

**MINUTES OF MEETING**

**AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING MINUTES  
Monday, April 8, 2023, 11:30 AM  
95211 Clubhouse Road, Fernandina Beach, FL, 32034**

Board Members present:

Stephen Kearney	Chairperson
Vance Renfro	Vice Chairperson
Julie Stola	Assistant Secretary
Jean Stanley	Assistant Secretary

Also present in person or via phone:

Venessa Ripoll	District Manager- PFM Group Consulting LLC
Kwame Jackson	ADM- PFM Consulting (via Webex)
Jennifer Glasgow	PFM Group Consulting LLC (via Webex)
Katie Buchanan	District Counsel- Kutak Rock LLP (via Webex)
Dee Belet	Field Manager- Leland Management, Inc.
Leilani Chamberlain	Leland Management, Inc.
Neal Brockmeier	District Engineer - Prosser, Inc. (via Webex)
Mike Clarke	Lake Doctors
Fred PHELLEPS	Resident

**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**

**Presentation from Lake Doctors**

Mr. Clarke stated that Lake Doctors is treating the ponds to get ahead of the Spring growth.

Mr. Kearney asked if there are problems with any of the ponds that require attention such as aerators.

Mr. Clarke noted that pond 14 may require aerators later and a proposal can be provided.

There was discussion about the older ponds and the newer ponds.

Mr. Kearney noted that he does not think any new aeration is required at this time.

Ms. Stola noted that pond 5 has grass floating in the water.

Ms. Stanley mentioned a fish kill in 2023 and thanked Lake Doctors for addressing it quickly.

Mr. Clarke explained what may have led to the fish kill.

Ms. Stola asked that the reports from Lake Doctors include pictures and more detailed information.

**Consideration of the  
Minutes of the January 8,  
2024, 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 November 13, 2023, Board of Supervisors' Meeting.

**Consideration of  
Resolution 2024-02,  
Approving a Preliminary  
Budget for Fiscal Year 2025  
and Setting a Public  
Hearing Date [Suggested  
Date, August 12, 2024]**

Ms. Ripoll noted that there was a review of the preliminary budget by the Board Chair, Leland Management and PFM Group Consulting.

Mr. Kearney reviewed the budget items for the Board.

Ms. Belet noted that Leland Management is proposing an increase for field services from \$850 to \$950 monthly.

There was a brief discussion and an increase to \$925 for fiscal year 2025 was agreed. The increase will be paid from Contingencies and will start in Fiscal Year 2025.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved Leland Management Field Services monthly rate increase from \$850 to \$925.

Mr. Kearney noted that the contingencies line item has been reduced to facilitate \$6,300 for a new line item, Wetlands Water Table Management.

There was a discussion of the continued removal of beaver dams and the positive impacts on the water level.

Mr. Kearney noted that more money has be allocated for lake maintenance.

A new line item for front entry refurbishment has been added, with \$20,000 allocated.

Entry decorations line item has increased to \$2,000.

Mr. Kearney noted there is no increase to the budget.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved Resolution 2024-02, Approving a Preliminary Budget for Fiscal Year 2025 and Setting a Public Hearing Date of August 12, 2024 at 11:30 a.m.

#### **Review and Consideration of Volunteer Insurance Proposal**

Ms. Ripoll noted that the insurance proposal for the year is for \$498 and covers persons approved by the Board to work on CDD property.

There was a discussion about the process for approval.

This cost will be added to the insurance line item of the budget.

ON MOTION by Ms. Stanley, seconded by Mr. Renfroe, with all in favor, the Board approved the Volunteer Insurance Proposal.

**Update on ANGCC Entry  
Corridor Electric  
Infrastructure**

Ms. Belet noted that the RFP for electrical infrastructure has been sent out to four companies.

Mr. Renfroe noted that he met with one of the companies and they will not be providing a proposal.

**Review and Discussion of  
Private Quarters Inspection**

Ms. Ripoll noted that a resident contacted District Management about drainage on Hemlock. The District Engineer inspected the area and provided a report recommending repairs.

Mr. Brockmeier provided an overview of his findings during the inspection.

There was discussion about how the damage may have been caused and the next steps.

Mr. Brockmeier will have a contractor visit the location to provide a proposal.

**Discussion of POA and  
CDD Maintenance  
Responsibilities**

Mr. Kearney provided an overview and explained he has been in consultation with the developer. Additional consultations will be had.

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

Ms. Ripoll noted that the District Engineer has been speaking with FPL about the District's infrastructure and conservation easement. FPL will be obtaining the necessary permits for expansion.

**Ratification of Payment  
Authorizations 221 - 230**

The Board reviewed the payment authorizations.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board ratified Payment Authorizations 221 - 230.

**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** – No report.

**District Engineer** – Not report.

**District Manager** – Ms. Ripoll stated that the next meeting is scheduled for May 13, 2024, at 11:30 a.m.

**Audience Comments and  
Supervisor Requests**

Mr. Kearney and Ms. Buchanan gave an overview of the District’s inability to move forward with challenging the fact that the golf course pays the same in assessments as one homeowner.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

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

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the April 8, 2024, Board of Supervisors’ Meeting of the Amelia National CDD was adjourned at 12:31 p.m.

*Venessa Rice*

Secretary/Assistant Secretary

*[Signature]*  
Chairperson/Vice Chairperson