the new scopes that split the responsibilities between the two companies and monitor that process for 90 days. During the 90 days, the two companies will each put together a proposal to perform all the services of the two scopes.

On MOTION by Mr. Murray seconded by Mr. Armstrong with all in favor the revised agreements with Riverside Management Services for amenities/recreational management and Yuro & Associates for field operations management were approved.

Counsel will prepare agreements with a 9/1/15 effective date. The board will review effectiveness of new model after 90 days. Staff will provide bi-weekly updates to board.

The board was updated on Valley Crest landscape maintenance deficiencies. The vendor has been notified in writing to cure specific deficiencies and withholding of contract payments until resolved. Board will consider initiating RFP process at 9/23 meeting if landscape issues are not resolved quickly.

SIXTH ORDER OF BUSINESS

Consideration of Service Agreement Renewals

There were no agreements to be considered at this time. The vendors have basically kept their same terms. Mr. Yuro will prepare a summary for the board for the next meeting.

Mr. Armstrong reported that the swim team has complained that during the summer months the bathrooms stink and smell moldy. Mr. Yuro will look into the situation.

SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

Audience Comments

Ms. Cindy Fentress asked why it is so difficult to schedule and coordinate two empty rooms for the use of exercise and community events. Some classes overlap, and there is poor communication regarding when those rooms are in use. The calendars and website information do not match. She is requesting 4 to 5 hours a week for yoga classes. She asked the board to approve the fitness and aerobic room for multiple classes. She asked if there could be a more solid door installed with a window so people will know when classes are going on.

The board discussed improvements and priorities regarding use and scheduling of meeting room space for meetings, private functions/paid rentals and third party vendors. It was suggested that the Swim Club Meeting Room be used for all yoga classes and a sign be posted not to disturb.

Supervisor's Requests

Ms. Watt asked about going out to the community to get input regarding the pool and other improvements. The board discussed approaches to engage residents in receiving their input regarding potential amenity center capital improvements.

EIGHTH ORDER OF BUSINESS

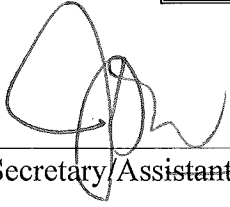
Next Scheduled Meeting – September 23, 2015 @ 6:00 p.m.

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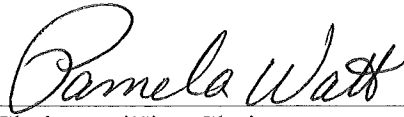
NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman