

CS-24-459

BOCC CONTRACT  
APPROVAL FORM

CONTRACT  
TRACKING NO.  
CM3767-A1

SECTION 1 - GENERAL INFORMATION

Requesting Department: OMB/SIASSA Contact Person: Chris Lacambra/Tracy Poore  
Telephone: (904) 530-6010 Email: clacambra@nassaucountyfl.com/tracypoore@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Amelia Naturally  
Address: PO Box 17284  
City: Fernandina Beach State: FL Zip Code: 32034  
Vendor's Administrator Name: Christina Nelson Title: Manager  
Telephone: (504) 583-2330 Email: cnturtlegirl@gmail.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Christina Nelson Title: Manager  
Authorized Signatory Email: cnturtlegirl@gmail.com  
(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION

Contract Name: Amelia Naturally Professional Shorebird Monitoring  
Short Description of Product(s)/Service(s) Being Requested: Consultant will conduct shorebird monitoring and reporting in general compliance with USFWS Programmatic Piping Plover Biological Opinion (P3BO,USFWS, 2013)  
(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)  
Procured Method: ☐ Quotes ☐ ITB ☐ RFP ☐ RFQ ☐ Piggyback ☐ Exemption ☒ Sole Source ☐ Single Source  
☐ Other:  
Amount of Initial Contract Term: \$3,000.00 NTE (\$50 00 hr) September 1, 2024 - August 31, 2025  
Amount of Renewal Options (if applicable): Year 1: \$ 3,000.00 Year 2: Year 3: Year 4:  
Total Amount of Contract (Initial Term - Renewal Options): \$6,000.00 (Estimate if necessary)  
Account Number: 43600539-531369  
Source of Funds: ☒ County ☐ State ☐ Federal ☐ Other:  
County Authorized Signatory: ☐ BOCC Chairman ☒ County Manager  
(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE

Insurance Category: ☐ Category L ☒ Category M ☐ Category H ☐ Other:  
Risk Manager Initials:

SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: CM3767 Amendment No: A1  
Type of Amendment: ☒ Renewal ☐ Time Extension with Increase ☐ Time Only Extension ☒ Additional Scope  
☐ Supplemental Agreement ☐ Other:  
Contract Amount with Previous Amendments: \$ 3,000.00 Amount of this Amendment: \$ 3,000.00  
New Contract Amount including this Amendment: \$ 6,000.00  
Account Code Change From: To:  
County Authorized Signatory: ☐ BOCC Chairman ☒ County Manager  
(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Chris Lacambra 7/23/2025  
Department Head/Contract Manager Date  
2. [Signature] 7.17.25  
Office of Mgmt. & Budget Date  
Chris Lacambra 7/23/2025  
3. [Signature] 7/24/2025  
Procurement Date  
(Signature required only if procureme nt related)  
4. Denise C. May, Esq., BCS 7/29/2025  
County Attorney Date

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 7/29/2025  
County Manager Date

**FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SHOREBIRD  
MONITORING SERVICES**

**THIS FIRST AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SHOREBIRD MONITORING SERVICES** (hereinafter “Amendment”) is made by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida (hereinafter the “County”), and **Amelia Naturally**, a business having its primary business location at PO Box 17264, Fernandina Beach, FL 32034 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for shorebird monitoring dated October 8, 2024 (hereinafter “Contract”); and

**WHEREAS**, the Parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

**NOW, THEREFORE**, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

**SECTION 1.** The Contract is hereby amended to rescind Exhibit “A” of the Contract and replace it with the revised Scope of Work, a copy of which is attached hereto and incorporated herein as Exhibit “A” in order to add one (1) additional monitoring event.

**SECTION 2.** Section 6.1 of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year, and the Contract shall now terminate on August 31, 2026.

**SECTION 3.** Section 7.1 of the Contract is hereby amended to add additional compensation in the amount of Three Thousand Dollars and 00/100 (\$3,000.00) for the renewal term, increasing the total compensation amount to Six Thousand Dollars and 00/100 (\$6,000.00).

**SECTION 4.** Upon execution of this Amendment, and in accordance with Section 287.138, Florida Statutes, the Vendor shall provide the County with an affidavit, on a form approved by the County, signed by an officer or a representative of the Vendor under penalty of perjury attesting that the Vendor will comply with all requirements of Section 287.138, Florida Statutes.

**SECTION 5.** All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

CM 3767-A1

**IN WITNESS WHEREOF**, the Parties have caused this First Amendment to be executed by its duly authorized representatives, effective as of the last date below.

**NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS**

Signature: 

Print Name: Taco Pope AICP, ICMA-CM

Title: County Manager

Date: 7/29/2025

**REVIEWED FOR LEGAL FORM AND CONTENT:**

Denise C. May, Esq., BCS

**DENISE C. MAY, County Attorney**

**AMELIA NATURALLY**

Signature: Christina Nelson

By: Christina Nelson

Title: Manager

Date: 7/28/2025

## Exhibit "A"

### **Scope of Work for Contract with Amelia Naturally**

#### **Scope of Services:**

Amelia Naturally (**Naturally**) will perform the following activities and tasks in a manner consistent with the Shorebird Management Plan (FDEP DRP 2006) for Nassau County, Florida and the South Amelia Island Shore Stabilization (SAISS) Municipal Service Benefit Unit (MSBU). Said tasks and activities include but are not limited to the following:

1. Shorebird Monitoring requirements:  
Once monthly Shorebird monitoring of the South Amelia Island Project for the summer Shorebird Season February 1 through August 31 and one monitoring event December for the winter shorebird season for a total of 8 monitoring events in one calendar year. The monitoring dates will coincide with monthly shorebird counts of the Florida Wildlife Commission. The survey will be inclusive from the Northern boundary of the Amelia Island State Park to the southern boundary of the Nassau County Burney Road Oceanfront Beach Park a distance of 3 miles. Identify shorebird species and collect and report the following information in general compliance of the monitoring protocols of the USFWS Programmatic Piping Plover Biological Opinion (P3BO, USFWS, 2013) and as listed below:
  - a. Date, location, time of day, weather, and tide cycle when survey was conducted.
  - b. Latitude and longitude of observed piping plover and Rufa Red Knot locations (reported in decimal degrees).
  - c. Any color bands observed on piping plovers or red knots.
  - d. Behavior of piping plovers and red knots (e.g., foraging, roosting, preening, bathing, flying, aggression, walking).
  - e. Landscape features(s) where piping plovers and red knots are located (e.g., inlet spit, tidal creeks, shoals, lagoon shoreline).
  - f. Habitat features(s) used by piping plovers and red knots when observed (e.g., intertidal, fresh wrack, old wrack, dune, mid-beach, vegetation).
  - g. Substrata used by piping plovers and red knots (e.g., sand, mud/sand, mud, algal mat).
  - h. The amount and type of recreational use (e.g., people, dogs on or off leash, vehicles, kite-boarders).
  - i. Latitude and longitude of all other shorebirds/waterbirds seen within the survey area shall also be reported, including comments on general behavior.
  - j. Surveys shall be timed to coordinate with Statewide bird monitoring and reporting windows, such as those organized by the Florida Fish and Wildlife Commission.
2. Develop route forms, submit routes to:
  - a. E-Bird and the Florida Shorebird Database, and subsequently submit all route form data to those electronic sources.
  - b. Naturally shall likewise submit copies of all route forms and data to the SAISS Project Manager and SAISS Coastal Engineer.
  - c. Graphic material must be submitted to Florida Shorebird Database for viewing.
  - d. If the web-based electronic submission is not available, the information shall be provided in an excel spreadsheet. Monitoring results shall be submitted (datasheets, maps, database) on standard electronic media (e.g., CD, DVD) to the appropriate Field Office by July 31 of each year in which monitoring is completed.

Exhibit "A"

- e If the web-based reporting system is available, it would be used in lieu of hard copy/media.
  - f. The combination of deliverables is intended to satisfy the USFWS, FFWC, FDEP and Nassau County.
3. Identification of critical shorebird nesting habitat based on bird nesting behaviors and delineation of exclusion areas in manner to protect nesting birds from disturbance, marked with signs and roped-off in accordance with FWC rules and regulations to exclude human disturbance of the delineated nesting area in coordination with the Florida Fish and Wildlife Commission and as approved by the SAISSA Project Manager.
  4. Attendance twice annual meetings of the Timucuan Shorebird Partnership.
  5. Provide up to one (1) education talk per calendar year for the benefit of the District Property owners, residents and resort guests as scheduled in conjunction with SAISS Project Manager.

**Fee Arrangement:**

**Naturally** will be paid an hourly rate of fifty dollars (\$50.00) dollars per hour including on beach transportation for all eligible activities including the following:

1. Conduct monthly shorebird monitoring events with seven (8) per calendar year (February, March, April, May, June, July, August and December) and scheduled to coincide with the Florida State-wide count windows.
2. Identify nesting shorebirds and delineating exclusion areas, monitoring exclusion areas until the areas can be reopened.
3. Participate in twice-annual meetings of the Timucuan Shorebird Partnership.
4. Provide up to one (1) education talk per calendar year for the benefit of the District Property owners, residents and resort guests.
5. Payment for these services will be made upon receipt of monthly invoices or as otherwise mutually agreed. Invoices services showing the hours worked and a description of the tasks and activities completed for the billing period. Travel time for the Timucuan Shorebird Partnership Meetings and Preparation time for public presentation up to four (4) hours maybe include with meeting time.



## Certificate Of Completion

Envelope Id: D30E7A14-D88F-410E-BEA7-69C7DB371DDF

Status: Completed

Subject: Complete with Docusign: CM3767-A1 Amelia Naturally \$3000.00

Source Envelope:

Document Pages: 6

Signatures: 10

Envelope Originator:

Certificate Pages: 6

Initials: 4

Tracy Poore

AutoNav: Enabled

tpoore@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 50.238.237.26

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

## Record Tracking

Status: Original

Holder: Tracy Poore

Location: DocuSign

7/23/2025 9:18:25 AM

tpoore@nassaucountyfl.com

## Signer Events

### Signature

### Timestamp

Tracy Poore

tpoore@nassaucountyfl.com

OMB Admin

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 7/23/2025 9:38:58 AM

Viewed: 7/23/2025 9:39:06 AM

Signed: 7/23/2025 9:39:31 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 7/23/2025 9:39:32 AM

Viewed: 7/23/2025 10:50:46 AM

Signed: 7/23/2025 10:51:05 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Lanaee Gilmore

lgilmore@nassaucountyfl.com

Procurement Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 7/23/2025 10:51:06 AM

Viewed: 7/24/2025 12:41:13 PM

Signed: 7/24/2025 12:42:00 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Christina Nelson

cnturtlegirl@gmail.com

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style  
Using IP Address: 134.56.134.85

Sent: 7/24/2025 12:42:01 PM

Resent: 7/25/2025 10:37:53 AM





Viewed: 7/28/2025 3:09:34 AM

Signed: 7/28/2025 3:13:03 AM

### Electronic Record and Signature Disclosure:

Accepted: 7/28/2025 3:09:34 AM

ID: 3e498a98-bd62-4e57-a385-4be072a51ad3

Signer Events	Signature	Timestamp
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/28/2025 3:13:05 AM Viewed: 7/29/2025 2:12:47 PM Signed: 7/29/2025 2:14:46 PM
<b>Electronic Record and Signature Disclosure:</b>		
Not Offered via DocuSign		
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/29/2025 2:14:48 PM Viewed: 7/29/2025 2:52:58 PM Signed: 7/29/2025 2:53:12 PM
<b>Electronic Record and Signature Disclosure:</b>		
Not Offered via DocuSign		
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 7/29/2025 2:53:14 PM Viewed: 7/29/2025 4:15:09 PM Signed: 7/29/2025 4:15:22 PM
<b>Electronic Record and Signature Disclosure:</b>		
Not Offered via DocuSign		
Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 7/29/2025 4:15:24 PM Viewed: 7/30/2025 10:10:24 AM Signed: 7/30/2025 10:10:47 AM
<b>Electronic Record and Signature Disclosure:</b>		
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Bill Moore moor1706@bellsouth.net Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/30/2025 10:10:49 AM
<b>Electronic Record and Signature Disclosure:</b>		
Accepted: 5/7/2025 7:37:38 AM ID: 75c2aee5-cbc8-488e-9015-9a71f77cd42b		



Carbon Copy Events	Status	Timestamp
Clerk Admin BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div>COPIED</div>	Sent: 7/30/2025 10:10:50 AM Viewed: 7/30/2025 11:43:29 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/23/2025 9:38:58 AM
Certified Delivered	Security Checked	7/30/2025 10:10:24 AM
Signing Complete	Security Checked	7/30/2025 10:10:47 AM
Completed	Security Checked	7/30/2025 10:10:50 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact County of Nassau:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com)

#### **To advise County of Nassau of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from County of Nassau**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with County of Nassau**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.