

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, July 26, 2017 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
Dennis Mathis	Vice Chairman
James Griffith	Supervisor
Joan Nero	Supervisor
Tim Brown	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel (by phone)

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. Acceptance of Letter of Resignation from Fionnuala Geoghegan

Mr. Oliver stated included in your agenda package is a resignation letter from Ms. Geoghegan.

On MOTION by Mr. Griffith seconded by Ms. Evert with all in favor the Letter of Resignation from Fionnuala Geoghegan was accepted.
--

B. Consideration of Resumes to Fill Vacant Seats Nos. 3 & 5

Mr. Oliver stated both terms expire in November of 2020. We have two very qualified candidates that live in the District, who are Mr. Tim Brown and Ms. Joan Nero.

On MOTION by Ms. Evert seconded by Mr. Mathis with all in favor to Fill Seat 3 with Mr. Tim Brown and to Fill Seat 5 with Ms. Joan Nero was approved.

C. Oath of Office for Newly Appointed Supervisors

Mr. Oliver administered an oath of office to Mr. Brown and Ms. Nero.

D. General Information for New Supervisors

Mr. Oliver provided the new board members with information and documents to complete.

E. Consideration of Resolution 2017-08, Election of Officers

Mr. Oliver stated Mr. Dodson had been serving as the Chairman and Ms. Geoghegan had been serving as the Vice Chairperson.

On MOTION by Mr. Griffith seconded by Mr. Mathis with all in favor Resolution 2017-08 Election of Officers to Add Ms. Evert as Chairperson, Mr. Mathis as Vice Chairman & Mr. Brown and Ms. Nero to be Assistant Secretaries & the Remainder of Staff to Stay the Same was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 26, 2017 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the April 26, 2017 meeting. Are there any additions, corrections or deletions?

On MOTION by Ms. Evert seconded by Mr. Griffith with all in favor the Minutes of the April 26, 2017 Meeting were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Minutes of the April 26, 2017 Audit Committee Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the April 26, 2017 audit committee meeting. Are there any additions, corrections or deletions?

On MOTION by Ms. Evert seconded by Mr. Mathis with all in favor the Minutes of the April 26, 2017 Audit Committee Meeting were accepted.

SIXTH ORDER OF BUSINESS

Public Hearing to Adopt the Budget for Fiscal Year 2018

A. Consideration of Resolution 2017-09, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2018

Mr. Oliver stated we are proposing a no increase budget for Fiscal Year 2018.

On MOTION by Mr. Griffith seconded by Ms. Evert with all in favor the Public Hearing to Adopt the Budget for Fiscal Year 2018 was opened.

There are no members of the public in attendance.

On MOTION by Mr. Mathis seconded by Ms. Evert with all in favor the Public Hearing to Adopt the Budget for Fiscal Year 2018 was closed.

Mr. Haber stated Resolution 2017-09 is the resolution that actually adopts the budget. The exhibit to that resolution is the budget itself. The board initially approved a resolution that approved a proposed budget. The District published adds in the newspaper noticing today's public hearing to adopt the budget. Today, you are holding that public hearing and ultimately deciding whether or not you want to adopt the budget in its current form. Jim's office will fill in the blanks in the resolution before it gets included in the District's formal records.

On MOTION by Mr. Griffith seconded by Ms. Evert with all in favor Resolution 2017-09 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2018 was approved.

B. Consideration of Resolution 2017-10, Imposing Special Assessments and Certifying an Assessment Roll

Mr. Haber stated Resolution 2017-10 serves two purposes; it levies the O&M assessments and it also certifies the debt assessment and O&M assessments for collection.

On MOTION by Mr. Mathis seconded by Ms. Nero with all in favor Resolution 2017-10 Imposing Special Assessments and Certifying an Assessment Roll was approved.

SEVENTH ORDER OF BUSINESS

Other Business

Mr. Oliver stated we will send a thank you letter to Ms. Geoghegan and Mr. Dodson for their service on the board.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager – Discussion of Meeting Schedule for Fiscal Year 2018

Mr. Oliver stated included in your agenda package is a proposed meeting schedule for Fiscal Year 2018.

On MOTION by Ms. Evert seconded by Mr. Mathis with all in favor the Meeting Schedule for Fiscal Year 2018 was approved.

NINTH ORDER OF BUSINESS

Audience Comments/Supervisor’s Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2017

Mr. Oliver stated included in your agenda package is a balance sheet and income statement for the period ending June 30, 2017.

B. Assessment Receipt Schedules

Mr. Oliver stated included in your agenda package is the 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. Mathis seconded by Ms. Evert with all in favor the Check Register was approved.

ELEVENTH ORDER OF BUSINESS **Next Scheduled Meeting – TBD**

Mr. Oliver stated the next scheduled meeting is October 25, 2017 @ 11:00 a.m. at the Offices of England Thims & Miller located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

TWELFTH ORDER OF BUSINESS **Adjournment**

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


Secretary/Assistant Secretary


Chairman/Vice Chairman