December 17, 2020
GOVERNING BOARD
REGULAR MEETING
AGENDA

East Nassau Stewardship District OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W

Boca Raton, Florida 33431

Phone: (561) 571-0010

Toll-free: (877) 276-0889

Fax: (561) 571-0013

December 10, 2020

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Governing Board East Nassau Stewardship District

Dear Board Members:

The Governing Board of the East Nassau Stewardship District will hold a Regular Meeting on December 17, 2020 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034. The agenda is as follows:

- 1. Call to Order
- 2. Roll Call
- 3. Chairman's Opening Remarks
- 4. Public Comments (limited to 3 minutes per person)
- 5. Administration of Oath of Office to Newly Elected Supervisors, Michael Hahaj [SEAT 1], Robert Fancher [SEAT 2], and Max Hord [SEAT 5] (the following will be provided in a separate package)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Review of Special Act
 - D. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - E. Form 8B: Memorandum of Voting Conflict
- 6. Consideration of Resolution 2021-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to the Special Act, and Providing for an Effective Date

Governing Board East Nassau Stewardship District December 17, 2020, Regular Meeting Agenda Page 2

- 7. Consideration of Resolution 2021-02, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the East Nassau Stewardship District, and Providing for an Effective Date
- 8. Acceptance of Unaudited Financial Statements as of October 31, 2020
- 9. Approval of Minutes
 - A. October 15, 2020 Virtual Regular Meeting
 - B. November 3, 2020 Landowners' Meeting
- 10. Staff Reports
 - A. District Counsel: Hopping Green & Sam, P.A.
 - B. District Engineer: England-Thims & Miller, Inc.
 - C. District Manager: Wrathell, Hunt and Associates, LLC
 - NEXT MEETING DATE: January 21, 2021 at 10:00 A.M.
 - QUORUM CHECK

Міке Нанај	In Person	PHONE	☐ No
ROB FANCHER	In Person	PHONE	☐ No
Dan Roach	In Person	PHONE	☐ No
JANET PRICE	☐ In Person	PHONE	☐ No
Max Hord	In Person	PHONE	☐ No

- 11. Board Members' Comments/Requests
- 12. Public Comments
- 13. Adjournment

Should have any questions or concerns, please do not hesitate to contact me directly at 561-719-8675.

Sincerely,

Craig Wrathell District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
CONFERENCE ID: 2144145

6

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS' ELECTION OF SUPERVISORS HELD PURSUANT TO THE SPECIAL ACT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the East Nassau Stewardship District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 2017-206, Laws of Florida, being situated entirely within Nassau County, Florida; and

WHEREAS, such landowners' meeting was held on November 3, 2020, and at which the below recited individuals were each duly elected by virtue of the respective votes cast in their favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvass the votes and declare and certify the results of said election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF EAST NASSAU STEWARDSHIP DISTRICT:

SECTION 1. Each of the following individuals is respectively found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

 	Seat 1	Votes
 	Seat 2	Votes
 	Seat 5	Votes
Supervisor, the above		s of Florida, and by virtue of the on is declared to have been elected
 	Term Expire	es November 2024
 	Term Expire	es November 2024
	Term Expire	es November 2024

SECTION 3. This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 17th of December, 2020.

Attest:	EAST NASSAU STEWARDSHIP DISTRICT
Secretary/Assistant Secretary	Chair/Vice Chair, Board of Supervisors

RESOLUTION 2021-02

A RESOLUTION OF THE GOVERNING BOARD OF THE EAST NASSAU STEWARDSHIP DISTRICT DESIGNATING A CHAIR, A VICE CHAIR, A SECRETARY, ASSISTANT SECRETARIES, A TREASURER AND AN ASSISTANT TREASURER OF THE EAST NASSAU STEWARDSHIP DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the East Nassau Stewardship District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 2017-206, Laws of Florida, being situated entirely within Nassau County, Florida; and

WHEREAS, the Governing Board of the District desires to appoint the below-recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF EAST NASSAU STEWARDSHIP DISTRICT:

1.

DISTRICT OFFICERS. The Distri	ct officers are as follows:
	is appointed Chair
	is appointed Vice Chair
Craig Wrathell	is appointed Secretary
	is appointed Assistant Secretary
	is appointed Assistant Secretary
	is appointed Assistant Secretary
Cindy Cerbone	is appointed Assistant Secretary
Howard McGaffney	is appointed Assistant Secretary
Craig Wrathell	is appointed Treasurer
leff Pinder	is annointed Assistant Treasurer

PASSED AND ADOPTED this 17	rth day of December, 2020.
Attest:	EAST NASSAU STEWARDSHIP DISTRICT
Secretary/Assistant Secretary	Chair/Vice Chair, Board of Supervisors

EFFECTIVE DATE. This Resolution shall become effective immediately upon its

2.

adoption.

8

EAST NASSAU STEWARDSHIP DISTRICT FINANCIAL STATEMENTS UNAUDITED OCTOBER 31, 2020

EAST NASSAU STEWARDSHIP DISTRICT BALANCE SHEET GOVERNMENTAL FUNDS OCTOBER 31, 2020

		General Fund	Spec Reve	nue	S	Debt ervice Fund		Capital Projects Fund	Gov	Total vernmental Funds
ASSETS	¢	224 002	\$		φ		φ		φ	224 002
Cash Investments	\$	321,802	Ф	-	\$	-	\$	-	\$	321,802
Revenue						152,202				152,202
Reserve		-		-		179,366		-		179,366
Construction		-		-		179,300		996,740		996,740
Due from general fund		-	278,	- 000		377		990,740		279,285
Utility deposits		-	210,	50 50		311		-		279,265 50
Total assets	Φ.	321,802	\$ 278,		\$ '	331,945	\$	996,740	\$	1,929,445
10181 833613	Ψ	321,002	Ψ 27 0,	330	Ψ ,	331,343	Ψ	990,740	Ψ	1,929,440
LIABILITIES AND FUND BALANCES Liabilities:										
Accounts payable	\$	4,663	\$	-	\$	-	\$	-	\$	4,663
Contracts payable		-		-		-		196		196
Due to special revenue fund		278,908		-		-		-		278,908
Due to debt service fund		377		-		-		-		377
Landowner advance		6,500		-		-		-		6,500
Total liabilities		290,448				-		196		290,644
Fund balances: Restricted for:										
Debt service		-		-	;	331,945		-		331,945
Capital projects		-		-		-		996,544		996,544
Unassigned		31,354	278,	958_						310,312
Total fund balances		31,354	278,	958		331,945		996,544		1,638,801
Total liabilities and fund balances	\$	321,802	\$ 278,	958	\$ 3	331,945	\$	996,740	\$	1,929,445

EAST NASSAU STEWARDSHIP DISTRICT STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES GENERAL FUND FOR THE PERIOD ENDED OCTOBER 31, 2020

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ -	\$ 4,263	0%
Assessment levy: off-roll	-	-	153,260	0%
Landowner contribution	-	-	90,000	0%
Total revenues			247,523	0%
EXPENDITURES				
Professional & administrative				
District engineer	-	-	20,000	0%
General counsel	-	-	50,000	0%
Legal: litigation	-	-	90,000	0%
District manager	4,000	4,000	48,000	8%
Debt service fund accounting: master bonds	625	625	7,500	8%
Arbitrage rebate calculation	-	-	750	0%
Audit	-	-	4,100	0%
Postage	-	-	1,000	0%
Printing and binding	83	83	1,000	8%
Insurance - GL, POL	11,527	11,527	12,000	96%
Legal advertising	939	939	6,000	16%
Miscellaneous- bank charges	140	140	950	15%
Website				
Hosting & maintenance	-	-	705	0%
ADA compliance	210	210	210	100%
Dissemination agent	83	83	1,000	8%
Annual district filing fee	-	-	175	0%
Trustee (related to master bonds)	-	-	4,000	0%
Total professional & administrative	17,607	17,607	247,390	7%
Other fees & charges				
Property appraiser and tax collector	-	-	133	0%
Total other fees & charges			133	0%
Total expenditures	17,607	17,607	247,523	7%
Excess/(deficiency) of revenues				
over/(under) expenditures	(17,607)	(17,607)	-	
Fund balances - beginning	48,961	48,961		
Fund balances - ending	\$ 31,354	\$ 31,354	\$ -	

EAST NASSAU STEWARDSHIP DISTRICT STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES SPECIAL REVENUE FUND FOR THE PERIOD ENDED OCTOBER 31, 2020

	Current Month	Year to Date	Budget	% of Budget
REVENUES Assessment levy: on-roll - net	\$ -	\$ -	\$ 204,310	0%
Assessment levy: off-roll Total revenues			139,772 344,082	0% 0%
EXPENDITURES				
Field operations	4.000	4 000	05.000	40/
Field operations	1,000	1,000	25,698	4%
Administration and accounting	-	-	4,500	0%
Wetland and conservation maintenance	-	-	10,000	0%
Landscape	-	-	212,446	0%
Lake maintenance	636	636	16,136	4%
Pest control	-	-	1,000	0% 0%
Street cleaning	-	-	12,000 45,240	0%
Street light lease	-	-	45,240 13,676	0%
Repairs & maintenance Electricity	-	-	2,808	0%
Irrigation (potable)	-	-	2,808 64,334	0%
Landscape replacement	-	-	21,245	0%
Parts & supplies	-	-	3,000	0%
Contingency	-	-	3,000 250	0%
Insurance	-	-	5,000	0%
	1,636	1,636	437,333	0%
Total expenditures	1,030	1,030	437,333	0%
Other fees & charges				
Property appraiser and tax collector	-	-	6,384	0%
Total other fees & charges	-		6,384	0%
Total expenditures	1,636	1,636	443,717	0%
Excess/(deficiency) of revenues				
over/(under) expenditures	(1,636)	(1,636)	(99,635)	
Fund balances - beginning	280,594	280,594	200,972	
Fund balances - ending	\$278,958	\$278,958	\$ 101,337	

EAST NASSAU STEWARDSHIP DISTRICT STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES DEBT SERVICE FUND SERIES 2018 FOR THE PERIOD ENDED OCTOBER 31, 2020

	Current Month	Year To Date	Budget	% of Budget
REVENUES Special assessment: on-roll - net	\$ -	\$ -	\$233,969	0%
Special assessment: off-roll	_	-	129,453	0%
Lot closing	7,345	7,345	-	N/A
Interest	1	1	-	N/A
Total revenues	7,346	7,346	363,422	2%
EXPENDITURES				
Debt service				
Principal	-	-	85,000	0%
Interest			271,703	0%
Total debt service	-		356,703	0%
Other fees & charges				
Property appraiser	-	-	2,437	0%
Tax collector			4,874	0%
Total other fees and charges			7,311	0%
Total expenditures			364,014	0%
Excess/(deficiency) of revenues				
over/(under) expenditures	7,346	7,346	(592)	
Fund balances - beginning	324,599	324,599	315,624	
Fund balances - ending	\$331,945	\$331,945	\$315,032	• •

EAST NASSAU STEWARDSHIP DISTRICT STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES CAPITAL PROJECTS FUND SERIES 2018 FOR THE PERIOD ENDED OCTOBER 31, 2020

	Current Month	Year To Date
REVENUES Interest Total revenues	\$	5 \$ 5 5 5
EXPENDITURES Total expenditures		
Excess/(deficiency) of revenues over/(under) expenditures		5 5
Fund balances - beginning Fund balances - ending	996,53 \$ 996,54	

94

DRAFT

1 2 3	MI EAST NASS	NUTES OF AU STEWA			Г			
4	The Governing Board of the E	ast Nassau	Steward	dship Di	strict l	neld a Vi	rtual Re	gular
5	Meeting on October 15, 20	20 at	10:00	a.m.,	via	Zoom	video	at
6	https://us04web.zoom.us/j/737576501	.94?pwd=Q	<u>25jS3hh</u>	ek95eU5	5UHY\	vcWRhN0	JBZz09,	and
7	telephonically at 1-646-558-8656, Meet	ting ID: 737	5765 01	94 and F	assco	de 165726	6, for bot	th.
8 9	Present were:							
10	Mike Hahaj		Chair					
11	Dan Roach		Vice Ch					
12	Janet Price			nt Secret	•			
13	Rob Fancher			nt Secret	•			
14	Max Hord		Assista	nt Secret	ary			
15 16 17	Also present were:							
18	Craig Wrathell		District	Manage	er			
19	Cindy Cerbone			_		sociates, I	LLC	
20	Daniel Rom		Wrathe	ell Hunt a	and Ass	sociates, I	LLC	
21	Sarah Warren		District	Counsel				
22	Zach Brecht			Enginee				
23	Amy Norsworthy		Field O	peration	s Man	ager		
24								
25	51D67 6DD5D 65 D1161D1566		.	. .				
26	FIRST ORDER OF BUSINESS		Call to	Order				
27 28	Mr. Wrathell called the meeting	to order a	: 10:01 a	.m.				
29								
30 31	SECOND ORDER OF BUSINESS		Roll Ca	II				
32	All Supervisors were present. Ir	considera	tion of tl	ne COVII	D-19 p	andemic,	this me	eting
33	was being held virtually, via Zoom,	and telep	honicall	y, as pe	ermitte	ed under	the Flo	orida
34	Governor's current Executive Orders, w	vhich allow	local go	vernmer	ntal pu	blic meet	ings to c	occur
35	by means of communications media ted	chnology, ir	ncluding	virtually	and te	lephonica	ally.	
36								
37 38	THIRD ORDER OF BUSINESS		Chairm	an's Ope	ening I	Remarks		
39	Mr. Hahaj thanked everyone	for attend	ing and	wished	every	one good	d health	. He
40	reported on the following activities at V	Vildlight:						
41	> The Catholic Diocese opened the	e St. Clare I	arly Lea	rning Cei	nter.			

DRAFT

October 15, 2020

EAST NASSAU STEWARDSHIP DISTRICT

81

Minutes.

v		,
О) <u>Z</u>	

83

84 85 On MOTION by Ms. Price and seconded by Mr. Fancher, with all in favor, the August 20, 2020 Telephonic Public Hearings and Meeting Minutes, as presented, were approved.

86 87

EIGHTH ORDER OF BUSINESS

Staff Reports

88 89

- 90 A. District Counsel: Hopping Green & Sam, P.A.
- There being no report, the next item followed.
- 92 B. District Engineer: England-Thims & Miller, Inc.
- There being no report, the next item followed.
- 94 C. District Manager: Wrathell, Hunt and Associates, LLC
- 95 **UPCOMING MEETING DATES:**
- 96 Mr. Wrathell stated Mr. McGaffney would manage the November Landowners' election.
- 97 Mr. Hahaj would coordinate with Management regarding serving as the proxy holder.
- 98 I. November 3, 2020 at 10:00 A.M. Landowners' Meeting (Board is not required to attend)
 - II. November 19, 2020 at 10:00 A.M. Regular Meeting
 - QUORUM CHECK

102

100

101

NINTH ORDER OF BUSINESS

Board Members' Comments/Requests

103104105

There being no Board Member comments or requests, the next item followed.

106

107

TENTH ORDER OF BUSINESS

Public Comments

Adjournment

108 109

There being no public comments, the next item followed.

110

ELEVENTH ORDER OF BUSINESS

111112113

There being nothing further to discuss, the meeting adjourned.

114

115

116

On MOTION by Mr. Hahaj and seconded by Mr. Fancher with all in favor, the meeting adjourned at approximately 10:10 a.m.

	EAST NASSAU STEWARDSHIP DISTRICT	DRAFT	October 15, 2020
117			
118			
119			
120			
121			
122			
123			
124	Secretary/Assistant Secretary	Chair/Vice Chair	

9B

DRAFT

				ואוו
1 2	MINUTES OF MEETING EAST NASSAU STEWARDSHIP DISTRICT			
3 4		A Landowners' Meeting of the East Nassau Stewardship District was held on November		
5	3, 202	20 at 10:00 a	ı.m., at Fernandina Bea	ch Municipal Airport, 700 Airport Road, Fernandina
6	Beach	, Florida 3203	34.	
7				
8		Present we	re:	
9 10 11 12 13 14		Mike Hahaj Howard Mo Jonathan Jo	Gaffney	Proxy Holder District Manager District Counsel
15 16	FIRST	ORDER OF B	USINESS	Call to Order/Roll Call
17		Mr. McGaff	ney called the meeting	to order at 10:01 a.m. In addition to himself, Mr.
18	Hahaj and Mr. Johnson were present in person.			rson.
19	Mr. Johnson stated the Landowners' Election was being conducted in accordance with			
20	the terms and provisions of the special act that created the District. Pursuant to the District's			
21	Charter, the proxy holder may cast an equal number of votes for each seat that is up for			
22	election. Each officer elected today will serve a four-year term, which would expire in 2024.			
23				
24 25	SECOI	ND ORDER OI	F BUSINESS	Affidavit of Publication
26		The affidavi	t of publication was incl	uded for informational purposes.
27				
28 29 30	THIRD	ORDER OF E	BUSINESS	Election of Chair to Conduct Landowners' Meeting
31		All in attend	dance agreed to Mr. Mo	Gaffney serving as Chair to conduct the Landowners'
32	meeti	ng.		
33				
34 35	FOUR	TH ORDER O	F BUSINESS	Election of Supervisor [SEATS 1, 2 & 5]
36	A.	Nomination	ns	
37		Mr. Hahaj n	ominated the following	:
38		Seat 1	Michael Hahaj	

	EAST	NASSAU STE	WARDSHIP DISTRICT	DRAFT	November 3, 2020
39		Seat 2	Robert Fancher		
40		Seat 5	Max Hord		
41		No other n	ominations were made.		
42	В.	Casting of	Ballots		
43		I. Det	termine Number of Voti	ng Units Represented	d .
44		A total of 2	23,141 voting units were	represented.	
45		II. Det	termine Number of Voti	ng Units Assigned by	Proxy
46		A total of 2	23,141 voting units were	represented by prox	y, as follows:
47		Radient, LL	.C	12,493 votes	Michael Hahaj (Proxy Holder)
48		Rayonier F	orest Resources LP	10,244 votes	Michael Hahaj (Proxy Holder)
49		Wildlight, I	LLC	400 votes	Michael Hahaj (Proxy Holder)
50		Rayonier C	perating Company	4 votes	Michael Hahaj (Proxy Holder)
51		Mr. Hahaj,	as Proxy Holder, cast all	available votes, as fo	llows:
52		Seat 1	Michael Hahaj	23,141 votes	
53		Seat 2	Robert Fancher	23,141 votes	
54		Seat 5	Max Hord	23,141 votes	
55	C.	Ballot Tab	ulation and Results		
56		Mr. McGaf	fney reported the follow	ving ballot tabulation,	results and term lengths:
57		Seat 1	Michael Hahaj	23,141 votes	4-year Term
58		Seat 2	Robert Fancher	23,141 votes	4-year Term
59		Seat 5	Max Hord	23, 141 votes	4-year Term
60					
61	FIFTH	ORDER OF E	BUSINESS	Landowner	s' Questions/Comments
62 63		There bein	g no Landowners' quest	ions or comments. th	e next item followed.
64	There being no Landowners' questions or comments, the next item followed.				
65	SIXTE	I ORDER OF I	BUSINESS	Adjournme	nt
66					
67		There being no further business to discuss, the meeting adjourned at 10:08 a.m.			adjourned at 10:08 a.m.
68					
69					
70			[SIGNATURES APPE	AR ON THE FOLLOWI	NG PAGEJ
71 72					
-				2	

	EAST NASSAU STEWARDSHIP DISTRICT	DRAFT	November 3, 2020
73			
74			
75			
76			
77			
78			
79			
80	Secretary/Assistant Secretary	Chair/Vice Chair	

EAST NASSAU STEWARDSHIP DISTRICT BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE LOCATION(S)

Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034

DATE	POTENTIAL DISCUSSION/FOCUS	TIME	
October 15, 2020	Virtual Regular Meeting	10:00 AM	

Join Zoom Meeting: https://us04web.zoom.us/j/73757650194?pwd=Q25jS3hhek95eU55UHYvcWRhN0JBZz09

Meeting ID: 737 5765 0194 Passcode: 165726

Phone in: 1 646 558 8656 US **Meeting ID:** 737 5765 0194 **Passcode:** 165726

November 3, 2020	Landowners' Meeting	10:00 AM
November 19, 2020 CANCELED	Regular Meeting	10:00 AM
December 17, 2020	Regular Meeting	10:00 AM
January 21, 2021	Regular Meeting	10:00 AM
February 18, 2021	Regular Meeting	10:00 AM
March 18, 2021	Regular Meeting	10:00 AM
April 15, 2021	Regular Meeting	10:00 AM
May 20, 2021	Regular Meeting	10:00 AM
June 17, 2021	Regular Meeting	10:00 AM
-	_	
July 15, 2021	Regular Meeting	10:00 AM
August 19, 2021	Public Hearing & Regular Meeting	10:00 AM
September 16, 2021	Regular Meeting	10:00 AM