

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, December 9, 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:

Lacy Reynolds	Chairperson
Stephanie McKinney	Vice Chairperson
Taner Nierengarten	Supervisor
Joseph Largen	Supervisor
Joel Brighton	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Terry Glynn	GMS
Danelle DeMarco	GMS
Leah Tincher	GMS
Lori Dunham	GMS
Paul Lukert	VerdeGo Landscapes
Bryan Wackes	VerdeGo Landscapes
Brent Behrens	VerdeGo Landscapes

The following is a summary of the actions taken at the December 9, 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. Five Supervisors attended the meeting in person constituting a quorum.

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SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver asked for any audience comments regarding items on the agenda. Hearing no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisor

Mr. Oliver administered the oath to Stephanie McKinney, Joseph Largen and Joel Brighton.

Ms. Derri Young provided a presentation. She thanked Sergeant Major Andrew Walden for his leadership and for serving their community as he has served their community. She shared some stories for the audience, so they know the type of person Mr. Walden is and why he is so honorable in so many different ways. She expressed that Sergeant Major Andrew Walden will be missed with the community as well as the Board. She stated Mr. Walden has done a phenomenal job over the years and was truly an honor and he has been an honor to work with.

Mr. Walden first provided praise to the Lord, Jesus Christ. He then provided a presentation thanking the Board and others who impacted his life while serving as a Board of Supervisor. He congratulated the newly elected Supervisors.

B. General Information for New Supervisors

Mr. Oliver and Mr. Haber provided general information for the newly elected Supervisors.

C. Election of Officers, Resolution 2025-02

Mr. Oliver presented Resolution 2025-02 to the Board and explained the process of the election of officers. Ms. Stephanie McKinney nominated herself to be the Chairman.

On MOTION by Ms. McKinney, seconded by Mr. Largen, with Ms. McKinney, Mr. Largen in favor and Mr. Nierengarten, Ms. Reynolds, and Mr. Brighton opposed, Appointing Stephanie McKinney as Chairman, failed 2-3.

Ms. McKinney provided a brief presentation and explained that she is ready to take on a stronger role and has a lot to offer.

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Ms. Reynolds provided a brief presentation and explained that she is ready to take on a larger leadership role within the community as well as on this Board. Ms. Reynolds nominated herself to be the Chairman of this Board for the 2025 year.

On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with Ms. Reynolds, Mr. Nierengarten, Mr. Brighton, and Mr. Lagen in favor and Ms. McKinney opposed, Appointing Lacy Reynolds as Chairman, was approved 4-1.

Ms. Reynolds nominated Ms. McKinney to be Vice Chairman of this Board.

On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with all in favor, Appointing Stephanie McKinney as Vice Chairman, was approved.

**Mr. Oliver recessed the CDD Board meeting at 6:34 p.m. to open the Audit Committee meeting.*

**Mr. Oliver closed the Audit Committee meeting and reopened the CDD Board meeting at this time.*

FOURTH ORDER OF BUSINESS

Recognition of Staff Member of the Month

There being no staff member recognition this month, the next item followed.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the November 4, 2024 Meeting

Mr. Oliver presented the meeting minutes from the November 4, 2024 Board of Supervisors meeting and asked for any comments, questions, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Reynolds, seconded by Ms. McKinney, with all in favor, the Minutes of the November 4, 2024 Meeting, were approved.

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SIXTH ORDER OF BUSINESS

Acceptance of Minutes of the November 4, 2024 Audit Committee Meeting

Mr. Oliver presented the meeting minutes from the November 4, 2024 Audit Committee meeting and asked for any comments, questions, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Nierengarten, seconded by Ms. McKinney, with all in favor, the Minutes of the November 4, 2024 Audit Committee Meeting, were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Committee Rankings of Proposals to Perform the Audit for Fiscal Year 2024

Mr. Oliver stated in the Audit Committee met earlier tonight and ranked the one proposal from Grau & Associates as the top ranked firm. The Board was asked to accept that ranking and direct staff to get an engagement letter from Grau & Associates so they can start the FY 2024 audit.

On MOTION by Mr. Nierengarten, seconded by Ms. Reynolds, with all in favor, Accepting the Ranking of Proposals to Perform the Audit for Fiscal Year 2024, was approved.

EIGHTH ORDER OF BUSINESS

Discussion of Cost Share Opportunity with City of Jacksonville to Fund Crosswalk Flashing Lights

Mr. Oliver presented this item to the Board. Ms. Reynolds explained that Councilman Arias stated that the city would be able to partner with the CDD if the CDD would like immediate results of the installment of the flashing lights at the crosswalk. She noted that Councilman Arias stated the city would be willing to meet the CDD in the middle to the tune of \$21,000 of the CDD's responsibility and \$21,000 of the city's responsibility. The total cost of the project is around \$42,000. She will get the specific numbers to present to the Board. She also noted that Councilman Arias also indicated that due to the stadium build, each council member has additional funds available to them and Mr. Arias is willing to utilize his resources in lieu of the CDD having to give any money at all, but there would be quite a bit of time that would delay that project because they have to wait for the funds, which Councilman Arias indicated a timeframe of about 18 months. She brought it to the Board to either vote on it to split with the city or wait 18 months to a year

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before any flashing lights will be installed at the total expense of the city. Ms. Reynolds stated safety, and timing is of the essence, and she would prefer at this time to split the cost with the city to get the lights in expediently. Mr. Nierengarten asked about voting on this item in January so they can receive residents input. After discussion, it was decided to table this item until the next meeting and staff will send survey to residents to provide input.

NINTH ORDER OF BUSINESS

Consideration of Proposals from Pumps Done Right

Mr. Glynn presented proposals from Pumps Done Right was presented for all-inclusive installation of the submersible 5hp pump replacement and surge protector. The proposal total is \$8,275. Ms. Reynolds noted there is a five-year limited manufacturer’s warranty on the pump and the motor and a one-year warranty on parts. She explained the importance of keeping record of these warranties because if the pump fails because of the surge protector, they are not back in the same spot. Ms. McKinney asked to add the other quotes to the minutes or the agenda package, so they have it on record that they did get the three quotes necessary.

On MOTION by Ms. Reynolds, seconded by Ms. McKinney, with all in favor, the Proposal from Pumps Done Right for a Total of \$8,275, was approved.

TENTH ORDER OF BUSINESS

Staff Updates:

Mr. Wackes of VerdeGo presented a landscape maintenance update. VerdeGo congratulated the newly elected Supervisors.

ELEVENTH ORDER OF BUSINESS

Update Regarding Comcast Revenue

Mr. Oliver stated the District has an agreement with Comcast agreeing that the Board gets a certain percentage of the income taken in from internet connections as well as cable. He noted that they budget to receive about \$20,000 a year. They received a quarterly payment for the period of July through September 2024, which is \$5,500.09.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing to report to the Board.

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B. Engineer

There being no comments, the next item followed.

C. District Manager

Mr. Oliver stated the tax bills went out in November, and they are starting to receive those assessments.

D. Amenity Management & Field Operations

1. Report

Ms. DeMarco congratulated the newly elected Board of Supervisors. She noted what a pleasure it was to work with Sergeant Major Andrew Walden. She thanked Sergeant Major Andrew Walden for being so welcoming and supportive. She presented the amenity management report. She provided a November recap of events as well as discussed upcoming events.

Ms. Tincher explained that she will be stepping back at the first of the year for health reasons. She isn't sure how long she will be stepping back. She noted she will be available, but she will not be able to work. Ms. Reynolds commented on how beautiful the decorations looked. The Board commented that they will miss Ms. Tincher.

Mr. Glynn introduced Lori Dunham to the Board. He pointed out that Ms. Dunham has a distinguished resume in amenity services and human resources, and she will be stepping into the role of an Assistant Amenity Manager on January 1, 2025.

Mr. Glynn provided an update on the field operations. He noted that they are working with the vendors on the landscaping and irrigation. Ms. Reynolds noted she wants to make sure they are sticking to the schedule that was originally in the contract. She believes it is a quarterly payment, not a monthly payments in the original contract. She noticed on the check register that they are paying them monthly \$2,100. Mr. Oliver is going to check the contract to see if they agreed to pay them quarterly or monthly. She also wants to make sure they are holding AgrowPro accountable for what is in the contract in regard to the mowing, aeration, etc. Mr. Oliver is going to get a copy of the contract and send it to Ms. Reynolds.

2. Program Revenue Share

Mr. Oliver stated October Program's revenue share is \$8,435.

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**THIRTEENTH ORDER OF BUSINESS Supervisor's Requests and Audience
Comments**

Mr. Brighton commented on the cricket players on Sundays. He asked if there was any update on the cricket players. Mr. Glynn is going to follow up about the census so they can verify the addresses and names. He also commented on the dog pot conditions.

Mr. Nierengarten asked how the pickleball was. The response was that it was so far so good. He pointed out that the holiday lights and decorations look amazing. He stated he looked at the revenue share and he likes it. He suggested in 2025 to look at expanding it and do forecasting so when they do budget time, they can have a number. He noted that they wanted to make sure they are at least getting what they are paying for the fields in revenue from amenity. He also pointed out that there was big shoes to fill because there was a lot that walked out the door when Ms. Derri Young and Sergeant Major Andrew Walden left. He asked GMS to start coming to the current Board of Supervisors on items Ms. Young and Sergeant Major Andrew Walden helped with.

Ms. McKinney stated GMS has done a fantastic job and have exceeded her expectations by far. She noted the only issue she initially had was how they went about the proposal process. She asked that with all the new signs going in, they start replacing the thin rebar posts with the more substantial posts because they start to twist pretty quickly.

Ms. Reynolds commented that the lights look amazing, and she appreciates all the effort GMS has put in to making it festive. She noted her appreciation for Ms. Tincher's attention to detail as well. She stated she noticed there were some residents complaining about the deer and then the deer were immediately up front. She stated great job on accomplishing finding the deer and making the community happy. In regard to Santa, she noted she heard grumbling in the community about not providing photos with Santa for residents. She suggested that they include the photos with Santa even if it requires adding an additional fee to pay. She noted the Resident Appreciation Day starting in February is fantastic. She stated that with the new Board just because they have always done things a certain way doesn't mean they need to continue to do it that way. She tasked the Board of Supervisors to visit the policies and procedures that they have had in place for a long time and review those respectively. She wants to make sure they are staying up to date on their policies and procedures. She also suggested they post the policies and procedures on the website so residents can access them. She pointed out that the bill for Quick Catch keeps going up

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and she suggested they keep their eye on this. She also pointed out that the gas bill this month went up significantly compared to last year. She noted Rubicon still has Sue's email and Vesta as a contact, so she stated they want to make sure all the vendors know the new contacts. She noted that the Vendor Village was amazing. She noted one safety issue because a driver was trying to drive through the middle of the Vendor Village at the roundabout and then proceeded to reverse. In saying that, Ms. Reynolds wants to make sure they have visible cones in the middle of the intersection so no cars can get by. She hopes to see the Vendor Village on a monthly basis. She pointed out that the October revenue share was high from Happy Hoops. She asked for this to be reviewed to make sure it is correct. She stated that it was a pleasure to serve with Ms. Derri Young. She added that the community was going to miss her. She stated she appreciated working with Sergeant Major Andrew Walden on this Board, and it was her pleasure to learn from him. She also noted her appreciation for his leadership and everything he has done for this community.

Mr. Largen reiterated the other Board of Supervisors sentiments about Sergeant Major Andrew Walden and Ms. Derri Young. He noted they have big shoes to fill. He stated they both did an excellent job, and he appreciates what they have done for the community. He also stated he knows there is a lot of people in the community who love Ms. Leah Tincher. He added that she will be missed. He commented that the decorations look amazing, and she did a wonderful job. He pointed out that the lighting looks amazing. He thanked the Board of Supervisors for making this community a special place to live. He stated there is a lot that he wants to do personally for the neighborhood. He noted that he is very interested in the Veteran's Park project, which is long overdue. He stated he is looking for to serving in the neighborhood and being an asset to the community.

A resident commented on the visibility concerns leading to the signal lights. This resident also noted that the coffee vendor left the stake in the ground right off the sidewalk and he is concerned someone will trip over it. Ms. Reynolds thanked this resident for his comments and noted they would address his noted concerns.

Resident Marty explained that he spent 14 years serving the Board and they have one rule which is to think for the community, not themselves. He explained that they have to think about what is the need for the community. He pointed out that Sergeant Major Andrew Walden followed that rule. He thanked Sergeant Major Andrew Walden for his years of service. He also thanked the

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Amenity Center for the assistance that they have provided over the years for the food drive and the toy drive. He wished everyone a Happy Holidays.

Ms. Derri Young cautioned everyone about sharing information through Facebook. She stated Ms. Reynolds is very deserving of the position as Chairman because of all the work and dedication that she has done. She congratulated all the Board members on their new positions.

FOURTEENTH ORDER OF BUSINESS Financial Statements

A. Balance Sheet as of September 30, 2024 and Statement of Revenue & Expenditures for the Period Ending September 30, 2024

Mr. Oliver presented and reviewed the financial statements as of September 30, 2024. A copy of the financials is 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

Mr. Oliver presented the check register for review. Ms. Reynolds asked for clarification on a line item for GMS regarding Storm-Unpack Pool Furniture. Mr. Glynn responded that it was additional staff that they brought in to help. Mr. Nierengarten asked about the first Local IQ invoice. Mr. Oliver explained that this invoice is for the newspaper that they advertise and is the firm they associated with the Daily Record. Mr. Nierengarten asked for clarification on if they paid the past due amount on a different amount or was it an error. Mr. Oliver responded that he would research this and find out. Ms. Reynolds also asked about the September fire ant quarterly service to Quick Catch and there is another September fire ant quarterly service to Quick Catch with two separate invoice numbers. She asked for clarification as to why they are paying them twice for the same service. Mr. Oliver is going to research this concern as well. Mr. Oliver is going to follow up on all the questioned items.

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

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FIFTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – January 13, 2025 at 8:30 a.m. @ Bartram Springs Amenity Center

Mr. Oliver stated that the next meeting is scheduled for January 13, 2025, at 6:00 p.m. at this location. Discussion ensued on streaming the meetings in the future. A resident asked if the Board considers streaming the meetings, to also consider the audio issue.

SIXTEENTH ORDER OF BUSINESS

Adjournment

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

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

DocuSigned by:
Jim Oliver
D1BA5E5E7410418
Secretary/Assistant Secretary

Signed by:
Lacy Reynolds
60806ED3BAF5480
Chairman/Vice Chairman