Regular Meeting

Dixie County Courthouse Board of County Commissioners Meeting Room June 03, 2021 – 10:00 AM

While adhering to the CDC Guidelines and following State of Florida Executive Orders: 20-51 Establishing Response Protocol, 20-52 declaring a Public Health Emergency, 20-69 regarding Local Government Public Meetings and the Dixie County Emergency Declaration 2020-27. The Board will meet and limit access by staff and the public to the meeting room. The Board meetings are audio recorded. The public can hear and participate in the meeting via conference call by dialing 1(917)900-1022 and enter code 32628.

COMMISSIONERS

Jody Stephenson Mark Hatch W. C. Mills, Vice Chairman James Valentine Jamie Storey, Chairman

STAFF

Duane Cannon, County Manager Michael Osteen, County Attorney Barbie Higginbotham, Clerk of Court Jacki Johnson, Chief Financial Officer Della Rhymes, Asst. Chief Deputy Clerk

CALL TO ORDER

The Board meeting was called to order at 10:00 AM by Commissioner Storey.

INVOCATION AND PLEDGE TO THE AMERICAN FLAG

The Invocation was led by Commissioner Valentine and the Pledge to the American Flag was led by Commissioner Mills.

APPROVAL OF COMMISSION MINUTES

Commissioner Mills made the motion to approve the Minutes from the Regular meeting of May 20, 2021. Commissioner Stephenson seconded. Board approved.

VOUCHER APPROVAL

Commissioner Stephenson made the motion to approve the vouchers. Commissioner Valentine seconded. Board approved.

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CONSTITUTIONAL OFFICERS

There was nothing discussed at this time.

<u>PUBLIC HEARING</u>: THE PUBLIC HEARING MAY BE CONTINUED TO ONE OR MORE FUTURE DATES. ANY INTERESTED PARTY IS ADVISED THAT THE DATE, TIME, AND PLACE OF ANY CONTINUATION OF THE PUBLIC HEARING SHALL BE ANNOUNCED DURING THE PUBLIC HEARING AND THAT NO FURTHER NOTICE CONCERNING THE MATTERS WILL BE PUBLISHED.

The motion to go into the Public Hearings was made by Commissioner Mills. Seconded by Commissioner Stephenson.

A petition by *Joseph Bryon and Bobbie Jo Blackwell* requesting a *Special Exception* to be granted, as provided in Section 4.7.5 subparagraph (13) of the Dixie County Land Development Regulations to permit one recreational vehicle in an Residential, (Mixed) Single Family/Mobile Home (RSF/MH-2) zoning district, in accordance with the petition dated March 11, 2021 to be located on the property as described as follows: Dixie County Parcel # 19-13-12-2942-0000-0370 (50 S. E. 861 Avenue, Old Town; Garden Island Replat; Lot 37 (Road Front); .204 acres). (Commission District 3)

Ms. Tammi Clyatt appeared before the Board and read the Special Exception request made by Joseph Bryon and Bobbie Jo Blackwell.

Commissioner Hatch made the motion to approve the Special Exception requested by Joseph Bryon and Bobbie Jo Blackwell. Commissioner Stephenson seconded. Board approved.

A petition by *Ann Llona and Wayne Crim* requesting a *Special Exception* to be granted, as provided in Section 4.3.5 subparagraph (4) of the Dixie County Land Development Regulations to permit one recreational vehicle in an Environmentally Sensitive Area (ESA-4) zoning district, in accordance with the petition dated March 30, 2021 to be located on the property as described as follows: Dixie County Parcel # 24-09-13-4053-0035-0090 (265 NE 790 Street, Old Town; Forest Park Hills S/D; Lots 9 & 10; Blk. 35; .950 acres). (Commission District 1)

Ms. Tammi Clyatt appeared before the Board and read the Special Exception request made by Ann Llona and Wayne Crim.

Commissioner Stephenson made the motion to approve the Special Exception requested by Ann Llona and Wayne Crim Commissioner Mills seconded. Board approved.

A petition by *Randy Cardona, Virna Cardona and Angela Wiltz* requesting a *Special Exception* to be granted, as provided in Section 4.4.5 subparagraph (9) of the Dixie County Land Development Regulations to permit one recreational vehicle in an Agricultural (A-4) zoning district, in accordance with the petition dated March 31, 2021 to be located on the property as described as follows: Dixie County Parcel # 20-09-13-4318-0000-0180 (484 NE 412 Avenue, Old Town; A & A Estates S/D; Lot 18; 2.26 acres). (Commission District 4)

Ms. Tammi Clyatt appeared before the Board and read the Special exception request made by Randy Cardona, Virna Cardona and Angela Wiltz.

Commissioner Storey clarified that this is only temporary. He said they intend to build a house on the property. He said they had two campers there and have since moved one of the campers.

Commissioner Mills made the motion to approve the Special Exception requested by Randy Cardona, Virna Cardona and Angela Wiltz. Commissioner Hatch seconded. Board approved.

A petition by *Jeffrey G. & Reiko Smith* requesting a *Special Exception* to be granted, as provided in Section 4.3.5 subparagraph (4) of the Dixie County Land Development Regulations to permit one recreational vehicle in an Environmentally Sensitive Area (ESA-4) zoning district, in accordance with the petition dated April 01, 2021 to be located on the property as described as follows: Dixie County Parcel # 13-09-13-4051-0000-0310 (610 NE 799 Street, Old Town; Suwannee River Hillcrest S/D; South 250 Feet of Lot 31; 1.66 acres.) (Commission District 1)

Ms. Tammi Clyatt appeared before the Board and read the Special Exception request made by Jeffrey G. & Reiko Smith.

Commissioner Stephenson made the motion to approve the Special Exception requested by Jeffrey G. & Reiko Smith. Commissioner Mills seconded. Board approved.

A petition by *Gerald Lee Cascaddan* requesting a *Special Exception* to be granted, as provided in Section 4.4.5 subparagraph (9) of the Dixie County Land Development Regulations to permit one recreational vehicle in an Agricultural (A-4) zoning district, in accordance with the petition dated April 19, 2021 to be located on the property as described as follows: Dixie County Parcel # 36-10-13-5665-0024-0280 (72 S. E. 908 Street, Old Town; Suwannee Gardens S/D; Lots 28 & 29; Blk. 24; .230 acres). (Commission District 2)

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Ms. Tammi Clyatt appeared before the Board and read the Special Exception request made by Gerald Lee Cascaddan. She said there was some opposition by someone who lived near the area and had a view of the property. She said that everything is okay now.

Commissioner Mills made the motion to approve the Special Exception requested by Gerald Lee Cascaddan. Commissioner Stephenson seconded. Board approved.

RESOLUTION 2021-72

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A SPECIAL EXCEPTION TO BE GRANTED, AS PROVIDED IN SECTION 4.7.5 SUBPARAGRAPH (13) OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO PERMIT ONE RECEREATIONAL VEHICLE IN AN RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME AREA (RSF/MH-2) ZONING DISTRICT, IN ACCORDANCE WITH THE PETITION DATED MARCH 11, 2021.

Joseph Bryon and Bobbie Jo Blackwell

Ms. Tammi Clyatt read Resolution 2021-72 in support of Joseph Bryon and Bobbie Jo Blackwell to the Board by title only.

Commissioner Hatch made the motion to approve the Resolution 2021-72. Commissioner Stephenson seconded. Board approved.

RESOLUTION 2021-73

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A SPECIAL EXCEPTION TO BE GRANTED, AS PROVIDED IN SECTION 4.3.5 SUBPARAGRAPH (4) OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO PERMIT ONE RECEREATIONAL VEHICLE IN AN ENVIROMENTALLY SENSITIVE AREA (ESA-4) ZONING DISTRICT, IN ACCORDANCE WITH THE PETITION DATED MARCH 30, 2021.

Ann Llona and Wayne Crim

Ms. Tammi Clyatt read Resolution 2021-73 in support of Ann Llona and Wayne Crim to the Board by title only.

Commissioner Stephenson made the motion to approve the Resolution 2021-73. Commissioner Mills seconded. Board approved.

RESOLUTION 2021-74

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A SPECIAL EXCEPTION TO BE GRANTED, AS PROVIDED IN SECTION 4.4.5 SUBPARAGRAPH (9) OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO PERMIT ONE RECEREATIONAL VEHICLE IN AN AGRICULTURAL AREA (A-4) ZONING DISTRICT, IN ACCORDANCE WITH THE PETITION DATED MARCH 31, 2021.

Randy Cardona, Virna Cardona and Angela Wiltz

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Ms. Tammi Clyatt read Resolution 2021-74 in support of Randy Cardona, Virna Cardona and Angela Wiltz to the Board by title only.

Commissioner Hatch made the motion to approve the Resolution 2021-74. Commissioner Stephenson seconded. Board approved.

RESOLUTION 2021-75

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A SPECIAL EXCEPTION TO BE GRANTED, AS PROVIDED IN SECTION 4.3.5 SUBPARAGRAPH (4) OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO PERMIT ONE RECEREATIONAL VEHICLE IN AN ENVIROMENTALLY SENSITIVE AREA (ESA-4) ZONING DISTRICT, IN ACCORDANCE WITH THE PETITION DATED APRIL 01, 2021.

Jeffrey G. & Reiko Smith

Ms. Tammi Clyatt read Resolution 2021-75 in support of Jeffrey G. & Reiko Smith to the Board by title only.

Commissioner Hatch made the motion to approve the Resolution 2021-75. Commissioner Stephenson seconded. Board approved.

RESOLUTION 2021-76

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A SPECIAL EXCEPTION TO BE GRANTED, AS PROVIDED IN SECTION 4.4.5 SUBPARAGRAPH (9) OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO PERMIT ONE RECEREATIONAL VEHICLE IN AN AGRICULTURAL AREA (A-4) ZONING DISTRICT, IN ACCORDANCE WITH THE PETITION DATED APRIL 19, 2021.

Gerald Lee Cascaddan

Ms. Tammi Clyatt read Resolution 2021-76 in support of Gerald Lee Cascaddan to the Board by title only.

Commissioner Mills made the motion to approve the Resolution 2021-76. Commissioner Stephenson seconded. Board approved.

The motion to go out of the Public Hearings was made by Commissioner Mills. Seconded by Commissioner Valentine.

KEITH SEGAR, SUWANNEE WATER AND SEWER

Mr. Keith Segar was not present for this meeting.

GREG BAILEY, NORTH FLORIDA PROFESSIONAL SERVICES

Mr. Greg Bailey appeared before the Board to discuss some CDBG projects.

He advised the Board that they will need to set up a citizen task force, preferably one person per district to help evaluate the needs of the county and make recommendations. He said they need

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five members and one alternate person with three of the members being of low to moderate income level.

Commissioner Hatch said that the income threshold is too low per federal guidelines.

Mr. Bailey said the next step will be to advertise for a Public Hearing Workshop. He said there are deadlines to meet to and rules to follow for compliance.

Commissioner Hatch recommended Ms. Caroline Walker as a citizen for the committee.

Mr. Bailey said that the members retirement income does not matter for the income requirement. He informed the Board that this is a competitive grant process and they will be with other counties within the state for the money. He said this must be done prior to July 07, 2021.

Mr. Bailey said that grant money is available for wastewater projects and possibly a seawall project.

JERED LIZOTTE, LOCKLEAR AND ASSOCIATES

Mr. John Locklear had nothing to discuss with the Board at this time.

CINDY BELLOT, LIBRARY DIRECTOR

Ms. Cindy Bellot appeared before the Board and said that State Aide to the Library has increased her Budget. She will need a budget amendment for \$10,000.00 for the current year.

STEVE FREMEN, VETERANS SERVICE OFFICER

Mr. Steve Fremen had nothing to discuss with the Board at this time.

STEVE HUTCHISON, COUNTY ROAD SUPERINTENDENT

Mr. Steve Hutchison appeared before the Board and informed them that the dock in Suwannee was repaired for \$8,500.00 and the dock at Shirred had also been repaired.

Commissioner Mills inquired about the equipment auction.

County Manager Duane Cannon replied they can advertise in the paper for Saturday, June 19, 2021.

Commissioner Hatch made the motion to advertise the auction for August 07, 2021. Commissioner Mills seconded. Board approved.

Mr. Michael Latson said he has some trailers and a van to add to the auction.

Manager Cannon said he will need a finalized list for the auction.

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Commissioner Mills instructed them to move the equipment to the road department for the auction.

Mr. Steve Hutchison said the red truck is not on the list.

Commissioner Hatch recommended they sell this.

Mr. Hutchison and Mr. Latson both stated the red truck money came out of their individual budgets.

Commissioner Mills said they paid \$20,000.00 for this truck and there is nothing wrong with the red truck.

Mr. Latson said he was told the frame was broke.

Commissioner Mills said that was fixed and it will pass FDOT inspection.

Mr. Hutchison asked if the Board would like to retain a reserve on any of the equipment. He said the rock crusher has a blown-up motor.

Commissioner Stephenson recommended the road department get the money from the sale of their equipment.

Commissioner Mills made the motion to conduct an in-person auction. Commissioner Stephenson seconded.

DWAYNE CHAUNCEY, MOSQUITO CONTROL DIRECTOR

Mr. Dwayne Chauncey was not present for this meeting.

MICHAEL LATSON, SOLID WASTE

Mr. Michael Latson appeared before the Board and gave them a handout of the Roll Off sites Evaluations for discussion.

He said they did not run the cost for trash pick-up on the past Holiday. He said that the Suwannee Roll Off Site had a dumpster set on fire. He said they will add more cans to Suwannee and Horseshoe for the next two approaching Holidays of Memorial Day and July 04.

Mr. Latson informed the Board that he would like to purchase a 2007 Freightliner truck for \$25,000.00.

Commissioner Stephenson asked why the Board is selling the red truck and buying another one. He recommended that FDOT inspect the red truck, certify it, and put it back in service or auction if it fails inspection.

Commissioner Hatch also agreed to have FDOT come inspect the red truck.

Mr. Latson said he was told the truck wouldn't pass inspection and he never checked any further. He said he will check today.

Commissioner Stephenson made a motion to amend the auction to be held in person and online. Commissioner Hatch seconded.

Commissioner Mills posed the question if something happens online with a technical difficulty then there will be problems.

Commissioner Stephenson said that an Auction Service can handle this process for us.

Manager Cannon added that the Auction Company would get a percentage of the sale for their services.

Ms. Holly Houghton said that the County does not currently have the capability to hold an online auction. However, she agreed they can bring in higher prices with photos posted to a website. Commissioner Mills clarified that the county is not equipped for online auctions.

Commissioner Mills made the motion to amend the Auction to be held in person and online if it is possible. Commissioner Hatch seconded. Board approved.

Mr. Latson said he would like to hold off on the repairs for the garbage cans. He said that some in Old Town are no good. He said that Mr. Mike Osteen has been doing the repairs.

Commissioner Stephenson asked if the sides of the cans can be used to replace the bottoms.

Commissioner Mills said the sides are thinner metal and it would cost too much.

Mr. Latson said it cost \$250.00 to repair the cans.

Mr. Latson informed the Board that he had met with Mr. William Osteen and Mr. Todd Herring about picking up the metal from the Roll Off sites.

Commissioner Stephenson said that this metal pick up should be rotated between the vendors.

Commissioner Mills said they don't rotate the box at the county yard.

Commissioner Hatch said the Roll Off sites are divided among them all.

Manager Cannon said he can get a list for the site pick-ups.

Mr. Latson said he has been working with Mr. Hayes on making some signs.

LEON WRIGHT, BUILDING AND ZONING

Mr. Leon Wright had nothing to discuss with the Board at this time.

DARIAN BROWN, DIRECTOR OF EMERGENCY SERVICES

Mr. Roy Bass appeared before the Board and requested they approve the 911 system contract. Commissioner Hatch made the motion to approve the 911 system contract. Commissioner Valentine seconded. Board approved.

Mr. Bass requested the Board approve the annual 911 Grant.

Commissioner Hatch made the motion to approve the annual 911 grant. Commissioner Mills seconded. Board approved.

Mr. Bass informed the Board that the Florida Department of Health match grant to remount a truck was for \$171,804.46 of which \$128,854.00 is matched by the state leaving \$42,950.86 for the county's part. He said this is in process now and requested the Board's approval. Commissioner Hatch inquired about the COVID ambulance and if they are using this.

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Mr. Bass replied that everything has been retro-fitted to clean and disinfect the whole vehicle after each use.

Commissioner Hatch made the motion to approve the Florida Department of Health match grant. Commissioner Mills seconded. Board approved.

Mr. Bass informed the Board that a no burn is recommended for the county because of dry conditions and said there have been several fires in the past two weeks.

GAIL CARTER, INDIGENT CARE

Ms. Gail Carter had nothing to discuss with the Board at this time.

HOLLY HOUGHTON, COUNTY EXTENSION AGENT

Ms. Holly Houghton appeared before the Board and discussed the University of Florida COVID restrictions for the college. She said that a mask is still required for the Dental College, the Veterinarian College and the Shands facilities.

Ms. Houghton discussed the Fair Association requirement that the children write thank you letters to their purchasers. She said that 90 days after the fair the child is penalized up to 15% of their check if they do not do this. She said that over 1 million dollars was spent at the fair this year.

Ms. Houghton informed the Board that the Enterprise Florida Grant was received for a Broad Ban Mapping Project. She said that Ms. Carol West, Duane Cannon, Cindy Bellot and Leon Wright are all part of the team. She said that the speed that the FCC says that is available is not what is being delivered to Dixie County. She said that 400 people have taken this test survey. She said that 3G is available in Dixie County. However, the internet is still slow. She said that 4G and 5G is better, but you need a clear line of site for the tower and the signal to pass through the trees

Mr. Leon Wright said the older telephone towers are 300 to 400 feet high with a two-mile radius range. He said that about 22 more towers have come into Dixie, but they are shorter towers at 95 feet.

Commissioner Hatch suggested they educate more people to participate in this survey.

Ms. Houghton said the people need to be at their home or business to participate in the test.

She said this is a Community Driven Grant Project.

Commissioner Mills commented that even 5G service may be worse at times.

Ms. Houghton replied that it is faster and stronger, but the trees prohibit the signal.

Commissioner Mills said that slow internet also effects the security systems.

ANGIE CROWLEY, HUMAN RESOURCES SUPERVISOR

Ms. Angie Crowley had nothing to discuss with the Board at this time.

DUANE CANNON, COUNTY MANAGER

County Manager Duane Cannon appeared before the Board to discuss several items.

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Manager Cannon requested the Board's approval of the Susan Atkins SHIP mobile home Satisfaction of Lien.

Commissioner Mills made the motion to approve the Satisfaction of Lien for Susan Atkins. Commissioner Stephenson seconded. Board approved.

Manager Cannon requested the Board's approval to move the Board meeting on July 01, 2021 to July 08, 2021 due to a conflict of schedule with the Commissioners attending the FACT Conference.

Ms. Jackie Johnson commented that the Board will have two meetings close together and asked if they wanted to do this or not.

Commissioner Mills made the motion to move the Board meeting to July 08, 2021. Commissioner Stephenson seconded. Board approved.

Manager Cannon informed the Board members once they arrive at the conference then they will sign up for any needed classes.

Manager Cannon informed them that everyone would return on Friday or Saturday after the Conference.

Commissioner Hatch gave instruction to make sure people and the Vouchers are paid on time.

Manager Cannon requested the Board's approval to authorize the Clerk to look at the Vouchers for July 01, 2021.

Commissioner Hatch made the motion to allow the Clerk to look at the Vouchers for July 01, 2021. Commissioner Mills seconded. Board approved.

MICHAEL OSTEEN, COUNTY ATTORNEY

Attorney Pierce Kelley appeared before the Board to go over a copy of the brief he had prepared for the Naveen appeal. He presented his retainer contract to be signed by the Board as well. He told the Board that he felt there was no merit to the appeal. He said they are challenging that a Special Magistrate had been created to hear code violations and say that the Land Development Board should have been the one to hear these cases.

Commissioner Hatch stated that the Board of County Commissioners and the Land Development Board are one and the same.

Attorney Kelley said that they also argue that there was insufficient evidence of any code violations. He said they have already been through a lengthy hearing with the Special Magistrate and that Mr. Steve Freemen was a witness. He said the Magistrate issued an order of violation of Ordinance 2020-01.

Commissioner Stephenson inquired about the length of the appeal process.

Attorney Kelley replied this can take three months then the final appeal could take up to a year.

BARBIE HIGGINBOTHAM, CLERK OF COURT

Clerk Higginbotham appeared before the Board and informed them she would go over several topics at the Workshop.

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COUNTY COMMISSION ITEMS

Commissioner Stephenson inquired about the finances of the County.

Ms. Jacki Johnson said they had met with the Auditor; Mr. Richard Powell and it will be a little longer for the reconciliation of the Clerk's office. She said that accounts had not been posted since March of 2020. She said that on the Board side because there is over \$750,000.00 a single audit will also be needed. She said that a Federal Audit is also needed for the Grant money. She said the delay will run into July, but no later than August of 2021.

She said they are getting closer on the Building and Zoning accounts. She said they need to reconcile prior years and they don't have the 2020 numbers yet.

She said they have started setting up Budget meetings with Department Heads and Constitutional Officers.

She said they are posting revenue for the Board and will be current ASAP.

Commissioner Stephenson asked Manager Cannon about the American Rescue Money that TV 20 keeps talking about. He asked if they could get this for the County.

Manager Cannon replied that Dixie County has not received any of this money. He said they can request this from the treasury, but there are guidelines to meet and you only get half and then must wait a year to get the other 50 percent and must show how you are using the money and you must spend it all by 2024 or you have to pay it back.

Commissioner Mills expressed his thanks to the Clerk Higginbotham and her staff for working hard on everything.

Commissioner Storey agreed.

Commissioner Hatch had nothing further to discuss at this time.

Ms. Doris Satterfield said that all the public hears is how Dixie County needs to update their bookkeeping. She said the public needs to know what is going on.

Commissioner Hatch responded that the Board would like transparency as well. He said they are limited on how to get information to the public because this is a rural community. He said the Board relies on the local newspaper and Facebook. He said that the public is invited to attend all the Board meetings, but only a select few ever attend. He said that the Board does an audio presentation of the meetings so people could call in on the phone if they chose to.

Commissioner Mills said the issue is that it is hard to deal with the false information that is circulating.

Mr. James Ward spoke to the Board about his purchase of the Salt Creek Fish House. He said the patrons of the Restaurant are using his property for parking and a Port a Potty. He said that his family could not leave due to being blocked in by other vehicles. He said he did not call the law.

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Commissioner Hatch offered to meet with Mr. Ward on June 17, 2021 at 4:00 PM and discuss further.

Commissioner Valentine had nothing further to discuss.

PUBLIC COMMENTS AND CONCERNS

There were no comments or concerns expressed at this time.

ADJOURN

ATTEST

Commissioner Mills made the motion to adjourn at 12:00 PM. Commissioner Hatch seconded. Board approved.

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BOARD OF COUNTY COMMISSIONERS DIXIE COUNTY, FLORIDA

Jamie Storey, Chairman

Barbie Higginbotham, Clerk-Auditor

PLEASE BE ADVISED that if a person decided to appeal any decision made by the Board with respect to any matter considered at such meeting or hearings, he/she will need a record of the proceedings, and for such purpose, he/she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

"Persons with disabilities requesting reasonable accommodations to participate in this proceeding should contact (352) 486-4931 (Voice & TDD) or via Florida Relay Service at (800) 955-8771."

The Board meets the first Thursday of each month at 10:00 AM and the third Thursday of each month at 6:00 PM. Individuals that would like to be placed on the agenda should call Barbie Higginbotham, Clerk of Court, by 4:00 PM on the Friday Preceding the Board meeting, at (352) 498-1200.