

**MINUTES OF MEETING
ISLES OF BARTRAM PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Isles of Bartram Park Community Development District was held on Friday, **May 19, 2023** at 10:05 a.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Scott Forshey-Friedman	Chairman
Joseph Zemel	Vice Chairman
Delton Stuck	Supervisor
Nancy Brown	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 10:05 a.m. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comment

Mr. Oliver stated that there were no members of the public present.

THIRD ORDER OF BUSINESS

Affidavit of Publication

Mr. Oliver stated that this meeting notice was published in the St. Augustine record on May 11, 2023 to meet the requirements of Florida statute.

May 19, 2023

Isles of Bartram Park CDD

FOURTH ORDER OF BUSINESS**Approval of Minutes of the February 17, 2023 Meeting**

Mr. Oliver presented the minutes of the February 17, 2023 meeting and asked if there were any additions, corrections, or deletions. The Board had no changes.

On MOTION by Mr. Forshey-Friedman seconded by Ms. Brown, with all in favor, the Minutes of the February 17, 2023 Meeting, were approved.

FIFTH ORDER OF BUSINESS**Acceptance of Fiscal Year 2022 Financial Audit**

Mr. Oliver stated that a copy of this financial audit was in the agenda packet for review. He explained that the audit was a collaborative effort between GMS, their accountants, the attorney's office and the auditors. He noted that the auditors were selected through the RFP process in accordance with Chapter 218 of Florida Statutes. He pointed out that this was a clean audit. He explained that there were no particular notes on the audit other than the fact that they have now transitioned post audit into a resident controlled Board. They now have four residents on the Board and that will be reflected in next year's audit. After the notes on the financial report, he reviewed the independent auditor's report on internal controls. He explained that this report noted that they did not identify any deficiencies in internal control that they consider to be material weaknesses. He stated that every one of these different sections of the audit were required by the Auditor General. The next report was the independent auditors report on compliance with the requirements of Section 218.415 of Florida Statutes as required by the Auditor General. He reviewed the auditor's statement, which stated *"In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2022."* He reviewed the next item report, which was the management letter. He explained that the three purposes of the management letter were the current year findings and recommendations, the status of prior year findings and recommendations, and the compliance with the provisions of the Auditor General of the State of Florida. According to the report, there were no current year findings and no prior year findings. He reviewed the report of the compliance with the provisions of the Auditor General of the State of Florida. He explained that the most important that he focused in on was #5 which stated, *"The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes."* He explained that they were not in any type of emergency

May 19, 2023

Isles of Bartram Park CDD

conditions. He concluded that this was a clean audit and they had provided it to the Auditor General and posted it on EMMA. He added that they would post this to the website as well. He asked if there were any questions about the audit. Hearing none,

On MOTION by Mr. Forshey-Friedman seconded by Ms. Brown, with all in favor, the Fiscal Year 2022 Financial Audit, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Resolution 2023-02, Authorizing the Investment of Funds in Local Government Surplus Funds Trust (SBA Account)

Mr. Oliver presented Resolution 2023-02 to the Board. He noted that the SBA was the State Board of Administration and was an investment fund that was run by the State of Florida and was for public entities to invest their excess funds. The public entities could be cities, counties, special Districts, hospitals, libraries, colleges, etc. He stated that this resolution allowed them, if they have a large sum of money, to park it in this at a higher yield. He explained that they always want to be careful with public funds and it must be with a qualified depository. He stated that when they look at investments of public funds, the three most important tasks in order were the safety of the principal, liquidity and yield. He noted that between meetings, the Chairman executed this, and he co-signed with her.

On MOTION by Mr. Forshey-Friedman seconded by Ms. Brown, with all in favor, Resolution 2023-02 Authorizing the Investment of Funds in Local Government Surplus Funds Trust (SBA Account), was ratified.

SEVENTH ORDER OF BUSINESS

Review of Fiscal Year 2024 Proposed Budget

Mr. Oliver explained that they must, as a unit of government in Florida and as a special District, approve a proposed budget by June 15th of each year. He further explained that they approve the budget and provide it to the local government. He added that they can't have a public hearing for adoption of the budget any sooner than 60 days after they approve the budget and provide it to the local government. He stated that they would get this budget turned in to St. John's County either today or, more likely, Monday because it needed to be changed up a little bit to go from proposed to approved. Then, they will have a public hearing and once they have the public

May 19, 2023

Isles of Bartram Park CDD

hearing, they can adopt the budget. Next, they must have the assessment rolls to the tax collector by the end of August. When the property tax bills go out on November 1st, there will be a line item. He explained that this budget was a no increase budget. He reviewed the budget and noted that the most important thing to see was the general fund budget on page 50 where the assessments total, which stays right at \$287,000 and the assessments would not go up. He stated that the total administrative goes up from \$112,000 to right at \$116,000. He added that all his company's Districts were at a 6% increase in what their fee was, and they have tried to hold that steady as long as they could, but the last couple of years had been challenging for everyone in our country. He stated that for the total administrative, even though this year's budget was at \$112,000, the account was projecting that they would come in at about \$102,000. He noted that a question often asked was if it was a use-it or lose-it budget, which he answered it was not. He further explained that any funds that they see, the District keeps and could use it for carryforward surplus throughout the year and they didn't turn it back in to some higher level of government. He stated that the next line showed some adjustments that they made to some of the field line items. He explained that the total field budget goes down from \$176,000 to \$173,000. He further explained that it looked like they were going to spend about \$155,000. He noted that this included putting \$50,000 into their capital reserve fund, which they haven't done, but they would make that transfer. He noted that they were projecting to put the same amount next year. He stated that it sounded like they were going to have a pretty strong capital reserve fund when they consider the main things that they maintain from the District perspective which were the entry features in the front and anything associated with the ponds, particularly the fountains. He reviewed the table at the bottom of page 50. He reviewed the debt service fund stating that there was nothing that they could do about that as a Board right now because when the bonds are issued, they have an assessment hearing and that establishes what those assessments are. He stated that someday, they would be in a position to refinance bonds and that would be two things. One of those two things being when the call period is over, in this case these are Series 2015 bonds, so likely they would be able to be refunded after 2025. The second thing being the rates because right now the rates were high.

Mr. Oliver stated that they could discuss any changes to the budget now, or they could approve it. He added that once they approve it, they could refine it over the next 60 days, but essentially, they have their public hearing. After they have the public hearing, they will consider a resolution to adopt a budget and certify the assessment roll. The question was asked if the \$6,000

May 19, 2023

Isles of Bartram Park CDD

for the management under field was going to Vesta for the Vesta Contract. Mr. Oliver responded that it was, and their contracts were \$500 a month. Clarification that the general maintenance was from the gate guard shack up and had nothing to do with their whole community was asked. Mr. Oliver responded that was correct. It was asked if they ever did a reserve study. Mr. Oliver responded that they had not for this District, but they could certainly do it in the future. He stated that he would get a proposal from a company that does it at a reasonable cost. He further explained that their assets were so few that they just needed to know if it was worth it to them to do that right now. Mr. Zemel responded that it didn't have to be done now, but it would probably be good to do before next year's. Mr. Oliver responded that they could do that to be prepared for the next budget. Mr. Stuck asked if the lake maintenance was all their lakes. Mr. Forshey-Friedman responded that it was all 13 ponds. Ms. Brown asked why the flip flop on the waterfall/entry pond maintenance and the lake fountain maintenance. She pointed out that it went from \$8,500 to \$13,500 and then \$11,400 to \$5,000. Mr. Oliver responded that he would find out and would send them an email once he gets confirmation. He added that he wouldn't change it until he gets it confirmed.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2023-03,
Approving the FY 2024 Proposed Budget &
Setting a Public Hearing Date for Adoption**

Mr. Oliver presented Resolution 2023-03 to the Board. After Board discussion, it was decided to set the public hearing date for August 11, 2023 at 1:30 p.m. at GMS.

On MOTION by Mr. Zemel seconded by Mr. Forshey-Friedman, with all in favor, Resolution 2023-03, the FY 2024 Proposed Budget & Setting a Public Hearing Date for Adoption for August 11, 2023 at 1:30 p.m. at GMS, was approved.

NINTH ORDER OF BUSINESS**Consideration of Resolution 2023-04,
Adoption of Record Retention Policy**

Mr. Haber presented Resolution 2023-04 to the Board. He stated that the District already had a record retention policy and it was adopted in a manner similar to what they see in the agenda package. He explained the reason why they were talking about considering the retention policy again was because there were two matters related to the retention of records that had come up that

May 19, 2023

Isles of Bartram Park CDD

they thought were important and as a result wanted to up the record retention policy to address those matters. He further explained that they were dealing with documents that were transitory records, which was a record that serves no useful purpose after a particular date. The other matter related to record retention were hard copies that have been converted to electronic documents. If that is done, the District then has the right to destroy the hard copies. He stated that going back to the documents in the agenda package, there were two options that the Board was given. The first option was a resolution that would adopt a record retention policy. The second option says that the custodian of records should retain all records in perpetuity unless otherwise directed by the Board. If the Board gives other direction, then the records would be destroyed, assuming the records could be destroyed. The vast majority of CDDs and what this District did the first time was went with option 2. He stated that they were looking for the Board to choose one of those two options and upon that choice, the policy would be updated to address the two matters that he reviewed. He stated that he would be happy to answer any questions. After Board discussion, it was decided to go with option 2.

On MOTION by Mr. Stuck seconded by Mr. Zemel, with all in favor, the Resolution 2023-04, Adoption of Record Retention Policy Option Two, was approved.

TENTH ORDER OF BUSINESS

Ratification of Proposal for Fountain Repair with Charles Aquatics

Mr. Oliver explained that this was for a fountain repair at Pond #3, and it would be funded by the line item they see on the financials and in the audit, the lake fountain repairs or maintenance.

On MOTION by Mr. Forshey-Friedman seconded by Mr. Stuck, with all in favor, the Proposal for Fountain Repair with Charles Aquatics, was ratified.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

May 19, 2023

Isles of Bartram Park CDD

TWELFTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Haber stated that he wanted to provide an update on the most recent legislative session. There were several bills that passed, some of which were still waiting to be signed by the Governor that may or may not impact the CDD's operations. He noted that they would continue to monitor those, and he would let them know if any pass and what the CDD needed to do to address them. He explained that the one they know for sure did pass related to ethics training. He explained that a new law was in place that would require all CDD Board members to get four hours of ethics training starting January 1, 2024 and they would have the entire year to fulfill that obligation. He added that the training would focus on ethics, which was Chapter 112 Florida Statutes and largely deals with conflicts of interest. It also deals with Public Records Law and Sunshine Law. He explained that there was likely to be numerous ways to they could fulfill the obligation whether through online courses, listening to a podcast, or going to a class in person. They are presently reviewing what those options are and he stated that he would let the Board know once he finds out. He stated that he just wanted to let them know that starting the beginning of next year, they would have the four-hour obligation for ethics training. Mr. Forshey-Friedman asked if these trainings would be pay for or free. Mr. Haber responded that he was not entirely sure, but he guessed that it would be something that could be pay for and there may be some that might be free. He stated that he would let them know once he has that information.

B. Engineer

There being no comments, the next item followed.

C. Manager – Report on Number of Registered Voters

Mr. Oliver stated that as of April 15th there was 1,079 registered voters living in the District.

THIRTEENTH ORDER OF BUSINESS**Supervisors' Requests**

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS**Audience Comments**

There being no comments, the next item followed.

May 19, 2023

Isles of Bartram Park CDD

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of March 31, 2023 and Statement of Revenues & Expenditures

Mr. Oliver stated that these were the same numbers that they saw on the budget. There were no unusual variances here. He noted that they would have a surplus at the end of the year.

B. Assessment Receipt Schedule

Mr. Oliver noted that this was 98% collected and through tax certificate sales, it would reach 100%.

C. Approval of Check Register

Mr. Oliver reviewed the check register.

On MOTION by Mr. Forshey-Friedman seconded by Ms. Brown, with all in favor, the Check Register, was approved.

SIXTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – August 11, 2023 @
1:30 p.m. at The Celestina Amenity Center, 35
Mandara Way, St. Johns, FL 32259**

Mr. Oliver stated the next scheduled meeting will be August 11, 2023 at 1:30 p.m. at the offices of GMS.

SEVENTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
Jim Oliver
D1BA5E5E7410418
Secretary / Assistant Secretary

DocuSigned by:
EO
27B51F6B07F74DA
Chairperson / Vice Chairperson