

**MINUTES OF MEETING  
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on May 21, 2026 at 10:30 a.m., at the Florida State College at Jacksonville, Nassau Center, Building T, Nassau Room (T126) 76346 William Burgess Boulevard, Yulee, Florida 32097.

**Present:**

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

**Also present:**

Felix Rodriguez	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC
Jonathan Johnson (via telephone)	District Counsel
Zach Brecht	District Engineer
Todd Haskett	Property Manager
Eric Wyrick	The Greenery

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Rodriguez called the meeting to order at 10:30 a.m.

**SECOND ORDER OF BUSINESS**

**Roll Call**

The Oath of Office was administered to Brian Flick before the meeting.

Supervisors Jinks, Groomes, Flick and Northrup were present. Supervisor Hahaj was 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 reported the following:

- The fertilizations around the front were completed as well as down to another area. The results will be monitored.
- The roundabout tree is being evaluated. It will be pruned.
- A Bahai rehabilitation project in some of the trail areas will start in June.
- Irrigation issues are ongoing. The Board previously approved proposals for upgrades. There is a clock issue and the Board might want to consider upgrades to improve them.
- With recent rains, the property is looking better. An additional pre-emergent will be applied in June.
- Irrigation upgrades will start next week, beginning with the two controllers that are a simple upgrade, and then work will transition to the items that require more in-depth work.
- A turf application will occur to address some issues.
- Freeze-damaged plants that might not recover are being identified and will be replaced.

**SIXTH ORDER OF BUSINESS**

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

This item was addressed during the Second Order of Business.

Mr. Flick received the following:

- 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

**SEVENTH ORDER OF BUSINESS**

**Consent Agenda**

**A. Acceptance of Unaudited Financial Statements as of March 31, 2026**

Discussion ensued regarding budget preparations for Fiscal Year 2027.

**On MOTION by Ms. Groomes and seconded by Mr. Jinks, with all in favor, the Unaudited Financial Statements as of March 31, 2026, were accepted.**

**B. Approval of April 16, 2026 Regular Meeting Minutes**

**On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the April 16, 2026 Regular Meeting Minutes, as presented; were approved.**

**C. Ratification items**

- I. Resolution 2026-07, Electing and Removing Officers of the District and Providing for an Effective Date
- II. SBC Trees, Inc. Addendum to Proposal for Tree Removal Services
- III. The Greenery of North Florida, Inc. Landscape & Irrigation Maintenance Services Agreement Work Authorization
- IV. Crosstown Blvd Mobility Reservation Agreement Submittal Package
- V. Crosstown Blvd West Mobility Reservation Agreement Submittal Package
- VI. Wildlight Avenue Phase 3 Mobility Reservation Agreement Submittal Package
- VII. Wildlight Avenue Phase 4 Mobility Reservation Agreement Submittal Package
- VIII. Suncatch Pond and Related Improvements Acquisition of Wildlight PDP 3 Pod 5 North Package
- IX. Vallencourt Construction Co., Inc. Change Order No. 1 [Riverbluff Parkway Phases 2 & 3]
- X. Community First Credit Union Partial Assignment of Reserved Easement Rights [Signage and Access Easements]

**XI. Florida Waterways, Inc., Fourth Amendment to Agreement to Agreement for Pond Management Services**

**On MOTION by Mr. Jinks and seconded by Mr. Flick, with all in favor, Ratification Items 7CI through 7CXI, were ratified.**

**EIGHTH ORDER OF BUSINESS**

**Consider Acquisition of Fire Tower - PDP 4 Phase 1 Platt, Tract FFF**

Mr. Johnson stated this is part of the Series 2025 Project.

**On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the acquisition of the Fire Tower - PDP 4 Phase 1 Platt, Tract FFF improvements, in a not-to-exceed amount of \$301,499.09 was approved.**

**NINTH ORDER OF BUSINESS**

**Conveyance of Riverbluff Phase 1 JEA Lift Station - PDP 4 Phase 1 Plat Parcel QQ**

Mr. Johnson discussed the conveyance and Bill of Sale for Riverbluff Phase 1 JEA Lift Station - PDP 4 Phase 1 Plat Parcel QQ from the District to JEA.

**On MOTION by Mr. Flick and seconded by Mr. Jinks, with all in favor, conveyance of Riverbluff Phase 1 JEA Lift Station - PDP 4 Phase 1 Plat Parcel QQ from the District to JEA, was approved.**

**TENTH ORDER OF BUSINESS**

**Development Update/Staff Reports**

- A. Developer Representative**
- B. District Counsel: Kutak Rock LLP**
- C. District Engineer: England-Thims & Miller, Inc.**

There were no Developer, District Counsel or District Engineer reports.

**D. Field Operations: CCMC**

Mr. Haskett presented the Field Operations Report in the agenda and highlighted the following:

- He is in constant communication with The Greenery.
- Removal of hazardous trees along the boardwalk commenced this week.

Mr. Haskett stated Field Operations needs a new pickup truck. He noted that \$40,000 of the “Traffic calming” budget line item will probably not be used. He asked for authorization to obtain bids to present at the next meeting. He estimates \$38,000 to \$48,000 per truck.

The consensus was for Mr. Haskett to obtain bids.

Discussion ensued regarding irrigation clocks and possibly using unused budgeted funds to replace some of them.

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

- **1,909 Registered Voters in District as of April 15, 2026**
- **NEXT MEETING DATE: June 18, 2026 at 10:30 AM, Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034 [Presentation of FY2027 Proposed Budget and Review and Award of RFP Landscape and Irrigation Maintenance Services for Town District Proposals]**
  - **QUORUM CHECK**
- **Performance Measures/Standards & Annual Reporting Form (for informational purposes)**

**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. Jinks and seconded by Ms. Northrup, with all in favor, the meeting adjourned at 10:51 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair