

BARTRAM SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, December 13, 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
Wes Haber	District Counsel by telephone
George Katsaras	District Engineer by telephone
Stephanie Taylor	Assistant General Manager - Vesta
Winslow Wheeler	Field Operations Manager - Vesta
David Landschoot	VerdeGo

The following is a summary of the actions taken at the December 13, 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 November 8, 2021 Meeting**

On MOTION by Mr. Colcord seconded by Mr. Chipman with all in favor the minutes of the November 8, 2021 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**                      **Review of Landscape Maintenance Performance**

Mr. Wheeler stated David Landschoot of VerdeGo, Vice Chairman Walden and I have been meeting on a weekly basis and overall the maintenance of the property is going well. Vesta put together a matrix that we use on the weekly visits that has everything from weed eating to trash pickup.

Mr. Walden stated Winslow and I have been meeting regularly and I appreciate that. I do see that the train is moving in the right direction, but there is some tweaking that we need to do to get it to the ultimate goal. One of the ultimate goals is Phase 2 of the parkway that we discussed the price but are still waiting on a proposal from his boss.

**FIFTH ORDER OF BUSINESS**                      **Update Regarding Dog Park**

Mr. Oliver stated at the last meeting the board approved the changes to the dog park and moving the fence line. Subsequent to that meeting, we got word from Winslow that some of the fencing you approved was not feasible as it would be installed within the new area recently improved with anti-erosion materials. Supervisor Young and Winslow are bringing an adjusted plan to the board for your consideration.

Ms. Young presented the proposed changes reflected in the revised plan and indicated that they were able to get the agility equipment for much less.

The board and staff discussed access to the pond by both large and small dogs, location of shade structures and took action on the fencing and agility stations; the shade structure will be considered at a future meeting.

On MOTION by Mr. Colcord seconded by Mr. Chipman with all in favor the fencing and agility stations for the dog park were approved in an amount not to exceed \$15,000.

**SIXTH ORDER OF BUSINESS**                      **Presentation of Proposed Changes to Rates & Policies**

Mr. Oliver stated a copy of the proposed changes to the rates and policies was included in the agenda package. If the board decides to consider new or increased rates as suggested by staff, counsel will advise that we will need to schedule a rate hearing for public comment. It usually

takes about 30 days to publish required notices and we will likely hold the rate hearing at our February meeting.

Ms. Taylor reviewed the proposed additions and changes to the current rental policy.

On MOTION by Mr. Chipman seconded by Mr. Walden with all in favor the additions and changes in the rental policies were approved.

On MOTION by Ms. Young seconded by Mr. Walden with all in favor the rate hearing was scheduled for February 14, 2022.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Purchase and Installation of Street Signs**

Mr. Oliver gave an overview of the proposals received for the purchase and installation of street signs. Supervisor Chipman was authorized to work with Mr. Wheeler to obtain additional proposals to be considered at a future meeting.

**EIGHTH ORDER OF BUSINESS**

**Update Regarding Comcast Revenue**

Mr. Oliver stated a couple years ago District Counsel negotiated an agreement with Comcast for the district to receive a share of Comcast marketing revenues. As shown on the statement included in the agenda package, the CDD has received \$5,346 for the period from July to August 2021.

**NINTH ORDER OF BUSINESS**

**Third Quarter Vesta Revenue Sharing**

Mr. Oliver stated the quarterly revenue sharing from Amenity Services Group totals \$7,318.55.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber gave an overview of the changes that took place during the 2021 legislative session as outlined in the memoranda that was included in the agenda package for the following:

**1. Publication of Legal Notices**

**2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Must Complete by June 30, 2022**

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor staff was directed to obtain a proposal to prepare the needs analysis from ETM.

**3. Prompt Payment Requirements**

Mr. Haber will prepare a resolution for this item for the next meeting.

**4. Public Records Exemptions for Addresses and Other Information Associates with Certain Officers, Judges, etc.**

**B. Engineer**

Mr. Katsaras stated we are working on a proposal to prepare the needs analysis for the stormwater management services and hope to have that to the board at the next meeting.

Mr. Walden stated at the last meeting I talked to you about the low water at the front entrance. Mr. Wheeler educated me on how that water flow is designed and I saw exactly what Mr. Wheeler was talking about. Thank you.

**C. Manager**

Mr. Oliver stated once a quarter this district has evening meetings and the next one is scheduled for January and it will be at 6:00 p.m. The vice chair has provided counsel the information that Danny Becton will attend our January meeting. Would that be the 6:00 p.m. meeting or at the 8:30 a.m. February meeting?

Mr. Walden stated when I talked to him 6:00 p.m. was perfect.

**D. General Manager - Report**

Ms. Taylor reviewed the items outlined in the monthly memorandum, which was included in the agenda package.

**E. Operation Manager**

**1. Report**



proposals from other vendors, sticks sticking up on soccer field, type of basketball backboards, doggie stations, ticket/suggestion box for resident comments, broken fitness equipment, eblast of CDD information and advertise CDD events.

**TWELFTH ORDER OF BUSINESS                      Financial Reports**

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

**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 UV 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 put together my notes from this meeting and distribute them to the board.

Mr. Colcord stated the HOA approved money for the Christmas lights, but they decided to put them where they wanted without going through us first. When we said no, they said then you don't get the money because we approved it for one specific location. I talked to Paul so that in the future they come to us first and don't vote on a specific location on CDD property.

**FOURTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – January 10, 2022 at 6:00 p.m. @ Bartram Springs Amenity Center**

Mr. Oliver stated the next meeting will be January 10, 2022 at 6:00 p.m. in the same location. City of Jacksonville Councilman Danny Becton will be there.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the meeting adjourned at 11:03 a.m.



Secretary/~~Assistant Secretary~~



Chairman/Vice Chairman