

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, May 25, 2016 at 11:05 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:

John Dodson	Chairman
Fionnuala Geoghegan	Vice Chairperson
Pat Evert	Supervisor
Dennis Mathis	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

Mr. Oliver stated I spoke to Bob Carroll today and he has informed me that he has moved out of the CDD, so he is no longer qualified to be on the board. Later on in the meeting, we are going to talk about the upcoming general elections, which three seats will be filled by general election. Those seats are held by Pat, Fionnuala and John. John does not live in the District, so he will not be able to qualify for the general election.

Mr. Haber described the process if an existing Board Member wanted to be appointed to Bob Carroll's vacant seat. In order to be appointed to the vacancy, the remainder of the board would need to appoint you for the vacancy that was created when Bob resigned. The option would be if you resign, then the board has the authority to nominate someone to fill the vacancy that was created.

**SECOND ORDER OF BUSINESS                      Public Comment**

There were no audience members in attendance.

**THIRD ORDER OF BUSINESS                      Approval of the Minutes of the February 24, 2016 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the February 24, 2016 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Mathis seconded by Ms. Geoghegan with all in favor the Minutes of the February 24, 2016 Meeting were approved.

**FOURTH ORDER OF BUSINESS                      Acceptance of Fiscal Year 2015 Audit Report**

Mr. Oliver stated included in your agenda package is a copy of the Fiscal Year 2015 audit report. It is a clean opinion. On page 24 you will see the independent auditor’s report on internal control. The auditor states, “We did not identify any deficiencies in internal control that we consider to be material weaknesses.” On page 26 in the third paragraph, it says that the District did comply. On page 27 is the section purpose of the letter. It says the auditor is charged with the current year findings and recommendation, status of prior years findings and recommendations and then compliance with the auditor general. There were no current year findings. There were no prior year findings. You will see the District is not in any state of financial emergency.

On MOTION by Mr. John Dodson seconded by Ms. Geoghegan with all in favor the Fiscal Year 2015 Audit Report was accepted.

**FIFTH ORDER OF BUSINESS                      Consideration of Resolution 2016-03, Approving FY 2017 Proposed Budget & Setting Public Hearing for Adoption**

Mr. Oliver stated this kicks off the budget process. We will refine the budget over the next 60 plus days. We will hold a public hearing and then you would adopt the budget. Once the budget is adopted, we will provide the assessment roll to the tax collector for inclusion on the tax bills. The top line on page one shows assessments are staying the same at \$130,000. At the bottom, you will see the per unit assessments for operation and maintenance stay the same at \$33.75. The following pages go through the different bond schedules.

Ms. Geoghegan asked is there any reason why the engineering went up this year?

Mr. Oliver responded we just stayed standard with that.

Ms. Geoghegan asked is there normally a percentage for operating reserves? Do you usually have any kind of goal?

Mr. Oliver responded we don't have any guidelines. The statute doesn't have any guidelines in it. We just let it sit there in undesignated reserves.

On MOTION by Mr. Mathis seconded by Mr. John Dodson with all in favor Resolution 2016-03 Approving FY 2017 Proposed Budget & Setting Public Hearing Date for July 27, 2016 at 11:00 a.m. at the Offices of ETM, 14775 Old St. Augustine Road, Jacksonville, Florida 32258 was approved.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber stated the proposed reallocation was a two-tiered process. We thought it made sense to get the bondholders approval before we bring it to this board. We have reached out to the trustee and explained to them what we wanted to do. We have not yet heard from the bondholders. There is still a possibility that you get an email from Jim that says we received bondholder consent and we now want to schedule a special meeting for the purpose of considering the reallocation. It is still in the trustee and bondholders' court.

*Ms. Evert joined the meeting.*

**B. Engineer**

There being none, the next item followed.

**C. Manager**

**1. Report on the Number of Registered Voters (3,654)**

Mr. Oliver stated included in your agenda package is a letter from the supervisor of elections informing us there are 3,654 registered voters residing in the District.

**2. Discussion of General Election**

Mr. Oliver stated we have five seats on the board and three of them will be expiring in November and they are to be filled by the general election process. Those are seats one, three and five. The process for general elections is you qualify with the supervisor of elections. The qualifying period is from June 20<sup>th</sup> to June 24<sup>th</sup> at noon. If only one person qualifies for the seat then their name doesn't go on the ballot. They will simply assume that seat. If two or more people qualify, it goes on the general election ballot. If no one qualifies for the seat then the board could appoint a qualified elector to fill that seat. Bob Carroll met me here today. He sold his home, so he no longer lives in the District. If one of you decides that you don't want to run for the general election then you can fill Bob's seat.

On MOTION by Ms. Geoghegan seconded by Mr. Mathis with all in favor Ms. Evert Resigned Seat 1 was accepted.

On MOTION by Mr. Mathis seconded by Mr. John Dodson with all in favor to Appoint Ms. Pat Evert to Seat 2 was approved.

*Mr. Oliver administered an oath of office to Ms. Pat Evert.*

**EIGHTH ORDER OF BUSINESS**

**Audience Comments / Supervisors' Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Financial Reports:**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending April 30, 2016**

Mr. Oliver stated included in your agenda package is a copy of the balance sheet and income statement as of April 30, 2016.

**B. Assessment Receipt Schedule**

Mr. Oliver stated included in your agenda package is the assessment receipt schedule.

**C. Approval of Check Register**

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

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

**NINTH ORDER OF BUSINESS**

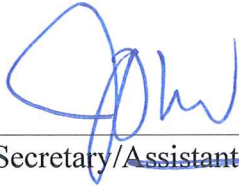
**Next Scheduled Meeting – Special Meeting  
T.B.D. at the Offices of England-Thims &  
Miller located at 14775 Old St. Augustine  
Road, Jacksonville, Florida 32258**

Mr. Oliver stated the next regularly scheduled meeting is July 27, 2016 at 11:00 a.m. at this location.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman