

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on October 17, 2019, at 10:00 a.m., in the Nassau Room (T0126), Building T, at Florida State College, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097.

Present at the meeting were:

Mike Hahaj	Chair
Dan Roach	Vice Chair
Max Hord	Assistant Secretary
Rob Fancher	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell Hunt and Associates LLC
Sarah Warren	District Counsel
Zach Brecht	District Engineer
Amy Norsworthy	CCMC
Janet Price	Supervisor Candidate

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wrathell called the meeting to order at 10:02 a.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Roach, Fancher and Hord were present, in person. Supervisor Rhodes was not present.

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj welcomed everyone to attend the University of Florida (UF) Health ribbon cutting for their new facility, on November 22nd from 10:30 a.m. to 12:00 p.m.

FOURTH ORDER OF BUSINESS

Public Comments (limited to 3 minutes per person)

There were no public comments.

Acceptance of Resignation of Supervisor
Robert (Bob) Rhodes, Seat 4; Term Expires
November, 2022

On MOTION by Mr. Roach and seconded by Mr. Hord, with all in favor, the resignation of Mr. Robert (Bob) Rhodes, dated September 2, 2019, was accepted.

SIXTH ORDER OF BUSINESS

Consider Appointment of Janet Price to Fill
Unexpired Term of Seat 4

Mr. Hahaj nominated Ms. Janet Price to fill Seat 4. No other nominations were made.

On MOTION by Mr. Roach and seconded by Mr. Fancher, with all in favor, appointing Ms. Janet Price to fill the unexpired term of Seat 4, was approved.

A. Administration of Oath of Office to Newly Appointed Supervisor (*the following will be provided in a separate package*)

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Price. He provided and explained the following items:

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

B. Consideration of Resolution 2020-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the District, and Providing an Effective Date

Mr. Wrathell presented Resolution 2020-01. Mr. Hahaj nominated the following slate of officers:

Michael Hahaj

Chair

James Daniel (Dan) Roach	Vice Chair
Craig Wrathell	Secretary
Robert D. (Rob) Fancher	Assistant Secretary
Janet Price	Assistant Secretary
Max Hord	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

No other nominations were made.

On MOTION by Mr. Fancher and seconded by Ms. Price, with all in favor, Resolution 2020-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the District, and Providing an Effective Date, as nominated, was adopted.

SEVENTH ORDER OF BUSINESS

Discussion: Updated Provision of District's Rules of Procedure

A. Amended and Restated Rules of Procedure

Ms. Warren stated that the purpose of the Amended and Restated Rules of Procedure was to capture legislative changes from the last few years. If requested, redline versions could be emailed to the Board. She highlighted the following amended items:

- Costs associated to public records requests.
- Changes to the section regarding agendas and meeting materials; agendas must be posted seven days in advance.
- Language about what can be exempted from being posted as part of the agenda on the District's website is updated.
- The public procurement and competitive solicitation section and the length of contract periods were updated.

A Board Member asked if there was anything substantive about the bidding procedures or awarding contracts that the Board should be aware of. Ms. Warren stated the technical nature of the exact notice that must be provided to file a bid protest. Regarding records retention and where District records are housed, Mr. Hahaj stated Staff should ensure that

Board Members are refreshed and informed and suggested Ms. Gillyard coordinate with Ms. Kathleen Baker to ensure that the Board is current on everything.

B. Resolution 2020-02, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; and Providing an Effective Date

Mr. Wrathell presented Resolution 2020-02.

On MOTION by Mr. Hord and seconded by Mr. Hahaj, with all in favor, Resolution 2020-02, To Designate Date, Time and Place of Public Hearing for January 16, 2020 at 10:00 a.m., in the Nassau Room (T0126), Building T, at Florida State College, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097, and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Ratification of Property Management Agreement

Mr. Wrathell presented the Property Management Agreement between the CDD and Capital Consultants Management Corporation, Inc. (CCMC), which was executed on September 28, 2019. He reviewed the compensation and Exhibits. A Board Member noted CCMC was engaged by the POA and, assumption of this role with the CDD, would give residents and commercial owners to have one, unified point of contact. It streamlines the process and provides an efficient approach to managing the governing entities for Wildlight and the District.

On MOTION by Ms. Price and seconded by Mr. Roach, with all in favor, the Property Management Agreement between the East Nassau Stewardship District and the Capital Consultants Management Corporation, Inc. (CCMC), as presented, was ratified.

NINTH ORDER OF BUSINESS

Cost Share Agreement for the Use of Bulk Reclaimed Water

Mr. Wrathell presented the Cost Share Agreement between the CDD and Wildlight Commercial Association, Inc., for the use of bulk reclaimed water and noted Sections 2.1 and 2.2., on Page 2, regarding the meter locations. Ms. Warren stated that the intention was to identify each meter separately by the exact identifying information used on the invoice that JEA

sends. The District Engineer performed an analysis of the amount of property that receives a benefit of the reused water on the commercial association side versus the District side and broke it out per meter. Mr. Brecht stated, based on the irrigation plans forwarded, he determined what common areas were being serviced by the irrigation lines and, based on the amount of area within specific common areas of specific roadways, he was able to figure out the areas and based the percentage on that. One location has an 80/20 split, with 80% going to the District, and another area has a 70/30 split, with 70% going to the District.

On MOTION by Mr. Roach and seconded by Mr. Hord, with all in favor, the Cost Share Agreement for the Use of Bulk Reclaimed Water between the CDD and Wildlight Commercial Association, Inc., in substantial form, was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2020-03, Ratifying, Confirming, and Approving the Actions of the Chairman and District Staff Regarding the Acquisition of Phase 1B JEA Lift Station Infrastructure Improvements; Ratifying, Confirming, and Approving the Actions of the Chairman and District Staff Regarding the Subsequent Conveyance of Phase 1B JEA Lift Station Infrastructure Improvements to JEA; and Addressing Severability and an Effective Date

Mr. Wrathell presented Resolution 2020-03 and read the title. When the District was formed, a resolution was adopted that granted the Chair the authority to approve conveyances, between meetings. Ms. Warren stated an acquisition agreement is in place that outlines this process; typically, bonds are issued and the Board authorizes acquisition of the completed infrastructure. Oftentimes, improvements may end up being conveyed outside of meetings to avoid delays. This Resolution documents that this was presented for review and ratification.

On MOTION by Ms. Price and seconded by Mr. Hord, with all in favor, Resolution 2020-03, Ratifying, Confirming, and Approving the Actions of the Chairman and District Staff Regarding the Acquisition of Phase 1B JEA Lift Station Infrastructure Improvements; Ratifying, Confirming, and Approving the Actions of the Chairman and District Staff Regarding the Subsequent Conveyance of Phase 1B JEA Lift Station Infrastructure Improvements to JEA; and Addressing Severability and an Effective Date, was adopted.

**EAST NASSAU STEWARDSHIP DISTRICT
ELEVENTH ORDER OF BUSINESS**

October 17, 2019

Consideration of Resolution 2020-04, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2018 And Ending September 30, 2019; and Providing an Effective Date

Mr. Wrathell reviewed the General Fund Amended Fiscal Year 2019 Budget and stated that Landowner contributions fund the budget. He presented Resolution 2020-04.

On MOTION by Mr. Hahaj and seconded by Mr. Roach, with all in favor, Resolution 2020-04, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2018 And Ending September 30, 2019; and Providing an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2019

Mr. Wrathell presented the Unaudited Financial Statements as of August 31, 2019.

On MOTION by Mr. Hord and seconded by Mr. Fancher, with all in favor, the Unaudited Financial Statements as of August 31, 2019, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of August 15, 2019 Public Hearings and Regular Meeting Minutes

Mr. Wrathell presented the August 15, 2019 Public Hearings and Regular Meeting Minutes.

On MOTION by Mr. Roach and seconded by Mr. Hahaj, with all in favor, the August 15, 2019 Public Hearings and Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

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

Ms. Warren reported that another public records request was received from the County's outside Counsel and, to that end, an FTP site was set up. She would coordinate with Ms. Gillyard to pull the emails on the District's email server and District Management would

upload the data. She would contact each Board Member directly to gather public records requests they may have received that Staff does not yet have access to.

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: November 21, 2019 at 10:00 A.M.**

Ms. Warren noted the next few meetings may be cancelled due to the holidays and asked that Staff and the Chair be authorized to take any necessary actions with respect to ongoing litigation.

On MOTION by Mr. Roach and seconded by Ms. Price, with all in favor, granting District Staff and the Chair authority to take any actions necessary related to ongoing litigation, was approved.

○ **QUORUM CHECK**

Supervisors Hahaj, Fancher, Hord and Price confirmed their attendance at the November 21, 2019 meeting. Mr. Roach would not attend.

FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Hahaj felt that, in light of Ms. Price's appointment, it would be wise to refocus on the effort to ensure that emails, the website, portal etc., are all communicating and flowing through the proper channels.

Mr. Roach stated that he could not attend meetings in June 2020.

SIXTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

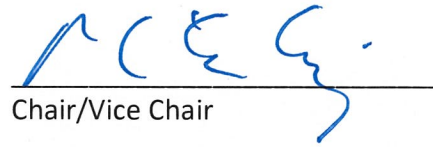
SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hord and seconded by Mr. Hahaj, with all in favor, the meeting adjourned at 11:02 a.m.



Secretary/Assistant Secretary



Chair/Vice Chair