

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, May 13, 2024 at 6:00 p.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 <i>by phone</i>	Vice Chairperson
Stephanie McKinney	Supervisor
Taner Nierengarten	Supervisor
Lacy Reynolds	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Alison Mossing	GMS
Rich Whetsel	GMS
Terry Glynn	GMS
Leah Tincher	GMS
Christian Birol	GMS
Bryan Wackes	VerdeGo Landscape

*The following is a summary of the actions taken at the May 13, 2024 Bartram Springs Community Development District Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 6:00 p.m. and called the roll. Four Supervisors were in attendance in person and one attended via phone 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 Minutes:**

- A. February 12, 2024 Meeting**
- B. April 8, 2024 Meeting**
- C. April 22, 2024 Meeting**

Mr. Oliver presented the meeting minutes from the February 12, 2024, April 8, 2024, and April 22, 2024 Board of Supervisors meetings and asked for any comments, questions, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Walden, seconded by Mr. Nierengarten, with all in favor, the Minutes of the February 12, 2024, April 8, 2024, and April 22, 2024 Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Landscape Update from VerdeGo**

Mr. Wackes provided a landscape update from VerdeGo. He stated irrigation wise they got many items repaired. He stated they need to reroute the wires that are affecting the clubhouse sod and other areas. He also stated the annuals have been programmed for twice a week watering. He discussed the next round of annuals stating that he will rip out the existing ones and will leave a pile for residents to grab for a few days and then they will pick up whatever is left over. He updated the Board on the mulch installation, additional tree trimming that was approved, proposals, hedge removal and mulching, a dead oak tree removal at Veterans Park, irrigation, and maintenance. Mr. Walden asked if all the irrigation systems were back up and running. Mr. Wackes responded not everything. He explained that there was a tree affecting a bunch of wires at the clubhouse, so they need to reroute a bunch of wires. He is hoping they get approval to take the tree down that affected it. Mr. Walden asked about the sod on the two caps stating the cap on the left has no sod and the one on the right has sod. Mr. Wackes responded that he submitted a proposal a long time ago, but he would get a proposal to get the sod. Ms. Reynolds asked Mr. Wackes if their guys do clean up too for things like trash, cigarette buds, debris, etc. when they do the median. Mr. Wacks responded that they pick up debris when they are out there. Discussion ensued on having trash picked up as well as some signage. Ms. McKinney asked about the sod that was supposed to be laid between the bollards. Mr. Wackes responded that will be done early next month in June. Ms. Reynolds noted that the grass was a lot yellower than it used to be. The fertilization was discussed. After all questions and comments were addressed, Mr. Wackes concluded his landscape update.

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**FIFTH ORDER OF BUSINESS****Initial Review of Proposals for Sports Programming Options (deadline for submittal is May 8)**

Mr. Oliver stated at their April 12 meeting, they finalized the scope of services. They released that to vendors and the deadline for proposals was on May 8. They received proposals from Amenity Athletics, Phit4 LLC, and Prime. He noted that the firms that were engaged in the process, but did not submit proposals were i9 Sports, Elite Soccer, Happy Hoops, and St. Johns Soccer Academy. Ms. Reynolds asked if there was any reason given for these vendors not submitting proposals. Mr. Oliver responded no, but he would reach out to these vendors and ask them so it will help them in future RFPs. He explained that the idea of tonight is to have a broad overview of the proposals and any Board discussion that they want to have. He further explained that after this meeting, the Board can spend the time between now and the May 30<sup>th</sup> meeting to do their due diligence. He pointed out that this was an informal RFP, so the Board can contact the vendors and any references they provide. He encouraged the Board to independently do their due diligence. He stated that at their May 30<sup>th</sup> meeting, they can invite each of the three companies to come and present to the Board.

**SIXTH ORDER OF BUSINESS****Discussion of Survey Results Regarding Future Design and Uses of Card Room (adjacent to Social Hall)**

Ms. Mossing reviewed the survey results of resident preferences for best use of room adjacent to meeting room. There were a little over 1,300 views of the survey and 572 people submitted the survey. The survey options were just a card room, just for yoga, usage of both or other. The survey results were 80% selected both for card room usage and for yoga, 12% for yoga only, 2% for card room only, and 4% for other. She noted that there were a few comments on a pool table option. She also noted that multiple people mentioned overflow for events in the social hall

Ms. Mossing reviewed the feedback on adult swim periods. The feedback was 46% voted yes to continue adult swim, 27% voted not to continue adult swim, 23% voted yes, but less often, and 3% voted other.

Ms. Mossing reviewed the feedback on special events. The feedback was 50% said adult only event, 25% said kids only event, 16% said teen events and 7% said other. She pointed out

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that a lot of the other comments said all of the above and events should be family friendly events. She also stated they had comments on live music, a comedy show or event, and trivia night.

After reviewing the survey feedback results, Ms. Mossing stated they could provide suggestions. She stated it was very possible to accommodate both yoga and card room usage for the room adjacent to the social hall. She explained that they found some furniture online that has wheels so it can easily be moved for flexibility of room set-up. Mr. Walden thanked her for the survey feedback. He stated that he was satisfied with the results. The Board provided their feedback of the survey's feedback, and their consensus aligns with the survey results.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Resolution 2024-05, Approving the Fiscal Year 2025 Proposed Budget and Setting a Public Hearing Date for Adoption**

Mr. Oliver noted this formally kicks off the budget process. They are required by June 15<sup>th</sup> of each year to approve a proposed budget and set a public hearing no sooner than 60 days after that approval. He explained that they approve a budget tonight, but they will not adopt a budget until they have a public hearing. He noted that they will need to push the July meeting from the 8<sup>th</sup> to the 15<sup>th</sup>, so they will have the full 60 plus days. He explained that this was a worst-case scenario budget where they start high and starting with their May 30 meeting bring that budget down so they can make it as tight as possible and still have some flexibility for the Board.

Mr. Oliver presented the budget documents to the Board. He explained that the focus of the budget process is the general fund budget or also called the operations and maintenance budget. He reviewed the budget documents that were presented to the Board. Ms. Reynolds noted that the revenue for the summer camp seemed a little low considering all revenue should be going back to the District. Mr. Oliver responded that the projection that they have right now is not based solely on the revenues coming in, it is just the camp cost themselves. He stated that they think it's going to be around \$80,000 in revenues and somewhere in the \$70,000 range for expenditures. He added that those numbers were not solid, and they will be able to make stronger numbers as they go through the budget process. Ms. Reynolds noted the confusion last year when going through the budget process on hourly employees, exempt and non-exempt employees within the definitions of each contract. She saw they put in the narrative, but she asked if they would have an outline of the specific definitions of what each employee is. Mr. Oliver responded that they could put together a

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schedule that outlines that. Mr. Walden asked that they do an inventory of what they paid for last year for the holiday decorations. Mr. Walden noted his confusion on the landscape maintenance, landscape contingency and the athletic field. He asked if they took into consideration with AgrowPro Tier 2 instead of Tier 1 to get the field the right way. Ms. Reynolds responded she worked on that with Mr. Wheeler and that number was correct for Tier 2. Mr. Oliver noted that Terry got a commitment from AgrowPro to honor that price. Mr. Walden asked if they could put streetlight repairs and replacement. Mr. Oliver responded that the replacement might involve a significant amount of money and would come out of the capital reserve. For janitorial, Mr. Walden asked if they were going to maintain that same company or would they get another company. The response was they are in the midst of making that change right now. Mr. Nierengarten asked when they will dive into the budget. Mr. Oliver noted they will fine-tune the budget at the May 30 meeting prior to release of mailed notice announcing budget hearing.

On MOTION by Mr. Walden, seconded by Ms. Reynolds, with all in favor, Resolution 2024-05 Approving the Fiscal Year 2025 Proposed Budget and Setting a Public Hearing Date for Adoption for July 15, 2024 at 6:00 p.m., was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Update Regarding Comcast Revenue**

Mr. Oliver noted that several years ago the District entered into an agreement with Comcast to have revenue share of their marketing revenues. He noted that payment came in at \$5,686.20. He explained that they budget to receive about \$20,000 a year and it's tracking pretty well with that.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Haber provided an update on restitution process related to vehicular damage to bollards, electrical, and landscaping to median located at Bartram Springs entrance. It was noted that they are waiting for results of discussions between Egis and USAA. He hopes to have answers by the May 30<sup>th</sup> meeting.

Mr. Haber noted that there has been a delay on the installation of the shade structure, but it's his understanding that is moving forward.

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**B. Engineer**

There being no comments, the next item followed.

**C. District Manager – Report on the Number of Registered Voters (3,695)**

Mr. Oliver stated they have 3,695 registered voters in the District. He explained that they were required by Chapter 190 of Florida Statutes to put that on the record once a year. He also reminded everyone of the qualifying period June 10<sup>th</sup> through the 14<sup>th</sup> for the three seats up for election. He stated for more information, they could contact the Supervisor of Elections at 255-8683 or their website [duvalelections.com](http://duvalelections.com).

**D. Amenity Management & Field Operations**

Ms. Mossing provided some updates to the Board. She started with Summer Camp stating they have 67 total children registered so far for Summer Camp with 60 being resident children and 7 being non-resident children. She noted all weeks are currently full except for weeks 1, 4 and 5. They are expecting to hit full capacity. She stated there is a waitlist for the weeks that are full. She explained that they were planning their camp counselor orientation and training for the first week of June. She pointed out that they were predicting to bring in \$61,000 in revenue for all the registrations and they are expecting to spend about \$51,000 of that with the majority being payroll for counselors. She provided an update on the lifeguards stating they have 16 lifeguards hired so far. They hired one head lifeguard, and he started this past weekend. As far as they have heard, there were no issues this past weekend. They hosted a lifeguard meeting last Wednesday where they passed out their lifeguard manuals with their expectations company wide and a copy of their policies for all their lifeguards to further educate them on their expectations. For special events, they posted a Mother's Day paint event, which they received really good feedback on. She noted they would be open to hosting regular painting events if that was something they desired. She stated they have Kids Activity Night scheduled on Saturday May 18<sup>th</sup> at 5:00 p.m. to 9:00 p.m. and it is currently full, and it has a waitlist. They have a document shredding event scheduled on May 25<sup>th</sup> from 9:00 a.m. to 10:00 a.m. She added that Coastal Coffee will also be on site at the same time, but will stay until 11:00 a.m. She stated they have a Memorial Day Poolside Party planned for Monday May 27 from 11:00 a.m. to 2:00 p.m. She noted that the poolside DJ and Food Trucks were coming on the Memorial Day event. She pointed out that Boston Butcher would also be back on this day. She stated that in June they are bringing back Movie on the Lawn Friday June

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14<sup>th</sup>. She stated that Movie on the Lawn will be scheduled every other month, but if the Board wants to see it scheduled more let them know. She explained that they were planning a Teen Pool Party/Glow Party on Friday June 21<sup>st</sup>.

Ms. Mossing provided two updates. One is that Chick-fil-A is currently coming to the community every second Wednesday of every month, but starting in June they would like to start coming the second and fourth Wednesday of every month. They have had a very good turnout so far. Also, she stated that Coastal Coffee did so well at the Garage Sale, they would like to know if they could come back on a semi-permanent basis and partner with the community. She explained that Coastal Coffee suggested that they would be open to being on site Monday through Thursday every week. Ms. Mossing suggested starting a little smaller than that if the Board desires to have them on site weekly. She suggested maybe Mondays or Mondays and Wednesdays. She noted that they did get a lot of positive feedback. She noted she presented the revenue share to Coastal Coffee. The Board agreed. Mr. Walden stated they would let the business of GMS handle the hours of operation and just give the Board feedback. Ms. Reynolds asked if there was going to be a daily drop-in rate for Kids Camp. The response was that they promoted it as \$10 if they pay in advance and \$15 the day of to try and encourage parents to commit to showing up. She added that with that, if they do not start receiving payment by the Friday before, they will start making phone calls. Ms. Reynolds stated she just wanted to know if there would be anything to allow residents the opportunity to bring their kid for one day to Summer Camp. The response was no. Ms. Reynolds asked if a child gets sick one week, would it be their policy to refund the money for that week. The response was yes. Ms. Reynolds stated she attended the Mother's Day paint event. She noted it was amazing and she had a lot of fun. She felt like it was well received by the community.

Mr. Glynn thanked everyone for all the support, text, emails, suggestions and feedback. He noted that it was really important to all of them that they get it, and they like all the input from the Supervisors. He thanked Alison, Leah, Christian and Rich. He stated all of the events had great feedback. Mr. Glynn provided extensive updates on the pruning of all the palms, hedge reduction and removal, the east pond water levels, an accident that occurred at the entranceway on the east side of the Racetrack, pressure cleaning the Bartram Spring signs, relandscaping the Bartram Springs signs, landscaping items and the next upgrades that are due, the irrigation main line repairs, surge protector for all irrigation well pumps, maintenance program for all irrigation pumps, mulch removal prior to new install, catch basin cleanout, louvers install in the men's and women's

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bathroom to improve ventilation, installation of motion sensors in the bathrooms, a floor draining solution to the odor problem, playground, pressure cleaning the restrooms and the roof, the rehab of the athletic fields, dead tree removed from parking lot, fencing repairs, landscape cleanup and mulch installation, checking on Lake Doctors to make sure they providing the services in their contract, the hedges were removed on the main road to the amenity center, irrigation repairs, the power surge, and the person sleeping in their car overnight. He continued to provide updates on the action items list. Mr. Birol stated they would have three proposals for the security system, getting a camera for the front and repairs in the weightlifting area. He noted that they were having some complaints about the padding cracking in the weightlifting area.

A proposal for recumbent bike was presented to the Board. After Board discussion, it was decided to purchase a recumbent bike to replace a similar model which is beyond repair not to exceed \$4,000.

On MOTION by Mr. Nierengarten, seconded by Mr. Walden, with all in favor, Purchase of Recumbent Bike Not to Exceed \$4,000, was approved.

Ms. Reynolds asked if there were cameras on the dock where there is graffiti. It was noted that there were cameras on the dock, but they did not catch the individual. It was also noted that this would be discussed in the workshop when they further discuss security and cameras. Ms. Reynolds complimented the paint in the Veterans Park bathrooms stating that it looks lovely. She did not that the left handle still doesn't control the water in the bathroom. The response was that they would be replacing both vanities as soon as they shut the park down.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Nierengarten asked to have an idea at the May 30<sup>th</sup> meeting of the plan for the hurricane season coming up. He also asked what they are doing when it is lightening in regard to swimming. He mention reaching out to a blood bank. He suggested having a line item on the budget for next year for giving back to GMS event for the lifeguards, everybody who works there and residents.

Ms. McKinney noted the covered area at front of amenity center was rusted



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Ms. Reynolds commented on inventory and suggested that they organize storage areas to consolidate and simplify. She requested that they have an immediate start date on the rehab of the field at the May 30<sup>th</sup> meeting from AgrowPro and VerdeGo. She noted her disappointment in the Engineer not being at the meeting today because they have some big things that are about to start occurring in their community. She wants an update regarding the 7-Eleven going in at the front of their neighborhood, which will affect their traffic patterns. She wants to see from the Engineer where their property lines are to make sure there is no encroachment on their land. Mr. Nierengarten offered to take this and will work on starting this process. Ms. Reynolds commented on the bags of mulch and asked for them to be moved or put down because they are about to have their first swim meet there and parking is already an issue. She reminded the community that it is swim at your own risk unless it's a Friday, Saturday or Sunday when the slide is open because they don't hire lifeguards until after school is out. She also noted the slide was open until 9:00 p.m. on Friday, Saturday and Sunday. She requested GMS be on the pool deck more when there isn't a lifeguard. She requested a text messaging system for residents. She requested bringing in the sample chairs requested for the pool deck to show the Board if they are going to move forward with any type of replacement. She also asked for information on the required ethics training. Mr. Haber responded that the ethics training is due by the end of the year, so they need to take four hours by December 31, 2024. He explained that there are two separate resources that are free on the Commission on Ethics website and on the Attorney General's website. He further explained that when they fill out their Form 1 in 2025, they will check the box for completion of the ethics training requirements. He reminded the Board that their Form 1 is due by July 1<sup>st</sup> and it will be submitted electronically. He pointed out that they would not check the box for completion of ethics training this year but will check the box next year in 2025.

Mr. Walden noted a job well done to GMS. He noted everything GMS has done since they have been there is on the right track. He likes the way GMS communicates. He requested to recognize lifeguard of the month moving forward and have them at the meetings so the Board can tell them job well done. He thanked the Board for their hard work and dedication. He thinks the twice a month meetings are well put together. He requested more detail in the description on the invoice of Dobson Electric, Inc. He noted that other than that, he is very satisfied with everything.

An audience member asked about upgrades to the playground equipment. He also asked about fencing around the basketball court because balls were going into the street and children

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might run into the street to get the balls. He also noted a request for a stair stepper machine at the gym. The Board informed this audience member that there is a stair stepper machine at the gym. Mr. Walden responded that they would look into the fence for the basketball court and upgrading playground equipment. It was noted that for now they are going to get a cost to fill in the gaps at the basketball court with sand and soil.

An audience member requested a backboard for tennis/pickleball court. He also commented that the request to recognize the lifeguards is great.

An audience member thanked GMS for all of their effort and stated they have done a great job.

An audience member commented on the breaks stating that she always thought the break was for the lifeguards, she didn't think about the kids using the bathroom. She asked if the lifeguards rotate stations. She noted she would hate to see the break go. She also commented on solicitation. Ms. Reynolds responded that any vendor that the CDD has participated with should not be allowed to solicit their residents regardless of if they were a past participant. Ms. Reynolds suggested maybe a clause or contract with their vendors. Mr. Haber responded that would be the only way they can do that because otherwise they have every right to purchase addresses or look up addresses in the community. He stated they could put a provision in their contract. He clarified their current agreements do not say anything about soliciting to landowners within the CDD. Discussion ensued on solicitation.

## **ELEVENTH ORDER OF BUSINESS                      Financial Statements**

### **A. Balance Sheet as of March 31, 2024 and Statement of Revenue & Expenditures for the Period Ending March 31, 2024**

Mr. Oliver presented and reviewed the financial statements. A copy of the financials was included in the agenda package. The capital reserve balance is at \$312,043. He noted they would have a positive variance for Fiscal Year 2024.

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

A copy of the assessment receipt schedule was included in the agenda package. The District is 99.4% collected at this time.

### **C. Approval of Check Register**

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Mr. Oliver presented the check register for review. He offered to answer any questions. Ms. McKinney asked about the Hancock Whitney Purchase Cards. Mr. Oliver explained that it was a credit card, and they pay the credit card balance each month. Ms. Reynolds asked if the Security 101 \$658 was just for the new access cards. The response was that was also for fixing the access cards at the soccer field.

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

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 30, 2024 at 8:30 a.m. @ Bartram Springs Club Amenity Center**

Mr. Oliver stated that the next meeting is scheduled for May 30, 2024 at 8:30 a.m. at this location.

**THIRTEENTH 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*

Secretary/Assistant Secretary

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DocuSigned by:

*Andrew Walden*

Chairman/Vice Chairman

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