MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on February 20, 2025 at 10:30 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present:

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

Also present:

Ernesto Torres	District Manager
Michelle Rigoni (via telephone)	District Counsel
Zach Brecht	District Engineer
Carol Brown	Landowner Representative
Todd Haskett	CCMC

FIRST ORDER OF BUSINESS **Call to Order**

Mr. Torres called the meeting to order at 10:34 a.m.

SECOND ORDER OF BUSINESS **Roll Call**

Supervisors Hahaj, Jinks and Northrup were present. Supervisor Groomes was not present at roll call. Supervisor Fancher was absent.

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

Mr. Hahaj thanked everyone for attending, and voiced appreciation for their hard work.

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**

A. Acceptance of Unaudited Financial Statements as of December 31, 2024

B. Approval of January 16, 2025 Regular Meeting Minutes

C. Ratification Items

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

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

III. FINAL Acquisition Package (Conservation Lands and Mobility Trail Improvement (PDP 3 Phases)

Ms. Rigoni stated that, once the bonded project areas in Wildlight Village Phase 3 were completed, the items were no longer eligible for reimbursement to the Developer. The District previously completed acquisition processes to incorporate an amended and restated agreement to include those ineligible costs. This item incorporates the final amended and restated exhibits reflecting the correct costs for the Wildlight Village Phase 3 project. Regarding completion status and a transfer request form, Mr. Rigoni stated the completed form is part of the record of the completed package; however, she will double check and follow up with Ms. Northrup.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Unaudited Financial Statements as of December 31, 2024 and the January 16, 2025 Regular Meeting Minutes, as presented, were accepted and approved, respectively; and the Release of Collateral Assignment and Assumption of Development Rights for Certain Identified Property for the Series 2024 Bonds - Wildlight Village Phase 3; 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 FINAL Acquisition Package for Conservation Lands and Mobility Trail Improvement (PDP 3 Phases), were ratified.

Ms. Groomes arrived at the meeting.

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

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]

Mr. Torres stated the 2025 Amendment is to adjust the revenue in the gross assessment levy in the Special Revenue Fund. He will email what was previously approved, along with what was amended, to the Chair. Mr. Torres reviewed the minor changes to the current budget and stated that there might be further amendments to the budget before the audit is performed.

On MOTION by Ms. Groomes and seconded by Mr. Hahaj, with all in favor, 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], was adopted.

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

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, 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, was adopted.

SEVENTH ORDER OF BUSINESS **Consideration of Boardwalk and Trail Maintenance Proposals**

Mr. Haskett presented two proposals for Boardwalk and Trail Maintenance. The goal is to enter into an annual maintenance agreement preferably with Pro Services, who quoted $8,250.32, instead of with Rolling Suds, who quoted $11,400. Ms. Rigoni asked if it is possible to request a revised proposal from the approved vendor that lists the District's maintenance items so it is clear what is under the scope of the District Agreement. Mr. Haskett replied affirmatively.

On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the Pro Services Proposal for Boardwalk and Trail Maintenance, in the amount of $8,250.32, was approved.

EIGHTH ORDER OF BUSINESS **Consideration of England-Thims & Miller Work Authorization No 8 [CEI Services for the Construction of Chester Road and Riverbluff Parkway]**

Mr. Brecht presented the England-Thims & Miller (ETM) Work Authorization No 8 and hourly fee schedule for 2025. A CEI representative engaged by the Developer will be on site. The total fee summary is $120,820. Mr. Brecht discussed how it works if two CEI inspectors are on site, billing accuracy as ETM provides service to both the Developer and the District, if this proposal will roll into other construction projects, a funding source and completion time.

Mr. Brecht will revise Task #10 of the scope of services and forward an amended work authorization to the Board and Staff.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, England-Thims & Miller Work Authorization No 8 for CEI Services for the Construction of Chester Road and Riverbluff Parkway, in the amount of $120,820, as amended, was approved.

NINTH ORDER OF BUSINESS **Consideration of The Greenery of North Florida, Inc. Amendments to Landscape and Irrigation Maintenance Agreement**

A. Fourth Amendment (Hawthorne Park)

B. Fifth Amendment (Still Quarters Road)

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, the Greenery of North Florida, Inc. Amendments to Landscape and Irrigation Maintenance Agreements; the Fourth Amendment (Hawthorne Park) and Fifth Amendment (Still Quarters Road), were approved.

TENTH ORDER OF BUSINESS **Consideration of Authorization for RFP for Construction Services and Evaluation Criteria (Riverbluff Parkway Phases 2 and 3)**

Mr. Brecht reviewed the details of the Request for Proposals (RFP) notice and the Evaluation Criteria and stated the temporary construction easement allows the contractor to work on behalf of the District.

Mr. Torres will include the Award of Contract on the April 17, 2025 meeting agenda.

Ms. Rigoni stated items 10A and 10C should be approved in substantial form and Item 10B, which is the Evaluation Criteria, should be approved in final form. The questions period will end on April 4, 2025.

A. Form of Notice of RFP

- **Temporary Construction Easement**

This item, previously Item 10C, was presented out of order.

> **On MOTION by Mr. Hahaj and seconded by Ms. Groomes, with all in favor, the Form of Notice of RFP, and Temporary Construction Easement, both in substantial form, and authorizing Staff to coordinate with Mr. Jinks to revise and finalize, were approved.**

B. Consideration of Evaluation Criteria

> **On MOTION by Ms. Groomes and seconded by Mr. Jinks, with all in favor, the Evaluation Criteria for the Riverbluff Parkway Phases 2 and 3 project, in final form, was approved.**

C. Temporary Construction Easement

This item was approved during Item 10A.

ELEVENTH ORDER OF BUSINESS **Consideration of Acquisition of Work Product (Chester Road Widening Engineering Plans and Riverbluff Parkway Phase 1 Site Engineering Plans)**

Ms. Rigoni presented the Acquisition of Work Product for the Chester Road Widening Engineering Plans and Riverbluff Parkway Phase 1 Site Engineering Plans. The total acquisition cost is a not-to-exceed amount of $1.5 million based on the invoices received and reviewed by Staff. The portions eligible for payment by the District have been fully paid by the Developer.

Asked if the document provides for the District to reimburse the Landowner for the product it is accepting, Ms. Rigoni replied affirmatively.

> **On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Acquisition of Work Product for Chester Road Widening Engineering Plans and Riverbluff Parkway Phase 1 Site Engineering Plans, was approved.**

TWELFTH ORDER OF BUSINESS **Consideration of The Greenery, Inc., Landscape Replacement Proposal**

Mr. Haskett presented The Greenery, Inc., Landscape Replacement Proposal.

> **On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, The Greenery, Inc., Landscape Replacement Proposal, in the amount of $9,977.89, was approved.**

THIRTEENTH ORDER OF BUSINESS **Development Update/Staff Reports**

A. Developer Representative

Ms. Brown reported the following:

- The development team worked with the University of Florida Institute of Food and Agricultural Sciences (UFIFAS) on several sustainability initiatives. UF recently asked for the District to consider a pilot program to install two cameras within the conservation habitat network to photograph wildlife and upload the data on a website. There is no cost to the District for this initiative; however, UF would like the District to install two cameras in two pine trees. The cameras will be monitored by Mr. Greg Jones, the real estate director for Wildlight LLC.
- If it is found that the program is benefiting Wildlight, the recommendation is to increase the amenities and engage interested residents to participate in pulling camera footage and uploading it onto the website.

Discussion ensued regarding whether to approve the initiative, camera setup, conservation area access rules, a Wildlight Research Agreement with UFIFAS, the mission of the UFIFAS and potential issues with identifying protected species. Installation of cameras in the conservation area will be a discussion item on the next agenda.

- A homeowner asked for permission to install a fence near his property. It was discovered that the fence would be on the drainage easement, which could be problematic and damage the valves. Ms. Brown suggested establishing a process for homeowners who wish to install fences, including coordinating with the HOA regarding the charter and permitting guidelines.

Ms. Rigoni concurred that it is best to take a proactive and collaborative approach with the HOA to protect drainage easement rights. If the Board is amenable, Staff will prepare and present a draft approval policy and a form of encroachment agreement, at the next meeting, that specifically outlines the policy review and approval criteria and the encroachment agreement will spell out the specific conditions for approval.

Discussion ensued regarding the recommended fence installation process, how the process will impact previously installed fences, drainage easements, unobstructed drain easements, an amended charter and the encroachment agreement.

Ms. Rigoni will prepare and present a draft policy for fence installations and an encroachment agreement at the next meeting. Mr. Hajah suggested Staff consider a reviewing fee. Ms. Rigoni stated a public hearing must be held in order to set a fee. The Board can approve the proposed policy and rates at the next meeting and set a public hearing for the April meeting.

B. District Counsel: Kutak Rock LLP

Ms. Rigoni stated her firm will monitor the 2025 legislative session and provide updates.

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

There was no report.

D. Field Operations: CCMC

Mr. Haskett presented the January Operations Report and responded to questions regarding streetlights and an alligator in one of the ponds.

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

- **NEXT MEETING DATE: March 20, 2025 at 10:30 AM**
  - **QUORUM CHECK**

Supervisors Northrup and Groomes confirmed their attendance at the March meeting.

Discussion ensued regarding possibly rescheduling the March meeting due to lack of a quorum and scheduling a special meeting. Mr. Torres will contact Mr. Fancher to confirm his attendance at the next meeting.

FOURTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board member 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. Groomes, with all in favor, the meeting adjourned at 12:02 p.m.

EAST NASSAU STEWARDSHIP DISTRICT **February 20, 2025**

Secretary/Assistant Secretary

Michael Hahaj

Digitally signed by Michael Hahaj
DN: C=US, E=mike.hahaj@raydient.com, O=Raydient LLC, OU=Real Estate, CN=Michael Hahaj
Date: 2025.06.18 11:09:26-04'00'

Chair/Vice Chair