

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, February 2, 2024 at 10:00 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
Nancy Brown	Supervisor

Also present were:

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 10:05 a.m. Three Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comment**

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

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 17,  
2023 Meeting**

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

On MOTION by Ms. Brown, seconded by Mr. Forshey-Friedman, with all in favor, the Minutes of the November 17, 2023 Meeting, were approved.
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**FOURTH ORDER OF BUSINESS**

**Memorandum Regarding Annual Ethics Training & Annual Form 1 Filing**

Mr. Haber updated the Board on the 4 hours of ethics training. He provided links for two courses. Form 1 in 2025 will have a box to check indicating the 4 hours of training has been met in 2024. Form 1 is now filed electronically.

**FIFTH ORDER OF BUSINESS**

**Ranking of Qualifications of Engineering Firms**

Mr. Oliver stated since the inception of the District, England, Timms and Miller has been the District Engineer and Matt Maggiore has been filling that function. ETM has made a business decision to not continue to serve the Districts that are now resident controlled. It is time to fill the position. The CCNA which is the Competitive Consultant Negotiating Act that requires going through the RFQ process to select an Engineer. They get qualifications for certain types of services and review and rank the qualifications then the Board will instruct staff to negotiate with the highest ranked vendor on price. Three proposals have been received. The evaluation criteria is in the agenda. He noted the scoring he came up with was 95 pts for DEG, 93 pts for Taylor & White, and 90 points for Alliant. The Board could vote to accept the ranking discussed and notify the firms and negotiate the price rates with DEG. DEG will provide a fee schedule which will be compared to the current one.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, the Ranking of Qualifications of Engineering Firms with DEG ranked the highest with 95 points, was approved.

**SIXTH ORDER OF BUSINESS**

**Ratification of Landscape and Irrigation Maintenance Agreement with Yellowstone Landscape, Inc.**

Mr. Oliver stated a copy of this agreement is in the agenda packet. This contract has a value of \$35,000 that does not include the annuals and mulch which are billed separately when they come in. This is within the budget for the current fiscal year.

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On MOTION by Mr. Forshey-Friedman, seconded by Mr. Zemel, with all in favor, the Landscape and Irrigation Maintenance Agreement with Yellowstone Landscape, Inc., was ratified.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, 2024 General Election Resolution**

Mr. Oliver stated this is a resolution required by St. Johns County as the Supervisor of Elections runs the election. There will be three seats to fill, Nancy, Delton and Zenzi’s seats. It will be published in the St. Augustine Record on May 27<sup>th</sup>. The resolution needs to be revised from January to February adoption day.

On MOTION by Ms. Brown, seconded by Mr. Forshey-Friedman, with all in favor, Resolution 2024-01, 2024 General Election Resolution, was approved.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Fiscal Year 2024/2025 Budget Process**

Mr. Oliver stated the next meeting is May 17<sup>th</sup>. They are required by Florida Statute to approve a proposed budget by June 15<sup>th</sup> of each year and required by St. Johns County to provide the adopted budget by September 1<sup>st</sup> of each year. There has to be 60 days between approving the proposed budget and adopting the budget. The proposed budget would be approved at the May meeting and then the budget adoption hearing would be at the August meeting. Once the budget is approved a public hearing will be set at the August meeting. He noted he would rather come in with a high budget that can be reduced rather than a lower budget that would need to be added too. There was not a budget increase for the current budget.

**NINTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver asked for any other business. Hearing no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had nothing further.

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**B. Engineer**

There being no comments, the next item followed.

**C. Manager**

Mr. Oliver had nothing else to add.

**D. First Choice Aquatics**

Mr. Oliver stated this is not in the agenda packet but the First Choice Aquatics report will be sent to the Board. Ms. Brown asked if they are concerned about the size of the gators wandering the ponds and expressed concern over kids naming the alligators. Mr. Forsley-Freidman stated no. They can be removed but they come right back. If an alligator is being a nuisance tracking people, showing aggression, or exceeds 5ft. the HOA will engage FWC for trapping.

**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 and Statement of Revenues & Expenditures**

Mr. Oliver presented the financial reports through December 31<sup>st</sup>, one quarter into the fiscal year. There was a positive variance overall of about \$7,000.

**B. Assessment Receipt Schedule**

Mr. Oliver noted the Assessment Receipt Schedule shows 19% but that is mid-way through December. He will send the Board an updated one as they are probably around 85-90%.

**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.

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**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – May 17, 2024**

Mr. Oliver stated the next meeting is May 17, 2024.

**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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*Jim Oliver*

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Secretary / Assistant Secretary

DocuSigned by:

*Scott Forshey-Friedman*

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Chairperson / Vice Chairperson