

**MINUTES OF MEETING  
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Public Hearing and Special Meeting on July 29, 2025 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

**Present:**

Mike Hahaj  
Tommy Jinks  
Allison Groomes  
Jaime Northrup

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Ernesto Torres  
Felix Rodriguez  
Michelle Rigoni (via phone)  
Zach Brecht  
Carol Brown  
Sete Zare (via phone)

District Manager  
Wrathell, Hunt and Associates, LLC  
District Counsel  
District Engineer  
Landowner Representative  
MBS Capital Markets, LLC

**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, Groomes and Northrup were present. Supervisor Fancher was absent.

**THIRD ORDER OF BUSINESS**

**Chairman's Opening Remarks**

Mr. Hahaj thanked everyone for their efforts, time and attention in getting everything done.

**FOURTH ORDER OF BUSINESS**

**Public Comments (limited to 3 minutes per person to any members of the public desiring to speak on a specific agenda item)**

No members of the public spoke.

**FIFTH ORDER OF BUSINESS**

**Consent Agenda**

Mr. Torres presented the following:

- A. Approval of July 17, 2025 Regular Meeting Minutes**
- B. Ratification Items**
  - I. Release of Collateral Assignment and Assumption of Development Rights for Certain Identified Property (PDP#4 Series 2024)**
  - II. Partial Release of True-Up Agreement Series 2024 Special Assessments [PDP#4, Conservation Easements 1B, 2B, 3, 4, 5, 6, 7, 8]**
  - III. Partial Release of Collateral Assignment and Assumption of Development Rights for Certain Identified Property (PDP#4 Series 2024Project) [PDP#4, Conservation Easements 1B, 2B, 3, 4, 5, 6, 7, 8]**
  - IV. Partial Release of Declaration of Consent to Jurisdiction of the ENSD and to Imposition of Series 2024 Special Assessments (PDP#4 Series 2024Project) [PDP#4, Conservation Easements 1B, 2B, 3, 4, 5, 6, 7, 8]**

<p><b>On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the July 17, 2025 Regular Meeting Minutes, as presented, were approved, and Ratification Items 5BI through 5BIV, were ratified.</b></p>
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**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements for Preliminary Development Plan #4 Series 2025 Project**

Mr. Torres recalled that the Engineer's Report and Methodology Reports listed below were presented and approved at the last meeting.

Ms. Groomes asked if there were any changes since these were last presented. The reply was that there were no changes.

Mr. Hahaj asked if the assessments and this Public Hearing was properly noticed. Mr. Torres replied affirmatively.

**A. Affidavit/Proof of Publication**

**B. Mailed Notice to Property Owner(s)**

These items were included for informational purposes.

**C. Consideration of Resolution 2025-23, Making Certain Additional Findings, Supplementing Resolutions 2024-13 and Adopting a Supplemental to Master Assessment Report; Approving, Confirming and Levying Revised Debt Assessments; Providing for the Supplementation of the Improvement Lien Book; and Providing for Conflicts, Severability and an Effective Date**

**Exhibit A: Engineer's Report - First Addendum for Preliminary Development Plan #4, dated June 25, 2025**

**I. Amended and Restated Engineer's Report for Preliminary Development Plan #4, dated December 18, 2023, as revised and adopted January 18, 2024 (for informational purposes)**

**Exhibit B: Supplemental to Amended and Restated Master Special Assessment Methodology Report for the Preliminary Development Plan #4, dated June 25, 2025**

**I. Amended and Restated Master Special Assessment Methodology Report for the Preliminary Development Plan #4, dated December 18, 2023, as revised and adopted January 18, 2024 (for informational purposes)**

<b>On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the Public Hearing was opened.</b>
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- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the Public Hearing was closed.**

- **Thereafter, the governing authority shall meet as an equalizing board to hear any and all complaints as to the special assessments on a basis of justice and right.**

The Board, sitting as the Equalizing Board, made no changes to the assessment levels.

Ms. Rigoni presented Resolution 2025-23, which accomplishes the following:

- Incorporates that the representations, findings and determinations contained are recognized as true and accurate.
- Authorizes the Board to hold this Public Hearing and to take action on the items presented.
- Sets forth that this Resolution is intended to amend, in part, the Master Assessment Resolution which remain in full force and effect except as otherwise provided herein. All terms of Master Assessment Resolution that are not amended or supplemented apply as if those terms are fully set forth herein. All capitalized terms not otherwise defined have the meanings ascribed to them in the Master Assessment Resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.
- Sets forth that this Resolution supplements Resolution 2024-13.
- Sets forth the terms for collection and enforcement of the Revised Debt Assessments.

**On MOTION by Ms. Northrup and seconded by Ms. Groomes, with all in favor, Resolution 2025-23, Making Certain Additional Findings, Supplementing Resolutions 2024-13 and Adopting a Supplemental to Master Assessment Report; Approving, Confirming and Levying Revised Debt Assessments; Providing for the Supplementation of the Improvement Lien Book; and Providing for Conflicts, Severability and an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Discussion: Direct Purchase Material Policy [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 discussed the authorization to direct purchase items.

Mr. Torres stated that this is a reminder that the Board previously adopted a Resolution authorizing a person or persons to direct purchase items.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-24, Making Certain Findings; Confirming the District's Provision of Infrastructure Improvements Comprising the Series 2025 Project and Approving the Engineer's Report And Supplemental Assessment Report; Setting Forth the Specific Terms of the East Nassau Stewardship District's Special Assessment Revenue Bonds, Series 2025 (PDP#4 Series 2025 Project); Confirming, Allocating and Authorizing the Collection of Special Assessments Securing Series 2025 Bonds; Providing for the Application of True-Up Payments;**

**Providing for the Supplement to the Improvement Lien Book; Providing for the Recording of a Notice of Series 2025 Special Assessments; Providing for Conflicts, Severability and an Effective Date**

Ms. Rigoni stated that the Eighth, Ninth and Tenth Orders of Business all relate to the PDP#4 Series 2025 Bonds. These items are all in substantial form and it is anticipated that these three items will be continued for presentation at a continued meeting.

No action is needed on these items today.

**NINTH ORDER OF BUSINESS**

**Consideration of Notice of Series 2025 Special Assessments (PDP#4 Series 2025)**

This item was deferred to a continued meeting.

**TENTH ORDER OF BUSINESS**

**Consideration of Fifth Supplemental Disclosure of Public Financing and Maintenance of Improvements to Real Property (PDP#4 Series 2025 Project)**

This item was deferred to a continued meeting.

**ELEVENTH ORDER OF BUSINESS**

**Development Update/Staff Reports**

**A. Developer Representative**

There was no report.

**B. District Counsel: Kutak Rock LLP**

Ms. Rigoni stated that the bond offering documents were posted so the Underwriter can seek investors. The bonds are expected to close on August 19, 2025.

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

**D. Field Operations: CCMC**

There were no District Engineer or Field Operations reports.

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

- **UPCOMING MEETINGS**

- **August 21, 2025 at 10:30 AM [FY2026 Budget and Assessments Hearing]**
- **September 18, 2025 at 10:30 AM [Regular Meeting]**

- **QUORUM CHECK**

The Continued Meeting will be held on August 15, 2025 at 10:00 a.m.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

It was noted that the previous issues from Julep Trail to the school have not recurred.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

<p><b>On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the meeting recessed and was continued to August 15, 2025 at 10:00 a.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair