

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Regular Meeting on June 16, 2022 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 |
| Michael Lombardo | Assistant Secretary |

Also present were:

| | |
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| Craig Wrathell | District Manager |
| Ernesto Torres | Wrathell, Hunt and Associates, LLC (WHA) |
| Michelle Rigoni | 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 10:10 a.m. The Oath of Office was administered to Mr. Michael Lombardo prior to the meeting.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Northrup and Lombardo were present, in person. Supervisors Fancher and Jinks were not present.

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj thanked everyone for attending. He welcomed Mr. Lombardo and Mr. Jinks to the Board and highlighted certain agenda items.

FOURTH ORDER OF BUSINESS

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

There were no public comments.

FIFTH ORDER OF BUSINESS

Administration of Oath of Office to Newly Appointed Supervisors, Tommy Kinks [Seat 3] and Michael Lombardo [Seat 5] (*the following to be provided in separate package*)

This item was addressed during the First Order of Business.

Mr. Wrathell provided and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interest**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- D. Form 8B: Memorandum of Voting Conflict**

Mr. Wrathell reviewed voting conflict, recordkeeping, public records requests and gift disclosure protocols to follow when conducting District business.

SIXTH ORDER OF BUSINESS

Consideration of Wildlight Request for Conveyances of Real Property for Wildlight Phase 1C-2 – Right of Ways, Pond Tracts

Ms. Rigoni presented the conveyance documents of Real Property for Wildlight Phase 1C-2 – Right-of-Ways, Ponds and Recreation Tracts and Related Improvements and supporting documents. These improvements were within the Series 2018 Capital Improvement Plan (CIP); the Developer is not seeking reimbursement at this time. As the title opinion to ensure there are no encumbrances to the land is pending, she requested approval in substantial form.

Mr. Hahaj asked Mr. Brecht to have the District map updated as roadway improvements are conveyed to the District. Mr. Brecht discussed working with the Developer on building a portal for the District to access the mapping system, which will contain all District-constructed improvements and other items, such as permit tracking, ownership and maintenance

responsibilities. He is reviewing the program with the Developer and hopes to present a working portal within the next couple of months.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Wildlight Request for Conveyances of Real Property for Wildlight Phase 1C-2 – Right of Ways, Pond Tracts, in substantial form, and authorization to execute and record the recordable document, subject to review of the title opinion, as outlined by Ms. Rigoni, was approved.

Ms. Rigoni stated updated documents for the Seventh and Eighth Orders of Business were distributed today, under separate cover, to replace the ones in the agenda package.

SEVENTH ORDER OF BUSINESS

Consideration of Sidewalk Access and Maintenance Easement Agreement

Ms. Rigoni presented the Sidewalk Access and Maintenance Easement Agreement and noted the Developer’s request for the District to acquire and maintain certain sidewalks. She provided the Board with a copy of the Bill of Sale and Engineer’s Certificate pertaining to the acquisition of certain sidewalk improvements and requested approval, in substantial form, until she receives the actual Bill of Sale and Engineer’s Certificate.

On MOTION by Ms. Northrup and seconded by Mr. Hahaj, with all in favor, the Sidewalk Access and Maintenance Easement Agreement between Pulte Home Company, LLC and East Nassau Stewardship District, for Curiosity Avenue – North of Wildlight Phase 1C-2, in substantial form subject to receipt of the Engineer’s Certificate and the Bill of Sale, and authorization to record upon receipt of both, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Drainage Access and Maintenance Easement Agreement

Ms. Rigoni presented a Temporary Drainage, Access and Maintenance Easement Agreement that allows the District to drain into the ponds. The Agreement will be in place until Pulte Home Company, LLC (Pulte) completes construction and will be terminated once the District acquires the ponds.

A Board Member explained that the temporary agreement is necessary because the Developer is considering expanding one of the ponds; the Temporary Agreement is expected to be in place another two years.

On MOTION by Mr. Lombardo and seconded by Mr. Hahaj, with all in favor, the Temporary Drainage, Access and Maintenance Easement Agreement between Pulte Home Company, LLC and East Nassau Stewardship District, for East Nassau – Wildlight PDP 3/POD5, as described by Ms. Rigoni, was approved.

Ms. Rigoni asked to amend the motions for the Seventh and Eighth Orders of Business, as Pulte’s Counsel may send additional comments.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, amending the motions for the Seventh and Eighth Orders of Business to be approved, in substantial form, was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-14, Approving Proposed Budgets for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Wrathell presented Resolution 2022-14. He reviewed the proposed Fiscal Year 2023 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained the reasons for any adjustments.

The Board and Staff reviewed and changed several budget line items based on discussions about project delays, office buildout changes affecting cost and increased material costs. Lot closings will cause changes to the off-roll and on-roll assessment categories up until the Fiscal Year 2023 budget is adopted. Mr. Torres and Ms. Norsworthy will update certain expenditure descriptions while adjustments are made to the proposed Fiscal Year 2023 budget to reflect the items discussed.

On MOTION by Mr. Hahaj and seconded by Mr. Lombardo, with all in favor, Resolution 2022-14, Approving Proposed Budgets for Fiscal Year 2022/2023, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 18, 2022 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

The meeting recessed at 11:41 a.m., and reconvened at 11:45 a.m.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2022-15, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Mr. Wrathell presented Resolution 2022-15.

On MOTION by Mr. Hahaj and seconded by Mr. Lombardo, with all in favor, Resolution 2022-15, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of DSAP 2 Bond Validation and Financing Team Funding Agreement with Wildlight LLC

Ms. Rigoni presented the DSAP 2 Bond Validation and Financing Team Funding Agreement. The Developer is in the preliminary stages of the next development, The Baker Development "DSAP 2". The terms are similar to the DSAP 1 Agreement. Advance funding from the Developer for issuance of the bonds will be reimbursed out the costs of issuance.

On MOTION by Ms. Northrup and seconded by Mr. Lombardo, with all in favor, the DSAP 2 Bond Validation and Financing Team Funding Agreement between East Nassau Stewardship District and Wildlight LLC, in substantial form, was approved.

TWELFTH ORDER OF BUSINESS

Ratification Items

Mr. Wrathell presented the following:

A. Bond Requisitions

- I. Number 31: A.J. Johns, Inc. [\$281,329.79]
- II. Number 32: A.J. Johns, Inc. [\$95,779.43]
- III. Number 34: A.J. Johns, Inc. [\$209,082.74]
- IV. Number 35: A.J. Johns, Inc. [\$285,569.75]
- V. Number 36: Burnham Construction, Inc. [\$197,747.22]
- VI. Number 37: Burnham Construction, Inc. [\$53,248.82]

On MOTION by Mr. Lombardo and seconded by Mr. Hahaj, with all in favor, Bond Requisition Numbers 31 and 32 and 34 through 37, were ratified.

B. Agreements

- I. Agreement with FPL for Installation or Modification of Lighting Facilities at Street Lights Crosstown Ave Part 1
- II. Agreement with FPL for Installation or Modification of Lighting Facilities at Wildlight Ave Extension

On MOTION by Ms. Northrup and seconded by Mr. Hahaj, with all in favor, the Agreements with Florida Power & Light, as listed, were ratified.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Requisition Number 33:
Kutak Rock LLP [\$348.00]**

Mr. Wrathell presented Requisition Number 33.

On MOTION by Mr. Lombardo and seconded by Ms. Northrup, with all in favor, Requisition Number 33, payable to Kutak Rock LLP, in the amount of \$348.00, was approved.

FOURTEENTH ORDER OF BUSINESS**Consideration of Amendment No. 1 to Electric Vehicle Charging Equipment Agreement with Florida Power & Light**

Ms. Rigoni presented Amendment No. 1 to the Electric Vehicle Charging Equipment Agreement with Florida Power & Light (FPL). Sections related to Payment of Electricity and Charge for Use of Equipment were changed and now reflect that FPL will charge the end user directly for electricity costs instead of the District.

On MOTION by Mr. Lombardo and seconded by Ms. Northrup, with all in favor, Amendment No. 1 to the Electric Vehicle Charging Equipment Agreement with Florida Power & Light, was approved.

FIFTEENTH ORDER OF BUSINESS**Consideration of Office Lease Agreement**

Ms. Rigoni presented the Lease Agreement, which is solely for the permanent office space now being constructed. She worked with the Chair and the Landlord's Counsel on the Agreement but it is still subject to the Landlord's review. She suggested approval in substantial form while certain terms of the Agreement related to protecting the District are refined.

Once the lease is executed, Mr. Wrathell and Mr. Torres will work on the following:

- Paying the \$3,000 security deposit.
- Obtaining property insurance and naming the Landlord as an additional insured.
- Set up a process whereby lease payments are made in advance of the due date to prevent activating the late fee penalty provision.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Lease Agreement between SS Nassau, LLC and East Nassau Stewardship District, in substantial form, and authorizing Ms. Rigoni to work with the Chair to finalize the Agreement and authorizing the Chair or Vice Chair to execute the final version, was approved.

SIXTEENTH ORDER OF BUSINESS**Consideration of Cost Share Agreement for Office Space Commercial Lease**

Mr. Wrathell presented the Cost Share Agreement for the Office Space Commercial Lease. The District will submit the payments and each association will reimburse the District. As

CCMC is not part of the Agreement, the proportionate share amount is one-third. Ms. Rigoni suggested approval, in substantial, as Counsel for the Association must review the Agreement.

On MOTION by Mr. Lombardo and seconded by Mr. Hahaj, with all in favor, the Cost Share Agreement for Office Space Commercial Lease between East Nassau Stewardship District, Wildlight Residential Association, Inc., and Wildlight Commercial Association, Inc., as amended and in substantial form, authorizing District Counsel to work with the Chair to finalize the Agreement and authorizing the Chair or Vice Chair to execute the final version, was approved.

SEVENTEENTH ORDER OF BUSINESS

Discussion/Consideration of Stormwater Needs Analysis Report.

Mr. Brecht explained the purpose of the Report and discussed portions of the Storm Water Management Plan that will be attached to the Report. He distributed the State formatted Report and a District map and suggested approval, in substantial form, to make minor changes and so District Management can complete the accounting portion of the Report.

On MOTION by Mr. Lombardo and seconded by Ms. Northrup, with all in favor, the 20-Year Stormwater Management Needs Analysis Report, in substantial form, was approved.

EIGHTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2022

Mr. Wrathell presented the Unaudited Financial Statements as of April 30, 2022. Regarding the status of a previous request involving A.J. Johns, Inc., Mr. Wrathell stated he will remind the Accounting Department to make a format change to the Balance Sheet.

On MOTION by Ms. Northrup and seconded by Mr. Hahaj, with all in favor, the Unaudited Financial Statements as of April 30, 2022, subject to the format change, were accepted.

NINETEENTH ORDER OF BUSINESS

Approval of May 19, 2022 Regular Meeting Minutes

Mr. Wrathell presented the May 19, 2022 Regular Meeting Minutes.

On MOTION by Mr. Lombardo and seconded by Mr. Hahaj, with all in favor, the May 19, 2022 Regular Meeting Minutes, as presented, were approved.

TWENTIETH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock, LLP*

There was no report.

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

There was no report.

C. Field Operations: *CCMC*

Ms. Norsworthy reported that Mr. Roger Kents, the new Maintenance Manager, started on June 9, 2022

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

I. ___ Registered Voters in District as of April 15, 2022

The Supervisors of Elections Report will be emailed to the Board upon receipt.

II. NEXT MEETING DATE: July 21, 2022 at 10:00 A.M.

• QUORUM CHECK

The next meeting will be held on July 21, 2022, unless cancelled.

TWENTY-FIRST ORDER OF BUSINESS

Board Members' Comments/Requests

Ms. Northrup stated she would not be present at the July meeting.

TWENTY-SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

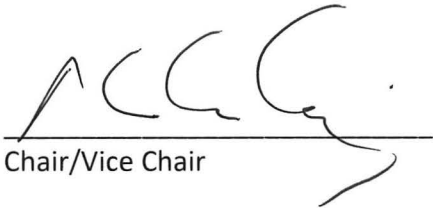
TWENTY-THIRD ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hahaj and seconded by Mr. Lombardo, with all in favor, the meeting adjourned at 12:09 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair