

CS-15-19

CHANGE ORDER APPROVAL FORM

PROJECT: Miscellaneous Beach Restoration Project CHANGE ORDER NUMBER: 1

Related Consultant Service (FY 14-15) DATE: 6-17-15

CONTRACT NUMBER: CM1852-TO11

TO CONTRACTOR: Olsen Associates, Inc.

Reason for Change Order: Increase the budget to complete known tasks outlined in the memorandum from Olsen dated 04/29/14 (attached).

Original Contract Sum.....	\$	<u>20,000.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>20,000.00</u>
Amount of This Change Order (Add/Deduct).....	\$	<u>10,000.00</u>
New Contract Sum Including this Change Order.....	\$	<u>30,000.00</u>

The contract for substantial completion will be (increased) (decreased) (unchanged) by 0 days;

APPROVED BY: Wick - R Moore DATE: 6.18.15
Project Manager

APPROVED BY: Charlotte E. Young DATE: 9-10-15
Contract Manager

APPROVED BY: [Signature] DATE: 9-10-15
59/10/15 Director of Office of Management & Budget

APPROVED BY: [Signature] DATE: 9/10/15
County Manager

ACCOUNT NO.: 43600539-531386

RECEIVED
OFFICE OF CLERK OF COURTS
NASSAU COUNTY, FLORIDA
15 SEP 11 PM 4:30

MEMORANDUM

TO: SAISSA Trustees

FROM: Bill Moore 

DATE: May 5, 2015

RE: 2014-2015 Budget Amendment and Change Order -Task Order #11 (Agenda Item VII)

The 2014-2015 SAISS-MSBU Budget provided \$20,000 for Miscellaneous Coastal Engineering Services. Task Order 11 approved last August and implemented in October 2014 authorized payment for Miscellaneous Coastal Engineering Services against a budget of \$20,000 (See attached Contract Approval and Task Order #11). Over the first seven months of the current Fiscal Year, a total of \$17,832 has been billed for time and materials. The services provided by Olsen Associates over this period included a variety of important activities including assistance with several hundred pages of reimbursement documentation required for the FDEP Grant 14NA1 and preparation of FDEP Local Government Funding request for FY15-16. Other important tasks are detailed in the attached Memorandum. I estimate that the remaining \$2,168 will be insufficient to complete known tasks including preparation of the FDEP Local Government Funding Application for FY16-17; documentation required for additional FDEP Grant reimbursements anticipated this summer; and other services identified in the attached memorandum. Therefore, I am requesting an increase to the Miscellaneous Coast Engineering Services budget of \$10,000 for FY14-15 (From \$20,000 to \$30,000). The money for this increase will come from assessment reserves (cash to be carried forward).

Recommend Motions:

1. Recommend BOCC approval of \$10,000 Budget Transfer (See attached Form)
2. Recommend change to Task Order 11 increasing the budget to \$30,000 for FY 14-15.

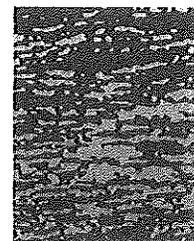
MEMORANDUM

Date: 29 April 2015

To: Bill Moore – SAISSA

From: Albert E. Browder, Ph.D., P.E.
Senior Engineer *ABB*

Re: Summary of OAI Assignments under Task Order 11 CM-1852
Miscellaneous Coastal Engineering Services
SAISS FY '15



olsen
associates, inc.
Coastal Engineering

The following list summarizes activities performed by Olsen Associates, Inc., under the above-referenced Task Order for FY '15 (1 October 2014 to date).

- FDEP Grant 14NA1
 - Review and edit grant document,
 - Assist County in compilation and review of reimbursement information,
 - Attend meeting with County (10 Nov. 2014)
- FDEP '15-'16 Local Government Funding Request
 - Review FDEP Evaluation and provide assessment
 - (application was prepared and submitted in previous FY)
- Prepare SAISSA Promotional Materials for October 2014 AIP Fair
 - Prepare Powerpoint posters
 - Mount posters on boards
- Attend SAISSA Board Meetings
 - November 2014
 - February 2015
- Sand dunes/vegetation discussion
 - Prepare Powerpoint presentation
 - Attend meeting and deliver presentation (22 January 2015)
- New member orientations
 - Revise Powerpoint presentation
 - Attend meeting and deliver presentation (23 January 2015 / 29 April 2015)

Continued...

30 April 2015

- Other correspondence/communication
 - Prepare response regarding beach tilling and permit requirements (Mar. '15)
 - Review upcoming budget year numbers
 - Field telephone responses/inquiries (budgets, shorebirds, permit issues)
 - Assist in speaker series coordination
- Pre-nesting season scarp remediation assistance
 - Conduct on-site assessment (25 March 2015)
 - Prepare written summary of requirements for Contractor
 - Notify regulatory agencies
 - Prepare for and attend pre-construction conference (13 April 2015)

Upcoming remaining tasks in FY '15

- SAISSA Board Meetings
 - May 2015
 - Summer 2015?
- FDEP '16-'17 Local Government Funding Assistance
 - Prepare updated application (expected in July 2015)
 - Assist in FDEP Grant 14NA1 Amendment for anticipated '15-'16 monies
- Other TBD

RECEIVED

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1852-TO11

CONTRACTOR INFORMATION

2014 AUG 21 PM 4:42

Name: Olsen Associates, Inc.

Address: 2618 Herschel Street, Jacksonville, FL 32204

Contractor's Administrator Name: Erik J. Olsen, P.E. City: _____ State: _____ Zip: _____
Title: Engineer

Tel#: 904-387-6114 Fax: _____ Email: colsen@olsen-associates.com

CONTRACT INFORMATION

Contract Name: Miscellaneous Beach Restoration Project Related Consultant Services (FY 14-15) Contract Value: \$20,000.00

Brief Description: The Consultant shall provide miscellaneous consultant services related to implementation of the FDEP 2015/2016 Beach Management Funding Program; formulation of an Application for FY 16/17; scarp removal; tiling; monitoring by third part contractor; beach inspections; attendance and reporting at quarterly SAISSA Board meetings (upon request); liaison with SAISSA Legal Counsel; and other ancillary beach restoration project related matters or issues.

Contract Dates : From: 10-1-14 to 9-30-15 Status: New Renew Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other Continuing Contract

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|--|----------------|------------------------|
| 1. | <u>Wilke R Moore</u> | <u>8.21.14</u> | <u>43600539-531386</u> |
| | SAISS Project Manager | Date | Funding Source/Acct # |
| 2. | <u>Charlotte Young</u> | <u>8-25-14</u> | <u>5 8/27/14</u> |
| | Contract Management | Date | |
| 3. | <u>[Signature]</u> | <u>8-28-14</u> | |
| | Office of Management & Budget | Date | |
| 4. | <u>[Signature]</u> | <u>9-15-14</u> | |
| | County Attorney (approved as to form only) | Date | |

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Ted Selby [Signature] 9/7/14
Ted Selby Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department Office of Management & Budget
- Contract Management
- Clerk Finance

14 SEP 16 PM 12:58

RECEIVED
COUNTY MANAGER'S OFFICE

NASSAU COUNTY - SAISSA
Task Order Memorandum
Contract CM1852

To: Olsen Associates, Inc.
2618 Herschel St.
Jacksonville, FL 32204

Date: 5 August 2014
Contract: Coastal Engineering
Request Made By: SAISSA
Request Received By: Erik J. Olsen, P.E.
Task Order No: CM 1852-TO 11

Task Order: Miscellaneous Beach Restoration Project Related Consultant Services (FY 14-15)

The Consultant shall provide miscellaneous consultant services related to implementation of the FDEP 2015/16 Beach Management Funding Program; formulation of an Application for FY 16/17; scarp removal; tilling; monitoring by third party contractor; beach inspections; attendance and reporting at quarterly SAISSA Board meetings (upon request); liaison with SAISSA Legal Counsel; and other ancillary beach restoration project related matters or issues. Invoicing will be on a T&M basis at prevailing rates. The NTE budget shall be \$20,000.

These Services are not eligible for State cost-sharing.

Olsen Associates, Inc.


Erik J. Olsen, P.E.

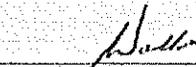
Date: 5 August 2014

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

Date:

SAISSA


Mr. Drew Wallace, SAISSA President

Date: 8/19/2014

Nassau County, Board of County
Commissioners


~~XXXXXXXXXX~~ Ted Selby, County Manager
Its: ~~Chair~~ Designee

Date: 9/17/14

Approved As To Form and Legal Sufficiency:


David A. Hallman

Date: 9-15-2014

**THE SOUTH AMELIA ISLAND SHORE STABILIZATION ASSOCIATION, INC.
BOARD OF TRUSTEES ANNUAL MEETING
MAY 13, 2015**

An Annual Meeting of the South Amelia Island Shore Stabilization Association, Inc. (SAISSA) was held this date in the Amelia Island Management Conference Room, Amelia Island, Florida.

BOARD MEMBERS PRESENT

Drew Wallace, President
Bev Keigwin, Vice President
Cy Yelk, Treasurer
Al Watson, Secretary
Bob Martin
Leena Jadeja
Chris Cates

BOARD MEMBERS ABSENT

Mary O'Donnell
Ron Kolar
Steve Ardia
Jeff Galanti

AMELIA ISLAND MANAGEMENT

Scott Muir, Director
Shirlene Reeves, Finance Director
Harriet Davis, Administrative Assistant

ATTORNEY PRESENT

Buddy Jacobs, Attorney

CONSULTANTS PRESENT

Bill Moore, William R. Moore Consulting LLC
Al Browder, Olsen Associates, Inc.

GUESTS PRESENT

Sign in sheet on file.

CALL TO ORDER

There were seven Board members present in person, which represented a quorum. President Wallace called the meeting to order at 3:00 p.m.

INTRODUCTION AND ACCEPTANCE OF NEW TRUSTEE – MR. STEVE ARDIA

President Wallace stated that Steve Ardia is a new trustee to the Board, as a representative from Amelia Island Plantation Community Association (AIPCA).

Bob Martin stated that Anne Kendel will replace him as the representative from the Retreat Community, effective at the end of this meeting. President Wallace thanked Mr. Martin for his tenure on the Board.

APPROVAL OF MINUTES

Leena Jadeja moved to approve the February 11, 2015 Board Meeting Minutes as amended to include Certificate of Deposit yield rates; Bev Keigwin seconded. The motion passed unanimously.

NOTE: All Exhibits referenced below are attached.

LEGISLATIVE REPORT (Jacobs)

Buddy Jacobs reported on lobbying strategies regarding beach re-nourishment and the funding of Amendment 1 (\$126,570 is budgeted for monitoring and \$117,630 is budgeted for the design requirements for a total of \$244,200). The Governor also discussed a continuation budget. Mr. Jacobs will discuss beach matters with the members of the legislature before the official session starts June 1. Mr. Moore stated the existing contract can be modified when the legislature approves the budget. SAISSA can apply for reimbursement on what has been spent; however, half of the \$244,200 will not be available until after September 30, 2015.

ENGINEERING REPORT (Al Browder, Olsen Associates, Inc.)

Physical Monitoring

Mr. Browder discussed the following:

- This year is slow for physical monitoring.

- His firm will be conducting a simple beach profile survey consistent with other annual surveys. This is scheduled for late May or early June.

Borrow Site Development

Mr. Browder and the Board discussed the following:

- Working with the Bureau of Ocean Energy Management (BOEM) to identify sand resources for future beach nourishment
- BOEM and the monitoring of federal waters (the rules are more rigorous for federal waters versus state waters)
- 8-9 year re-nourishment interval versus a 4-6 year re-nourishment interval and associated costs
- Maintaining in segments
- A breakwater structure
- Different options for re-nourishment
- Sand quality and the fact that quality depends on the location.
- Mr. Browder shared the example of Pensacola Beach and the fact they have a borrow site 4 miles from shore in 65 feet of water
- A joint effort with the City of Fernandina Beach and the northern section of the island (this part of the island has access to sand from the St. Mary's River)

President Wallace stated the Board would like to be aware of other alternatives and options. Discussion ensued. Mr. Moore reminded the Board that the City receives Federal funds for their work as they work with the Army Corps of Engineers to complete this project. 80 percent of this work is paid by the Federal government. The City is eligible for these funds based on public beach access. SAISSA is a private organization.

* Board Member Watson joined the meeting at 3:36 p.m.

No Cost Change Order for Task Order #13

Mr. Browder and the Board discussed the following:

- Requesting a change in the scope of work to remove two items (geophysical survey and sub-bottom profiling). This will be replaced with an exploratory course. The work will begin August 2015.

Al Watson moved to recommend that the Board of County Commissioners (BOCC) approve the No Cost Change Order to Task Order #13 and authorize the Chairman to approve the final wording on the scope of work; Leena Jadeja seconded. The motion passed unanimously.

BIOLOGICAL MONITORING (Moore)

Shorebirds

- Worked with staff from the Florida Wildlife Commission to install barricades near the south end boardwalk in front of Dunes Row and Amelia Retreat. Bird decoys were used. Nesting activity occurred two weeks earlier than in years past.

Sea Turtles

- Contract with Amelia Island Sea Turtle Watch

2014-2015 BUDGET AMENDMENT AND CHANGE ORDER TO TASK ORDER #11 (Moore)

Mr. Moore and the Board discussed changing the Task Order #11, increasing the budget from \$20,000 to \$30,000. Discussion ensued regarding the budget increase.

Bev Keigwin moved to recommend the change to Task Order #11 increasing the budget to \$30,000 for 2014-2015; Bob Martin seconded. The motion passed unanimously.

REVIEW AND APPROVAL OF 2015/2016 BUDGET (Moore)

2015/2016 SAISSA-MSBU Maintenance Budget/Assessment

Mr. Moore presented information on this item and noted that none of the line items have changed since this information was presented at the February meeting. Due to several budget amendments including the most recent, a \$10,000 Budget Amendment related to Miscellaneous Coastal Engineering Services, net cash forward has decreased by \$19,000. This increased the assessment and collection costs by \$21,000. Mr. Moore noted the assessment is based on the discount that property owners receive. The budget is adjusted to reflect this. Discussion ensued regarding escarpment, budget contingencies, and budget projections.

Bev Keigwin moved to recommend the BOCC adopt the 2015/2016 Maintenance Budget in the amount of \$862,301 and adopt a Maintenance Assessment of \$642,422 representing 100% of Assessment Levy, as presented; Cy Yelk seconded. The motion passed unanimously.

2015/2016 SAISSA-MSBU Capital Budget/Assessment

Mr. Moore presented information on this item and noted that none of the line items have changed since this information was presented at the February meeting. Mr. Wallace reminded the Board there was a slight decrease in the Capital Assessment. Discussion ensued regarding permit timelines. A 15 year permit allows for two major construction events within the window. The current estimates have a nine year cycle. The Board discussed modifying the permit.

Leena Jadeja moved to recommend the BOCC adopt a Capital Assessment of \$1,083,080 representing 100% of Assessment Levy; Al Watson seconded. The motion passed unanimously.

Bev Keigwin moved to recommend the BOCC combine Assessments with Cash Forward, Interest, and \$535,254 in grant proceeds to pay debt service and collection costs for 2015-2016; Al Watson seconded. The motion passed unanimously.

PROPOSED ASSESSMENT SCHEDULE FOR 2015-2016 (Moore)

Mr. Moore reviewed the assessment schedule and noted two upcoming events:

- The County will adopt the Preliminary Rate Resolution and Initial Assessment Resolution on July 13, 2015.
- The Public Hearing to adopt the Annual Rate Resolution and Final Assessment Resolution is scheduled for August 24, 2015.

Discussion ensued regarding tax assessments for the Omni Resort. The Omni pays 13.5 percent.

PROPOSED MEMBER ASSESSMENT (Yelk)

Cy Yelk presented information on this item. A letter was sent to the Presidents of the member Associations regarding the \$20,000 assessment for the Working Capital fund. None of the member Association's Presidents have objected to the proposed assessment. Discussion ensued.

Chris Cates expressed that these assessment dollars should be allocated for specific projects and that he would vote against the motion based on direction from the President of the Residence Association.

Bob Martin moved that the Associations are billed as proposed; Al Watson seconded. The motion passed 6-1. Vote on the motion: Yeas: Drew Wallace, Bev Keigwin, Cy Yelk, Al Watson, Bob Martin, and Leena Jadeja. Nays: Chris Cates.

ELECTION OF OFFICERS FOR 2015/2016 (Wallace)

President Wallace thanked all the officers for their service during the past year.

Chris Cates moved that the slate of officers is retained for the next fiscal year; Leena Jadeja seconded. The motion passed unanimously.

PROPOSED MEETING SCHEDULE FOR 2015/2016 (Moore)

Mr. Moore presented the proposed meeting schedule for 2015/2016.

REVISED LIST OF TRUSTEES (Moore)

Mr. Moore presented the revised List of Trustees and requested Board members e-mail revisions to Mr. Muir or Jane Kalem at Amelia Island Management.

MARY BRANNEN, TRUSTEE EMERITUS

Mary Brannen expressed her thanks to the Board for her appointment as a Trustee Emeritus and that she was honored by this appointment. President Wallace thanked Ms. Brannen for her service.

PROPERTY OWNER AND PUBLIC INFORMATION SCHEDULE (Moore)

Mr. Moore stated the current timeframe for the newsletter will not work. Discussion ensued regarding a timeline for the newsletter as well as the maintenance assessment and whether the newsletter should be sent via hard copy mail or electronic mail. Mr. Moore feels a newsletter should be sent by July 15 so that property owners understand the SAISSA history before they receive the assessment. Mr. Moore proposed that AIPCA Executive Assistant Amelia Hart create and edit the newsletter.

**FLORIDA SHORE AND BEACH PRESERVATION ASSOCIATION ANNUAL MEETING
Hawks Cay/Duck Key, Florida, September 23 – 25, 2015**

President Wallace attended the meeting last year. Discussion ensued regarding who would attend this year's meeting.

AUDIENCE COMMENTS AND/OR QUESTIONS FOR ITEMS NOT ON AGENDA

An audience member inquired about core sampling data as intellectual property. Mr. Browder stated this is public information. SAISSA does not own this property.

OTHER BUSINESS

- The County Commission has requested the Board's recommendation regarding an unpaid SAISSA assessment from 1999. The owner has stated he did not receive this bill and is willing to pay the original assessment but does not want to pay the interest fees. Discussion ensued regarding matching the original assessment and if this will set a precedent. Some Board members feel the owner in question should appeal to the County Commission and leave SAISSA out of the discussion. The Board declined to make a recommendation regarding this, and feels the collection of the money is the responsibility of the County Commission.
- Mr. Watson requested to respond to the discussion above regarding tax assessments for the Omni. Mr. Watson encouraged the Board members to look at the history of the property.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Al Watson

Al Watson, Secretary

AW/hd

Attachments