

MINUTES OF MEETING

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

Monday, January 8, 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
Jean Stanley	Assistant Secretary
Ron Hebron	Assistant Secretary

Also present in person or via phone:

Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Kwame Jackson	Assistant District Manager- PFM Consulting	(via phone)
Jennifer Glasgow	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

**Consideration of the
Minutes of the November**

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 13, 2023, Board of Supervisors' Meeting.

Discussion of Board Workshops

Ms. Ripoll mentioned the Workshop meeting can be added to the FY 2024 meeting schedule for the District if needed. This would be helpful for new homeowners and for the ability to have more communication with the community. Ms. Ripoll will work on the website with Mr. Hebron regarding updating District information as well as adding links to the top of the website for easy access.

Update on ANGCC Entry Corridor Electric Infrastructure

Mr. Renfroe provided an update on the Entry Corridor Electric Infrastructure.

Ms. Buchanan stated that they need to figure out if the CDD could transfer the responsibility of the entire front entrance to the HOA.

There was a lengthy discussion as to how to handle the holiday lighting. Mr. Hebron motioned to postpone the electrical work; the motion did not pass.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with four in favor and one opposed, the Board approved for Mr. Kearney to start discussions with the HOA regarding a divestiture of the front entrance.

Discussion of POA and CDD Maintenance Responsibilities

Mr. Kearney stated that he would discuss with Mr. Veazey concerning the maintenance Agreement.

**Ratification of Fiscal Year
2023 Audit Engagement
Letter**

The Board reviewed the engagement letter.

ON MOTION by Mr. Renfro, seconded by Ms. Stola, with all in favor, the Board ratified the Fiscal Year 2023 Audit Engagement Letter.

**Ratification of Florida
Pump Services, Inc.
Proposal**

The Board reviewed the proposal.

**Update of Trapper John's
Beaver Busters LLC**

Mr. Kearney stated that the development on the north side of the power lines was being flooded. An agreement was made between the CDD and ICI to share the cost of the Trapper John's Beaver Busters LLC cost which ranges from \$5,000 - \$6,000. Trapper John's will perform monthly inspections to ensure further damns are not built.

**Ratification of Payment
Authorizations 215 - 220**

The Board reviewed the payment authorizations.

ON MOTION by Mr. Renfroe, seconded by Ms. Stanley, with all in favor, the Board ratified Payment Authorizations 215 - 220.

Review and Consideration of District Financials

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

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – Mr. Kearney asked Ms. Buchanan about having a drone take pictures of the wetland areas to try to prevent homeowner incursions.

Ms. Buchanan stated that she could look further into that option as there are concerns of violations of privacy.

Ms. Ripoll stated that she will work on an email blast with Ms. Belet that will include the rules concerning alligators, leaves, and the preserve.

District Engineer – Not present.

District Manager – Ms. Ripoll stated that the next meeting is scheduled for April 8, 2024, at 11:30 a.m.

Field Manager – Ms. Belet stated that she had received a quote from Krystal Klean for pressure washing the front entrance. The Board approved the proposal in the amount of \$1,190.25.

Audience Comments and Supervisor Requests

There was some discussion of the sinking area near Captain's Quarters and what is being done to fix it. District Staff will look into this issue.

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 January 8, 2024, Board of Supervisors' Meeting of the Amelia National CDD was adjourned at 1:03 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

DRAFT