

**Levy County Board of County Commissioners**  
**Agenda Item Summary**

1. **NAME/ORGANIZATION/TELEPHONE:**

FRED MOODY, COUNTY COORDINATOR 486-5218

2. **MEETING DATE:**

3/8/2016

3. **REQUESTED MOTION/ACTION:**

Request approval of the Nabor, Giblin & Nickerson scope of services for our annual assessment programs for fiscal year 2016-17 for EMS, Fire Protection, Road Maintenance, and Solid Waste

4. **Agenda Presentation**

**Time Requested:** \_\_\_\_\_

(Request will be granted if possible)

**ALLOTTED TIME NOT  
MORE THAN 15 MINUTES**

5. **IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES**

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES \_\_\_ NO \_\_\_      BUDGET OFFICER APPROVAL \_\_\_\_\_ DATE

6. **BACKGROUND: ( WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

Rates are the same as 2015-16

7. **RECOMMENDED APPROVAL AND DATE ( YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES <input checked="" type="checkbox"/> NO	YES ___ NO	YES ___ NO	YES ___ NO	YES ___ NO	YES ___ NO

8. **COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED      DATE TO BRING BACK:

OTHER      SPECIFY:

TALLAHASSEE  
1500 Mahan Drive  
Suite 200  
Tallahassee, Florida 32308  
(850) 224-4070 Tel  
(850) 224-4073 Fax

**Nabors  
Giblin &  
Nickerson** P.A.  
ATTORNEYS AT LAW

TAMPA  
2502 Rocky Point Drive  
Suite 1060  
Tampa, Florida 33607  
(813) 281-2222 Tel  
(813) 281-0129 Fax

FORT LAUDERDALE  
110 East Broward Boulevard  
Suite 1700  
Fort Lauderdale, Florida 33301  
(954) 315-3852 Tel

February 16, 2016

**Via Electronic Mail**

Fred Moody  
Levy County Coordinator  
P. O. Box 310  
Bronson, Florida 32621

Re: EMS, Fire Protection, Road Maintenance and Solid Waste Assessment  
Programs

Dear Mr. Moody:

Levy County (the "County") has now completed another year of the annual assessment programs for fire protection, road maintenance, solid waste and EMS assessment services. Nabors, Giblin & Nickerson, P.A. ("NG&N") is pleased to have assisted the County with this recurring revenue source and as such, we believe that the County would benefit from a continuation of our services.

As in the past, NG&N proposes to utilize Government Services Group, Inc., for the provision of rate consultant services; however, at the County's direction NG&N can retain an alternate rate consultant. This direction may require an adjustment in the associated fees.

In order to continue this relationship and the achievements realized thus far, attached as Appendix A is NG&N's proposed scope of services, fees, project deliverables and payment schedule to assist the County in the annual maintenance of the fire protection, road maintenance, solid waste and EMS assessment programs for Fiscal Year 2016-17.

We recognize the extremely difficult financial situation facing local governments at this time and have decided not to increase our fees for professional services for the second consecutive year for existing clients even though our costs to provide these services, like yours, have continued to increase. Please review the attached scope of services; and upon review and satisfactory determination, please sign where indicated to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

Fred Moody  
February 16, 2016  
Page 2

As we are currently preparing our schedule for the upcoming assessment season, we would appreciate your prompt reply which will help us to accommodate your program's schedule and ensure the continuation of this successful recurring revenue source.

If you have any questions, please do not hesitate to contact me. We look forward to working with Levy County again this year.

Sincerely,

*Heather J. Encinosa*

Heather J. Encinosa

HJE:sib

Attachment

cc: Anne B. Brown, County Attorney (w/att.)

ACCEPTED AND AGREED TO  
FOR FISCAL YEAR 2016-17:

BY \_\_\_\_\_  
Levy County

\_\_\_\_\_  
Date

# Appendix A

## ANNUAL FIRE PROTECTION, ROADS MAINTENANCE, SOLID WASTE AND EMS ASSESSMENT PROGRAMS FISCAL YEAR 2016-17

### *Scope of Services*

- Task 1:** Base Retainer Services for Current Fiscal Year Assessment Program. Upon notice to proceed, NG&N will be retained to administer the current fiscal year assessment program and maintain the assessment roll database. Such retainer services will include our sub-consultant's availability to respond to requests for information or assistance from County staff regarding all aspects of the current assessment program. In addition, we will prepare the critical events schedule for the upcoming fiscal year to ensure adherence to statutory deadlines and will maintain the current fiscal year database in a manner that ensures data availability to specific requests.
- Task 2:** Review and analysis of the Fiscal Year 2015-16 assessment rolls for use in the recurring annual assessment programs for Fiscal Year 2016-17 using current property appraiser data.
- Task 3:** NG&N will draft and deliver any necessary implementing resolutions that conform to the assessment ordinance(s).
- Task 4:** NG&N will advise and assist with fulfilling the legal requirements for the adoption of the annual assessment rate resolutions.
- Task 5:** Prepare final assessment roll and export/transmit rolls to the Levy County Tax Collector in their specified electronic format.

### **FEES AND COSTS**

For the professional services and specialized assistance provided by NG&N, we will work under a professional fee arrangement as described in the attached scope of services and as illustrated in the following table:

Program	Rate Consultant/ GSG Fees	NG&N Fees	Total Fees
Fire Protection	\$6,500	\$3,500	\$10,000
Road Maintenance	\$5,200	\$2,800	\$8,000
Solid Waste	\$4,875	\$2,625	\$7,500
EMS	\$6,500	\$3,500	\$10,000
Total	\$23,075	\$12,425	\$35,500

For services provided by NG&N, the fee for this scope of services is \$35,500. This fee includes expenses for airfare, lodging and ground transportation, as well as incidental expenses.

The fee for professional services includes one on-site visit by NG&N and/or GSG staff to the County. Any additional on-site meetings by NG&N or GSG staff may be arranged at our standard hourly rates provided below. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status. The standard hourly rates for NG&N and GSG are as follows:

**NABORS, GIBLIN & NICKERSON, P.A.**

Firm Partners .....	\$275
Firm Associates.....	\$225

**GOVERNMENT SERVICES GROUP, INC.**

Chief Executive Officer.....	\$225
Senior Vice President.....	\$175
Vice President.....	\$160
Senior Project Manager/Consultant/Project Coordinator.....	\$160
Consultant/Database Analyst/Technical Services .....	\$130
Administrative Support .....	\$ 50

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.30 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate. Should U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

## PAYMENT SCHEDULE

The lump sum fee for professional services and specialized assistance will be due and payable, based on the following schedule and assuming that notice to proceed is received by May 30, 2016. If notice to proceed occurs after this date, the payment schedule will be adjusted based on the anticipated number of months remaining to complete the project.

<b>Payment Due</b>	<b>Percent of Total</b>	<b>Amount Due</b>
June 2016	25% of professional services fee	\$8,875
July 2016	25% of professional services fee	\$8,875
August 2016	25% of professional services fee	\$8,875
September 2016	25% of professional services fee	\$8,875
Total		\$35,500

## DELIVERABLES SCHEDULE

<b>Deliverable</b>	<b>Schedule</b>
Notice to Proceed	May 2016
Review/Update Fiscal Year 2015-16 Assessment Rolls	June–July 2016
Review/Confirm Revenue Requirements	June–July 2016
Calculate Proforma Schedule of Rates	June–July 2016
Draft and Deliver Assessment Resolutions	July–August 2016
Adopt Assessment Resolutions	August–September 2016
Certify Assessment Rolls	by September 15, 2016

## Levy County Board of County Commissioners

### Agenda Item Summary

1. NAME/ORGANIZATION/TELEPHONE: LEVY COUNTY ANIMAL SERVICES

2. MEETING DATE:  
3/08/16

3. REQUESTED MOTION/ACTION: DIRECTOR, DAVID WEATHERFORD, TO PROVIDE A QUARTERLY REPORT ON SHELTER STATISTICS AND TO INFORM THE PUBLIC OF OUR NEXT ADOPTION EVENT TO BE HELD TENTATIVELY ON MAY 7, 2016 FROM 9:00 A.M. - 1:00 P.M.

**4. Agenda Presentation**

**Time Requested: 9:00 A.M.**

(Request will be granted if possible)

**ALLOTTED TIME NOT MORE THAN 15 MINUTES**

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES\_ NO\_ IF NO, STATE ACTION REQUIRED

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES\_\_ NO\_\_ BUDGET OFFICER APPROVAL \_\_\_\_ DATE

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)

THIS ACTION IS NECESSARY TO INFORM THE PUBLIC OF QUARTERLY STATISTICS OF INTAKES, ADOPTIONS, RESCUES, AND EUTHANASIA OF ANIMALS AT THE SHELTER AND TO ANNOUNCE OUR NEXT TENTATIVELY PLANNED ADOPTION EVENT.

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED**

7. RECOMMENDED APPROVAL AND DATE (YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES__ NO	YES__ NO	YES__ NO	YES__ NO	YES__ NO	YES__ NO

8. COMMISSION ACTION:

APPROVED

DENIED

DEFERRED      DATE TO BRING BACK:

OTHER      SPECIFY:

Table 1

October 2015					
	PU	CLMD	ADPT	RESC	EUTH
<b>DOGS</b>	77	15	15	35	10
<b>CATS</b>	102	0	10	40	50
<b>TOTALS</b>	179	15	25	75	60
November 2015					
	PU	CLMD	ADPT	RESC	EUTHANASIA
<b>DOGS</b>	72	6	10	46	3
<b>CATS</b>	70	0	2	45	20
<b>TOTALS</b>	142	6	12	91	23
December 2015					
	PU	CLMD	ADPT	RESC	EUTHANASIA
<b>DOGS</b>	120	21	19	63	9
<b>CATS</b>	56	0	6	22	27
<b>TOTALS</b>	176	21	25	85	36
Year End TOTALS					
	PU	CLMD	ADPT	RESC	EUTHANASIA
<b>DOGS</b>	1101	106	211	512	123
<b>CATS</b>	1046	0	60	328	562
<b>TOTALS</b>	2147	106	271	840	685
Year End PERCENTAGE					
	ADPT	RESC	EUTHANASIA		
<b>DOGS</b>	11.17%	46.5%	11.17%		
<b>CATS</b>	5.47%	31.36%	53.73%		
<b>TOTALS</b>	12.62%	39.12%	31.9%		

## Levy County Board of County Commissioners

### Agenda Item Summary

**1. NAME/ORGANIZATION/TELEPHONE:**

LEVY COUNTY TRANSIT/CONNIE CONLEY-DIRECTOR

**2. MEETING DATE:**

March 8, 2016

**3. REQUESTED MOTION/ACTION:**

Board approval requested for Notice of Grant Award for Section 5339 and approval to purchase bus in the amount of \$85,000.00.

**4. Agenda Presentation**

**Time Requested:** \_\_\_\_\_

(Request will be granted if possible)

**ALLOTTED TIME NOT**

**MORE THAN 15 MINUTES**

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES \_\_\_ NO \_\_\_ IF NO, STATE ACTION REQUIRED**

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES \_\_\_ NO \_\_\_ BUDGET OFFICER APPROVAL \_\_\_\_\_ DATE

**6. BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

This Notice of Grant Award is for the 2014/2015 grant period, in the amount of \$85,000.00 at 100% for the purchase of a bus. This bus will replace a bus that has in excess of 350,000 miles.

**7. RECOMMENDED APPROVAL AND DATE (YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES <input checked="" type="checkbox"/> NO	YES ___ NO	YES ___ NO	YES ___ NO	YES <input checked="" type="checkbox"/> NO	YES ___ NO

**8. COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED      DATE TO BRING BACK:

OTHER      SPECIFY:



**Florida Department of Transportation**

RICK SCOTT  
GOVERNOR

1109 South Marion Avenue, MS 2018  
Lake City, Florida 32025-5874

JIM BOXOLD  
SECRETARY

**February 11, 2016  
NOTICE OF GRANT AWARD FFY2015/YR40  
SECTION 5339 BUS AND BUS FACILITIES PROGRAM**

Congratulations, based on your application for federal assistance under the Federal Transit Administration’s Section 5339 Program, the Florida Department of Transportation (Department) hereby makes the following federal grant award to:

Name of Entity:	Levy County Board of County Commissioners
Address:	Post Office Box 310 Bronson, Florida 32621
FEIN:	59-6000717
DUNS:	082643511
Entity’s Fiscal Period (Start/End Date):	October 1, 2015 – September 30, 2016
FM#:	
Federal Award Identification Number (FAIN):	FL-34-0044-00

Below are the *estimated*, not actual, project costs of your federal award:

Capital Item Description	Estimated Total Cost	Estimated Federal Share 100%	Estimated State Share Toll Credits	Estimated Local Share Toll Credits
<u>Gasoline bus with lift and 4 cameras</u>	<u>\$85,000</u>	<u>\$85,000</u>	<u>\$0.00</u>	<u>\$0.00</u>

**Florida Department of Transportation**

Award Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: Doreen Joyner-Howard, District Modal Development Manager

**The Department will purchase all vehicles and equipment awarded** to successful applicants according to the Department’s *Guidelines for Acquiring Vehicles*. Your agency will be responsible to provide a 10% local match towards the total project cost. If actual costs are greater than the estimated total cost, it will be the responsibility of your agency to provide the difference. If actual costs are less than the estimated total cost, the difference will remain in the Department’s general program fund and will be used to advance any remaining grant requests.

**Please contact the FDOT Contractor, Lazara Stinnette, at 813-974-0695 or [lstinnette@cutr.usf.edu](mailto:lstinnette@cutr.usf.edu) to arrange purchase of the above items. See FDOT Section 5310 725-030-010-i page 10**

<http://fdotewp2.dot.state.fl.us/ProceduresInformationManagementSystemIntranet/Procedures/ViewStaticDocument?topicNum=725-030-010>

The value of this federal award for a passenger vehicle(s) and/or equipment should be considered noncash assistance. As a subrecipient of this federal award your Agency may be subject to the single audit requirements established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and the requirements of 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014.

Exhibit 1 and Exhibit 2 to this Notice Of Grant Award provide the required federal award identification and information needed to comply with the single audit requirements. When determining amounts of federal awards expended in a fiscal year your Agency must consider all sources of federal awards, including noncash contributions.

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### ACCEPTANCE OF GRANT AWARD

(To be completed and signed by the person authorized to accept Grant Awards. Please return to FDOT District Office Project Manager).

The undersigned accepts the above described award and:

a. Reaffirms its assurances to FTA and FDOT as stated in Exhibits E, G, H and I of its application.

b. Requests purchase of the vehicles/equipment in March / 2016.

Agency: Levy County Board of County Commissioners/Levy County Transit

Accepted by: \_\_\_\_\_

Date: March 8, 2016

Printed Name and Title: John Meek, Board Chairman

Agency vendor number as registered in My Florida Marketplace: 59-6000717

All vehicles and equipment must be ordered within 60 days of the Notice of Grant Award (NOGA) date listed above. Any agency not placing their order within 60 days of this date will forfeit the funding outlined within this NOGA. Verification of equipment orders must be provided to the Department project manager within 60 day of the award.

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY Anne Bast Brown  
Anne Bast Brown, County Attorney

# EXHIBIT 1

## *Federal Financial Assistance*

### **FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**CFDA No.:** 20.526  
**CFDA Title:** Bus and Bus Facilities Program  
**CFDA Program Site:** [www.cfda.gov](http://www.cfda.gov)  
**Awarding Agency:** Florida Department of Transportation  
**Award Amount:** \*refer to the Vehicle/Equipment delivery notice package for actual purchase price\*  
**Research & Development:** Not Applicable  
**Indirect Cost Rate:** Not Applicable

### **FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards  
[www.ecfr.gov](http://www.ecfr.gov)

OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*  
[www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

OMB Circular A-133 Compliance Supplement  
[www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

### **FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:**

OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*  
[www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations*  
[www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

49 USC 5310: Formula Grants for the Enhanced Mobility of Seniors and Individuals With Disabilities  
<http://uscode.house.gov/browse.xhtml>

FTA Circular 9070.1G: Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance and Application Instructions  
[www.fta.dot.gov/legislation\\_law/12349.html](http://www.fta.dot.gov/legislation_law/12349.html)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)  
[www.fsr.gov](http://www.fsr.gov)

# EXHIBIT 2

## *Single Audit Requirements*

The administration of resources awarded through the Florida Department of Transportation (Department) to the Subrecipient may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The Subrecipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Award. By accepting this Award, the Subrecipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- b. The Subrecipient, a non-Federal entity as defined by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as defined by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, as a subrecipient of a Federal award awarded through the Department, is subject to the following requirements:
  - i. In the event the Subrecipient expends a total amount of Federal awards equal to or in excess of the threshold established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and established by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, the Subrecipient must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014. **Exhibit 1** to this Agreement provides the required Federal award identification information needed by the Subrecipient to further comply with the requirements of OMB Circular A-133, for fiscal years beginning before December 26, 2014, and the requirements of 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014. In determining Federal awards expended in a fiscal year, the Subrecipient must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided as noncash assistance through the Department by this Award. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and established by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014. An audit conducted by the State of Florida Auditor General in accordance with the provisions of OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, will meet the requirements of this part.
  - ii. In connection with the audit requirements, the Subrecipient shall fulfill the requirements relative to the auditee responsibilities as provided in OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as provided in 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014.

## Levy County Board of County Commissioners

### Agenda Item Summary

**1. NAME/ORGANIZATION/TELEPHONE:**

LEVY COUNTY TRANSIT/CONNIE CONLEY-DIRECTOR

**2. MEETING DATE:**

March 8, 2016

**3. REQUESTED MOTION/ACTION:**

BOARD DIRECTION FOR APPROVAL PROCESS ON ALL FUTURE NOTICE OF GRANT AWARDS (NOGA) FROM FDOT TRANSPORTATION GRANTS, SPECIFICALLY WHETHER NOGAS MUST COME TO THE FULL BOARD FOR APPROVAL OR MAY BE APPROVED BY THE CHAIR PURSUANT TO THE AUTHORIZING RESOLUTION FOR THE APPLICABLE GRANT.

**4. Agenda Presentation**

**Time Requested:** \_\_\_\_\_  
(Request will be granted if possible)

**ALLOTTED TIME NOT MORE THAN 15 MINUTES**

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES\_ No\_ IF NO, STATE ACTION REQUIRED**

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES\_ No\_      BUDGET OFFICER APPROVAL \_\_\_\_\_ DATE

**6. BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

IN THE PAST NOGAS WERE SIGNED BY THE BOARD CHAIR PERSON WITHOUT BEING BROUGHT BEFORE THE BOARD FOR APPROVAL BECAUSE THE AUTHORIZING RESOLUTION FOR THE APPLICABLE GRANT GIVES THE CHAIR THE AUTHORITY. HOWEVER, FDOT HAS CHANGED THE STANDARD FORM OF THE NOGAS SO THAT THEY NOW INCLUDE AUDIT REQUIREMENTS AND COMMITMENTS THAT WERE NOT IN PRIOR NOGA FORMS. THE LANGUAGE IN THE NEW NOGA FORM HAS BEEN APPROVED BY THE COUNTY ATTORNEY AS TO FORM AND LEGAL SUFFICIENCY. THESE NEW NOGA'S HAVE A DATE AT THE TOP AND THE COUNTY WILL HAVE 60 DAYS FROM THAT DATE TO APPROVE THE NOGA AND RETURN IT TO FDOT TO BE DATED. ONCE THE SIGNED NOGA IS RECEIVED BACK FROM FDOT, THE ITEMS FUNDED BY THE NOGA CAN BE ORDERED. IN THE EVENT THAT THIS PROCESS DOES NOT TAKE PLACE WITHIN THE 60 DAYS ALLOWED BY FDOT, THE FUNDING WILL BE TAKEN AWAY FROM THE COUNTY.

**7. RECOMMENDED APPROVAL AND DATE (YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES <input checked="" type="checkbox"/> NO	YES ___ NO	YES ___ NO	YES ___ NO	YES <input checked="" type="checkbox"/> NO	YES <input checked="" type="checkbox"/> NO

**8. COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED      DATE TO BRING BACK:

OTHER      SPECIFY:

**Levy County Board of County Commissioners**

**Agenda Item Summary**

1. **NAME/ORGANIZATION/TELEPHONE:**

Levy County Parks and Recreation

2. **MEETING DATE:**

March 8, 2016

3. **REQUESTED MOTION/ACTION:**

Request Board approval to award Bid Project for Geophysical Services at the two (2) Blue Springs Areas.

4. **Agenda Presentation**

Time Requested: 10  
min.

(Request will be granted if possible)

ALLOTTED TIME Not MORE THAN 15

5. **IS THIS ITEM BUDGETED (IF APPLICABLE) ?** YES  NO  IF NO, STATE ACTION

REQUIRED

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES No BUDGET OFFICER APPROVAL DATE

6. **BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

THE INVESTIGATION IS TO MAP THE TOP OF SEDIMENTS & TOP OF ROCK WITHIN THE SPRING AREAS & TO LOCATE POSSIBLE NONFUNCTIONING SPRING VENTS FOR FUTURE DREDGING.

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED**

7. **RECOMMENDED APPROVAL AND DATE (YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES <input checked="" type="checkbox"/> NO	YES <input type="checkbox"/> NO				

8. **COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED DATE TO BRING BACK:

OTHER SPECIFY:



**PROPOSAL DOCUMENTS**

**PROJECT: Levy County Blue Springs Geophysical Services**

**ENGINEER'S PROJECT ID: 2015050**

**PROPOSAL DUE: Tuesday, March 1, 2016 @ 2:00 P.M. (local time).**

**DEPARTMENT:**

Mr. Matt Weldon  
Parks and Recreation  
620 North Hathaway Avenue  
Bronson, Florida 32621  
PH. (352) 221-5301

**ENGINEER:**

D. Andrew Carswell, PE#45831  
Mills Engineering Company  
P.O. Box 778  
Bronson, Florida 32621  
PH. (352) 486-2872

**ADVERTISEMENT AND REQUEST FOR PROPOSALS**

**DATED: JANUARY 6, 2016**

**MILLS ENGINEERING COMPANY  
P.O. Box 778  
Bronson, Florida 32621  
FL Certificate # 2583**

**PN 2015050  
January 6, 2016  
Page 1 of 19**

**ADVERTISEMENT  
REQUEST FOR PROPOSALS**

The Levy County Board of County Commissioners hereby gives notice that the Board will accept proposals from qualified persons or entities for the following work:

Conduct a geophysical investigation within two spring areas at the Levy County Blue Springs Park located at 4550 NE 94 Place, Bronson, Florida 32621. The investigation is intended to map the top of sediments and top of rock within the spring areas and to locate possible nonfunctioning spring vents for future dredging.

Sealed proposals will be received at the office of the Levy County Board of County Commissioners, in the Levy County Courthouse, located at 355 South Court Street, Bronson, Florida, until 2:00 P.M. (local time), Tuesday, March 1, 2016 at which time the proposals will be opened and publicly read. Bidding Documents will not be issued after 5:00 P.M. (local time), Friday, February 26, 2016. Electronic (Internet) or facsimile (Fax) bids will not be accepted for this project.

Award, if made, will be based on the apparent lowest responsive and responsible proposal based on the actual work intended, including selected alternates, if any, as determined by the County.

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid to contract with a public entity for the construction of a public work as set forth in Florida Statute Chapter 287.134.

Any person or affiliate who has been placed on the convicted vendor list following a public entity crime may not submit a bid to or contract with a public entity for construction of a public work as set forth in Florida Statute, Chapter 287.133. Bidder shall certify to eligibility in the bid proposal.

Proposal Documents may be obtained from:

Mills Engineering Company  
P.O. Box 778  
Bronson, Florida 32621  
Phone: (352) 486-2872  
FAX: (352) 486-2498  
email: millseng@bellsouth.net

The right is reserved to accept or reject any or all bids and to determine which proposal is in the best interest of the County.

**MILLS ENGINEERING COMPANY**  
**P.O. Box 778**  
**Bronson, Florida 32621**  
**FL Certificate # 2583**

**REQUEST FOR PROPOSAL**

**PN 2015050**  
**January 6, 2016**  
**Page 3 of 19**

The springs have become partially obstructed due to natural and anthropogenic causes. The springs were alleged to have been blasted in the mid 20th century in an effort to increase flow from the springs. This appears to have resulted in possibly obstructing some of the spring vents with blast rubble. Sediments and vegetative litter has also partially filled in the spring area.

### 3. Methods

The method of performing the site investigation is at the discretion of the Contractor as long as the final product meets the stated goals for the project and is minimally disruptive to the environment. The Contractor shall select the best method for obtaining the requested data.

### 4. Deliverables

A report shall be provided which describes the methodology utilized in the investigation and the findings. This shall include scaled drawings showing the location of all transects, borings and other tests along with contours of the depths to two strata of interest. The location of possible nonfunctioning spring vents shall be shown, if found.

Representative examples of the findings shall be provided which demonstrate the conclusion drawn from the data. The complete data shall be provided in a digital form viewable using commonly available methods.

Test and/or transect locations shall be shown relative to at least two above grade features such that the results can be mapped onto a scaled drawing. Depths shall be relative to a fixed above grade feature.

Five (5) signed and sealed copies of the report shall be provided in hard copy form. A PDF of the report shall be provided either on compact disc (CD) or emailed to the Engineer.

The completed report shall be provided within 30 calendar days of notice to proceed.

goals as determined by the County. If awarded, the County will award the contract within 50 days after the opening unless changed by mutual consent of the Bidder and the Department.

**INSURANCE:**

Contractor shall provide Workers' Compensation Insurance in accordance with the Laws of the State of Florida and in amounts sufficient to secure the benefits of the Florida Worker's Compensation Law for all employees. If subletting any of the work, ensure that the employees of the subcontractor are covered by similar insurance. Ensure that any equipment rental agreements that include operators who are employees of independent Contractors, sole proprietorships or partners are covered by similar insurance.

Contractor shall provide Public Liability and Property Damages Liability Insurance for a limit of not less than \$1,000,000 per occurrence. Certificate of Insurance shall name "Levy County, a political subdivision of the State of Florida, its elected officials, officers, employees, agents and volunteers" as additional insured there under. The insurance shall provide for at least 30 days advance notice of cancellation, non-renewal, or adverse change to Levy County.

**PUBLIC RECORDS:**

The Contractor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the Contractor in conjunction with this Contract. Specifically, if the Contractor is acting on behalf of a public agency, the Contractor must:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the Department in order to perform the services being performed by the Contractor.
- (b) Provide the public with access to public records on the same terms and conditions that the Department would provide the records and at a cost that does not exceed the cost provided in the Chapter 119, Florida Statutes, 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.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or

PROPOSAL FORM  
OF

(Bidder) GeoView, Inc.  
(Address) 4610 Central Avenue  
St. Petersburg, FL 33711 ( 813 ) 494-1664  
(City, State, Zip) (Phone)

**PROJECT: Levy County BLUE SPRINGS PARK GEOPHYSICAL SERVICES**

**ENGINEER'S PROJECT ID: 2015050**

**BID DUE:** Tuesday, March 1, 2016 @ 2:00 P.M. (local time).

Submitted: February 29, 2106  
(Date)

**TO THE LEVY COUNTY BOARD OF COUNTY COMMISSIONERS:**

We, the undersigned, hereby declare that no person or persons, firm or corporation, other than the undersigned, are interested in this Proposal, as principals, and that this Proposal is made without collusion with any person, firm or corporation and we have carefully and to our full satisfaction examined the Request for Proposals for the **Blue Springs Park Geophysical Services** and dated **January 6, 2016**, and that we have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, equipment, and materials, and that we will fully complete all necessary work in accordance with the Request for Proposal, and the requirements under them or the Engineer, within the time limit specified in this Proposal for the following price, to wit:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

(Add further Addenda as necessary)

The undersigned further agree(s) to execute a Contract within 10 calendar days after the date on which the notice of award has been given, and to fully complete all necessary work under the same within 30 calendar days of a Notice to Proceed. It is understood and agreed that the date on which calendar days will begin to be charged to the project shall be either (1) the 15th calendar day from the date of issuance of the initial notice to begin work or (2) the date on which the Contractor actually begins work, whichever date is earlier.

Levy County officials and employees are prohibited from soliciting and accepting funds or gifts from any person who has, maintains or seeks business relations with the County.

I (We), the undersigned, hereby certify that I (We) have carefully examined the foregoing Proposal after the same was completed, and have verified each item placed thereon; and I (We) agree to indemnify, defend, and save harmless, the County against any cost, damage or expense which it may incur or be caused by any error in my (our) preparation of same.

Bidder hereby certifies that neither the entity submitting this unsworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public crime subsequent to July 1, 1989.

Bidder hereby certifies that the entity or its affiliates have not been placed on the discriminatory vendor list in accordance with Section 287.134, Florida Statutes.

Bidder hereby certifies, on behalf of, the person, firm, association, or corporation submitting the bid that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the submitted bid.

Bidder hereby certifies that the entity will comply with the Public Records access requirement set forth in the bid documents.

**MILLS ENGINEERING COMPANY      PROPOSAL FORM**  
**P.O. Box 778**  
**Bronson, Florida 32621**  
**FL Certificate # 2583**

**PN 2015050**  
**January 6, 2016**  
**Page 11 of 19**

In WITNESS WHEREOF, the party of the first part has hereunto caused these presents to be subscribed and its seal affixed, and the party of the second part has affixed his, its or their name or names and seal, the date aforesaid.

**BOARD OF COUNTY COMMISSIONERS  
OF LEVY COUNTY, FLORIDA**

BY: \_\_\_\_\_  
CHAIR

ATTEST: \_\_\_\_\_  
CLERK OF COURT

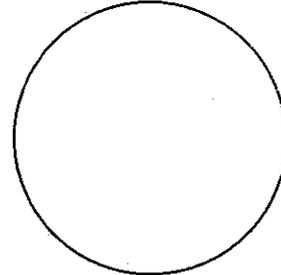
APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
ANNE BAST BROWN, COUNTY ATTORNEY

GeoView, Inc., a corporation organized  
and existing under the laws of the State of Florida.

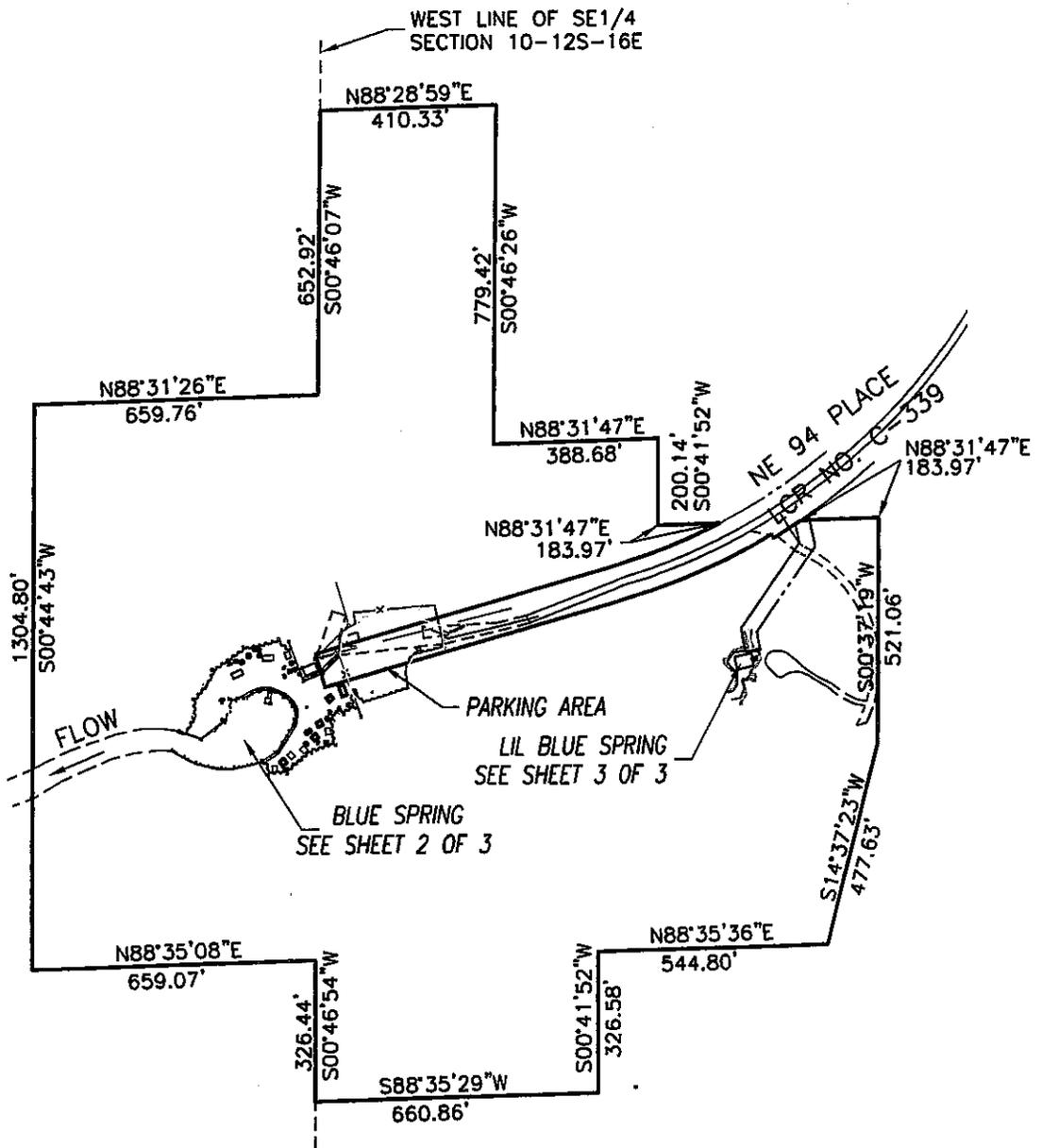
BY: Michael Wightman, P.G. (Seal)  
PRESIDENT

ATTEST: Anne Lemos (Seal)  
SECRETARY



Corporate Seal

NOTE: FORM OF CONTRACT SUBJECT TO REVISION



**NOTES:**

1. BOUNDARY FROM SURVEY BY MILLS ENGINEERING COMPANY PROJECT NO. 2002095 DATED 9/19/2002.
2. IMPROVEMENTS FROM SITE PLAN BY MILLS ENGINEERING COMPANY UNDER PROJECTS NO. 94071, 2007088 & 2008067.
3. THERE MAY BE ADDITIONAL FEATURES OF THE SITE WHICH ARE NOT SHOWN.

SITE ADDRESS: 4550 NE 94 PLACE  
BRONSON, FLORIDA 32621

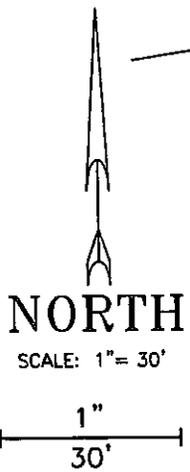
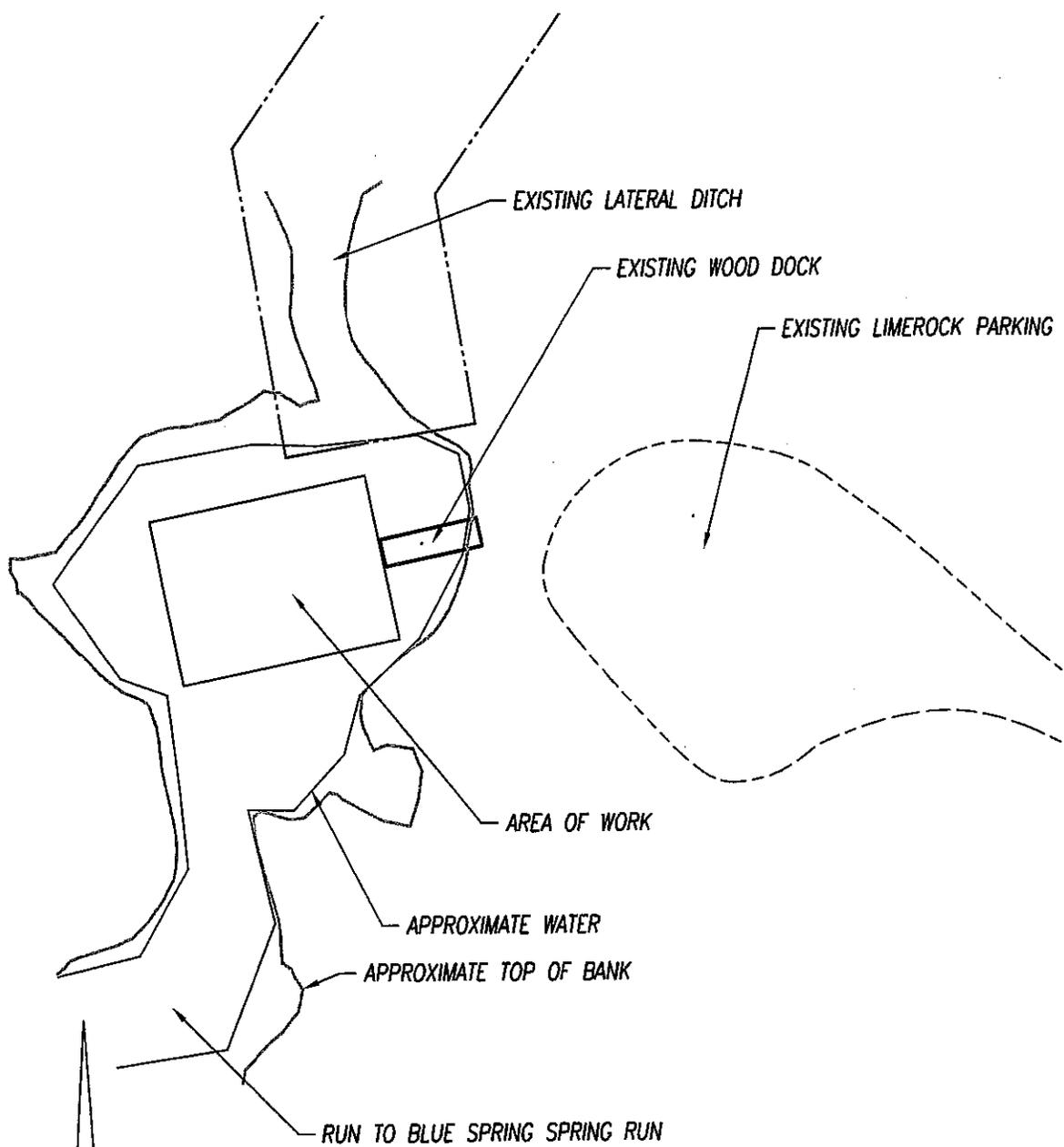
**PROJECT SITE**

**MILLS ENGINEERING COMPANY**  
ENGINEERING - LAND SURVEYING  
P.O. BOX 778-604 EAST HATHAWAY-BRONSON, FLORIDA 32621  
PHONE: (352) 486-2872  
LB/EB # 002583

**BLUE SPRINGS PARK**  
LEVY COUNTY, FLORIDA

DATE: 1/6/2016	PROJECT NO.: 2015050
DRAWN BY: AC	SHEET 17 OF 19

FILE



## LIL BLUE PLAN

**MILLS ENGINEERING COMPANY**  
 ENGINEERING - LAND SURVEYING  
 P.O. BOX 778-604 EAST HATHAWAY-BRONSON, FLORIDA 32621  
 PHONE: (352) 486-2872  
 LB/EB # 002583

**BLUE SPRINGS PARK**  
 LEVY COUNTY, FLORIDA

DATE: 1/6/2016	PROJECT NO.: 2015050
DRAWN BY: AC	SHEET 19 OF 19

FILE



February 29, 2016

Mr. Matt Weldon  
Levy County  
Parks and Recreation Department  
620 North Hathaway Avenue  
Bronson, FL 32621

**Subject: Proposal to Perform a Geophysical Investigation  
Blue Springs Park, Bronson, Florida  
GeoView Proposal Number: 5279p**

Dear Mr. Weldon:

The purpose of this letter is to transmit a proposal to complete a marine geophysical investigation at the Blue Springs Park in Bronson, Florida. GeoView appreciates the opportunity to provide our services on this project. We look forward to hearing from you soon.

Sincerely,

**GEOVIEW, INC.**

Chris Taylor, P.G.  
Vice President  
Florida Professional Geologist Number 2256

---

*A Geophysical Services Company*

4610 Central Avenue  
St. Petersburg, FL 33711

Tel.: (727) 209-2334  
Fax: (727) 328-2477

previous studies in similar settings and the equipment configuration that will be used for the survey are provided on Pages 4 and 5.

The travel time distances to the spring bottom and bottom of the underlying sediment layers will be digitized and depths will be calculated using a site specific velocity of the water. The resulting depths calculations will be based on a site specific (if available) reference datum or above grade feature. The digitized features and calculated thicknesses can be exported into AutoCAD format.

Results of the geophysical investigation will be presented as a final report. Five signed and sealed copies will be provided. The report will include a brief description of the geophysical methods and field procedures employed at the site, the analysis and interpretation of the geophysical data and a discussion of the findings. The report will include scaled maps of the data transects, a contour map of both spring areas and the location of any nonfunctioning spring vents. The final report will be submitted to you within 10 days of completion of the fieldwork. Interim reports of the investigations findings will also be provided.

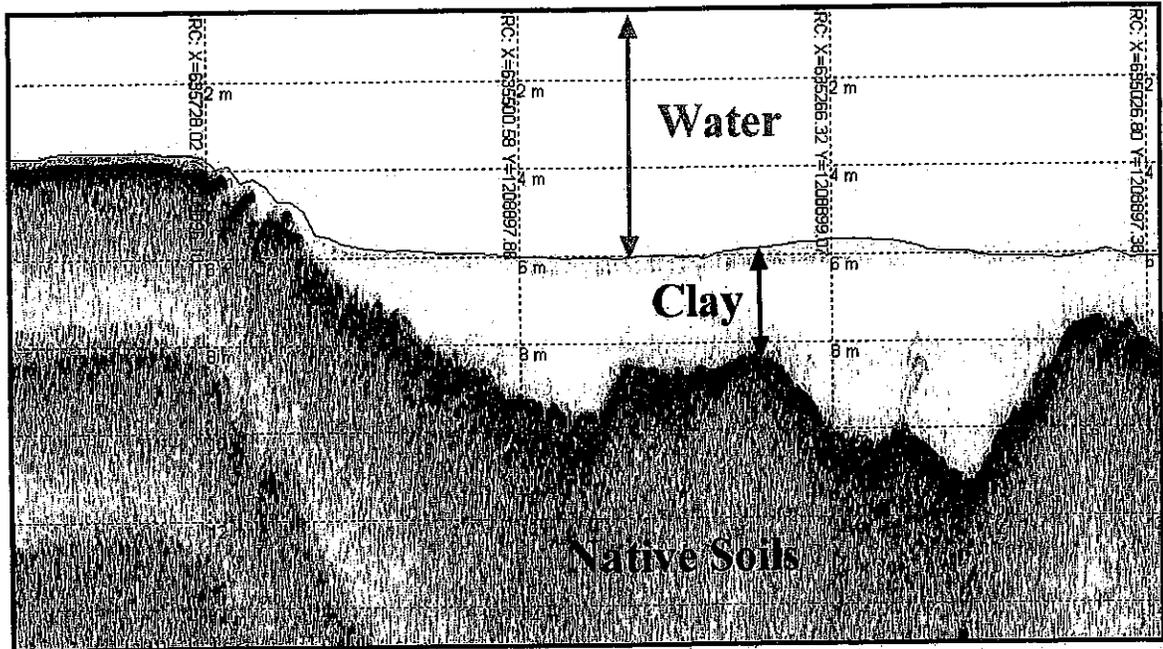
### **Compensation**

The price to conduct the geophysical investigation will be \$4,000 total for the two springs. This includes \$2,200 for Blue Springs and \$1,800 for Lil Blue. This price includes 1 to 2 days of data collection, data analysis and report preparation. If only one of the springs is evaluated or if the springs are done on separate mobilizations the cost will be \$2,600 for Blue Springs and \$2,200 for Little Blue Springs.

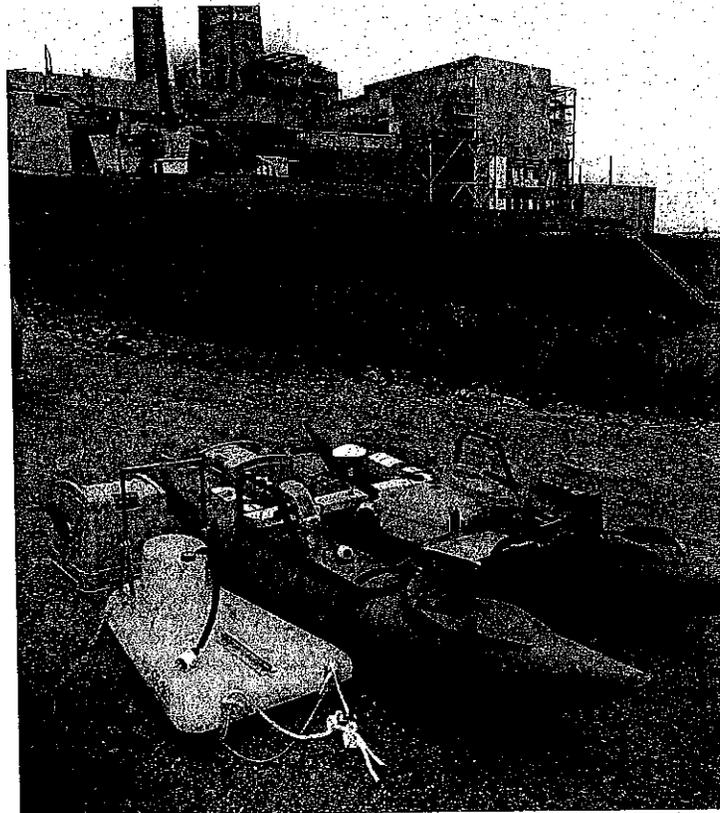
These prices are inclusive of all charges associated with the project. These prices are based on the site being accessible to the geophysical equipment and crew. Unless otherwise agreed upon, GeoView shall be compensated for all services within 30 days of invoice date. GeoView shall be paid in full regardless of whether the results of the geophysical survey are what were anticipated by Levy County. If it is determined during the survey that the geophysical survey will not achieve the objectives of the project, Levy County will immediately be notified. If a decision is made to discontinue the survey, only charges for time and materials costs to that point will be submitted.

### **Limitations**

Sub-bottom profiling has been used in similar investigations to help map image riverine and spring environments. However, this method is limited to the ability of the CHIRP data to collect interpretable data at the project site. There is a possibility that such features will not be detected due to a lack of acoustical



**Example of Sub-Bottom Data Collected by GeoView Showing an infilled Clayey Sediment Layer**



**GeoView's Portable Pontoon Boat and Sub-bottom profiler**



# Brief Profile and Summary of Services

Headquarters Address: 4610 Central Avenue, St. Petersburg, FL 33711. Telephone: (727) 209-2334

Offices: St. Petersburg, FL, Orlando, FL, Jacksonville, FL, Boca Raton, FL and Boston, MA

EIN: 59-263-9733.

**GeoView, Inc.** GeoView specializes in the provision of geophysical services to the engineering, geological, environmental and construction industries. Our services include geologic and infrastructure investigations, utility and rebar locating, archaeological studies and marine surveys. Through our multidisciplinary approach we are able to provide accurate, timely and cost effective solutions to our clients. The services we provide include the following:

- **Geophysical Surveys**
  - Geotechnical Services
    - Karst (Sinkhole) Investigations
    - Top of Rock Mapping
    - Void Surveys
    - Hydrogeologic Investigations
    - Fault Mapping
    - Mining Exploration Surveys
    - Geotechnical Studies
    - Crosshole and Downhole Studies
    - Borehole Studies
    - Thermal Resistivity Testing
  - Environmental Investigations
    - Underground Storage Tanks
    - Buried Debris
    - Contaminate Plumes
  - Archaeological Studies
- **Utility Location, Designation and Mapping**
  - Level A through D surveys
  - Vacuum Excavation
- **Non-Destructive Testing**
  - Detection of Rebar And Post-Tensioning Cables In Concrete
  - Mapping Voids within and Below Concrete
  - Identify Cracking and Honeycombing within Concrete
  - Crosshole Sonic Logging (CSL) Testing
  - Tower Investigations and Foundation Mapping
  - Filled Cell Studies
- **Marine Studies**
  - Bathymetric Studies
  - Sub-Bottom Profiling
  - Side Scan Sonar Studies

*A Geophysical Services Company*

4610 Central Avenue  
St. Petersburg, FL 33711

Tel.: (727) 209-2334  
[www.geoviewinc.com](http://www.geoviewinc.com)

GeoView, Inc. was founded in 2002. Our reputation is excellent concerning financial stability, accountability, cost-effectiveness, safety and successful and timely completion of projects. Our parent company, Ambient Technologies, Inc, was founded in 1992 and is based in St. Petersburg, Florida.

Our ISNetworld Safety Certification demonstrates our strong commitment to safety.

Our staff consists of a team of professional geologists, geophysicists and technicians who through their 100+ years of combined experience have conducted and managed more than 20,000 geophysical projects throughout the United States, Caribbean, South and Central America.

Our personnel have Security Clearance to access military bases, Level 2 Jessica Lunsford Security Clearance, OSHA certification.

We carry \$4,000,000 Commercial Liability in aggregate coverage and \$1,000,000 Workers Compensation.

Ambient Technologies, Inc. minority/small/disadvantaged business certifications by:

- *U.S. Small Business Administration (SDB)*
- *State of Florida (MBE)*
- *Florida Department of Transportation (DBE) including HCAA and GOAA*
- *City of Tampa and the City of Orlando (MBE),*
- *Hillsborough County and Hillsborough County Schools (SBE/MBE),*
- *Florida Water Management Districts SWFWMD as (MBE) and SFWMD as (SBE)*
- *Florida Minority Supplier Diversity Council (FMSDC)*

Awards:

- *Award for Excellence as Small Regional Subcontractor of the Year (2004, 2005)*
- *FAST 50 Honoree Award (2008, 2009, 2010, 2011)*
- *Tampa Bay Award for excellence in Diversity and Inclusion Practices (2008, 2009, 2010, 2011)*
- *Export Achievement Certificate (2010)*
- *Minority Business Enterprise Business of the Year Award by MED of Tampa Bay (2010)*
- *BizTech Innovation Summit: finalist for the ATI Solar Trailer technology (2011)*
- *Presidential E-Award for Exporting Excellence at the White House for its success working in the New Panama Canal Project and other projects throughout Central America and Colombia (2012)*
- *Top 25 Hispanic Owned Companies in Tampa Bay region (2013)*

The ATI companies currently employ 32 individuals in the USA and 15 internationally. The company is employee owned and headquartered in St. Petersburg, Florida.

*A Geophysical Services Company*

**4610 Central Avenue  
St. Petersburg, FL 33711**

**Tel.: (727) 209-2334  
www.geoviewinc.com**



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BOARD OF PROFESSIONAL GEOLOGISTS  
1940 NORTH MONROE STREET  
TALLAHASSEE FL 32399-0783**

(850) 487-1395

**WIGHTMAN, MICHAEL JAMES  
112 MASTERS LANE  
SAFETY HARBOR FL 34695-3722**

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto [www.myfloridalicense.com](http://www.myfloridalicense.com). There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND  
PROFESSIONAL REGULATION**

PG1423 ISSUED: 07/06/2014

**PROFESSIONAL GEOLOGIST  
WIGHTMAN, MICHAEL JAMES**

IS LICENSED under the provisions of Ch. 492 FS.  
Expiration date: JUL 31, 2016 L1407060001112

DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF PROFESSIONAL GEOLOGISTS**



<b>LICENSE NUMBER</b>	
PG1423	

The PROFESSIONAL GEOLOGIST  
Named below IS LICENSED  
Under the provisions of Chapter 492 FS.  
Expiration date: JUL 31, 2016

**WIGHTMAN, MICHAEL JAMES  
112 MASTERS LANE  
SAFETY HARBOR FL 34695-3722**



ISSUED: 07/06/2014

DISPLAY AS REQUIRED BY LAW

SEQ # L1407060001112



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BOARD OF PROFESSIONAL GEOLOGISTS  
1940 NORTH MONROE STREET  
TALLAHASSEE FL 32399-0783**

**(850) 487-1395**

**AMBIENT TECHNOLOGIES, INC  
4610 CENTRAL AVE  
ST PETERSBURG FL 337111042**

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto [www.myfloridalicense.com](http://www.myfloridalicense.com). There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND  
PROFESSIONAL REGULATION**

**GB156**

**ISSUED: 07/13/2014**

**GEOLOGY BUSINESS  
AMBIENT TECHNOLOGIES, INC**

**IS CERTIFIED under the provisions of Ch.492 FS.  
Expiration date : JUL 31, 2016 L1407130002918**

**DETACH HERE**

**RICK SCOTT, GOVERNOR**

**KEN LAWSON, SECRETARY**

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF PROFESSIONAL GEOLOGISTS**

<b>LICENSE NUMBER</b>	
<b>GB156</b>	

The **GEOLOGY BUSINESS**  
Named below IS CERTIFIED  
Under the provisions of Chapter 492 FS.  
Expiration date: JUL 31, 2016



**AMBIENT TECHNOLOGIES, INC  
4610 CENTRAL AVE  
ST PETERSBURG FL 337111042**



## **Carlos R. Lemos, P.G.**

*Chief Executive Officer, Ambient Technologies, Inc.*



### **AREAS OF SPECIALIZATION**

- Environmental, Geotechnical, and Geological Evaluation
- Drilling and Direct Push Technologies Services and Field Testing
- Geophysical Applications for Geotechnical, Geological and Utility Locating Studies
- Earthwork Construction and Environmental Remediation
- Major Project Management
- Bidding and Contract Management

### **EXPERIENCE**

- 1992 - Present      Ambient Technologies, Inc., and Subsidiaries  
St. Petersburg and Tampa, Florida  
Founder, Chief Executive Officer
- 1970 - 1992      Law Engineering & Environmental, Inc., Principal  
Charlotte, NC (1970); Columbia, SC (1975); and Tampa, Florida (1985)  
Environmental Program Manager, Branch Manager (Tampa, Florida)  
Drilling Department and Engineering Department Manager (Columbia, South Carolina)  
Construction and Geotechnical Services Coordinator (Charlotte, North Carolina)

### **EDUCATION**

- 1970      B.A., Engineering, Geology  
North Carolina State University, Raleigh, North Carolina
- 1970      Post Graduate Courses, Masters Program Geology  
North Carolina State University, Raleigh, North Carolina

### **PROFESSIONAL REGISTRATIONS/CERTIFICATIONS**

Licensed/Registered Professional Geologist, Georgia, North Carolina, South Carolina, and Florida  
Certified Professional Geologist, American Institute of Professional Geologists, since 1985

### **PROFESSIONAL AFFILIATIONS**

Florida Association of Professional Geologists, Board of Directors, 2001-2006  
American Institute of Professional Geologists  
Association of Engineering Geologists  
Metro Roma Subway Studies and Construction Fellowship, Rome, Italy, 1974  
South Carolina Advisory Committee, Chairman, Standard for Well Construction, Maintenance, Operation, and Abandonment, 1982 to 1985  
ASTM Review Committee for the Development of Phase 1 Environmental Assessments Standards  
Member of the South Carolina Review Board. Siting a High-Level Nuclear Waste Repository, 1984-1985  
Chamber of St. Petersburg Commerce Central Council, Chairman, 1996-1997  
Advisory Board, Department of Public Affairs, City of St Petersburg, Florida, 2005-2006  
Associate Member of the state of Florida Export Council 2009-2012 (Governor's office Appointed)

PROPOSAL FORM  
OF

SPOTLIGHT GEOPHYSICAL SERVICES, LLC

(Bidder)

4618 NW 96 AVE

(Address)

DORAL, FL 33178 (305) 607 2377

(City, State, Zip)

(Phone)

PROJECT: Levy County BLUE SPRINGS PARK GEOPHYSICAL SERVICES

ENGINEER'S PROJECT ID: 2015050

BID DUE: Tuesday, March 1, 2016 @ 2:00 P.M. (local time).

Submitted:

2/5/2016

(Date)

TO THE LEVY COUNTY BOARD OF COUNTY COMMISSIONERS:

We, the undersigned, hereby declare that no person or persons, firm or corporation, other than the undersigned, are interested in this Proposal, as principals, and that this Proposal is made without collusion with any person, firm or corporation and we have carefully and to our full satisfaction examined the Request for Proposals for the **Blue Springs Park Geophysical Services** and dated **January 6, 2016**, and that we have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, equipment, and materials, and that we will fully complete all necessary work in accordance with the Request for Proposal, and the requirements under them or the Engineer, within the time limit specified in this Proposal for the following price, to wit:

**PROPOSAL SCHEDULE**

**PROJECT 2015050- BLUE SPRINGS PARK GEOPHYSICAL SERVICES**

ITEM NO.	QUANTITY UNITS	DESCRIPTION UNIT PRICE (written words)	AMOUNT (figures)
1	1 LS	BLUE SPRINGS INVESTIGATION AND REPORT	
			Dollars _____
			Cents _____
2	1 LS	LITTLE BLUE SPRINGS INVESTIGATION AND REPORT	
			Dollars _____
			Cents _____

TOTAL BASE PROPOSAL COST: \$ 8500.00

*INCLUSIVE OF ITEMS #1 & #2*

**ITEMS SUBMITTED WITH PROPOSAL FORM:**

(Submit an original and two (2) copies of the Proposal Form and the following items:

	<u>YES</u>	<u>NO</u>
1. Proposal Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Scope of Services to be provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I (We) hereby acknowledge receipt of the following Addenda issued during the bidding period:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

(Add further Addenda as necessary)

The undersigned further agree(s) to execute a Contract within 10 calendar days after the date on which the notice of award has been given, and to fully complete all necessary work under the same within 30 calendar days of a Notice to Proceed. It is understood and agreed that the date on which calendar days will begin to be charged to the project shall be either (1) the 15th calendar day from the date of issuance of the initial notice to begin work or (2) the date on which the Contractor actually begins work, whichever date is earlier.

Levy County officials and employees are prohibited from soliciting and accepting funds or gifts from any person who has, maintains or seeks business relations with the County.

I (We), the undersigned, hereby certify that I (We) have carefully examined the foregoing Proposal after the same was completed, and have verified each item placed thereon; and I (We) agree to indemnify, defend, and save harmless, the County against any cost, damage or expense which it may incur or be caused by any error in my (our) preparation of same.

Bidder hereby certifies that neither the entity submitting this unsworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public crime subsequent to July 1, 1989.

Bidder hereby certifies that the entity or its affiliates have not been placed on the discriminatory vendor list in accordance with Section 287.134, Florida Statutes.

Bidder hereby certifies, on behalf of, the person, firm, association, or corporation submitting the bid that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the submitted bid.

Bidder hereby certifies that the entity will comply with the Public Records access requirement set forth in the bid documents.

**ILLS ENGINEERING COMPANY      PROPOSAL FORM**  
**P.O. Box 778**  
**Bronson, Florida 32621**  
**FL Certificate # 2583**

**PN 2015050**  
**January 6, 2016**  
**Page 11 of 19**

The undersigned Contractor's address and principal place of business is:

SPOTLIGHT GEOPHYSICAL SERVICES

4618 NW 96 AVE

DORAL FL 33178

The names, titles, and business addresses of its President, Secretary and Treasurer are as follows:

President: RONALD KAUFMANN

(Name & address)

SAME AS ABOVE

Secretary: MARIA KAUFMANN

(Name & address)

SAME AS ABOVE

Treasurer: RONALD KAUFMANN

(Name & address)

SAME AS ABOVE

Said corporation is incorporated under the laws of the State of FLORIDA, certification of incorporation having been issued

to it by the Secretary of State of the State of FLORIDA.

By:

[Signature]  
(President)

(Affix Corporate Seal)

Attest:

Maria E. Kaufmann  
(Secretary)

**SPOTLIGHT**  
GEOPHYSICAL SERVICES

February 5, 2016

Andrew Carswell, P.E.  
Mills Engineering Company  
PO Box 778  
Bronson, FL 32621  
Phone: 352-486-2872  
Email: [millseng@bellsouth.net](mailto:millseng@bellsouth.net)

**Re: Levy County Blue Springs Geophysical Proposal**

Mr. Carswell,

The following is a summary of the scope of services and costs for the proposed geophysical survey at Blue Springs Park in Levy County, Florida. Costs and terms for the work are detailed in the following pages. We look forward to working with you.

Sincerely,



Ron Kaufmann  
President

Spotlight Geophysical Services  
4618 NW 96<sup>th</sup> Avenue  
Doral, FL 33178

(305) 607-2377

### **SURVEY OBJECTIVE**

The goal of the geophysical survey is to obtain a better understanding of the morphology of two springs at the Levy County Blue Springs Park. There is a need to map the top of the sediments, top of rock, and possible nonfunctioning spring vents within two springs. The results of the survey will be used to plan for dredging activities.

### **SURVEY AREA**

Geophysical data will be acquired within Blue Springs (approximately 140x140 feet) and Lil Blue Springs (approximately 30x40 feet). The water depths range between 5 and 30 feet.

### **GEOPHYSICAL METHOD**

Sub-bottom seismic reflection will be used as the geophysical method for this investigation. The sub-bottom seismic reflection data will be acquired by a TritechSeaKing Parametric Sub-Bottom Profiler (SBP) mounted in an inflatable boat (Figure 1). This instrument is a dual-frequency echo sounder that operates at 200 kHz and 20 kHz. The high frequency signal is used to provide a high-resolution image of the bottom, while the low frequency signal is used to image up to 30 feet into soft sediments (Figure 2). Data will be acquired along transect lines nominally spaced 5 to 10 feet apart within each spring.

The positions of the geophysical transect lines will be recorded using a differential Global Positioning System (GPS). Real time differential corrections will be applied to the GPS positions. Depths to the top of sediments (water bottom) and top of rock will be interpreted from the data. Contour maps of the top of sediments and top of rock will be produced from the interpreted data (Figure 2). Additionally, anomalous features including the possible inactive spring vents will be identified if present in the data.

### **DELIVERABLES**

A report will be provided that contains a description of the geophysical method, examples of the data, maps of the transect lines, and plan-view contour maps of the top of sediment (water bottom) and top of rock. Anomalous features such as possible spring vents will be identified on the maps.

# SPOTLIGHT

GEOPHYSICAL SERVICES



Figure 1. TritechSeaKing Parametric Sub-Bottom Profiler (SBP) mounted in an inflatable boat

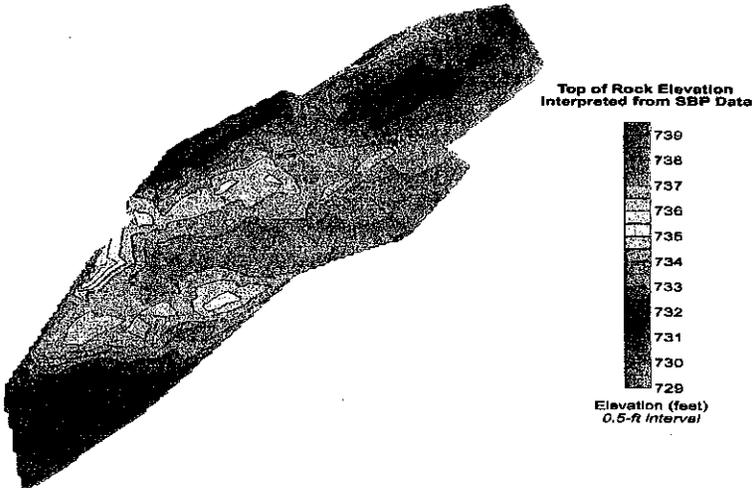
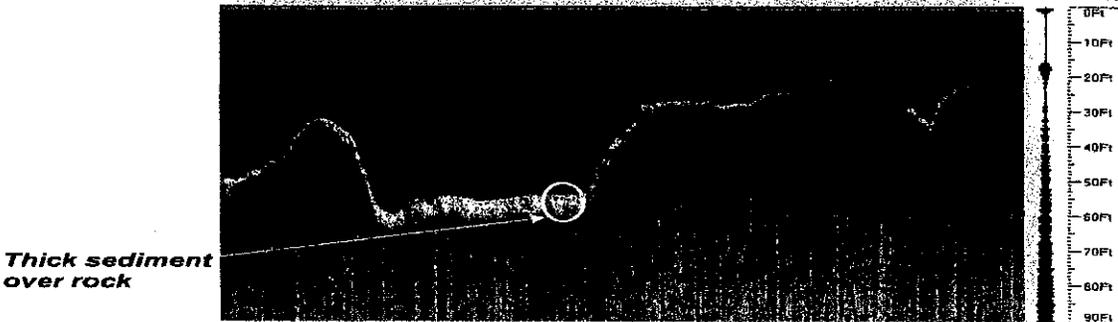


Figure2. Examples of SBP raw data (top) and interpreted contour map (bottom).

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**LIMITATIONS**

- The Tritech SBP system works best in water depths greater than 3 feet. Data quality may be degraded in shallower water.
- Maximum depth of penetration is typically limited to approximately 30 feet below the water bottom in fine-grained sediments. Coarse-grained sediments may limit penetration to less than 5 feet below the water bottom. If the sediment consists of coarse-grained materials (sand and gravel), it may not be possible to image the top of rock if it is deeper than 5 feet below the water bottom.
- Data can only be acquired in areas accessible by boat (i.e. cleared of vegetation and other obstructions)

**TERMS**

- The survey must be completed in 1 mobilization.
- The client will provide site access for an inflatable boat.
- Costs are valid for 6 months from the date of this proposal

**COSTS**

Costs are presented as lump sum and include equipment and personnel mobilization, expenses, data acquisition, processing, and report. Additional survey areas or additions to the scope of work will be an additional cost.

Sub-Bottom Seismic Reflection Survey (Lump Sum):           **\$8,500.00**

**DISCLAIMER AND LIMITATION OF LIABILITY**

- The detection of subsurface objects is dependent upon parameters that include size, physical composition, and depth of burial. The combination of these parameters may produce a response that is below the detection threshold for a given geophysical method. Therefore, Spotlight Geophysical Services, LLC does not guarantee that all subsurface objects (naturally occurring or man-made) will be identified.
- The client acknowledges that it has been informed by Spotlight Geophysical Services, LLC that geophysical methods are not error free, and there are limitations on the use of geophysical methods for locating subsurface objects.
- Spotlight Geophysical Services, LLC provides geophysical services and does not provide professional engineering advice of any kind.
- While due care will be exercised in the performance of the measurements and their interpretations, described herein, Spotlight Geophysical Services, LLC can make no representations, warranties, or guarantees with respect to errors or omissions. Notwithstanding the foregoing, Spotlight Geophysical Services, LLC shall indemnify and hold harmless the client, its directors, officers and employees for all loss, damage or expense incurred by reason of accidents, injuries or damage to person or property of any and all persons, arising out of the negligent act, error, omission or willful misconduct in the performance of the services.
- Spotlight Geophysical Services, LLC assumes no liability for any damage or subsequent remedial action caused by drilling, excavating, probing, concrete cutting, or any other invasive testing for any reason.
- Spotlight Geophysical Services, LLC shall exercise customary care and diligence, shall use commercially reasonable efforts, and shall follow the professional standard in performing the services in a prompt and efficient manner.

Issued by:



Ronald Kaufmann, President  
Spotlight Geophysical Services, LLC

Date: February 5, 2016

Accepted by Client:

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company/Org: \_\_\_\_\_

\_\_\_\_\_  
Signature

Purchase Order #: \_\_\_\_\_

# SPOTLIGHT

## GEOPHYSICAL SERVICES



Spotlight Geophysical Services provides innovative geophysical services for geotechnical and environmental applications. Our highly qualified geophysicists work on all phases of the project using strict quality control procedures and following ASTM guidelines. We take the time to acquire accurate data and report the results in a useful format for our clients. We own and maintain an inventory of state-of-the-art geophysical tools. Spotlight Geophysical Services is available for projects throughout the United States and abroad. Based in South Florida, we are conveniently located for quick response to projects in the Southeastern U.S., the Caribbean, and Latin America.

### Services and Applications

- **Microgravity** for karst, abandoned mine, and geologic hazard investigations
- **MASW** for Vs30 measurements, geotechnical assessments, and levee inspection
- **Seismic Refraction** on land and water for rippability assessments, port expansion, and infrastructure improvements
- **Electrical Resistivity** for ASTM soil resistivity measurements, geologic mapping, and seepage investigations
- **GPR** for shallow, high-resolution imaging of geologic hazards and man-made structures
- **Electromagnetics** for environmental contaminant mapping and groundwater applications

### Certifications

- Miami-Dade County Florida micro/SBE
- South Florida Water Management District SBE
- Licensed Florida Geologic Business (#GB655)
- Licensed Professional Geologists (FL)
- Licensed Professional Geophysicists (CA)
- OSHA HAZWOPER trained (29 CFR 1910.120)
- MSHA Surface Miner trained (Part 48)
- Active member of AEG, EEGS, and SEG
- Professional/General/Pollution liability insurance

***Spotlight Geophysical Services – Your Source for Geophysical Expertise since 2009***

***Contact: Ron Kaufmann***

***Web: [www.spotlightgeo.com](http://www.spotlightgeo.com) Phone (305) 607-2377 Email: [info@spotlightgeo.com](mailto:info@spotlightgeo.com)***

PROPOSAL FORM  
OF

RMBAKER LLC

(Bidder)

8600 Oldbridge Lane

(Address)

Orlando, Florida, 32819

(City, State, Zip)

(407) 733-8958

(Phone)

**PROJECT: Levy County BLUE SPRINGS PARK GEOPHYSICAL SERVICES**

**ENGINEER'S PROJECT ID: 2015050**

**BID DUE:** Tuesday, March 1, 2016 @ 2:00 P.M. (local time).

Submitted: February 29, 2016

(Date)

**TO THE LEVY COUNTY BOARD OF COUNTY COMMISSIONERS:**

We, the undersigned, hereby declare that no person or persons, firm or corporation, other than the undersigned, are interested in this Proposal, as principals, and that this Proposal is made without collusion with any person, firm or corporation and we have carefully and to our full satisfaction examined the Request for Proposals for the **Blue Springs Park Geophysical Services** and dated **January 6, 2016**, and that we have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, equipment, and materials, and that we will fully complete all necessary work in accordance with the Request for Proposal, and the requirements under them or the Engineer, within the time limit specified in this Proposal for the following price, to wit:

PROPOSAL SCHEDULE

PROJECT 2015050- BLUE SPRINGS PARK GEOPHYSICAL SERVICES

ITEM NO.	QUANTITY UNITS	DESCRIPTION UNIT PRICE (written words)	AMOUNT (figures)
1	1 LS	BLUE SPRINGS INVESTIGATION AND REPORT Twelve thousand seven hundred fifty zero Cents	\$12,750.00
2	1 LS	LITTLE BLUE SPRINGS INVESTIGATION AND REPORT Four thousand two hundred and fifty Dollars zero Cents	\$4,250.00

TOTAL BASE PROPOSAL COST: \$17,000.00

ITEMS SUBMITTED WITH PROPOSAL FORM:

(Submit an original and two (2) copies of the Proposal Form and the following items:

	<u>YES</u>	<u>NO</u>
1. Proposal Form	<u>X</u>	<u>          </u>
2. Qualifications	<u>X</u>	<u>          </u>
3. Scope of Services to be provided	<u>X</u>	<u>          </u>

I (We) hereby acknowledge receipt of the following Addenda issued during the bidding period:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

**MILLS ENGINEERING COMPANY      PROPOSAL FORM**  
P.O. Box 778  
Bronson, Florida 32621  
FL Certificate # 2583

**PN 2015050**  
**January 6, 2016**  
**Page 10 of 19**

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

(Add further Addenda as necessary)

The undersigned further agree(s) to execute a Contract within 10 calendar days after the date on which the notice of award has been given, and to fully complete all necessary work under the same within 30 calendar days of a Notice to Proceed. It is understood and agreed that the date on which calendar days will begin to be charged to the project shall be either (1) the 15th calendar day from the date of issuance of the initial notice to begin work or (2) the date on which the Contractor actually begins work, whichever date is earlier.

Levy County officials and employees are prohibited from soliciting and accepting funds or gifts from any person who has, maintains or seeks business relations with the County.

I (We), the undersigned, hereby certify that I (We) have carefully examined the foregoing Proposal after the same was completed, and have verified each item placed thereon; and I (We) agree to indemnify, defend, and save harmless, the County against any cost, damage or expense which it may incur or be caused by any error in my (our) preparation of same.

Bidder hereby certifies that neither the entity submitting this unsworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public crime subsequent to July 1, 1989.

Bidder hereby certifies that the entity or its affiliates have not been placed on the discriminatory vendor list in accordance with Section 287.134, Florida Statutes.

Bidder hereby certifies, on behalf of, the person, firm, association, or corporation submitting the bid that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the submitted bid.

Bidder hereby certifies that the entity will comply with the Public Records access requirement set forth in the bid documents.

**MILLS ENGINEERING COMPANY      PROPOSAL FORM**  
**P.O. Box 778**  
**Bronson, Florida 32621**  
**FL Certificate # 2583**

**PN 2015050**  
**January 6, 2016**  
**Page 11 of 19**

The undersigned Contractor's address and principal place of business is:

8600 Oldbridge Lane

Orlando, FL 32819

The names, titles, and business addresses of its President, Secretary and Treasurer are as follows:

President: Robert M. Baker, CPG, PG, Managing Member

(Name &

address) 8600 Oldbridge Lane, Orlando, FL, 32819

(note: we are a single-member LLC)

Secretary:

(Name &

address)

Treasurer:

(Name &

address)

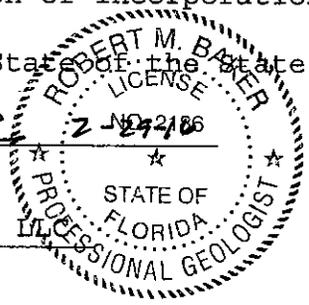
Said corporation is incorporated under the laws of the State of Florida, certification of incorporation having been issued

to it by the Secretary of State of the State of Florida

By:

*Robert M. Baker*

(President)



Attest: N/A - SINGLE MEMBER LLC

(Secretary)

## Robert M. Baker, CPG, PG Curriculum Vitae

### RMBAKER LLC

8600 Oldbridge Lane, Orlando Florida 32819

Phone/mobile: (407) 733-8958

email: rob@rmbaker.com website: www.rmbaker.com

### Profile

Robert M. Baker, CPG, PG is the founder, managing member, and principal consultant for RMBAKER LLC, and is a licensed professional geologist in Florida. Mr. Baker has been a full time consultant since 1995, and a business owner since 2004.

RMBAKER LLC specializes in comprehensive geological and hydrogeological explorations of karst sensitive areas and sinkholes, along with other "geological hazards" such as buried muck, fill and debris, etc. Mr. Baker is an expert in the use of geophysical methodologies, and has considerable experience with the sensitivities associated with insurance investigations of sinkholes in Florida.

Mr. Baker has performed property claims explorations for matters related to sinkholes, earth movements, drainage issues, seawall failures, construction vibrations, directional drilling and water well issues.

RMBAKER LLC is a well logging service provider, with both geophysical and video capabilities to a depth of 4000 feet. Mr. Baker is also an expert at log interpretation and often provides consulting regarding log and video analysis. Mr. Baker often performs water well damage explorations using video and acoustic imaging.

RMBAKER LLC provides utility locating and utility mapping services. Our services are available for private buried infrastructure where Call Sunshine locators will not provide service.

### Skills

- Expertise in the detection and mapping of sinkholes and the characterization of "sinkhole activity" as it relates to property insurance investigations.
- Expertise in the performance and review of surface geophysical surveys; including ground penetrating radar, multi-electrode resistivity imaging, and 4-electrode Wenner soundings, among others.
- Expertise in property claims investigations of sinkholes, construction vibrations and water wells.
- Expertise in the performance, logging and analysis of standard penetration test (SPT) borings and cone penetration test (CPT) borings.
- Expertise in identifying karstic landforms, karstic processes and assessing risk factors for sinkhole formation.
- Expertise in borehole geophysical logging equipment, data collection and data analysis.
- Broad experience in fundamental geosciences investigations that integrate geological, geophysical, hydrogeological and geospatial concepts.
- Broad experience in mineral assessments and mineral exploration programs.

### Education

August 1993 - May 1997

Master of Science in Geology, University of Florida, Gainesville, Florida

Thesis title: "Isotopic Composition of Lower Tertiary Marine Evaporites: Implications for Sulfuric Acid Karst within Florida's Boulder Zone" – The research involved study of possible geochemical

## **Robert M. Baker, CPG, PG Curriculum Vitae**

### **RMBAKER LLC**

8600 Oldbridge Lane, Orlando Florida 32819

Phone/mobile: (407) 733-8958

email: rob@rmbaker.com website: www.rmbaker.com

reactions that may have formed deeply buried cavernous karst in South Florida called the "Boulder Zone."

September 1986 - June 1992

Bachelor of Science in Geology, Northeastern University, Boston, Massachusetts

### **Licensure, Certifications and Training**

Licensed Professional Geologist in Florida (PG2186)

Geologist of Record for a Florida Geology Business (GB458)

AIPG Certified Professional Geologist (CPG11499)

GSSI Ground Penetrating Radar Training Course, 2001

XMET 880 Field X-ray Fluorescence Analyzer Training Program, 2000

Maptek Vulcan Software Training, 3D Block Modeling, 1999

### **Work Experience**

#### **RMBAKER LLC**

January 2004 – present

##### *Principal Consultant-Owner and Managing Member*

- Provide consulting services with specialties in sinkholes, geophysics, mineral exploration and subsurface utility mapping.
- Perform subsurface evaluations using ground penetrating radar (GPR) and electrical resistivity imaging (ERI). Routinely employ advanced GPR and ERI data processing techniques and 3D modeling to solve complex subsurface spatial problems.
- Perform geophysical well logging and well videography surveys. Provide interpretation of well log data.

#### **Rimkus Consulting Group, Inc.**

January 2002 – January 2004 (contracted from July 2001 – January 2002)

##### *Associate Consultant*

- Project manager for subsurface evaluations to investigate geological hazards such as deleterious soil conditions and sinkholes.

#### **The Franklin Co., Inc. contracted to Dupont**

May 1998 – July 2001

##### *Project Geologist-Exploration*

- Principal investigator of Quaternary coastal placers in northeastern Brazil, covering 1.1 million acres. This involved the coordination of multiple resources, Brazilian federal agencies and international law firms.
- Evaluated heavy mineral placer assays and reserves in Florida, Australia, Ecuador, Brazil and the western United States.

#### **Geohazards, Inc.**

June 1995 – May 1998

##### *Field Geologist and Project Manager*

- Developed investigation strategies and field procedures for geophysical studies, submitted contract bids, organized and supervised field crews.

# State of Florida



## Department of State

I certify from the records of this office that RIMBAKER LLC, is a limited liability company organized under the laws of the State of Florida, filed on January 14, 2004.

The document number of this company is L04000003866.

I further certify that said company has paid all fees due this office through December 31, 2004, and its status is active.

Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capitol, this the  
Twenty-third day of February, 2004



CR2EO22 (2-03)

*Glenda E. Hood*

Glenda E. Hood  
Secretary of State

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF PROFESSIONAL GEOLOGISTS



LICENSE NUMBER	
PG2186	

The PROFESSIONAL GEOLOGIST  
Named below IS LICENSED  
Under the provisions of Chapter 492 FS.  
Expiration date: JUL 31, 2016

BAKER, ROBERT MANFRED  
8600 OLDBRIDGE LN  
ORLANDO FL 32819

ISSUED: 06/25/2014

DISPLAY AS REQUIRED BY LAW

SEQ # L1406250001437

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF PROFESSIONAL GEOLOGISTS



LICENSE NUMBER	
GB458	

The GEOLOGY BUSINESS  
Named below IS CERTIFIED  
Under the provisions of Chapter 492 FS.  
Expiration date: JUL 31, 2016

RM BAKER LLC  
8600 OLDBRIDGE LANE  
ORLANDO FL 32819

ISSUED: 06/25/2014      DISPLAY AS REQUIRED BY LAW      SEQ # L1406250001444

**Scott Randolph, Tax Collector      Local Business Tax Receipt      Orange County, Florida**

This local business tax receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

**EXPIRES 9/30/2016**      3020-0570448

3020 GEOLOGIST      \$30.00      BUSINESS OFFICE      \$30.00      1      EMPLOYEE ; ;

TOTAL TAX      \$60.00  
 PENALTIES      \$9.00  
 PREVIOUSLY PAID      \$69.00  
 TOTAL DUE      \$0.00

8600 OLDBRIDGE LN (MOBILE)  
 U - ORLANDO, 32819

BAKER ROBERT M  
 RMBAKER LLC  
 BAKER ROBERT M  
 8600 OLDBRIDGE LANE  
 ORLANDO FL 32819-3926



PAID: \$69.00      0098-00707665      11/6/2015

This receipt is official when validated by the Tax Collector.

## **SCOPE OF SERVICES**

The Levy County Blue Springs Geophysical Services proposal documents indicate three main tasks for the geophysical testing; 1) map and contour the depth of the bottom of the springs, 2) map and contour the presence and thickness of soft sediments above the hard limestone, and 3) identify any possible non-functioning vents. The objectives are identical for both Blue Springs and nearby Lil' Blue Springs.

Our survey methodology will be non-invasive and geophysical in nature only, with no environmental impact upon the springs. No soil borings of any kind will be performed, nor are they needed to accomplish the project objectives.

### **Task 1: Mapping the spring bottom**

We propose to utilize a HydroLite-DFX™ (HydroLite) single beam dual frequency echo sounder to map the depth to the bottom, using primarily the 200 kHz beam. The bottom could be composed of exposed rock or sediment. The HydroLite is a lightweight and portable pole-mounted system and easily clamped to a vessel. A GPS receiver will be mounted to the top of the pole. The measurement precision of the Hydrolite is 0.1% of water depth. The GPS receiver positioning error will be 10 centimeters in real time and/or 2 centimeters if post-processed.

We tested the GPS signal quality at both springs at the time of our site visit, and believe that high quality satellite corrections can be transmitted to the work areas despite the close nature of the tree cover. If the GPS signal quality is poor at the time of our survey, we will operate using tape measures and reference flags to align transects.

We will use a specialized 4 meter kayak shaped much like a canoe to deploy the HydroLite. We anticipate an irregular bottom with laterally discontinuous rock exposures and sediments. Sounding data will be collected by paddling the kayak in a systematic manner across both springs, with multi-directional transects spaced very tightly (<30 centimeters) in order to maximize resolution and coverage.

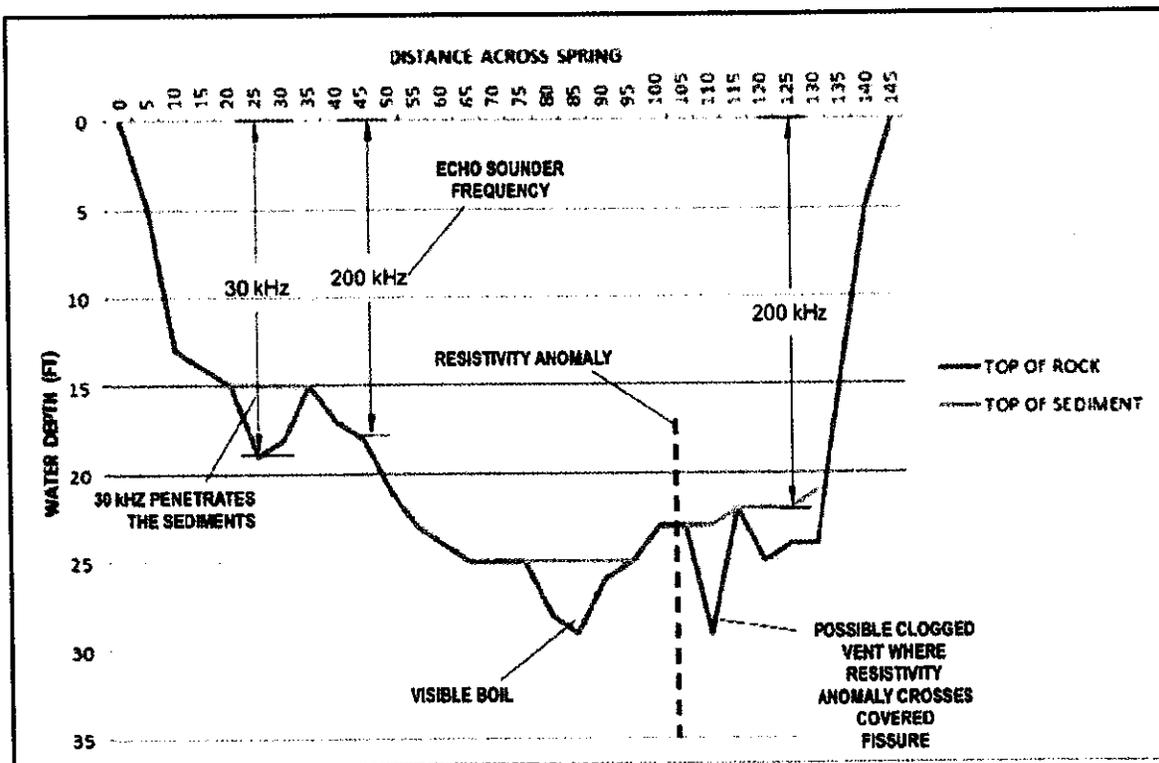
The water depths will be referenced to a fixed above grade structure adjacent to either spring. The water depths, or depth of water to the first sediment/rock contact, will be measured by the echo sounder from its position in the water column deployed from the kayak. Vertical offsets from the position of the echo sounder relative to the kayak gunnel and the fixed above grade reference will be carefully measured to within 1 centimeter.

We will deploy a water level data logger, anchored to the bottom, in order to monitor and record water level changes within the springs during the sounding data collection time periods. Any systematic changes in the water level in the springs that might impact

the bottom sounding data will be recorded so that corrections can be applied during data processing.

For a survey of this type and scale there is no need to record vessel heave, squat, settlement or motion. The echo sounding depths to a hard surface will be confirmed using a weighted and graduated sounding line.

An XYZ dataset of the corrected and processed sounding data will be gridded (triangulation method) to form a contour model of the bottom surface combining sediments and exposed rock. The triangulation gridding algorithm will ensure that the contours match the recorded data without excessive smoothing.



Example: The echo sounding approach will use two frequencies to map the bottom (soft and hard material) and penetrate the soft material to map the underlying hard material (rock).

## Task 2. Mapping the thickness of sediments

Based on our site observations, we believe that the sandy sediments atop the limestone are irregular and discontinuous features. The County maintenance supervisor present during our site visit indicated that Blue Springs had been previously dredged approximately 5 years ago, and that sediment was pushed into the spring by the action of swimmers. It is very likely that the sediment layers are very thin in some areas and thick where it settled into crevices and potholes on the rock surface.

We propose to utilize the same HydroLite-DFX™ (HydroLite) single beam dual frequency echo sounder to map the sediment thickness. The 30 kHz signal from the HydroLite will penetrate the sediments and provide a depth to the surface of the underlying rock. The differences in bottom depth and rock depth will be used to measure and map the location and thickness of the sediment veneer.

For a survey of this type and scale there is no need to record vessel heave, squat, settlement or motion.

An XYZ dataset of the corrected and processed sounding data will be gridded (triangulation method) to form contour models of the depth to top of sediment, sediment thickness and depth to top of rock. The triangulation gridding algorithm will ensure that the contours match the recorded data without excessive smoothing.

We will also use the differentiated sediment-only grid models to calculate a total volume and tonnage of sediment above the rock.

In addition to the echo sounding approach, we intend to deploy a ground penetrating radar (GPR) as a secondary methodology for measuring the sediment layers in the shallower waters. GPR uses an electromagnetic signal to penetrate soils and image the sub-bottom layers. Our 250 MHz GPR antenna will penetrate as much as 1.5 meters in water depths less than 2.4 meters, with sufficient vertical resolution to map thicker sediment layers.

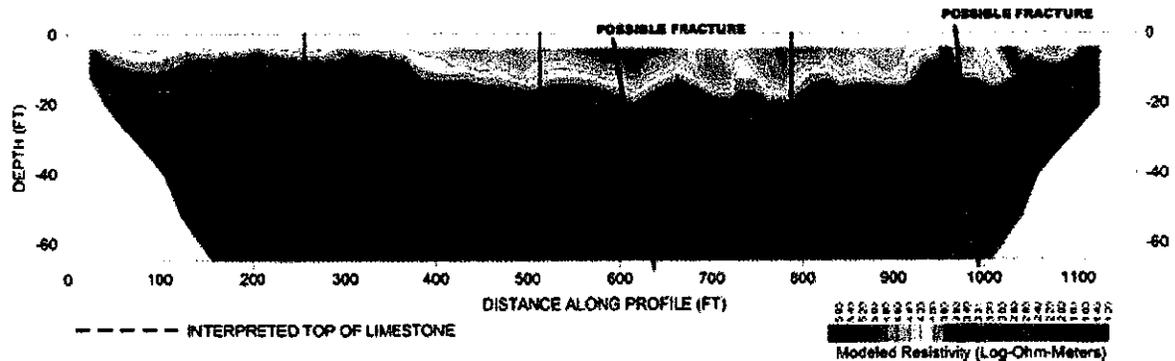
### **Task 3. Identification of flowing and non-flowing vents**

We intend to identify the flowing and non-flowing vents (karstic apertures or boils) that source the water flowing from the springs using the previously collected bottom and sub-bottom sounding data combined with detailed bottom images and electrical resistivity surface geophysics.

The color photo images will be obtained from a 12MP GoPro Hero4 Black underwater camera mounted to the kayak during the water depth sounding survey. Individual time-lapse still photos will be mosaicked into a single high resolution image of the bottom. The final composite image will be registered to the gridded bottom surface allowing for detailed morphological analysis of potential vent sites. This still photo image dataset will be enhanced with video taken at depth (using an extension pole) very near the known boils.

Blue Springs and Lil' Blue Springs most likely receive water flowing from solution enhanced fractures that typically trend NW-SE. We will collect four electrical resistivity profiles of the subsurface conditions to the north, east and south of Blue Springs. These 2D profiles of the subsurface will enable an interpretation of fracture patterns in

the limestone adjacent to the springs. Lineaments from the electrical resistivity interpretations extrapolated into the spring pool will provide likely trends for clandestine clogged vents.



Example: Electrical resistivity profiles will be used to identify fracture lineament trends in the limestone that can be extrapolated into the spring pool to identify the most likely location of a clandestine vent.

The area around Lil' Blue Spring is not sufficiently open for useful electrical resistivity profiling. The water within this spring was also tannic in the near surface at the time of our site visit, and this may significantly reduce the effectiveness of any photo imaging.

## Report

Our report will present a detailed explanation of the methodologies used in the field and in the post-processing. Transects and contour models of the results will be published as part of the report. Maps provided in the report will be layered with any existing CAD drawings of the site, or atop a high resolution aerial photo, using GIS techniques. The position of the geophysical field measurements will be confirmed relative to two fixed above grade structures.

The report will be delivered as signed and sealed hard copies and as a PDF. The grid models for the contour maps will be provided as XYZ ascii files (.csv).

The field work and report will be completed and submitted within 30 days of the notice to proceed.

**Levy County Board of County Commissioners  
Agenda Item Summary**

**1. DEPARTMENT MAKING REQUEST/NAME/EXTENSION:** Planning- SHIP

**2. MEETING DATE:**  
March 8, 2016

**3. REQUESTED MOTION/ACTION:**

A motion to approve Deferred Payment Loan Agreement Mandy Cribbs-PA #533

**4. IS THIS ITEM BUDGETED ( IF APPLICABLE ) ? : Yes  No  IF NO, STATE ACTION REQUIRED**

BUDGET ACTION: NONE

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES  NO  BUDGET OFFICER APPROVAL  DATE

**5. BACKGROUND: ( WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED )**

A motion to approve Deferred Payment Loan Agreement for Mandy Cribbs-PA #533 in the amount of **\$14,450.00** for an existing unit in Williston, FL 32696 property address 2850 NE 167<sup>th</sup> Avenue, Williston, Florida 32696.

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	REVIEW COUNTY ATTORNEY	COUNTY COORDINATOR
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>			
				ABB 2-18-16	

**7. COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED DATE TO BRING BACK:

OTHER SPECIFY:

- a. Owner must continue to own the property and not transfer any of Owner's interest in the property for a minimum of ten (10) years from the date of execution of this Agreement by all parties to this Agreement (hereinafter "the Effective Date").
  - b. Owner must occupy, establish and use the property as Owner's principal residence and continue to occupy said property for ten (10) years after the Effective Date.
  - c. Owner must maintain the residence in conformance with all local building, zoning and other applicable ordinances or codes for ten (10) years beginning with the Effective Date.
4. County agrees to forgive the DPL after ten (10) years from the Effective Date; provided that all of the following requirements have been met: (a) the home located on the property remains occupied by Owner for such ten (10) year period; (b) Owner has continued to own the property and no interest in the property of Owner has been transferred during such ten (10) year period; and (c) Owner honors all requirements of this Agreement, of any promissory note provided by Owner to County in connection with the DPL or with the property, and of any mortgage entered into by Owner for the benefit of County that uses the property as security for the DPL or for any such promissory note.
5. If Owner violates this Agreement by selling the property or by the transferring of any of Owner's interest in the property by whatever means, prior to the expiration of the ten (10) year period provided in this Agreement, then the DPL principal amount shall be recaptured and the entire principal of the DPL shall be due within thirty (30) days of the date of the sale of the property by Owner, or within thirty (30) days of the date of transfer of any of Owner's interest in the property, whichever is applicable, and such amount shall be returned to County within such thirty (30) days. If Owner fails to occupy the home located on the property as Owner's primary residence prior to the expiration of the ten (10) year period provided in this Agreement, the entire DPL principal amount shall be due within thirty (30) days from the date that Owner fails to occupy the home located on the property as Owner's primary residence.
6. In the event that Owner is cited for violation of any local building, zoning or other ordinance or code, County will notify Owner to correct such violation(s) within thirty (30) days. If Owner does not correct such violation(s) within the time period stated, County will notify Owner by certified mail of its intent to exercise its rights under this paragraph. Upon delivery or attempted delivery of such notice to Owner, Owner shall be required to pay County 1/120<sup>th</sup> of the principal amount of the DPL each month until said violation(s) are corrected. If Owner continues to fail to correct such violation(s) within a reasonable amount of time, not to exceed one hundred twenty (120) days, the entire principal amount of the DPL will be due and payable immediately upon the expiration of such one hundred twenty (120) days.
7. The entire principal amount of the DPL will be due and payable immediately if Owner is found to have given materially false or inaccurate information or statements to County (or failed to provide County with any material information) in connection with the DPL or the DPL application, including, but not limited to, representations concerning (i) Owner's occupancy

for the full replacement value of such improvements and shall be kept in force during the ten (10) year term beginning on the Effective Date.

**BY SIGNING BELOW, Owner and County accept and agree to the terms and covenants contained in this Deferred Payment Loan Agreement.**

Mandy Cribbs  
Owner

Brittany Bullock  
Witness Print Name: Brittany Bullock

Ashley Daniels  
Witness Print Name: Ashley Daniels

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Witness Print Name: \_\_\_\_\_

\_\_\_\_\_  
Witness Print Name: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF LEVY

Before me, the undersigned authority, this 9<sup>th</sup> day of February, 20 16, personally appeared Mandy Cribbs who acknowledge(s) before me that she (he/she/they) freely and voluntarily executed this Agreement for the purposes therein expressed.

[Signature]  
Signature of \_\_\_\_\_  
(STAMP)

Personally known  or Produced I.D. \_\_\_\_\_  
Type of identification produced \_\_\_\_\_



Attest:

BOARD OF COUNTY COMMISSIONERS  
OF LEVY COUNTY, FLORIDA

\_\_\_\_\_  
Danny J. Shipp, Clerk of Court

JNO MEERS, Chairman

Approved as to form and legal sufficiency:  
Anne Bast Brown  
Anne Bast Brown, County Attorney

*Levy County Board of County Commissioners  
Agenda Item Summary*

1. DEPARTMENT MAKING REQUEST/NAME/EXTENSION: **Planning**

2. MEETING DATE:  
March 8, 2016

3. REQUESTED MOTION/ACTION:

Staff respectfully requests the Levy County Board of County Commissioners approve a motion to accept the Affordable Housing Advisory Committee's (AHAC) recommendation of "no changes" to Levy County's current Affordable Housing Incentive Strategies, as contained within the County's current Local Housing Assistance Plan (LHAP).

4. IS THIS ITEM BUDGETED ( IF APPLICABLE ) ? : YES  NO  IF NO, STATE ACTION REQUIRED

BUDGET ACTION: NONE

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES  NO  BUDGET OFFICER APPROVAL \_\_\_\_\_ DATE

FUNDING SOURCE : \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

5. BACKGROUND: ( WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED )

As required by Florida statute 420.907-9079, the County's AHAC must meet at least every 3 years to review and make recommendations to the BOCC on *Affordable Housing Incentive Strategies* for the county. This is part of the process necessary for updating the County's LHAP every three years.

The AHAC has met and determined that there are *no changes* necessary to the current Affordable Housing Incentive Strategies, as outlined in the current LHAP covering July 1, 2013 to June 30, 2016. This determination of *no changes* to the incentives will be reflected in the new upcoming LHAP covering July 1, 2016 through June 30, 2019. The list of current incentives from the County's LHAP are included in your back-up documentation packet for your reference. Additionally, staff expects to bring the updated new LHAP to the BOCC before its required adoption deadline of May 2016. Approval of the AHAC recommendations will ensure the County's LHAP will be maintained in compliance with all state and federal requirements.

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	COUNTY ATTORNEY	COUNTY COORDINATOR
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> 	YES ___ NO	YES ___ NO	YES ___ NO	YES ___ NO	YES ___ NO

7. COMMISSION ACTION:

APPROVED

DENIED

DEFERRED DATE TO BRING BACK:

OTHER SPECIFY:

# Extract

## LEVY COUNTY-Affordable Housing Advisory Committee (AHAC) Meeting held November 20, 2015 and January 20, 2016 at 10 am in BOCC meeting room

Present on 11/20/15: Walt McJordan-Committee Member; Natalie Thomas-Committee Member; Bill Hammond-Director Building and Zoning Department; Shenley Neely-Director Planning Department; Grace Romero-Building and Zoning Department, Franklin Rose-Planning Department; Marlon Gayle-SHIP Administrator;.

Present on 1/20/16: Walt McJordan-Committee Member; Natalie Thomas-Committee Member; Jerry Orenchak-Committee Member; Stewart Wasson- Committee Member, Betty Walker-Committee Member; Marlon Gayle-SHIP Administrator;.

### Discussions

1. The composition and role of the AHAC in relation to Florida Statute (s. 420.9076) was discussed as well as the need to have the 11 member committee and not 9 member committee as is the current situation. An overview as to who can sit on the committee and how they are appointed was stated. Members were once again advised to offer nominations to fill the vacant seats to address the shortfall.
2. Discussions were also entertained around the existing incentive strategies and whether they needed to be enhanced or new strategies formulated in addition those current in existence. The decision was unanimously taken by the committee to adopt the current strategies with no changes. The incentives are as follows:
  - A. Expedited Permitting
  - B. Ongoing Review Process
  - C. Flexible lots for affordable housing

However once we have a new Local Housing Assistance Plan (LHAP) should there be changes in the market (financial and housing) conditions new incentive strategies might be developed and recommended to the Board of County Commissioners.

**Levy County Board of County Commissioners**  
**Agenda Item Summary**

**1. NAME/ORGANIZATION/TELEPHONE:**  
PLANNING DEPARTMENT 352-486-5405

**2. MEETING DATE:**  
March 8, 2016

**3. REQUESTED MOTION/ACTION:**

Approve motion to authorize the Chair's signature on attached documents required by Florida Department of Economic Opportunity to close-out the County's Neighborhood Stabilization Program \*NSP3\* Grant 12D-Q5-05-48-01-F05.

**4. Agenda Presentation Time**

Requested:   0  

(Request will be granted if possible)

**ALLOTTED TIME NOT MORE THAN 15 MINUTES**

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES \_\_\_ NO \_\_\_ IF NO, STATE ACTION**

REQUIRED

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES \_\_\_ NO  BUDGET OFFICER APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

**6. BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

The County is now required to close-out its NSP3 Grant. Planning staff requests the Levy County Board of County Commissioners authorize the Chair's signature on the required close-out documents to ensure the County complies with all state and federal grant requirements of the program. As you may know, the NSP3 project site, located at 501 – 601 SW 2<sup>nd</sup> avenue in Chiefland, Florida, was purchased and renovated with NSP3 program funds through a sub-recipient agreement with the North Central Florida Regional Housing Authority [formerly Levy, Gilchrist, Dixie Housing Authority]. One requirement of the NSP3 program is that the project maintain Continued Affordability for the next 15 years [2029]. The County is ultimately responsible for meeting this requirement, and as such, will continue to monitor the Housing Authority to ensure this requirement is met. The Housing Authority must report to the County every 6 months all expenses and revenues for the project so that the County can monitor the 15 year requirement of Continued Affordability.

**7. RECOMMENDED APPROVAL AND DATE (YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR	OTHER	OTHER	OTHER	REVIEW ONLY COUNTY ATTORNEY	COUNTY COORDINATOR
YES <input checked="" type="checkbox"/> NO	YES ___ NO	YES ___ NO	YES ___ NO	YES <input checked="" type="checkbox"/> NO	YES ___ NO
				ABB 2-25-16	

**8. COMMISSION ACTION:**

APPROVED

DENIED

DEFERRED DATE TO BRING BACK:

OTHER SPECIFY:

**Levy County Board of County Commissioners**  
**Agenda Item Summary**

**1. NAME/ORGANIZATION/TELEPHONE:**  
PLANNING DEPARTMENT 352-486-5405

**2. MEETING DATE:**  
March 8, 2016

**3. REQUESTED MOTION/ACTION:**

Approve motion to authorize the Chair's signature on attached documents required by Florida Department of Economic Opportunity to close-out the County's Neighborhood Stabilization Program \*NSP3\* Grant 12D-Q5-05-48-01-F05.

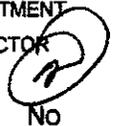
**4. Agenda Presentation Time**  
**Requested:   0**  
(Request will be granted if possible)  
**ALLOTTED TIME NOT MORE THAN 15 MINUTES**

**5. IS THIS ITEM BUDGETED (IF APPLICABLE) ? : YES \_ NO \_ IF NO, STATE ACTION REQUIRED**  
REQUIRED  
BUDGET ACTION:  
FINANCIAL IMPACT SUMMARY STATEMENT:  
DETAILED ANALYSIS ATTACHED?: YES    NO X    BUDGET OFFICER APPROVAL    DATE

**6. BACKGROUND: (WHY IS THE ACTION NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

The County is now required to close-out its NSP3 Grant. Planning staff requests the Levy County Board of County Commissioners authorize the Chair's signature on the required close-out documents to ensure the County complies with all state and federal grant requirements of the program. As you may know, the NSP3 project site, located at 501 - 601 SW 2<sup>nd</sup> avenue in Chiefland, Florida, was purchased and renovated with NSP3 program funds through a sub-recipient agreement with the North Central Florida Regional Housing Authority [formerly Levy, Gilchrist, Dixie Housing Authority]. One requirement of the NSP3 program is that the project maintain Continued Affordability for the next 15 years [2029]. The County is ultimately responsible for meeting this requirement, and as such, will continue to monitor the Housing Authority to ensure this requirement is met. The Housing Authority must report to the County every 6 months all expenses and revenues for the project so that the County can monitor the 15 year requirement of Continued Affordability.

**7. RECOMMENDED APPROVAL AND DATE (YES & NO BLOCK INDICATE IF APPROVAL IS/IS NOT REQUIRED)**

DEPARTMENT DIRECTOR  YES <input checked="" type="checkbox"/> NO	OTHER YES ___ NO	OTHER YES ___ NO	OTHER YES ___ NO	REVIEW ONLY COUNTY ATTORNEY YES <input checked="" type="checkbox"/> NO	COUNTY COORDINATOR YES ___ NO
				APB 2-25-16	

**8. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED    DATE TO BRING BACK:
- OTHER    SPECIFY:

**Neighborhood Stabilization Program (NSP)  
(NSP3) GRANT CLOSEOUT AGREEMENT**  
between  
**Florida Department of Economic Opportunity (DEO)**  
and  
**Levy County (Subgrantee)**

THIS GRANT-CLOSEOUT AGREEMENT (Closeout Agreement) sets forth the terms for final disposition and conditions associated with the closeout of NSP3 Grant 12DB-Q5-05-48-01 F05 (Grant Agreement) by DEO under Florida's Neighborhood Stabilization Program (NSP). This Grant was awarded to Subgrantee at PO Box 310, Bronson, Florida 32621 and the Grant Agreement was dated January 18, 2012 and amended or modified as follows: 1<sup>st</sup> Amendment dated April 30, 2012; 2<sup>nd</sup> Amendment dated October 15, 2012; 3<sup>rd</sup> Amendment dated June 6, 2013; 4<sup>th</sup> Amendment dated December 4, 2013; and the 5<sup>th</sup> and final Amendment dated July 15, 2014.

By signing this Agreement, Subgrantee certifies that to the best of its knowledge:

- All activities as authorized by Subgrantee's application and Grant Agreement, including all amendments and modifications of the Grant Agreement, if any, have been completed as described in Subgrantee's final Monthly Status Report (MSR) in e-CDBG and dated December 31, 2015.
- No fraud, waste or mismanagement has occurred in carrying out this Grant, or, if fraud, waste or mismanagement has occurred, appropriate action has been taken to address it.
- No less than 25 percent of the NSP grant and program income was used to house individuals or families whose income does not exceed 50 percent of area median income.
- A national objective has been met and all properties assisted with any portion of these NSP Grant funds is currently or has been occupied by an income eligible homeowner or tenant.

Further, Subgrantee hereby acknowledges the remaining obligation(s) under the terms of the Grant Agreement and agrees as follows:

- All of the applicable NSP regulations will apply to program income generated unless otherwise stated in the Notice of Neighborhood Stabilization Program; Closeout Requirement and Recapture (Federal Register Vol. 77, No. 228, pp 70799-70805, November 27, 2012).
- Continued Affordability requirements will be maintained on all properties for the time period stated in the State's Substantial Amendment to the Action Plan as amended and the appropriate mechanism of a Deed Restriction and/or Mortgage recorded on all properties is in place to enforce affordability requirements for NSP properties as defined in the October 19, 2010 Unified Notice (75 Fed. Reg. 64328, II.B.3.a).
- All records and documents pertaining to this Grant will be maintained for a period of 6 years after execution of this Closeout Agreement. All records related to the affordability of a project must be maintained for 6 years after the affordability period comes to an end. Additionally, all records relating to any land banked properties must be maintained for 6 years after disposal of the land banked properties.
- If Subgrantee has ongoing CDBG grants, any real property within Subgrantee's control which was acquired or improved in whole or in part using NSP funds in excess of \$25,000 is governed by the principles described in 24 CFR 570.505.
- If any rehabilitated property falls within a flood plain, flood insurance coverage must be maintained for the stated continued affordability period for affected property owners.

- Identify below any contingent liabilities subject to payment after this Closeout Agreement is signed: none
- A total of \$0.00 in Grant funds has been previously canceled and returned to DEO and a total of \$0.00 in Grant funds will be canceled by DEO upon execution of this Closeout Agreement.
- The requirement to report program income annually to DEO/CD8G and will do so no later than January 31<sup>st</sup> for income received the previous calendar year.

DEO maintains the right to conduct future monitoring of this Grant, either on site or by review of information or copies of documents requested from Subgrantee. Subgrantee acknowledges that a finding of noncompliance resulting from such a review and failure to take appropriate corrective action satisfactory to DEO may be taken into account by DEO as evidence of unsatisfactory performance, in consideration of future grant awards. Further, Subgrantee may be required to repay DEO any disallowed costs based on the review results of a future audit or monitoring.

**LEVY COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
 BY: \_\_\_\_\_

DATED: \_\_\_\_\_

APPROVED AS TO FORM AND LEGAL  
 SUFFICIENCY Anne Bast Brown  
 Anne Bast Brown, County Attorney

**FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY**

\_\_\_\_\_  
 Julie A. Dennis, Interim Director  
 Division of Community Development

DATED: \_\_\_\_\_

Approved as to form and legal sufficiency, subject only  
 to full and proper execution by the Parties

**OFFICE OF GENERAL COUNSEL  
 DEPARTMENT OF ECONOMIC OPPORTUNITY**

By: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Note: Submit 2 originals to DEO for signature. DEO will return 1 original to Subgrantee.

**Florida Department of Economic Development**  
**Administrative Closeout**  
**Neighborhood Stabilization Programs**  
(Revised 12/2014)

**Instructions**

Closeout forms must be submitted to the Department of Economic Opportunity (DEO), Neighborhood Stabilization Program, after grant funds have been drawn down and all housing units are occupied. Please note the following important instructions:

- Closeouts can only be submitted after all amendments have been executed and all requests for funds submitted. The Department will not process a request for funds or amendment that is submitted with a closeout.
  - A final request for funds must be submitted prior to submission of the closeout since funds not requested will be de-obligated at closeout.
  - Any amendment that is necessary for final reconciliation of the grant funds must be executed prior to the submission of the closeout.
- All grant recipients must complete the Beneficiary Data form and the Status of Accomplishments and Expenditures form.
- The Closeout Approval form must be signed by the Chief Elected Official or another individual authorized by resolution to sign NSP documents. Enter the information requested or circle the response.

Please complete and return only the sections that are applicable to your contract. Contact Jeannie Russell @ 850-717-8440 or Jeannie.Russell@deo.myflorida.com if you have questions. Use the tab key or the cursor to move between form fields. Click on the appropriate check box to put an "X" for "Yes, No or N/A" questions.

**STATUS OF ACCOMPLISHMENTS AND EXPENDITURES (Use additional pages if necessary)**

National Objective 1-L/M 2-Urgent Need 3-Slum & Blight	(A) Activity #	(B) Activity Name	(C) DRGR # DEO Use Only	(D) NSP Accomplishments		(E) Current Approved NSP Budget	(F) NSP Funds Received To Date	(G) Program Income Earned	(H) Program Income Expended
				Contracted	To Date				
1	01	Acquisition- Rental		2	2	\$186,873.00	\$186,873.00	\$0	\$0
1	14B	Rehabilitation - Rental		2	2	\$106,959.63	\$106,959.63	\$0	\$0
1	01	Set Aside Acquisition		14	14	\$210,000.00	\$210,000.00	\$0	\$0
1	14B	Set Aside Rehabilitation		14	14	\$511,178.48	\$511,178.48	\$0	\$0
	21A	Administration				\$14,832.89	\$14,832.89	\$	\$
						\$	\$	\$	\$
						\$	\$	\$	\$
<b>TOTALS</b>						\$1,029,844.00	\$1,029,844	\$0.00	\$0.00
<b>J. Total NSP Approved Budget:</b>				<b>Total of Column (E)</b>				\$ 1,029,844.00	
<b>K. Total NSP Funds Received To Date:</b>				<b>Total of Column (F)</b>				\$1,029,844.00	
<b>L. Program Income Balance:</b>				<b>Column G Less Column H</b>				\$0	
<b>M. Refund Due to DEO:</b>				<b>If Line (K) is greater than Line (J) indicate the difference</b>				\$0	
<b>N. Amount to be De-obligated:</b>				<b>If Line (K) is less than Line (J) indicate the difference</b>				\$0	



**CLOSEOUT APPROVAL**

I certify that, to the best of my knowledge, all activities undertaken by the local government with funds under this grant agreement have been carried out in accordance with the grant agreement, that proper provision has been made for the payment of all paid costs identified; that the State of Florida is under no obligation to make further payment to the local government under the grant agreement in excess of the amount identified on Line J of the STATUS OF ACCOMPLISHMENTS AND EXPENDITURES form submitted with this closeout report; that every statement and amount set forth in this instrument is true and correct as of this date; that all required audits as of this date have been submitted and approved; and I acknowledge that DEO reserves the right to recover any disallowed costs identified in an audit completed after this closeout.

Chief Elected Official or Authorized Designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY** Anne Bast Brown  
Anne Bast Brown, County Attorney

**For DEO use only:**

Approval of this Closeout Package authorizes the de-obligation of unexpended NSP contract funds in the amount of \$ \_\_\_\_\_.

Division of Community Development

DEO Finance and Accounting Section

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

# Neighborhood Stabilization Program Management Plan for Continued Affordability

Subgrantee Name: Levy County

Grant Number: 12DB-Q5-05-48-01-F05

Responsible Organization\*: Levy, Gilchrist and Suwannee County Housing Authority, now known as North Central Florida Regional Housing Authority

Subgrantees that spent funds for acquisition, rehabilitation or new construction through NSP1 are required to continue to maintain long term affordability for the time period stated in the States Substantial Amendment to the Action Plan dated March 31, 2013 and being: Under \$15,000 of NSP funds, no less than 5 years; between \$15,000 to \$40,000 of NSP funds, no less than 10 years; over \$40,000 of NSP funds, no less than 15 years; and all New Housing Construction, must remain affordable for no less than 20 years. Subgrantees failing to comply with this requirement shall be required to repay all or a portion of the grant amount, as provided in the appropriate regulation.

The Subgrantee hereby certifies that the above responsible organization will ensure that the appropriate mechanism of a Deed Restriction and/or Mortgage recorded on the property is in place to enforce affordability requirements for NSP properties as defined in the October 19, 2010 Unified Notice (75 Fed. Reg. 64328, II.B.3.a). The attached EXHIBIT represents a complete list of all properties assigned to the Responsible Organization and listed under the correct RESALE/RECAPTURE PROVISION.

(Note: Please complete this Management Plan for Continued Affordability for each subrecipient or developer. You may submit an Excel spreadsheet with a column for each of the following categories: Subgrantee Name, Grant Number, Responsible Organization, Description of Affordability [Resale, Recapture, Rental or Other (provide an explanation)], Property Address, DRGR Activity Number, Start of Affordability Period, End of Affordability Period; or a DRGR report or reports with the same information. A separate report may be needed for each responsible organization.

\_\_\_\_\_  
Subgrantee Authorized Representative's  
Signature

\_\_\_\_\_  
Florida Department of Economic  
Development - Signature

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Printed Name of Signatory

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\*Use a separate form for each responsible organization.

Closeout -Affordability  
Attachment B

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY Anna Best Brown  
Anna Best Brown, County Attorney

### Exhibit

Use as many as needed, but only one for each method and responsible organization.

Method: (RENTAL, RECAPTURE, RESALE OR OTHER) circle one

	<u>Address</u>	<u>Activity</u>	<u>Start of Affordability Period</u>	<u>End of Affordability Period</u>
1	501 SW 2nd Ave, Chiefland FL 32626	Rental	3/25/2014	3/24/2029
2	502 SW 2nd Ave, Chiefland FL 32626	Rental	7/26/2013	7/25/2028
3	503 SW 2nd Ave, Chiefland FL 32626	Rental	12/18/2013	12/27/2028
4	504 SW 2nd Ave, Chiefland FL 32626	Rental	8/13/2013	8/12/2028
5	505 SW 2nd Ave, Chiefland FL 32626	Rental	12/19/2013	12/18/2028
6	506 SW 2nd Ave, Chiefland FL 32626	Rental	8/20/2013	8/17/2028
7	507 SW 2nd Ave, Chiefland FL 32626	Rental	2/1/2014	1/31/2029
8	508 SW 2nd Ave, Chiefland FL 32626	Rental	10/23/2013	10/22/2028
9	509 SW 2nd Ave, Chiefland FL 32626	Rental	7/3/2013	7/2/2028
10	510 SW 2nd Ave, Chiefland FL 32626	Rental	1/2/2014	1/1/2029
11	511 SW 2nd Ave, Chiefland FL 32626	Rental	7/25/2013	7/24/2028
12	512 SW 2nd Ave, Chiefland FL 32626	Rental	12/17/2013	12/16/2028
13	601 SW 2nd Ave, Chiefland FL 32626	Rental	12/30/2013	12/29/2028
14	602 SW 2nd Ave, Chiefland FL 32626	Rental	9/5/2013	9/4/2028
15	603 SW 2nd Ave, Chiefland FL 32626	Rental	12/30/2013	12/29/2028
16	604 SW 2nd Ave, Chiefland FL 32626	Rental	7/25/2013	7/24/2028
17				
18				
19				
20				

Note:

# Worksheet

## 25 percent set aside worksheet for NSP Closeout Agreement

Subgrantee Name: Levy County

Subgrantee Grant Number: 12DB-Q5-05-48-01-F 05

Date of Closeout Execution: \_\_\_\_\_

		<b>A – 100%</b>	<b>B – 25%(set-aside)</b>
<b>1</b>	<b>Original Grant</b>	Total NSP Grant  <b>\$1,029,844.00</b>	25% of Total Grant  <b>\$721,178.48</b>
<b>2</b>	<b>Program Income – PI</b>	All PI as of date Closeout Agreement signed  \$0	25% of PI as of date Closeout Agreement signed  \$0
<b>3</b>	<b>Total</b>	Total of Amounts in (A,1) and (A,2)  <b>\$1,029,844.00</b>	Total of Amounts in (B,1) and (B,2)  <b>\$721,178.48</b>

**Neighborhood Stabilization Program  
Closeout Checklist**

**Subgrantee: Levy County**

**Grant Number: 12DB-Q5-05-48-01-F 05      Date Completed: 2-3-16**

**Completed by: Shenley Neely**

**Verified by (DEO only): \_\_\_\_\_**

*For the purposes of expediting the grant closeout process, Florida Department of Economic Opportunity (DEO) asks that applicants submit the following information.*

**1. NSP Activities**

(i) Are any of the activities ineligible under the Housing and Economic Recovery Act (HERA) or Dodd-Frank Act or published Federal Register Notices?

Yes       No

If yes, explain and specify below:

**2. Expenditures**

(i) Is there evidence that no more than 6.8 percent of the grant amount and 10 percent of the program income earned was spent on administration and planning?

Yes       No       if no, explain below:

(ii) Is there evidence that 25 percent set aside requirement has been met?

Yes       No       if no, explain below:

**3. Activities eligible and meet a national objective**

(i) Do all activities meet a National Objective?

Yes       No       if no, explain:

(ii) Is there evidence that 100 percent of the grant amount principally benefitted persons of low, moderate and middle income (individuals or families whose incomes do not exceed 120 percent of area median income)?

Yes  No

(iii) ***NSP3 only*** - Did grantee use more than 10 percent of its NSP3 grant for demolition activities?

Yes  No  N/A  If yes, date of waiver: \_\_\_\_\_

(iv) Are all NSP-assisted homes occupied by income-eligible residents?

Yes  No  if no, explain:

(v) Did all NSP-assisted rental units meet the "affordable rents" standards?

Yes  No  if no, explain:

(vi) Do all NSP assisted units have appropriate mechanisms in place to ensure compliance with the required minimum affordability period?

Yes  No

(vii) Do all rental projects meet the NSP proportional requirements of units occupied by income-eligible households?

Yes  No  if no, explain:

(viii) Does the subgrantee have property(s) still held in a land bank? (NSP properties can be land banked for a maximum of 10 years after closeout.)

Yes  No   
If yes, are the properties logged into DRGR? Yes  No

(ix) Does the subgrantee have a feasible plan to obligate each property in a land bank for redevelopment?

Yes  No  N/A  if no, explain:

(x) Will the end use of the property still in a land bank meet a National Objective?

Yes  No  N/A  if no, explain:

(xi) ***NSP3 only*** – Did all extensive rehabilitation or new construction of residential buildings up to three stories meet or exceed the Energy Star Qualified New Homes Standard?

Yes  No  N/A  if no, explain:

4. **Program Income**

(i) Is there any program income on hand at the time the close out agreement is signed?

Yes  No

If yes, does the subgrantee understand that all rules and regulations that currently govern NSP Program Income will continue to apply to the funds on hand at the time of closeout?

Yes  No

5. **Monitoring and Audits**

(i) Does the subgrantee currently have an audit being performed on its grant funds?

Yes  No

(ii) Are there any open Audit Findings?

Yes  No

(iii) Did the subgrantee monitor, review and/or audit subrecipients and/or developers?

Yes  No

(iv) Are there any open DEO monitoring findings?

Yes  No  if yes, explain

6. **Reporting**

(i) Within 30 days of the execution by DEO of the Closeout Certification, will the final monthly status report (MSR) in e-CDBG be current and accurate?  
Yes  No  N/A  If no, explain

(ii) Did the subgrantee report on the name, address and contact information for the entity that carried out each activity?  
Yes  No  If no, explain

(iii) Was an Environmental Release obtained for all acquired properties?  
Yes  No  If no, explain

(iv) Did the subgrantee maintain sufficient documentation about the purchase and resale amounts of each property to ensure compliance with applicable NSP regulations?  
Yes  No  If no, explain

7. **Certifications**

Did the subgrantee adhere to all of the following certification included in their NSP Application and Agreement?

	<u>Circle</u>
Affirmative Furthering Fair Housing	Yes/No
Anti-displacement and Relocation Plan	Yes/No
Anti-lobbying	Yes/No
Authority of Jurisdiction	Yes/No
Consistency with original plan	Yes/No
Acquisition and Relocation	Yes/No

Section 3	Yes/No
Citizen Participation	Yes/No
Use of Funds	Yes/No
Excessive Force	Yes/No
Compliance with anti-discrimination laws	Yes/No
Compliance with lead-based paint procedures	Yes/No
Compliance with laws	Yes/No
Continued affordability	Yes/No
If no, explain	

**Additional Notes:**

# Neighborhood Stabilization Program Subgrantee Closeout Certification

Subgrantee Name: Levy County

Grant Number: 12DB-Q5-05-48-01-F 05

The Subgrantee hereby certifies that: (1) the activities as described in the approved Application have been performed in accordance with the terms and conditions of the executed Grant Agreement and amendments and applicable statutory and regulatory requirements and that there are no known outstanding programmatic or financial issues; and (2) all data provided below fairly reflect costs and sources of funds of the grant and are taken from DEO-approved reports and other project-related documents.

1. Grant amount authorized	\$1,029,844.00
2. Cumulative grant funds disbursed	\$ 1,029,844.00
3. Grant funds recaptured	\$0
4. Balance of grant funds remaining	\$0

(These funds will be canceled by DEO in order for the funds to be redistributed.)

(Note: Subgrantees that spent funds for acquisition, rehabilitation or new construction through NSP are required to continue to maintain long term affordability for the time period stated in the State's Substantial Amendment to the Action Plan as amended on March 31, 2013 and being: Under \$15,000 of NSP funds, no less than 5 years; between \$15,000 to \$40,000 of NSP funds, no less than 10 years; over \$40,000 of NSP funds, no less than 15 years; and all New Housing Construction, must remain affordable for no less than 20 years. Therefore, notwithstanding this Grantee Closeout Certification, subgrantees failing to comply with this requirement shall be required to repay all or a portion of the grant amount, as provided in the appropriate regulation.)

\_\_\_\_\_  
Subgrantee Authorized Representative's  
Signature

\_\_\_\_\_  
Florida Department of Economic  
Development - Signature

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Printed Name of Signatory

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

The above signature by DEO signifies approval of grant closeout.

Closeout  
Attachment A

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY *Anne Best Brown*  
Anne Best Brown, County Attorney