

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held Public Hearings and a Regular Meeting on August 18, 2022 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

Mike Hahaj	Chair
Jaime Northrup	Vice Chair
Rob Fancher	Assistant Secretary
Tommy Jinks	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC (WHA)
Katie Buchanan	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. Mr. Tommy Jinks was previously appointed to Seat 3 and the Oath of Office was administered to him prior to the meeting.

SECOND ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj thanked everyone for attending and welcomed Mr. Jinks to the Board.

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 Supervisor, Tommy Jinks [Seat 3] *(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**

SIXTH ORDER OF BUSINESS

Public Hearing on Adoption of Uniform Method (Remaining District Land)

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2022-16, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May be Levied by the East Nassau Stewardship District in Accordance With Section 197.3632, Florida Statutes, for the Remainder of Land Within the District; Providing a Severability Clause; and Providing an Effective Date (Remaining District Land)

Mr. Wrathell stated Assessment Hearings were previously held for Wildlight Village Phases 1 and 2. This Resolution allows assessments to be levied on the remaining District land within the District.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Public Hearing was opened.

No members of the public spoke.

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

Mr. Hahaj observed that this Resolution does not directly impact the budget to be presented; rather, it streamlines future processes for revenue collection. Mr. Wrathell concurred with Mr. Hahaj’s statement.

Mr. Wrathell presented Resolution 2022-16 and read the title.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2022-16, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May be Levied by the East Nassau Stewardship District in Accordance With Section 197.3632, Florida Statutes, for the Remainder of Land Within the District; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2022/2023 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2022-17, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell reviewed the proposed Fiscal Year 2023 budget, highlighting line item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained

the reasons for any adjustments. This will continue to be a Landowner-funded budget, with expenses funded as they are incurred. The “Trustee (series 2018 bonds)” line item on Page 1 will be deleted from the General Fund Budget as it was moved to the Special Revenue Fund. Textual descriptions will be updated accordingly.

Mr. Wrathell reviewed the projected Fiscal Year 2023 assessments on Pages 16 through 19. As off-roll assessments are not subject to Property Appraiser and Tax Collector fees, the totals shown for those units are lower than their on-roll assessment counterparts.

Mr. Hahaj discussed conservative budgeting strategies, use of fund balance to reduce Operation & Maintenance (O&M) assessments and the need to monitor the Special Revenue Fund, with an eye toward continuing to build reserves.

Mr. Wrathell noted that assessments increased slightly compared to the previous year and a healthy fund balance was built up during that time.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Public Hearing was opened.

No members of the public spoke.

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

Mr. Wrathell presented Resolution 2022-17.

On MOTION by Mr. Fancher and seconded by Mr. Jinks, with all in favor, Resolution 2022-17, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

and Maintenance Special Assessments to Fund the Budget for Fiscal Year 2022/2023, Pursuant to Florida Law

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owner(s)**
These items were included for informational purposes.
- C. Consideration of Resolution 2022-18, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; 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**

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Northrup and seconded by Mr. Fancher, with all in favor, the Public Hearing was closed.

Mr. Wrathell presented Resolution 2022-18 and read the title.

On MOTION by Mr. Fancher and seconded by Mr. Jinks, with all in favor, Resolution 2022-18, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; 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.

Mr. Wrathell presented the Fiscal Year 2022/2023 Litigation Funding Agreement.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Fiscal Year 2022/2023 Litigation Funding Agreement, in substantial form, was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2022-19, Adopting the Stewardship District Manual for Land Management of Conservation Lands; Providing for Severability and an Effective Date

Mr. Hahaj presented the Habitat Management Plan, which will provide a framework for land management and conservation within the District. He believed the legal review was completed and requested for a clean version to be saved as the final document.

Mr. Wrathell presented Resolution 2022-19.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, Resolution 2022-19, Adopting the Stewardship District Manual for Land Management of Conservation Lands; Providing for Severability and an Effective Date, in substantial form, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Acquisition of Lift Station Tract and Conveyance of Same with Lift Station Improvements to JEA

- A. Wildlight PDP 3 / Pod 4 North Lift Station**
- B. Wildlight PDP 3 / Pod 5 Lift Station**

Ms. Buchanan presented the property acquisition documents pertaining to turnover of the Lift Station Tracts and Conveyances with Lift Station Improvements.

On MOTION by Mr. Jinks and seconded by Mr. Fancher, with all in favor, acquisition of the Lift Station Tracts and conveyance of the same with Lift

Station Improvements and related documents, in substantial form, and authorizing the Chair to make changes to forms as necessary, was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Letter to Nassau County Sheriff's Office Requesting Traffic Enforcement *(to be provided under separate cover)*

This item was deferred.

THIRTEENTH ORDER OF BUSINESS

Ratification Items

Mr. Wrathell presented the following:

- A. **England-Thims & Miller, Inc., Work Authorization No. 2 (Continuing Services for Completion of 20-Year Stormwater Management Needs Analysis)**
- B. **Stormwater Needs Analysis**
- C. **Lease Agreement with SS Nassau, LLC, for Office**
- D. **SOLitude Lake Management, LLC, Second Amendment for Aquatic Maintenance Services (Addendum Contract for Adding Ponds 10 & 12)**
- E. **Acquisition of Wildlight Phase 1c-2 Roadways, Ponds and Recreational Tracts with Related Improvements and Sidewalk Improvements**

On MOTION by Mr. Jinks and seconded by Mr. Fancher, with all in favor, Items 13A, 13B, 13C, 13D and 13E, were ratified.

FOURTEENTH ORDER OF BUSINESS

Consideration of Change Orders

Mr. Brecht presented the following:

- A. **A J Johns, Inc., Change Order No. 2 [Wildlight Avenue Extension Improvements]**
- B. **Burnham Construction, Inc., No. 1 [Wildlight – North/South Collector Road Mass Grading]**
- C. **Burnham Construction, Inc., No. 2 [Wildlight – North/South Arterial Roadway Phase 1A]**

Discussion ensued regarding the Change Orders, the Landowner Funding and Completion Agreement, the approval processes and the Landowner review processes in advance of meetings. It was decided that Mr. Brecht should coordinate prior review of Change Orders with Mr. Jinks before submitting them for inclusion in the agenda.

The consensus was to take no action regarding Item 14B, at this time, as it is not a Change Order; rather, it is a separate contract with the Developer that the District may acquire.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, A J Johns, Inc., Change Order No. 2, for Wildlight Avenue Extension Improvements, was approved.

The consensus was for Item 14C to be renumbered as Change Order No. 1.

On MOTION by Mr. Fancher and seconded by Mr. Hahaj, with all in favor, Burnham Construction, Inc., Change Order No. 1, for Wildlight – North/South Arterial Roadway Phase 1A, was approved.

FIFTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2022

Mr. Wrathell presented the Unaudited Financial Statements as of June 30, 2022.

Mr. Hahaj asked if the \$5.2 million in the Capital Projects Fund Series 2021 would be bifurcated and earmarked for the one construction contract. Mr. Wrathell replied affirmatively.

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

SIXTEENTH ORDER OF BUSINESS

Approval of June 16, 2022 Regular Meeting Minutes

Mr. Wrathell presented the June 16, 2022 Regular Meeting Minutes.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the June 16, 2022 Regular Meeting Minutes, as presented, were approved.

SEVENTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock, LLP*

Ms. Buchanan relayed Mr. Johnson’s message that there is no significant update on the litigation; appellate briefs were filed but there is no further action at this time. Mr. Johnson should be contacted with any questions.

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

Mr. Brecht stated the project management portal would allow access to District data.

C. Field Operations: *CCMC*

Ms. Norsworthy stated speed humps were installed on Sawgrass. Grass settling was reported. Mr. Brecht stated a field representative will inspect the area.

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

I. 406 Registered Voters in District as of April 15, 2022

II. NEXT MEETING DATE: September 15, 2022 at 10:00 A.M.

- **QUORUM CHECK**

The next meeting will be held on September 15, 2022, unless cancelled.

EIGHTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board members’ comments or requests.

NINETEENTH ORDER OF BUSINESS

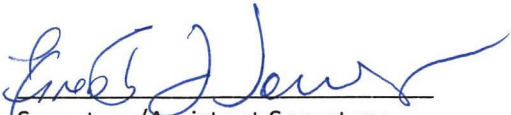
Public Comments

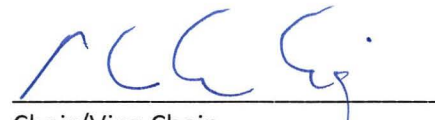
There were no public comments.

TWENTIETH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Fancher and seconded by Mr. Jinks, with all in favor, the meeting adjourned at 11:10 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair