

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 Thursday, April 18, 2024 at 6:00 p.m. at the St. Johns Golf & Country Club, Meeting Room, 219 St. Johns Golf Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Mike Yuro	Chairman
Graham Leary	Vice Chairman
Mike Davis	Supervisor
Lori Weitzel	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber (<i>via phone</i>)	District Counsel
Tyler Smith	District Engineer
Douglas Macke	Vesta Property Services
Dan Fagen	Vesta Property Services
Julie Tallaksen	Vesta Property Services
Jennifer Meadows	Vesta Property Services
Jim Masters	Vesta Property Services
Daniel Bauman	Brightview
Ben Pasquith	St. Johns Golf & Country Club
Residents	

The following is a summary of the actions taken at the April 18, 2024 regular meeting of the Board of Supervisors of the Sampson Creek Community Development District.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 6:00 p.m. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment (*regarding agenda items listed below*)

There being no comments, the next item followed.

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THIRD ORDER OF BUSINESS**Organizational Matters****A. Appointment of New Supervisor to Fill Unexpired Term of Office**

Mr. Laughlin noted that they received only one resume. There was a second one, but it was never provided. The Board could either accept the resume or wait until the next meeting to make a decision. Mr. Yuro asked if the seat expired at the next election. Mr. Laughlin confirmed that the seat expired in November. Ms. Lori Weitzel introduced herself to the Board. Mr. Yuro was in favor of appointing Ms. Weitzel to the Board, in order to have a quorum.

On MOTION by Mr. Yuro seconded by Mr. Davis with all in favor appointing Lori Weitzel to fill the unexpired term of office was approved.
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B. Oath of Office for Newly Appointed Supervisor

Mr. Laughlin, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Lori Weitzel.

Mr. Haber advised that Ms. Weitzel was now considered a public official and subject to the Sunshine Law, whereby Board Members were prohibited from speaking with other Board Members outside of a Board meeting on CDD business. This included speaking in person, phone calls, texts and emails or using staff as a conduit. Unintentional violations of the Sunshine Law included posts on social media, such as Facebook, as it could be construed as communication if another Board Member read it outside of a meeting, posting an opinion and referencing other Supervisors comments, which was a violation of the Sunshine Law. Board Members were also subject to the Public Records Law, which was similar to the Sunshine Law and was quite broad. There were some exemptions, such as for security related issues, whereby a special session would be held where the public would be asked to leave. All CDD records and materials were considered to be a public record and should be segregated from business and personal records as it was subject to public records requests. However, Board Members were not required to retain them. If Board Members created documents through email or other electronic communications or received emails from residents, retaining them in a separate email account created for CDD business, was recommended. Public records requests should be forwarded to him or District Counsel. Under Florida Law, all Board Members were required to vote on all matters where they are present at the meetings. However, if a Board Member had a conflict of interest, they must recuse themselves from participating in that vote and fill out Form 1, Statement of Financial

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Interest, which would be included in the minutes of that meeting. Mr. Haber looked forward to working with Ms. Weitzel and would contact her after the meeting.

C. Election of Officers, Resolution 2024-04

Mr. Laughlin stated after each election, the Board was required to elect officers. Mr. Yuro currently served as Chairman, Ms. Webb was Vice Chairman and the remaining Board Members as Assistant Secretaries. Since Ms. Webb resigned, a new Vice Chair was needed. Staff at GMS served as Secretary, Treasurer, Assistant Secretary and Assistant Treasurer for check signing purposes. Mr. Yuro was happy to continue serving as Chairman. Mr. Davis felt that Mr. Yuro was capable serving as Chairman.

On MOTION by Mr. Yuro seconded by Mr. Davis with all in favor electing Mr. Leary as Vice Chairman was approved.

Mr. Laughlin presented Resolution 2024-04, keeping the slate of officers the same, with Mr. Yuro serving as Chairman, Mr. Laughlin serving as Secretary and Treasurer, Mr. Jim Oliver, Ms. Marilee Giles, Mr. Darrin Mossing and Ms. Patti Powers as Assistant Treasurer, Mr. Weger, Mr. Davis, Mr. Jim Oliver, Ms. Marilee Giles, Mr. Darrin Mossing and Mr. Rich Hans as Assistant Secretary and adding Mr. Leary as Vice Chairman and Ms. Weitzel as Assistant Secretary.

On MOTION by Mr. Yuro seconded by Ms. Weitzel with all in favor Resolution 2024-04 Electing Officers as stated above was adopted.

There was no Fourth Order of Business.

FIFTH ORDER OF BUSINESS

BrightView Landscape Update

A. Quality Site Assessment

Mr. Daniel Bauman of BrightView reported the following:

1. Recommended resetting the paver walkway level that cuts through from the soccer field to St. Johns Parkway, as it was uneven and could become a trip hazard.

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2. Recommended removing the Blue Daze boarder and adding sod, to prevent weeds.
3. The Spring flower rotation was completed.
4. The sod project by the soccer field was completed.
5. Brightview crew brought out the leaf vacuum prior to the mulch being installed.
6. Brightview crew would remove the pine straw from the Eagle Point Drive entrance, that was installed erroneously, prior to the mulch application.
7. The crew was asked to cut back the vines that were pushing out of the wood-line.
8. The irrigation team continued to complete their monthly wet checks and repairs.

Mr. Yuro asked if the Blue Daze would be at all three intersections. Mr. Bauman confirmed that there would five areas. Mr. Davis questioned the expense. Mr. Bauman estimated under \$1,000 to remove the Blue Daze and extend sod to the flower beds. Mr. Yuro pointed out that putting Blue Daze in front of other flowers, blocked it and requested a proposal for the next meeting. Mr. Davis asked if the Blue Daze could go somewhere else. Mr. Bauman stated that it was already infested with weeds and they could not warranty any transplanted material. Mr. Yuro asked if the Blue Daze takes more irrigation than other material. Mr. Bauman confirmed that it did not take more irrigation, as other flower beds were watered four times per week, but the Blue Daze only needed watering twice per week. Mr. Davis requested that leaves be removed from hedges between two tennis courts and that rough edges be addressed along the sidewalk, in front of the tennis courts. Mr. Leary agreed that the pavers needed to be leveled and asked if it was part of BrightView's contract. Mr. Bauman confirmed that it would be an extra, but they could do it. Mr. Macke pointed that it was the first item listed on their Asset Plan. They had to reset the pavers by the basketball court first, as they were sinking and would handle the pavers at the soccer field. Mr. Davis requested that Mr. Bauman include reoccurring projects on a spreadsheet, such as when they did the flower rotations.

Mr. Leary felt that the landscaping looked the best that it ever did this Spring and thanked Mr. Bauman and his crew but noted some issues with erosion at the basketball court. BrightView provided a proposal, but it was pricy and requested other options for ground cover. Mr. Macke offered to look at it with Mr. Bauman and spoke with him previously, about thinning some of the trees. Mr. Leary asked if there would be sod in other areas. Mr. Bauman recalled in a prior month, they removed some sod, along the driveway off of Holes 4 and 5, which were the two

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worst areas for sod and in the common areas, there were small areas to look at, as well as sod along Leo Maguire Parkway. Mr. Bauman was going to look at increasing the fertilizer. Mr. Davis reported since the last meeting, a delivery truck struck a tree limb on a tree at 1050 Eagle Point Drive. Some of his neighbors helped him to take the branch off, but it took a big sheath off of the trunk. Mr. Bauman would look at it.

SIXTH ORDER OF BUSINESS**Consideration Regarding Amenity Rental Policies**

Mr. Laughlin presented the Amenity Rental Policies, which were included in the agenda package. Mr. Leary sent an email regarding alcohol, as his understanding was it was only supposed to be allowed in the rental room and recommended changing the policy from, *“Alcoholic beverages is permitted only at District owned facilities”* to, *“Alcohol is only permitted in the meeting room.”* Mr. Yuro recalled that the intent was only to have alcohol in the rental room and agreed with changing the language. *There was Board consensus to change the wording of the policy from “Alcoholic beverages are permitted only at District-owned facilities” to “Alcohol is only permitted in the meeting room.”* Mr. Leary recalled discussion at prior meetings, about the Boy Scouts and non-profits not paying the rental fee, but it was unresolved. Mr. Laughlin stated in other Districts, it was approved on a case-by-case basis by the Board. Mr. Yuro requested language that requests for reoccurring rentals be presented to the Board on a case-by-case basis. *There was Board consensus to include language in the policy stating that reoccurring rentals were to be presented to the Board on a case-by-case basis.*

Mr. Leary recommended allowing a resident to book the room for something that was not a private event, without a charge. Mr. Fagen pointed out that it must be open to the entire community. Mr. Leary recalled that if it was for a private event, the individual booking the room and paying the fee, could bring up to four guests, which could be non-residents. Mr. Fagen recommended that those requests come before the Board. Mr. Laughlin stated that the Board could waive the \$50 rental fee, but not the deposit, as it was used for damages. Ms. Meadows requested that the Board consider the capacity of the splash pad and cabanas, as the room capacity was currently 49, according to the Fire Marshals. However, if someone had a party and invited 100 people, residents could not swim because the entire pool was filled with the party guests. Another issue was whether they could allow multiple rentals at the same time. Mr. Yuro felt that setting the capacity at 25 people was reasonable. Mr. Laughlin suggested starting with a

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capacity of 25 and if becomes an issue, the Board could discuss it again. Ms. Weitzel questioned what happened if all four rentals were at the same time on the weekend. Ms. Meadows pointed out there was no verbiage in the policy, but in communities that she worked in, there would only be one event during a certain timeframe. Mr. Fagen felt that 25 was consistent with other properties and if it became an issue with 75 people on the deck at one time, there were ways to manage it, such as having certain blocks of time available, so all four were not rented out at the same time. Mr. Laughlin recalled in the policy where only one rental facility would be rented out at a time and the Board having the authority to approve anything outside of the policy on a case-by-case basis. Ms. Meadows reported that in multiple communities, requests for rentals during holidays, such as July 4th or Memorial Day, were denied. Mr. Laughlin agreed as there was no staffing during the holidays.

On MOTION by Mr. Leary seconded by Mr. Yuro with all in favor approving the Amenity Rental Policies, with the inclusion of language that alcohol was only permitted in the meeting room and reoccurring rentals being presented to the Board on a case-by-case basis was approved.
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SEVENTH ORDER OF BUSINESS

Discussion Regarding Pickleball Courts

Mr. Smith recalled at the last meeting, they were asked to provide a cost estimate for the pickleball court and the one included in the agenda package was for two pickleball courts. Mr. Acree provided an estimate for a glass option, which was removed, but the proposal included an allowance for design and permitting, stormwater and landscaping. Mr. Yuro asked if it was \$27,000 per court and if the site work would be included. Mr. Smith confirmed that the site work was for the preparation of the base, asphalt sidewalks and bike racks. Mr. Yuro originally thought that they could fit three pickleball courts on one basketball court, which many residents were requesting, but this was not a viable option, in terms of sound mitigation. Therefore, the only viable location that the CDD owned, which would not impact any residents, was on property that the CDD owned, between the cemetery and the golf course. There was enough room for three pickleball courts, but there were some challenges with the parking. Mr. Leary noted that the cost was \$259,699.16 for two courts and \$293,940.08 for three courts. Ms. Weitzel voiced concern about traffic on this road. Mr. Laughlin pointed out there must be a connection from the Amenity Center to this area, with an access card system and security cameras, to

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present outside residents from accessing the facility. Mr. Davis recalled discussion about increased traffic on pathways owned and controlled by the golf course, but not how to resolve it and questioned how they would control outside people from coming in, when people were lined up with rackets. Mr. Yuro proposed having a booking system. Mr. Leary pointed out three different issues; traffic, access and managing play, which should be discussed separately.

Regarding the parking, Mr. Leary believed that it should be based on the number of people that would drive, walk or take a golf cart. The most players that they would have in an hour at a peak time, would be 12 and anticipated that most people would park at the Amenity Center and walk to the pickleball courts. However, there could be some parking spots, No Parking signs or clear communication with players on where to park. There would be some traffic, but not much more. Mr. Davis voiced concern that having a pickleball court, would attract people from outside the community. Mr. Leary pointed out that they had security, which did a good job, but they were not a gated community and had limited controls. Mr. Yuro stated that the next step was ensuring that they could get access control, such as determining whether they would have to run a wire across golf course property or doing it remotely. Mr. Davis questioned whether there was power. Mr. Yuro stated that there was a power box halfway down Cemetery Road. Mr. Laughlin pointed out there could be remote access, but it must be hardwired. One District that he managed, had to bore from their Amenity Center to the tennis courts to get their access control system to work, but an electrical company could be sent out to look at it. Mr. Davis voiced control that the access control system would be overridden. Mr. Yuro did not know how they could control it. Mr. Leary suggested having an on-line reservation system like Silverleaf, but as an interim policy, if a resident had a guest, they had to check them in at the Amenity Center before they played. Mr. Davis voiced concern about having to remove some forest and berms in order to accomplish the project and questioned the reason for the berms along Cemetery Road and around the cul-de-sac. Mr. Yuro believed that the berm was put into place deliberately, to provide some buffer between the golf course and the cemetery area.

Mr. Davis questioned the liability from golf balls coming onto the courts, based on the location of the tee box and how the fairway was configured. Mr. Haber advised if it was an area that was subject to being hit by golf balls, but there were not many golf balls and the Board made a determination that it was a reasonably safe place to put a pickleball court and someone gets hit by a golf ball, the District had sovereign immunity. Mr. Laughlin would speak to the insurance

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company. Mr. Macke indicated when he walks the area from the 9th Hole every week to pick up trash, there were two to four golf balls per week. Mr. Davis felt it was valuable as Board Members to create a long-term plan for the community, if they had an extra pool of money available, such as improvements to the Amenity Center, tennis courts, pool deck, basketball courts or soccer fields. A survey was sent to residents between this meeting and the last, which questioned whether residents wanted pickleball and an online reservation system, but it did not go into detail as to the location and the and proposed sending a presentation packet to residents, to proactively seek, over the course of several months, positive or negative feedback from residents, as to whether or not, the Board should invest \$300,000 for pickleball courts. Mr. Leary reviewed the results of the survey, compared to the survey from 2019:

- There were 222 responses out of 799 homes, for a response of 27%.
- 140 households strongly agreed that the CDD should add three pickleball courts for recreational use. Of the 140, 116 households would use them on a regular basis.
- In the 2019 survey, of the 401 households that answered the survey, 60% responded no to having pickleball courts and 40% or 160 responded favorably, which was close to the 2024 survey.

Mr. Davis questioned why the Board did not proceed with building pickleball courts. Mr. Leary believed that it was due to the location, versus the option now, which was not near residents homes and had reasonable access to the Amenity Center. Mr. Davis believed that the biggest reason the project was proceeding now, versus 2019, was because of the bonds, as it did not cost as much to construct the roads and they ended up with roughly \$600,000. As a result, Mr. Davis wanted to send a one-page letter to residents, with a packet of information and an invitation to come to a meeting to provide their opinion, as a strategy to ensure that they were doing the right thing before proceeding. Mr. Leary did not disagree but was unsure that they would get perfect answers and was in favor of the project, in the selected location. Mr. Yuro was in favor of the project, as it would be a benefit to the community, but wanted to ensure that it made sense. However, there were still some unanswered questions, such as access control and logistical issues, because if people had to park at the Amenity Center and walk across golf course property to get to the pickleball courts, there must be a conversation with the golf course, to ensure that it was allowable. In addition, Mr. Yuro was concerned about some upcoming large

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expenditures such as the sidewalks and bulkhead repairs that the \$600,000 could be used for and did not feel that they were ready for a presentation. Mr. Laughlin suggested having an access control company come onsite and provide a proposal. Ms. Weitzel was in favor of sending out a second survey to residents, as a follow up with further details. Mr. Yuro preferred to obtain proposals for an access control system and engage in discussions with the golf course. Mr. Laughlin offered to walk the area with Mr. Pasquith.

Mr. Davis questioned why a survey was sent out to residents, as he was not aware that a survey was going out, until he was approached by residents. Mr. Laughlin did not know about a survey being sent out. Mr. Macke explained that it was sent out, based on discussion at the last meeting, with consensus by the Board. It had basic questions with no major information, to see what residents wanted; however, he was wrong to send it out, because that was not what was said at the meeting, according to the minutes. Mr. Davis wanted to avoid this in the future and felt that staff represented the viewpoint of the Board, but if a Board Member was involved in the creation of that survey without the approval of the Board and other Board Members read the survey, questioned whether this would be a Sunshine Law issue. Mr. Haber stated it was unlikely, but advised against it, because if one Board Member worked on the survey and other Board Members read it, it was one step closer to a Sunshine Law violation. Mr. Leary requested that any surveys be circulated to the Board for review and approval prior to sending out to residents. Mr. Davis felt if the Board was going to spend \$300,000 to build a brand-new amenity, there should be a Board vote. Mr. Laughlin cautioned the Board about having a staff member send a survey outside of a meeting and having Board Members provide input and recommended either authorizing a Supervisor at a meeting to give final approval or bring the survey to a meeting for Board consensus. There was Board consensus to table discussion of the pickleball courts and direct staff to bring back proposals for an access control system and engage in discussions with the golf course about sidewalk access from the clubhouse.

EIGHTH ORDER OF BUSINESS

Discussion Regarding Bulk Head Inspection (1929 Glenfield Crossing Ct.)

Mr. Smith presented two proposals for the bulkhead inspection from C&H Marine Construction, Inc; one for a wood bulkhead in the amount of \$16,113, to repair the bulkhead at 1929 Glenfield Crossing Court, which was failing and the other for the entire project, in the amount of \$367,420, including 50 feet of bulkhead that needed to be replaced, in addition to the

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one at 1929 Glenfield Crossing Court. However, vegetation needed to be removed, prior to the repair and there was concern about connecting to the existing bulkhead, because it was old and according to the proposal, C&H Marine, was not responsible for the integrity of the existing bulkhead, once the new bulkhead was installed, which Mr. Smith did not feel comfortable with. C&H recommended a full replacement, but Mr. Smith preferred to provide both options to the Board. The full replacement was for a vinyl bulkhead, which would not cause any issues for another 20 years. Mr. Yuro noted that the installation of new pilings was included in the proposal and asked if they needed new pilings. Mr. Smith explained that C&H must rip out the pilings and install 24 catch basins, to collect water at the end of each property and dump it back into the pond, as water was just sitting on the side, causing the wood to rot. However, if the Board did not want that option, it could be removed. Mr. Yuro questioned why they would need 24 catch basins if they were going to install weep drains every 6 feet, as it seemed redundant. Mr. Smith stated it was intended to repair drainage issues. Mr. Davis asked if there would be a different material on the bulkhead. Mr. Smith confirmed that it would be vinyl, which was a plastic type of material. Mr. Yuro was in favor of fixing what they needed to, instead of paying \$370,000, because there was twice as much bulkhead on the other side of the street, along Hole 6. If they start replacing things that did not need to be repaired, in order to be proactive, they were opening themselves up to setting a precedent. Mr. Smith agreed.

Mr. Davis asked if they had any cause for de-vegetating that one section. Mr. Smith felt that they should clear out the vegetation. Mr. Laughlin agreed, because if they leave the vegetation, it will ruin the integrity. Mr. Smith stated that according to the easement, the CDD could maintain the bulkhead as part of the drainage system, without the homeowner's permission. Mr. Yuro recommended asking the homeowner to clear the vegetation, to determine if they needed to clear 50 feet and then repair what they needed to repair. Mr. Smith was waiting for an additional quote, which was to build the bulkhead 10 feet in, where the wall or bulkhead was now and backfill in between. Mr. Yuro asked if they would lose capacity of the pond. Mr. Smith explained that they must do calculations and permitting, but it was less expensive, as they would not have to rip out the fence or irrigation. Mr. Yuro questioned whether there was imminent danger. Mr. Smith did not think so, but when it was stepped on, it felt like the ground was giving way. However, the homeowner was aware of it and did not go back there. Mr. Davis suggested contacting the homeowner to clear the vegetation first. Mr. Smith offered to take a

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look at it, take pictures and obtain proposals. Mr. Yuro was in favor of notifying the homeowner, to give them the courtesy of the notification and inform them that the CDD was going to hire a contractor to clear the vegetation, so staff could inspect the wall. Then they would have a clear picture of what had to be done and staff could obtain two quotes. Mr. Davis questioned whether BrightView or Lake Doctors could clear the vegetation. Mr. Laughlin stated that Lake Doctors would spray if there was vegetation growing in the pond and get into the water to remove it, but BrightView would not. Mr. Masters was asked to contact Lake Doctors. *There was Board consensus to table this matter.*

NINTH ORDER OF BUSINESS**Discussion Regarding Golf Course Draining Pipe**

Mr. Yuro reported that a member fell into a sinkhole on the Hole #7 fairway and Mr. Smith who looked at it yesterday with Mr. Pasquith. The cause was the drainage from an equalizing pipe that equalized the two pond levels. According to the as-builts, it was a 60-inch RCP, which was a large pipe. Mr. Yuro was surprised, because all other pipes were plastic and asked if there was a hole or crack in the pipe. Mr. Smith believed that the pipe was leaking and proposed running a TV through the pipe, to figure out where the leak was and pressure grout it to fill up the voids or use a product that blows a balloon into the pipe, which hardened. However, for a 60-inch pipe, it would be expensive and preferred the pressure grout route. Mr. Smith contacted APS, their provider for installing TVs into pipes, to request a proposal for placing the TV into the pipe and installing pressure grout the same day, which was less expensive and would cause minimal disruption to the golf course. Mr. Yuro questioned the estimated cost. Mr. Smith believed that they would have to use a cofferdam on one side and plug the other side, in order to pump everything out of it to see what was inside of the pipe, because at this time it was under water. However, there was not a good place to access it, except for a small gap off of Meadow View Lane, but some shrubs might need to get removed and replaced, in order for a box truck to access the area. Mr. Yuro asked if they could use the golf cart path. Mr. Smith stated it was not wide enough, but the contractor would make the final decision. Mr. Yuro felt that utilizing the golf cart path was the least disruptive, as there were small shrubs and cord grass and requested that Mr. Smith confer with Mr. Dan Zimmer, of St. Johns Golf & Country Club and that information be provided to APS, so that they can work with Mr. Pasquith. Discussion ensued and the Board tabled this item to a future meeting, directed the District Engineer to work with Mr.

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Pasquith and APS to install a TV into the pipe and pressure grout the same day, identify the issue and bring back a plan and proposal to the Board.

TENTH ORDER OF BUSINESS

Discussion of Fiscal Year 2025 Draft Proposed Budget

Mr. Laughlin noted that the purpose of this item was to provide the Proposed Budget to the Board for review. This was a two-step process, with the Board approving the Proposed Budget, which by Statute, was required to be approved by the Board by June 15th and adopting it 60 days later. Since the June meeting was after the 15th, the Board would be approving the Proposed Budget next month and adopting it in August, which was closer to the end of the fiscal year, as they would have a better idea of the expenses. The approval of the Proposed Budget, set the high watermark. If there was an increase in assessments, residents must be notified and there would be a public hearing, allowing residents to speak. When the Board adopted the budget, the assessment could be decreased, but not increased. Mr. Yuro asked if the total amount of line items could change between the approval and adoption of the budget. Mr. Laughlin confirmed that individual line items could be changed at adoption and there would be budget amendments at the end of the year. Mr. Yuro asked if the notification for residents was sent for a certain percentage or any increase. Mr. Haber explained that there was a public notice in the newspaper for the budget and a mailed notice was sent to every homeowner for any increase. Mr. Davis questioned the cost for sending a notice to every home. Mr. Laughlin estimated \$1,000 to \$2,000, which was 68 cents per letter plus labor costs for stuffing the envelopes. Mr. Laughlin highlighted the following regarding the Proposed Budget:

- There were *Maintenance Assessments* of \$1,240,774 and the budget projected a 11.9% increase, even though the District was under budget.
- For *Administrative*, the amount adopted for FY 2024 was \$157,138 and \$161,314 was proposed for FY 2025, for an increase of \$4,000. The majority of the increase was a 4% increase, from \$62,600 to \$65,730, for *Management Fees*, due to inflation. Mr. Leary was not in favor of it.
- There was a ballpark estimate in the budget of \$11,037, but it would be decreased to \$10,000, which was proposed from the insurance company.
- Under *Field, General Manager* increased from \$47,700 to the contractual amount of \$183,269, as it included the *Amenities and Recreation Management and*

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Assistant line items. Mr. Leary recalled that there was an increase of \$9,000 from the prior contract.

- *Landscape Maintenance (BrightView Landscape)* increased from \$158,472 to \$166,398, based on their contract.
- There was a slight increase in *Security*, due to a higher rate that the contractor charged, which Mr. Laughlin would speak to the contractor about.
- There were minor increases in *Electric* and *Water*, based off of trends. *Electric* was currently at \$39,112 and *Water* was trending higher, due to irrigation issues.
- *Repairs & Maintenance* was doing better this year, as only \$5,000 was spent out of the total \$45,000 that was budgeted.
- There was an increase in *Property Insurance*, which was accurate to what was provided by the Insurance Company.
- *Telephone/Internet/Cable TV* had a slight increase. Mr. Davis asked if they could piggyback onto the HOA's contractor. Mr. Laughlin indicated that the CDD had their own contract. Mr. Davis recalled that the HOA just re-did their entire cable contract and requested that staff speak to the President of the HOA, as some channels were reserved for the amenities area

Ms. Weitzel questioned *Youth Programs*. Mr. Laughlin explained that this was the summer camp, which they hoped would break even.

- There was a *Capital Reserve* transfer of \$200,000, which could be lowered to \$150,000. Mr. Yuro questioned the current balance and what was recommended in the last Reserve Study. Mr. Laughlin reported \$168,000 was projected at the end of the year and with the \$200,000, they would start FY 2025 with between \$300,000 and \$360,000, which was close to where they were supposed to be. The actual amount was \$164,000. The Reserve Study recommended \$38,000 in expenditures for 2024/2025

Mr. Davis requested a written explanation of the reserve component at the next meeting, to ensure that they had the appropriate reserve amount. Mr. Laughlin would provide it, as well as a percentage line under each line item to show the difference and footnotes, which Mr. Leary suggested. Mr. Leary questioned the reason for the 11.9% increase. Mr. Laughlin explained that the unit assessment last year was \$1,458.07 and it was increasing to \$1,632.63. The total

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assessable amount last year was \$1,109,669 and it was increasing to \$1,240,744, for a difference of \$131,000. Mr. Fagen suggested re-naming *General Manager to Vesta Services* or *Amenity and Common Grounds Management*, to be more consistent with the services. Mr. Laughlin would change it to *Amenity Operations (Vesta)*. Mr. Yuro was not in favor of changing any of the numbers, but the maintenance was lower, because the District was not getting charged hourly. Mr. Davis felt that changing amenity service providers was a plus for the community. Mr. Fagen pointed out that *Young Programs* could be removed, as there would be revenue coming in and expenses going out through Vesta and there was a revenue share with the District and increasing *Lifeguards/Pool Monitors*, as they bill based on an hourly rate and last year was \$4,000 less than the budget, due to rain delays. Mr. Laughlin explained that they typically match the current year. Mr. Leary was not in favor of the 11.9% increase, as there was a large assessment increase last year, due to increasing the Capital Reserve Fund and was in favor of a 3% to 5% increase. In order to do so, they must decrease the budget by \$60,000. Currently, they were running \$50,000 under budget and suggested budgeting closer to where they were running in actuals, looking for savings or budgeting less capital reserve. When they went out for Request for Proposals (RFP), there was a commitment to do an operational analysis/optimization study, in order to generate savings and challenged Vesta to provide this study and obtain competitive prices, such as janitorial and streamline the process. Mr. Fagen pointed out in Julington Creek Plantation, Vesta was able to create some efficiencies and processes and felt that Mr. Macke and his team were doing a great job saving money through maintenance projects, but there were opportunities to determine if there were efficiencies. They also partner with some utility audit companies and would see if there were some rebates and credits that were due to the District.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney – FPL Letter from Fixel Law Firm

Mr. Haber presented a letter received from Florida, Power & Light (FPL) to provide an update. They were contacting a number of property owners along County Road 210, seeking easements on their property for the installation of power lines. Mr. Bob Sevestre initially worked directly with FPL, to see if they would bury the power line, so it would not be visible; however, FPL did not think it could be buried because the lines were too powerful. Ultimately, FPL was hoping that the District would grant them the easement and offered money for it, but the Board decided to hire an eminent domain lawyer, the Fixel Law Firm, to determine the best amount for

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the District to recover, in the event of an eminent domain proceeding. Their fees would be paid by FPL, to the extent that the eminent domain proceeding occurred. According to the letter, at this time, FPL advised that they deferred the project. They may still seek an easement over that property and if they do, Fixel Law Firm would represent the CDD. Mr. Davis appreciated the explanation.

B. Engineer

Mr. Smith updated the Board regarding the pool deck plans, which were submitted to St. Johns County. All of the comments were addressed and at this time, they were waiting on approval from the county, which Mr. Smith hoped to receive by the next meeting.

C. Manager

Mr. Laughlin reminded the Board that there was a General Election this year and Ms. Weitzel and Mr. Weger's seats were up for election. The qualifying period was from Noon on June 10, 2024 through Noon on June 14, 2024 with the Supervisor of Elections. If more than one person qualified for a seat, it would be placed on the ballot for the General Election, but if they were not contested and one person qualified, they would be elected without opposition. If no one ran for the seat, the Supervisor currently in the seat, would retain it and it would be filled by appointment. Mr. Davis recalled that Mr. Laughlin was supposed to contact Mr. Weger to see what his intentions were in serving as Supervisor. Mr. Laughlin contacted him but did not hear back from him. He also reached out to the impact fee broker, who was excited to hear that there were some school funds and would be putting out feelers. If there were any offers, she would provide them to Mr. Laughlin and he would forward them to the Board.

D. General Manager

1. Report

Mr. Macke presented the General Manager's Report and introduced Ms. Julie Tallaksen, who was replacing Ms. Jennifer Meadows and would be coordinating the events. They also had a new Facility Attendant. Another staffer worked remotely, preparing e-blasts and the monthly newsletter. Vesta staff worked on the tennis facility to stay proactive and maintain the facility. They had to make many repairs and had a wasp issue, which they handled. A secondary screen was purchased for the lower side, as a test, to keep leaves and tennis balls on the court. It was

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supposed to be installed tonight, but there were many emergencies this week; however, it should be installed on Monday. The top one would be moved slightly and this one would be added to the bottom. The tennis court cart path was pressure washed, which turned out nice. Vesta staff was walking around the property to look for debris. Homeowners were happy with the changes. Staff checked along Leo Maguire Parkway to County Road 210 on Friday and Saturday for debris but could change the debris pick-up times to help keep areas clean. The pool season was beginning to take shape, since the weather was improving and more people were out there enjoying the sun. He spoke to Mr. Clayton Smith about any issues with the pool coffins, which hold the operation mechanisms, but everything was good at this point. Mr. Clayton Smith was working on some issues with the splash pad, which had a leak, but it was not noticeable. The following projects were completed:

- Pressure washing of chairs.
- Re-painting of stop signs.
- Replacement of two tennis court timers.
- Pavement repairs on Leo Maguire Parkway, including a hole at the entrance to St. Johns Golf Drive.
- Cart path repair, that was damaged by a pool delivery truck, at no cost to the CDD.

Mr. Davis noticed a small pile out there. Mr. Macke moved it away from the area, this morning and pulled out wooden stakes. He sent three emails and made several phone calls, to try to get the area cleared. A wheelbarrow was left, which Mr. Macke moved behind the hedge.

- Sidewalk repairs at Stonehedge Trail Lane and Cross Pointe Way.
- Irrigation repair at Eagle Point Drive and Leo Maguire Parkway. More irrigation repairs would be made next week, as there were broken sprinklers. One repair would be made tomorrow at the entrance to Leo Maguire Parkway from County Road, due to cars getting sprayed.
- Re-sodding of St. Johns Golf Drive.

The following projects were underway:

- Phase II sidewalk repairs.

Mr. Davis asked if there was a legal issue with the sidewalk repairs. Mr. Laughlin reported that the insurance adjuster was handling that. There were no updates. They were

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informed that the sidewalk repairs would be made by a certain time. He was informed by the insurance company that they could repair it and take pictures. Since there was an issue on Stonehedge Trail Lane, Mr. Macke was now walking the property to see how many sidewalk issues they had. Half of the project was completed and Mr. Macke was now on Eagle Point Drive. As of this point in time, there were 148 issues, with the end result of 300 sidewalk issues. They were graded in levels of one, two and three, with level one being the most hazardous or serious, of which there were few. Level two was a separation of sidewalk of 2 inches and higher, of which there were two or three, but they could be repaired at a later time. When he provided requests to the Board, the level of severity would be included.

- Placing two posts in the ground for re-purposed signs along the cart path.
- Re-sodding areas around common areas.
- Repairing the light pole in the pool area, which was rotted.
- Install parking lot bumpers 30” from sidewalks. The company requested a 50% down payment, which was forwarded to the District.
- Three picnic tables were broken. Southern Recreation was contacted.
- Irrigation issues in the common areas were continuing to be monitored. Seven or eight would be looked into this week.
- Brightview was mapping out improvements to the amenity landscaping and would provide a five-year plan. Cbuss Enterprises was doing the same to the pool areas.
- Goals on the basketball courts were being cleaned and repainted. Two more were awaiting cleaning and repainting. A new rim was purchased.

Mr. Leary asked if the courts were being used. Mr. Macke noticed a great deal of play at different hours. The more people that play, the better. There were no issues with rowdy players. Mr. Leary pointed out that security was doing a good job. Mr. Macke provided a Weekly Asset Plan to the Board, showing the direction, what needed to be repaired, monitored and outsourced. There was also a Community Enhancement Plan and Future Community Enhancement Plan, to maintain what they currently had and what their amenities were going to look like in the future, which was requested by Mr. Davis. An Aquatics Report was included with Mr. Macke’s report. A new lifeguard was hired. All lifeguards went through a two-day, 16-hour CPR course with Red Cross guidelines. There was cool weather in March and April, but yesterday it was 75 degrees. Lifeguards was keeping abreast on their cleaning tasks, straightening out chairs and wiping down

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chairs and tables, cleaning windows and doing routine chemical checks. The lifeguards were physically and mentally prepared to have a safe and wonderful Summer season.

2. Athletic Field Maintenance Reports

Mr. Macke presented the Athletic Field Maintenance Reports. Staff transitioned from the ryegrass overseeding to the Bermuda season. The is shaky here and there, but that was typical this time of year, but the transition was going well. A fertilizer application was targeted for next month, to get the field greener. There was a mole cricket treatment and another one was planned for next month. At the end of the next month, an aerification was scheduled. He spoke with Mr. Pasquith about plans for the soccer field in the future, such as implementing a new irrigation system or leveling of the field, to keep it as nice as it should be. There were some dry areas on the east side, which Mr. Macke was watering and Mr. Pasquith offered to apply a wetting agent. There was some algae, but it was in a limited area and would be treated with an algacide today. There would also be a bulk application of granular fertilizer. Mr. Davis thanked Mr. Macke for the debris pickup.

E. Amenity Manager – Report

Ms. Meadows presented the Amenity Report and thanked everyone for being kind and welcoming. She liked working with the community but had to step back due to personal issues. In April, there was the community yard sale, which was better than prior sales. Ms. Weitzel appreciated the interactive Google map with the addresses. In May, there would be a mixture of family and mother events, with Movie on the Lawn on May 3rd with food trucks and Crafting with Love and a Memorial Day Weekend Kick-off Pool Party on May 25th. A graduation banner would be posted at the entrance to the community on May 18th.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Davis requested that staff follow up the License Plate Reader that was installed in the wrong place. Mr. Laughlin acknowledged that it was installed in the wrong area, but he contacted the company and it was being moved. Mr. Yuro pointed out it was installed on St. Johns Golf Drive instead of at the Leo Maguire Parkway entrance. Mr. Laughlin stated it should be installed next week. Mr. Leary questioned who would have access to it. Mr. Laughlin confirmed that he and Mr. Macke would have access to it, with a link to the Police Department.

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Mr. Davis thanked Mr. Laughlin for sending out a Monthly Security Report and requested that it continue to be provided to the Board and thanked Mr. Macke for walking around the neighborhood and looking at the sidewalks, as it was important to have a scope, but questioned the cost for a sidewalk panel. Mr. Macke indicated it was \$650 for each panel and \$150 to grind. Mr. Davis requested that staff provide an estimate for monthly sidewalk maintenance and proposed including a discussion of long-range planning for the next agenda, on amenities that were provided, vision and potential improvements. Mr. Laughlin recommended that the Board schedule a workshop to discuss these items.

Ms. Weitzel requested a discussion about installing a gate or fence around the playground, due to the increase in golf cart traffic and questioned whether there was a fee to rent the picnic tables at the playground, as they are being used by non-residents for birthday parties. Mr. Laughlin pointed out it was not in the rental policy. Mr. Yuro indicated that security should be enforcing it, but asked where the fence would be placed. Ms. Weitzel suggested a fence outlining the playground area from the swings to the picnic tables and fencing in an area for young children. Even though there were rules in Florida about who could drive a golf cart, many kids were driving them and electric scooters around the playground. Mr. Laughlin pointed out that electric scooters were only allowed on private property, not on sidewalks or in the road. *There was Board consensus for staff to provide proposals for fencing.* Mr. Leary suggested an upgrade to the meeting room, as it was not competitive, compared to other communities and not welcoming. Mr. Yuro pointed out that the flooring was new, but the meeting room used to be the Gym. Mr. Leary requested that the Board look at Clubhouses in other communities, to see what was in their rooms and what they were being used for and be included on their long-range planning list. Mr. Fagen would provide some options.

THIRTEENTH ORDER OF BUSINESS**Public Comments**

A Resident felt that BrightView was doing a good job with the landscaping, but instead of pulling the Blue Daze and replacing with sod, preferred to leave the Blue Daze and next year install different flowers.

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FOURTEENTH ORDER OF BUSINESS**Approval of Consent Agenda**

- A. Approval of Minutes of the February 22, 2024 and March 21, 2024 Meetings**
- B. Balance Sheet as of March 31, 2024 and Statement of Revenues & Expenditures for the Period Ending March 31, 2024**
- C. Check Register**

Mr. Laughlin presented the Minutes of the February 22, 2024 and March 21, 2024 Meetings, Balance Sheet and Statement of Revenues and Expenditures for the Period Ending March 31, 2024 and Check Register for March 31, 2024 totaling \$92,272.47. The District was operating well under budget, being \$93,000 under the pro-rated amount. As requested by Mr. Davis, a Long-Term Debt Report was provided to the Board, which included all of the different bonds. In future agenda packages, Mr. Laughlin would remove the page in front of the long-term debt schedule and would update it each year to keep track of the principal and interest payments for each year and total paid, through the life of the bond. According to the Assessment Receipt Schedule, the District was 100% collected. Mr. Davis noted on Page 9 of the February 22, 2024 minutes, under the Tenth Order of Business for the discussion of the bulkhead repair, "*March 6th*" should be "*February 6th*." In the March 21, 2024, on Page 6, under the Discussion of Pickleball Courts Cost Estimate, "Pickleblast" should be changed to "*PICKLEGLASS™, which was sold by a company called PICKLETILE™*" Mr. Laughlin would incorporate the changes.

On MOTION by Mr. Davis seconded by Mr. Leary with all in favor the consent agenda items as stated above with changes to the minutes were approved.

FIFTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – May 16, 2024
@ 6:00 p.m. @ St. Johns Golf & Country
Club Meeting Room**

Mr. Laughlin stated that the next meeting was scheduled for May 16, 2024 at 6:00 p.m. at this location.

SIXTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Ms. Weitzel seconded by Mr. Yuro with all in favor the meeting was adjourned.

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DocuSigned by:

Daniel Laughlin

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Secretary/Assistant Secretary

DocuSigned by:

Mike Yuro

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Chairman/Vice Chairman