

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, January 22, 2024 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	Bartram Club Manager
Winslow Wheeler	Operations Manager
Stephanie Taylor	Vesta Assistant Manager
Fred Atwood	Vesta
Jay King	Vesta
Bryan Wackes	VerdeGo
Darrin Mossing	GMS
Alison Mossing	GMS
Billy Genovese	VerdeGo
Blake Dougherty	Yellowstone
Stacy Montoya	The Greenery
Chris Charbonneau	Brightview

The following is a summary of the actions taken at the January 22, 2024 Bartram Springs Community Development District Regular Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

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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.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the December 11, 2023 Meeting

Mr. Oliver stated the next item was approval of the minutes of the December 11, 2023 meeting. Mr. Oliver asked for any comments, corrections, or changes to the minutes. Mr. Walden noted a correction to change the spelling to Bryan Wackes name throughout the minutes.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the Minutes of the December 11, 2023 meeting, were approved as amended.

FOURTH ORDER OF BUSINESS

VerdeGo Update

Mr. Wackes from VerdeGo provided a brief monthly update. He noted that it was normal maintenance right now. A detailed report of the bollard area was provided. Irrigation was also discussed and was noted to be working. Mr. Walden asked when they would put the plants in. Mr. Wackes responded that he was just waiting on the final approval. Ms. Young thanked Mr. Wackes for the detailed VerdeGo report and noted her appreciation that he recognized all the hedges that need to be lowered and not just trimmed at the level they are right now. She noted that it had been an on-going issue before Mr. Wackes came on board.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals for Landscape & Irrigation Maintenance Services

**This item was taken out of order.*

Mr. Oliver explained that several meetings ago it was decided that it was time to go through the RFP process. VerdeGo was selected several years ago, and they have gone through their maximum number of renewals, which requires the CDD to go through the RFP process. It was noted that the CDD received seven proposals. Mr. Oliver briefly presented a proposal that was

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received 20 minutes late as well as a proposal with a math error. District Counsel, Mr. Haber, walked through those two situations in further detail. Discussion ensued on these two situations, and it was decided to accept both the late and the mathematical error proposals.

On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with all in favor, Waiving Late Proposal and Mathematical Error Proposal, were approved.

Mr. Oliver provided a landscape scoring sheet, which he reviewed with the Board. After discussion, it was decided to score the proposals at the special meeting on February 7, 2024 at 6:00 p.m. with one-hour targeted time for this item. It was also noted that the proposals would be scored on score sheets provided by supervisors to Mr. Oliver by February 1, 2024 and Mr. Oliver would provide the combined scores to the Board for further discussion and final scoring at the special meeting. Mr. Haber stated that when they hold the meeting to consider the proposals, it's quite limited on what the Board can hear from the proposers. There is no supplemental or additional information they can provide. The proposers, at most, should be highlighting what was already presented in the package. He pointed out that things such as mathematical errors can be brought to their attention and they can correct those, but it's not a question-and-answer session where they ask for more information beyond what was presented because the law doesn't allow that. He explained that proposals are exempt from public record for 30 days after their opening or until they are awarded, and they should not be shared with members or the public or with the proposers themselves. The Board expressed their appreciation to all the vendors for coming to the meeting today.

FIFTH ORDER OF BUSINESS

Consideration of Renewal of Barracudas Swim Team Agreement

Mr. Nierengarten presented the Barracudas Swim Team Renewal Agreement for 2024 to the Board. After Mr. Nierengarten briefly reviewed the agreement, Mr. Walden asked if all the stuff they discussed last year still applied such as parking monitors, etc. Ms. O'Lear responded that it was not part of the original document but was something they worked out together. Mr. Walden suggested that they include it in this agreement for clarification. Ms. Young wanted to

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clarify that staff members were not helping. Mr. Nierengarten responded that he would make sure to clarify that. He also noted that this was essentially the rough draft.

SIXTH ORDER OF BUSINESS

Ranking of Qualifications of Engineering Firms

Mr. Oliver noted that ETM had been servicing Bartram Springs CDD as district engineer since 2005 and that they helped with the original construction planning. He explained that ETM was resigning from most CDDs which have completed infrastructure construction.. He explained the ranking of qualifications process to the Board. They reached out to six different engineering companies, and they all responded. He added that all six companies were very qualified to do CDD work, and the details were included in the agenda package. Mr. Haber explained that this was also a different process than the other two that they just discussed in that it is an RFQ, which means it's a request for qualifications. He explained that they score them, which creates a ranking. It doesn't necessarily mean that the highest ranked firm will be the one they enter into a contract with. It does, however, mean that the Board ranks them and the District enters into negotiations with the highest ranked and if they can't successfully negotiate a contract with the top ranked, then they move to the second top ranked, then the third top ranked until they successfully negotiate a contract. He pointed out that in his experience, they successfully negotiate contracts with the top ranked and it was fair for the Board to expect for the top ranked firm to be the one whom they enter into a contract with, but it wasn't necessarily what is contemplated by law and how it sets forth this process.

Mr. Nierengarten asked for clarification on what they were asking for from the engineer. Mr. Haber clarified that most often with a District like this, they see the engineer when issues arise regarding things like the stormwater system or if there is a dispute regarding conservation property or a drainage easement, etc. He pointed out that the engineer was more on a case-by-case basis as issues arise. Mr. Oliver stated that as a unit of government, the district relies on the engineer to meet local and state compliance requirements, as well as requirements of the bond indenture. For example, one requirement is that they have to have an annual engineer's report inspecting all of the facilities and hopefully determining that they are in good shape.

After discussion and ranking, the top ranked firms are Matthews Design, Dominion and Alliant with Matthews Design ranking No. 1. It was noted that the rate schedule was requested from Matthews Design for review.

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On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with all in favor, Adopting the Scoring, was approved.

Mr. Nierengarten and staff will negotiate fee schedule.

EIGHTH ORDER OF BUSINESS**Consideration of Proposals for On-Site Staffing for Amenities & Operation Management Services**

Mr. Oliver explained that the solicitation of proposals for on-site staffing services for amenities and operation management resulted in a proposal from Vesta and a proposal from GMS. Mr. Haber explained that much of what he explained with respect to the landscape maintenance RFP review was off the table for this item. He further explained that this process was not a formal RFP in that there is protest rights for the proposers or limits on their ability to seek additional information in connection with the decision they make on who they are going to award the contract to. Mr. Oliver noted that he was associated with the GMS family companies. He explained that they had the right to put in a proposal. Based on that, Mr. Haber was the one who was involved in this process and Mr. Oliver was not involved in the process of drafting the RFP scope, nor was he involved in soliciting proposals. Mr. Oliver stated as the Board talked about the process, they will need to determine which date to invite the two firms to come to the presentation with the Board. After discussion, it was decided that the selection decision will be considered at the February 7, 2024 special meeting, which will follow the vendor presentations.

NINTH ORDER OF BUSINESS**Bollard Restoration Project Update**

Mr. Wheeler provided an update on the bollard restoration project. After discussion, Mr. Nierengarten asked for a detailed breakdown of what it would cost to replace what was there to put it back, the costs associated with what they have there, the administrative costs, and the landscaping so they can have that number ready. Restitution was discussed by the Board. The restitution terms will be negotiated with residents responsible for the damages resulting from a car crash. It was noted that the CDD insurer was notified. The estimated costs as well as the repair details will be shared with the residents. The Board agreed to do the mulch at the entrance now as

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an interim for \$3,300 and install sod for \$4,200. It was also noted that the little piece of grass would be cut out.

On MOTION by Mr. Nierengarten, seconded by Mr. Walden, with all in favor, NTE \$3,300 for Mulch as an Interim and \$4,200 to Install Sod, were approved.

TENTH ORDER OF BUSINESS

Review of Bartram Springs CDD Code of Conduct

Mr. Oliver presented this item to the Board asking what the Board would like to be included in the Code of Conduct regarding social media. Discussion ensued regarding social media as a communication platform. After discussion, it was decided that the Board will consider any revisions at the next meeting.

ELEVENTH ORDER OF BUSINESS

Consideration of Proposals

A. Fitness Equipment (Smith Machine)

Ms. O’Lear stated that regarding social media, she tries to only interject if there is misinformation. She noted her appreciation of everybody’s efforts to clarify issues for the residents. She noted that she learned in the process over the past few weeks regarding the Smith machine that there was some places in their process that they can strengthen. She explained that going on social media doesn’t address the process issues, but coming there addresses the process issues.

Ms. O’Lear presented a new Magnum Smith machine proposal for a total cost of \$4,799. The warranty for the new Smith machine is ten years for the frame, five years for the parts and three years for the labor. She also presented the option to do a complete repair on both machines for a total cost of \$3,012, which includes parts and labor. For the repair option, both machines are out of warranty. It was noted that this repair would not include any kind of guarantee for how long the repair might hold. Proposals for a squat rack for \$3,425 and flat bench for \$425 were also presented to the Board due to requests from residents. Delivery and install of the new equipment would be \$675. Staff recommended replacement of both Smith machines. The Matrix brand was also recommended due to high volume. After discussion, it was decided to approve purchase of one Smith machine and one squat rack and one flat bench with Ms. Young and Ms. Reynolds

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opposed. Ms. Young explained that she didn't think they needed to replace both pieces of equipment because only one of the machines needs to be replaced right now.

On MOTION by Ms. McKinney, seconded by Mr. Walden, with Mr. Walden, Mr. Nierengarten, Ms. McKinney in favor and Ms. Young and Ms. Reynolds opposed, Replacing the Two Smith Machines with One Smith Machine for \$4,799 and One Squat Rack for \$3,425 and One Flat Bench for \$425, was approved 3-2.

B. Pool Deck Furniture

Ms. Taylor presented proposals for the pool deck furniture. After presentation of the three different proposals, staff recommended Florida Patio Furniture, Inc. because they offer the best price with similar coloring to their original furniture. Florida Patio Furniture, Inc. has a strong working relationship with another Vesta contracted location, which is why they were able to offer a lower price on their furniture. The cost for the Florida Patio chair is \$4,410 for 32 chairs. There is a three-year warranty on the frame finish and a one-year warranty for the sling. These chairs would be a Sherwood green finish with a textured blush off white sling.

Mr. Nierengarten proposed that they buy two or three chairs with two from the Patio Contract and two from the Florida Patio in different colors. He noted that there was no sense to have to replace with exactly what is there now. He suggested that they put these chairs out and get some resident feedback and then determine which chair to get. He stated that going forward, they can figure out a schedule on whether they buy 30 chairs this year or maybe buy 15 chairs this year and 15 chairs next year. Ms. McKinney noted that she felt this was an unnecessary step because these were pretty simple chairs, they all feel exactly the same and it's time to replace them. She explained that she didn't feel the need to ask for feedback on a basic chair.

Discussion ensued on the different options available, and it was decided to approve the purchase of two pool deck chairs. If these chairs are acceptable, the total of 32 chairs will be acquired including the first two chairs.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber reminded the Board of their obligation to obtain four hours of training began on January 1, 2024. The topics are ethics, which is largely Chapter 112 Florida statutes, but also

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the Sunshine law and the Public Record law. He noted that they have until December 31, 2024 to complete the training. He clarified that the Board is still required to fill out only the Form 1, not the Form 6. The Form 1 should be submitted no later than July 1, 2024. He did note a change to the way the Form 1 will be filled out, which now will be filled out electronically with the Commission on Ethics. He pointed out that on the Form 1, they will see a box that says, “*Have you completed your required training?*”. He explained that because their requirement doesn’t expire until the end of this year, they do not have to worry about checking that box. The Board will check that box in 2025 when they fill out the form.

B. Engineer – No Report

There being no comments, the next item followed.

C. District Manager

Mr. Oliver reminded everyone that this is election year. He noted that three Seats 1, 3 and 5 were up for election this year. The qualifying period will be held June 10 through June 14. The election will be managed by the Duval County Supervisor of Elections. For more information regarding qualifying to be placed on the ballot, please visit Duvalelections.com.

D. General Manager – Report

Ms. O’Lear first introduced new employee Fred Atwood to the Board. She reviewed her General Manager Report. She noted that in her report she wanted to discuss with the Board about providing key access to yoga instructor due to resident feedback. Ms. Young responded that she did not think that any of the outside vendors should have a key to any of the rooms and she declined that request. Ms. McKinney noted that the residents requested the yoga, and they want the yoga on Mondays. She also explained that they have a long-standing relationship with this yoga instructor, and she felt giving this instructor a key to access this room would be in the best interest of the community and the residents. Ms. Young stated that as a Board they decided to allow that room to be utilized for yoga, but it should not prevent the other residents from being able to utilize it because it is technically a room, in the past, that had been used for whatever the residents wanted to use it for. After discussion of the card room now being used for yoga, fitness training and other small group uses, the Board may consider refurbishing the room for return to its original intended purpose. This item will be brought back to the next meeting for further discussion.

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Ms. O’Lear stated that the ice machine has been regularly entering an error state and has become increasingly more difficult to maintain regular function without intervention. The last repair of the machine was in 2023 and was roughly \$800, which at the time, the vendor recommended replacement. Ms. Taylor presented three different ice machine proposals to the Board. After discussion, the Board members were ok with a not to exceed cost of \$2,600 for the purchase of the Katom Restaurant Supply, Inc. ice machine pending Mr. Nierengarten’s feedback from his investigation of the machine.

Ms. O’Lear concluded her report review. Ms. Taylor briefly reviewed the upcoming events. Mr. Oliver asked what the residents weekly fee for Summer Camp was. Ms. Taylor responded that it was \$220 per week except for the week of July 4th because they will not have camp for two of those days. Mr. Oliver asked what the fee for non-residents were. Ms. Taylor responded that it was the same. Ms. Reynolds and Ms. McKinney recommended having a QR code posted for general feedback.

E. Operation Manager – Report

Mr. Wheeler’s presented the Operation Manager report. His report included project completions and updates, ongoing maintenance projects, December facility walk through completed projects, and capital projects and expenses. He noted that they were looking at February 5th, 2024 to get started on the roofing project. He pointed out a small error that he created in some of the pricing. The difference was around \$3,780. He asked for an additional amount of \$3,780. After brief discussion, the Board decided to approve the increase to Mighty Dog’s roofing proposal.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Increase to Mighty Dog Roofing Proposal for Total Cost of \$78,780, was approved.

Mr. Wheeler noted that the Clubhouse fountain went off on Thursday and is being investigated.

**THIRTEENTH ORDER OF BUSINESS Supervisors Requests and Audience
Comments**

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Ms. Reynolds pointed out that the amenity athletic field was in the worse shape than it has ever been, and it needs to be priority. She noted that she looks forward to the discussion on the RFP for the vendors that have submitted for amenity management and landscaping.

**Supervisor Reynolds left the meeting at 12:00 p.m.*

Ms. McKinney asked if they decided to rope off the machine that the resident repaired. Ms. O'Lear responded yes. Ms. McKinney noted that she didn't want to be responsible if something break. She stated that it definitely needs to be roped off.

Mr. Nierengarten asked about why the meeting earlier this month was canceled. Mr. Oliver responded that it was because of quorum. There were two supervisors who were firm on being present for the meeting. For quorum, we must have at least three supervisors present in person. He stated that Mr. Nierengarten sent an email stating that there was a 90% chance he would be there depending on his flight. Ms. Reynolds noted that she said she would be there attending by Phone. Young stated that she sent an email that she would be there in person, but she initially sent an email that she may have to attend by Phone. Mr. Nierengarten stated that he said, "*count me in as attending.*" Mr. Oliver responded that the responded my office received from Taner via email indicating was that there was a 90% chance that he would be there depending on his flight schedule. Ms. Reynolds noted that it is important for the record to show that they did have a quorum because three Supervisors said they would show for the meeting. Ms. McKinney clarified that they didn't have three solid yeses in time. Mr. Oliver explained that he doesn't cancel the meetings , he consults with the Chairman. Mr. Nierengarten stated that if they would have had the meeting and participated by Phone and didn't have a quorum, they could have still had all of these conversations and no voting, but they would be further along today where they could just quick vote on some stuff. Mr. Oliver clarified that they could not have the meeting unless they have three Supervisors in the room. He noted that the only exception to that would be if they had advertised it at least a week in advance as a workshop, for which quorum is not required. Mr. Walden stated that he would take this error. He explained that based on the important business in the agenda, he wanted to be there. If he can't be there, he asks to change the meeting because he can't hear via phone. Ms. Young asked if they could have a specific timeframe to know that they have a quorum. Mr. Oliver responded that they could. The recording secretary will continue to email Board members 7-10 days before each meeting. For all future meetings, she will email the entire Board to confirm quorum, based on each member's email responses.

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Mr. Nierengarten asked that moving forward, CDD meetings should have a two-hour max window. Mr. Nierengarten asked if the tennis courts lights go off at 10:00 p.m. The response was yes. Mr. Nierengarten asked if they could go off at 11:00 p.m. Mr. Wheeler noted that the lights shine in the residents' houses.

Mr. Walden asked Ms. O'Lear and Mr. Wheeler to continue to keep them updated on any property damages that they need to know about. Mr. Walden suggested for those putting the volleyball and soccer signs up around the community to get a ruler and level because the signs were tacky for the community. He asked if they ordered the new garage sale sign. Ms. O'Lear responded that they have not ordered it yet. Mr. Walden stated that they need to order that now and toss the sign that they have. He noted that the little light has been out since the accident, and they need to put that light back up. He noted his appreciation for all their work.

A resident noted that the bollards look very good, and most people don't even realize that there is less out there. He also noted that the little light in the front was not only good for walkers, but it was good to see where the end of that is.

Mr. Darrin Mossing reintroduced himself as the founder of the GMS Organization. He noted that as counsel stated, this was a different proposal. Their proposal is significant in material and price. He asked for the Board to please not hesitate to reach out to them with any questions. The Board thanked Mr. Mossing.

Mr. Walden commented on doing two meetings a month because it was a lot of material that they do. He noted that they want to look at the decision cycle to make sound decisions and they need that time. Mr. Oliver stated that they could always call a special meeting or continue a meeting if they need more time to do things. Mr. Oliver noted that they could hold additional meetings as needed, noting are costs associated with to these meetings. Mr. Walden stated that he was going to take full responsibility because as Chairman of the Board, it was his duty and responsibility to make sure they stick to the agenda.

FOURTEENTH ORDER OF BUSINESS Financial Statements

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

Mr. Oliver reviewed the financial statements. A copy of the financials was included in the agenda package. The capital reserve balance is \$225,000.

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B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package. The District is 95.29% collected.

C. Approval of Check Register

Mr. Oliver presented the check register for review.

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

FIFTEENTH ORDER OF BUSINESS

**Next Regularly Scheduled Meeting –
February 12, 2024 at 6:00 p.m. @ Bartram
Springs Club Amenity Center**

Mr. Oliver stated the next meeting regular meeting will be on February 12, 2024 at 6:00 p.m. and they will have a special meeting for RFP matters on February 7, 2024 at 6:00 p.m. at the Bartram Springs Club Amenity Center.

SIXTEENTH ORDER OF BUSINESS

Adjournment

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

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Andrew Walden
0572463B6E2F449...
Chairman/Vice Chairman