

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on April 16, 2026 at 10:30 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present:

Tommy Jinks	Vice Chair
Allison Groomes	Assistant Secretary
Jaime Northrup	Assistant Secretary

Also present:

Felix Rodriguez	District Manager
Ernesto Torres (via telephone)	Wrathell, Hunt and Associates, LLC
Michelle Rigoni (via telephone)	District Counsel
Zach Brecht	District Engineer
Todd Haskett	Property Manager
Carol Brown	Raydient
Eric Wyrick	The Greenery
Benjamin Hanshew	The Greenery

FIRST ORDER OF BUSINESS

Call to Order

Mr. Rodriguez called the meeting to order at 10:31 a.m.

SECOND ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Jinks welcomed everyone and thanked them for their support of the District.

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

Update: Landscape Maintenance - The Greenery of North Florida, Inc.

Mr. Wyrick introduced Assistant Greens Manager Benjamin Hanshew and reported the following:

- Irrigation issues are ongoing and are being addressed as they are discovered.
- Staff abides by watering restrictions; when permissible, additional watering is performed.
- Irrigation upgrades will begin the first week of May, beginning with programming existing clocks, sensors and controllers, before brand new equipment is installed.
- Inspections revealed the benefits of winter preparation and the presence of a full-time plant health technician who is at Wildlight five days a week checking on the plants and adjusting the irrigation based on temperature and changes in rainfall.

SIXTH ORDER OF BUSINESS

Consent Agenda

- A. Acceptance of Unaudited Financial Statements as of February 28, 2026**
- B. Approval of March 26, 2026 Regular Meeting Minutes**

On MOTION by Ms. Northrup and seconded by Mr. Jinks, with all in favor, the Unaudited Financial Statements as of February 28, 2026, were accepted; and the March 26, 2026 Regular Meeting Minutes, as presented; were approved.

SEVENTH ORDER OF BUSINESS

Acceptance of Resignation of Rob Fancher [Seat 2]

On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the resignation of Rob Fancher from Seat 2, was accepted.

EIGHTH ORDER OF BUSINESS

Consider Appointment of Brian Flick to Fill Unexpired Term of Seat 2; Term Expires November 2028

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the appointment of Brian Flick to fill Seat 2, was approved.

- **Administration of Oath of Office to Newly Appointed Supervisor (the following to be provided in a separate package)**

The Oath of Office will be administered to Mr. Flick at or before the next meeting.

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2025/Instructions**

- B. Membership, Obligations and Responsibilities
- C. Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

NINTH ORDER OF BUSINESS

Consideration of Resolution 2026-07, Electing and Removing Officers of the District and Providing for an Effective Date

Mr. Rodriguez presented Resolution 2026-07. The following slate was designated:

Michael Hahaj	Chair
Tommy Jinks	Vice Chair
Jaime Northrup	Assistant Secretary
Allison Groomes	Assistant Secretary
Brian Flick	Assistant Secretary

No other nominations were made. This Resolution removes the following from the Board:

Rob Fancher	Assistant Secretary
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The following prior appointments by the Board remain unchanged by this Resolution:

Craig Wrathell	Secretary
Ernesto Torres	Assistant Secretary
Felix Rodriguez	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Ms. Northrup and seconded by Ms. Groomes, with all in favor, Resolution 2026-07, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2026-08, Adopting Landscape Maintenance Standards and Policies; Providing a Severability Clause; and Providing an Effective Date

Mr. Rodriguez presented Resolution 2026-08. Ms. Rigoni stated these Standards and Policies were discussed and developed in previous meetings, and the intent is for these to be

adopted today and shared with future vendors and bidders. Ms. Jinks noted that the Standards and Policies will allow for better coordination of vendors and the services provided.

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, Resolution 2026-08, Adopting Landscape Maintenance Standards and Policies; Providing a Severability Clause; and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Public Facilities Report - Fiscal Year 2025-2026

Mr. Brecht presented the Public Facilities Report - Fiscal Year 2025-2026. It was noted that while the Report is updated every seven years, the maps are continually updated to include additional acquisitions.

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the Public Facilities Report - Fiscal Year 2025-2026, in substantial form and subject to District Counsel review, was approved.

TWELFTH ORDER OF BUSINESS

Development Update/Staff Reports

A. Developer Representative

Ms. Brown thanked Mr. Brecht for preparing the Public Facilities Report and expressed appreciation to the Board and Staff for the District’s growth.

B. District Counsel: Kutak Rock LLP

Ms. Rigoni discussed bills passed during the 2026 Legislative session and awaiting the Governor’s signature, such as increases to the sovereign immunity limits; a requirement for local governments to accept credit card payments and an e-payment option; a revised definition of “relative” within the Code of Ethics to include foster children; and a requirement for additional Ethics Training. Further updates and effective dates will be provided should legislation be signed.

Mr. Rodriguez stated District Management is working with the insurance carriers, as rates are expected to increase due to the changes related to sovereign immunity limits.

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

There was no report.

D. Field Operations: CCMC

Mr. Haskett discussed his Report in the agenda. A pre-bid meeting will be held with landscape vendors to respond to procedural questions and deliver information via PowerPoint.

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

▪ **Change Order No. 3**

This item was an addition to the agenda.

Mr. Rodriguez stated the Auditor, Grau & Associates, requested a \$2,000 Audit Fee increase “due to additional complexity beyond the original scope, including over \$2 million in mobility fee credit revenue and related capital activity, complex Cost Share Agreements, issuance of approximately \$30 million in advance and \$53.47 million in bonds, a significant increase in overall capital...which require additional time and analysis from auditors.” District Management thinks the request is reasonable, given the complexity. Ms. Rigoni believes the Engagement Letter provides for fee increases in such instances.

DUE TO AUDIO DIFFICULTIES, THE REMAINDER OF THE MINUTES WERE TRANSCRIBED FROM THE MEETING NOTES

On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the \$2,000 Audit Fee Increase requested by Grau & Associates, was approved.

- **NEXT MEETING DATE: May 21, 2026 at 10:30 AM [Florida State College at Jacksonville, Nassau Center, Building T, Nassau Room (T126) 76346 William Burgess Boulevard, Yulee, Florida 32097]**
 - **QUORUM CHECK**

Supervisors Jinks, Northrup and Groomes confirmed their in-person attendance at the May 21, 2026 meeting. Supervisor Hahaj and Supervisor-Appointee Flick will not attend.

- **Performance Measures/Standards & Annual Reporting Form (for informational purposes)**

THIRTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Northrup and seconded by Ms. Groomes, with all in favor, the meeting adjourned at 11:00 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair