

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
JULY 1, 2014**

PRESENT AND ACTING:

**WOODROW "LEE" SHELTON, VICE-CHAIRMAN (ACTING CHAIRMAN ENTIRE MEETING)
THOMAS G. FLOWERS, CHAIRMAN (ARRIVAL 6:45 PM)
WILLIE T. GRANT
DARRELL MCDUGALD
MARION "LEE LEE" BROWN**

**CAPTAIN EMORY GODWIN, CALHOUN COUNTY SHERIFF'S OFFICE
MATT FUQUA, ATTORNEY
CARLA HAND, CLERK OF COURT AND COUNTY COMPTRROLLER**

The meeting was called to order by Vice-Chairman Shelton at 6:00 p.m., CT. Director of Operations, Joe Wood, led the Prayer and Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

- ❖ A motion to approve the June 17, 2014 Regular Meeting Minutes and vouchers for accounts payable warrants 1407-1G, 1407-1RD, 1407-1L, 1407-1E, 1406-ES1 and payroll warrant 070414 was made by Commissioner McDougald, seconded by Commissioner Grant. Vice-Chairman Shelton called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

WORKSHOP – EMPLOYEE PAY

The Vice-Chairman (Shelton) asked the Board if they had any decision(s) to make regarding the Workshop held at 5:00 pm in reference to employee pay.

- ❖ Commissioner Grant made a motion to hire an Emergency Management Staff Assistant, leave as is Amy Hall's current pay/position and reduce Angie Smith's (Emergency Management Director) and Ronnie Stone's (911 Director/Emergency Management Coordinator) salary by the most recent increase approved in earlier meetings (unanimously) by the Board. Commissioner McDougald seconded the motion. There was discussion by the Board. Commissioner Brown asked if the funds saved from this could be used for other County personnel raises; it was clarified these are grant funds specific to Emergency Management and could not fund raises outside of the Emergency Management Department. It was also clarified that unspent personnel costs could be used for other expenditures in the Emergency Management Department. (Line item changes are okay as long as the budget is not over-expended.) Emergency Management Director Smith further explained she has other duties (Non-Emergency Management) that she performs outside of the normal workday (after 4 pm). (Ms. Smith provided a list to the Board in their 5 pm workshop of the ongoing or recently closed non-Emergency Management Grants for which she is responsible.) Ms. Smith also explained she does this outside of the normal workday (after 4 pm) because the County is required to have a full-time Emergency Management Director and stated the County will need to hire additional staff to perform the non-Emergency Management duties she is currently performing.

- ❖ Commissioner McDougald stated everyone should be willing to take on more work at their pre-increased salary and explained he often does manual work (takes a shovel with him) whenever he sees the necessity rather than calling the Road Department for small items. Emergency Management Director Smith stated this action would take Mr. Stone out of the Emergency Management Department; Commissioner McDougald stated Mr. Stone could stay in the same position (911 Director/Emergency Management Coordinator) without the increase in pay. Also, Commissioner McDougald stated in the event of a storm a temporary OPS employee could be hired as needed. Commissioner McDougald amended the motion to exclude hiring an Emergency Management Staff Assistant, to reduce the Emergency Management Director and the 911 Coordinator/Emergency Management Coordinator salaries by the most recent increase with no change (no reduction in responsibility) in their current duties. Commissioner Brown seconded the motion for discussion and then asked if the unfilled position funds would remain with the County to be used as needed. The Clerk also explained the County only receives Emergency Management grant funds as a reimbursement of actual expenditures and if funds are not expended for Emergency Management they are not received by the County; the Clerk further explained that Emergency Management is funded from the State of Florida at approximately \$105,000 per year, Federal funding at approximately \$45,000 with a local match of approximately \$45,000. The Clerk also explained this motion would not leave a full FTE because Mr. Stone would continue to be paid one-half from the Emergency Management Budget. Commissioner Brown stated he wants to be fair and be a good steward of County tax dollars. Ms. Smith then asked for clarification, “You are asking for Mr. Stone and me to do the assigned jobs without pay”. Commissioner McDougald stated it is about balance and this has put everyone on edge. The Vice-Chairman called for public comment. Carrie Baker addressed the Board and stated in her opinion additional staff should be hired that can be trained. There was no more public comment. The Board voted 3-1 with Vice-Chairman Shelton voting no. (The Chairman was absent for the vote.)

Commissioner McDougald then asked doesn't the original motion have to be voted on and the Attorney stated no; the amended motion/vote killed the first motion.

REQUEST FOR QUALIFICATIONS (RFQ) AIRPORT GENERAL CONSULTING SERVICES

The Vice-Chairman decided to hold this discussion later in the meeting in anticipation of Chairman Flowers' arrival.

BIDS –CHIPOLA ROAD EXPANSION PROJECT – CONCRETE ENDWALL CONSTRUCTION – ROY GOLDEN ROAD

Donald Stanley, Preble-Rish Engineering, opened the bids read them aloud:

Alexander Concrete Construction Inc.	\$85,436.00
North Florida Construction, Inc.	\$77,331.00
Panhandle Construction, Inc.	\$61,617.00

Mr. Stanley asked the Board to allow him to review the bids and bring them back his recommendation during his agenda time.

BIDS – SHIP (State Housing Initiatives Partnership)-RESIDENTIAL SEPTIC SYSTEM –MALOY

The attorney opened the only bid received for the Maloy residential septic system from Yoder Septic Service for \$3,275.00.

- ❖ A motion to accept the Yoder bid of \$3,275.00 for the Maloy residential septic system was made by Commissioner McDougald and seconded by Commissioner Grant. Vice-Chairman Shelton called for public comment; there was none. The motion passed unanimously 4-0.

GARY SHULER

Mr. Gary Shuler, IDA board member, addressed the Board concerning the sign at the entrance of the airport and stated there is a need for a nicer sign, one that would be appropriate for the airport. Commissioner Brown asked if there was a vote by the IDA Board and Mr. Shuler stated he made a motion for a new sign and it was not seconded. (After additional discussion it was determined the motion was seconded but failed with a 2/2 vote.) Commissioner McDougald made a motion to pursue designing and pricing a sign. There was no 2nd to Commissioner McDougald's motion; however, there was additional discussion including the recommendation by Commissioner Shelton that the IDA Board should work this out as a Board. The discussion also involved IDA Board Members Bob Fleck, Gene Bailey, and Maxie Waldorff. Mr. Fleck and Mr. Bailey stated at this time it is unknown whether or not there is adequate funding for a new sign due to the ongoing projects and the possibility some of the projects will have to be partially funded from non-grant IDA revenue.

KEVIN JACKSON – BAILEY SUBDIVISION - 13720 SHUMAN FERRY RD NW ALTHA FL

Mr. Jackson asked whether Small County Road Assistance Program (SCRAP) or Small County Outreach Program (SCOP) funds could be used on private roads and was told no; these DOT funds must be spent on County owned roads. Mr. Jackson asked the Board to require future proposals for countywide waste disposal services to include using smaller trucks on private dirt roads. (In a previous meeting Mr. Jackson explained the garbage trucks used by Waste Pro are too heavy for the road, causing damage to the road.) Mr. Jackson asked the Board to take care of citizens on private roads and thanked them for their time.

Chairman Flowers joined the meeting. (6:45 pm)

MAXI WALDORFF (AIRPORT)

Mr. Waldorff addressed the Board on the airport tree thinning project. In the prior meeting the Board voted to advertise to accept proposals for a "Forester" to oversee this project. Joe Wood, Director of Operations, addressed the Board concerning their decision to hire a "Forester" and suggested there was no need to incur the cost of a "Forester". Mr. Wood further explained he asked David Fleming (Neal Land and Timber) to accompany him and look at the area to be thinned. After meeting with Mr. Fleming it was Mr. Wood's recommendation not to hire a "Forester" but to take per ton bids on pulp wood and chipping saw timber from 1/3rd row thinning of approximately 42 acres at the airport.

- ❖ Commissioner McDougald made the motion to take per ton bids on pulp wood and chipping saw timber from 1/3rd row thinning at the airport. Commissioner Brown seconded the motion. The Vice-Chairman called for public comment. There was no public comment and the motion passed unanimously 5-0.

Mr. Waldorff addressed the Board concerning damages to sod at the airport caused by the Navy. In a previous meeting the Board voted not to pursue the claim with the Navy. Mr. Waldorff asked the Board to reconsider their previous decision and explained the Navy encouraged filing the claim.

- ❖ Commissioner McDougald made the motion to file the claim with the Navy for damages to sod at the airport. Commissioner Grant seconded the motion. There was discussion and a call for public comment. Mr. Bob Fleck stated this claim has been sitting around for over a year and to file it would be unpatriotic. Mr. Dowling Parrish said it would be unpatriotic to file a claim with

the Navy. Mr. Waldorff explained how the damage occurred. Mr. Gene Bailey questioned whether receiving \$1,900 from the Navy would hurt the airport in the long run. Beverly Veress stated filing this claim would be picky. Being no further comment the motion failed 0-5, all opposed to filing the claim.

Commissioner Grant asked Mr. Waldorff whether the IDA Board is divided. Mr. Waldorff stated it is. Vice-Chairman Shelton encouraged the IDA Board to work together and not bring their issues to the Board.

JASON WHEELER – CDR MAGUIRE

Mr. Wheeler stated that CDR MAGUIRE is a Florida Firm providing emergency planning, disaster recovery and hazard mitigation grant program services. Mr. Wheeler stated although he now works with CDR MAGUIRE he worked with the State of Florida Division of Emergency Management (DEM) for 20 years and has extensive experience in closing out FEMA disaster projects and would like to help Calhoun County with their FEMA projects.

DEPARTMENT HEADS MONTHLY REPORTS FOR JUNE

TIM JENKS – MAINTENANCE SUPERINTENDANT

Mr. Jenks gave a verbal report on the Maintenance Department and gave the Board a copy of his daily log for the month of June. Mr. Jenks updated the Board on the progress of the bathrooms at Neal Landing stating the pavilion is almost complete.

Chairman Flowers inquired regarding the condition of the well/water supply at the Hugh Creek Library. Mr. Jenks asked Mr. Joe Wood to speak to this issue. Mr. Wood stated he hired Mike Purvis, Capps Well Drilling, for \$100 to view the well casing by camera to see if there is a problem in the well casing. Mr. Wood further explained the well can't be used for three days prior to using the camera, giving time for the water level in the well to drop. Ms. Rita Maupin stated she would work out the details and close the Hugh Creek Library over the 4th of July long weekend so this procedure can be performed on Monday July 7th.

DAN CLEMONS, WEATHERIZATION COORDINATOR

Mr. Clemons stated there is a modification to the 2014 Weatherization agreement which would be presented to them at the next meeting for their approval; the modification is necessary to meet state statutory requirements.

Mr. Clemons updated the Board on the contract information with Ivey McClain Construction, LLC for completion of the Gladys Miller Residential Construction Mitigation Program (RCMP) job. The Board previously directed Mr. Clemons to terminate the contract with GADCON Inc. and find another contractor (emergency basis) to complete the Gladys Miller RCMP job. The original contract with Ivey McClain Construction was \$8,000 but there were some additional windows and other items necessary to complete the job at an additional cost of \$1,600. Mr. Clemons presented the increased change order of \$1,600 for the Board's approval.

- ❖ Commissioner McDougald made a motion to approve the \$1,600 increased change order to Ivey McClain Construction, LLC increasing the contract with McClain to \$9,600 and decreasing the payment to GADCON Inc. by \$9,600. (Payment to GADCON Inc. will be \$4,252 calculated as follows, the \$13,852 contract with GADCON Inc. less \$9,600 payment to Ivey McClain

Construction, LLC.) Commissioner Grant seconded the motion and the Vice-Chairman called for public comment. There was no public comment and the motion passed unanimously 5-0.

For the record Mr. Clemons corrected the name in the April 15, 2014 minutes to state the Donald Vaughn Weatherization project contract was awarded for \$4,605; it was incorrectly written as the Piercy project.

JUDY LUDLOW – COUNTY EXTENSION DIRECTOR

Ms. Ludlow provided a written and verbal report to the Board noting the Extension Office has been busy with camp and volunteer training as well as calls from the public regarding gardening, etc.

RITA MAUPIN- LIBRARY DIRECTOR

Ms. Maupin informed the Board, Ms. Teresa Curl, passed away last night. Ms. Maupin explained how Ms. Curl worked with the Library several years ago when the Library had funding from a Department of Juvenile Justice (DJJ) Grant noting Ms. Curl was an outstanding teacher and will be greatly missed.

Ms. Maupin provided a written monthly statistical report to the Board and informed them the summer reading camp has been very successful and will be extended to the month of July at the request of Vicki Davis, Assistant Superintendent - Calhoun County Schools.

DOWLING PARRISH, BUILDING OFFICIAL

Mr. Parrish presented two change orders (increases) to the GADCON LLC contract for the Pennie Dudley SHIP project:

- \$1,289.65 Change Order #1 – rotten walls, sheetrock, paint, and a new range hood
 - \$ 85.05 Change Order #2 – cabinet hardware
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- ❖ A motion to approve change order #1, an addition of \$1,289.65 to GADCON LLC for the Pennie Dudley project was made by Commissioner McDougald and seconded by Chairman Flowers. Vice-Chairman Shelton called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

 - ❖ A motion to approve change order #2, an addition of \$85.05 to GADCON LLC for the Pennie Dudley project was made by Commissioner McDougald and seconded by Chairman Flowers. Vice-Chairman Shelton called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

For the record Chairman Flowers asked Mr. Parrish, Building Official, to state whether or not the County should allow GADCON LLC to bid on anymore County awarded projects and he stated no. (County awarded projects are: SHIP, Weatherization, and RCMP.)

The Building Official asked the Board to give the Chairman the authority to execute the State Housing Initiative Partnership (SHIP) Program Fiscal Year 2014-2015 Funding Certification; funding in the amount of \$350,000 is to be provided for this program.

- ❖ Chairman Flowers made the motion for the BOCC to allow the authority to execute the SHIP Program Fiscal Year 2014-2015 Funding Certification; the motion was seconded by Commissioner Brown. Vice-Chairman Shelton called for public comment. There was no public comment. The motion passed unanimously 5-0.

Mr. Parrish provided the Board with a verbal report of his monthly building permit activity as follows:

- Licenses issued – 8 for \$400.00
- Building permits issued – 19 for \$1,752.00
- Inspections conducted on footers, roofs, floor systems, electrical up-grades

RONNIE STONE – 911 DIRECTOR/EMERGENCY MANAGEMENT COORDINATOR

Mr. Stone reported the following activities:

Toured Jim Woodruff Dam on June 10, 2014

Received the Light Tower on June 12, 2014

Ordered plotter on June 19, 2014

Signs for Clay Mary Park and Cooper Park have been ordered

Recorder in dispatch went down on June 24, 2014 and was repaired on June 27, 2014 (bad hard drive)

June 2014 911 activities: 131 telephone updates, 14 road signs, 6 addresses issued

ELTON MCDANIEL – ROAD DEPARTMENT

Mr. McDaniel presented the Board with a written monthly report of the activities of the Road Department. Mr. McDaniel also notified the Board Mr. Terry Smith, Road Department Mechanic, can repair Truck #19 saving labor. It was the consensus of the Board for the Road Department to order the parts and have Mr. Smith make the repairs at the Road Department.

Mr. McDaniel also notified the Board there is an engine problem with the vehicle donated to them by Nettle Ridge Volunteer Fire Department; the vehicle is being worked on at the Road Department.

Mr. McDaniel also reported beavers are still causing problems; Mr. Wood stated he gave permission for the newly hired beaver trapper to start on Sunday. The trapper will be paid \$50 per beaver.

VICE-CHAIRMAN SHELTON CALLED A RECESS AT 7:45 P.M.

VICE-CHAIRMAN SHELTON CALLED THE MEETING BACK TO ORDER AT 7:58 P.M.

REQUEST FOR QUALIFICATIONS (RFQ) AIRPORT GENERAL CONSULTING SERVICES

Chairman Flowers suggested a workshop be scheduled for presentations (20 minutes each) by the three firms responding to the Request for Qualification (RFQ) Airport General Consulting Services.

Commissioner McDougald stated he would like to go ahead and score them tonight. Attorney Fuqua suggested although it is not mandatory it is advisable to allow for presentations.

- ❖ Chairman Flowers made the motion to schedule a workshop at 5:00 pm CT on July 15, 2014 for 20 minute presentations for Airport General Consulting Services. Commissioner Brown seconded the motion. The Vice-Chairman called for public comment; there was no public comment. The motion passed 4-1 with Commissioner McDougald voting no.

MATT FUQUA, COUNTY ATTORNEY

Mr. Fuqua advised the Board he is scheduling the meeting with the IDA Board representative, the BOCC representative, URS, and the contractor (Mr. Newsome) regarding the hangar foundation at the airport.

DONALD STANLEY, COUNTY ENGINEER

Mr. Stanley recommended the Board accept the low bid of \$61,617.00 from Panhandle Construction Inc. (all paperwork in order) for the Chipola Road Expansion Project – Concrete End Wall Construction.

A motion to accept the low bid of \$61,617.00 from Panhandle Construction Inc. was made by Commissioner McDougald and seconded by Chairman Flowers. Vice-Chairman Shelton called for public comment; there was none. The motion passed unanimously 5-0.

Mr. Stanley presented Deductive Change Order 1 for a reduction of \$43,836 to the contract with Roberts and Roberts, Inc. (original contract awarded \$132,856.70) on the Small County Road Assistance Program (SCRAP) Silas Green Street Widening and Resurfacing Project. Mr. Stanley explained the Change Order 1 reductions to the contract are as follows: narrow the widening by 1 foot, delete thermoplastic striping, and eliminate the piping. The County will purchase (\$2,200 cost of materials) and install the replacement piping instead of the contractor.

- ❖ A motion to approve Change Order 1 to the Roberts and Roberts, Inc. contract for widening and resurfacing Silas Green Street, a reduction of \$43,836, was made by Chairman Flowers and seconded by Commissioner McDougald. Vice-Chairman Shelton called for public comment; there was no public comment. The motion passed unanimously 5-0.

Mr. Stanley advised the Board it is necessary for them to appoint two (2) members and an alternate to the Chipola River Regional Transportation Authority. This Authority is comprised of Jackson, Gulf, and Calhoun County. The Board by consensus agreed to the following appointments to the Chipola River Regional Transportation Authority: Commissioner McDougald, Commissioner Shelton, and Alternate Chairman Flowers.

ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR

- Ms. Smith reported there are no state provided grant programs for waste tire disposal. (Per Michelle Smith with the Department of Environmental Protection the funding for waste tire disposal was eliminated approximately four (4) years ago.)
- Ms. Smith asked the Board for permission to advertise to receive sealed bids for the Pine Island Water System Improvements to be opened at the Board Meeting on July 15, 2014.
 - ❖ Commissioner McDougald made the motion to advertise to receive sealed bids for the Pine Island Water System Improvements to be opened on July 15, 2014. Commissioner Grant seconded the motion. The Vice-Chairman called for public comment. There was no public comment. The motion passed unanimously 5-0.
- Ms. Smith presented to the Board for approval and execution the Hurricane Shelter Wind Retrofit project to increase shelter capacity at Blountstown High School for \$1,302,333.00.
 - ❖ Chairman Flowers made the motion to approve and execute the Hurricane Shelter Wind Retrofit Project for increased shelter capacity at Blountstown High School in the amount of \$1,302,333.00. Commissioner Brown seconded the motion. Vice-Chairman Shelton called for public comment. There was no public comment. The motion passed unanimously 5-0.
- Ms. Smith informed the Board the Emergency Management storage building has been completed noting the contractor did an excellent job.
- Ms. Smith reminded the Board she will be on vacation starting tomorrow and will return on Tuesday, July 8, 2014. Notification will be sent to Dispatch letting them know to contact Ronnie Stone in the event the Emergency Management Agency is needed for any reason.

Also, Tropical Storm Arthur is forecasted to follow the east coast and Calhoun County should have no issues with this storm.

JOE WOOD, DIRECTOR OF OPERATIONS

Mr. Wood advised the Board Mr. Dan Clemons is assigned the following duties: oversight of Airport construction, Library maintenance, oversight of Residential Construction Mitigation Program (RCMP) projects, roadside spraying, and oversight of Weatherization projects. Mr. Wood stated Mr. Clemons does not have adequate time (spread too thin) for roadside spraying and would like to reassign the Weatherization program oversight to another County employee. There was discussion and it was determined Mr. Clemons is the only employee certified for Weatherization (a requirement). Mr. Wood asked the Board for their input in freeing up some of Mr. Clemons' time for spraying. Commissioner Grant suggested eliminating Library maintenance from Mr. Clemons' current job duties. Mr. Wood stated he would look at this and bring back a suggestion at the next Board meeting.

Commissioner Grant asked Mr. Wood if the County still owns a water truck and Mr. Wood stated yes. Commissioner Grant mentioned CR 69 South is being damaged with private dump trucks hauling sand and asked Mr. Wood to consider asking Neal Land and Timber for permission to divert the sand haulers through Cow Patch Road (private road). Mr. Wood agreed to contact Neal Land and Timber.

CLERK TIME

Nothing to report.

ATTORNEY TIME

Nothing to report.

COMMISSION TIME

COMMISSIONER MCDUGALD

Commissioner McDougald mentioned the County website needs to be maintained properly and suggested whoever is responsible for the website should make sure it is being maintained.

Commissioner McDougald also mentioned a water issue on Willow Bend Road and Mr. Wood stated this issue has been corrected.

Commissioner McDougald discussed the Florida Association of Counties Annual Conference he recently attended with Joe Wood and the benefits to the County of attending the conference.

Commissioner McDougald stated the Small County Coalition is well worth the annual membership dues and would like for the Board to participate in and pay dues to the Small County Coalition for the 2014-2015 fiscal year.

COMMISSIONER GRANT

Nothing to report.

CHAIRMAN FLOWERS

Chairman Flowers made a motion to pay off the debt owed to Centennial Bank. After some discussion Chairman Flowers withdrew the motion.

Chairman Flowers discussed a franchise fee assessment on electricity as a method of reducing ad valorem taxes. Commissioner McDougald suggested a straw ballot to determine the opinion of the citizens on this issue. There was no Board action.

COMMISSIONER BROWN

Nothing to report.

VICE-CHAIRMAN SHELTON

Vice-Chairman Shelton called Mr. Jason Wheeler – CDR MACQUIRE – to the podium for additional comments and questions. Mr. Wheeler noted they can maximize federal funding, perform duties without burdening current staff.

Chairman Flowers asked what percentage they generally earn and Mr. Wheeler stated somewhere between 2% and 10%. Chairman Flowers also asked if the contract could exclude any indirect activities which would not be funded by FEMA and Mr. Wheeler stated yes.

Commissioner McDougald asked Donald Stanley, Preble-Rish Engineering, Inc, if he is familiar with CDR-MACQUIRE and he stated yes. Mr. Stanley also explained Jackson County has no previous experience with FEMA disasters as does Calhoun County but believes they can contribute to Calhoun County as well. Commissioner McDougald asked Angie Smith if she is familiar with CDR-MACQUIRE and she stated no, she was left out of the loop in the conversations prior to this presentation.

Ms. Smith stated she needs to know how to proceed regarding the mandatory “kickoff” meeting; if the County is going to hire a consultant to write the P.W.’s instead of preparing in-house then “kickoff” meeting will need to be delayed until after the consultant is secured.

Commissioner McDougald stated the advertisement for Request for Qualification (RFQ) for Emergency Planning, Disaster Recovery and Hazard Mitigation Grant Program Services should be initiated.

- ❖ Chairman Flowers made the motion to advertise for Emergency Planning, Disaster Recovery and Hazard Mitigation Grant Program Services for the next two weeks for opening at the July 15th meeting. Chairman Brown seconded the motion. The Vice-Chairman called for public comment. Kevin Jackson stated he thought this is a good idea. There was no more public comment. The motion carried 5-0.

There being no further business, the Vice-Chairman adjourned the meeting at 9:15 p.m.



THOMAS G. FLOWERS, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK