

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, July 19, 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	Supervisor
Steve Sharpe	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

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

Mr. Hayes announced he had contacted the county commissioner, Jeb Smith, and submitted the plans to the appropriate person at St. Johns County building department. Based on discussion and review of the plans, the District will not be required to build additional bathrooms for our project. Removing the kiddie pool that has an occupancy rating and replacing it with a splash pad with no occupancy rating is actually reducing the occupancy. That will save about 10% on the project.

Mr. Hayes announced that the Sheriff's Department is working on a program in which neighborhoods can opt into a security camera system with license tag reader capability that will

provide real-time access and monitoring by them in case of emergency or criminal activity. Lt. Crohn from the Sheriff's office will attend the August 16 meeting to provide updates.

SECOND ORDER OF BUSINESS Public Comment

Resident Rose Bock brought up ongoing safety issues with the golf carts, to include not stopping at stop signs, underage children are driving carts, and parents are driving around holding a baby in one arm and the steering wheel in another. People are also drinking and driving. She would like the SJSO to be involved with this situation to ensure compliance with traffic laws.

THIRD ORDER OF BUSINESS Approval of Minutes of the May 17, 2017 Meeting

On MOTION by Mr. Hudson seconded by Mr. Armstrong with all in favor the Minutes of the May 17, 2017 meeting were approved.

FOURTH ORDER OF BUSINESS Discussion of Minimum Age of Drivers of Golf Carts on CDD Property

The board discussed golf cart safety issues. The CDD does not have law enforcement power. The Sheriff's department must enforce traffic laws on public roads to include compliance with golf cart operation and driver minimum age. Supervisor Tom Hudson will work with staff to develop policy regarding registration and decaling of golf carts that will be operating or parked on District recreational facilities. This policy would also include regulations for operating the golf cart on CDD property and penalties for non-compliance, i.e., suspension of amenity facility privileges for a specified time. Mr. Haber stated if that type of policy is going to be adopted, it should be noticed, a hearing held, and a formal rule adopted. This will be discussed further at the September meeting.

FIFTH ORDER OF BUSINESS Ratification of FPL Street Lighting Agreement

Mr. Cowling stated this is an agreement between FPL and the District to provide street lighting with the installation of 22 new light poles. The conduit is in, and FPL will inspect all

the hand-holes and locations and order the poles. I am hoping the timeline will be in the next 30 days.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor to ratify the FPL street lighting agreement for 22 light poles was approved.

SIXTH ORDER OF BUSINESS

Consideration of Proposal from Community Advisors for Reserve Study Updates

Mr. Oliver stated there is a proposal in the agenda package from Community Advisors for a Capital Reserve Study update. The cost will be \$1,700. The study will begin after the completion of the major parts of the construction project. It will recast what the suggested annual assessments will be for the Capital Reserve Fund.

On MOTION by Mr. Sharpe seconded by Mr. Hayes with all in favor to have Community Advisors update the Capital Reserve Study at a cost of \$1,700 was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Volleyball Court Repair

Mr. Cowling stated to repair the court by removing all the fabric off from the bottom and redoing it would cost between \$1,500 to \$2,000 and would include new sand. To just trim the fabric back and add more sand would cost less. There was a suggestion of putting grass down and making it a grass volleyball court.

On MOTION by Mr. Hayes seconded by Mr. Sharpe with all in favor to trim and add sand to the volleyball court was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Construction Project

Mr. Oliver provided an update. The Vortex plans are being inserted into the project manual. After review by pool engineer several times, the latest correction by the Engineer is regarding wiring that needs to occur. Right now, the tentative schedule is to publish the

construction RFP on July 28, issue the project manuals on August 4, have an onsite project meeting for potential bidders (date to be determined), have the August 16 CDD meeting as scheduled, have the deadline for proposals be August 28, and consider the proposals in early September (date to be determined at August 16 meeting).

NINTH ORDER OF BUSINESS

Consideration/Ratification of Series 2016 Requisitions

Requisition Nos. 29 – 38 are located in the agenda package.

On MOTION by Mr. Hudson seconded by Mr. Armstrong with all in favor to ratify Requisition Nos. 29 - 38 was approved.

TENTH ORDER OF BUSINESS

Consideration of Security Camera Proposals (at designated entry roads)

Proposals are located in the agenda package. Mr. Hayes spoke at the beginning of the meeting about the security camera program the Sheriff's office is developing, and that Lt. Crohn will be at the next meeting to give updates. This plan of this program will be to create a network of security throughout the county. The board members agreed they wanted to hear what the Sheriff's office has to say before any decisions can be made.

ELEVENTH ORDER OF BUSINESS

Ratification of Proposal from Duval Asphalt for Asphalt Repairs

Mr. Oliver stated I informed the board that we went ahead and executed the proposal in the amount of \$2,729.62.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor to ratify the agreement with Duval Asphalt for road repairs was approved.

TWELFTH ORDER OF BUSINESS

Discussion of Fiscal Year 2018 Budget

The budget is located in the agenda package. It has not changed much since the last meeting. There is no increase in assessments. A budget hearing will be held on August 16. The board does have the authority to move money among the line items.

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber had no report

B. Manager

Mr. Oliver had no report

C. Amenities and Recreation Manager

Ms. Tincher's report is located in the agenda package as part of the Operations Manager's report. There is a new constant contact email list, and 860 residents have signed up for the new system. The old list had approximately 1830 email addresses, but a lot of those were no longer viable. There have been 664 key cards completed and picked up out of 800 residents. Ms. Tincher discussed options for next year regarding summer camps for the kids. She discussed other activities taking place, and things are going very well.

D. Operations Manager

1. Report

Mr. Cowling's Report is located in the agenda package. There have been complaints that tennis court lights have been on after hours. A secondary timer can be put in. Most of the cost will be for the timer itself and a little labor for installation, and a request was made for a NTE \$350 to get that done. The board directed Mr. Cowling to proceed with getting the secondary timer.

Brian Moore is no longer with Duval Landscape. The new onsite manger is Joe Seppi, and he is being brought up to speed.

2. Duval Landscape Proposal

Proposal located in agenda package for Stonehenge Court to remove existing muhly grass plants and install Pompass grass plants. The amount is \$410. The board agreed.

3. Bold City Tree Service Proposal

Mr. Cowling got with a representative from Bold City who thinks it would be best to do a day rate instead of trying to price each individual tree. The day rate for approximately 50 to 100 trees just being trimmed up is \$2,450. Mr. Cowling felt they could all be done in one day and asked that one day be authorized. The board members agreed for him to proceed.

Mr. Armstrong asked about JEA and the manholes. Mr. Cowling stated they have marked them out, and the work is scheduled.

FIFTEENTH ORDER OF BUSINESS Supervisors' Request

Mr. Hayes brought up the CDD alcohol policy.

Mr. Haber reviewed the policy with the board members. Currently, residents can have alcohol in the room they rent as long as they provide insurance or have a bartender serving alcohol. It has been discussed broadening the areas where there can be alcohol. It is the board's decision on where alcohol can be consumed. The resident would have to sign a Release of Liability for the District. Mr. Haber will draft the waiver, and this will be discussed further at the August 16 meeting.

Mr. Sharpe asked if there were any updates on the marijuana plant by the cell phone tower. Mr. Hayes stated they have vanished. He called the representative from American Tower who came out to the area, and he got very defensive. The company did some repair to the broken fence. Mr. Hayes will follow up with American Tower regarding security related actions. Even though the CDD has no authority of this private property, Mr. Hayes will investigate if some other agency does who can compel compliance with certain local code of state statutes regarding safety, security, or blight.

SIXTEENTH ORDER OF BUSINESS Audience Comments

There being none, the next item followed.

SEVENTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver reviewed the unaudited financials through June 30, 2017 that are located in the agenda package.

A. Special Assessment Receipts

Mr. Oliver stated you are 100.33% collected.

B. Check Run Summary

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

EIGHTEENTH ORDER OF BUSINESS Next Scheduled Meeting

The next scheduled meeting is Wednesday, August 16, 2017 at 6:00 p.m.

NINETEENTH ORDER OF BUSINESS Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman