

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, May 16, 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
Ernesto Torres	GMS, LLC
Brian Stephens	Operations Manager
Alexis Moeller	Riverside Management
Leah Tincher	Amenities Manager
Lt. Derek Holmes	Central Security Agency
Residents	

The following is a summary of the actions taken at the May 16, 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. and all Supervisors identified themselves. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Security Update by Central Security

Lt. Derek Holmes of the Central Security Agency (CSA) reported that, from April 18 through May 15, 2018, the guards responded to 11 calls for suspicious circumstances, 7 traffic related incidents, including car accidents, 25 citizen interactions, 4 crime tips, 2 noise complaints, 13 miscellaneous actions, 12 phone calls for service, and 11 citizen assists.

Mr. Hudson noted that more than five residents appreciated the new security system, patrols and attitudes. He complimented Lt. Holmes and his staff for making the neighborhood aware and conscious of security.

The following incidents occurred, since the last meeting:

- **Fight at the food truck.** A security guard noticed two individuals at the food truck, one had a bloody eye. Kids were fighting near the graveyard. The Sheriff's Office and EMS were notified.

Ms. Tincher stated that the incident started at school and was happy that CSA was able to handle the situation.

- **Post on social media.** A child was told to meet at the cemetery. CSA was proactive by waiting in the woods to see who showed up.
- **Ms. Kalke placed an article in the newsletter and speaking on Action News.** She addressed the cameras and their use as a proactive tool. Half of the neighborhood liked that Ms. Kalke reported on crime statistics within the community and in the County. Lt. Holmes agreed that the cameras were a deterrent.
- **Vandalized cars.** The vandalism occurred at 2:30 a.m. Within two minutes, three separate units from the St. Johns Sheriff's Office (SJSO) responded. The assailants left the community, in a stolen vehicle, resulting in a high-speed chase. Once the assailants entered the next County, the chase ended and the vehicle was recovered two days later. CSA and SJSO's presence, stopped further vandalism.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the April 18, 2018 Meeting

Mr. Hudson noted that the minutes were accurate.

On MOTION by Mr. Hudson, seconded by Mr. Murray, with all in favor, the Minutes of the April 18, 2018 Meeting, as presented, were approved.

FIFTH ORDER OF BUSINESS

Ratification of Agreement for Tennis Court Resurfacing

Mr. Oliver recalled that, at the last meeting, the Board authorized the Operations Manager to work with Ms. Kalke to review tennis court resurfacing proposals, and coordinate the timing of the construction that would have the least impact on users. The Board selected the proposal from Sports Surfaces. The contract was prepared by District Counsel, with a completion date of June 21, and a provision that it would not impact users. Mr. Stephens spoke with the contractor today, and due to inclement weather, the work would not be completed until the week of June 21st.

On MOTION by Mr. Hudson, seconded by Mr. Murray, with all in favor, ratification of the Sport Surfaces Agreement for tennis court resurfacing, in the amount of \$61,800 and a completion date of June 21, 2018, was approved.

SIXTH ORDER OF BUSINESS

Amenity Center Renovation Updates

A. Splash Park Construction

Board approved no changes to original landscape design plans previously approved by the Board. No decision needs to be made, unless there were changes and the contractor would proceed as designed. Mr. Hayes stated that the landscaping around the equipment was a good choice. The contractor and the District Engineer recommended reducing the width of the retaining wall adjacent to the Splash Pad, from 60 feet to 35 feet, which would cost \$3,465. Once approved, the installation would proceed as scheduled. Mr. Murray noted that all options were discussed and the best option was to reduce the retaining wall.

On MOTION by Mr. Murray, seconded by Mr. Hudson, with all in favor, reducing the width of the retaining wall from 60 feet to 35 feet, at a cost of \$3,465, was approved.

Mr. Torres requested that the Board consider the finished surface of the concrete pad, so there were no further delays. The plans show a rough concrete surface with no color or staining. Mr. Murray stated that mixing a stain with concrete would cause a lack of uniformity and if it was painted, it must be re-painted each year, due to wear and tear. Mr. Torres stated that the staining cost \$6,850 and colored concrete was \$7,000. Mr. Sharpe recalled that the Board decided to have brushed concrete without color. Ms. Kalke was not in favor of painting. After further discussion, there was Board consensus to have a brushed concrete surface without color.

B. Pool Resurfacing Project

Mr. Torres reported that everything was on schedule. Mr. Sharpe stated that, at the continued meeting, the Board authorized him to negotiate the cost of the conduit; however, Colorado Time Systems wanted to charge \$8,000 for the wiring. The total cost to place the timing cables under the ground was \$13,000, which Mr. Sharpe felt was excessive. Mr. Murray agreed.

Mr. Torres provided two proposals from Crown Pools, one to remove dirt and another to spread the dirt. The decision was not time sensitive. The golf course can use some of the dirt, but not all of it. Mr. Hudson understood that the dirt was going to be used to restore the damaged areas. Mr. Hayes noted that he requested the dirt to fill in the low spots that filled with water when it rained, and providing the remaining dirt to the golf course. Mr. Sharpe asked if there was a miscalculation on how much dirt would be used. Mr. Oliver would verify. Mr. Hudson stated that if the dirt remained, there should be a rebate. Mr. Murray asked if the contractor was required to remove the dirt. Mr. Haber believed so, but there would be no additional expense. Mr. Stephens recommended that the landscapers spread the dirt. Mr. Hayes would speak to the contractor about the additional cost to haul the dirt, as they should have hauled it out in the first place. After further discussion, this matter was tabled.

Mr. Shape reported that the pavers were scheduled for installation on Monday and would take two days to complete.

Mr. Stephens contacted three vendors for the Splash Park fencing and two provided proposals. He preferred the proposal from Best Fence, for 900 linear feet of fencing, in the amount of \$30,648. The vendor recommended by the pool contractor, proposed \$38,555.73. Mr. Oliver asked if this was for additional fencing, as fencing was included in the original scope. Mr. Hayes recalled that fencing was not included, and voiced concern about the Splash Pad not

having a fence around it. Mr. Oliver proposed approving the proposal in substantial form, holding the final decision until confirmation that the fencing was not included in the proposal. Mr. Stephens noted that a 6-foot fence would go around the perimeter of the pool, a 48-inch split fence between the Splash Pad and the large pool and white vinyl fencing around the pool equipment. Ms. Kalke recalled that the Board preferred to have landscaping, versus white vinyl fencing and was not in favor of spikes. Mr. Stephens stated that the proposal from All Out Fence, for commercial grade fencing with six 3.5 foot gates, was \$35,000 and \$30,000 from Best Fence, minus the vinyl fence. Mr. Murray recalled the Board deciding in the December/January timeframe to reduce the scope for the fence, in order to have cost savings.

On MOTION by Ms. Kalke, seconded by Mr. Murray, with all in favor, acceptance of the proposal from Best Fence for the Splash Park and pool area fencing, in an amount not-to-exceed \$30,000, was approved.

Mr. Oliver presented an updated Capital Projects List, which totaled \$711,000, as of April 30, with \$366,000 remaining contracts; \$132,000 were committed for the sports court improvements and Splash Park paver upgrades. The available balance was \$213,000, minus the \$30,000 that was just approved for the fencing.

Mr. Hayes stated that Basham and Lucas prepared a small plan for the basketball court landscaping and there was discussion about creating a seating area with the used pavers; however, the cost for the labor was \$30,000. Mr. Hudson suggested that residents from the community install the pavers. After further discussion, there was Board consensus for Mr. Stephens to obtain additional proposals.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-07
Approving the Proposed Budget for
Fiscal Year 2019 and Setting a Public
Hearing**

Mr. Haber presented Resolution 2018-07, approving the Proposed Budget, which must be approved by June 15, according to the Florida Statutes, and setting a public hearing 60 days later, on August 15, 2018. The budget had no changes from the prior year budget. Mr. Hudson reviewed the budget, under his responsibility of budgeting and financing.

On MOTION by Mr. Hudson, seconded by Ms. Kalke, with all in favor, Resolution 2018-07 Approving the Proposed Budget for Fiscal Year 2019 and Setting the Public Hearing for August 15, 2018 at 6:00 p.m., at this location was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal from Duval Asphalt for Exploratory Dig Regarding Sinking Area

Mr. Oliver indicated that, at the request of a homeowner regarding drainage and erosion issues, Mr. Acree presented a proposal from Duval Asphalt for \$4,000, to perform exploratory digging in sinking areas. Mr. Oliver suggested having a process for expending funds for the exploratory digging, and having a cost share arrangement with the resident. Mr. Haber suggested that the Board consider the ramifications, if the drainage and erosion issues were the responsibility of the District and the District did nothing and the issue worsened. According to Mr. Acree, there was no immediate danger to the bulkhead and was not a District issue. Mr. Sharpe requested two additional proposals. After further discussion, Staff would return with a policy and agreement to outline the inspection process, cost responsibilities and indemnification.

NINTH ORDER OF BUSINESS

Consideration/Ratification of Series 2016 Requisitions

On MOTION by Mr. Hudson, seconded by Ms. Kalke, with all in favor, ratification of Requisitions #62 through #67, was approved.

TENTH ORDER OF BUSINESS

Other Business

Mr. Hayes met with the HOA, Security, Code Enforcement and First Coast to discuss parking issues, and presented a document that the HOA wanted the CDD to enter into, allowing CSA to issue courtesy and parking violation notices. Mr. Haber clarified that the CDD was considering whether to allow their independent contractor, the security company to cooperate with the HOA to issue the notices. Mr. Hudson opposed restricting two-way traffic, not having short-term parking for meetings and parties and that the HOA needed assistance in enforcing as parking at stop signs, contractors illegally parking and dumpsters in the middle of the street, but did not want dues to increase.

Mr. Sharpe noted that the Board should have discussed this item and appointed a liaison, before Mr. Hayes decided to attend a meeting on behalf of the Board, and was concerned that the CDD would have to pay CSA to enforce parking, when they should be protecting the community. In addition, the HOA should enter their own agreement for CSA to enforce parking, not include the CDD and table this item until the June meeting, since it was not included on the agenda. Ms. Kalke suggested surveying the residents. After further discussion, there was Board consensus to table this item and place on the June agenda for discussion.

Ms. Kalke removed language from the Golf Cart Policy about golf carts on St. Johns Golf & Country Club (SJGCC) property, per the Board's direction at the last meeting, and emailed a copy to Mr. Oliver today. Ms. Kalke wanted Ms. Tincher to keep the tennis ladies informed on the tennis court resurfacing.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

i. Report on the Number of Registered Voters – (1,807)

Mr. Oliver reported that the number of registered voters, according to the Supervisor of Elections was 1,807, as of April 17, 2018.

ii. General Election

Mr. Oliver announced that Seat 1 held by Mr. Murray, Seat 5 held by Mr. Sharpe and Seat 3 held by Mr. Hudson were up for General Election. The qualifying period with the Supervisor of Elections Office was June 18 to June 22 and the General Election would be held on November 6, 2018

D. Amenities & Recreation Manager

Ms. Tincher obtained three pressure washing bids to pressure spray the upper deck, building, pavers in front of the building, slide tower and slide. One proposal was rejected because it was \$15,000. J 3's pressure washed last year and their proposal was similar to the

prior year, except for the slide tower and slide. Ms. Tincher will find out if J 3's used a chemical with hot water.

On MOTION by Ms. Kalke, seconded by Mr. Hayes, with Mr. Sharpe, Mr. Hayes and Ms. Kalke in favor and Mr. Hudson and Mr. Murray dissenting, J 3's Pressure Washing proposal for pressure spraying of the upper deck, building, pavers in front of the building, slide tower and slide g, in a not-to-exceed \$1,700, was approved. (Motion Passed 3-2)

Mr. Hudson thanked Ms. Tincher for handling the Saturday event. Ms. Tincher reported that the vendor fair and Spring Fling were held together. She offered a free booth to each vendor for the next vendor fair, due to low turnout.

E. Operations Manager - Report

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

- There are several potholes at the entrances of St. Johns Golf Drive, Eagle Point Drive and Stonehedge Trail Lane.
- The Amenity Center signpost on Leo Maguire Parkway and St. Johns Golf Drive was repainted
- Multiple broken tree limbs along St. Johns Golf Drive were removed.
- The stop sign post at Highland View Drive was repainted.
- A new photocell for the entry lights on St. Johns Golf Drive and Leo Maguire Parkway was installed.
- The tennis court resurfacing was scheduled for the week of May 21.
- The fountain on Drury Court was now working.

Ms. Kalke questioned the status of the tree trimming at the stop sign off of St. Johns Golf Drive and Leo Maguire Parkway. There should be a 6-foot clearance. Mr. Stephens stated that the landscaper was currently working along that sidewalk.

Mr. Hayes stated that the trough on St. Johns Golf Drive was getting worse and the parking lot was crumbling. His understanding was that the golf course was tying the parking lot with their renovation. Mr. Stephens noted that it was tentatively scheduled for the end of summer in 2019; however, the parking lot and clubhouse may not be tied in together, but the parking lot would be completed in conjunction with the renovation. Mr. Hayes heard that the

parking lot would be resealed. Mr. Stephens stated that the General Manager (GM) did not know if it would be resealed or resurfaced. Mr. Hayes suggested getting the new GM familiarized with the project over the course of the summer, because the parking lot would be re-done, with or without the renovation, by the end of 2018. Mr. Murray stated that the new GM would attend the next meeting.

Mr. Murray asked about the sidewalks. Mr. Stephens stated that the original bid from Chip Walker was \$6.50 per square foot, based on a minimum of 500 square feet. A panel was approximately 28 square feet. Duval Asphalt proposed \$7.70 per square foot and Walker Footings proposed \$10 per square foot. Mr. Hudson asked if root cutting was included. Mr. Stephens stated that the sidewalk would go over the roots, because cutting roots would kill the tree. Mr. Hudson wanted one main vendor for the sidewalks, instead of obtaining bids. Mr. Hayes would ask the Arborist to recommend a vendor to cut back the roots.

TWELFTH ORDER OF BUSINESS

Supervisors' Request

Mr. Sharpe asked for an update on the light installation. Mr. Stephens had not heard back from Florida Power & Light (FPL). Mr. Hayes noted that there were new lights.

Mr. Sharpe requested an update from the Sheriff's Office. Ms. Kalke stated that the Sheriff could not break down the stats into the number of tickets or incidents, because the stats were by quadrant. The District must file an open records request, which was \$10 per page. Mr. Sharpe wanted to ensure that the District was getting their value for the Sheriff, especially if there was a new security company. Mr. Hayes wondered, since there were license plate readers, if the Sheriffs were necessary. Ms. Kalke spoke to a guard who wrote 12 tickets in the past four hours for an expired tag, speeding and stop sign violations. Mr. Hudson asked if the Sheriff on Leo Maguire was writing tickets for the County or for the District. Mr. Hayes would find out. After further discussion, there was Board consensus to have the St. Johns County Sheriff's Office (SJCSO) representative attend the June meeting.

Mr. Sharpe stated that the Swim Team sent out a survey to previous swimmers to see if there was interest to have an internal swim league for St. Johns County residents only. Approximately 80 kids were interested. If the Board agreed, there would be a seven to eight-week season from the middle of June through the end of July, with an occasional Friday night event with the parents. After further discussion, there was Board consensus.

Mr. Hudson reported that the first newsletter was sent out on May 1 and there were 142 responses for text notifications. He welcomed any resident who would like to write articles for the newsletter. The next newsletter would be issued on June 1.

THIRTEENTH ORDER OF BUSINESS Audience Comments

Ms. Rose Bock, a resident, of 1804 Forest Glen Way, was disappointed to hear that the Chairman was taking on responsibilities that were not assigned to him, attend meetings or give commands that the rest of the Board did not agree with. She did not want Mr. Hayes to meet with the HOA or her money going towards the HOA. Ms. Bock voiced concern about the District paying for the dirt removal costs that the Chairman approved without the consent of the Board. Mr. Hayes pointed out that there was no bill, and the contractor was going to haul off the dirt and the District had the advantage of using the dirt for free.

A resident, noted that the cost for hauling away the dirt was \$3,150 or \$4,260 to spread the dirt, and asked if landscaping around the pool equipment was included in the Splash Pad scope. Mr. Oliver confirmed that the landscaping was included.

A resident asked if Ms. Kalke attended the security meeting with the HOA. Ms. Kalke stated that she was not invited, but received a recap of the meeting, as the Neighborhood Watch Chairperson. Mr. Hayes noted that Ms. Kalke was not a CDD Board Member when this meeting occurred.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Mr. Oliver presented the unaudited financials through April 30, 2018. There were no unusual variances on the Income Statement.

B. Special Assessment Receipts

Mr. Oliver stated that as of April 30, 2018, approximately 98.4% of assessments were collected. Mr. Hudson questioned the process for 100% collection. Mr. Oliver stated for each property owner that does not pay their taxes, a tax certificate would be sold.

C. Check Run Summary

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

FIFTEENTH ORDER OF BUSINESS

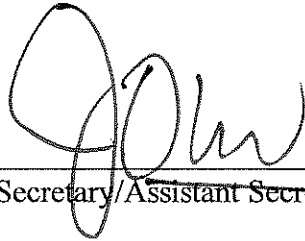
Next Scheduled Meeting – 06/20/18 @ 6:00 p.m.

Mr. Hayes noted the next scheduled meeting. A continued meeting would be held on May 30th. If there was no business to discuss, it would be cancelled.

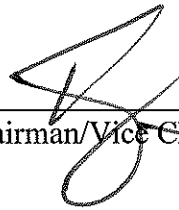
EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Murray, seconded by Ms. Kalke, with all in favor, the meeting was recessed to be continued to May 30, 2018 at 6:00 p.m., if required, to ensure that the Splash Park and pool renovation projects were completed on time.



Secretary/Assistant Secretary



Chairman/Vice Chairman