

June 2, 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 6:00 p.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:

- Agenda Item I) Distributor Truck
- Agenda Item J) EMS Trailer
- Agenda Item K) Dump Trailer
- Agenda Item L) Project Director David Corbin's Contract

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

Commissioner Erickson offered a motion to approve the minutes from the May 19, 2020 Regular Session with Commissioner Music offering a second. The motion passed unanimously.

Billy Conoway of 2613 Bunny Trail, Ponce de Leon, complained about the level of noise coming from Vortex Springs. He requested that the Board adopt and enforce a noise ordinance to alleviate the problem.

Don Smith, a private citizen, expressed his appreciation of the Board's work with The Friends of Dogwood Lakes in repairing the roads and restoring the lake.

John and Sarah Wilson, 2005 Yoopon Lane, requested approval of their Minor Replat/Lot Split Application to divide their 10 acre tract into two 5 acre tracts. The application was reviewed and approved by the Planner contracted by the County. Discussion included the Planning Commission's intention of reactivating following the COVID-19 pandemic. Commissioner Newsom offered a motion to approve the request to split the Yoopon Lane property with Commissioner Music offering a second. The motion passed unanimously.

(Application)

Wanda Stafford, Emergency Management Director, presented the 2020-21 Emergency Management Preparedness and Assistance Grant Agreement (EMPA) that awards \$105,806 in State funding to assist with the operation of the County's Emergency Management department. She advised that no County match is required for this grant. Commissioner Music offered a motion to have the Chairman execute the grant agreement with Commissioner Newsom offering a second. The motion passed unanimously.

(Grant Agreement)

Wanda Stafford, Emergency Management Director, presented the 2020-21 Emergency Management Preparedness Grant Agreement (EMPG) that awards \$41,190 in federal funding to assist with the operation of the County's Emergency Management department. This grant requires a \$10,000 match from the County as well as \$31,190 from the EMPA grant. Commissioner Newsom offered a motion to have the Chairman execute the grant agreement with Commissioner Music offering a second. The motion passed unanimously.

(Grant Agreement)

Wanda Stafford, Emergency Management Director, presented the 2020-21 Emergency Management Performance Supplemental Grant Agreement (EMPG-S) that will award \$8,277.24 to assist with Emergency Management's COVID-19 related expenses. This grant requires a dollar for dollar match that will be supplied by the EMPA grant. Commissioner Music offered a motion to have the Chairman execute the grant agreement with Commissioner Newsom offering a second. The motion passed unanimously.

(Grant Agreement)

Wanda Stafford, Emergency Management Director, requested approval of Resolution 20-28 adopting the Holmes County Comprehensive Emergency Management Plan (CEMP). The local CEMP provides guidance to County and local officials on procedures, organization and responsibilities in disasters. Commissioner Music offered a motion to adopt the resolution with Commissioner Newsom offering a second. The motion passed unanimously.

(Resolution 20-28)

Wanda Stafford, Emergency Management Director, presented a proposed interlocal agreement with the Holmes County School Board to provide for shelter operations. Discussion of this matter included the following:

- FEMA has stated the agreement is needed if the School Board is operating the shelters
- Current State policy allows each jurisdiction the right to decide whether the Board of County Commissioners or the County School Board is responsible for seeking reimbursement from FEMA for shelter expenses
- Proposed agreement states that the School Board will operate the County's shelters and invoice the County for the shelter expenses
- The County will be required to immediately pay the School Board's invoice and seek reimbursement from FEMA
- County staffing and operating the shelter versus School Board
- Confusion concerning Hurricane Michael shelter expenses and the money declared ineligible for reimbursement
- Previous problems with getting the documentation from the School Board so that the County could seek reimbursement from the State
- Proposed agreement contains a 60 day cancellation clause

- School Board could seek reimbursement directly from the State, but wants to invoice the County
- If no agreement is in place between the County and the School Board, then the State will determine which party must seek reimbursement from FEMA
- Financial burden on the County to have the School Board operate the shelter
- Deadline to reach agreement is June 30th

The Board tabled this matter until County Attorney Brandon Young and Project Director David Corbin can discuss the terms of the agreement further with the School Board.

The Board presented a plaque to retiring Emergency Management Director Wanda Stafford in appreciation of her 32 years of service to the County.

Wanda Stafford, Emergency Management Director, presented the following updates and discussed items that will need attention following her June 5th retirement:

- COVID-19 update on the number of positive cases locally and State-wide
- Updates will be provided on the developing storm system heading into the Gulf
- Documentation for HMGP Grant 4177-26R on Sam Ard Road has been submitted and the County should receive \$3,500 for the project
- New point of contact will need to be appointed for the Hurricane Michael grant program
- Access to the Florida grant portal will need to be approved for someone to finish FEMA #4399 so that the County will receive the \$180,000 reimbursement for debris removal
- Tarp distribution to the local fire departments
- New members will need to be appointed for the LMS Committee, the 12.50 Surcharge Committee and SharePoint
- Approval of the HMGP grant request for the courthouse generator and the wind retro-fit for the volunteer fire departments is still pending
- P4 for FEMA #4177 has been submitted

Commissioner Erickson discussed the need to install a gate to close a portion of Seig Lane behind the K8 School. He advised that the School Board will purchase the materials if the County will provide the labor. Commissioner Erickson offered a motion for the County to install the gate on Seig Lane with Commissioner Music offering a second. The motion passed unanimously.

Commissioner Erickson discussed providing seven loads of County dirt to property owned by Christopher Lauren at 1910 Highway 177A. Discussion included the issues caused by road water draining onto the property and that Mr. Lauren will do the work to spread the dirt on his property. Cliff Knauer, Dewberry Engineers, discussed the attempts in the past to find a good solution to the drainage issue. Commissioner Erickson offered a motion to deliver seven loads of ditch dirt to Mr. Lauren's property with Commissioner Music offering a second. The motion passed unanimously.

Commissioner Erickson presented an email from Holmes County resident Carolyn Whitcomb asking the County to remove a tree from a 40 foot piece of County-owned property on Marian Drive. Ms. Whitcomb also expressed interest in purchasing a portion of the property. County Attorney Brandon Young advised that the

property is part of the road-way and plat system that became the County's when they accepted ownership of the roads in Dogwood Lakes and that the property in question is not large enough to be habitable. Cliff Knauer, Dewberry Engineers, advised that the slender piece of property is a drainage easement. The Board directed Attorney Young to prepare a closed solicitation letter to the surrounding property owners advising that the County will be accepting sealed bids from parties interested in purchasing the property.

(Email)

Commissioner Newsom presented two quotes for purchasing a distributor truck that would be used to place sealant materials on County roads. Braxton Gray, Blackledge Asphalt Contactors, discussed the different sealant materials available for the County's roads. Discussion also included purchasing the truck in order for the County to handle road sealing projects in-house and that FEMA will not reimburse for the purchase of the truck. Commissioner Newsom offered a motion for the County to purchase the LeeBoy distributor truck from Tractor & Equipment Co. using validated FEMA funds with Commissioner Sasnett offering a second. Commissioners Erickson, Music, Sasnett and Newsom voted yes with Commissioner Stafford voting no. The motion passed.

(Quotes)

Steve Connell, EMS Director, discussed the need to replace the 2005 FEMA trailer currently housing the Westville EMS Station. Discussion included photos showing the disrepair of the current building, the verbal quotes for a replacement single-wide trailer and the need for work on the surrounding property to address the drainage issues. Commissioner Erickson offered a motion to put the purchase of a replacement trailer out for bid and to purchase 40 loads of milled asphalt using the approximately \$70,000 that should be remaining after FEMA #4177 is closed. Commissioner Music offered a second and the motion passed unanimously. The Board directed Mr. Connell to work with the County Attorney Brandon Young and Executive Assistant Marti Sherrouse to prepare the specifications for the replacement trailer.

Commissioner Newsom presented quotes to purchase a dump trailer to assist the Sheriff's inmate road-side litter program. Discussion included that the Sheriff has already implemented the litter control program and using a portion of the interest earned on the FEMA validated funds to purchase the trailer. Commissioner Newsom offered a motion to purchase a dump trailer from Mahindra of Marianna for the quoted price of \$7,314 contingent on ensuring that the FEMA interest money is available. Commissioner Erickson offered a second and the motion passed unanimously.

(Quotes)

Commissioner Newsom advised that Project Director David Corbin's employment contract with the County ends on January 2021. The Board directed County Attorney Brandon Young to begin negotiations with Mr. Corbin for a new employment contract.

David Corbin, Project Director, presented the Maintenance/Right-of-Way Control Maps for the following four bridge replacement projects that the Florida Department of Transportation (DOT) will be funding:

- Horse Barn Road over Blue Creek Bridge No. 524014
- Tram Road over Miller Bay Bridge No. 524123
- Tram Road over Little Reedy Creek Bridge No. 524207
- Robbins Bridge Road over Ten Mile Creek Bridge No. 524138

Commissioner Music offered a motion approving all four right-of-way plat maps with Commissioner Newsom offering a second. The motion passed unanimously.

(DOT Letters)

Bob Stinebaugh, The Integrity Group, stated that FEMA should approve the alternative procedure extension request and the Round 2 scope of work change within one week. He advised that FEMA has authorized placing sealant materials on the Round 2 roads without requiring a scope change. Discussion also included the possibility of FEMA agreeing to include the cost of sealing the Round 1 roads. Commissioner Erickson offered a motion to put out a bid for the sealant materials for 50 miles of road with Commissioner Sasnett offering a second. The motion passed unanimously. County Attorney Brandon Young and Project Director David Corbin will prepare the sealant specifications for the bid.

Commissioner Erickson discussed the cost of repairs and maintenance associated with the Road Department's #13 CAT Grader.

(Cost Report)

David Corbin, Project Director, requested authorization to place the John Deere grader in the next available auction with a \$105,000 reserve amount. Commissioner Music offered a motion to give Mr. Corbin the requested authorization with Commissioner Erickson offering a second. The motion passed unanimously.

David Corbin, Project Director, advised that he is implementing a system of creating binders for each piece of Road Department equipment that will report all repair and maintenance work performed and the cost involved.

Cliff Knauer, Dewberry Engineers, presented updates on each of the following projects:

- Jail Appropriations Improvements – P & P Heating and Cooling will complete the air conditioner installation at the jail in approximately two to three weeks
- FEMA Alternative Procedures Round 1 – contractor has completed approximately 45-55% of the work and the contractor is required to maintain all the roads on the alternative procedures list with the County workers to remain off the roads
- Bonifay/Chipley Road – requesting another community meeting to get the property releases from the 8 or 9 owners that have not responded. Applying to offset the mitigation costs by having the County remove the spoil dirt around the box culvert that is impeding the flow of water on the road. Mr. Knauer and Project Director David Corbin will schedule a meeting with the Army Corps of Engineers to discuss getting the permit approved.
- Dogwood Lake dam repair – lake is currently 18 inches lower than before the spillway failure. The lake can be raised approximately 8 inches if the spillway is widened and the box is raised. It will

cost approximately \$8,000 for the project and require a permit modification. The Board directed Mr. Knauer to work on the permit approval.

- Highway 2 Boat Ramp – Mr. Knauer has been unable to reach the appropriate party to discuss the County's reimbursement for the grant project

Commissioner Erickson discussed selling the County owned property on Bear Hewett Landing since it was not accepted to offset the mitigation costs on the Bonifay/Chipley Road paving project. Commissioner Erickson offered a motion to advertise that the Board is accepting sealed bids from parties interested in purchasing the property. Commissioner Newsom offered a second and the motion passed unanimously.

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

- Idlewood Drive – Contractor is sending a crew to repair the crack in the road and install the remaining road signs
- Bonifay/Gritney Road – Contractor is currently doing the pipe work and is approximately 30% complete with the project

Brandon Young, County Attorney, presented Resolution 20-23 in support of Supplemental Agreement No. 2 on the DOT-funded repair project on the Thomas Drive Bridge. Commissioner Music offered a motion to adopt the resolution with Commissioner Newsom offering a second. The motion passed unanimously.

(Resolution 20-23)

Brandon Young, County Attorney, presented the CR 179 engineering proposal from Melvin Engineering. He advised that the proposal does not exceed the \$462,500 grant amount. Commissioner Newsom offered a motion to have the Chairman sign to accept the proposal with Commissioner Sasnett offering a second. The motion passed unanimously.

(Proposal)

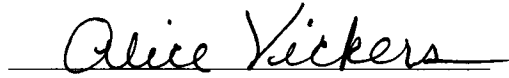
Brandon Young, County Attorney, advised that one bid was received on the hunting lease the County is offering on the 58 acre Deacon Road property. The bid was submitted by Brian Gammons in the amount of \$550 annually which the County can terminate at any time. Mr. Young advised that the bid could be rejected due to not meeting market value. Commissioner Newsom offered a motion to award the hunting lease to Mr. Gammons with Commissioner Sasnett offering a second. The motion passed unanimously. Mr. Young will prepare the lease agreement.

(Bid)

Brandon Young, County Attorney, advised that community meetings for Round 2 of the FEMA alternative procedures project must be held before a Notice to Proceed can be issued to the contractor. Discussion included the lack of response to the community meetings held for the roads in Round 1 and scheduling one meeting for all the roads in Round 2. The Board scheduled a Workshop on June 18th at 6:00 p.m. to hold the community meetings.

Commissioner Sasnett advised that he received a complaint from a citizen regarding the big trucks traveling on CR 181. Discussion included the disrepair of the road, the need to widen the road, enforcing the speed limit and imposing a weight limit. Project Director David Corbin will research the speed limit previously imposed by the Board.

There being no further business at this time, the meeting was adjourned at 8:02 p.m.



Clerk



Chairman