

MINUTES OF MEETING

AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

Monday, July 10, 2023, 11:30 AM

95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

Stephen Kearney	Chairperson
Jean Stanley	Assistant Secretary
Vance Renfroe	Vice Chairperson
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	
Kwame Jackson	Assistant District Manager- PFM Consulting	(via phone)
Katie Buchanan	District Counsel- Kutak Rock LLP	(via phone)
Dee Belet	Field Manager- Leland Management, Inc.	
Amy Champagne	PFM Group Consulting LLC	(via phone)
Various Audience Members		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Ripoll called to order at 11:30 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

Mr. Calkins had some comments concerning the fees that were charged for the golf course, clubhouse, and tennis courts. Ms. Buchanan and Ms. Champagne explained the fees included in the assessment notice for Mr. Calkins. Further discussion ensued.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved for Counsel, Ms. Champagne, and Ms. Ripoll to identify five other CDDs and review their methodology with their assessment process and provide findings at the August 2023 meeting.

Jimmy thanked Mr. Renfroe for his work on the lights and had some comments about the trees.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the May 8, 2023, Board of Supervisors' Meeting

Mr. Kearney would like the draft minutes posted to the website within two weeks of the meeting.

ON MOTION by Mr. Renfroe, seconded by Ms. Stanley, with all in favor, the Board approved the Minutes of the May 8, 2023, Board of Supervisors' Meeting.

Discussion of the Roadway Gutters and Curbing

Mr. Kearney stated he has been in contact with the District Engineer and that the CDD is responsible for the gutters and curbing, the total road length being 39,938 ft., which would amount to almost 80,000 ft. in terms of gutters and 30,000 ft. in storm sewers. He mentioned that the CDD will need to start a reserve fund. There was some discussion as to who would conduct the inspection. A lengthy discussion ensued concerning the inspection of the gutters. Ms. Buchanan and Ms. Belet will work on Phase 1C segments 1 & 2. This will be further discussed at the August meeting.

Discussion and RFP Approval for Amelia National Entry Corridor Electrical & Lighting System Rebuild

Mr. Renfroe provided an update regarding the Electrical and Lighting, he also provided the board a report on his findings. There was some discussion concerning getting an RFP. This item will be put on the August meeting for the Board to discuss further.

Discussion of FPL O'Neil Substation Expansion Inquiry

This item will be put on the August meeting.

**Review and Consideration
of the Lake Doctors
Quarterly Maintenance
Agreement**

Ms. Stanley had a lengthy discussion regarding documents from Florida Fish and Wildlife. There were some concerns with people feeding the wildlife at the lake. Emails will be sent to the insurance company enquiring about whether the District should have 'No Swimming' and 'Alligators in the Ponds' signs by the ponds, or if they can be posted at the entrance. Further discussion ensued about signage and the concern with the alligators. District Staff will post the documents Ms. Stanley discussed.

Ms. Belet discussed the Lake Doctors Quarterly Maintenance Agreement at length.

ON MOTION by Ms. Stanley, seconded by Mr. Renfroe, with all in favor, the Board approved the Lake Doctors Quarterly Maintenance Agreement.

**Review and Acceptance of
FY 2022 Audit Report**

Ms. Ripoll suggested a motion to accept the audit report. Ms. Stanley asked if there were any concerns regarding the FY 2022 Audit that needed to be brought before the board attention. Ms. Champagne stated it was a clean audit and there were no findings.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board accepted the FY 2022 Audit Report.

**Ratification of Payment
Authorizations 189 – 194**

The Board reviewed the payment authorizations.

ON MOTION by Ms. Stanley, seconded by Mr. Renfroe, with all in favor, the Board ratified Payment Authorizations 189 – 194.

**Review and Consideration
of District Financials**

The Board reviewed the District Financials. 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 August 14, 2023, at 11:30 a.m.

Field Manager – No report.

**Audience Comments and
Supervisor Requests**

There were no additional audience comments.

FOURTH ORDER OF BUSINESS

Adjournment

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

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the July 10, 2023, Board of Supervisors' Meeting of the Amelia National CDD was adjourned at 1:36 p.m.

Venessa Ripel
Secretary/Assistant Secretary

[Signature]
Chairperson/~~Vice-Chairperson~~