

**Nassau County Board of County Commissioners  
Regular Session, September 19, 2018, 9:00 A.M.  
Commission Chambers, 96135 Nassau Place, Yulee, Florida**

Call to Order, Invocation and Pledge of Allegiance to the American Flag.

**Commissioners:**

**Present:** Chairman Pat Edwards, Commissioners Daniel B. Leeper, George V. Spicer, and Justin Taylor.

**Absent:** Commissioner Steve W. Kelley

**Other Officials Present:** Michael S. Mullin, Interim County Manager/County Attorney.

**Staff Present:** Justin Stankiewicz, Office of Management and Budget Director and Assistant County Manager; Becky Bray, Public Works Director; Taco Pope, Planning and Economic Opportunity Director; and representing the Clerk's office Brenda Linville and Melissa Lucey, Deputy Clerks.

**Official Agenda Summary:**

**Audience Input for Non-Agenda Items:**

None.

**PRESENTATION(S):**

**RS180919 - 9:03:14 (Tab A)** Rebecca Price, Marketing Manager for England-Thims & Miller, Re: Swallowfork Subdivision Roadway & Drainage Improvement Project being selected as the Florida Association of County Engineers & Roadway Superintendents (FACERS) 2018 Team Project of the Year Recipient.

**Discussion:** Ms. Price came forward to present the award to the Nassau County's Road & Bridge Department. She provided a brief overview of the Swallowfork Subdivision Roadway & Drainage Improvement Project. A brief discussion followed.

**RS180919 - 9:08:02 (Tab B)** Elisa Simpson, Senior Vice President, Harden Associates, Re: Fiscal Year 2018/2019 Insurance Renewal Projections.

**Discussion:** Ms. Simpson reviewed the results from the October 1, 2018 renewal.

**RS180919 - 9:20:06 (Tab C)** Rebecca Jordi, Nassau County Extension Director, Re: monthly status update on County Extension activities.

**Discussion:** Ms. Jordi provided a brief status update on County Extension activities. She introduced Kristen Poppell and Kelsey Irvine, Extension 4-H Agents; Justina Dacey, Agriculture and Natural Resource Agent; Meg McAlpine, Family Consumer Sciences Agent; Amy Bell, Office Specialist II; and Laura LaRoche, Office Specialist I. Ms. Poppell, Ms. Irvine, Ms. Dacey, and Ms. McAlpine came forward to provide an overview of their programs and awards received.

**CONSENT ITEM(S):**

**RS180919 - 9:52:16** Approve the following: **(Tab D)** Resolution of the Board of County Commissioners of Nassau County, Florida, expressing support for the University of Florida's Agriculture Education and Promotion Facility Request for Funding to assist with construction of a new County Extension facility; **(Tab E)** Authorization for the Chairman to sign the Financial Action Form for the Use of Park Impact Fees for the Nassau County Parks Impact Fee Study. Funding source(s): 41152572-531000; 41153572-531000; 41154572-531000; 41155572-531000; and 41157572-531000; **(Tab G)** Authorization for the Chairman to sign the State-Funded Grant Agreement with the State of Florida, Division of Emergency Management, Contract No. CM2580, for award of Hazardous Materials Planning & Prevention Grant Funds totaling \$2,801; and authorize the Chairman to sign associated Budget Amendment; **(Tab H)** Finance Package 2018-28 and associated Resolutions; **(Tab I)** 2019 Holiday Schedule; and **(Tab J)** Resolution recognizing and commending Sidney "Shep" Brock for nearly thirty-five (35) years of service to the citizens of Nassau County, Florida.

**Motion:** Approve consent items (Tabs D, E, G, H, I and J) as stated above (see attachment A for Tab H).

**Maker:** Commissioner Spicer

**Second:** Commissioner Leeper

**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

**Absent:** Commissioner Kelley

**Follow Up: Finance, OMB, Interim County Manager, County  
Attorney, Contract Management**

**RS180919 - 9:52:16 (Tab F)** To award Bid No. NC18-014 for Disaster Debris Management (Removal Services) to top six ranked organizations based on committee's review and authorize the Chairman to sign associated contracts as follows: [1] Contract No. CM2581 with Phillips & Jordan, Inc.; [2] Contract No. CM2582 with Bergeron Emergency Services, LLC; [3] Contract No. CM2583 with Crowder Gulf; [4] Contract No. CM2584 with Ceres Environmental Services, Inc.; [5] Contract No. CM2585 with J.B. Coxwell Contracting, Inc.; [6] Contract No. CM2586 with D&J Enterprises, Inc.

**Discussion:** The Deputy Clerk inquired if Contract No. CM2583 with Crowder Gulf would be pulled based on a email communication that indicated that the contract would not be executed. Following a brief discussion, it was the consensus of the Board to defer Tab F to the end of the meeting for further clarification.

**RS180919 - 10:38:58** Mr. Mullin confirmed that Crowder Gulf submitted an email indicating Contract No. CM2583 would not be executed and recommended removing this contract from consideration.

**Motion:** Approve Tab F as stated above, to include removing Contract No. CM2583 with Crowder Gulf.

**Maker:** Commissioner Leeper

**Second:** Commissioner Taylor

**Action:** Aye: Commissioners Leeper, Edwards, Spicer,  
and Taylor

**Absent:** Commissioner Kelley

**Follow Up:** Contract Management, Finance, OMB

**REGISTER:**

The Chairman signed the register for the following warrants: Wire Transfer No. 1816981 dated 9-6-18 for a register total of \$70.00; Wire Transfer No. 1816982 dated 9-6-18 for a register total of \$15,106.53; Warrant Nos. 248147 thru 248190 dated 9-11-18 for a register total of \$126,284.87; Wire Transfer No. 1816983 dated 9-12-18 for a register total of \$12,724.41; Warrant Nos. 248208 thru 248301 dated 9-14-18 for a register total of \$293,350.23; and, Warrant Nos. 248302 thru 248354 dated 9-18-18 for a register total of \$76,378.99.

**OLD BUSINESS:**

**RS180919 - 9:54:31 (Tab K)** Discussion of the County Attorney Annual Performance Evaluation; and authorize the Chairman to sign an amendment to his Employment Contract, Contract No. CM2459-A1.

**Discussion:** Ashley Metz, Human Resource Director, reviewed the request.

**Motion:** Approve Tab K as stated above.

**Maker:** Commissioner Leeper

**Second:** Commissioner Spicer

**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

**Absent:** Commissioner Kelley

**Follow Up:** Finance, OMB, Human Resource Director, County Attorney, Contract Management

**RS180919 - 9:57:09 (Tab L)** Continue discussion and consideration of setting for public hearing for approval of requests of agencies wanting to become PACE providers in Nassau County, Florida.

**Discussion:** Mr. Stankiewicz explained that currently the resolution allows for only one (1) sole PACE provider. Staff is seeking direction of the Board to amend the resolution to allow for additional PACE providers and to schedule for public hearing on October 22, 2018. A representative of Green Corridor PACE District, came forward to reiterate that each provider would be accountable to a district, noting that PACE providers do not negotiate directly with Counties.

**Motion:** Schedule a public hearing for October 22, 2018 at a 6:00 p.m., or as soon thereafter as the matter may be heard, for consideration of Tab L, as stated above.

**Maker:** Commissioner Taylor

**Second:** Commissioner Leeper

**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

**Absent:** Commissioner Kelley

**Follow Up:** OMB, County Attorney

**RS180919 - 10:01:08 (Tab M)** For recording purposes only, consider the final plat for Lumber Creek PUD - Phase 3, filed by LGI Homes Florida, LLC, owner, and Gillette & Associates, Inc., agent for owner, to construct one-hundred and sixty (160) single family lots on approximately 59.76 acres. Property is zoned as Planned Unit Development (PUD) and is located off Harts Road in the existing Lumber Creek subdivision, Yulee area.

**Motion:** Approve Tab M as stated above.

**Maker:** Commissioner Spicer

**Second:** Commissioner Taylor

**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

**Absent:** Commissioner Kelley

**Follow Up:** Planning and Economic Opportunity

**RS180919 - 10:02:01 (Tab N)** Continue discussion of an Economic Development Strategic Plan and determine potential funding mechanisms.

**Discussion:** Mr. Mullin advised that staff will be making a presentation to the Economic Development Board regarding creating a plan that will better help recruiting industries into Nassau County. The Planning and Economic Opportunity Department will coordinate the planning and future development to assist the Economic Development Board. Mr. Pope emphasized that any plan development would address impacts, including the wetlands and drainage. Mr. Mullin commented that this is in the early stages and would require gathering more information before possible funding or any recommendations could be made to the Board.

**RS180919 - 10:09:25 (Tab O)** Continue discussion regarding the Stewardship District and House Bill 1075.

**Discussion:** Mr. Mullin commented that staff will be requesting that the Board schedule a special meeting at their September 24, 2018 regular meeting to discuss proposed amendments and/or other ways to address the Stewardship District Bill.

**NEW BUSINESS:**

**RS180919 - 10:10:07 (Tab P)** Approve and authorize the Chairman to sign Work Authorization CM2096-WA30 from S2L, Incorporated to provide Engineering Services Operation,

Monitoring, Maintenance, and Reporting for the Landfill Gas Collection and Control System at the West Nassau Landfill in the amount of \$177,095.67 for Fiscal Year 2018-2019. Funding source(s): 01361534-531325 and 01362534-531325.

**Motion:** Approve Tab P as stated above.  
**Maker:** Commissioner Leeper  
**Second:** Commissioner Taylor  
**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor  
**Absent:** Commissioner Kelley  
**Follow Up:** Contract Management, Finance, OMB, Public Works

**RS180919 - 10:10:59 (Tab Q)** Approve and authorize the Chairman to sign Work Authorization CM2452-WA05 to GAI Consultants, Inc., in the amount of \$65,500, for the Nassau Amelia Utilities Wastewater Treatment Facility Permit Renewal and Preliminary Design Report Expansion Project. Funding source: 71500535-531400.

**Motion:** Approve Tab Q as stated above.  
**Maker:** Commissioner Taylor  
**Second:** Commissioner Leeper  
**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor  
**Absent:** Commissioner Kelley  
**Follow Up:** Contract Management, Finance, OMB, Nassau-Amelia Utilities, Public Works

**APPOINTMENT(S):**

**RS180919 - 10:11:58 (Tab R)** Continue appointment of a District One representative to the Code Enforcement Board for a three year term ending 2021.

**Motion:** Continue to October 8, 2018, consideration of Tab R as stated above.  
**Maker:** Commissioner Leeper  
**Second:** Commissioner Spicer  
**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor  
**Absent:** Commissioner Kelley  
**Follow Up:** Code Enforcement, Building Department

**RS180919 - 10:12:43 (Tab S)** Continue appointment of a District 3 representative on the Code Enforcement Board for a three-year term ending June 2021.

**Discussion:** Chairman Edwards advised that Cathy Gladden submitted a resume and accepted the appointment to the Code Enforcement Board.

**Motion:** Approve to appoint Cathy Gladden as District 3 representative on the Code Enforcement Board.

**Maker:** Commissioner Leeper

**Second:** Commissioner Spicer

**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

**Absent:** Commissioner Kelley

**Follow Up:** Code Enforcement, Building Department

**Discussion:** Chairman Edwards mentioned that the County has received three (3) resumes for District 2, and inquired if these resumes could fill any appointments to the Code Enforcement Board. Mr. Mullin advised that the Board could consider those additional resumes to fill the appointments outside of District 2.

**RS180919 - 10:14:19 (Tab T)** Appointment of District 5 representative to the Code Enforcement Board to complete Tom Ford's term ending June 2019, and a three year term ending June 2022.

**Discussion:** Commissioner Taylor commented that he has a potential representative and will have confirmation by the October 8, 2018 meeting.

**Motion:** Continue to October 8, 2018, consideration of Tab T as stated above.

**Maker:** Commissioner Taylor

**Second:** Commissioner Spicer

**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

**Absent:** Commissioner Kelley

**Follow Up:** Code Enforcement, Building Department

**RS180919 - 10:15:01 (Tab U)** Appoint representatives for the following positions on the Conditional Use & Variance Board: At-Large; District Three; and District Four.

**Motion:** Continue to October 8, 2018, consideration of Tab U as stated above.

**Maker:** Commissioner Spicer  
**Second:** Commissioner Leeper  
**Action:** Aye: Commissioners Leeper, Edwards, Spicer,  
and Taylor  
**Absent:** Commissioner Kelley  
**Follow Up:** Planning and Economic Opportunity

**COUNTY MANAGER BUSINESS:**

**RS180919 - 10:40:00**

**Discussion:** Mr. Mullin reminded the Board that the Conditional Use and Variance (CU&V) Board meeting to present the Resolution to CU&V Board Member Sidney "Shep" Brock recognizing and commending him for his nearly thirty-five (35) years of service to the citizens of Nassau County is on September 27, 2018 at 6:00 p.m.

Mr. Mullin commented on the unavoidable technical issue with the live streaming of the special meeting held on September 17, 2018, noting that staff has placed a fail safe mechanism to ensure that live streaming will occur in the future.

**COUNTY ATTORNEY BUSINESS:**

**RS180919 - 9:39:19 (Tab V)** Discuss and Obtain Permission to Explore American Beach Community Redevelopment Area (CRA).

**Discussion:** Mr. Mullin reviewed the request. Adrienne Burke, Planning and Economic Opportunity Assistant Director, provided a brief PowerPoint presentation that outlined the history of American Beach; and a overview explaining CRA's process with creating, funding and the benefits it can provide. Discussion followed.

**Motion:** Direct staff to explore American Beach Community Redevelopment Area (CRA).

**Maker:** Commissioner Leeper  
**Second:** Commissioner Spicer  
**Action:** Aye: Commissioners Leeper, Edwards, Spicer,  
and Taylor  
**Absent:** Commissioner Kelley  
**Follow Up:** Planning and Economic Opportunity, County Attorney

**INFORMATIONAL ITEM(S):**



**RS180919 - 10:15:49 (Tab W)** Monthly status update on Building Department and Code Enforcement activities. Informational only.

**RS180919 - 10:15:49 (Tab X)** Monthly status update on Facilities Maintenance and Parks & Recreation activities. Informational only.

**RS180919 - 10:15:49 (Tab Y)** Monthly status update on Fire/Rescue activities. Informational only.

**RS180919 - 10:15:49 (Tab Z)** Monthly status update on Library activities. Informational only.

**RS180919 - 10:15:49 (Tab AA)** Monthly status update on Public Works activities. Informational only.

**RS180919 - 10:15:49 (Tab AB)** Monthly status update Road & Bridge activities. Informational only.

**RS180919 - 10:15:49 (Tab AC)** Informational only: monthly status update on all contract amendments, change orders, task orders, and work authorizations approved by the County Manager.

**RS180919 - 10:15:49 (Tab AD)** Informational only: Notice of Unclaimed Funds Advertisement by John A. Crawford, Clerk of Courts.

**EXPANSION ITEMS:**

**RS180919 - 9:02:18** (1) Discussion regarding the Hobbs drainage issue. (2) Discuss and request Board's direction regarding JEA's request for roadway construction across Amelia Concourse. (3) Discuss and schedule a workshop to discuss regulations for County boat ramps. (4) Authorization for the Chairman to execute a Resolution accepting the bid of County owned property located in Nassau County, Florida pursuant to section 125.35, *Florida Statutes*.

**Motion:** Expand the meeting to consider four (4) items as stated above.

**Maker:** Commissioner Spicer

**Second:** Commissioner Taylor

**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

**Absent:** Commissioner Kelley

**Follow Up: County Attorney**

**RS180919 - 10:16:01 Expansion Item #1:** Discussion regarding the Hobbs drainage issue.

**Discussion:** Ms. Bray reviewed the request. She explained that after reviewing the plat it was noted that the drainage easements are dedicated to the County, however it did not dedicate the maintenance. She met with the County Attorney regarding what is the Counties requirement for the drainage easement. Ms. Bray requested the Road and Bridge Department pull all maintenance request over the past ten (10) years for that area. Staff has met with two (2) citizens regarding different maintenance and drainage issues. Ms. Bray is requesting guidance on the responsibility of the County to mow and maintain the ditches. Mr. Mullin advised that there is no legal requirements for the County to maintain the easement as indicated on the plat and that the dedication is for utility easement purposes.

**Motion:** Continue to October 17, 2018, expansion item 1 as stated above.

**Maker:** Commissioner Spicer

**Second:** Commissioner Taylor

**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

**Absent:** Commissioner Kelley

**Follow Up:** Interim County Manager

**RS180919 - 10:27:38 Expansion Item #2:** Discussion and request Board's direction regarding JEA's request for roadway construction across Amelia Concourse.

**Discussion:** Ms. Bray reviewed the request, noting that the intial request from JEA was denied based on the significant impact to the area, citizens and traffic. Discussion followed.

**Motion:** Denied JEA's request for roadway construction across Amelia Concourse.

**Maker:** Commissioner Taylor

**Second:** Commissioner Leeper

**Action:** Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

Absent: Commissioner Kelley  
Follow Up: Public Works, Road and Bridge Department,  
County Attorney

RS180919 - 10:32:10 Expansion Item #3: Discuss and schedule a workshop to discuss regulations for County boat ramps.

Discussion: Mr. Mullin reviewed the request.

Motion: Scheduled a workshop session for October 8, 2018, to discuss expansion item 3 as stated above.

Maker: Commissioner Taylor

Second: Commissioner Leeper

Action: Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

Absent: Commissioner Kelley

Follow Up: County Attorney

RS180919 - 10:36:17 Expansion Item #4: Authorization for the Chairman to execute a Resolution accepting the bid of County owned property located in Nassau County, Florida pursuant to section 125.35, *Florida Statutes*.

Discussion: Mr. Mullin reviewed the request.

Motion: Approve expansion item 4 as stated above.

Maker: Commissioner Leeper

Second: Commissioner Spicer

Action: Aye: Commissioners Leeper, Edwards, Spicer, and Taylor

Absent: Commissioner Kelley

Follow Up: County Attorney, Contract Management

DISCUSSION ITEMS:

RS180919 - 10:42:16 Commissioner Spicer's Business:  
None.

RS180919 - 10:42:20 Commissioner Leeper's Business:

- Expressed his concerns with the special meeting held on September 17, 2018 as it relates to the attorney that appeared on behalf of the Stewardship District.

**Request:** Staff to compile a list of benefits that the County has already agreed to and benefits that whereas the County can take away, reduce or modify. Research implementing a County Board Special Assessment within that district for the Board's review at their next regular meeting.

**Discussion:** Mr. Stankiewicz addressed the draft MSTU Ordinance that is to be presented to the Board, as well as a Special Impact Fee for Sector Plans and TIF.

**RS180919 - 10:46:29** Commissioner Taylor's Business:  
None.

**RS180919 - 10:46:34** Chairman Edwards' Business:

- Recongnized the Planning and Economic Opporunity Department for receiving the 2018 American Planning Association - Florida Best Practices Award for the work on the William Burgess Overlay District.

There being no further business, the regular session of the Nassau County Board of County Commissioners adjourned at 10:50 a.m.

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Pat Edwards, Chairman

Attest:

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John A. Crawford, Ex-Officio Clerk

ATTACHMENT "A"

Finance Packet 2018-28

Resolution(s):

1. Resolution 2018-105, regarding budget amendment in the General Fund in the amount of \$36.00 for payment of damaged/lost materials received by the Nassau County Library System not anticipated in the Fiscal Year 2017/2018 budget.

Deletion(s) of Inventory:

Property Appraiser, 06444, 2009 Dell Computer Optiplex,  
Serial No. FJT92K1.

Property Appraiser, 06628, CISCO WLAN Wireless System,  
Serial No. CISCOCS1-AIR-WLC2112-K9.

Property Appraiser, 06632, 2010 Dell Latitude Computer,  
Serial No. 8HY57N1.

Property Appraiser, 06633, 2010 Dell Latitude Computer,  
Serial No. 9HY57N1.