

**Baker County Development Commission**  
**Agenda**  
**September 9, 2024**

- 1- Call to Order
- 2- Invocation & Pledge
- 3- Approval of Minutes: July 15, 202
- 4- Current Financial Statements
- 5- Wetland Mitigation Proposal
- 6- New Website Proposal
- 7- Amended Budget FY2023-2024
- 8- Proposed Budget – FY2024-2025
- 9- Resolution 2024-1 (Adopting Budget)
- 10- Administrative Support Contract
- 11- Project Updates
- 12- Public Comment
- 13- Other Business
- 14- Adjourn

**THE BAKER COUNTY DEVELOPMENT COMMISSION**  
**BOARD MEETING MINUTES**  
**JULY 15, 2024**

The Baker County Development Commission met on Monday, July 15, 2024 at the Commerce Center at 4:00 pm. Members present were Ronald Mann, Dan Masterson and Polly Gore. Members absent were Chris Gazes. Guest present were Clay Lyons, Phillip Richerson and Joel Addington. Staff present were Darryl Register and Brandi Jenks.

Ronald Mann called the meeting to order at 4:02pm and led the group in prayer and the salute to the flag.

Minutes from the meeting held on March 12, 2024 were reviewed. **Motion was made by Dan Masterson to approve the minutes, seconded by Polly Gore and carried unanimously.**

Clay Lyons from Lyons & Lyons, CPAs presented the Audited Financial Statements FY2022-2023. **Dan Masterson made a motion to accept the Audited Financial Statements FY2022-2023 as presented; seconded by Polly Gore; motion carried.**

Current Financial Statements were reviewed. **A motion was made by Dan Masterson to approve the current financial statements; seconded by Polly Gore and carried unanimously.**

Next on the agenda was the Amendment to PLANT-AS Property Agreement, after a brief discussion, **a motion was made by Polly Gore to approve the Amendment to the Property Agreement, which will extend the closing date on the property to September 30, 2024; seconded by Dan Masterson and carried unanimously.**

Then on the agenda was the Amendment to PLANT-AS Inducement & Development Agreement, also after a brief discussion, **a motion was made by Polly Gore to approve the Amendment to the Inducement & Development Agreement, which will extend the closing date on the property to September 30, 2024; seconded by Dan Masterson and carried unanimously.**

Floor was opened for public comment; no public comment was offered.

In other business, Darryl gave a brief update on potential wetland mitigation on the new property purchased from Rayonier.

With no other business to discuss, **Polly Gore made a motion to adjourn the meeting.**

Meeting was adjourned at 4:26pm.

8:16 AM

09/04/24

Accrual Basis

**BAKER COUNTY DEV. COMMISSION****Profit & Loss Budget vs. Actual****October 2023 through September 2024**

|                                  | Oct '23 - Sep 24  | Budget            | % of Budget   |
|----------------------------------|-------------------|-------------------|---------------|
| <b>Ordinary Income/Expense</b>   |                   |                   |               |
| <b>Income</b>                    |                   |                   |               |
| 4020 · STATE CONTRIBUTIONS       | 10,000.00         | 10,000.00         | 100.0%        |
| 4040 · INTEREST HI-FI ACCOUNT    | 1,677.04          | 5,000.00          | 33.5%         |
| 4070 · SPECIAL PROJECTS INCO...  | 7,233.00          |                   |               |
| 4080 · GAIN FROM SALE OF LAND    | 225,049.58        | 750,000.00        | 30.0%         |
| <b>Total Income</b>              | <b>243,959.62</b> | <b>765,000.00</b> | <b>31.9%</b>  |
| <b>Expense</b>                   |                   |                   |               |
| 6020 · ADVERTISING & PROMOTI...  | 39.60             | 100.00            | 39.6%         |
| 6040 · DUES & LICENSES           | 600.00            | 550.00            | 109.1%        |
| 6050 · INSURANCE                 | 0.00              | 700.00            | 0.0%          |
| 6070 · ACCOUNTING                | 3,200.00          | 3,200.00          | 100.0%        |
| 6090 · LEGAL FEES                | 1,395.00          | 12,500.00         | 11.2%         |
| 7020 · OFFICE EXPENSES           | 0.00              | 0.00              | 0.0%          |
| 7040 · CHAMBER SERVICES          | 20,000.00         | 20,000.00         | 100.0%        |
| 7050 · SPECIAL PROJECTS          | 0.00              | 0.00              | 0.0%          |
| 7055 · Debt Service              |                   |                   |               |
| 7056 · Principal Portion         | 33,210.25         |                   |               |
| 7057 · Interest Portion          | 760.27            |                   |               |
| <b>Total 7055 · Debt Service</b> | <b>33,970.52</b>  |                   |               |
| 7060 · OTHER EXPENSES            | 46,228.49         | 20,000.00         | 231.1%        |
| 7065 · Choose Baker Support      | 20,000.00         | 20,000.00         | 100.0%        |
| 7095 · MARKETING                 | 4,000.00          | 4,000.00          | 100.0%        |
| <b>Total Expense</b>             | <b>129,433.61</b> | <b>81,050.00</b>  | <b>159.7%</b> |
| <b>Net Ordinary Income</b>       | <b>114,526.01</b> | <b>683,950.00</b> | <b>16.7%</b>  |
| <b>Net Income</b>                | <b>114,526.01</b> | <b>683,950.00</b> | <b>16.7%</b>  |

8:19 AM

09/04/24

Accrual Basis

## BAKER COUNTY DEV. COMMISSION

## Transaction Detail By Account

October 2023 through September 2024

| Type                                       | Date       | Num     | Name                     | Memo                         | Amount     |
|--------------------------------------------|------------|---------|--------------------------|------------------------------|------------|
| <b>4020 · STATE CONTRIBUTIONS</b>          |            |         |                          |                              |            |
| Deposit                                    | 01/10/2024 |         |                          | Deposit                      | 10,000.00  |
| Total 4020 · STATE CONTRIBUTIONS           |            |         |                          |                              | 10,000.00  |
| <b>4040 · INTEREST HI-FI ACCOUNT</b>       |            |         |                          |                              |            |
| Deposit                                    | 10/31/2023 |         |                          | Interest                     | 0.21       |
| Deposit                                    | 11/30/2023 |         |                          | Interest                     | 0.16       |
| Deposit                                    | 12/29/2023 |         |                          | Interest                     | 120.63     |
| Deposit                                    | 01/31/2024 |         |                          | Interest                     | 251.52     |
| Deposit                                    | 02/29/2024 |         |                          | Interest                     | 223.56     |
| Deposit                                    | 03/29/2024 |         |                          | Interest                     | 222.84     |
| Deposit                                    | 04/30/2024 |         |                          | Interest                     | 230.08     |
| Deposit                                    | 05/31/2024 |         |                          | Interest                     | 222.59     |
| Deposit                                    | 06/28/2024 |         |                          | Interest                     | 199.07     |
| Deposit                                    | 07/31/2024 |         |                          | Interest                     | 206.38     |
| Total 4040 · INTEREST HI-FI ACCOUNT        |            |         |                          |                              | 1,677.04   |
| <b>4070 · SPECIAL PROJECTS INCOME</b>      |            |         |                          |                              |            |
| Deposit                                    | 01/03/2024 |         |                          | Reimbursed Legal Fees F...   | 7,233.00   |
| Total 4070 · SPECIAL PROJECTS INCOME       |            |         |                          |                              | 7,233.00   |
| <b>4080 · GAIN FROM SALE OF LAND</b>       |            |         |                          |                              |            |
| Deposit                                    | 12/14/2023 |         |                          | Excess After Loan Payoff     | 49.58      |
| Deposit                                    | 12/14/2023 |         |                          | \$250000. Less \$25,000 n... | 225,000.00 |
| Total 4080 · GAIN FROM SALE OF LAND        |            |         |                          |                              | 225,049.58 |
| <b>6020 · ADVERTISING &amp; PROMOTIONS</b> |            |         |                          |                              |            |
| Bill                                       | 03/22/2024 | 6020    | Baker County Press, I... | Legal Notice for 3/12/202... | -19.80     |
| Bill                                       | 07/15/2024 | 6020    | Baker County Press, I... | Legal Notice for 7/15/202... | -19.80     |
| Total 6020 · ADVERTISING & PROMOTIONS      |            |         |                          |                              | -39.60     |
| <b>6040 · DUES &amp; LICENSES</b>          |            |         |                          |                              |            |
| Bill                                       | 10/10/2023 | 6040    | Florida Department of... | Inv #87707                   | -175.00    |
| Check                                      | 11/21/2023 |         | FEDC                     | Paid On-Line                 | -425.00    |
| Total 6040 · DUES & LICENSES               |            |         |                          |                              | -600.00    |
| <b>6070 · ACCOUNTING</b>                   |            |         |                          |                              |            |
| Bill                                       | 07/15/2024 | 070     | Lyons & Lyons CPA's      | FY2022-2023 Audit            | -3,200.00  |
| Total 6070 · ACCOUNTING                    |            |         |                          |                              | -3,200.00  |
| <b>6090 · LEGAL FEES</b>                   |            |         |                          |                              |            |
| Bill                                       | 03/22/2024 | 6090    | Gunster                  | PLANT-AS Amendments ...      | -855.00    |
| Bill                                       | 08/21/2024 | 60090   | Gunster                  | PLANT-AS Amendments ...      | -540.00    |
| Total 6090 · LEGAL FEES                    |            |         |                          |                              | -1,395.00  |
| <b>7040 · CHAMBER SERVICES</b>             |            |         |                          |                              |            |
| Bill                                       | 10/10/2023 | 7040    | Baker County Chamb...    | Inv #6053                    | -5,000.00  |
| Bill                                       | 01/03/2024 |         | Baker County Chamb...    | Inv #6108                    | -5,000.00  |
| Bill                                       | 03/22/2024 | 7040    | Baker County Chamb...    | Inv #6177                    | -5,000.00  |
| Bill                                       | 06/26/2024 | 7040... | Baker County Chamb...    | Inv #6260                    | -5,000.00  |
| Total 7040 · CHAMBER SERVICES              |            |         |                          |                              | -20,000.00 |
| <b>7055 · Debt Service</b>                 |            |         |                          |                              |            |
| <b>7056 · Principal Portion</b>            |            |         |                          |                              |            |
| Deposit                                    | 12/14/2023 |         |                          | Loan repayment to First F... | -33,210.25 |
| Total 7056 · Principal Portion             |            |         |                          |                              | -33,210.25 |

8:19 AM

09/04/24

Accrual Basis

**BAKER COUNTY DEV. COMMISSION****Transaction Detail By Account****October 2023 through September 2024**

| Type                               | Date       | Num     | Name                     | Memo                         | Amount            |
|------------------------------------|------------|---------|--------------------------|------------------------------|-------------------|
| <b>7057 · Interest Portion</b>     |            |         |                          |                              |                   |
| Bill                               | 11/21/2023 | 7055    | First Federal Bank       | Acc#95604285                 | -760.27           |
| Total 7057 · Interest Portion      |            |         |                          |                              | -760.27           |
| Total 7055 · Debt Service          |            |         |                          |                              | -33,970.52        |
| <b>7060 · OTHER EXPENSES</b>       |            |         |                          |                              |                   |
| Deposit                            | 12/14/2023 |         |                          | Closing Cost                 | -2,250.00         |
| Deposit                            | 12/14/2023 |         |                          | Deposit                      | -2,294.09         |
| Check                              | 01/03/2024 |         | First Federal Bank       | incoming Wire Fee            | -15.00            |
| Bill                               | 03/12/2024 | 7060    | Marketing Alliance       | Website Hosting              | -600.00           |
| Bill                               | 03/22/2024 | 7060    | Barge Design Solutions   | Wetland Delineation & Go...  | -7,600.00         |
| Bill                               | 06/17/2024 | 7060    | Baker Title & Escrow ... | Title Search on Conway P...  | -275.00           |
| Bill                               | 06/17/2024 |         | CORECON Solutions        | Clearing Line for Silt Fence | -4,500.00         |
| Bill                               | 06/17/2024 |         | CORECON Solutions        | Installation of Silt Fence   | -6,648.60         |
| Bill                               | 07/15/2024 | 7060    | Barge Design Solutions   | Conceptual ERP               | -22,045.80        |
| Total 7060 · OTHER EXPENSES        |            |         |                          |                              | -46,228.49        |
| <b>7065 · Choose Baker Support</b> |            |         |                          |                              |                   |
| Bill                               | 12/18/2023 | 7065    | Baker County Chamb...    | Inv #6080                    | -20,000.00        |
| Total 7065 · Choose Baker Support  |            |         |                          |                              | -20,000.00        |
| <b>7095 · MARKETING</b>            |            |         |                          |                              |                   |
| Bill                               | 01/03/2024 |         | Baker County Chamb...    | JAXUSA Semi-Annual D...      | -2,000.00         |
| Bill                               | 06/26/2024 | 7040... | Baker County Chamb...    | Inv #6260                    | -2,000.00         |
| Total 7095 · MARKETING             |            |         |                          |                              | -4,000.00         |
| <b>TOTAL</b>                       |            |         |                          |                              | <b>114,526.01</b> |

8:20 AM

09/04/24

Accrual Basis

**BAKER COUNTY DEV. COMMISSION**

**Balance Sheet**

**As of September 4, 2024**

|                                       | Sep 4, 24           |
|---------------------------------------|---------------------|
| <b>ASSETS</b>                         |                     |
| <b>Current Assets</b>                 |                     |
| Checking/Savings                      |                     |
| 1020 · CASH CHECKING                  | 149.58              |
| 1030 · CASH SAVINGS                   | 138,291.24          |
| <b>Total Checking/Savings</b>         | <b>138,440.82</b>   |
| <b>Total Current Assets</b>           | <b>138,440.82</b>   |
| <b>Other Assets</b>                   |                     |
| 2030 · LAND                           | 1,623,836.64        |
| <b>Total Other Assets</b>             | <b>1,623,836.64</b> |
| <b>TOTAL ASSETS</b>                   | <b>1,762,277.46</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| <b>Equity</b>                         |                     |
| 3020 · FUND BALANCE CURRENT           | 226,248.95          |
| 3030 · FUND BALANCE LAND              | 912,686.49          |
| 3900 · Retained Earnings              | 508,816.01          |
| Net Income                            | 114,526.01          |
| <b>Total Equity</b>                   | <b>1,762,277.46</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,762,277.46</b> |



June 24, 2024

Darryl Register, Executive Director  
Baker County Development District  
20 East Macclenny Ave.  
Macclenny, FL 32063

RE: Proposal for Wetland Mitigation Planning  
Baker County Parcels

Dear Mr. Register:

Barge Design Solutions, Inc. is pleased to submit, for your consideration, our proposal to provide wetland mitigation planning services for the Hwy. 90 Industrial Park project located on tax parcels: 26-2S-22-0000-0000-0011, 26-2S-22-0000-0000-0070, and 26-2S-22-0000-0000-0060 located in Baker County, Florida. Services proposed within the enclosed Scope of Work includes development of a mitigation plan in accordance with Section 10.3 of the Environmental Resource Permit (ERP) Applicant Handbook Volume I. This plan will be suitable for submittal to the St. John's River Water Management District as part of the ERP conceptual individual permit application that will be submitted for the proposed stormwater management system, and to offset proposed state-level wetland impacts.

If you have any questions or require any additional information regarding the proposal, please email me at [carl.salafrino@bargedesign.com](mailto:carl.salafrino@bargedesign.com) or call me at (352)339-1118.

Sincerely,

**Barge Design Solutions, Inc.**

Carl Salafrino  
Client Service Leader

Cc: Mr. Kevin Easton, PWS, Barge Design Solutions

Enclosures: Professional Services Agreement and Attachment A – Scope of Work

### ADDITIONAL SERVICES AMENDMENT NUMBER 1

This amendment to the Professional Services Agreement dated \_\_\_\_\_, between Baker County Development Commission (Client) and Barge Design Solutions, Inc. (Barge) is for additional services described as follows:

Project: Hwy. 90 Industrial Park

Project Description:

Development of a mitigation plan in support of a conceptual Environmental Resource Permit (ERP).

- I. **PROFESSIONAL SERVICES:** Barge agrees to perform the additional services under this Amendment as described in Exhibit A.
- II. **COMPENSATION:** The compensation to be paid to Barge for providing the requested additional services shall be paid in accordance with Exhibit A.
- III. **TERMS AND CONDITIONS:** Services performed under this amendment are subject to the same terms and conditions described in the Professional Services Agreement as referenced above.

| Baker County Development Commission |  | Barge Design Solutions, Inc. |  |
|-------------------------------------|--|------------------------------|--|
| By:                                 |  | By:                          |  |
| Printed Name:                       |  | Printed Name:                |  |
| Title:                              |  | Title:                       |  |
| Address:                            |  | Address:                     |  |

The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Assumptions
- IV. Exclusions
- V. Deliverables
- VI. Compensation

**I. Project Description**

Barge Design Solutions, Inc. (Barge) proposes to provide Baker County Development District with wetland mitigation services for the Hwy. 90 Industrial Park project located on tax parcels 26-2S-22-0000-0000-0011, 26-2S-22-0000-0000-0070, and 26-2S-22-0000-0000-0060 in Baker County, Florida. This proposal is supplemental to the conceptual Environmental Resource Permit (ERP) proposal dated March 26, 2024.

**II. Scope of Services**

**Task 2 – Wetland Mitigation**

Barge will provide state-level mitigation planning services in accordance with Section 10.3 of the ERP Applicant Handbook (A.H.) Volume I in support of an ERP Conceptual Individual permit application that will be submitted to the St. John's River Water Management District (SJRWMD). Mitigation will be required to offset proposed conceptual wetland impacts totaling approximately 1.7-acres of isolated wetlands. Wetland impacts are not anticipated to the Waters of the United States (WOTUS) and therefore, federal mitigation requirements are not anticipated or proposed.

The mitigation plan will propose to complete mitigation as on-site Permittee Responsible Mitigation (PRM) through preservation of approximately 47-acres of wetlands (actual acreage may vary based upon previously completed SJRWMD Wetland Determination). Barge will perform a site visit to collect ecological data from the wetlands proposed for impact and wetlands proposed for mitigation to assess wetland quality using the Uniform Mitigation Assessment Method pursuant to Chapter 62-345 F.A.C. Preservation alone may not offset total wetland impacts. Upland buffer or wetland enhancement may be required to offset total wetland impacts. As part of this Task, Barge will coordinate with a Professional Land Surveyor (PLS) to complete a survey and legal descriptions for the proposed preservation and/or enhancement areas for the purpose of recording a Conservation Easement. This task also includes coordination time with client representatives for assimilation of necessary documentation, such as those relating to legal access, site protection, and financial responsibility.

### **Task 3 – Formal Determination**

This task proposes to petition a Formal Determination on the isolated wetlands and eastern-located wetlands on the property. The western wetland lines were previously approved by the SJRWMD under a Formal Determination. Barge will gather and prepare the appropriate documentation supporting a Formal Determination application to the SJRWMD to validate the jurisdictional location of the isolated wetland and the eastern-located wetlands for a period of 5-years. The Formal Determination can be extended for an additional 5-year period. This task includes up to two (2) Responses to Additional Information (RAI) and one (1) site visit by one (1) Barge employee with SJRWMD staff to verify the wetland lines. This task assumes that the wetland lines will be surveyed by a Professional Land Surveyor contracted directly by Baker County Development District.

### **III. Assumptions**

A. Barge will provide the above-noted services based upon a given set of assumptions. These assumptions are as follows:

1. Barge will have access to the site and adjoining areas, as required.
2. Barge will receive documentation of the previously completed Wetland Determination from the SJRWMD prior to commencing work on the site.
3. Permitting services are separate from this scope of work and are completing under the previously signed conceptual ERP contact dated March 26, 2024.
4. Fees for applications will be paid by Client.
5. The mitigation plan will be prepared in accordance with Section 10.3 of the ERP A.H. Volume I and suitable for submittal to the SJRWMD as part of the ERP application.
6. RAI responses will be performed in accordance with the previously signed conceptual ERP contact dated March 26, 2024.
7. Survey will be directly contracted by contractor.

### **IV. Exclusions**

1. Mitigation construction, implementation, maintenance, management, and monitoring services.
2. Any work not specified in the above Scope of Services.

### **IV. Additional Services**

Barge may need to provide Additional Services outside of the defined Scope of Services. These services could include additional meetings, site visits, monitoring locations, additional or replacement equipment, etc. Additional Services identified will be defined and provided to the Client by email and can be authorized by the client via email. Services rendered will be billed in accordance with the terms of the Agreement.

### **V. Deliverables**

- A. Wetland Mitigation Plan
- B. SJRWMD Formal Determination Application

### **VI. Compensation**

Client agrees to pay Barge for time worked on the project by various personnel in accordance

with the Schedule of Standard Charges included in Enclosure A of the Agreement. The Maximum Estimated Fee to complete the Scope of Work as defined in the tasks above is estimated to be \$18,300, a breakdown of this budget by task is included in the table below. The budget status will be summarized monthly in our invoice submittal.

For any Additional Services, Client agrees to pay Barge for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with the Agreement.

In accordance with the Agreement, expenses incurred while performing these services, such as printing, travel, application fees, etc., are included in the fee below.

**Fee Summary Table**

| <b>Items</b>                   | <b>Fee Type</b>         | <b>Estimated Fee Amount</b> |
|--------------------------------|-------------------------|-----------------------------|
| A. Wetland Mitigation Plan     | Hourly Not to Exceed    | \$10,700                    |
| B. SJRWMD Formal Determination | Hourly Not to Exceed    | \$7,600                     |
| <b>TOTAL</b>                   | <b>Maximum Est. Fee</b> | <b>\$18,300</b>             |

The fees provided above are valid up to three (3) months from the date of this proposal.



## **EXHIBIT A**

### **SCHEDULE OF STANDARD CHARGES**

#### **HOURLY RATE BASIS**

##### Hourly Rates:

|                                     |                |
|-------------------------------------|----------------|
| Principal .....                     | \$250 to \$300 |
| Project Manager .....               | \$185 to \$250 |
| Technical Manager .....             | \$185 to \$200 |
| Sr. Environmental Scientist .....   | \$130 to \$185 |
| Environmental Scientist .....       | \$90 to \$130  |
| Staff Environmental Scientist ..... | \$70 to \$90   |
| Land Management Supervisor .....    | \$100 to \$120 |
| Land Management Technician .....    | \$70 to \$90   |
| Sr. Engineer .....                  | \$160 to \$185 |
| Engineer .....                      | \$130 to \$160 |
| Staff Engineer .....                | \$115 to \$130 |

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement.

Other expenses which are properly chargeable to the work will be invoiced as follows:

- a. Travel and living expenses for all personnel when required to be away from their home office in connection with the work at cost.
- b. All supplies and materials at cost.
- c. In-house printing, reproduction, and photography charges at commercial rates.

Invoices will be issued monthly.



Darryl Register <dregister@bakerchamberfl.com>

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## Development Council website proposal

1 message

**ASJ Designs** <ajenks@asjdesigns.com>

Thu, Aug 8, 2024 at 1:02 PM

To: Daryl Register <dregister@bakerchamberfl.com>

The below overview is taken from the pages you currently have live on the website. Adding or taking away from the list will obviously affect the price.

**List of pages:**

- Home
- News & Events
- Strategic Advantages
  - Transportation
  - Workforce Training
  - Interactive Map
- Site Selection Services
  - Available Properties
  - Taxes and Incentives
  - Industrial and Business Parks
  - Baker Industrial Sites
- Regional Data
- Key Industries and Business
- Living Here
- About Us
- Contact Us
- Transportation
- Partners and Resource Links

Estimate for complete build: \$2,000/one time fee

Ongoing Fees: \$65/year Hosting fee

Arlen Jenks (RJ)

[ajenks@asjdesigns.com](mailto:ajenks@asjdesigns.com)

**Baker County Development Commission**  
**FY2023-2024**  
**Budget**

|                                          |                   |
|------------------------------------------|-------------------|
| <b>CASH BALANCE BROUGHT FORWARD</b>      | <b>\$90,000</b>   |
| <b>ESTIMATED REVENUES</b>                |                   |
| Special Act Revenue                      | 10,000            |
| Interest Income                          | 5,000             |
| Received From Land Sales                 | <u>\$750,000</u>  |
| <b>TOTAL ESTIMATED REVENUES</b>          | <b>\$855,000</b>  |
| <b>EXPENDITURES/EXPENSES</b>             |                   |
| Advertising & Promotions                 | \$ 100            |
| Dues & Licenses                          | 550               |
| Insurance                                | 700               |
| Accounting                               | 3,200             |
| Legal Fees                               | 12,500            |
| Chamber Services                         | 20,000            |
| Marketing                                | 4,000             |
| Other Expenses                           | 20,000            |
| Choose Baker                             | 20,000            |
| Loan Repayment                           | <u>130,000</u>    |
| <b>TOTAL EXPENDITURES/EXPENSES</b>       | <b>\$211,050</b>  |
| Reserve for Contingency                  | \$ 643,950        |
| <b>TOTAL EXPENDITURES &amp; RESERVES</b> | <b>\$ 855,000</b> |

**Baker County Development Commission  
FY2023-2024  
Amended Budget**

|                                          |                  |
|------------------------------------------|------------------|
| <b>CASH BALANCE BROUGHT FORWARD</b>      | <b>\$90,000</b>  |
| <b>ESTIMATED REVENUES</b>                |                  |
| Special Act Revenue                      | 10,000           |
| Interest Income                          | 5,000            |
| Received From Land Sales                 | <u>\$250,000</u> |
| <b>TOTAL ESTIMATED REVENUES</b>          | <b>\$355,000</b> |
| <b>EXPENDITURES/EXPENSES</b>             |                  |
| Advertising & Promotions                 | \$ 100           |
| Dues & Licenses                          | 600              |
| Insurance                                | 700              |
| Accounting                               | 3,200            |
| Legal Fees                               | 12,500           |
| Chamber Services                         | 20,000           |
| Marketing                                | 4,000            |
| Other Expenses                           | 50,000           |
| Choose Baker                             | 20,000           |
| Loan Repayment                           | <u>40,000</u>    |
| <b>TOTAL EXPENDITURES/EXPENSES</b>       | <b>\$151,100</b> |
| Reserve for Contingency                  | \$ 203,900       |
| <b>TOTAL EXPENDITURES &amp; RESERVES</b> | <b>\$355,000</b> |

**Baker County Development Commission**  
**FY2024-2025**  
**Proposed Budget**

**CASH BALANCE BROUGHT FORWARD** **\$138,000**

**ESTIMATED REVENUES**

|                     |        |
|---------------------|--------|
| Special Act Revenue | 10,000 |
| Interest Income     | 3,000  |

**TOTAL ESTIMATED REVENUES** **\$151,000**

**EXPENDITURES/EXPENSES**

|                          |               |
|--------------------------|---------------|
| Advertising & Promotions | \$ 100        |
| Dues & Licenses          | 600           |
| Insurance                | 700           |
| Accounting               | 3,500         |
| Legal Fees               | 5,000         |
| Chamber Services         | 20,000        |
| Marketing                | 4,000         |
| Other Expenses           | 30,000        |
| Choose Baker             | <u>20,000</u> |

**TOTAL EXPENDITURES/EXPENSES** **\$ 83,900**

|                         |           |
|-------------------------|-----------|
| Reserve for Contingency | \$ 67,100 |
|-------------------------|-----------|

**TOTAL EXPENDITURES & RESERVES** **\$ 151,000**

# **Baker County Development Commission**

## **Resolution**

### **2024-1**

**Whereas,** The Baker County Development Commission, an independent special district of the State of Florida, must adopt a budget annually; and

**Whereas,** the commission has discussed the economic development needs of the County of Baker for the upcoming fiscal year; and

**Now, Therefore Be It Resolved** that the Baker County Development Commission adopts the attached Budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025.

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Ronald Mann, Chairman

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Date

# ADMINISTRATIVE SERVICES CONTRACT

This agreement made and effective as of October 1, 2024 between BAKER COUNTY DEVELOPMENT COMMISSION, hereinafter referred to as "Commission" and BAKER COUNTY CHAMBER OF COMMERCE, INC., hereinafter referred to as "Chamber".

WHEREAS, said Commission as an independent district with no employees requires administrative services, and

WHEREAS, said Chamber has qualified administrative and clerical personal to provide these services and meeting space available,

NOW THEREFORE, both parties mutually agree to enter into an Administrative Services Contract as follows:

1. Chamber will provide administrative and clerical services as required for daily operations of the Commission. Nothing implied or stated by this agreement will constitute an employment relationship to the Commission.
2. Chamber upon mutual agreement with Commission will provide storage for Commission records.
3. Chamber will prepare financial statements and maintain complete financial records.
4. Chamber will provide economic development activities under the direction of the Commission.

5. In consideration of these contracted services, Commission agrees to pay to Chamber an annual fee of \$20,000 paid in quarterly increments of \$5,000. Commission also agrees to reimburse Chamber for any services or material outside the scope of this contract.
6. Either party reserves the right to terminate said contract without cause or reason upon thirty day (30) written notice.
7. This Contract constitutes the entire agreement between the two parties. The term of this agreement shall be for 1 year starting October 1, 2024 and ending September 30, 2025. Upon mutual agreement of both parties, this Contract may be renewed annually. However, the termination provision of Paragraph 6 remains in force.

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By: Ronald Mann, Chairman  
Baker County Development Commission

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Date

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By: Shannon Curry, President  
Baker County Chamber of Commerce

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Date