

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Regular Meeting on October 20, 2022 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

Mike Hahaj	Chair
Tommy Jinks	Assistant Secretary
Michael Lombardo	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Michelle Rigoni (via telephone)	District Counsel
Zach Brecht (via telephone)	District Engineer
Amy Norsworthy	Field Operations Manager
Donald Kirk	Member of the Public

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Jinks and Lombardo were present, in person. Supervisors Northrup and Fancher were 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*)

Mr. Donald Kirk asked when development of the Town Center is expected; it will be next to his residence. Mr. Hahaj offered to discuss this later and noted that this is not related to the District; Rayonier is the Landowner of that property.

FIFTH ORDER OF BUSINESS

Consideration of Change Orders

Mr. Brecht presented the following:

A. No. 1: Burnham Construction, Inc., Wildlight – North/South Collector Road Mass Grading

Contract increased by \$10,152.37.

B. No. 3: Burnham Construction, Inc., Wildlight – North/South Arterial Roadway Phase 1A

Contract increased by \$1,265.65.

C. No. 4: A J Johns, Inc., Curiosity Avenue Phase 3 and SR 200 Improvements

Contract increased by \$151,477.33.

Mr. Hahaj asked Mr. Brecht if he recommended these change orders for approval. Mr. Brecht replied affirmatively.

On MOTION by Mr. Hahaj and seconded by Mr. Links, with all in favor, Change Orders No. 1, No. 3 and No. 4, were approved.

SIXTH ORDER OF BUSINESS

Consideration of ETM Work Authorization No. 3

Mr. Brecht presented ETM Work Authorization No. 3. This is an hourly budget with an estimated fee of \$12,000; it is in line with the approved budget.

For recordkeeping purposes, Ms. Rigoni recommended preparing an amended ETM Agreement to present at the next meeting.

On MOTION by Mr. Lombardo and seconded by Mr. Jinks, with all in favor, ETM Work Authorization No. 3, for Fiscal Year 2023 General Consulting Engineering Services, in the amount of \$12,000, was approved.

SEVENTH ORDER OF BUSINESS

Discussion/Consideration of Proposals for Storm Water Pond Maintenance

Ms. Norsworthy stated she obtained proposals because the contract is up for renewal and there were issues with the current provider, SOLitude Lake Management, LLC (SOLitude). She presented the following:

- A. Florida Waterways, Inc.**
- B. Florida Lake Management, Inc.**
- C. SOLitude Lake Management, LLC**

Ms. Norsworthy recommended awarding the contract to Florida Waterways, Inc., which will result in a cost savings for the District.

Ms. Rigoni recommended authorizing the Chair to execute the final form of Agreement and the ETM Amended Agreement and present both for ratification at the next meeting.

Mr. Hahaj asked if all three respondents bid the same scope of work. Ms. Norsworthy replied affirmatively.

On MOTION by Mr. Jinks and seconded by Mr. Hahaj, with all in favor, the Florida Waterways, Inc., Management Service Proposal for Storm Water Pond Maintenance, in a monthly not-to-exceed amount of \$975, and authorizing the Chair to execute, was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2022

Mr. Torres presented the Unaudited Financial Statements as of August 31, 2022. Mr. Lombardo asked what caused the “Principal prepayment” budget line item, on Page 4, to reach 611%. Mr. Torres will research it and email his findings.

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

NINTH ORDER OF BUSINESS

Approval of August 18, 2022 Public Hearings and Regular Meeting Minutes

Mr. Torres presented the August 18, 2022 Public Hearings and a Regular Meeting Minutes.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the August 18, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.

TENTH 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 stated speed humps were installed on Floco Avenue and seem to be working.

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

• UPCOMING MEETINGS

➤ **November 8, 2022 at 10:00 A.M. [LANDOWNERS’ MEETING: BOARD IS NOT REQUIRED TO ATTEND]**

➤ **November 17, 2022 at 10:00 A.M. [REGULAR MEETING]**

○ QUORUM CHECK

The next meeting will be held on November 8, 2022. Mr. Hahaj stated he plans to attend the Landowners’ Meeting and provide Landowner proxy forms.

ELEVENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board members’ comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

There were no public comments.


TWENTIETH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the meeting adjourned at 10:19 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair