MINUTES OF MEETING

AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
Thursday, April 14, 2022, 11:30 AM
95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

Stephen Kearney	Chairperson
John Calkins	Vice Chairperson
Vance Renfroe	Assistant Secretary
Jean Stanley	Assistant Secretary
Julie Stola	Board of Supervisor

Also present in person or via phone:

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

Various members of the public were present and via speakerphone

FIRST ORDER OF BUSINESS **Organizational Matters**

Call to Order and Roll Call

Ms. Ripoll called to order at 11:31 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.

SECOND ORDER OF BUSINESS **General Business Matters**

Appointment of the Auditor Selection Meeting

Ms. Ripoll explained there will be an Auditor Selection Committee meeting directly following the Board of Supervisors meeting. In the past, the Board has appointed themselves to the Auditor Selection Committee to review the audit materials.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board appointed themselves to the Audit Selection Committee.

Consideration of the Minutes of the January 13, 2022, Board of Supervisors' Meeting

The Board reviewed the January 13, 2022, Minutes. There were changes to the Minutes outlined from a Board member to incorporate prior to the approval.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved the Minutes of the January 13, 2022 Board of Supervisors' Meeting, with the suggested edits.

Consideration of Resolution 2022-05, Approving a Preliminary Budget for Fiscal Year 2023 and Setting a Public Hearing Date [Suggested Date, July 14, 2022]

Ms. Carvalho stated the preliminary budget was reviewed by District Staff and Board Chair. Mr. Kearney outlined the increases in the budget and noted the contingency was decreased by approximately $8k. There was a question about the Stormwater Needs Analysis. Ms. Carvalho stated the Stormwater Needs Analysis is due at the end of June and a draft of the report is expected in early May. During the May 12, 2022, Board of Supervisors Meeting, the Board will vote on the report approval. Mr. Kearney requested the Board be sent the report as soon as it is received by District Management. There was a question on why the Board did not obtain a second proposal for the Stormwater Needs Analysis. Mr. Kearney responded the current District Engineer has been working with the District since the establishment of District and the price quoted from the Engineer aligns with other engineering firms. It was requested the Board have additional options when scheduling special meetings on specific topics.

A Board Member asked to separate the project contracts from the routine maintenance. Ms. Carvalho confirmed those expenses can be listed in separate line items.

A Board Member asked a question about the increase in web maintenance. Ms. Ripoll explained there is a need for increased website security, so the website maintenance fee was increased.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved Resolution 2022-05, Approving a Preliminary Budget for Fiscal Year 2023 and Setting a Public Hearing Date [Suggested Date, July 14, 2022], with the suggested changes incorporated in the budget.

Consideration of Resolution 2022-06, Designating Registered Agent

Ms. Buchanan explained the Registered Agent is being transferred from PFM to the office of District Counsel. There is no cost associated with changing the Registered Agent. It was notated an edit to the County of the Registered Agent.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved Resolution 2022-06, Designating Registered Agent, with the suggested edits notated of the County.

Consideration of Resolution 2022-07, Designating Board Member Seats for the Upcoming General Election 2022

Ms. Ripoll announced there will be two seats up for general election in November 2022, Seat 2 and Seat 5.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved Resolution 2022-07, Designating Board Member Seats for the Upcoming General Election 2022.

The Board requested an email blast be sent to residents to announce the seats up for general election and explaining the process to run for the seats. Ms. Buchanan confirmed the qualifying period is June 13-June 17, 2022. Ms. Ripoll stated an update on the general election will be included in the agenda for the next meeting.

Review and Consideration of Aerator Bids for Ponds 2, 4, 5, 6 and 15

Ms. Belet presented the proposals obtained from 6 different companies who can install pond aerators. Based on the overall comparisons, Solitude Lake Management came in at the lowest priced proposal. The turn rate for each pond was outlined. Ms. Belet recommended Solitude Lake Management for the aerator installation in ponds 2, 4, 5, 6, and 15.

Mr. Kearney outlined the effects to the budget in terms of the lake management line item and the contingency line item if the Board approves the pond work. The Board was asked to consider if it is best start work on all 4 ponds simultaneously or complete the pond work over a period of time by phases.

There was a Board question about the culvert on Amelia National. Mr. Veazey replied there is a site contractor at the location trying to get pricing on the culvert work. Mr. Kearney asked if Mr. Veazey knew of a second area that has collapsed in the culvert. Mr. Veazey asked for the exact location of the second collapse. Mr. Kearney provided the exact location of the area. It was explained the collapse could be a liability so the District would like to fix it before it becomes an actual liability. Mr. Veazey stated he was aware of the second collapse on the same side of the road and there are engineers aware and working on the issue. There is expected to be a price for the repair presented to the Board in the next couple of weeks. It was stated it is difficult to obtain prices for small work, as the vendors are very busy. Mr. Renfroe stated the repairs to the culvert are a safety problem and the Board would like to see the repairs completed as soon as possible. Mr. Veazey stated he is unable to give the Board an exact date for repairs because many vendors are unable to come there to provide the repair price. Mr. Renfroe stated the culvert problem is an ICI issue rather than a CDD issue. Mr. Veazey stated he did not agree the culvert problem is an ICI issue as the roads are not compromised and the issue is with the stormwater pipe underneath the road. Mr. Veazey suggested the problem is more for the CDD and HOA to work together to repair. It was explained the roads are managed by the HOA and the stormwater pipes are managed by the CDD. Mr. Renfroe requested the engineering proposals for the culvert as well as the contractor agreements who built the roads. Mr. Veazey and Ms. Buchanan replied they would both look in their records for those proposals. Ms. Buchanan stated it is hard to place the blame on a single entity as systems sometimes fail. Mr. Veazey reiterated he would do his best to get the price estimates to the Board in the next 2 weeks, in preparation for the next CDD meeting.

Ms. Stanley explained a situation regarding a homeowner who experienced flooding in their home as a result of the failed culvert and asked who holds the responsibility if this happens again. There was a discussion about a situation where a tree was to fall on someone's home.

Mr. Kearney redirected the conversation back to the aerators in the ponds and opened the floor for public comment. A resident questioned the costs of the aerators and electricity. The total cost of aerators and electrical was clarified.

Mr. Kearney asked if the Board was in consensus on moving forward with Solitude Lake Management for the aerators in ponds 2, 4, 5, 6 and 15 and if there are any known

problems with the previous work performed by Solitude Lake Management. The Board confirmed there were no known issues with Solitude Lake Management's previous work.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved the Solitude Lake Management Aerator Bid for Ponds 2, 4, 5, 6 and 15 for $29,694.00, with the contingency that the Board Chair has the final authority to determine which ponds receive the aerator work with pond 6 being the top priority, followed by ponds 5, 4, and 2. Pond 15 will not receive any work.

Mr. Kearney asked for the Board's thoughts on the lake mapping. Ms. Belet asked if the Board would like to get the bathymetry done for other ponds that shows the depths of the ponds. Mr. Kearney replied when the Board decides the next year's budget, the cost for those depth reports will be included. There was a discussion about the future maintenance and mitigation of the ponds.

A resident asked about vegetation requirements for homes and asked if the homeowner documents can be changed to include more eco-friendly options. Mr. Veazey stated he would investigate the request and let the Board know about what trees and plants are allowable.

Discussion of Beaches Electrical Services Inc. Proposal

Mr. Kearney stated there has been concerned raised about the electrical systems in the District. Ms. Belet explained Beaches Electrical Services inspected the electrical systems and presented the Board with those findings. It was noted in the inspection there were no live electrical wires, there were no junction box issues, and there were no issues in the underground electrical wires. There were several lights found that require replacement. The lights and replacement costs were presented to the Board.

Mr. Kearney asked Ms. Belet to obtain additional proposals for the lightening. There was also a request for Mr. Renfroe to look at the lighting and present a report to the Board that outlines the lights that critically needs replacement. A resident asked about LED lighting. Mr. Belet stated her recommendation is for the Board to install LED lighting.

Review and Consideration of Martex Services Pine straw & Mulch Proposal

The Board reviewed the proposal from Martex Services.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved the Martex Services Pine straw & Mulch Proposal.

Ms. Belet explained the District is currently under contract for the existing aerators. The agreement presented outlines the cost for the additional 4 aerators, in addition to the existing aerators in pond 7. It was confirmed there are no issues with the existing aerators in pond 7.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved The Lake Doctors, Inc, Quarterly Aerator Service Agreement.

Ratification of the Prosser Proposal for Engineering Services Stormwater Management Needs Analysis

Ms. Stanley stated the District should have gotten additional bids for the stormwater work. Ms. Buchanan explained she has seen other Districts reach out to engineering firms who were not the District Engineer to obtain additional stormwater needs proposals. Those Districts do not receive proposals back because other engineering firms are not as familiar with the District projects as the current District Engineer. It was stated multiple proposals would not have yielded better prices. Ms. Stanley stated this is the first the Board has heard about the stormwater proposal, and she would have liked to see additional proposals. Mr. Kearney stated a special meeting would have cost the District $1, 000 with no benefit so he made the decision to move forward with the current District Engineer for the Stormwater Needs Analysis.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with 1 opposed (Ms. Stanley), the Board ratified the Prosser Proposal for Engineering Services Stormwater.

Ratification of Kutak Rock LLP Retention and Fee Agreement

Ms. Ripoll stated District Counsel has transitioned from Hopping, Green, & Sams LLP to Kutak Rock LLP. Ms. Buchanan stated the annual rate stays the same and the District has the ability to terminate the agreement at will. It was confirmed everything stays the same from the previous Hopping, Green, & Sams agreement.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board ratified the Kutak Rock LLP Retention and Fee Agreement.

Discussion of PFM Asset Management, Arbitrage Rebate & Yield Restriction Liability Calculation Capital Improvement Revenue Bonds Series 2004A

Ms. Ripoll stated the arbitrage rebate report is a requirement that must be done on the anniversary of the 2004A bond series. It was stated the yield restrictions liability is at $0.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board accepted the PFM Asset Management, Arbitrage Rebate & Yield Restriction Liability Calculation Capital Improvement Revenue Bonds Series 2004A.

Ratification of Payment Authorizations 129-138

The Board reviewed Payment Authorizations 129-138.

There was a question about the cost of supplying electricity to the ponds. Mr. Kearney stated the electricity bills come in at about $250 per month.

ON MOTION by Mr. Renfroe, seconded by Mr. Kearney, with all in favor, the Board ratified Payment Authorizations 129-138.

Review and Consideration of District Financials

The Board reviewed the District Financial Statements through February 28, 2022.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board accepted the District Financials.

THIRD ORDER OF BUSINESS **Other Business**

Staff Reports

District Counsel – Ms. Buchanan stated Mr. Veazey received concerns about lots near the corner of Sugar Berry Court and Popular Way where lake 16 is pooling water instead of draining water. It was stated Mr. Veazey recommended the District put a yard drain in the easement of that pond. The installation of the drain would have no upfront cost to the District. Mr. Veazey stated there is no wetland between those lots. It was recommended 2-yard drains be put in the area of concern. A discussion about the pond and chemicals in the pond ensued. Mr. Kearney requested Mr. Veazy obtain additional information about the drainage concerns and present to the Board at the next meeting. The Board tabled this discussion.

District Engineer – Not Present

District Manager – Ms. Ripoll stated the next Board of Supervisors' Meetings are May 12, 2022, and July 14, 2022.

Audience Comments and Supervisor Requests

Ms. Belet stated the Solitude Management proposal for aerators did not clearly state the number of years for the compressor warranty. She will follow up accordingly on this item.

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 April 14, 2022, Board of Supervisors Meeting of the Amelia National CDD was adjourned at 1:10 p.m.

Secretary/Assistant Secretary

Chairperson/~~Vice~~ Chairperson