

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, December 20, 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
Alex Acree	District Engineer
Wes Haber	District Counsel
Louis Cowling	Riverside Management
Rich Whetsel	Riverside Management
Brian Stephens	Riverside Management
Leah Tincher	Amenities Manager
Chief Jesse Harrigan	Central Security Agency
Kim Kalke	Neighborhood Watch
Jeff Gibbons	HOA President

The following is a summary of the actions taken at the December 20, 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

Mr. Jeff Gibbons, acting president of the HOA, requested an update on the license plate reader (LPR) cameras.

Mr. Hayes stated that this item would be discussed under the Memorandum of Understanding.

Residents voiced concern about non-resident use of District facilities and their participation on sports teams.

THIRD ORDER OF BUSINESS

Affidavit of Publication

Mr. Oliver noted that this meeting was noticed in the St. Augustine Record, along with the publication for the rulemaking and rate hearings for the District suspension policies.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the November 29, 2017 Meeting

Mr. Hudson and Mr. Sharpe provided corrections, which would be incorporated.

On MOTION by Mr. Murray, seconded by Mr. Hudson, with all in favor, the Minutes of the November 29, 2017 Meeting, were approved, as amended.

FIFTH ORDER OF BUSINESS

Ratification of Construction Contract

On MOTION by Mr. Sharpe, seconded by Mr. Murray, with all in favor, approval of the Splash Park Construction Contract with Crown Pools, in substantial form and authorization for execution, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Pool Resurfacing Contract

Mr. Cowling reported that Rick Arsenault, of Arsenault Pools, agreed to provide a one-year warranty on labor and five-year material warranty from the manufacturer, but if Tempool was used for the prep work, a one-year labor warranty and 15-year surface warranty would be provided. Arsenault had not committed to using Tempool for the prep work.

Mr. Hayes preferred a 15-year warranty, noting that Crown Pools offered a 15-year warranty. He requested entering into negotiations with Crown Pools and bringing the re-structured offer for the pool resurfacing project to the next meeting.

On MOTION by Mr. Hayes, seconded by Mr. Hudson, with all in favor, directing the Chairman and District Staff to negotiate with Crown Pools for the pool resurfacing, with a 15-year warranty for labor and materials, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Central Security Agenda Proposal for Security Services

This item was tabled until Chief Jesse Harrigan arrived.

EIGHTH ORDER OF BUSINESS

Consideration of Memorandum of Understanding

Mr. Haber presented a draft Memorandum of Understanding, between the CDD and St. Johns County Sheriff's Office (SJSO), for installation of the LPR camera at the 210/Leo Maguire intersection. Revisions were made to the Memorandum, which would be forwarded to the Sheriff's Office for approval.

On MOTION by Mr. Hudson, seconded by Mr. Murray, with all in favor, the draft Memorandum of Understanding between the CDD and the St. Johns County Sheriff's Office, for the installation of the license plate reader camera at the 210/Leo Maguire intersection, and forwarding to the St. Johns County Sheriff's Office for review and approval, was approved.

Mr. Hudson questioned the timeline for the LPRs. Mr. Haber stated that it depends on when the Sheriff's Office approves the Memorandum of Understanding. The timing for the camera installation was unknown. Mr. Hayes would contact the vendor for updates.

NINTH ORDER OF BUSINESS

Discussion of Rate Schedule for Non-Resident Participation on Sports Teams and Other Organized Activities at District Recreational Facilities, Pools, Courts and Fields (Rate Hearing in February)

Mr. Haber stated that, this issue was brought up at the last meeting, after the Board authorized the swim team to allow non-residents to participate without limiting the number of

non-residents. The Board wanted to discuss a fee for the non-resident. The District currently has only an annual user fee for non-residents to use all of the District facilities.

A representative of the Stingrays swim team stated that their plan was to fill the optimum level of 160 swimmers with residents, but other Districts charged a flat fee per month per non-resident swimmer, with access limited to the pool only, during team sponsored events. Discussion ensued regarding potential rates for sports teams. Mr. Hudson proposed \$500, to control the number of non-residents. Mr. Hayes suggested charging a rate for outside tennis players, researching the number of seasons for tennis and the amount paid to the CDD for tennis and swimming, for further discussion at the next meeting. Mr. Oliver proposed finalizing the rates at the January meeting and noticing the public hearing for March.

- **Consideration of Central Security Agenda Proposal for Security Services**

Chief Jesse Harrigan of the Central Security Agency (CSA), joined the meeting.

Mr. Oliver provided the following comments from Mr. Armstrong: Although I cannot attend the December 20, 2017 CDD Board meeting, I want to express my support of the District contracting with Central Security Agency for on-site security patrol services. Based on my review of the company and the presentation made by CSA's representative at the November 29, 2017 CDD Board meeting, I am confident they have the personnel, training and experience to make a difference in our community.

Mr. Hudson asked Chief Harrigan about the services that CSA provided, making arrests, relationship with the SJSO, dealing with unruly teenagers in the middle of the night and whether there was sufficient manpower to provide coverage from 3:00 p.m. to 11:00 p.m. and 11:00 p.m. to 7:00 a.m.

Chief Harrigan stated that Florida Law allowed CSA to detain someone for committing a felony in their presence. He has good relations with the Sheriff's Office, because he was a former Deputy Sheriff. Walmart hired CSA to work on Christmas Eve, based on SJSO's recommendation and assisted the St. Augustine Police Department with their manpower. CSA was fully staffed and were hiring additional staff and patrol cars. Chief Harrigan felt that CSA's presence would deter teenagers.

Ms. Kim Kalke, of the Neighborhood Watch, stated that a commander at the SJSO, highly endorsed CSA and highly recommended Chief Harrigan. Mr. Hudson asked how Chief Harrigan would handle unruly teens on golf carts at night. Chief Harrigan could not pull

someone over, due to the District having public roads, but they were not prevented from consensual encounters. Their presence in the community was the key to success. Mr. Hayes noted that security vehicles were equipped with motion sensor cameras to record activity and an empty vehicle could be placed in each neighborhood.

Mr. Hudson wanted to educate residents on the expectations of the security services in the newsletter or on a website. Ms. Kalke emails updates to Management on the Neighborhood Watch and posts relevant information on NextDoor and Facebook. Mr. Hayes had no problem with Chief Harrigan sharing reports with Ms. Kalke. CSA offered to attend Neighborhood Watch meetings and meet with residents. To address communication problems, all officers carried walkie-talkies.

A resident who had 20 years' experience in law enforcement, addressed Mr. Hudson's comments. Giddens employees did not carry guns and reported incidents, rather than handling them and LPRs provided a false sense of security. Mr. Hudson stated that LPRs would identify stolen vehicles. Chief Harrigan stated that CSA was all about being active and visible.

Mr. Hudson questioned CSA's fees. Chief Harrigan explained that CSA charged a flat fee and there was no charge for mileage. If a guard was present beyond 11:00 p.m., CSA will charge an additional hour and after two hours, charge overtime or an off-duty rate, not surpassing \$35 an hour. Mr. Hayes planned to cut back on the SJSO hours, because they were limited on officers willing to take the early morning shift.

Mr. Hudson MOVED to provide Giddens with a 30-day termination notice and enter into a contract with Central Security Agenda, effective January, 2018, and Mr. Murray seconded the motion.

Mr. Hayes recommended cutting Giddens hours from 56 to 40 and having CSA onsite on Friday and Saturday nights, as soon as the contract was signed, until Giddens contract expired.

On VOICE VOTE with all in favor, providing Giddens with a 30-day termination notice and entering into a contract with Central Security Agenda, effective prior to January 1, 2018, was approved.

Mr. Haber was directed to draft the termination letter and new agreement.

TENTH ORDER OF BUSINESS

Public Hearing to Adopt Rule for Suspension and Termination of Use Privileges

Mr. Hayes requested a presentation from Ms. Kalke and Mr. Armstrong at the January meeting on the registration of golf carts and violation procedures.

Mr. Haber stated that the suspension and termination policies were not specifically for golf carts and could be used for other policy violations. Since this was a public hearing, Mr. Haber requested a motion to open the public hearing, so members of the public could have an opportunity to comment on the rules, before the Board formally adopted the rules by resolution.

Mr. Haber presented the rules, which address the suspension and termination of privileges and violations. If someone violates a policy, the Board and staff have the ability to suspend privileges until the next Board meeting, or 30 days, whichever is longer, and depending on the severity of the violation, could choose to terminate rights. These policies were standard with CDDs throughout the state.

Mr. Haber stated that a patron's amenities may be suspended or terminated due to:

1. Submitting false information on any application for use of the amenities.
2. Permitting the unauthorized use of an amenity pass.
3. Exhibiting unsatisfactory behavior, deportment or appearance.
4. Failing to pay fees owed to the District in a proper and timely manner.
5. Failing to abide by any policies or rules established for the use of the amenities.
6. Treating the District's Supervisors, Staff, Facility Management, contractors, other representatives or other Patrons, in an unreasonable or abusive manner.
7. Damaging or destroying District property.
8. Engaging in conduct that is improper or likely to endanger the welfare, safety, harmony or reputation of the District, or its Supervisors, staff, facility management, contractors, other representatives or other patrons.

On MOTION by Mr. Hayes, seconded by Mr. Murray, with all in favor, opening the Public Hearing, was approved.

Ms. Kalke asked how the rule on exhibiting unsatisfactory behavior, deportment or appearance was enforced. Mr. Haber explained that the District Manager or District Facility

Manager would have the ability to make a determination using their professional judgement. Ms. Kalke stated that residents had the right to call 911 for unsafe instances, such as shooting a BB gun.

On MOTION by Mr. Hayes, seconded by Mr. Hudson, with all in favor, closing the Public Hearing, was approved.

On MOTION by Mr. Hayes, seconded by Mr. Hudson, with all in favor, the adoption of Resolution 2018-03, Adopting Suspension and Termination of Amenity Use Privileges Policies, was approved.

• **Resident Communication**

Mr. Hayes recalled that, at the last meeting, Mr. Hudson requested discussion, at this meeting, on the effectiveness of *Living Magazine*. Ms. Tincher provided the publisher, Florida Times Union, with a 60-day notice of termination. In the interim, Mr. Hudson would develop other communication methods that were reliable and timely, such as utilizing the website.

On MOTION by Mr. Hudson, seconded by Mr. Murphey, with all in favor, ratifying the actions to terminate the Florida Times Union agreement for publication of *Living Magazine*, was approved.

ELEVENTH ORDER OF BUSINESS Consideration/Ratification of Series 2016 Requisitions

Mr. Oliver presented Requisition #53, payable to Basham & Lucas Design Group, in the amount of \$2,400 and Requisition #54, payable to Matthews Design Group, in the amount of \$303.75.

On MOTION by Mr. Hudson, seconded by Mr. Murray, with all in favor, the ratification of Requisitions 53 and 54, were approved.

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Manager

There being none, the next item followed.

C. Amenities and Recreation Manager

Ms. Tincher presented the Amenities and Recreation Manager Report and provided a quote for a new rowing machine for \$1,834.99.

Mr. Murray MOVED to accept the quote to purchase a new rowing machine for \$1,834.99, and Mr. Hayes seconded the motion.

A resident suggested another rowing machine brand and pricing option for consideration. Mr. Murray suggested considering the proposal from Concept 2, which was \$900. Mr. Murray withdrew his motion.

On MOTION by Mr. Hayes, seconded by Mr. Murray, with all in favor, delegating the authority to Mr. Murray to consider additional proposals to purchase a rowing machine, in a not-to-exceed amount of \$1,835, was approved.

Ms. Tincher stated that the vendor suggested that the District start rotating the treadmills and ellipticals for newer ones, due to excessive wear and tear. At the next meeting, she will provide a report on the fitness equipment. The luminaries for the Relay for Life did not sell well. There were 38 runners for the Jingle Run last Saturday. Movie night went well. A Board Member asked that old yard signs from CDD areas be removed.

D. Operations Manager - Report

Mr. Cowling presented the Operations Manager Report and reported the following:

1. Landscape Enhancements were installed at the entry. Duval was asked to complete all detail work prior to the holidays. Ligustrum hedges were not completely trimmed.
2. The golf course did a good job on the field. The Board noted that it was healthier than prior years. Mr. Cowling stated that this was due to aeration, overseeding

and weed treatment. There were still edges on the parking lot side, which could be remediated with flowers.

3. The ponds were in good condition. LakeDoctors treats the ponds twice a month. Last month, there was an algae treatment.
4. Step down transformers were installed at all entries and in the parking lot.
5. The light pole at the front median was ordered.
6. Mr. Cowling will follow-up with St. Johns County regarding the curb.
7. The FPL light pole installation will be completed by January 8.
8. The fence by the utility shed was scheduled for January.

The new Operations Manager, Brian Stephens was introduced to the Board. He has 24 years of experience in commercial landscaping and golf course management. The Board thanked Mr. Cowling for going above and beyond for the District and wished him well.

FOURTEENTH ORDER OF BUSINESS Supervisors' Request

Mr. Hudson remarked on how the potential addition of the tennis courts was handled at the last meeting. He was surprised that the discussion was on the November agenda, because at the October meeting, the Chairman instructed staff to include this item on the December agenda. Mr. Hudson hoped that there would not be a vote at the November meeting, which did not happen. The issue was very emotional from a lot of sides. The swimming renovations, especially the Splash Pad, were vetted over several years. Architect renderings were drawn and official bids were made public. The vote that was taken offered little if any time for discussion. The actual discussion was between residents and the Chair. Mr. Hudson felt that the issue was not thoroughly vetted and suggested that it be revisited next year.

Mr. Sharpe understood that the Series 2016 construction account had \$530,000 from the prior bond refinancing, which transferred to the new bond. Mr. Oliver explained that assessments were collected each year in advance for debt service payments made on May 1 and November 1 of each year. When the new bonds were issued, the funds in the 2006 revenue account were transferred to the Series 2016 bonds, which became part of the \$1.2 million construction fund balance. After November 1, 2017, another \$84,900 flowed into construction fund from the collection of assessments. Mr. Murray noted that the balance, at the end of

November, was \$1,024,000. Mr. Oliver stated that it did not include the \$611,000 for the Splash Park or the camera system.

FIFTEENTH ORDER OF BUSINESS Audience Comments

A Resident asked if there were any plans for St. Johns Golf to repair the road. Mr. Hayes indicated that there were preliminary numbers and Staff was working with the golf club on the parking lot, which should be completed by the end of 2018.

SIXTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver presented unaudited financials through November 30, 2017. This was the second month of the new fiscal year and there were no unusual variances. The variance under holiday decorations was because additional decorations were needed; however, there was a positive variance for total expenditures of \$26,000.

B. Special Assessment Receipts

Mr. Oliver stated that as of November 1, 30% of assessments were collected.

C. Check Run Summary

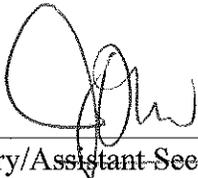
On MOTION by Mr. Hudson, seconded by Mr. Hayes, with all in favor, the Check Run Summary, was approved.

SEVENTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 01/17/18 @ 6:00 p.m.

Mr. Oliver noted the next scheduled meeting.

EIGHTEENTH ORDER OF BUSINESS Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman