

MINUTES OF MEETING

**AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES**

Monday, January 9, 2023, 11:30 AM

95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

Stephen Kearney	Chairperson
Jean Stanley	Assistant Secretary
Julie Stola	Assistant Secretary
Vance Renfroe	Assistant Secretary
Ron Hebron	Assistant Secretary

Also present in person or via phone:

Vivian Carvalho	District Manager- PFM Group Consulting LLC	(via phone)
Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Katie Buchanan	District Counsel- Kutak Rock LLP	(via phone)
Dee Belet	Field Manager- Leland Management, Inc.	(via phone)
Amy Champagne	PFM Group Consulting LLC	(via phone)
Don Hasenbank	PFM Group Consulting LLC	(via phone)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Ripoll called to order at 11:32 a.m. the Amelia National CDD Board of Supervisors' meeting in which roll call was initiated. Those in attendance are listed above.

Public Comment Period

There were no public comments at this time.

**Administer Oath of Office to
Newly Elected Supervisors**

Ms. Ripoll gave the Oath of Office to Mr. Kearney and Mr. Hebron. The Sunshine laws were reviewed for the new members. They both elected to receive compensation.

**Consideration of
Resolution 2023-02,
Election of Officers**

Mr. Renfroe nominated Mr. Kearney as Chairman.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board appointed Mr. Kearney as the Chairman of the Board.

Mr. Kearney nominated Mr. Renfroe as Vice Chairman.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board appointed Mr. Renfroe as the Vice Chairman of the Board.

The rest of the slate of Board members remained the same.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the
Minutes of the November
14, 2022, Board of
Supervisors' Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved the Minutes of the November 14, 2022, Board of Supervisors Meeting.

**Review and Consideration
of Resolution 2023- 03,
Record Retention Policy**

Ms. Buchanan gave a brief explanation of the resolution concerning the district's retention policy. There was some discussion by the Board with how to proceed forward. Ms. Carvalho provided some clarification concerning correspondences. The Board agreed to continue with Option 1.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, all in favor, the Board approved Resolution 2023- 03, Record Retention Policy.

**Update on ponds from
Representative of Lake
Doctors**

The representative for Lake Doctors provided the quote to the Board for pond 32 as discussed during the end of 2022. Lake Doctors recommended moving forward with aeration for ponds 3, 8, 13, and 14. Mr. Kearney was less concerned with ponds 3 and 8 since they are golf course ponds and wanted to focus more on ponds 13 and 14 since they do not have the budget that they had last year for pond care. The Board wanted to get a quote for the recommended ponds so they can decide how to proceed forward.

**Update on Entry
Rejuvenation from
Representative of Greenery
Landscape**

Mr. Alan Flannery and Mr. Keith King provided the Board with revised proposals from the 2021 plan. There was a lengthy discussion of what was already completed from the original agreement and what needs to be done for the future. To complete all the pending projects would total around \$26,130.00. The Board felt it necessary to prioritize the budget due the increase of cost of landscape.

**Ratification of Payment
Authorizations 167 – 171**

The Board reviewed the payment authorizations.

ON MOTION by Ms. Stola, seconded by Ms. Stanley, with all in favor, the Board ratified Payment Authorizations 167 – 171.

**Review and Consideration
of District Financials**

The Board reviewed the District Financials as of November 30. No further action was required by the Board at this time.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – Not present.

District Manager – Ms. Ripoll stated that the next meeting is scheduled for April 10, 2023.

There was a lengthy discussion concerning publications of future meetings

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved the action of not publishing results for the April Publication.

**Audience Comments and
Supervisor Requests**

Mr. Calkins spoke at length about the budget for FY 2024 and the current nationwide inflation.

FOURTH ORDER OF BUSINESS

Adjournment

There was no additional business to be discussed. Ms. Ripoll requested a motion to adjourn.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, all in favor, the January 9, 2023, Board of Supervisors Meeting of the Amelia National CDD was adjourned at 1:12 p.m.

Venessa Ripoll
Secretary/Assistant Secretary

[Signature]
Chairperson/Vice Chairperson