

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, August 11, 2023 at 1:30 p.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 this is the public's opportunity to make comment on today's agenda, any items about the CDD. Steve noted he was down to check on the proposal for the fish stocking in the pond and hat he was concerned about seems to have been corrected on the agenda. We will get some carp in there to help clean up some of the debris that seems to be compiling there. Mr. Oliver stated they would get to that item later and discuss it a little more.

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THIRD ORDER OF BUSINESS

Affidavit of Publication

Mr. Oliver stated there is a public hearing today to consider the FY24 budget and that public hearing was noticed in the St. Augustine Record on July 14th and Just 21st.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the May 19, 2023 Meeting

Mr. Oliver presented the minutes of the May 19, 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 May 19, 2023 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Review of Approved Fiscal Year 2024 Budget

Mr. Oliver pointed out this is essentially the budget that you have from last year. He noted inside the front cover is the table of contents and the different budgets that we have. He noted the general fund budget also known as the O&M fund budget. He noted there are also the two bond series budgets for this year 2015 and 2017, debt service funds, and the capital reserve fund. He noted they are mostly focused on the general fund today. There were actually public hearings for the debt service funds back when those bonds were issued and the assessments are the same every year on that. He noted someday those will be able to be refinanced at a lower rate but right now we are not in that window. He stated that there will likely be opportunities in 2025 and 2027 because these bonds when issued have a 10-year call protection restriction on them. He noted right now the interest rates are not conducive to refinancing anyway and hopefully our economy will get back to where we need it so we can refinance those in the future at a lower rate. He stated there are two sections of the general fund budgets, one is the revenue section and the other is the expenditure section. Looking at the very top of the budget, the assessments are the same in total as they were for FY23, far left column after account titles, you will see an amount of \$287,000 and the same amount to the far right of that same line. He noted those assessments are not changing.

Mr. Oliver stated the CDD is a unit of government in Florida and required by Florida statute to approve the proposed budget each year by June 15th. He noted that was accomplished at your May meeting. He stated when the budget was approved, you also followed its requirement to hold a public hearing no sooner than 60 days after that approval so in that case you are more at about

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90 days. In front of you is the approved budget but after you have the public hearing, you will adopt the budget. The next section is the administrative expenditures for the District which is an increase of about \$4,000 going from \$112,000 to \$116,000. He noted the field section drops about \$3,000 so in total your total expenditures have an increase of less than \$2,000. He stated again there would not be much change to this budget. At the very bottom you will see the per unit assessment is \$481 for O&M and that does not count the debt service which was previously assessed. He pointed out going back to the debt service budget beginning on page six and what that budget is for is we have to pay the bond holders back for the bonds that were issued to build the infrastructure. He noted these bonds are to pay the two semiannual interest payments on November 1st and May 1st of each year as well as the principal payment on November 1st of each year. The amortization schedule shows that the 2015 bonds mature in 2045 and the 2017 bonds mature in 2047. He noted you will see that you are putting in \$50,000 for your capital reserve fund, same as you did for the current fiscal year so will put you right at about \$100,000 in capital reserves. He noted there are not a lot of assets out there for you to maintain, mainly just between Racetrack Road and the entry feature and those fountains and also lakes to maintain. Mr. Forshey-Friedman asked if we have to add aeration to the ponds down the line, would that be pulled from the capital reserve? Mr. Oliver stated yes you can do that. Also, the energy cost associated with that would be funded with the general fund budget. He noted you don't want to do it all at once as ponds can be pretty expensive especially if power has to be run to them.

SIXTH ORDER OF BUSINESS**Public Hearing**

Mr. Oliver asked for a motion to open the public hearing.

On MOTION by Mr. Forshey-Friedman, seconded by Mr. Stuck, with all in favor, Opening the Public Hearing, was approved.

Mr. Oliver asked for any comments regarding the public hearing. He asked for a motion to close the public hearing.

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

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A. Consideration of Resolution 2023-05, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Mr. Haber stated we have covered the substance of what these resolutions do. These resolutions formalize the actions that we just discussed. The first one formally adopts the budget. You may recall 60 plus days ago; you adopted a resolution approving the proposed budget. He noted that proposed budget was provided to St. Johns County and was subject to review and input and today you are presented with what is the final budget. This resolution provides for the formal adoption of the budget and that will be the budget for the next fiscal year starting October 1, 2023 and ending September 20, 2024. It provides also for how that budget may be amended which largely it can be amended to shift dollars from line item to line item but it cannot be increased because as we will discuss in the next resolution, you are levying an assessment that funds that budget and without a revenue stream you are not able to increase the budget because there are funds for such increases He stated he would be happy to answer any questions regarding this resolution, otherwise a motion to adopt it would be appropriate.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, Resolution 2023-05 Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024, was approved.

B. Consideration of Resolution 2023-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

Mr. Haber stated this resolution is the formal assessment resolution. He noted this just levies and imposes the assessments that will allow the District to collect the amount set forth in the general fund for the budget and then certifies for collection which means GMS will send an assessment roll to the St. Johns County tax collector and these amounts will be included on the tax bills for all of the property owners within the boundaries of the District and will be collected. He stated this formally levies those assessments and certifies them for collection. He stated he is happy to answer any questions regarding this resolution. Mr. Olive asked for a motion to adopt.

On MOTION by Ms. Brown, seconded by Mr. Forshey-Friedman, with all in favor, Resolution 2023-06 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024, was approved.

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SEVENTH ORDER OF BUSINESS**Consideration of Proposal to Stock Fish in Ponds 6 & 7 with First Choice**

Mr. Oliver noted this is subject to review and approval by the Chairman. We need to go ahead and talk with staff and also with the vendor to see if additional treatments need to be done with pond 9 whether it is stocking grass carp or some other treatments. Mr. Forshey-Friedman stated looking at pictures, it looks like it is 6,7, and 11 and not 9. He noted pond 9 seems to be in good health but by the pictures some of the recent reports are 6, 7, and 11. He noted 6 is the problem child as it is the biggest body of water in the community and the one that we have always had challenges with. Obviously keeping it just esthetically pleasing and not smelling has been a challenge. He noted they have made some mitigation effort to that and trying to work our way to what a long-term sustainable solution would be. He stated they are in the process of providing some research and quotes which will come through Vesta then to Jim to understand what will help oxygenate the water. He noted fountains are pretty but they are not going to fix the issue and instead just spread it so we need something that is going to actually move and provide oxygen so these things do not continue blooming and continue to be a nuisance. He stated his recommendation would be to get an accurate pond number from the vendor and certainly we have seen success when we stocked because there is a limitation of frequency and how many fish can be stocked per pond based on size, water management and other laws. He stated to get some recommendations from them and then long term we will look at mitigation efforts for future expenses because this does cost.

On MOTION by Mr. Forshey-Friedman seconded by Mr. Stuck, with all in favor, the Proposal to Stock Fish in Ponds 6 & 7 with First Choice Subject to any Revisions Necessary to Treat the Ponds, was approved in substantial form.

EIGHTH ORDER OF BUSINESS**Ratification of Pond 6 Treatment Proposal with First Choice Aquatics**

Mr. Oliver stated this was for the introduction of aluminum sulfate into that specific pond. This was executed back in late June. Mr. Stuck asked what this does. Mr. Forshey-Friedman stated it provides a non-harmful breakdown. The algae are getting so thick it is actually causing the erosion because it is causing the water to be pushed out and is building up so far. He noted they

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are coming out with airboats and rakes and pushing it out. This breaks it down organically and turns it into healthy organisms because you can't scoop it out. This has helped but you typically need 60 days or so after the treatment per what they say in the research to see results. He noted they are hoping to see some of that.

On MOTION by Mr. Forshey-Friedman seconded by Ms. Brown, with all in favor, the Pond 6 Treatment Proposal with First Choice Aquatics, was ratified.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated he had nothing else unless there are any questions.

B. Engineer

Mr. Oliver stated Matt of ATM is our engineer and he doesn't have anything to report. He noted they stay in touch between meetings.

C. Manager – Presentation of Proposed FY 24 Meeting Schedule

Mr. Oliver stated this is in the agenda packet. He noted they proposed to stay on the same meeting schedule that they are on now. He stated at the last meeting it was discussed to have these meetings on Fridays and right now it is the third Friday of each month. He noted this shows 10:00 a.m. but I can't recall if that was the discussion we had. Mr. Oliver stated we will stay at 10:00 a.m. Ms. Brown noted November 17th will be the next meeting. The location will stay the same.

On MOTION by Mr. Forshey-Friedman seconded by Mr. Stuck, with all in favor, the Proposed FY24 Meeting Schedule for Quarterly, Third Friday at 10:00 a.m., was approved.

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D. First Choice Aquatics - Pond Service Report

Mr. Oliver stated this is the report that First Choice provided. He noted it is a moving target, as lakes can look great in one period and then turn bad. Mr. Forshey-Friedman stated the goal is to maintain to make sure the water can run off freely and is safe and esthetically pleasing but it really is reacting to the environmental conditions.

ELEVENTH ORDER OF BUSINESS Supervisors' Requests

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS Audience Comments

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of June 30, 2023 and Statement of Revenues & Expenditures

Mr. Oliver stated in the agenda packet are financials through June 20th, nine months into the fiscal year, you have a positive variance in your income statements, so you are in good shape there. No exceptions to discuss on the balance sheet.

B. Assessment Receipt Schedule

Mr. Oliver noted the District is fully collected for FY23 and the 2024 process started with adoption of the budget and tax bills will go out on November 1st from the tax collector.

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.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – TBD

Mr. Oliver stated the next scheduled meeting will be November 17th at 10:00 a.m. at the offices of GMS.

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FIFTEENTH ORDER OF BUSINESS

Adjournment

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

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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson