

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, November 13, 2023 at 8:35 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
Stephanie McKinney	Supervisor
Taner Nierengarten	Supervisor
Lacy Reynolds	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel, Kutak Rock
Sue O'Lear	General Manager
Stephanie Taylor	Bartram Club - Assistant Manager
Jay King	Vesta
Billy Genovese	VerdeGo Landscape
John Bloom	Barracudas Swim Team

*The following is a summary of the actions taken at the November 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 8:35 a.m. and called the roll. Five Supervisors were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver opened the audience comment period. Hearing no comments, the next item followed.

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**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the October 9, 2023 Meeting**

Mr. Oliver stated the next item was approval of the minutes of the October 9, 2023 meeting. Mr. Oliver asked for any comments, corrections, or changes to the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Minutes of the October 9, 2023 meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**VerdeGo Update**

Mr. Genovese asked if the Board had any questions or comments that he could answer or take back to his team. Ms. Reynolds asked for a general update on the progress of the projects that were discussed at the last meeting. Mr. Genovese responded that the projects were put on hold because of the RFP process. Mr. Walden clarified that some of the items Ms. Reynolds was referring to were addressed, but they were not complete yet. He also pointed out that there was a busted irrigation pipe that needed to be repaired. It was noted that Mr. Walden has a drive through scheduled for Wednesday. Ms. Reynolds asked if Mr. Wheeler started the RFP process. The response was that Mr. Wheeler submitted the documents.

**FIFTH ORDER OF BUSINESS**

**Consideration of Renewal of Barracudas Swim Team Agreement**

Mr. Oliver presented the current agreement with the Barracudas Swim Team to the Board. The agreement expires at the end of 2023. Mr. Bloom represented the swim team and asked for renewal of the agreement for 2024 using the same terms as the current agreement. Board and staff discussion ensued on this agreement and some changes that were suggested. One change included in the fee schedule for an additional \$5 for non-resident swim team members. Mr. Nierengarten briefly reviewed over the agreement and had some updated recommendations. Ms. Young suggested that they keep the information regarding Covid-19 in the agreement and included any other public health emergency out of precaution. The Board agreed with Ms. Young. Mr. Nierengarten will work with staff to finalize terms and bring this agreement back to the December meeting.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Lower Roof Replacement**

Ms. O’Lear presented proposals for the lower roof replacement. Discussion ensued on the different options available. It was noted that this was the original roof from when the amenity center was constructed in 2003 by Dicky Smith Company. It was decided to table this item to investigate if the roof is covered by a warranty and if a replacement is covered by property insurance.

**B. Paver Cleaning and Resealing**

Ms. O’Lear presented proposals for the paver cleaning and resealing. Discussion ensued on the different options available as well as the timing in which this project will take place. Also, the question was asked regarding the furniture that needs to be moved for the project. The Board decided to approve a not to exceed cost of \$17,500 and to direct staff to obtain additional proposals.

On MOTION by Ms. Reynolds, seconded by Mr. Walden, with all in favor, Paver Cleaning and Resealing Not to Exceed Cost of \$17,500 and Directed Staff to Obtain Additional Proposals, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Authorizing RFP for Landscape & Irrigation Maintenance Services**

Mr. Oliver presented Resolution 2024-01 to the Board. He stated that this Request for Proposals (RFP) is a statutory requirement. He noted two components to this process are in your agenda packets: scope of services that Mr. Wheeler prepared and the resolution provided by Mr. Haber.

Mr. Haber explained that the resolution itself authorizes the RFP process. He added that there was more to the RFP than only the two exhibits. He explained the two exhibits stating that the first exhibit to the resolution was a notice to get published in the newspaper and it provides information on how proposers can pick up a package, when they need to be submitted, a public opening, protest rights, etc. The next exhibit was evaluation criteria. It was decided that the proposals will be brought back to this Board for review. He discussed the RFP package and what it included which was documents that proposers would be asked to complete such as type of

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equipment used, pricing, examples of other projects, other qualifications, etc. They will get a booklet that each proposer prepares answering various questions that are included in the RFP package. Then, the Board will score the proposals based on the evaluation criteria, which totals 100 points. He continued to explain the RFP process stating that the notice document itself authorizes the Chairman to work with staff to finalize the package that will be distributed to anybody who says they would like to submit a proposal. He concluded that this resolution starts the process, approves the criteria, approves the notice, and authorizes staff to work on the RFP package. It was noted that all proposers needed to be communicated with equally so there is no protest. Discussion ensued and the Board decided to authorize issuance of landscape maintenance RFP and the proposals will be considered at the January meeting.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, Resolution 2024-01 Authorizing RFP for Landscape & Irrigation Maintenance Services and Allowing Staff to Work with the Chairman on the RFP Package, was approved.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Resignation from England-Thims & Miller and Authorization for Staff to Issue RFQ**

Mr. Oliver discussed the resignation from England-Thims & Miller as District Engineer. He explained the RFQ process for engineering services. He noted that the qualifications would be brought back to the December meeting for consideration.

On MOTION by Ms. Young, seconded by Mr. Walden, with all in favor, Accepting the Resignation from England-Thims & Miller and Authorizing Staff to Issue RFQ, was approved.

**NINTH ORDER OF BUSINESS**

**Review of RFP Scope of Services for Amenity Management**

Mr. Oliver stated the scope of services for amenity management included in the agenda package.

Mr. Haber stated that the scope was provided by Vesta. He noted that the RFP for amenity management does not require the same formalities as an RFP for maintenance. He discussed the RFP process for amenity management, which included creating an RFP package that will be

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provided to proposers and they will review it. He noted that it is less formal in that there is typically not a noticed ad and there is no protest rights.

Mr. Oliver discussed the timing of the process. He explained that his biggest concern with this process was that companies were preparing for the spring season and the management companies were recruiting and training staff now for Spring Break and the staffing ramp up for summer. With a District this size, staffing and training can be an intensive process for vendors. He stated he didn't know what type of response they would get, but suggested they could make it part of the FY25 budget process beginning in March. He stated that this process might take three or four meetings. After discussion, the Board agreed to move forward with the process and authorize staff to issue an RFP for on-site staffing services for amenity management and property operations management and proposals will be considered at the January meeting.

On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with all in favor, Authorizing Staff to Issue RFP Scope of Services for Amenity Management and Property Operations Management, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Amending the Fiscal Year 2023 General Fund Budget**

Mr. Oliver presented and explained Resolution 2024-02 to the Board, which was included in the agenda package for review. It was noted that the District adopted a general fund and capital reserve budget for Fiscal Year 2023 and the Board wants to reallocate funds budgeted to re-appropriate revenues and expenses approved during the fiscal year. The general fund budget was amended in accordance with Exhibit A and the resolution shall become effective today and be reflected in the financial statements and the audit report of the District. Mr. Oliver reviewed the budget included in the agenda package with the Board.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, Resolution 2024-02, Amending the Fiscal Year 2023 General Fund Budget, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Public Hearing Adopting Amenity Rates (Annual User Fee), Resolution 2023-03**

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Mr. Oliver stated that as determined at a previous meeting, the Board will consider increasing the annual user fee would go to \$3,000 per year. Brief discussion ensued regarding the non-resident user fee. Mr. Oliver asked for a motion to open the public hearing for comment.

On MOTION by Ms. Reynolds, seconded by Ms. Young, with all in favor, Opening the Public Hearing, was approved.

Mr. Oliver asked for any public comments. Hearing none, the public hearing was closed.

On MOTION by Mr. Walden, seconded by Mr. Nierengarten, with all in favor, Closing the Public Hearing, was approved.

Mr. Oliver asked for a motion to adopt Resolution 2023-03 annual user fee at \$3,000 per year.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, Adopting Amenity Rates (Annual User Fee) at \$3,000 Per Year, Resolution 2023-03, was approved.

**TWELFTH ORDER OF BUSINESS                      Discussion of Vesta Revenue Sharing**

Mr. Oliver asked for any updates or discussion on Vesta revenue sharing. Mr. Nierengarten stated that the biggest piece was all the December contracts that were going up. He asked what the best way to facilitate that was going forward. Ms. O’Lear explained that she could take the agreement that was drafted by the District and send it out to all the vendors expecting it to be individually reviewed and signed. Discussion ensued on the Vesta revenue sharing results using the report prepared by Vesta.

**THIRTEENTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**

Mr. Haber had nothing to report to the Board.

**B. Engineer**

There being no comments, the next item followed.

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**C. District Manager**

Mr. Oliver reviewed the updated District manager report.

**D. General Manager – Report**

Ms. O’Lear reviewed her General Manager Report. Ms. Taylor stated that October was a very busy month for them. She reviewed the October events, which included Kids Triathlon, Movie on Lawn, Fall Fest, and Trunk or Treat. She further discussed each event and how well they went. She reviewed the November events, which included the Christmas Tree Ornament Decorating, Letter from Santa, and Kids Activity Night. She stated that they started the ornament pickups. Ms. O’Lear stated that Ms. Taylor was an exceptional Amenity Manager. She explained that when the alarm went off the other night, it was a stray cat, and Ms. Taylor took the cat in to her home. She also explained that there was a resident with a personal situation who needed assistance getting to a shelter and Ms. Taylor helped this resident get into a shelter. She added that it had been great working with Ms. Taylor, and she hoped they had a long time to do this together.

Ms. O’Lear continued reviewing over the general manager report starting with the fitness center deep clean project. She pointed out that their new maintenance and repair company joined in the effort to move some of the larger cardio equipment and removing dust or debris from underneath those machines. It was noted that new pads were ordered. She addressed the rental staffing update stating that there was nothing to report. She provided an overnight parking update, which included the October permits. She updated the Board on the strikes/suspensions stating that full restitution was paid for the damage to the fishing dock and the shade structure on the July 4<sup>th</sup> fireworks incident. She gave a QR code survey update stating that it was still open and active since they still have a few major events. They are making the event experience survey code available through the end of the year, and she will present the results to the Board in January. She provided a handout regarding possible fitness trainer policy changes. After discussion, two key points were that the trainer can only be utilized by two members per household and trainers cannot use the CDD’s fitness facilities/equipment for personal use. The Board agreed to approve the changes to the fitness trainer policy and counsel will draft appropriate language for inclusion in amenities policies.

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On MOTION by Ms. Young, seconded by Ms. McKinney, with all in favor, Modifying the Language to the Fitness Policies to Include the Trainer can only be Utilized by Two Members Per Household and the Trainers Cannot Use the CDD's Fitness Facilities/Equipment for Personal Use, was approved.

The last item she reviewed was the revenue update. She pointed out that the Tennis Pro had not been working their regular schedule for several weeks due to a personal situation.

### **E. Operation Manager – Report**

Ms. O'Lear presented Mr. Wheeler's Operation Manager report. She stated that the holiday lights were installed but have not been turned on. They will complete the decorating the week of Thanksgiving. She continued reviewing the report, which included the night swim lighting, basketball court resurfacing, the red maple tree removal at the amenity kids park, the copper stain removal in the lap and rec pools, and the veterans park awnings. She addressed the anticipated proposal considerations for December, which included the dog park shade structure, and the amenity center kids park shade structure. She pointed out that they updated the section of this report that addressed the completed projects. She reviewed the October facility walk through completed projects, which included Veterans Park, flex room, locker rooms, gym, pool deck, social hall, upper deck bathrooms, and dock gazebo lighting. She discussed the projects to be completed, which included thorough pressure washing, cleaning lenses of all security cameras, paint scuffed windowsills/lower walls in gym, and sending out splash pad buckets for powder coating. She briefly addressed the landscaping report.

### **FOURTEENTH ORDER OF BUSINESS      Supervisors      Requests      and      Audience Comments**

Mr. Nierengarten asked Ms. O'Lear if they ramped up with a lot of people in March, April or June for seasonal employees. Ms. O'Lear responded that they would start posting in December. They have a job fair in January. She explained that they begin lifeguard certifications in January and February, and they try to have most of their seasonal lifeguards hired by March for Spring Break. Mr. Nierengarten asked if there was a time when there would be a lot of new employees and if they could do annual training. Ms. O'Lear responded absolutely. He asked about an associated cost for the training. Ms. O'Lear responded that for the cost of the training, they would



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have to see the costs and then they can incorporate it into one of their budget staff meetings. Training for employees was discussed further by Board and staff. Mr. Nierengarten asked if they could change the lenses on the front fountain to three green and two red or three red and two green. The Board agreed.

Ms. McKinney commented that the Fall Festival was great. She asked about the pond usage map and if it got sent out. She asked about fiberglass umbrellas to go in the amenities park. She commented on the illegal dumping and asked who to contact if someone is dumping things into the preserve. The response was to contact Mr. Wheeler. She commented on Board training.

Ms. Young commented that the decorations looked good so far. She told Mr. Walden well done and great job on that project. Mr. Walden thanked Ms. Young for her comment.

Ms. Reynolds commented on the traffic study that was done on Cherry Lake. She explained that for the speed humps, the City of Jacksonville advised 15 humps would be needed at a cost of \$3,000 per hump and would be at CDD cost. She gave an update on the crosswalk in front of the school stating that it was a six-month project, and they were coming up on the four-month mark. She noted that they did not find enough evidence as far as accidents, etc. to put in any more flashing crosswalks. Discussion ensued on the speed humps and Ms. Reynolds stated that she would be happy to forward the traffic study to Mr. Oliver so he can forward it to the Board for review and then the Board will bring this discussion back to a future meeting. She noted that she heard the Fall Festival was fantastic. She recommended to the Board a rotating schedule and noted the importance of Board members attending these events so the community knows who they are and can reach out to them.

Mr. Walden thanked the Board for their valuable input. He thanked Ms. O'Lear and staff for supporting the Veterans Day events on the 10<sup>th</sup> and 11<sup>th</sup>.

An audience member commented on the roofs and trees.

## **FIFTEENTH ORDER OF BUSINESS                      Financial Statements**

### **A. Balance Sheet as of September 30, 2023 and Statement of Revenue & Expenditures for the Period Ending September 30, 2023**

Mr. Oliver reviewed the financial statements. A copy of the financials was included in the agenda package. The capital reserve balance is \$235,000.

### **B. Assessment Receipt Schedule**

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A copy of the assessment receipt schedule was included in the agenda package. The District is 100.33% collected.

**Approval of Check Register**

Mr. Oliver presented the check register for review. Ms. Reynolds asked if they wrote a check for the Christmas lights in July for December and November. Mr. Oliver responded that for most of them, they must put in a down payment. Discussion ensued on the payment for Christmas lights. Ms. Young asked if they could flip the switch to turn the lights on before Thanksgiving. Discussion ensued on the lights and decorations for the Christmas holiday. Ms. McKinney confirmed that it was 50% down and 50% done.

On MOTION by Ms. McKinney, seconded by Mr. Walden, with all in favor, the Check Register, was approved.

**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – December 11, 2023  
at 8:30 a.m. @ Bartram Springs Club  
Amenity Center**

Mr. Oliver stated the next meeting will be on December 11, 2023 at 8:30 a.m. at the Bartram Springs Club Amenity Center.

**SEVENTEENTH ORDER OF BUSINESS Adjournment**

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

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

DocuSigned by:

*Jim Oliver*

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Secretary/Assistant Secretary

DocuSigned by:

*Andrew Walden*

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Chairman/Vice Chairman