

**MINUTES OF MEETING
EAST NASSAU STEWARDSHIP DISTRICT**

The Board of Supervisors of the East Nassau Stewardship District held a Regular Meeting on September 18, 2025 at 10:30 a.m., at the Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034.

Present:

Mike Hahaj
Tommy Jinks
Allison Groomes
Rob Fancher
Jaime Nortrup

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

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

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

FIRST ORDER OF BUSINESS

Call to Order

Mr. Torres called the meeting to order at 10:30 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 the meeting.

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 July 31, 2025**
- B. Approval of Minutes**
 - I. July 29, 2025 Special Meeting**
 - II. August 15, 2025 Continued Special Meeting**
 - III. August 21, 2025 Public Hearings and Regular Meeting**
- C. Ratification Item(s)**
 - I. Fifth Supplemental Disclosure of Public Financing and Maintenance of Improvements to Real Property**
 - II. Notice of Series 2025 Special Assessments [PDP#4 Series 2025]**
 - III. ASH Signs, Inc. D/B/A Fastsigns, Agreements for Sign Installation Services**
 - a. Chester Road**
 - b. Riverbluff Phase 1**

The 5CIII items were removed from consideration, as certain Agreements are pending.

On MOTION by Ms. Groomes and seconded by Ms. Nortrup, with all in favor, the Unaudited Financial Statements as of July 31, 2025, were accepted; the July 29, 2025 Special Meeting Minutes, the August 15, 2025 Continued Special Meeting Minutes and the August 21, 2025 Public Hearings and Regular Meeting Minutes, all as presented, were approved; and Ratification Items 5CI and 5CII, were ratified.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-27, Ratifying, Confirming, and Approving the Sale of the East Nassau Stewardship District Special Assessment Revenue Bonds, Series 2025 (PDP#4 Series 2025 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 Bonds; 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 2025-07. Ms. Rigoni explained the purpose of this Resolution and noted that it is a typical Resolution following a bond issuance.

On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, Resolution 2025-27, Ratifying, Confirming, and Approving the Sale of the East Nassau Stewardship District Special Assessment Revenue Bonds, Series 2025 (PDP#4 Series 2025 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 Bonds; 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.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-28,
Adopting an Amended Debt Service Fund
Budget for Fiscal Year 2026, Providing for
Appropriations; Addressing Conflicts and
Severability; and Providing for an Effective
Date**

Mr. Torres presented Resolution 2025-28.

On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, Resolution 2025-28, Adopting an Amended Debt Service Fund Budget for Fiscal Year 2026, Providing for Appropriations; Addressing Conflicts and Severability; and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2025-29,
Designating Dates, Times and Locations for
Regular Meetings of the Board of
Supervisors of the District for Fiscal Year
2025/2026 and Providing for an Effective
Date**

Mr. Torres presented Resolution 2025-29.

The following changes were made to the Fiscal Year 2026 Meeting Schedule.

January 15, 2026: Change "10:00 AM" to "10:30 AM", subject to room availability.

DATE: Change "March 19, 2026" to "March 26, 2026"

On MOTION by Mr. Hahaj and seconded by Mr. Fancher, with all in favor, Resolution 2025-29, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026, as amended, and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of England-Thims & Miller, Inc., Work Authorization No. 11 [2025/2026 General Consulting Engineering Services]

Mr. Brecht presented England-Thims & Miller, Inc. (ETM) Work Authorization No. 11 for 2025/2026 General Consulting Engineering Services.

On MOTION by Mr. Jinks and seconded by Ms. Northrup, with all in favor, England-Thims & Miller, Inc., Work Authorization Number 11, in the amount of \$30,000, was approved.

TENTH ORDER OF BUSINESS**Discussion: The Greenery's Performance**

Mr. Haskett discussed The Greenery's performance deficiencies over the last six to eight months, which does not meet the project scope. The three-year contract expires September 30, 2026. He suggested issuing a 30-day Notice to Cure the deficiencies, as a solution to get back on track with the project scope, with the intent to implement the clause in the contract regarding fines before considering terminating the contract.

Ms. Groomes believes Development Team Partner Chris Hill, CCMC and The Greenery need clear direction to be fully engaged in the partnership to have the deficiencies resolved and improve communication, instead of being pulled in too many directions. She suggested including photographs of the deficiencies in the letter.

Ms. Rigoni stated The Greenery has the overall contract for the community, encompassing the commercial and residential association portion which is reimbursed to the District based on the entities' Cost Share Agreement. She discussed the potential next steps after issuing the 30-day Notice to Cure letter and the next agenda item relating to the Request for Qualifications (RFQ) for Prequalified Contractors for District Landscape and Irrigation Maintenance Services, which will give the District more options to engage multiple vendors, due to the size of the District.

Mr. Torres will invite a representative from The Greenery to attend the next meeting to give a progress report.

On MOTION by Ms. Grooms and seconded by Ms. Northrup, with all in favor, authorizing District Counsel to work with Staff to draft a 30-day Notice to Cure letter to The Greenery, with photographs and outlining specific measures that must be taken, subject to Staff review in final form before sending, was approved.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, authorizing Todd Haskett to work with England-Thims & Miller, Inc. to refine landscape scope of work and specifications, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-30, Authorizing Request for Qualifications for Prequalified Contractors for District Landscape and Irrigation Maintenance Services; Approving Pre-Qualification Criteria and Package; Providing a Severability Clause; and Providing an Effective Date

Mr. Torres presented Resolution 2025-30. Ms. Rigoni stated the District's Rules allow implementing an alternative procurement solution known as the "prequalification process for landscape and irrigation maintenance services", which is suggested due to the size of the District. She explained the overall Request for Prequalified Contractors and Request for Proposals (RFP) processes. Resolution 2025-30 is the first step in the process. She requested approving the Pre-Qualification Criteria and Package, in substantial form. Responses will be presented to the Board for consideration.

Discussion ensued regarding defining the project scope, setting parameters for projects that are below the \$195,000 threshold that would require the RFP or RFQ process and presenting the RFQ Package for approval at the next meeting

On MOTION by Mr. Hahaj and seconded by Ms. Northrup, with all in favor, Resolution 2025-30, Authorizing Request for Qualifications for Prequalified Contractors for District Landscape and Irrigation Maintenance Services; Approving Pre-Qualification Criteria and Package, in substantial form; Providing a Severability Clause; and Providing an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2025-31, Authorizing Users for the District's Credit Card(s); Establishing Conditions Precedent to Use of Credit Cards; and Providing for Severability and an Effective Date

Mr. Torres presented Resolution 2025-31.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, Resolution 2025-31, Authorizing Users for the District's Credit Card(s); Establishing Conditions Precedent to Use of Credit Cards; and Providing for Severability and an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS

Consideration of Vallencourt Construction, Inc., Proposal for Roadway Striping (to be provided under separate cover)

It was noted that Vallencourt Construction, Inc. is revising its proposal to match the project scope.

This item was tabled to the October meeting.

FOURTEENTH ORDER OF BUSINESS

Consideration of Form of Assignment of Commercial Signage Monument (Master Developer)

Ms. Rigoni presented the Partial Assignment of the Master Developer Reserved Easement Rights listing the specific areas, allowing the subsequent commercial buyer to locate the signage improvement within the easement, and giving the conditions for the assigned easement, to ensure the commercial buyer is complying with the rules and regulations.

Regarding whether this Agreement can be used for other ancillary improvements, such as sidewalk connection to a trail, Ms. Rigoni replied affirmatively, as long as it is consistent with the Master Developer.

On MOTION by Mr. Hahaj and seconded by Mr. Jinks, with all in favor, the Form of Partial Assignment of Commercial Signage Monument (Master Developer), in substantial form, to include potential changes for sidewalk and trails landscaping, was approved.

FIFTEENTH ORDER OF BUSINESS

Update: Wildlight Avenue and Curiosity Avenue Roundabout Conveyance to County

This item will be presented at the next meeting.

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

Ms. Brown asked Staff to ensure the requisition invoices for Fiscal Year 2025 are reviewed.

B. District Counsel: Kutak Rock LLP**C. District Engineer: England-Thims & Miller, Inc.**

There were no District Counsel or District Engineer reports.

D. Field Operations: CCMC

Mr. Haskett presented the August 2025 Field Operations Report.

Discussion ensued regarding a report of a pond bank eroding and a section of Hawthorn Park sidewalk that is holding water.

Staff and John, with Pulte, are working with Vallencourt to address the issue.

A suggestion was made to authorize Staff to speak with Greg Jones about the traffic calming concept he is working on, which the District budgeted for.

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

- **NEXT MEETING DATE: October 16, 2025 at 10:30 AM**

- **QUORUM CHECK**

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

There were no Board Member comments or requests.

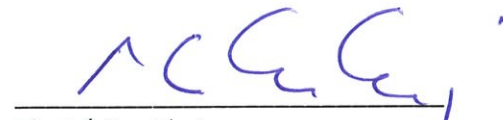
EIGHTEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

NINETEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Jinks and seconded by Ms. Groomes, with all in favor, the meeting adjourned at 11:28 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair