

BARTRAM SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, December 14, 2020 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                  |
| George Katsaras | District Engineer (by telephone)  |
| John Lucansky   | Bartram Club Manager              |
| Dan Fagen       | Vesta Property Services           |
| Winslow Wheeler | Operations Manager (by telephone) |
| Sue O'Lear      | Vesta Property Services           |
| Robert Jones    | VerdeGo                           |
| Shane Blair     | VerdeGo                           |
| David Simmons   | VerdeGo                           |

The following is a summary of the actions taken at the December 14, 2020 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 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**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

Mr. Oliver being a notary public of the State of Florida administered the oath of office to the three newly elected supervisors, Mr. Walden, Ms. McKinney and Ms. Young.

**B. General Information for New Supervisors**

Mr. Oliver stated I know you received an informational packet from Hopping Green & Sams regarding the duties and responsibilities of supervisors. The CDD is a unit of government established under Florida Statutes and CDD Supervisors are public officials subject to many of the same requirements as other state and local elected public officials throughout Florida. Two of the most important things are compliance with the Sunshine Law and public records laws. Under the Sunshine Laws, supervisors can only discuss CDD business with other supervisors at a publicly noticed meeting. You can talk about anything else with your fellow supervisors, but not district business. Also, an important point is you can talk about district business with anyone other than members of the board. If you ever have a question about the Sunshine Laws, you can contact District counsel or me. Florida has a very broad public records law and most of the documents we generate through this district are subject to public records requests. To the extent that you maintain your own CDD records, it is recommended you keep those documents and records segregated from your personal and business records. In case there is a records request, you can get to those quickly. My office maintains the official records of the district and if there is a records request made directly to you, please contact Carl or me for assistance in coordinating the response. There are some records and information that is considered exempt from public records and Carl will be able to weigh in on that.

**C. Election of Officers, Resolution 2021-01**

Mr. Oliver stated Florida Statutes require that we have an election of officers among the board members after every general election cycle. You can see from the resolution in your packet that we have supervisors serving as chair and vice chair and the remainder of the supervisors serve as assistant secretaries so they can execute documents on behalf of the district. From the District Manager's office, we have someone assigned as treasurer, secretary, assistant secretaries and assistant treasurers so that we can take care of the administrative and financial business of the district between meetings.

On MOTION by Mr. Colcord seconded by Mr. Chipman with all in favor Resolution 2021-01 was approved reflecting the following officers: Kevin Colcord chairman, Andrew Walden vice chair, James Oliver secretary, James Perry Treasurer, James Oliver. Patti Powers and Ariel Lovera assistant treasurer, James Perry, Ernesto Torres, Rich Hans, Daniel Laughlin, James Chipman, Stephanie McKinney and Derri Lassiter Young assistant secretaries.

Mr. Fagen announced changes in personal recognizing John Lucansky for his 11 years of service and introduced Sue O’Lear, the new Bartram Club Manager. Also, Erika Budzinski got an opportunity in Rivertown and has created an opening in our lifestyle area and Sarah Johnson who used to work here has accepted the position and is coming back. She is a strong asset to the organization.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the November 9, 2020 Meeting**

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the minutes of the November 9, 2020 meeting were approved as presented.

The next item taken out of order.

**VerdeGo Presentation of Landscape Improvements**

Mr. Walden stated Robert and I got together a couple weeks ago and came up with a plan for each phase, 1, 2, and 3 and the entry of Bartram Springs.

Mr. Blair gave a detailed presentation on landscaping plans for the entry, the sections that are affected and what it is going to look like. The purpose is to improve the curb appeal and add additional color.

**FIFTH ORDER OF BUSINESS**

**Review of Capital Reserve Plan for Repairs and Replacement of Capital Assets**

Mr. Colcord stated you have two spreadsheets in front of you, one you saw last month and that lists 2021 projects, 2022 projects and 2023 projects based off the capital reserve study. I have asked John and Winslow to come up with a separate spreadsheet for fiscal year 2021 projects; this

is our wish list. The capital reserve is a great spreadsheet to use but not all those projects need to be done. The FY 2021 has all the projects we talked about in the past. We just had a pump go out that is \$20,000 and the money has to come from someplace. That means that a project on the list that we wanted to do may not be get done. There is currently \$265,000 in the capital reserve.

Mr. Oliver stated the balance sheet shows \$100,286 on hand. The District has budgeted a contribution for FY21 of \$165,000.

Mr. Colcord stated we don't want to blow through all of that because we need a safety net, some contingencies. If we need to do no. 2 we have the funds for it, we have been talking about it for four years now. As a board we need to talk about the other ones that need to be done and what are priorities and what are not priorities.

Mr. Oliver stated the district has adopted Rules of Procedure, which includes guidance regarding bid processes for procuring goods or services. Typically, due to the higher costs of repairs or replacements og capital items, we solicit proposals for board review and approval.. The district meets on a monthly basis, so unless there is an emergency repair, typically we have time to direct staff to get proposals for Board review and selection. We should stick to that process as much as possible. There may be times when we need to go sole source for specialty items and repairs.

Mr. Colcord stated we know that Winslow has already gone out to bid on the pumps and is working with JEA and the engineer on the reclaimed water meter. If he gets the bids next week do we wait for the next meeting?

Mr. Oliver stated sometimes it make sense to move forward with something. What is the cost?

Mr. Colcord asked are we comfortable with \$12,000 for the pump on the well for landscaping?

Mr. Wheeler responded we have two bids and they are both lower than \$12,000.

**Pump Repairs**

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor staff was authorized to contract for the purchase of a pump for the landscaping well in an amount not to exceed \$12,000.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor staff was authorized an amount not to exceed \$11,500 for purchase and installation of the pump and JEA water meter.

Mr. Colcord asked do we have the estimates on the pool slide?

Mr. Lucansky stated that is our rotating contract on that, the slide will be done for a total of \$16,170. The steps are completed; we put a non-slip surface on the steps two weeks ago. The slide is in process and we are waiting on the contract.

Mr. Colcord stated you can take the wood pergola refurbishing off the list, that is under your spending authority.

**Landscape renovation**

On MOTION by Mr. Colcord seconded by Mr. Chipman with all in favor the proposal from VerdeGo for the front entrance was approved in an amount not to exceed \$29,000.

Mr. Eldred stated we will wrap this into the existing agreement.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor removal of the elliptical machine and purchase of a stairmaster in the amount of \$5,800 was approved.

**Tennis Court**

This item deferred.

**Basketball Courts**

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the proposal from Tennis Unlimited for resurfacing of the basketball courts in the amount of \$9,900 was approved.

Mr. Colcord stated I recommend we hold off on everything else on the capital improvement list until the first of the year. We will update the spreadsheet with what has been approved and leave the ones not yet approved on the list.

**SIXTH ORDER OF BUSINESS**

**Ratification of Agreement with Best Fence and Rail of Florida, LLC for Fence Installation**

Mr. Eldred stated the proposal was previously approved by the board and I prepared the agreement that we will enter into. We had the agreement executed and we are asking the board to ratify those actions. The material is on back order and they needed the agreement before they could order the custom railing.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the agreement with Best Fence and Rail of Florida, LLC in the amount of \$16,400.00 was ratified.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Fiscal Year 2021 Landscape Renovation**

This item taken earlier in the meeting.

**B. Pump Repairs**

This item taken earlier in the meeting.

**C. Park Benches**

This item deferred.

**D. Slide Tower Repairs**

This item discussed earlier in the meeting.

**E. Tennis Court Repairs**

This item deferred.

**F. Basketball Court Resurfacing**

This item taken earlier in the meeting.

**EIGHTH ORDER OF BUSINESS**

**Update Regarding Request for Cricket Wicket**

Mr. Colcord stated there have been discussions about a request for a cricket field, but there are a lot of questions due to the concrete pad that needs to be put in the sports field. They are asking the CDD to pay for it, but we have concerns about how it will look, safety issues, and tripping hazards for kids.

Mr. Lucansky stated I looked at the one at Atlantic Coast, the carpeting surface is deteriorating and it is a raised platform on the ground. In our set up we use the field for soccer and other sports and this would be a concrete slab in the field and I believe it to be a hazard for our kids.

Mr. Colcord stated their estimate is low and I don't feel that we have a field big enough that is suitable for cricket. If I were going to spend \$12,000 I would rather see a small baseball field for T-Ball or something that is going to be of more use than for a small select number. If we put the cricket field in it will draw non-residents who want to play cricket and we had that problem with soccer many years ago. I would like to put this to a vote to see if we want to continue the discussion or end it at this time.

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| On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the request for Cricket Wicket was denied. |
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**NINTH ORDER OF BUSINESS**

**Update Regarding Comcast Revenue**

Mr. Oliver stated the district has a revenue sharing agreement with Comcast or Xfinity based on the number of homes within the community that uses data usage as well as video services. The district budgeted to receive about \$18,000 in revenues for FY21. This quarterly distribution is \$5,100, so we are on program to receive about what we budgeted. That number can fluctuate based on Comcast usage.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney – Social Media Letter**





Ms. Young accepted the assignment of dog park oversight.

Mr. Walden stated as I look at the HOA budget they have \$1,500 towards Christmas decorations.

Mr. Lucansky stated they offer to pitch in \$1,500 to buy some lights. It is too close to Christmas for our installer to put them up. The HOA wants to install them themselves.

Mr. Colcord stated he refused to give us the money, he wanted to do everything himself and there were concerns about him bringing residents out to climb all over the gazebo and other things putting up lights. I told Paul that is not a good idea. We don't even let Vesta install their own lights for various reasons.

Ms. Lassiter Young stated residents are complaining about the lack of decorations, the reindeer are too small, there is no color in the lighting of the trees. I took a picture of an example of how to do a little more decorating in an inexpensive way.

Mr. Colcord stated I have seen that in other places and it looks very nice and that is something we can always add money towards.

Mr. Kaufman stated John and I have been very close over the years working on different situations that we could take care of before the monthly meetings. We have a food drive and collected from one person 70 pounds of food. The community did not respond too well to that. We now have the toy drive for Ronald McDonald House. You don't have to spend a lot of money to bring a couple toys in. We have doing this in cooperation with John and his staff for the last three years.

A resident stated I walk two or three times a day and I'm surprised this isn't called Racetrack Road because of the speeding. I don't know if this is something you can address.

Mr. Chipman stated the streets are owned by Duval County and there is nothing we can do. You have to continually call JSO on it and let them know.

A resident stated maybe a weekly update of courtesy notices, saying a lot of residents are concerned, you live here watch your speed.

**TWELFTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of October 31, 2020 and Statement of Revenues and Expenses for the Period Ending October 31, 2020**

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.

**C. Approval of Check Register**

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

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

**THIRTEENTH ORDER OF BUSINESS      Action Items for Follow-Up**

Mr. Oliver stated I will circulate my meeting notes by the end of business so everyone can see the notes of the meeting. These are informal notes.

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – January 11, 2021 at 6:00 p.m. @ Bartram Springs Amenity Center**

Mr. Oliver stated the next meeting will be January 11, 2021 at 6:00 p.m.

On MOTION by Mr. Walden seconded by Mr. Chipman with all in favor the meeting adjourned at 10:36 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman