

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Public Hearing and Regular Meeting on June 25, 2025 at 11:00 a.m., at the Florida State College at Jacksonville, Nassau Center, Building T, Nassau Room (T126), 76346 William Burgess Boulevard, Yulee, Florida 32097.

Present:

Mike Hahaj
Tommy Jinks
Rob Fancher
Jaime Northrup

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Craig Wrathell
Ernesto Torres
Felix Rodriguez (via phone)
Michelle Rigoni (via phone)
Zach Brecht (via phone)
Carol Brown
Todd Haskett
Roger Kintz
Sete Zare (via phone)

District Manager
Wrathell, Hunt and Associates, LLC
Wrathell, Hunt and Associates, LLC
District Counsel
District Engineer
Landowner Representative
CCMC
CCMC
MBS

DUE TO AUDIO INTERFERENCE, MANY COMMENTS WERE INAUDIBLE.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Torres called the meeting to order at 11:00 a.m.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors Hahaj, Jinks, Northrup and Fancher were present. Supervisor Groomes was absent.

THIRD ORDER OF BUSINESS

Chairman's Opening Remarks

Mr. Hahaj thanked everyone in attendance for their presence at the meeting.

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 May 31, 2025**
- B. Approval of April 17, 2025 Regular Meeting Minutes**

Ms. Rigoni stated that she submitted edits to Management and recommended approval of the minutes in substantial form.

C. Ratification Items

- I. Wildlight LLC License Agreement [UF/IFAS Camera Piloting Program]**
- II. Temporary Construction Easement [ENSD and Wildlight Residential Association, Inc. to Wildlight, LLC] for Roundabout Construction**
- III. Letter to Nassau County Development Services Regarding Support of Temporary Speed Bumps and Traffic Calming Measures on District-Owned Roads**
- IV. Wildlight LLC License Agreement for Temporary Speed Bumps [related to Roundabout Construction]**
- V. Riverbluff Parkway Phase 1 - Mobility Fee Credit Request No. 2**
- VI. Acquisition Package of Work Product Chester Road Widening and Riverbluff Parkway Phase 1 Site Engineering Plans**
- VII. Vallencourt Construction Co., Inc. Change Order No. 1 [Chester Road Widening]**
- VIII. Aquatic Weed Control, Inc. Mitigation Services Agreement**
- IX. Temporary Construction and Access Easement Agreement [Riverbluff Parkway Phases 2 & 3 Project – PDP4; Porto of Series 2024 Project]**
- X. Requisition No. 17 for Completed Improvements Acquired with Assignment of Chest Road Widening and Riverbluff Parkway Phase 1 Construction Contracts**

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the Unaudited Financial Statements as of April 30, 2025, were accepted; the April 17, 2025 Regular Meeting Minutes, in substantial form and as amended to include edits previously submitted to Management, were approved; and the
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Wildlight LLC License Agreement (UF/IFAS Camera Piloting Program); Temporary Construction Easement (ENSD and Wildlight Residential Association, Inc. to Wildlight, LLC) for Roundabout Construction; Letter to Nassau County Development Services Regarding Support of Temporary Speed Bumps and Traffic Calming Measures on District-Owned Roads; Wildlight LLC License Agreement for Temporary Speed Bumps (related to Roundabout Construction); Riverbluff Parkway Phase 1 - Mobility Fee Credit Request No. 2; Acquisition Package of Work Product Chester Road Widening and Riverbluff Parkway Phase 1 Site Engineering Plans; Vallencourt Construction Co., Inc. Change Order No. 1 (Chester Road Widening); Aquatic Weed Control, Inc. Mitigation Services Agreement; the Temporary Construction and Access Easement Agreement (Riverbluff Parkway Phases 2 & 3 Project – PDP4; Porto of Series 2024 Project); and Requisition No. 17 for Completed Improvements Acquired with Assignment of Chest Road Widening and Riverbluff Parkway Phase 1 Construction Contracts, were ratified.

Mr. Brecht joined the meeting.

- **Consideration of BrightView and Greenery Proposals for Pod 4-S Located in DSAP1 Landscape Maintenance**

This item was an addition to the agenda.

Mr. Torres distributed proposals from BrightView and Greenery.

Mr. Haskett presented the BrightView and Greenery proposals. Both proposals are based on the same scope of work. Greenery bid \$54,354 for the year, and BrightView bid \$55,128 for the year. He recommended approval of the BrightView proposal based on the maintenance, their existing warranty and their knowledge of the irrigation that has been installed.

Mr. Haskett voiced his understanding, from speaking with the Chair, that there have been some struggles adding additional surfaces to contracts with existing landscapers chosen after completion of the formal Request for Proposals (RFP) process. There has also been some back and forth between the contractor who initially installed the landscape and the maintenance servicer of the landscape, and some discrepancies regarding service responsibilities have arisen. She stated that, in the interest of maintaining consistency and ensuring that the District receives the maximum amount of warranty guarantee, the Board has justification to consider engaging an additional landscaper, at least on a temporary basis, to service the new service areas. Later in the meeting, the Board will discuss existing landscape maintenance; these services are being added on a temporary basis, as they come online, to take advantage of the warranties provided by the initial installer. When the Board is ready to proceed with the RFP for the advanced portion of the

maintenance, the Board has the option to request proposals for the entirety of the maintenance scope, while reserving the right to award the contract in part or to multiple proposers as the District sees fit, in accordance with the RFP.

Discussion ensued regarding the proposals, the District's standard agreement, which provides for termination with notice, and the benefit of engaging the installer of the landscaping.

▪ **Public Comments**

This item was an addition to the agenda.

No members of the public spoke.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Brightview Proposal for Pod 4-S located in DSAP1 for landscape maintenance, in the amount of \$55,128 annually, was approved.

SIXTH ORDER OF BUSINESS

**Public Hearing on Rule Regarding
Easement Encroachment Policy Requests
and Fees**

A. Proof/Affidavits of Publication

The affidavits of publication were included for informational purposes.

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Jinks and seconded by Mr. Fancher, with all in favor, the Public Hearing was closed.

B. Consideration of Resolution 2025-16, Adopting Easement Encroachment Requests and Fees; Providing a Severability Clause; and Providing an Effective Date

Ms. Rigoni stated the policy included in the agenda is unchanged since it was last presented, aside from clarification that the District's rights are not forfeited in the event that it does not immediately remove the fence for nonrenewal of any Encroachment Agreement. She noted that the review fee was noticed in an amount not to exceed \$1,000.

Discussion ensued regarding setting the maximum fee at \$1,000, which would eliminate the need to re-notice the fee in the event of an extensive application.

The Board and Staff discussed engineering fees, recording fees, Architectural Review Board (ARB) considerations, waiving fees for existing fences, various fees set by HOA Boards and the locations of easements and buffers.

It was noted that a limited number of lots will be affected by this process.

Ms. Rigoni stated that the process will raise awareness of the District's easement rights and noted that, while homeowners should know what is recorded against their property when purchasing their home, they might not be aware of the encumbrance of the easement.

Discussion ensued regarding access easements in proximity to culvert pipes that must remain unobstructed and on which fences would not be permitted. Fences could be installed on easements that are not unobstructed, provided certain conditions are met.

Ms. Rigoni stated that she will review to ensure that the Board's intent to set a \$1,000 cap, set a fee below that amount and retain the option to increase the fee is consistent with new Rulemaking Statutory changes going into effect on July 1, 2025.

The consensus was to charge a flat fee for purposes of uniform application processes.

The consensus was to edit Section 1a of the Policy to clarify that the review fee will be payable when the review is completed, regardless of the approval status.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, setting a flat fee of \$350, to be collected at the time of submittal for review, to cover the cost for review and recording fees; and editing Section 1a of the Policy to clarify that the review fee will be payable when the application is submitted, were approved.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, encouraging current homeowners with fences to submit their applications with no fee, to bring them into compliance, was approved.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, authorizing Staff to work with existing homeowners with fences to bring them into compliance with the Easement Use Agreement, was approved.

Ms. Rigoni will insert a footnote to indicate that, pursuant to the previously published notice, the Board has discretion to adjust the Review Fee up to \$1,000 by a future Board action.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, Resolution 2025-16, Adopting Easement Encroachment Requests and Fees; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-17, Approving Proposed Budget(s) for FY 2026; Setting a Public Hearing Thereon and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date

Mr. Torres presented Resolution 2025-17. He distributed and reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes. As a result of the Reserve Study, \$100,000 was budgeted for “Future projects”.

Discussion ensued regarding the differences in the residential and commercial assessments shown on Page 22. Mr. Wrathell stated that the budget will be reviewed further to ensure that there are no calculation issues.

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, Resolution 2025-17, Approving Proposed Budget(s) for FY 2026; Setting a Public Hearing Thereon on September 4, 2025 at 11:00 a.m., at Florida State College at Jacksonville, Nassau Center, Building T, Nassau Room (T126), 76346 William Burgess Boulevard, Yulee, Florida 32097 or at Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034, whichever is available, and Directing Publication; Addressing Transmittal and Posting Requirements; Addressing Severability and Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2024, Prepared by Grau & Associates

A. Consideration of Resolution 2025-18, Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024

Mr. Wrathell presented the Audited Financial Report for Fiscal Year Ended September 30, 2024. There were no findings, irregularities or instances of noncompliance; it was a clean audit and it was submitted by the due date.

On MOTION by Mr. Jinks and seconded by Mr. Fancher, with all in favor, Resolution 2025-18, Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2024, was adopted.

NINTH ORDER OF BUSINESS**Consideration of Supplemental to PDP4 Project Master Engineers Report and Master Assessment Methodology Regarding New Product types**

Mr. Wrathell stated that the following Reports were previously approved; the assessment proceedings were completed and a Bond Anticipation Note was issued, providing funds for infrastructure. Bonds will now be issued; now that new product types were introduced, the Reports were updated and the maximum debt assessments will be increased.

A. Consideration of Engineer's Report - First Addendum for Preliminary Development Plan #4, dated June 25, 2025

Mr. Brecht presented the Engineer's Report - First Addendum for Preliminary Development Plan #4, dated June 25, 2025. He stated that one Table was updated; some unit types were added. Costs have not changed from the original Master Engineer's Report.

The following questions were posed and answered:

Ms. Rigoni: For the record, to confirm, the total Cost Estimate for PDP4 Project has not changed and will remain the same as reflected in the final adopted Amended and Restated Master Engineer's Report for PDP4, correct?

Mr. Brecht: Correct.

Ms. Rigoni: And are you aware of any reason the District cannot carry out the improvement program as provided and supplemented by the First Addendum?

Mr. Brecht: No.

On MOTION by Mr. Fancher and seconded by Mr. Hahaj, with all in favor, the Engineer's Report - First Addendum for Preliminary Development Plan #4, dated June 25, 2025, in substantial form, for purposes of advertising for bond issuance, was approved.

- **Amended and Restated Engineer's Report for Preliminary Development Plan #4, dated December 18, 2023, as revised and adopted January 18, 2024 (for informational purposes)**

This item was included for informational purposes.

B. Consideration of Supplemental Amended and Restated Master Special Assessment Methodology Report for the Preliminary Development Plan #4

Mr. Wrathell presented the Supplemental Amended and Restated Master Special Assessment Methodology Report for the Preliminary Development Plan #4 and the Tables. He stated the costs have not changed; nothing has changed other than the updates to Table 1 were reflected in the unit counts. That has a cascading effect on the Tables included in the original Master Methodology. The Equivalent Residential Units (ERUs) were adjusted slightly based on the different weightings of the different product types but the same ERU factors are used.

The following questions were posed and answered:

Ms. Rigoni: Do the lands subject to the revised assessments receive special benefits from the PDP 4 Master Project?

Mr. Wrathell: Yes.

Ms. Rigoni: And will the special benefits the lands will receive be equal to or in excess of their revised special assessment to be levied on this land?

Mr. Wrathell: Yes.

Ms. Rigoni: And are the revised special assessments reasonably apportioned among those lands subject to the revised assessments?

Mr. Wrathell: Yes.

Ms. Rigoni: And is the Supplemental to the Amended and Restated Master consistent with the previously adopted Master Assessment Methodology for PDP4?

Mr. Wrathell: Yes.

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the Supplemental Amended and Restated Master Special Assessment Methodology Report for the Preliminary Development Plan #4, in substantial form, was approved.

C. Consideration of Resolution 2025-19, Amending Resolution 2024-09 Declaring Supplemental Special Assessments; Addressing the Setting of Public Hearings; Providing

for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, Resolution 2025-19, Amending Resolution 2024-09 Declaring Supplemental Special Assessments; Addressing the Setting of Public Hearings for July 29, 2025 at 11:00 a.m., at Florida State College at Jacksonville, Nassau Center, Building T, Nassau Room (T126), 76346 William Burgess Boulevard, Yulee, Florida 32097 or at Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034, whichever is available; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date, was adopted.

D. Consideration of MBS Capital Markets, LLC, Supplement to Investment Banking Agreement Dated August 10, 2017 Regarding Bond Issuances by East Nassau Stewardship District

It was noted that this item was not included in the printed agenda but it is included in the PDF version of the agenda.

Mr. Wrathell stated that the District has technically engaged MBS Capital Markets, LLC, as Underwriter; this Resolution pertains to the specific issue for which bonds are being issued.

Ms. Rigoni noted that no members of the public are present to comment on this item.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the MBS Capital Markets, LLC, Supplement to Investment Banking Agreement Dated August 10, 2017 Regarding Bond Issuances by East Nassau Stewardship District, was approved.

▪ Consideration of Resolution 2025-19, Amending Resolution 2024-09 Declaring Supplemental Special Assessments; Addressing the Setting of Public Hearings; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date

Resolution 2025-19 is being reconsidered to change the Public Hearing time.

The consensus was to change the Public Hearing time from 11:00 a.m. to 10:00 a.m.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, Resolution 2025-19, Resolution 2024-09, as amended, Declaring Supplemental Special Assessments; Addressing the Setting of Public Hearings for July 29, 2025 at 10:00 a.m., at Florida State College at Jacksonville, Nassau Center, Building T, Nassau Room (T126), 76346 William Burgess Boulevard, Yulee, Florida 32097 or at Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034, whichever is available; Providing for Publication of this Resolution; and Addressing Conflicts, Severability and an Effective Date, was adopted.

TENTH ORDER OF BUSINESS**Consideration of England, Thims & Miller, Inc. Work Authorization No. 7 Amendment No. 1 - 2024/2025 General Consulting Engineering Services**

Mr. Torres presented England, Thims & Miller, Inc. Work Authorization No. 7 Amendment No. 1 and noted that approving this Work Authorization will necessitate a Budget Amendment for Fiscal Year 2025; funds for this project are budgeted for Fiscal Year 2026.

On MOTION by Ms. Northrup and seconded by Mr. Hahaj, with all in favor, England, Thims & Miller, Inc. Work Authorization No. 7 Amendment No. 1 for 2024/2025 General Consulting Engineering Services, was approved.

ELEVENTH ORDER OF BUSINESS**Consideration of Florida Waterways, Inc., Third Amendment to Agreement for Pond Management Services**

Mr. Torres presented the Florida Waterways, Inc., Third Amendment to the Agreement for Pond Management Services which is to service the new improvements in Hawthorne Park Ponds #15 and #16, at an additional cost of \$110 per month. Mr. Haskett stated the Agreement also includes new improvements to Golf Course South and Ponds #23 and #24, at a cost of \$125 and \$100 per month, respectively. The total cost per month will be \$335.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Florida Waterways, Inc., Third Amendment to the Agreement for Pond Management Services, in the total not-to-exceed amount of \$335 per month, was approved.

TWELFTH ORDER OF BUSINESS**Discussion: Request for Variance Regarding Chase Bank Monument Sign**

The Board and Staff discussed Chase Bank's request to place a monument sign in the District's easement in the tract between the SR 200 right-of-way (ROW) and the bank's parcel. If approved, the District would like the monument to be placed behind the multi-use path and the parcel. He stated that AT&T also requested to cross the tract and will also request an easement.

It was noted that the ARB reviewed the request; a proof was presented. The variance relates to the location. The County approved the request.

Discussion ensued regarding whether the signs are the same size and whether the ARB would have reviewed the request with an eye toward conformity. It was noted that the ARB reviewed the signage plan and indicated that it was in compliance with the Development Plan.

A. Consideration of Signage Easement

Ms. Rigoni stated that this form of Easement Agreement was prepared based on the previously approved Signage Easement, which predated the District Signage Policy created in Section 4. Generally speaking, the owners, as grantee, would be responsible to ensure that any and all applicable rules are followed. It was her understanding that the Chase Bank signage proposed is also generally consistent with the previously approved similar requests.

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, the Signage Easement, in substantial form, and authorizing the Chair or Vice Chair to execute, was approved.

THIRTEENTH ORDER OF BUSINESS

Discussion: Performance of Landscape Company

Mr. Torres stated that The Greenery's three-year Contract Agreement expires in Fiscal Year 2026; it includes a termination clause. Staff has had some discussions with the contractor and, as of this date, the contractor has received no formal action or notice of termination.

Mr. Haskett stated staff meets with The Greenery each Tuesday about their performance. Most items on the May Report were addressed, but irrigation service and routine maintenance were lacking due to staff changes. Efforts were made to improve. It was noted that the RFP for landscape services will be within the next six months. The process can be expedited if necessary.

FOURTEENTH ORDER OF BUSINESS

Consideration of The Greenery of North Florida, Inc., Sixth Amendment to

Landscape and Irrigation Maintenance Agreement

The Board and Staff discussed the Sixth Amendment to the Landscape and Irrigation Maintenance Agreement, which adds the Watermain Trail and the Highway 200 Trail Extension.

Mr. Haskett stated the expense was included in the Fiscal Year 2026 budget.

It was noted that the updated maps are not included; the Highway 200 Trail is not shown but it is included in the verbiage.

Ms. Rigoni stated that the previously approved Amendments to the Trail Proposal and the Pond Proposal provide that the services begin upon written notice from the District; these notices will be mailed after complete acquisition of the underlying improvements is completed.

On MOTION by Mr. Fancher and seconded by Ms. Northrup, with all in favor, The Greenery of North Florida, Inc., Sixth Amendment to the Landscape and Irrigation Maintenance Agreement, was approved.

FIFTEENTH ORDER OF BUSINESS**Consideration of Acquisition of Roundabout Improvements at Wildlight Avenue and Curiosity Avenue**

Mr. Torres presented the Acquisition of Roundabout Improvements at Wildlight Avenue and Curiosity Avenue document, in a not-to-exceed acquisition amount of \$1.75 million.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, authorizing the Acquisition of Roundabout Improvements at Wildlight Avenue and Curiosity Avenue, in a not to exceed acquisition amount of \$1.75 million, was approved.

SIXTEENTH ORDER OF BUSINESS**Consideration of Acquisition of Conservation Land and Mobility Trail Improvements Del Webb Phases 1, 2a, 2b, and 3 [Including Re-Plats in Phases 1 and 3]**

Mr. Torres presented the Acquisition of Conservation Land and Mobility Trail Improvements for Del Webb Phases 1, 2a, 2b, and 3, Including Re-Plats in Phases 1 and 3, document.

On MOTION by Mr. Jinks and seconded by Mr. Fancher, with all in favor, authorizing the Acquisition of Conservation Land and Mobility Trail Improvements Del Webb Phases 1, 2a, 2b, and 3, Including Re-Plats in Phases 1 and 3, in a not to exceed acquisition cost amount of \$1.1 million, was approved.

SEVENTEENTH ORDER OF BUSINESS**Development Update/Staff Reports****A. Developer Representative**

Ms. Brown expressed appreciation for all of the effort behind today's agenda.

B. District Counsel: Kutak Rock LLP

There was no report.

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

Mr. Brecht stated that many roads are nearly complete.

D. Field Operations: CCMC

The May 2025 Operations Report was included for informational purposes.

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

- **UPCOMING MEETING**

- **July 17, 2025 at 10:30 AM**

- **July 29, 2025 at 10:30 AM [PDP4, Series 2025 Assessment Hearing]**

- **QUORUM CHECK**

The next meeting will be held on July 17, 2025, unless canceled. The July 29, 2025 meeting will be held at 10:00 a.m., rather than at 10:30 a.m.

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

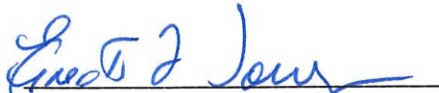
There were no Board Member' comments or requests.

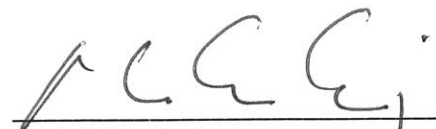
NINETEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

TWENTIETH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, the meeting adjourned at 1:08 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair