

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Telephonic Public Meeting on May 21, 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
Max Hord	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	Field Operations Manager

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wrathell called the meeting to order at 10:02 a.m. All Supervisors were present, via telephone. 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 all Supervisors were attending telephonically.

THIRD ORDER OF BUSINESS

Chairman’s Opening Remarks

EAST NASSAU STEWARDSHIP DISTRICT

May 21, 2020

Mr. Hahaj thanked everyone for attending and gave the following update on the activities at Wildlight:

- The development was progressing well. On-site construction activities continued and were being performed by workers deemed essential during the COVID-19 period.
- Items still under construction were UF Alliance and the Catholic Diocese, which are scheduled to open towards the end of the year, along with the next phase of lots that will open directly across the street.
- Commercially, several Village Center businesses opened and were doing well.
- 279 apartments would come online and be leased out by the owner.
- Amenities: The multi-use trails were completed and opened and residents were now able to use the pool.

Mr. Roach asked about the paver repairs. Mr. Hahaj stated that construction breaks in the roadway were being repaired by the Developer. He was unsure if another application would be put down.

FOURTH ORDER OF BUSINESS

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

There were no public comments.

FIFTH ORDER OF BUSINESS

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

Mr. Wrathell presented Resolution 2020-06 and read the title.

On MOTION by Mr. Roach and seconded by Ms. Price, with all in favor, 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, was adopted.

EAST NASSAU STEWARDSHIP DISTRICT

May 21, 2020

SIXTH ORDER OF BUSINESS

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

Mr. Wrathell presented Martex Services Contract No. – 8207 for Maintenance of Trails and Associated Retention Ponds and Trash Receptacles.

Ms. Norsworthy reviewed the Martex proposal, as follows:

- At the Chair’s direction to research neighboring communities with trails, she searched the National Rails and Trails Conservancy website and examined nominal trail costs.
- The maintenance operation cost per mile for asphalt is \$1,458 and approximately \$1,478 per mile for non-asphalt.
- From the original invoice, the annual maintenance costs would be \$28,800 or \$2,400 per month, which was over the national standard for trail maintenance operation.
- Most rail and trail systems are maintained by volunteers, who clean out the trails and perform trash pickup. The District does not have this setup.

Mr. Wrathell asked if the contract summary amount of \$54,912 was correct. Ms. Norsworthy reiterated the correct amount was \$28,800 or \$2,400 per month. She would secure an amended proposal from Martex and forward copies to the Board and Staff.

On MOTION by Mr. Roach and seconded by Mr. Hord, with all in favor, the Martex Services Contract No. – 8207 for Maintenance of Trails and Associated Retention Ponds and Trash Receptacles, as amended, in a not-to-exceed amount of \$28,800, authorizing Staff to prepare a Form of Agreement and granting the Chair and Vice Chair the authority to execute, was approved.

SEVENTH ORDER OF BUSINESS

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

EAST NASSAU STEWARDSHIP DISTRICT

May 21, 2020

Mr. Wrathell presented Resolution 2020-07. He reviewed the proposed Fiscal Year 2021 budget, highlighting line item increases, decreases and adjustments, compared to the Fiscal Year 2020 budget, and explained the reasons for any adjustments. The Board and Staff discussed conservation maintenance and conveyance and cattail removal.

On MOTION by Ms. Price and seconded by Mr. Roach, with all in favor, Resolution 2020-07, Approving Proposed Budgets for Fiscal Year 2020/2021 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 20, 2020 at 10:00 a.m. at Florida State College, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

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

Mr. Wrathell presented Resolution 2020-08 and read the title. Seats 1, 2 and 5, currently held by Supervisors Hahaj, Fancher and Hord, respectively, would be up for election at the November Landowners' Election.

On MOTION by Mr. Hord and seconded by Mr. Hahaj, with all in favor, Resolution 2020-08, Designating a Date, Time and Location of November 3, 2020 at 10:00 a.m. at Florida State College, Nassau Center, 76346 William Burgess Boulevard, Yulee, Florida 32097 for Landowners' Meeting and Election; Providing for Publication; Establishing Forms for the Landowners Election; and Providing for Severability and an Effective Date, was adopted.

Mr. Fancher asked if the by-laws state that Board Members cannot be re-elected to a term less than the current two and four years. Mr. Johnson stated that there was no such law.

EAST NASSAU STEWARDSHIP DISTRICT

May 21, 2020

NINTH ORDER OF BUSINESS

Consideration of Resolution 2020-09, Adopting an Internal Controls Policy Consistent with Section 219.33, Florida Statutes; Providing an Effective Date

Mr. Wrathell presented Resolution 2020-09. Internal controls are policies to detect financial fraud, waste and abuse. Management already utilizes internal controls and, mechanically, nothing has changed except that the policy was formally written to comply with the new statute requirement for Districts to have a formal policy on internal controls.

On MOTION by Mr. Roach and seconded by Mr. Fancher, with all in favor, Resolution 2020-09, Adopting an Internal Controls Policy Consistent with Section 219.33, Florida Statutes; Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

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

Mr. Wrathell presented Resolution 2020-09. There are stormwater ponds in the ENCPA Commerce Park facilities and Resolution 2020-10 would commit the District to assume those responsibilities. A draft letter from the St. Johns River Water Management District (SJRWMD) indicated the District's intent to accept responsibility for the operation and maintenance (O&M) of the proposed permitted stormwater management system associated with the ENCPA Commerce Park project. Mr. Hahaj stated this involves the stormwater facilities for the Commerce Park, located towards US 17 and SR 200, and is consistent with stormwater utility needs of the District being conveyed for maintenance that occurred in Wildlight. This is simply moving forward during the permitting process with the SJRWMD to understand that the same maintenance approach would occur on the stormwater system on the property. Ms. Price asked when this item would be in a budget. Mr. Hahaj stated it could be within one or two years; potentially, the Developer would have the permit ready but it is not until a Developer is

EAST NASSAU STEWARDSHIP DISTRICT

May 21, 2020

prepared to start construction that the conservation easement gets recorded, in advance of the land disturbance permit being issued by the SJRWMD. A Board Member asked what would happen if a Commerce Park lessee dumped chemicals in the stormwater pond. Mr. Hahaj stated, in such cases, the District would take enforcement action by determining and charging the perpetrator, negotiating payment and, if necessary, following up on collections.

On MOTION by Mr. Roach and seconded by Mr. Hord, with all in favor, 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, was adopted.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2020

Mr. Wrathell presented the Unaudited Financial Statements as of March 31, 2020.

On MOTION by Mr. Hahaj seconded by Ms. Price, with all in favor, the Unaudited Financial Statements as of March 31, 2020, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of April 16, 2020 Regular Meeting Minutes

Mr. Wrathell presented the April 16, 2020 Regular Meeting Minutes.

On MOTION by Ms. Price and seconded by Mr. Hahaj, with all in favor, the April 16, 2020 Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Hopping Green & Sam, P.A.***
There being no report, the next item followed.
- B. District Engineer: *England-Thims & Miller, Inc.***
There being no report, the next item followed.

EAST NASSAU STEWARDSHIP DISTRICT

May 21, 2020

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

I. 52 Registered Voters in District as of April 15, 2020

There were 52 registered voters residing within the District as of April 15, 2020.

II. NEXT MEETING DATE: June 18, 2020 at 10:00 A.M.

- **QUORUM CHECK**

Unless there are new business items, the next meeting may be cancelled.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Hahaj stated that, since there was still time to make changes to the proposed Fiscal Year 2021 budget, Board Members should pose questions in upcoming meetings so they could be addressed prior to the public hearing. Mr. Wrathell encouraged Board Members to contact him with any questions or concerns.

Mr. Hord asked when Board Members would receive Form 1, Statement of Financial Interests. Mr. Hahaj stated that Form 1 should be received soon and, if not, Board Members should contact the Supervisor of Elections.

FIFTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

EAST NASSAU STEWARDSHIP DISTRICT

May 21, 2020

DocuSigned by:
Craig Wrathell
3DCF50D4F4C7425

Secretary/Assistant Secretary

DocuSigned by:
Mike Halyay
3EC4047F7E2D456...

Chair/Vice Chair