

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 24, 2024 at 11:00 a.m. at the offices of England-Thims & Miller, Inc, 14775 Old St. Augustine Road, Jacksonville, Florida.

Present and constituting a quorum were:

James Griffith	Chairman
Trisston Brown	Vice Chairman
Joan Nero	Supervisor
Larry Lokey	Supervisor
Lynda Learn	Supervisor

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. Five Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

There were no public comments.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the April 24, 2024 Meeting

Mr. Oliver presented the minutes of the April 24, 2024 Board of Supervisors meeting and asked for any corrections. The Board had no corrections.

July 24, 2024

Bartram Park CDD

On MOTION by Mr. Griffith, seconded by Mr. Brown, with all in favor, the April 24, 2024 Board of Supervisors Meeting Minutes, were approved.

FIFTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2023 Audit Report

Mr. Oliver noted the CDD is a unit of government therefore is required to conduct an audit each year. The audit was performed by Grau & Associates and is a clean audit. It has been provided to the auditor general.

On MOTION by Mr. Brown, seconded by Mr. Griffith, with all in favor, the Acceptance of Fiscal Year 2023 Audit Report, was approved.

SIXTH ORDER OF BUSINESS

Public Hearing

A. Overview of Fiscal Year 2025 Budget

Mr. Oliver stated a proposed budget was approved at the April meeting. There is no increase in assessments so it remains at \$33.75 for the year. The budget can't be increased at this point. He asked for a motion to open the public hearing.

On MOTION by Mr. Griffith, seconded by Ms. Nero, with all in favor, Opening the Public Hearing, was approved.

B. Public Hearing

Mr. Oliver noted the public hearing is open and asked for any public comment regarding the budget. Hearing no comments. He asked for a motion to close the public hearing.

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

C. Consideration of Resolution 2024-04, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025

Mr. Oliver asked for a motion to adopt Resolution 2024-04.

July 24, 2024

Bartram Park CDD

On MOTION by Mr. Griffith, seconded by Ms. Nero, with all in favor, Resolution 2024-04, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025, was approved.

D. Consideration of Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll

Mr. Oliver stated this assessment roll will be provided to the Duval County tax collector by the July 31st deadline imposed. The assessments will be a line item and the property tax bills will go out November 1st. He asked for a motion to adopt Resolution 2024-05.

On MOTION by Mr. Griffith, seconded by Ms. Nero, with all in favor, Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll, was approved.

SEVENTH ORDER OF BUSINESS Other Business

Mr. Oliver stated that he had no other business.

EIGHTH ORDER OF BUSINESS Staff Reports

A. Attorney

Ms. Brown had nothing to report but would take any questions for Wes if there are any.

B. Engineer

Mr. Oliver noted they are without an engineer right now. Matt resigned. With the Boards direction they will issue the engineering RFQ and get qualifications for engineering firms to serve as District Engineer. He asked for a motion for the District to issue an RFQ for engineering services.

On MOTION by Mr. Brown, seconded by Ms. Nero, with all in favor, the RFQ for Engineering Services, was approved.

C. Manager

1. Report on the Number of Registered Voters (6,034)

Mr. Oliver noted a letter from the Supervisor of Elections states there are now 6,034 registered voters living in Bartram Park CDD. The Board discussed when paving of the last part of the South end is going to take place. Mr. Oliver will follow up with the City of Jacksonville.

July 24, 2024

Bartram Park CDD

2. Discussion of Fiscal Year 2025 Meeting Schedule

Mr. Oliver stated the meeting schedule is the same quarterly schedule in the same location. The meeting dates include October 23, 2024, January 22, 2025, April 23, 2025 and July 23, 2025.

On MOTION by Mr. Brown, seconded by Mr. Griffith, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Supervisor Donald Smith

Mr. Oliver asked for a motion to accept Donald Smiths resignation.

On MOTION by Mr. Brown, seconded by Mr. Griffith, with all in favor, the Resignation of Donald Smith, was approved.

B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2026)

Mr. Oliver asked for any nominations to fill seat #2 vacated by Pat Evert. Mr. Griffith nominated Lynda Learn.

On MOTION by Mr. Griffith, seconded by Ms. Nero, with all in favor, the Appointment of Lynda Learn to Seat #2, was approved.

Mr. Oliver asked for any nominations to fill seat #4 vacated by Don Smith. Mr. Griffith nominated Larry Lokey.

On MOTION by Mr. Griffith, seconded by Ms. Nero, with all in favor, the Appointment of Larry Lokey to Seat #4, was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Oliver administered the Oath of Office to Lynda Learn and Larry Lokey. He reviewed Sunshine Law, Public Records Law, and Ethics Law.

D. Election of Officers, Resolution 2024-02

**This item was taken out of order.*

July 24, 2024

Bartram Park CDD

NINTH ORDER OF BUSINESS

Audience Comments

Mr. Oliver stated there are no members of the public present today.

TENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Brown asked about raising compensation for Supervisors given the requirement of more continued education and Ethics training. Mr. Oliver noted Chapter 190 sets Supervisor pay and it is \$200 per meeting up to a maximum of \$4,800 per year that would be for 24 meetings. District Counsel is not aware of any changes but will review.

Mr. Griffith asked how to propose this to the lobbyists to propose an increase to the Statute. It is a little outdated given all the new educational or CLE requirements that Board members have and seems prudent to look at it again. Mr. Brown (DC) reviewed how this could get proposed and noted he will mention it to Wes Haber.

A Board member asked when Racetrack is going to be finished, the second roadway. Mr. Oliver will look into that.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2024

Mr. Oliver presented the financials through June 30th. No unusual variances.

B. Assessment Receipt Schedules

Mr. Oliver stated the District is fully collected for FY24.

C. Approval of Check Register

Mr. Oliver presented the check register and noted it is in the agenda packet for review.

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

July 24, 2024

Bartram Park CDD

TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting – To Be Determined
at 11:00 a.m. @ England-Thims & Miller**

Mr. Oliver stated the next meeting will be October 23, 2024 at 11:00 at Bartram Springs
Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Jim Oliver
D1BA5E5E74410418
Secretary/Assistant Secretary

Signed by:
James Griffith
4063C39AF3334DD...
Chairman/Vice Chairman