

BARTRAM SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, March 8, 2021 at 8:30 a.m. at the Bartram Springs Club Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.

Present and constituting a quorum were:

Kevin Colcord	Chairman
Andrew Walden	Vice Chairman
James Chipman	Supervisor
Stephanie McKinney	Supervisor
Derri Lassiter Young	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Counsel (by telephone)
Sue O'Lear	Bartram Club General Manager
Winslow Wheeler	CDD Operations & Property Manager
Dan Fagen	Vesta, Director of Amenity Operations

The following is a summary of the actions taken at the March 8, 2021 meeting. An audio 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 8:30 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the February 8, 2021 Meeting

On MOTION by Mr. Walden seconded by Mr. Chipman with all in favor the minutes of the February 8, 2021 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2021-02
Classifying Surplus Tangible property**

Mr. Eldred stated I understand the board is getting ready to acquire new furniture for the social hall and as you may remember there is a process that we need to go through when we are disposing of surplus property and in this case it is the existing social hall furniture. Presented in the agenda package are two resolutions, one which provides for the sale of the furniture and one that provides for the donation of the furniture. Depending on which option the board chooses we will recommend execution of the appropriate resolution. The resolutions make the necessary finding that the property to be sold or donated is obsolete, that continued use of the property is uneconomical or inefficient and that the property no longer serves a useful function. If the value of the furniture is in excess of \$5,000 there is a separate process we would have to go through, but I understand that is not the case here. We need the board to decide if they want to donate the furniture or sell the furniture.

On MOTION by Ms. Young seconded by Ms. McKinney with all in favor Resolution 2021-02 authorizing the sale of surplus furniture was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposals

A. Bulkhead Installation

This item tabled.

B. Bartram Club/Social Hall Furniture

Ms. O’Lear and Ms. Young reviewed in detail the furniture that included tables, love seats, chairs, barstools, drapes and tropical plant for the social hall the total of which came in under the previously approved not to exceed amount of \$16,000.

C. Park Benches with Concrete Pads

Mr. Wheeler stated our recommendation is to go with the Everest Series 6-foot benches. We discussed the installation of concrete pads for the benches. The only consideration is the style of bench and color.

On MOTION by Mr. Walden seconded by Mr. Chipman with all in favor a not to exceed amount of \$1,500 for the purchase and installation of three 6-foot Global Industrial benches and concrete pads was approved.

SIXTH ORDER OF BUSINESS

Ratification of Security Camera Proposal

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the security camera proposal was ratified.

SEVENTH ORDER OF BUSINESS

Update Regarding Website and Mobile App

Ms. O’Lear stated I’m still scheduled by the 13th and 15th of the month to see the data of the website and I can make whatever suggestions or adjustments we need to make. In my report are three proposed logo designs and if you like any of them it would be a good time to update the Bartram Springs logo for the website.

EIGHTH ORDER OF BUSINESS

Update Regarding Comcast Revenue

Mr. Oliver stated as you will recall the district has a revenue sharing agreement with Comcast and in your agenda packet is a copy of the revenue receipt for \$5,177.62, received for the first quarter of FY 2021, which is October 1 through December 31, 2020.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney – E-Verify Memo and Memorandum of Understanding

Mr. Eldred stated in your agenda package you will see an E-Verify Memorandum of Understanding for employers. This is driven by a statute that came into effect this year, essentially it requires local governments to use the E-Verify System, which is a system offered by the Department of Homeland Security whenever they are employing somebody. The district typically doesn’t have any employees per se, but the way the statute is written it could be read to apply to some of the contracts that we enter into with some of our service providers. In an abundance of caution we are recommending that the district enter into the E-Verify agreement and in our agreements we typically enter into with our service providers, we will include language whereby they will acknowledge that they will use the E-Verify system when employing individuals.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the E-Verify Memorandum of Understanding was ratified.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Oliver stated we will soon be starting our budget process for Fiscal Year 2022. Staff will bring a proposed FY22 budget to the board for approval. At that time the board will approve the budget and set a public hearing date to be held at your July meeting. For Duval County, CDDs must transmit certified assessment rolls to the tax collector by July 31st. The assessments will go on the tax bills that will be mailed out November 1, 2021.

D. Operation Manager - Report

Mr. Wheeler reviewed the items outlined in the monthly memorandum, which was included in the agenda package.

E. Amenity Center Manager - Report

Ms. O’Lear reviewed the amenity center activities and maintenance items, which were outlined on the monthly memorandum, and recommended policies for a better reservation and guest policy for both tennis and pickleball.

Supervisor McKinney left the meeting during this item.

TENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Supervisors and staff addressed the following: dedicated exit gate during spring break, update policies, proposed recognition of staff (Larry, Jane and Sarah) with certificates of appreciation, tennis lighting conversion to LED, monthly updates to capital reserves schedule to reflect approved obligations and expenditures, basketball/flag football programs, parking availability at park, awnings at park vandalized, and sconce light out at amenity center.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of January 31, 2021 and Statement of Revenues and Expenses for the Period Ending January 31, 2021

A copy of the financials was included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package. The CDD has received 97% of assessments and should be fully collected within the next few months.

C. Approval of Check Register

On MOTION by Mr. Colcord seconded by Mr. Walden with three in favor and Mr. Chipman abstaining due to a conflict of interest the UV Disinfection invoices were approved.

On MOTION by Mr. Colcord seconded by Mr. Walden with four in favor the balance of the check register was approved.

TWELFTH ORDER OF BUSINESS

Action Items for Follow-Up

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – April 12, 2021 at 6:00 p.m. @ Bartram Springs Amenity Center

Mr. Oliver stated the next meeting will be April 12, 2021 at 6:00 p.m.

On MOTION by Mr. Walden seconded by Mr. Colcord with all in favor the meeting adjourned at 10:26 a.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman