

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, October 26, 2022 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:

Trisston Brown	Chairman
James Griffith	Vice Chairman
Joan Nero	Supervisor
Don Smith	Supervisor
Patricia Evert	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Matt Maggiore <i>by phone</i>	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order. There were five 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

A. July 14, 2022 Special Meeting

B. July 27, 2022 Regular Meeting

Mr. Oliver presented the minutes of the July 14, 2022 Special meeting and the July 27, 2022 Board of Supervisors meeting. He asked if there were any corrections to the minutes. The Board had no changes.

October 26, 2022

Bartram Park CDD

On MOTION by Mr. Brown, seconded by Mr. Smith, with all in favor, the July 14, 2022 Special Meeting and the July 27, 2022 Board of Supervisors Meeting Minutes, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2023-01, Amending the Fiscal Year 2022 Budget**

Mr. Oliver presented the resolution, noting that a copy was included in the agenda. He added that it would amend the budget for both the general fund and the capital reserve fund. He asked for a motion to approve.

On MOTION by Ms. Evert, seconded by Mr. Smith, with all in favor, Resolution 2023-01, Amending the Fiscal Year 2022 Budget, was approved.

FIFTH ORDER OF BUSINESS **Discussion of Semi-Truck Parking on Bartram Park Blvd.**

Mr. Griffith noted that there is a right hand turn north of the fire station that has turned into an unauthorized semi-truck parking area. Discussion ensued about sending a letter to local representative on the City Counsel to make them aware of the issue, as well as having the HOAs send letters addressing the concern. Mr. Maggiore would provide Mr. Oliver a map of the location of the problem area.

SIXTH ORDER OF BUSINESS **Discussion of Utility Drainage into Montevilla**

Mr. Griffith stated that there was drainage going into the ponds at Montevilla, and it was making the water dark and dirty. He also noted that they couldn't run the pumps at night because the water was so discolored.

Mr. Maggiore noted that there were other employees in his office working on the land development project on the east side of 9B, which involved building some of the stormwater infrastructure that was causing the issue. He also noted that he was attempting to work with the owner to get it fixed. He added that he didn't have a date when it would be resolved, however he was working with the contractor to get it resolved.

Mr. Brown noted that the District was scheduled to receive fish to stock in that pond in November.

October 26, 2022

Bartram Park CDD

Mr. Haber responded that it wasn't a CDD issue so it wasn't something that he could take action on, but he thought that if the developer was taking actions that was resulting in the CDD's damage (especially ones that are in violation of the permit), they had the right to take action against that.

Mr. Brown noted that they couldn't run any of the fountains because of the issue with the pond, and they were set to have a delivery of grass carp in November. This was a problem because there was no aeration in the ponds for the fish.

Mr. Maggiore responded that he was in a tough spot because the developer and the contractor were having a hard time finishing the project and he could only do so much. Mr. Brown responded that the best solution would be to contact the Board of Directors to get ahold of them so that it could be sorted out.

Ms. Evert asked if a summary of actions that Mr. Maggiore has taken could be provided so that they were on the same page, and Mr. Maggiore responded that he would provide that to the Board.

SEVENTH ORDER OF BUSINESS

Ratification of Engagement Letter for FY22 Audit Services with Grau & Associates

Mr. Oliver presented the letter, noting that Grau & Associates was the firm that the Board had selected to do the RFP process. He added that the fee was \$3,600, and that was what was put in the budget for the audit to be conducted.

On MOTION by Ms. Nero, seconded by Mr. Smith, with all in favor, the Engagement Letter for FY22 Audit Services with Grau & Associates, was ratified.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber noted that shortly before the meeting, he had received a request from the developer who was working on the racetrack road expansion project, asking if they were at the point in their project where they needed an Environmental Resource Permit from the local water

October 26, 2022

Bartram Park CDD

management district. He added that the water management district requested permission from any entity that owns land that is involved in that project to enter that land to inspect it in consideration of granting the permit. He also stated that the CDD owned a right-of-way near Racetrack Road where the project would be expanded to, and that they had granted rights to that easement. He explained that the developer had the right to grant access to the water management district to the property for that purpose. He noted that the water management district requested that the CDD sign a document that says the CDD authorizes them to go onto the property for purposes of inspecting the property. He asked for a motion to approve the signing of the document.

On MOTION by Mr. Griffith, seconded by Ms. Evert, with all in favor, the Request from the Water Management District to Enter the Property for Inspection in Connection with the ERP Permit, was approved.

B. Engineer

Mr. Maggiore had nothing further report.

C. Manager

Mr. Oliver noted that the general election was November 8, 2022, and two of the seats on the Board were up for election. He added that the Board could re-elect the two Board members, and the Board chose to do so at the next meeting.

TENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2022

Mr. Oliver noted the financial reports are available in the agenda package and they are through September 30, 2022.

October 26, 2022

Bartram Park CDD

B. Assessment Receipt Schedules

Mr. Oliver noted the CDD was 100% collected for Fiscal Year 2022, and that they would start the process over when the property assessor sent out the next tax bill on November 1, 2022.

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. He discussed the checks included in the summary.

On MOTION by Mr. Griffith, seconded by Ms. Evert, with all in favor, the Financial Reports, were approved.

THIRTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – January 25, 2023 @
11:00 a.m. at the Bartram Springs Amenity
Center, 14530 East Cherry Lake Dr.,
Jacksonville, Florida 32258**

Mr. Oliver stated the next scheduled meeting was to be on January 25, 2023 at 11:00 a.m. at the same location.

FOURTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
James Oliver
D1BA5E5E7410418...
Secretary/Assistant Secretary

DocuSigned by:
James Griffith
DE5801C9B24D4BE...
Chairman/Vice Chairman