

**MINUTES OF MEETING  
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held Public Hearings and a Regular Meeting on August 21, 2025 at 10:30 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

**Present:**

Mike Hahaj  
Tommy Jinks  
Allison Groomes

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Ernesto Torres  
Felix Rodriguez  
Michelle Rigoni (via phone)  
Zach Brecht  
Carol Brown  
Todd Haskett  
Joseph Zaroff

District Manager  
Wrathell, Hunt and Associates, LLC  
District Counsel  
District Engineer  
Landowner Representative  
Property Manager  
Member of the public

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Torres called the meeting to order at 10:36 a.m.

**SECOND ORDER OF BUSINESS**

**Roll Call**

Supervisors Hahaj, Jinks and Groomes were present. Supervisors Fancher and Northrup were absent.

- **Public Comments**

**This item, previously the Fourth Order of Business, was presented out of order.**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Chairman's Opening Remarks**

Mr. Hahaj thanked everyone for attending the meeting and for their hard work.

**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)**

This item was addressed following the Second Order of Business.

**FIFTH ORDER OF BUSINESS**

**Consent Agenda**

Mr. Torres presented the following:

- A. Acceptance of Unaudited Financial Statements as of June 30, 2025**
- B. Ratification Item(s)**
  - I. Brightview Landscape Services, Inc. Interim Landscape and Irrigation Maintenance Agreement**
  - II. Partial Release of Collateral Assignment and Assumption of Development Rights for Certain Identified Property (PDP#4 Series 2024 Project) regarding PDP#4, Conservation Easements C through Q**
  - III. Partial Release of Declaration of Consent to Jurisdiction of the East Nassau Stewardship District and to Imposition of Series 2024 Special Assessments (PDP#4 Series 2024 Project) regarding PDP#4, Conservation Easements C through Q**
  - IV. Partial Release of True-Up Agreement Series 2024 Special Assessments [PDP#4, Conservation Easements C through Q]**

<p><b>On MOTION by Ms. Groomes and seconded by Mr. Jinks, with all in favor, the Unaudited Financial Statements as of June 30, 2025, were accepted, and Ratification Items 5BI through 5BIV, as listed, were ratified.</b></p>
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**SIXTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

- A. Affidavit/Proof of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2025-25, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Torres presented Resolution 2025-25. He pointed out the following regarding the proposed Fiscal Year 2026 budget:

- No changes were made to the General Fund.
- Staff used approximately \$150,000 in fund balance in DSAP 1, pulled back \$100,000 in anticipated reserves and adjusted a few line items.
- Funds were used from the “3 months working capital” to keep assessments low.
- Staff appropriately budgeted for the Series 2018, 2021, 2024 and 2026 bond payments, as reflected in the debt service schedules.

Mr. Torres reviewed the Assessment comparison tables.

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

No affected property owners or members of the public spoke.

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

Mr. Torres responded to questions regarding the increase in “Legal advertising & notice” line item in the General Fund Budget, the “Street cleaning” line item in the Commerce Park, Special Revenue Fund Budget not matching its description and why residential assessment increases are at 3% versus 50% for commercial properties.

Mr. Jinks voiced his opinion that the District is over-assessed and over-collected and suggested reducing the General fund Budget “Unassigned” by \$100,000 to keep assessments low, eliminating the District map portal line item, allotting \$40,000 for “Traffic calming analysis” and eliminating the word “analysis” from that line item.

Discussion ensued regarding recent traffic study recommendations, keeping assessments low, the difference in assessment rates in residential and commercial units and future consideration of reducing the “Unassigned” in the Commerce Park-Special Revenue Fund Budget.

Ms. Rigoni stated, given that the Series 2025 bonds recently closed, the Fiscal Year 2026 budget does not reflect the complete refunding of the BAN, associated assessments, Series 2025 bonds, and Staff will present a budget amendment resolution at the next meeting to reflect those changes. This does not affect the Operations and Maintenance (O&M) assessment schedule.

Mr. Torres recapped the following adjustments:

- Reduce “Unassigned” from \$174,563 to approximately \$75,000 to offset the off-roll amounts and keep the top portion of the assessments the same.
- Increase the amount budgeted for “Traffic calming analysis” from zero to \$40,000 and eliminate the word “analysis” from the traffic calming line item name.
- Eliminate/remove the “District map portal” line item.
- Correct the “Street cleaning” definition by deleting “\$350 per month for street sweeping.”

Mr. Torres will ask the Finance Director to call in to explain/clarify why commercial assessments are significantly higher than residential assessments.

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2025-25, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; as amended as discussed, Authorizing Budget Amendments; and Providing an Effective Date, , was adopted.**

#### **SEVENTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Imposition of Operations and Maintenance Special Assessments to Fund the Budget for Fiscal Year 2025/2026, Pursuant to Florida Law**

- A. Proof/Affidavit of Publication**
- B. Affidavit of Mailed Notice(s) to Property Owner(s)**

These items are included for informational purposes.

- C. **Consideration of Resolution 2025-26 Providing for Funding for the FY 2026 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Torres presented Resolution 2025-26. He explained that under this resolution, members of the public are given an opportunity to express their concerns about the District's intent to fund the budget that was just adopted. The District funds the budget through O&M assessments and debt service assessments via on-roll, off-roll, and direct-billed assessments.

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

No affected property owners or members of the public spoke.

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

Ms. Groomes called attention to Exhibit B, which identifies the parcels sold to homeowners, and asked about the process for updating the contact information on the bills, which needs to be updated. The assessment roll is showing the Orlando Division of Pulte instead of Jacksonville. Mr. Torres stated Staff will contact Pulte.

**On MOTION by Ms. Groomes and seconded by Mr. Jinks, with all in favor, Resolution 2025-26 Providing for Funding for the FY 2026 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

#### **EIGHTH ORDER OF BUSINESS**

**Consideration of Work Product Acquisition  
Regarding Riverbluff Parkway Phases 2  
and 3**

Ms. Rigoni stated this is the work product related to the Riverbluff Parkway Phases 2 and 3 construction, The Developers requested that the District acquire the work product.

**On MOTION by Mr. Jinks and seconded by Mr. Hahaj, with all in favor, Work Product Acquisition Regarding Riverbluff Parkway Phases 2 and 3, in a not-to-exceed amount of \$1,400,000, was approved.**

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Request for Commercial Signage Easement from Parker's Kitchen**

Mr. Torres presented the Request for Commercial Signage Easement from Parker's Kitchen. Ms. Brown asked for approval in substantial form, allowing for additional review related to ownership. This will be presented in the future for ratification.

Ms. Rigoni stated the verification of the ownership of the benefitted property will be part of the finalization of the Easement. If the Board approves this and the next item, in substantial form, it will ultimately be with the benefitted parcel landowner.

**On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the Request for Commercial Signage Easement from Parker's Kitchen, in substantial form, benefiting the parcel owner, was approved.**

#### **TENTH ORDER OF BUSINESS**

#### **Consideration of Request for Commercial Signage Easement from Skinner**

**On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the Request for Commercial Signage Easement from Skinner, in substantial form, benefiting the parcel owner, was approved.**

#### **ELEVENTH ORDER OF BUSINESS**

#### **Discussion: Commercial Signage Easements**

Ms. Rigoni discussed certain easement requests that will be presented/considered, going forward. Commercial Signage Easements are similar to the Parker's Kitchen Easement that was just approved in substantial form. Staff is finding various commercial properties that are adjacent

to the District's acquired common areas, in prior phases, mostly related to Wildlight Villages, Phases 1, 2 and 3, the reason being signage for commercial monuments. The timing of the development is such that the exact location of the signage is difficult to define at the time the District acquired title to the underlying land. Staff received several of these requests to document the proper authorization for the District allowing the commercial monuments to be in place, consistent with the Master Signage Plan that was approved by the County. A request for approval will be presented, in substantial form, so the appropriate easement area can be finalized as well as the easement rights being granted to the requestor.

Mr. Jinks stated a signage process must be established where the Developer will have the right to define the easement area and then assign the easement to be sent to them to avoid other Landowners asking for easements.

**TWELFTH ORDER OF BUSINESS****Consideration of Holiday Lighting Proposal  
[Dream Lighting of Florida \$3,550]**

Mr. Haskett presented a summary of the from Dream Lighting of Florida Holiday Lighting Proposal in the amount of \$3,550.

**On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the Dream Lighting of Florida Holiday Lighting Proposal, in the amount of \$3,550, was approved.**

**THIRTEENTH ORDER OF BUSINESS****Consideration of Landscape Plant  
Proposals**

Mr. Haskett presented a summary of three landscape proposals from the Greenery, Inc., totaling \$7,108.29 for plant replacements at locations throughout the District.

**On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the Greenery, Inc., Landscape Plant Proposals, in a not-to-exceed amount of \$7,108.29, were approved.**

**FOURTEENTH ORDER OF BUSINESS****Consideration of ETM Work Authorizations**

Mr. Brecht presented the following work authorizations:

**A. Number 9: To Act as Purchasing Agent for the District for Series 2024 & 2025 Projects**

This will allow the District to purchase materials, such as street signs, tax-free.

**B. Number 10: To provide CEI Services Associated with the Riverbluff Parkway Phase 2/3 Construction Project**

Discussion ensued regarding the scope of work.

**On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, ETM Work Authorization Numbers 9 and 10, as listed, were approved.**

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Proposed AT&T Easement - Placement of Conduit and Associated Handholes within the ENSD Landscape Tract Along SR200**

Mr. Brecht presented the Proposed AT&T Easement.

Discussion ensued regarding the District's anticipated remedy to disturbances to the existing landscape, if there will be a separate recorded easement document for the Board's approval and authorizing a Supervisor to execute the Agreement.

**On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the Proposed AT&T Easement - Placement of Conduit and Associated Handholes within the ENSD Landscape Tract Along SR200, subject to final review and execution of the Agreement by Mr. Jinks, was approved.**

**SIXTEENTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Mr. Torres presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.



**On MOTION by Ms. Groomes and seconded by Mr. Hahaj, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.**

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

Mr. Torres noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives. Mr. Hahaj asked for the 2025 Goals and Objectives Reporting to be brought back for consideration before the December deadline.

This item was deferred.

**SEVENTEENTH ORDER OF BUSINESS****Consideration of Roadway Striping Proposals**

This item was tabled to the September meeting.

**EIGHTEENTH ORDER OF BUSINESS****Consideration of Proposal for Chester Road Signage Installation**

Mr. Brecht presented the Fast Signs Proposal for Chester Road Signage Installation in the amount of \$44,848.88. Staff will ask the vendor to remove the \$3,128.99 in taxes from the total and confirm that the signage is not part of the Vallencourt Construction Contract and that the District will be credited if it is.

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Fast Signs Invoice #234-79856 for Chester Road Signage Installation, as amended to remove sales tax and with the District Engineer verifying that the work is not part of the Vallencourt Construction Contract, was approved.**

**NINETEENTH ORDER OF BUSINESS****Consideration of Proposal for Riverbluff (Phase 1) Parkway Signage Installation**

Mr. Brecht presented the Riverbluff (Phase 1) Parkway Signage Installation proposal in the amount of \$119,834.01, minus \$8,360.51 in taxes, and subject to the District Engineer

confirming that this is not a part of the construction contract and issuing a credit if it is. Payment for this work will be made from the Construction Account.

**On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, Fast Signs Invoice #234-79890 or Riverbluff (Phase 1) Parkway Signage Installation, as amended to remove sales tax and with confirmation that the work is not part of the Construction Contract, was approved.**

**TWENTIETH ORDER OF BUSINESS****Consideration of Pulte's Renewed Request for Acquisition of Stormwater and Roadway Improvements in Hawthorn Park**

Ms. Rigoni presented Pulte's Renewed Request for Acquisition of Stormwater and Roadway Improvements in Hawthorn Park.

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Pulte's Renewed Request for Acquisition of Stormwater and Roadway Improvements in Hawthorn Park, was approved.**

**TWENTY-FIRST ORDER OF BUSINESS****Consideration of Budget Funding Agreement Fiscal Year 2026 [DETAILED SPECIFIC AREA PLAN #2: PDP#4 SPECIAL REVENUE FUND BUDGET]**

Mr. Torres presented the Budget Funding Agreement Fiscal Year 2026. This is for the DSAP2 and PDP4 Special Revenue Fund.

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Budget Funding Agreement Fiscal Year 2026 [DETAILED SPECIFIC AREA PLAN #2: PDP#4 SPECIAL REVENUE FUND BUDGET], was approved.**

**TWENTY-SECOND ORDER OF BUSINESS****Development Update/Staff Reports****A. Developer Representative**

Ms. Brown thanked everyone for their hard work on the recent Series 20205 bond issuance.

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

Ms. Rigoni stated Staff will prepare and present the Budget Amendment related to the Series 2025 bonds and any signage easement requests received at the September meeting.

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

Mr. Brecht stated the signage proposals will require a 50% deposit; a requisition will be prepared and presented.

**D. Field Operations: CCMC**

Mr. Haskett presented the July 2025 Field Operations Report and discussed tree removals and related repairs.

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

- **NEXT MEETING DATE: September 18, 2025 at 10:30 AM**
  - **QUORUM CHECK**

All Supervisors present confirmed their attendance at the September 18, 2025 meeting.

**TWENTY-THIRD ORDER OF BUSINESS****Board Members' Comments/Requests**

Ms. Groomes asked about including a resolution adopting the Fiscal Year 2026 Meeting Schedule on the next agenda and presenting the Series 2025 bond documents for ratification.

**TWENTY-FOURTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

**TWENTY-FIFTH ORDER OF BUSINESS****Adjournment**

**On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the meeting adjourned at 12:00 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair