

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on October 17, 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
Jaime Northrup	Assistant Secretary
Max Hord	Assistant Secretary

Also present:

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

FIRST ORDER OF BUSINESS

Call to Order

Mr. Torres called the meeting to order at 10:12 p.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Northrup, Jinks and Hord were present. Supervisor Fancher was absent.

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj thanked everyone for attending and stated he appreciates everyone's hard work.

FOURTH ORDER OF BUSINESS

Consent Agenda

Mr. Torres presented the following:

A. Approval of September 19, 2024 Public Hearings and Regular Meeting Minutes

The following change was made:

Lines 79 through 80: Change “maintenance responsibilities increase, such as the traffic calming analysis, the General Fund assessments will increase” to “maintenance responsibilities increase, we are performing community-wide projects, such as the traffic calming analysis, as such the General Fund assessments will increase.”

B. Acceptance of Unaudited Financial Statements as of August 31, 2024

In response to Mr. Hahaj’s question regarding the balance sheet, Mr. Torres stated the budget column is the actual budget for the full year.

C. Ratification Item(s)

• **Final Wildlight Avenue Phase 3 Assignment Package**

In response to a question regarding two missing acquisition agreements, Ms. Rigoni stated it looks like only the cleanup acquisition package was included. She will coordinate and include the other two documents. The Wildlight Village Phase 3 Acquisition Packages will all be ratified as part of the Resolution.

Mr. Hahaj motioned to approve the consent agenda, ratifying the acquisition package contained in the agenda and the other two agreements that will be included in the next agenda.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the September 19, 2024 Public Hearings and Regular Meeting Minutes, as amended; the Unaudited Financial Statements as of August 31, 2024; and the Final Wildlight Acquisition Package and two additional Acquisition Agreements/ Packages, were approved, accepted and ratified, respectively.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Resetting the Public Hearing on the District’s Adoption of Amenity Rules, Policies and Fees; Amending Resolution 2024-41 to Set the Public Hearing Thereon; Providing a Severability Clause; and Providing an Effective Date

This item was tabled to later in the meeting.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Authorizing an Individual Designated by the Board of Supervisors to Act as the District’s Purchasing Agent for the Purpose Of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of Certain Infrastructure Improvements as Provided In The District’s Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date

Ms. Rigoni presented Resolution 2025-02, which accomplishes the following:

- Approves a direct purchase policy that allows the District to directly purchase construction materials and have tax savings as a result of the same.
- Designates the District Engineer as the purchasing agent and approves that form of work authorization attached to the Resolution.
- Authorizes the District Engineer to purchase construction materials on behalf of the District, as may be necessary, consistent with the procurement policy.
- Directs the District Manager to purchase builders’ all risk insurance in coordination with the District Engineer.

On MOTION by Mr. Hord and seconded by Mr. Jinks, with all in favor, Resolution 2025-02, Authorizing an Individual Designated by the Board of Supervisors to Act as the District’s Purchasing Agent for the Purpose Of Procuring, Accepting, and Maintaining Any and All Construction Materials Necessary for the Construction, Installation, Maintenance or Completion of Certain Infrastructure

Improvements as Provided In The District’s Adopted Improvement Plan; Providing for the Approval of a Work Authorization; Providing for Procedural Requirements for the Purchase of Materials; Approving the Form of a Purchase Requisition Request; Approving the Form of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Personnel Leasing Agreement

Ms. Rigoni presented the Personnel Leasing Agreement between the CDD and Wildlight LLC, and recommended approval, in substantial form.

Asked if the Agreement allows the District to hire or lease other personnel related to construction projects, to accomplish the same goals, Ms. Rigoni replied affirmatively.

On MOTION by Mr. Hahaj and seconded by Mr. Hord, with all in favor, the Personnel Leasing Agreement, in substantial form, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Setting a Policy Regarding Acquisition of Public Infrastructure Improvements from Builders, Approving a Form of Acquisition Agreement and Forms of Acquisition Documents for Certain Public Improvements, Authorizing Chair to Execute the Acquisition Agreement; Providing General Authorization for Staff to Prepare and Finalize Acquisitions; Addressing Conflicts, Severability, and an Effective Date

Mr. Torres presented Resolution 2025-03.

Discussion ensued regarding the Resolution, a one-year warranty and the Developer conveying improvements to the District.

On MOTION by Mr. Jinks and seconded by Mr. Hahaj, with all in favor, Resolution 2025-03, Setting a Policy Regarding Acquisition of Public Infrastructure Improvements from Builders, Approving a Form of Acquisition Agreement and Forms of Acquisition Documents for Certain Public Improvements, Authorizing Chair to Execute the Acquisition Agreement; Providing General Authorization for Staff to Prepare and Finalize Acquisitions; Addressing Conflicts, Severability, and an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Public Comments (limited to 3 minutes per person)

There were no public comments.

TENTH ORDER OF BUSINESS

Development Update/Staff Reports

A. Developer Representative

Ms. Brown thanked Staff and everyone who worked to protect the District during the recent hurricanes; the teamwork that was demonstrated was fantastic. She stated that she greatly appreciates everyone’s efforts in working through the storms.

B. District Counsel: Kutak Rock LLP

There was no report.

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

Mr. Brecht stated the Army Corps of Engineers permit for Chester Road was received; clearing and road work can commence.

Mr. Hajah congratulated the Greenery and the Maintenance Manager for a fantastic job on debris cleanup after the hurricanes.

D. Field Operations: CCMC

The Monthly Operations Report was included for informational purposes.

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

- **NEXT MEETING DATE: November 21, 2024 at 10:00 AM**

- **QUORUM CHECK**

- **Consideration of Resolution 2025-01, the Fifth Order of Business, Resumed**

Discussion ensued regarding resetting the public hearing for November 21, 2024 and cancelling the December 19, 2024 meeting.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, Resolution 2025-01, Resetting the Public Hearing on the District’s Adoption of Amenity Rules, Policies and Fees; Amending Resolution 2024-41 to Set the Public Hearing Thereon; Providing a Severability Clause; and Providing an Effective Date, was adopted.

Supervisors Hahaj, Jinks and Hord confirmed their attendance at the November 21, 2024 meeting.

ELEVENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.


THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the meeting adjourned at 10:39 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair