

**MINUTES OF MEETING  
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Regular Meeting on May 18, 2023 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
Michael Lombardo	Assistant Secretary
Tommy Jinks	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC (WHA)
Michelle Rigoni	District Counsel
Zach Brecht	District Engineer
Amy Norsworthy	Operations Manager

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Torres called the meeting to order at 10:12 a.m. The meeting was delayed because the previous meeting ended late; any members of the public wishing to attend would have seen the group outside the entrance to the meeting room.

**SECOND ORDER OF BUSINESS**

**Roll Call**

All Supervisors were present.

**THIRD ORDER OF BUSINESS**

**Chairman's Opening Remarks**

Mr. Hahaj welcomed everyone and thanked them for attending the meeting.

**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 2023-04, Approving Proposed Budgets for Fiscal Year 2023/2024 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 2023-04. He reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes. He noted that, when the updated tax roll is received, the number of on-roll units will increase significantly.

The following changes were made to the proposed Fiscal Year 2024 budget:

Page 1, "Legal: litigation": Change \$40,000 to \$0

Page 1, "Landowner contributions": Change \$40,000 to \$0

Discussion ensued regarding the off-roll assessment billing schedule for the Commerce Park Special Revenue Fund Budget.

The consensus was to allocate \$20,000 to fund balance. For noticing purposes, total expenditures will be estimated at \$200,000 and the budget will be adjusted in the months leading up to the public hearing. Ms. Norsworthy will provide updated projections for the Commerce Park Special Revenue Fund Budget.

Mr. Wrathell stated the unit counts on the Assessment Comparison on Page 17 will be updated to show the total number of on-roll units. The Board can consider utilizing some fund balance to offset the assessment increase due to increased Operation & Maintenance (O&M) expenses in the Special Revenue Fund.

Mr. Lombardo asked for a breakdown of the commercial units.

Discussion ensued regarding the Commerce Park Special Revenue Fund Budget.

**On MOTION by Mr. Lombardo and seconded by Mr. Jinks, with all in favor, Resolution 2023-04, Approving Proposed Budgets for Fiscal Year 2023/2024, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 17, 2023 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.**

**SIXTH ORDER OF BUSINESS**

**Consideration of First Amendment to Lease Agreement**

Mr. Wrathell presented the First Amendment to the Lease Agreement, which updates the address. A typo in the first line of the agreement will be corrected.

**On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the First Amendment to the Lease Agreement, as amended, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Sublease of Office Space with Wildlight Residential Association and Wildlight Commercial Association**

Ms. Rigoni presented the first draft of the Sublease for office space with Wildlight Residential Association and Wildlight Commercial Association.

**On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the Sublease of Office Space with Wildlight Residential Association, Inc., and Wildlight Commercial Association Inc., in substantial form, and authorizing the Chair to execute, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the**

**Electronic Record to be the Official Record;  
and Providing for Severability and an  
Effective Date**

Mr. Wrathell presented Resolution 2023-05. He presented two versions of Resolution 2023-05; one for Option 1 and the other for Option 2 and reviewed the CDD’s options regarding retention of records. The Board selected Option 2, which provides for retaining records until otherwise directed by the Board.

Discussion ensued regarding a possible change to the location of the local records office. This item would be added to the next meeting agenda.

**On MOTION by Mr. Lombardo and seconded by Ms. Northrup, with all in favor, Resolution 2023-05, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy, Option #2; Determining the Electronic Record to be the Official Record; and Providing for Severability and an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Ratification Items:**

Mr. Wrathell presented the following:

- A. FPL LED Lighting Agreement [Wildlight Extension Streetlights]**
- B. Waterbug Park Pond Erosion Project**

Ms. Rigoni noted that work commenced and a signed contract will be presented for ratification at the next meeting.

- C. CCMC Termination Letter**
- D. CCMC Management Agreement**
- E. Master Research Agreement - UF Agreement**

Mr. Hahaj stated it might be necessary to include costs for the UF Master Research Agreement item in the General Fund portion of the Fiscal Year 2024 budget.

- **Discussion resumed: proposed Fiscal Year 2024 budget**

The following additional changes were made to the proposed Fiscal Year 2024 budget:

Page 1: Add “Environmental” line item for \$40,000

Mr. Wrathell asked if this expense will be funded via assessments. Mr. Hahaj replied affirmatively. Mr. Lombardo amended his earlier motion accordingly.

**On MOTION by Mr. Lombardo and seconded by Mr. Jinks, with all in favor, Resolution 2023-04, Approving Proposed Budgets for Fiscal Year 2023/2024, as previously amended and subject to adding a \$40,000 line item for Environmental to the General Fund, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 17, 2023 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.**

- F. England, Thims & Miller, Inc., Work Authorization No. 4 [Hourly Rates - General Consulting Engineering Services]
- G. Comcast Letter of Agency
- H. Comcast Business Service Order #35186660
- I. Comcast Service Order Agreement - Business Voiceedge Services

**On MOTION by Ms. Northrup and seconded by Mr. Jinks, with all in favor, Items A through I, were ratified and/or approved.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2023-06.

**On MOTION by Mr. Hahaj and seconded by Mr. Lombardo, with all in favor, Resolution 2023-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of March 31, 2023**

Mr. Wrathell presented the Unaudited Financial Statements as of March 31, 2023.

**On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Unaudited Financial Statements as of March 31, 2023, were accepted.**

**TWELFTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. January 19, 2023 Regular Meeting**
- B. February 6, 2023 Special Meeting**

**On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the January 19, 2023 Regular Meeting and February 6, 2023 Special Meeting Minutes, as presented, were approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

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

Ms. Rigoni discussed Legislation requiring Supervisors to complete a four-hour ethics continuing education course. Further updates will be provided when available.

Discussion ensued regarding the annual Form 1 disclosure.

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

Mr. Brecht reported the following:

- The Wildlight Avenue extension from the school northward is nearly complete.
- Curiosity Avenue was extended and the road was paved from Crosstown Avenue down back to SR-200.
- Signs were installed on Crosstown Avenue.

**C. Field Operations: CCMC**

Ms. Norsworthy reported the following:

- The erosion project remains to be finished.

➤ Landscape is an issue with the community growing; bids were requested.  
Ms. Rigoni discussed the bidding threshold and the evaluation criteria process to be authorized at the next meeting.

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

- **648 Registered Voters in District as of April 15, 2023**
- **NEXT MEETING DATE: June 15, 2023 at 10:00 A.M.**
  - **QUORUM CHECK**

The next meeting will be held on June 15, 2023, unless cancelled.

**FOURTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.


**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the meeting adjourned at 11:13 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair