

MINUTES OF MEETING  
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Park Community Development District was held on Wednesday, April 25, 2018 at 11:00 a.m. at the Offices of Offices of England-Thims & Miller, Inc. 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present and constituting a quorum were:

Pat Evert	Chairman
James Griffith	Vice Chairman
Trisston "Tim" Brown	Supervisor
Don Smith	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel (by phone)
Matt Maggiore	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 11:00 a.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Resumes to Fill Vacant Seat**

Ms. Evert stated I would like to nominate Mr. Don Smith to fill the vacant seat.

On MOTION by Ms. Evert seconded by Mr. Brown with all in favor to Fill the Vacant Seat with Mr. Donald Smith was approved.
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**B. Oath of Office for Newly Appointed Supervisor**

*Mr. Oliver administered an oath of office to Mr. Donald Smith.*

**C. General Information for New Supervisor**

Mr. Oliver and Mr. Haber advised the new supervisor regarding the Sunshine Law, public records and the Code of Ethics for government officials.

**D. Consideration of Resolution 2018-03, Election of Officers**

Mr. Oliver stated included in your agenda package is a copy of Resolution 2018-03, election of officers. Staff will revise the date on the resolution to read April 25, 2018.

On MOTION by Ms. Evert seconded by Mr. Griffith with all in favor Resolution 2018-03 Election of Officers Appointing Mr. Donald Smith as an Assistant Secretary of the District was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the December 19, 2017 Special Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the December 19, 2017 special meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Griffith seconded by Ms. Evert with all in favor the Minutes of the December 19, 2017 Special Meeting was approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes of the January 24, 2018 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the January 24, 2018 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Griffith seconded by Ms. Evert with all in favor the Minutes of the January 24, 2018 Meeting was approved.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Financial Audit of Fiscal Year 2017**

Mr. Oliver stated included in your agenda package is a copy of the audit for Fiscal Year 2017. On the opinion page it states, "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities in each major fund of the District as of September 30, 2017. These are in accordance with the accounting principles generally accepted in the United States of America." On page 24 is the auditors internal control report. The auditor writes, "During our audit, we did not find any

deficiencies in internal control that we consider to be material weaknesses.” There were no current year findings or prior year findings. It states, “The District has not met one or more of the financial emergency conditions in Section 218.503(1).” After your acceptance of the audit, we will publish the audit and provide it to the Auditor General.

On MOTION by Mr. Brown seconded by Mr. Smith with all in favor the Financial Audit for Fiscal Year 2017 was accepted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-04, Setting a Date for Public Hearing for Budget Adoption and Approving Fiscal Year 2019 Proposed Budget**

Mr. Oliver stated we are required by statute to adopt a budget by June 15<sup>th</sup> of each year. We also cannot have a public hearing to adopt a budget until at least 60 days after you approve the proposed budget. In Duval County we have to turn in the assessment roll by July 31<sup>st</sup>, so that is why we move the timetable up for Duval County. The assessments are not increasing.

On MOTION by Ms. Evert seconded by Mr. Griffith with all in favor Resolution 2018-04 Setting a Public Hearing Date of July 25, 2018 at 11:00 a.m. at the Offices of England, Thims & Miller, 14775 Old St. Augustine Road, Jacksonville, Florida 32258 for the Budget Adoption and Approving Fiscal Year 2019 Proposed Budget was approved.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer – Update of Development in Bartram Park and Surrounding Vicinity**

Mr. Maggiore stated there is still a lot of construction going on along Bartram Park Boulevard in Phase 2 Montevilla. Bartram Park Preserve Phase 3 is under construction. The Carlton Phase 2 is under construction. Bayberry Phase 2 is nearly complete. With those

developments, that basically builds out the Bartram Park Boulevard corridor. At the very south end of Bartram Park Boulevard at the northwest corner of Race Track Road, there is a planned development there, which is tentatively named the Bartram Markets. It is going through St. Johns County permitting now. There will be a grocery store anchor, outparcels, retail and probably a gas station. They are anticipating that going into construction later this year. There are three single-family developments west of Durbin Creek on the north side of Race Track Road. Those are all in various phases of construction. On the south side of Race Track Road is the property owned by Durbin National. The widening of Race Track Road is under construction. The widening that is west of the creek is close to completion but the opening of that is contingent upon the bridgework. The last phase of 9B is near completion and it will open this summer.

**C. Manager**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Audience Comments / Supervisor’s Requests**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2017**

Mr. Oliver stated included in your agenda package is the balance sheet and income statement as of December 31, 2017.

**B. Assessment Receipt Schedules**

Mr. Oliver stated included in your agenda package are assessment receipt schedules.

**C. Approval of Check Register**

Mr. Oliver stated included in your agenda package is a copy of the check register.

On MOTION by Mr. Smith seconded by Ms. Evert with all in favor the Check Register was approved.

**TWELFTH ORDER OF BUSINESS**

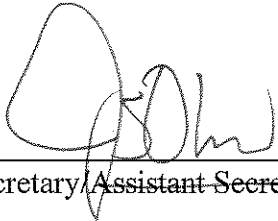
**Next Scheduled Meeting – July 25, 2018 @ 11:00 a.m. at the Office of England, Thims & Miller located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258**

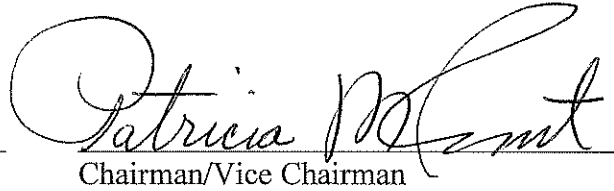
Mr. Oliver stated the next scheduled meeting is July 25, 2018 at 11:00 a.m. at this location.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Evert seconded by Ms. Nero with all in favor the Meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman