

October 20, 2020  
Regular Session  
Bonifay, Florida

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

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

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

Chairman Stafford called the meeting to order at 6:00 p.m. Albert Jordan, Special Road Project Manager, led the prayer and pledge.

The first agenda item was Agenda Additions or Deletions. The following items were added:

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|----------------------|--------------------------------------|
| • County Engineer    | Hurricane Sally Engineer Services    |
| • County Attorney    | Change Order GAC                     |
| • County Attorney    | Union Contract                       |
| • Commissioner Item  | Doyle Haulcomb at Harvey Carter Road |
| • Commissioner Item  | Culvert Pipe for John Brown Road     |
| • Commissioner Item  | Speed Limit on Gravel Roads          |
| • County Coordinator | Dress Code Policy                    |

The following item was deleted:

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| • County Attorney | Ground Monitoring Well Installation |
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Commissioner Music offered the motion to accept the amended agenda. Commissioner Newsom offered the second and the motion passed unanimously.

Scott Duvall, Warden at Holmes Correctional Facility, introduced himself to the Board and discussed the following:

- No COVID-19 in prison at this time
- Holmes CI administration wishes to support the community
- Re-instating prison work squads
- Staffing issues

Brandon Young, County Attorney, discussed the Small Quantity Generator Program (SQG) and the Agreement for Professional Staff Services with the Emerald Coast Regional Council (ECRC). ECRC will provide hazardous waste monitoring services to keep the County in compliance with State regulations for a fee of \$4000. Commissioner Music offered the motion to allow Chairman Stafford to execute the agreement with ECRC. Commissioner Newsom offered the second and the motion passed unanimously.

(Agreement)

Steve Connell, EMS Director, explained that the Westville EMS Station has been housed at the Westville Community Center since June 2020 and the possibility exists to enter into a five year agreement with the town of Westville to lease the facility for \$5,500 per year. The fee would cover the use of the facility as well as electricity, water and garbage pickup. Mr. Connell explained that currently he spends approximately \$5,500 per year on

electricity, water and garbage pickup. Mr. Connell requested the Board enter into a contract for a five year lease agreement for \$5,500 for use of the Westville Community Center. Other points of discussion included:

- Ease of termination of contract
- Monthly or annual payment, needs clarification
- Mr. Connell to clarify with Town of Westville as to relinquishing of previously used EMS facility and improvements to Town of Westville
- County Attorney will have contract written to review at next regular session
- Repairs and maintenance issues should be addressed in the contract to maintain a good working relationship

The matter was tabled until the next meeting.

Steve Connell, EMS Director, discussed decommissioning an ambulance and donating the vehicle to the Town of Westville. Discussion included that the ambulance would have to be declared as surplus. The matter was tabled until the next meeting.

David Corbin, Project Director, stated that he does not currently have a recommendation for the new Planning Board member.

David Corbin, Project Director, explained that DOT had sent a letter for repair work to be done to the bridge on Woodham road over Holmes Creek. The letter requires the Chairman's signature in order to proceed. Commissioner Newsom offered the motion allowing the Chairman to sign the DOT letter. Commissioner Music offered the second and the motion passed unanimously.

(Letter)

David Corbin, Project Director discussed the increased business and revenue experienced by the Building Department and advised he would like to negotiate a salary increase for Building Department Secretary Danielle Steverson. Commissioner Erickson expressed concern about the need for part time help in the Building Department or the Board office. Commissioner Music offered a motion allowing Mr. Corbin to conduct salary negotiations with Danielle Steverson. Commissioner Newsom offered the second and the motion passed unanimously.

David Corbin, Project Director, reported that the County has been approved for Hurricane Sally damages to roads, bridges and parks. Mr. Corbin explained that careful documentation of what has been done to the roads is critical to reimbursement by FEMA. Mr. Corbin emphasized that FEMA will require documentation of items such as cubic yards of dirt removed from ditches, millage hauled and hours worked will be necessary.

David Corbin, Project Director, presented the idea of a dress code policy for County employees. Mr. Corbin explained that he would like to work with Brandon Young, County Attorney and Marti Sherrouse, Executive Assistant, to create a policy that will promote safety as well as uniformity. It was the consensus of the Board to allow Mr. Corbin to meet with Mr. Young and Mrs. Sherrouse and report back to the Board.



Andy Tharp, Shop Foreman, requested permission to submit an invoice for payment from Thompson Cat for \$5,329 for repairs to grader # 13. The Board agreed by consensus to allow Mr. Tharp to negotiate the amount of the invoice with Thompson Cat.

Bob Stinebaugh, Integrity Group, discussed the following:

- Hurricane Sally was upgraded to Category C through G disaster
- Cares Act Funds purchases needing Board approval
- Payroll reimbursements for EMS and Law Enforcement through the CARES Act
- Hurricane Sally Task Order from Integrity Group

Brandon Young, County Attorney, discussed Integrity Group's Hurricane Sally Task Order and the 5% administrative costs cap specified in relation to the previously designated \$800,000 maximum for past projects. Commissioner Music offered the motion to allow the Chairman to sign the Integrity Group Task Order. Commissioner Newsom offered the second and the motion passed unanimously.

(Task Order)

Bob Stinebaugh, Integrity Group, stated that he needed a signature for the payroll reimbursement under the CARES Act. The following were points of discussion:

- EMS & Law Enforcement employees will have their entire salaries reimbursed to the County for the period of March 1, 2020 to December 30, 2020
- The money will be reimbursed to the General Fund
- The Board will designate how the money is to be used

Commissioner Music offered the motion allowing the Chairman to sign the necessary paperwork for the EMS and Law Enforcement payroll reimbursement specified under the CARES Act. Commissioner Newsom offered the second and the motion passed unanimously.

Bob Stinebaugh presented a list of needed EOC equipment to be covered under the CARES Act totaling more than \$10,000 and therefore needing the Board's approval. Mr. Stinebaugh left the EOC equipment request with the Board for their review.

Cliff Knauer, Dewberry Engineers, presented a Scope of Work Agreement for professional services for the Hurricane Sally Engineering Services project. These services to date included the following:

- Evaluation of Phase 1 roads for Hurricane Sally damage assessment
- Meeting with FEMA, ACOE, and DEM for recovery estimates and evaluations
- Construction cost estimates for repairs to submit to FEMA and DEM

The agreement specified that hourly services are not to exceed \$15,000 and an hourly rate sheet was included for reference. Bob Stinebaugh, Integrity group, stated that the engineering services have been necessary and should be reimbursable by FEMA. Commissioner Erickson offered the motion to allow the Chairman to execute the agreement with Dewberry Engineers, specifying that the funds to pay for these services, which shall not to exceed \$15,000, will be taken from Transportation Trust Contingencies. Commissioner Music offered the second and the motion passed unanimously.



(Scope of Services/Agreement)

Cliff Knauer, Dewberry Engineers, explained that the County had no difficulty meeting the \$79,000 damages threshold with damages looked at by FEMA, ACOE and DEM coming in just over \$1,000,000. Mr. Knauer also explained that the damage amount would go up as some of the bridges will have to be rebuilt using concrete as they have sustained damages greater than 50% as per the Board's policy for County bridge repair. Other point of discussion included:

- Because of County policy on bridge reconstruction, the cost to replace bridges will be greater than the \$1,000,000 estimate as wooden bridges are not as expensive as concrete bridges
- The need for temporary bridges as some roads dead end and residents may have no other access to their home
- Road improvements should continue as it has been a month since Hurricane Sally and the County has documented the damages with photos

Cliff Knauer, Dewberry Engineers, explained that Dr. Craven will sign the right of way easement for Bonifay-Chipley Road if the following stipulations are agreed upon:

- Two double farm gates put up to replace existing gates
- Approximately 120 feet of fence replaced on each side of Bonifay-Chipley Road
- Pavement allowing log trucks to access the existing driveway

Mr. Knauer explained that there is fencing and paving for other residents along Bonifay-Chipley Road as part of the project. Mr. Knauer stated that he would put together a cost estimate on all the extra paving along with the fencing associated with the project. Commissioner Music offered the motion to put up the two double farm gates, replace approximately 120 feet of fence on each side of Bonifay-Chipley Road as well as provide pavement to the existing driveway allowing safe truck access to Mr. Craven's property. Commissioner Newsom offered the second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineers, reported that paving on Bonifay-Gritney Road will be starting soon. Mr. Knauer reminded the Board that there will be additional paving needed on driveways on this project. DOT will be paying for five feet of paving off the road, but the County agreed to pave to the right of way line when obtaining the property releases. The Board previously approved to use FEMA funds for the additional paving promised in order to obtain right of way easements. CenturyLink has not moved the pedestals and has not been out to the project site to see the work that needs to be done. Chairman Stafford stated that the Board will try to get in touch with another contact at CenturyLink in an attempt to get personnel out to the site. Mr. Knauer stated that Phase 2 of the Bonifay-Gritney project has begun. He said he would like to schedule the community meetings early in the project in order to meet with landowners as soon as possible.

Cliff Knauer, Dewberry Engineers, also reported on the following items:

- On the Phase 2 FEMA #4138 Projects, GAC is running 15 trucks in an effort to get caught up
- The best solution to the worn out culverts on CR 179 would be slip liners, which is a pipe inside the current pipe and then the space between the pipes will be filled with concrete. An inmate crew was suggested for labor.



- A revised agreement for the Hwy 2 Boat Ramp project will be sent to the County Attorney soon. The approved amount is \$176,484
- The thickness of the limerock on certain FEMA Alternative Procedures roads could have been affected by storm wash, new grader operators, and no slope control on the graders. Monitors are checking roads ahead of GAC to make sure there are no potholes
- Bradley Road apron needed repaired because there are so many potholes.
- Holley Development is ordering materials for the Thomas Drive Bridge project and the County has removed the trees that Gulf Power requested be removed before the power lines could be moved.

David Corbin, Project Director, explained that no representative from Melvin Engineering was present but that an email update had been sent. Mr. Corbin reported on the following:

- The Bonifay-Gritney Road project is approximately 70% complete. The contractor has completed drainage pipe improvements and is currently working on clipping the limerock base prepping it for pavement as well as grading shoulders and ditches. Fencing is also being worked on
- Inmate crews cleared the trees necessary for Gulf Power to relocate the power lines for the Thomas Drive Bridge project. The contractor plans to begin welding bridge deck beams the first week of November and plans to demolish the old bridge the first week of December
- The CR 179 Phase 1 project designs are about 75% complete. The 90% submittal is due to DOT for review on November 20, 2020, and final plans are due in December with construction expected to start in February of 2021

(Email)

Ted Everett, Highway 79 Corridor Authority, discussed the need for a line of credit for construction costs. The Authority has no assets at this time and the bank will only extend this line of credit if Holmes and Washington County agree to cover any overages. Commissioner Erickson offered the motion adopting Resolution 20-67 in support of the line of credit and authorizing the Chairman to sign the resolution. Commissioner Newsom offered the second and the motion passed unanimously.

(Resolution 20-67)

Brandon Young, County Attorney, presented a change order for an increase of \$39,994.46 from GAC on Phase 1 of the FEMA Alternative Procedures project. Mr. Young recommended the Board not take action at this time and the matter was tabled.

(Change Order)

Brandon Young, County Attorney, presented a three year Union contract. Mr. Young explained that the base rate of pay had changed and that EMS employees working part time will be eligible for holiday pay. Mr. Young stated that the base rate of pay will be examined each year but all other aspects of the contract will remain

the same for the three year period. Commissioner Music offered the motion ratifying the changes to the Union contract. Commissioner Newsom offered the second and the motion passed unanimously.

(Union Contract)

Brandon Young, County Attorney, discussed the tower on M. C. Carnley yard. A company interested in leasing space on the tower would like to come do a site visit and asked that the area around the tower be cleared. The Board directed Albert Jordan, Special Road Projects Manager, to see that the area is cleared.

Commissioner Erickson discussed the need for a part time position in the BOCC office. Commissioner Erickson offered motion to advertise for a 20 hour per week, up to six month position paying \$12.00 per hour using the money received from CARES Act payroll reimbursement to fund the position. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Erickson discussed changing the November 17, 2020 Regular Session from morning to evening. The Board agreed by consensus to change the meeting time to 6:00 p.m. on November 17, 2020.

Commissioner Erickson discussed water running off Harvey Carter Road damaging the driveway of Doyle Haulcomb, private citizen, at 3277 Harvey Carter Road. Discussion included the following:

- Brandon Young, County Attorney, emphasized making sure damage is being caused by water running off of County road
- Mr. Haulcomb would need to have the private lane named through the 911 office

Commissioner Newsom offered a motion to repair the private lane contingent upon inspection and determination that the water runoff from the County roadway is in fact causing damage to the private lane. Commissioner Music offered the second and the motion passed unanimously.


Commissioner Music discussed possibly purchasing a culvert for District 2 to reimburse District 2 for a culvert purchased in the previous fiscal year for District 3. Commissioner Newsom expressed appreciation but it was determined that to avoid a budget amendment, a culvert was not needed this time.

David Corbin, Project Director, stated that 100 loads of milled asphalt have been purchased and will be picked up soon.

Chairman Stafford discussed posting speed limit signs on gravel roads and questioned the criteria for enforceable limits. Brandon Young, County Attorney, stated that for a speed limit to be enforceable it must be posted.

There being no further business at this time, the meeting was recessed at 11:05 a.m.

  
Clerk

  
Chairman