

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 31, 2016 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 (by phone)

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Mike Yuro	District Engineer
Jill Flores	Amenities and Recreation Manager
Rich Whetsel	Riverside Management Services
Louis Cowling	Riverside Management Services
Danny Tyler	Bond Counsel (by phone)
Rhonda Mossing	MBS Capital Markets (by phone)
Greg Boucher	Duval landscaping
Louanna Perrucci	Vesta/Amenity Aquatics Staffing

The following is a summary of the actions taken at the March 31, 2016 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

An audience member asked if projects are going to be prioritized tonight, and will discussion about that be only for the supervisors. Mr. Oliver responded that no projects will be prioritized. After the money is in hand, timelines and prioritization will begin.

THIRD ORDER OF BUSINESS

Approval of Minutes

A. January 28, 2016 Special Meeting

On MOTION by Ms. Watt seconded by Mr. Murray with all in favor the Minutes of the January 28, 2016 Special Meeting were approved.

B. February 25, 2016 Workshop and Meeting

On MOTION by Ms. Watt seconded by Mr. Murray with all in favor the Minutes of the February 25, 2016 Workshop and Meeting were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2016-08
Confirming the District's Use of St. Johns
County Supervisor of Elections to Conduct
the District's Election of Supervisors in
Conjunction with the General Elections**

Mr. Walters stated this is a standard form resolution stating the District wants to continue to use the County to conduct the election.

On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor to adopt Resolution 2016-08 confirming CDD's use of St. Johns County Supervisor of Elections to conduct election of supervisors during 2016 general election process was approved.

FIFTH ORDER OF BUSINESS

Rotary Club – Annual Corn Hole Tourney

Mr. Oliver stated in the past this has been successful, and it requires board approval. Everything will be similar, however, some bouncy houses will be added.

On MOTION by Mr. Murray seconded by Mr. Hayes with all in favor the request from the Rotary Club to hold the 3rd Annual Corn Hole Tourney on District grounds was approved.

SIXTH ORDER OF BUSINESS

Matters Related to Project Finance

A. Discussion of Finance Timeline

Mr. Oliver reviewed finance timetable located in the agenda package. Pre-closing on the bonds is scheduled for April 21, 2016, and closing is scheduled for April 25, 2016. The Official Statement will go to market in two weeks.

B. Consideration of Commitment Letter for Bond Insurance

Mr. Oliver referenced a chart provided by Rhonda Mossing comparing the refunding options. After the first of the year, going to the bond market was more favorable than going through a private placement with a bank. The mailed notice was based on numbers by going with a private placement at a bank with an interest rate of 3.7%. The ability to issue insured bonds will result in significantly better rates than through private placement with a bank of A-rated bonds.

Ms. Mossing stated the premium on the bond insurance is .87% of total debt service on the bond. The premium on the debt service reserve fund shortage is 3.6% of the 35% of MAD, which is 50% of the debt service reserve fund requirement. The benefit of that in the refunding is you don't tie up a lot of cash in a reserve fund for the next 20+ years. It lowers the debt service reserve fund cash requirement down to 35% of MAD. A letter has been received from Assured Guaranty, and board was asked to approve the commitment letter in substantial form subject to District Counsel working with Assured's Counsel regarding a few comments in the commitment letter.

On MOTION by Mr. Murray seconded Ms. Watt with all in favor to approve the commitment letter from Assured Guaranty in substantial form was approved.

C. Consideration of Delegated Award Resolution 2016-09

Mr. Danny Tyler of Nabors Giblin is bond counsel and discussed the delegated award resolution. This gives the Chairman and/or Vice Chairman the authority to sign a bond purchase contract in the form that is attached to the resolution. The contract includes parameters located on the last page of the resolution, and they include not to exceed \$7,775,000; the minimum present value savings 5%; maximum maturity date is May 1, 2034; and maximum underwriter's discount is 1.5%.

On MOTION by Mr. Armstrong seconded Mr. Murray with all in favor to adopt Resolution 2016-09, Delegated Award Resolution, which authorizes Chairman to approve sale and terms of sale of bonds within parameters set by Board of Supervisors was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Prioritization and Design of Projects

Mr. Oliver stated the money will be in our account on April 25, and the next meeting is April 21. The meat of that meeting will be the projects and the process to prioritize those projects. This item will be on the agenda for many months to come. The architect (Basham & Lucas) will attend next meeting to participate in the process.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Purchase of Commercial Trash Containers

Ms. Flores received quotes that include a podium at the lifeguard stand. It will have the logo on the front and locked storage in the back. The quotes on trashcans are for single and double cans. Ms. Flores presented pictures of the cans and talked about the options. The same number of trash cans will be bought (12), however, the basketball court and playground cans will be double, so there is a net gain of two more trash cans. All cans will be the same tan color.

On MOTION by Ms. Watt seconded Mr. Murray with all in favor to purchase 28-gallon commercial trash containers and podium was approved.

NINTH ORDER OF BUSINESS

Update Regarding Landscape Maintenance

Mr. Yuro updated the board regarding details of necessary improvements at front entrance. Duval Landscaping provided a detailed proposal, located in the agenda package, outlining suggested installation of plants and costs. Costs were provided for the items that would be the CDD's responsibility and items that are the County's responsibility. Mr. Yuro and Duval also felt it was the County's responsibility to provide treatment of the oak trees in the center island because the trees were stressed severely as a result of the lack of irrigation. The price for that treatment is \$750 per tree for 10 trees, so an additional \$7,500 will be added to the price of the County's responsibility bringing the total \$46,646.05. The board approved the plan to be submitted to St. Johns County/designated contractor for funding of these repairs/replacements to bring property back to conditions prior to CR210 improvements project. An update regarding this process will be made at the next meeting. The board emphasized this community appearance project is critical and must not be delayed any further. Duval Landscaping was directed to document, including date/time stamped photos, and remove dead plant material. Board authorized Supervisor Sharpe to work with Duval Landscaping and CDD operations to coordinate injection treatment of these trees in an attempt to return them to good health. If the trees die, they will cost \$8,000 to \$10,000 per tree to replace. Staff will request that the St. Johns County arborist inspect the oak trees at the front entrance.

Resident Kim Kendall mentioned the county's tree bank fund that is earmarked for things like this issue. It could be a resource for tree replacement.

TENTH ORDER OF BUSINESS

Consideration of Qualifications for Engineering Services

At the last meeting, staff was directed to issue an RFP for engineering services. Qualifications were received from Matthews Design Group and were provided to the board members. Five firms were contacted – England-Thims and Miller; Prosser, Inc.; Dunn & Associates; Matthews Design; and Connelly & Wicker. Four were very busy and could not respond to the RFP.

Mr. Walters stated the board has done its due diligence to receive proposals. The options are to direct staff to try to get additional proposals, direct staff to negotiate with the one proposer

to try to enter into a contract with them, or the board can reject the single proposer and remain with the status quo.

On MOTION by Mr. Armstrong seconded by Mr. Murray with four in favor and one opposed to have staff enter negotiations with Matthews Design Group was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Proposals for Amenity Operations & Field Operations

Mr. Cowling, Riverside Management Services, gave his presentation to the board to provide amenity and operations management services for the District. The proposal, including the company profile, listing of key personnel, and references, is located in the agenda package.

On MOTION by Mr. Murray seconded by Mr. Armstrong with four in favor and one opposed to accept Riverside Management Services proposal to provide amenity and operations management service for the District was approved.

The board decided to have the contract become effectively immediately and give Yuro and Associates a 30-day termination notice. Both contracts will overlap for one month.

On MOTION by Mr. Murray seconded by Mr. Armstrong with four in favor and one opposed to give Yuro and Associates a 30-day termination notice was approved.

TWELFTH ORDER OF BUSINESS

Other Business

Mr. Hayes stated that Jill Flores is giving her two-week notice to pursue another position offered to her. Mr. Hayes highly praised the service she provided to the District. All board members thanked her for her service and echoed Mr. Hayes' compliments. Given Ms. Watt's background in amenity service, she will meet with Riverside's replacement person for final vetting.

Mr. Murray and other board members thanked Mike Yuro for his 12 years of service with the District. Mr. Yuro and Ms. Flores will be suitably recognized at a future meeting.

Ms. Louanna Perrucci, who is charge of the lifeguards, provided an update to the board. She had several safety concerns when she first came on board, and Ms. Flores immediately addressed the issues. The AED was moved from the men's room so it could be easily accessible in case of an emergency. There was discussion of acquiring a second AED machine and training more people on the use of the machine. Ms. Perrucci highly recommends changing the rule that allows parents to ride tandem down the slide with their child. No other facility she is familiar with allows that, and the risk of injury to the child is greater. She also recommended not allowing non-swimmers on the slides. Mr. Hayes asked Ms. Perrucci to send him an email outlining where the District's rules differ from other facilities.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Walters had no action items for the board.

B. Property Manager

There was no report for this item.

C. Engineer

Mr. Yuro has finalized the Engineer's report based on direction at the last meeting. Mr. Bill Lewers, a resident, has a pool in his backyard and wants to put a screened enclosure around it. When he went to pull a permit, he found out the pool was constructed over a 15' drainage easement. The pool was built by a previous owner. The back yard is shaped such that in order to put a square screen enclosure around it, he would have to go to the back property line, which would basically eliminate the 15' drainage easement. This has been worked on for several months, and they have coordinated with the Water Management District. The easement was there for a drainage swale and not a conveyance swale. The Water Management District has given a letter stating they consider it insignificant, the swale does not have to be recreated, and no permit is required for that encroachment. They also have no objection to the board eliminating the easement altogether. This is a case-by-case basis and does not apply unilaterally

to other easements in the neighborhood. Mr. Yuro recommends that the board vacate the easement on this specific lot, 860 Eagle Point.

On MOTION by Mr. Murray seconded by Mr. Armstrong with all in favor to vacate the easement for area upon which existing private pool exists was approved.

D. Manager

Mr. Oliver stated our next meeting will be held April 21, 2016.

E. Amenities & Recreation Manager

Ms. Flores reported there was a good turnout for St. Patrick's Day event. Upcoming events include the Corn Hole Tournament, CPR class, and summer camp. Everything is completed for the upcoming events, so there should be a smooth transition for whoever comes in.

Ms. Flores stated during spring break, the slide broke immediately. Arsenault Pools did a temporary fix. Two vendors, Clayton and Pruitt, both agree the problem is with the starters. A bid was received from Pruitt for \$1,800 for both starters. The board decided to have Ms. Flores do what is necessary to keep the slides working through the summer. Ms. Flores will also check into getting an AED class for those interested in learning how to use the machine.

FOURTEENTH ORDER OF BUSINESS Supervisors' Request

The board discussed the ongoing speeding throughout the community. St. Johns Sheriff's Office has installed a speed device (does not collect data) that can be put in different locations in the community. SJSO will be asked to focus on enforcing speed limits both through a formal request to the Sheriff and through staff guidance to off-duty deputies funded by the CDD on an hourly basis. If this proves unsuccessful, the board may consider entering into a more comprehensive traffic calming study, which is engineer-driven, with a series of public meetings in which affected residents help determine (by comments and votes) which engineer-recommended solutions are implemented.

Ms. Watt stated when the work on the front of the neighborhood is in process, the sign out front should be repainted. The board members agreed. This will probably be done with the capital projects.

FIFTEENTH ORDER OF BUSINESS Audience Comments

An audience member asked about the appearance of the golf house, grounds, and parking lot. Vice Chairperson Pam Watt was designated to discuss with Billy Casper Golf management.

A resident asked if she could get a copy of each month's service reports for all of the ponds. Mr. Yuro will circulate the monthly reports from Charles Aquatics.

SIXTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated you have the unaudited financials through February 29, 2016.

B. Check Run Summary

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

C. Special Assessment Receipts

Mr. Oliver stated you are 98.19% collected.

SEVENTEENTH ORDER OF BUSINESS Next Scheduled Meeting

The next regular meeting will be April 21, 2016 at 6:00 p.m. at this location.

EIGHTEENTH ORDER OF BUSINESS Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman