

January 12, 2016
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 Mickey Locke, Commissioner William Parish, Commissioner David Whitaker, Commissioner Bobby Sasnett, and Commissioner Danny Powell, Chairman of the Board.

Jeff Goodman, County Attorney, was present.

Melissa Kabaci, Deputy Clerk, was present and kept the minutes.

The meeting was convened at 9:01 a.m. Chairman Powell opened the meeting with prayer and led the pledge.

The first agenda item was Agenda Additions or Deletions. Items deleted were #11A) Facility Use Agreement. Items added: 11G) District 2 grader lease. Commissioner Whitaker offered a motion to approve the amended agenda. Commissioner Locke offered a second. The motion passed unanimously.

The next item was "Hearing the Public". Ms. Becky Lowery, Lucky Puppy, discussed the ongoing animal control issues and inquired as to the status of the animal control subject from previous meetings. She advised Holmes County Deputy Tim Howard had called her rescue organization asking for assistance with multiple abandoned, starving and deceased dogs from one man's home and her facility doesn't receive any funding. Cpt. Michael Raley, Holmes County Sheriff's Department, advised her that his department has a warrant out for this individual and is seeking to locate him to prosecute. County Coordinator Wendel Whitehurst advised he will have more information on the animal control position in the next meeting.

Cpt. Michael Raley also discussed the inmate medical insurance and advised Dr. Kennedy has given notice for the end of February and bids will need to be put out for a new provider. Discussion included Washington County Sheriff's Department hiring a nurse out of the inmate medical funding and paying a doctor a smaller fee to come in one (1) day a week to write prescriptions, orders and handle admissions. Cpt. Raley advised there are ongoing negotiations with several providers and if those don't come through he requested authorization for Attorney Goodman to place bids for inmate medical providers. The Board agreed by consensus to allow Attorney Goodman to bid out for medical providers and bring information to the next meeting.

Commissioner Whitaker offered a motion to approve the following consent items:

- Farmer's Market Lease Extension – JJS Supply, Inc.
- Vehicle acceptance from Tri County Community Council (TCCC) – 2 Vans
- Arthropod/Mosquito Control Travel Request – David Brazile
- Emergency Management ICS Travel Request – Wendy Smith Mayo
- Emergency Management FEPA Travel Request – Wendy Smith Mayo
- Grants Training Travel Request – Shawna Lumpkin, Road Department
- FSASE Canvassing Board Workshop Travel Request – Danny Powell, Jeff Goodman

Commissioner Sasnett offered a second. The motion passed unanimously.

(Lease Agreement)

(Vehicle Titles)

(Travel Requests)

Steve Connell, Emergency Medical Services Director, discussed a County awards grant application and Resolution #16-01 that authorizes him to apply for the grant for improvement and expansion in Emergency Medical Services (EMS). Discussion included this being a State grant that will award \$4365.00, the funds will be used to purchase three (3) Dell computers from State bid and the total due will exceed the grant by \$58.47 which will be funded from the EMS budget. Commissioner Parish offered a motion to approve Resolution #16-01 with Commissioner Locke offering a second. The motion passed unanimously. Commissioner Locke offered a motion to approve the purchase of the computers with Commissioner Parish offering a second. The motion passed unanimously.

(Grant Application)

(Resolution #16-01)

Tammy Bozeman, Sheriff's Department Finance Officer, discussed receiving the Justice Assistance Grant (JAG) and requested approval to purchase three (3) patrol body cameras and cables with the \$1822.00 allotted for law enforcement equipment. Commissioner Locke offered a motion to accept the JAG grant. Commissioner Whitaker offered a second. The motion passed unanimously.

(Grant)

Ms. Bozeman discussed the application for the Florida Department of Law Enforcement's (FDLE) Prison Rape Elimination Act (PREA) grant. She requested approval to purchase cameras to cover blind spots in the jail to prevent sexual harassment and to hire an additional officer during the time frame the grant covers from April to September if funds are awarded. Discussion included the grant requirement to hire an officer as Coordinator to implement and oversee the policies and procedures, the mandate to maintain the position for at least one year after the grant is completed and whether the Sheriff's budget is sufficient to fund the extra position without additional County funds. Ms. Bozeman advised that she will check with the Sheriff and report back regarding the funding for the additional position and requested approval to proceed with the application for the camera purchase. Commissioner Parish offered a motion to approve applying for the camera purchase portion of the PREA grant with Commissioner Locke offering a second. The motion passed unanimously.

Ms. Bozeman discussed the Sheriff's Department roof insurance claim where the eave has dropped causing the roof to leak and create inside water damage. Discussion included failed attempts to get three (3) contractors to provide quotes with some contractors not even wanting to view the damaged area. Discussion also included the insurance company giving an estimate of \$9700.00 in damage minus the \$1000.00 deductible leaving a balance to cover of \$8700.00 and the Sheriff's department maintenance budget not being sufficient to cover the cost. The Board asked Ms. Bozeman to again attempt to get repair quotes and discussed possibly using inmate labor to repair the roof. No action was taken at this time.

The Board discussed the Advisory Services Agreement with Carr, Riggs and Ingram, LLC for the Affordable Care Act (ACA) requirements. Discussion included that the services will help each department with the new forms 1094C and 1095C which will take approximately five (5) hours at a rate of \$165.00 per hour.

Commissioner Parish offered a motion to approve the agreement. Commissioner Whitaker offered a second. The motion passed unanimously.

(Agreement)

Attorney Jeff Goodman discussed weight and load limit restrictions on County roads. Discussion included possibly lowering the weight limits on some roads due to their heavy traffic from logging trucks that create continual maintenance issues. Discussion also included having the County Engineers view the roads to give weight limit recommendations and the possibility of implementing a permit program which will require truck owners to get permits issued for the roads they travel. Attorney Goodman advised he will bring a resolution to the next meeting in January to address this issue.

(Restrictions)

Attorney Jeff Goodman discussed the Request for Qualifications (RFQ's) for Engineering Services for the Tobe Retherford Road SCOP project and advised they have three (3) bidders on the project. The Board discussed holding a Special Session January 26, 2016 at 5:00 p.m. to allow the firms to give presentations on their qualifications and for the Board to rank them. Discussion included presenting the results of the rankings at the Regular Session to follow at 6 p.m.

(Request for Qualifications)

Wendel Whitehurst, County Coordinator, gave an update on the Animal Control position and advised he will have information at the next meeting in February for the Board to act upon.

Mr. Whitehurst discussed the motor grader operator job description presented to the Board so he will be able to advertise for on-call grader operator positions. Commissioner Parish offered a motion to approve the motor grader operator job description with Commissioner Locke offering a second. The motion passed unanimously.

(Job Description)

Mr. Whitehurst requested authorization to advertise for on call road department grader operator positions and advised the salary for these positions is already in the budget. Commissioner Locke offered a motion to approve advertising for the positions. Commissioner Sasnett offered a second. The motion passed unanimously.

Wendel Whitehurst, County Coordinator, discussed the needed repairs on the Tax Collector's building and advised that Roger Williams, Building Inspector, had inspected the building and supplied a recommended scope of work. Commissioner Parish offered a motion to bid out for the repairs. Commissioner Whitaker offered a second. The motion passed unanimously.

(Scope of Work)

Mr. Whitehurst discussed surplus County equipment and requested approval to sell the surplus. Discussion included bringing a list of the equipment to the next meeting and having Cpt. Raley, Sheriff's Department, make a list of surplus cars and equipment around the jail and cleaning that area up. Commissioner Sasnett offered a motion to approve selling the surplus equipment with Commissioner Locke offering a second. The motion passed unanimously.

Mr. Whitehurst discussed the building inspection services for the new school and advised he will bring more information to the next meeting as well as a representative from the school to answer any questions.

Mr. Whitehurst discussed ongoing problems with the District 2 graders and discussed the options of leasing graders that will include the maintenance. The Board requested Mr. Whitehurst look over the fleet of graders as a whole and bring back a recommendation as to how many will need to be leased.

Attorney Jeff Goodman discussed holding an 8 a.m. workshop before the first regular meeting on February 9th to discuss the garbage franchise situation. He also discussed he will set up scheduling rankings for the Tobe Retherford Road SCOP project at 5:00 p.m. before the next January 26th Regular meeting.

Cliff Knauer, Preble-Rish Engineering, discussed having until June to complete the Old Mt. Zion Road project and DEP's request to proceed with bidding the asphalt portion of the project. Commissioner Whitaker offered a motion to approve bidding for the asphalt. Commissioner Locke offered a second. The motion passed unanimously.

Mr. Knauer discussed the cut and patch projects on Airport Road, Hwy. 181 and John Clark Highway and advised he will bring an update to the next meeting.

Mr. Knauer discussed the four (4) SCOP and SCRAP projects awarded to his firm and requested approval for the Engineering Agreements. The agreements include the Thomas Drive and Deacon Road SCOP projects and the CR 181 and CR 183 SCRAP projects. Commissioner Parish offered a motion to approve the Professional Services agreements with Preble-Rish Engineering. Commissioner Sasnett offered a second. The motion passed unanimously.

(Agreements)

Mr. Knauer discussed the Deacon Road project right of ways and advised there were only two landowners residing on the road with one of the landowner's deed recognizing a right of way while the other landowner's deed does not. Mr. Knauer advised he and Attorney Goodman will work on having a right of way included in that deed.

Mr. Knauer discussed the road condition in the area of Thomas Drive Bridge to the Washington County line on Hwy. 79 South. He advised a portion of the road at the turn is in bad shape while a portion is in relatively good shape. Discussion included asking the Department of Transportation (DOT) to use some of the

funding for the asphalt on the bridge itself to replace the concrete decks and slides. He advised there will not be a change in the funds but in the scope of work for the project. Discussion also included the cost of approximately \$80,000 if the County replaced the bridge and providing the in kind match by utilizing the bridge crew to repair the wing walls. Commissioner Sasnett offered a motion to request the change in the scope of work. Commissioner Locke offered a second. The motion passed unanimously.

Tom Carpenter, Melvin Engineering, gave an update on the Hwy. 177 project and advised they will smooth out the bridge approaches when the weather permits.

Whitney Nelson, Melvin Engineering, discussed the scope of the Hwy. 173 N. project. He advised the Department of Transportation (DOT) had reduced the scope of the project from 7.5 million to 5 million to include eliminating the side railings. He advised his firm will take care of the side drain piping.

Mr. Nelson advised there will be a town meeting next week at the Bethlehem School to discuss the concrete ditch paving project.

Commissioner Locke advised that he feels the Foremen are spending too much time entering data into the computer and that the secretaries should be doing the data entry. Discussion included the pros and cons of having the Foremen enter their own work orders into the computer, the importance of maintaining accurate records for work done in each district and FEMA documentation requirements. Wendel Whitehurst, County Coordinator, advised that the Foremen recently received a salary increase to compensate for the additional duties and that the productivity of each crew has actually increased since the Foremen began entering the work orders. Discussion also included offering additional training to the Foremen and investigating the cost to obtain a GPS tracking system that will automatically download some information currently entered manually by the Foremen.

There being no further business at this time the meeting was adjourned at 10:21 a.m.

Clerk

Chairman