

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Regular Meeting on May 19, 2022 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

Mike Hahaj	Chair
Rob Fancher	Assistant Secretary
Jaime Northrup	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC (WHA)
Michelle Rigoni (via telephone)	District Counsel
Zach Brecht	District Engineer
Amy Norsworthy	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 and Northrup were present, in person. Supervisors Roach and Hord were not present.

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj thanked everyone for attending the meeting and noted there are a lot of projects to do.

FOURTH ORDER OF BUSINESS

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

There were no public comments.

**EAST NASSAU STEWARDSHIP DISTRICT
FIFTH ORDER OF BUSINESS**

May 19, 2022

**Acceptance of Resignation of Supervisor
Dan Roach, Seat 3 (*Term Expires November
2022*)**

Mr. Wrathell presented Mr. Roach's resignation email. As an appointment is being considered today, the resignation will be effective immediately.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the resignation of Supervisor Dan Roach from Seat 3, effective immediately, was accepted.

SIXTH ORDER OF BUSINESS

**Consideration of Appointment to Fill
Unexpired Term of Seat 3**

Mr. Hahaj nominated Mr. Tommy Jinks to fill Seat 3. No other nominations were made.

On MOTION by Ms. Northrup and seconded by Mr. Hahaj, with all in favor, the appointment of Mr. Tommy Jinks to fill Seat 3, was approved.

- A. Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in 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 Interest**
 - 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**

Administration of the Oath of Office was deferred.

SEVENTH ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
Max B. Hord, Seat 5 (*Term Expires
November 2022*)**

Mr. Wrathell presented Mr. Hord’s resignation letter.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the resignation of Supervisor Max B. Hord from Seat 5, effective immediately, was accepted.

EIGHTH ORDER OF BUSINESS

Consideration of Appointment to Fill Unexpired Term of Seat 5

Mr. Hahaj nominated Mr. Michael Lombardo to fill Seat 5. No other nominations were made.

On MOTION by Mr. Fancher and seconded by Ms. Northrup, with all in favor, the appointment of Mr. Michael Lombardo to fill Seat 5, was approved.

- **Administration of Oath of Office to Newly Appointed Supervisor**

Administration of the Oath of Office was deferred.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-09, Designating Certain Officers of the District; and Providing for an Effective Date

Mr. Wrathell presented Resolution 2022-09. Mr. Hahaj nominated the following slate of officers:

Michael Hahaj	Chair
Jaime Northrup	Vice Chair
Craig Wrathell	Secretary
Robert Fancher	Assistant Secretary
Tommy Jinks	Assistant Secretary
Michael Lombardo	Assistant Secretary
Ernesto Torres	Assistant Secretary

No other nominations were made.

Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by the Resolution.

On MOTION by Mr. Fancher and seconded by Ms. Northrup, with all in favor, Resolution 2022-09, Designating Certain Officers of the District, as nominated; and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for Fiscal Year Ended September 30, 2021, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Wrathell presented the Audited Annual Financial Report for Fiscal Year Ended September 30, 2021 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-10, Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021

Mr. Wrathell presented Resolution 2022-10.

On MOTION by Ms. Northrup and seconded by Mr. Fancher, with all in favor, Resolution 2022-10, Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021, was adopted.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2022-11, Designating a Date, Time and Location for a Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date

Mr. Wrathell presented Resolution 2022-11. Seats 3 and 5 would be up for election at the November, 2022 Landowners' election. Board Members are not required to attend. Landowners, designated Landowner representatives and/or designated proxy holders can cast votes at the meeting.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, Resolution 2022-11, Designating a Date, Time and Location of November 8, 2022 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034, for the Landowners’ Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS

Consideration of Cost Share Agreement with Wildlight Residential Association and Commercial Association

Ms. Rigoni stated that the Cost Share Agreement is only for the rental fee for the temporary office space under the Wildlight Residential Association lease. The proportionate one-third share of the cost will be allocated to each association. Approval in substantial form, subject to inclusion of the Commercial Association and allocation of the proportionate costs, was recommended. Mr. Hahaj stated that the payment and how it is intended to be paid is consistent with the cost share amounts of other owner associations.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Cost Share Agreement between East Nassau Stewardship District and Wildlight Residential Association, Inc., for rental fee of the temporary office space, subject to inclusion of the Commercial Association and allocation of the proportionate costs, was approved.

FOURTEENTH ORDER OF BUSINESS

Consideration of Wildlight Request for Conveyances of Real Property (under separate cover)

A. Wildlight PDP 3 / Pod 4 North – Lift Station (to be conveyed to JEA)

Ms. Rigoni reported that the lift station will be conveyed directly to JEA, as construction funds were not used to construct it. JEA will own and operate the lift station.

B. Wildlight Phase 1C-2 – Right of Ways, Pond Tracts

These items were deferred to the next meeting.

FIFTEENTH ORDER OF BUSINESS

Consideration of Resolution 2022-12, Approving Certain Releases and Conveyance Documents Related to Real Property Conveyance to Nassau County,

Florida; Addressing Severability and Providing an Effective Date

Ms. Rigoni presented Resolution 2022-12. This Resolution was prepared in response to the County’s request for releases and conveyance documents associated with the Developer donating the “Wildlight Park” site to the County and to ensure the District’s records are clear on why these actions were taken. Mr. Hahaj stated this action enables the County to receive the park site free and clear of any encumbrances and be in a position to build a park in the future.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, Consideration of Resolution 2022-12, Approving Certain Releases and Conveyance Documents Related to Real Property Conveyance to Nassau County, Florida; Addressing Severability and Providing an Effective Date, was adopted.

SIXTEENTH ORDER OF BUSINESS

Consideration of Resolution 2022-13, Designating a Date, Time and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date

Mr. Wrathell presented Resolution 2022-13 and read the title. Although two other 197 assessment hearing Resolutions were previously presented, Resolution 2022-13 sets the 197 assessment hearing on the District’s intent to levy assessments on the remainder of lands within the District and will alleviate the need to set a hearing for every bond issue, thereafter.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, Consideration of Resolution 2022-13, Designating a Date, Time and Location of August 18, 2022 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034, for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date, was adopted.

Mr. Brecht stated he was reviewing the map he received yesterday, for accuracy, and will provide one to Management.

SEVENTEENTH ORDER OF BUSINESS

Consideration of Letter Agreement from Kutak Rock for Representation of East Nassau Stewardship District Regarding Federal Grant Funding of Wildlight Art Center

Ms. Rigoni presented the Kutak Rock (Kutak) Letter Agreement for the Chair and Developer Representative to execute. This came about because the Community Theatre approached the Landowner and Developer Representative and both agreed to engage Kutak to explore options to fund the construction of a multi-purpose art center through federal grants. Kutak is asking the Developer reimburse the District for this expense. Due to a minor spelling error, Ms. Rigoni stated that she would coordinate execution of the Agreement and forward a copy to Mr. Wrathell. She, Mr. Johnson and Mr. Steve Sorett will provide subsequent services on an hourly basis.

Mr. Hahaj stated that the amendment should also reflect the fee as \$7,500, not \$75,000, and stated this is just preliminary work to determine if there is an opportunity and if it is possible to build a center.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Kutak Rock Letter Agreement, as amended, to represent the East Nassau Stewardship District to perform initial exploratory work, within a budget of \$7,500 plus actual expenses incurred, was approved.

EIGHTEENTH ORDER OF BUSINESS

Ratification Items

Mr. Wrathell presented the following items:

A. Bond Requisitions

- I. Number 21: Kutak Rock LLP [\$954.00]**
- II. Number 22: Burnham Construction, Inc. [\$81,657.68]**
- III. Number 23: Burnham Construction, Inc. [\$334,772.38]**
- IV. Number 24: A.J. Johns, Inc. [\$389,509.14]**
- V. Number 25: A.J. Johns, Inc. [\$154,935.22]**

- VI. Number 26: Burnham Construction, Inc. [\$51,891.94]
- VII. Number 27: A.J. Johns, Inc. [\$76,414.90]
- VIII. Number 28: A.J. Johns, Inc. [\$543,630.87]
- IX. Number 29: A.J. Johns, Inc. [\$177,096.19]
- X. Number 30: Kutak Rock LLP [\$1,222.50]

B. Corrective Second Supplement to Disclosure of Public Financing (Wildlight Phase 2 Series 2021 Bonds)

Mr. Wrathell asked what was corrected in the document. Ms. Rigoni stated the corrected Legal Description was added.

On MOTION by Ms. Northrup and seconded by Mr. Fancher, with all in favor, the Items 18A and 18B, as listed, were ratified.

NINETEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2022

Mr. Wrathell presented the Unaudited Financial Statements as of March 31, 2022. He asked if the Series 2018 Capital Projects Fund was deemed completed, in order to officially close out the construction account. Mr. Hahaj asked Staff to determine if the Quarterly Disclosure forms can be closed out; based on sales, he believed they are no longer required.

On MOTION by Ms. Northrup and seconded by Mr. Hahaj, with all in favor, the Unaudited Financial Statements as of March 31, 2022, were accepted.

TWENTIETH ORDER OF BUSINESS

Approval of February 17, 2022 Regular Meeting Minutes

Mr. Wrathell presented the February 17, 2022 Regular Meeting Minutes.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the February 17 2022 Regular Meeting Minutes, as presented, were approved.

TWENTY-FIRST ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Kutak Rock, LLP*

There was no report.

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

Mr. Brecht stated additional information is needed from District Management to complete and file the 20-Year Stormwater Needs Analysis Report by the June 30, 2022 deadline.

C. Field Operations: *CCMC*

• Operations Report

Ms. Norsworthy reported the following:

- A Maintenance Manager was hired and will start within the next two weeks.
- The offices moved into the new office space.

Mr. Brecht discussed the status of the Wildlight Avenue and Curiosity Avenue construction projects.

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

- **NEXT MEETING DATE: June 16, 2022 at 10:00 A.M.**
 - **QUORUM CHECK**

The next meeting will be held on June 16, 2022.

TWENTY-SECOND ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWENTY-THIRD ORDER OF BUSINESS

Public Comments

There were no public comments.

TWENTY-FOURTH ORDER OF BUSINESS

Adjournment

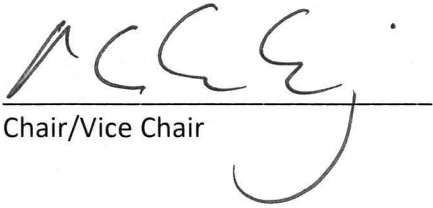
There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the meeting adjourned at 11:05 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair