MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on January 16, 2025 at 10:00 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present were:

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

Also present:

Ernesto Torres	District Manager
Michelle Rigoni (via telephone)	District Counsel
Zach Brecht	District Engineer
Johnathan Williams	England-Thims & Miller, Inc. (ETM)
Carol Brown	Landowner Representative
Todd Haskett	CCMC
Jennifer Rosinski (via telephone)	BDA
Eric Inman (via telephone)	Aquatic Weed Control Inc.

FIRST ORDER OF BUSINESS **Call to Order**

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

SECOND ORDER OF BUSINESS **Roll Call**

All Supervisors were present.

THIRD ORDER OF BUSINESS **Chairman's Opening Remarks**

Mr. Hahaj thanked everyone for attending, stated he appreciates everyone's time and effort and looks forward to the new year, as the work is ongoing.

FOURTH ORDER OF BUSINESS **Public Comments (limited to 3 minutes per person to any members of the public desiring to speak on a specific agenda item)**

No members of the public spoke.

FIFTH ORDER OF BUSINESS **Consent Agenda**

Mr. Torres presented the following:

A. Acceptance of Unaudited Financial Statements as of November 30, 2024

Ms. Groomes asked why payments to and from Wildlight LLC were not netted against one another in the General Fund. Mr. Torres will review the items with Ms. Groomes after the meeting and contact Accounting for details.

B. Approval of Meeting Minutes

I. November 5, 2024 Landowners' Meeting

II. November 21, 2024 Public Hearing and Regular Meeting

III. December 4, 2024 Continued Regular Meeting

C. Ratification Items

I. East Nassau Event Applications

a. 2025 Run Wild 5K-10K

b. YMCA Kids Biathlon

In response to Ms. Groomes' question regarding an EMS requirement on the Biathlon application, Mr. Haskett stated, because the biathlon is on a trail system instead of a roadway, there is no need for EMS for that type of event. Staff will coordinate with the YMCA. The application for the 5K-10K event on March 8, 2025 was submitted.

II. Partial Releases for Westerly Park Conservation Easement Dedication:

a. Partial Release of Declaration of Consent to Jurisdiction of the East Nassau Stewardship District and to Imposition of Series 2024 Special Assessments

b. Partial Release of Collateral Assignment and Assumption of Development Rights for Certain Identified Property (Series 2024 Bonds – Wildlight Village Phase 3)

III. Acquisition of Commerce Park Roadway & Irrigation Well Improvements

IV. East Nassau Community Planning Area Mobility Improvement Fee Reimbursement Agreement [Curiosity Avenue Phase 3]

> **On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the Unaudited Financial Statements as of November 30, 2024; the November 5, 2024 Landowners' Meeting Minutes, the November 21, 2024 Public Hearing and Regular Meeting Minutes and the December 4, 2024 Continued Regular Meeting Minutes, all as presented, were accepted and approved, respectively; and the East Nassau Event Applications; Partial Releases for Westerly Park Conservation Easement Dedication documents; the Acquisition of Commerce Park Roadway & Irrigation Well Improvements and the East Nassau Community Planning Area Mobility Improvement Fee Reimbursement Agreement for Curiosity Avenue Phase 3, were ratified.**

SIXTH ORDER OF BUSINESS **Consideration of Aquatic Weed Control, Inc. Agreement [Wildlight Conservation Areas]**

Mr. Torres recalled that the Board previously brought on BDA for consulting and management of the District's environmental needs. He introduced Ms. Jennifer Rosinski, of BDA, and Mr. Eric Inman, of Aquatic Weed Control (AWC), to give an overview and present a proposal.

Ms. Rosinski stated, typically, when monitoring, BDA notes areas that need treatment and then coordinates with AWC to complete the work. In going through the permitting process with the St. Johns River Water Management District (SJRWMD) and BDA's core Engineers, there are permit conditions that requires the District to have the conservation easement area managed. The treatment of aquatic vegetation sometimes requires pine tree removals and, in order to facilitate that, BDA contracts directly with an aquatic weed management company. AWC has been doing the work in progress for several years and has provided a cost estimate for the work.

Mr. Inman presented the AWC mitigation services estimate for 30 days, in the amount of $2,740 per day, equating to $82,200 annually. He stated AWC has been working at Wildlight for several years and, with the site being as large as it is, it makes sense to provide a daily rate for work crews. When BDA crews do the monitoring for inspections, they highlight areas that need to be treated, preventing AWC crews from wasting time looking around the site; therefore, the estimate provided is cost-effective in that it includes unforeseen work that might occur and the District is only paying for the actual work on site.

Ms. Rosinski and Mr. Torres responded to questions regarding if the estimate is a not to exceed (NTE) amount, if the estimate amount is within the budget set forth in the general fund, which line item would the work would fall under and the geography or areas being monitoring and mitigated.

Mr. Jinks will sign off on the Agreement in its final form.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Aquatic Weed Control, Inc. Agreement for Wildlight Conservation, for 30 days in a not to exceed amount of $2,740 per day, equating to $82,200 annually, and authorizing the Vice Chair to execute the final Agreement, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-09, Approving a Form of and Authorizing Execution of Requisition to Mobility Fee Capital Projects Fund; Providing Authority to District Staff Regarding Processing of Same; and Addressing Conflicts, Severability and an Effective Date [SUPPLEMENTAL RESOLUTION REGARDING MOBILITY FEE CREDITABLE IMPROVEMENTS – REQUISITIONS FOR MOBILITY FEE CAPITAL PROJECTS FUND]**

Ms. Rigoni presented Resolution 2025-09. She recalled that the District previously set up a mobility fee capital project fund in order to receive mobility fee reimbursement from the County for the District’s contribution of various infrastructure. This supplements the previous Resolution authorizing the process and the provision for a form of requisition in the mobility capital projects fund that emulates the requisition process that is already in place in the bond construction account.

On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, Resolution 2025-09, Approving a Form of and Authorizing Execution of Requisition to Mobility Fee Capital Projects Fund; Providing Authority to District Staff Regarding Processing of Same; and Addressing Conflicts, Severability and an Effective Date [SUPPLEMENTAL RESOLUTION REGARDING MOBILITY FEE CREDITABLE IMPROVEMENTS – REQUISITIONS FOR MOBILITY FEE CAPITAL PROJECTS FUND], was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Partial Releases for Wildlight PDP4 Park Conveyance to County by Developer**

Ms. Rigoni presented the following:

A. Partial Release of Collateral Assignment and Assumption of Development Rights for Certain Identified Property [PDP#4 Series 2024 Project]

B. Partial Release of Declaration of Consent to Jurisdiction of the East Nassau Stewardship District and to Imposition of Series 2024 Special Assessments

C. Partial Release of True-Up Agreement [Series 2024 Special Assessments]

On MOTION by Mr. Jinks and seconded by Ms. Northup, with all in favor, the Partial Release of Collateral Assignment and Assumption of Development Rights for Certain Identified Property for the PDP#4 Series 2024 Project, the Partial Release of Declaration of Consent to Jurisdiction of the East Nassau Stewardship District and to Imposition of Series 2024 Special Assessments and the Partial Release of True-Up Agreement for the Series 2024 Special Assessments, were approved.

NINTH ORDER OF BUSINESS **Consideration of Trail Preventative Maintenance Proposal(s)**

Mr. Haskett stated the Trail Preventative Maintenance Proposals were in need of revision; they are being updated and will be presented at the next meeting.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2025-10, Ratifying, Confirming, and Approving the Sale of the East Nassau Stewardship District Bond Anticipation Note, Series 2024 (PDP#4 Series 2024 Project); Ratifying, Confirming, and Approving the Actions of the Chair, Vice Chair, Treasurer, Secretary, Assistant Secretaries, and All District Staff Regarding the Sale and Closing of the Note; Determining Such Actions as Being in Accordance with the Authorization Granted by the Board; Providing a Severability Clause; and Providing an Effective Date**

Mr. Torres presented Resolution 2025-10.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, Resolution 2025-10, Ratifying, Confirming, and Approving the Sale of the East Nassau Stewardship District Bond Anticipation Note, Series 2024 (PDP#4 Series 2024 Project); Ratifying, Confirming, and Approving the Actions of the Chair, Vice Chair, Treasurer, Secretary, Assistant Secretaries, and All District Staff Regarding the Sale and Closing of the Note; Determining Such Actions as Being in Accordance with the Authorization Granted by the Board; Providing a Severability Clause; and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS **Consideration of Fourth Supplemental Disclosure of Public Financing and Maintenance of Improvements to Real Property (PDP#4 Series 2024 Project)**

Ms. Rigoni presented the Fourth Supplemental Disclosure of Public Financing and Maintenance of Improvements to Real Property for the PDP#4 Series 2024 Project and stated Florida Law requires the District to make affirmative disclosures of public financing of any of its improvements. Staff updated the forms of supplemental disclosures to include the bonded project areas; the document describes the PDP#4 Series 2024 project and directs any members of the public to contact the District Management Office with questions or concerns.

On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the Fourth Supplemental Disclosure of Public Financing and Maintenance of Improvements to Real Property for the PDP#4 Series 2024 Project, was approved.

TWELFTH ORDER OF BUSINESS **Consideration of River Bluff Parkway Phase 1 Construction Contract Assignment - Portion of PDP#4 Series 2024 Project**

Mr. Brecht presented the following:

A. Construction Contract with Vallencourt Construction Co., Inc.

B. Contract Assignment Package

C. Notice of Commencement

Mr. Brecht stated this item lists the Chester Road plans and must be updated to reflect the ETM plans associated with River Bluff Parkway Phase 1.

D. Temporary Construction and Access Easement

E. Form of Payment and Performance Bonds

Mr. Brecht stated the work is currently ongoing; Vallencourt is installing utilities and other infrastructure. He proposed having a ETM intern provide CEI services directly for the District for this quarter to oversee the construction process and ensure everything is installed as it should, per the plans. The idea is for ETM, as part of this work authorization, to provide weekly reports as back up for work that was completed, to substantiate the requisitions that would be paid out to the contractor. Mr. Brecht will present two ETM Work Authorizations at the February meeting; one for the Chester Road roadwork and the other for the CEI services for River Bluff Parkway Phase 1.

Mr. Jinks stated an additional change order related to the pump/lift station is in process and must be included in the scope of work.

On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the River Bluff Parkway Phase 1 Construction Contract Assignment - Portion of PDP#4 Series 2024 Project documents, as listed, all in substantial form to allow for the correction and inclusion of any final change orders, and authorizing the Vice Chair to coordinate with District Counsel and sign off on construction documents, were approved.

THIRTEENTH ORDER OF BUSINESS **Consideration of Second Amendment to Interlocal Agreement for Landscape Maintenance of Certain County Road Rights-of-Way (Still Quarters Road, Glover Lane, Wildworks Avenue, Public Right of Way)**

Ms. Rigoni presented the Second Amendment to Interlocal Agreement for Landscape Maintenance of Certain County Road Rights-of-Way for Still Quarters Road, Glover Lane, Wildworks Avenue and Public Right of Way (ROW). She stated that the District has an Interlocal Agreement with the County to take on the landscaping and irrigation work, for any County-owned roadway, above and beyond the minimum required and because the District has certain landscaping standards that the Board previously implemented to add in the second amendment, Staff will be adding in those newly conveyed roadways so the District can continue maintaining those areas as the District sees fit.

Ms. Rigoni, Mr. Brecht and Mr. Haskett responded to questions regarding the Exhibit, ownership of Wildworks Avenue and if the maintenance was already captured in the current budget.

On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the Second Amendment to Interlocal Agreement for Landscape Maintenance of Certain County Road Rights-of-Way for Still Quarters Road, Glover Lane, Wildworks Avenue and Public Right of Way, was approved.

FOURTEENTH ORDER OF BUSINESS **Discussion: Hawthorn Park ROW, Roads and Ponds**

This item was tabled to a future meeting.

FIFTEENTH ORDER OF BUSINESS **Consideration of Resolutions Relating to Amendment of Annual Budgets**

Mr. Torres stated Staff typically prepares budget amendments ahead of the audit, to balance out the line items based on the actuals, in order to avoid a finding on the audit.

A. Resolution 2025-11, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date [GF and DSAP1]

B. Resolution 2025-12, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; and Providing for an Effective Date

Ms. Groomes asked why the bank charges were amended and questioned the budget variance in the General Fund and the “Unassigned” line items. Mr. Torres will clarify with Accounting and present revised amendments at the next meeting, if necessary.

A Board Member asked for the revisions to account for any changes to the legal or other bond-related fees.

On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, tabling Resolutions 2025-11 and 2025-12 Relating to Amendment of Annual Budgets to the next meeting, was approved.

SIXTEENTH ORDER OF BUSINESS Development Update/Staff Reports]

A. Developer Representative

There were no updates or comments for the Board.

B. District Counsel: Kutak Rock LLP

There was no report.

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

Mr. Brecht stated construction is ongoing and the road work should be completed by the end of the 2025.

Asked for the status of the traffic study for DSAP1, Mr. Brecht stated it was put on hold.

D. Field Operations: CCMC

Mr. Haskett presented the December 2024 Operations Report.

Mr. Brecht responded to Mr. Haskett's questions regarding a drainage issue on Palmetto Lace and if there will be a cost to the District for the repairs.

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

- **NEXT MEETING DATE: February 20, 2025 at 10:00 AM**
  - **QUORUM CHECK**

SEVENTEENTH ORDER OF BUSINESS Board Members' Comments/Requests

Ms. Groomes asked about the cost of ethics training and if the Board would be amenable to taking the training as a group.

Discussion ensued regarding the ethics training requirement, if Kutak Rock facilitates ethics training courses, the costs associated with a workshop and the December 31, 2025 deadline date for 2025.

EIGHTEENTH ORDER OF BUSINESS Public Comments

No members of the public spoke.

NINETEENTH ORDER OF BUSINESS Adjournment

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

Secretary/Assistant Secretary

Chair/Vice Chair