

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 Wednesday, February 15, 2017 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
Tom Hudson	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Louis Cowling	Operations Manager
Leah Tincher	Amenities Manager
Mike Lucas	Basham & Lucas
Kelli Gibson	Basham & Lucas

The following is a summary of the actions taken at the February 15, 2017 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 states Item #7 is approval of the RFP package for Amenity Improvements and the scope of work. He asked if it is the board's intent to stick to some kind of budget or just proceed with a scope of work:

Mr. Oliver stated we don't have the scope completed. Although this is an agenda item, I would imagine the scope won't be completed until the April or May meeting. It is still being fleshed out. We will have more discussion about the process and timeline.

Another audience member referenced the lighting on Leo McGuire, the black caps on top of the lighting have come off, and there is blue showing on most of the lights down here.

Mr. Cowling responded I have contacted FPL on that.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 18, 2017 Meeting

Under Sixteenth Order of Business, Page 10, it states "Ms. Jen Bachman stated...", and it should be Ms. Jen Hayes stated.

On MOTION by Mr. Murray seconded by Mr. Hudson with all in favor the Minutes of the January 18, 2017 meeting were approved as corrected.

FOURTH ORDER OF BUSINESS

Engineer's Report

Mr. Oliver stated the only update he has from the Engineer is about the recent pipe repairs at 1527 Drury Court. A few pieces of sod have to be replaced, and that will be completed within the next week.

FIFTH ORDER OF BUSINESS

Discussion of FPL Lighting Plan (additional streetlights)

Mr. Oliver stated the board was presented with a lighting plan, you sent out an e-blast for resident input, and there was some feedback on that. I believe the plan has been altered based on that feedback.

Mr. Cowling stated we are going to add two additional lights and relocate one light. The changes have been submitted to FPL, and they are making the redline revisions. There should not be much change in price, maybe some additional conduit. The type of lighting will be the same. The price now is \$31,000. There will be a total of 23 new lights. As far as timeframe for

completion, there will be a pre-construction meeting. The material will have to be ordered, and the contractor has to be scheduled.

Mr. Hayes stated let's do a cost not to exceed \$32,000.

On MOTION by Mr. Hayes seconded by Mr. Sharpe with all in favor the proposed revisions to updated FPL streetlight plan, NTE \$32,000, were approved

SIXTH ORDER OF BUSINESS

Update Regarding Pool Renovation Project

Mr. Mike Lucas of Basham and Lucas presented updated renovation plans. They have gone as far as they can on the construction drawings. Two firms will present splash pad options at next meeting. The scoreboard will remain where it is.

Mr. Cowling discussed the shade structure. He showed the board a PowerPoint presentation. We met with the vendors, and there was a conflict with the sewer lines. Mr. Lucas explained how that issue will be addressed, and he also discussed the placement of the shade structure. This item was broken out from the rest of the projects so it could be completed soon. He recommended using Shade America for the shade structure. He has worked with them before, and they do a quality job and are good to work with.

On MOTION by Mr. Hayes seconded by Mr. Hudson with all in favor the installation of shade structure at the pool by Shade America NTE \$21,180 was approved.

Mr. Lucas stated the shade structure will be removed from the scope.

Mr. Oliver stated we would like to start this project immediately after the end of the summer season. From a timing factor, if you were to start construction in late August, the idea would be for you to approve the final scope at the May meeting, issue a Notice of Request for Proposals, and then review and rank proposals at the June meeting. A scope is being put together for component pricing purposes. If proposals and construction costs on certain components are satisfactory, the board can decide which components – all or some of them – on which to proceed with contracting and construction. The scope needs to be issued a little later on so the prices will still be good in August when construction can begin. You have the March and

April meetings to fine-tune the scope so it can be brought to the board at the May meeting. The only projects that are tied together are the splash pad and bathrooms. Any other project components can be eliminated, as the board will have the flexibility to use line item veto. Staff will work with Basham and Lucas on review of required signage including replacement signage as needed.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-06,
Approving an RFP Package for Amenity
Improvements**

This item was tabled.

EIGHTH ORDER OF BUSINESS

Consideration of Series 2016 Requisitions

Requisition #16 is from Matthews Design Group in the amount of \$3,411.25. Requisition #17 is from Basham and Lucas in the amount of \$1,696.20. These will be paid from Series 2016 proceeds.

On MOTION by Mr. Hayes seconded by Mr. Hudson with all in favor Series 2016 Requisition Nos. 16 and 17 were approved.

NINTH ORDER OF BUSINESS

Discussion of Draft Street Tree Policy

Mr. Oliver stated at the last meeting the board directed staff to work with Supervisor Hudson and Jeff Gibbons of the HOA to discuss different approaches. We have gone through three drafts so far, and it is still a work in progress. We would like to bring it to the next meeting. This item is tabled at this time.

Supervisor Hudson stated where we are leaning is the policy will require an arborist, and we will give a list of three or four arborists that the board will approve. A lot of language will be legalese, but the request from the homeowner will come to us, we will send the homeowner to an arborist (the homeowner will pay the cost), and then the arborist will determine if the tree needs to go or can be repaired.

Mr. Hayes stated he felt like the arborist should not make the final decision, and that the board should do that. Mr. Hudson will take that into consideration when drafting the policy.

TENTH ORDER OF BUSINESS**Update Regarding Proposed Tennis Court Improvements**

Mr. Oliver stated he had a discussion with Dan Zimmer, and he has not received any feedback from his corporate Headquarters. Later tonight, the Board will discuss security fencing to block access on the golf service road.

ELEVENTH ORDER OF BUSINESS**Update by Stingrays Swim Team**

Cindy Fentress, Vice President of Stingrays Swim Team board, presented an overview of swim team history and declining participation numbers as resident children swimmers age out of the program. She requested that the board consider allowing non-resident children to participate in program to maintain appropriate roster levels to remain competitive with other swim teams. Registration is from March 1 to March 31. Board members gave feedback to Ms. Fentress regarding what they are hearing from the residents when asked about possibly opening up the swim team to non-residents. There are some misperceptions, i.e., some residents feel they would possibly get "bumped out," and there would be a limit on number of swimmers. Others are concerned about non-residents using the pool after swim practices and meets. The board asked for historical data regarding the declining numbers and requested the Swim Team return to March 22 meeting to provide progress update of resident sign-ups. In the meantime, a survey can be done to see how residents feel about having outsiders join the swim team. The board discussed the concept of non-resident user fee payable to CDD for participating on team at SJGCC pool for practices and meets only.

Mr. Hudson asked Mr. Haber what has to be done if non-residents were allowed to join the swim team for an additional fee.

Mr. Haber responded there is an agreement with the swim team that says no one outside the community can swim unless they are paid user for everything. We would have to amend that agreement, which is simple to do. The bigger hurdle is if you adopt a fee, you need to go through a public hearing to adopt a fee. There are two notices of adopting a fee, so practically

speaking, if they went through the registration period, came back and said we only had "X" number, we would like to open it up, you would need to publish the notice. You would not be able to start charging that fee until it was adopted 29 days later. Just because you notice a rate or a fee does not mean you need to adopt it. You would want to decide what your highest number is for purpose of the public notice, and then you could go downward at the public hearing.

There was much discussion, and one main point made is that the swim team and board members need to get the message out to the residents that there is a swim team via flyers, knocking on doors, or whatever form the team wants to pick. The board decided to table this discussion until the next meeting when more information regarding 2017 registrations is available.

TWELFTH ORDER OF BUSINESS**Consideration of Proposals for Fiscal Year
2017 Audit**

Mr. Oliver stated earlier tonight the Audit Committee met, reviewed the three proposals and ranked the firms. No. 1 ranking went to Berger Toombs, No. 2 ranking went to Grau & Associates, and No. 3 ranking went to McDirmit Davis.

On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor to direct staff to get an engagement letter from Berger Toombs was approved.

THIRTEENTH ORDER OF BUSINESS**Other Business**

Mr. Hayes stated there is another discussion regarding the swim start time. There is a request to extend swim team completion time for practice from 10:00 a.m. to 10:45 a.m. That will shorten the day for day campers who transition directly from swim practice to SJGCC summer camp. This will also allow morning lap swimmers to swim laps before the swim team begins practice. The swim team leadership noted that lap lanes were already available for lap swimmers even during swim team practices.

On MOTION by Mr. Sharpe seconded by Mr. Murray with all in favor to extend the swim team completion time for practice from 10:00 a.m. to 10:45 a.m. was approved.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber stated the District Engineer indicated and signed a certificate saying that the golf course's proposed expansion will not adversely impact the District's ability to operate and maintain the pond. I have communicated that to the golf course and asked them to have their lawyer prepare an amendment to the easement, which they will send to me for review. They have also indicated to me they are almost done reviewing the easement that I sent them for the fence. They were sent the suggested amendments, and I should be hearing from them soon. Hopefully at the next meeting we will have an amendment to the easement for the golf course expansion as well as the actual easement for the fence.

B. Engineer

There was no report.

C. Manager

Mr. Oliver stated later in the meeting we will talk about changing the March 15 meeting date to March 22 because of Spring Break for St. Johns County Schools.

D. Operations Manager

Mr. Cowling's report is located in the agenda package under Section XIV-D. He reviewed the informational part with the board members.

Mr. Cowling continued. He has a proposal from Lake Doctors for carp stocking. It has been ongoing, and Lake Doctors wants to continue. They recommend 450 fish. They will put in 225 if the CDD will put in 225 fish. The amount is \$1,462.50 for carp stocking.

On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor to have Lake Doctors install grass carp in the amount of \$1,462.50 was approved.

Mr. Cowling stated the next proposal is from Bold City for additional tree trimming around the basketball court and along the service road behind the shade structure. There is a

total of 18 trees, and the amount is \$1,200.00. They will also trim 6 trees around the Amenity Center for \$240.00. The total amount will be for 24 trees to be trimmed for \$1,440.00.

On MOTION by Mr. Hayes seconded by Mr. Hudson with all in favor for Bold City to do additional tree trimming in the amount of \$1,440.00 was approved.

Mr. Cowling stated he was asked to get water fountain pricing. Proposals are located in the agenda package. There is a problem with littering because of the Styrofoam cups. Mr. Hayes would like to see all the kids have their own water bottles and eliminate Styrofoam cups. The new proposed water fountain would allow for water bottles to be filled.

On MOTION by Mr. Hayes seconded by Mr. Murray with Mr. Hudson in favor and Mr. Sharpe opposed to install a water fountain with a chiller NTE \$1,500 was approved.

Mr. Cowling stated he had three pressure washing proposals and provided those to the board members. J3 had the lowest price at \$1,300. Riverside's bid was higher, but based on the Mr. Hayes' request, they stated they were willing to lower their price to \$1,300.

Mr. Sharpe stated that is not the way you do business. We should go back to J3 and see if they will lower their price.

Mr. Hayes stated he wanted to make a motion to use Riverside if they are willing to match J3's price.

Mr. Sharpe stated then we should go back to J3 and see if they are willing to drop their price \$137. You can't ask for proposals and then go back to one and negotiate one down without giving the other two a chance to do it.

Mr. Hayes again made a motion to use Riverside. The motion died because there was no second.

Mr. Murray stated we should reopen the bidding to all three companies and state the lowest bid received was \$1,300 and would anyone be able to go lower.

Mr. Haber stated if you are comfortable all three are qualified, then Mr. Cowling can get revised quotes from all three bidders and get the work done via the lowest bidder.

E. Amenities & Recreation Manager

Ms. Tincher's report is part of the Operations Manager's report under Section XIV-D. She stated we have 42 kids playing the Tiny Tots soccer on Friday nights. There is a big crowd with the food trucks, and the people love it. The First Responders Day was very well attended.

Mr. Hudson commended Ms. Tincher on a job well done for First Responder's Day.

FIFTEENTH ORDER OF BUSINESS Supervisors' Request

Mr. Hudson stated I did not get any February issues nor did others on my street. Was the publisher negligent for February?

Ms. Tincher said she noticed it and called and asked about it. She was told it was distributed, but Ms. Tincher stated she could not find anyone who had received it. We think it wasn't delivered to all the addresses. Ms. Tincher was assured it would never happen again.

Mr. Murray stated he would like to have an AED in the gym.

Ms. Tincher stated the one exactly like the one in the bathroom is \$1,400+, so a NTE of \$1,500 would be great. They are offering free shipping right now.

On MOTION by Mr. Murray seconded by Mr. Hudson with all in favor to purchase and install an AED in the fitness room NTE \$1,500 was approved.

Mr. Murray stated he working on a Board Conduct Form that we can all agree to not only for ourselves and for staff.

Mr. Hayes stated the Cub Scouts want to plant some trees in some of the Preserve areas to get their badges.

Mr. Haber stated if the area is encumbered by conservation, you have to be careful what you do. I think the District owns property that is not subject to conservation.

Mr. Hayes expressed his displeasure with the dead bushes along the area they have discussed around the parking lot and golf course. Mr. Haber stated we have the right to replace the bushes and charge the golf course their proportionate share if they are not fulfilling their obligation to maintain.

Mr. Hayes asked Ms. Tincher to put up another stick-up board in the gym.

SIXTEENTH ORDER OF BUSINESS Audience Comments

An audience member stated he does not understand the rationale of replacing a water fountain that works. The purpose is to allow for water bottles to be filled, and it will be chilled. It is an upgrade.

SEVENTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated you have the unaudited financials through January 31, 2017 in the agenda package. The Reserve R&R is at \$542,000; the Construction Fund is \$1,068,000; and after November 2, 2017 when the semi-annual interest payment is made, the District will have \$85,000 to put into that fund. The only unusual variance is the line item for holiday decorations, and that will be for the rest of the year because it has already occurred. He briefly reviewed the statements to the board members.

A. Special Assessment Receipts

Mr. Oliver stated you are 93.87% collected.

B. Check run Summary

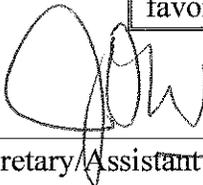
On MOTION by Mr. Hayes seconded by Mr. Murray with all in favor the Check Run Summary was approved.

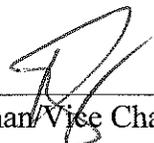
EIGHTEENTH ORDER OF BUSINESS Next Scheduled Meeting

The next scheduled meeting is Wednesday, March 22, 2017 at 6:00 p.m.

NINETEENTH 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