

MINUTES OF MEETING
BARTRAM SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, February 13, 2023 at 8:30 a.m. at the Bartram Springs Club Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.

Present and constituting a quorum were:

Andrew Walden	Chairman
Derri Lassiter Young	Vice Chairperson
Taner Nierengarten	Supervisor
Lacy Reynolds	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
George Katsaras	District Engineer
Sue O'Lear	Bartram Club Manager
Winslow Wheeler	Field Operations Manager
Dan Fagen	Vesta/Amenity Services Group

The following is a summary of the actions taken at the February 13, 2023 Bartram Springs Community Development District Regular Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 8:30 a.m. and called the roll. Four Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

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Mr. Oliver asked for audience comments. He noted this was an opportunity for the audience to make comments to the Board on items that are on the agenda. There were no audience comments at this time.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 9, 2023 Meeting

Mr. Oliver stated the next item is approval of the minutes of the January 9, 2023 meeting. Mr. Oliver asked for any comments, corrections, or changes. Hearing no changes,

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the Minutes of the January 9, 2023 meeting, were approved.

FOURTH ORDER OF BUSINESS

Discussion of Bartram Barracuda’s Swim Team Regarding the Use of the District’s Competition Pool

Mr. Oliver referenced the current agreement that the District has with the Barracudas. Gary Styles, representative for the Barracudas, introduced himself to the Board and asked if there were any issues that needed to be addressed in the contract. Board discussed resident participation, and Mr. Styles stated that it was usually 60% residents and 40% nonresidents.

The Board discussed lifeguard requirements, currently the contract requires two extra lifeguards for swim meets. Discussion ensued regarding the necessity of two lifeguards.

Mr. Walden motioned to accept the contract with the Barracuda’s swim team. Ms. Young seconded the motion to renew the agreement for the upcoming season.

Ms. Reynolds noted that they were currently only receiving \$5 per swimmer and suggested that they consider having only one lifeguard required for swim meets and the other lifeguard could be used for residents. Board discussion ensued on life guard attendance at swim meets.

Mr. Nierengarten pointed out that the contract says that any damage is done must be fixed within 24 hours, and his opinion was that is unreasonable.

Mr. Oliver confirmed that their current contract would end at the end of the 2023 swim season, so action was not required in the immediate future.

FIFTH ORDER OF BUSINESS

Consideration of Revision to Fiscal Year 2023 Meeting Schedule / Times

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Mr. Oliver noted that this item was discussed at the prior meeting. He stated that the current annual meeting schedule is comprised of eight 8:30 a.m. meetings per year, combined with another four evening meetings held once per quarter at 6:00 p.m. Mr. Oliver noted that at the last meeting Mr. Nierengarten recommended that the Board consider switching to two night meetings per quarter with one morning meeting.

Mr. Nierengarten explained his reasoning for the recommendation, noting that some people he had talked to want more evening meetings. Ms. Young noted that while it was easier for some people to attend evening meetings, for herself it would be harder to attend evening meetings. Mr. Walden stated that when they became Board members, they knew the schedule of the meetings in the mornings and evenings. Mr. Nierengarten reiterated that he was expressing the opinion of residents that had brought up the meeting times to him. Mr. Walden said that over the years they have changed the meeting times multiple times, and they get the same results. Mr. Nierengarten disagreed, stating that the last morning meeting there weren't any residents but at the last evening meeting there were over a dozen residents.

Mr. Nierengarten asked about weekend meetings. Ms. Reynolds stated that she attended morning and evening meetings as a resident and she understands that they have tried to get residents to attend meetings. She stated that the community was the Board to be more accessible, and there are things they can do to make that happen. Ms. Reynolds noted that she asked the District Manager when she submitted her resume to be on the Board, if the meeting times were set in stone and he said they were not. Ms. Reynolds also noted that there was strong attendance at the last evening meeting.

Mr. Nierengarten suggested changing the March 13 meeting to an evening meeting and keep April 10 as an evening meeting. Then they could discuss if they would like to continue the two evening meetings or go back to one evening meeting.

Ms. Young clarified that the Board does not holding morning meetings to lower resident turnout, and she noted that she has no desire to have fewer residents at the meeting or prevent people from coming. She reiterated that she personally cannot be present for more evening meetings due to obligations she has at that time.

Ms. Reynolds suggested that they look into closed caption on Zoom or using Teams. She also suggested that a volunteer from the community could live stream the meeting.

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Mr. Oliver noted that they could take a motion on this item or they could table this item to a future meeting. Mr. Oliver also stated that they would look into live-streaming options while keeping compliance of ADA guidelines for visually impaired in consideration.

On MOTION by Mr. Nierengarten, seconded by Ms. Reynolds, with Mr. Nierengarten and Ms. Reynolds in favor and Mr. Walden and Ms. Young opposed, Moving the March 13, 2023 Meeting Time from 8:30 a.m. to 6:00 p.m., the motion failed 2-2.

**At this time Mr. George Katsaras gave an engineering update.*

Mr. Katsaras, District Engineer, provided background to the Board regarding the stormwater ponds, wells, and aesthetic ponds. He explained the process of transitioning the decorative entry ponds to two smaller wells/pumps. Board discussion ensued on the cost of recharging Ponds with re-use water, and also the possibility of tearing of pond liners.

Regarding roads within the community, Mr. Katsaras suggested if there are problems with potholes, they should reach out to streets and drainage and file a report and stay on them. Board discussion ensued on road maintenance responsibilities between COJ and St. Johns County.

**Mr. Katsaras left the meeting at this time.*

SIXTH ORDER OF BUSINESS

Review of Website Services Proposal

Mr. Oliver noted that currently Vesta operates a website for the community focused largely on amenity programming. He stated that the Florida Statutes requires the CDD to have a website for posting of required documents like audits, agendas, and meeting schedules. Mr. Oliver stated there has been unnecessary delays in posting documents to the CDD website. He presented a GMS proposal to maintain the District’s website, and Vesta will continue to maintain the amenity website.

On MOTION by Mr. Walden, seconded by Ms. Reynolds, with all in favor, the GMS Website Services Proposal, was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Live-Streaming of Meetings

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Mr. Oliver noted that this item was discussed earlier in the meeting during the meeting time discussion. He stated that they would research options for the Board and bring back their findings to a future meeting.

EIGHTH ORDER OF BUSINESS Preliminary Discussion of Fiscal Year 2024 Budget Process

Mr. Oliver reviewed the budget process for the Board. He explained Chapter 190, FS requires that a proposed budget be approved by June 15th of each year, and a budget be adopted after a public hearing no sooner than 60 days after the draft budget is adopted. He suggested that they kick off the budget process at March’s Board meeting with a preliminary budget. Proposed changes from vendors will need to be brought before the Board before the final budget is adopted.

Mr. Oliver noted that he will send out the Fiscal Year 2024 budget for discussion before the March 13 meeting. The April meeting will include any vendor or staffing changes or increases to line items. The proposed budget will be brought in May and the budget adoption will be in July.

NINTH ORDER OF BUSINESS

Consideration of Proposals to Purchase and Installation of Air Conditioning Unit (replacement of existing HVAC) for Social Hall

Mr. Oliver noted that this is replacement of the current HVAC in the social hall. Mr. Winslow presented the Air Target, Weather Engineers Inc., and W.W. Gay Mechanical Contractor, Inc. proposals for installing an air conditioning unit. All proposals were included in the agenda package for Board review. Mr. Winslow recommended the Air Target proposal which totaled 11,982 and he noted that he had seen Air Targets work before and felt comfortable recommending that company to the Board. Discussion ensued regarding warranty on the air conditioner and labor.

On MOTION by Ms. Young, seconded by Mr. Walden, with all in favor, the Proposals to Purchase and Installation of Air Conditioning Unit for Social Hall, was approved.

TENTH ORDER OF BUSINESS

Consideration of Proposals for Fountain Maintenance

A. Amenity Center Fountain Replacement

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Mr. Wheeler presented the proposals for fountain maintenance. The Board reviewed the five proposals for fountain replacement in the agenda package. After reviewing, the Board decided not to take any action on the amenity center fountain replacement. A repair part for the existing fountain has been order, and the vendor expects the part to arrive within two weeks.

B. Front Entry Fountain Motor Replacement

Mr. Wheeler reviewed the three proposals in the agenda package for the front entry fountain motor replacement. After Board discussion, the consensus was to approve the St. Augustine Electric Motor Works, Inc. proposal totaling \$8,265.

On MOTION by Ms. Young, seconded by Ms. Reynolds, with all in favor, the Front Entry Fountain Motor Replacement Proposal from St. Augustine Electric Motor Works, Inc., was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber gave an update on items that had occurred since their prior Board meeting. The Board had no questions for Mr. Haber.

B. Engineer

**This item was taken out of order under the fifth item of business.*

C. District Manager

Mr. Oliver noted that the auditor is working on the FY22 audit right now. The deadline for submission of the audit to the Auditor General’s Office is June 2023. The auditors will have that completed before then and I will bring the audit to this Board for review and acceptance.

D. General Manager – Report

Ms. O’Lear reviewed the Operation report and provided updates on activities to the Board. She reviewed upcoming February.

Ms. Reynolds reminded staff that she has been asking for fitness class and program numbers but Vesta has not provided them, she noted that she has been asking for those numbers

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Mr. Nierengarten brought to the Board that there were a lot of cars during school time and that it was a lot for neighborhoods in the mornings. He stated that the area is dangerous and wanted to address the congestion near the elementary school. Mr. Oliver responded that the discussion should be a combined effort between the city of Jacksonville, JSO and the school board. Mr. Oliver stated that the District does not have any authority over that matter. He also suggested that a parental support group for the school send a joint letter to those three entities.

Ms. Young stated that she saw new audience members and wanted to make sure they knew that as a Board they are going to disagree on things and that did not mean they do not like each other. Ms. Young stated that it may seem like all of the Board members have different opinions but that is healthy for the Board.

Ms. Reynolds made a comment about the contract for the signs in the neighborhood and stated that she asked Ms. O'Lear if the sign in the front was free because it was new, and Ms. O'Lear said yes, but on the check register it said we recently wrote a check to Sundancer Sign Graphics for \$1,500. Ms. Reynolds also stated that the two signs that were fine in front of the amenity center had been replaced for \$470. Ms. Young questioned again if all the signage was included in the Vesta contract.

Ms. Young left the meeting at 11:10 a.m.

Mr. Walden asked that starting next month, the Board receives a security report. Mr. Walden discussed the status of the landscape maintenance deficiency report.

Mr. Oliver asked for any audience comments at this time.

A resident thanked Mr. Nierengarten and Ms. Reynolds for representing the residents in changing the times of the meetings.

THIRTEENTH ORDER OF BUSINESS Financial Statements

A. Balance Sheet as of December 31, 2022 and Statement of Revenue & Expenditures for the Period Ending December 31, 2022

Mr. Oliver reviewed the financial statements. 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 District is 96.58% collected.

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C. Approval of Check Register

Mr. Oliver offered to answer any questions on the check register. Mr. Nierengarten noted the four main water breaks. Mr. Nierengarten also questioned check #2395, which was a voided check. Mr. Oliver explained that the accountant preparing the check found an error and voided the transaction. Voided checks remain on the check register for tracking purposes and no break in check number sequence.

Ms. Reynolds questioned check #284 for \$20,000 and asked for confirmation that it was the last payment for the painting project. Mr. Oliver stated that was correct. Ms. Reynolds stated that there should be no more expenses for the painting project. Mr. Reynolds asked about the automatic withdrawals for Comcast. She questioned why they were at different days of the month.

On MOTION by Mr. Walden, seconded by Mr. Nierengarten, with Mr. Walden and Mr. Nierengarten in favor and Ms. Reynolds opposed, the balance of the check register, was approved 2-1.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – March 13, 2023 at 8:30 a.m. @ Bartram Springs Club Amenity Center

Mr. Oliver stated the next meeting will be on March 13, 2023 at 8:30 a.m. in the same location.

FIFTEENTH ORDER OF BUSINESS Adjournment

Mr. Oliver asked for a motion to adjourn the meeting.

On MOTION by Mr. Walden, seconded by Ms. Reynolds, with all in favor, the meeting adjourned.

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Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Andrew Walden
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Chairman/Vice Chairman