

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, March 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      |
| Shawn Murray | Vice Chairman |
| Steve Sharpe | Supervisor    |
| Tom Hudson   | Supervisor    |
| Kim Kalke    | Supervisor    |

Also present were:

|                      |                               |
|----------------------|-------------------------------|
| Jim Oliver           | District Manager              |
| Wes Haber            | District Counsel              |
| Alex Acree           | District Engineer             |
| Ernesto Torres       | GMS, LLC                      |
| Brian Stephens       | Operations Manager            |
| Alexis Moeller       | Riverside Management Services |
| Leah Tincher         | Amenities Manager             |
| Chief Jesse Harrigan | Central Security Agency       |
| Brad Correia         | Crown Pools                   |
| Residents            |                               |

*The following is a summary of the actions taken at the March 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**

Ms. Susan Weaver, a Resident, was happy about Ms. Kalke's interest to serve on the board. A Resident heard that Mr. Hayes had chosen Ms. Kalke to serve as replacement Supervisor. Mr. Hayes clarified that while he favored Ms. Kalke, he could not speak for other

supervisors on the Board. Mr. Sharpe believed that this would deter people from submitting resumes.

Mr. Jeff Gibbons, acting president of the HOA, requested an update on the license plate reader (LPR) cameras and requested that work in progress items be noted on the website. Mr. Hayes stated that Verizon had issues with the cameras and it should be operable by the end of the month.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Appointment of New Supervisor to Fill the Unexpired Term of Office (11/2020)**

Mr. Hayes nominated Kimberly Kalke to the unexpired term of Paul Armstrong. Mr. Hudson requested that each candidate address the Board.

Three candidates addressed the Board: Patrick O’Neill, Kimberly Kalke I and Michael Yuro.

Mr. Sharpe preferred that Mr. Yuro serve on the Board based on his experience.

On MOTION by Mr. Hayes, seconded by Mr. Murray, with Mr. Hayes, Mr. Murray and Mr. Hudson in favor and Mr. Sharpe dissenting, appointing Kimberly Kalke to fill the unexpired term of Paul Armstrong, was approved. (Motion Passed 3-1)

**B. Oath of Office to Newly Appointed Supervisor**

*Mr. Oliver, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Kalke.*

Mr. Oliver provided paperwork to Ms. Kalke. The Sunshine and Public Records Laws were addressed by Mr. Oliver and Mr. Haber.

**C. Election of Officers, Resolution 2018-05**

Mr. Hudson nominated Mr. Murray as Vice Chairman. Mr. Hayes seconded the nomination.

On MOTION by Mr. Hudson, seconded by Mr. Hayes, with all in favor, the election of Mr. Murray as Vice Chairman, was approved.

Mr. Haber requested a motion to adopt Resolution 2018-05, Electing Mr. Murray as Vice Chairman and Ms. Kalke as Assistant Secretary.

Mr. Hudson MOVED to adopt Resolution 2018-05, Electing Mr. Murray as Vice Chair and Ms. Kalke as Assistant Secretary, and Ms. Kalke seconded the motion.

Mr. Hudson suggested that Mr. Sharpe be designated Assistant Secretary, along with Mr. Hudson. Both supervisors currently hold those officer positions.

On VOICE VOTE, with all in favor, the adoption of Resolution 2018-05, Electing Mr. Murray as Vice Chairman and Ms. Kalke as Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the February 21, 2018 Meeting**

Mr. Hudson requested clarification on whether children 12 or 13 were permitted in the Fitness Center. Mr. Oliver explained that in the draft document, a proposed policy change stated 12 and 13 year olds were to permitted to be in the Fitness Center, if accompanied by an adult, but the Board decided to remove that provision at the last meeting.

On MOTION by Mr. Hayes, seconded by Mr. Hudson, with all in favor, the Minutes of the February 21, 2018 Meeting, were approved, as presented.

**FIFTH ORDER OF BUSINESS**

**Amenity Center Renovation Updates**

**A. Splash Park Construction**

Mr. Brad Correia, of Crown Pools, reported that the Vortex plans were submitted for site specific engineering and permitting to the County for review. When the approval was granted, work would commence. The Department of Health (DOH) was involved with the resurfacing. The Splash Pad completion was on schedule and there was no need for an extension. The pad, associated plumbing and equipment were received from Vortex. Upon approval, the shade structures and pavers would be installed.

**B. Pool Resurfacing Project**

Mr. Correia reported that the renovation was at a standstill, due to the following issues:

1. Under the Virginia Graeme Baker Pool and Spa Safety Act (VGBA), which DOH required for commercial pools, there were issues with the size of the pipe from the top of the pipe to the frame of the main drain.

Mr. Correia proposed, to be in compliance with the code, cutting sections of pipe and resizing in order to move the drains. Wet Engineering could provide VGBA certification for \$1,000.

2. Minor cracks in the corner of the pool.

Mr. Correia proposed applying an additional layer of the bonding agent, since the cracks were only at the surface level.

3. Having a painted beam, instead of the pool having a coated beam, limiting the material to be used for the renovation. A surface bullnose tile must be used, unless a new paver coping was affixed to the beam.

Mr. Correia proposed raising the entire lower deck level by 2.5 inches.

4. Non-skid tile for the back splash.

Mr. Correia voiced concern because the back splash would hold dirt. Using a smooth tile would resolve the problem; however, the Building and Health Departments may have an issue with the size. Mr. Hayes asked if there would be any permitting delays in raising the lower deck. Mr. Correia confirmed that no additional permitting was involved, but the Civil Engineer should approve the elevations.

Mr. Hudson did not want the pool in its current state and asked if it would cost \$109,490 for repairs. Mr. Correia indicated that there were multiple options. Having potential deck jet installs for the pool and heater options were discussed. Without the pavers, there was a savings of \$10,000. Mr. Murray estimated that replacing the lower deck was \$70,000. Mr. Correia suggested postponing the chillers and deck jets for a later date. Mr. Hudson asked if bond funds could be used. Mr. Oliver noted \$500,000 in the Capital Reserve Fund and \$350,000 in unobligated funds for capital projects from the Series 2016 bonds, which could be used to pay for the pool decking and paving. Mr. Correia noted a three to four-week lead time on pavers. Ms. Kalke was in favor of the VGBA repairs, as it was a safety issue. Mr. Correia recommended that the Board choose the tile color while the pavers were being installed.

Mr. Sharpe asked why tile and beam issues were not addressed before Crown Pools submitted its bid. Mr. Correia noted that the tile issues had arisen during the site work. Mr. Sharpe questioned the timeframe to raise the pavers and install Corsica Blue tiles. Mr. Correia indicated that six weeks were necessary to order and install the pavers, another week to plaster the pool and fill the pool with water, which would be the end of May. Discussion ensued.

On MOTION by Mr. Hudson, seconded by Ms. Kalke, with all in favor, completing the pavers on the lower deck of the pool for \$70,210, to be paid out of the 2016 bond issue, was approved.

Mr. Hudson proposed completing the VGBA repairs and installing the deck jets, which totaled \$16,000, and pay out of the Capital Reserve. Mr. Sharpe noted faded marcite, from being exposed to the sun. Mr. Correia stated that an expansion joint repair caused delamination and the tiles would be pressure washed with a 10,000 PSI pressure washer. There would be warranty on the finish. Mr. Correia would issue a credit for funds allocated for polymeric sand and acrylic that were not necessary. Maintenance of the deck jets were discussed. Installation of the cooling system and deck jets was tabled. The pool resurfacing was slated to be completed by May 24, at the same time as the Splash Pad.

- **Security**

Chief Jesse Harrigan of the Central Security Agency (CSA) responded to 14 suspicious circumstances, 4 traffic related incidents, 40 citizen interactions, 19 noise complaints, 7 miscellaneous actions, 5 people fishing in the ponds when they weren't supposed to, 14 phone calls for service, 4 citizen assists and 1 drug case. Mr. Hayes noted positive comments on social media.

**SIXTH ORDER OF BUSINESS**

**Consideration/Ratification of Series 2016 Requisitions**

On MOTION by Mr. Hudson, seconded by Mr. Hayes, with all in favor, ratification of Requisition #60 from Basham & Lucas Design Group for site plan improvements, in the amount of \$328.08, and Requisition #61 from Crown Pools, in the amount of \$267,608.75, were approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2017 Draft Audit Report**

Mr. Oliver presented the Fiscal Year 2017 draft Audit Report, which was prepared by Berger, Toombs, Elam, Gaines and Frank. It was a clean audit and will be provide to Florida’s Auditor General in advance of the June 30 deadline.

On MOTION by Ms. Kalke, seconded by Mr. Hayes, with all in favor, the Fiscal Year 2017 draft audit, was accepted.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Policy to Allow 14-15-Year-Old Residents to Use Fitness Facility without Adult Supervision (*after meeting training requirements*)**

Mr. Haber presented the revised Recreation Center Policies. The Board must discuss the hours of operation of the basketball courts and playground. Under Page 5, provision 3 of Fitness Center Rules, Mr. Haber suggested deleting, “*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*”, and changing, “*Children under 12 are not permitted in the Fitness Center*” to “*Children under 14 are not permitted in the Fitness Center*”. Mr. Hayes wanted the basketball and playground to be open from 8:00 a.m. to 8:00 p.m. After further discussion, there was Board consensus to have the operating hours for the basketball and playground from 8:00 a.m. to Sunset. Mr. Hayes proposed changing “*Children under 12 are not permitted in the Fitness Center*” to “*Children under 14 are not permitted in the Fitness Center*”. Mr. Sharpe disagreed, as 12 year olds on the treadmill sets a good example to get them in the habit of working out, and proposed keeping the pool and pool deck open from 12:00 p.m. to 7:00 a.m.

Mr. Hayes MOVED to approve the Recreation Center Policies, setting the hours of operation of the basketball courts and playground, and including that children under 14 were not permitted in the Fitness Center, and Ms. Kalke seconded the motion.

Mr. Hudson did not see how 12 to 13 year olds could be restricted from using certain equipment and wondered how many families this affected. Mr. Murray agreed. Mr. Hudson

asked about complaints. Ms. Tincher stated that no 12 and 13 year olds were using the weights. Mr. Sharpe proposed allowing children under 12 in the Fitness Center with parent supervision.

The prior motion was withdrawn.

On MOTION by Mr. Murray, seconded by Ms. Kalke, with all in favor, the Recreation Center Policies, setting the hours of operation of the basketball courts and playground. and including that children of patrons who are 12 or 13 Years of age, were permitted in the Fitness Center, only when accompanied by a parental or legal guardian patron, was approved.

Mr. Hayes asked if there was a policy for children under 14 being in the gym by themselves. Mr. Haber noted the current policy and there was Board consensus to keep the current language and for Ms. Tincher to document any issues. Mr. Hudson suggested posting the names of the children that completed the orientation and were permitted in the Fitness Center. Mr. Hayes preferred placing a sticker on the card. Mr. Haber agreed.

**NINTH ORDER OF BUSINESS**

**Discussion of Golf Carts**

Mr. Haber presented a Golf Cart Policy that was prepared by Ms. Kalke. A decal system would be used to identify the golf carts and their users, so the District could take action. The District could not suspend someone from the facilities for violating the rules of the road. Mr. Haber would work with Ms. Kalke on refining the policy. Mr. Hayes noted that Security would perform an inspection of all golf carts. Mr. Hudson voiced concern about unregistered people utilizing golf carts. Mr. Haber suggested allowing golf carts on any CDD owned amenity, unless otherwise permitted the Board for a special event.

Mr. Sharpe addressed the following:

- Requested a CDD amenity property map, to identify CDD areas.
- Requested deleting the provision regarding criminal law violations for providing false information on the application form. Mr. Haber agreed, as the intent of the policy was to stop kids from driving golf carts.
- Some provisions stated that a valid Florida Driver's License was required and other provisions said that Florida Driver's License or Lerner's permit was

required. Ms. Kalke would tighten up the language to make it consistent with the County Ordinance.

- Proposed that the CDD pay for the decal.

On MOTION by Mr. Sharpe, seconded by Mr. Hayes, with all in favor, the Golf Cart Policy, as stated above, in substantial form, and authorization for Ms. Kalke to work with Mr. Haber to finalize, was approved.

**TENTH ORDER OF BUSINESS**

**Discussion of Swim Team**

**A. Fee Payable to District for Allowing Non-Residents to Fill Roster (if needed) for 2018 Season**

A representative of the Stingrays Swim Team asked the CDD to allow a maximum of 20 swimmers for any given season, including non-residents, to be competitive with other swim teams. Currently, 115 swimmers were registered out of 140 swimmers. Mr. Haber recommended that the Swim Team agree to pay a set amount to the CDD for non-residents. A new exhibit would be attached to the existing agreement. Mr. Sharpe would abstain from voting as he was elected to the Swim Team Board, and felt that charging over \$100 per swimmer would deter non-residents from joining. After further discussion, there was Board consensus to charge \$50 per swimmer or \$100 cap per family.

On MOTION by Mr. Murray, seconded by Ms. Kalke, with Mr. Hayes, Mr. Murray, Ms. Kalke and Mr. Hudson in favor and Mr. Sharpe abstaining, the agreement with the Stingrays Swim Team for use of the District facilities, subject to revisions as documented in the Swim Team’s memo, was approved for a period of five years. (Motion Passed 4-0, with one abstention)

**B. Request to Update the Record Board Sponsor Sign**

Mr. Hayes asked whether the sponsor would change the colors to match the team’s colors of red and black. Mr. Stephens would inquire.

Mr. Haber clarified that the Swim Team Agreement was for a five-year term

**ELEVENTH ORDER OF BUSINESS****Discussion of District Communication Plan and Platforms**

Ms. Moeller and Mr. Hudson met with the current web designer to update the website. The web designer suggested making it mobile user friendly, for an additional \$100 per month. Ms. Moeller noted that the web designer would respond between 24 and 48 hours. Mr. Hudson asked if staff could serve as administrator. Ms. Moeller replied no, because the programs did not sync. Ms. Moeller provided prices for an App or texting widget. EZ Texting® would merge with the current email blast system and utilize Constant Contact. The price per text was 4 cents and monthly and yearly prices were offered. Ms. Moeller recommended the option of \$470 per year or \$49 per month, for 12,000 texts with one keyword. The App would cost \$134 per month. Discussion ensued.

On MOTION by Mr. Hayes, seconded by Ms. Kalke, with all in favor, authorization for Mr. Hudson to work with staff on having a mobile website with texting functions, was approved.

- **Expansion of Summer Camp** (*Added*)

Ms. Tincher requested the use of the Aerobics Room for Summer Camp. There would be two camps; a 5 to 8-year-old camp and 9 to 12-year-old camp. Last year, 10 to 15 kids were on the waiting list, each week, so this summer, up to 50 kids could attend, to accommodate the kids on the waiting list. The Aerobics Room would be used after all aerobic classes were held at 10:15 a.m., until 3:00 p.m. The cost was \$150 per week for nine weeks. Registration was on Saturday, April 21 at 10:00 a.m. Only one family could register. Drawing names for line placement to register was discussed. Ms. Tincher stated that the Activity Room would be used for inclement weather and not every day. Discussion ensued.

On MOTION by Mr. Sharpe, seconded by Ms. Kalke, with all in favor, the request for use of the Aerobics Room for Summer Camp, was approved.

Mr. Hayes stated that the method of the signups was not a Board decision. Mr. Oliver wanted separate groups, adequate ratios between the counselors and campers, buses with seat belts and every counselor from last year to be invited back and receive schedules. The focus

should be on how the camp was operated, how counselors were treated, and that counselors-in-training receive community service credits. Mr. Torres would be involved with the camp. Based on insurance and the advice of the Insurance Advisor, there can be no out of state field trips.

**TWELFTH ORDER OF BUSINESS**

**Preliminary Discussion of Future Resurfacing of CDD-Owned Roads**

Mr. Oliver outlined discussions about the future road resurfacing and conversations with staff, the District Engineer and Jason Webb of Duval Asphalt to look at different scenarios, including the cost, funding source and phasing. This item will be tabled until Mr. Webb was present.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Acree provided an update on the sinkhole at 1876 Cross Pointe Way. It was storm related. He will have Mr. Webb investigate.

**C. Manager**

There being none, the next item followed.

**D. Amenities and Recreation Manager**

There being none, the next item followed.

**E. Operations Manager - Report**

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

1. All light and irrigation timers were adjusted for Daylight Savings Time.
2. The photocell for some of the roadway lighting was replaced and was operational.
3. A new fountain was ordered. Installation was anticipated for April.
4. The water pressure in the field was restored.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors' Request**

Mr. Hudson requested that the “*No Soliciting*” sign at the entrance be re-mounted. Mr. Murray requested that the office be closed on Monday if there was a big event on Sunday. Ms. Kalke asked about the light that was out at the beginning of the neighborhood. Mr. Stephens stated that the light was ordered, but the delivery time was unknown. An electrician was on stand-by.

**SIXTEENTH ORDER OF BUSINESS**

**Audience Comments**

A Resident stated that a key card entry system was recently installed at the tennis courts, but the gates were left open. It should have a spring closure. The gate closest to the Club scrapes on the ground when pushed open.

A Resident noted that in the commons in Eagle Pointe, between 880 and 884, there were downed branches. Many parking lot lines were invisible and some were hard to see. Mr. Hayes stated that the goal was to resurface the parking lot by the end of the year and asked Mr. Stephens to get an update from the golf course.

Mr. Gibbons stated that the parking suggestions were presented to the HOA Board and were under review.

**SEVENTEENTH ORDER OF BUSINESS**

**Financial Reports**

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

Mr. Oliver presented the unaudited financials through February 28, 2018. There was a positive variance for total expenditures of \$36,000.

**B. Special Assessment Receipts**

Mr. Oliver stated that as of February 28, 2018, 96% 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. |
|---------------------------------------------------------------------------------------------------------|

**EIGHTEENTH ORDER OF BUSINESS**

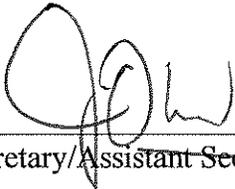
**Next Scheduled Meeting – 04/18/18 @ 6:00 p.m.**

Mr. Hayes noted the next scheduled meeting.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman