

MINUTES OF MEETING

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

Monday, November 13, 2023, 11:30 AM

95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

Stephen Kearney	Chairperson
Vance Renfroe	Vice Chairperson
Julie Stola	Assistant Secretary
Ron Hebron	Assistant Secretary

Also present in person or via phone:

Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Vivian Carvalho	District Manager- PFM Group Consulting LLC	(via phone)
Kwame Jackson	Assistant District Manager- PFM Consulting	(via phone)
Jennifer Glasgow	Accountant- PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel- Kutak Rock LLP	(via phone)
Dee Belet	Field Manager- Leland Management, Inc.	
Various Audience Members		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Ripoll called to order the Amelia National CDD Board of Supervisors' meeting at 11:30 a.m. and roll call was initiated. Those in attendance are listed above.

Public Comment Period

There were no public comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Discussion of Beaver Dams
Matter**

There was mention of a serious beaver problem in the area. The Board has spoken with Mr. Veazey and they have decided that the CDD and ICI will share the cost of the proposal from Trapper John's Beaver Busters. Mr. Anstett from Trapper John's spoke to the Board and discussed what he had found concerning the beavers in the area.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved the Trapper John's Beaver Busters LLC proposal.

**Discussion of FPL O'Neil
Substation Expansion
Inquiry**

Mr. Newton from FPL O'Neil addressed the previous meeting's questions about the drainage. He stated that the discharge point will remain the same and the proposed substation expansion should not affect the property drainage. They are willing to meet with the District's engineer for further discussion. Mr. Newton will provide a timeframe for starting the expansion. He asked that Ms. Ripoll send him the information concerning the beaver discussion so it can be sent to his engineer.

**Consideration of the
Minutes of the August 14,
2023, Board of Supervisors'
Meeting**

The Board reviewed the minutes.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board approved the Minutes of the August 14, 2023, Board of Supervisors' Meeting.

**Consideration of
Resolution 2024-01,
Adopting the Revised
Fiscal Year 2023 O&M
Budget**

Ms. Ripoll reviewed the changes made to the budget. The District Counsel line-item was increased to \$6,835 and legal advertisements was also increased. Office supplies line-item was increased to \$1,440.83.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved Resolution 2024-01, Adopting the Revised Fiscal Year 2023 O&M Budget.

**Update on ANGCC Entry
Corridor Electric
Infrastructure
Requirements**

Mr. Renfroe reviewed his report for this item. He is hoping to get approval from the Board for the next phase of installing the electrical system. The electrical grid needs to be approved for safety. If the miscellaneous money for the budget had not yet been figured out, it may be used for configuring the lighting for Phases 1 & 2. There was a lengthy discussion concerning the state of the lights around the community, many of them needing to be replaced as they have been out for months. Mr. Renfroe will provide a statement of work at the January meeting.

**Discussion of Roadway
Gutters and Curbing**

Ms. Belet provided a quote from All Weather Gutters. The Board decided that they will not proceed with fixing the curbing. There was discussion on how the CDD can protect itself from the costs of repairs and ask if the homeowners are able to take responsibility for the curbing outside of their property. Ms. Buchanan will begin working on a letter to send to ICI, and the letter will be sent to the Board for review. Mr. Renfroe will work on providing pictures and videos of the curbing and gutters that are in disrepair.

**Discussion/Update of "Do
Not Feed the Alligators"
Sign and Flyer/Email
Campaign**

This item will be kept on the agenda and a workshop meeting will be set up for it.

**Discussion/Update of
Parking/Encroachment on
Wetlands and Resulting
Consequences**

Mr. Hebron will be working on an email blast to send out to residents to educate them on the issues of parking and encroachment on the wetlands. The residents are expected to pay for any damages caused to the wetlands due to their parking. There was discussion of sending violation letters to residents who have parked in the wetland areas and if the CDD has the authority to tow cars in those areas.

**Discussion/Update of Golf
Course CDD Reserves**

Mr. Kearney provided an overview of the emails between him and the golf course manager concerning the payment amount for maintenance. It was decided that they should be paying more than they are as they have only been paying the same amount as one unit. Ms. Buchanan stated that the report they will make must clearly state why the change in payment cost will be increased.

**Discussion of Catch Basin
Located in Private Quarter**

This item will be kept on the agenda and they will follow up with the engineer.

**Ratification of Payment
Authorizations 202 – 214**

The Board reviewed the payment authorizations.

ON MOTION by Mr. Renfro, seconded by Ms. Stola, with all in favor, the Board ratified Payment Authorizations 202 – 214.

**Review and Consideration
of District Financials**

The Board reviewed the District Financials. No further action was required.

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 January 8, 2024, 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 August 14, 2023, Board of Supervisors' Meeting of the Amelia National CDD was adjourned at 1:01 p.m.

Venessa Ripoll
Secretary/Assistant Secretary

[Signature]
Chairperson/Vice Chairperson