

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Public Hearing and Regular Meeting on August 19, 2021 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

Mike Hahaj	Chair
Dan Roach	Vice Chair
Rob Fancher	Assistant Secretary
Max Hord	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC
Jonathan Johnson (via telephone)	District Counsel
Michelle Rigoni	Hopping Green & Sams (HGS)
Zach Brecht (via telephone)	District Engineer
Amy Norsworthy (via telephone)	Field Operations Manager

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wrathell called the meeting to order at 10:00 a.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Fancher, Roach and Hord were present, in person. Supervisor Price was not present.

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj thanked all present for attending today's meeting and welcomed Ms. Rigoni, as it was her first meeting as District Counsel.

FOURTH ORDER OF BUSINESS

Public Comments (*limited to 3 minutes per person*)

There were no public comments.

FIFTH ORDER OF BUSINESS

Acceptance of Resignation of Supervisor Janet Price, Seat 4; Term Expires November 2022

This item was deferred.

SIXTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 4, Terms Expires November 2022

A. Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in a separate package*)

I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

II. Membership, Obligations and Responsibilities

III. Financial Disclosure Forms

a. Form 1: Statement of Financial Interests

b. Form 1X: Amendment to Form 1, Statement of Financial Interests

c. Form 1F: Final Statement of Financial Interests

IV. Form 8B – Memorandum of Voting Conflict

B. Consideration of Resolution 2021-12, Designating Certain Officers of the District, and Providing for an Effective Date

These items were deferred.

SEVENTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2021/2022 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2021-13, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell highlighted the following changes to the proposed Fiscal Year 2022 budget since the last meeting:

- Page 1, “Legal: litigation” line item: Reduced from \$90,000 to \$40,000

The landowner contribution would be offset on the revenue side and this would not affect the assessment from the property owner.

- “Debt service fund accounting: series 2018”, “Debt service fund accounting: series 2021”, “Arbitrage rebate calculation”, “Dissemination agent”, “Trustee (series 2018 bonds)” and “Trustee (series 2021 bonds)” line items were moved from the General Fund, on Page 1, to the Special Revenue Fund, on Page 3.

- The General Fund budget was reduced from \$247,390 to \$179,090.

- The Special Revenue Fund “Net increase/(decrease) of fund balance” reflected a net decrease from (\$99,635) to (\$49,292).

- Page 4, “Lake maintenance”: Verbiage updated to include 18 ponds

- Page 4, “Street light lease”: Updated to show cost of \$390 per street light.

Mr. Wrathell stated that there is a slight decrease in assessments for Fiscal Year 2022 compared to Fiscal Year 2021. Mr. Hahaj noted that a few transactions occurred in advance of the tax rolls being set. Mr. Wrathell would have Mr. Szymonowicz check if there were any new plotted lots on the tax roll for the Wildlight Village Phase 1 - Series 2021 Bonds. Mr. Wrathell reviewed the remainder of the proposed Fiscal Year 2022 budget and noted that, on Page 12, under the On-Roll and Off-roll Assessment tables, there were no debt assessments for the “Commercial” and “Wellness Center/Private School” components.

<p>On MOTION by Mr. Roach and seconded by Mr. Hord, with all in favor, the Public Hearing was opened.</p>
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No members of the public spoke.

On MOTION by Mr. Hahaj and seconded by Mr. Hord, with all in favor, the Public Hearing was closed.

Mr. Wrathell presented Resolution 2021-13.

On MOTION by Mr. Hahaj and seconded by Mr. Roach, with all in favor, Resolution 2021-13, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-14, Making a Determination and Imposing Special Assessments for Fiscal Year 2021/2022; Providing for the Collection and Enforcement of Special Assessments; Including but not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell stated this is related to the District's intent to impose special assessments.

On MOTION by Mr. Roach and seconded by Mr. Hord, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Hahaj and seconded by Mr. Hord, with all in favor, the Public Hearing was closed.

Mr. Wrathell presented Resolution 2021-14 and read the title.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, Resolution 2021-14, Making a Determination and Imposing Special Assessments for Fiscal Year 2021/2022; Providing for the Collection and Enforcement of Special Assessments; Including but not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Contract Assignment Documents for North/South Collector Road Mass Grading and Curiosity Avenue Phase 3 & SR 200 Improvement Projects

Ms. Rigoni stated the District will be receiving the assignments from the Developer for A.J. Johns and Burnham Construction Co., in amounts that will be requisitioned out of the bond proceeds. She recommended approval for both assignments, in substantial form. The Curiosity Avenue, Phase 3 Assignment is to be constructed in a not-to-exceed (NTE) amount of \$1,302,152.53 and the SR 200 Improvements are to be constructed in a NTE amount of \$1,341,409.53. Asked about the amount for the North/South Collector Road Mass Grading, Ms. Rigoni stated Staff was still working on the NTE numbers, which would be subject to the District Engineers' review of the project.

A. Assignment of Construction Agreement & Acquisition of Completed Improvements (Curiosity Avenue Phase 3 & SR 200 Improvements) – A.J. Johns, Inc.

Mr. Wrathell presented the Assignment of Construction Agreement & Acquisition of Completed Improvements for the Curiosity Avenue Phase 3 and SR 200 Improvements related to the Contractor A.J. Johns, Inc.

On MOTION by Mr. Roach and seconded by Mr. Hord, with all in favor, the Assignment of Construction Agreement & Acquisition of Completed Improvements for the Curiosity Avenue Phase 3 & SR 200 Improvements, related to the Contractor A.J. Johns, Inc., in substantial form, in a not-to-exceed amount of \$1,302,152.53, was approved.

B. Assignment of Construction Agreement & Acquisition of Completed Improvements (North/South Collector Road Mass Grading) – Burnham Construction, Inc.

Mr. Wrathell presented the Assignment of Construction Agreement & Acquisition of Completed Improvements for the North/South Collector Road Mass Grading related to the Contractor Burnham Construction, Inc.

On MOTION by Mr. Hahaj and seconded by Mr. Roach, the Assignment of Construction Agreement & Acquisition of Completed Improvements for the North/South Collector Road Mass Grading related to the Contractor Burnham Construction, Inc., in substantial form, in the not-to-exceed total contract value, subject to the District Engineer’s review, was approved.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2021

Mr. Wrathell presented the Unaudited Financial Statements as of June 30, 2021. Asked if the Series 2018 Capital Project was completed so that the account could be closed out, Mr. Brecht stated he would double check and forward an emailed response to Mr. Wrathell.

On MOTION by Mr. Roach and seconded by Mr. Hord, with all in favor, the Unaudited Financial Statements as of June 30, 2021, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of June 17, 2021 Regular Meeting Minutes

Mr. Wrathell presented the June 17, 2021 Regular Meeting Minutes. The following change was made:

Line 83: Delete the additional “Mr.”

On MOTION by Mr. Hahaj and seconded by Mr. Hord, with all in favor, the June 17, 2021 Regular Meeting Minutes, as amended, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sams, P.A.*

There was nothing further to report.

B. District Engineer: *England-Thims & Miller, Inc.*

There was no report.

C. Field Operations: *CCMC*

• Operations Report

The Operations Report was included for informational purposes.

D. District Manager: *Wrathell, Hunt and Associates, LLC*

Mr. Wrathell stated he updated Ms. Rigoni with regard to the trails that originally came to the District and might be returned to the Developer.

Ms. Rigoni stated Mr. Johnson previously reviewed the deed and the only item outstanding was the calculation of the reimbursement. Mr. Wrathell noted that no bond proceeds were used to fund the construction of the trails.

Discussion ensued regarding the exact location of the trails in question.

On MOTION by Mr. Hord and seconded by Mr. Hahaj, with all in favor, authorizing the transfer of the Trails #5, #6 and #7 back to the Developer, subject to further review and clarification, and authorizing Staff and the Chair to take any actions necessary to effectuate the transfer, was approved.

• NEXT MEETING DATE: September 16, 2021 at 10:00 A.M.

○ QUORUM CHECK

The next meeting will be held on September 16, 2021, unless cancelled.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Hahaj and seconded by Mr. Roach, with all in favor, the meeting adjourned at 10:45 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair