

**MINUTES OF MEETING  
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Regular Meeting and Auditor Selection Committee Meeting on October 19, 2023 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	Vice Chair
Max Hord	Assistant Secretary
Jaime Northrup (via telephone)	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Ernesto Torres	Wrathell, Hunt and Associates
Jonathan Johnson (via telephone)	District Counsel
Zach Brecht	District Engineer
Ashton Bligh	Bond Counsel
Sete Zare (via telephone)	Underwriter
Amy Norsworthy (via telephone)	Operations Manager
Todd Haskett	CCMC
Carol Brown	Landowner Representative

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Wrathell called the meeting to order at 10:11 a.m.

**SECOND ORDER OF BUSINESS**

**Roll Call**

Supervisors Hahaj, Jinks and Hord were present. Supervisor Northrup attended via telephone. Supervisor Fancher was not present.

**THIRD ORDER OF BUSINESS**

**Chairman's Opening Remarks**

Mr. Hahaj welcomed all those attending in person and via telephone and stated today's agenda is filled with District business and projects that are underway. He voiced his appreciation for everyone's hard work.

**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

Mr. Wrathell presented the following:

- A. Acceptance of Unaudited Financial Statements as of August 31, 2023**
- B. Approval of August 17, 2023 Public Hearings and Regular Meeting Minutes**
- C. Ratification Items**
  - I. The Greenery of North Florida II, Inc. Landscape and Irrigation Maintenance Agreement**
  - II. Cost Share Agreement for Landscape and Irrigation Maintenance Services**
  - III. FPL LED Lighting Agreement (Commerce Park)**

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Consent Agenda Items, as presented, were accepted, approved and ratified, respectively.**

**FIFTH ORDER OF BUSINESS**

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

No members of the public spoke.

**SIXTH ORDER OF BUSINESS**

**Presentation of Engineer’s Report for Wildlight Village Phase 3, dated October 19, 2023**

Mr. Wrathell stated Items 6, 7, 8 and 9 are related to Wildlight Village Phase 3. Once the Engineer’s and Methodology Reports have been adopted at a public hearing, the assessment lien will be put in place in preparation for the bond issuance process. The next Board meeting is scheduled for December 21, 2023 and the assessment hearings will be set for the same date.

In addition to Wildlight Village Phase 3, Items 10, 11 and 12 are related to Detailed Specific Area Plan #2 (DSAP2) and Items 13 and 14 are related to Preliminary Development Plan #4 (PDP4).

Mr. Brecht presented the Engineer’s Report for Wildlight Village Phase 3, dated October 19, 2023. He reviewed the pertinent data outlined in the Proposed Operation and Maintenance Responsibilities reflected in Table 1 on Page 4, the Proposed Improvement Costs for Wildlight

Village Phase 3 reflected in Table 2 on Page 5 and the Existing Master Infrastructure Improvement Costs for Wildlight Village Phases 1 and 2 reflected in Table 3 on Page 6.

In response to a Board Member’s question, Mr. Brecht explained the total cost of reimbursement and stated the master infrastructure to be financed exceed the previously unfunded costs of DSAP 1 improvements and the required contribution is the contribution made by the Landowner, which net out the improvements that were not covered before by the Landowner contribution and are eligible to be reimbursed. Mr. Hahaj stated the growth of the community through the DSAP that extends Wildlight Avenue utilizes the master infrastructure installed on the front end and the District would not have expended those funds if it were not for the future growth.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Master Special Assessment Methodology Report for Wildlight Village Phase 3, dated October 19, 2023**

Mr. Wrathell stated that the Equivalent Residential Unit (ERU) numbers in the version of the Master Special Assessment Methodology Report for Wildlight Village Phase 3 that is in electronic agenda will be updated slightly; he will review that in the Report.

Mr. Wrathell presented the Master Special Assessment Methodology Report for Wildlight Village Phase 3, dated October 19, 2023, and reviewed the pertinent data including the Master Infrastructure Costs in Wildlight Village Phases 1 and 2, the Development Program, the Financing Program, lienability tests, True-up mechanism, final assessment roll and the Appendix Tables on Pages 15 through 20.

Mr. Hahaj summarized that Mr. Wrathell incorporated Mr. Brecht’s Engineer’s Report, applied financing and grossed up the amount to reach a total max par amount of bonds for Wildlight Village Phase 3. At some point in the future, a Supplemental Report will be produced to size the project and pare it down to what will be marketed for a bond issuance. He pointed out that the word “Reimbursement” is misspelled throughout the Report and asked about the difference between ERUs and EAUs.

Mr. Wrathell stated the ERUs and EAUs are essentially the same thing, except that EAU is the label with master infrastructure and EAUs correspond to neighborhood infrastructure, all regarding benefits allocation. The Reports will be revised by the December meeting and he will

email an ERU comparison for each of the tables, the EAUs and assessments per product type in comparison to Wildlight Village Phases 1 and 2.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Declaring Special Assessments as it Relates to Certain Lands Within the District Known as Wildlight Village Phase 3; Indicating the Location, Nature and Estimated Cost of Those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution**

Mr. Wrathell presented Resolution 2024-01 and read the title.

**On MOTION by Mr. Hahaj and seconded by Mr. Hord, with all in favor, Resolution 2024-01, Declaring Special Assessments as it Relates to Certain Lands Within the District Known as Wildlight Village Phase 3; Indicating the Location, Nature and Estimated Cost of Those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Lands Within the District Generally Described as Wildlight Village Phase 3 in Accordance**

Mr. Wrathell presented Resolution 2024-02 and read the title.

**On MOTION by Mr. Jinks and seconded by Mr. Hord, with all in favor, Resolution 2024-02, Setting a Public Hearing for December 21, 2023 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034, for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Lands Within the District Generally Described as Wildlight Village Phase 3 in Accordance with Chapters 170, 189, and 197, Florida Statutes, as amended, was adopted.**

**TENTH ORDER OF BUSINESS**

**Consideration of Capital Improvement Plan for Detailed Specific Area Plan #2, dated October 19, 2023**

Mr. Brecht presented the Capital Improvement Plan (CIP) for Detailed Specific Area Plan #2 (DSAP2), dated October 19, 2023. He reviewed the pertinent data, including the Proposed Operation and Maintenance (O&M) Responsibilities reflected in Table 1 on Page 4 and the Proposed Improvement Costs – DSAP2 reflected in Table 2 on Page 5.

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Capital Improvement Plan for Detailed Specific Area Plan #2, dated October 19, 2023, in substantial form, was approved.**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Master Validation Report for Detailed Specific Area Plan #2, dated October 19, 2023**

Mr. Wrathell presented the Master Validation Report for Detailed Specific Area Plan #2, dated October 19, 2023. He reviewed the pertinent data including the master Validation Amount Recommendation and the Appendix Tables on Page 5.

**On MOTION by Mr. Hord and seconded by Mr. Jinks, with all in favor, the Master Validation Report for Detailed Specific Area Plan #2, dated October 19, 2023, in substantial form, was approved.**

**Consideration of Resolution 2024-03, Authorizing the Issuance of Not to Exceed \$10,067,790,000 Aggregate Principal Amount of East Nassau Stewardship District Special Assessment Revenue Bonds, in One or More Series to Pay All or a Portion of the Costs of the Planning, Financing, Construction and/or Acquisition of Public Infrastructure Improvements Including, but Not Limited to Roadways, Stormwater Management Systems, Recreation, Decorative Walls, Fences, Water, Sewer, and Reclaim Facilities, and Associated Professional Fees and Incidental Costs Related Thereto Pursuant to Chapter 2017-206, Laws of Florida, as Amended; Appointing a Trustee; Approving the Form of and Authorizing the Execution and Delivery of a Master Trust Indenture; Providing That Such Bonds Shall Not Constitute a Debt, Liability or Obligation of East Nassau Stewardship District, Nassau County, Florida, or the State of Florida or of Any Political Subdivision Thereof, but Shall Be Payable From Special Assessments Assessed and Levied on the Property Within the District Benefited by the Improvements and Subject to Assessment; Providing for the Judicial Validation of Such Bonds; and Providing for Other Related Matters**

Ms. Bligh presented Resolution 2024-03 and noted the following:

- This is first step in the bond issuance process for the areas of development referred to as DSPA2.
- The bonds represent additional bonding capacity over and above the bonding capacity for DSAP1, which was \$600 million.
- This Resolution authorizes the issuance of an aggregate amount not exceeding \$10,067,790.

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2024-03, Authorizing the Issuance of Not to Exceed \$10,067,790**

**Aggregate Principal Amount of East Nassau Stewardship District Special Assessment Revenue Bonds, in One or More Series to Pay All or a Portion of the Costs of the Planning, Financing, Construction and/or Acquisition of Public Infrastructure Improvements Including, but Not Limited to Roadways, Stormwater Management Systems, Recreation, Decorative Walls, Fences, Water, Sewer, and Reclaim Facilities, and Associated Professional Fees and Incidental Costs Related Thereto Pursuant to Chapter 2017-206, Laws of Florida, as Amended; Appointing a Trustee; Approving the Form of and Authorizing the Execution and Delivery of a Master Trust Indenture; Providing That Such Bonds Shall Not Constitute a Debt, Liability or Obligation of East Nassau Stewardship District, Nassau County, Florida, or the State of Florida or of Any Political Subdivision Thereof, but Shall Be Payable From Special Assessments Assessed and Levied on the Property Within the District Benefited by the Improvements and Subject to Assessment; Providing for the Judicial Validation of Such Bonds; and Providing for Other Related Matters, as amended, was adopted.**

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Engineer’s Report for Preliminary Development Plan #4**

Mr. Brecht presented the Engineer’s Report for Preliminary Development Plan #4 (PDP4) and reviewed Tables 1 and 2. The buildout total over a 10-year period with 5% per year inflation is \$670 million for the Master Infrastructure Improvements and over \$76 million for Neighborhood Infrastructure Improvements.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Master Special Assessment Methodology Report for Preliminary Development Plan #4, dated October 19, 2023**

Mr. Wrathell presented the Master Special Assessment Methodology Report for Preliminary Development Plan #4, dated October 19, 2023. He reviewed the pertinent data including the Development Program, the PDP4 Master and Neighborhood infrastructure costs, benefit allocation, lienability tests, true-up mechanism and the Appendix Tables on Pages 15 through 19.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, Declaring Special Assessments as it Relates to Certain Lands Within the District Known as Preliminary Development Plan #4 Indicating the**

**Location, Nature and Estimated Cost of Those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution**

Mr. Wrathell presented Resolution 2024-04 and read the title.

**On MOTION by Mr. Jinks and seconded by Mr. Hord, with all in favor, Resolution 2024-04, Declaring Special Assessments as it Relates to Certain Lands Within the District Known as Preliminary Development Plan #4 Indicating the Location, Nature and Estimated Cost of Those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution, was adopted.**

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Lands Within the District Generally Described as Preliminary Development Plan #4 in Accordance with Chapters 170, 189, and 197, Florida Statutes**

Mr. Wrathell presented Resolution 2024-05.



**On MOTION by Mr. Hord and seconded by Mr. Jinks, with all in favor, Resolution 2024-05, Setting a Public Hearing for December 21, 2023 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034, for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Lands Within the District Generally Described as Preliminary Development Plan #4 in Accordance with Chapters 170, 189, and 197, Florida Statutes, was adopted.**

**SEVENTEENTH ORDER OF BUSINESS**

**Consideration of Nassau County First Amendment to the Interlocal Agreement Regarding Landscape Maintenance of Certain County Road Rights-of-Way**

Mr. Johnson presented the Nassau County First Amendment to the Interlocal Agreement Regarding Landscape Maintenance of Certain County Road Rights-of-Way.

**On MOTION by Mr. Hahaj and seconded by Mr. Hord, with all in favor, the Nassau County First Amendment to the Interlocal Agreement Regarding Landscape Maintenance of Certain County Road Rights-of-Way, in substantial form, was approved.**

**EIGHTEENTH ORDER OF BUSINESS**

**Wawa Florida, LLC License Agreement for Temporary Use**

Mr. Johnson presented the Wawa Florida, LLC License Agreement for Temporary Use.

**On MOTION by Mr. Hahaj and seconded by Mr. Hord, with all in favor, the Wawa Florida, LLC License Agreement for Temporary Use, was approved.**

**NINETEENTH ORDER OF BUSINESS**

**Joshua W Kennedy Enterprises, LLC dba First Coast Home Pros Agreement for Janitorial Maintenance Services**

Mr. Johnson presented the Joshua W Kennedy Enterprises, LLC dba First Coast Home Pros Agreement for Janitorial Maintenance Services for cleaning the administrative office area.

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Joshua W Kennedy Enterprises, LLC dba First Coast Home Pros Agreement for Janitorial Maintenance Services, was approved.**

**TWENTIETH ORDER OF BUSINESS**

**Recess Regular Meeting/Commencement of Auditor Selection Committee Meeting**

Mr. Wrathell stated, due to its affordability, Berger Toombs Elan Gaines & Frank was overwhelmed with the volume of business and struggled to complete audits in a timely fashion.

**Mr. Wrathell recessed the Regular Meeting and the Auditor Selection Committee Meeting commenced.**

**TWENTY-FIRST ORDER OF BUSINESS**

**Review/Discuss/Establish Evaluation Criteria to Solicit Services**

The Auditor Selection Committee discussed the importance of timeliness in submitting audits and chose to terminate the contract with the current audit firm and advertise a Request for Proposals (RFP) for Annual Audit Services.

**TWENTY-SECOND ORDER OF BUSINESS**

**Termination of Auditor Selection Committee Meeting/Reconvene Regular Meeting**

**Mr. Wrathell terminated the Auditor Selection Committee Meeting and reconvened the Regular Meeting.**

Mr. Wrathell stated the Audit Selection Committee’s recommendation is to authorize Staff to advertise an RFP for Annual Audit Services.

**On MOTION by Mr. Hord and seconded by Mr. Jinks, with all in favor, authorizing Staff to advertise an RFP for Audit Services, was approved.**

**TWENTY-THIRD ORDER OF BUSINESS**

**Consideration of Proposed Evaluation Criteria for Audit Services/Authorization of RFP**

Mr. Wrathell asked for a motion to approve the evaluation criteria and the form of RFP for Annual Audit Services.

On MOTION by Mr. Hord and seconded by Mr. Jinks, with all in favor, the forms of Evaluation Criteria and RFP for Annual Audit Services to be advertised, were approved.

**TWENTY-FOURTH 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 Crosstown Boulevard is completed and beautiful. In DSAP2, the Landowner and Developer are in the final stages of the entitlement process and the project should be ready to commence by the end of November or early December.

**C. Field Operations: CCMC**

Ms. Norsworthy had no report but Staff will send a monthly update to the Board.

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

- **NEXT MEETING DATE: November 16, 2023 at 10:00 AM**

- **QUORUM CHECK**

**TWENTY-FIFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Member comments or requests.

**TWENTY-SIXTH ORDER OF BUSINESS**

**Public Comments**

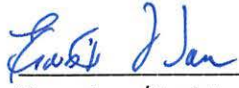
There were no public comments.

**TWENTY-SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the meeting adjourned at 11:34 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair