



American Beach Water and Sewer District Advisory Board Meeting

4:00 PM, July 8, 2021

James S. Page Governmental Complex, 96135 Nassau Place  
Yulee, FL 32097

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE INPUT – NON-AGENDA ITEMS

A. How to Provide Input

AUDIENCE INPUT – NON-AGENDA ITEMS

B. How to Provide Input

NEW BUSINESS

C. Approve Minutes from the Regular Meeting held on June 10, 2021.

INFORMATIONAL

D. American Beach Master Planning Exercise – Thad Crowe, Planning Director and Dr. David Barth, Barth Associates

E. Survey Ballot Results – Taco Pope, County Manager

F. External Funding Update – Teresa Irby-Butler, Capital Project Engineer, Government Services Group

G. Design Review Committee – FGUA Engineering Team

H. Construction Permits – FGUA Engineering Team

I. Readiness to Proceed Package and Project Next Steps – FGUA Engineering Team

ADJOURNMENT

AUDIENCE INPUT – AGENDA AND NON-AGENDA ITEMS

TAB A AND B

You are invited to a Zoom webinar.

When: This is a recurring webinar

Topic: American Beach Water and Sewer Advisory Board

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87398540013?pwd=NDJDSFEwb1ArN0NycklRWkdpa3NzZz09>

Passcode: 987321

Or One tap mobile :

US: +13017158592,,87398540013#,,,,\*987321# or  
+13126266799,,87398540013#,,,,\*987321#

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US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1  
346 248 7799 or +1 669 900 9128

Webinar ID: 873 9854 0013

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**American Beach Water and Sewer District Advisory Board  
June 10, 2021, at 4:00 p.m.  
Commission Chambers, 96135 Nassau Place, Yulee, FL**

Call to Order (at 4:04 p.m.), Invocation, and Pledge of Allegiance to the American Flag

**Board Members:**

**Present:** Chair Erving Gilyard; Colleen Hicks, Tony Brown, Ruth Waters (arrived at 4:08 p.m.), and Eugene Emory (arrived at 4:16 p.m.)

**Other Officials Present:** Michael S. Mullin, County Attorney; and Taco Pope, County Manager.

**Staff Present:** Amy Bell, County Administrative Manager; and representing the Clerk's office: Melissa Lucey, Deputy Clerk, and Jennifer Marlatt, Recording Secretary.

**Official Agenda Summary:**

**AUDIENCE INPUT - NON-AGENDA AND AGENDA ITEMS:**

**210610ABAB - 4:05:34 (Tabs A and B)** Mr. Mullin reviewed the procedures for attending the meeting in-person and remotely.

**NEW BUSINESS:**

**210610ABAB - 4:07: 20 (Tab C):** Approval of minutes from the May 13, 2021, meeting as presented.

**Motion:** Approve Tab C as stated above.  
**Maker:** Board Member Brown  
**Second:** Board Member Hicks  
**Action:** Aye: Board Members Brown, Hicks, and Gilyard.  
**Absent:** Board Members Waters and Emory

**DISCUSSION:**

**210610ABAB - 4:07:51 (Tab D):** Steve Spratt, Florida Government Utility Authority (FGUA), was present via "Zoom." He introduced Tim Palmer, the Engineering Consultant for Wade Trim, to provide a PowerPoint presentation regarding the 90 percent design update on the American Beach Water and Sewer District Well and Septic Tank Phase-Out Program. Mr. Palmer described the two primary components of this project: (1) to provide a sanitary sewer system and (2) water distribution

access for the American Beach Community. The proposed sewer system consists of a gravity collection network composed of eight-inch diameter pipes. The system encompasses two lift stations with a generator connection, emergency pump-out connection, power outage alarm, and shielded landscaping. Mr. Palmer displayed the system network layout, showing the two lift station sites located on Lewis Street. The discussion further ensued regarding the procedural measures of potential power outages, future odor-control mechanisms, the burden of cost for routine maintenance, the process of prioritizing system failures, and differentiating between the service utility area and the special district utility area within Nassau Amelia Utilities (NAU). Following up, Mr. Mullin referenced the contract authorizing FGUA to operate NAU on behalf of the County; Mr. Emory requested to review the contractual terms between FGUA and the County.

Mr. Palmer presented the proposed site plans for the first and second lift stations. The illustrations exhibited a driveway for maintenance access, a wet well and valve vault, an electrical panel encompassing the lift station, and the proposed landscaping. The landscaping for lift station one consists of Sweet Viburnum Hedges, and lift station two consists of Southern Yew Hedges. He stated that they chose this vegetation due to its high salt tolerance, low maintenance, and strong resiliency to provide a shield from the public view. Mr. Pope referenced an existing forty-inch tree planted outside of the concrete driveway on the proposed site plan of the first lift station and requested that it not be removed. He also asked to review the final landscape plan that shows the number of shrubs, spacing between them, and irrigation design.

Mr. Palmer presented the scope of work related to the proposed water system, explaining that the purpose is to provide water distribution access and fire suppression to the American Beach Community. The water main will be constructed by four, six, and eight-inch PVC water pipes. In addition, 13 fire hydrants will be installed throughout the community. He presented the layout of the proposed pipelines with four connection points to the existing system and showed an illustration of a typical lot layout. He also included the proposed pavement restoration project, in which Mr. Pope stated that the budget includes \$507,000.00 for pavement restoration upon completion of this project.

Teresa Irby-Butler, FGUA Project Manager, came forward and continued the presentation discussing community coordination. From a traffic-flow perspective, she explained that the County and Wade Trim would collaboratively submit a maintenance-of-traffic design. This design aims to limit the number of daily disturbances within the community and implement daily restoration requirements to maintain access to the community at all times. She listed some additional considerations such as protecting existing Palm trees, restoring the pavement, and preparing to install an underground electrical system. The next topic Ms. Irby-Butler discussed was the cost breakdown for each network and the overall project. She stated that the estimated cost for the water system has decreased by 12 percent, and the sewer system has increased by .4 percent; overall, the estimated program cost has decreased by 3.7 percent. Discussion followed regarding impact fees; Mr. Pope clarified that the impact fees to be rolled into the loan's overall cost due to the partnership with the Florida Department of Environmental Protection (FDEP).

Mr. Spratt concluded by providing a timeline of upcoming deadlines. The main focus is getting to the FDEP Funding Prioritization Committee in August 2021. The submission deadline to be considered by this committee is June 25, 2021.

**INFORMATIONAL ITEMS:**

**210610ABAB - 5:18:15 (Tab E):** Mr. Pope provided a brief update on the Survey Ballots that will assist the County in the decision-making process for the American Beach Water and Wastewater Improvements Assessment Program. He stated that 284 Survey Ballots were initially mailed out to property owners on May 14, 2021, and reminder letters were sent on May 26, 2021. Nine property owners have requested a duplicate ballot, and eight have been returned with no forwarding address. As of June 10, 2021, 143 ballots have been returned. He explained that a third-party entity would verify the votes and update the tally when the survey is completed. Mr. Gilyard inquired regarding the timeframe in which the ballots would be counted. Ms. Bell responded, stating that the contractor would be on-site June 22, 2021. According to the contract, he must issue a report to the County within one week of verifying the ballots.

**210610ABAB - 5:21:17 (Tab F)**: Mr. Spratt provided a PowerPoint presentation regarding external funding sources. He briefly discussed alternative funding options, noting the requirements, eligible uses, and deadlines for each. He specifically mentioned the Florida Appropriation Act recently signed and approved by the Governor, which provides \$600,000.00 towards this project. Mr. Spratt explained the Rural Economic Development Initiative (REDI) Communities Project with St. Johns River Water Management District, which provides a maximum of \$500,000.00 for septic to sewer and other water quality improvement projects. However, the annual application deadline was February 19, 2021; therefore, the project did not qualify for funds during this year's grant cycle. Mr. Spratt mentioned the Water Infrastructure Improvement for the Nations (WIIN) program provided by the United States Environmental Protection Agency. He noted that FDEP included American Beach at the top of their prioritization list when considering this partnership. A brief discussion followed regarding Community Development Block Grant funding programs with the Department of Housing and Urban Development. Mr. Brown suggested that one of these programs could potentially be an excellent source to offset costs. Mr. Spratt concluded by stating that FGUA will continue to follow up on several additional programs.

**210610ABAB - 5:34:09 (Tab G)**: Undergrounding Utilities/FPU. Mr. Pope stated that there was no additional information.

**210610ABAB - 5:34:40 (Tab H)**: Mr. Pope informed the Board that the Road Pavement Project was approved during the internal Capital Improvement Plan discussion. He stated that the Board of County Commissioners should be finalizing budget allocations around the same time that the State confirms project funding in August 2021.

The Board members collectively expressed deep gratitude for the efforts taken to enhance the American Beach Community.

The next meeting date is July 8, 2021 at 4:00 p.m.

There being no further business, the regular session of the American Beach Water and Sewer District Advisory Board adjourned at 5:40 p.m.

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Ervin Gilyard, Chairperson

## MEDIA RELEASE

June 29, 2021

### American Beach Water/Sewer District Straw Ballot Count

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The American Beach Water and Sewer District, in conjunction with the Nassau County Board of County Commissioners, conducted a mail-in straw ballot of the district's affected property owners to determine the level of support for an annual non-ad valorem assessment that would fund local costs of water and wastewater facilities to serve the district. A total of 280 ballots were mailed to owners of record of parcels which would benefit from new public water and wastewater service. Nassau County and the District have been awarded funding from the Florida Department of Environmental Protection (FDEP) and State Legislature to plan and design the new systems which could replace existing well and septic systems. The local property assessments would be required to provide a local match for significant additional State construction funding.

To be counted, properly completed ballots needed to be returned to the County by June 15, 2021, or if returned by mail, post marked by June 15, 2021.

The ballots were counted on June 22<sup>nd</sup> and 23<sup>rd</sup> 2021 by staff from Andy Easton & Associates, an independent community development consultant that was not otherwise involved in the ballot initiative.

**The response rate of returned ballots was 64%. The ballot count showed that 86% of the 172 valid votes that were cast supported the annual assessment.**

The community response provides direction to the Board of County Commissioners on moving forward with water and wastewater facilities within the American Beach Water and Sewer District. As such, the Board of County Commissioners will continue pursuing this project with the Florida Governmental Utility Authority for project management as well as the Florida Department of Environmental Protection (FDEP) for funding opportunities.

For additional information related to the Straw Ballot or water/wastewater utilities within the American Beach Water and Sewer District, you can call (904) 530-6012 or email [abwsdadmin@nassaucountyfl.com](mailto:abwsdadmin@nassaucountyfl.com). Please provide your name, contact information and the general nature of your inquiry. Nassau County staff will ensure the appropriate party return your call or email.

# Memo

**To:** Taco Pope, AICP, County Manager  
**From:** Andy Easton, Andy Easton & Associates  
**Date:** June 29, 2021  
**Re:** American Beach Water/Sewer District Straw Ballot Count

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The American Beach Water and Sewer District, in conjunction with the Nassau County Board of County Commissioners, conducted a mail-in straw ballot of the district's property owners to determine the level of support for an annual non-ad valorem assessment that would fund water and wastewater facilities to serve the district.

To be counted, properly completed ballots needed to be returned to the County by June 15, 2021, or if returned by mail, post marked by June 15, 2021.

The ballots were counted on June 22<sup>nd</sup> and 23<sup>rd</sup> 2021 by staff from Andy Easton & Associates, a community development consultant that was not otherwise involved in the ballot initiative. The ballot count showed that 86% of the 172 valid votes that were cast supported the annual assessment. Additional details about the ballot count are provided below:

- 180 was the total number of ballots that were cast (valid + invalid ballots).
- 172 was the total number of valid ballots.
- 148 was the number of valid ballots that voted YES for the proposed annual assessment.
- 24 was the number of valid ballots that voted NO for the proposed annual assessment.
- 8 ballots were found to be invalid and rejected because they were left blank or otherwise not properly filled out, including one property owner that returned the County's letter of introduction that was attached to the ballot, but not the ballot itself.
- 24 ballots were signed by someone other than the property owner but were accompanied by the proper attestation that the person casting the ballot had been duly authorized by the property owner. These ballots were considered valid because the ballot language allowed either the property owner, or someone authorized by the property owner to sign the ballot. **It should be noted that if these ballots were not included in the vote tally, there would be no material change to the outcome of the election. The percent that voted**

**YES (in favor of the assessment) would change from 86.04% to 83.78% (148 YES votes/172 total votes =86.04%) vs (124 YES votes/148 total votes=83.78%).**

- 5 ballots were returned with affidavits to document that the person signing the ballot were authorized to do so.
- There was one instance where two ballots were received for the same property. One voted No and the other Yes to the proposed annual assessment. Since two votes were cast for the same property, it was considered one invalid (spoiled) ballot.
- The following ballots were signed by someone other than the person shown as the property owner, as per the Property Appraiser's website. All were considered valid ballots because they included the proper attestation of authority.

| Ballot Sequence Number | Last 4 Digits of the Parcel Number | Notes  |
|------------------------|------------------------------------|--|
| AB-012                 | 0070                               | These ballots were not signed by owner of record and did not include documentation to show that the signer was authorized to do so, but the ballots were nevertheless considered valid, because there was no requirement in the ballot instructions for documentation to show that the non-property owner was authorized to sign the ballot. |
| AB-013                 | 0080                               |  |
| AB-014                 | 0060                               |  |
| AB-034                 | 0500                               |  |
| AB-100                 | 0150                               |  |
| AB-150                 | 0120                               |  |
| AB-165                 | 0160                               |  |
| AB-177                 | 0090                               |  |
| AB-193                 | 0010                               |  |
| AB-194                 | 0020                               |  |
| AB-195                 | 0050                               |  |
| AB-196                 | 0270                               |  |
| AB-197                 | 0290                               |  |
| AB-198                 | 0300                               |  |
| AB-199                 | 0310                               |  |
| AB-222                 | 0380                               |  |
| AB-225                 | 0130                               |  |
| AB-245                 | 0070                               |  |
| AB-249                 | 0600                               |  |
| AB-251                 | 0010                               |  |
| AB-252                 | 0030                               |  |
| AB-260                 | 0200                               |  |

- The following ballot was photocopied and both copies were filled out by the property owners. Since only one ballot is allowed per property, this situation was considered an invalid (spoiled) ballot.

| Sequence Number | Last 4 Digits of Parcel | Notes   |
|-----------------|-------------------------|---|
| AB-046          | 0790                    | Voted YES, but signed by the correct property owner |
| AB-046          | 0790                    | Voted NO, but signed by the correct property owner  |