

October 15, 2019
Regular Session
Bonifay, Florida

The Holmes County Board of Commissioners met in a Regular Session on the above date with the following members present: Commissioner Phillip Music, Commissioner Earl Stafford, Commissioner Bobby Sasnett, Commissioner Brandon Newsom and Commissioner Clint Erickson, Chairman of the Board.

Brandon Young, County Attorney, and David Corbin, Project Director, were present.

Angie Purvee, Deputy Clerk, was present and kept the minutes.

Chairman Erickson called the meeting to order at 9:00 a.m. David Corbin, Project Director, led the prayer and pledge.

The first agenda item was Agenda Additions or Deletions. The following additions were made to the agenda:

- 5-F) Two New Temporary Positions for Road Department
- 6-B) Bridge Crew Quote
- 6-C) Software for Veterans' Office
- 6-D) Josey Road
- 6-E) Board Picture with Road and Bridge Crew
- 5-G) Brotherhood Lane

Commissioner Stafford offered a motion to approve the amended agenda with Commissioner Music offering a second. The motion passed unanimously.

Kelly Arndt, a private citizen, requested repair work on Brotherhood Memorial Lane. Discussion included the County work previously completed on the road and that the ROW releases obtained for that work should still be in effect. Commissioner Sasnett offered a motion for the County to complete the requested road repair with Commissioner Stafford offering a second. The motion passed unanimously.

Alice Vickers, Clerk of Court, presented an agreement for the Florida League of Cities, Inc. to complete the GASB 75 disclosure report for the County. She advised that this is a budgeted mandatory expense that reports the liability for keeping retirees on the County's insurance. Commissioner Stafford offered a motion to accept the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Kalyn Waters, Extension Service Director, presented a Memorandum of Understanding between the University of Florida IFAS/Extension and Holmes County. She advised that this is a standard MOU needed to update the services provided through the County's Extension Service. County Attorney Brandon Young stated he reviewed the MOU and that the percentage of the County's financial responsibility for the program has not changed. Commissioner Stafford offered a motion to have the Chairman execute the MOU with Commissioner Music offering a second. The motion passed unanimously.

(MOU)

Chairman Erickson discussed having the Board office remain open on October 31st from 5:00 p.m. to 7:00 p.m. to participate in the local Halloween festivities. The Board agreed to provide food, drinks and candy with the expense to be split between the Commissioners, Project Director David Corbin and County Attorney Brandon Young.

Wanda Stafford, Emergency Management Director, presented Modification #1 to the EMPA Grant Agreement for approval. She advised that the modification is changing reporting requirements but does not have any effect on the dollar amount of the grant. Commissioner Newsom offered a motion to authorize the Chairman to sign the modification with Commissioner Music offering a second. The motion passed unanimously.

(Modification)

John Tate, Holmes County Sheriff, requested guidance on the procurement policy for the Jail appropriation funds. The Board directed the Sheriff to follow the County's procurement policy for the funds. Project Director David Corbin can approve purchases under \$10,000 that are allocated within the grant and the Board will accept sealed bids for any purchases over \$10,001.

Chairman Erickson discussed creating two new temporary positions in the Road Department for clearing debris on the County roads at the rate of \$12.00 per hour. Discussion included whether this could be considered a FEMA reimbursable expense or using validated FEMA to fund the positions. Bob Stinebaugh, The Integrity Group, advised that the positions will not be reimbursable through FEMA. Alice Vickers, Clerk of Court, stated that temporary positions cannot extend beyond six months and advised against using the validated FEMA funds until the audit is complete. Commissioner Music offered motion to create the two new temporary brush cutter positions using Road Department contingency funds. Commissioner Newsom offered a second and the motion passed unanimously.

Wanda Stafford, Emergency Management Director, presented a list of requests that The Integrity Group is going to include in an application for a \$25 million competitive grant the State has made available to the six counties affected by Hurricane Michael. The following items were requested:

- \$500,000 to replenish and bolster reserves
- Two ambulances for approximately \$424,300
- Reimbursement for two long-arm debris removal mowers in the amount of \$261,786
- New EMS building for approximately \$2,916,000

Discussion included that no match funds are required and the time limit to spend the grant funds if awarded. Ms. Stafford advised that she will update the Board when the grant is awarded.

(List)

David Corbin, Project Director, presented the schedule of the Town Hall meetings that will be held to discuss the FEMA alternative procedures program. Discussion included that The Integrity Group will be

facilitating the meetings, the staff that will be required to attend and that the Clerk's office will record the meetings.

(Schedule)

David Corbin, Project Director, presented a \$12,500 quote for the bridge crew to purchase stock materials. Commissioner Stafford offered a motion approving the quote with Commissioner Music offering a second. The motion passed unanimously.

David Corbin, Project Director, advised that Veteran Service Officer Amy Cutchen was awarded \$8,000 worth of computer software at a recent conference. He stated that the annual maintenance for the program will be \$1,000 after the first year. Ms. Cutchen has \$500 of the maintenance cost in her budget and requested that the Board commit to paying the remainder. Commissioner Stafford offered a motion to include the extra \$500 towards the maintenance costs for the software in next year's budget. Commissioner Music offered a second and the motion passed unanimously.

David Corbin, Project Director, discussed complaints received about a tree on Josey Road that has limbs encroaching on the road way. Discussion included reports of vehicle hitting the limbs and the verbal quote of \$300 from Great Rate Tree Service to remove the trees limbs involved. Commissioner Stafford offered a motion to declare this an emergency expenditure and pay for the \$300 service from Road Department contingencies. Commissioner Music offered a second and the motion passed unanimously.

David Corbin, Project Director, discussed having the Commissioners' picture taken with the newly purchased machinery and the zone work being done to clear roads. Discussion included conducting the zone work along the river instead of strictly by districts, using all the equipment available and which employees to use to complete the work.

Bob Stinebaugh, The Integrity Group, advised that the scope of work change for the alternative procedures should be approved by Friday, October 17th. He stated that the Board must decide whether to pave additional roads or purchase equipment with the remainder of funds available. Discussion of this matter included the following:

- Total of \$11 million available for alternative procedures
- First round of alternative procedures roads will cost approximately \$4.7 million
- Purchasing equipment will reduce paving additional roads in the second round
- Purchasing versus leasing equipment
- Scarcity of milled asphalt
- Type of equipment to purchase must be listed in scope of work

The Board agreed by consensus to lower the mileage per district for second scope of work to approximately 8.5 miles and directed Project Director David Corbin to gather quotes for the following equipment:

- Reclaimer/Recovery machine
- Front end loader

- Roller
- Backhoes x3
- Water Truck
- Goose-necked Trailers

Rod Adams, Melvin Engineering, advised that the CR 181C project was closed out with DOT.

Rod Adams, Melvin Engineering, presented the construction contract for CR 162 for the Chairman's signature. He advised it was approved in an earlier meeting.

(Contract)

Cliff Knauer, Dewberry Engineers, gave updates on the following projects:

- Dogwood Lakes Dam Repair - bonds have been received and the pre-construction meeting was held last week; project will move forward when the contractor's dirt is approved
- Highway 79 Corridor - design is almost complete and the applications for the DOT permits have been submitted; property owners' concerns will be addressed by the attorneys
- 4-H Barn restroom - design is complete with specs on the pumps pending; the plans will be completed by next week
- Thomas Drive Bridge – DOT's design approval is pending; once approved, the project will be ready to advertise for bids.
- Bonifay/Gritney Road - project base bid will pave the road from Hwy 177A to Jim Bush Road with each alternate bid item adding a half of mile of paving; no response has been received from DOT on the letter sent by the Board stating their intentions to advertise a base bid and two alternate bid items.
- CR 162 - pre-construction conference is scheduled for Thursday; Dewberry's CEI services for this project will only cost \$144,000 of the approved \$160,000
- Highway 2 Boat Ramp - project is awaiting final approval so County can receive reimbursement; FWC is addressing the ADA accessibility of the boat ramp; the gates to the boat ramp will be opened today
- Hoover Mill Road - the design to widen and straighten the road will be presented at the next meeting
- Bonifay/Chipley Road – Army Corps permit still pending along with approval of the mitigation plan; Mr. Knauer, David Corbin and Chairman Erickson will schedule a meeting with the Army Corps to discuss the project; Alice Vickers, Clerk of Court, will provide a letter about the fiscally constrained condition of the County.

Commissioner Newsom presented quotes for goose-necked trailers with hitches for the Road Department. Discussion included the need for the trailers to haul equipment. The Board agreed to postpone the decision to purchase the trailers to see if they can be acquired through the FEMA alternative procedures program.

Chairman Erickson advised that West Florida Electric has agreed to pay the entire electric bill for the Prosperity Tower as part of the tower space rental agreement. The agreement will be presented at a later meeting.


Chairman Erickson discussed the quotes for selling or auctioning off the District 1 grader. Andy Tharp, Shop Supervisor, will present the information at a later meeting.

Albert Jordan, Special Road Project Manager, presented three quotes for an ice machine for the District 4 yard. Discussion included the disrepair of the current ice machine and installing a filter system to prevent calcium build-up. Commissioner Newsom offered a motion to purchase the ice machine from Gulf Ice for the quoted amount of \$2,541.63 using Road Department contingency funds. Commissioner Stafford offered a second and the motion passed unanimously.

(Quotes)

There being no further business at this time, the meeting was adjourned at 10:36 a.m.


Clerk


Chairman