

# ST. JOHNS COUNTY

ST. AUGUSTINE, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

District 1 - Christian Whitehurst  
District 2 - Sarah Arnold  
District 3 - Clay Murphy, Vice-Chair  
District 4 - Krista Joseph, Chair  
District 5 - Ann Taylor



## BOARD MEETING AGENDA

County Auditorium  
500 San Sebastian View

Joy Andrews, County Administrator  
Rich Komando, Interim County Attorney

Tuesday, March 4, 2025 9:00 AM

*Please be sure all cellular devices are turned off for the duration of the County Commission Meeting*

## REGULAR MEETING

- ❖ Call to Order by Chair
- ❖ Roll Call by the Clerk of the Court
- ❖ Invocation
- ❖ Pledge of Allegiance
- ❖ Proclamation Recognizing Flood Awareness Week
- ❖ Acceptance of Proclamations
- ❖ Deletions to Consent Agenda
- ❖ Approval of Consent Agenda
- ❖ Additions/Deletions to Regular Agenda
- ❖ Approval of Regular Agenda
- ❖ Public Comment

**Presenter: Prissy Fletcher, Lecturer and Academic Advisor at University of Florida**

**Staff Members: Adam Tecler, Director, Intergovernmental Affairs & Mike Roberson, Director, Growth Management**

1. **Agriculture Advisory Board Discussion.** On November 19, 2024, the Board directed staff to explore creating an advisory board of farmers regarding active agriculture lands in St. Johns County. Consistent with this directive, Staff will present a general framework for the Agriculture Advisory Board and potential options regarding its structure and scope of work. Staff will also seek further direction from the Board to identify the best approach.

**Presenter: Elizabeth Guthrie, Chair, Land Acquisition and Management Program Conservation Board**

**Staff Member: Ryan Mauch, Environmental Supervisor**

2. **Land Acquisition and Management Program Conservation Board Annual Property Ranking List for Consideration for Approval by the Board of County Commissioners.** The Land Acquisition and Management Program (LAMP) Ordinance 2021-38 requires the LAMP Conservation Board to annually submit a Ranking List of the top five properties for consideration by the Board of County Commissioners (Board) for acquisition and conservation. The action for the Board today is to consider the LAMP Recommended Properties Ranking List and to approve the Ranking List as is, approve the Ranking List with modifications, or deny the Ranking List with explanation and guidance to the LAMP Conservation Board. Upon approval of the Ranking List, County staff will proceed with initiating purchasing negotiations with the property owners. Once staff has secured a purchase price on the properties, a Purchase and Sale Agreement will be brought back to the Board for review and potential approval of the purchasing funding.

**Presenter: Bruce Humphrey, Esq., Birchfield & Humphrey**  
**Staff Member: Saleena Randolph, Senior Planner**

**District 3**

- 3. *Public Hearing* \* PUD 2023-25 3229 State Road 207 PUD.** Request to rezone approximately 2.07 acres of land from Residential, Single-Family (RS-2) to Planned Unit Development (PUD) to allow for Neighborhood Commercial uses, specifically located at 3229 State Road 207. The Planning and Zoning Agency held a Public Hearing on January 23, 2025 for this item, and voted 5-1 in favor of recommending approval to rezone the subject property from Residential, Single Family (RS-2) to Planned Unit Development (PUD). The dissenting vote was based on concerns about the intensity of the commercial development compared to the current use as a single-family residence.

**Presenter: Kristina and Kenneth Gatchell**  
**Staff Member: Trevor Steven, Planner**

**District 3**

- 4. *Public Hearing* \* REZ 2024-20 745 Wildwood Drive.** Request to rezone approximately one (1) acre of land from Open Rural (OR) to Residential, Single Family (RS-2), located specifically at 745 Wildwood Drive. The Planning and Zoning Agency heard this request at their regularly scheduled public hearing on February 6, 2025 and recommended approval with a vote of 7-0.

**Presenter: Dick D'Souza, Assistant Director Transportation**

- 5. *Public Hearing* \* Public Hearing - LDCA 2025-02 Pavers - Second Reading.** At the January 21st meeting of the Board of County Commissioners, staff was asked to bring forward draft language to address the placement of pavers and non-structural flatwork on lots. This is the second Reading of the Land Development Code Amendment as directed.

**Presenter: Wade Schroeder, Assistant Director, OMB**

- 6. St. Johns County Special Obligation Revenue Bonds, Series 2025.** At the 1/21/2025 BCC Meeting, the Board approved the assembling of a finance team to prepare refinancing documents to achieve annual debt service savings through the refunding of the County's outstanding Sales Tax Revenue and Refunding Bonds, Series 2015 (the "2015 Sales Tax Bonds") and Transportation Improvement Revenue Refunding Bonds, Series 2015 (the "2015 Transportation Bonds"). This item authorizes the issuance of St. Johns County, Florida Special Obligation Refunding Revenue Bonds, Series 2025 (the "2025 Bonds") in the aggregate principal amount of not exceeding \$60,000,000 to refund the 2015 Sales Tax Bonds and the 2015 Transportation Bonds to achieve debt service savings. The 2025 Bonds will be secured by a covenant of the County to budget and appropriate sufficient non-ad valorem revenues each year to pay the scheduled debt service on the 2025 Bonds. No ad valorem taxes will be used as security for or to pay the 2025 Bonds, nor will the ad valorem taxing power of the County be pledged as security for the 2025 Bonds. The resolution authorizes and directs the County Administrator, with the advice of the County's Financial Advisor and Bond Counsel, to determine the aggregate principal amount of 2025 Bonds to be issued, provided, however, the aggregate principal amount of the Bonds shall not exceed \$60,000,000. The 2025 Bonds will be sold pursuant to competitive bid to the investment firm that provides the lowest true interest cost to the County. The resolution authorizes the County Administrator, upon the advice of the County's Financial Advisor, to publish the notice of sale of the 2025 Bonds and to determine the sale date for the 2025 Bonds. The resolution appoints the paying agent and registrar for the 2025 Bonds; appoints the escrow agent for the refunding of the 2015 Sales Tax Bonds and 2015 Transportation Bonds and approves the execution and delivery of an escrow agreement; authorizes the distribution of a preliminary official statement and the execution and delivery of a final official statement; authorizes the execution and delivery of a continuing disclosure certificate and the appointment of a dissemination agent; provides for all of the other terms and provisions of the 2025 Bonds; and provides an effective date. The Finance Team seeks the Board's approval of this resolution, which includes the forms of the related principal financing documents (attached to the resolution and incorporated therein as Exhibits A-E), to move forward with the pricing and issuance of the 2025 Bonds.

**Presenter: Jaime Locklear, Director, Purchasing Department**

- 7. Award RFQ 1731 Biological Monitoring for 2025-2030 to Coastal Conservation Group, LLC.** The Purchasing Department issued RFQ 1731 Biological Monitoring 2025-2030, which shall provide for compliance of any and all biological monitoring requirements for any current and future engineered shoreline projects. Potential projects include South Ponte Vedra Beach Dune Restoration Project, Hurricanes Matthew & Irma FEMA Dune Enhancement Project, Hurricanes Ian & Nicole FEMA Dune Enhancement Project, South Ponte Vedra and Vilano Beach CSRM, SJC Shore Protection Project, Porpoise Point Armoring Project and the Ponte Vedra Beach Restoration Project, along with future planned and unplanned beach projects, which require biological monitoring within the applicable permits and/or grant agreements. The RFP was posted in accordance with SJC Purchasing Policy, and three (3) proposals were received and evaluated by the Evaluation Committee, which ranked Coastal Conservation Group, LLC as the top ranked firm and recommended award. Staff recommends Board approval to award RFQ 1731 BIOLOGICAL MONITORING 2025-2030, to Coastal Conservation Group, as the top ranked firm, and to execute the contract, as negotiated, which shall have a three (3) year Initial Term, and two (2) one year renewal options. The maximum compensation over the term of the awarded Contract shall not exceed \$14,200,000, which is not guaranteed as compensation, but provides a compensation cap, under which all services shall be performed. Any and all services performed shall be strict accordance with the funds appropriated in each Fiscal Year, or as otherwise approved by the Board.

**Presenter: Joanne Spencer, Sr Asst to the Board of County Commissioners**

- 8. Consider appointments to the Housing Finance Authority.** Currently there are two (2) vacancies on the Housing Finance Authority due to the expiring terms of Brian Clark and Erick Saks. A vacancy ad was placed and ran for (6) weeks. Please find attached for your review and consideration a letter of recommendation from the Housing Finance Authority and (3) applications: Judson Freeman Dist. 1, Erick Saks Dist. 1, Christopher Walker Dist. 3.
  
- 9. Consider appointments to the Planning and Zoning Agency.** Currently, there are (2) two vacancies on the Planning and Zoning Agency due to the expired terms of Henry Green and Jack Peter. A vacancy ad was placed and ran for (3) months. Please see attached for your review and consideration, a recommendation letter and (19) applications; Dirk Lobenbruck Dist. 1, Melinda Hobson Dist. 1, Thomas Pauly Dist. 2, Charles Labanowski Dist. 2, Trista Brophy Cerquera Dist. 2, John Sinn Dist. 3, Randolph Jones Dist. 3, Paul Morris Dist. 3, Laila Iarossi Dist. 4, Jack Peter Dist. 4, Mark Keefer Dist. 4, Tony Mazullo Dist. 4, , Robert Olson Dist. 5, Michael Kelly Dist. 5, Raj Vavilala Dist. 5, Kim Devlin Dist. 5, Hannah Rullo Dist. 5, Henry Green Dist. 5, Lorie Wilson Dist. 5.

**Presenter: Kealey West, Senior Assistant County Attorney**

- 10. Board of County Commissioners Rules and Policies - Meetings.** The Board of County Commissioners' Rules and Polices, Rule 4.102, states in part that "[t]he Board shall hold regular meetings the first and third Tuesdays of each month commencing at 9:00 am.," with certain exceptions not relevant to this discussion. This item provides background information on the Board's rules and policies and offers guidance on the process for scheduling meetings, including the necessary steps to schedule meetings outside the parameters specified above.

- ❖ Commissioners' Reports
- ❖ County Administrator's Report
- ❖ County Attorney's Report

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## CONSENT AGENDA

1. Motion to approve the **Cash Requirement Report**. *For more information, contact Donna Echegoyen, Deputy Director-BCC Accounting at 904 819-3680*
2. Motion to adopt Resolution 2025-\_\_\_\_\_, approving the final **plat** for Secession Phase 1. *For more information, contact Kelly Schley, Application Review Supervisor at 904 209-0720*
3. Motion to adopt Resolution 2025-\_\_\_\_\_, authorizing the **notice** required by Section 336.10, F.S., **for a Public Hearing** on April 1, 2025, at 9:00am or at a date and time as soon thereafter as possible to hear a request for the vacation of a portion of unopened Roberts Road right-of-way (VACROA 2024-01 Roberts Road ROW Vacation). *For more information, contact Westly Woodward, Engineer at 904 209-0615*
4. Motion to adopt Resolution 2025-\_\_\_\_\_, accepting a **Special Warranty Deed, two Easements for Utilities, Bill of Sale, Final Release of Lien and Warranty** all associated with Silverleaf Parcels 21 and 22 Pump Station and connected water and sewer systems. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
5. Motion to adopt Resolution 2025-\_\_\_\_\_, authorizing the County Administrator, or designee, to **execute purchase orders** for the purchase fire apparatus equipment, PPE and bunker gear budgeted in FY25, through the use of piggyback of the Lake County, Florida Contract #22-730, as appropriate, in order to serve the best interest of the County, without further Board approval. *For more information, contact Jaime Locklear, Director, Purchasing Department at 904 209-0158*
6. Motion to declare the attachment list as **surplus** and authorize the County Administrator, or designee, to dispose of the same in accordance with the Purchasing Policy Section 308 and Florida State Statute 274. *For more information, contact Jaime Locklear, Director, Purchasing Department at 904 209-0158*
7. Motion to adopt Resolution 2025-\_\_\_\_\_, authorizing the County Administrator, or designee, to **execute an amendment** in substantially the same form and format as attached hereto, extending Master Contract No: 13-MCC-BAN-042779 with Bank of America, N.A. for an additional three years, through March 31, 2028, subject to the new fee schedule Exhibit A. *For more information, contact Jaime Locklear, Director, Purchasing Department at 904 209-0158*

8. Motion to adopt Resolution 2025-\_\_\_\_\_, authorizing the County Administrator, or designee, to **execute Task Order 32** for A.W.A. Contracting Co., Inc. for the provision of all labor, equipment, and materials required for construction of SR16 & IGP Drainage Improvements – Phase I for an amount not to exceed \$1,563,750.58 under Bid No. 22-112; As-Needed Construction Services for Countywide Roadway Drainage & Infrastructure Maintenance (Master Contract No: 22-MCA-AWA-16963). *For more information, contact Jaime Locklear, Director, Purchasing Department at 904 209-0158*
  
9. Motion to adopt Resolution 2025-\_\_\_\_\_, authorizing the County Administrator, or designee, to **award RFP 1855** Watersports Outfitter At Trout Creek Park & Nocatee Landing to Ponte Vedra Aquatic Club LLC as qualified proposer and execute a contract, in substantially the same form and format as attached for the performance of the required services in accordance with RFP 1855 *For more information, contact Jaime Locklear, Director, Purchasing Department at 904 209-0158*
  
10. Motion to adopt Resolution 2025-\_\_\_\_\_, approving and authorizing the County Administrator, or designee, to **execute an Affordable Housing Grant Agreement**, in substantially the same form as attached hereto, allocating \$300,000 to Alpha-Omega Miracle Home, Inc., for the purchase and rehabilitation of property for affordable housing; and authorizing the **transfer** of \$300,000 from General Fund Special Contingency Reserve to the Housing Department Aid to Private Organizations account. *For more information, contact Joseph Cone, Assistant Director Health and Human Services at 904 827-6898*
  
11. Motion to adopt Resolution 2025-\_\_\_\_\_, approving and authorizing the County Administrator, or designee, to execute and deliver on behalf of the County Modification #3 to Agreement T0255 between the County and Florida Division of Emergency Management to **extend the agreement** to June 30, 2025, in substantially the same form as attached hereto. *For more information, contact Jeremy Robshaw, Administrative Services Chief at 904 209-1750*
  
12. Motion to adopt Resolution 2025-\_\_\_\_\_, approving the terms and authorizing the County Administrator, or designee, to **execute a contract** with the PGA Tour for the County to provide public safety services which will be reimbursed by THE PLAYERS at a total cost of \$93,360, during THE PLAYERS professional golf event on the dates and times outlined in the contract. *For more information, contact Jeremy Robshaw, Administrative Services Chief at 904 209-1750*
  
13. Motion to instruct the County Attorney to **draft an economic development incentive agreement** for Advent Health and place the proposed incentive agreement for consideration by the Board at a later regularly scheduled meeting. *For more information, contact Sam Camp, Economic Development Project Manager at 904 209-3257*
  
14. Motion to **adopt the recommendation** by the Tourist Development Council to approve the proposed Arts, Culture and Heritage Funding Program Guidelines attached hereto, with said guidelines being effective for the Fiscal Year 2026 Program. *For more information, contact Sara Maxfield, Director, Economic and Tourism Development at 904 209-0541*

**15. Motion to approve Minutes:**

- 02/18/2025 Regular BCC

**16. Proofs:**

Proof: Soliciting Qualifications under RFQ No: 23-17R; Onboarding of Contractors for As-Needed Countywide, Small-Scale Construction, Renovation, Maintenance, and Repair Services, published on January 3, 2025, and January 10, 2025, in the St. Augustine Record.

Proof: Request for Bids, Bid No.: 2158; Northwest Water Reclamation Facility Modifications, published on January 8, 2025, and January 15, 2025, in the St. Augustine Record.

Proof: Request for Bids, Bid No.: 2179; St. Augustine Fishing Pier Repair, published on January 13, 2025, and January 20, 2025, in the St. Augustine Record.

Proof: Request for Bids under IFB No.: 2185; SR 16 WRF Odor Control Improvements Project, published on January 24, 2025, and January 31, 2025, in the St. Augustine Record.