

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 23, 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
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. and called roll. Four Board members were present 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 July 24, 2024 Meeting

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

October 23, 2024

Bartram Park CDD

On MOTION by Mr. Griffith, seconded by Ms. Nero, with all in favor, the Minutes of the July 24, 2024 Meeting, were approved.

FOURTH ORDER OF BUSINESS Ratification of CDD Goals & Objectives

Mr. Oliver updated the Board on new legislation requiring CDDs to adopt goals and objectives to be approved by October 1st. These have already been processed so asking the Board to ratify those today. The Board will evaluate themselves by the end of 2025.

On MOTION by Mr. Griffith, seconded by Mr. Lokey, with all in favor, the CDD Goals & Objectives, were ratified.

FIFTH ORDER OF BUSINESS Consideration of Responses to RFQ for Engineering Services

Mr. Oliver noted the Districts Engineer resigned due to new construction projects. An RFQ was issued and qualifications came back from one group, Alliant. He asked for a motion for the Board to rank their qualifications as the highest and authorize staff to negotiate with them to enter into an agreement done in conjunction with the Chair.

On MOTION by Mr. Griffith, seconded by Ms. Nero, with all in favor, the Responses to RFQ for Engineering Services – Ranking Alliant as Top Ranked Engineering Firm & Authorizing Staff and Chair to Negotiate an Agreement, was approved.

SIXTH ORDER OF BUSINESS Ratification of Audit Engagement Letter for Fiscal Year 2024 Audit

Mr. Oliver stated this has already been executed. The audit is underway and the price was \$3,800.

On MOTION by Mr. Griffith, seconded by Mr. Lokey, with all in favor, the Audit Engagement Letter for Fiscal Year 2024 Audit, was ratified.

October 23, 2024

Bartram Park CDD

SEVENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber had nothing to report. Mr. Oliver reminded the Board to report completion of ethics training and Form 1 in 2025.

B. Engineer

There being no comments, the next item followed.

C. Manager

Mr. Oliver discussed the general election process. There were three seats that no one qualified for. They will hold a special meeting November 18th at noon.

NINTH ORDER OF BUSINESS Audience Comments

Mr. Oliver noted no members of the public were present.

TENTH ORDER OF BUSINESS Supervisor's Requests

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS Financial Reports

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

Mr. Oliver presented the financials through September 30th. There is a positive variance excess of over \$32,000.

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 which requires Board approval.

October 23, 2024

Bartram Park CDD

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

TWELFTH ORDER OF BUSINESS

Next Regular Scheduled Meeting – January 22, 2025 at 11:00 a.m. @ England-Thims & Miller

Mr. Oliver stated the next regular scheduled meeting will be January 22, 2025 at 11:00 a.m. at Bartram Springs Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida however a Special Meeting will be held November 18, 2024 at 12:00 p.m. at Bartram Springs.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

Signed by:

James Griffith

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Chairman/Vice Chairman