

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, June 16, 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
Steve Sharpe	Supervisor
Shawn Murray	Supervisor
Paul Armstrong	Supervisor
Pam Watt	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Thomas Inman	District Engineer
Louis Cowling	Riverside Management Services

The following is a summary of the actions taken at the June 16, 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

Phil, a resident on Stonehedge, clarified that the board would be discussing tree trimming.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 19, 2016 Meeting

On MOTION by Mr. Armstrong seconded by Mr. Sharpe with all in favor the Minutes of the May 19, 2016 Meeting were approved.

FOURTH ORDER OF BUSINESS

Discussion of Pool Renovation Project

This item will be addressed at the June 30, 2016 continued meeting.

FIFTH ORDER OF BUSINESS

Discussion of Security Enhancement

Mr. Oliver stated we had email conversations with Jim Frederick who is getting some proposals. He does not have the proposals yet and is out of town. Fencing is part of the security enhancements. Mr. Hayes asked if the CDD could put a fence along the golf course property along Sampson Way extending from their already fenced-in area where they keep their equipment and put a gate there. The goal is to block vehicular and foot traffic from the adjacent neighborhood into SJGCC via golf course owned access road.

Mr. Cowling stated basically is it going to go back by their maintenance building and will separate Sampson Creek CDD from Sampson Way. There will be a 40' opening with two 10' gates. A hard copy proposal has been received from Duval Fence. Newsom Fence gave a price. Armstrong Fence will give a price tomorrow. The price from Duval is \$2,689.33, and Newsom was \$2,900. It is a 6' chain link fence with a little smaller mesh so it is hard to climb. It will be black.

Mr. Armstrong asked that the proposal include having the fence go all the way to berm, otherwise, people will just go around and create new trails.

After some brief discussion, this item will be put on next month's agenda.

SIXTH ORDER OF BUSINESS

Discussion of Fiscal Year 2017 Approved Budget

Mr. Oliver stated the Public Hearing will be held August 18. It is a no-increase budget. An analysis of what capital costs were paid for out of the General Fund and Reserve Fund for the 2016 projects will be brought before the board next month. A requisition will be presented showing those costs, and the appropriate fund will be reimbursed.

SEVENTH ORDER OF BUSINESS**Landscape Maintenance Update****1. Landscape Project at Front Entrance**

Mr. Cowling provided an update regarding the progress in landscape improvements at the community entrance. He and Mr. Sharpe have been working together on this project. Mr. Cowling provided the board with a handout that gave information regarding the entry island, lighting estimate, tree mitigation planting, and Bermuda. He discussed the plans and the plants to be used. All the azaleas will come out. There are three live oaks and three crepe myrtles on the list for tree mitigation. Other type trees can be used as replacements, and bald cypress was suggested. The pots were discussed, and options for replacing those will be brought to next month's meeting. The board was happy with the plans being shown at this time. Mr. Cowling stated he wants to get the Bermuda removed and replaced with St. Augustine, and the board agreed. The lighting estimate is based on 12 lights. If a designer is used, that cost will be \$1,200 to \$1,600 for that service. Fixture costs range from \$160 to \$400. The cost on the economical side would be approximately \$5,000. The board decided a lighting designer was not needed, and they would like for quality light fixtures to be used. Mr. Armstrong asked that when the lights are put in, a receptacle also be put in for Christmas lights. Mr. Cowling stated if we can get 120v fixtures and power, then a receptacle could be put in.

2. Trimming of Selected Entry and Street Trees

The board was satisfied with the work quality by Bold City Tree Service in trimming certain oak trees at CDD entry and common areas. Mr. Hayes asked for budgetary purposes, after we do this initial clean-out, what would it take to maintain them each year and keep them looking good all the time? Mr. Cowling stated it would be about \$40 per tree for 500 trees. Some would not have to be done every year. There are 500 trees total, including CDD property and homeowners. Mr. Hayes would like for a line item to be put in the budget to have available funds when the trees do need trimming.

Mr. Oliver stated if you do anticipate having a budget line item for what is really maintenance, it needs to be on the budget. That is something that can be discussed further at the July meeting, but it will need to be plugged into the FY17 budget.

Mr. Haber stated the intent of the CDD needs to be communicated on whether trimming of the homeowner trees may happen one time or it may happen again, but the CDD is not

obligated to trim non-CDD-owned trees on a regular basis. Mr. Armstrong is not opposed to having a line item in the budget for tree trimming, but he does not want to convey the message to the residents the CDD is going to take care of tree trimming every year.

The board decided to proceed with trimming the remaining CDD-owned trees fronting common areas and residential lots. Mr. Sharpe will be the contact for this project.

On MOTION by Mr. Armstrong seconded by Ms. Watt with all in favor the to continue trimming the CDD-owned trees fronting common areas and residential lots was approved.

An e-blast will be sent to residents prior to trimming of CDD-owned trees in front of homes.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal for Road Repairs

Mr. Inman's recommendation for cul-de-sac repairs is located in the agenda package. Based on his review of the specifications and his evaluation of the fees and warranty provided, his recommendation is to select Duval Asphalt for the cul-de-sac repair. Based on the reserve study, we are anticipating a full resurfacing of Phase 1 roads by 2020. A partial repair would need to be revisited before then. In his opinion, the value is for the full cul-de-sac.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor for Duval Asphalt to perform QTY 2 repaving was approved.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2016-14
Ratifying the Sale of Surplus Property**

Mr. Haber stated with the purchase of new pool furniture, there was furniture that we needed to dispose of. The fact that the board approved the acquisition of the new furniture is sufficient for the board to find that the old furniture was surplus, and the District no longer wanted or needed it. That type of finding is necessary for the District to sell or otherwise dispose of the furniture. The furniture was sold as set forth in the Resolution. This resolution, 2016-14,

ratifies the sale of the furniture and the finding that the furniture was surplus and no longer used by the District.

On MOTION by Mr. Hayes, seconded by Mr. Murray with all in favor Resolution 2016-14 ratifying the sale of surplus furniture was approved.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had no report.

B. Engineer

Mr. Inman stated he has put together a scope for the Amenity Center improvements for survey services. The architect has asked for the scope to be broader. Mr. Inman would like to go ahead and request proposals for a survey of the existing conditions of the Amenity Center that will supplement the As-Built the CDD already has on file.

The Board directed Mr. Inman to go ahead and seek proposals from survey firms.

C. Manager

Mr. Oliver had no report.

D. Operations Manager

Mr. Cowling represented his report located in the agenda package.

The board discussed pond maintenance, and they are dissatisfied with Charles Aquatics. The company has been called back several times to deal with increased algae blooms linked to high temperatures and heavy rains. Mr. Cowling believes Charles Aquatics missed the start of the algae blooms, but Mr. Cowling has impressed upon him the stay on top of the situation. Flare-ups cannot be eliminated, but things can be done to minimize the algae blooms. One suggestion is bottom aeration, which has produced good results in other places.

E. Amenities & Recreation Manager

Ms. Tincher could not be at the meeting. Mr. Cowling stated Ms. Tincher's report covers our camps and sports programs. She is getting pricing for basketball goal protectors.

Mr. Oliver stated an item has come up to bring to the board's attention. There are two lifeguards and a front gate monitor. Currently the lifeguards have been shutting down the slide tower for 30 minutes at a time to get their breaks. The board was asked to consider allowing the person at the front gate leave the post to provide breaks for the lifeguards. This would allow the slide tower to remain open. Residents will be reminded to bring access cards to the swimming pool as the gate monitor post will be periodically unstaffed. Other options are available, but there is increased cost. This requested option can be implemented and revisited at a later time.

The board gave its approval for the gate monitor to leave the post to provide breaks to lifeguards on slide towers.

Ms. Watt asked if lifeguards could be available later on Food Truck Fridays so the slide tower could stay open to 8:00 p.m. After brief discussion, the board agreed to extend the slide tower hours to 8:00 p.m. on Food Truck Fridays.

TWELFTH ORDER OF BUSINESS Supervisors' Request

Mr. Armstrong asked what can be done to deter the golf carts being parked all over the place and nowhere to walk. This will be addressed when the renovations occur.

THIRTEENTH ORDER OF BUSINESS Audience Comments

An audience member named Pat conducted a survey regarding on-street parking and fishing issues and 53 responses were received, which is approximately 6.5%. Responses included don't do anything as it relates to parking (34), put it one side of the street only (7), one side of the street between marked signage (8), unrestricted during the day (2), unrestricted at all times (1). There was discussion ranging from putting stickers on cars and sending multiple letters to offenders to trying to change the covenant stating violators will be towed. Regarding the fishing issue, 24 wanted no fishing, 12 indicated private property only, and 20 said open up the floodway gates. He spoke with several attorneys, and there is probably a liability issue regarding the fishing.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated you have the unaudited financials through May 31, 2016 in the agenda package.

B. Check Run Summary

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

C. Special Assessment Receipts

Mr. Oliver stated you are 99.28% collected.


FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting

This meeting will be continued on June 30, 2016 at 6:00 p.m. at this location.

SIXTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Sharpe seconded by Mr. Armstrong with all in favor to continue the meeting on June 30, 2016 at 6:00 p.m. was approved.


Secretary/Assistant Secretary


Chairman/Vice Chairman