

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on February 15, 2024 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

| | |
|----------------|---------------------|
| Mike Hahaj | Chair |
| Tommy Jinks | Vice Chair |
| Jamie Northrup | Assistant Secretary |
| Rob Fancher | Assistant Secretary |

Also present:

| | |
|---------------------------------|--|
| Ernesto Torres | District Manager |
| Craig Wrathell (via telephone) | Wrathell, Hunt and Associates, LLC (WHA) |
| Michelle Rigoni (via telephone) | District Counsel |
| Zach Brecht | District Engineer |
| Todd Haskett | CCMC |
| Carol Brown | Landowner Representative |

FIRST ORDER OF BUSINESS

Call to Order

Mr. Torres called the meeting to order at 10:00 a.m.

SECOND ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj thanked everyone for attending and stated today's agenda is primarily an operational one. He voiced his appreciation for everyone's hard work.

FOURTH ORDER OF BUSINESS

Consent Agenda

Mr. Torres presented the following:

A. Acceptance of Unaudited Financial Statements as of December 31, 2023

- B. Approval of January 18, 2024 Public Hearings and Regular Meeting Minutes**
- C. Ratification Items**
 - I. Supplemental Acquisition and Monitoring-Activities Funding Agreement [Conservation Lands and Mobility Trails] dated January 22, 2024**
 - II. Acquisition of Wildlight PDP 3, Pod 4 North Landscape Tracts 1, 8, 2b, Recreational Tract 1, Stormwater Pond Tract 4-5 and related Improvements and Work Product**

On MOTION by Mr. Hahaj and seconded by Mr. Jinks with all in favor, the Consent Agenda Items, as presented, were accepted, approved and ratified, respectively.

FIFTH ORDER OF BUSINESS

Public Comments (limited to 3 minutes per person)

There were no public comments.

SIXTH ORDER OF BUSINESS

Consideration of Acquisition of Whistling Duck Pond, FPL Easement and Common Areas (Wildlight PDP 3 Pod 4 North Landscape, Recreation Pond, FPL Easement with Mobility Trail, and Future ROW tract with Reverter)

Ms. Rigoni reported the following:

- The Developer has substantially completed construction of the Whistling Duck Pond area and related recreational facility at that pond, as well as the Florida Power & Light (FPL) easement with mobility trail and Pod 4 North area that is next to the completed acquisition that the Board ratified.
- These are all within the District’s Capital Improvement Plan (CIP) and it is anticipated that the District will acquire the same at some point.
- Included within the acquisition scope is a parking lot, which is part of the recreational facility related to Whistling Duck Pond; however, it is located in a future right-of-way (ROW) tract just below that pond, which might lead to developing a roadway connection between the residential community and Commerce Park.

- Whether that needs to happen will depend on various development factors and tripping certain thresholds, which cannot be determined at this time.
- In order to accommodate that possibility, the Developer might be required to improve this tract as a roadway in the future. That portion of the future roadway tract acquisition is subject to a reverter Clause. The Board previously saw a reverter clause related to mobility trails.
- Given that some of the punchlist items for the Whistling Duck Pond recreational improvements are being completed, the Developer requested that the District reserve a temporary construction easement for the Whistling Duck Pond area in Phase D.
- Due to the reverter clause and the need to finalize the punchlist items, there are no more bond funds left on the acquisition list for donation.

Mr. Hahaj stated he is familiar with the reverter clause from other documents and asked if the District Engineer will sign off on completed work items on behalf of the District. Mr. Brecht replied affirmatively. Ms. Rigoni asked if a Consulting Engineer Certificate for this acquisition should be prepared. Mr. Brecht replied perhaps. Ms. Rigoni stated the Chair and Staff have been formulating a recreational pond usage policy, which might be presented at the March meeting.

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the acquisition of the various tracts included on the checklist and authorizing the Chair and Staff to coordinate with the Developer to produce an acquisition packet, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-17, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date

Mr. Torres presented Resolution 2024-17. He reviewed the Amended Fiscal Year 2023 budget and stated this is necessary to balance the decreases and increases in the various budget line items. Mr. Wrathell explained that, if certain expenditures exceed budget, a budget amendment will be done, showing how those line items will be funded. Fortunately, excess fund balance can be used to cover overages. This is necessary to avoid a finding in the audit.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2024-17, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of District Special Event Form

Ms. Rigoni presented the East Nassau Event Application Form and the Revised Run Wild 2024 Event Map. The idea is for the special event application to give District permission for event requestors to use the property and, if it involves other Landowners, it is up to the event holder to seek the appropriate permissions from those Landowners, which may include consent from Law Enforcement agencies or coordinating with the County. Ms. Rigoni reviewed the required documentation and terms and conditions of event approval.

Asked who is responsible for reviewing and approving or denying event requests, Ms. Rigoni stated the main responsibility would be with CCMC, with assistance from District Management and District Counsel to verify that a requestor meets the requirements. A Board Member could also be designated to coordinate with CCMC, on a going forward basis.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the East Nassau Event Application Form and designating the Chair as the approving authority for event requests, was approved.

A. Consideration of Revised Run Wild 2024 Event Map

On MOTION by Ms. Northrup and seconded by Mr. Fancher, with all in favor, the Revised Run Wild 2024 Event Map, was approved.

NINTH ORDER OF BUSINESS

Consideration of The Greenery of North Florida, Inc., First Amendment to Landscape and Irrigation Maintenance Agreement

Mr. Haskett presented the Greenery of North Florida, Inc., First Amendment to Landscape and Irrigation Maintenance Agreement.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the First Amendment to the Landscape and Irrigation Maintenance Agreement with Greenery of North Florida, Inc., was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2024-18, Designating a Date, Time, and Location for Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date

Mr. Torres presented Resolution 2024-18. Seats 1, 2 and 5, currently held by Mr. Hahaj, Mr. Fancher and Mr. Hord, respectively, will be up for election at the November 2024 General Election. Ms. Rigoni pointed out the following change that needs to be made to Resolution 2024-18:

Page 1, Item 2: Change "two (2)" to "three (3)"

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, Resolution 2024-18, as amended, Designating a Date, Time, and Location of November 5, 2024 at 10:00 a.m. at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034, for a Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-20 Confirming, Ratifying and Approving Final Stewardship District Manual for Land Management for Conservation Lands for the East Nassau Community Planning Area Sector Plan, First Approved by Resolution 2022-19 as Amended by Resolution 2024-10; Appointing a Board Representative Regarding Implementation of Same; Authorizing Appointee and District Staff to Take All Actions Necessary Related to Same; Providing for Severability and an Effective Date

28:05 Ms. Rigoni presented Resolution 2024-20.

On MOTION by Mr. Jinks and seconded by Mr. Fancher, with all in favor, Resolution 2024-20 Confirming, Ratifying and Approving Final Stewardship District Manual for Land Management for Conservation Lands for the East Nassau Community Planning Area Sector Plan, First Approved by Resolution 2022-19 as Amended by Resolution 2024-10; Appointing a Board Representative Regarding Implementation of Same; Authorizing Appointee and District Staff to Take All Actions Necessary Related to Same; Providing for Severability and an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS**Development Update/Staff Reports****A. Developer**

Ms. Brown reported following:

- The District will be receiving additional conveyances for consideration at the March meeting; these include the common areas off Crosstown Boulevard.
- As the proposed Fiscal Year 2025 budget season approaches, she anticipates working with District Staff to prepare Fiscal Year 2025 budget.
- She is coordinating with Mr. Brecht to devise a centralized mapping system for the District.

B. District Counsel: Kutak Rock LLP

Ms. Rigoni reported the following:

- A landscaping agreement with the County is in process.
- Work on a traffic enforcement agreement with the County resumed. The Sheriff's Office is reviewing a form of agreement between the District, the Sheriff's Office and the County, and the Sheriff's Office asked for confirmation of a traffic enforcement area map by way of a legal description.

Discussion ensued regarding parking restrictions and the Sheriff's Office.

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

Mr. Brecht stated that he is working with Ms. Brown on developing a foundation for the centralized mapping system. Once the foundation is set, the plan is to start working on developing an online portal that is accessible to Board Members to see what areas are District-owned and permitting status, etc.

D. Field Operations: CCMC

Mr. Haskett stated, since the last meeting, only one speed hump proposal was received; however, he anticipates receiving additional proposals and presenting them at the next meeting. A resident asked for a speed hump to be installed on her street and suggested that the District formulate rules, guidelines or policies on speed humps as additional roads are being constructed and added.

Discussion ensued regarding speed hump requests by residents, if a traffic study is warranted, traffic enforcement, signage, construction and post-construction traffic.

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

Mr. Wrathell stated he will not be in attendance at the March meeting but the financing items should be settled and the finance team will be on-call if there are any questions related to the methodologies.

- **NEXT MEETING DATE: March 21, 2024 at 10:00 AM**
 - **QUORUM CHECK**

Supervisors Hahaj, Jinks and Northrup confirmed their attendance at the March 21, 2024 meeting.

THIRTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

Mr. Hahaj anticipated that the Board will consider the Preliminary Limited Offering Memorandum (PLOM) and other financial documents at the March meeting.

FOURTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.


FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hahaj and seconded by Mr. Hord, with all in favor, the meeting adjourned at 10:58 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair