

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, January 17, 2018 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
Alex Acree	District Engineer
Rich Whetsel	Riverside Management
Brian Stephens	Riverside Management
Leah Tincher	Amenities Manager
Kim Kalke	Neighborhood Watch
Mark Smilek	SOFITCO

The following is a summary of the actions taken at the January 17, 2018 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 December 20,
2017 Meeting**

Mr. Hudson provided corrections, which would be incorporated.

On MOTION by Mr. Hudson, seconded by Mr. Sharpe, with all in favor, the Minutes of the December 20, 2017 Meeting, were approved, as amended.

• **Discussion of Rotation/Replacement Plan for Fitness Equipment**

Mr. Hayes introduced Mr. Mark Smilek, of SOFITCO, the dealer for the fitness equipment. Mr. Smilek provided options on fitness equipment.

Mr. Hayes stated that Mr. Smilek was supposed to evaluate the current equipment and provide the life history and whether there was value. The Board was not ready to purchase new equipment, as the current equipment was in good shape. Mr. Smilek indicated that the current equipment was at the end of its life. At the request of the Board, he would have the service team email the treadmill hours to the Board. Ms. Tincher noted that two treadmills were in dire need of replacement and suggested purchasing a treadmill and a stepper.

FOURTH ORDER OF BUSINESS

Ratification of Proposal from Perret and Associates, Inc. for Professional Land Surveying Services

Mr. Acree noted that the surveying was for Pond 25A on Fox Tail Court, which had an outfall issue, causing flooding to neighboring homes. The surveying should be completed by next week.

On MOTION by Mr. Hudson, seconded by Mr. Murray, with all in favor, ratification of the Perret and Associates, Inc. Proposal for Professional Land Surveying Services, was approved.

FIFTH ORDER OF BUSINESS

Ratification of Construction Contract

Mr. Oliver stated that the construction contract was approved in substantial form at the December meeting, and was revised as needed. The onsite work commenced and the timeline requires completion by May 24, as the school year is ending.

On MOTION by Mr. Hudson, seconded by Mr. Hayes, with all in favor, the Splash Park Construction Contract with Crown Pools and Basham & Lucas Design Group, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Pool Resurfacing Contract

Mr. Stephens discussed the proposal from Crown Pools for a complete resurfacing, re-tiling, marciting and new drains for \$145,679. Temple would perform the Pebble Tech resurfacing and provide a 15-year warranty. In addition, holes would be drilled at the bottom of the Kiddie Pool to form it into a pad, which was the least costly method of eliminating the existing Kiddie Pool. Mr. Stephens stated that Crown agreed to install the heaters at no cost. The Board was still deciding between an aerator and a heat pump. The heat pump was to assist with aeration, not to actually heat the pool. The Board appointed Mr. Sharpe to select the tile color and other color options.

On MOTION by Mr. Hayes, seconded by Mr. Hudson, with all in favor, the Crown Pools pool resurfacing contract, authorization for District Counsel to draft an agreement and review and execution by the Chair, was approved.

Mr. Hayes requested that Crown Pools present options for aerators and heaters at the next meeting.

SEVENTH ORDER OF BUSINESS

Ratification of Agreement with Central Security Agency Proposal for Security Services

Mr. Oliver stated that the proposal with Central Security Agency for security services was approved at the last meeting. The contract is before the Board for ratification. They started the first weekend in January.

Mr. Hayes stated that Gidden's contract ends on January 28. The Sheriff will be in the community several days from Midnight to 5:00 a.m. Mr. Murray wanted the expectations of what Central Security was going to do to match services the residents were expecting. Mr. Hayes noted that if a resident calls the CSA when they were off duty, there would be a recording directing residents to call the Sheriff.

On MOTION by Mr. Hudson, seconded by Mr. Hayes, with all in favor, ratification of the Central Security Agency Proposal for Security Services, was approved.

EIGHTH ORDER OF BUSINESS

Discussion of District Communication Plan and Platforms

Mr. Hudson stated that *Living Magazine* would be terminated in April and recommended the following:

1. Utilizing the St. Johns Golf & Country Club (SJGCC) website, StJohnsGCC.org and upgrading the SJGCC App.
2. Placing three signs at the entrances or an e-blast to remind residents of the email address. The existing sign was not discernable.
3. Charging a stipend to individuals who advertised in *Living Magazine*, to advertise on the website, predominately realtors.

Mr. Hudson preferred a primary method of distributing information, such as the website, which would have Supervisors' email addresses, minutes, agendas, HOA covenants and architectural review information. At the next meeting, Mr. Hudson would present a budget for the website and Mr. Haber would confirm if there were restrictions on the CDD to have paid advertisements on the website.

Ms. Tincher suggested having a banner with the website address and noted that for the App to be functional, the District must purchase a license from Apple, which costs \$100 per year.

After further discussion, there was Board consensus to make the website the primary mode of communications and everything else to be secondary.

NINTH ORDER OF BUSINESS

Discussion of Rotation/Replacement Plan for Fitness Equipment

This item was discussed.

TENTH ORDER OF BUSINESS

Discussion of Rate Schedule for Non-Resident Participation on Sports Teams Using District Facilities, Resolution 2018-04

Mr. Haber presented Resolution 2018-04, setting the rates and the public hearing for a non-resident rate for the District's athletic teams. At the last meeting, the Board allowed the Stingray swim team to have non-resident participation and the Board was considering whether or not to charge a fee. Mr. Hudson asked about the current rate of \$3,509. Mr. Oliver stated that

the rate was set by a prior Board. Mr. Haber advised against setting a rate that would be a disincentive for people to join. Mr. Hudson heard that residents were not in favor of having the ability for someone to pay to use District facilities.

Mr. Sharpe stated that it was a privilege and if the swim team abused it, next year the Board would not allow outside residents. If the District was charging for outside residents to participate on the swim team, they should be allowed to participate on the tennis team. Mr. Sharpe stated that many outside residents used the tennis courts. Discussion ensued.

Mr. Haber recommended setting the maximum amount, if the Board wanted a rate for someone to participate on the swim and tennis teams, set the public hearing and consider the final rate at the public hearing. Due to advertising requirements, Mr. Oliver noted that the public hearing could not be held until March 31. Mr. Haber stated that if the Board did not want to charge the rates, the public hearing was not necessary, but setting rates necessitated the public hearing.

Mr. Haber explained the difference between the swim and tennis teams, which was that the swim team was a 501(c)(3), not for profit corporate entity, that entered into an agreement with the District to use the CDD's pool, versus the tennis team, which was more of a resident controlled program, with no formal agreement.

Mr. Sharpe proposed charging \$75 per month, for a non-resident to participate on the swim team in May and June, and \$75 per month for a non-resident to participate in tennis, whether it was six months or 12 months, September through April. Mr. Murray agreed with charging \$75 per month and suggested entering into an agreement with the swim team for one year and tabling discussion of the tennis team. Mr. Hudson clarified that \$75 would be for one year.

Mr. Oliver suggested having the swim team provide data after the initial resident registration deadline passes, to confirm if the optimum level of 160 swimmers with residents only was reached. If not, the Board could consider allowing the swim team to enter into an agreement to pay the District a lump sum fee based on a per head basis. *There was Board consensus.*

ELEVENTH ORDER OF BUSINESS

Consideration/Ratification of Series 2016 Requisitions

Mr. Oliver presented Requisition #55, payable to JSC Systems, in the amount of \$4,966, for the access control system CCTV, Requisition #56 and #57, payable to Hopping Green & Sams, in the amounts of \$1,245.35 and \$585, respectively, and Requisition #58, payable to Matthews Design Group, in the amount of \$130.

On MOTION by Mr. Hudson, seconded by Mr. Murray, with all in favor, the ratification of Requisitions 56 through 58, were approved.

TWELFTH ORDER OF BUSINESS

Other Business

Mr. Hayes requested that changing the lifeguard vendor, be placed on the next agenda, in preparation for Spring Break. Mr. Haber would prepare the bids for services. The scope would include:

- Opening the pool on Mondays.
- Extending the hours as needed, on Friday and Saturdays.

Ms. Tincher noted that the unused hours from rain days would be used on Friday nights past September. Lifeguard coverage was increased to half days on Mondays and on July 4, a fourth guard would be available. Mr. Hayes suggested that the proposal include the amount paid to the lifeguards. Ms. Tincher clarified that the rate charged for the guards was different than what the actual charge. Mr. Hayes requested the base pay for the lifeguards. Ms. Tincher will work with Mr. Haber on the RFP for lifeguards, within the scope of the District and Mr. Haber will request proposals at the February meeting from several firms providing those services locally.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber provided comments to the Sheriff's Office, immediately following last month's meeting on the License Plate Reader Agreement with the Sheriff's Office. General Counsel was still reviewing it.

B. Manager

Mr. Oliver stated that 2018 is an election year and three seats would be filled by General Election. The qualifying period with the Supervisor of Elections Office is June 18 to June 22

and the General Election will be held on the first Tuesday in November. If interested, please visit the Supervisors of Elections website for more information: votesjc.com

C. Amenities and Recreation Manager

Ms. Tincher presented the Amenities and Recreation Manager Report. The refund process was resolved. Flag football was ending and soccer starts next week. As soon as the weather warms, the beverage cart will be available on Friday nights. A draft newsletter will be presented at the next meeting.

D. Operations Manager - Report

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

1. Duval Landscape capped off the irrigation under the new Splash Pad. Once completed, the irrigation pipe would go around the Splash Pad.
2. The Eagle Point entrance irrigation blowout was reported and should be repaired by the end of next week, if not sooner.

Mr. Sharpe wanted to ensure that the irrigation line under the soccer field was not capped off. Mr. Stephens stated that both ends going into the pool were capped. There was no water from the fence to the pavers.

Mr. Stephens presented proposals from Charles Aquatics and Lake Doctors for replacing the fountain pump and motor. Mr. Hayes stated that the District did not pay sales tax. Mr. Stephens requested that the Board approve \$562. Mr. Sharpe preferred the Lake Doctors proposal, as they will be onsite next month. Mr. Stephens would ask Lake Doctors to match the Charles Aquatics proposal.

On MOTION by Mr. Sharpe, seconded by Mr. Murray, with all in favor, the Lake Doctors proposal for replacement of the fountain pump and motor, and authorization for Staff to negotiate the amount, was approved.

Mr. Hudson asked when a curb at the entrance, damaged by a truck that lost its load, would be repaired. Mr. Stephens will check with the County to determine when the repair work is scheduled to occur. Mr. Hudson asked if the District can repair it and bill the responsible party. Mr. Haber stated that this was not District property.

Mr. Hayes asked about the purpose of the staging area. Mr. Stephens stated that was where the construction equipment for the new Splash Pad was staged, in order to minimize damage outside of the pool fence.

FOURTEENTH ORDER OF BUSINESS Supervisors' Request

Mr. Murray proposed changing the minimum age of users in the gym from 16 years old to 14 years old, so that high school athletes in the community, under the age of 16, could use the gym. There was no liability to set the age at 16. Shearwater allows 14 and 15-year-olds to use the gym, subject to receiving an orientation, at their expense, and their parents signing a waiver. Mr. Sharpe was in favor of reducing the age requirement to 12 years old with parental supervision. There were cameras in the gym to record any distractions or havoc.

After further discussion, there was Board consensus to discuss this item at the February meeting and include a form of release in the agenda package.

FIFTEENTH ORDER OF BUSINESS Audience Comments

Mr. Steve Nelson, a resident of 732 Eagle Point Drive, introduced himself and noted that Eagle Point had grass over 3 inches in common areas. Mr. Sharpe requested that Mr. Nelson submit a request through the website, so it could be tracked and handled.

Mr. Nelson commented that the trees look great, but some sidewalks were buckling from roots. He noted that there were 14 to 15 year olds in the gym that didn't know how to use the equipment. His grandson who was 14 years old and throws 70 mph, works out in the gym. Mr. Nelson suggested removing vines from trees, as the vines would kill the trees.

Ms. Kim Kalke, of the Neighborhood Watch, spoke to the Sheriff about the license plate readers. There were issues that were being investigated. They were streamlining the methods of communication, so an incident did not cause a ripple effect with misinformation. She drove around the community with the new security company. They are training new employees, so multiple people could be rotated into the community. So far, Ms. Kalke likes the new security company.

SIXTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver presented unaudited financials through December 31, 2017. This was the first quarter of the new fiscal year and there were no unusual variances. The Capital Reserve Fund balance was \$505,000 and there was \$1.23 million in the Construction Fund 2016 bonds; however, \$611,000 was reserved for the new Splash Park, which left \$412,000.

B. Special Assessment Receipts

Mr. Oliver stated that as of December 31, 42.63% of assessments were collected. The first distribution in January from the Tax Collector is expected soon, which should increase the percentage of assessments collected to 80%. This District anticipates being 100% collected, as it is every year.

C. Check Run Summary

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

SEVENTEENTH ORDER OF BUSINESS

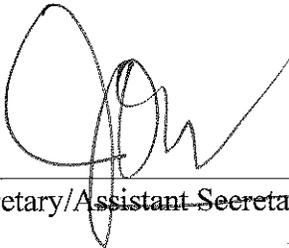
Next Scheduled Meeting – 02/21/18 @ 6:00 p.m.

Mr. Oliver noted the next scheduled meeting.

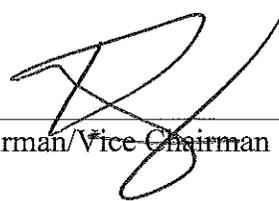
EIGHTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman