

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, August 18, 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
Pam Watt	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Louis Cowling	Riverside Management
Leah Tinchler	Riverside Management

The following is a summary of the actions taken at the August 18, 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 6:05 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Affidavit of Publication

The notice of the Public Hearing was advertised in the *St. Augustine Record* on July 21 and July 28, 2016, and it is also on the District website.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the June 30, 2016
Continued Meeting and the July 21, 2016
Meeting**

Mr. Oliver stated that Counsel provided some corrections that will be incorporated into the minutes. Both sets of minutes showed "Web" Haber instead of "Wes" Haber. That will be corrected.

On MOTION by Ms. Murray seconded by Ms. Watt with all in favor the Minutes of the June 30, 2016 continued meeting and the July 21, 2016 regular meeting were approved as revised.

FIFTH ORDER OF BUSINESS

**Public Hearing to Adopt the Fiscal Year 2017
Budget**

A copy of the budget is located in the agenda package. Mr. Oliver briefly reviewed the budget. The only change since our last meeting is updated columns for the actual amounts. It is the same O&M budget funding level as last year. The assessments stay the same for the O&M. The assessment for the debt service budget for the Series 2016-1 Refunding Bonds will go down because of this year's refinancing at a lower interest rate. The Series 2016-2 Revenue Bonds were issued to fund capital projects and will be interest only through 2032 and mature on May 1, 2034. The net effect on annual debt service assessments is minimal, ranging from 52 cents to \$10.64 per household depending on lot size, while generating \$1.2 million for projects contemplated in the engineer's report. The debt service assessments were approved at time of bond issuance in April 2016.

Mr. Sharpe questioned the street and tennis court lighting and maintenance expenditure being so much more than was budgeted.

Mr. Cowling responded a lot of ballasts have been replaced. Based on the quality of the ballasts and light bulbs we are now using, outages and replacement frequency should be reduced.

Mr. Oliver stated when the budget is adopted, the board has full discretion to adopt budget amendments throughout the year and move money among the line items. Today we need to adopt a budget to meet the statutory requirement and also certify the assessment roll.

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

An audience member mentioned the increase in the tennis court maintenance and felt like it was a lot and asked the board to keep an eye on the cost. He also asked about the amenity and recreation management going from \$57,000 to \$93,000.

Mr. Oliver responded that included two things that happened over the last year contractually. The Amenity Manager took on additional operations within the amenity footprint, and the District contracted for a part-time amenity center staff person to expand on site coverage and assist with event planning and execution. The contract is for 20-hours weekly, with the amenity director having the flexibility to allocate those hours to best meet customer service needs, especially during the high season during the warm weather months. The flat fee for the Operations Manager was reduced from \$51,000 to \$18,000 a year. Therefore, some of work that may have conceivably been performed under the flat fee of \$51,000 is now performed on an hourly basis and funded by the appropriate line items. Overall, it is a wash when you bring in all of those factors.

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

A. Consideration of Resolution 2016-16, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2017

Mr. Haber stated this resolution formally adopts the budget. Blanks will be filled in upon adoption, and they will be filled in with the amounts that are in the exhibits.

On MOTION by Ms. Watt seconded by Mr. Murray with all in favor Resolution 2016-16 relating to the annual appropriations and adopting the budget for FY17 was approved.

B. Consideration of Resolution 2016-17, Imposing Special Assessments and Certifying an Assessment Roll

Mr. Haber stated this resolution levies the O&M assessments, and it certifies for collection those assessments and debt assessments to the county tax collector. Homeowners will see it on their tax bill. An assessment roll is included in the agenda package.

On MOTION by Mr. Hayes seconded by Ms. Watt with all in favor Resolution 2016-17 imposing special assessments and certifying an assessment roll for FY17 was approved.

SIXTH ORDER OF BUSINESS

Ratification of Agreement with Perret and Associates for Surveying and Mapping Services

Mr. Oliver stated Basham and Lucas took a look at the existing survey and made a determination it was inadequate for their needs. At the board's direction, the District Engineer went out and got proposals from three survey firms, and based on the ranking criteria the board approved, three firms were ranked. The main criteria were the timing and price. Clarson and Associates had the lowest price and the best timeline, and we entered into a contract with them. Days before they started, the owner of the firm died, and he was the main survey person. After talking with the firm, they said it would be several months before they could get to the job, so the second ranked firm was contacted. Perret & Associates can do the job in 20 working days. An agreement has been executed with them, and the board is being asked to ratify this action. They will start Monday and will complete the survey no later than September 15.

On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor to ratify the agreement with Perret & Associates for survey services was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal from Basham & Lucas for Professional Design Services

This is for B&L to take the next steps in the process for the planning and construction. Basham and Lucas states the intent of this final phase of design is to provide the architectural and engineering construction documents for bidding and permit. Our services shall include

architectural, structural, mechanical and electrical engineering as well as spray ground engineering. A copy of the proposal is located in the agenda package. Mr. Oliver briefly reviewed the proposal.

On MOTION by Ms. Watt seconded by Mr. Murray with all in favor the work authorization for Basham & Lucas for final phase of design and construction documents, bid process management, and construction administration was approved.

The conceptual project timeline is the survey will be complete 9/15. Basham and Lucas will be at our meeting 9/22 to give an overview of the project to date. At the back end of the timeline, we'd like to bring a draft project manual with supporting documents to our November meeting for Board review and begin the Request for Proposals process shortly thereafter. Once notice of RFP is published, the deadline for proposals is 30 days. We will have the project manual available for pick up by contractors within 5 to 7 days of publishing notice. We will have a pre-bid meeting early during the bid period. The time line then calls for Board review and ranking of proposals and selection of a contractor or contractors. The appeal period for protests is 72 hours. Mr. Haber gave an overview of how a bid protest would work if a company that was not selected for the project decided to protest the actual selection made. He will inform the board if he feels selecting a certain company would possibly open the District up to a bid protest.

Mr. Oliver once proposals are received, we'll convene a CDD meeting to review the proposals and make a selection. After we get past the bid protest period, we will enter into contract so we have a contract in hand and get the contractors mobilized as quickly as possible.

The board may have two meetings a month for the next few months to make sure any changes the board wants are incorporated into the plans. Even after the RFP is issued and a project manual is put out, the board can still do addendums to the project manual. As discussed at previous meetings, the general period of executing the bond proceeds for the projects is three years from issue, so all the anticipated project do not need to be managed at once.

Mr. Haber informed the board members that if they know some of the local contractors personally, any communications with contractors during the bid process needs to be equal to all contractors. This applies after the RFP is issued.

EIGHTH ORDER OF BUSINESS

Discussion of Pool Renovation Project

There was nothing to add at this time. Basham and Lucas will be on the ground tomorrow doing a second walk-through.

NINTH ORDER OF BUSINESS

Discussion of Security Enhancements

Mr. Oliver stated I gave you a copy of the Engineer's Report. The approved project list included pool improvements, general community lighting improvements, sports improvements, security improvements, and common area enhancements. The amounts listed are best estimate costs, however, the board can move money among the different approved line items.

Mr. Hayes gave an overview of two focus group meetings. The community feelings go from not doing anything more to the possibility of gates. One item he took away from the meetings was to have more presence from the Sheriff. Giddens charges \$18 an hour, and the Sheriff charges \$36 an hour. He recommended taking 14 hours away from Giddens and giving the Sheriff 7 more hours. The board gave direction for staff to manage security patrol hours for private security and off-duty SJSO personnel. Mr. Sharpe asked that feedback be given to the board about number of tickets/warnings issued.

A resident gave an update regarding the Neighborhood Watch meetings. Quite a few people have signed up, and another meeting is being organized for others who may be interested.

TENTH ORDER OF BUSINESS

Consideration of Series 2016 Requisitions

There are no requisitions to be considered.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated we received confirmation that it is St. Joe that owns that property on which the fence located. I called their attorney and I will send her the title search. She feels like they will be agreeable to convey it to the golf course at which time the golf course will grant the CDD the easement.

B. Engineer

Mr. Oliver reported that Perret and Associates will start the survey work on Monday. Our District Engineer will check out some residential erosion issues and whether or not it is a District problem.

C. Manager

Mr. Oliver had no report.

D. Operations Manager

Mr. Cowling presented his report located in the agenda package under Section XII-D. He is researching different bulbs online and replacing ballasts. He will bring cost options to the board. He will also hold off on some maintenance items, i.e. cleaning pavers, until construction is finished. The board reviewed the growth regulator tree injections presented by Mr. Cowling. Mr. Chuck Lippy, the arborist, will be asked his opinion regarding injecting the oak trees. Board members expressed their desire to not have lights underneath the bridge that will shine down on the water. The board members were in agreement with lighting the top portion with up lights at the entrance. The third phase of the tree-trimming plan is in progress.

E. Amenities & Recreation Manager

Ms. Tincher stated we are having kids camp for teaching planning days. There will be a Christmas/Holiday camp. Residents will be allowed to sign up for single days as opposed to the whole week. The food trucks are scheduled until the end of October. There will be a family fun food truck night, and bounce houses will be on site. She is also working with the clubhouse to have a country fest.

THIRTEENTH ORDER OF BUSINESS Supervisors' Request

Mr. Hayes stated the original order for the benches was no back, and the company sent ones with backs. They are willing to sell us the benches with the backs for half price, which is \$205 per bench for 12 benches. Ms. Tincher stated we can use them, and the residents like them

up in the Amenity Center area. They can also be used in the basketball court area where they will be attached.

On MOTION by Mr. Murray seconded by Mr. Hayes with all in favor to purchase benches shipped to CDD in error at half price was approved.

FOURTEENTH ORDER OF BUSINESS Audience Comments

An audience member stated he would like the board to consider moving the Supervisor Requests to earlier in the meeting. He also asked if Sunshine Laws were potentially violated when the security meetings were held. Two supervisors were at those meetings, so were those meetings publicly noticed? Mr. Oliver responded an e-blast was sent out for the first meeting. For the second meeting, a notice was published in the *St. Augustine Record* that two supervisors may attend. Mr. Haber stated that under Florida Law, the notice for both meetings was likely sufficient.

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

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

B. Check Run Summary

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

C. Special Assessment Receipts

Mr. Oliver stated you are 100% collected.

SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting

The next scheduled meeting is September 22, 2016 at 6:00 p.m.

SEVENTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Watt seconded by Mr. Sharpe with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman