

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Regular Meeting on January 19, 2023 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

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| Mike Hahaj | Chair |
| Jaime Northrup | Vice Chair |
| Tommy Jinks | Assistant Secretary |
| Michael Lombardo | Assistant Secretary |

Also present were:

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| Craig Wrathell | District Manager |
| Ernesto Torres | Wrathell, Hunt and Associates, LLC (WHA) |
| Jonathan Johnson (via telephone) | District Counsel |
| Zach Brecht (via telephone) | District Engineer |
| Amy Norsworthy | Operations Manager |

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wrathell called the meeting to order at 10:02 a.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Northrup, Jinks and Lombardo were present. Supervisor Fancher was not present.

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj thanked everyone for attending.

FOURTH ORDER OF BUSINESS

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

No members of the public spoke.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-03, Regarding Enforcement of Traffic Laws; Requesting Exercise of County Jurisdiction; and Providing for Severability and an Effective Date

Mr. Wrathell presented Resolution 2023-03, which is an appeal to the Nassau County Sheriff's Office to police the District's roads, from a traffic perspective, at no additional cost.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2023-03, Regarding Enforcement of Traffic Laws; Requesting Exercise of County Jurisdiction; and Providing for Severability and an Effective Date, in substantial form, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Master Research Agreement with State of Florida and University of Florida Board of Trustees

Mr. Hahaj stated the Master Research Agreement with the State of Florida and University of Florida Board of Trustees was referred by the Developer, who has a relationship with University of Florida Health (UFH), and involves aspects of the East Nassau Community Planning Association (ENCPA) from a stewardship perspective, particularly in areas they might involve a current or future Conservation Habitat Network (CHN), where the District does not necessarily own the land. As a part of the District moving forward, the CHN lands, particularly in Phase 1 will be examined. Some of the activity that is being considered for maintenance or stewardship of the CHN land is being researched through the University of Florida (UF), in conjunction with the Developer. This was a way of bringing it into the context of the District, knowing the CHN lands are coming to the District. Per the Landowner/Developer, those conveyances will be within the next few months.

Mr. Hahaj stated UF will basically be doing educational and environmental projects on the land and helping the District understand the land better, from an environmental perspective. Mr. Johnson stated there is no specific project identified and no cost impact to date. There will be separate task orders, under the form of the Master Agreement, that will be presented for approval, along with funding sources identified.

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the Master Research Agreement with the State of Florida and University of Florida Board of Trustees, in substantial form, and authorizing the Chair or Vice Chair to execute, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of ETM Work Authorization No. 3, 2022/2023 General Consulting Engineering Services

Mr. Wrathell presented ETM Work Authorization No. 3 for 2022/2023 General Consulting Engineering Services, which was already executed by the Chair.

On MOTION by Mr. Jinks and seconded by Mr. Lombardo, with all in favor, ETM Work Authorization No. 3 for 2022/2023 General Consulting Engineering Services, was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Change Orders

Mr. Brecht presented the following:

- A. No. 2: Burnham Construction, Inc., Wildlight-North/South Collector Road Mass Grading**
- B. No. 4: Burnham Construction, Inc., Wildlight-North/South Arterial Roadway Phase 1A**
- C. No. 5: Burnham Construction, Inc., Wildlight-North/South Arterial Roadway Phase 1A**

On MOTION by Ms. Northrup and seconded by Mr. Jinks, with all in favor, Change Orders No. 2, 4 and 5, with Burnham Construction, Inc., as listed, were approved.

NINTH ORDER OF BUSINESS

Authorization to Seek Sublease Pursuant to Office Space Lease Agreement

Mr. Johnson stated the District, Wildlight Residential Association and the Commercial Association entered into a lease agreement in 2022 and there is a desire to sublet a portion of the lease. A provision in the lease allows the tenant to make that assignment but there are no

specific details on the cost associated with doing so. Staff and the Chair will continue investigating this.

Ms. Northrup stated there is a cost-share agreement, not a sublease, and all expenses are split three ways, which was the intent of the lease.

This item was tabled.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of November 30, 2022

Mr. Wrathell presented the Unaudited Financial Statements as of November 30, 2022. Accounting will re-class items believed to be in the General fund to on-roll assessments.

On MOTION by Mr. Hahaj and seconded by Mr. Lombardo, with all in favor, the Unaudited Financial Statements as of November 30, 2022, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of Minutes

Mr. Wrathell presented the following:

- A. November 8, 2022 Landowners’ Meeting**
- B. November 17, 2022 Continued Landowners’ Meeting**
- C. November 17, 2022 Regular Meeting**

On MOTION by Ms. Northrup and seconded by Mr. Jinks, with all in favor, the November 8, 2022 Landowners’ Meeting, November 17, 2022 Continued Landowners’ Meeting and November 17, 2022 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Kutak Rock, LLP***
There was no report.
- B. District Engineer: *England-Thims & Miller, Inc.***

Mr. Brecht reported the following:

- Wildlight Avenue is moving forward; the pump stations are completed and paved.
- Staff is working on turning over the construction projects to the CDD.
- Commerce Park is almost completed.
- Construction is progressing and only a few maintenance items are pending.

Asked when the crosstown road will open to the public, Mr. Brecht stated within the next few months.

C. Field Operations: CCMC

Ms. Norsworthy reported the following:

- The opening timeline for SS Nassau is in late April.
- Funds were requested from the Commercial Association and the Residential Association to help with a buildout.
- Staff is close to or at the threshold of completing the landscape contract.

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

- **NEXT MEETING DATE: February 16, 2023 at 10:00 A.M.**
 - **QUORUM CHECK**

The next meeting will be held on February 16, 2023, unless cancelled.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Hahaj stated he would not be available for the February meeting.

FOURTEENTH ORDER OF BUSINESS

Public Comments


There were no public comments.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the meeting adjourned at 10:27 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair