

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on May 16, 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
Rob Fancher	Assistant Secretary

Also present:

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

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 Fancher were present. Supervisors Northrup and Hord were absent.

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj thanked everyone for attending the meeting, which has a short agenda.

FOURTH ORDER OF BUSINESS

Consent Agenda

Mr. Torres presented the following:

- A. Acceptance of Unaudited Financial Statements as of March 31, 2024**
- B. Approval of April 18, 2024 Regular Meeting Minutes**

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

FIFTH ORDER OF BUSINESS

Consideration of Amendments to Landscape and Irrigation Maintenance Agreement

Mr. Torres presented the following items provided by the Greenery, Inc.:

- A. Third Amendment**
- B. Fourth Amendment**

Mr. Torres stated that District Counsel will combine the two Addendums into one Amendment/Addendum to the Greenery Agreement.

Asked if there will be a cost-share for the Addendums, Mr. Hahaj replied affirmatively.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the Third and Fourth Amendments to the Landscape and Irrigation Maintenance Agreement, to be combined into one Amendment/Addendum, were approved.

SIXTH ORDER OF BUSINESS

Consideration of Forms for Application for Mobility Fee Credit and Authorization to Apply for Mobility Fee Credit for Applicable Improvements

Ms. Rigoni stated, as the Board is aware, with the prior project funds that were available, the District funded and constructed certain improvements that make it eligible to receive mobility fee reimbursements from the County, as well as the Developer who is facilitating the construction of the remainder of the improvements. She explained the credit reimbursement process and stated the form application documents were prepared by Developer’s Counsel, who has already successfully submitted one application on behalf of the Developer.

Ms. Rigoni recommended approval of the following drafts, in substantial form, so that they can be prepared and finalized. With each completed project for which the CDD will submit a credit reimbursement for, the Developer will be entitled to a reimbursement for certain portions and the District will be entitled to a reimbursement for other portions; however, because the applicant will either be the District or the Developer receiving the credits, a

Reimbursement Agreement will be prepared and presented at the June meeting so that the reimbursement fees can appropriately be transferred between the Developer and the District. Along with the application forms, Ms. Rigoni asked that a Supervisor be authorized to execute the forms in between meetings.

Mr. Hahaj asked if the Board can authorize Mr. Jinks to execute the applications, on behalf of the District. Ms. Rigoni replied affirmatively.

- A. Mobility Fee Reimbursement Reservation Agreement**
- B. Cover Letter to County for Submittal**
- C. Draft County Notification Letter Transmitting Request for Reimbursement to Nassau County Board of County Commissioners**
- D. Developer Consent to Submit to County**

On MOTION by Mr. Hahaj and seconded by Mr. Fancher with all in favor, the forms for Application for Mobility Fee Credit, including the Mobility Fee Reimbursement Reservation Agreement, Cover Letter to County for Submittal, Draft County Notification Letter Transmitting Request for Reimbursement to Nassau County Board of County Commissioners and the Developer Consent to Submit to County, all in substantial form; and authorizing Staff to apply for Mobility Fee Credits for applicable improvements, and authorizing Mr. Jinks to execute the forms in between meetings, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of The Greenery Inc. Roundabout Replacement Proposal

Mr. Jinks presented the \$27,338.38 Greenery Inc. Roundabout Replacement Proposal. This is for the repair and replacement of Charlie Brown trees on Wildlight Avenue. Greenery will warranty the trees.

Discussion ensued regarding the project timing and whether to table this project until the next fiscal year. Mr. Haskett will coordinate, oversee and provide updates to the Board and Staff regarding this project.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, The Greenery Inc. Roundabout Replacement Proposal, in the amount of \$27,338.38, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Non-Exclusive Grant of Easement [to JEA for Wawa, LLC Service Line Connection]

Ms. Rigoni presented the Non-Exclusive Grant of Easement to JEA for Wawa, LLC for Service Line Connection. In order to represent the District’s interest, in having the easement area restored after work is performed, Staff views Wawa as the beneficiaries of the easement as work is needed for them to receive water services. Thus, Ms. Rigoni and the Chair asked Wawa if they were amenable to entering into a license agreement and Wawa agreed to restore and repair District property in the event that JEA needs to make any repairs that impact the District’s property.

Ms. Rigoni recommended approval of the JEA easement and authorization for Staff to give Wawa the ability to record it, and approval of the license agreement associated with binding Wawa with the responsibility to repair and restore District property.

Asked if the license agreement stays in effect for the entire term of the easement, Ms. Rigoni replied affirmatively.

Mr. Hahaj thanked Ms. Rigoni for her work on the license agreement.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the Non-Exclusive Grant of Easement to JEA for the Wawa, LLC Service Line Connection, and the License Agreement with Wawa for the restoration and repair of the easement property in relation to the JEA Water Utility Service Connection Lines, were approved.

NINTH ORDER OF BUSINESS

Consideration of Wawa Florida, LLC License Agreement for Restoration and Repair of Easement Property in Relation to JEA Water Utility Service Connection Lines

This item was addressed in the Eighth Order of Business.

TENTH ORDER OF BUSINESS

Public Comments (limited to 3 minutes per person)

No members of the public spoke.

ELEVENTH ORDER OF BUSINESS

Development Update/Staff Reports

A. Developer

There was no report.

B. District Counsel: Kutak Rock LLP

There was no report.

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

• **Update: ETM Traffic Calming Analysis**

Mr. Brecht asked if the Board is still willing to proceed with the traffic calming analysis.

Mr. Hahaj stated he will follow up with Mr. Brecht promptly.

Asked about the timing for the turnaround on the analysis, Mr. Brecht stated four to eight weeks.

D. Field Operations: CCMC

Mr. Haskett presented the Monthly Operations Report, which was included for informational purposes.

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

• **Update: Dock Repair Near YMCA**

• **NEXT MEETING DATE: June 20, 2024 at 10:00 AM**

○ **QUORUM CHECK**

All Supervisors in attendance confirmed their attendance at the June 20, 2024 meeting.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

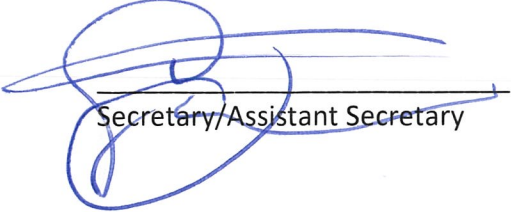
Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the meeting adjourned at 10:24 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair