

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, May 17, 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
Paul Armstrong	Vice Chairman (by phone)
Steve Sharpe	Supervisor
Shawn Murray	Supervisor
Tom Hudson	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Alex Acree	District Engineer
Louis Cowling	Riverside Management
Leah Tincher	Amenities and Recreation Manager
Mike Lucas	Basham & Lucas
Kelli Gibson	Basham & Lucas
Dan Zimmer	Billy Casper Golf
Ryan Roberts	Billy Casper Golf
Duane Atkinson	AquaWorx
Gerry Moffa	Waterplay
Erica Montgomery	Vortex

The following is a summary of the actions taken at the May 17, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the April 19, 2017 Meeting

On MOTION by Mr. Hudson seconded by Mr. Murray with all in favor the Minutes of the April 19, 2017 meeting were approved.

At this point, Chairman Hayes went off the agenda and had representatives from Billy Casper Golf Course give an update to the board.

Mr. Haber stated previously you approved the terms of the agreement and gave Supervisor Sharpe the authority to sign off on it. We finalized the terms today, and Mr. Sharpe is comfortable with it. Ultimately we ended with an agreement where the golf course will re-seal, repair major damage, and re-stripe the parking lot by the end of 2018. My understanding is that the golf course has been working with the landscape contractor, and subject to getting the agreement signed, the work for the landscaping will start. I have not seen the actual maintenance plan, and if Louis is comfortable with it, we need to attach it as an exhibit.

Mr. Zimmer, Billy Casper Golf Course, stated there were minor changes with what was outlined originally, but it is straightforward and in process.

Mr. Armstrong stated I am not comfortable with the re-sealing in respect to the Engineer or an asphalt company should come out and determine whether the asphalt should be sealed or re-surfaced.

Mr. Haber responded that is what we discussed. There are portions of the parking lot that need repair more than just the re-seal, and the golf course is agreeable to that to the extent there are portions that need actual repair, those portions will be repaired; and remaining portions that don't need any level of repair, those portions would only be resealed. Mr. Sharpe and Mr. Haber were comfortable with the agreements stating the damaged areas would be repaired, and the remaining areas would be re-sealed and re-striped. Counsel will review final version of agreement prior to approval by Supervisor Sharpe.

FOURTH ORDER OF BUSINESS

Presentation Regarding Splash Pad Conceptual Plans

Representatives from Vortex, AquaWorx, and Waterplay presented conceptual plans for splash pad design based on parameters provided by CDD.

Gerry Moffa of Waterplay presented first. He designed the splash pad himself, and anything can be changed. He provided the board a hard copy of the visual presentation and discussed the features of the splash pad.

In response to a question from Mr. Armstrong, Mr. Hayes clarified that if the board decided to go with a larger tree, it would reduce the number of other water features. The larger tree uses a great deal of water, and because of the size of the splash pad, several other features would have to be eliminated.

Erica Kayhill from Vortex Aquatics Structures reviewed what has been discussed previously with the board and gave an overview of the company including the its size and how long they have been in business. She has come up with several designs and provided the board a visual presentation of each idea.

Duane Atkinson of AquaWorx gave his presentation to the board and gave packages to the board members.

FIFTH ORDER OF BUSINESS

Board Selection of Splash Pad Contractor

Mr. Sharpe stated he felt like the drawings from Waterplay looked more appealing.

Mr. Armstrong is concerned about feature changeability. Vortex is doing everything themselves. Waterplay is using a 3rd party subcontractor to do their pool. AquaWorx is using fiberglass and 1-1/2" pipe versus the changeability of the larger pipe to be able to put larger features in. I am leaning toward the Vortex side.

Mr. Sharpe mentioned that Vortex has 12 features and a 1,000 gallon tank for the same money as Waterplay who has 15 features and a 2,000 gallon tank. AquaWorx has 20 features and a 3,000 gallon tank.

Mr. Murray stated he was learning toward Vortex.

Mr. Armstrong stated he was leaning toward Vortex because of the references and who they work with, the size projects, and the versatility of swapping options out.

Mr. Hudson stated with Vortex, it seems their presentation had three features and the rest were sprays. The other companies had more features.

Mr. Hayes expressed his opinion favoring Vortex.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with Mr. Murray in favor and Mr. Sharpe and Mr. Hudson opposed to have Vortex construct the splash pad as part of the pool renovation project was approved.

SIXTH ORDER OF BUSINESS

Update Regarding Pool Renovation Project

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-06
Approving Project Manual and Construction
RFP**

Mr. Haber stated both the Resolution and the RFP package itself are located in the agenda package behind Section VII. There is a blank in the fourth Whereas clause. The expectation is that we will identify one of you to have final signoff on the package. There are a few things I want to bring to your attention to make sure you are comfortable. It presently provides for a mandatory pre-proposal conference. We will require anybody who is going to submit a proposal for the project to come here, look at the place, meet with Basham and Lucas and go through the project. There can be a problem because if there is a contractor the board would like to work with and for some reason that contractor cannot attend the mandatory meeting, then that contractor would not be allowed to submit a proposal. I can remove the clause of the mandatory meeting. After discussion, the board decided to just have a pre-proposal conference and remove the clause of mandatory attendance.

Mr. Haber continued. Oftentimes when you go through an RFP, you have an RFP for the entire project. In this case we have identified ten different projects, and you are going to analyze each one and award all, some or none of them. Proposers have been asked to provide the cost for each project comprising the projects instead of lump-sum cost. Basham and Lucas prepared a document that identified all ten. It also says the District is requesting proposers to provide one schedule to complete all the projects. From past experience, that is better than asking for different schedules to complete different projects. Whoever can complete the project the fastest will get the highest grade. The board agreed with Mr. Haber's recommendation.

Mr. Haber stated this process is different in that there is no opportunity for these contractors to come make a presentation to you. They submit their proposals, and your evaluation is based on the four corners of the written proposals you receive. There is no opportunity to ask questions or for presentations.

Mr. Oliver stated in this process, if there are any questions asked by one of the contractors, that question would be answered to all of the contractors. Once this RFP is put out, you should not communicate with any proposers who may contact you. They are to submit any questions, and an addendum with a response may be issued to all proposers. Regarding the timeline, we can get this notice in the paper Sunday or Monday with the project manual to be picked up sometime over the next several days. We don't have to wait for the project manual to be perfect before we issue a notice. If we issue the notice on May 22, the packets will be due by June 22. I think it would be good to push the June 21 meeting to June 28, and you can deal with them at the June 28 meeting.

Mr. Haber and the board members discussed the process after the RFP is issued. The board decided to have Chairman Hayes provide the final signoff for the package. Mr. Haber stated the resolution approving the package as discussed would include eliminating mandatory attendance at the contractor meeting and naming Chairman Hayes as authorized representative.

On MOTION by Mr. Hayes seconded by Mr. Armstrong with all in favor to adopt Resolution 2017-06 approving the project manual and construction RFP as discussed was approved.

EIGHTH ORDER OF BUSINESS

Engineer's Update

Mr. Acree stated regarding the pool renovation, we have comments back from St. John's County on our first review. We have addressed them. We are waiting on the tree location issue to be finalized. We have coordinated with the water management district and submitted our letter of modification. We got a proposal from AJ Johns for the Eagle Point work. It seems a little high, so more proposals will be solicited.

NINTH ORDER OF BUSINESS

Consideration/Ratification of Series 2016 Requisitions

Requisition Nos. 25 – 28 are located in the agenda package. They are to Basham & Lucas, Hopping Green and Sams, and Matthews Design Group.

On MOTION by Mr. Hudson seconded by Mr. Hayes with all in favor to ratify Requisition Nos. 25 - 28 was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2017-07, Approving the Proposed Budget for Fiscal Year 2018 and Setting a Public Hearing Date for Adoption

Mr. Oliver stated Florida Statutes require that we approve the budget by June 15 and submit it to local government. We can then set a public hearing no sooner than 60 days after approval of the proposed budget. Over those 60+ days, you will refine the budget and have a public hearing before we have adoption of the budget. In the agenda package is a continuation budget. We are starting with the budget we have for FY17. I suggest we have the public hearing on August 17 so we can have maximum time to refine the budget. I recommend we approve the proposed budget and set a public hearing for August 17 at 6:00 p.m.

On MOTION by Mr. Armstrong seconded by Mr. Hudson with all in favor Resolution 2017-07, approving the proposed budget for Fiscal Year 2018 and setting a public hearing date for adoption on August 17, 2017 at 6:00 p.m. was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Scope for Solicitation of Security Camera Proposals

Mr. Cowling provided a copy of the scope to the board members. It shows what Sampson Creek is going to do and what the contractors are going to do. The goals are for security cameras at the secondary entrances and list the entries. The CDD will supply the Comcast hook-up. We think we can get all the cameras on one or two posts in the center medians. Section A shows what we are going to do, and the second section shows what the proposers will supply, which includes all the hardware for the cameras, the cameras, and the video recorders for the cameras. They will hook up all the equipment, and we have added

monthly maintenance for their service. We have also requested an hourly cost for their assistance in recovery of data.

The board asked questions regarding the scope and then asked Mr. Cowling to solicit proposals for the security cameras.

TWELFTH ORDER OF BUSINESS Other Business

Mr. Hayes stated currently Giddens Security is running five days a week. After discussion, the board directed that Giddens Security to be increased to 7-day coverage during summer months, 3-11 p.m. Mr. Sharpe stated he would like to receive an update on what they find and how many tickets they write. This information will be provided to the residents via an e-blast. The board is also expecting a response from American Tower regarding its willingness to participate in security related actions. No Trespassing signs will have to be put up around the towers.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber had no report

B. Manager

Mr. Oliver stated Florida statues require that we state on the record the number of registered voters in the District. We have a letter from the Supervisor of Elections, and there are 1,830 registered voters in the District.

C. Amenities and Recreation Manager

This report is located in the agenda package under Section XIII-D as part of the Operations Manager Report. Ms. Tinchler stated 186 families have completed the form for access cards and have received their access cards. Photos can be taken or photos can be submitted. Summer camp registration is maxed out at 45 each week, and the camp will run for nine weeks.

D. Operations Manager - Report

Mr. Cowling reviewed his report that is located in the agenda package under Section XIII-D. The enhancements on Eagle Point were done including mulching. We are watering

enough to keep everything alive until the rains come. The FPL Street lighting plan is moving forward and FPL is in the process of requisitioning the parts order. J & K have reviewed the plans and will plan on start date when FPL has materials ready. Shade America is scheduled to start to work next week.

FOURTEENTH ORDER OF BUSINESS Supervisors' Request

Mr. Sharpe stated the notice of the meeting is usually sent out with the agenda. That didn't go out this meeting. I want the residents to get a separate email with the agenda and not buried in a bunch of announcements. Ms. Tincher will send an e-blast announcement of the meeting with the agenda included. Mr. Sharpe also complimented Mr. Hayes regarding the football practice, and hopes it will be done again next year. Mr. Sharpe asked who has access to viewing the pool cameras. Remote access is not available at this time but is being worked on. Mr. Haber stated District staff can have access, which includes the board, but the public cannot have access to the security camera. If a member of the public feels they need to see the security footage, staff needs to contact District Counsel because the law states the footage is exempt and confidential. There is a higher standard regarding sharing footage from the security cameras.

Mr. Hudson brought up the issues of fishing and golf carts. At the next meeting, he would like to have an open discussion among the board about the policy of fishing in District lakes. He stated several years ago the board went through a long process of approving golf carts in our community. If the board can approve it, the board can take it away and disapprove golf carts in our community if all we are going to see is people fussing about kids riding, speeding, and being unsafe. If we feel it is a liability, maybe we can remove golf cart permission. I am not asking for it to be on the agenda, I just wanted to state to the board how I feel about this.

FIFTHTEENTH ORDER OF BUSINESS Audience Comments

Mr. Archer asked what role does the CDD have on trees growing into my property that are a nuisance that I don't feel is my responsibility to pay to have them cut down. He provided photos to the board members, and some of the problem trees are in the Preserve area.

Mr. Haber stated if we are going to do anything to a tree in a Preserve, we need to look at the conservation easement and make sure we are not violating the conservation easement. If we

need approval from the Water Management District, we would need to seek that. To the extent there is a tree growing in the Preserve, and it is adversely impacting the private property next to it, you are entitled, subject to getting any necessary approvals from the water management district, to trim our tree over your property. If you were to give us notice and say "your tree is dead" or "I am concerned it is going to damage my property," and we don't do it, then you may have some recourse against us if you were right and we are wrong. You have every right to trim the portion of our tree that is over your property. The conservation easement applies to everybody. If someone violates the conservation easement, the District would be the entity that is responsible for the violation. Just make sure whatever you do to the tree does not violate the conservation easement such that it may result in an adverse impact to the District. You would need to go through the same measures the District would have taken if the District had chosen to cut the tree down.

There was brief discussion about golf carts and requiring they be registered and a sticker applied if residents want to utilize the CDD's golf cart parking. Mr. Haber believes the CDD has the ability to require that.

SIXTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver stated you have the unaudited financials through April 30, 2017 in the agenda package. There are no unusual variances.

A. Special Assessment Receipts

Mr. Oliver stated you are 99.30% collected.

B. Check run Summary

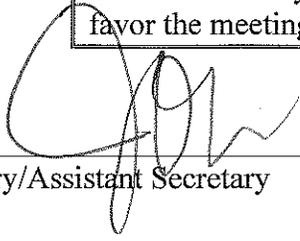
On MOTION by Mr. Hudson seconded by Mr. Hayes with all in favor the Check Run Summary was approved.

SEVENTEENTH ORDER OF BUSINESS Next Scheduled Meeting

The next scheduled meeting is Wednesday, June 28, 2017 at 6:00 p.m.

EIGHTEENTH ORDER OF BUSINESS Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman