

**EAST NASSAU
STEWARDSHIP
DISTRICT**

May 21, 2020

GOVERNING BOARD

TELEPHONIC PUBLIC

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

May 14, 2020

Governing Board
East Nassau Stewardship District

Dear Board Members:

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

TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
CONFERENCE ID: 2144145

The Governing Board of the East Nassau Stewardship District will hold a Telephonic Public Meeting on May 21, 2020 at 10:00 a.m., at **1-888-354-0094**, **CONFERENCE ID: 2144145**. 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. Consideration of Resolution 2020-06, Ratifying, Confirming, and Approving the Actions of the Chairman and District Staff Regarding the Acceptance Of Multi-Use Trail System Infrastructure Improvements (Sections 3, 4, 5, 6, & 7); and Addressing Severability and an Effective Date
6. Consideration of Martex Services Contract No. 8207 for Maintenance of Trails and Associated Retention Ponds and Trash Receptacles
7. Consideration of Resolution 2020-07, Approving Proposed Budgets For Fiscal Year 2020/2021 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
8. Consideration of Resolution 2020-08, 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
9. Consideration of Resolution 2020-09, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

10. Consideration of Resolution 2020-10, Expressing Its Intent to Operate and Maintain Specific Portions of a Stormwater Management System More Specifically Described as the ENCPA Commerce Park Stormwater Management Facilities; Providing for Severability and an Effective Date
11. Acceptance of Unaudited Financial Statements as of March 31, 2020
12. Approval of April 16, 2020 Regular Meeting Minutes
13. 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*
 - I. 52 Registered Voters in District as of April 15, 2020
 - II. NEXT MEETING DATE: June 18, 2020 at 10:00 A.M.

• QUORUM CHECK

MIKE HAHAJ	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE
ROB FANCHER	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE
DAN ROACH	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE
MAX HORD	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE
JANET PRICE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE

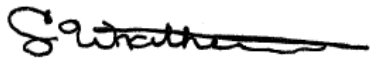
14. Board Members' Comments/Requests
15. Public Comments
16. Adjournment

“Further, please be advised that the Florida Governor’s Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus.”

“That said, the District wants to encourage public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can dial in at **1-888-354-0094, Conference ID: 2144145**. Additionally, participants are encouraged to submit questions and comments to the District’s manager in advance at 561-571-0010 or wraithellc@whassociates.com.”

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

Sincerely,

A handwritten signature in black ink, appearing to read "C. Wrathell", with a long horizontal flourish extending to the right.

Craig Wrathell
District Manager

**EAST NASSAU
STEWARDSHIP DISTRICT**

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RESOLUTION 2020-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT RATIFYING, CONFIRMING, AND APPROVING THE ACTIONS OF THE CHAIRMAN AND DISTRICT STAFF REGARDING THE ACCEPTANCE OF MULTI-USE TRAIL SYSTEM INFRASTRUCTURE IMPROVEMENTS (SECTIONS 3, 4, 5, 6, & 7); AND ADDRESSING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, East Nassau Stewardship District (“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 (“Act”); and

WHEREAS, the Act authorizes the District to construct, acquire, operate and maintain public infrastructure improvements including certain mobility and multi-use trail system infrastructure improvements; and

WHEREAS, the District has adopted an improvement plan for the planning, design, acquisition, construction, and installation of certain infrastructure improvements, facilities and services within and without the boundaries of the District, which plan is detailed in the *Engineers Report for Wildlight Village Phase 1* dated August 10, 2017, as revised December 12, 2018, the *East Nassau Stewardship District Engineers Report – First Addendum for Wildlight Village Phase 1*, dated August 6, 2018, and the *East Nassau Stewardship District Supplemental Engineers Report for Wildlight Village Phase 1*, dated October 18, 2018, as revised December 12, 2018 (together, the “Capital Improvement Plan,” or “CIP”); and

WHEREAS, the District entered into the *Agreement by and between the East Nassau Stewardship District and Wildlight, LLC*, (“Developer”) *Regarding the Acquisition of Certain Work Product, Infrastructure and Real Property*, dated August 10, 2017 (“Acquisition Agreement”), which sets forth the process by which the District may acquire the improvements comprising the CIP (“Improvements”); and

WHEREAS, the Developer has advanced, funded, commenced and completed certain improvements, including certain mobility and multi-use trail system infrastructure improvements to benefit properties within the boundaries of the District and for the benefit of the general public (“Multi-use Trail System Improvements”); and

WHEREAS, the Developer has dedicated and conveyed Sections 3, 4, 5, 6, & 7 of such Multi-use Trail System Improvements to the District for perpetual ownership, operation and maintenance, as documented in that certain “Multi-Use Trail System Improvements (Sections 3, 4, 5, 6 & 7) Conveyance Package” dated May 7, 2020; and

WHEREAS, the Developer has acknowledged and agreed that the District shall have no obligation to reimburse the Developer for any costs attributable to the design or construction of

such Multi-use Trail System Improvements (Sections 3, 4, 5, 6, & 7) which were funded by the Developer; and

WHEREAS, the District desires to ratify, confirm, and approve all actions of the District Chairperson and District Staff regarding the acceptance of such Multi-Use Trail System Improvements (Sections 3, 4, 5, 6, & 7).

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

SECTION 1. The dedication and conveyance of such Multi-use Trail System Improvements (Sections 3, 4, 5, 6, & 7), the execution of documents relating to the acceptance of the dedication and conveyance of such improvements, and all actions taken in the furtherance of the acceptance of the dedication and conveyance of such improvements, are hereby declared and affirmed as being in the best interests of the District and are hereby ratified, approved, and confirmed by the Board.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED this 21st day of May, 2020.

ATTEST:

**EAST NASSAU STEWARDSHIP
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors



Project: Wildlight Trail Network
 Date: 08/15/2023
 Drawn by: [Name]

2023 © Wildlight Trail Network, LLC
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Project No: 23-0000	Design: [Name]	Drawn: [Name]	WILDLIGHT TRAIL NETWORK NASSAU COUNTY, FL REVISED FOR WILDLIGHT LLC
Date: 08/15/2023			PROPOSED TRAIL NETWORK EXHIBIT
Scale: 1" = 400'			WILDLIGHT TRAIL NETWORK EXHIBIT
Sheet: 1 OF 2			PROPOSED TRAIL NETWORK EXHIBIT
Author: [Name] Title: [Title]			PROPOSED TRAIL NETWORK EXHIBIT
Designer: [Name] Title: [Title]			PROPOSED TRAIL NETWORK EXHIBIT
Checker: [Name] Title: [Title]			PROPOSED TRAIL NETWORK EXHIBIT
Approver: [Name] Title: [Title]			PROPOSED TRAIL NETWORK EXHIBIT

Connelly & Wicker Inc.
 Planning - Engineering - Landscape Architecture
 10000 Lake Park Lane, Suite 200
 Jacksonville, FL 32216
 (904) 240-2020 FAX: (904) 240-2033 www.connelly.com
 C.A. Number: 3650 L.A. Number: 112500511

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**EAST NASSAU
STEWARDSHIP DISTRICT**

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April 07, 2020

Contract No. - 8207

East Nassau Stewardship District

Maintenance Contract for trails and associated retention ponds and trash receptacles

MN - Weekly Service 4/3

From March through October, a four person crew will perform weekly visits. From November through February, a three person crew will perform weekly visits and crew hours will be reduced from 10 to 5.

The following operations will be performed:

Mow, edge, line trim, weeding of all trails, trail edges, and retention pond embankments. NOTE - line trimming will be labor-intensive to maintain turf growth on un-mowable pond bank slopes.

Weeding of all surface cracks. Keep all encroaching vegetation cut-back from trails while maintaining a buffer between the trails and the native vegetation. Keep vegetation from growing on, near or through the boardwalks.

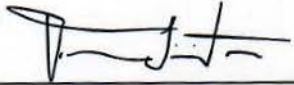
Remove all landscape debris and trash from job site, blow-off all surfaces, empty designated trash receptacles.

CONTRACT SUMMARY

SERVICES	OCCURS	PRICE EACH	EXT PRICE	SALES TAX	TOTAL PRICE
MN - Weekly Service 4/3	52	\$1,056.00	\$54,912.00	\$0.00	\$54,912.00
			\$54,912.00	\$0.00	\$54,912.00

PAYMENT SCHEDULE

SCHEDULE	PRICE	SALES TAX	TOTAL PRICE
April	\$4,576.00	\$0.00	\$4,576.00
May	\$4,576.00	\$0.00	\$4,576.00
June	\$4,576.00	\$0.00	\$4,576.00
July	\$4,576.00	\$0.00	\$4,576.00
August	\$4,576.00	\$0.00	\$4,576.00
September	\$4,576.00	\$0.00	\$4,576.00
October	\$4,576.00	\$0.00	\$4,576.00
November	\$4,576.00	\$0.00	\$4,576.00
December	\$4,576.00	\$0.00	\$4,576.00
January	\$4,576.00	\$0.00	\$4,576.00
February	\$4,576.00	\$0.00	\$4,576.00
March	\$4,576.00	\$0.00	\$4,576.00
	\$54,912.00	\$0.00	\$54,912.00

By 

 Tom Livingston

Date 4/7/2020

 Martex

By _____

Date _____

 East Nassau Stewardship District

**EAST NASSAU
STEWARDSHIP DISTRICT**

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RESOLUTION 2020-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the East Nassau Stewardship District ("**District**") prior to June 15, 2020, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE: _____, 2020

HOUR: 10:00 a.m.

The hearing may be conducted remotely, pursuant to electronic media technology and/or by telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, as such orders may be extended or amended, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. In the event that conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: Florida State College, Nassau Center
76346 William Burgess Boulevard
Yulee, Florida 32097

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Nassau County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 21st DAY OF MAY, 2020.

ATTEST:

EAST NASSAU STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

By: _____
Its: _____

Exhibit A: Fiscal Year 2020/2021 Proposed Budget

**EAST NASSAU
STEWARDSHIP DISTRICT
FISCAL YEAR 2021
PROPOSED BUDGET
PREPARED MAY 13, 2020**

**EAST NASSAU
STEWARDSHIP DISTRICT
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**EAST NASSAU
STEWARDSHIP DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021**

	Fiscal Year 2020				
	Adopted FY 2020 Budget	Actual through 3/31/2020	Projected through 9/30/2020	Total Actual & Projected	Proposed FY 2021 Budget
REVENUES					
Assessment levy: gross	\$ 4,014				\$ 3,853
Allowable discounts (4%)	(161)				(154)
Assessment levy: net	3,853	\$ 3,448	\$ 405	\$ 3,853	3,699
Landowner contributions	90,000	71,003	27,698	98,701	90,000
Assessments off-roll	160,547	120,498	40,049	160,547	153,807
Interest and miscellaneous	-	4,900	-	4,900	-
Total revenues	<u>254,400</u>	<u>199,849</u>	<u>68,152</u>	<u>268,001</u>	<u>247,506</u>
EXPENDITURES					
Professional & administration					
District engineer	20,000	1,684	18,316	20,000	20,000
General counsel	50,000	12,026	37,974	50,000	50,000
Legal: litigation	90,000	33,559	56,441	90,000	90,000
District manager	48,000	24,000	24,000	48,000	48,000
Debt service fund accounting: series 2018	7,500	3,750	3,750	7,500	7,500
Arbitrage rebate calculation	750	-	750	750	750
Audit	6,500	-	4,100	4,100	4,100
Postage	1,000	145	855	1,000	1,000
Printing and binding	1,000	500	500	1,000	1,000
Insurance - GL, POL	12,000	10,978	1,022	12,000	12,000
Legal advertising	6,000	1,137	4,863	6,000	6,000
Miscellaneous- bank charges	950	213	737	950	950
Website					
Hosting & maintenance	705	-	705	705	705
ADA compliance	200	199	-	199	210
Dissemination agent	1,000	500	500	1,000	1,000
Annual district filing fee	175	175	-	175	175
Trustee (series 2018 bonds)	8,500	3,709	-	3,709	4,000
Property taxes	-	7,095	-	7,095	-
Total professional & admin	<u>254,280</u>	<u>99,670</u>	<u>154,513</u>	<u>247,088</u>	<u>247,390</u>
Other fees and charges					
Tax collector and property appraiser	120	77	43	120	116
Total other fees & charges	<u>120</u>	<u>77</u>	<u>43</u>	<u>120</u>	<u>116</u>
Total expenditures	<u>254,400</u>	<u>99,747</u>	<u>154,556</u>	<u>247,208</u>	<u>247,506</u>
Net increase/(decrease) of fund balance	-	100,102	(86,404)	20,793	-
Fund balance - beginning (unaudited)	-	(20,793)	79,309	(20,793)	-
Fund balance - ending (projected):					
Assigned:					
Unassigned	-	79,309	(7,095)	-	-
Fund balance - ending (projected)	<u>\$ -</u>	<u>\$ 79,309</u>	<u>\$ (7,095)</u>	<u>\$ -</u>	<u>\$ 1</u>

**EAST NASSAU
STEWARDSHIP DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administration

District engineer	20,000
<p>The District engineer will provide engineering, consulting and construction services to the District while crafting solutions with sustainability for the long-term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
General counsel	50,000
<p>Hopping Green & Sams will provide legal representation for issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Legal: litigation	90,000
District manager	48,000
<p>Wrathell, Hunt and Associates, LLC specializes in managing special districts in the State of Florida by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all governmental requirements of the District, develops financing programs, administers the issuance of tax exempt bond financings and operates and maintains the assets of the District.</p>	
Debt service fund accounting: series 2018 ¹	7,500
Arbitrage rebate calculation	750
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Audit	4,100
<p>The District is required to undertake an independent examination of its books, records and accounting procedures each year. This audit is conducted pursuant to Florida State Law and the Rules of the Auditor General.</p>	
Postage	1,000
<p>Mailing agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing and binding	1,000
Insurance - GL, POL	12,000
<p>The District carries general liability and public officials liability insurance. The limit of liability is set at \$5,000,000 for general liability and \$5,000,000 for public officials liability.</p>	
Legal advertising	6,000
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Miscellaneous- bank charges	950
<p>Bank charges and other miscellaneous expenses incurred during the year.</p>	
Website	
Hosting & maintenance	705
ADA compliance	210

**EAST NASSAU
STEWARDSHIP DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Dissemination agent	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities & Exchange Act of 1934.	
Annual district filing fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Trustee (series 2018 bonds)	4,000
Annual fees paid for services provided as trustee, paying agent and registrar.	
Other fees and charges	
Tax collector and property appraiser	116
Total expenditures	<u><u>\$ 247,506</u></u>

**EAST NASSAU
STEWARDSHIP DISTRICT
DETAILED SPECIFIC AREA PLAN #1: WILDLIGHT
SPECIAL REVENUE FUND BUDGET
FISCAL YEAR 2021**

	Fiscal Year 2020			Total Actual & Projected Revenue & Expenditures	Proposed FY 2021 Budget
	Adopted FY 2020 Budget	Actual through 3/31/2020	Projected through 9/30/2020		
REVENUES					
Assessment levy: gross	\$ 132,745				\$ 240,862
Allowable discounts (4%)	(5,310)				(9,634)
Assessment levy: net	127,435	\$ 113,774	\$ 13,661	\$ 127,435	231,228
Assessments off-roll	117,576	92,489	25,087	117,576	213,616
Total revenues	245,011	206,263	38,748	245,011	444,844
EXPENDITURES					
Field operations	14,575	4,750	9,825	14,575	25,698
Administration and accounting	2,500	-	1,250	1,250	4,500
Wetland and conservation maintenance	5,250	-	-	-	10,000
Landscape	116,630	30,811	85,819	116,630	212,446
Lake maintenance	7,594	-	7,594	7,594	16,136
Pest control	1,000	-	-	-	1,000
Street cleaning	12,000	-	2,000	2,000	12,000
Street light lease	17,550	7,041	10,509	17,550	45,240
Repairs & maintenance	13,676	2,332	11,344	13,676	13,676
Electricity	2,340	-	-	-	2,808
Irrigation (potable)	27,694	6,240	21,454	27,694	64,334
Landscape replacement	12,220	327	11,893	12,220	21,245
Parts & supplies	3,000	-	3,000	3,000	3,000
Contingency	-	-	75	75	250
Insurance	5,000	-	-	-	5,000
Total field operations	241,029	51,501	164,763	216,264	437,333
Other fees and charges					
Tax collector and property appraiser	3,982	2,588	1,394	3,982	7,226
Total other fees & charges	3,982	2,588	1,394	3,982	7,226
Total expenditures	245,011	54,089	166,157	220,246	444,559
Net increase/(decrease) of fund balance	-	152,174	(127,409)	24,765	285
Fund balance - beginning (unaudited)	7,874	176,207	328,381	176,207	200,972
Fund balance - ending (projected)	\$ 7,874	\$ 328,381	\$ 200,972	\$ 200,972	\$ 201,257

**EAST NASSAU
STEWARDSHIP DISTRICT
DETAILED SPECIFIC AREA PLAN #1: WIDLIGHT EXPENDITURES**

EXPENDITURES

Field operations

Field operations	\$ 25,698
Contract with CCMC for onsite field operations manager.	
Administration and accounting	4,500
Field operations accounting functions provided by Wrathell, Hunt and Associates, LLC	
Wetland and conservation maintenance	10,000
Costs for general repair/maintenance within the conservation and wetlands. No current contract for this service established.	
Landscape	212,446
Landscape maintenance for common area - Contract with Martex Services was approved on 3/14/19 and includes routine maintenance of the grounds, 2 applications of pinestraw per year, pest, fertilization and weed control. Includes additional areas coming on line for service.	
Lake maintenance	16,136
Maintenance of 10 ponds and bioswale to control algae blooms and invasive plant species and monthly trash removal.	
Pest control	1,000
Costs related to the removal of nuisance pests in the community, i.e. alligators, bee relocation.	
Street cleaning	12,000
\$1,000 per month for 9886 L.F. of roadway for section 1A (does not include bridge to school or COA private roads).	
Street light lease	45,240
FPL service agreement to lease 86 street lights at an annual cost of \$390 annually as of 10/1/2020. Budgeted additional street lights for future sections estimated in April 2021.	
Repairs & maintenance	13,676
Expenses related to irrigation repair, curb repair, signage and any other repairs related to ENSD common areas and/or responsibility.	
Electricity	2,808
Costs to provide electricity from FPL for common area irrigation clocks.	
Irrigation (potable)	64,334
Reclaimed water not yet available.	
Landscape replacement	21,245
Costs for landscape replacement (trees, shrubs, etc.); assumes 10% of landscape maintenance	
Parts & supplies	3,000
Costs for parts or supplies in common areas.	
Contingency	250
Insurance	5,000
Tax collector and property appraiser	7,226
Total expenditures	<u><u>\$ 444,559</u></u>

**EAST NASSAU
STEWARDSHIP DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2018
FISCAL YEAR 2021**

	Fiscal Year 2020			Total Revenue & Expenditures	Proposed FY 2021 Budget
	Adopted FY 2020 Budget	Actual through 3/31/2020	Projected through 9/30/2020		
REVENUES					
Assessment levy: on-roll - gross	\$ 95,514				\$ 94,391
Allowable discounts (4%)	(3,821)				(3,776)
Assessment levy: on-roll - net	91,693	\$ 80,922	\$ 10,771	\$ 91,693	90,615
Off-roll assessment levy	269,820	-	269,820	269,820	269,820
Interest	-	1,724	-	1,724	-
Total revenues	361,513	82,646	280,591	363,237	360,435
EXPENDITURES					
Debt service					
Principal	85,000	-	85,000	85,000	85,000
Principal Prepayment	-	15,000	5,000	20,000	-
Interest	276,300	138,150	137,773	275,923	271,703
Total debt service	361,300	153,150	227,773	380,923	356,703
Other fees & charges					
Property appraiser	955	225	730	955	944
Tax collector	1,910	1,619	291	1,910	1,888
Total other fees & charges	2,865	1,844	1,021	2,865	2,832
Total expenditures	364,165	154,994	228,794	383,788	359,535
Excess/(deficiency) of revenues over/(under) expenditures	(2,652)	(72,348)	51,797	(20,551)	900
OTHER FINANCING SOURCES/(USES)					
Transfers out	-	(3,165)	-	(3,165)	-
Total other financing sources/(uses)	-	(3,165)	-	(3,165)	-
Net increase/(decrease) in fund balance	(2,652)	(75,513)	51,797	(23,716)	900
Fund balance - beginning (unaudited)	322,613	339,340	263,827	339,340	315,624
Fund balance - ending (projected)	\$ 319,961	\$ 263,827	\$ 315,624	\$ 315,624	316,524
Use of fund balance					
Debt service reserve balance (required)					(179,801)
Interest expense - November 1, 2021					(134,045)
Projected fund balance surplus/(deficit) as of September 30, 2021					\$ 2,678

East Nassau County
Stewardship District
Special Assessment Revenue Bonds, Series 2018
\$5,460,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2020	-		135,851.25	135,851.25
05/01/2021	85,000.00	4.250%	135,851.25	220,851.25
11/01/2021	-		134,045.00	134,045.00
05/01/2022	90,000.00	4.250%	134,045.00	224,045.00
11/01/2022	-		132,132.50	132,132.50
05/01/2023	95,000.00	4.250%	132,132.50	227,132.50
11/01/2023	-		130,113.75	130,113.75
05/01/2024	100,000.00	4.250%	130,113.75	230,113.75
11/01/2024	-		127,988.75	127,988.75
05/01/2025	105,000.00	4.600%	127,988.75	232,988.75
11/01/2025	-		125,573.75	125,573.75
05/01/2026	105,000.00	4.600%	125,573.75	230,573.75
11/01/2026	-		123,158.75	123,158.75
05/01/2027	110,000.00	4.600%	123,158.75	233,158.75
11/01/2027	-		120,628.75	120,628.75
05/01/2028	120,000.00	4.600%	120,628.75	240,628.75
11/01/2028	-		117,868.75	117,868.75
05/01/2029	125,000.00	4.600%	117,868.75	242,868.75
11/01/2029	-		114,993.75	114,993.75
05/01/2030	130,000.00	5.125%	114,993.75	244,993.75
11/01/2030	-		111,662.50	111,662.50
05/01/2031	135,000.00	5.125%	111,662.50	246,662.50
11/01/2031	-		108,203.13	108,203.13
05/01/2032	145,000.00	5.125%	108,203.13	253,203.13
11/01/2032	-		104,487.50	104,487.50
05/01/2033	150,000.00	5.125%	104,487.50	254,487.50
11/01/2033	-		100,643.75	100,643.75
05/01/2034	160,000.00	5.125%	100,643.75	260,643.75
11/01/2034	-		96,543.75	96,543.75
05/01/2035	170,000.00	5.125%	96,543.75	266,543.75
11/01/2035	-		92,187.50	92,187.50
05/01/2036	175,000.00	5.125%	92,187.50	267,187.50
11/01/2036	-		87,703.13	87,703.13
05/01/2037	185,000.00	5.125%	87,703.13	272,703.13
11/01/2037	-		82,962.50	82,962.50
05/01/2038	195,000.00	5.125%	82,962.50	277,962.50
11/01/2038	-		77,965.63	77,965.63
05/01/2039	205,000.00	5.125%	77,965.63	282,965.63
11/01/2039	-		72,712.50	72,712.50
05/01/2040	215,000.00	5.250%	72,712.50	287,712.50
11/01/2040	-		67,068.75	67,068.75
05/01/2041	230,000.00	5.250%	67,068.75	297,068.75
11/01/2041	-		61,031.25	61,031.25
05/01/2042	240,000.00	5.250%	61,031.25	301,031.25

East Nassau County
Stewardship District
Special Assessment Revenue Bonds, Series 2018
\$5,460,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2042	-		54,731.25	54,731.25
05/01/2043	255,000.00	5.250%	54,731.25	309,731.25
11/01/2043	-		48,037.50	48,037.50
05/01/2044	265,000.00	5.250%	48,037.50	313,037.50
11/01/2044	-		41,081.25	41,081.25
05/01/2045	280,000.00	5.250%	41,081.25	321,081.25
11/01/2045	-		33,731.25	33,731.25
05/01/2046	295,000.00	5.250%	33,731.25	328,731.25
11/01/2046	-		25,987.50	25,987.50
05/01/2047	315,000.00	5.250%	25,987.50	340,987.50
11/01/2047	-		17,718.75	17,718.75
05/01/2048	330,000.00	5.250%	17,718.75	347,718.75
11/01/2048	-		9,056.25	9,056.25
05/01/2049	345,000.00	5.250%	9,056.25	354,056.25
Total	\$5,355,000.00		\$5,111,741.28	\$10,466,741.28

**EAST NASSAU
STEWARDSHIP DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2021 ASSESSMENTS**

On-Roll Assessments - Wildlight Village Phase 1 Series 2018 Bonds
--

Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2021 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2020 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	271,855	\$ 4.82	\$ 448.17	-	\$ 452.99	\$ 252.02
Wellness Center/Private School	Acre	28	28.32	1,817.43	-	1,845.75	1,031.15
<u>Residential</u>							
SF 30'	Unit	26	4.82	191.63	749.13	945.58	859.76
SF 45'	Unit	31	4.82	271.83	1,123.70	1,400.35	1,278.53
SF 55'	Unit	16	4.82	312.45	1,373.41	1,690.68	1,550.63
SF 70'	Unit	11	4.82	399.93	1,747.97	2,152.72	1,973.40
Apartment	Unit	279	4.82	162.47	-	167.29	94.56
Other Residential	Unit	-	4.82	-	-	4.82	5.02

**EAST NASSAU
STEWARDSHIP DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2021 ASSESSMENTS**

Off-Roll Assessments - Wildlight Village Phase 1 2018 Bonds
--

Product/Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2021 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2020 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	13,145	\$ 4.48	\$ 416.80	\$ -	\$ 421.28	\$ 234.38
Wellness Center/Private School	Acre	-	26.34	1,690.21	-	1,716.55	958.97
<u>Residential</u>							
SF 30'	Unit	47	4.48	178.22	704.18	886.88	807.07
SF 45'	Unit	77	4.48	250.08	1,056.28	1,310.84	1,198.78
SF 55'	Unit	100	4.48	287.45	1,291.01	1,582.94	1,454.10
SF 70'	Unit	16	4.48	367.94	1,643.09	2,015.51	1,850.54
Apartment	Unit	-	4.48	149.47	-	153.95	87.05
Other Residential	Unit	-	4.48	-	-	4.48	4.67

**EAST NASSAU
STEWARDSHIP DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2021 ASSESSMENTS**

Off-Roll Assessments - Wildlight Village Phase 1

Product/Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2021 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2020 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	165,000	\$ 4.48	\$ 416.80	-	\$ 421.28	\$ 234.38
Wellness Center/Private School	Acre	-	26.34	1,690.21	-	1,716.55	958.97
<u>Residential</u>							
SF 30'	Unit	-	4.48	178.22	-	182.70	102.89
SF 45'	Unit	122	4.48	250.08	-	254.56	142.50
SF 55'	Unit	34	4.48	287.45	-	291.93	163.09
SF 70'	Unit	101	4.48	367.94	-	372.42	207.45
Apartment	Unit	-	4.48	149.47	-	153.95	87.05
Other Residential	Unit	-	4.48	-	-	4.48	4.67

**EAST NASSAU
STEWARDSHIP DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2021 ASSESSMENTS**

Off-Roll Assessments - Areas outside of Wildlight Village Phase 1
--

Parcel	Unit of Measurement	Sq. Ft./ Acres/Units	FY 2021 GF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 SRF Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 DS Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2021 Total Assessment per 1,000 Sq. Ft./ Acre/Unit	FY 2020 Total Assessment per 1,000 Sq. Ft./ Acre/Unit
<u>Non-Residential</u>							
Commercial	Sq. Ft.	10,550,000	\$ 4.48	\$ -	\$ -	\$ 4.48	\$ 4.67
Wellness Center/Private School	Acre	-	26.34	-	-	26.34	27.46
<u>Residential</u>							
SF 30'	Unit	-	4.48	-	-	4.48	4.67
SF 45'	Unit	-	4.48	-	-	4.48	4.67
SF 55'	Unit	-	4.48	-	-	4.48	4.67
SF 70'	Unit	-	4.48	-	-	4.48	4.67
Apartment	Unit	-	4.48	-	-	4.48	4.67
Other Residential	Unit	23,140	4.48	-	-	4.48	4.67

**EAST NASSAU
STEWARDSHIP DISTRICT**

8

RESOLUTION 2020-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, the District's Board of Supervisors ("**Board**") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on the first Tuesday after the first Monday in November, which shall be noticed pursuant to Chapter 2017-206(5), Laws of Florida.

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

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Michael Hahaj	11/17/2020
2	Robert Fancher	11/17/2020
3	Dan Roach	11/2022
4	Janet Price	11/2022
5	Max Hord	11/17/2020

This year, Seat 1, currently held by Michael Hahaj, Seat 2, currently held by Robert Fancher and Seat 5, currently held by Max Hord are subject to election by landowners on November 3, 2020. The three candidates receiving the highest number of votes shall be elected for a term of four (4) years. The term of office for each successful candidate shall commence election.

2. **LANDOWNERS' ELECTION.** In accordance with Chapter 2017-206(5), Laws of Florida, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on November 3, 2020, at 10:00 a.m., at Florida State College, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097.

3. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Chapter 2017-206(5), Laws of Florida.

4. **FORMS.** Pursuant to Chapter 2017-206(5), Laws of Florida, the landowners' meeting and election has been announced by the Board at its May 21, 2020 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at 1 Rayonier Way, Wildlight, Florida 32097 or at the office of the District Manager, Wrathell, Hunt and Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

5. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

6. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 21st day of May, 2020.

Attest:

EAST NASSAU STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT

Notice is hereby given to the public and all landowners within East Nassau Stewardship District (the "**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 23,600 acres, located within Nassau County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. [Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.]

DATE: Tuesday, November 3, 2020
TIME: 10:00 AM
PLACE: Florida State College, Nassau Center
76346 William Burgess Boulevard
Yulee, Florida 32097

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010 ("District Manager's Office"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Craig Wrathell
District Manager

Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
EAST NASSAU STEWARDSHIP DISTRICT FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Tuesday, November 3, 2020**

TIME: **10:00 A.M.**

LOCATION: **Florida State College, Nassau Center
76346 William Burgess Boulevard
Yulee, Florida 32097**

Pursuant to Chapter 2017-206(5)(2)(b), Laws of Florida, after the East Nassau Stewardship District ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors every two years until the District qualifies to have its board members elected by the qualified electors of the district. The following instructions on how all landowners may participate in the election is intended to comply with Chapter 2017-206(5)(2)(b), Laws of Florida.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. Each candidate shall be elected for a term of four (4) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name

of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**EAST NASSAU STEWARDSHIP DISTRICT
NASSAU COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 3, 2020**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (**"Proxy Holder"**) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the East Nassau Stewardship District to be held at Florida State College, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097 on Tuesday, November 3, 2020, at 10:00 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Printed Name of Legal Owner

By: _____
Title: _____

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: * Pursuant to Chapter 2017-206(5)(2)(b), Laws of Florida, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
EAST NASSAU STEWARDSHIP DISTRICT
NASSAU COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 3, 2020

For Election (3 Supervisors): The three (3) candidates receiving the highest number of votes will each receive a four (4)-year term, with the term of office for each successful candidate commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the East Nassau Stewardship District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____
_____ (Landowner) pursuant to the Landowner's Proxy attached hereto,
do cast my votes as follows:

NAME OF CANDIDATE	NUMBER OF VOTES
1. _____	_____
2. _____	_____
3. _____	_____

Date: _____

Signed: _____

Printed Name: _____

**EAST NASSAU
STEWARDSHIP DISTRICT**

9

RESOLUTION 2020-09

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the East Nassau Stewardship District (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, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

WHEREAS, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

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

SECTION 1. The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 21st DAY OF MAY, 2020.

ATTEST:

EAST NASSAU STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

EAST NASSAU STEWARDSHIP DISTRICT INTERNAL CONTROLS POLICY

1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the East Nassau Stewardship District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
 - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
 - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
 - 1.2.3. Support economical and efficient operations.
 - 1.2.4. Ensure reliability of financial records and reports.
 - 1.2.5. Safeguard Assets (as hereinafter defined).

2. Definitions.

- 2.1. "Abuse" means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. "Assets" means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. "Auditor" means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. "Board" means the Board of Supervisors for the District.
- 2.5. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately

retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. "Fraud" means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity's assets, bribery, or the use of one's position for personal enrichment through the deliberate misuse or misapplication of an organization's resources.
- 2.7. "Internal Controls" means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. "Risk" means anything that could negatively impact the District's ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. "Waste" means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

3. Control Environment.

3.1. Ethical and Honest Behavior.

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

4. Risk Assessment.

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management's Risk assessments shall include, but not be limited to:
 - 4.1.1. Identifying potential hazards.
 - 4.1.2. Evaluating the likelihood and extent of harm.

- 4.1.3. Identifying cost-justified precautions and implementing those precautions.

5. Control Activities.

- 5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

- 5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

- 5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

- 5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

- 5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.

- 5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).

- 5.1.1.5. Maintaining a schedule of the District's material fixed Assets.

- 5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).

- 5.1.1.7. Retaining and restricting access to sensitive documents.

- 5.1.1.8. Performing regular electronic data backups.

- 5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

- 5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

- 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.

- 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.
 - 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
 - 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
 - 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.
- 5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

6. Information and Communication.

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

7. Monitoring Activities.

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
 - 7.1.1.1. Review its operational processes.
 - 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.

- 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
 - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.
 - 7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.
 - 7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.
- 7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

Specific Authority: Ch. 2017-206, *Laws of Fla.*, § 218.33(3), *Florida Statutes*
Effective date: May 21, 2020

**EAST NASSAU
STEWARDSHIP DISTRICT**

10

RESOLUTION 2020-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST NASSAU STEWARDSHIP DISTRICT EXPRESSING ITS INTENT TO OPERATE AND MAINTAIN SPECIFIC PORTIONS OF A STORMWATER MANAGEMENT SYSTEM MORE SPECIFICALLY DESCRIBED AS THE ENCPA COMMERCE PARK STORMWATER MANAGEMENT FACILITIES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the East Nassau Stewardship District (“District”) is a local unit of special-purpose government established by and existing under and pursuant to Chapter 2017-206, Laws of Florida, and the Uniform Special District Accountability Act, Chapter 189, Florida Statutes, as amended (“Act”) for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure improvements, facilities and services in conjunction with the development of lands within the District; and

WHEREAS, Chapter 2017-206, Laws of Florida and the Act provide for the design, construction and/or acquisition, operation and maintenance of certain stormwater management system improvements by the District; and

WHEREAS, it is the District’s intent to finance, operate and maintain certain stormwater management system improvements, including but not limited to, the three proposed stormwater management facilities as described in **Exhibit A** attached hereto and incorporated herein by reference (the “ENCPA Commerce Park Stormwater Management Facilities”); and

WHEREAS, the ENCPA Commerce Park Stormwater Management Facilities, more specifically identified in accordance with the application number set forth in **Exhibit A** attached hereto, are contemplated by the District’s Capital Improvement Plan for the Central Planning Area; and

WHEREAS, the St. Johns River Water Management District (“SJRWMD”) has requested confirmation of the District’s intent to operate and maintain the ENCPA Commerce Park Stormwater Management System Facilities in conformance with the applicable permit requirements pursuant to a letter agreement provided by the District in substantially the form attached hereto as **Exhibit A**; and

WHEREAS, the Board of Supervisors of the District desires to express its intent to operate and maintain the ENCPA Commerce Park Stormwater Management Facilities and to provide confirmation of such intent to the SJRWMD.

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

SECTION 1. INCORPORATION OF RECITALS. All of the above representations, findings and determinations contained above are recognized as true and accurate, and are expressly incorporated into this resolution.

SECTION 2. OPERATION AND MAINTENANCE OF THE ENCPA COMMERCE PARK STORMWATER MANAGEMENT FACILITIES. The Board of Supervisors of the District hereby expresses its intent to operate and maintain the ENCPA Commerce Park Stormwater Management Facilities in accordance with all terms and conditions of the permits as set forth in **Exhibit A** attached hereto. Nothing herein shall predispose or be deemed to determine the means, manner or apportionment of any special assessments, benefit special assessments or maintenance special assessments that may be imposed to fund such operations or maintenance.

SECTION 3. SEVERABILITY. If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution.

PASSED AND ADOPTED this 21st day of May, 2020.

ATTEST:

EAST NASSAU STEWARDSHIP DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**EAST NASSAU
STEWARDSHIP DISTRICT**

11

**EAST NASSAU STEWARDSHIP DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2020**

**EAST NASSAU STEWARDSHIP DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2020**

	General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS					
Cash	\$ 302,780	\$ -	\$ -	\$ -	\$ 302,780
Investments					
Revenue	-	-	128,264	-	128,264
Reserve	-	-	179,996	-	179,996
Prepayment	-	-	4,663	-	4,663
Construction	-	-	-	1,016,561	1,016,561
Undeposited funds	101,382	-	-	-	101,382
Accounts receivable	-	1,808	-	-	1,808
Off-roll assessment receivable	-	-	167,486	-	167,486
Due from general fund	-	276,399	1,078	-	277,477
Due from debt service fund	-	50,174	-	-	50,174
Total assets	<u>\$ 404,162</u>	<u>\$ 328,381</u>	<u>\$ 481,487</u>	<u>\$ 1,016,561</u>	<u>\$ 2,230,591</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 33,559	\$ -	\$ -	\$ -	\$ 33,559
Due to Landowner	7,317	-	-	-	7,317
Due to special revenue fund	276,399	-	50,174	-	326,573
Due to debt service fund	1,078	-	-	-	1,078
Landowner advance	6,500	-	-	-	6,500
Total liabilities	<u>324,853</u>	<u>-</u>	<u>50,174</u>	<u>-</u>	<u>375,027</u>
DEFERRED INFLOWS OF RESOURCES					
Deferred receipts	-	-	167,486	-	167,486
Total deferred inflows of resources	<u>-</u>	<u>-</u>	<u>167,486</u>	<u>-</u>	<u>167,486</u>
Fund balances:					
Restricted for:					
Debt service	-	-	263,827	-	263,827
Capital projects	-	-	-	1,016,561	1,016,561
Unassigned	79,309	328,381	-	-	407,690
Total fund balances	<u>79,309</u>	<u>328,381</u>	<u>263,827</u>	<u>1,016,561</u>	<u>1,688,078</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 404,162</u>	<u>\$ 328,381</u>	<u>\$ 481,487</u>	<u>\$ 1,016,561</u>	<u>\$ 2,230,591</u>

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

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ 47	\$ 3,448	\$ 3,853	89%
Assessment levy: off-roll	40,399	120,498	160,547	75%
Landowner contribution	36,025	71,003	90,000	79%
Interest and miscellaneous	-	4,900	-	N/A
Total revenues	<u>76,471</u>	<u>199,849</u>	<u>254,400</u>	79%
EXPENDITURES				
Professional & administrative				
District engineer	-	1,684	20,000	8%
General counsel	4,298	12,026	50,000	24%
Legal: litigation	4,630	33,559	90,000	37%
District manager	4,000	24,000	48,000	50%
Debt service fund accounting: master bonds	625	3,750	7,500	50%
Arbitrage rebate calculation	-	-	750	0%
Audit	-	-	6,500	0%
Postage	9	145	1,000	15%
Printing and binding	83	500	1,000	50%
Insurance - GL, POL	-	10,978	12,000	91%
Legal advertising	180	1,137	6,000	19%
Miscellaneous- bank charges	-	213	950	22%
Website				
Hosting & maintenance	-	-	705	0%
ADA compliance	-	199	200	100%
Dissemination agent	83	500	1,000	50%
Annual district filing fee	-	175	175	100%
Trustee (related to master bonds)	-	3,709	8,500	44%
Property taxes	-	7,095	-	N/A
Total professional & administrative	<u>13,908</u>	<u>99,670</u>	<u>254,280</u>	39%
Other fees & charges				
Property appraiser and tax collector	<u>1</u>	<u>77</u>	<u>120</u>	64%
Total other fees & charges	<u>1</u>	<u>77</u>	<u>120</u>	64%
Total expenditures	<u>13,909</u>	<u>99,747</u>	<u>254,400</u>	39%
Excess/(deficiency) of revenues over/(under) expenditures	62,562	100,102	-	
Fund balances - beginning	<u>16,747</u>	<u>(20,793)</u>	-	
Fund balances - ending	<u>\$ 79,309</u>	<u>\$ 79,309</u>	<u>\$ -</u>	

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

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ 1,546	\$ 113,774	\$ 127,435	89%
Assessment levy: off-roll	42,315	92,489	117,576	79%
Total revenues	<u>43,861</u>	<u>206,263</u>	<u>245,011</u>	84%
EXPENDITURES				
Field operations				
Field operations	(1,808)	4,750	14,575	33%
Administration and accounting	-	-	2,500	0%
Wetland and conservation maintenance	-	-	5,250	0%
Landscape	4,100	30,811	116,630	26%
Lake maintenance	-	-	7,594	0%
Pest control	-	-	1,000	0%
Street cleaning	-	-	12,000	0%
Street light lease	1,221	7,041	17,550	40%
Repairs & maintenance	429	2,332	13,676	17%
Electricity	-	-	2,340	0%
Irrigation (potable)	6,240	6,240	27,694	23%
Landscape replacement	-	327	12,220	3%
Parts & supplies	-	-	3,000	0%
Insurance	-	-	5,000	0%
Total expenditures	<u>10,182</u>	<u>51,501</u>	<u>241,029</u>	21%
Other fees & charges				
Property appraiser and tax collector	31	2,588	3,982	65%
Total other fees & charges	<u>31</u>	<u>2,588</u>	<u>3,982</u>	65%
Total expenditures	<u>10,213</u>	<u>54,089</u>	<u>245,011</u>	22%
Excess/(deficiency) of revenues over/(under) expenditures	33,648	152,174	-	
Fund balances - beginning	294,733	176,207	7,874	
Fund balances - ending	<u>\$ 328,381</u>	<u>\$ 328,381</u>	<u>\$ 7,874</u>	

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

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment: on-roll - net	\$ 1,100	\$ 80,922	\$ 91,693	88%
Special assessment: off-roll	-	-	269,820	0%
Interest	252	1,724	-	N/A
Total revenues	<u>1,352</u>	<u>82,646</u>	<u>361,513</u>	23%
EXPENDITURES				
Debt service				
Principal	-	-	85,000	0%
Principal prepayment	-	15,000	-	N/A
Interest	-	138,150	276,300	50%
Total debt service	<u>-</u>	<u>153,150</u>	<u>361,300</u>	42%
Other fees & charges				
Property appraiser	-	225	955	24%
Tax collector	23	1,619	1,910	85%
Total other fees and charges	<u>23</u>	<u>1,844</u>	<u>2,865</u>	64%
Total expenditures	<u>23</u>	<u>154,994</u>	<u>364,165</u>	43%
Excess/(deficiency) of revenues over/(under) expenditures	1,329	(72,348)	(2,652)	
OTHER FINANCING SOURCES/(USES)				
Transfers out	-	(3,165)	-	N/A
Total other financing sources	<u>-</u>	<u>(3,165)</u>	<u>-</u>	N/A
Net change in fund balances	1,329	(75,513)	(2,652)	
Fund balances - beginning	262,498	339,340	322,613	
Fund balances - ending	<u>\$263,827</u>	<u>\$263,827</u>	<u>\$319,961</u>	

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

	Current Month	Year To Date
REVENUES		
Interest	\$ 959	\$ 6,796
Total revenues	<u>959</u>	<u>6,796</u>
EXPENDITURES		
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	959	6,796
OTHER FINANCING SOURCES/(USES)		
Transfers in	-	3,165
Total other financing sources/(uses)	<u>-</u>	<u>3,165</u>
Net change in fund balances	959	9,961
Fund balances - beginning	<u>1,015,602</u>	<u>1,006,600</u>
Fund balances - ending	<u><u>\$ 1,016,561</u></u>	<u><u>\$ 1,016,561</u></u>

**EAST NASSAU
STEWARDSHIP DISTRICT**

12

DRAFT

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

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The Board of Supervisors of the East Nassau Stewardship District held a Telephonic Public Meeting on April 16, 2020, at 10:00 a.m., at 1-888-354-0094, CONFERENCE ID: 2144145.

Present at the meeting, via telephone, were:

Mike Hahaj	Chair
Dan Roach	Vice Chair
Janet Price	Assistant Secretary
Rob Fancher	Assistant Secretary

Also present, via telephone, were:

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell Hunt and Associates, LLC
Daniel Rom	Wrathell Hunt and Associates, LLC
Jonathan Johnson	District Counsel
Sarah Warren	Hopping Green & Sam, P.A.
Zach Brecht	District Engineer
Amy Norsworthy	CCMC
Anuj Chokshi	Florida Power & Light (FPL)

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wrathell called the meeting to order at 10:05 a.m. Supervisors Hahaj, Roach, Price and Fancher were attending via telephone. Supervisor Hord was not present. Mr. Wrathell stated, in consideration of the COVID-19 pandemic, this meeting was being held telephonically, as permitted under the Florida Governor’s Executive Order 20-69, which allows local governmental public meetings to occur via telephone. The meeting was advertised to be telephonic and the meeting agenda was posted on the District’s website.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Wrathell reiterated that Supervisors Hahaj, Roach, Price and Fancher were attending telephonically.

THIRD ORDER OF BUSINESS

Chairman’s Opening Remarks

42 Mr. Hahaj thanked everyone for attending the meeting and voiced his appreciation that
43 the meeting could be held virtually, in light of the COVID-19 pandemic.

44

45 **FOURTH ORDER OF BUSINESS**

Public Comments (limited to 3 minutes per person)

46

47

48 There were no public comments.

49 **▪ Consideration of FPL Electric Vehicle Charging Station Overview and Form of**
50 **Agreement**

51 **This item, previously the Eighth Order of Business, was presented out of order**

52 Mr. Hahaj stated the District was coordinating with Mr. Anuj Chokshi, of FPL, for the
53 past few months to identify a site and give FPL an opportunity to provide vehicle charging
54 stations to the community. The Developer has been included in the finalization of the site plan.

55 Mr. Chokshi gave the following overview of the program:

56 ➤ FPL is launching Florida's largest charging network for electric vehicles.

57 ➤ The program is called FPL Evolution; it will be a statewide network with 60 universally-
58 constructed charging stations.

59 ➤ The charging stations will be high-powered and fast, with the latest technology; drivers
60 pay for charging stations through a mobile app.

61 ➤ There would be no upfront costs to the District; FPL covers 100% of the installation,
62 operations, maintenance and repairs.

63 ➤ Fees collected would be sent directly to the CDD and, if there was any electricity impact,
64 FPL would reimburse the District for the electricity costs.

65 ➤ This would be a potential income stream for the District as utilization increases.

66 ➤ The fee structure is \$0.25 to \$0.35 per Kilowatt hour; there could be a range as
67 utilization increases.

68 ➤ The program would be operational by the end of 2020.

69 Mr. Hahaj explained that the District owns the property and engaged the electric
70 company to provide this service. It is essentially a cash flow mechanism, with the District
71 essentially paying for the electricity and collecting charges, via FPL, and any costs to the District
72 would be reimbursed, if they are not provided for through the charges. Mr. Chokshi responded
73 to questions regarding costs reimbursed to the District, additional locations, the mobile app,
74 Wildlight and the increase in traffic. Mr. Johnson stated he and Ms. Warren reviewed the terms

75 and conditions of the agreement and, although a few modifications in verbiage are needed, the
76 agreement could be approved in order to proceed with the program.

77

78 **On MOTION by Mr. Roach and seconded by Ms. Price, with all in favor, the**
79 **Electric Vehicle Charging Equipment Agreement between the ENSD and FPL, in**
80 **substantial form, and authorizing the Chair to work with District Staff to**
81 **finalize, was approved.**

82

83

84 **Mr. Chokshi left the meeting**

85

86 **FIFTH ORDER OF BUSINESS**

**Consideration of Martex Services Contract
No. – 8207 for Maintenance of Trails and
Associated Retention Ponds and Trash
Receptacles**

87

88

89

90

91 This item was deferred.

92

93 **SIXTH ORDER OF BUSINESS**

**Consideration of Transit Stop Lease
Agreement with JTA**

94

95

96 Mr. Hahaj explained the correlation between the Transit Stop Lease Agreement and the
97 FPL Electric Charging Stations. The site plan would be managed through the Developer with
98 commercial planning. The site is located north of the Indian charging station. Mr. Wrathell
99 asked if, procedurally, this item could be acted upon today or after receiving comments from
100 JTA. Mr. Hahaj stated the Agreement could be approved in substantial form to be finalized with
101 District Counsel, for signature.

102

103 **On MOTION by Mr. Roach and seconded by Ms. Price, with all in favor, the**
104 **Transit Stop Lease Agreement between the ENSD and the Jacksonville**
105 **Transportation Authority, in substantial form, was approved.**

106

107 **SEVENTH ORDER OF BUSINESS**

**Consideration of FY19-20 Public Facilities
Report**

108

109

110 Mr. Brecht presented the FY19-20 Public Facilities Report. He highlighted the landscape,
111 conservation habitat network, stormwater ponds, roadway infrastructure and maintenance

112 map and responded to questions. Ms. Warren stated the annual report provides an update
113 about the District’s public facilities; the report would be filed with the Nassau County Clerk of
114 Courts, in accordance with a special act in Chapter 189 of the Florida Statutes.

115 Mr. Hahaj identified the following corrections to be made:

116 Section E, “Roadway Infrastructure”: Change “Nassau County or commercial owners
117 association” to “Property Owners Association (POA)”

118 Section E, “Roadway Infrastructure: Include an alleyway that is a part of the roadway
119 network as part of the infrastructure and change it in the reference.

120 Section E, “Roadway Infrastructure: Adjust the Maintenance Map, where Wildlight is
121 heading north where Dog Trot is indicated.

122

**On MOTION by Ms. Price and seconded by Mr. Fancher with all in favor, the
Fiscal Year 2019/2020 Public Facilities Report, in substantial form, was
accepted.**

123

124

125

126

127

128 **EIGHTH ORDER OF BUSINESS**

**Consideration of FPL Electric Vehicle
Charging Station Overview and Form of
Agreement**

129

130

131

132 This item was presented following the Fourth Order of business.

133

134 **NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of February 29, 2020**

135

136

137 Mr. Wrathell presented the Unaudited Financial Statements as of February 29, 2020.

138 The District had been operating under one checking account but, if there were no objections, at

139 some point, Management would open a second account specifically related to the Special

140 Revenue Fund to pay Operations and Maintenance (O&M) expenses.

141

**On MOTION by Mr. Hahaj and seconded by Mr. Roach, with all in favor, the
Unaudited Financial Statements as of February 29, 2020, were accepted.**

142

143

144

145

146 Mr. Wrathell stated the proposed Fiscal Year 2021 budget would be presented at the

147 May meeting and a Public Hearing to adopt the budget would be held in August.

148 TENTH ORDER OF BUSINESS

Approval of January 16, 2020 Public Hearing and Regular Meeting Minutes

149
150

151 Mr. Wrathell presented the January 16, 2020 Public Hearing and Regular Meeting
152 Minutes. The following change was made:

153 Lines 25, 100 and throughout: Change "Mr. Price" to "Mr. Paul Rice"

154

155 **On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the**
156 **January 16, 2020 Public Hearing and Regular Meeting Minutes, as amended,**
157 **were approved.**

158

159

160 ELEVENTH ORDER OF BUSINESS

Staff Reports

161

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

163 There being no report, the next item followed.

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

165 There being no report, the next item followed.

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

167 • **NEXT MEETING DATE: May 21, 2020 at 10:00 A.M.**

168 ○ **QUORUM CHECK**

169 Mr. Wrathell stated that the next meeting was scheduled for May 21, 2020.

170

171 TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

172

173 There being no Board Members' comments or requests, the next item followed

174

175 THIRTEENTH ORDER OF BUSINESS

Public Comments

176

177 There being no public comments, the next item followed.

178

179 FOURTEENTH ORDER OF BUSINESS

Adjournment

180

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182 **On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the**
183 **meeting adjourned at approximately 10:53 a.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

**EAST NASSAU
STEWARDSHIP DISTRICT**

13C1

VICKI P. CANNON
Supervisor of Elections
Nassau County, Florida



**VOTE IN HONOR
OF A VETERAN**

April 30, 2020

Ms. Daphne Gillyard
Director of Administrative Services
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

RE: East Nassau Stewardship District

Dear Ms. Gillyard,

In response to your email received on April 20, 2020, please be advised that as of April 15, 2020, there were 52 registered voters within the boundaries of the above referenced East Nassau Stewardship District.

Should you have questions, or if we can be of assistance to you in any way, please do not hesitate to contact us.

Sincerely,

Maria Pearson
Candidate Coordinator

**EAST NASSAU
STEWARDSHIP DISTRICT**

13CII

EAST NASSAU STEWARDSHIP DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2019/2020 MEETING SCHEDULE

LOCATION

Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 17, 2019	Regular Meeting	10:00 AM
November 21, 2019 CANCELED	Regular Meeting	10:00 AM
December 19, 2019 CANCELED	Regular Meeting	10:00 AM
January 16, 2020	Regular Meeting	10:00 AM
February 20, 2020 CANCELED	Regular Meeting	10:00 AM
March 19, 2020 CANCELED	Regular Meeting	10:00 AM
April 16, 2020	Telephonic Public Meeting	10:00 AM
May 21, 2020	Telephonic Regular Meeting	10:00 AM
June 18, 2020	Regular Meeting	10:00 AM
July 15, 2020	Regular Meeting	10:00 AM
August 20, 2020	Public Hearing & Regular Meeting	10:00 AM
September 17, 2020	Regular Meeting	10:00 AM