

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, October 19, 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
Pam Watt	Vice Chairperson
Paul Armstrong	Supervisor
Steve Sharpe	Supervisor
Shawn Murray	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Louis Cowling	Operations Manager
Leah Tincher	Amenities Manager
Kelli Gibson	Basham and Lucas
Paul Basham	Basham and Lucas
Dan Fagen	Vesta / Amenity Services Group
Bill Tomlinson	Lake Doctors
Rich Whetsel	Riverside Management
Brian Moore	Duval Landscaping

The following is a summary of the actions taken at the October 19, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 18, 2016 Meeting and the September 22, 2016 Meeting

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the Minutes of the August 18, 2016 meeting and the September 22, 2016 meeting were approved.

FOURTH ORDER OF BUSINESS

Update Regarding Pool Renovation Project

Paul Basham stated the survey work has been completed. He brought an updated site plan based on the comments, critique, and discussions that have taken place over the past several months. Each board member was presented a copy and he discussed the site plan. The board provided some revisions and guidance regarding shade structure and more cost effective options, scoreboard, location of certain improvements, etc. More input is needed regarding splash pad design. Working drawings for the building improvements are at a stage where it could be permitted within the next 30 to 45 days. Mr. Basham needs approval of the concept and anything that is part of the scope that needs to be done concurrent with the project. Once board direction and approval is given, B&L can wrap up the drawings within two months. This can possibly go out to bid late February or March, 2017. After discussion, the board decided to have B&L proceed with preparing revised plans to be used for permitting and RFP process.

On MOTION by Ms. Watt seconded by Mr. Armstrong with all in favor for Basham and Lucas to proceed with preparing plans as revised was approved.

Mr. Oliver stated even though this item is not on the agenda, Bill Tomlinson with Lake Doctors, Brian Moore with Duval Landscape, and Dan Fagen with Vesta Lifeguards are here to address the board. All three companies are in their first year of service at SJGCC.

Mr. Bill Tomlinson addressed the board. He will make recommendations regarding grass carp to augment what they are currently doing. Mr. Armstrong would like the torpedo grass issue to be addressed by having the dead grass removed instead of just treated. Mr. Tomlinson will submit a proposal for physical removal of the grass. Mr. Armstrong asked that Mr. Tomlinson's monthly reports include what type of chemical was added and what the chemical

was treating. Mr. Oliver asked that Mr. Tomlinson's biologist sit down with Mr. Cowling and Brian Moore with Duval Landscape to discuss how the ponds interact with the landscaping.

Mr. Brian Moore stated he has experience with turf grass management but has nothing to report at this time. Mr. Armstrong asked to see a proposal to draw something up regarding landscaping around the basketball court. The grass does not grow well in that area and is an eyesore.

Mr. Dan Fagen with Vesta Lifeguard gave a brief year-end report. Overall, it was a successful summer.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with UPS to Use CDD Property for Seasonal Deliveries

The agreement is located in the agenda package and is the same as was done in past years.

On MOTION by Mr. Armstrong seconded by Ms. Watt with all in favor the agreement with UPS to use CDD property for seasonal deliveries was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2017-01, Prompt Payment Policies

Mr. Haber stated as a unit of government, we are required by Chapter 218 of Florida statutes to pay entities providing services and goods within a certain amount of time. If there are any disputes or conflicts with a service or good provider those should be handled pursuant to the policies adopted by the unit of government. We currently don't have any specific policies in place to address that, so these policies have been drafted to address such disputes. The policies adds clarity and certainty to how our vendors will be paid, what they are supposed to do with respect to invoices they submit, and how we are going to deal with them if there are any issues with respect to their performance. A memo, the resolution, and the policies are all located in the agenda package.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor to adopt Resolution 2017-01, Prompt Payment Policies, was approved.

SEVENTH ORDER OF BUSINESS

Other Business

Mr. Oliver stated our next meeting is scheduled for November 16, but the general election is November 8. There are two seats up for election. If there are new supervisors elected, they cannot be seated until 14 days after the election date, which would be the 22nd. We need to determine when we are going to meet next. The board members agreed to change the date to November 30, 2016.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated at the last meeting you had a presentation from a resident with respect to trespassers. A suggestion was made to build a fence between the two communities to prevent it from happening. In looking at the plat, it could not be determined which property was subject to a conservation easement and which property was not thus it was necessary to order a title report. Mr. Haber presented the board members with a document showing the area that is neither encumbered by a conservation easement nor encumbered by a pond that would prevent a fence from being built. He pointed out the area that can be used to construct a fence as long as the fence does not interfere with the Comcast easement previously granted. We would have to be sure any fence built would not interfere with what we granted Comcast the right to do in that easement area. Louis Cowling and Thomas Inman will take a look and make a recommendation as to the best way to create a barrier to limit or stop trespassers.

B. Engineer

Mr. Oliver stated Requisition #9 is the only one to consider, and it is \$429. These are for legal fees associated with the survey.

On MOTION by Mr. Armstrong seconded by Ms. Watt with all in favor Requisition #9 was approved.

C. Manager

Mr. Oliver had no report.

D. Operations Manager

Mr. Cowling's presented his report that is located in the agenda package under Section VIII-D. The Amenity Center held up well during the storm. One shade structure had some damage, but the damaged portion can be cut off. Several street trees have been identified that are causing damage to curbs. If trees are in the District-owned right-of-way, only the District can petition the county to allow the tree to be removed. Even if it is a tree that is impacting a resident's driveway, and the resident needs for the tree to be removed, the resident still has to go through the CDD so the CDD can request permission from the county to have it removed.

The board members recognized the efforts made by Mr. Cowling and staff before and after the hurricane.

E. Amenities & Recreation Manager

Ms. Tincher's report is included in the Operations Manager's report under Amenity and Recreation Manger (Section VIII-D). Ms. Tincher stated two companies would like to come and do our soccer program. She provided paperwork to the board members. Coastal Kick soccer wants to come back, and they are expensive. They took over the Tiny Tots and were more organized, and the parents didn't like that. Ms. Tincher now manages the Tiny Tots program herself, and the kids are having a great time. Coastal Kicks wants to control the whole program. Blue Chip can work with Ms. Tincher, and in addition to soccer, they are going to do flag football. Ms. Tincher would like to take back control of the Tiny Tots. She feels Coastal Kick is difficult to work with and are too expensive.

On MOTION by Mr. Armstrong seconded by Ms. Watt with all in favor to terminate any existing agreement with Coastal Kick was approved.

NINTH ORDER OF BUSINESS

Supervisors' Request

Mr. Armstrong stated he has been dealing with the security system and is in the process of getting quotes.

Mr. Hayes stated a homeowner felt they were discriminated against because they were at the tennis court waiting for a court, and a homeowner who was on the court asked if they are

residents here. Mr. Hayes stated that as we progress with the security system, we need to have keypads on the tennis courts.

TENTH ORDER OF BUSINESS

Audience Comments

There were no audience comments.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated you have the unaudited financials through September 30, 2016 in the agenda package. Excess revenue for the year is \$11,727.00.

B. Special Assessment Receipts

Mr. Oliver stated you are 100% collected.

C. Check Run Summary

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

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting

The next scheduled meeting is Wednesday, November 30, 2016 at 6:00 p.m.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice-Chairman