

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
JULY 14, 2015**

**PRESENT AND ACTING:**

**THOMAS G. FLOWERS, CHAIRMAN  
MARION "LEE LEE" BROWN, VICE-CHAIRMAN  
WOODROW "LEE" SHELTON**

**THAD SCOTT, DEPUTY SHERIFF  
MATT FUQUA, ATTORNEY  
BECKY BROWN, DEPUTY CLERK**

The meeting held in the Regular Meeting Room was called to order by Chairman Flowers at 6:00 p.m., CT. Commissioner Brown led the Prayer and Pledge of Allegiance to the Flag.

Chairman Flowers reminded everyone to silence their cell phones and reminded those on the agenda they will have three minutes to speak on their topic. The public will have an opportunity to speak on items before the Board votes on a motion.

**APPROVAL OF MINUTES**

- ❖ A motion to approve the June 23, 2015 Regular BOCC Meeting Minutes; vouchers for warrants: 1507-GS, 1507-1G, 1507-FPC, 1507-1RD, 1507-1L, 1507-1EP, 1507-1EC and payroll warrants: PR15-B19, PR061815 was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

**CHAD TAYLOR – RIPARIAN COUNTY STAKEHOLDER COALITION**

Mr. Taylor provided the Board with an annual summary report from the Riparian County Stakeholder Coalition including the proposed budget and budget request for FY 2015-2016 and a Sustainable Water Management Plan for the Apalachicola, Chattahoochee, and Flint (ACF) River Basin. Mr. Taylor advised the Board this plan is the best single document to understand the ACF Basin and the potential solutions to our water challenges.

**BECKY SMITH – LISTING OF ERRORS AND INSOLVENCIES**

Ms. Smith advised the Board according to Florida Statute 197.942, the Tax Collector shall certify to the Board of County Commissioners a report showing the discounts, errors, double assessments, and insolvencies relating to tax collections for which credit are to be given. Ms. Smith stated there was \$6,810,748.65 collected for the 2014 Tax Roll. Ms. Smith asked the Board to allow the Chairman to sign the recapitulation.

- ❖ A motion to allow the Chairman to sign the recapitulation was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

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**KEVIN JACKSON – BAILEY SUBDIVISION AND ROBERTS RULES OF ORDER**

Not in attendance.

**TRACY MARTIN – POSSIBLE BIDS FOR AGENT OF RECORD FOR HEALTH INSURANCE**

Ms. Martin requested the Board consider the option of accepting proposals for agent of record for health insurance. Ms. Martin advised the Board the agent of record is there to provide the best possible service to the County employees. Commissioner Brown stated he would like to take this matter under consideration at a later date. There was no Board action.

**DAN CLEMONS – RCMP/SHIP**

**STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP) PROJECTS**

Mr. Clemons advised the Board the Sandra Smith well project was advertised February 2015 and no bids were received. Mr. Clemons stated the SHIP project for Ms. Smith will be re-advertised.

Mr. Clemons advised the Board Mr. Charles Hunter is eligible for SHIP rehab and the project was bid on February 24, 2015. Mr. Clemons stated the project consisted of rehab and a new septic system and the combined bids exceeded the maximum allowable amount, \$30,000. Mr. Clemons stated the pump system was inadvertently omitted from the initial bid for the septic tank project. Mr. Clemons asked the Board to award both projects without going back through the bidding process if he is able to negotiate with the contractors to get the project within budget.

- ❖ A motion to award project contingent upon coming within budget was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

Mr. Clemons advised the Board Ms. Carter received a new roof through the Emergency Repair strategy in August 2014 and then reapplied for Rehab in October 2014. Mr. Clemons stated he was told Ms. Carter received Rehab in the past but the SHIP history tracking sheets only date back to 1999 and Ms. Carter's house is not listed. Mr. Clemons stated the Weatherization Assistance Program has a tracking sheet commencing September 30, 1994. Mr. Clemons asked the Board if they wish to use the same tracking period for the SHIP program.

- ❖ A motion to set the look back period commencing September 30, 1994 to the present for the SHIP program was made by Commissioner Shelton and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

**RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM (RCMP) PROJECTS**

Mr. Clemons advised the Board the RCMP agreement Task 1 states that a systemic approach includes but is not limited to the following considerations:

1. Installation of hurricane resistant windows, doors, skylights or shutters
2. Strengthening of roof deck attachment, replacement of roof sheathing
3. Installation of a secondary water barrier, replacement of the roof covering
4. Gable end reinforcement
5. Installation of hurricane straps or clips
6. Anchoring of wall or columns to foundation

Mr. Clemons stated all the homes receiving RCMP funding must meet all six requirements. To complete some of the projects he will have to leverage with SHIP funds.

Mr. Clemons advised the Board the Patterson-Roberts RCMP project has been tabled pending an answer on whether the open foundation must be enclosed and the windows protected. Mr. Clemons stated the total RCMP bid price for the project is \$23,658.55. If RCMP pays for the strapping, gable end, window shutters and foundation repairs the estimated cost would be \$24,218.00 which would keep the project close to the original benefit cost analysis (BCA) score. Mr. Clemons advised the Board the reroofing cost included in the bid was \$17,840.55 and SHIP funds would need to be utilized. Mr. Clemons stated Ms. Patterson received SHIP rehab on another home located on Elmore Street in 2005 but since then has married and moved into another house. There was further discussion if Ms. Patterson was eligible for SHIP rehab on the second home.

- ❖ A motion not to award Patterson-Roberts RCMP project was made by Commissioner Shelton and seconded by Commissioner Brown. Chairman Flowers called for public comment. Ms. Verna Patterson Roberts advised the Board she has been living in this house for 8 years and no one has been living in the other house. Ms. Roberts stated her roof is in poor condition and wants to know why she can't get help this time. Chairman Flowers stated the cost of the repairs were in excess to the cap the State placed on the RCMP project. There were no further comments. The motion passed unanimously 3-0.

Mr. Clemons advised the Board Mr. Castleberry's RCMP project has been tabled pending an answer on whether or not the open foundation must be enclosed. Mr. Clemons stated the total RCMP bid price for the project is \$15,789.50 and the estimated cost to enclose the foundation is \$5,200.00 which would bring the total cost of the project to \$20,989.50. Mr. Clemons stated the BCA score will need to be recalculated. Mr. Castleberry is qualified for SHIP funding which could be leveraged with the RCMP program.

Mr. Clemons advised the Board Ms. Larkins' RCMP project wasn't approved because it didn't have an adequate BCA score. Mr. Clemons stated the total RCMP bid price for the project is \$15,062.16 (roofing- \$8,462.16, gable end and window shutters- \$6,600.00). Mr. Clemons stated this project qualifies for SHIP emergency funding and could be utilized to replace the roof. Mr. Clemons stated the BCA score will need to be recalculated.

Mr. Clemons advised the Board Ms. Goodman's RCMP project wasn't approved because it didn't have an adequate BCA score. Mr. Clemons stated the total RCMP bid price for the project is \$14,990.00 and the roofing portion of the bid was \$5,710.00 and the gable end and new windows and strapping cost was \$9,280.00. Mr. Clemons stated this project qualifies for SHIP emergency funding and could be utilized to replace the roof depending on when she received SHIP rehab. Mr. Clemons stated the BCA score will need to be recalculated.

Mr. Clemons presented the Board for approval and execution the 2015-2016 State Housing Initiative Partnership (SHIP) Program Funding Certification with a projected allocation amount of \$350,000.00. The Certification states the Board of County Commissioners will use at least 20% of the allocation of SHIP funds for special needs households.

- ❖ A motion to approve and execute the 2015-2016 SHIP Program Funding Certification was made by Commissioner Shelton and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

**BID OPENING**

**TAXIWAY DEVELOPMENT**

Chairman Flowers advised the Board Cathey Construction and Development delivered their bid 53 minutes after the submission deadline.

- ❖ A motion to reject the Cathey Construction and Development bid was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

John Collins, AVCON Representative, opened and read the bid aloud.

Taxiway A Development Calhoun County Airport			
Contractor	Total Base Bid	Additive Alternates	Total Bid Amount
Gulf Coast Utility Contractors	\$1,806,517.50	Alternate 1 - \$812,817.50 Alternate 2 - \$245,200.00 Alternate 3 - \$ 67,450.00	\$2,931,985.00
Roberts & Roberts, Inc.	\$1,945,774.00	Alternate 1 - \$772,259.00 Alternate 2 - \$252,925.00 Alternate 3 - \$ 57,440.00	\$3,028,368.00

Mr. Collins asked the Board to table the bids allowing him to review the bid documentation and provide a formal recommendation at the next BOCC meeting, July 28, 2015. The Board agreed by consensus to table the bids until the next Board meeting.

**CATALYST SITE/INDUSTRIAL PARK WATER IMPROVEMENTS**

Donald Stanley, County Engineer, opened and read the bids aloud.

Catalyst Site/Industrial Park Water Improvements	
Contractor	Total Base Bid
North Florida Construction, Inc.	\$328,963.00
Williams Industrial & Marine	\$257,423.00

Mr. Stanley asked the Board to approve the lowest bid contingent upon negotiation with the Contractor not to exceed the grant funding.

- ❖ A motion to award the bid to the lowest bidder subject to negotiation was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

### **DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER**

Mr. Stanley gave the Board an update on one (1) County project:

1. CR 69S Phase II – The Contractor is grading/shaping and hauling in dirt to build up shoulders of the roadway. There are 81 days remaining on the contract.

Mr. Stanley advised the Board the FEMA match waiver has not yet been approved. Mr. Stanley stated the FEMA waiver determination is anticipated by the end of the month. Mr. Stanley stated he will advertise additional FEMA DR 4177 projects to be opened during the Regular BOCC meeting on August 11, 2015.

Mr. Stanley presented the Board with Change Order #1 from Williams Industrial & Marine for the Calhoun County Historic Courthouse Brick Repointing for a deduction in the amount of \$20,672.95 (new contract amount \$46,302.50).

- ❖ A motion to approve Change Order #1 was made by Commissioner Shelton and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

### **ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR**

Ms. Smith presented the Board for approval and execution the Historic Preservation Grant Agreement (Historic Courthouse) contract amendment #2. This contract amendment is for a time extension with a new completion date of September 2, 2015.

- ❖ A motion to approve and execute contract amendment #2 was made by Commissioner Shelton and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

Ms. Smith presented the Board for approval and execution the 2014 Homeland Security Grant Program (HSGP) Agreement for \$16,000.00 and the funds will be used to conduct a training exercise.

- ❖ A motion to approve and execute the HSGP agreement was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

Ms. Smith requested permission from the Board to take July 20<sup>th</sup>, 21<sup>st</sup> and 24<sup>th</sup> annual leave and will be having medical tests on July 22<sup>nd</sup> and 23<sup>rd</sup> and will be out on sick leave. The Board agreed by consensus to approve Ms. Smith's annual and sick leave.

### **KATHY STEWART – FINANCE MANAGER**

Ms. Stewart advised the Board a Budget Workshop and TRIM Hearings needed to be set for the FY 2015-2016 budget. The Board agreed by consensus to hold the Budget Workshop on July 21, 2015 at 5:00 p.m. and to hold the First TRIM Hearing on September 3, 2015 at 5:01 p.m. and the Final TRIM Hearing on September 21, 2015 at 5:01 p.m. in the Board Room.

### **JOE WOOD – DIRECTOR OF OPERATIONS**

Mr. Wood advised the Board Calhoun County Sheriff's Office is requesting the following reimbursements from the Crime Prevention Fund: Summer Camp expenditures in the amount of \$2,827.52 and Neighborhood Watch signs in the amount of \$841.76. The total Crime Prevention Fund reimbursement request is \$3,669.28.

- ❖ A motion to approve the Crime Prevention Fund reimbursement request for \$3,669.28 was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers

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called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

Mr. Wood advised the Board the Health Department is requesting permission to surplus and dispose of one (1) Apollo Laminator and nine (9) Dell Optiplex GX280 workstations (asset 765, asset 1079, asset 1080, asset 1081, asset 1082, asset 1083, asset 1084, asset 1085, asset 1086, and asset 1087).

- ❖ A motion to surplus and dispose assets 765, 1079, 1080, 1081, 1082, 1083, 1084, 1085, 1086, and 1087 was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

Mr. Wood presented Budget Amendment #6 to the Board for their consideration reallocating expenditures between line items within the General Fund.

**Calhoun County  
Board of County Commissioners  
Budget Amendment  
Fiscal Year 2014/2015**

**Amendment to 2014-2015 budget, reallocating expenditures between line items within the General Fund.**

**General Fund**

Account #	Description	Original Budget	Increase	Decrease	Revised Budget
<b>Expenditures</b>					
<b>Protective Inspections</b>					
01524-51112	Salaries	\$ 35,985	\$ 4,200	\$ -	\$ 40,185
01524-51121	FICA/Medicare Payroll Taxes	\$ 2,786	\$ 330	\$ -	\$ 3,116
01524-51122	Retirement	\$ 4,042	\$ 160	\$ -	\$ 4,202
01524-51123	Health Insurance	\$ 3,596	\$ 1,565	\$ -	\$ 5,161
01524-49000	Other Current Charges	\$ 2,500	\$ -	\$ (1,000)	\$ 1,500
01524-54000	Books and Memberships	\$ 0	\$ 1,000	\$ -	\$ 1,000
<b>Public Assistance</b>					
01564003-56470	Medicaid	\$ 247,223	\$ -	\$ (6,255)	\$ 240,968
<b>Expenditure Total</b>		<b>\$ 296,132</b>	<b>\$ 7,255</b>	<b>\$ (7,255)</b>	<b>\$ 296,132</b>

This Budget Amendment duly approved and adopted by the Calhoun County Board of County Commissioners at their regular meeting on this 14<sup>th</sup> day of July, 2015.

- ❖ A motion to approved Budget Amendment #6 was made by Commissioner Shelton and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 3-0.

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**ATTORNEY FUQUA**

Attorney Fuqua advised the Board he received a notice the County needs to have a Title VI/Nondiscrimination Policy and Plan and is in the process of determining how to advise the Board on how to proceed at the July 28<sup>th</sup> Regular Meeting.

**COMMISSION TIME**

**COMMISSIONER MCDUGALD**

Not in attendance.

**COMMISSIONER JONES**

Not in attendance.

**COMMISSIONER SHELTON**

Commissioner Shelton had nothing to report.

**COMMISSIONER BROWN**

Commissioner Brown had nothing to report.


**CHAIRMAN FLOWERS**

Chairman Flowers had nothing to report.

There being no further business, the Chairman adjourned the meeting at 7:00 pm.

ATTEST:

  
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CARLA A. HAND, CLERK

  
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THOMAS G. FLOWERS, CHAIRMAN

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