

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, February 21, 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
Brian Stephens	Operations Manager
Leah Tincher	Amenities Manager
Ernesto Torres	Governmental Management Services
Alexis Moeller	Riverside Management Services
Rich Whetsel	Riverside Management Services
Chief Jesse Harrigan	Central Security Agency
Mark Seymour	Lake Doctors
Brad Correia	Crown Pools
Bob Johnson	Evergreen Lifestyles Management
Residents	

The following is a summary of the actions taken at the February 21, 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

A Resident asked why the Board discussed allowing younger kids in the gym. Mr. Murray stated that high school athletes in the community, under the age of 16, wanted to use the gym for training. It was noted that schools had facilities for sports participants and coaches were responsible for training and supervision. Residents expressed concern about the District's liability and overcrowding in the gym. Discussion ensued. The item will be discussed later in the meeting and added to the March agenda.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 17, 2018 Meeting

Mr. Hudson provided corrections, which would be incorporated into the minutes.

On MOTION by Mr. Hudson, seconded by Mr. Murray, with all in favor, the Minutes of the January 17, 2018 Meeting, were approved, as amended.

• **Security**

Chief Jesse Harrigan of the Central Security Agency (CSA) provided the following report:

- In January, CSA was on duty weekends only, until the prior security company was no longer onsite and started full-time, the week of February 5.
- Responded to 23 suspicious activity, 4 traffic related incidents and roadway obstructions, 54 citizen interactions, 14 crime tips and complaints, 2 noise complaints, 6 miscellaneous actions, 6 citizen assists, 2 lost pet calls and 9 phone calls for service. There were no negative interactions. Kids were respectful.

A resident suggested a “*No Solicitation*” sign at the front entrance. Mr. Haber stated that the CDD had no ability to enforce soliciting on public roads, but could place signs on CDD property as deterrents. Mr. Hayes requested a playground closed at dusk sign after Chief Harrigan reported that kids were in the playground area, at night. Mr. Haber suggested amending the policies.

On MOTION by Mr. Hayes, seconded by Mr. Sharpe, with all in favor, amending the District policies to include closing the playground at dusk, unless there was a CDD authorized activity, was approved.

FOURTH ORDER OF BUSINESS

Discussion of Fountain Repair vs Replacement

Mr. Mark Seymour, of Lake Doctors, reported that the pump and motor were bad, floats had holes, several internal pieces were cracked from a prior repair and a cable was spliced. The cost for repair was \$10,205, versus \$25,000 for a new fountain, which included a four-year parts and labor warranty. The original fountain was installed by the developer as it was deemed necessary to screen the noise from nearby I-95. Discussion ensued.

On MOTION by Mr. Hudson, seconded by Mr. Hayes, with all in favor, the Lake Doctors proposal for replacement of the Drury Court fountain with a 7.5 horsepower fountain with LED lighting, in a not-to-exceed amount of \$25,000, was approved.

FIFTH ORDER OF BUSINESS

Update Regarding Splash Park Construction

This item was discussed later in the meeting.

SIXTH ORDER OF BUSINESS

Ratification of Pool Resurfacing Contract

Mr. Haber presented the Pool Resurfacing contract with Crown Pools, which included the 15-year warranty that the Board requested and securing pavers over existing Kiddie Pool, at no additional charge, a water cooling device and removal of equipment. The contract was finalized and signed.

On MOTION by Mr. Hudson, seconded by Mr. Murray, with all in favor, the Pool Resurfacing Contract with Crown Pools, was ratified.

- **Update Regarding Splash Park Construction**

Mr. Brad Correia, of Crown Pools, reported that the work was proceeding as scheduled and Crown Pools was in the process of finalizing the engineering for the Splash Pad. After installation of the Splash Pad, the site work around the perimeter would commence and pavers would be installed. Vortex was finalizing the plans. The pool will be drained on February 26. Mr. Hayes confirmed that the goal was to complete all work by March 24, as weather permits. Mr. Haber stated that Crown Pool would be charged \$500 per day past the contractual deadline of May 1. Mr. Correia explained that the deadline was extended, due to material selections. Discussion ensued.

Mr. Haber presented a Change Order to the Splash Pad contract for a UV filtration system. Mr. Correia stated that the filtration system was required by the Florida Department of Health.

On MOTION by Mr. Hudson, seconded by Mr. Hayes, with all in favor, Change Order #1, for a UV filtration system for the Splash Pad, in the amount of \$22,800, was approved.

Mr. Oliver presented Pay Application #1. Mr. Correia stated that there was site clearing and a 50% advanced payment to Vortex Aquatic Structures for the water features. *There was Board consensus for the approval of Pay Application #1.* A requisition for payment will be prepared and processed.

SEVENTH ORDER OF BUSINESS

Consideration/Ratification of Series 2016 Requisitions

Mr. Oliver presented Requisition #59 from Matthews Design Group, in the amount of \$1,013.75 for site plan improvements. Mr. Acree stated that there were modifications to the pool plans and an on-site shop drawing review.

On MOTION by Mr. Hayes, seconded by Mr. Sharpe, with all in favor, ratification of Requisition #59 from Matthews Design Group for site plan improvements, in the amount of \$1,013.75, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Lifeguard Services

Mr. Haber stated that Riverside and Evergreen submitted proposals in response to the RFP for lifeguards. Both companies met all qualifications. Discussion ensued.

Mr. Robert Johnson of Evergreen, indicated that Evergreen provided recreation management services for over 23 communities in North Florida. *A lengthy question and answer session ensued between Mr. Johnson and the Board.*

Mr. Hayes voiced concern with using a temp service for lifeguard staffing and hiring local kids and questioned whether there was policy. Ms. Tincher noted that when a temp service was used in the past, lifeguards were not familiar with the property. Mr. Johnson offered to provide an onsite Supervisor familiar with the property and provide a layout of the property to the temp service.

Mr. Sharpe proposed hiring Evergreen, which was \$8,000 less than Riverside. Mr. Murray preferred Riverside Management, which did not use a temp service and planned to have six dedicated lifeguards for the facility. Discussion ensued regarding the lifeguard hours. Riverside confirmed it only charges for actual hours staffed and does not bill for inclement weather periods in which lifeguards did not work.

Mr. Sharpe MOVED to approve engaging Evergreen for lifeguard services. The motion died for lack of a second.

On MOTION by Mr. Murray, seconded by Mr. Hudson, with Mr. Hayes, Mr. Murray and Mr. Hudson in favor and Mr. Sharpe dissenting, engaging Riverside Management for lifeguard services, was approved. (Motion Passed 3-1)

Mr. Sharpe commented to the residents that Riverside cost \$8,000 more than Evergreen and felt that the District had an open checkbook.

NINTH ORDER OF BUSINESS

Discussion of District Communication Plan and Platforms

Mr. Hudson apologized for not having estimates for utilizing the St. Johns Golf & Country Club (SJGCC) website, which was recommended at the last meeting.

Ms. Tincher proposed a St. Johns Amenity Guide with pertinent information for new residents. Ms. Moeller presented a draft newsletter, which could be online the first day of each

month. Mr. Haber requested that the newsletter say “The Sampson Creek Community Development District”.

Discussion ensued regarding the content and cost for the website versus keeping *Living Magazine*. Mr. Hayes felt that *Living Magazine* could be better with homeowner input. Ms. Moeller suggested using money generated from the advertising in the online newsletter to cover printing costs. Mr. Haber advised that charging for advertising would require the Board adopting a fee for the advertising. Ms. Moeller suggested using Constant Contact to add a link to the website, allowing people to sign up for text notifications about events and pool closures.

Mr. Hudson noted that the website was a work in progress and would provide a budget and alternatives at the next meeting. Ms. Moeller will coordinate with Mr. Hudson on paid advertising and contact the website administrator to provide clear expectations of the Board regarding postings on the website

TENTH ORDER OF BUSINESS

Other Business

Mr. Haber presented the following policy revision: *“Children of patrons who are 14 or 15 years of age shall be permitted in the Fitness Center, only after; 1) Complete a fitness orientation presentation, as provided by the District to learn how to properly use the equipment and 2) Provide a Liability Release executed by the child and their parent or legal guardian. Children of patrons who are 12 or 13 Years of age, shall be permitted in the Fitness Center, only when accompanied by an adult patron. Children between the ages of 12 and 15 are not permitted to bring any guests to the Fitness Center. Children under 12 are not permitted in the Fitness Center. Patrons may have up to two guests per family at one time at the Fitness Center, except as provided above in Section 3”*

Mr. Murray requested that *“Children of patrons who are 12 or 13 Years of age, shall be permitted in the Fitness Center, only when accompanied by an adult patron”*, be removed. Mr. Hudson voiced concern about 14 and 15 year olds using golf carts. Mr. Murray suggested revoking the privileges of the entire family for the actions of their children. *After further discussion, there was Board consensus to provide the revised policy to residents and place on the agenda for the March meeting.*

Mr. Oliver received a notice of resignation from Mr. Armstrong effective immediately. He explained that for previous vacancies, the Board invited qualified residents to submit resumes

or letters of interest from qualified residents, which the Board would consider at the next meeting.

On MOTION by Mr. Hayes, seconded by Mr. Murray, with all in favor, accepting Paul Armstrong's resignation, effective immediately, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Manager

There being none, the next item followed.

• **Engineer**

Mr. Acree received the survey around Pond 25-A on Foxtail Court that had outfall issues.

C. Amenities and Recreation Manager

Mr. Hayes will contact Ms. Tincher about the vendor night on February 24.

D. Operations Manager - Report

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

1. The trees in the area of the license tag capture cameras, were removed to prevent field-of-vision issues. The electrical work was scheduled for this week.
2. The fence by the golf course was installed three to four weeks ago.

TWELFTH ORDER OF BUSINESS

Supervisors' Request

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

Ms. Kim Kalke, Neighborhood Watch Member, proposed the following:

1. Sending out reminders to residents about golf cart registrations, 30 days in advance.
2. A Registration Form with the date of registration, name of applicant, owner of the golf cart, address of the owner, authorized users and driver's license number. The cost to register would be \$20.

3. The security team perform a safety inspection of golf carts from 3:00 p.m. to 5:00 p.m., to ensure that the golf cart has lights, windshield and blinkers. Identifying features of the golf cart would be noted. It was suggested that security take a picture of the golf cart.
4. Not allowing motorized scooters and dirt bikes on roads.

Mr. Haber stated that a golf cart must be registered if the golf cart was parked on CDD facilities. Mr. Hayes asked Ms. Kalke to email the template of the registration form to the Board and District Counsel. Mr. Haber requested a disclosure on the form that it was a public record. A resident noted that golf carts were speeding. Discussion ensued. Ms. Tincher asked about putting numbers on golf carts. Ms. Kalke stated that Sheriff's Office stated that a number could be affixed to the back and side of the golf cart.

Mr. Mike Yuro, an audience member, asked about the comment made about exhausting funds from the bond refinancing. Mr. Oliver clarified his comment, emphasizing the construction fund has not been exhausted, but as the Board obligates remaining funds to ongoing and future projects, eventually the fund will be exhausted.

An HOA Board Member asked why Mr. Hayes would not speak to him regarding a street parking issue. After a lengthy discussion ensued, Mr. Hayes offered to work with the HOA Board Member to resolve this matter. Mr. Jeff Gibbons, an HOA Board Member, acknowledged that Mr. Hayes misunderstood him.

Mr. Hudson asked if it was the role of the Chairman to handle everything, as he understood that some responsibilities were delegated. Mr. Hayes stated that he was assigned security and did not like parking in the streets. Mr. Haber stated that each Board Member was designated areas of responsibility, but such designations did not provide any additional authority.

FOURTEENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver presented the unaudited financials through January 31, 2018. The Capital Reserve Fund balance was \$503,000 and \$1.24 million was in the Construction Fund 2016 bonds; however, factoring in obligations for the new Splash Park and LPR cameras, the amount of available funds is estimated to be \$350,000.

Mr. Murray requested a timeline for the roads. Mr. Oliver was participating in a conference call on Friday with the Chairman, the District Engineer and Mr. Stephens to discuss the phase planning for the road resurfacing. A status report would be provided to the Board at the March meeting. Mr. Murray wanted flooding issues to be addressed.

B. Special Assessment Receipts

Mr. Oliver stated that as of January 31, 91% of assessments have been collected.

C. Check Run Summary

Mr. Murray noticed the Sheriff's Department patrolling later at night and suggested announcing the shift change to residents. Ms. Kalke did not want to announce when there were off-duty Sheriff hours, but would announce the hours of the security company.

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

FIFTEENTH ORDER OF BUSINESS

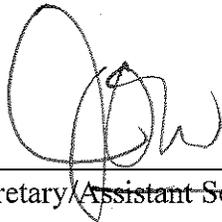
Next Scheduled Meeting – 03/21/18 @ 6:00 p.m.

Mr. Hayes noted the next scheduled meeting.

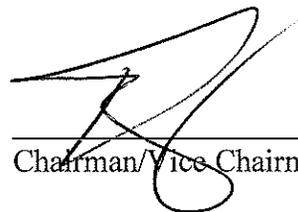
SIXTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman