

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held Telephonic Public Hearings and a Meeting on August 20, 2020, at 10:00 a.m., remotely, via Zoom, at <https://us04web.zoom.us/j/79830365647?pwd=dUpOc0tRNWdMaUhTOUViaXhGbFlrQT09> and at 1 646 558 8656 US, Meeting ID: 798 3036 5647, Passcode: 218271, for both.

Present at the meeting, were:

Mike Hahaj	Chair
Dan Roach	Vice Chair
Janet Price	Assistant Secretary

Also present, were:

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell Hunt and Associates, LLC
Daniel Rom	Wrathell Hunt and Associates, LLC
Jonathan Johnson	District Counsel
Zach Brecht	District Engineer
Amy Norsworthy	Field Operations Manager
Wes Hinton	Rayonier

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wrathell called the meeting to order at 10:01 a.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Roach and Price were present. Supervisors Fancher and Hord were not present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor’s current Executive Orders, which allows local governmental public meetings to occur by means of communications media technology, including virtually and via telephone through September 30, 2020.

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THIRD ORDER OF BUSINESS

Chairman’s Opening Remarks

Mr. Hahaj thanked everyone for attending and wished everyone good health. He gave an update on the following activities at Wildlight:

- The Catholic Diocese opened the St. Clare Early Learning Center.
- US Health and the YMCA plan to open later this year.
- The next phase of development was progressing.

FOURTH ORDER OF BUSINESS

Public Comments (*limited to 3 minutes per person*)

There were no public comments.

FIFTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2020/2021 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was provided for informational purposes.

B. Consideration of Resolution 2020-11, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Wrathell stated that the proposed Fiscal Year 2021 budget was unchanged since the last meeting. He reviewed line item adjustments over the Fiscal Year 2020 budget and explained the reasons for any adjustments. Ms. Norsworthy stated the “Field operations” increase was for some common areas coming online; the figures were based on square footage with numbers provided by the Developer. Mr. Wrathell and Ms. Norsworthy responded to questions about using potable water since reclaimed water was not expected in the area for two to three years, the District being charged at the reclaimed water rate, maintenance of the frontage along A1A and Phase 1c1, whether to consider using a portion of fund reserve balance to offset the assessment increase, etc.

On MOTION by Mr. Roach and seconded by Ms. Price, with all in favor, the Public Hearing was opened.

No members of the public spoke.

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

The following changes would be made to the proposed Fiscal Year 2021 budget:

Page 4, Special Revenue Fund: Transfer \$100,000 of fund balance to Operations & Maintenance (O&M) assessments, to offset proposed assessment increase.

Page 2 and throughout: Update expenditure definitions as needed.

Page 10, Resident - SF 70: Confirm "(2)" is correct.

Mr. Wrathell presented Resolution 2020-11.

On MOTION by Mr. Hahaj and seconded by Ms. Price, with all in favor, Resolution 2020-11, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SIXTH 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 2020/2021, Pursuant to Florida Law

A. Proof/Affidavit of Publication

The affidavit of publication was provided for informational purposes.

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

A copy of the Mailed Notice was included for informational purposes.

C. Consideration of Resolution 2020-12, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and Enforcement of Special Assessments; Including But Not Limited to Penalties and

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Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Wrathell presented Resolution 2020-12.

On MOTION by Mr. Roach and seconded by Ms. Price, with all in favor, the Public Hearing was opened.

No members of the public spoke.

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

Mr. Wrathell presented Resolution 2020-12.

On MOTION by Ms. Price and seconded by Mr. Roach, with all in favor, 2020-12, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2020/2021; 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, as amended, was adopted.

SEVENTH ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for Fiscal Year Ended September 30, 2019, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Wrathell presented the Audited Annual Financial Report for Fiscal Year Ended September 30, 2019, and described the information that could be found on each page. This was a clean, unqualified audit; there were no findings, deficiencies or instances of noncompliance. Regarding any internal control procedures during the COVID-19 pandemic, Mr. Wrathell stated that the separation of responsibilities process remains in place; the only change was that Staff now works remotely.

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EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2020-13, Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2019

Mr. Wrathell presented Resolution 2020-13.

On MOTION by Mr. Roach and seconded by Ms. Price, with all in favor, Resolution 2020-13, Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2019, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2020-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021 and Providing for an Effective Date

Mr. Wrathell presented Resolution 2020-14. The Landowners' Election would be held at the upcoming Landowners' Meeting. Landowners and/or Landowner proxies may nominate individuals to serve on the Board and cast votes for the nominees.

On MOTION by Mr. Hahaj and seconded by Ms. Price, with all in favor, Resolution 2020-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021 and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Amendment #2 to Martex Landscape Management Agreement – Proposal to Maintain Large Retention Pond Adjacent to Trail Network

Ms. Norsworthy presented Amendment #2 to the Martex Landscape Management Agreement proposal, adding the large retention pond adjacent to the trail network, behind St. Clare, to the maintenance contract. This was inadvertently omitted when the ponds were conveyed to the District. Due to the plant materials in that area, the costs were higher than usual, as it required line trimming the slope, which is more labor intensive.

On MOTION by Mr. Hahaj and seconded by Mr. Roach, with all in favor, the Amendment #2 to Martex Landscape Management Agreement and Proposal to Maintain the Large Retention Pond Adjacent to Trail Network, in a not-to-exceed amount of \$21,120.40, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Lake Maintenance Proposals

- A. ENSD – Lake Management**
- B. Wildlight Lake Maintenance**
- C. Phase 1c West Plan Recorded**
- D. Wildlight – SOLitude Services Agreement Sites 1-7**
- E. Phase 1c West Plan Recorded**

Ms. Norsworthy presented the proposals for lake maintenance services. Discussion ensued regarding the vendors, the ability of vendors to provide additional services over the others, price, etc. The consensus was to award contract to SOLitude.

On MOTION by Mr. Hahaj seconded by Mr. Roach, with all in favor, awarding the Lake Maintenance Contract to SOLitude Lake Management, in a not-to-exceed amount of \$7,632.00, authorizing District Counsel to prepare a Form of Agreement and granting the Chair authority to execute, was approved.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2020

Mr. Wrathell presented the Unaudited Financial Statements as of June 30, 2020.

On MOTION by Mr. Roach seconded by Ms. Price, with all in favor, the Unaudited Financial Statements as of June 30, 2020, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of May 21, 2020 Telephonic Public Meeting Minutes

Mr. Wrathell presented the May 21, 2020 Telephonic Public Meeting Minutes.

On MOTION by Ms. Price and seconded by Mr. Hahaj, with all in favor, the May 21, 2020 Telephonic Public Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sam, P.A.*

Mr. Johnson stated he hoped to close out the litigation soon, absent any further action, as the County’s motion for rehearing was denied. He would continue monitoring for changes to the Governor’s executive orders.

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

There being no report, the next item followed.

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

- **NEXT MEETING DATE: September 17, 2020 at 10:00 A.M.**

- **QUORUM CHECK**

The next meeting will be held on September 17, 2020 at 10:00 a.m.

FIFTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

Regarding Mr. Hahaj’s question of whether the District is required to notify residents of the change in assessments, it was noted that the reduced assessments would be reflected on the tax bills.

SIXTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Hahaj and seconded by Mr. Roach, with all in favor, the meeting adjourned at approximately 11:12 a.m.

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DocuSigned by:
Craig Wrathell
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Secretary/Assistant Secretary

DocuSigned by:
Mike Halay
3EC4047F7E2D456...

Chair/Vice Chair