

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on March 21, 2024 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
Jamie Northrup	Assistant Secretary
Max Hord	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Michelle Rigoni (via telephone)	District Counsel
Zach Brecht	District Engineer
Todd Haskett	CCMC
Carol Brown	Landowner Representative

FIRST ORDER OF BUSINESS

Call to Order

Mr. Torres called the meeting to order at 10:03 a.m.

SECOND ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj stated that today's agenda is light, as the bond documents are not in the agenda, as anticipated. He thanked everyone for attending.

FOURTH ORDER OF BUSINESS

Consent Agenda

Mr. Torres presented the following:

- A. Acceptance of Unaudited Financial Statements as of January 31, 2024**
- B. Approval of February 15, 2024 Regular Meeting Minutes**

C. Ratification Items

- I. Chester Road Widening Maintenance Letter**
- II. Final Acquisition Package for Whistling Duck Pond FPL Easement and Common Areas (Wildlight PDP 3 Pod 4 North Landscape, Recreation Pond, FPL Easement with Mobility Trail, and Future ROW Tract with Reverter)**
- III. Final Acquisition Package for Conservation Land and Mobility Trail Improvements (Phases 1c-1, 1c-West, 1c-2, and PDP 3, Pod 4 and Pod 5)**

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

FIFTH ORDER OF BUSINESS

Consideration of Acquisition of Additional Roadway, Landscape, Open Space, Pond Tracts [and related Improvements] within Phase 1c-West, Wildlight PDP 3, Pod 4 North and Pod 5

Ms. Rigoni stated that this item is being presented in a continued effort to clean up some of the property ownership and to receive some of the interest paid for the District's Capital Improvement Plan (CIP) portion, which is now completed.

In response to Mr. Jinks' comments about the map and, upon further review, Ms. Rigoni suggested approval for a supplement acquisition to acquire improvements that should have been included in a prior, previously completed acquisition. Mr. Brecht stated that the improvements consist of entry signs at Crosstown and at the tower in the median, which is in a roadway easement that should have been conveyed when the acquisition for the State Road 200 trail tracts was presented.

Ms. Rigoni asked Mr. Brecht if there is any potential to receive reimbursement from future bond proceeds or if these improvements are considered carryovers from the prior phases included as part of the Wildlight Phase 3 CIP. Mr. Brecht stated his belief that a portion might be eligible for reimbursement.

The Board agreed with Ms. Rigoni's suggestion to set a not-to-exceed \$2 million acquisition amount, until the reimbursement figure can be confirmed.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, authorizing the acquisition of improvements, in a not-to-exceed amount of \$2 million, subject to verification from the District Engineer, was approved.

On MOTION by Mr. Hord and seconded by Mr. Jinks, with all in favor, authorizing supplemental clean-up of the prior acquisition with respect to the previously completed acquisition of the Tower improvements, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Acquisition of Landscape Tracts, Open Space Tracts, Pond Tracts and Roadway within Commerce Park

Ms. Rigoni stated that this is a request to acquire the Commerce Park Area improvements at no cost, pursuant to the Acquisition Agreement the Board entertained last year.

Mr. Jinks reviewed the checklist, confirming the description of the improvements.

On MOTION by Ms. Northrup and seconded by Mr. Hord with all in favor, authorizing the acquisition of Landscape Tracts, Open Space Tracts, Pond Tracts and Roadway improvements within Commerce Park, at no cost, was approved.

SEVENTH ORDER OF BUSINESS

Update: Financing

Mr. Hahaj reported the following:

A. PDP4

B. Village Phase 3

- The Financing Team is meeting bi-weekly via telephone.
- Staff is preparing the additional Supplemental Engineer’s Report, Methodology Report, and Offering Memorandum, in draft form, with a goal to include them on the next agenda.

Asked about the timeline for issuing bonds, Mr. Hahaj stated he must confirm the timing but he expects it to be April or May.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-21, Adopting Policies Governing Use of District Ponds and Providing for Severability and Effective Date

Mr. Hahaj expressed his satisfaction with the Policy. He asked if the wording related to “non-motorized or non-combustible boats” covers electric watercrafts. Ms. Rigoni stated that the language used in the Policy is statutory and it should capture the electric watercrafts.

Ms. Brown asked for the District insurance carrier to have final review to ensure nothing is missed. She asked if CCMC Staff can proceed with posting signage on site. Mr. Hahaj replied affirmatively and stated that the Policy is for the Whistling Duck Pond; the only recreational pond in the District.

Discussion ensued regarding if establishing a similar policy for other locations is needed, observing fishing at the pond by the Wildlight office and the ability of the Commercial Association to enforce a policy.

The Board decided this type of policy will be established on a case-by-case basis.

On MOTION by Mr. Hord and seconded by Mr. Hahaj with all in favor, Resolution 2024-21, Adopting Policies Governing Use of District Ponds and Providing for Severability and Effective Date, subject to final review of the District Insurance Carrier, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-22, Adopting a Policy Governing Posting of Signage on District Property and Providing for Severability and Effective Date

On MOTION by Mr. Hahaj and seconded by Mr. Hord with all in favor, Resolution 2024-22, Adopting a Policy Governing Posting of Signage on District Property and Providing for Severability and Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2024-23, Adopting Policies Governing Use of District Trails and Providing for Severability and Effective Date

Ms. Rigoni stated that she made minor modifications to the Policies already put in place when the Developer owned the trails; the Policies are now specific to the District.

Mr. Hahaj asked for the Developer and Staff to work on identifying the trails in order to establish golf cart policies in the future. For consistency purposes, a request was made for the District to work with the Association Board in reviewing and updating its website.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks with all in favor, Resolution 2024-23, Adopting Policies Governing Use of District Trails and Providing for Severability and Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Proposals for Speed Hump Installation

Mr. Torres distributed materials and a map depicting the current and three proposed speed hump locations. Of the three proposals in the agenda, Mr. Haskett recommended Item #1 on the Everline Coatings and Services proposal.

Discussion ensued regarding if this is a budgeted expense and if data on the effectiveness of speed humps is available.

As speed humps are a type of traffic control and statutorily the County has traffic control jurisdiction on public roadways, Ms. Rigoni asked Mr. Haskett confirm with the County that the District has permission to install the speed humps. Mr. Haskett stated he is already working on it.

Asked if the speed humps were originally intended to be temporary, just during construction, Mr. Hahaj stated they were installed temporarily for construction purposes and due to complaints from Forest Park residents of vehicles cutting through the District since the school opened.

Discussion ensued regarding implementing guidelines to address future requests after construction concludes, whether the speed humps are to be temporary or permanent, determining whether a traffic study is needed and, in necessary, informing residents that the speed humps were installed temporarily and will be relocated, as needed.

Ms. Rigoni stated that she expects to finalize the Traffic Enforcement Agreement with the County soon; once executed, the Sherriff's Office will help the District address traffic violations.

On MOTION by Mr. Jinks and seconded by Mr. Hord with all in favor, the EverLine Coatings and Services proposal dated January 29, 2024, Item #1 for Speed Hump Installation, in a not-to-exceed amount of \$4,026, subject to County approval, was approved.

Ms. Rigoni stated that the Developer agreed to grant Wawa an easement as part of the Development Agreement, related to land on District property. At Jim’s request, she reviewed a proposed form to secure an easement with JEA based on prior negotiated forms the District has with JEA. JEA is reviewing the document, which will be executed by the Chair due to time sensitivity and presented for ratification at a future meeting.

Ms. Brown discussed a change to the entrance monument such that the District might want the insurance company to insure the monument.

THIRTEENTH ORDER OF BUSINESS

Public Comments (limited to 3 minutes per person)

There were no public comments.

FOURTEENTH ORDER OF BUSINESS

Development Update/Staff Reports

A. Developer

Ms. Brown discussed the four-hour ethics training requirement for Board Members. Mr. Torres will email the Kutak Rock Memorandum that includes links to some training courses and the instructions for reporting completion of the requirement when filing Form 1 in 2025.

As the Fiscal Year 2025 Budget season is underway, Ms. Brown suggested appointing someone to have viewing access to the District’s operating account to help with the budget process.

On MOTION by Mr. Hahaj and seconded by Mr. Hord with all in favor, granting Ms. Brown viewing access to the District’s operating account for the purposes of budgeting, was approved.

Ms. Brown asked for the Reserve Study proposals to be part of the next agenda.

B. District Counsel: Kutak Rock LLP

Ms. Rigoni stated that she will follow up with the Assistant County Attorney regarding the Amendment to the Interlocal Agreement for the landscape enhancement maintenance. She is working on Amending the Interlocal Agreement to include new acquisition areas in the future.

C. District Engineer: England-Thims & Miller, Inc.

Mr. Brecht stated he is reviewing Jeff’s recommendation about repairing the dock by the YMCA to determine the best long-term repair, as there is a lot of erosion under the dock. He expects final approval from the County to widen Chester Road.

D. Field Operations: CCMC

The Monthly Operations Report was included for informational purposes.

Mr. Haskett asked if the Board wants to proceed with lighting along the boardwalk and trails since policy states that the trails will only be open from dawn to dusk. Mr. Hahaj replied affirmatively; he wants lighting to be installed to avoid potential accidents. Proposals will be presented at the next meeting.

E. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: April 18, 2024 at 10:00 AM**
 - **QUORUM CHECK**

All Supervisors confirmed their attendance at the April 18, 2024 meeting.

FIFTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ Comments/Requests.

SIXTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

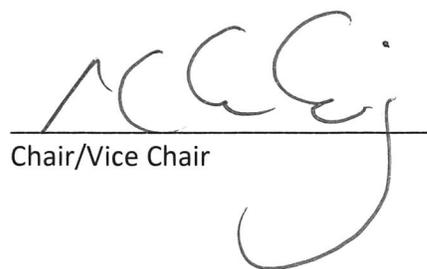
SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the meeting adjourned at 10:54 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair