

May 19, 2020
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 Clint Erickson, Commissioner Phillip Music, Commissioner Bobby Sasnett, Commissioner Brandon Newsom and Commissioner Earl Stafford, 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 Stafford called the meeting to order at 9:00 a.m. Albert Jordan, Special Road Projects Manager, led the prayer and pledge.

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

- Commissioner Item D) Millage for District 3

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

Commissioner Music offered a motion to approve the minutes from the April 29, 2020 Special Session, the May 5, 2020 Special Session and the May 5, 2020 Regular Session. Commissioner Erickson offered a second and the motion passed unanimously.

Susan Kirby, a private citizen, discussed the repairs to the Dogwood Lakes dam and the attempts to restore the lake. She advised that the drop in the water level will cause dry docks as well as issues with stumps and the boat ramp. Discussion included the compromise reached between the residents and the engineer to work within the parameters of the existing permits to adjust the spillway so that all parties are satisfied with the water level. The Board tabled this matter until later in the meeting so that the engineer could be present for the discussion.

Alfred Sellers, Pittman Volunteer Fire Department, presented invoices totaling \$1,586.40 for the repair of two of the department's trucks. He advised that, due to COVID-19, the department has only been able to raise \$772 through an on-line fund raiser and he requested that the Board match the raised funds. Susan Kirby, a private citizen, volunteered to personally donate the matching funds. The Board expressed their appreciation of Ms. Kirby's assistance.

(Invoices)

Alice Vickers, Clerk of Court, presented an update of the budget committee's meeting to discuss the impact of COVID-19 on the County's budget. The discussion of this matter included the following:

- Projections of the State and local revenue will not be available until June
- State projecting a sharp decline in Sales and Gas Taxes
- Summary of County's dependence on tax revenue to meet budget demands
- Board may have to reduce the current year's budget
- Budget committee's recommendation to temporarily restrict each department's spending
- Increase in Medicaid costs due to rising unemployment
- Assistance provided through the CARES Act cannot be used for revenue shortfall
- Amount in reserves available to the County

- Reimbursement of the County's Hurricane Michael expenses expected soon

The budget committee will present more information as it becomes available from the State. Ms. Vickers also advised that an invoice for approximately \$80,000 for Dewberry Engineering's CEI services on the FEMA alternative procedure roads will not be presented for Board approval until a new contract is negotiated for the additional cost of the service.

(Summary)

Tim Parsons and Jennifer Greene, Liberty Partners, discussed the progress on gaining State funding for building a new Ag Center. Discussion included the State's responsibility since the County only leases the building, causes of the damage, insurance claims and the needed repairs to the Famer's Market. Ms. Greene advised that she is waiting for the State's solution for the building and that there is a possibility of the project being funded by a non-profit grant available for historical and cultural buildings affected by Hurricane Michael.

Cindy Wilson, Emergency Management Assistant, presented a COVID-19 update on the number of positive cases locally and State-wide. She also discussed the schedule for local testing sites and that the Holmes County Emergency Management has been dropped to a Level 3 activation.

David Corbin, Project Director, presented a letter of resignation from Health Department Administrator Karen Johnson. Ms. Johnson expressed her appreciation for the opportunity to serve in the position and advised that the Board will need to select members to represent Holmes County on the panel that will interview her replacement.

(Letter)

Brandon Young, County Attorney, presented Supplemental Agreement No. 2 to the Thomas Drive Bridge grant agreement with the Florida Department of Transportation (DOT). Discussion of this matter included the following:

- Grant amount amended to \$380,819
- County's \$100,000 matching funds will supplement the difference in the bid amount
- Melvin Engineering to submit a proposal for CEI services
- Design approval and bid history
- DOT will have to accept the bids previously submitted or the project must be re-bid

The following citizens discussed this matter:

- David Corbin, Project Director
- Cliff Knauer, Dewberry Engineers

Commissioner Music offered a motion approving the supplemental agreement with Commissioner Newsom offering a second. The motion passed unanimously. The Board directed Mr. Knauer and Project Director David Corbin to contact DOT about their acceptance of the previously submitted bids.

(Agreement)

Chairman Stafford called for a five minute recess.

Upon reconvening, Bob Stinebaugh, The Integrity Group, advised that FEMA has not yet granted the extension request for the alternative procedures programs and that a notice to the property owners affected by Round Two of the program should be advertised.

Andy Tharp, Shop Foreman, presented quotes from Deanco Auction and J.M. Wood on the guaranteed proceeds that the John Deere and CAT grader from District 1 will bring at auction. Discussion included the following:

- Selecting one of the graders to sell
- Work needed on the CAT grader
- Auction proceeds needed to fund the Road Department's repair and maintenance expenses
- Current status of the Road Department's repair and contingencies accounts
- Placing a reserve on the grader sent to auction
- Effect of the FEMA work performed by the County on the repair and maintenance of the equipment
- Equipment should net over \$100,000
- County conducting own auction of equipment
- Transporting the grader to auction

Commissioner Erickson offered a motion to auction the John Deere grader with J. M. Wood with a \$105,000 reserve in place. Commissioner Newsom offered a second and the motion passed unanimously.

(Quotes)

David Corbin, Project Director, advised that the Road Department has rented a sweeper to clear loose debris on the FEMA alternative procedures roads. He also stated that the Shop forklift ordered back in November has been delivered.

Brandon Young, County Attorney, advised that the quotes for the equipment to be included in the next scope request for the FEMA alternative procedures program will need to be for equipment with the minimum acceptable specifications. The Board directed Mr. Young to work with Shop Foreman Andy Tharp to prepare a list of acceptable specifications for the equipment.

Ryan Helms, a private citizen, requested permission to leave a fence on his property across a County-maintained ditch on Wrights Creek. Mr. Helms discussed his problems with trespassers, the approval from previous Boards for citizens with the same request and that the County would still be able to maintain the ditch. County Attorney Brandon Young advised that Mr. Helms has no legal right to place a fence over a County-maintained ditch, but that the Board can grant a variance to allow the request although it will set a precedence for future requests. Commissioner Erickson offered a motion to have the County Attorney prepare an easement allowing Mr. Helms to leave the fence over the County-maintained ditch at the property owner's expense and liability. Mr. Music offered a second. Commissioners Erickson, Music, Sasnett and Newsom voted yes with Chairman Stafford voting no. The motion passed.

Cliff Knauer, Dewberry Engineers, presented Change Order No. 1 to the Bonifay/Gritney Road SCOP agreement amending the contract price to include the \$26,400 for the fencing work to be completed by Gum Creek Farms. He advised that the change was already approved by the Board in a previous meeting.

(Change Order)

Cliff Knauer, Dewberry Engineers, discussed the contractor's progress on the FEMA alternative procedures roads. Discussion of this matter included the following:

- GAC, Inc. has obtained and tested additional milled asphalt
- Invoicing for lime rock
- GAC to maintain roads with only a lime rock base
- Complaints received about Flowing Well Road
- Walk through of all roads will be completed to address and correct issues
- Contract needed with Dewberry Engineers for additional costs for CEI services
- Schedule for Round 2 with extension for scope request approval

Cliff Knauer, Dewberry Engineers, discussed the drainage issues on Bonifay/Gritney Road paving project advising that the height of the dam should alleviate some of the problem although beaver dams are causing more issues.

Cliff Knauer, Dewberry Engineers, stated that he is currently working with FWC on modifications to the Dogwood Lakes spillway that will allow the water level to rise.

Cliff Knauer, Dewberry Engineers, presented a proposed agreement for \$200,000 to complete the remaining CEI services for Round #1 of the FEMA alternative procedure project. Commissioner Newsom offered a motion to approve the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Rod Adams, Melvin Engineering, presented the following updates on pending projects:

- CR 162 is completed with close out paperwork to be presented soon
- Idlewood Drive is essentially completed with the contractor to repair the crack in the road
- A proposal for CEI services on the Thomas Drive Bridge will be presented soon

Brandon Young, County Attorney, advised that Melvin Engineering was the sole bidder for the design and engineering services on the CR 179 resurfacing project. He stated that the scored bids were forwarded to DOT and a letter awarding the design services to Melvin Engineering needed to be signed. Commissioner Newsom offered a motion to have the Chairman sign the letter awarding the bid to Melvin Engineering with Commissioner Music offering a second. The motion passed unanimously.

(Scoresheet & Letter)

Brandon Young, County Attorney, requested permission to prepare an RFQ for the County's planning services. He advised that the current contracted planning services were only for plans submitted through June 1st. Commissioner Music offered a motion approving the request with Commissioner Newsom offering a second. The motion passed unanimously.

Brandon Young, County Attorney, advised that the FEMA equipment bid will allow 30 days for interested parties to submit a response.

Brandon Young, County Attorney, advised that no objections were filed as to the scoring and ranking of Lime Rock Base Bid 20-01 and Reclaimed Asphalt Bid 20-02 on the next round of FEMA alternative procedures roads. He stated that the bids are ready to be awarded but FEMA must approve the extension and scope request before the contracts can be executed.

Brandon Young, County Attorney, advised that, since Supervisor of Elections Therisa Meadows has an opponent running against her in the next election, the Board will need to appoint an alternate to the Canvassing Board. The Board tabled this matter until the next meeting to consider a recommendation for the position.

Commissioner Newsom presented quotes for purchasing equipment so that the County can seal and maintain the newly paved FEMA alternative procedures roads. Discussion of this matter included the following:

- Contracting out the service to have the roads sealed
- Type of sealant material to use on the roads
- Quote of \$65 per hour for truck to tack roads
- Trying materials on Bush Road and Sun Lake Road before committing further
- Changing scope request on Round 2 of FEMA alternative procedures to include sealing roads
- Source of funding for sealing roads
- Durability of milled roads without sealing
- Leasing or borrowing Walton County's tack truck

Alice Vickers, Clerk of Court, cautioned against using the FEMA Disaster #4138 validated funds until the project is completed and audited. She also stated that the immediate need to seal the milled asphalt roads has never been discussed in a meeting. Cliff Knauer, Dewberry Engineers, discussed the savings to the County on maintaining the milled asphalt roads after sealing. Commissioner Newsom offered a motion to spend up to \$10,000 of FEMA validated funds to contract with GAC, Inc. to have two types of sealant placed on Sun Lake Road and Bush Road with Commissioner Erickson offering a second. Commissioners Erickson, Sasnett, Newsom and Stafford voted yes with Commissioner Music voting no. The motion passed.

(Equipment Quotes)

Commissioner Music advised that he would like to take advantage of 20 loads of milling that is available for approximately \$8,000. Discussion included an incident of a citizen getting stuck on a County maintained road and the materials to use on the road to prevent this happening again. Discussion also included that the "Road Materials and Supplies" budget for District 3 has a balance of approximately \$800. The Board agreed by

consensus to repair the road with rock the Road Department has available after Commissioner Music discusses this with the citizen involved in the incident.

Commissioner Sasnett presented a quote to have an air conditioner unit placed in the building on the District 1 yard. Commissioner Sasnett offered a motion to purchase the unit with Operating Supplies funds and the insulation with Repair and Maintenance funds. Commissioner Music offered a second and the motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 12:18 p.m.

Alice Vickers

Clerk

[Signature]

Chairman