

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, August 16, 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
Shawn Murray	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Alex Acree	District Engineer
Louis Cowling	Operations Manager
Leah Tincher	Amenities and Recreation Manager

*The following is a summary of the actions taken at the August 16, 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**

**Affidavit of Publication**

The affidavit is located in the agenda package and shows proof of notice of the budget hearing was published twice in the *St. Augustine Record*, as required by Florida Statute.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 19, 2017 Meeting**

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

**FIFTH ORDER OF BUSINESS**

**Presentation by St. Johns County Sheriff's Office Regarding Security camera Pilot Program**

Lt. Kevin Cronin, Sgt. Steve Gazdick, and Sgt. Greg Suchy, representatives of St. Johns County Sheriff's Office, briefed the board on an in-development program in which neighborhoods can opt into a security camera system with real time access and monitoring by SJSO in case of emergency or criminal activity. This system has license tag reader capability. The SJSO has reviewed systems available in the market and has focused on a specific vendor/system, however, the contract is still being processed so the vendor's name is not being disclosed at this meeting. Once the vendor is contracted, communities will have the opportunity to purchase camera systems at a favorable negotiated price. The board will invite the vendor to a future meeting once SJSO has announced a contract is in place.

**SIXTH ORDER OF BUSINESS**

**Ratification of Agreement with Duval Asphalt**

Mr. Oliver stated this was for pipe repairs at 1205 Eagle Point Drive. It was a worsening situation. A proposal was provided, and the Engineer reviewed it. It was a reasonable cost.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor to ratify the Duval Asphalt agreement for pipe repairs at 1205 Eagle Point Drive was approved.

**SEVENTH ORDER OF BUSINESS**

**Update Regarding Series 2016 Projects**

Mr. Oliver stated the RFP was issued on July 28, and the proposals are due August 28. Once proposals are received, a few days are needed to review them, and then the board will

consider them. Mr. Hayes suggested the meeting be continued to September 6, 2017 in order for the board to have time to review the proposals. The other board members agreed.

**EIGHTH ORDER OF BUSINESS**

**Consideration/Ratification of Series 2016 Requisitions**

Requisition No. 24, and Requisition Nos. 39-44 are located in the agenda package behind Section VIII.

On MOTION by Mr. Murray seconded by Mr. Hayes with all in favor to ratify Requisition Nos. 24 and 39-44 was approved.

**NINTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Fiscal Year 2018 Budget**

Mr. Oliver stated this is the budget that was approved at your May meeting. A copy of the budget is located in agenda package behind Section IX.

The maintenance budget will remain stable at \$916,000, and there is no change in assessments for FY18. Operation and Maintenance assessments have remained steady since 2014 at \$1,203.44. There are no significant changes among the line items. One line item has been added for the splash pad maintenance and chemicals. The Capital Reserve contribution is \$43,000, but that will probably have to start increasing because of maintaining more area and upcoming road repairs.

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

There were no audience comments.

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

**A. Consideration of Resolution 2017-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2018**

Resolution 2017-08 is located in the agenda package behind Section IX-A.

This is the resolution that will formally adopt the budget.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor Resolution 2017-08 adopting the FY18 budget was approved.

**B. Consideration of Resolution 2017-09, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2018**

Resolution 2017-09 is located in the agenda package behind Section IX-B.

This is the resolution that will impose the special assessments and certify them on the tax roll.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor Resolution 2017-09 imposing special assessments and certifying an assessment roll for FY18 was approved.

**TENTH ORDER OF BUSINESS**

**Discussion of Golf Cart Usage**

Supervisor Tom Hudson was delegated to work with staff to develop policy options regarding registration and decaling of golf cart to be operated/parked on District recreational facilities. A memo with supporting documents was prepared by Supervisor Hudson and included in the agenda package.

Mr. Greg Suchy from SJSO addressed the board. It would help his office if the carts were issued a registration number. Infants must be in a car seat. They give warnings for open containers, but it is enforceable if SJSO determines a citation is needed. CDD board does not have law enforcement power. SJSO must enforce traffic laws on public roads to include compliance with golf cart operation and driver minimum age.

This discussion will be continued at the meeting on September 6.

**ELEVENTH ORDER OF BUSINESS**

**Update Regarding Alcohol Policies for District Events and Private Rentals of CDD Facilities**

The board discussed alcohol policy for CDD and private events on CDD property. Board guidance is needed to expand areas beyond the meeting room and adjacent veranda. Suggested to remove requirement for patron renting facilities to name CDD as an additional insured for events at which alcohol will be served. Strengthen waiver and indemnification language to ensure patron understands his/her responsibility for actions of guests and that the CDD is not responsible for guests at private events who may be over-served. Policy change to be drafted for consideration at 9/20 CDD meeting.

**TWELFTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS              Staff Reports**

**A. Attorney**

Mr. Walters had no report.

**B. Manager**

Mr. Oliver stated in the agenda package is the proposed meeting dates for FY18. The meetings continue to be on the 3<sup>rd</sup> Wednesday of each month at 6:00 p.m.

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the FY18 meeting schedule was approved.

**C. Amenities and Recreation Manager**

Ms. Tincher's report is located in the agenda package as part of the Operations Manager's report behind Section XIII-D. There is great turnout for soccer. All the closets are straightened out and completed. The cleaning closet is now inside.

**D. Operations Manager**

**1. Report**

Mr. Cowling's Report is located in the agenda package behind Section XIII-D. Duval Landscape has a new manager, and Mr. Cowling has been working with him. Things are getting caught up.

Mr. Hayes referenced the pine straw and stated we were way under on the scope. He asked that the scope be accurately reflected by the end of the year so when Duval goes into their next calendar year contract, it can be adjusted to cover for the proper amount of pine straw.

Mr. Murray asked about the center island at St. Johns Golf. A landscape upgrade is needed. Mr. Cowling will develop a plan for the landscape improvement in that area.

Mr. Sharpe asked about the status of the street light installation. FPL has inspected them, and they could possibly be installed in September, but Mr. Cowling believes it will more likely be October. He will keep the board posted.

Mr. Armstrong asked about the manhole covers. Mr. Cowling has called twice to check on it, and JEA says it is in progress and should be done soon.

Tree trimming was discussed, and the board directed Mr. Cowling to have Bold City Tree Service continue with trimming/lifting trees to allow for school bus clearance.

Mr. Cowling discussed other areas of his report, but nothing new was added.

## **2. Lake Doctors Renewal**

The ponds have been in good condition this summer. Mr. Cowling asked that the board approve the Lake Doctors FY18 renewal proposal. There is no price change.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the Lake Doctors renewal proposal for FY18 was approved.
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## **E. Engineer's Report**

Mr. Acree discussed the roads throughout the community. They are near the end of their lifecycle. A quote has been received from Duval Asphalt to do a full mill and resurface throughout the community. The majority of the roadways will be good until the end of 2019. Some areas are worse than others. A preliminary estimate of what it will cost to mill and resurface the area from Leo McGuire up to the first cul-de-sac at Stonebridge is approximately \$40,000. The quote did not account for any curb replacement due to trees in the right-of-way that have caused damage. Areas will need to be identified that require extra work beyond milling and resurfacing.

Mr. Armstrong suggested doing this project over a 2-year period of time and constructing a timeline and cost for the complete process.

Mr. Oliver stated this type and scope of construction project would go out for RFP.

**FOURTEENTH ORDER OF BUSINESS      Supervisors' Request**

There were no supervisor requests.

**FIFTEENTH ORDER OF BUSINESS      Audience Comments**

An audience member asked what is the age to be able to drive a golf cart.

Mr. Armstrong stated the County says 16, and the State says 14.

The audience member continued. The same kids are breaking the rules by stealing golf balls, jumping bunkers, and skiing in the lake (on video). Why isn't this destruction of property and have those people taken out of the mix?

Mr. Armstrong responded people have been charged for the damage they have done, however, the parents are still allowing things to happen. We are looking at taking away the cards, but infractions have to be on the CDD property. The roads are public. This will be a continued discussion at the next meeting.

Another audience member asked about addressing the trees that are hanging over Stonehenge. There is a tree blocking the street sign. Our side looks a little more neglected.

Mr. Cowling stated most of those are behind the sidewalk and are not under the CDD easement but are the homeowner's responsibility.

Another audience member who has lived in the community for 13 years complimented the various events and all the Friday night activities that are available.

Stingrays Swim Team President Cort Neal requested time on 9/20 agenda for board consideration of request to allow non-residents to participate on swim team.

**SIXTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures**

Mr. Oliver reviewed the unaudited financials through July 31, 2017 that are located in the agenda package.

**A. Special Assessment Receipts**

Mr. Oliver stated you are 100.33% collected.

**B. Check Run Summary**

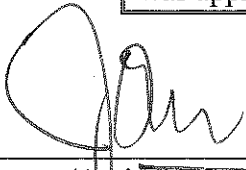
On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor the Check Run Summary was approved.

**SEVENTEENTH ORDER OF BUSINESS    Next Scheduled Meeting**

The next scheduled meeting is a continuation of this meeting and will be held on Wednesday, September 6, 2017 at 6:00 p.m. at this location. The next regularly scheduled meeting is September 20, 2017.

**EIGHTEENTH ORDER OF BUSINESS    Continuation**

On MOTION by Mr. Armstrong seconded by Mr. Murray with all in favor to continue the meeting to September 6, 2017 at 6:00 p.m. was approved.



Secretary/Assistant Secretary



Chairman/Vice Chairman