

April 20, 2021
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 Clint Erickson, Jeff Good, 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. David Corbin, Project Director, led the prayer and pledge.

The following items were added prior to adopting the Agenda:

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| • Commissioner Item | Driveway on Bonifay Gritney Road |
| • County Coordinator | EOC Planning Contract |
| • County Coordinator | Part-Time Mowing Salary |
| • County Attorney | Letter of Recognition |
| • Agenda Item | CARES Act Audit Invoice |
| • County Engineer | Plat Reviews |

Commissioner Erickson offered the motion to accept the amended agenda. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Erickson offered the motion to adopt the minutes from the April 6, 2021 Regular Session. Commissioner Good offered the second and the motion passed unanimously.

George Bylsma, private citizen, proposed changing the name of Tom Messer Road back to Bylsma Road as he believes County procedure was not followed when the road name was changed. Brandon Young, County Attorney, advised Mr. Bylsma to follow County procedure to request the name change.

Nanette Taylor, private citizen, discussed drainage issues, flooding and the need for paving Pineview Drive. Discussion included:

- There are no funds available to improve Pineview Drive
- The cause of the drainage issues are unknown
- The possibility of using the road reclaimer to alleviate road run off

The engineers will look at the Pineview Drive and make recommendations as well as look for sources of funding to improve the road and alleviate drainage issues

Tammy Bozeman, Sheriff's Department, presented two RFPs, one for spray foam insulation and one for a new hot water heater. The sum of the RFPs exceeds the Jail Appropriations Grant funds available. Ms. Bozeman requested that the Board permit the Sheriff's Department to submit an amendment to the scope of work to exclude the hot water heater. Commissioner Erickson offered the motion to modify the scope of the Jail Appropriations Grant. Commissioner Newsom offered the second and the motion passed unanimously.

(RFP X 2)

David Corbin, Project Director, discussed a phone meeting explaining future FEMA disaster reporting procedures on Tuesday, April 27, 2021 and invited the Commissioners, Clerk, Finance Director and County Attorney to participate.

David Corbin, Project Director, discussed the \$6,500.00 shortfall for the Planning budget as of March. Discussion included:

- Estimated cost to continue planning services for the remainder of the fiscal year
- Adding a Planner position to the 2021-2022 Budget
- Funding the planning services for the remainder of the year
- The role the current Building Department staff can play in planning services

Commissioner Erickson offered a motion to use \$26,000.00 from Board Contingencies to pay for contracted planning services to finish out the fiscal year. Commissioner Newsom offered the second and the motion passed unanimously.

David Corbin, Project Director, discussed the difficulty filling the temporary mower operator positions. Mr. Corbin explained that it could be the rate of pay is not high enough or it may be that the positions are temporary and people are looking for long term employment. Commissioner Newsom offered a motion to increase the rate of pay for the temporary mower operator positions from \$12.00 per hour to \$14.00 per hour, using CARES Act Payroll Reimbursement funds to pay the budgeted difference. Commissioner Good offered the second and the motion passed unanimously.

Bob Stinebaugh, Integrity Group, discussed the following:

- Documentation and upload of Hurricane Sally damage reports
- Hurricane Sally damages can be paid out in different ways due to new FEMA policy and procedure
- The new grants portal seems to make the payment process go slower than old process
- The weekly Thursday FEMA phone meetings and status updates would be helpful to multiple County officials
- Hurricane Sally repair work will need to be contracted out as finding enough labor will be difficult
- Large projects, those totaling over \$131,100.00, are paid out at “actual cost” with the possibility for revision if necessary
- Small projects, under \$131,100.00, are paid out as the paperwork is approved
- Payment can come through the “RFR Process” where the County pays for the work and is then reimbursed
- The “428 Program” locks in a dollar figure for the total of all projects grouped together
- For the “428 Program”, 90 days of funding to complete repairs is awarded and when that work is complete then the next 90 days of funding is given, et cetera

Cliff Knauer, Dewberry Engineering discussed plat reviews and the lack of a fee schedule for plat reviews in the County. Discussion included:

- The surveyor that creates the plat cannot review and sign off on the plat before recording
- Plat reviews are a topic for the next Board meeting
- Without a set fee it is difficult for a developer to estimate costs of land development
- The County does not need to pay for the plat reviews as the applicant most often pays for the review

Cliff Knauer, Dewberry Engineering, reported that CenturyLink is moving phone pedestals on Bonifay Gritney Road today (April 20, 2021).

Cliff Knauer, Dewberry Engineering, GAC has submitted their final pay request for the FEMA Alternative Procedures Roads, Phase 2 project and there is a discrepancy that Dewberry is working with them to resolve this issue.

Cliff Knauer, Dewberry Engineering, discussed the Bonifay Chipley Road project and the following were points of discussion:

- The Army Corps did not transfer the permits to DEP, therefore no permits have been issued
- There is not adequate time left to get permits and pave Bonifay Chipley Road by the August 2, 2021 FEMA deadline
- Funds could be moved from the Bonifay Chipley Road project to the FEMA Alternative Procedures Roads project to pave more roads

Commissioner Erickson offered the motion to send a letter to DOT, due to no permits being issued by the Army Corps nor DEP, thus the work will be impossible to complete by the August 2, 2021 FEMA deadline, requesting that the scope of work be changed for the Bonifay Chipley Road project. If DOT is unable to change the scope of work, the County is requesting to move all of the Bonifay Chipley Road obligated DOT funds to the Bonifay Gritney Road project to prevent a loss of DOT funds. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Erickson offered a motion to de-obligate the \$1,000,000.00 in FEMA funding from Project #322 obligated to the Bonifay-Chipley Road Project due to the inability to complete the project prior to the August 2, 2021 project deadline, and re-obligate those funds to FEMA Alternative Procedures Roads Paving Project, specifically the ten roads listed as first priority. Commissioner Newsom offered the second and the motion passed unanimously.

Rod Adams, Melvin Engineering, reported on the CR 179 resurfacing project. Mr. Adams stated that the preconstruction meeting with Roberts and Roberts is scheduled for Thursday April 22, 2021. Further discussion included that the construction bid was under budget.

Rod Adams, Melvin Engineering, discussed the Bonifay Gritney Phase 1 project explaining that driveway paving is almost finished and that road paving would begin on April 21, 2021 and could be finished as early as the middle of the following week. David Corbin, Project Director, requested that Melvin Engineering check into a complaint of a driveway not being finished properly. Further discussion involved the paving of Mr. Darling's driveway as opposed to using only limerock as was previously discussed.

Rod Adams, Melvin Engineering, explained that the permit applications for the FEMA Alternative Procedures Roads Paving Project would be finished next week. Commissioner Erickson offered a motion to add Oak Grove Road, 0.6 miles, Bush Road beginning at Highway 173 for a distance of 1.0 mile, and, if there are funds remaining, then Coursey Road will be added. Commissioner Newsom offered the second and the motion passed unanimously.

Angie Purvee, Finance Director, presented a \$12,000.00 invoice for the audit of the 2019/2020 CARES Act expenditures and requested Board direction as to where to appropriate funds to pay the invoice. Commissioner Erickson offered the motion to use CARES Act funds to pay the 2019/2020 audit invoice. Commissioner Newsom offered the second and the motion passed unanimously.

(Invoice)

Brandon Young, County Attorney, presented a 911 Memorandum of Understanding (MOU) between 12 Florida Counties for data sharing. Commissioner Newsom offered the motion permitting the Chairman to execute the MOU with Commissioner Newsom offering the second. The motion passed unanimously.

(MOU)

Brandon Young, County Attorney, presented a letter of recognition for Veterans Affairs Officer, Amy Cutchen, from Mr. Bob Stinebaugh, U. S. Air Force, Retired.

(Letter)

Brandon Young, County Attorney, reported that a new sex offender ordinance would be presented at the next meeting.

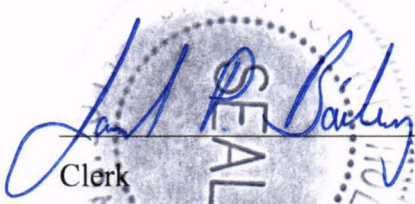
Commissioner Erickson explained that Jake Mathis, Melvin Engineering, had returned his text in the time since the discussion about Mr. Darling's driveway and the possible need to pave the driveway to maintain the integrity of Bonifay Gritney Road in front of Mr. Darling's home and the County maintained driveway. Commissioner Erickson offered a motion to pave Mr. Darling's driveway, the distance that the County is currently maintaining, using up to \$10,000.00 of CARES Act Payroll Reimbursement funds. Commissioner Newsom offered the second and the motion passed unanimously.


Commissioner Newsom discussed urgent needs for permanent repairs to Hurricane Sally damages to Peak and Bradley Roads. Discussion included:

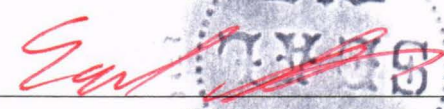
- If the County pays for the permanent repairs will FEMA reimburse funds
- Repairs should be done prior to any future paving
- Stone size and type that will be ideal for ditches along roads as they are repaired and prepared for paving
- Preparing a bid package for all materials needed across all districts rather than road by road

- Albert Jordan, Special Road Projects Manager, will compile a list of needed bulk materials for repairing roads and ditches damaged by Hurricane Sally
- Alabama Class 2 Rip Rap is more advantageous than Class 1 due to stone size and installation procedure
- Cliff Knauer, Dewberry Engineering, creating a bid package for materials including Alabama Class 2 Rip Rap and road fabric, and materials will be delivered to and divided evenly between the District 2 Yard and the District 3 & 4 Yard.
- Length of time needed to allow for the bid, with 2 weeks being allowable if the bid will be for less than \$500,000.00

There being no further business at this time, the meeting was adjourned at 11:40 a.m.


Clerk




Chairman

