



BAKER COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA
December 2, 2025

REGULAR SESSION 5:00 P.M.

I. INVOCATION AND PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA

III. ELECTED OFFICIALS

IV. PUBLIC COMMENT

V. APPROVAL OF CONSENT AGENDA ITEMS

1. Minutes- November 4, 2025 - Regular Session & Public Hearing (combined)
2. Expense Report

VI. NEW BUSINESS

- | | |
|---|--------------------|
| 1. National Parks Service- Rivers, Trails and Conservation; Helen & Michael | Action Item |
| 2. Approval of Purchase- Otter Run Subdivision roadway piping; Chris Lee | Action Item |
| 3. Resolution 2025-21 FDOT Supp Agrmnt- CR229N; Chris Lee | Action Item |
| 4. Approval of Purchase- BCFR Service Truck; Asst Chief Blanton | Action Item |
| 5. Approval of Contract Amendment- Boat Ramp Phase 1; Sara Little | Action Item |
| 6. Approval of Contract Amendment- Boat Ramp Phase 2; Sara Little | Action Item |
| 7. Approval of Contract- St of FL Appropriation Pumper Truck; Sara Little | Action Item |
| 8. FY 25/26 Liaison List | Action Item |

VII. PRIOR BUSINESS

- | | |
|-------------------------------------|-----------|
| 1. Pending Business Report | Info Only |
| 2. Expense Report Over \$5,000 | Info Only |
| 3. American Rescue Plan Phase 1 & 2 | Info Only |
| 4. FY 23/24 Audit Update | Info Only |

VIII. COUNTY MANAGER

IX. COUNTY ATTORNEY

1. Election of Chairman
2. Election of Vice-Chairman

X. COMMISSIONER COMMENTS

Continued to Page 2

If any member of the public desires to appeal a decision made at these hearings, he or she will need a record of the proceedings and for that purpose he or she may need to ensure that a verbatim record of the proceedings is transcribed, which record would include the testimony and evidence upon which the appeal is to be based. In accordance with the American with Disabilities Act, persons needing a special accommodation of an interpreter to participate in these proceedings should contact the County Commissioners Office at (904) 259-3613, at least 48 hours prior to the time of the hearing. Please Note: Items marked as "information only" or "for discussion" may have Board action taken at the time of discussion.



BAKER COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA
December 2, 2025

XI. PUBLIC HEARING 6:00 P.M.

FINAL HEARING ITEMS:

1. Ordinance 2025-36 – Rezoning (Taylor)
2. Special Exception (Horne)
3. Variance (All in Storage)
4. Subdivision Development Preliminary& Final Review (Arrow Wood)

XII. ADJOURN

If any member of the public desires to appeal a decision made at these hearings, he or she will need a record of the proceedings and for that purpose he or she may need to ensure that a verbatim record of the proceedings is transcribed, which record would include the testimony and evidence upon which the appeal is to be based. In accordance with the American with Disabilities Act, persons needing a special accommodation of an interpreter to participate in these proceedings should contact the County Commissioners Office at (904) 259-3613, at least 48 hours prior to the time of the hearing. Please Note: Items marked as "information only" or "for discussion" may have Board action taken at the time of discussion.

BAKER COUNTY BOARD OF COMMISSIONERS

MINUTES

NOVEMBER 19, 2025

The Baker County Board of Commissioners met at a scheduled meeting with the following members present:

Commissioner, Ronald Mann (District 1)
Chairman, Jimmy Anderson (District 2)
Commissioner, Tyler Mobley (District 3)
Commissioner, James Bennett (District 4)
Commissioner, Mark Hartley (District 5)

Also Present:

County Attorney, Rich Komando
County Manager, Sara Little
Clerk Finance, Michaela Mercer
Finance Director, Brooklyn Nevill

Note: These minutes are a summarized version of the actual discussions at the meeting; actual meetings can be viewed on Facebook. These are not verbatim transcripts

WORKSHOP 3:00 PM

Long Term Recovery Plan

REGULAR SESSION 5:00 PM

I. INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Anderson called the meeting to order and welcomed everyone in attendance. Commissioner Mobley starts the meeting with prayer and Pledge of Allegiance.

II. APPROVAL OF AGENDA

Chairman Anderson called for approval of the agenda. County manager Sara Little stated changes to the agenda includes item #6 (Emergency Management Update) which has been removed from the agenda, item #7 will be presented by County Manager Little instead of John Blanchard, and item #1 for final hearing will be removed and rescheduled for a later date.

Commissioner Bennett motions to approve agenda with changes. Commissioner Mann seconds the motion. The motion carries unanimously.

III. ELECTED OFFICIALS

Finance Director Brooklyn Nevill gives update on the ARPA funds. Mrs. Nevill reports on the remaining balance in the account and the funds for Sanderson fire station and Knabb Sports Complex.

County Manager Little comments that there are no over-expenditures or misappropriations, it just was not allocated appropriately in the system.

IV. PUBLIC COMMENT

No public comments presented at this time.

V. APPROVAL OF CONSENT AGENDA ITEMS

Chairman Anderson requested approval of the consent agenda which consisted of:

1. Minutes – November 4, 2025 – Regular Session & Public Hearing (combined)
2. Expense Report
3. TDC Funding Request – Olustee Battle Reenactment
4. Approval of Invoice – Setel; Courthouse Generator

Commissioner Hartley motions to approve consent agenda items. Commissioner Mobley seconds the motion. The motion carries unanimously.

VI. NEW BUSINESS

1. Approval of Task Order Pitman Engineering for CR125 Bridge; Chris Lee

Chris Lee requests approval of task order for Engineering Services for the CR 125 Bridge (Kirkland Brnach) Erosion Repair Design in the amount of \$26,825. This will be paid for through FDOT Grant Funds.

Commissioner Bennett motions to approve task order as presented. Commissioner Mann seconds the motion. The motion carries unanimously.

2. Approval of road submissions for FDOT Funding; Chris Lee

Chris Lee is seeking recommendations for Local Government Programs Solicitations selection for FY 2030 which are due January 22, 2026. Three roads must be picked, and the road department recommended resurfacing Steelbridge Rd from SR 121 to the Boat Ramp, multiple 60” culvert replacement on Crews Rd. and construction and paving on Tom

Norman Rd. Back up recommendations were also provided including resurfacing CR 139B and complete paving of Fred Harvey Rd.

Commissioner Bennett asks for a comparison between Steelbridge Rd and Noah Raulerson Rd. Chris Lee comments that the Steelbridge Rd is unraveling on the edges, and more homes are being built. As for Noah Raulerson Rd, there are excessive potholes and severely rutted.

Commissioner Bennett suggests focusing on the surfacing projects, Noah Raulerson Rd. and Steel Bridge rd. Chairman Anderson says his priority would include Steel Bridge Rd, Noah Raulerson Rd, and CR139B. Commissioner Bennett agrees with Chairman Anderson.

Commissioner Bennett motions to approve the recommendations of Steel Bridge Rd, Noah Raulerson Rd, and CR139B in that order. Commissioner Mann seconds the motion. The motion carries unanimously.

3. Approval of Safe Route to Schools submission; Chris Lee

Application for the Safe Routes to School Program through the Transportation Alternative Solicitation for FY 2032. Chris Lee suggests putting the application together and submitting it. Commissioner Bennett suggests reaching out to the school and coordinating with their input. This item focuses on improvements for kids getting to school safely (crosswalks, sidewalks and intersections). Commissioner Hartley comments on an email from DOT with the application and what needs to be done. County Manager Little says she had a meeting with the Superintendent and the school district is supportive.

Commissioner Bennett motions to approve to submit the grant. Commissioner Mobley seconds the motion. The motion carries unanimously.

4. Approval of Task Order – NFPS for Comp Plan; LaDonna Combs

LaDonna Combs requests approval for North Florida Professional Services task work order for Professional planning services for Phase 2 of the Baker County Comprehensive Plan amendment. A data analysis was presented at the last meeting, and CPTA grant was applied for. LaDonna Combs reports that the \$75,000 grant was not received. This item is currently in this year's budget (\$125,000). The task work order is \$110,000 with an additional option for an update for the future land use map (\$10,000). This totals \$120,000 with \$5,000 remaining to cover anything that is not in the task work order.

Chairman Anderson asks for any questions or comments from the board or the public. No comments presented.

Commissioner Mobley motions to approve the task order in the amount of \$120,000. Commissioner Hartley seconds the motion. The motion carries unanimously.

5. Approval of MOU with BCFR & City of Macclenny; Chief Nelson

MOU between the County and City of Macclenny, concerning the allowance of City Fire EMT and Paramedics being able to practice under the supervision of a BCFR Paramedic. This document was created by Dr. Barker and is to foster a more cohesive, working relationship between the two departments. It would also have to be approved by the City of Macclenny City Council.

Commissioner Bennett motions to approve the request as presented with correction. Commissioner Mann seconded the motion. The motion carries unanimously.

6. Emergency Management Update; Dennis Schmitz

Item was removed from the agenda

7. Approval of Contract Amendment PSAP; Sara Little

Approval of contract amendment for PSAP Agreement. This amendment changes the deadline for completion to February 2, 2026. There are no other changes.

Commissioner Mann motions to approve the date change. Commissioner Hartley seconds the motion. The motion carries unanimously.

8. Approval of Roadway Improvements – Nehemiah Court; Sara Little/BOCC

Commissioner Mobley abstains from voting due to conflict of interest.

Commissioner Bennett notes that they have revised recommendations including several connections on Charlie Row Rd and connections on Ray Phillips Rd.

David Burnham says the recommendations were average and covered the BOCC's recommendations.

Commissioner Bennett appreciates the connectivity planned inside the subdivision for those who will live there and believes the recommendations were met and believes the suggested layout works well. Commissioner James Bennett moved to recommend recommendations to the City of Macclenny as follows: require a 3-lane section from Lewis

Drive to Minnesota Ave. Require the necessary r/w from the development. North of Charlie Rowe, property may be needed from private owners to create the pavement width taper. Create a NB left turn into Charlie Rowe, split the available LT lane distance between Charlie Rowe and South Blvd. Create a 350' NB left turn turn lane into the site entrance. Extend the existing LT turn into Ray Phillips by 165'. Create a right turn lane/taper on Ray Phillips. Require in/lt/out lanes at the site access intersection. Commissioner Ronald Mann seconded the recommendations.

VII. PRIOR BUSINESS

Pending Business					
PENDING BUSINESS ITEM	PRIORITY	STATUS	START DATE	% COMPLETE	COMMENTS
				100%	
					Project Closeout underway
COA Bus Wash	Normal	In Progress	08/06/2019	95%	
Infrastructure funding for County Roads	Normal	New	07/18/2017	50%	Ongoing
St Marys Cove Boat Ramp Grant Phase 2	High	New	01/05/2020	5%	Agreement approved 4/20/2021
St. Mary's Shoals Park Improvements	High	New	10/19/2021	50%	Two Camp Hosts on-site
Council on Aging- Senior Life Enrichment Ctr	High	New	08/17/2022	95%	Project Closeout underway
Cuyler Fire Station	High	New	01/03/2023	90%	Waiting on Mobile home. Pending Grand Opening.
Knabb Sports Complex Appropriation Project	High	New	11/21/2023	25%	staff is meeting 5/30/2025 to go over Phase 2 schedule for construction of restrooms and concession stand.
Courthouse Generator Appropriation Project	High	New	11/21/2023	0%	Bid award 02/18/2025 Contract signed, awaiting equipment.
Sanderson Center	Normal	New	12/03/2024	0%	Staff met with Mr. Moore. Draft plan discussed with staff and building official. Waiting on pricing.
Community Development Permit Software Community Assistance	Normal	New		75%	Programming is nearing completion. Staff will undergo training in coming weeks

ARPA PHASE 1 & 2						
Phase	Description	Budgeted Amount	Expended Amount	Notes		
1	Building Construction Fund- Fire Risicos	\$246,877	\$246,877	Central Fire		
1	Emergency Services Communication Upgrade	\$900,000	\$93,069.05	Approved for Payment 7/15/2022		
1	Road Infrastructure Improvements = Road Stafford & Millage	\$250,000	243,727	Millage Purchased, Road Stafford awarded 6/2022		
1	Facilities Infrastructure Improvements = Library, Admin, CDD, Fairgrounds	766,223	567,726.00	Elevator = 25,152; Library Reno = \$125,000; Sanderson Station Propane Tank \$10,000; Sanderson Station Signs \$5000; \$10,000 Vet Park Dock; Vet Park Power/FPL Costs \$14,000; \$15,800 Health Department Keyless Door Repair; \$1430 Jonesville Park Boundary Barney; \$ 6,040,2-factor Amkanization Key - Microsoft; \$1525 Library AC; \$5,000 trees at Post Office; \$26,742 Sanderson Fire Pump; \$92.50 Turbox work for Pond at Central County; \$40,194 COA Change Order #2, \$8,072 Courthouse Keyless Entry Emergency Door; \$67,735 Sanderson FS to FPL; \$6,100 Sanderson FS to Homewood; \$32,150 Sanderson FS to Spiaklermatic; 128,868 Courthouse Generator		
1	County Infrastructure Improvements = litter, overtime & lawn service	185,000	60,135			
1	Incentive Pay to Eligible Workers	\$486,750	486,750			
	TOTAL	\$2,536,850	\$2,506,284			
2	BOCC Emergency Services Communication Phase 2	900,000	803,762.15	803,762.15 paid, 10% payment remaining		
2	Maint Replacement Vehicle	35,000	4,119	Purchased		
2	Ag Ctr Replacement Table	8,400	8,110.00	Purchased		
2	Ext Replacement Laptop	1,000	1039	Purchased		
2	Vet Svcs Vehicle	35,000	42,601	Purchased		
2	Roc Replacement Vehicle	40,000	47,119	Purchased		
2	Roc Park Equipment	50,000	51,005	Jonesville Fencing = 4,480; Bieschore = 26,013; Knabb Fence Repair and Material \$10,721; Jonesville Park Fence Replacement \$1785		
2	Roc Demo 2-Story Associates Booth	10,000	14,300	Miscy awarded 2/7		
2	Roc Replacement Mower	15,000	16,061	Purchased		
2	Roc Replacement Field Groomer	13,000	14,395.00	Purchased		
2	Roc Knabb Sports Complex Improvements- APPROPRIATION MATCH FUND	305,000	308,417	\$5,681 survey; \$16,600 irrigation; \$4,800 hydrocooding; \$61,430 concrete sidewalks and digest pads; Privacy Fence and Tree Removal at Knabb; \$8,000; Vet Park and Jonesville Ground Cover, Border \$13,431; \$1,522 road for volleyball courts 5/30; \$33,840 fill dirt; \$11,000 chip \$14,430 sand; \$63,700 fencing		
2	DevOps Security Patched	6681	10,680	10,680	*Currently charged to DevOps- needs to be moved to ARPA with crossing	
2	DevOps Large Format Scanner	8,000	7,612	Scanner Purchased \$4641; \$2369 for laminator; Table \$528		
2	Fires Sanderson Fax Station	600,000	600,000	Complete		
2	Fire Caylor Fire Station	250,000	64,119	bathroom, driveway, garage doors conversion		
2	Fires Thermal Camera	10,000	13,650	Purchased		
2	Transport Replacement Office Furniture	2,000	0			
2	Transport Replacement Equipment	5,000	1725	3 - Lecuz Chest Compression Mounts		
2	Reproc Headquarters Restos Paint and Flooring	50,000	29,400	Paint and Flooring Complete		
2	S/V Replacement Computer Unit	24,500	31,236	Purchased		
2	S/V Replacement of Dumpsters - 40 yard	27,500	20,406	Purchased		
2	S/V Replacement of Dumpsters - 20 Yard	18,000	28,150	Purchased		
2	S/V Replacement of Collection Sits Attendat Building	5,000	4,234	All have been repaired 04/29/2024		
2	S/V Collection Sits Improvements	55,000		\$6,654 Sign Cutter; Computer/Client; gate at steel bridge collection sit		
2	S/V Collection Sits Security Camera	10,000	7,541			
2	BCSD Body Worn Camera	33,681	33,681	Purchased		
2	Court Fac. Security Improvements	200,000	230,180	Elevator Update = 2 \$50,264; Key Card System \$173,916; New		
2	Em Mng Transfer Switch	30,000	20,000	Purchased		
2	Contingency Contingency	6,589	0			
	TOTAL	2,836,850	2,522,908.15			

1. Pending Business Report

County Manager Little gives updates on COA bus wash, the boat ramp, COA Senior Life Enrichment Center, Knabb Sports Complex, Courthouse Generator appropriation project, and Permit Software.

2. Expense Report Over \$5,000

No comments at this time.

3. American Rescue Plan Phase 1 & 2

No updates currently.

4. FY 23/24 Audit Update

Commissioner Mobley gives audit update from Allison Benton at James Moore.

VIII. COUNTY MANAGER

County Manager Sara Little mentions drafting a letter thanking JLAC and will have commissioners sign the letter.

IX. COUNTY ATTORNEY

No comments.

X. COMMISSIONER COMMENTS

Commissioner Bennett expresses appreciation for all the commissioners going to the meeting with JLAC to address the audit.

Commissioner Mann recognizes the County Manager and says the citizens of Baker County can have confidence moving forward.

Chairman Anderson appreciates the BOCC for representing Baker County to the JLAC committee.

XI. PUBLIC HEARING 6:00 PM

FINAL HEARING ITEMS

1. Ordinance 2025-39 – Property Rights included in Comprehensive Plan – LaDonna

This item was removed from the agenda until a later date.

FIRST HEARING ITEMS:

These items are for first hearing only. No action is needed at this time.

1. Ordinance 2025-36 – Rezoning (Taylor) – LaDonna Combs

Rezoning request from Ag 7.5 to Ag 5 and is currently 5.01 acres with a current land use of Ag B.

This parcel was created in 2003, is currently vacant and non-conforming. The applicant proposes a change in zoning to bring the subject parcel into compliance with current standards and construct a site-built home. Staff and LPA recommend approval. Chairman Anderson asked for questions or comments from the board or the public. No comments presented.

2. Ordinance 2025-37 – Small Scale Land Use (Davis) – LaDonna Combs

(Companions with Ordinance 2025-38)

Small Scale Land Use amendment with the request of Ag B to Very Low Residential. This request fits the trend for the surrounding area.

Chairman Anderson called for public comments. Hearing none, Chairman Anderson called for Commissioner comments. There were no comments.

3. Ordinance 2025-38 – Rezoning (Davis) – LaDonna Combs

Rezoning with the request of Ag 7.5 to Residential Conventional Mobile Home 1. The property is currently 7.51 acres.

This property is currently in compliance with current zoning standards. However, the applicant intends to subdivide the property in the future between themselves and their children. The property owners wish to give both children 3 acres a piece and keep one acre for themselves. LaDonna Combs comments that a family lot only allows one family lot to be given and the property owners would need to build first and apply for homestead before a family lot could be given and one of the children will be building at the same time as the property owners, therefore, there is no room for a family lot to be in place. Staff and LPA recommend approval.

Commissioner Bennett asks when the parcel was created and how do they determine when it's a subdivision. LaDonna responds, saying the lot was created prior to 1991 and anytime a parcel becomes 3 or more, that is when a subdivision process is required. With the proposed plan, to create the three lots the property owners will need to go through a subdivision process. They will not need to come before the board for an exemption due to the acreage of the parcel.

Chairman Anderson asks the board and the public for any questions or comments from the board or the public.

Speaker Daniel Gray questions the one-acre zoning and mentions the traffic on the road with concerns of adding extra houses.

Chairman Anderson expresses concern with going through this process and the cost. Chairman Anderson says he cannot support approving 1 acre tracks on a 7.51-acre lot on a private road with an easement, even with the intentions on building three houses, legally the property owners could sell the property, and a buyer could put 7 houses on in. Commissioner Bennett suggests that LaDonna have conversation with the property owners to articulate the request before coming back to the board.

Property Owner Susan Davis wants it to be clear that their plans are not to build one acre lots. The board clarifies that they want the property owners to understand all of their options before coming back before the board.

Chairman Anderson asks for any further questions or comments from the public. No comments presented.

4. Special Exemption (Horne) – LaDonna Combs

This parcel is 7.33 acres with commercial land use and commercial highway zoning.

Applicant intends to develop a portion of the subject property to be used for Recreational Vehicle Storage. Per direction of the board and General Counsel, recreational vehicle storage can be requested within the Commercial Highway district by way of Special Exception.

The board is presented with a proposed preliminary site plan. This request fits the trend of the area. Staff and LPA recommend approval.

Chairman Anderson asked for questions or comments from the board.

Commissioner Bennett asks about a security fence. Property owner Travis Horne says it will be a 6 ft. chain length fence with a mesh barrier.

Commissioner Mann asks if the fire marshal has reviewed the spacing and density. LaDonna responds saying he has given direction for spacing requirements but has not reviewed this specific plan.

Chairman Anderson asks for any further questions from the board or the public. No comments presented.

5. Variance (All In Storage) – LaDonna Combs

This parcel is 2.07 acres with current land use and zoning of industrial.

Variance request asking for relief of a buffering requirement.

Our county code requires that a buffer yard of no less than 150 feet in width shall be provided along each Industrial district boundary which abuts any district other than agricultural, commercial, or industrial districts. Given the size of the subject parcel, a minimal amount of usable space would be left.

Generally, a variance would be approved by LPA. With this being a commercial development, the variance needed to come before the BOCC.

LaDonna presents a proposed plan for the parcel that shows taking in three sides of the parcel by 150 ft would only leave a 30 ft wide strip. It is the property owner's intent to build a climate-controlled storage facility with large bays to cater to larger storage items.

Property owner addresses the size of the building planned to be constructed and notes a fire wall and sprinklers to be added.

Chairman Anderson expresses concern with the forest being alongside of the property and says he would be more comfortable with a fire suppression system.

Commissioner Bennett asks to modify to variance to say a request for a variance with a setback of 100 ft by providing a firewall. LaDonna says it could be done.

Chairman Anderson called for any public comments. Todd Hunt stated what his intents are regarding firewall/suppression.

6. Subdivision Development Preliminary & Final Review (Arrow Wood) – LaDonna Combs

This parcel is 300.05 acres with a current land use of Ag B and a current zoning of Ag 7.5. A significant portion of the property is wetland area.

Applicant proposes to record platted subdivision lots but is not proposing to develop them. The lots, once recorded, would be available for individual purchase and buyers would develop.

When the application was previously discussed, there were 10 access points. The current application includes 4 access points on the west side and 2 access points on the east side.

Commissioner Bennett expresses concerns with access points on the county road and says he will not be okay with approving a subdivision development exemption.

Commissioner Bennett comments that lots were accessed by paved roads. LaDonna says for 10 acres or larger, it is county maintained.

Commissioner Bennett requests that staff and LPA look at establishing regulations that put restrictions on the ratio of width to depth on lots.

The BOCC agrees with Commissioner Bennett, saying sharing access would be his recommendation.

It is likely that when building begins, there may be issues in the future. Staff withheld recommendations for guidance from the BOCC. LPA recommended approval based on specific conversations about it meeting statutory requirements.

Representative for Arrow Wood Pete Scerbo comments that their work was checked over to be sure they met the requirements of the county.

XII. ADJOURN

Metting was adjourned at 7:50 pm

Clerk of Court/Clerk to the Board

Chairman

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Mobley, Tyler</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Baker Co. BdCC</i>
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY _____ COUNTY _____	NAME OF POLITICAL SUBDIVISION: <i>Baker County</i>
DATE ON WHICH VOTE OCCURRED <i>November 18, 2025</i>	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTEE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Tyler Mobley, hereby disclose that on November 18, 2025:

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

#1. I am employed by David Burnham via Burnham Construction.

#2. Nehemiah Court

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

11/18/2025
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

**BAKER COUNTY BOCC
Year End Payment Register**

Bank Number: 1 / Name: First Federal / Description: Operating Account

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
988365	CHK	A	AIRGAS USA, LLC Acetylene Cyl-Rd	1218 9165804917	1	87.73 87.73	.00 0.00	87.73 87.73	11/13/2025		23374
988366	CHK	A	AMERICAN TIRE DISTRIBUTORS INC #90 Tire-Rd	4522 S211383296	1	202.17 202.17	.00 0.00	202.17 202.17	11/13/2025		23374
988367	CHK	A	BAKER COUNTY FAIR ASSOCIATION 25 TDC Funding fair advertisin	859 25FAIR20%	1	2,289.20 2,289.20	.00 0.00	2,289.20 2,289.20	11/13/2025		23374
988368	CHK	A	CINTAS DISTRIBUTION LLC-ROAD public works uniforms through public works uniforms through	4479 4247074624 4247813662	2	1,035.26 502.01 533.25	.00 0.00 0.00	1,035.26 502.01 533.25	11/13/2025		23374
988369	CHK	A	FPL 04012-13723 ROAD DEPART/TRFF 04082-14708 SR228 #CITY SL'S 07253-15162 FIRE70 SANDERSON 09178-19799 SNDRSN COMM SR127 11233-03289 OLUSTEE-SOLID WAST 30354-83514 SIGN&TIRE SHOP-R&B 45151-88144 SR 228-SOLID WASTE 50483-97334 TRANSP/WILLIS HODG 55706-76238 SENIOR LIFE CTR 79108-19775 HOSS KELLER-SW 80118-12818 FIRE 80-OLUSTE 89658-19777 RD YARD 8156 CYPRE 89678-13729 RD DEPT BARN 96269-97366 ST70 PUMP WIREMILL	200 04012-13723.1-119 04082-14708.1-117 07253-15162-051 09178-19799.1-120 11233-03289.1-119 30354-83514.1-119 45151-88144.1-119 50483-97334.1-120 55706-76238-036 79108-19775.1-120 80118-12818.1-119 89658-19777.1-120 89678-13729.1-120 96269-97366-019	14	2,395.65 67.86 36.23 405.75 45.43 39.56 227.68 42.34 538.68 524.04 42.08 68.44 234.01 94.41 29.14	.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	2,395.65 67.86 36.23 405.75 45.43 39.56 227.68 42.34 538.68 524.04 42.08 68.44 234.01 94.41 29.14	11/13/2025		23374
988370	CHK	A	GRADING & BUSH HOG SERVICES IN CR 125 Guardrail repairs near	767 14427	1	8,850.00 8,850.00	.00 0.00	8,850.00 8,850.00	11/13/2025		23374
988371	CHK	A	GRAINGER cuyler compactor motor/sw inv	215 9675952858	1	2,520.51 2,520.51	.00 0.00	2,520.51 2,520.51	11/13/2025		23374
988372	CHK	A	HAGAN ACE HARDWARE OF MACCLENN Foam/Misc Screws,Nuts,Bolts-Rd Concrete Mix 10x-Rd Wasp&Hornet Spray-Rd Clamp 3x-Rd Clevis Screw 2x/Clip 2x-Rd Nut Drvr/Misc Screws,Nuts,B-Rd	221 353711 353800 353843 353868 353895 354040	6	137.68 13.01 63.00 7.59 9.90 22.76 21.42	.00 0.00 0.00 0.00 0.00 0.00 0.00	137.68 13.01 63.00 7.59 9.90 22.76 21.42	11/13/2025		23374
988373	CHK	A	ICE CUBE EXPRESS 10lb Bag Ice 99x-Rd	75 13421	1	133.65 133.65	.00 0.00	133.65 133.65	11/13/2025		23374
988374	CHK	A	L V HIERS INC 188 gals reg gas/rd inv 191969 1576 gals dyed diesel/rd inv 1 191970 1673 gals dyed diesel/rd inv 4 490262 301 gals reg gas/rd inv 490272 #1062 Tractor Tire/Tube-Rd 140Gal Diesel-Rd	267 191969 191970 490262 490272 605118 605325	6	11,327.32 505.17 4,633.44 4,500.37 791.75 447.61 448.98	.00 0.00 0.00 0.00 0.00 0.00 0.00	11,327.32 505.17 4,633.44 4,500.37 791.75 447.61 448.98	11/13/2025		23374
988375	CHK	A	MACCLENNY MOWER AND SAW INC Chisel Chain 2x/Cut Bar-Rd	1334 121634	1	114.10 114.10	.00 0.00	114.10 114.10	11/13/2025		23374

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Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
988376	CHK	A	NAPA AUTO PARTS- JAX015	284	2	76.99	.00	76.99	11/13/2025		23374
			#90 Mini Bulbs/Fuel Filter-Rd	42071		51.92	0.00	51.92			
			#197 STT Kit/STT Lamp-Rd	42118		25.07	0.00	25.07			
988377	CHK	A	RING INVESTMENTS, LLC	2341	4	371,054.15	.00	371,054.15	11/13/2025		23374
			Massey #1062 lease payment/rd	51553		24,105.03	0.00	24,105.03			
			#446 lease payment/rd inv 6176	61760		49,449.68	0.00	49,449.68			
			lease payment #1200, #1202, #1	64859		269,309.20	0.00	269,309.20			
			#2869 lease payment/rd inv 652	65223		28,190.24	0.00	28,190.24			
988378	CHK	A	SOUTHEASTERN SERVICES INC	387	1	11,505.78	.00	11,505.78	11/13/2025		23374
			site attendants through 10/19/	128842		11,505.78	0.00	11,505.78			
988379	CHK	A	TOWN OF GLEN ST MARY	2074	1	291.68	.00	291.68	11/13/2025		23374
			ACC#272-00 11.25	SEPT21-061		291.68	0.00	291.68			
988380	CHK	A	TRANSCOR SUPPLY INC	4533	1	270.35	.00	270.35	11/13/2025		23374
			Gun Kit Hose/Spray Tip 4x-Rd	43868		270.35	0.00	270.35			
988381	CHK	A	THE MACCLENNY ASSOC OF PRO FF	1059	1	420.00	.00	420.00	11/14/2025		23403
			FIRE/EMS UNION 11/14	PR168-132		420.00	0.00	420.00			
988382	CHK	A	VALIC	419	1	1,055.00	.00	1,055.00	11/14/2025		23403
			AIG VALIC 11/14	PR168-130		1,055.00	0.00	1,055.00			
988383	CHK	A	ALACHUA COUNTY BOARD OF COUNTY	14	1	27,904.86	.00	27,904.86	11/14/2025		23404
			4Qtr 25 Court Adm,Pro Se,SA	CT2025-16		27,904.86	0.00	27,904.86			
988384	CHK	A	FIRST COAST NO MORE HOMELESS P	4445	6	390.00	.00	390.00	11/14/2025		23404
			Cat Spay 8/14-AC	1891		70.00	0.00	70.00			
			Cat Neuter 8/14-AC	1894		70.00	0.00	70.00			
			Cat Spay 8/14-AC	1895		70.00	0.00	70.00			
			Cat Neuter 8/14-AC	1896		70.00	0.00	70.00			
			Cat Neuter 8/14-AC	1897		55.00	0.00	55.00			
			Cat Spay 8/14-AC	1931		55.00	0.00	55.00			
988385	CHK	A	PRITCHETT TRUCKING INC	344	1	10,416.78	.00	10,416.78	11/14/2025		23404
			20 Loads Limerock-Rd	141072		10,416.78	0.00	10,416.78			
988386	CHK	A	STAPLES ADVANTAGE	2164	1	66.77	.00	66.77	11/14/2025		23404
			Folders/Copy Paper-AC	6021450713		66.77	0.00	66.77			
1512	EPAY	A	NATIONWIDE RETIREMENT SOLUTION	311	1	100.00	.00	100.00	11/14/2025		23403
			PEBSCO/NATIONWIDE 11/14	PR168-132		100.00	0.00	100.00			
1513	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE	4486	1	52.54	.00	52.54	11/14/2025		23403
			COBRA 11.25	1COBRA11.24-033		52.54	0.00	52.54			
1514	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE	4486	1	287.36	.00	287.36	11/14/2025		23403
			ACCIDENT 11.25	ACCIDENT11.24-033		287.36	0.00	287.36			
1515	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE	4486	1	3,662.47	.00	3,662.47	11/14/2025		23403
			DENTAL 11.25	DENTAL11.24-033		3,662.47	0.00	3,662.47			
1516	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE	4486	1	77,428.00	.00	77,428.00	11/14/2025		23403
			HEALTH 11.25	HEALTH11.24-033		77,428.00	0.00	77,428.00			

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1517	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE HOSPITAL 11.25	4486	1	335.80 335.80	.00 0.00	335.80 335.80	11/14/2025		23403
1518	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE CRITICAL ILLNESS 11.25	4486	1	216.60 216.60	.00 0.00	216.60 216.60	11/14/2025		23403
1519	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE LIFE 11.25	4486	1	1,389.76 1,389.76	.00 0.00	1,389.76 1,389.76	11/14/2025		23403
1520	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE STD 11.25	4486	1	261.74 261.74	.00 0.00	261.74 261.74	11/14/2025		23403
1521	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE VISION 11.25	4486	1	594.50 594.50	.00 0.00	594.50 594.50	11/14/2025		23403
988387	CHK	A	APLPD HOLDCO, INC. DBA PODS EN Large Storage,Floor Install-Ag	4549	1	199.00 199.00	.00 0.00	199.00 199.00	11/18/2025		23408
988388	CHK	A	CKH CONSULTING Bookkeeping Services 10.25	4592	1	3,500.00 3,500.00	.00 0.00	3,500.00 3,500.00	11/18/2025		23408
988389	CHK	A	GERALDINE C HARTIN Code Enf Hearing 11/12/25	4367	1	350.00 350.00	.00 0.00	350.00 350.00	11/18/2025		23408
988390	CHK	A	HAGAN ACE HARDWARE OF MACCLENN Extension Cord/Cord Wrap-Main	221	1	76.34 76.34	.00 0.00	76.34 76.34	11/18/2025		23408
988391	CHK	A	HAMILTON MEDICAL, INC BITRAC FF MASKS S,M,L-EMS	4588	1	808.50 808.50	.00 0.00	808.50 808.50	11/18/2025		23408
988392	CHK	A	HARRIS CORPORATION-PSPC SOF Access 10.25	1734	1	3,710.00 3,710.00	.00 0.00	3,710.00 3,710.00	11/18/2025		23408
988393	CHK	A	HENRY SCHEIN INC Forcep Curved 7x/Safety IV-EMS DROPERIDOL/IV ADMIN SET-EMS	588	2	671.90 120.41 551.49	.00 0.00 0.00	671.90 120.41 551.49	11/18/2025		23408
988394	CHK	A	JAMES E REED 50x60 slab12x12 footers-Shoal	2379	1	19,975.00 19,975.00	.00 0.00	19,975.00 19,975.00	11/18/2025		23408
988395	CHK	A	JIMMY'S AUTOMOTIVE REPAIR INC #88 Oil Chng/Brake Fld/Co-Main	1105	1	59.35 59.35	.00 0.00	59.35 59.35	11/18/2025		23408
988396	CHK	A	KELLY KLEAN KELLY KLEAN 10.25 KELLY KLEAN 10.25	1321	2	4,840.00 4,840.00 4,840.00	.00 0.00 0.00	4,840.00 2,950.00 1,890.00	11/18/2025		23408
988397	CHK	A	KEN'S FENCING LLC Side Gate Repair-AC	261	1	468.50 468.50	.00 0.00	468.50 468.50	11/18/2025		23408
988398	CHK	A	KNOX PEST CONTROL PUB DEF 81N PEST 11.25 COURTHOUSE PEST 11.25 AG 1025 PEST 11.25 ADMIN PEST 11.25 LIB 14W PEST 11.25	2180	26	797.00 30.00 72.00 60.00 30.00 30.00	.00 0.00 0.00 0.00 0.00 0.00	797.00 30.00 72.00 60.00 30.00 30.00	11/18/2025		23408

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			RD 8156 PEST 11.25		567828	32.00	0.00	32.00			
			HISTORICAL 42 11.25		567829	32.00	0.00	32.00			
			REC 490 PEST 11.25		567830	30.00	0.00	30.00			
			MAIN 323 PEST 11.25		567831	20.00	0.00	20.00			
			PA/TC/SOE PEST 11.25		567832	45.00	0.00	45.00			
			EMS 1190 PEST 11.25		567833	30.00	0.00	30.00			
			SANDRS 8274 PEST 11.25		567834	28.00	0.00	28.00			
			COM DEV 360 PEST 11.25		567835	30.00	0.00	30.00			
			DEPU DG LN 14564 11.25		567836	35.00	0.00	35.00			
			HD 480 PEST 11.25		567837	45.00	0.00	45.00			
			CRT SERV PEST 11.25		567838	30.00	0.00	30.00			
			TRNSPT 9264 PEST 11.25		567839	34.00	0.00	34.00			
			FIRE10 4980 11.25		567840	18.00	0.00	18.00			
			FIRE20 14496 11.25		567841	18.00	0.00	18.00			
			FIRE30 19145 11.25		567842	18.00	0.00	18.00			
			FIRE40 26461 11.25		567843	18.00	0.00	18.00			
			FIRE50 10050 11.25		567884	18.00	0.00	18.00			
			FIRE60 27310 11.25		567885	18.00	0.00	18.00			
			FIRE80 5644 11.25		567886	18.00	0.00	18.00			
			ST70 12170WIREMIL 11.25		567913	18.00	0.00	18.00			
			COA 5426 PEST 11.25		568312	40.00	0.00	40.00			
988399	CHK	A	L V HIERS INC	267	19	3,946.94	.00	3,946.94	11/18/2025		23408
			250Gal Fuel-EMS	190161		727.61	0.00	727.61			
			224Gal Diesel-EMS	490150		718.37	0.00	718.37			
			99Gal Diesel-EMS	490331		272.26	0.00	272.26			
			178Gal Fuel-EMS	490349		480.67	0.00	480.67			
			215Gal Diesel-EMS	490349B		661.73	0.00	661.73			
			27.50Gal Fuel-Maint	604755		81.43	0.00	81.43			
			45.60Gal Fuel-Rec	604765		128.00	0.00	128.00			
			32.70Gal Fuel-Rec	604817		88.52	0.00	88.52			
			23.80Gal Fuel-Rec	604878		64.43	0.00	64.43			
			33Gal Fuel-Rec	604880		97.71	0.00	97.71			
			50.30Gal Fuel-Maint	604938		143.91	0.00	143.91			
			23.80Gal Fuel-Maint	604942		68.09	0.00	68.09			
			29.50Gal Fuel-Rec	604973		84.40	0.00	84.40			
			11.30Gal Fuel-Maint	605035		30.14	0.00	30.14			
			31.40Gal Fuel-Rec	605123		83.75	0.00	83.75			
			23Gal Fuel-AC	605260		63.50	0.00	63.50			
			21.20Gal Fuel-Maint	605266		58.54	0.00	58.54			
			14Gal Fuel-VS	605313		38.66	0.00	38.66			
			20Gal Fuel-AC	605319		55.22	0.00	55.22			
988400	CHK	A	MACCLENNY MOWER AND SAW INC	1334	1	341.61	.00	341.61	11/18/2025		23408
			Lift Rental 1 Day-Rodeo Lights	4261		341.61	0.00	341.61			
988401	CHK	A	SARA LITTLE	747	1	56.00	.00	56.00	11/18/2025		23408
			18.67Gal Fuel,Tallahassee-Adm	NOV17.25TALLAHASSEE		56.00	0.00	56.00			
988402	CHK	A	SHERWIN-WILLIAMS COMPANY	1245	1	117.77	.00	117.77	11/18/2025		23408
			Paint SW7649/SW6433/Roll-DevOp	4099-0		117.77	0.00	117.77			
988403	CHK	A	STAPLES ADVANTAGE	2164	1	139.28	.00	139.28	11/18/2025		23408
			Mltfld Twl/Pap Twl/Tlt Pap-Lib	6044534126		139.28	0.00	139.28			
988404	CHK	A	TELEFLEX LLC	1159	2	2,900.00	.00	2,900.00	11/18/2025		23408

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			EZ1025MM NEEDLE BOX 2x-EMS	9510694153		2,200.00	0.00	2,200.00			
			EZ-10 POWER DRIVER 7x-EMS	9510700456		700.00	0.00	700.00			
988405	CHK	A	AMERICAN TIRE DISTRIBUTORS INC	4522	2	736.97	.00	736.97	11/19/2025		23439
			#941 4 265/70R17 tires /rd inv	S210834096		589.76	0.00	589.76			
			#941 Tire-Rd	S211166416		147.21	0.00	147.21			
988406	CHK	A	CINTAS DISTRIBUTION LLC-ROAD	4479	2	1,047.51	.00	1,047.51	11/19/2025		23439
			public works uniform thr 10/6	4245584870		502.01	0.00	502.01			
			public works uniform thr 10/13	4246324608		545.50	0.00	545.50			
988407	CHK	A	CITY OF MACCLENNY	109	8	1,221.73	.00	1,221.73	11/19/2025		23439
			14 MCIVER AVE-LIBRARY	#500012-154		60.44	0.00	60.44			
			4980 JEFF STARLING-FIRE ST10	#500127-154		47.60	0.00	47.60			
			339 E MACCLENNY AVE-COURTHOUSE	#500836-154		107.21	0.00	107.21			
			360 E SHUEY-BLDG WATER	#500976-154		55.86	0.00	55.86			
			TRI CNTY/GAL COURT SERVICES	#500977-154		59.73	0.00	59.73			
			55 N 3RD ST-ADMIN	#500987-154		57.26	0.00	57.26			
			3RD ST-PUBLIC DEFENDER	#500996-154		84.89	0.00	84.89			
			9264 BUCK STARLING-TRANSP CTR	#502955-154		748.74	0.00	748.74			
988408	CHK	A	FLEET TRUCK PARTS INC	4484	1	501.48	.00	501.48	11/19/2025		23439
			#960,8357,7210 tarp rolloff-rd	530894		501.48	0.00	501.48			
988409	CHK	A	GLEN CASH STORE INC	212	1	7.98	.00	7.98	11/19/2025		23439
			Single Side Key 2x-Rd	B67193		7.98	0.00	7.98			
988410	CHK	A	GW CUSTOMS LLC	4621	1	6,302.50	.00	6,302.50	11/19/2025		23439
			#183 Rear End Repair-Rec	161		6,302.50	0.00	6,302.50			
988411	CHK	A	HAGAN ACE HARDWARE OF MACCLENNY	221	3	60.78	.00	60.78	11/19/2025		23439
			Coupling Nut/Coupler Kit-Rd	353454		41.80	0.00	41.80			
			Coupling Nuts-Rd	353471		8.54	0.00	8.54			
			Rivet 50pk-Rd	353685		10.44	0.00	10.44			
988412	CHK	A	ICE CUBE EXPRESS	75	1	182.25	.00	182.25	11/19/2025		23439
			10lb Bag Ice 135x-Rd	13235		182.25	0.00	182.25			
988413	CHK	A	IN TOUCH CONSULTING GROUP, INC	4599	1	4,218.75	.00	4,218.75	11/19/2025		23439
			CDBG ADMINISTRATOR FEES	1394		4,218.75	0.00	4,218.75			
988414	CHK	A	JAMES MOORE, CPA	927	1	10,000.00	.00	10,000.00	11/19/2025		23439
			FY2024 Audit Fieldwork 10.25	841398		10,000.00	0.00	10,000.00			
988415	CHK	A	L V HIERS INC	267	5	12,145.34	.00	12,145.34	11/19/2025		23439
			136Gal Fuel-Rd	191153		378.32	0.00	378.32			
			1684 gals dyed diesel/rd inv 4	489747		4,833.08	0.00	4,833.08			
			190 gals reg gas/rd inv 048991	489914		511.74	0.00	511.74			
			2233 gals dyed diesel/rd inv 4	4899140		6,212.20	0.00	6,212.20			
			10Gal SAE10-Rd	604776		210.00	0.00	210.00			
988416	CHK	A	MADIMACK LLC DBA IN TENTS EVEN	4543	1	1,018.86	.00	1,018.86	11/19/2025		23439
			26 Rural County Day Tents	26RURALDAY		1,018.86	0.00	1,018.86			
988417	CHK	A	NAPA AUTO PARTS- JAX015	284	2	267.93	.00	267.93	11/19/2025		23439
			#941 Wheel Nut 6x-Rd	41554		77.94	0.00	77.94			

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			#156 Battery-Rd	41615		189.99	0.00	189.99			
988418	CHK	A	NEXTRAN TRUCK CENTER	318	1	133.94	.00	133.94	11/19/2025		23439
			#197 Spring/Oil Filler Cap-Rd	04P210000		133.94	0.00	133.94			
988419	CHK	A	QUALITY INTERNET SERVICES OF F	349	1	150,000.00	.00	150,000.00	11/19/2025		23439
			Furnish/install Generator-CH	148145		150,000.00	0.00	150,000.00			
988420	CHK	A	RING POWER CORPORATION	365	4	207.40	.00	207.40	11/19/2025		23439
			#8015 cutting blades/rd inv 07	07BC0000906		528.35	0.00	528.35			
			bucket teeth #2742/rd inv 07BC	07BC0001129		529.62	0.00	529.62			
			#2742 Skid/Bolt 2/Washer 2-Rd	07BC0001198		140.90	0.00	140.90			
			Grader Blades Credit-Rd	07BC0001318		991.47-	0.00	991.47-			
988421	CHK	A	SCOTTY RHODEN, SHERIFF	757	1	17,523.77	.00	17,523.77	11/19/2025		23439
			E911 8.25	3275		17,523.77	0.00	17,523.77			
988422	CHK	A	SHERWIN-WILLIAMS COMPANY	1245	1	19.02	.00	19.02	11/19/2025		23439
			Paper Cutter-CD	6044534125		19.02	0.00	19.02			
988423	CHK	A	SOUTHEASTERN SERVICES INC	387	2	11,895.66	.00	11,895.66	11/19/2025		23439
			site attendants 10/5/25/sw inv	128836		5,900.40	0.00	5,900.40			
			site attendants 10/5/25/sw inv	128837		5,995.26	0.00	5,995.26			
988424	CHK	A	SUNSHINE STATE ONE CALL OF FL	1847	1	26.89	.00	26.89	11/19/2025		23439
			FY25/26 Annual Assessment	1050020		26.89	0.00	26.89			
988425	CHK	A	THE BURDETTE AGENCY DBA NORTH	4567	1	12,833.34	.00	12,833.34	11/19/2025		23439
			TDC Strategic Plan Final Rprt	8723		12,833.34	0.00	12,833.34			
988426	CHK	A	THOMAS HOWELL FERGUSON PA- THF	4583	1	6,372.80	.00	6,372.80	11/19/2025		23439
			FEMA 10.25 Hurricane Debby	151105		6,372.80	0.00	6,372.80			
988427	CHK	A	ALACHUA COUNTY BOARD OF COUNTY	14	2	23,819.84	.00	23,819.84	11/21/2025		23454
			ME Oct25	ME2026-1		11,909.92	0.00	11,909.92			
			ME Nov25	ME2026-7		11,909.92	0.00	11,909.92			
988428	CHK	A	AMY DUGGER, TAX COLLECTOR	758	1	108.34	.00	108.34	11/21/2025		23454
			Hall Olustee Park 2025	2025HALL		108.34	0.00	108.34			
988429	CHK	A	BAKER COUNTY PRESS	56	4	1,137.60	.00	1,137.60	11/21/2025		23454
			Variance/LUA/Rezoning/Spec-CD	77735		800.00	0.00	800.00			
			Firefighter Wanted Ad 10/2-9	77738		215.50	0.00	107.00			
			Firefighter Wanted Ad 10/2-9	77738		215.50	0.00	108.50			
			2025-15 Shoals Ad For Bids	77771		122.10	0.00	122.10			
988430	CHK	A	CANON USA INC	4619	1	615.00	.00	615.00	11/21/2025		23454
			Cartridge/Printhead-PA	150111381		615.00	0.00	615.00			
988431	CHK	A	DELL FINANCIAL SERVICES LLC	1023	2	657.20	.00	657.20	11/21/2025		23454
			Computer Lease 002 11.25	4675478		652.38	0.00	652.38			
			Computer Lease 006 11.25	4720018		4.82	0.00	4.82			
988432	CHK	A	FPL	200	24	11,550.89	.00	11,550.89	11/21/2025		23454
			07521-58113 WOMEN SOFTBALL	07521-58113.1-121		177.03	0.00	177.03			
			STREET LIGHTS-AG/RD/LIB/SC/SW	12567-18154-076		88.20	0.00	66.15			

Bank Number: 1 / Name: First Federal / Description: Operating Account

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
			STREET LIGHTS-AG/RD/LIB/SC/SW	12567-18154-076		88.20	0.00	11.03			
			STREET LIGHTS-AG/RD/LIB/SC/SW	12567-18154-076		88.20	0.00	11.02			
			17019-59270 S50 GLEN FIRE	17019-59270-116		562.57	0.00	562.57			
			17074-19774 PUBLIC DEFENDER	17074-19774.1-121		153.82	0.00	153.82			
			47253-66092 COURTHOUSE	47253-66092.1-121		5,227.43	0.00	5,227.43			
			48308-42235 REC DPT-MINGER FLD	48308-42235.1-120		96.71	0.00	96.71			
			50996-76438 TAX COLL/PA/ELECT	50996-76438.1-120		1,446.36	0.00	1,446.36			
			58599-18764 JEFF STARLING-SW	58599-18764.1-121		35.66	0.00	35.66			
			65342-69524 ST50 SIGN	65342-69524.1-121		31.95	0.00	31.95			
			76470-81590 VOLLEYB CT-25 8TH	76470-81590.1-120		27.18	0.00	27.18			
			80842-28439 SOFTBALL 480 6TH	80842-28439.1-121		90.83	0.00	90.83			
			85105-19757 ADMIN BLDG 3RD ST	85105-19757.1-121		370.27	0.00	370.27			
			85115-17784 CRT SERV/GAL	85115-17784.1-121		496.66	0.00	496.66			
			85125-13709 COM DEV 360E SHUEY	85125-13709.1-121		204.92	0.00	204.92			
			85215-10746 COA US90	85215-10746.121		289.25	0.00	289.25			
			85255-19743 COA US90	85255-19743.1-121		27.18	0.00	27.18			
			85285-11721 OLD JAIL 42W MCIVE	85285-11721.1-121		808.92	0.00	808.92			
			85345-16789 REC.DEPT/SCOREBRD	85345-16789.1-120		27.18	0.00	27.18			
			85355-12704 REC DEPT/KNABB CMP	85355-12704.1-120		740.55	0.00	740.55			
			85415-17762 REC DEPT/KNABB	85415-17762.1-118		149.68	0.00	149.68			
			85425-15799 REC DP-WMN-SFTBLL	85425-15799.1-120		437.67	0.00	437.67			
			90088-52551 OLUSTEE PARK LED	90088-52551.1-121		60.87	0.00	60.87			
988433	CHK	A	HAGAN ACE HARDWARE OF MACCLENN	221	6	167.87	.00	167.87	11/21/2025		23454
			Bar&Chain Oil/Gloves/Cover-Rec	353487		49.45	0.00	49.45			
			Trash Bags 4x-Rec	353731		55.36	0.00	55.36			
			Safety Glasses-Rec	353887		11.03	0.00	11.03			
			Belt/Chain-Rec	353905		7.16	0.00	7.16			
			Chainsaw Chain 2x-Rec	353906		3.30	0.00	3.30			
			Trash Bags 3x-Rec	354036		41.57	0.00	41.57			
988434	CHK	A	HOUNDTOWNE INC. DBA SHELTERLUV	1190	1	30.00	.00	30.00	11/21/2025		23454
			Adoption Sftwr 15x Adptn-AC	52587		30.00	0.00	30.00			
988435	CHK	A	L V HIERS INC	267	7	346.81	.00	346.81	11/21/2025		23454
			1.40Gal Marine Gas-Maint	605378		4.98	0.00	4.98			
			21.50Gal Fuel-Maint	605379		59.37	0.00	59.37			
			22.20Gal Fuel-Maint	605440		61.29	0.00	61.29			
			20Gal Fuel-AC	605461		55.22	0.00	55.22			
			19.20Gal Fuel-Maint	605505		53.02	0.00	53.02			
			21.90Gal Fuel-Maint	605625		60.47	0.00	60.47			
			19Gal Fuel-AC	605646		52.46	0.00	52.46			
988436	CHK	A	MACCLENNY MOWER AND SAW INC	1334	3	410.45	.00	410.45	11/21/2025		23454
			Bolt/Locknut/Wheel/Blades-Rec	121284		102.51	0.00	102.51			
			Wheel/Ignition Coil/Spk Pl-Rec	121325		198.91	0.00	198.91			
			Ignition Module/Wire/Filte-Rec	121614		109.03	0.00	109.03			
988437	CHK	A	NAPA AUTO PARTS- JAX015	284	3	56.37	.00	56.37	11/21/2025		23454
			#49 Wiper Fluid 2x-Rec	41619		7.42	0.00	7.42			
			Hose Adaptr 2x/Airchuck 2x-Rec	41680		43.96	0.00	43.96			
			#49 Brake Fluid-Rec	41887		4.99	0.00	4.99			
988438	CHK	A	SCOTTY RHODEN, SHERIFF	757	1	8,892.61	.00	8,892.61	11/21/2025		23454
			Shoals Deputy 10/3-31	3253		8,892.61	0.00	8,892.61			

Bank Number: 1 / Name: First Federal / Description: Operating Account

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
1522	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE	4486	1	85.05	.00	85.05	11/21/2025		23454
			ACA Reporting 11.25	052532		85.05	0.00	85.05			

Bank Number: 4 / Name: First Federal / Description: SHIP ACCOUNT

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
2219	CHK	A	RANDY POWELL CONSTRUCTION INC	924	1	24,950.00	.00	24,950.00	11/19/2025		23439
			21183 DUFF DAVIS RD New constr	5DUFFDAVIS21183		24,950.00	0.00	24,950.00			
<hr/> REGISTER TOTALS Checks: 86 Voids: 0 228 889,384.52 0.00 889,384.52											



BAKER COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Date of Submission: Novemember 25, 2025 **Meeting Date:** December 2, 2025

Name of Submitter: Clint Shivers **Department:** DevOps

1. Nature and purpose of this agenda item:

The National Park Service (NPS) Rivers, Trails, and Conservation Assistance Program (RTCA) is presenting to the Baker County Board of County Commissioners to introduce themselves, update the Commission on their ongoing work with Shoals Park, and explain the support they are providing to the County. NPS is actively helping with the planning, design and community engagement for a water trail system from Shoals Park to the St. Mary's Cove Boat Ramp. This includes developing a river access plan, revision of Shoals Park Master Plan and support through public and stakeholder engagement.

2. Recommended Motion/Action:

No action at this time.

3. Will this item require a presentation? Yes, powerpoint to be shown.

4. Deadline for Completion: NA

5. Fiscal Impact Questions:

Is this item included in the current budget? NA

If item is grant related, is there a County match requirement? NA

Explain the procurement process for this request (attach necessary documentation): NA



BAKER COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

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Date of Submission: 11/19/2025 **Meeting Date:** 12/2/2025

Name of Submitter: Chris Lee **Department:** Public Works

1. Nature and purpose of this agenda item:
Seeking approval for the purchase of 360 ft of 24" N12 HP culvert pipe for the Otter's Run Subdivision.
The full purchase price of \$14,418.00 has been provided by Rayonier. All 3 quotes are attached.

2. Recommended Motion/Action:
Approval of purchasing.

3. Will this item require a presentation? no, item backup documentation only.

4. Deadline for Completion: n/a

5. Fiscal Impact Questions:
Is this item included in the current budget? no

If item is grant related, is there a County match requirement? no

Explain the procurement process for this request (attach necessary documentation): Obtained 3 quotes and received a check for the lowest price from Rayonier.



CUSTOMER NO	QUOTING BRANCH	QUOTE NO	QUOTE DATE	PAGE
217138	FORTILINE JACKSONVILLE	6750695	11/06/25	1

CUSTOMER
BAKER COUNTY BOC COMMISSIONERS 55 N THIRD ST MACCLENNY, FL 32063

PROJECT INFORMATION
24" N12 HP

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
			***** IF, AFTER THE DATE OF THIS QUOTE, ANY NEW OR INCREASED TARIFFS, DUTIES OR OTHER GOVERNMENT-IMPOSED COSTS ON MATERIALS USED IN THE WORK BECOMES EFFECTIVE, THE CONTRACT PRICE SHALL BE ADJUSTED TO REFLECT THE ACTUAL INCREASED COST TO FORTILINE. FORTILINE SHALL PROMPTLY NOTIFY THE CUSTOMER OF ANY SUCH COST IMPACT. FAILURE OF FORTILINE AND THE CUSTOMER TO AGREE ON ANY PRICE ADJUSTMENT SHALL NOT RELIEVE THE CUSTOMER'S OBLIGATION TO PAY THE INCREASED COST. *****		
10	360	FT	24" N12 HP PIPE IB	40.0500	14,418.00
Subtotal:					14,418.00
Tax:					.00
Bid Total:					14,418.00

ALL STOCK DELIVERIES ARE SUBJECT TO SHIPPING CHARGES

All PVC and HDPE material is quoted for shipment within 7 days of quote/bid date. All other material is quoted for shipment within 30 days of quote/bid date. After 7 days for PVC and HDPE or 30 days for all other material, ALL quoted prices are subject to review based on current market conditions.

Ent By KP2 11/06/25 12:25:42



FERGUSON WATERWORKS-JAX #149
 9692 FLORIDA MINING BLVD W
 BUILDING #100
 JACKSONVILLE, FL 32257
 Phone: 904-268-2551
 Fax: 904-268-2053

Deliver To:
 From: Brendan Fullford
 brendan.fullford@ferguson.com
 Comments:

12:19:30 NOV 06 2025

FEL-JACKSONVILLE WW #149
 Price Quotation
 Phone: 904-268-2551
 Fax: 904-268-2053

Bid No: B658369
Bid Date: 11/06/25
Quoted By: BF

Cust Phone: 904-275-2123
Terms: CASH ON DEMAND

Customer: BAKER COUNTY PUBLIC WORKS
 8156 CYPRESS STREET
 SANDERSON, FL 32087

Ship To: BAKER COUNTY PUBLIC WORKS
 8156 CYPRESS STREET
 SANDERSON, FL 32087

Cust PO#:

Job Name:

Item	Description	Quantity	Net Price	UM	Total
A24650020IBPL	24X20 HP DW GRAY SLD PL PIPE	360	44.000	FT	15840.00
Net Total:					\$15840.00
Tax:					\$1025.40
Freight:					\$0.00
Total:					\$16865.40

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=149&on=66742>

Run Date: 11/07/25

Quote



Customer #	254919
Order #	Y085158
Date Ordered	11/07/25
Job #	
Job Name	
Customer Reference	
Purchase Order #	QUOTE
Method of Shipment	OUR TRUCK
Contract Order #	0000000
Ordered By	CHRIS
Ship Via	CORE & MAIN LP

Sold To:
BAKER COUNTY BRD OF COUNTY COM
8156 CYPRESS ST
SANDERSON, FL 32087

Ship To:
BAKER COUNTY BRD OF COUNTY COM
8156 CYPRESS ST
SANDERSON, FL 32087

Branch:
JACKSONVILLE FL
Branch - 035
6854 Distribution Ave S
Jacksonville, FL 32256 0000
Phone: 904-268-7007

Contact: CHRIS 904 275 2373

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
	1324ADWHPW20	24 HP DW STORM WTIB SOLID 20' 2 GSKTS DUAL WALL DR1800 24650020IBEP2	360			48.25000	FT	17370.00

Terms in accordance with shipping manifest.

Special Instructions/Comments:

Total Ordered:	17370.00
Tax Amount:	1092.20
Other Charges:	.00
Total:	18462.20



BAKER COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST FORM

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Date of Submission: 11/18/2025 **Meeting Date:** 12/2/2025

Name of Submitter: Chris Lee **Department:** Public Works

1. Nature and purpose of this agenda item:
Approval of supplemental agreement for a 2nd time extension on FIN445819-1-54-01 CR 229 N from Verdie Dorman to 3.9 miles north paving grant. Extension is for an additional 18 months to 6/30/2027.

2. Recommended Motion/Action:
Approval and execution of new supplemental agreement.

3. Will this item require a presentation? no, item backup documentation only.

4. Deadline for Completion: _____

5. Fiscal Impact Questions:

Is this item included in the current budget? no

If item is grant related, is there a County match requirement? no

Explain the procurement process for this request (attach necessary documentation): Grant through FDOT

RESOLUTION 2025-21

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAKER COUNTY, FLORIDA AUTHORIZING THE EXECUTION OF A SUPPLEMENTAL FUNDING AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION FINANCIAL PROJECT #445819-1-54-01.

WHEREAS, the Florida Department of Transportation desires the execution of a State Funded Supplemental Grant Agreement for SCOP funding extending contract time 18 months to June 30, 2027 for CR 229 N from Verdie Dorman to 3.9 Miles north paving.

NOW, THEREFORE, BE IT RESOLVED this 2nd day of December 2025 by the Board of County Commissioners of Baker County, Florida, that the County Manager of the Board of County Commissioners is hereby authorized to execute the Supplemental Funding Agreement between the Baker County Board of Commissioners and the Florida Department of Transportation for Financial Project ID: 445819-1-54-01.

**BOARD OF COUNTY COMMISSIONERS
OF BAKER COUNTY, FLORIDA**

Oliver J. Anderson, Chairman

ATTEST:

Stacie D. Harvey, Clerk



STACIE D. HARVEY
CLERK TO BOARD

Baker County Board of Commissioners

55 NORTH THIRD STREET
MACCLENNY, FLORIDA 32063
(904) 259-3613 • (904) 259-7610
www.bakercountyfl.org



JIMMY ANDERSON
CHAIRMAN

SARA LITTLE
COUNTY MANAGER

November 12, 2025

Cassandra Lamey
Local Programs Coordinator
Program Management MS-2014
1109 South Marion Avenue
Lake City, FL 32025-5874

RE: Small County Outreach Program
Road Reconstruction of CR 229N
From Verdie Dorman Rd to 3.9 miles N of Verdie Dorman Rd
Financial Project ID: 445819-1-54-01
Contract #: G2074
Time Extension #2

Dear Ms. Lamey:

Baker County is requesting an 18-month time extension for the completion of this project.

Wetland impacts by the DEP and/or SJRWMD have been resolved. Redesign of the box culvert extensions and guardrails has been completed. We received authorization to advertise and are ready to bid the project, however we are almost out of time.

Due to these reasons Baker County is requesting an additional 18 months to complete this project.

Should you have any questions or need additional information, please let me know.

Sincerely,

Chris Lee
Public Works Director

RONALD MANN
DISTRICT 1

JIMMY ANDERSON
DISTRICT 2

TYLER MOBLEY
DISTRICT 3

JAMES G. BENNETT
DISTRICT 4

MARK HARTLEY
DISTRICT 5



BAKER COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Date of Submission: 11/20/2025 **Meeting Date:** 12/2/2025

Name of Submitter: Donald Blanton **Department:** Fire Rescue

1. Nature and purpose of this agenda item:
New "Service Truck" for vehicle repairs. 2026 Ford F4450 4x4 supercab chassis 4x4 60" CA CRW X4H Northern Zone in the amount of \$119,361.55 and will be purchased under the Florida Sheriffs Cooperative Program.

2. Recommended Motion/Action:
Approve purchase

3. Will this item require a presentation? No

4. Deadline for Completion: As soon as possible

5. Fiscal Impact Questions:

Is this item included in the current budget? Yes, It is in the Fire Vehicle Capital Account

If item is grant related, is there a County match requirement? Not grant related

Explain the procurement process for this request (attach necessary documentation): Once approved, we will purchase through the Florida Sheriff's cooperative purchasing program.

BAKER COUNTY FIRE RESCUE

Prepared for:

BAKER COUNTY FIRE RESCUE
BILL PRIMO
bill.primo@bakercountyfl.org
904-509-3647

Contract Holder

11/19/25

DUVAL FORD
Bambi Darr
(Work) 904-388-2144
(Fax) 904-387-6816
bambi.darr@duvalmotor.com
405 Lane Avenue North
Jacksonville, FL 32254

PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL



We appreciate your interest and the opportunity to quote. Pricing references the FLORIDA SHERIFFS ASSOCIATION HEAVY TRUCKS AND BUSES CONTRACT FSA 25VEH-23. If you have any questions regarding this quote please call! Note, Vehicle will be ordered **white exterior** unless specified on purchase order. Shipping and Invoicing instructions are required on agency purchase order.

Labor:
\$90/Hr

Parts QTY

Code	Equipment	UNIT PRICE	EXTENDED
1 X4H NORTH	Item 44: Ford F450 4x4 Supercab Chassis 4x4 60" CA DRW X4H Northern Zone	\$ 55,706.00	\$ 55,706.00
1 99N.44G	7.3L 2V DEVCT NA PFI V8 Gas/TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul, Trail (4x2), Off-Road (4x4) w/Transmission Power Take-Off Provision. Included in Base spec for F350/450 Chassis Cabs.	Standard	\$ -
1 650A	Equipment Group: XL (Power Windows & Door Locks)	\$ -	\$ -
1 168WB	168" Wheelbase 60" CA	\$ -	\$ -
1 872	Rear View Camera and Prep Kit (includes camera, wiring bundle, and Vendor Installation)	\$ 711.00	\$ 711.00
1 X8L	4.88 Limited Slip Rear axle (Opt on 450/550 7.3L)	\$ 393.00	\$ 393.00
1 18B SUPER	Platform Running Boards	\$ 443.00	\$ 443.00
1 41P	Skid Plates - Transfer Case (4X4 only)	\$ 149.00	\$ 149.00
1 43C	110V/400W Outlet (with 40/20/40 seats, there is one in-dash mounted outlet; 2nd outlet in the console req. 40/Console/40 seats; req. 332 Amp Alternator (67A) when 6.7L Power Stroke® Diesel engine is ordered and the 397 Amp Alternators (67B) when 7.3L Gas is ordered; std on 7.3L Gas w/ Dual Battery (86M)	\$ 224.00	\$ 224.00
1 67B	410 Amp Dual Alternators (250 + 160; Gas req 86M & 43C or EV packages; Diesel req 41A or EV package)	\$ 114.00	\$ 114.00
1 67H	HEAVY-SERVICE FRONT SUSPENSION PACKAGE (67H) Usage: •Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR). Not available with: •Ambulance Prep Packages (47A/47L), Fire/Rescue Prep Package w/EPA Special Emissions - For Diesel Engine (47J), Snow Plow Prep Package (473) or Extra Heavy-Service Suspension Package(67X) •F-600A Includes: •Heavy-service front springs. (Pre-selected. See Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations.) NOTE 1: May result in a deterioration of ride quality. NOTE 2: Vehicle ride height will increase w/the addition of this package	\$ 124.00	\$ 124.00
1 TGM	225/70Rx19.5G BSW Traction (includes 4 traction tires on the rear and 2 A/P tires on the front; Opt on 450/550)	\$ 189.00	\$ 189.00
1 534	COMPLETE TRAILER TOW PACKAGE - HD Availability: Installed and Certified by Body Modifier • Optional on XL, XLT, Includes trailer plug 6 or 7 way • Includes Tow Capacity matched hardware pack: Class IV Ball Mount, 2 5/16" Ball, Sleeve reducer, pin and clip • Recommend Locking Differential , Includes (52B) electric Brake controller	\$ 1,985.00	\$ 1,985.00
1 SBO 1	Factory Camera install- Move camera to bumper	\$ 238.00	\$ 238.00
1 ESB 8	9FT DRW Enclosed Service Body, Knapheide Kc108L2094, 51" Interior Heightincludes Step Bumper, Masterlock, Led Taillights, Exterior Paint, Interior Dome Light & (2) Rear Shelf Doors, Solid Rear Doors For Drw 60"Ca Requires (31") Ship thru Second Stage Body Modifier. Includes weight slip, second stage MSO and body certification decal.	\$ 23,205.00	\$ 23,205.00
1 NCO.ALUMINUM	Upgrade to 9' Aluminum Water Treatment body with Hitch Recess Bumper (AKC108L2094)	\$ 2,821.00	\$ 2,821.00
1 NOTE	MOVE KNAPHEIDE CAMERA DOWN TO THE BUMPER	\$ -	\$ -

1	SBO 55	Knapheide Factory Paint for service body which includes interiors (RACE RED)	\$ 2,720.00	\$ 2,720.00
1	SBO 6	Compartment Lights 8'-9'	\$ 680.00	\$ 680.00
1	NCO.DOOR	Upper Side Access Doors	\$ 2,473.80	\$ 2,473.80
1	RB DRW 0 7	Ctech 20" Wide 6-Drawer Driver Side Front Compartment	\$ 2,661.00	\$ 2,661.00
2	NCO.DRAWER	(2) Ctech 2-Drawer Horizontal Compartment	\$ 1,126.00	\$ 2,252.00
1	NCO. DRAWER	CTECH Bolt Bin installed on Driver Side rear compartment	\$ 998.00	\$ 998.00
1	SBO 22	Pull Out Tray Curbside Rear	\$ 1,496.00	\$ 1,496.00
1	NCO.SLIDE	1500LB Roll-Out - Installed in Utility body	\$ 2,508.00	\$ 2,508.00
1	57-924105	FSD HDX MODULAR WINCH MOUNT GRILLE GUARD Part No. 57-924105 COMPONENTS(QTY 1) 57-24105 Grill Guard Shell, (QTY1) 46-23905 MAX Winch Tray MOTOR LENGTH (IN.)7 WINCH DEPTH (IN.)6.5 Requires (60x) Automated Emergency Braking (AEB) - (60X) - XL only Removal (removes Pre-Collision Assist with Automated Emergency Braking (AEB) and Forward Collision Warning, Auto High Beams, Post Impact Braking and Audible Lane Departure Warning)	\$ 1,920.00	\$ 1,920.00
1	WARN 12K	VR EVO 12k WINCH - 103254	\$ 1,492.00	\$ 1,492.00
1	31*	Ship Thru Qualified body modifier. Discounts Available for Chassis Pre-Payment upon arrival at second stage upfitter. Includes second stage MSO, body certification label, and pre-delivery inspection. Second Stage MSO required for Tag.	\$ 625.00	\$ 625.00
1	RKE	Programmed Integrated Key Transmitter Fob	\$ 326.00	\$ 326.00
1	CONSOLE 2	20" Wide Body Console with Open Storage on Side of Console: 4" Dual Beverage Holder, Console Tray, 2-DC Outlets, 1- Dual USB Port Faceplate, Height Adjustable Arm Rest (SPECIFY RADIO MODEL AT THE TIME OF ORDER)[CC-21F1-0713-OS-K]	\$ 1,355.00	\$ 1,355.00
1	LED PKG 16	JUSTICE LIGHTBAR PACKAGE A: (2) WHELEN: T-Series [TLM12*] Location: On Grille Guard (Duo split bulb Red/White) B: (2) WHELEN: T-Series [TLI2*] Location: On Front Fender Above Wheel Wheel (Duo split bulb Red/White) C: WHELEN: Justice WCX 62" Lightbar [RX0****] Location: On roof (Red/White Front & Red/Amber Rear - Full Front Scene Lights) D: WHELEN: Core C399, CCTL*, Speaker [SA315P] and Bracket [SAK73]	\$ 5,497.00	\$ 5,497.00
2	2	TLI2#	(2) Whelen ION T-Series Surface Mount: DUO Split Bulb (Amber/Red) Mount on Utility body over Rear Wheels	\$ 160.00 \$ 320.00
3	1	SA315P	Additional speaker added to Grille Guard (SA315p, SAK1)	\$ 375.00 \$ 375.00
2	1	NCO.PSD02FCR	(2) Whelen Mega T-Series Mounted to front grille per picture attached - RED/WHITE WITH FULL SCENE LIGHTS	\$ 138.65 \$ 277.30
1	1	LED PKG 18	Whelen 8 Module Traffic Advisor Dominator 8 AMBER module directional light array. Features left, right and split arrows. [DTA8A]. Wired to Upfitter switches.	\$ 1,513.00 \$ 1,513.00
1	1	NOTE	MOUNT TO REAR OF BODY ON TOP ABOVE DOOR	\$ -
2	2	M6*S	Whelen M6 LED Light with Black Flange: Duo Split Buld Red/Amber (M6FB, M6*, M62T) Mount on Rear of Body Top Corners (See pictures)	\$ 392.00 \$ 784.00
1	1	GRAPHICS	RED/YELLOW GRAPHICS PLACED ON REAR OF UTILITY BODY	\$ 1,581.45 \$ 1,581.45
1	1			
1	1	COLOR 6	Race Red Code:[PQ]	\$ 395.00 \$ 395.00
0	1	AS	HD Vinyl, 40/20/40 Split Bench w/center armrest, cupholder and storage;	Standard Standard
0	1		Vinyl Floor	\$ - \$ -
0	1			
9		TOTAL LABOR HOURS	Labor Hours	\$ 90.00 \$ 810.00
		Additional Notes	2026 MODEL / Contact Customer before install of Lights & Equipment	
UNIT COST			\$ 119,361.55	
TOTAL QUANTITY			1	
			TOTAL PURCHASE	
			\$ 119,361.55	



4" or 6" Striping
Yellow + Red





BAKER COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meet on the 1st and 3rd Tuesday of each month at 5:00 p.m. at the Baker County Administration Office, Commission Chambers, 55 North Third Street, Macclenny, FL 32063. All agenda items should be submitted to County Administration via sara.little@bakercountyfl.org and kayla.riggs@bakercountyfl.org no later than the Wednesday prior to the Commission meeting.

Date of Submission: Novemember 25, 2025 **Meeting Date:** December 2, 2025

Name of Submitter: Sara Little **Department:** Administration

1. Nature and purpose of this agenda item:
Approval of Contract Amendment for Boat Ramp Phase 1- this amendment extends the grant completion until June 30, 2028. This will allow adequate time to complete the FEMA process and construct the new ramp.

2. Recommended Motion/Action:
Approve the amendment as presented.

3. Will this item require a presentation? No, backup documents only

4. Deadline for Completion: 06/30/2028

5. Fiscal Impact Questions:

Is this item included in the current budget? NA

If item is grant related, is there a County match requirement? No match required.

Explain the procurement process for this request (attach necessary documentation): NA

AMENDMENT

STATE OF FLORIDA

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

FWC Agreement No. 18067, Amendment 6

This Amendment to Agreement No. 18067, referred to as the Amended Agreement, is entered into by and between the Florida Fish and Wildlife Conservation Commission, whose address is 620 South Meridian Street, Tallahassee, Florida 32399-1600, hereafter “Commission” or “FWC,” and Baker County Board of County Commissioners, 59-6000508, whose address is 55 North Third Street, MacClenny, Florida 32063, hereinafter “Recipient,” collectively, “Parties”.

CHANGES TO THE CONTRACT

In consideration of the mutual benefits set forth herein and, in the Amended Agreement, the parties agree to amend the Amended Agreement as follows, which amendments shall govern to the exclusion of any provision of the Amended Agreement to the contrary:

1. The first paragraph of the Amended Agreement is hereby amended to read as follows:

This Agreement is entered into by and between the Florida Fish and Wildlife Conservation Commission, whose address is 620 South Meridian Street, Tallahassee, Florida 32399-1600, hereafter “Commission,” and the Baker County Board of County Commissioners, FEID # 59-6000508, whose address is 55 North Third Street, MacClenny, Florida 32063, hereinafter “Grantee” or “Recipient”.

2. Section 3, Agreement Period, Part A, Agreement Period and Commission’s Limited Obligation to Pay, of the Amended Agreement is hereby amended to read as follows:

A. Agreement Period and Commission's Limited Obligation to Pay. This Agreement is made pursuant to a grant award and shall be effective upon execution by the last Party to sign and shall remain in effect through 06/30/2028. However, as authorized by Rule 68-1.003, F.A.C., referenced grant programs may execute Agreements with a retroactive start date of no more than sixty (60) days, provided that approval is granted from the Executive Director or his/her designee and that it is in the best interest of the Commission and State to do so. For this agreement, the retroactive start date was not approved. The Commission's Grant Manager shall confirm the specific start date of the Agreement by written notice to the Grantee. The Grantee shall not be eligible for reimbursement or compensation for grant activities performed prior to the start date of this Agreement nor after the end date of the Agreement. For this agreement, pre-award costs are not eligible for reimbursement. If necessary, by mutual agreement as evidenced in writing and lawfully executed by the Parties, an Amendment to this Agreement may be executed to lengthen the Agreement period.

3. Attachments of the Amended Agreement is hereby amended to read as follows:

Attachments in this Agreement include the following:

Attachment A6	Revised Scope of Work
Attachment B	Requirements of the Federal and Florida Single Audit Acts with Exhibit 1, Federal and State Funding Detail
Attachment C	Cost Reimbursement Contract Payment Requirements
Attachment D6	Site Dedication
Attachment E6	Boating Access Tracking and Reporting Forms

- 4. Attachment A1, Revised Scope of Work**, of the Amended Agreement, is hereby replaced in its entirety with Attachment A6, Revised Scope of Work, attached hereto and made part hereof.
- 5. Attachment D, Project Progress Report Form; Attachment E Certification of Completion Form; and Attachment G, Sample Invoice Form with Partial Payment Request Form; and Attachment H, Post Award Use & Access Annual Report**, of the Amended Agreement are hereby replaced in their entirety with Attachment E6 Boating Access Tracking and Reporting Forms, attached hereto and made part hereof.
- 6. Attachment F, Sample Site Dedication Form** of the Amended Agreement is hereby replaced in its entirety with Attachment D6, Site Dedication, attached hereto and made part hereof.

REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGE TO FOLLOW

All provisions of the Amended Agreement not specifically amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to Agreement No. 18067 to be executed through their duly authorized signatories on the day and year last written below.

RECIPIENT EXECUTION SIGNATURE	COMMISSION EXECUTION SIGNATURE
Baker County Board of County Commissioners	Florida Fish and Wildlife Conservation Commission
Recipient Signature	Executive Director (or Designee) Signature
Print Name	Print Name
Title	Title
Date	Date

ATTACHMENTS

Attachments in this Amendment include the following:

- Attachment A6 Revised Scope of Work
- Attachment D6 Site Dedication
- Attachment E6 Boating Access Tracking and Reporting Forms

REVISED SCOPE OF WORK

1. PROJECT DESCRIPTION

- A. Purpose and Background:** The Baker County Board of County Commissioners (Recipient) will use grant funds to improve boating access to the St. Mary's River at the Saint Mary's Cove Boat Ramp facility. Renovations to this boat ramp were constructed and then destroyed during hurricane Debby in August of 2024. The County is working with FEMA to build a new boat ramp upstream from the previous location, to replace the original boat ramp. Once the new boat ramp has been designed, built, and inspected by FWC, FBIP will reimburse the County for the work that was originally completed in 2024.
- B. Project Benefits:** This project will provide boaters with safe access to the Saint Mary's River.
- C. Type of Agreement:** This is a cost reimbursement agreement in accordance with Cost Reimbursement Contract Payment Requirements attached hereto and made a part hereof as Attachment C. Requirements are outlined in the Department of Financial Services, Bureau of Accounting and Auditing, *Reference Guide for State Expenditures*.
- D. Term of Agreement:** The term of the Agreement shall begin upon execution by the last Party to sign and shall remain in effect until June 30, 2028. Prior to the end of term, Recipient shall complete the tasks and provide the deliverables described in this Scope of Work. **All activities must be completed by June 30, 2028.**

2. PROJECT DELIVERABLES

Total payments for all deliverables will not exceed the maximum grant award amount of \$394,130.

- A. Deliverable 1:** The Recipient will, through own staff or contracted services, provide final design/engineering plans and state and federal permits necessary for the construction of a new single-lane, concrete boat ramp; bank stabilization, and an educational kiosk.

Deliverable 1 Tasks:

- Complete preliminary design/engineering plans and submit for review to the Commission;
- Upon approval from the Commission, complete the final design/engineering and submit to the Commission and;
- Complete permit applications for federal and state permitting agencies and provide the permits or final actions of the permitting agencies to the Commission.

Compensation: Total payment for this deliverable will not exceed \$55,960.

Minimum Performance: Minimum performance will be the completion of all Tasks listed above and the completion of all requirements in Section 2 - Performance.

Documentation: Documentation includes an attestation of activities or services rendered, proof of payment, preliminary plans, signed and sealed final plans, and permits or final decisions from permitting agencies. See FWC Cost Reimbursement Contract Payment Requirements, Attachment C for additional details on supporting documentation.

- B. Deliverable 2:** The Recipient will, through own staff or contracted services, utilizing plans approved by FWC referenced in Deliverable 1, the Recipient will make repairs to the existing concrete boat ramp, add bank stabilization and fencing.

Deliverable 2 Tasks:

- Remove and replace approximately 3ft x 8ft of concrete along the western edge of the existing boat ramp;
- Dredge approximately 100 cubic yards of sediment;
- Remove existing retaining walls and stabilize shore with articulating block or rip rap;
- Construct 289 linear feet of fencing along the top of the newly stabilized bank;
- Remove signage allowing swimming at boat ramp; and
- Complete Deliverable 5.

Compensation: Total payment for this deliverable will not exceed \$336,170.

Minimum Performance: Minimum performance will be the completion of all Tasks listed above and the completion of all requirements in Section 2 - Performance.

Documentation: Documentation includes an attestation of activities or services rendered, proof of payment, photographs of the completed project. See FWC Cost Reimbursement Contract Payment Requirements, Attachment C for additional details on supporting documentation.

- C. Deliverable 3:** The Recipient will, through own staff or contracted services, construct an educational kiosk.

Deliverable 3 Tasks:

- Provide educational material for the kiosk to the Commission for approval; and
- Construct and install a new educational kiosk with the approved material displayed.

Compensation: Total payment for this deliverable will not exceed \$2,000.

Minimum Performance: Minimum performance will be the completion of all Tasks listed above and the completion of all requirements in Section 2 - Performance.

Documentation: Documentation includes an attestation of activities or services rendered, proof of payment, and a copy of the educational material to be displayed in the kiosk. See FWC Cost Reimbursement Contract Payment Requirements, Attachment C for additional details on supporting documentation.

- D. Deliverable 4:** The Recipient will, through own staff or contracted services, perform mitigation activities, and design and engineer plans for a new boat ramp located 150 feet upstream of the original location which to reduce vulnerability to storm surge and other hurricane-related impacts.

Deliverable 4 Tasks:

- Create draft plans to be approved by FBIP Grant Manager which will include:
 - The redesigned ramp at the upstream location;
 - Lighting for the boat ramp facility;
 - Stabilized shoreline around boat ramp; and
 - Fencing separating the boat ramp from the parking area.

Compensation: None.

Minimum Performance: Minimum performance will be the completion of all Tasks listed above and the completion of all requirements in Section 2 - Performance.

Documentation: Documentation includes an attestation of activities or services rendered, proof of mitigation for the location change, draft design plans, final signed and sealed design plans. See FWC Cost Reimbursement Contract Payment Requirements, Attachment C for additional details on supporting documentation.

- E. Deliverable 5:** The Recipient will, through own staff or contracted services, construct a new boat ramp with shoreline stabilization utilizing the FWC approved plans referenced in Deliverable 4.

Deliverable 5 Tasks:

- Once the new boat ramp has been constructed, FWC will perform an inspection; and
- Upon a satisfactory completion of the replacement of the original boat ramp, the County may request reimbursement for Deliverable 2.

Compensation: None.

Minimum Performance: Minimum performance will be the completion of all Tasks listed above and the completion of all requirements in Section 2 - Performance.

Documentation: Documentation includes an attestation of activities or services rendered, progress and final photos of the project, and as-built construction drawings. See FWC Cost Reimbursement Contract Payment Requirements, Attachment C for additional details on supporting documentation.

3. FINANCIAL CONSEQUENCES

- A.** Pursuant to 215.971(1)(c), Florida Statutes, the Commission will withhold payment of Program funds for failure to complete the Project as described herein within the timeframe allowed, or for failure to correct any Project deficiencies, as noted in the final Project inspection. Only those tasks completed, or items purchased and received in accordance with the scope of work and within the agreement period of performance will be eligible for reimbursement. Failure of the Recipient to perform the tasks and provide the deliverable shall be considered non-compliant with terms and payment will not be processed.
- B.** In addition to nonpayment for tasks which are not satisfactorily or timely completed, or for failure to correct any project deficiencies, as noted in the final project inspection, the Commission will impose a financial consequence of twenty-five percent (25%) of the total contract amount for failure to complete any tasks satisfactorily or timely, or for failure to correct any project deficiencies, as noted in the final project inspection. The final project inspection will be done by a Commission employee verifying that the project was completed according to the project scope of work.
- C.** Failure of Recipient to have all receipts and evidence of project performance reflecting costs were incurred within the period of performance may jeopardize payment of funds to the Recipient per the Agreement.

- D. Following the end of the term of this Agreement, the Recipient shall repay any Program funds received for the Project for failure to maintain the Project site as a public boating access facility according to the terms and conditions herein for a period of twenty (20) years. This section shall survive any Agreement termination.

4. PERFORMANCE

- A. **Permit Requirements:** The Recipient agrees to adhere to all federal, state, county and city permit requirements of the Project.
- B. **Procurement:** The Recipient shall procure goods and services through a competitive solicitation process in accordance with Chapter 287, Florida Statutes. The Recipient shall forward one copy of any solicitation to the Commission's grant manager for review prior to soliciting for quotations or commencing any work. The Recipient shall forward one copy of the bid tabulation, or similar list of responses to the solicitation, along with the award recommendation to the Commission's grant manager, to retain in their own records.
- C. **Engineering:** If applicable, all engineering must be completed by a professional engineer or architect registered in the State of Florida. All work must meet or exceed minimum design standards and guidelines established by all applicable local, state and federal laws. The Recipient agrees to adhere to all federal, state, county and city requirements of the Project and all requirements of the 2010 Standards issued pursuant to the Americans with Disabilities Act, 1003 – Recreational Boating Facilities. Standard 235.3 for Accessible Design requires that where boarding piers are provided at boat launch ramps, no fewer than one must be accessible. When compliance with ADA wheelchair accessibility requirements is in question with regard to reimbursable costs under this Agreement, the Commission may engage a third-party engineer at its own expense to review the design and report to the Commission concerning compliance. The Commission's determination based on this review will be final.
- D. **Construction:** If applicable, the Contractor shall be certified by the Division of Construction Industry Licensing Board of the Florida Department of Business and Professional Regulation for the duration of this contract and shall provide evidence of such certification upon request.
- E. **Commencement of Work:** The Recipient shall commence work on the Project within ninety (90) days of execution of the Agreement. Failure by the Recipient to begin work shall constitute a breach of the Agreement and may result in termination of the Agreement by the Commission.
- F. **Performance Criteria:** The Recipient shall complete the Project as described in this Scope of Work and Florida Boating Improvement Program Application 18-002, incorporated herein by reference, according to any bid specifications. Failure to complete the project in a satisfactory manner could result in financial consequences as specified herein.
- G. **Certification of Completion:** Within thirty (30) calendar days following completion of all Project deliverables, the Recipient must sign and submit to the Commission's grant manager, a Certification of Completion, attached hereto and made a part hereof as Revised Attachment E, Form 5 which certifies the Project was completed in accordance with the provisions herein. For construction projects, final photographs shall be submitted with the Certification of Completion, Revised Attachment E, Form 5.

- H. Project Close Out Report:** In addition to final project photographs (if applicable) and the Certification of Completion, within thirty (30) calendar days following completion of all Project deliverables, the Recipient shall submit the Project Close Out Report, attached hereto and made a part hereof as Revised Attachment E, Form 4. If any costs were determined by FWC to be ineligible after reimbursement, a refund check is also due within thirty (30) calendar days of notice, mailed to: Grants & Revenue Section, FWC, 620 S. Meridian Street, Tallahassee, Florida 32399 and a photocopy of the check must accompany the Project Close Out Report, Form 4.
- I. Site Dedication:** For construction grants, but not for grants which involve only design, engineering, permitting, or for grants for the installation of waterway markers or other projects on sovereign submerged lands, the Recipient agrees to dedicate the project site as a boat access facility for the use and benefit of the public as a condition of receiving funds under this Agreement. The Site Dedication is attached hereto and made a part hereof as Attachment D6. If required, the Recipient shall execute and record this document in the official records of the County where the Project is located. As proof of the site dedication, a copy of the recorded document shall be submitted to the Commission in addition to the Certification of Completion, Revised Attachment E, Form 5.

Final reimbursement or 25% of the award, whichever is greater, shall be withheld until receipt of Site Dedication and Certification of Completion. Following this initial site dedication, the project site shall remain a public boat access facility for a period not less than twenty (20) years following the date the Site Dedication was recorded. Land under control other than by ownership by the Recipient (i.e. lease, management agreement, cooperative agreement, inter-local agreement or other similar instrument) shall be managed by the Recipient as a public boat access facility for the entirety of this site dedication period surviving the Agreement termination. Recipient agrees to secure all authorizations necessary for continuing use and management of the property for the duration of this site dedication period. Title to all improvements shall be retained by the Recipient upon final payment by the Commission.

The Recipient shall repay all funds received for the Project under this Agreement for failure to maintain the Project site as a public boating access facility according to the terms and conditions herein for the duration of the site dedication period. Should the Recipient convert all or any part of the Project to other than Commission approved uses prior to the end of this site dedication period, or should the Recipient lose authorization to use and manage the property on which the Project is completed before the end of the site dedication period, the Recipient shall replace the area, facilities, resource or site at its own expense with a project acceptable to the Commission of comparable scope and quality. In the event the Project is converted to use for other purposes or the Recipient loses authorization to use and manage the property on which the Project is completed within the site dedication period and Recipient has not replaced the Project with a like project acceptable to the Commission, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project.

Site dedication, the site dedication period, and all terms of this section survive any Agreement termination. If mutually agreed upon by both parties in writing the site dedication may be rescinded. The Commission shall waive the site dedication requirement if no program funds were dispersed.

- J. Acknowledgement:** Upon completion of the Project, and prior to the reimbursement of funds, the Recipient, at its expense, shall purchase, erect and maintain a permanent sign, not less than three (3) feet by four (4) feet in size, displaying the Commission's logo acknowledging the Commission and the Florida Boating Improvement Program as a funding source for the Project. Any other form of acknowledgement must be approved in writing by the Commission's grant manager. Such acknowledgement shall be maintained for the duration of the site dedication period described in

Section I, Site Dedication, above in Section 4, Performance. Should the sign or acknowledgement be damaged, removed or destroyed, the Recipient shall, at its expense, replace it within ninety (90) days. Should the Recipient fail to maintain such acknowledgement other than the ninety (90) day replacement term, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project. The Recipient shall provide a draft copy of the acknowledgement sign for approval by the Commission prior to displaying on site. Language to place on the sign shall include: This Project was funded by the Florida Fish and Wildlife Conservation Commission through the Florida Boating Improvement Program. This section survives any Agreement termination.

K. Directional Signs: Prior to the reimbursement of funds, the Recipient, at its expense, shall purchase, erect and maintain directional signs, approved by the Commission, on main public highways to direct public users to each boating facility funded through the Program regardless of which portion of the Project the Program funded. The Recipient agrees to provide and maintain such signs at its expense for the entirety of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. Should the signs be damaged, removed or destroyed, the Recipient shall, at its expense, replace them within ninety (90) days. Should the Recipient fail to erect and maintain such signs other than the ninety (90) day replacement term, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project. This requirement can be waived by the Commission’s grant manager, in writing, if the Recipient receives a written denial from the Florida Department of Transportation for the installation of the signs. This section survives any Agreement termination.

5. BUDGET

A. Project Budget: For satisfactory completion of the tasks and deliverables described in this Scope of Work, by the Recipient under the terms of this Agreement, the Commission shall pay the Recipient on a cost reimbursement basis in an amount not to exceed \$394,130.00. All amounts noted in the budget are estimates based on preliminary quotes or prior project activities from the application amount. Deviations from this budget that exceed ten percent (10%) of the total amount in any budget category/deliverable must be approved by the Commission’s grant manager in writing prior to the deviation. The Recipient shall be reimbursed only for budgeted eligible expenses incurred during the Agreement Period that are directly related to the Project.

	FBIP	Cost Share	Total
Administration (not to exceed 5%)	\$ 35,830	\$ 500	\$36,330
Contracted Services	\$0	\$0	\$0
Design/Engineering	\$ 69,714	\$0	\$69,714
Permitting	\$ 13,742	\$0	\$13,742
Site Preparation	\$0	\$0	\$0
Demolition & Removal	\$0	\$0	\$0
Construction	\$ 274,844	\$0	\$274,844
Contingency Costs (max 10% of total)	\$0	\$0	\$0
Other Costs	\$0	\$0	\$0
TOTAL	\$ 394,130	\$ 500	\$ 394,630
PERCENTAGE	99.88%	00.12%	100.00%

- B. Cost Share:** The Recipient agrees to provide 0.12% of the cost of the total cost of the project as indicated in FBIP Grant Application No. 18-002. The total compensation by the Commission shall be \$394,130.00 or 99.88% of the total cost, whichever is less.
- C. Pre-Award Costs:** The Baker County Board of County Commissioners was selected by the Florida Boating Improvement Program Evaluation Committee to move forward in the Florida Boating Improvement Program application process. No pre-award costs are authorized under the terms of this Agreement.

6. COMPENSATION AND PAYMENT

- A. Fee Schedule:** This section is not applicable.
- B. Travel Expenses:** No travel expenses are authorized under the terms of this Agreement.
- C. Cost Reimbursement:** This is a cost reimbursement agreement. The total approved estimated project cost for the Project is \$394,630.00. The Commission agrees to reimburse the Recipient for an amount not to exceed \$394,130.00 or 99.88% of the total cost for the Project, whichever is less for satisfactory completion by the Recipient of the Project. The Recipient agrees to provide a minimum of \$500.00 or 00.12% toward completion of the Project and shall be responsible for any additional costs that exceed the total approved estimated project cost for the Project.
- D. Invoice Schedule and Payment:** Invoices may be submitted upon the completion of at least one deliverable listed in the scope of work. The Commission shall have up to thirty (30) days to inspect and approve the Project deliverables once reported complete by the Recipient. If there are deficiencies noted in the Project inspection, these shall be corrected by the Recipient prior to payment by the Commission. The Commission shall restrict any or all payment of funds pending correction of such deficiencies.

Within ninety (90) days of completion of all Project deliverables, the Recipient shall report the Project complete by submitting all required documentation, including but not limited to the below, for reimbursement and Close Out. Final payment shall be contingent upon the Commission's grant manager's receipt and acceptance of the:

- Recorded Site Dedication (Attachment D), if required, as described herein
- Final Quarterly Progress Report (Revised Attachment E, Form 1)
- Reimbursement Request (Revised Attachment E, Form 2)
- Detail of Claims (Revised Attachment E, Form 3) and supporting documentation
- Project Close Out Report (Revised Attachment E, Form 4)
- Certification of Completion (Revised Attachment E, Form 5)
- Complete Subcontractor List (Revised Attachment E, Form 6)
- Subcontractor Minority Status Report (Revised Attachment E, Form 7), and
- FWC final inspection of the construction project or FWC approval of design plans, if required.

Final reimbursement or 25% of award, whichever is greater, shall be withheld until receipt and acceptance of all required documents.

- E. Forms and Documentation:** After receiving acceptance of deliverable completion from the Commission's grant manager, the Recipient shall submit a Reimbursement Request, Revised Attachment E, Form 2 and a Detail of Claims, Revised Attachment E, Form 3 with each request for reimbursement.

The Recipient shall submit and maintain supporting documentation for all funds expended and received under this Agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s) and not eligible for payment under any other state or federal funding source. Supporting documentation includes, but is not limited to, quotes, procurement documents, purchase orders, receipts, invoices, images of processed checks or EFT records, bank statements or copies of general ledgers. See FWC Cost Reimbursement Contract Payment Requirements for additional details on supporting documentation which is Section 4(G) of the Agreement.

The Commission's grant manager shall have up to ten (10) days to review and approve the invoice for payment. Any errors or insufficient supporting documentation included with the invoice will delay payment and the thirty (30) days to review by the Commission may begin again.

7. MONITORING SCHEDULE

- A. Compliance Monitoring and Corrective Actions:** The Commission will monitor the Recipient's service delivery to determine if the Recipient has achieved the required level of performance. For additional information see Monitoring section in Attachment B Audit Requirements. If the Commission at its sole discretion determines that the Recipient failed to meet any of the Terms and Conditions of this Agreement, the Recipient will be sent a formal written notice within thirty (30) days. The Recipient shall correct all identified deficiencies within forty-five (45) days of notice or submit a Corrective Action Plan if additional time is required. Failure to meet 100% compliance with all of the Terms and Conditions of this Agreement or failure to correct the deficiencies identified in the notice within the time frame specified may result in delays in payment or termination of this Agreement in accordance with the Termination section.
- B. Site Inspections:** The Commission may inspect the Project site prior to and, if applicable, during the construction of the Project. The Recipient shall notify the Commission's grant manager when the Project has reached substantial completion so that inspection may occur in a timeframe allowing for the timely submission and processing of the final invoice. The Commission's grant manager, or designee, shall inspect the work accomplished on the Project and, if deemed complete and in compliance with the terms of the Agreement, approve the request for reimbursement.

The Recipient shall allow unencumbered access to the Project site to the Commission, its employees or agent for the duration of the Agreement and for the duration of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance for the purpose of site visit or inspection to verify the facility is being maintained, in operation and is open and available to the public. As part of the inspection, the Commission may request maintenance and use information from the Recipient to validate the condition of the facility. This section shall survive any Agreement termination.

- C. Project Maintenance:** The Recipient shall provide and be responsible for any and all costs associated with the ordinary and routine operations and maintenance of the project site, including any and all personnel, equipment or service and supplies costs beyond the costs approved for reimbursement in this Agreement for the duration of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. This section shall survive any Agreement termination.

D. Monthly Project Updates: Starting the first month after the date this Amendment is executed, the Grantee shall submit to the Commission monthly project updates, on or before the last business day of each month. These updates shall include activities associated with the project and may be submitted to the Commission by email. The monthly updates will contain the following information:

Current month:

- Activities that were completed with the completion dates;
- Activities that are ongoing with dates and details;
- Commencement dates of activities; and
- Any supporting documentation of the activities that were completed.

Expectations for the following month:

- Activities that will be completed;
- Activities that will be ongoing; and
- Activities that will begin.

E. Quarterly Progress Reports: Starting the first quarter after the date the Agreement is executed, the Recipient shall submit to the Commission, on a quarterly basis, Quarterly Progress Reports outlining the progress of the Project (financial and programmatic), identifying any problems that may have arisen, and actions taken to correct such problems. Such reports shall be submitted on the Quarterly Progress Report Forms attached hereto and made a part hereof as Revised Attachment E, Form 1. Progress reports are required until the Certification of Completion is submitted, even if work is complete. Reports are due to the Commission’s grant manager according to the following schedule:

<u>Reporting Period</u>	<u>Report due by:</u>
January through March	April 15 th
April through June	July 15 th
July through September	October 15 th
October through December	January 15 th

F. Annual Reports: Following completion of a construction project, but not a project that involves only dredging, the Recipient shall submit to the Commission an annual report on June 30th of each year until the end of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. The Post Award Use and Access Annual Report Form attached hereto and made a part hereof as Revised Attachment E, Form 8 shall be used to fulfill this annual requirement and shall be sent electronically to FBIP@MyFWC.com or by mail to Attn: FBIP Administrator, FWC, 620 S. Meridian St., Tallahassee, FL 32399. This annual report shall include a description of the condition of any facilities funded with Program funds including any major repairs to the facilities; site photographs taken within 30 days of the report submission date; the amount of revenue collected from any permits or fees for the use of the facilities; and an estimate of the number of annual users of the facilities. Should the Recipient fail to complete and submit these annual reports, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project. This section survives any Agreement termination.

8. INTELLECTUAL PROPERTY RIGHTS

No additional requirements. Refer to Section 12 of the Agreement.

9. SUBCONTRACTS

Subcontractors shall be reported to the Commission's grant manager on the Subcontractor List, Revised Attachment E, Form 6 prior to commencing work. Recipients shall additionally submit a No Conflict of Interest statement for each subcontractor to the Commission's grant manager. Refer to Section 14 of the Agreement.

10. INSURANCE

No additional requirements. Refer to Section 16 of the Agreement.

11. SECURITY AND CONFIDENTIALITY

No additional requirements. Refer to Section 20 of the Agreement.

12. RECORD KEEPING REQUIREMENTS

Records shall be maintained for ten (10) years following the completion of a construction Project, or five (5) years following the completion of a non-construction Project. Completion of the Project has occurred when all reporting requirements are satisfied, and final payment has been received by the Recipient, as documented by the date of the Closeout Letter issued by the FWC grant manager. Refer to Section 21 of the Agreement.

13. NON-EXPENDABLE PROPERTY

The Recipient is not authorized to use funds provided herein for the purchase of any non-expendable equipment or personal property valued at \$1,000 or more for performance under this Agreement.

14. PURCHASE OR IMPROVEMENT OF REAL PROPERTY

Refer to Subparagraph I, Site Dedication, above in Section 4, Performance.

15. SPECIAL PROVISIONS FOR CONSTRUCTION CONTRACTS

A. Fees: The Commission reserves the right to review and approve any and all fees proposed for grant project sites, funded in whole or in part by this Program, for the term of the Agreement as well as the term of the site dedication period in Section I, Site Dedication, above in Section 4, Performance to ensure that fees are comparable and reasonable, and that funds collected are not reallocated or diverted to any non-boating access related purpose. This section survives any Agreement termination.

B. Drug-Free Workplace Requirement for Construction Contractors: Pursuant to Section 440.102(15), F.S., any construction contractor regulated under Parts I and II of Chapter 489, F.S., who contracts to perform construction work under a state contract shall implement a drug-free workplace.

C. Contractor Eligibility: All contractors shall be certified by the Division of Construction Industry Licensing Board of the Florida Department of Business and Professional Regulation for the

duration of this Agreement and shall provide evidence of such certification to the Commission upon request.

(Remainder of page left blank intentionally.)

SITE DEDICATION

This Site Dedication gives notice that the Real Property identified as described in Exhibit A, Legal Description, attached hereto, (the "Property") has been developed to replace the original property that was developed with financial assistance provided by the Florida Legislature, through the Fish and Wildlife Conservation Commission, under the grant program called the Florida Boating Improvement Program (FBIP). In accordance with Chapter 68-1.003, F.A.C., and the Program Guidelines of the FBIP, the Property is hereby dedicated to the public as a boating access facility for the use and benefit of the general public for a minimum period of twenty (20) years from the date of this dedication.

DEDICATOR

Original signature

Witness

Printed Name

Printed Name

Title

Witness

Date

Printed Name

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____
by _____, who is personally known to me or who
produced _____ as identification.

Stamp:

Notary Public, State of Florida

Attachment E6

ATTACHMENT E - BOATING ACCESS PERFORMANCE TRACKING AND REPORTING FORMS	
AGREEMENT NUMBER:	18067
PROJECT TITLE:	Baker County, Saint Mary's Cove Boat Ramp
AWARD AMOUNT:	\$394,130.00

General Notes for Completing Attachment E Digital Forms

Many cells will be inaccessible and blocked to the end user in order to ensure form consistency. These cells do not need to be manipulated or filled in. They have been verified to auto-fill with information entered in prior forms, or perform calculations from the data input. If one of these cells is displaying an error state or does not fill, please bypass and notify your FBIP project manager.

Form 1 – Quarterly Progress Report

The reporting requirements noted in this section are designed to provide the state with sufficient information to monitor grant implementation and goal achievement. To support effective monitoring of the grant, progress reports must be:

1. Completed on a quarterly basis. In order to be considered in compliance with the terms of the Agreement, the required reports must be submitted no later than 15 days after the end of each Quarterly Reporting period.
2. These reports are to include, but not be limited to, the work that has been completed, the work in progress and the timeline of the work left to be completed. If any delays from the original timeline have occurred, specify the reason and revise the completion timeline. Note if ahead of schedule or unexpected cost savings.
3. If expenditures do not occur during the Quarter being reported, a Quarterly Report should still be submitted along with a complete explanation on Forms 1A and 1B. Not submitting Quarterly Reports can result in a delay of receiving funds. No funds will be dispersed until all Quarterly Reports are current.

Header Section

B6.	Recipient: Fill in the grant recipient's agency/organization name, which must match with the Federal Employer Identification Number (FEIN) provided in the application and other agreement forms and documents.
B7.	Street Address: Provide the legal street address/PO Box congruent with the FEIN.
B8.	City, State Zip Code: Enter the legal City, State and Zip code of the address matching the recipient's FEIN.
B9.	POC Name/Phone Number: Enter the Point of Contact's (POC) first and last name followed by a backslash and then their phone number. (e.g. John Smith/248-434-5508)
E5.	Agreement: The Agreement # and project title will autofill from cell E3 and E4 of the Instructions sheet.
E7.	Agreement End Date: Fill in the current Agreement end date.
E8.	Reporting Period: Select the appropriate reporting period from the drop-down menu.
H8.	Reporting Period: Enter the appropriate year for the reporting period.

Financial Section

For each applicable category identify the amount allocated, quarterly funds expended, and total funds expended to date. All shaded cells will auto-populate.

C13- C21.	Total Allocated (Award & Match): Enter the total amount of funds allocated to each category of work - each cell should reflect the sum of the awarded funds and the recipient's contributions (if any). These values should align with the Agreement budget outlined in Attachment A, Scope of Work, Section 5. Budget revisions must be requested and approved by the FWC Grant Manager and may require execution of an amendment to the grant Agreement to modify scope and/or budget. Unused categories may be left blank.
D13- D21.	Quarterly Funds Expended: This column should reflect total funds expended during the quarterly reporting period ONLY. Do not retain data from previous reports. Report only spending which occurred during the reporting quarter. For each cell, report the sum of the grant award and recipient's contribution applicable to the corresponding categories presented in Column B. Unused categories may be left blank.
E13- E21.	Total Funds Expended: This column should reflect the entire amount of funds expended up to the last day of the reporting period. This figure should equal the Total Funds Expended (Column E) from the PREVIOUS quarter combined with the Quarterly Funds Expended (Column D) in the current quarter as applicable to the categorical row specified in column B. You will need to reference the previous quarterly report's Total Funds Expended column (E).
G13- G21.	Expenditure(s) Percent: These cells auto-populate to reflect the percentage of funds expended based on the Total Allocated (Award & Match) (column C) and Total Funds Expended (column E) per applicable categorical row specified in column B.
H13- H21.	Remaining Balance: These cells auto-populate to reflect the remaining balance based on Total Allocated (Award & Match) (column C) and Total Funds Expended (column E).

Performance Section

For the Performance section of the reporting form, each Category budgeted in this Agreement should be reported separately to reflect the current status.

B26- B29.	Category: Budget categories with listed funding will auto-fill in these cells. Relate the following columns to this Category by row.
C26- C29.	Start Date: Indicate the actual start date for the work under the respective Category or the anticipated start date if the work has not begun.

D26-D29.	Completion Date: Indicate the actual completion date for the work under the respective Category or the anticipated completion date if the work has not been finished.
E26-E29.	Percent Complete: Identify progress made as a percentage, showing how close to completion the project category is (i.e. 0% to 100% scale). For non-construction projects this may be estimated, and for construction projects refer to standards set by the American Institute of Architects as outlined in form AIA G702.
G26-G29.	Project Status: Select the appropriate status of the respective Category from the drop-down menu. If "Delayed" or "Other" are selected, please elaborate on the status in the Programmatic portion of the reporting form.
D31.	Cumulative Amount Previously Submitted for Reimbursement: Enter the sum of all reimbursement requests made to date.
G31.	Total Received: Enter the sum of all funds reimbursed by the Commission to date.
Both Grant Manager and Financial Officer should verify and sign off on this section.	
B33.	Grant Manager: This space must be signed by the Recipient's Grant Manager with a digitally-secured and valid e-signature, or printed and signed with indelible pen.
E33.	Date: Enter the date signed by the Grant Manager.
B37.	Financial Officer: This space must be signed by the Recipient's Financial Officer with a digitally-secured and valid e-signature, or printed and signed with indelible pen.
E37.	Date: Enter the date signed by the Financial Officer.
Programmatic Section	
B42.	Project Status for Quarterly Reporting Period: Provide a detailed narrative status update for each portion of work included in this project. (e.g. Permitting 15% - FDEP application submitted, currently putting together USACE application. Design/Engineering 10% - Contractor selected, currently reviewing the contract agreement. Construction 0% - Delayed due to hurricane Debby and high-water levels.)
B56.	Timeline of Events for Quarterly Reporting Quarter: Provide project milestones by date, that occurred during the quarter's report period, followed by a brief description of the milestone. (e.g. 1/10/25 FDEP application was submitted, 2/4/25 Industry Inc. was selected for engineering, 2/15/25 meeting with Industry Inc. to review contract language, 3/20/25 construction was postponed until further notice due to hurricane Debby.)
B68.	Other: Provide any additional informative project notes. If a portion of the project will not be completed on schedule indicate the reason for the delay, the effect of these challenges on the remaining timeline, and provide a timeframe for completion. (e.g. Currently communicating with USACE on the application/exemption process for this project. Due to the high-water levels from the hurricane the construction is being postponed until the levels recede and there is a notice to proceed. We will update FWC when construction has resumed and the timeline has been revised. The cost of the environmental surveys came out under budget, so there should be cost savings for this project. Or there are no additional notes at this time.)
B79.	Grant Manager: The Recipient's Grant Manager must sign, certifying that the information provided within the quarterly report is true and the cost(s) are valid cost(s) incurred in accordance with the Project Agreement.
E79.	Date: Enter the date the document was signed by the Grant Manager.
Form 2 - Reimbursement Request	
A6-A9.	Recipient: These cells will autofill from Form 1 data with agency/organization name, address, point of contact name, and phone number.
E5.	Agreement: The Agreement number and project title will autofill from cell E3 and E4 of the Instructions sheet.
F6.	Total Allocated (Award & Match): Should reflect the total project cost stated in the Agreement.
F7.	Invoice Date: The date this invoice is/was submitted.
F8.	Reimbursement #: Should be the numeric value representing the reimbursement submission in sequential order.
F9.	Request Amount: Should reflect the amount being requested for this reimbursement request. If there is only one request, this will be the amount awarded by the Commission or the percent of the total cost stated in the Agreement Scope of Work (whichever is less).
C13 & F13.	Costs incurred during the period of: This should reflect the timeframe in which funds were expended for purchase and/or service. The dates entered must occur within the period of performance stated in the Agreement (Execution Date through Agreement End Date, unless a retroactive start date was approved).
B17-B25.	FBIP Grant Cost: This should reflect the eligible amount claimed against each corresponding category which is being requested for FBIP reimbursement. These values cannot exceed the award amounts specified in the Agreement's Attachment A, Section 5. Budget. Non-applicable categories may be left blank. Project costs in excess of the agreed upon amount must be covered by other funding sources. (E.g. FBIP awarded \$100,000 for design/engineering, but the project's total engineering costs were \$120,000 - \$100,000 can be claimed in cell B19, but the other \$20,000 must be met by "Match/Cost Share" (Column D) or "Other" (Column F) sources.
D17-D25.	Match/Cost Share: This should reflect the total amount of funding provided by the Recipient which corresponds to each applicable category. Non-applicable cells may be left blank.
F17-F25.	Other: This should reflect the total amount of other funding not provided by the previous sources mentioned. The values entered should correspond to each applicable category. Non-applicable cells may be left blank.
G17-G25.	Total: These cells will auto-calculate and reflect the total project costs by category. (If there is only one reimbursement request the Total should align with the Total Funds Expended column on the Final Quarterly Progress Report.)

Row 26.	Totals: These cells will auto-calculate the sum of the column values entered above and should represent the total costs being covered by each of the three possible sources (FBIP Grant Cost, Match/Cost share, and Other).
G26.	Totals Total: This cell will auto-calculate the sum of all project costs specified. (If there is only one reimbursement request the Total should align with the Total Funds Expended on the Final Quarterly Progress Report.)
Row 27.	Percent: These cells will auto-calculate the percentage of total project costs covered by each of the funding sources for each category.
***Both Grant Manager and Financial Officer should verify and sign off on this section. ***	
A29.	Grant Manager: This space must be signed by the Recipient's Grant Manager with a digitally-secured and valid e-signature, or printed and signed with indelible pen.
D29.	Date: Enter the date signed by the Grant Manager.
A31.	Financial Officer: This space must be signed by the Recipient's Financial Officer with a digitally-secured and valid e-signature, or printed and signed with indelible pen.
D31.	Date: Enter the date signed by the Financial Officer.
Financial Summary	

This section of the form need not be filled by the Recipient/submitted party. Please do not alter this section which should be completed by FBIP staff.

A38.	Total Allocated (Award & Match): This will autofill from the Instructions sheet. It is the maximum amount which FWC has agreed to reimburse the recipient for applicable project costs.
A39.	Previous Payment(s): This amount will be the total sum of Commission reimbursements made to date.
A40.	This Payment: This will be the requested reimbursement amount for this reimbursement #.
A41.	Remaining Balance: This amount will be the total FBIP award amount minus the total reimbursements requested to date.
F41.	Total Amount to be Paid on this Invoice: This amount will align with B40 for the current reimbursement #.
D44.	Date Submitted/Resubmitted to FWC: The date that the recipient first submits this reimbursement request followed by final resubmission date, if applicable.
D45.	Date Eligible for Reimbursement: This will be the date that the Commission Grant Manager receives all correct and necessary documentation for the reimbursement.

Form 3 - Detail of Claims

C5.	Recipient: This cell will autofill with the agency/organization name.
K5.	Agreement: The Agreement number and project title will autofill.
F8 & K8.	Costs incurred during the period of: These dates should match C13 & G13 on Form 2 and reflect the timeframe in which funds were expended for purchase and/or service. The dates entered must occur within the period of performance stated in the Agreement.
B11-B28.	Category: Select the appropriate category from the drop down menu and itemize all costs within that category that are applicable to the reimbursement request.
C11-C28.	Vendor: Indicate the vendor used for purchase/service.
F11-F28.	Date Paid: This should indicate the date the payment was made for the purchase and/or service.
H11-H28.	Check # or EFT ID: Indicate check number or identification number of payment if check was not utilized. (e.g. Electronic Funds Transfer (ETF) tracking number)
I11-I28.	Description: Brief description of purchase/service provided.
L11-L28.	Match/Cost Share: The amount the Recipient expended on the project that will not be reimbursed.
M11-M28.	FBIP Grant Cost: The amount that FWC has agreed to reimburse the recipient through FBIP.
N11-N28.	Total: This will be auto-calculated. This column will reflect the total amount of costs expended on the project reflected in the/each Reimbursement Request. (If there is only one reimbursement request the Total should align with the Total Funds Expended on the Final Quarterly Progress Report.)

FORM 4 - Close Out Report

Rows 7, 9, & 11	Recipient Information: These cells will autofill with the Recipient's agency/organization name, address, Agreement number and project title.
G9.	Total Allocated (Award & Match): This amount will autofill from Form 1 cell C22. It should reflect the total project cost stated in the Agreement, which includes any modifications to the budget.
G11.	Agreement Period of Performance: These dates must align with the Execution Date (or the retroactive start date, if approved) through the current Agreement End Date.

D16-D24.	Total Funds Expended: Indicate the total amount expended per budget category even if it is in excess of the anticipated amount. These expenditures should align with the Total Funds Expended on the Final Quarterly Progress Report.
D25.	Total: This amount will auto-calculate the sum of the rows above it.
G16-I24.	FBIP Reimbursement(s) Received (if Applicable): Enter the date and amount of any previous reimbursement payments received over the course of the project.
I25.	Total: This amount will auto-calculate as the sum of the rows above it.
F28.	Total Allocated (Award & Match): This amount will autofill from Form 1 cell C22. It should reflect the total project cost stated in the Agreement which includes any modifications to the budget.
F29.	Award Amount: This will autofill from the Instructions sheet. It is the maximum amount which FWC has agreed to reimburse the recipient for applicable project costs.
F30.	Total Expenditures: This will autofill from cell D25 and represents the sum of all funds expended over the life of the agreement.
F31.	Total Reimbursement(s) Requested: The sum of the previously paid reimbursement(s) and the final reimbursement request amount. The cumulative total to be remitted to the Recipient for the project.
H35-I35.	Was income earned on the project during the period of performance?: This would be any income earned by the Recipient that is directly generated by use of a grant-supported project, or earned as a result of the grant, during the grant period. Was incomes earned as defined? If yes, include a check for the income with the close-out report.
H36-I36.	Were funds expended in accordance with Agreement terms?: All expenditures should be in accordance with applicable policies and procedures: Federal, State, and Local level, including agreement terms. If any costs were reimbursed but determined later to be ineligible for funding, refund of funds is required within thirty (30) calendar days of completion of the project.
H37-I37.	Is the documented match/cost share sufficient?: Does the match/cost share contributed to the project by the Recipient meet the requirements outlined in the Agreement's Attachment A, Section 5?
H38-I38.	Has the Certification of Completion been signed?: Form 5 must be signed by the Recipient within thirty (30) calendar days of the project's completion.
H39-I39.	Were all quarterly reports submitted up until the Certification of Completion signature date?: Quarterly reports must be submitted starting from the first entire quarter in which there was an Executed Agreement, up until the Certification of Completion was signed by the Recipient.
G40.	Date that the Certification of Completion was signed by the Recipient: Enter the date that aligns with the signature date on Form 5.

*****Both Grant Manager and Financial Officer should verify and sign off on this section.*****

B43.	Grant Manager: The Recipient's Grant Manager must sign the report in confirmation of the statement presented in cell A42. This should be done with a digitally-secured and valid e-signature or printed and signed with an indelible ink.
G43.	Date: Include the date the report was signed by the Grant Manager.
B46.	Financial Officer: The Recipient's Financial Officer must sign the report in confirmation of the statement presented in cell A42. This should be done with a digitally-secured and valid e-signature or printed and signed with an indelible ink.
G46.	Date: Include the date the report was signed by the Financial Officer.

Form 5 - Certification of Completion

Sign, date, and submit the form to the FWC manager within thirty (30) days of completion of the project.

A7-A9.	Grant Program: Indicate the grant program from which funding was received.
I5.	Agreement: The Agreement # and project title will autofill.
B11.	Print or Type Name and Title: Enter the Recipient's Grant Manager or signature authority.
C14.	Name of Recipient Agency/Organization: Input the Recipient's agency/organization name.
H17.	FWC Agreement #: This cell will autofill from the Instruction Sheet and is reflected in the Agreement.
B22.	Signature: The Recipient's Grant Manager or signature authority should sign with a digitally-secured and valid e-signature or printed and signed with an indelible ink.
I22.	Date: Input the date that the report was signed by the Recipient.

Certification by Commission

This section of the form need not be filled by the Recipient/submitted party. Please do not alter this section which should be completed by FBIP staff.

B34.	Division: This will be the Division of Law Enforcement.
B36.	Signature: The Commission's Project Manager will sign once all necessary documentation has been received.
I36.	Date: The date that the Project Manager signs.
B39.	Print or Type Name and Title: This will be the name and title of the Commission's Project Manager or the Program Administrator.
B43.	Name of Inspector/Reviewer: This will be the name of the individual that conducted the construction project inspection or the name of the individual that reviewed the design and engineering plans for the project.
I43.	Date of Inspection/Approval: This will be the date that the project inspection was passed or the date that the design plans were approved.

Row 47.	Project Inspected: Check yes, no, or not applicable for construction inspection.
Row 48.	Design Reviewed: Check yes, no, or not applicable for plan review.

Form 6 - Subcontractor List	
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C5.	Agreement #: This cell will autofill the FWC Agreement number as referenced from the Instructions sheet.
G5.	Recipient: This cell will autofill the FBIP Grant Recipient's Identity.
Rows 21-52.	Fill in the names of any entities intended to be selected to implement work under this Agreement. Submit list to Grant Manager prior to entering a contract so that applicable review and verification may be completed by FWC.
A21.	Vendor/Contractor: Provide the Subcontractors Vendor name.
A23.	Unique Entity ID (UEI): Provide the unique entity identification for the contractor (either the FEIN, DUNS, or UEI).
A26.	COI Certification Received: Provide the Conflict of Interest Certification signature date.
A27.	E-Verify Reg./Affidavit Received: Provide the E-Verification Registration date or the Affidavit date.

Form 7 - Subcontractor Minority Status Report	
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This is required so that FWC can report to Florida Department of Management Services' Office of Supplier Diversity the amount and vendor information when funds are paid to a Minority business.

A7-A10.	Recipient Information: These cells will autofill from Form 1 data with agency/organization name, address, point of contact name, and phone number.
F7.	FEIN: This is the Recipient's Federal Employer Identification Number and must align with all other document in the Agreement.
F8.	UEI: This is the Unique Entity Identifier number and should align with the Recipient's information.
F9.	FWC Agreement: The Agreement # and project title will autofill.
F10.	Date: This date should align with when the form is filled out.
C12.	Total Allocated (Award and Match): This amount will autofill and should reflect the total project cost stated in the Agreement, which includes any modifications to the budget.
G12.	Invoice Number: This number should align with the FWC reimbursement #.
A17-A20.	Name: This cell will autofill with the Recipient's agency/organization name.
B17-B20.	CBE Code: Certified Business Enterprise Codes show what kind of minority an entity is. The code options are below the table.
C17-C20.	Invoice #: This number should align with the invoice # from the subcontractors.
D17-D20.	Payment Amount: This should be the dollar amount paid to the respective subcontractor entity.
E17-E20.	Name: Provide the subcontractor's vendor name(s).
F17-F20.	FEIN or UEI #: Enter the Federal Employer Identification Number or Unique Entity Identifier number for the subcontractors used for this project.
H17-H20.	CBE Code: Certified Business Enterprise Codes show what kind of minority an entity is. The code options are below the table.
I17-I20.	Description of Service: Brief description of purchase/service provided.
J17-J20.	Payment Amount: This should be the dollar amount paid to the respective subcontractor entity.
J21.	Total of Subcontractor Payment(s): This will auto-calculate with the sum of the payments to subcontractors.
A31.	Sign: The Project Manager must sign the report certifying the information presented above in cell A30. This should be done with a digitally-secured and valid e-signature or printed and signed with indelible ink.
D31.	Date: Include the date the report is signed.

FORM 8 - Post Project Completion Annual Report	
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This form is only applicable for construction projects after they have been completed for a full year. Refer to the Agreement to verify requirement.

B5.	Recipient: This cell will autofill the FBIP Grant Recipient's Identity.
J5.	Agreement #: This cell will autofill the FWC Agreement number as referenced from the Instructions sheet.
C7.	Project Title: This information will autofill the formal Project Title as reflected throughout the signed Agreement documents.

C9.	Project Address: Input the PROJECT SITE'S location. Do not include the Recipient's address. If no site address is available, coordinates may suffice if the geodetic reference is included (Google Earth utilizes WGS84). A location description may also be utilized or included with the coordinates, if helpful to understanding the geographic location of the project.
E11.	Certification of Completion Date: The date that the Certification of Completion was signed by the Recipient.
K11.	Site Dedication End Date: Twenty (20) years from the date that the Site Dedication was signed.
C13.	Reporting Year: Select the applicable period from the drop down list starting with the first entire State Fiscal Year (July 1 – June 30) that the project has been completed. All subsequent Annual Reports should regard the period between July 1st and June 30th.
A18.	Condition of Facility: Provide information on the status of the facility that was funded by the Florida Boating Improvement Program. This should include any repairs that are needed and plans to address the issues, repairs or work that have been completed, any issues or concerns, and any possible informative notes on the condition of the site and facilities.
A25.	Revenue: This is the amount of money that the Recipient has acquired from permits or fees charged to the public to use the facility. If site usage can be covered by a county-wide or multiple-site permit, please prorate and include those funds accordingly. (E.g. Smith County charges a \$5 launch fee at ramps under their maintenance, but offers citizens a \$45 annual launch permit to cover all ramp usage for a year. If Smith County has 4 equally-utilized ramps and has collected \$1080 in annual permits, they should include \$270 (25%) with any single-use fees collected during the State's Fiscal Year. If usage is unequal, please estimate the fraction as closely as possible.
F28.	Actual or Estimated: Is this amount recorded or estimated?
A32.	Permit or Fee Adjustment: If permit or fee increases/decreases are anticipated, provide the current and proposed amounts and the reason for the change. Increases in fees at grant funded sites must be approved in advance by FWC's Boating Access Unit.
H36.	Annual Users: Estimated number of users within the reporting year for the boat access facility.
B42.	Sign: The Project Manager (or their successor/delegate) should sign the report certifying the information presented above in cell A40. This should be done with a digitally-secured and valid e-signature or printed and signed with indelible ink.
I42.	Date: Include the date the report is signed.
B44.	Name/Title: Include the full name and formal position of the signing individual.

**FWC BOATING ACCESS GRANTS
QUARTERLY PROGRESS REPORT
ATTACHMENT E - FORM 1**

Recipient Information
Baker County BOCC
55 North 3rd Street
Macclenny, FL 32063
Sara Little / 904-259-3613

Agreement:	18067 - Baker County, Saint Mary's Cove Boat Ramp	
Agreement End Date:	6/30/2028	
Reporting Period:	Select Period of Performance	Enter Year

Financial					
Category	Total Allocated (Award & Match)	Quarterly Funds Expended	Total Funds Expended	Expenditure(s) Percent	Remaining Balance
Administration Costs (max 5% of total)	\$ 36,330.00				\$ 36,330.00
Contracted Services					\$ -
Design/Engineering	\$ 69,714.00				\$ 69,714.00
Permitting	\$ 13,742.00				\$ 13,742.00
Site Preparation					\$ -
Demolition & Removal					\$ -
Construction	\$ 274,844.00				\$ 274,844.00
Contingency Costs (max 10% of total)					\$ -
Other Costs					\$ -
Total Expenditures	\$ 394,630.00	\$ -	\$ -	-	\$ 394,630.00

Performance				
Category	Start Date	Completion Date	Percent Complete	Project Status
Administration Costs (max 5% of total)				
Design/Engineering				
Permitting				
Construction				

Cumulative Amount Previously Submitted for Reimbursement: _____ Total Received: _____

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Sign: _____
(Grant Manager)

Date: _____

Sign: _____
(Financial Officer)

Date: _____

Programmatic

Project Status for Quarterly Reporting Period

Timeline of Events for Quarterly Reporting Period

Other

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Sign: _____
(Grant Manager)

Date: _____

**FWC BOATING ACCESS GRANTS
REIMBURSEMENT REQUEST
ATTACHMENT E - FORM 2**

Recipient Information
Baker County BOCC
55 North 3rd Street
Macclenny, FL 32063
Sara Little / 904-259-3613

Agreement:	18067 - Baker County, Saint Mary's Cove Boat Ramp
Total Allocated (Award & Match):	\$394,630.00
Invoice Date:	
Reimbursement #:	
Request Amount:	

Costs incurred during the period of: _____ Through: _____

THIS FORM MUST BE ACCOMPANIED BY THE DETAIL OF CLAIMS FORM

Category	FBIP Grant Cost	Match/Cost Share	Other	Total
Administration Costs (max 5% of total)				\$ -
Contracted Services				\$ -
Design/Engineering				\$ -
Permitting				\$ -
Site Preparation				\$ -
Demolition & Removal				\$ -
Construction				\$ -
Contingency Costs (max 10% of total)				\$ -
Other Costs				\$ -
Totals	\$ -	\$ -	\$ -	\$ -
Percent				

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Sign: _____
(Grant Manager)

Date: _____

Sign: _____
(Financial Officer)

Date: _____

Financial Summary

TO BE COMPLETED BY FWC STAFF

Total Allocated (Award & Match):	\$394,630.00
Previous Payment(s):	
This Payment:	
Remaining Balance:	\$394,630.00

<p>TOTAL AMOUNT TO BE PAID ON THIS INVOICE:</p> <p>_____</p>

Date Submitted/Resubmitted to FWC: _____

Date Eligible for Reimbursement: _____

**FWC BOATING ACCESS GRANTS
 DETAIL OF CLAIMS
 ATTACHMENT E - FORM 3**

Recipient: Baker County BOCC	Agreement: 18067 - Baker County, Saint Mary's Cove Boat Ramp
-------------------------------------	---

Cost incurred during the period of: _____ Through: _____

#	Category	Vendor	Date Paid	Check # or EFT ID	Description	Match/Cost Share	FBIP Grant Cost	Total			
1							\$	-			
2							\$	-			
3							\$	-			
4							\$	-			
5							\$	-			
6							\$	-			
7							\$	-			
8							\$	-			
9							\$	-			
10							\$	-			
11							\$	-			
12							\$	-			
13							\$	-			
14							\$	-			
15							\$	-			
16							\$	-			
17							\$	-			
18							\$	-			
Total Expenditures:						\$	-	\$	-	\$	-

FORM MUST ACCOMPANY THE REIMBURSEMENT REQUEST

**FWC BOATING ACCESS GRANTS
PROJECT CLOSE OUT REPORT
ATTACHMENT E - FORM 4**

This form should be completed and submitted to the Commission no later than **thirty (30) days** after completion of projects or the termination date of the Agreement, whichever occurs first.

Baker County BOCC
Recipient

18067 - Baker County, Saint Mary's Cove Boat Ramp
Agreement

55 North 3rd Street
Street Address

\$394,630.00
Total Allocated (Award & Match)

Macclenny, FL 32063
City, State Zip

Agreement Period of Performance (POP)

Total Funds Expended	
Category	Expenditures
Administration Costs (max 5% of total)	
Contracted Services	
Design/Engineering	
Permitting	
Site Preparation	
Demolition & Removal	
Construction	
Contingency Costs (max 10% of total)	
Other Costs	
Total	\$ -

FBIP Reimbursement(s) Received (if Applicable)	
Date	Amount
Total	\$ -

Financial Summary	
Total Allocated (Award & Match):	\$ 394,630.00
Award Amount:	\$ 394,130.00
Total Expenditures:	
Total Reimbursement(s) Requested:	

Performance Close Out Checklist		
	Yes	No
Was income earned on the project during the period of performance?	<input type="checkbox"/>	<input type="checkbox"/>
Were funds expended in accordance with the Agreement terms?	<input type="checkbox"/>	<input type="checkbox"/>
Is the documented match/cost share sufficient?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Certification of Completion been signed?	<input type="checkbox"/>	<input type="checkbox"/>
Were all quarterly reports submitted up until the Certification of Completion signature date?	<input type="checkbox"/>	<input type="checkbox"/>
Date that the Certification of Completion was signed by the Recipient:		

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or Federal Agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Sign: _____
(Grant Manager)

Date: _____

Sign: _____
(Financial Officer)

Date: _____

**FWC BOATING ACCESS GRANTS
CERTIFICATION OF COMPLETION
ATTACHMENT E - FORM 5**

Grant Program:	
	Boating Infrastructure Grant Program (BIGP)
X	Florida Boating Improvement Program (FBIP)
	Sportfish Restoration Program (SFR)

Agreement: 18067 - Baker County, Saint Mary's Cove Boat Ramp

I, _____
(Print or Type Name and Title)

representing _____
(Name of Recipient Agency/Organization)

do hereby certify that the project funded by FWC Agreement # _____ 18067 _____ has been completed in compliance with all terms and conditions of said Agreement; that all amounts payable for materials, labor and other charges against the project have been paid; and that no liens have been attached against the project.

(Signature)

(Date)

WARNING: "Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083." § 837.06, Florida Statutes.

**Certification by Commission
TO BE COMPLETED BY FWC STAFF**

I certify: That to the best of my knowledge and belief, the work on the above-named project has been satisfactorily completed under the terms of the Agreement.

Law Enforcement
(Division)

(Signature)

(Date)

(Print or Type Name and Title)

(Name of Inspector/Reviewer)

(Date of Inspection/Approval)

	Yes	No	N/A
Project Inspected:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Reviewed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FWC BOATING ACCESS GRANTS
SUBCONTRACTOR LIST
ATTACHMENT E - FORM 6**

Agreement #: 18067

Recipient: Baker County BOCC

This form is required to be completed by the Recipient prior to entering into subcontracts. The citations below are excerpts, please read the entire funding agreement for full subcontractor requirements. This form is a tool to help Recipients collect and retain required documents, and may be modified as needed by Recipients.

In accordance with FWC Funding Agreement Section 14, SUBCONTRACTS, A. Authority, "The Recipient must provide the Commission with the names of any subrecipient or subcontractor considered for work under this Agreement; the Commission reserves the right to reject any subrecipient or subcontractor." *This section also requires subcontractor Conflict of Interest disclosures.*

In accordance with FWC Funding Agreement Section 15, MANDATORY DISCLOSURES, the Commission may verify the entities listed below against the convicted, suspended or discriminatory vendor lists.

If applicable, in accordance with FWC Funding Agreement Section 24, FEDERAL FUNDS, the Commission may verify that the entities listed below are not Debarred, Suspended, Ineligible or Voluntarily Excluded from participation in this transaction. The Commission may request documents to support adherence to E-Verify or any other applicable federal requirement of this Agreement.

<p>Vendor/Contractor _____</p> <p>Unique Entity ID (UEI) _____</p> <p>COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____</p>	<p>Vendor/Contractor _____</p> <p>Unique Entity ID (UEI) _____</p> <p>COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____</p>
<p>Vendor/Contractor _____</p> <p>Unique Entity ID (UEI) _____</p> <p>COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____</p>	<p>Vendor/Contractor _____</p> <p>Unique Entity ID (UEI) _____</p> <p>COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____</p>
<p>Vendor/Contractor _____</p> <p>Unique Entity ID (UEI) _____</p> <p>COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____</p>	<p>Vendor/Contractor _____</p> <p>Unique Entity ID (UEI) _____</p> <p>COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____</p>
<p>Vendor/Contractor _____</p> <p>Unique Entity ID (UEI) _____</p> <p>COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____</p>	<p>Vendor/Contractor _____</p> <p>Unique Entity ID (UEI) _____</p> <p>COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____</p>

**FWC BOATING ACCESS GRANTS
SUBCONTRACTOR MINORITY STATUS REPORT
ATTACHMENT E - FORM 7**

Recipient Information
Baker County BOCC
55 North 3rd Street
Macclenny, FL 32063
Sara Little / 904-259-3613

FEIN: _____

UEI: _____

FWC Agreement: 18067 - Baker County, Saint Mary's Cove Boat Ramp

Date: _____

Total Allocated (Award and Match):	\$ 394,630.00
---	---------------

Invoice Number:	_____
------------------------	-------

The Contractor shall indicate "N/A" if the project does not utilize subcontractors.

PRIMARY CONTRACTOR				SUBCONTRACTOR				
Name	² CBE Code	Invoice #	Payment Amount	Name	FEIN or UEI#	² CBE Code	Description of Service	Payment Amount
Baker County BOCC			\$					\$
			\$					\$
			\$					\$
			\$					\$
Total of Subcontractor Payment(s)								\$ -

¹OSD Certification Status: Check certification status using the OSD Certified Businesses Directory at: <https://osd.dms.myflorida.com/directories> or MyFloridaMarketPlace (MFMP) Vendor Information Portal at: <https://vendor.myfloridamarketplace.com>

²CBE Codes: **A** - Non-Minority | **H** - African-American, Certified | **I** - Hispanic, Certified | **J** - Asian-American business, Certified | **K** - Native American, Certified | **M** - Women-Owned, Certified | **N** - African-American, Non-Certified | **O** - Hispanic, Non-Certified | **P** - Asian-American, Non-Certified | **Q** - Native American, Non-Certified | **R** - Woman-Owned, Non-Certified | **W** - Service-Disabled Veteran Business Enterprise, Certified

The State of Florida's Office of Supplier Diversity (OSD) certifies woman-, veteran-, and minority-owned businesses for free. If a subcontractor is a woman-, veteran-, or minority-owned business that is not certified by the State of Florida, refer them to OSD to learn more about the benefits of this free certification: www.dms.myflorida.com/osd or 850-487-0915.

INCLUDE THIS FORM WITH EACH REIMBURSEMENT FOR PAYMENT

I hereby certify that the above information is true to the best of my knowledge and was obtained from the Subcontractor(s) listed.

Sign: _____
(Grant Manager)

Date: _____

**FWC BOATING ACCESS GRANTS
POST PROJECT COMPLETION - ANNUAL REPORT
ATTACHMENT E - FORM 8**



Recipient: Baker County BOCC **Agreement #:** 18067

Project Title: Baker County, Saint Mary's Cove Boat Ramp

Project Address: _____

Certification of Completion Date: _____ **Site Dedication End Date:** _____

Reporting Year: _____

Reporting period is the July 1 - June 30 state fiscal year.

Provide a description of the condition of any facilities funded with Program funds including any major repairs.

Indicate the amount of revenue collected from any permits or fees for the use of the facilities.

Is this amount Actual or Estimated? _____

If permit or fee increase/decreases are anticipated, provide the current and proposed amounts and the reason for the change. Increases in fees at grant funded sites must be approved in advance by FWC's Boating Access Unit.

Estimated number of annual users of the boat access facilities: _____

The FWC funding agreement scopes of work stipulate in Section 15, SPECIAL PROVISIONS FOR CONSTRUCTION CONTRACTS that the Commission will ensure funds collected are not reallocated or diverted to any non-boating access related purpose.

I hereby certify that the above report is true and correct to the best of my knowledge as of this date in accordance with the project Agreement, and that the fees generated from use of the grant funded project(s) were expended for the operation and maintenance of the project in this Agreement.

Sign: _____ Date: _____
(Grant Manager)

Name/Title: _____



BAKER COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meet on the 1st and 3rd Tuesday of each month at 5:00 p.m. at the Baker County Administration Office, Commission Chambers, 55 North Third Street, Macclenny, FL 32063. All agenda items should be submitted to County Administration via sara.little@bakercountyfl.org and kayla.riggs@bakercountyfl.org no later than the Wednesday prior to the Commission meeting.

Date of Submission: Novemember 25, 2025 **Meeting Date:** December 2, 2025

Name of Submitter: Sara Little **Department:** Administration

1. Nature and purpose of this agenda item:
Approval of Contract Amendment for Boat Ramp Phase 2 this amendment removes the requirement for lighting design from this grant. Due to the changes in the facility design, it has been determined that lighting design should be postponed until other construction design is complete.

2. Recommended Motion/Action:
Approve the amendment as presented.

3. Will this item require a presentation? No, backup documents only

4. Deadline for Completion: 12/31/2025

5. Fiscal Impact Questions:

Is this item included in the current budget? NA

If item is grant related, is there a County match requirement? No match required.

Explain the procurement process for this request (attach necessary documentation): NA

AMENDMENT

STATE OF FLORIDA

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

FWC Agreement No. 20114, Amendment 4

This Amendment to Agreement No. 20114, referred to as the Amended Agreement, is entered into by and between the Florida Fish and Wildlife Conservation Commission, whose address is 620 South Meridian Street, Tallahassee, Florida 32399-1600, hereafter “Commission” or “FWC,” and Baker County Board of County Commissioners, 59-6000508, whose address is 55 North Third Street, MacClenny, Florida 32063, hereinafter “Recipient,” collectively, “Parties”.

CHANGES TO THE CONTRACT

In consideration of the mutual benefits set forth herein and, in the Original Agreement, the parties agree to amend the Original Agreement as follows, which amendments shall govern to the exclusion of any provision of the Original Agreement to the contrary:

1. The second paragraph of the Original Agreement, is hereby amended to read as follows:

WHEREAS, the Commission and Grantee have partnered together to design, engineer, and permit ADA compliant restroom facilities at the Saint Mary’s Cove public boat ramp; and,

WHEREAS, Grantee has been awarded Florida Boating Improvement Program #20114; and,

WHEREAS, such benefits are for the ultimate good of the State of Florida, its resources, wildlife, and public welfare.

NOW THEREFORE, the Commission and the Grantee, for the considerations hereafter set forth, agree as follows:

2. Attachment A, Scope of Work of the Original Agreement, is hereby replaced in its entirety with Attachment A1, Revised Scope of Work, attached hereto and made part hereof.

REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGE TO FOLLOW

All provisions of the Original Agreement not specifically amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to Agreement No. 20114 to be executed through their duly authorized signatories on the day and year last written below.

RECIPIENT EXECUTION SIGNATURE	COMMISSION EXECUTION SIGNATURE
Baker County Board of County Commissioners	Florida Fish and Wildlife Conservation Commission
Recipient Signature	Executive Director (or Designee) Signature
Print Name	Print Name
Title	Title
Date	Date

ATTACHMENTS

Attachments in this Agreement include the following:

- Attachment A1, Revised Scope of Work

REVISED SCOPE OF WORK

1. PROJECT DESCRIPTION

- A. Purpose and Background:** The Baker County Board of County Commissioners (Recipient) will use grant funds to design, engineer, and permit ADA compliant restroom facilities at the Saint Mary's Cove Public Boat Ramp. The Saint Mary's Cove Public Boat Ramp is in a secluded site along Saint Mary's River. The closest public restroom facilities are located at a retail store nine (9) miles away. The Recipient has attempted to provide port-o-lets due to this issue, but they are not sufficient for children or persons with disabilities.
- B. Project Benefits:** The expected result of these improvements is to increased boater use due to adequate restroom facilities. There is a documented boater preference for facilities with sanitary restrooms and this amenity will benefit boaters on the Saint Mary's River.
- C. Type of Agreement:** This is a cost reimbursement agreement in accordance with Cost Reimbursement Contract Payment Requirements, Section 4(G) of the Agreement. Requirements are outlined in the Department of Financial Services, Bureau of Accounting and Auditing, *Reference Guide for State Expenditures*.
- D. Term of Agreement:** The term of the Agreement shall begin upon execution by the last Party to sign and shall remain in effect until December 31, 2025. Prior to the end of term, Recipient shall complete the tasks and provide the deliverables described in this Scope of Work. **All activities must be completed by December 31, 2025.**

2. PROJECT DELIVERABLES

Total payments for all deliverables will not exceed the maximum grant award amount of \$36,214.00

- A. Deliverable 1:** The Recipient will, through own staff or through contracted services, design and engineer draft and final plans for ADA compliant restroom facilities at the Saint Mary's Cove Public Boat Ramp.

Deliverable 1 Tasks:

- Complete all required environmental surveys;
- Create draft plans to be approved by the FBIP grant manager, for the restrooms facility which will consist of one building with one two-stall female restroom and one two-stall male restroom both connected to a septic system; and
- Upon approval, create final plans for the restroom facilities.

Compensation: Total payment for this deliverable will not exceed \$34,199.00.

Minimum Performance: Minimum performance will be the completion of all Tasks listed above and the completion of all requirements in Section 4 - Performance.

Documentation: Documentation includes an attestation of activities or services rendered, proof of payment, all surveys completed, draft plans, and final signed and sealed plans. See FWC Cost Reimbursement Contract Payment Requirements, Section 4(G) of the Agreement, for additional details on supporting documentation.

- B. Deliverable 2:** The Recipient will, through own staff or through contracted services, apply for required permits for the construction of the approved ADA compliant restroom facilities at the Saint Mary's Cove boat ramp.

Deliverable 2 Tasks:

- The Grantee will prepare and submit applications to the Florida Department of Environmental Protection (FDEP) and any other agencies that require permits to be applied for, and
- Upon receipt of approval or other action by the permitting agencies, provide copies to the FBIP grant manager.

Compensation: Total payment for this deliverable will not exceed \$2,015.00.

Minimum Performance: Minimum performance will be the completion of all Tasks listed above and the completion of all requirements in Section 4 - Performance.

Documentation: Documentation includes an attestation of activities or services rendered, proof of payment, approved permits or other actions taken by permitting agencies. See FWC Cost Reimbursement Contract Payment Requirements, Section 4(G) of the Agreement, for additional details on supporting documentation.

3. FINANCIAL CONSEQUENCES

- A.** Pursuant to 215.971(1)(c), Florida Statutes, the Commission will withhold payment of Program funds for failure to complete the Project as described herein within the timeframe allowed, or for failure to correct any Project deficiencies, as noted in the final Project inspection. Only those tasks completed, or items purchased and received in accordance with the scope of work and within the agreement period of performance will be eligible for reimbursement. Failure of the Recipient to perform the tasks and provide the deliverable shall be considered non-compliant with terms and payment will not be processed.
- B.** In addition to nonpayment for tasks which are not satisfactorily or timely completed, or for failure to correct any project deficiencies, as noted in the final project inspection, the Commission will impose a financial consequence of twenty-five percent (25%) of the total contract amount for failure to complete any tasks satisfactorily or timely, or for failure to correct any project deficiencies, as noted in the final project inspection. The final project inspection will be done by a Commission employee verifying that the project was completed according to the project scope of work.
- C.** Failure of Recipient to have all receipts and evidence of project performance reflecting costs were incurred within the period of performance may jeopardize payment of funds to the Recipient per the Agreement.
- D.** Following the end of the term of this Agreement, the Recipient shall repay any Program funds received for the Project for failure to maintain the Project site as a public boating access facility according to the terms and conditions herein for a period of twenty (20) years. This section shall survive any Agreement termination.

4. PERFORMANCE

- A. Permit Requirements:** The Recipient agrees to adhere to all federal, state, county and city permit requirements of the Project.
- B. Procurement:** The Recipient shall procure goods and services through a competitive solicitation process in accordance with Chapter 287, Florida Statutes. The Recipient shall forward one copy of any solicitation to the Commission's grant manager for review prior to soliciting for quotations or commencing any work. The Recipient shall forward one copy of the bid tabulation, or similar list of responses to the solicitation, along with the award recommendation to the Commission's grant manager, to retain in their own records.
- C. Engineering:** If applicable, all engineering must be completed by a professional engineer or architect registered in the State of Florida. All work must meet or exceed minimum design standards and guidelines established by all applicable local, state and federal laws. The Recipient agrees to adhere to all federal, state, county and city requirements of the Project and all requirements of the 2010 Standards issued pursuant to the Americans with Disabilities Act, 1003 – Recreational Boating Facilities. Standard 235.3 for Accessible Design requires that where boarding piers are provided at boat launch ramps, no fewer than one must be accessible. When compliance with ADA wheelchair accessibility requirements is in question with regard to reimbursable costs under this Agreement, the Commission may engage a third-party engineer at its own expense to review the design and report to the Commission concerning compliance. The Commission's determination based on this review will be final.
- D. Construction:** If applicable, the Contractor shall be certified by the Division of Construction Industry Licensing Board of the Florida Department of Business and Professional Regulation for the duration of this contract and shall provide evidence of such certification upon request.
- E. Commencement of Work:** The Recipient shall commence work on the Project within ninety (90) days of execution of the Agreement. Failure by the Recipient to begin work shall constitute a breach of the Agreement and may result in termination of the Agreement by the Commission.
- F. Performance Criteria:** The Recipient shall complete the Project as described in this Scope of Work and Florida Boating Improvement Program Application 20-001, incorporated herein by reference, according to any bid specifications. Failure to complete the project in a satisfactory manner could result in financial consequences as specified herein.
- G. Certification of Completion:** Within thirty (30) calendar days following completion of all Project deliverables, the Recipient must sign and submit to the Commission's grant manager, a Certification of Completion, attached hereto and made a part hereof as Attachment E, Form 5 which certifies the Project was completed in accordance with the provisions herein. For construction projects, final photographs shall be submitted with the Certification of Completion, Attachment E, Form 5.
- H. Project Close Out Report:** In addition to final project photographs (if applicable) and the Certification of Completion, within thirty (30) calendar days following completion of all Project deliverables, the Recipient shall submit the Project Close Out Report, attached hereto and made a part hereof as Attachment E, Form 6. If any costs were determined by FWC to be ineligible after reimbursement, a refund check is also due within thirty (30) calendar days of notice, mailed to: Grants & Revenue Section, FWC, 620 S. Meridian Street, Tallahassee, Florida 32399 and a photocopy of the check must accompany the Project Close Out Report, Form 6.

- I. Site Dedication:** For construction grants, but not for grants which involve only design, engineering, permitting, or for grants for the installation of waterway markers or other projects on sovereign submerged lands, the Recipient agrees to dedicate the project site as a boat access facility for the use and benefit of the public as a condition of receiving funds under this Agreement. The Site Dedication is attached hereto and made a part hereof as Attachment D. If required, the Recipient shall execute and record this document in the official records of the County where the Project is located. As proof of the site dedication, a copy of the recorded document shall be submitted to the Commission in addition to the Certification of Completion, Attachment E, Form 5.

Final reimbursement or 25% of the award, whichever is greater, shall be withheld until receipt of Site Dedication and Certification of Completion. Following this initial site dedication, the project site shall remain a public boat access facility for a period not less than twenty (20) years following the date the Site Dedication was recorded. Land under control other than by ownership by the Recipient (i.e. lease, management agreement, cooperative agreement, inter-local agreement or other similar instrument) shall be managed by the Recipient as a public boat access facility for the entirety of this site dedication period surviving the Agreement termination. Recipient agrees to secure all authorizations necessary for continuing use and management of the property for the duration of this site dedication period. Title to all improvements shall be retained by the Recipient upon final payment by the Commission.

The Recipient shall repay all funds received for the Project under this Agreement for failure to maintain the Project site as a public boating access facility according to the terms and conditions herein for the duration of the site dedication period. Should the Recipient convert all or any part of the Project to other than Commission approved uses prior to the end of this site dedication period, or should the Recipient lose authorization to use and manage the property on which the Project is completed before the end of the site dedication period, the Recipient shall replace the area, facilities, resource or site at its own expense with a project acceptable to the Commission of comparable scope and quality. In the event the Project is converted to use for other purposes or the Recipient loses authorization to use and manage the property on which the Project is completed within the site dedication period and Recipient has not replaced the Project with a like project acceptable to the Commission, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project.

Site dedication, the site dedication period, and all terms of this section survive any Agreement termination. If mutually agreed upon by both parties in writing the site dedication may be rescinded. The Commission shall waive the site dedication requirement if no program funds were dispersed.

- J. Acknowledgement:** Upon completion of the Project, and prior to the reimbursement of funds, the Recipient, at its expense, shall purchase, erect and maintain a permanent sign, not less than three (3) feet by four (4) feet in size, displaying the Commission's logo acknowledging the Commission and the Florida Boating Improvement Program as a funding source for the Project. Any other form of acknowledgement must be approved in writing by the Commission's grant manager. Such acknowledgement shall be maintained for the duration of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. Should the sign or acknowledgement be damaged, removed or destroyed, the Recipient shall, at its expense, replace it within ninety (90) days. Should the Recipient fail to maintain such acknowledgement other than the ninety (90) day replacement term, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project. The Recipient shall provide a draft copy of the acknowledgement sign for approval by the Commission prior to displaying on site. Language to place on the sign shall include: This Project was funded by the Florida Fish and Wildlife

Conservation Commission through the Florida Boating Improvement Program. This section survives any Agreement termination.

K. Directional Signs: Prior to the reimbursement of funds, the Recipient, at its expense, shall purchase, erect and maintain directional signs, approved by the Commission, on main public highways to direct public users to each boating facility funded through the Program regardless of which portion of the Project the Program funded. The Recipient agrees to provide and maintain such signs at its expense for the entirety of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. Should the signs be damaged, removed or destroyed, the Recipient shall, at its expense, replace them within ninety (90) days. Should the Recipient fail to erect and maintain such signs other than the ninety (90) day replacement term, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project. This requirement can be waived by the Commission’s grant manager, in writing, if the Recipient receives a written denial from the Florida Department of Transportation for the installation of the signs. This section survives any Agreement termination.

5. BUDGET

A. Project Budget: For satisfactory completion of the tasks and deliverables described in this Scope of Work, by the Recipient under the terms of this Agreement, the Commission shall pay the Recipient on a cost reimbursement basis in an amount not to exceed \$36,214.00. All amounts noted in the budget are estimates based on preliminary quotes or prior project activities from the application amount. Deviations from this budget that exceed ten percent (10%) of the total amount in any budget category/deliverable must be approved by the Commission’s grant manager in writing prior to the deviation. The Recipient shall be reimbursed only for budgeted eligible expenses incurred during the Agreement Period that are directly related to the Project.

	FBIP	Cost Share	Total
Administration (not to exceed 5%)	\$0	\$0	\$0
Contracted Services	\$36,214.00	\$1,000.00	\$37,214.00
Design/Engineering	\$0	\$0	\$0
Permitting	\$0	\$0	\$0
Site Preparation	\$0	\$0	\$0
Demolition & Removal	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Contingency Costs (max 10% of total)	\$0	\$0	\$0
Other Costs	\$0	\$0	\$0
TOTAL	\$36,214.00	\$1,000.00	\$37,214.00
PERCENTAGE	97.31%	2.69%	100.00%

B. Cost Share: The Recipient agrees to provide 2.69% of the cost of the total cost of the project as indicated in FBIP Grant Application No. 20-001. The total compensation by the Commission shall be \$36,214.00 or 97.31% of the total cost, whichever is less.

C. Pre-Award Costs: The Baker County Board of County Commissioners was selected by the Florida Boating Improvement Program Evaluation Committee to move forward in the Florida Boating

Improvement Program application process. No pre-award costs are authorized under the terms of this Agreement.

6. COMPENSATION AND PAYMENT

- A. Fee Schedule:** This section is not applicable.
- B. Travel Expenses:** No travel expenses are authorized under the terms of this Agreement.
- C. Cost Reimbursement:** This is a cost reimbursement agreement. The total approved estimated project cost for the Project is \$37,214.00. The Commission agrees to reimburse the Recipient for an amount not to exceed \$36,214.00 or 97.31% of the total cost for the Project, whichever is less for satisfactory completion by the Recipient of the Project. The Recipient agrees to provide a minimum of \$1,000.00 or 2.69% toward completion of the Project and shall be responsible for any additional costs that exceed the total approved estimated project cost for the Project.
- D. Invoice Schedule and Payment:** Invoices may be submitted upon the completion of at least one deliverable listed in the scope of work. The Commission shall have up to thirty (30) days to inspect and approve the Project deliverables once reported complete by the Recipient. If there are deficiencies noted in the Project inspection, these shall be corrected by the Recipient prior to payment by the Commission. The Commission shall restrict any or all payment of funds pending correction of such deficiencies.

Within ninety (90) days of completion of all Project deliverables, the Recipient shall report the Project complete by submitting all required documentation, including but not limited to the below, for reimbursement and Close Out. Final payment shall be contingent upon the Commission's grant manager's receipt and acceptance of the:

- Recorded Site Dedication (Attachment D), if required, as described herein
- Final Quarterly Progress Report (Attachment E, Form 1A and 1B)
- Reimbursement Request (Attachment E, Form 2)
- Detail of Claims (Attachment E, Form 3) and supporting documentation
- Project Close Out Report (Attachment E, Form 6)
- Certification of Completion (Attachment E, Form 5)
- Complete Subcontractor List (Attachment E, Form 8), and
- FWC final inspection of the construction project or FWC approval of design plans, if required.

Final reimbursement or 25% of award, whichever is greater, shall be withheld until receipt and acceptance of all required documents.

- E. Forms and Documentation:** After receiving acceptance of deliverable completion from the Commission's grant manager, the Recipient shall submit a Reimbursement Request, Attachment E, Form 2 and a Detail of Claims, Attachment E, Form 3 with each request for reimbursement.

The Recipient shall submit and maintain supporting documentation for all funds expended and received under this Agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s) and not eligible for payment under any other state or federal funding source. Supporting documentation includes, but is not limited to, quotes, procurement documents, purchase orders, receipts, invoices, images of processed checks or EFT records, bank statements or copies of general ledgers. See FWC Cost Reimbursement

Contract Payment Requirements for additional details on supporting documentation which is Section 4(G) of the Agreement.

The Commission's grant manager shall have up to ten (10) days to review and approve the invoice for payment. Any errors or insufficient supporting documentation included with the invoice will delay payment and the thirty (30) days to review by the Commission may begin again.

7. MONITORING SCHEDULE

- A. Compliance Monitoring and Corrective Actions:** The Commission will monitor the Recipient's service delivery to determine if the Recipient has achieved the required level of performance. For additional information see Attachment C Monitoring Guidelines. If the Commission at its sole discretion determines that the Recipient failed to meet any of the Terms and Conditions of this Agreement, the Recipient will be sent a formal written notice within thirty (30) days. The Recipient shall correct all identified deficiencies within forty-five (45) days of notice or submit a Corrective Action Plan if additional time is required. Failure to meet 100% compliance with all of the Terms and Conditions of this Agreement or failure to correct the deficiencies identified in the notice within the time frame specified may result in delays in payment or termination of this Agreement in accordance with the Termination section.
- B. Site Inspections:** The Commission may inspect the Project site prior to and, if applicable, during the construction of the Project. The Recipient shall notify the Commission's grant manager when the Project has reached substantial completion so that inspection may occur in a timeframe allowing for the timely submission and processing of the final invoice. The Commission's grant manager, or designee, shall inspect the work accomplished on the Project and, if deemed complete and in compliance with the terms of the Agreement, approve the request for reimbursement.

The Recipient shall allow unencumbered access to the Project site to the Commission, its employees or agent for the duration of the Agreement and for the duration of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance for the purpose of site visit or inspection to verify the facility is being maintained, in operation and is open and available to the public. As part of the inspection, the Commission may request maintenance and use information from the Recipient to validate the condition of the facility. This section shall survive any Agreement termination.

- C. Project Maintenance:** The Recipient shall provide and be responsible for any and all costs associated with the ordinary and routine operations and maintenance of the project site, including any and all personnel, equipment or service and supplies costs beyond the costs approved for reimbursement in this Agreement for the duration of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. This section shall survive any Agreement termination.
- D. Quarterly Progress Reports:** Starting the first quarter after the date the Agreement is executed, the Recipient shall submit to the Commission, on a quarterly basis, Quarterly Progress Reports outlining the progress of the Project (financial and programmatic), identifying any problems that may have arisen, and actions taken to correct such problems. Such reports shall be submitted on the Quarterly Progress Report Forms attached hereto and made a part hereof as Attachment E, Form 1A and 1B. Progress report are required until the Certification of Completion is submitted, even if work is complete. Reports are due to the Commission's grant manager according to the following schedule:

Reporting Period

January through March
 April through June
 July through September
 October through December

Report due by:

April 15th
 July 15th
 October 15th
 January 15th

E. Annual Reports: Following completion of a construction project, but not a project that involves only dredging, the Recipient shall submit to the Commission an annual report on June 30th of each year until the end of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. The Post Award Use and Access Annual Report Form attached hereto and made a part hereof as Attachment E, Form 8 shall be used to fulfill this annual requirement and shall be sent electronically to FBIP@MyFWC.com or by mail to Attn: FBIP Administrator, FWC, 620 S. Meridian St., Tallahassee, FL 32399. This annual report shall include a description of the condition of any facilities funded with Program funds including any major repairs to the facilities; site photographs taken within 30 days of the report submission date; the amount of revenue collected from any permits or fees for the use of the facilities; and an estimate of the number of annual users of the facilities. Should the Recipient fail to complete and submit these annual reports, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project. This section survives any Agreement termination.

8. INTELLECTUAL PROPERTY RIGHTS

No additional requirements. Refer to Section 12 of the Agreement.

9. SUBCONTRACTS

Subcontractors shall be reported to the Commission's grant manager on the Subcontractor List, Attachment E, Form 8 prior to commencing work. Recipients shall additionally submit a No Conflict of Interest statement for each subcontractor to the Commission's grant manager. Refer to Section 14 of the Agreement.

10. INSURANCE

No additional requirements. Refer to Section 16 of the Agreement.

11. SECURITY AND CONFIDENTIALITY

No additional requirements. Refer to Section 20 of the Agreement.

12. RECORD KEEPING REQUIREMENTS

Records shall be maintained for ten (10) years following the completion of a construction Project, or five (5) years following the completion of a non-construction Project. Completion of the Project has occurred when all reporting requirements are satisfied, and final payment has been received by the Recipient, as documented by the date of the Closeout Letter issued by the FWC grant manager. Refer to Section 21 of the Agreement.

13. NON-EXPENDABLE PROPERTY

The Recipient is not authorized to use funds provided herein for the purchase of any non-expendable equipment or personal property valued at \$1,000 or more for performance under this Agreement.

14. PURCHASE OR IMPROVEMENT OF REAL PROPERTY

Refer to Subparagraph I, Site Dedication, above in Section 4, Performance.

15. SPECIAL PROVISIONS FOR CONSTRUCTION CONTRACTS

- A. **Fees:** The Commission reserves the right to review and approve any and all fees proposed for grant project sites, funded in whole or in part by this Program, for the term of the Agreement as well as the term of the site dedication period in Section I, Site Dedication, above in Section 4, Performance to ensure that fees are comparable and reasonable, and that funds collected are not reallocated or diverted to any non-boating access related purpose. This section survives any Agreement termination.
- B. **Drug-Free Workplace Requirement for Construction Contractors:** Pursuant to Section 440.102(15), F.S., any construction contractor regulated under Parts I and II of Chapter 489, F.S., who contracts to perform construction work under a state contract shall implement a drug-free workplace.
- C. **Contractor Eligibility:** All contractors shall be certified by the Division of Construction Industry Licensing Board of the Florida Department of Business and Professional Regulation for the duration of this Agreement and shall provide evidence of such certification to the Commission upon request.

(Remainder of page left blank intentionally.)



BAKER COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meet on the 1st and 3rd Tuesday of each month at 5:00 p.m. at the Baker County Administration Office, Commission Chambers, 55 North Third Street, Macclenny, FL 32063. All agenda items should be submitted to County Administration via sara.little@bakercountyfl.org and kayla.riggs@bakercountyfl.org no later than the Wednesday prior to the Commission meeting.

Date of Submission: Novemember 25, 2025 **Meeting Date:** December 2, 2025

Name of Submitter: Sara Little **Department:** Administration

1. Nature and purpose of this agenda item:
Approval of Agreement- State of Florida Department of Financial Services. This contract totals \$900,000 and was awarded in current year as a State appropriation project. These funds will be used to purchase a pumper truck from BCFR.

2. Recommended Motion/Action:
Approve the agreement as submitted.

3. Will this item require a presentation? No, backup documents only

4. Deadline for Completion: 06/30/2026

5. Fiscal Impact Questions:
Is this item included in the current budget? No. Budget Amendment would be required.
If item is grant related, is there a County match requirement? 50,000
Explain the procurement process for this request (attach necessary documentation): NA at this time

GRANT AGREEMENT

THIS GRANT AGREEMENT (Agreement) is made and entered into by and between the **Department of Financial Services** (Department), an agency of the State of Florida (State), and **Baker County Board of County Commissioners** (Grantee), and is effective as of the date last signed. The Department and the Grantee are sometimes referred to herein individually as a “Party” or collectively as the “Parties.”

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

WHEREAS, the Department, through its Division of State Fire Marshal (Division), has the authority, pursuant to an appropriation of the General Appropriations Act, to grant funds to the Grantee;

WHEREAS, the Grantee represents that it is fully qualified and eligible to receive these grant funds and will use them for the purposes identified herein;

NOW, THEREFORE, the Department and the Grantee do mutually agree as follows:

1. Performance Requirements.

The Grantee shall perform the tasks specified herein in accordance with the terms and conditions of this Agreement, including its attachments, addenda, appendices, and exhibits, which are incorporated by reference herein. The performance requirements are more specifically described in Attachment 1, Statement of Work (SOW). The definitions of terms and acronyms in the SOW will apply herein, unless otherwise defined in this Agreement.

2. Compliance with Laws, Rules, Regulations, and Policies.

The Grantee shall comply with the applicable local, state, and federal laws, rules, regulations, and policies including, but not limited to, those identified in this Agreement.

3. Agreement Term.

The term of this Agreement is set forth in Section 2., Performance Period, of Attachment 1, SOW.

4. Payment and Funding Considerations.

4.1. Funding. This Agreement shall not exceed the amount of funds stated in the SOW, and payment shall only be issued by the Department after acceptance of the Grantee’s performance as set forth by the terms and conditions of this Agreement. Pursuant to section 287.0582, F.S., for any agreement binding the State or the Department for a period in excess of one State fiscal year, the State’s and the Department’s performance and obligation to pay under that agreement are contingent upon an annual appropriation by the Legislature.

4.2. Payment Process. Subject to the terms and conditions established by this Agreement, the pricing method per deliverable established in the SOW, and the billing procedures established by the Department, the Department agrees to pay the Grantee in accordance with section 215.422, F.S., for its performance under this Agreement, as described in the SOW. The applicable interest rate can be obtained at: <https://myfloridacfo.com/division/aa/vendors>.

4.3. Grantee Rights. A Vendor Ombudsman has been established within the Department. The duties of the Vendor Ombudsman include acting as an advocate for grantees who may be experiencing

problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be reached at (850) 413-5516.

- 4.4. Taxes.** The Department is exempted from the payment of State sales and use tax and Federal Excise Tax. Unless otherwise provided by law, the Grantee shall not be exempt from paying State sales and use tax to the appropriate governmental agencies, nor shall the Grantee be exempted from paying its suppliers for any taxes on materials used to fulfill its contractual obligations under this Agreement. The Grantee shall not use the Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement. The Grantee shall provide the Department its taxpayer identification number upon request.
- 4.5. Invoicing and Acceptance.** All charges for performance under this Agreement or for reimbursement of expenses authorized by the Department shall be submitted to the Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee must submit invoices in accordance with the time requirements specified in the SOW. The Department will reimburse the Grantee for the performance required by the Agreement and any authorized expenses only upon the timely and satisfactory completion of the applicable performance and compliance requirements of the SOW. Payment for the deliverables is conditioned upon written acceptance by the Department's designated contract manager (Contract Manager) identified in Section 31., below. If the Department determines that circumstances warrant, the Department may accept partial performance and make partial payments for partial performance.
- 4.6. Final Invoice.** The Grantee shall submit the final invoice to the Department no later than sixty (60) days after the Agreement ends or is terminated; however, the final invoice shall be submitted on or before September 1st following the June 30th ending date of the final State fiscal year in which the project is appropriated funding by the Legislature. If the Grantee fails to do so, the Department may, at its sole discretion, refuse to honor any requests submitted after this time period and may consider the Grantee to have forfeited any and all rights to payment under this Agreement.
- 4.7. Expenditures.** All expenditures must be in compliance with the laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to the State's Reference Guide for State Expenditures. The Grantee shall submit invoices for performance or expenses in accordance with the requirements of this reference guide, which may be obtained at: [reference-guide-for-state-expenditures.pdf \(myfloridacfo.com\)](#). The Grantee may not spend funds received under this Agreement for the purposes of lobbying the Florida Legislature, the judicial branch, or a State agency.

5. Governing Laws of the State.

- 5.1. Governing Law.** The Grantee agrees that this Agreement is entered into in the State, and will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State. Each Party shall perform its obligations herein in accordance with the terms and conditions of this Agreement. Without limiting the provisions of Section 23., Dispute Resolution, the exclusive venue of any legal or equitable action that arises out of or relates to this Agreement will be the appropriate State court in Leon County, Florida; in any such action, the Parties waive any right to jury trial.
- 5.2. Ethics.** The Grantee shall comply with the requirements of sections 11.062 and 216.347, F.S. The Grantee shall not, in connection with this or any other agreement with the State, directly or indirectly: (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or State employee's decision, opinion, recommendation, vote, other exercise

of discretion, or violation of a known legal duty; or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or State employee. For purposes of clause (2), “gratuity” means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon request of the Department’s Inspector General, or other authorized State official, the Grantee shall provide any type of information the Inspector General deems relevant to the Grantee’s integrity or responsibility. Such information may include, but will not be limited to, the Grantee’s business or financial records, documents, or files of any type or form that refer to or relate to this Agreement. The Grantee shall retain such records in accordance with the record retention requirements of Part V of Attachment 2, Audit Requirements for Awards of State and Federal Financial Assistance. Only the provisions applicable to State funding in Attachment 2, Audit Requirements for Awards of State and Federal Financial Assistance, are applicable to this grant.

5.3. Advertising. Subject to chapter 119, F.S., the Grantee shall not publicly disseminate any information concerning this Agreement without prior written approval from the Department, including, but not limited to, mentioning this Agreement in a press release or other promotional material, identifying the Department or the State as a reference, or otherwise linking the Grantee’s name and either a description of this Agreement or the name of the Department or the State in any material published, either in print or electronically, to any entity that is not a Party to this Agreement, except potential or actual authorized distributors, dealers, resellers, or service representatives.

5.4. Sponsorship. As required by section 286.25, F.S., if the Grantee is a nongovernmental organization which sponsors a program that is financed wholly or in part by State funds, including any funds obtained through this Agreement, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: “Sponsored by (Grantee’s name) and the State of Florida, Department of Financial Services.” If the sponsorship reference is in written material, the words “State of Florida, Department of Financial Services” must appear in the same size letters or type as the name of the Grantee.

6. Mandatory Disclosure Requirements.

6.1. Conflict of Interest. This Agreement is subject to chapter 112, F.S. The Grantee shall disclose the name of any officer, director, employee, or other agent who is also an employee of the State. The Grantee shall also disclose the name of any State employee who owns, directly or indirectly, more than a five percent (5%) interest in the Grantee or its affiliates.

6.2. Convicted Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.133(1)(a), F.S., are placed on the convicted vendor list. Pursuant to section 287.133(2)(a), F.S.: “A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”

6.3. Discriminatory Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.134(1)(a), F.S., are placed on the

discriminatory vendor list. Pursuant to section 287.134(2)(a), F.S.: “An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.”

- 6.4. Antitrust Violator Vendor List.** The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.137(1)(a), F.S., are placed on the antitrust violator vendor list. Pursuant to section 287.137(2)(a), F.S.: “A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.”
- 6.5. Department Inspection of Records.** Pursuant to section 216.1366, F.S., the Grantee shall permit the Department to inspect the Grantee’s financial records, papers, and documents that are directly related to the performance of the Agreement or the expenditure of state funds and the Contractor’s programmatic records, papers, and documents which the Department determines are necessary to monitor the performance of the Agreement or to ensure that the terms of the Agreement are being met. The Contractor shall provide such records, papers, and documents to the Department’s Contract Manager within 10 business days after a request is made to the Contractor.
- 6.6. Foreign Gifts and Contracts.** The Grantee shall comply with any applicable disclosure requirements in section 286.101, F.S. Pursuant to section 286.101(7), F.S.: “In addition to any fine assessed under [section 286.101(7)(a)], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause.”

7. Funding Requirements of Section 215.971(1), F.S.

- 7.1.** The Grantee shall perform all tasks contained in the SOW.
- 7.2.** Receipt by the Grantee of the Department’s written acceptance of the units of deliverables specified herein is a condition precedent to payment under this Agreement and is contingent upon the Grantee’s compliance with the specified performance measure (i.e., each deliverable must satisfy at least the minimum acceptable level of service specified in the SOW and the Department shall apply the applicable criteria stated in the SOW to determine satisfactory completion of each deliverable).
- 7.3.** If the Grantee fails to meet the minimum level of service specified in the SOW, the Department shall apply the financial consequences for such failure as specified herein.
- 7.4.** The Grantee may only expend funding under this Agreement for allowable costs resulting from obligations incurred during the term of this Agreement.
- 7.5.** The Grantee shall refund to the Department any balance of unobligated funds that was advanced or paid to the Grantee.

7.6. The Grantee shall refund to the Department all funds paid in excess of the amount to which the Grantee is entitled under the terms and conditions of this Agreement.

8. Return or Recoupment of Funds.

8.1. If the Grantee or its independent auditor, if applicable, discovers that an overpayment has been made, the Grantee shall repay said overpayment within forty (40) calendar days of notification of discovery without prior notification from the Department. If the Department first discovers an overpayment has been made, the Department will notify the Grantee in writing. Should repayment not be made in a timely manner, the Department shall be entitled to charge interest at the lawful rate of interest on the outstanding balance beginning forty (40) calendar days after the date of notification or discovery. A check for the amount due should be sent to the Department's Contract Manager and made payable to the "Department of Financial Services."

8.2. Notwithstanding the damages limitations of Section 25., if the Grantee's non-compliance with any provision of this Agreement results in additional costs or monetary loss to the Department or the State, the Department may recoup the costs or losses from monies owed to the Grantee under this Agreement or any other Agreement between the Grantee and any State entity. If additional costs or losses are discovered when no monies are available under this Agreement or any other Agreement between the Grantee and any State entity, the Grantee shall repay such costs or losses to the Department within thirty (30) calendar days of the date of discovery or notification, unless the Department agrees, in writing, to an alternative timeframe.

9. Audits and Records.

9.1. Representatives of the Department, including, but not limited to, the State's Chief Financial Officer or the State's Auditor General or representatives of the federal government shall have access to any of the Grantee's books, documents, papers, and records, including electronic storage media, as they may relate to this Agreement, for the purposes of conducting audits or examinations or making excerpts or transcriptions.

9.2. The Grantee shall maintain books, records, and documents in accordance with the generally accepted accounting principles to sufficiently and properly reflect all expenditures of funds provided by the Department under this Agreement.

9.3. The Grantee shall comply with all applicable requirements of section 215.97, F.S., and Attachment 2, Audit Requirements for Awards of State and Federal Financial Assistance. If the Grantee is required to undergo an audit, the Grantee shall disclose all related-party transactions to the auditor.

9.4. The Grantee shall retain all the Grantee records, financial records, supporting documents, statistical records, and any other documents, including electronic storage media, pertinent to this Agreement in accordance with the record retention requirements of Part V of Attachment 2, Audit Requirements for Awards of State and Federal Financial Assistance or the period required by the General Records Schedules maintained by the Florida Department of State (available at <https://dos.myflorida.com/media/703328/gsl-sl-2020.pdf>) whichever is longer. The Grantee shall cooperate with the Department to facilitate the duplication and transfer of such records or documents upon the Department's request. If the Grantee is required to comply with section 119.0701, F.S., then compliance with the retention of records in accordance with section 119.070(2)(b)4, F.S., will fulfill the above stated requirement. If the Grantee's record retention requirements terminate prior to the requirements stated herein, the Grantee may meet the Department's record retention requirements for the Agreement by transferring its records to the Department at the time, and by destroying duplicate records in accordance with section 501.171,

F.S., and if applicable, section 119.0701, F.S. The Grantee shall adhere to established information destruction standards such as those established by the National Institute of Standards and Technology Special Publication 800-88, “Guidelines for Media Sanitization” (2014) (available at: <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>)

- 9.5. The Grantee shall include the aforementioned audit and recordkeeping requirements in all approved subgrantee agreements and assignments.
- 9.6. The Grantee agrees to reimburse the State for the reasonable costs of investigation incurred by the Department’s Inspector General or other authorized state official for investigations of the Grantee’s compliance with the terms of this Agreement or any other agreement between the Grantee and the State which results in the suspension or debarment of the Grantee. Such costs include, but they are not limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Grantee shall not be responsible for any costs of investigations that do not result in the Grantee’s suspension or debarment.
- 9.7. The Grantee understands its duty, pursuant to section 20.055(5), F.S., to cooperate with the Department’s Inspector General in any investigation, audit, inspection, review, or hearing. The Grantee shall comply with this duty and ensure that its contracts issued under this Agreement, if any, impose this requirement, in writing, on its contractors.
- 9.8. Grantee shall comply with the applicable requirement of Addendum A, Public Records Requirements, which is incorporated by reference herein. All references to “Contractor” within Addendum A refer to “Grantee.” All references to “Contract” within Addendum A refer to this “Agreement.”

10. Assignments, Subgrants, and Contracts.

- 10.1. Unless otherwise specified in the SOW, or through prior written approval of the Department, the Grantee may not: (1) subgrant any of the funds provided to the Grantee by the Department under this Agreement; (2) contract its duties or responsibilities under this Agreement out to a third party; or (3) assign any of the Grantee’s rights or responsibilities hereunder, unless specifically permitted by law to do so. Any such subgrant, contract, or assignment occurring without the prior written consent of the Department will be null and void. If the Department approves the transfer of any of the Grantee’s obligations under this Agreement, the Grantee remains responsible for all work performed and all expenses incurred in connection with the Agreement. In addition, this Agreement will bind the successors, assigns, and legal representatives of the Grantee, and of any legal entity that succeeds the Grantee, to the Grantee’s obligations to the Department.
- 10.2. The Grantee agrees to be responsible for all work performed and all expenses incurred in fulfilling the obligations of this Agreement. If the Department permits the Grantee to contract all or part of the work contemplated under this Agreement, including entering into contracts with vendors for services, it is understood by the Grantee that all such contractual arrangements must be evidenced by a written document containing all provisions necessary to ensure the contractor’s compliance with applicable state and federal laws. The Grantee further agrees that the Department shall not be liable to the contractor for any expenses or liabilities incurred under the contract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the contract. The Grantee, at its expense, will defend the Department against such claims.
- 10.3. The Grantee agrees that the Department may assign or transfer the Department’s rights, duties, or obligations under this Agreement to another governmental entity upon giving prior written notice to the Grantee.

10.4. The Grantee agrees to make payments to its subgrantees and contractors, if any, within seven (7) business days after receipt of full or partial payments from the Department in accordance with section 287.0585, F.S., unless otherwise stated in the agreement(s) between the Grantee and the contractor(s). Unless the Grantee and the subgrantee(s) or contractor(s) contract for an alternate payment schedule, the Grantee's failure to pay its subgrantees or contractors, if any, within seven (7) business days will result in a statutory penalty charged against the Grantee and paid to the subgrantee or contractor in the amount of one-half of one (1) percent of the amount due per day from the expiration of the period allowed herein for payment. Such statutory penalty will be in addition to actual payments owed and will not exceed fifteen percent (15%) of the outstanding balance due (*see* section 287.0585, F.S.).

11. MyFloridaMarketPlace. Disbursements under this Agreement are disbursements of State financial assistance to a recipient as defined in the Florida Single Audit Act, section 215.97, F.S., and are exempt from the MyFloridaMarketPlace Transaction Fee pursuant to Rule 60A-1.031(6)(g), F.A.C. Payments will be made according to the SOW and not through the MyFloridaMarketPlace system.

12. Non-Discrimination. The Grantee shall not unlawfully discriminate against any individual employed in the performance of this Agreement due to race, religion, color, sex, physical handicap unrelated to such person's ability to engage in this work, national origin, ancestry, or age. The Grantee shall provide a harassment-free workplace, and any allegation of harassment shall be given priority attention and action.

13. Duty of Continuing Disclosure of Legal Proceedings and Instances of Fraud.

13.1. The Grantee shall provide written notice to the Department disclosing any criminal litigation, investigation, or proceeding that arises during the Performance Period involving the Grantee, or, to the extent the Grantee is aware, any of the Grantee's subrecipients or contractors (or any of the foregoing entities' current officers or directors). The Grantee shall also provide written notice to the Department disclosing any civil litigation, arbitration, or proceeding that arises during the Performance Period, to which the Grantee (or, to the extent the Grantee is aware, any subrecipient or contractor hereunder) is a party, and which: (1) might reasonably be expected to adversely affect the viability or financial stability of the Grantee or any subrecipient or contractor hereunder; or (2) involves a claim or written allegation of fraud against the Grantee, or any subrecipient or contractor hereunder, by a governmental or public entity arising out of business dealings with governmental or public entities.

All notices under this Section must be provided to the Department within thirty (30) business days following the date that the Grantee first becomes aware of any such litigation, investigation, arbitration, or other proceeding (collectively, a "Proceeding"). Details of settlements that are prevented from disclosure by the terms of the settlement must be annotated as such.

13.2. This duty of disclosure applies to each officer and director of the Grantee, subrecipients, or contractors when any proceeding relates to the officer's or director's business or financial activities.

13.3. Instances of Grantee operational fraud or criminal activities, regardless of whether a legal proceeding has been initiated, shall be reported to the Department's Contract Manager within twenty-four (24) hours of the Grantee being made aware of the incident.

13.4. The Grantee shall promptly notify the Department's Contract Manager of any Proceeding relating to or affecting the Grantee's, subrecipient's, or contractor's business. If the existence of such Proceeding causes the State to conclude that the Grantee's ability or willingness to perform the Agreement is jeopardized, the Grantee shall be required to provide the Department's Contract

Manager all reasonable assurances requested by the Department to demonstrate that: (1) the Grantee will be able to perform the Agreement in accordance with its terms and conditions; and (2) the Grantee and/or its employees, agents, subrecipients, or contractor(s) have not and will not engage in conduct in performance under the Agreement that is similar in nature to the conduct alleged in such Proceeding.

14. Nonexpendable Property.

- 14.1.** For the requirements of this Section of the Agreement, "nonexpendable property" is the same as "property" as defined in section 273.02, F.S. (equipment, fixtures, and other tangible personal property of a non-consumable and nonexpendable nature).
- 14.2.** All nonexpendable property purchased under this Agreement must be listed on the property records of the Grantee in accordance with the requirements of Rule 69I-72.002, F.A.C. For the purposes of section 273.03, F.S., the Grantee is the custodian of all nonexpendable property and shall be primarily responsible for the supervision, control, and disposition of the property in his or her custody (but may delegate its use and immediate control to a person under his or her supervision and may require custody receipts). The Grantee must submit an inventory report to the Department with the final expenditure report and inventory annually during the five (5) year period following the termination of this Agreement or during the depreciable life of the nonexpendable property purchased under this Agreement (determined by the depreciation schedule in use by the Grantee), whichever is shorter, and maintain accounting records for all nonexpendable property purchased under the Agreement. The records must include information necessary to identify the property, which at a minimum, must include the following: property tag identification number; description of the item(s); if a group of items, the number and description of the components; physical location; name, make or manufacturer; year and/or model; manufacturer's serial number(s); date of acquisition; cost or value at date of acquisition; date last inventoried; and the current condition of the item.
- 14.3.** The nonexpendable property must not be relocated, distributed, gifted, or loaned to any other fire service provider, agency, or individual. At no time shall the Grantee dispose of nonexpendable property purchased under this Agreement without the prior written permission of, and in accordance with instructions from, the Department. In addition to its plain meaning, "dispose of" includes, selling, exchanging, transferring, distributing, gifting, and loaning. If the Grantee proposes to dispose of the nonexpendable property or take any other action that will impact its ownership of the property or modify the use of the property other than for the purposes stated herein, the Department shall have the right, in its sole discretion, to demand that the Grantee reimburse the Department the fair market value of the impacted nonexpendable property.
- 14.4.** The Grantee is responsible for any loss, damage, or theft of, and any loss, damage or injury caused by the use of, nonexpendable property purchased with State funds and held in its possession for use in accordance with this Agreement. The Grantee shall immediately notify the Department, in writing, upon discovery of any property loss with the date and reason(s) for the loss.
- 14.5.** The Grantee is responsible for the correct use of all nonexpendable property obtained using funds provided by this Agreement and for the implementation of adequate maintenance procedures to keep the nonexpendable property in good operating condition.
- 14.6.** A formal amendment to this Agreement is required prior to the purchase of any item of nonexpendable property not listed in this Agreement (*see* SOW).
- 14.7.** Title (ownership) to all nonexpendable property acquired with funds from this Agreement will be vested in the Grantee, subject to the requirements of Section 14.8., below.

14.8. The Grantee shall provide advance written notification to the Department if, during the five (5) year period following the termination of this Agreement or during the depreciable life of the nonexpendable property purchased under this Agreement (determined by the depreciation schedule in use by the Grantee), whichever is shorter, the Grantee proposes to dispose of or take any other action that will impact its ownership of the nonexpendable property or modify the use of the nonexpendable property from the purposes authorized herein. If any of these situations arise, the Department shall have the right, in its sole discretion, to demand that the Grantee immediately reimburse the Department the fair market value of the impacted nonexpendable property valued at the time of disposition or modified use.

15. Additional Requirements Applicable to the Purchase of, or Improvements to, Real Property. If funding provided under this Agreement is used for the purchase of, or improvements to, real property, such funds are contingent upon the Grantee granting to the Department a security interest in the property in the amount of the funding provided by this Agreement for the purchase of, or improvements to, the real property for five (5) years from the date of purchase, the completion of the improvements, or as further required by law (*see* section 287.05805, F.S.).

16. Insurance.

16.1. The Grantee shall, at its sole expense, maintain insurance coverage of such types and with such terms and limits as may be reasonably associated with the Agreement. Adequate insurance coverage is a material obligation of the Grantee, and the failure to maintain such coverage may void the Agreement. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under this Agreement. All insurance policies must be through insurers authorized to write policies in the State. Specific insurance requirements, if any, are listed in the SOW.

16.2. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible will be the sole responsibility of the Grantee.

17. Intellectual Property Rights. Each party shall retain its intellectual property rights to its intellectual property. No intellectual property is to be created or otherwise developed by Grantee for the Department under this Agreement. Where activities supported by this Agreement result in the creation of intellectual property rights, the Grantee shall notify the Department, and the Department will determine whether the Grantee will be required to grant the Department a perpetual, irrevocable, royalty-free, nonexclusive license to use, and to authorize others to use for State government purposes, any resulting patented, copyrighted, or trademarked work products developed under this Agreement. The Department will also determine whether the Grantee will be required to pay all or a portion of any royalties resulting from such patents, copyrights, or trademarks.

18. Independent Contractor Status. It is mutually understood and agreed to that at all times during the Grantee's performance of its duties and responsibilities under this Agreement Grantee is acting and performing as an independent contractor. The Department shall neither have nor exercise any control or direction over the methods by which the Grantee shall perform its work and functions other than as provided herein. Nothing in this Agreement is intended to or will be deemed to constitute a partnership or joint venture between the Parties.

18.1. Unless the Grantee is a State agency, the Grantee (and its officers, agents, employees, subrecipients, contractors, or assignees), in performance of this Agreement, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State. Further, unless specifically authorized to do so, the Grantee shall not represent to others that, as the Grantee, it has the authority to bind the Department or the State.

18.2. Unless the Grantee is a State agency, neither the Grantee nor its officers, agents, employees, subrecipients, contractors, or assignees, are entitled to State retirement or State leave benefits, or to any other compensation of State employment as a result of performing the duties and obligations of this Agreement.

18.3. The Grantee agrees to take such actions as may be necessary to ensure that each subrecipient or contractor will also be deemed to be an independent contractor and will not be considered or permitted to be in a joint venture with the State nor an agent, servant, or partner of the State as a result of this Agreement.

18.4. Unless agreed to by the Department in the SOW, the Department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, clerical support, etc.) to the Grantee, its subrecipient, contractor, or assignee.

18.5. The Department shall not be responsible for withholding taxes with respect to the Grantee's compensation hereunder. The Grantee shall have no claim against the Department for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, reemployment assistance benefits, or employee benefits of any kind. The Grantee shall ensure that its employees, subrecipients, contractors, and other agents, receive all legally required benefits and insurance coverage from an employer other than the State.

18.6. At all times during the Agreement period, the Grantee must comply with the reporting and Reemployment Assistance contribution payment requirements of chapter 443, F.S.

19. Electronic Funds Transfer. The Grantee agrees to enroll in Electronic Funds Transfer (EFT), offered by the State's Chief Financial Officer within thirty (30) calendar days of the date the last Party signed this Agreement. Copies of the authorization form and a sample blank enrollment letter can be found at: <https://myfloridacfo.com/division/aa/vendors>. Questions should be directed to the EFT Section at (850) 413-5517. Once enrolled, invoice payments will be made by EFT.

20. Entire Agreement. This Agreement consists of all documents listed in the order of precedence below, each of which is incorporated into, and is an integral part of, the Agreement, and together they embody the entire Agreement. This Agreement supersedes all previous oral or written communications, representations, or agreements on this subject. Any conflicts among these documents will be resolved in accordance with the following order of precedence:

- i. Attachment 1, Statement of Work;
- ii. This Grant Agreement document;
- iii. Attachment 2, Audit Requirements for Awards of State and Federal Financial Assistance (with its Exhibit 1);
- iv. Addendum A, Public Records Requirements;
- v. Attachment 3, Index of Applicable Laws and Regulations;
- vi. Any Appendices;
- vii. Any other Attachments.

21. Time is of the Essence. Time is of the essence regarding the performance requirements set forth in this Agreement. The Grantee is obligated to timely complete the deliverable(s) under this Agreement and to comply with all other deadlines necessary to perform the Agreement which include, but are not limited to, attendance of meetings or submittal of reports.

22. Termination.

22.1. Termination Due to the Lack of Funds. If funds become unavailable for the Agreement's purpose, such event will not constitute a default by the Department or the State. The Department

agrees to notify the Grantee in writing at the earliest possible time if funds are no longer available. If funds become unavailable, including if any State funds upon which this Agreement depends are withdrawn or redirected, the Department may terminate this Agreement by providing written notice to the Grantee. The Department shall be the final authority as to the availability of funds and will not reallocate funds earmarked for this Agreement to another program thus causing “lack of funds.”

22.2. Termination for Cause. The Department may terminate this Agreement if the Grantee fails to: (1) satisfactorily complete the deliverables within the time specified in the Agreement; (2) maintain adequate progress, thus endangering performance of the Agreement; (3) honor any term of the Agreement; or (4) abide by any statutory, regulatory, or licensing requirement. The Grantee shall continue to perform any work not terminated. The Department’s rights and remedies in this clause are in addition to any other rights and remedies provided by law or under the Agreement. The Grantee shall not be entitled to recover any cancellation charges or lost profits. Upon termination, the Department may require that the Grantee return to the Department any funds that were used for ineligible purposes under the Agreement or applicable program laws, rules, and regulations governing the use of funds under: (1) the Agreement; or (2) applicable program laws, rules, and regulations governing the use of funds under this Agreement.

22.3. Termination for Convenience. The Department may terminate this Agreement, in whole or in part, by providing written notice to the Grantee that the Department determined, in its sole discretion, it is in the State’s interest to do so. The Grantee shall cease performance upon receipt of the Department’s notice of termination, except as necessary to complete the continued portion of the Agreement, if any. The Grantee shall not be entitled to recover any cancellation charges or lost profits.

22.4. Grantee’s Responsibilities upon Termination. If the Department provides a notice of termination to the Grantee, except as otherwise specified by the Department in that notice, the Grantee shall: (1) stop work under this Agreement on the date and to the extent specified in the notice; (2) complete performance of such part of the work that has not been terminated by the Department, if any; (3) take such action as may be necessary, or as the Department may specify, to protect and preserve any property which is in the possession and custody of the Grantee, and in which the Department has or may acquire an interest; and (4) transfer, assign, and make available to the Department all property and materials belonging to the Department upon the effective date of termination of this Agreement. No extra compensation will be paid to the Grantee for its services in connection with such transfer or assignment.

23. Dispute Resolution. Unless otherwise stated in the SOW, the Department shall decide disputes concerning the performance under the Agreement, reduce the decision to writing, and serve a copy on the Grantee. If a Party is dissatisfied with the dispute resolution decision, jurisdiction for any dispute arising under the terms of the Agreement will be in the State courts, and the venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the Parties agree to be responsible for their own costs and attorneys’ fees incurred in connection with disputes arising under the terms of the Agreement.

24. No Waiver of Consequences for Failure to Comply. The Department’s decision to waive any consequences in one instance does not relinquish the Department’s right and ability to impose any consequences in future instances. The Department’s failure to enforce, or the Department’s waiver of a breach of, any provision contained herein shall not constitute a waiver of any other breach or of such provision.

25. Limitation of Liability. Unless otherwise specifically enumerated in this Agreement, no Party shall be liable to another for special, indirect, punitive, or consequential damages, including lost data or records

(unless the Agreement requires the Grantee to back-up data or records), even if the Party has been advised that such damages are possible. No Party shall be liable for lost profits, lost revenue, or lost institutional operating savings. The State and the Department may, in addition to other remedies available to them at law or in equity and upon notice to the Grantee, retain such monies from amounts due the Grantee as may be necessary to satisfy any claim for damages, penalties, costs, and the like asserted by or against them.

26. Indemnification.

26.1. The Grantee shall be fully liable for the actions of its agents, employees, partners, subrecipients, or contractors and shall fully indemnify, defend, and hold harmless the State and the Department, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the Grantee, its agents, employees, partners, subrecipients, or contractors, provided, however, that the Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the State or the Department.

26.2. Further, the Grantee shall fully indemnify, defend, and hold harmless the State and the Department from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to a violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right, provided, however, that the foregoing obligation will not apply to the Department's misuse or modification of the Grantee's products or the Department's operation or use of the Grantee's products in a manner not contemplated by the Agreement. If any product is the subject of an infringement suit, or in the Grantee's opinion is likely to become the subject of such suit, the Grantee may at its sole expense procure for the Department the right to continue using the product or to modify it to become non-infringing. If the Grantee is not reasonably able to modify or otherwise secure for the Department the right to continue using the product, the Grantee shall remove the product and refund the Department the amounts paid in excess of a reasonable rental for past use. The Department shall not be liable for any royalties.

26.3. The Grantee's obligations under the preceding two paragraphs with respect to any legal action are contingent upon the State or the Department giving the Grantee: (1) written notice of any action or threatened action, (2) the opportunity to take over and settle or defend any such action at the Grantee's sole expense, and (3) assistance in defending the action at the Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by the State or the Department in any legal action without the Grantee's prior written consent, which will not be unreasonably withheld.

NOTE: For the avoidance of doubt, if the Grantee is a State agency or subdivision, as defined in section 768.28(2), F.S., pursuant to section 768.28(19), F.S., neither Party indemnifies nor insures or assumes any liability to the other Party for the other Party's negligence.

27. Force Majeure and Notice of Delay from Force Majeure. Neither Party shall be liable to the other for any delay or failure to perform under this Agreement if such delay or failure is neither the fault nor caused by the negligence of the Party or its employees or agents and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Party's control, or for any of the foregoing that affects subrecipients, contractors, or suppliers if no alternate source of supply is available. However, if a delay arises from the foregoing causes, the Party shall take all reasonable measures to mitigate all resulting delay or disruption in accordance with the Party's performance requirements under this Agreement. If the Grantee believes any delay is excusable under

this Section, the Grantee shall provide written notice to the Department describing the delay or potential delay and the cause of the delay within five (5) calendar days after the Grantee first had reason to believe that a delay could result if the Grantee could reasonably foresee that a delay could result or within ten (10) calendar days after the date the Grantee first learned of the delay if the delay is not reasonably foreseeable. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. The Department, in its sole discretion, will determine if the delay is excusable under this Section and will notify the Grantee of its decision in writing. If an extension is legally permissible, and if one will be granted, the Department’s notice will state the extension period. **THE FOREGOING CONSTITUTES THE GRANTEE’S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** The Grantee shall not assert a claim for damages against the Department and shall not be entitled to an increase in this Agreement price or payment of any kind from the Department for any reason. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this Section, after the causes have ceased to exist, the Grantee shall resume performance, unless the Department determines, in its sole discretion, that the delay will significantly impair the ability of the Grantee to timely complete its obligations under this Agreement, in which case the Department may terminate the Agreement in whole or in part.

28. Severability. If any provision of this Agreement, in whole or in part, is held to be void or unenforceable by a court of competent jurisdiction, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable, and all other provisions remain in full force and effect.

29. Survival. Any right or obligation of the Parties in the Agreement, which, by its express terms or nature and context, is intended to survive termination or expiration of the Agreement, will survive any such termination or expiration.

30. Execution in Counterparts. The Agreement may be executed in counterparts, each of which will be deemed an original and all of which will constitute but one and the same instrument.

31. Contact Information for Grantee and Department Contacts.

Grantee’s Payee:	Grantee’s Contract Manager:
Baker County Board of County Commissioners	Sara Little
55 North Third Street	55 North Third Street
Macclenny, Florida 32063	Macclenny, Florida 32063
(904) 259-3121	(904) 259-5123
Cheryl.Rewis@BakerCountyFL.org	Sara.Little@BakerCountyFL.org

Department’s Contract Manager:

Lauren Tingle
200 E. Gaines Street
Tallahassee, Florida 32327
(850) 413-3641
Lauren.Tingle@MyFloridaCFO.com

If any of the information provided in this Section changes after the execution of this Agreement, the Party making such change will notify the other Parties in writing of such change. Such changes will not require a written amendment to the Agreement.

32. Notices.

The contact information provided in the immediately preceding Section must be used by the Parties for all communications under the Agreement. Where the terms “written notice” or notice “in writing” are used to specify a notice requirement herein, said notice will be deemed to have been given when (1) personally delivered; (2) transmitted via facsimile with confirmation of receipt or email with confirmation of receipt if the sender on the same day sends a confirming copy of such notice by a recognized overnight delivery service (charges prepaid); (3) the day following the day (except if not a Business Day then the next Business Day) on which the same has been delivered prepaid to a recognized overnight delivery service; or (4) on the date actually received, except if there is a date of the certification of receipt, then on that date.

IN WITNESS THEREOF, and in consideration of the mutual covenants set forth above and in the documents that make up this Agreement, the Parties have caused to be executed this Agreement by their undersigned, duly authorized officials.

BAKER COUNTY BOARD OF COUNTY COMMISSIONERS **DEPARTMENT OF FINANCIAL SERVICES**

_____	_____
By	By
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date

ATTACHMENT 1
Statement of Work (SOW)

1. **Project Description.** The Department, through its Division of State Fire Marshal (Division), has the authority, pursuant to a specific appropriation of the General Appropriations Act, to grant funds to the Grantee. Line 2245A of the General Appropriations Act for the 2025-2026 State fiscal year provides the appropriation of \$900,000.00 to the Grantee. The funds will be used for operational costs, specifically to purchase a pumper truck.
2. **Performance Period.** The Performance Period of this Agreement begins on July 1, 2025, and ends on June 30, 2026. The term of this Agreement may be continued through the appropriations carry forward period for the purpose of submitting documents required in Section 5., Deliverables, as approved by the Department through written notification. The Department shall not be obligated to pay for costs incurred by Grantee related to this Agreement prior to this term beginning date or after this term end date. If the funds are reverted and reappropriated by the Florida Legislature, the Performance Period will continue for an additional one-year term for each such reversion and reappropriation, pursuant to the terms of the reappropriation.
3. **Grantee's Responsibilities.** In addition to completing the deliverable(s) identified in Section 5., Deliverables, the Grantee must:
 - a. Provide the Department with the required supporting documents with the invoice as specified in Section 7., Invoice Submittal and Payment Schedule.
 - b. Provide the Department with documentation, upon Department's demand, evidencing status reports. Grantee must provide status report documentation on the Status Update Request Form, incorporated by reference as Attachment 4.
 - c. Submit monthly fire incident data to the National Fire Incident Reporting System via <https://www.nfirs.fema.gov/NFIRSWeb/login> until December 25, 2025. On and after January 1, 2026, and for the entire duration of the Performance Period listed in the Agreement, submit monthly fire incident data to the National Emergency Response Information System via <https://neris.fsri.org/>. Proof of submission of fire incident data is required to be provided to the Department upon the Department's demand.
4. **Department's Responsibilities.** The Department will monitor the Grantee's progress as it deems necessary to verify that all requirements of the Agreement are being performed in accordance with this Agreement. The Department will review submitted documentation and process payments to the Grantee to reimburse allowable, reasonable, and necessary expenditures, not to exceed the appropriation amount specified in Section 1., Project Description. The Department will monitor reporting compliance for the Grantee and will notify the appropriate parties of non-compliance.

5. Deliverables. The Grantee must complete the following deliverable(s):

Deliverable No. 1 – Purchase of Equipment		
Task	Documentation	Financial Consequences
Purchase and receive equipment as described in Appendix 1, Grantee’s Obligation with Vendor for Equipment.	<p>A. Grantee must provide proof of payment of the equipment in the form of cleared check(s), bank statement(s), or electronic fund transfer(s).</p> <p>B. Grantee must provide proof of receipt of the equipment in the form of transfer of title of the equipment, evidence of the VIN showing Grantees ownership, or insurance documentation in the Grantee’s name.</p>	The Department will not reimburse the Grantee pursuant to the Agreement for any equipment received outside of the specified Performance Period, or if accurate and sufficient documentation is not received from the Grantee within the Performance Period.
TOTAL GRANT AMOUNT NOT TO EXCEED \$900,000.00		

6. Reconciliation Report. Pursuant to section 215.971, F.S., the Department’s Contract Manager must produce a final reconciliation report reconciling all funds paid out to the Grantee under this Agreement against all funds expended by the Grantee in performance of this Agreement. If the Department’s Contract Manager requests documentation from the Grantee’s Agreement Manager for this purpose, Grantee must submit such documentation to the Department within ten (10) business days of receipt of the Department’s request.

7. Invoice Submittal and Payment Schedule. This is a cost reimbursement agreement. The State’s and the Department’s performance and obligation to pay under this Agreement after the State fiscal year referenced above is contingent upon the operational cost funding remaining available for use by the Grantee for the purpose specified herein. The Department will reimburse the Grantee upon satisfactory completion of the deliverable requirements specified in Section 5., Deliverables, and in accordance with the terms and conditions of this Agreement for a total dollar amount not to exceed the appropriation amount specified in Section 1., Project Description, subject to the availability of funds. To request reimbursement, the Grantee must:

- a. Complete the Reimbursement Request Letter, incorporated by reference as Attachment 5, signed by the Grantee’s Agreement Manager certifying that the costs being claimed in the invoice package:
 - i. Are specifically for the equipment represented to the State in the budget appropriation;
 - ii. Have been paid;
 - iii. Were incurred within the Performance Period as specified in Section 2., Performance Period; and
 - iv. Are not a duplicate, and duplicates will not be submitted to another funding source.
- b. Provide all documentation necessary to demonstrate completion of the deliverable(s) listed in Section 5., Deliverables.
- c. Provide the itemized invoice from the vendor listed in Appendix 1, that matches the goods and/or services described in Appendix 1.
- d. Provide proof of payment to the specified vendor.

8. Advance Payments. If authorized by section 216.011(1)(t) or (u) and section 216.181(16), F.S., the Grantee can submit a request to be approved for advancement by the Department. To request advance payment, the Grantee must:

- a. Submit a detailed, signed letter on official letterhead to the Department's Contract Manager explaining the reason for the advance and specifying the exact dollar amount requested.
- b. Provide all supporting documents demonstrating the need and scope of the request to the Department's Contract Manager. The Contract Manager may require additional documentation before approving the advance, and the Grantee must comply with any such requests.

9. Financial Consequences for Failure to Timely and Satisfactorily Perform. Failure to timely complete the required duties outlined in this Attachment 1, Statement of Work, will result in the automatic rejection of a request for reimbursement of the associated expenditures for the applicable deliverable(s). Failure to provide documentation required in Section 5., Deliverables, within the specified Performance Period will result in the expenditure not being reimbursed by the Department. If the Grantee received advance payment and failed to timely and satisfactorily perform, any funds the Grantee received must be returned to the Department upon the Department's written notification. Should repayment not be made in a timely manner, the Department shall be entitled to charge interest at the lawful rate of interest on the outstanding balance beginning forty (40) calendar days after the date of notification. This provision for financial consequences shall not affect the Department's right to terminate the Agreement as provided elsewhere in the Agreement.

Appendix 1

Grantee's Obligation with Vendor for Equipment



PURCHASE ORDER

Purchaser		SUPPLIER	
Purchaser:	Baker County Fire Rescue	Contract #:	Sourcewell Contract #: 113021-RSD
Address 1:	1190 W Macclenny Avenue	Supplier:	Rosenbauer South Dakota, LLC
Address 2:		Address 1:	100 3rd Street
City, State, Zip:	Macclenny, Florida 32063	Address 2:	
		City, State, Zip:	Lyons, SD 57041

Purchase Order Number:	TBD	Delivery in Calendar Days, after receipt and acceptance of Order:	1095
Date:	8/15/2025	Member #:	39864

The amount in this proposal shall remain firm for a period of 30 days from the date of same.

Quantity	Description	Price	Price (Extended)
1	One (1) Rosenbauer Pumper, complete with Rosenbauer Warrior chassis per attached specifications.	\$940,208.00	\$940,208.00
Includes potential surcharges/tariffs. If they become unnecessary, the price shall be discounted. Valid until 9/30/25.			
TOTAL			\$940,208.00

NOTES:	
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Rosenbauer Dealer :	NAFECO
Salesperson:	Phil Lincoln
Signature:	

Purchaser:	Baker County Fire Rescue
Print Name:	Trevor Nelson
Title:	FIRE RESCUE CHIEF
Date	9/25/2025
Signature:	



BAKER COUNTY BOCC

339 E MACCLENNY AVE
MACCLENNY FL 32063

PURCHASE ORDER: 16004

Page: 1 of 1

***** VENDOR *****

ROSENBAUER SOUTH DAKOTA LLC - NAFECO
PO BOX 57
100 THIRD ST
LYONS SD 57041

***** DELIVER TO *****

BAKER CTY FIRE DEPARTMENT
1190 W MACCLENNY AVENUE
MACCLENNY FL 32063
-0231

Ordered	Due By	Ship Via	FOB	Terms	Customer No	By
09/24/2025	10/24/2025			NET		ADDISONT

Requisition No	Vendor No	Vendor Phone	Vendor Fax	Vendor Contact
FR000767	4381-1	(352)817-0649		PHIL LINCOLN

No	Quantity	U/M	Description	Unit Price	Extended	G/L Account
1	1.00		NEW E70 PUMPER W/ CHASSIS SPECIFICATIONS RBM Chassis/RBA Aerial/Rosenbauer Body NFFPA, Cab Paint,Cab Structural,Allison Transmission,Cummins Engine,Frame,Front Axel,Rear Axel,Cab and Chassis,Crash Test,Cab Test,Operations Manual,Wiring&Plumbing Diagrams,DOT Kit,ESU Pump,Cab Compartment,Interior Cabinet,	940,208.0000	940,208.00	191-000-1910-56010.6
				** TOTAL **	940,208.00	

VENDOR INSTRUCTIONS:

SUBMIT INVOICES TO:
BAKER COUNTY BOARD OF COMMISSIONERS
ATTENTION: ACCOUNTS PAYABLE
339 E MACCLENNY AVE
MACCLENNY, FL 32063

PURCHASING EMAIL: BAKERFINANCE@BAKERCLERK.COM
PURCHASING PHONE: 904-259-3121 FAX: 904-259-4176
ACCOUNTS PAYABLE EMAIL: BAKERFINANCE@BAKERCLERK.COM
ACCOUNTS PAYABLE PHONE: 904-259-9822 FAX: 904-259-4176

SPECIAL INSTRUCTIONS:

Donna Smith

ATTACHMENT 2

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

The administration of resources awarded by the Department of Financial Services (Department) to the Grantee may be subject to audits and/or monitoring by the Department, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the Grantee agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the Grantee is appropriate, the Grantee agrees to comply with any additional instructions provided by Department staff to the Grantee regarding such audit. The Grantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the Grantee is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A grantee that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department by this agreement. In determining the federal awards expended in its fiscal year, the Grantee shall consider all sources of federal awards, including federal resources received from the Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the Grantee conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the Grantee shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A grantee that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the Grantee expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Grantee resources obtained from other than federal entities).

Part II: State Funded

1. In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such Grantee (for fiscal years ending June 30, 2017, or thereafter), the Grantee must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other nonstate entities. State financial assistance does not

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

2. For the audit requirements addressed in Part II, paragraph 1, the Grantee shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the Grantee expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, or thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the Grantee expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the Grantee's resources obtained from other than state entities).

Part III: Other Audit Requirements

N/A

Part IV: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the Grantee directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the Grantee directly to each of the following:

- a. The Department at each of the following addresses:

Electronic copies (preferred): SFMGrant@myfloridacfo.com

or

Paper (hard copy):
Lauren Tingle
Department of Financial Services
200 East Gaines Street
Tallahassee, Florida 32399-0340

- b. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

3. Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Grantees, when submitting financial reporting packages to the Department for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Grantee in correspondence accompanying the reporting package.

Part V: Record Retention

The Grantee shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, the CFO, or Auditor General access to such records upon request. The Grantee shall ensure that audit working papers are made available to the Department, or its designee, the CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

EXHIBIT 1

**Federal Resources Awarded to the Grantee
Pursuant to this Agreement Consist of the Following:**

1. Federal Program A:

N/A

2. Federal Program B:

N/A

**Compliance Requirements Applicable to the Federal Resources
Awarded Pursuant to this Agreement are as Follows:**

1. Federal Program A:

N/A

2. Federal Program B:

N/A

**State Resources Awarded to the Grantee
Pursuant to this Agreement Consist of the Following:**

Matching Resources for Federal Programs:

1. Federal Program A:

N/A

2. Federal Program B:

N/A

Subject to Section 215.97, F.S.:

1. State Project A:

State Project: Local Government Fire Service Grants

State Awarding Agency: State of Florida, Department of Financial Services

Catalog of State Financial Assistance Title and Number: Local Government Fire Service Grants,
43.010

Amount: \$900,000.00

2. State Project B:

N/A

**Compliance Requirements Applicable to State Resources Awarded
Pursuant to this Agreement Are as Follows:**

The compliance requirements are as stated in Grant Agreement #FM1075 between the Grantee and the Department, entered in State Fiscal Year 2025-2026.

Attachment 3
Index of Applicable Laws and Regulations

1. Statutory Requirements:

Chapter 112, F.S. (conflict of interest)
Chapter 119, F.S. (public records and exceptions to disclosure)
Sections 11.062 and 216.347, F.S. (prohibitions on the use of state funds for lobbying purposes)
Section 216.1366, F.S. (inspection of records)
Section 286.101, F.S. (foreign gifts and contracts)
Section 286.25, F.S. (sponsorship)
Section 287.133, F.S. (convicted vendor list)
Section 287.134, F.S. (discriminatory vendor list)
Section 287.137, F.S. (antitrust violator vendor list)
Americans with Disabilities Act
Immigration and Nationality Act

2. Audit Requirements:

Section 20.055, F.S. (audit investigations)
Section 215.34, F.S. (return or recoupment of funds)
Section 215.97, F.S., Florida Single Audit Act
Section 215.971, F.S., Agreements Funded with Federal or State Assistance

3. Financial Requirements:

Section 215.422, F.S. (payments from state funds)
Section 273.02, F.S. (nonexpendable tangible personal property)
Section 287.05805, F.S. (if funding is used for real property purchase or improvement)
Section 287.0585, F.S. (payments to subcontractors)
Rule 60A-1.031, F.A.C. (MyFloridaMarketPlace)
Chief Financial Officer Memoranda Nos. 1, 2, and 4 (effective July 1, 2020)



DIVISION OF
STATE FIRE MARSHAL
FLORIDA DEPARTMENT OF FINANCIAL SERVICES



Attachment 4, Status Update Request Form

Instructions: Either electronically or manually, complete all applicable fields, sign and date form. Then, submit the completed form to the assigned contract manager. If you are unsure of who is the assigned contract manager, the completed form can be submitted to SFMGrant@MyFloridaCFO.com. This form should be completed and submitted no less than semi-annually.

Grantee:	Reporting Date:	Contract Number:
Equipment Purchase Description:		
1. Phases Complete (Check)		
Procurement of Vendor <input type="checkbox"/>	Equipment Order <input type="checkbox"/>	Equipment Purchased <input type="checkbox"/>
Grant Execution <input type="checkbox"/>	Reimbursement <input type="checkbox"/>	Equipment Delivery <input type="checkbox"/>
2. Has the Grant Agreement been executed? If not, why?		
3. When do you expect to have all phases complete?		
4. Problem Areas/Other Comments (Revisions, Delays, Difficulties, etc):		
Grantee	Grantee Representative	
	I certify that the information provided above is true and correct per the terms of the Grant Agreement.	
Date	Printed Name/Title	Signature
Department	Comments/Notes	
	Review Date	Site Visit <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
	Contract Manager Signature	



DIVISION OF
STATE FIRE MARSHAL
 FLORIDA DEPARTMENT OF FINANCIAL SERVICES



Operational Cost Grant Agreement

Attachment 5 - Reimbursement Request Letter

I, _____, on behalf of
 (Print name of Grantee's Grant Manager)

_____ do hereby certify for
 (Print name of Grantee)

Contract No. _____ and Reimbursement Request No. _____ that:

- 1) The costs being claimed on this request are specifically for the project represented to the State in the budget appropriation
- 2) The costs being claimed on this request are for one or more of the components listed in the deliverable in Section 4, Deliverable, of the Scope of Work
- 3) The Grantee has paid such costs under the terms and provisions of contracts relating directly to the project
- 4) The costs being claimed on this request were incurred after the date specified in Section C, Performance Period, of the Agreement document, and prior to the end of the Performance Period
- 5) A duplicate invoice for the same services, supplies, materials and/or labor set forth in the attached invoice has not been submitted, and will not be submitted, to another funding source for this Project

Signature of Grantee's Grant Manager

Print Name



DIVISION OF
STATE FIRE MARSHAL
 FLORIDA DEPARTMENT OF FINANCIAL SERVICES



Reimbursement Detail

Request #	Grantee:	
Submit Date:	Grantee Address:	
Contract #	Grantee Contact:	
Deliverable:		

Vendor	Invoice #	Invoice Date	Invoice Description	Reimbursement Requested
			Request Total	\$
			Total Previous Payments	\$
			Total Grant Amount	\$
			<i>Remaining Funds</i>	\$

Grantee Certification: Sign here and complete the Grantee's Certification of Reimbursement Request on Page 1 to certify that the amount being requested for reimbursement is true and valid in accordance with the Agreement.

**Grantee Signature
& Date:**

SFM Use

Contract Manager
Receipt:

Component Checklist:	Vendor Invoice(s) <input type="checkbox"/>	Payment <input type="checkbox"/>	Tasks Performed <input type="checkbox"/>	Funds Reconciled <input type="checkbox"/>
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DEPARTMENT OF FINANCIAL SERVICES
Public Records Requirements

Addendum A

1. Public Records Access Requirements.

- a. If the Contractor is acting on behalf of the Department in its performance of services under the Contract, the Contractor must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by the Contractor in conjunction with the Contract (Public Records), unless the Public Records are exempt from public access pursuant to section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Contract if the Contractor refuses to allow public access to Public Records as required by law.

2. Public Records Requirements Applicable to All Contractors.

- a. For purposes of the Contract, the Contractor is responsible for becoming familiar with Florida's Public Records law, consisting of chapter 119, F.S., section 24(a) of Article I of the Florida Constitution, or other applicable state or federal law (Public Records Law).
- b. All requests to inspect or copy Public Records relating to the Contract must be made directly to the Department. Notwithstanding any provisions to the contrary, disclosure of any records made or received by the State in conjunction with the Contract is governed by Public Records Law.
- c. If the Contractor has a reasonable, legal basis to assert that any portion of any records submitted to the Department is confidential, proprietary, trade secret, or otherwise not subject to disclosure ("Confidential" or "Trade Secret") under Public Records Law or other legal authority, the Contractor must simultaneously provide the Department with a separate redacted copy of the records the Contractor claims as Confidential or Trade Secret and briefly describe in writing the grounds for claiming exemption from the Public Records Law, including the specific statutory citation for such exemption. The un-redacted copy of the records must contain the Contract name and number and must be clearly labeled "Confidential" or "Trade Secret." The redacted copy of the records should only redact those portions of the records that the Contractor claims are Confidential or Trade Secret. If the Contractor fails to submit a redacted copy of records it claims are Confidential or Trade Secret, such action may constitute a waiver of any claim of confidentiality.
- d. If the Department receives a Public Records request, and if records that have been marked as "Confidential" or "Trade Secret" are responsive to such request, the Department will provide the Contractor-redacted copies to the requester. If a requester asserts a right to the portions of records claimed as Confidential or Trade Secret, the Department will notify the Contractor that such an assertion has been made. It is the Contractor's responsibility to assert that the portions of records in question are exempt from disclosure under Public Records Law or other legal authority. If the Department becomes subject to a demand for discovery or disclosure of the portions of records the Contractor claims as Confidential or Trade Secret in a legal proceeding, the Department will give the Contractor prompt notice of the demand, when possible, prior to releasing the portions of records the Contractor claims as Confidential or Trade Secret (unless disclosure is otherwise prohibited by applicable law). The Contractor shall be responsible for defending its determination that the redacted portions of its records are Confidential or Trade Secret. No right or remedy for damages against the Department arises from any disclosure made by the Department based on the Contractor's failure to promptly legally protect its claim of exemption and commence such protective actions within ten days of receipt of such notice from the Department.
- e. If the Contractor claims that the records are "Trade Secret" pursuant to section 624.4213, F.S., and all the requirements of section 624.4213(1), F.S., are met, the Department will respond to the Public Records Request in accordance with the provisions specified in that statute.
- f. The Contractor shall ensure that exempt or confidential and exempt Public Records are not disclosed except as permitted by the Contract or by Public Records Law.

Addendum A

3. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.

If the Contractor is a “contractor” as defined in section 119.0701(1)(a), F.S., the Contractor shall:

- a. Keep and maintain Public Records required by the Department to perform the service.
- b. Upon request, provide the Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, F.S., or as otherwise provided by law.
- c. Ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the Public Records to the Department.
- d. Upon completion of the Contract, transfer, at no cost, to the Department all Public Records in possession of the Contractor or keep and maintain Public Records required by the Department to perform the service. If the Contractor transfers all Public Records to the Department upon completion of the Contract, the Contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the Contractor keeps and maintains Public Records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to the Department, upon request from the Department’s custodian of Public Records, in a format specified by the Department as compatible with the information technology systems of the Department. These formatting requirements are satisfied by using the data formats as authorized in the Contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the Contractor is authorized to access.
- e. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT PUBLIC RECORDS AT:**

Telephone: (850) 413-3149
Email: PublicRecordsRequest@myfloridacfo.com
Mailing Address: The Department of Financial Services
Office of Open Government
PL-11, The Capitol
Tallahassee, Florida 32399-0301

A Contractor who fails to provide the Public Records to the Department within a reasonable time may be subject to penalties under section 119.10, F.S.



BAKER COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meet on the 1st and 3rd Tuesday of each month at 5:00 p.m. at the Baker County Administration Office, Commission Chambers, 55 North Third Street, Macclenny, FL 32063. All agenda items should be submitted to County Administration via sara.little@bakercountyfl.org and kayla.riggs@bakercountyfl.org no later than the Wednesday prior to the Commission meeting.

Date of Submission: November 25, 2025 **Meeting Date:** December 2, 2025

Name of Submitter: Kayla Riggs **Department:** County Administration

1. Nature and purpose of this agenda item:
Approval of 2026 Commission Liaison Appointments. BOCC is requested to review the list and determine if the appointments to outside committees meet the desires and schedules of the BOCC.

2. Recommended Motion/Action:
Approval of Liaison list - as directed by BOCC

3. Will this item require a presentation? No, discussion only

4. Deadline for Completion: Ongoing

5. Fiscal Impact Questions:

Is this item included in the current budget? NA

If item is grant related, is there a County match requirement? NA

Explain the procurement process for this request (attach necessary documentation): NA



2025/2026 Liaison List

District 1, Ronald Mann; St. Mary's River Management Committee, New River Solid Waste, New River Library Co-op and Public Safety Coordinating Council

District 2, Jimmy Anderson; Northeast Florida Regional Council, Council on Aging, Baker County Detention Center (BCDC), Transportation Disadvantaged Council, and Small County Coalition

District 3, Tyler Mobley; New River Solid Waste Association, New River Library Co-Op, the Healthy Planning Council, and Northeast Florida State Hospital

District 4, James Bennett; Northeast Florida Regional Council, NFEDP, and Small County Coalition

District 5, Mark Hartley; Chamber of Commerce, St. Mary Shoals Park, Community Action Agency, Worksource, New River Solid Waste, and River Library Co-Op

Pending Business

PENDING BUSINESS ITEM	PRIORITY	STATUS	START DATE	% COMPLETE	COMMENTS
COA Bus Wash	Normal	In Progress	08/06/2019	95%	Project Closeout underway
Infrastructure funding for County Roads	Normal	New	07/18/2017	50%	Ongoing
St Marys Cove Boat Ramp Grant Phase 2	High	New	01/05/2020	95%	In final close-out stage with FWC
St. Mary's Shoals Park Improvements	High	New	10/19/2021	50%	Interviews for potential camp host to be held after Thanksgiving
Council on Aging- Senior Life Enrichment Ctr	High	New	08/17/2022	95%	Project Closeout underway
Cuyler Fire Station	High	New	01/03/2023	90%	Waiting on Mobile home. Pending Grand Opening.
Knabb Sports Complex Appropriation Project	High	New	11/21/2023	95%	On Hold
Courthouse Generator Appropriation Project	High	New	11/21/2023	40%	Equipment Installed. Internal electrical/switch installation
Sanderson Center	Normal	New	12/03/2024	5%	Permitting process started
Community Development Permit Software	Normal	New		75%	Programming is nearing completion. Staff will undergo training in coming weeks

Bank Number: 1 / Name: First Federal / Description: Operating Account

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
988370	CHK	A	GRADING & BUSH HOG SERVICES IN	767	1	8,850.00	.00	8,850.00	11/13/2025		23374
			CR 125 Guardrail repairs near	14427		8,850.00	0.00	8,850.00			
	DIST:		103-541-5500-55300			8,850.00					
988374	CHK	A	L V HIERS INC	267	6	11,327.32	.00	11,327.32	11/13/2025		23374
			188 gals reg gas/rd inv 191969	191969		505.17	0.00	505.17			
	DIST:		103-541-5500-55211			505.17					
			1576 gals dyed diesel/rd inv 1	191970		4,633.44	0.00	4,633.44			
	DIST:		103-541-5500-55211			4,633.44					
			1673 gals dyed diesel/rd inv 4	490262		4,500.37	0.00	4,500.37			
	DIST:		103-541-5500-55211			4,500.37					
			301 gals reg gas/rd inv 490272	490272		791.75	0.00	791.75			
	DIST:		103-541-5500-55211			791.75					
			#1062 Tractor Tire/Tube-Rd	605118		447.61	0.00	447.61			
	DIST:		103-541-5500-54602			447.61					
			140Gal Diesel-Rd	605325		448.98	0.00	448.98			
	DIST:		103-541-5500-55211			448.98					
988377	CHK	A	RING INVESTMENTS, LLC	2341	4	371,054.15	.00	371,054.15	11/13/2025		23374
			Massey #1062 lease payment/rd	51553		24,105.03	0.00	24,105.03			
	DIST:		103-541-5500-57110			24,105.03					
			#446 lease payment/rd inv 6176	61760		49,449.68	0.00	49,449.68			
	DIST:		103-541-5500-57110			49,449.68					
			lease payment #1200, #1202, #1	64859		269,309.20	0.00	269,309.20			
	DIST:		103-541-5500-57110			269,309.20					
			#2869 lease payment/rd inv 652	65223		28,190.24	0.00	28,190.24			
	DIST:		103-541-5500-57110			28,190.24					
988378	CHK	A	SOUTHEASTERN SERVICES INC	387	1	11,505.78	.00	11,505.78	11/13/2025		23374
			site attendants through 10/19/	128842		11,505.78	0.00	11,505.78			
	DIST:		116-534-6500-53150			11,505.78					
988383	CHK	A	ALACHUA COUNTY BOARD OF COUNTY	14	1	27,904.86	.00	27,904.86	11/14/2025		23404
			4Qtr 25 Court Adm,Pro Se,SA	CT2025-16		27,904.86	0.00	27,904.86			
	DIST:		001-601-2200-55215			14,429.12					
	DIST:		001-602-1570-55215			5,823.31					
	DIST:		001-602-1570-55215			7,652.43					
988385	CHK	A	PRITCHETT TRUCKING INC	344	1	10,416.78	.00	10,416.78	11/14/2025		23404
			20 Loads Limerock-Rd	141072		10,416.78	0.00	10,416.78			
	DIST:		103-541-5500-55300			10,416.78					
1516	EPAY	A	FSEBT-FLORIDA SHERIFFS EMPLOYE	4486	1	77,428.00	.00	77,428.00	11/14/2025		23403
			HEALTH 11.25	HEALTH11.24-033		77,428.00	0.00	77,428.00			
	DIST:		001-218101			74,096.00					
	DIST:		001-511-1100-52310			3,332.00					
988394	CHK	A	JAMES E REED	2379	1	19,975.00	.00	19,975.00	11/18/2025		23408
			50x60 slab12x12 footers-Shoal	467200		19,975.00	0.00	19,975.00			
	DIST:		123-572-3920-56200			8,413.25					
	DIST:		123-572-3920-59900			809.80					
	DIST:		123-572-3920-59900			10,751.95					
988410	CHK	A	GW CUSTOMS LLC	4621	1	6,302.50	.00	6,302.50	11/19/2025		23439
			#183 Rear End Repair-Rec	161		6,302.50	0.00	6,302.50			
	DIST:		001-572-3300-54505			6,302.50					

Bank Number: 1 / Name: First Federal / Description: Operating Account

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
988414	CHK	A	JAMES MOORE, CPA	927	1	10,000.00	.00	10,000.00	11/19/2025		23439
			FY2024 Audit Fieldwork 10.25	841398		10,000.00	0.00	10,000.00			
	DIST:		001-511-1100-53200			10,000.00					
988415	CHK	A	L V HIERS INC	267	5	12,145.34	.00	12,145.34	11/19/2025		23439
			136Gal Fuel-Rd	191153		378.32	0.00	378.32			
	DIST:		103-541-5500-55211			378.32					
			1684 gals dyed diesel/rd inv 4	489747		4,833.08	0.00	4,833.08			
	DIST:		103-541-5500-55211			4,833.08					
			190 gals reg gas/rd inv 048991	489914		511.74	0.00	511.74			
	DIST:		103-541-5500-55211			511.74					
			2233 gals dyed diesel/rd inv 4	4899140		6,212.20	0.00	6,212.20			
	DIST:		103-541-5500-55211			6,212.20					
			10Gal SAE10-Rd	604776		210.00	0.00	210.00			
	DIST:		103-541-5500-55210			210.00					
988419	CHK	A	QUALITY INTERNET SERVICES OF F	349	1	150,000.00	.00	150,000.00	11/19/2025		23439
			Furnish/install Generator-CH	148145		150,000.00	0.00	150,000.00			
	DIST:		191-000-1910-56010.2			150,000.00					
988421	CHK	A	SCOTTY RHODEN, SHERIFF	757	1	17,523.77	.00	17,523.77	11/19/2025		23439
			E911 8.25	3275		17,523.77	0.00	17,523.77			
	DIST:		104-521-2300-59123			1,902.63					
	DIST:		104-521-2300-59123			1,121.14					
	DIST:		104-521-2300-59123			7,794.13					
	DIST:		104-521-2300-59123			6,705.87					
988423	CHK	A	SOUTHEASTERN SERVICES INC	387	2	11,895.66	.00	11,895.66	11/19/2025		23439
			site attendants 10/5/25/sw inv	128836		5,900.40	0.00	5,900.40			
	DIST:		116-534-6500-53150			5,900.40					
			site attendants 10/5/25/sw inv	128837		5,995.26	0.00	5,995.26			
	DIST:		116-534-6500-53150			5,995.26					
988425	CHK	A	THE BURDETTE AGENCY DBA NORTH	4567	1	12,833.34	.00	12,833.34	11/19/2025		23439
			TDC Strategic Plan Final Rprt	8723		12,833.34	0.00	12,833.34			
	DIST:		111-574-4800-54800			12,833.34					
988426	CHK	A	THOMAS HOWELL FERGUSON PA- THF	4583	1	6,372.80	.00	6,372.80	11/19/2025		23439
			FEMA 10.25 Hurricane Debby	151105		6,372.80	0.00	6,372.80			
	DIST:		001-511-1100-53119.1			6,372.80					
988427	CHK	A	ALACHUA COUNTY BOARD OF COUNTY	14	2	23,819.84	.00	23,819.84	11/21/2025		23454
			ME Oct25	ME2026-1		11,909.92	0.00	11,909.92			
	DIST:		104-527-2400-53110			11,909.92					
			ME Nov25	ME2026-7		11,909.92	0.00	11,909.92			
	DIST:		104-527-2400-53110			11,909.92					
988432	CHK	A	FPL	200	24	11,550.89	.00	11,550.89	11/21/2025		23454
			07521-58113 WOMEN SOFTBALL	07521-58113.1-121		177.03	0.00	177.03			
	DIST:		001-572-3300-54300			177.03					
			STREET LIGHTS-AG/RD/LIB/SC/SW	12567-18154-076		264.60	0.00	88.20			
	DIST:		001-537-2910-54301			11.03					
	DIST:		001-537-2910-54301			11.03					
	DIST:		103-541-5500-54301			11.03					
	DIST:		001-571-3200-54301			11.03					
	DIST:		001-524-2500-54301			11.02					

Bank Number: 1 / Name: First Federal / Description: Operating Account

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
DIST:			116-534-6500-54301		11.02						
DIST:			001-537-2910-54301		11.02						
DIST:			001-571-3200-54301		11.02						
			17019-59270 S50 GLEN FIRE	17019-59270-116		562.57	0.00	562.57			
DIST:			105-522-5400-54301		562.57						
			17074-19774 PUBLIC DEFENDER	17074-19774.1-121		153.82	0.00	153.82			
DIST:			001-603-1580-54301		153.82						
			47253-66092 COURTHOUSE	47253-66092.1-121		5,227.43	0.00	5,227.43			
DIST:			001-712-2000-54301		5,227.43						
			48308-42235 REC DPT-MINGER FLD	48308-42235.1-120		96.71	0.00	96.71			
DIST:			001-572-3300-54300		96.71						
			50996-76438 TAX COLL/PA/ELECT	50996-76438.1-120		1,446.36	0.00	1,446.36			
DIST:			001-513-1500-54301		1,446.36						
			58599-18764 JEFF STARLING-SW	58599-18764.1-121		35.66	0.00	35.66			
DIST:			116-534-6500-54301		35.66						
			65342-69524 ST50 SIGN	65342-69524.1-121		31.95	0.00	31.95			
DIST:			105-522-5400-54301		31.95						
			76470-81590 VOLLEYB CT-25 8TH	76470-81590.1-120		27.18	0.00	27.18			
DIST:			001-572-3300-54300		27.18						
			80842-28439 SOFTBALL 480 6TH	80842-28439.1-121		90.83	0.00	90.83			
DIST:			001-572-3300-54300		90.83						
			85105-19757 ADMIN BLDG 3RD ST	85105-19757.1-121		370.27	0.00	370.27			
DIST:			001-511-1100-54301		370.27						
			85115-17784 CRT SERV/GAL	85115-17784.1-121		496.66	0.00	496.66			
DIST:			001-564-3510-54305		198.66						
DIST:			001-601-2210-54301		298.00						
			85125-13709 COM DEV 360E SHUEY	85125-13709.1-121		204.92	0.00	204.92			
DIST:			001-524-2500-54301		204.92						
			85215-10746 COA US90	85215-10746.121		289.25	0.00	289.25			
DIST:			001-564-3510-54306		289.25						
			85255-19743 COA US90	85255-19743.1-121		27.18	0.00	27.18			
DIST:			001-564-3510-54306		27.18						
			85285-11721 OLD JAIL 42W MCIVE	85285-11721.1-121		808.92	0.00	808.92			
DIST:			001-572-3310-54300		808.92						
			85345-16789 REC.DEPT/SCOREBRD	85345-16789.1-120		27.18	0.00	27.18			
DIST:			001-572-3300-54300		27.18						
			85355-12704 REC DEPT/KNABB CMP	85355-12704.1-120		740.55	0.00	740.55			
DIST:			001-572-3300-54300		740.55						
			85415-17762 REC DEPT/KNABB	85415-17762.1-118		149.68	0.00	149.68			
DIST:			001-572-3300-54300		149.68						
			85425-15799 REC DP-WMN-SFTBLL	85425-15799.1-120		437.67	0.00	437.67			
DIST:			001-572-3300-54300		437.67						
			90088-52551 OLUSTEE PARK LED	90088-52551.1-121		60.87	0.00	60.87			
DIST:			001-572-3300-54300		60.87						
988438	CHK	A	SCOTTY RHODEN, SHERIFF	757	1	8,892.61	.00	8,892.61	11/21/2025		23454
			Shoals Deputy 10/3-31	3253		8,892.61	0.00	8,892.61			
DIST:			123-572-3920-53100		8,892.61						

ARPA PHASE 1 & 2							
Phase		Description	Budgeted Amount	Expended Amount		Notes	
1		Building Construction Fund- Fire Rescue	\$246,877	\$246,877		Central Fire	
1		Emergency Services Communication Upgrade	\$300,000	893,069.05		Approved for Payment 7/15/2022	
1		Road Infrastructure Improvements = Reid Stafford & Millings	\$250,000	249,727		Millings Purchased, Reid Stafford awarded 6/2023	
						Elevator = 25,132, Library Reno = \$125,000; Sanderson Station Propane Tank \$10,000; Sanderson Station Signage \$5000, \$10,000 Vet Park Docks; Vet Park Power/FPL Costs \$14,000; \$15,800 Health Department Keyless Door Repair; \$1430 Jonesville Park Boundary Survey; \$ 6,040,2-factor Authentication Key - Microsoft; \$7525 Library AC, \$3,000 trees at Post Office, \$26,742 Sanderson Fire Pump; \$82.50 Tarbox work for Pond at Central County. \$40,194 COA Change Order \$2,8,072 Courthouse Keyless Entry Emergency Doors; \$67,735 Sanderson FS to FPL; \$6,700 Sanderson FS to Hometown; \$32,150 Sanderson FS to Sprinklermatic; \$28,868 Courthouse Generator	
1		Facilities Infrastructure Improvements = Library, Admin, CDD, Fairgrounds	766,223	567,726.00			
1		County Infrastructure Improvements = litter, overtime & lawn service	185,000	60,135			
1		Incentive Pay to Eligible Workers	\$488,750	488,750			
		TOTAL	\$2,836,850	\$2,506,284			
2	BOCC	Emergency Services Communication Phase 2	300,000	803,762.15		803,762.15 paid, 10% payment remaining	
2	Maint	Replacement Vehicle	35,000	47119		Purchased	
2	Ag Ctr	Replacement Tables	8,400	8,110.00		Purchased	
2	Ext	Replacement Laptop	1,000	1039		Purchased	
2	Vet Svcs	Vehicle	35,000	42,601		Purchased	
2	Rec	Replacement Vehicle	40,000	47,119		Purchased	
2	Rec	Park Equipment	50,000	51,005		Jonesville Fencing = 4,480, Bleachers = 26,019, Knabb Fence Repair and Material \$18,721, Jonesville Park Fence Replacement \$1785	
2	Rec	Demo 2-Story Announcers Booth	10,000	14,300		Muncy awarded 2/7	
2	Rec	Replacement Mower	13,000	16,067		Purchased	
2	Rec	Replacement Field Groomer	13,000	14,595.00		Purchased	
2	Rec	Knabb Sports Complex Improvements- APPROPRIATION MATCH FUND	305,000	308,417		\$6,681 survey; \$76,600 irrigation, \$4,800 hydroseeding; \$61,430 concrete sidewalks and dugout pads; Privacy Fence and Tree Removal at Knabb, \$8,000; Vet Park and Jonesville- Ground Cover, Border \$13,431, \$7,522 sand for volleyball courts 5/30; \$33,840 fill dirt; \$11,800 clay, \$14,493 sand; \$63,700 fencing	
2	DevOps		6681	10,680		*Currently charged to DevOps- needs to be moved to ARPA	
2	DevOps	Security Related	4,500	0		vuln scanning	
2	DevOps	Large Format Scanner	8,000	7,612		Scanner Purchased \$4641, \$2383 for laminator; Table \$528	
2	Fire	Sanderson Fire Station	600,000	600,000		Complete	
2	Fire	Cuyler Fire Station	250,000	64,119		bathroom, driveway, garage doors conversion	
2	Fire	Thermal Camera	10,000	13,650		Purchased	
2	Transport	Replacement Office Furniture	2,000	0			
2	Transport	Replacement Equipment	5,000	1725		3 - Lucas Chest Compression Mounts	
2	Rescue	Headquarters Reno= Paint and Flooring	50,000	29,400		Paint and Flooring Complete	
2	S'W	Replacement Compactor Unit	34,500	31,336		Purchased	
2	S'W	Replacement of Dumpsters - 40 yard	27,500	20,406		Purchased	
2	S'W	Replacement of Dumpsters - 20 Yard	18,000	28,150		Purchased	
2	S'W	Replacement of Collection Site Attendant Building	5,000	4,234		All have been replaced 04/29/2024	
2	S'W	Collection Site Improvements	55,000			\$6,6654 Sign Cutter; Computer Clint; gate at steel bridge collection sit	
2	S'W	Collection Site Security Cameras	10,000	7,541			
2	BCSO	Body Worn Cameras	99,681	99681		Purchased	
2	Court Fac.	Security Improvements	200,000	230,180		Elevator Update x 2 \$50,264, Key Card System \$179,916; New	
2	Em Mng.	Transfer Switch	30,000	20,000		Purchased	
2	Contingenc	Contingency	6,589	0			
		TOTAL	2,836,850	2,522,908.15			



**Baker County
Community Development Department
Planning ~ Permitting ~ Code Enforcement ~ Building ~ Outreach**

360 East Shuey Avenue
Macclenny, Florida 32063
Phone (904) 259-2403
Fax (904) 259-5057

STAFF REPORT

DATE: November 3, 2025
TO: Baker County Land Planning Agency & Baker County Board of Commissioners
FROM: LaDonna Combs, Director
Community Development Department
RE: **Ordinance No. 2025-36 REZONING
Agriculture 7.5 (AG 7.5) to Agriculture 5 (AG 5)**

BACKGROUND

Francisco Taylor has submitted an application with the Baker County Community Development Department requesting a **REZONING FROM AGRICULTURE 7.5 (AG 7.5) to AGRICULTURE 5 (AG 5)**. The 5.01-acre parcel (No. 12-2S-21-0000-0000-0140) is located at 6690 Otis Yarborough Rd., Glen St. Mary, FL 32040. This parcel was created in 2003, is currently vacant and non-conforming.

INTENT

The subject parcel has a land use designation of Agriculture B (AG B) and a zoning district of Agriculture 7.5 (AG 7.5). The Applicants propose a change in zoning (Ordinance 2025-36) from **AGRICULTURE 7.5 (AG 7.5) to AGRICULTURE 5 (AG 5)**. The Applicant proposes a change in zoning to bring the subject parcel into compliance with current standards.

The subject parcel is bound by the following land use designations and zoning districts:

North: Very Low Density Residential & Industrial / Residential Conventional 2

South: Agriculture B / Agriculture 7.5

East: Agriculture B / Agriculture 7.5

West: Agriculture B & VLDR /Agriculture 7.5 & RCMH 1

ORDINANCE CODE

The applicant requests to amend the Zoning Map by changing the current zoning. The following are relevant land development regulations from the Baker County Ordinance Code:

CURRENT ZONING DISTRICT

Sec. 24-191. - AG 7.5 Agricultural District.

- (a) Generally. This section applies to the AG 7.5 Agricultural District. The purpose of classifying land and water areas within this district is to preserve the rural and open character of lands within the Agricultural B land use category of the comprehensive plan and to provide for permanent residential housing in conjunction with agricultural uses. Furthermore, this district is to be used to protect agricultural lands from premature development. One unit per 7.5 acres to one unit per 19 acres will be permitted. Development must meet building codes and have a county department of health approved well and septic tank installation. Accessory uses and special uses are also permitted.
- (b) Permitted uses and structures.
- (1) Within any AG 7.5 district, permitted uses and structures allowed by right are as follows:
- a. Church.
 - b. Farming.
 - c. Feed store (site plan review).
 - d. Fishponds (two acres or less).
 - e. Golf course/club.
 - f. Guest house site plan review).
 - g. Labor camp (site plan review).
 - h. Mobile home (one unit per 7.5 acres).
 - i. Private riding stable (site plan review; see section 24-148(c)).
 - j. Public riding stable (site plan review; see section 24-148(d)).
 - k. Roadside produce stand.
 - l. Silviculture.
 - m. Single-family (one unit per 7.5 acres).
 - n. Special use (see section 24-234).
 - o. Sports club.
 - p. Temporary use (see section 24-234).
 - q. Veterinary clinic (site plan review).
 - r. Borrow pits with a surface area totaling less than ten acres in size which meet the requirements of section 24-161.
- (2) Additionally, within any AG 7.5 district the following accessory uses, and structures are allowed:
- a. Storage buildings, sheds, tool houses and private garages.
 - b. Noncommercial greenhouses and plant nurseries.
 - c. Play equipment.
 - d. Household pets.
 - e. Swimming pools.
- (c) Permissible uses by special exception.
- (1) Feed lot (site plan review).
 - (2) Family lot division.
 - (3) Kennel.
 - (4) Sawmill.
 - (5) Slaughterhouse (site plan review).
 - (6) Homestead division (site plan review).
 - (7) Wireless telecommunication facilities (see section 24-235).
 - (8) Semi-public uses.
 - a. Club.
 - b. Lodge.

- c. Recreational association.
- d. Neighborhood association.
- (9) Borrow pits with a surface area totaling less than ten acres in size which meet the requirements of section 24-161.
- (d) Permissible use by mine permit.
 - (1) Excavation, mining, and mineral extraction (see section 24-159; on ten acres or more).
- (e) Permissible uses by limited notice.
 - (1) Day care center.
 - (2) Home occupation.
- (f) Setback and other standards.
 - (1) Minimum lot requirements (width and area).
 - a. Width: 200 feet.
 - b. Area: 7.5 acres.
 - (2) Maximum lot coverage by all buildings and structures.
 - a. Not applicable.
 - (3) Minimum yard requirements.
 - a. Front: 50 feet.
 - b. Side: 30 feet.
 - c. Rear: 25 feet.
 - (4) Maximum height of structures. Maximum height of structures shall be 35 feet.

PROPOSED ZONING DISTRICT

Section 24.191.01 – AG 5 Agricultural District.

- (a) *Generally.* This section applies to the AG 5.0 Agricultural District. The purpose of classifying land and water areas within this district is to preserve the rural and open character of lands within the Agricultural B land use category of the Comprehensive Plan and to provide for permanent residential housing in conjunction with agricultural uses. Furthermore, this district is to be used to protect agricultural lands from premature development. One unit per 5.0 acres to 7.4 acres will be permitted. Development must meet building codes and have a county department of health approved well and septic tank installation. Accessory uses and special uses are also permitted.
- (b) *Permitted uses and structures.*
 - (1) Within any AG 5.0 district, permitted uses and structures allowed by right are as follows:
 - a. Church.
 - b. Farming.
 - c. Feed store (site plan review).
 - d. Fishponds (two acres or less).
 - e. Golf course/club.
 - f. Guest house (site plan review).
 - g. Labor camp (site plan review).
 - h. Mobile home (one unit per 5.0 acres).
 - i. Private riding stable (site plan review; see Section 24-148(c)).
 - j. Public riding stable (site plan review; see Section 24-148(d)).
 - k. Roadside produce stand.
 - l. Silviculture.
 - m. Single-family (one unit per 5.0 acres).
 - n. Special use (see Section 24-234).
 - o. Sports club.
 - p. Temporary use (see Section 23-234).
 - q. Veterinary clinic (site plan review).
 - (2) Additionally, within any AG 5.0 district, the following accessory uses, and structures are allowed by right:

- a. Storage buildings, sheds, tool houses, and private garages.
 - b. Noncommercial greenhouses and plant nurseries.
 - c. Play equipment.
 - d. Household pets.
 - e. Swimming pools.
- (c) *Permissible uses by special exception.*
- (1) Family lot division.
 - (2) Kennel.
 - (3) Sawmill.
 - (4) Homestead division (site plan review).
 - (5) Wireless telecommunication facilities (see Section 24-235).
 - (6) Semi-public uses.
 - a. Club.
 - b. Lodge.
 - c. Recreational association.
 - d. Neighborhood association.
- (d) *Permissible uses by limited notice.*
- (1) Day care center.
 - (2) Home occupation.
- (e) *Setback and other standards.*
- (1) Minimum lot requirements (width and area).
 - a. Width: 200 feet.
 - b. Area: 5.0 acres.
 - (2) Maximum lot coverage by all buildings and structures.
 - a. Not applicable.
 - (3) Minimum yard requirements.
 - a. Front: Fifty (50) feet.
 - b. Side: Thirty (30) feet.
 - c. Rear: Twenty-Five (25) feet.
 - (4) Maximum height of structures shall be thirty-five (35) feet.

DEVELOPMENT REVIEW COMMITTEE RECOMMENDATIONS FOR CONDITIONS

Baker County Fire and Rescue / Trevor Nelson

- 1. No issues.

Public Works Department / Chris Lee

- 1. No issues.

Baker County Health Department / Ryan McFadden

- 1. No issues.

Baker County School District / Chadd Scarborough

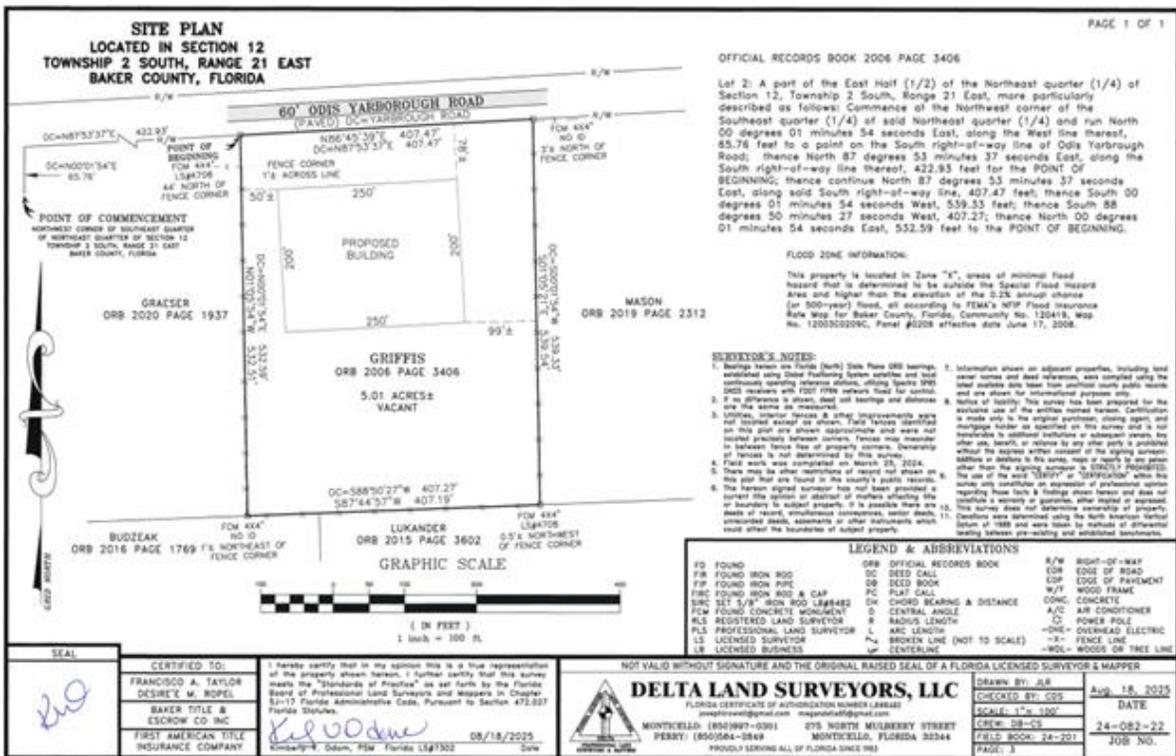
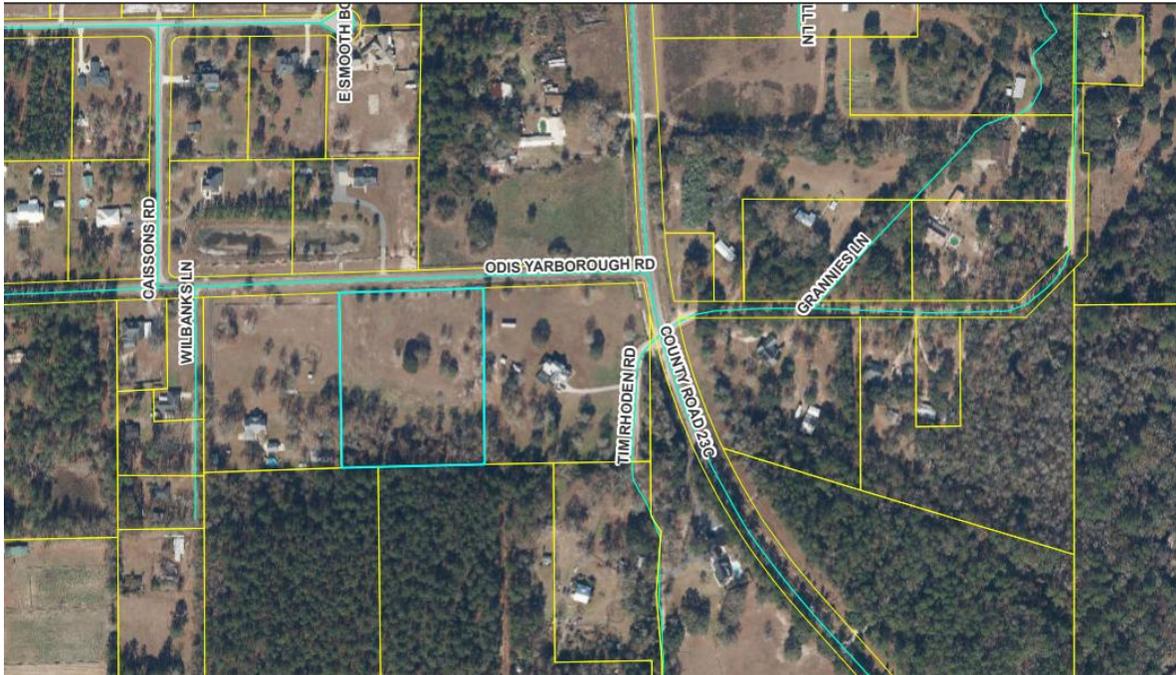
- 1. No comments.

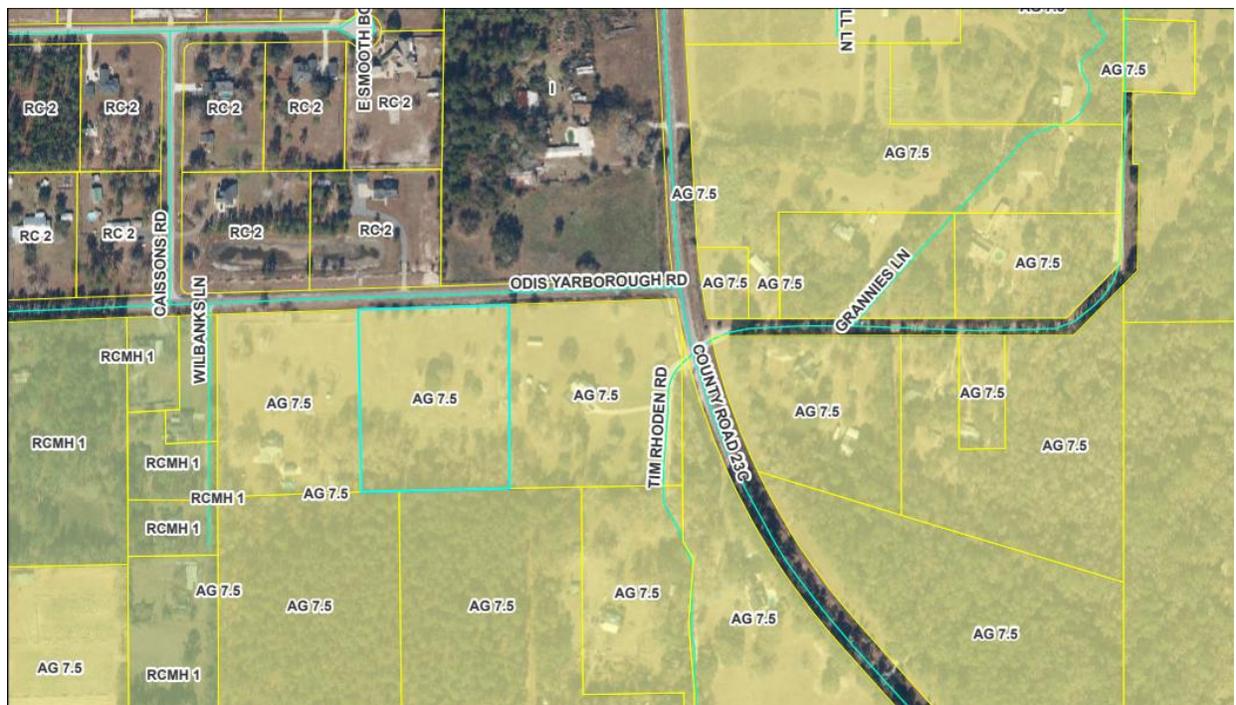
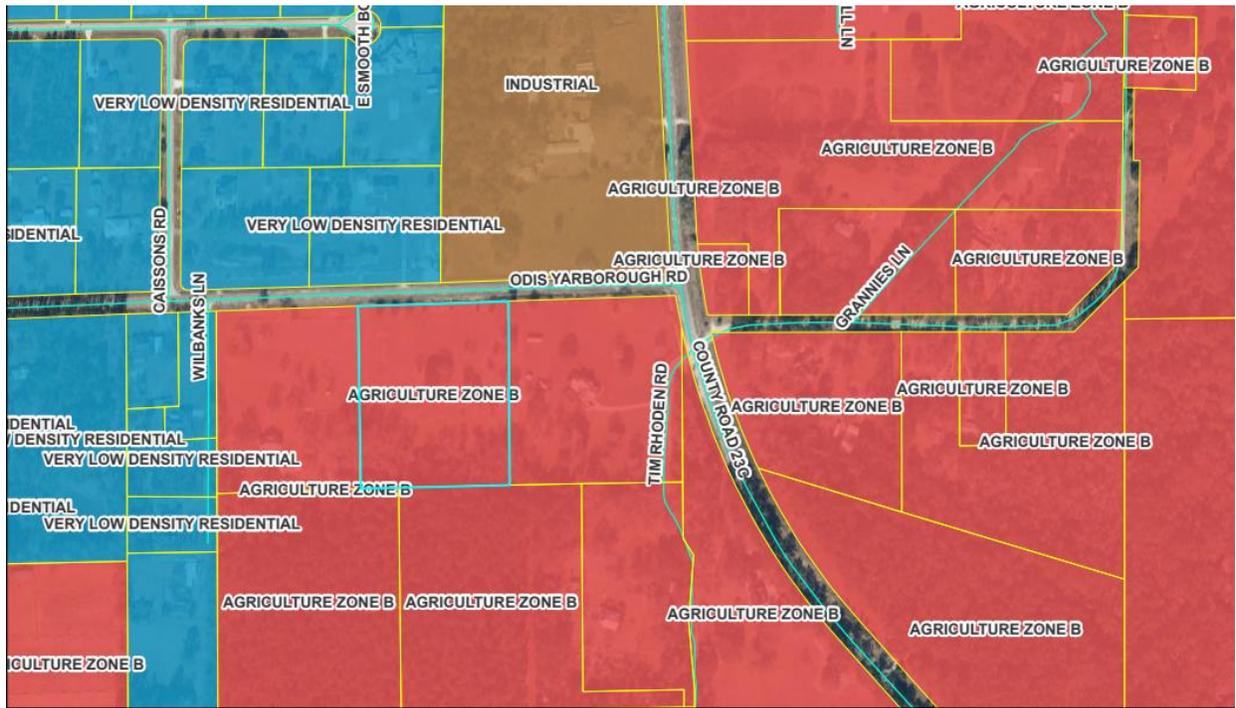
County Manager / Sara Little

- 1. No issues.

RECOMMENDATION

The applicant's request to rezone the subject parcel from AG 7.5 to AG 5 would result in a conforming lot with the same uses and lot requirements, and with a minimal change in density. Staff recommends **APPROVAL** of the proposed Rezoning application for **Ordinance 2025-36** from **AGRICULTURE 7. 5** to **AGRICULTURE 5**.





ORDINANCE 2025-36

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF BAKER COUNTY, FLORIDA AMENDING THE BAKER COUNTY ZONING MAP BY RECLASSIFYING APPROXIMATELY 5.01 +/- ACRES OF REAL PROPERTY OWNED BY FRANCISCO TAYLOR FROM AGRICULTURAL 7.5 (AG 7.5) TO AGRICULTURAL 5 (AG 5) WITH THE INTENT OF BRINGING THE PARCEL INTO COMPLIANCE FOR FUTURE DEVELOPMENT; PROVIDING FINDINGS BY THE BOARD OF COUNTY COMMISSIONERS; PROVIDING DIRECTIONS FOR RECORDING; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Community Planning Act; Section 163.3161 through 163.3215, Florida Statutes, require that each local government prepare and adopt a comprehensive land use plan, Zoning Map, and regulations; and

WHEREAS, Section 163.3184, Florida Statutes, requires that any amendment to the Baker County Comprehensive Plan or any element of portion thereof be made by ordinance; and

WHEREAS, the Board of County Commissioners of Baker County, Florida wishes to amend the Baker County Zoning Map; and

WHEREAS, the proposed zoning change is for approximately **5.01 +/- acres** of real property owned by **FRANCISCO TAYLOR**; and

WHEREAS, the corresponding parcel identification number is **12-2S-21-0000-0000-0140**; and

WHEREAS, a duly advertised public hearing was conducted on **Thursday, November 13, 2025, after 6:00 P.M.** by the Baker County Land Planning Agency (LPA); and the LPA provided its recommendations to the Board of County Commissioners of Baker County, Florida; and

WHEREAS, the Board of County Commissioners of Baker County, Florida held a duly advertised public hearing on **Tuesday, November 18, 2025, after 6:00 P.M.** for the purpose of hearing public comments; and

WHEREAS, the Board of County Commissioners of Baker County, Florida considered the recommendations of the LPA at the duly advertised public hearing held on **Tuesday, December 2, 2025, after 6:00 P.M.** and approved the amendment to the Baker County Future Land Use Map; and

WHEREAS, the Board of County Commissioners of Baker County, Florida finds that the adoption of this ordinance for the Rezoning, the amendment to the Baker County Zoning Map, and the reclassification of real property described herein is consistent with the Goals, Objectives,

and Policies of the Baker County Comprehensive Plan and the Land Development Regulations of the Baker County Ordinance Code and is in the best interest of Baker County, Florida and its citizens.

NOW THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Baker County, Florida as follows:

Section 1. Adoption and Incorporation of Recitals. The Board of County Commissioners of Baker County, Florida hereby adopts the above recitals and incorporates them herein as a part of this ordinance.

Section 2. Ownership and Description of Property. The real property reclassified by this Ordinance is owned by **FRANCISCO TAYLOR** and identified by the Baker County Property Appraiser Identification Number: **12-2S-21-0000-0000-0140**; and is more particularly described in "Exhibit 1" which is attached hereto and incorporated herein by reference.

Section 3. Purpose and Authority of Ordinance. This Ordinance is adopted for the purpose of allowing for an amendment to the Baker County Zoning Map.

Section 4. Reclassification of Property. The Board of County Commissioners of Baker County, Florida reclassifies the parcel of real property described in "Exhibit 1" from **AGRICULTURAL 7.5 (AG 7.5) TO AGRICULTURAL 5 (AG 5)** on the Baker County Zoning Map.

Section 5. Direction to Staff. Following approval by the Board of County Commissioners of Baker County, Florida, the staff of the Community Development Department is directed to file the same in the Official Records of Baker County, Florida.

Section 6. Recording of Ordinance. Following approval by the Board of County Commissioners of Baker County, Florida, the staff of the Clerk of the Court is directed to file the same in the Official Records of Baker County, Florida.

Section 7. Effective Date of Ordinance. This Ordinance shall become effective upon adoption by the Board of County Commissioners of Baker County, Florida.

PASSED AND ADOPTED with a quorum present and voting, by the Board of County Commission of Baker County, Florida, in regular session, this **Tuesday, December 2, 2025**.

**BOARD OF COUNTY COMMISSIONERS OF
BAKER COUNTY, FLORIDA**

**OLIVER ANDERSON, CHAIR
COUNTY COMMISSION**

ATTEST:

**STACIE HARVEY
CLERK OF THE BOARD**

EXHIBIT 1

OFFICIAL RECORDS BOOK 2006 PAGE 3406

Lot 2: A part of the East Half (1/2) of the Northeast quarter (1/4) of Section 12, Township 2 South, Range 21 East, more particularly described as follows: Commence at the Northwest corner of the Southeast quarter (1/4) of said Northeast quarter (1/4) and run North 00 degrees 01 minutes 54 seconds East, along the West line thereof, 65.76 feet to a point on the South right-of-way line of Odie Yarbrough Road; thence North 87 degrees 53 minutes 37 seconds East, along the South right-of-way line thereof, 422.93 feet for the POINT OF BEGINNING; thence continue North 87 degrees 53 minutes 37 seconds East, along said South right-of-way line, 407.47 feet; thence South 00 degrees 01 minutes 54 seconds West, 539.33 feet; thence South 88 degrees 50 minutes 27 seconds West, 407.27; thence North 00 degrees 01 minutes 54 seconds East, 532.59 feet to the POINT OF BEGINNING.

FLOOD ZONE INFORMATION:

This property is located in Zone "X", areas of minimal flood hazard that is determined to be outside the Special Flood Hazard Area and higher than the elevation of the 0.2% annual chance (or 500-year) flood, all according to FEMA's NFIP Flood Insurance Rate Map for Baker County, Florida, Community No. 120419, Map No. 12003C0209C, Panel #0209 effective date June 17, 2008.



Baker County
Community Development Department
Planning ~ Permitting ~ Code Enforcement ~ Building ~ Outreach

360 East Shuey Avenue
Macclenny, Florida 32063
Phone (904) 259-2403

STAFF REPORT

DATE: November 4, 2025
TO: Baker County Land Planning Agency & Baker County Board of Commissioners
FROM: LaDonna Combs, Director of Community Development Department
RE: **APPLICATION FOR SPECIAL EXCEPTION**

BACKGROUND

Travis and Amy Horne have applied for a Special Exception to allow Recreational Vehicle Storage on a parcel that is zoned Commercial Highway. The 7.33-acre parcel (No. 02-3S-21-0000-0000-0111) is located at 9809 Nursery Blvd., Glen St. Mary, FL 32040. This property is currently in compliance with current zoning standards. However, the applicant would like to develop a portion of the property to be used for Recreational Vehicle Storage. Early this year, the subject parcel went through a land use (commercial) and zoning change (commercial highway). Per direction of the board and general counsel, at that time, recreational vehicle storage can be requested within the Commercial Highway district by way of Special Exception.

INTENT

The subject parcel has a land use designation of Commercial (C) and a zoning district of Commercial Highway (CH). The subject parcel is bound by the following land use designations and zoning districts:

North: Agriculture B / Agriculture 7.5

South: Commercial / Commercial Highway

East: Commercial / Commercial Highway

West: Recreation / PUD

CURRENT LAND USE CATEGORY

Policy A.1.10.4 Commercial

The commercial land use category is intended for activities that are predominately associated with the sale, rental, and distribution of products or the performance of service.

Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping center, or other similar business activities. The maximum intensity for commercial development shall not exceed 0.45 Floor Area Ratio. Public/Institutional uses and Recreation uses are allowed within the commercial land use category. The maximum height shall not exceed forty (40) feet.

CURRENT ZONING DISTRICT

Section 24-203 CH Commercial Highway District.

- (a) *Generally.* The provisions of this section apply to the CH Commercial Highway District. This classification is primarily intended to apply to areas where adequate lot depth is available to provide development for service-oriented automotive uses and supporting facilities. One-stop complexes of automobile filling stations, motels, restaurants, and similar uses are encouraged. The district has, though not exclusive, interstate development nodes. It is not intended that this district become or be used for strip commercial purposes nor is it intended that CH zoning be encouraged at all freeway interchanges.
- (b) *Permitted uses and structures.*
- (1) Within any CH district, permitted uses and structures allowed by right are as follows:
 - a. All uses allowed within CN, CG (except warehouse).
 - b. Amusement park.
 - c. Motor vehicle/mobile home/RV sales.
 - d. Special use (see section 24-234).
 - e. Temporary use (see section 24-234).
 - f. Truck stop.
 - g. Veterinary clinic/animal hospital (site plan review).
 - (2) Additionally, within any CH district the following permitted accessory uses, and structures are allowed:
 - a. Single-family dwelling unit.
 - b. Storage buildings, sheds.
- (c) *Permissible uses by special exception.*
- (1) Church.
 - (2) Wireless telecommunication facilities (see section 24-235).
 - (3) Semi-public uses.
 - a. Club.
 - b. Lodge.
 - c. Recreational association.
 - d. Neighborhood association.
 - e. Cultural activities.
- (d) *Setback and other standards.*
- (1) Minimum lot size (width, depth, and area).
 - a. Width: 100 feet.
 - b. Depth: 100 feet.
 - c. Area: 15,000 feet.
 1. The minimum lot area for uses with central sewer service shall be 10,000 square feet. However, if a use has a common firewall with an adjacent commercial use, no minimum lot area is required.
 2. The minimum lot area for all other uses will be one-half acre. However, if a use has a common firewall with an adjacent commercial use, no minimum area is required.
 - (2) Minimum yard size.

- a. Front: 15 feet.
- b. Side: 15 feet.
- c. Rear: 15 feet.

There shall be a minimum front yard setback of 15 feet. There shall be a minimum setback of 15 feet from any residential district.

- (3) Maximum lot coverage by all buildings and structures.
 - a. The lot coverage, as measured by impervious surface, shall not exceed 70 percent of the parcel.
 - b. The floor area ratio (FAR) shall not exceed 1.0 or as otherwise established by the comprehensive plan.
- (4) Maximum height of structures. No building shall exceed a height of three stories or 40 feet above grade.
- (5) Buffer. When a use abuts a residential district, there shall be designed and maintained a sight obscuring (opaque) buffer at least six feet in height, which can be in the form of vegetation, fencing or walls.
- (6) Outdoor storage areas. Outdoor storage areas will be enclosed by suitable vegetation, fences, or walls.
- (7) Parking; off-street loading requirements, signs, and access. All commercial general uses shall comply with all applicable standards contained elsewhere in this chapter.
- (8) Alcoholic beverages. An establishment or facility which is to be licensed for the retail sale of all alcoholic beverages, including liquor, beer, and wine for consumption either on premises or off premises or both shall be permitted if the board of county commissioners, after a public hearing pursuant to article X of this chapter, determines that the location and development plans comply with the applicable standards in this chapter and other county laws.

DEVELOPMENT REVIEW COMMITTEE COMMENTS

The application was circulated to the DRC Members and the following reflect their comments:

Fire and Rescue Department / Trevor Nelson, Chief

- Horne- We have previously addressed the lack of water for fire suppression activities for this and any other project in that area. The water line for the area is only a 6" line supplying the campground and is at max capacity currently. Any further growth in this area, whether it be the campground or the vicinity will need significant investment in a new water line. I have concerns with the density of the campers next to each other without adequate fire protection water. This will require the land owners to place and have an independently tested dry hydrant with adequate roadways to access, as well as other fire protection components to reduce risk.

Environmental Health / Ryan McFadden

- They just need to stay under 5 RV spaces, otherwise it would be classified as an RV park per florida statutes.

Public Works Department / Chris Lee, Director

- No objections.

School District / Chadd Scarborough

- No comment.

County Manager / Sara Little

- No objections.

RECOMMENDATION

Considering the proximity of this parcel to Island Oaks RV Park, this change would be consistent with the area. Staff recommends **APPROVAL** of the proposed application for **Special Exception**.





Baker County
Community Development Department
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STAFF REPORT

DATE: November 5, 2025
TO: Baker County Land Planning Agency & Baker County Board of Commissioners
FROM: LaDonna Combs, Director of Community Development Department
RE: **VARIANCE** Seeking relief from buffering requirement

BACKGROUND

All In Storage Investments has applied for a Variance seeking relief from the buffering requirement of a parcel within an Industrial zoning. The subject parcel (29-2S-22-0000-0000-0500) is located at the intersection of SR 121 and CR 228 and is currently vacant. The applicant intends to construct a single building (170'x170') storage unit facility similar to the facility recently constructed across SR 121. Currently, a buffer yard of not less than 150 feet in width shall be provided along each Industrial district boundary which abuts any district other than agricultural, commercial, or industrial districts. Given the size of the subject parcel, a minimal amount of usable space would be left. While three sides of the subject parcel abut residential zoning districts, only one side has a residential dwelling.

INTENT

The subject parcel has a land use designation of Industrial (I) and a zoning district of Industrial (I).

The subject parcel is bound by the following land use designations and zoning districts:

North: Commercial / Residential Conventional Mobile Home 1

South: Very Low Density Residential / Residential Conventional 1

East: Very Low Density Residential / Residential Conventional Mobile Home 1

West: Commercial / Commercial General

CURRENT LAND USE CATEGORY

Policy A.1.10.5 Industrial

The industrial land use category is intended for activities that are predominately associated with manufacturing (assembly, processing, or storage of products), distribution, and extractive (mining) industries. Industrial land use in the manufacturing sector permits a variety of intensities of use including heavy industry, light industry, and industrial park operations. The intensity of industrial use shall not exceed Floor Area Ratio of (FAR) 0.60. The maximum height shall not exceed sixty (60) feet.

CURRENT ZONING DISTRICT

Sec. 24-205. - I Industrial District.

(a) Generally.

- (1) The provisions of this section apply to the I Industrial District.
- (2) This district is designed to encourage the grouping of industrial establishments at strategic locations in the county so that the economic base can be expanded, services and facilities provided and incompatible mixing of land uses avoided. This district is intended to apply to areas suitable for heavy industrial development or related uses. These uses may be potentially dangerous, noxious, or offensive to neighboring uses or the public due to smoke, odor, noise, and glare, fumes, gas, and vibration, threat of fire, explosion or emission of particulate matter or radiation.
- (3) Land designated for industrial use is intended for activities that are predominantly associated with manufacturing and with the extractive (mining) industry. The industrial district is designed to encourage the grouping of manufacturing and similar industrial establishments at strategic locations in the county so that the economic base can be expanded, services and facilities provided, and incompatible mixing of land uses avoided. Extractive industrial uses must conform to policies A.1.4.9, A.1.4.10, E.1.5.1, E.1.5.2 and E.1.5.3 of the county comprehensive plan which governs mining activities.

(b) Permitted uses and structures.

- (1) Within any I district, permitted uses and structures allowed by right are as follows:
 - a. All uses allowed within the LI district.
 - b. Chemical and fertilizer manufacturing.
 - c. Explosives manufacturing or storage.
 - d. Junkyard.
 - e. Manufacturing, processing, assembly.
 - f. Paint, oil, shellac, turpentine, lacquer, or varnish manufacturing.
 - g. Railroad switching station.
 - h. Recreational vehicle storage (site plan review).
 - i. Scrap processing yard.
 - j. Testing of materials, equipment and products.
 - k. Warehouse.
 - l. Excavation, mining and mineral extraction with an approved mine permit (see section 24-159; on ten acres or more).
 - m. Borrow pits which meet the requirements of section 24-161.
- (2) Additionally, within any I district, the following permitted accessory uses and structures are allowed:
 - a. Storage buildings, sheds.

(c) Permissible uses by special exception. One detached single-family dwelling consisting of a minimum of 600 square feet of living area, on the same site as that of a permitted use, which dwelling shall be occupied exclusively by a superintendent and his family, a caretaker and his family or by a watchman or custodian and his family.

- (1) Church.
- (2) Wireless telecommunication facilities (see section 24-235).
- (3) Semi-public uses.
 - a. Club.

- b. Lodge.
 - c. Recreational association.
 - d. Neighborhood association.
 - e. Cultural activities.
- (d) *Permissible uses by limited notice.*
- (1) Day care.
- (e) *Off-street parking and loading requirements.* Off-street parking and loading space meeting the requirements of article VII of this chapter shall be constructed.
- (f) *Lighting requirements.* The light source of outdoor lighting fixtures shall not be directly visible from property outside the zoning lot on which it is located. Additionally, the maximum illumination permitted at the zoning lot line shall be 0.20 footcandle.
- (g) *Vibration levels.* Vibration levels shall not exceed the following standards:
- (1) Maximum peak particle velocity:
 - a. Steady state 0.02 inches/second.
 - b. Impact 0.04 inches/second.

Note: The maximum particle velocity shall be the maximum displacement vector sums of three mutually perpendicular components, recorded simultaneously, and multiplied by the frequency in cycles per second. For purposes of this chapter, steady state vibrations are vibrations that are continuous, or vibrating in discrete impulses more frequent than 60 per minute. Discrete impulses which do not exceed 60 per minute shall be considered "impact vibrations."
- (h) *Airborne discharges.* Airborne discharges shall be minimized so as not to cause or contribute to an objectionable odor off the operator's property. For the purposes of this chapter, objectionable shall be defined as the property of a substance that materially offends the sense of smell of a considerable number of persons of the public.
- (i) *Dust discharges.* Dust discharges from the operator's property shall be minimized by taking reasonable precautions including, but not limited to:
- (1) Paving and maintenance of roads, parking areas and yards;
 - (2) Periodic application of water or chemicals to unpaved roadways and open stock piles;
 - (3) Landscaping of yards;
 - (4) Use of hoods, fans, filters, and other similar equipment to capture the dust;
 - (5) Use of wet abrasive blasting equipment (when possible) where abrasive blasting is necessary.
- (j) *Storage and waste disposal.* All outdoor facilities for fuel, raw material, and products stored outdoors shall be enclosed by an approved safety fence and visual screen and shall conform to all yard and fencing requirements imposed upon the main building in this district.
- (k) *Buffering.* A buffer yard of not less than 150 feet in width shall be provided along each Industrial district boundary which abuts any district other than agricultural, commercial, or industrial districts. Such buffer yards shall be in lieu of front, side, or rear yards on that portion of lots abutting district boundaries. The 75 feet of such yard nearest the district boundary shall not be used for any processing activity, building, or structure other than fences or walls and shall be improved and maintained as a landscaped buffer strip in accordance with this chapter. The remaining 75 feet of said buffer yard shall not be used for processing activities, buildings or structures other than off-street parking lots for passenger vehicles, fences or walls.
- (l) *Setback and other standards.*
- (1) Minimum lot requirements (area, width, and depth).
 - a. Area: 20,000 square feet.
 - b. Width: 100 feet.
 - c. Depth: 3:1 ratio (feet).

The minimum lot area for uses with central sewer service will be 10,000 square feet.
 - (2) Minimum yard requirements.
 - a. Front: 30 feet.
 - b. Interior lot side: 20 feet.
 - c. Rear: 20 feet.

Provisions of subsections (l)(1) and (2) of this section do not apply to buildings with common firewalls.
 - (3) Maximum lot coverage by all buildings and structures. The lot coverage, as measured by impervious surface shall not exceed 90 percent of the parcel.

(4) Maximum height of structures. The maximum height shall not exceed 60 feet.

Variance Criteria

The Land Development Regulations for a Variance are outlined in Section 24-458(c)(2) Variance Findings. The applicable required criteria are discussed below:

a. *There are practical difficulties in carrying out the strict letter of the regulation.*

There are practical difficulties in carrying out the strict letter of regulation.

b. *The Variance request is not based upon reducing the cost of developing the site.*

This Variance request is not based upon reducing the cost of developing the site; it is due to the difficulty of meeting the requirement.

c. *The proposed Variance will not increase congestion on public streets, nor danger of fire or other hazards to the public.*

The proposed Variance would add minimal traffic to a county-maintained paved road. It should not create any hazards for the public.

d. *The proposed Variance will not diminish the property values.*

The subject parcel is located along a main highway and should not have any negative financial impact on the surrounding parcels.

e. *The proposed Variance is in harmony with the general intent of the Code and the surrounding area.*

The proposed variance is in harmony with the general intent of the Code and the surrounding area.

f. *The Variance does not contravene with the provisions of the Comprehensive Plan.*

The request would not conflict with the Goals, Objectives, or Policies of the 2040 Comprehensive Plan.

DEVELOPMENT REVIEW COMMITTEE COMMENTS

The application was circulated to the DRC Members and the following reflect their comments:

Fire and Rescue Department / Trevor Nelson, Chief

- No issue with this as far as zoning. We will deal with issues during planning and site development.

Environmental Health / Ryan McFadden

- Will need an IMZ permit for septic due to industrial zoning.

Public Works Department / Chris Lee, Director

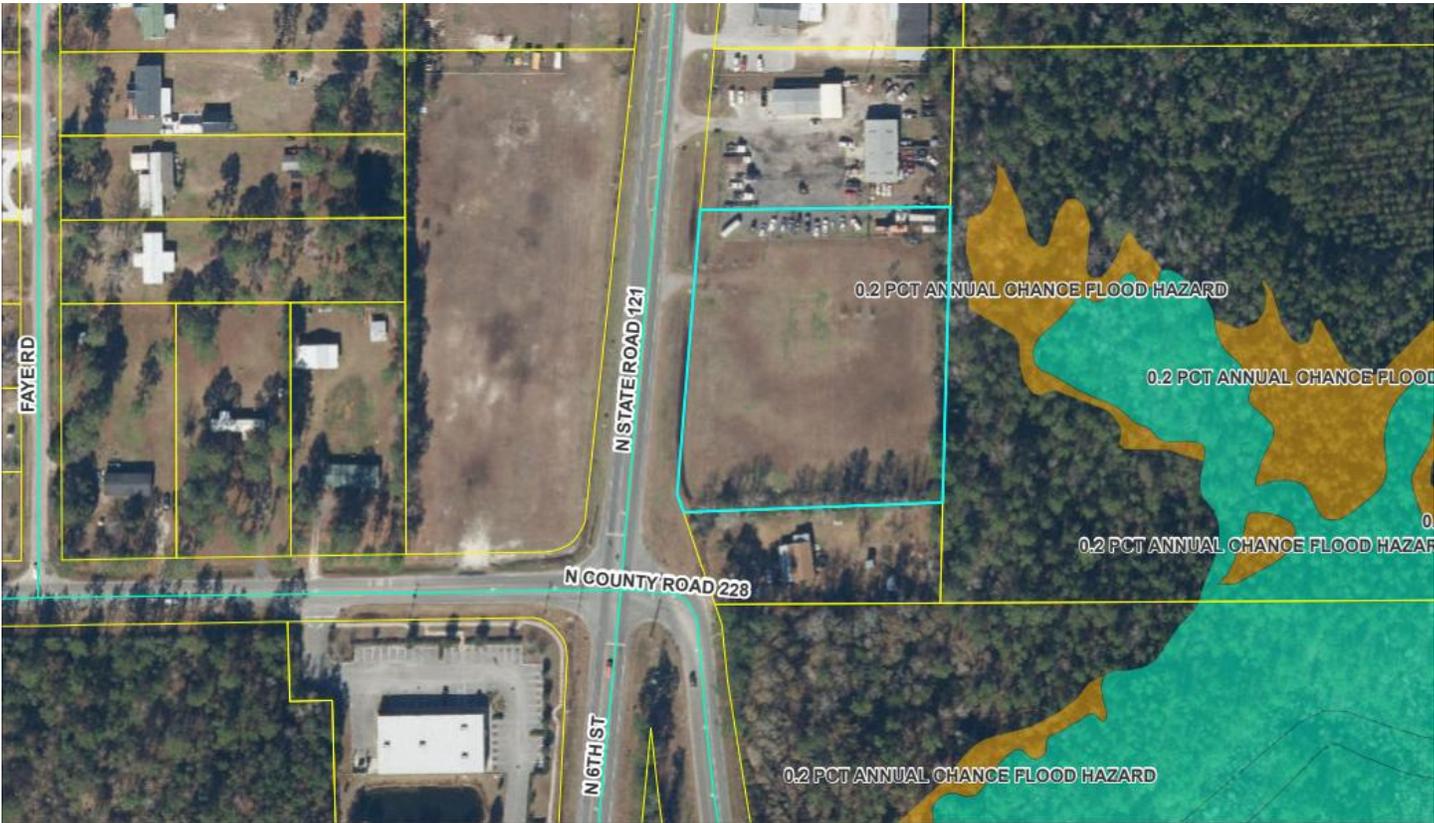
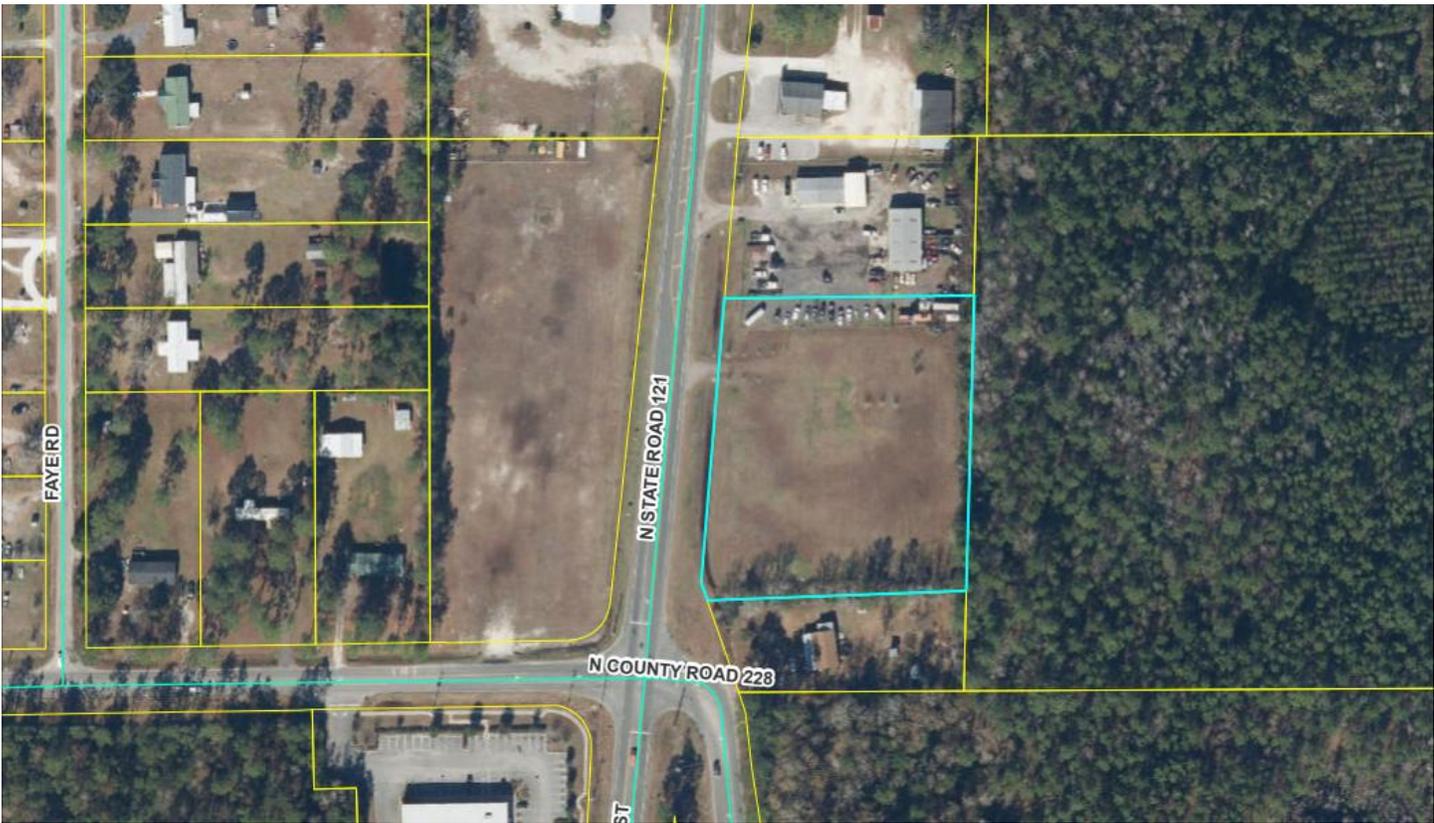
- No objections.

School District / Chadd Scarborough

- No comment.

County Manager / Sara Little

- No objections.







**Baker County
Community Development Department
Planning ~ Permitting ~ Code Enforcement ~ Building ~ Outreach**

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Phone (904) 259-2403
Fax (904) 259-5057

STAFF REPORT

DATE: November 3, 2025
TO: Baker County Land Planning Agency & Baker County Board of Commissioners
FROM: LaDonna Combs, Director, Community Development Department
RE: **SUBDIVISION for Development Review, Preliminary and Final (Arrow Wood)**
County Road 229 – Wiremill Road – Arnold Rhoden Road (North of I-10)

BACKGROUND

Peter Scerbo, on behalf of Arrow Wood FI, LLC, has submitted an application for a subdivision. The subject parcel is comprised of 300.5 +/- acres and is currently vacant. The subject parcel is located just north of I-10 in Sanderson. Said parcel being identified as parcel ID No. 12-3S-20-0000-0000-0034. The subject parcel has a land use category of Agriculture B (AG B) and a zoning district of Agriculture 7.5 (AG 7.5).

INTENT

The Applicant proposes to record platted subdivision lots but is not proposing to develop them. The individual lots, once recorded, would then be available for individual purchase, upon which the buyer would then be responsible for submitting development plans for review and permitting if so desired. Each lot is to be served by private well and septic systems. The subject parcel has a land use designation of Agriculture B (AG B) and a zoning district of Agriculture 7.5 (AG 7.5).

The subject parcel is bound by the following land use designations/zoning districts:

See attached land use and zoning Maps

The Applicant proposes to subdivide the parent parcel into twenty-six parcels consisting of the following acreages:

- Lot 1 – 10.35 acres
- Lot 2 – 10.01 acres
- Lot 3 – 10.01 acres
- Lot 4 – 27.30 acres
- Lot 5 – 10.01 acres

- Lot 6 – 30.00 acres
- Lot 7 – 10.01 acres
- Lot 8 – 10.01 acres
- Lot 9 – 11.05 acres
- Lot 10 – 10.01 acres
- Lot 11 – 10.01 acres
- Lot 12 – 10.37 acres
- Lot 13 – 10.01 acres
- Lot 14 – 10.01 acres
- Lot 15 – 10.01 acres
- Lot 16 – 10.01 acres
- Lot 17 – 10.01 acres
- Lot 18 – 11.25 acres
- Lot 19 – 10.01 acres
- Lot 20 – 10.01 acres
- Lot 21 – 10.01 acres
- Lot 22 – 10.01 acres
- Lot 23 – 10.01 acres
- Lot 24 – 10.01 acres
- Lot 25 – 10.01 acres
- Lot 26 – 10.01 acres

CURRENT LAND USE DESIGNATION

The proposed subdivision is subject to the following policies of the Baker County Comprehensive Plan which are relevant from the Future Land Use Element as it pertains to the current land use category:

FUTURE LAND USE ELEMENT

Policy A.1.10.1 Agriculture

B. Agriculture Ag B

The category Ag B is in transition because of development potential because of location. Ag B lands lie at the fringe of developing areas, along major transportation routes or are contained within an area characterized by numerous pockets of already developed parcels. Mining and Mineral Extraction (mining) activities are allowed provided that before commencement of construction such activities have a conceptual reclamation permit approved by Baker County and the Department of Environmental Protection (including activities in floodplains and wetland areas) and any required state and federal permits for wetland impacts and shall be managed in accordance with the provisions of the Conservation Element and the Land Development Regulations. Borrow pits and fishponds are allowed.

Ag B lands are intended to be used for small-scale agriculture activities such as cultivation of field crops, livestock, dairies, or other uses on a limited scale.

Ag B lands may be developed at a maximum density of one (1) dwelling unit per 5 acres.

CURRENT ZONING DISTRICT

The proposed subdivision is subject to Baker County's Ordinance Code's Land Development Regulations which are relevant as it pertains to the current zoning district (See below); and Sections 24-393 and 24-394 for development requirements and procedures for review of development plans.

Sec. 24-191. - AG 7.5 Agricultural District.

(a) *Generally.* This section applies to the AG 7.5 Agricultural District. The purpose of classifying land and water areas within this district is to preserve the rural and open character of lands within the Agricultural B land use category of the comprehensive plan and to provide for permanent residential housing in conjunction with agricultural uses. Furthermore, this district is to be used to protect agricultural lands from premature development. One unit per 7.5 acres to one unit per 19 acres will be permitted. Development must meet building codes and have a county department of health approved well and septic tank installation. Accessory uses and special uses are also permitted.

(b) *Permitted uses and structures.*

(1) Within any AG 7.5 district, permitted uses and structures allowed by right are as follows:

- a. Church.
- b. Farming.
- c. Feed store (site plan review).
- d. Fishponds (two acres or less).
- e. Golf course/club.
- f. Guest house site plan review).
- g. Labor camp (site plan review).
- h. Mobile home (one unit per 7.5 acres).
- i. Private riding stable (site plan review; see section 24-148(c)).
- j. Public riding stable (site plan review; see section 24-148(d)).
- k. Roadside produce stand.
- l. Silviculture.
- m. Single-family (one unit per 7.5 acres).
- n. Special use (see section 24-234).
- o. Sports club.
- p. Temporary use (see section 24-234).
- q. Veterinary clinic (site plan review).
- r. Borrow pits with a surface area totaling less than ten acres in size which meet the requirements of section 24-161.

(2) Additionally, within any AG 7.5 district the following accessory uses, and structures are allowed:

- a. Storage buildings, sheds, tool houses and private garages.
- b. Noncommercial greenhouses and plant nurseries.
- c. Play equipment.
- d. Household pets.
- e. Swimming pools.

(c) *Permissible uses by special exception.*

- (1) Feed lot (site plan review).
- (2) Family lot division.

- (3) Kennel.
 - (4) Sawmill.
 - (5) Slaughterhouse (site plan review).
 - (6) Homestead division (site plan review).
 - (7) Wireless telecommunication facilities (see section 24-235).
 - (8) Semi-public uses.
 - a. Club.
 - b. Lodge.
 - c. Recreational association.
 - d. Neighborhood association.
 - (9) Borrow pits with a surface area totaling less than ten acres in size which meet the requirements of section 24-161.
- (d) *Permissible use by mine permit.*
- (1) Excavation, mining, and mineral extraction (see section 24-159; on ten acres or more).
- (e) *Permissible uses by limited notice.*
- (1) Day care center.
 - (2) Home occupation.
- (f) *Setback and other standards.*
- (1) Minimum lot requirements (width and area).
 - a. Width: 200 feet.
 - b. Area: 7.5 acres.
 - (2) Maximum lot coverage by all buildings and structures.
 - a. Not applicable.
 - (3) Minimum yard requirements.
 - a. Front: 50 feet.
 - b. Side: 30 feet.
 - c. Rear: 25 feet.
 - (4) Maximum height of structures. Maximum height of structures shall be 35 feet.

DEVELOPMENT REVIEW COMMITTEE COMMENTS

Baker County Fire and Rescue / Trevor Nelson

Same concerns as Chris Lee and Sara Little, same issue previously discussed with building this density within the WUI, as previously addresses in the CPAW requirements from 2020.

- a. Needs 100' setbacks from wood lines for residences.
- b. Lack of water supply notated for the project.
- c. Issues with their being access to properties due to flooding and ability to get to homes during an emergency.

Public Works Department / Chris Lee

I spoke to Peter Scerbo almost a year ago and voiced my concerns about this area. I told him the area was to wet for a community. This is where the natural flow of water runs to and the ground is always saturated even in the dry season. When the fire station was built the site had to be demucked 4 or 5 feet and 8 to 10 feet of dirt had to be hauled in to stabilize the ground to build the station, and this is in the dry part of the block. I'm not even sure that the septic systems would work on some of the sites as there laid out. In closing I do not recommend this community to move forward.

Baker County Health Department / Ryan McFadden

They would be allowed to apply for individual septic permits, even if we have concerns over the quality of the soil/saturation of the properties. I can't really give judgement on the soil until I go out there and dig samples for proposed locations of the systems as well, but we can't deny for soil concerns. For example, even if a system is proposed in the wetlands area, I wouldn't have the final say on that system. DEP regulates wetlands, so they would make the final determination on the septic system, and what the homeowner/applicant would need to do to come into compliance. But they would meet the minimum requirements to apply for individual septic systems on these proposed parcels.

Baker County School District

No response at the time this report was prepared. Any concerns or questions will be addressed at meeting.

County Manager / Sara Little

The proposed subdivision sits immediately adjacent to areas designated for commercial and industrial use, including- existing industrial facilities north and east of the site, Sanderson Fire Station (#70), FPL solar energy farms nearby and highway access corridors (County Road 229, Wiremill Road, Arnold Rhoden Road) that favor industrial logistics over residential density. The location, based on County supported data, suggests the highest and best use of the property would be commercial or industrial, not low-density residential. Residential lots here could conflict with noise, traffic, and heavy truck circulation typical of industrial uses. I also have concerns with the significant wetland coverage, across more than half of the total acreage. Additionally, the applicant states that no engineered stormwater management systems are proposed and drainage will rely on natural flow and soil percolation, however, we know that this property historically holds water and does not drain adequately in its current state. Lastly, I would defer to Environment Health- but logically, I would also be concerned that the soil saturation on much of the property would be unsuitable for septic systems.

Community Development Department / LaDonna Combs

I agree with the comments made by the Fire Chief, Trevor Nelson, Public Works Director, Chris Lee and County Manager, Sara Little. Additionally, I have concerns regarding the layout of the shared driveways. For example, what is the proposed width of access and who would be responsible for maintaining.

RECOMMENDATION

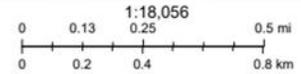
Due to the multiple concerns addressed in the DRC comments, in lieu of a staff recommendation, staff requests guidance from the Baker County Land Planning Agency Members and Board of County Commissioners for the proposed subdivision to proceed with Preliminary and Final Review.



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County Future Land Use

- | | | |
|--|--|--|
| ■ AGRICULTURE ZONE B | ■ MEDIUM DENSITY RESIDENTIAL | ■ MIXED USE |
| ■ AGRICULTURE ZONE A | ■ CONSERVATION | ■ Other |
| ■ VERY LOW DENSITY RESIDENTIAL | ■ COMMERCIAL | □ Parcels |
| | ■ INDUSTRIAL | — Road Names |



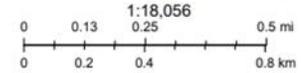
bakerpa



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County Zoning

- | | | | |
|--|--|---|---|
| □ Parcels | ■ AG 7.5 | ■ AG 10 | ■ RC 1 |
| — Road Names | ■ RCMH .5 | ■ RCMH 2.5 | |





St. Johns River Water Management District

Michael A. Register, P.E., Executive Director

7775 Baymeadows Way • Suite 102 • Jacksonville, FL 32256 • 904-730-6270 • www.sjrwmd.com

December 12, 2024

Pete Scerbo
American Land and Lakes
5230 Paylor Ln
Lakewood Rch, FL 34240-2204
Sent via Email: pete@americanlandandlakes.com

Re: Sanderson Tracts
Permit Determination No.: 229013-1
(Please reference the PDEX number on all correspondence.)

Dear Mr. Scerbo:

On December 5, 2024, the St. Johns River Water Management District (District) received your letter and plans, requesting a permit determination. The project involves subdividing a large tract of land into smaller parcels.

Based on the information provided, the subdividing of a large parcel into smaller parcels does not require District review. This proposal does not require a District authorization as subdividing land is not a process regulated by the District. Please be aware that this determination only applies to the District and does not relieve you from the permitting requirements of other agencies.

Thank you for your cooperation with the permitting and compliance process. If you have any questions, please contact the District at (904) 730-6267 or by email at CMcCammon@sjrwmd.com.

Sincerely,

Craig McCammon
Supervising Regulatory Scientist
Division of Regulatory Services

CC: Regulatory File

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