

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Governing Board of the East Nassau Stewardship District held a Regular Meeting on June 15, 2023 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

Mike Hahaj	Chair
Jaime Northrup	Vice Chair
Rob Fancher	Assistant Secretary
Tommy Jinks	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Michelle Rigoni	District Counsel
Amy Norsworthy	Operations Manager

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

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

FOURTH ORDER OF BUSINESS

Public Comments (limited to 3 minutes per person)

No members of the public spoke.

FIFTH ORDER OF BUSINESS

Acceptance of Resignation of Michael Lombardo, Seat 5 (Term Expires November 2024)

Mr. Torres presented the resignation of Supervisor Michael Lombardo from Seat 5.

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the resignation of Supervisor Michael Lombardo from Seat 5, was accepted.

- **Consideration of Appointment to Fill Unexpired Term of Seat 5**

Ms. Northrup nominated Mr. Max Hord to fill Seat 5.

No other nominations were made.

On MOTION by Ms. Northrup and seconded by Mr. Fancher, with all in favor, the appointment of Mr. Max Hord to fill Seat 5, was approved.

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

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 Interest

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

The Oath of Office will be administered to Mr. Hord at or before the next meeting.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-08,
Designating Certain Officers of the District;
and Providing for an Effective Date**

Mr. Torres presented Resolution 2023-08. Mr. Hahaj nominated the following slate:

Chair	Mike Hahaj
Vice Chair	Jaime Northrup
Assistant Secretary	Rob Fancher
Assistant Secretary	Tommy Jinks
Assistant Secretary	Max Hord
Assistant Secretary	Ernesto Torres

No other nominations were made.

Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2023-08, Designating Certain Officers of the District, as nominated; and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-07,
Designating the Location of the Local
District Records Office and Providing an
Effective Date**

Mr. Torres presented Resolution 2023-07. The following change was made:

Section 1: Change "Unit 300" to "Unit 303"

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2023-07, as amended, Designating the Location of the Local District Records Office and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

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

Ms. Rigoni stated that this Lighting Agreement is for the commercial area that is not in the bond project area so it will be discussed further with Developer’s Counsel to determine the best course of action. Regarding why this is an issue, Ms. Rigoni explained that, if the District enters into this, it must be sure that it can meet the obligations of Florida Power & Light (FPL) in its standard form of agreement. The District does not have any land interest in this but FPL’s standard agreement assumes that whoever enters into the agreement has fee simple ownership of the streetlight locations. There are ways to achieve this but it must be coordinated with FPL to determine if an easement is okay instead of a deed.

This item was tabled.

NINTH ORDER OF BUSINESS

Consideration of First Amendment to the Cost Share Agreement for the Use of Office Space

Ms. Rigoni stated that the District previously entered into a cost-share agreement with the Wildlight Residential and Wildlight Commercial Associations. This Amendment commemorates that a sublease was entered into for the permanent office space. It amends the original agreement so that the cost share is related to the various goods purchased for office space, along with administrative costs of running the office, such as utilities, janitorial, etc.

Discussion ensued regarding how monthly billing will be handled.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the First Amendment to the Cost Share Agreement for the Use of Office Space, in substantial form to allow the Wildlight Residential Association, Inc., and Wildlight Commercial Association, Inc., time to review, was approved.

TENTH ORDER OF BUSINESS

Authorization of RFP for Landscape & Irrigation Maintenance Services

Ms. Rigoni presented the Request for Proposals (RFP) for Landscape & Irrigation Maintenance Services and the Evaluation Criteria and discussed timing. She noted that there was discussion about possibly cost-sharing some of the landscape areas with the Wildlight

Residential and Commercial Associations. She discussed the possibility of, upon buildout, the District being the landscaping contacting entity with the various Associations reimbursing the District for their proportionate share.

Ms. Norsworthy stated when all the maps and percentages are ready, they can be presented to the Residential and Commercial Associations. She suggested the new contract start as soon as possible, such as October 1, 2023 but no later than January 1, 2024.

Ms. Rigoni stated the Evaluation Criteria must be approved today but the RFP can be approved in substantial form, authorizing the Chair or another Board Member to work with Staff to finalize the remainder of the RFP packet and coordinate with the Residential and Commercial Associations on the scope of the cost share arrangement with a targeted contract start date of October 1, 2023.

Discussion ensued regarding the Evaluation Criteria and the category weightings.

Ms. Rigoni reviewed the timing of the RFP and due dates and other matters that need to be determined. Once the RFP is finalized, she can distribute it and receive Board Member input before advertising it.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the Landscape & Irrigation Maintenance Services RFP Evaluation Criteria, was approved.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Request for Proposals (RFP) for Landscape & Irrigation Maintenance Services, in substantial form, authorizing Staff and the Chair or another Board Member to finalize the RFP packet and coordinate with the Residential and Commercial Associations on the scope of the cost share arrangement, if any, was approved.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2023

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Unaudited Financial Statements as of April 30, 2023, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of May 18, 2023 Regular Meeting Minutes

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the May 18, 2023 Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock, LLP

Discussion ensued regarding timing of sending assessment notices.

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

There was no report.

C. Field Operations: CCMC

Ms. Norsworthy reported that the move into the new office was completed.

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

- **NEXT MEETING DATE: July 20, 2023 at 10:00 AM**
 - **QUORUM CHECK**

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments


No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the meeting adjourned at 10:35 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair