

**MINUTES OF MEETING  
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Regular Meeting on July 20, 2023 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

**Present were:**

Mike Hahaj	Chair
Rob Fancher	Assistant Secretary
Tommy Jinks	Assistant Secretary
Max Hord	Assistant Secretary

**Also present were:**

Ernesto Torres	District Manager
Michelle Rigoni	District Counsel
Zach Brecht	District Engineer
Amy Norsworthy	Operations Manager

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Torres called the meeting to order at 10:03 a.m.

**SECOND ORDER OF BUSINESS**

**Roll Call**

Supervisors Hahaj, Jinks, Hord and Fancher were present. Supervisor Northrup was not present.

**THIRD ORDER OF BUSINESS**

**Chairman's Opening Remarks**

Mr. Hahaj welcomed everyone and thanked them for attending the meeting.

**FOURTH ORDER OF BUSINESS**

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

No members of the public spoke.

**FIFTH ORDER OF BUSINESS**

**Administration of Oath of Office to Supervisor Max Hord, Seat 5 (the following to be provided in separate package)**

Mr. Torres, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Hord. Having served on other Boards, Mr. Hord is familiar with the following:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
  - I. Form 1: Statement of Financial Interest**
  - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - III. Form 1F: Final Statement of Financial Interests**
- D. Form 8B: Memorandum of Voting Conflict**

**SIXTH ORDER OF BUSINESS**

**Consideration of FPL LED Lighting Agreement – Phase 5 (Encore)**

Ms. Rigoni presented the FPL LED Lighting Agreement for Phase 5 (Encore) which was tabled at the June meeting to coordinate with the Developer to determine how to meet the obligations of Florida Power & Light (FPL) in its standard form of agreement.

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the FPL LED Lighting Agreement for Phase 5 (Encore), subject to the District and FPL entering into an Easement Agreement, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Temporary Access and Utility Easement Agreement for FPL Lighting**

Ms. Rigoni presented the Temporary Access and Utility Easement Agreement for FPL Lighting. The Exhibit will be replaced with a legal description of the easement areas, which will be further updated and might include comments from FPL.

Mr. Hahaj suggested another representative of Wildlight LLC be substituted as signature authority, as he prefers not to sign for both parties. Ms. Rigoni will make the revision.

Regarding the term of the Agreement, Ms. Rigoni stated the Agreement was revised to indicate that it will terminate automatically upon the District’s acquisition of the Title.

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Temporary Access and Utility Easement Agreement for FPL Lighting, in substantial form and authorizing the Chair to execute, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Cost Share Agreement for Landscape and Irrigation Maintenance Services with Wildlight Residential Association and Wildlight Commercial Association**

Ms. Rigoni presented the Cost Share Agreement for Landscape and Irrigation Maintenance Services with Wildlight Residential Association and Wildlight Commercial Association. The cost share arrangement provides for the residential and commercial associations to repay the District for their proportionate cost share of maintenance and repair and requires the District obtain prior written approval for supplemental work.

**On MOTION by Mr. Fancher and seconded by Mr. Hord, with all in favor, the Cost Share Agreement for Landscape and Irrigation Maintenance Services with Wildlight Residential Association and Wildlight Commercial Association, in substantial form and authorizing the Chair to execute, was approved.**

**NINTH ORDER OF BUSINESS**

**Consideration of Janitorial Services Proposals**

Ms. Norsworthy presented the janitorial services proposals from Amelia Cleaning Co., First Coast Home Pros and Christy’s Cleaning Service, noting that the District would pay one third of the cost associated with janitorial services.

Discussion ensued regarding the scope of work, frequency of cleanings and insurance requirements.

Ms. Rigoni stated she can research the District’s insurance requirements or consult the District’s Egis insurance representative for guidance. She noted that Staff recommended Christy’s Cleaning Service. Mr. Hahaj expressed concern about engaging an individual who does not carry workers’ compensation insurance, regardless of state law.

Mr. Torres will submit applicable insurance information to Egis for review.

This item was tabled.

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of May 31, 2023**

**On MOTION by Mr. Hahaj and seconded by Mr. Hord, with all in favor, the Unaudited Financial Statements as of May 31, 2023, were accepted.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of June 15, 2023 Regular Meeting Minutes**

**On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the June 15, 2023 Regular Meeting Minutes, as presented, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kutak Rock, LLP**  
There was no report.
- B. District Engineer: England-Thims & Miller, Inc.**  
There was no report.
- C. Field Operations: CCMC**

Ms. Norsworthy reported that the Landscape Request for Proposals (RFP) was advertised. There are five active bidders; proposals are due by July 27, 2023.

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

- **NEXT MEETING DATE: August 17, 2023 at 10:00 AM [Adoption of Fiscal Year 2024 Budget]**
  - **QUORUM CHECK**

Supervisors Hahaj, Fancher, Jinks and Hord confirmed their attendance at the August 17, 2023 meeting.

**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**

<p><b>On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the meeting adjourned at 10:35 a.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair