

June 16, 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 also present.

Leigh Ann Ennis, Deputy Clerk, was present and kept the minutes.

Chairman Stafford called the meeting to order at 9:00 a.m. Bob Stinebaugh, The Integrity Group, led the prayer and pledge.

Chairman Stafford thanked First Federal for providing the brunch for the meeting.

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

- Commissioner Item a) Municipality Assistant
- Commissioner Item b) Mo Trim Employee
- Commissioner Item c) Sweeper
- Commissioner Item d) Chipola Career Source Board appointments
- County Coordinator Item c) Development Commission
- County Coordinator Item d) Millage
- County Coordinator Item e) District 5 Foreman Retirement
- County Coordinator Item f) EOC COVID-19 Update
- Agenda Item f) Behavioral Health Transportation Plan
- County Attorney a) Resolution 20-30
- County Attorney b) Resolution 20-31

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

Commissioner Sasnett offered a motion to approve the minutes from the June 2, 2020 Regular Session with Commissioner Newsom offering the second. The motion passed unanimously.

Steve Connell, EMS Director, presented a three year Behavioral Health Transportation Plan for the transportation of Baker acted persons. The plan was originally approved in 2017 and no changes are being proposed to the original plan. Having previously conferred with Sheriff Tate, and having provided DCF staff to answer any questions the Board may have, Mr. Connell requested approval of the proposed plan. Commissioner Erickson offered a motion to approve the plan as is. Commissioner Music offered the second and the motion passed unanimously with no discussion.

(Plan)

Jennifer Green and Tim Parsons, Liberty Partners, provided an update on the Ag Center. Ms. Green presented the Board with a Memorandum to Senator Gainer and highlighted the contents. Ms. Green posed several questions to the Board including if the Board was willing to obtain another estimate for repairs; what would the Board actually like to do with the existing Ag Center facility, as well as will the County file for a FEMA reimbursement and has any insurance claim been denied. Green suggested that the Board re-evaluate their stance on the Ag Center to more clearly define exactly what they desire from the State as far as assistance. There was some discussion of the reservations about putting more money into a building not owned by the County. Project Manager, David Corbin, explained that the County had provided not just maintenance to the Ag Center as per the terms of the lease but also paid for many improvements. Ms. Green asked that data be collected on the improvements that have been made to the property by the County and Mr. Corbin agreed to provide such data.

(Memorandum)

Melanie Bostick, Liberty Partners, spoke on a new grant available to repair historical and cultural buildings damaged by Hurricane Michael, with no matching funds required. Ms. Bostick explained that buildings must already be on the National Historical Registry. There was some discussion of what buildings in the County this grant may be used to repair. Mr. Corbin agreed to look into what buildings may be eligible and what buildings are in need of repair due to hurricane damage.

Susan Kirby, Friends of Dogwood Lakes, discussed plans to release Triploid Grass Carp into Dogwood Lake to help control vegetation already growing in the lake. Ms. Kirby explained that as the County is the owner of the lake the Board's assistance is necessary to finish the permit application for the fish. Ms. Kirby stated that no funds are being requested from the County only signatures to finish the permitting process. Commissioner Newsom offered a motion allowing Friends of Dogwood Lake to complete the paperwork necessary for permitting and the Board would provide the needed signatures. Commissioner Music offered the second. The motion passed unanimously.

Commissioner Erickson discussed the possibility of a resolution to restrict heavy vehicle traffic on CR 181 as the current traffic situation is causing the deterioration of the road. County Attorney Brandon Young explained the difficulty in enforcing such a resolution and recommended passing an ordinance with posted penalty(s) for breaking the ordinance. Mr. Young went on to explain that a public hearing must be held before an ordinance can be adopted. The damage being caused by large truck traffic on CR 181 as well as possible penalties for breaking such an ordinance were discussed. The Board scheduled the public hearing for July 7, 2020.

Angie Purvee, Clerk's Finance Director, spoke on the 2019-2020 Supplemental Budget #3 during the Public Hearing portion of the meeting. Ms. Purvee explained the previously approved transfer of funds from the General Fund to the Transportation Trust to cover Road Department overtime expenditures. Ms. Purvee then went on to explain the interfund transfer from FEMA project 1831 to fund the Thomas Road Bridge match of \$100,000 as well as the Bonifay Gritney Road fence project. Chairman Stafford asked for any public comment, hearing none the public hearing was closed. Commissioner Erickson made a motion to accept 2019-2020 Supplemental Budget #3 as read. Commissioner Newsom offered the second and the motion passed unanimously.

(Supplemental Budget)

Angie Purvee, Clerk's Finance Director, presented 2019-2020 Budget Amendment #6, bringing a Federal Elections Grant and an EMS COVID Relief Grant onto the budget as revenues. Under expenditures Ms. Purvee explained the movement of funds from Parks, Small Grants and Miscellaneous. Commissioner Erickson had questions as to the categorizing of the COVID Relief Grant and how it could be used. Steve Connell, EMS Director, explained the purchase order and payment process being retroactively applied to these funds to reimburse the General Fund which was originally debited for such expenditures. Commissioner Music offered a motion to accept 2019-2020 Budget Amendment #6 with Commissioner Newsom offering the second. The motion passed unanimously.

(Budget Amendment)

David Corbin, Project Director, introduced Derek Chadwell of West Florida Electric Cooperative. Mr. Corbin explained that Chadwell was attending local county meetings to make himself known and available as a resource. Mr. Chadwell spoke briefly on his role at WFLEC.

David Corbin, Project Director, gave an update on the Emergency Management Director position stating that approximately 11 people had applied and that interviews would begin this week. Once a qualified applicant is chosen that applicant will be brought before the Board for approval.

David Corbin, Project Director, presented the opportunity to purchase approximately 1050 loads of milled asphalt to use for road repairs at \$300 per load. The milled asphalt would come from Tyndall Air Force Base and is being offered to the County by a private contractor. The County would be responsible for hauling the milled asphalt from Tyndall. The Board discussed the logistics of utilizing the County's 10 dump trucks for the hauling of the milled asphalt. Commissioner Erickson offered a motion to allow Mr. Corbin to negotiate for the purchase of 500 loads of milled asphalt at \$300 per load. Commissioner Newsom offered the second and the motion passed unanimously.

David Corbin, Project Director, introduced Joe Rone, Holmes County Development Commission. Mr. Rone gave an update of the Commission's recent activities including the purchase of the old middle school. Mr. Rone then requested more funds from the Board for an intended raise for the Commission's secretary. There was discussion of current rate of pay and hours worked as compared to what is considered "full time" employment by the County as well as the proposed hourly rate that the Commission would like to pay. The Board directed Mr. Rone to submit a budget request for 2020-2021.

David Corbin, Project Director, discussed the CARES Act Funding Agreement, the eligible funds for Holmes County, and the best ways to responsibly use those funds. Both Integrity Group and Liberty Partners were allowed to discuss how their firms may be of assistance to Holmes County. Attorney Brandon Young then pointed

out that the current contract with The Integrity Group would cover administering the CARES funds as the contract states “all future events”. Mr. Young then explained that to enter into an agreement with a new firm would require a new bid process (RFP) specifically for the CARES Act. Mr. Young’s recommended that the Board continue with The Integrity Group. Commissioner Newsom offered a motion to continue with The Integrity Group and holding a workshop with Integrity Group on June 22, 2020 at 5 p.m. Commissioner Music offered the second and the motion passed unanimously.

(Proposal)

David Corbin, Project Director, read a letter of retirement from Gerald Truett, District 5 Road Foreman effective October 20, 2020. Mr. Truett requested to use his accumulated leave time, beginning July 1, 2020, for the remainder of his employment. Commissioner Erickson offered a motion to accept the letter of resignation and grant the request to the use of leave from July 1, 2020 until his retirement date. Commissioner Music offered the second. The motion passed unanimously.

(Letter)

Cindy Wilson, Emergency Management Program Assistant, presented an update on COVID-19. She stated that Holmes County has had 34 positive cases of COVID-19. The State of Florida has tested 1.5 million people with 5.4% of people tested showing a positive result.

Bob Stinebaugh, Integrity Group, reported on the approved FEMA extension through August 2021. The scope concerning the sealant and equipment necessary has been approved for the next round of the alternative procedures project. A pre-construction meeting with contractors will occur on Thursday June 18, 2020 at 5 p.m. Other items discussed were:

- Reclaimer approved and must be put out for bid
- CEI services should be approximately \$150,000
- Integrity Group is under a one year contract with the option of 2 years of renewals. If administrative costs exceed \$800,000 then Integrity Group would need to present a new contract. The contract stated amount at 5% which could be as high as \$1.1 million. Gary Yates, Integrity Group expressed that they would work with the County to keep their cost at \$800,000.

Brandon Young, County Attorney, reported on the School Board Shelter Agreement. Mr. Young reported that the School Board is willing to provide the physical shelter and labor necessary while the County will need to pay the School Board and then seek reimbursement from the State. Mr. Young and Mr. Corbin explained that there were previous issues with the School Board’s reporting of overtime hours, and that the issue is still being resolved and the County should expect to get most of the money it is owed from the Hurricane Michael shelter expenses. Mr. Corbin emphasized that had there been a binding agreement in place at the time of the last shelter then there would not have been any issue with reimbursement by FEMA. Commissioner Clint Erickson offered a motion to approve the Interlocal Agreement with the Holmes County School Board to Provide Shelter Operations with Commissioner Music offering the second. The motion passed unanimously.

(Agreement)

Cliff Knauer, Dewberry Engineers Inc., stated that some of the FEMA alternative procedures roads are ready for inspection. There was discussion about the possible need to test the quality of asphalt more than once per road. Several suggestions were made such as once per mile or possibly two per road. It was concluded that there is a “look” to the asphalt that does not have a high enough liquid content. Based on the Commissioners confidence in their experience with this material, the testing protocol of one test per road will remain in effect, and if a portion of the road does not “look” right, then another test can be performed on an as needed basis. Mr. Knauer acknowledged that he was in agreement with this procedure.

Cliff Knauer, Dewberry Engineers Inc., requested Board approval to close out the County Road 162 project, noting it will close out with a \$100,000 deduct. Commissioner Music offered a motion to close out the County Road 162 project. Commissioner Newsom offered the second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineers Inc., is currently working on a load rating package for the Thomas Drive bridge that will be submitted to DOT later this week, allowing a contract to be issued. Commissioner Sasnett inquired about the CEI on the bridge and it was determined that the CEI would be an out of pocket expense for the County as it was not accounted for previously.

Cliff Knauer, Dewberry Engineers Inc., updated on the HVAC system at the jail. Two pods are complete and the remainder will be done within 2-3 weeks, a washer and dryer have been purchased, and there will be \$60,000 remaining to build the expansion. The Board directed Mr. Knauer to design the building addition.

Cliff Knauer, Dewberry Engineers Inc., presented the following Road project updates:

- Bonifay-Gritney Road contractor needs to stockpile dirt. It was agreed upon that the Long Round Bay pit would be used in exchange for tree removal services by the contractor.
- Bonifay-Chipley Road workshop will be Thursday at 5 p.m. and will be followed by a 6 p.m. workshop with property owners invited to attend.
- Dogwood Lake Level update was given with Mr. Knauer providing reasons for the lower lake level along with an explanation of a possible permit modification to correct the issue.

Jake Mathis, Melvin Engineering, reported that the Idlewood project will close out with a \$282 deduct, and requested Board approval of the closeout paperwork. The Board directed that the crack near the entrance be repaired prior to close out. Further discussion was tabled until the July 7, 2020 meeting.

Jake Mathis, Melvin Engineering, presented a CEI proposal for the bridge on Thomas Drive. The proposed amount is \$49, 417 to CEI the construction of that bridge. It was requested that a copy of the proposal be left with the Board and further discussion was tabled.

(Proposal)

Brandon Young, County Attorney, addressed a request from a citizen from the June 2, 2020 meeting to purchase a piece of property in Dogwood Lakes. Mr. Young explained this request to purchase is complicated by that fact that the land has no legal description, is a drainage easement, and would need to be surveyed. The cost of the survey could exceed the amount received for selling the property. A tree on the property is a concern as well. Mr. Corbin and Albert Jordan, Special Road Projects Manager, agreed to look at the tree and the property and report back to the Board.

Brandon Young, County Attorney, reported that the Florida Gulf and Atlantic Railroad had sent an email soliciting support for a grant. The email was a request for a letter of support and/or funds to put toward a match amount for the grant. Commissioner Erickson offered a motion to offer a letter of support only and Commissioner Newsom offered the second. The motion passed unanimously.

(Email)

Brandon Young, County Attorney, introduced Resolution 20-30 extending the Local State of Emergency due to the COVID-19 pandemic from June 6, 2020 to June 12, 2020. Commissioner Music offered a motion to adopt the resolution and Commissioner Erickson offered the second. The motion passed unanimously.

(Resolution 20-30)

Brandon Young, County Attorney, introduced Resolution 20-31 extending the Local State of Emergency due to the COVID-19 pandemic from June 13, 2020 to June 19, 2020. Commissioner Music offered a motion to adopt the resolution and Commissioner Erickson offered the second. The motion passed unanimously.

(Resolution 20-31)

Commissioner Erickson stated that Ponce De Leon has requested three loads of stone for road repairs to Government Street and a few other unnamed streets. The Board agreed to provide them with the requested stone.

Commissioner Sasnett requested to continue the employment of Charles Brown for six more months as the Motrim operator. The temporary position expires June 18, 2020 and no money has been budgeted to continue the position. Discussion was tabled until July 7, 2020 meeting.

Commissioner Newsom introduced the idea of purchasing a road sweeper. The Board was presented with three quotes as well as the needs and uses of a sweeper were discussed. Commissioner Newsom offered a motion to purchase the sweeper from Thompson CAT for \$65,940 using FEMA Validated funds. Commissioner Erickson offered the second.

Alice Vickers, Interim Clerk of Court, offered the following discussion points and insight:

- Cautioned against using FEMA Validated funds to purchase equipment until the County has completed the project and has been audited by the Inspector General (IG) as the possibility exists of being required to pay the money back

- Quotes were not provided in the agenda packet provided to the Clerk's office
- Advised against the pattern of spending in which the Board continues to engage
- Elaborated on the revenue crisis that the County is experiencing due to COVID
- Advised the Board to work harder to stay within the set budget rather than continually amending the budget

Bob Stinebaugh, Integrity Group, will request to have the IG audit finished FEMA projects as soon as possible and suggested it may be able to be scheduled before next summer.

Gary Yates, Integrity Group, offered their services to review and audit the FEMA projects in an attempt to discover any issues that should be corrected prior to the IG audit.

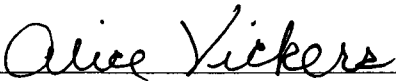
Commissioner Newsom withdrew his motion for purchase of equipment. Commissioner Newsom and Commissioner Erickson engaged in some discussion for renting a broom when the truck purchased for sealing of milled asphalt roads is available. Further discussions were tabled until after Integrity Group has a chance to conduct an audit of the FEMA projects.


(Quotes)

Chairman Stafford stated that Ms. Debbie Kolmetz and Ms. Sandy Spear are the current appointees to the Chipola Career Source Board and that both would like to remain on the Board. Chairman Stafford asked for a motion that would allow them to remain as such. Commissioner Sasnett offered such a motion and Commissioner Newsom offered the second. The motion passed unanimously.

Keenan Powell, a private citizen, offered an easement across his property to the County. Mr. Powell explained that this portion of property would help with the position of the road bordering the property. Mr. Powell went on to explain how he had cleared the land to make it more desirable and easy to work with for the County. Commissioner Sasnett will contact the engineer and together they will visit with Mr. Powell about the property being offered.

There being no further business at this time, the meeting was adjourned at 11:44 a.m.


Clerk


Chairman