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 28, 2021** at 11:00 a.m. at the Bartram Springs Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida.

Present and constituting a quorum were:

James GriffithVice ChairmanJoan NeroSupervisorPatricia EvertSupervisorDon SmithSupervisor

Also present were:

Jim OliverDistrict ManagerWes Haber by phoneDistrict CounselMatt Maggiore by phoneDistrict Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order. There were four members of the Board present at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

There were no members of the public present.

THIRD ORDER OF BUSINESS

Approval of Minutes of the April 28, 2021

Meeting

Mr. Oliver presented the April 28, 2021 meeting minutes and asked for any comments, corrections, or changes to the minutes. The Board had no changes.

On MOTION by Mr. Smith, seconded by Ms. Nero, with all in favor, the Minutes of the April 28, 2021 Meeting, were approved.

FOURTH ORDER OF BUSINESS Presentation of FY2020 Financial Audit

Mr. Oliver stated that there was a copy of the audit in the agenda packet. The audit had already been supplied to the auditor general as required by Florida statutes. Mr. Oliver reviewed the audit for the Board and noted that it was a clean audit.

On MOTION by Ms. Nero, seconded by Ms. Evert, with all in favor, Fiscal Year 2020 Financial Audit, was approved.

FIFTH ORDER OF BUSINESS

Public Hearing

Mr. Oliver stated that the proposed budget was approved at the previous meeting. He noted that the 2022 budget is not much different from the 2021 budget. He stated there were no changes in assessments. He offered to answer any questions the Board had about the budget. Hearing none,

On MOTION by Ms. Evert, seconded by Mr. Smith, with all in favor, the Opening of the Public Hearing, was approved.

On MOTION by Mr. Smith, seconded by Ms. Nero, with all in favor, the Closing of the Public Hearing, was approved.

A. Consideration of Resolution 2021-03, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022

Mr. Haber explained that Resolution 2021-03 formally adopts and finalizes the budget for 2022. He offered to answer any questions from the Board about the resolution. Hearing none,

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, Resolution 2021-03 Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022, was approved.

B. Consideration of Resolution 2021-04, Imposing Special Assessments and Certifying an Assessment Roll

Ms. Haber stated that this resolution is for the District to identify a method to pay for the line items in the budget, and that is through the collection of assessments. The amount of the

assessment for the general fund has not changed nor will the amount of the assessments for the debt service funds. This resolution formally adopts and directs the District Manager to certify those amounts to the Duvall County tax collector and that those amounts will appear on the tax bills for the various homeowners and landowners in the community to pay those assessments.

On MOTION by Ms. Evert, seconded by Mr. Smith, with all in favor, Resolution 2021-04 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-05, Election of Officers to Add Marilee Giles as Assistant Secretary

Mr. Oliver stated that Marilee Giles is a new District Manager at GMS and electing her as Assistant Secretary would allow her to sign documents on behalf of the District, all of the other officers remained the same.

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, Resolution 2021-05 Election of Officers to Add Marilee Giles as Assistant Secretary, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of E-Verify Memorandum of Understanding

Mr. Oliver asked Mr. Haber to explain this to the Board. Mr. Haber explained that earlier in 2021, a law went into effect that obligated all units of government, including CDDs, to participate in the E-Verify system. He stated that to clarify for the record, the CDD does not have any employees, because all services provided to the CDD are done through independent contractor agreements. This meant that before a CDD can employ someone, they are required to use the E-Verify system where the CDD runs the potential employee's name to ensure that they meet all of the requirements to be legally employed in the country according to federal laws. There are no CDD employees currently, but this ratification is ensuring that the CDD is complying with that law if they ever do have an employee.

Mr. Haber also stated that any of the independent contractors being used are also required to acknowledge and use the E-Verify system for any employee they hire.

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, the E-Verify Memorandum of Understanding, was ratified.

EIGHTH ORDER OF BUSINESS Update Regarding Racetrack Road Improvements and TIFF

Mr. Maggiore stated that the developer is still working on the project to secure the funding. He also stated that it was his understanding that they are looking to go to the design phase concerning the fourth lane of Racetrack Road sometime later this year.

Mr. Griffith provided information and stated that when heading eastbound on Racetrack Road approaching the Durbin Creek bridge on the inside lane, there is a severe dip. He has spoken with the County Commissioner and they pushed it to Public Works and it should be repaired beginning in August.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber provided an update on the legislative session that ended and stated he had two bills that impacted day to day aspects of the CDD. One was that they were considering putting continuing education requirements for Board members as there is no requirement for it at this point. He stated it did not pass. There was a bill that passed that allowed CDDs to notice public hearing or meetings using a website. Mr. Haber did not think the CDD would be able to take advantage of this new law due to the fact that they are not able to use their own website. The bill provided that you have to use a newspaper's website, which the newspaper can charge the CDD for. His other takeaway was that the law requires any unit of government taking advantage of the publication of notices on the newspaper's website that it is still publishing a notice once a week indicating that all of the rest of the notices are going to be published on the website as well and not the newspaper. Mr. Haber stated that typically CDDs are not publishing notices every week, so this would not make sense here. He said they are still looking at the recent changes to make sure there are not ways for the CDD to benefit from them.

Mr. Oliver asked Mr. Haber if there was a discussion about being able to go back to Zoom meetings for CDDs regarding quorum. Mr. Haber said that there was not discussion about it. He said at this point there was no change in quorum requirements.

B. Engineer

Mr. Maggiore did not have anything further to report. He offered to answer any questions from the Board.

C. Manager

1. Consideration of Proposed FY 22 Meeting Schedule

Mr. Oliver stated these dates can always be changed in the future. The listed meetings were October 27, 2021, January 26, 2022, April 27, 2022 and July 27, 2022.

On MOTION by Mr. Smith, seconded by Mr. Evert, with all in favor, the Proposed Fiscal Year 2022 Meeting Schedule, was approved.

2. Presentation of Report on Number of Registered Voters

Mr. Oliver stated that there was a letter in the agenda packet from the county Supervisor of Elections and it stated there are 5,907 registered voters living in Bartram Park.

ELEVENTH ORDER OF BUSINESS Audience Comments

There being none, the next item followed.

TWELTH ORDER OF BUSINESS Supervisor's Requests

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2021

Mr. Oliver noted the financial reports are available in the agenda package and they are through June 30, 2021. The Board had no questions.

B. Assessment Receipt Schedules

Mr. Oliver noted that the District is fully collected on assessments for Fiscal Year 2021.

C. Approval of Check Register

Mr. Oliver stated the check register is included in the agenda package and he was looking for a motion of approval.

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

FOURTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – October 27, 2021 @ 11:00 a.m. at TBD

Mr. Oliver stated the next scheduled meeting is October 27^{th} at 11:00 a.m.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Evert, seconded by Mr. Griffith, with all in favor the Meeting was adjourned.

Secretary Assistant Secretary

Chairman/Vice Chairman