

**MINUTES OF MEETING**

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

**Monday, August 14, 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:

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.	
Jennifer Glasgow	PFM Group Consulting LLC	(via phone)
Amy Champagne	PFM Group Consulting LLC	(via phone)
Trenton Newton	FPL	(via phone)
Greg Hall	FPL	(via phone)
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 FPL O'Neil  
Substation Expansion  
Inquiry**

Mr. Newton and Mr. Hall stated that they are looking to expand the O'Neil substation by 75 ft and add additional equipment. There are already existing overhead transmission lines coming out of the station. Mr. Kearney asked about the overlay on the map that covers part of the pond. Mr. Hall explained that the expansion wouldn't need to go far enough that it would reach the pond. Mr. Renfroe confirmed with Mr. Hall that there would be no eastward movement for the expansion. Mr. Hall reviewed the maps that were provided to the Board. Mr. Hall stated that they will get permitted documents and will be able to present them at the November meeting.

**Consideration of the  
Minutes of the July 10,  
2023, Board of Supervisors'  
Meeting**

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 July 10, 2023, Board of Supervisors' Meeting.

**Public Hearing on the  
Adoption of the District's  
Annual Budget**

- a) Public Comments and Testimony
- b) Board Comments
- c) Consideration of Resolution 2023-05, Adopting the Fiscal Year 2024 Budget and Appropriating Funds

Ms. Ripoll requested a motion to open the Public Hearing

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board opened the public hearing.

Mr. Overlock had a question regarding the landscape and pond maintenance line-items. Mr. McAlpine asked some general questions concerning the CDD and what the contingency line-item is for. Ms. Overlock had some comments about the plants that were planted near the entrance not being planted correctly and being planted at the wrong time. Mr. Wiley asked when the 2021 and 2022 audits will be posted to the website and asked about the road and electric line items. Mr. Bostick mentioned that there was a storm drain issue near his street. Ms. Hebron had a question about the new aerators that were bid for.

Mr. Renfro had a question concerning the reserves for district insuring inspections. Ms. Buchanan explained that the county reviews the road and determines if they are acceptable and stated that there is no uniform inspection for curbing and guttering. Once the District takes over improvements from the developer, the engineer will review those improvements. Mr. Renfro asked about the increase to certain line-items, including aerators and electric. Ms. Champagne stated that the net gross is \$316,545 and a gross assessment of \$449. Mr. Renfro also asked about the lightning near the entrance.

Ms. Ripoll requested a motion to close the Public Hearing

ON MOTION by Mr. Kearney, seconded by Mr. Renfro, with all in favor, the Board closed the public hearing.

Ms. Ripoll presented Resolution 2023-05, Adopting the Fiscal Year 2024 Budget and Appropriating the funds.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved Resolution 2023-05, Adopting the Fiscal Year 2024 Budget and Appropriating Funds.

**Public Hearing on the  
Imposition of O&M  
Assessments**

- a) Public Comments  
and Testimony**
- b) Board Comments**
- c) Consideration of  
Resolution 2023-06,**

**Imposing O&M  
Assessments and  
Certifying an  
Assessment Roll**

Ms. Ripoll requested a motion to open the Public Hearing.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board opened the public hearing.

There were no comments at this time.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board closed the public hearing.

Ms. Ripoll presented Resolution 2023-06, Adopting an Assessment Roll for Fiscal Year 2024, and Certifying Special Assessments for Collection.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved Resolution 2023-06, Imposing O&M Assessments and Certifying an Assessment Roll.

**Consideration of  
Resolution 2023-07,  
Adopting the Annual  
Meeting Schedule for Fiscal  
Year 2024**

Ms. Ripoll stated that meeting will continue to take place on Mondays at 95211 Clubhouse Road, Fernandina Beach, FL, 32034 at 11:30 a.m.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved Resolution 2023-07, Adopting the Annual Meeting Schedule for Fiscal Year 2024.

**Consideration of Prosser  
Inc. Rate Schedule Update**

The rate increase was stated as 8% for two years.

ON MOTION by Mr. Renfro, seconded by Ms. Stola, with all in favor, the Board approved the Prosser Inc. Rate Schedule Update.

**Discussion of RFP Process  
for Amelia National Entry  
Corridor Electrical &  
Lighting System  
Rebuild**

Mr. Renfro provided an overview of his findings to the Board. They had put out the lighting project for bid to three different companies, but had also received a bid from Martex for \$11,000 to dig the ditch for the electrical components to be placed in. The other three companies either did not respond or did not want to take on the project. He proposed that the project could be completed for around \$36,000. Ms. Stola stated that this should not be a self-help project and had some concerns with liability. There was some discussion regarding issues that could arise if the electricity no longer functions and the dangers of working with electricity. Mr. Kearney suggested spreading this project over two fiscal years. Ms. Belet will send the scope of work to Ms. Ripoll who will then send it to the Board. There was some discussion concerning engaging an arborist to prevent damage to the trees as much as possible.

**Discussion of Wildlife  
Signage**

Ms. Ripoll stated that it was strongly suggested that a wildlife sign be placed by the entrance. This item will be revisited during the next meeting to discuss where the sign will be placed. Ms. Belet will send out an e-blast.

**Ratification of Payment  
Authorizations 194 – 201**

The Board reviewed the payment authorizations.

ON MOTION by Mr. Renfro, seconded by Ms. Stola, with all in favor, the Board ratified Payment Authorizations 194 – 201.

**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** – Ms. Buchanan reviewed the process of assessing the golf course. She suggested it may require a more complete investigation as it is a case-by-case basis.

**District Engineer** – Not present.

**District Manager** – Ms. Ripoll provided a proposal from Reserve Advisors for a reserve study, with the total cost being \$5,550 for streets and curbs, the storm water system, and catch basins.

Ms. Ripoll stated that the next meeting is scheduled for November 13, 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 Ms. Stola, seconded by Mr. Renfroe, with all in favor, the August 14, 2023, Board of Supervisors' Meeting of the Amelia National CDD was adjourned at 1:36 p.m.

  
Secretary/Assistant Secretary

 13 NOV 2023  
Chairperson/Vice Chairperson