

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
AUGUST 11, 2015**

PRESENT AND ACTING:

**THOMAS G. FLOWERS, CHAIRMAN
MARION "LEE LEE" BROWN, VICE-CHAIRMAN
DENNIS JONES
DARRELL MCDUGALD
WOODROW "LEE" SHELTON**

**EMORY GODWIN, DEPUTY SHERIFF
MATT FUQUA, ATTORNEY
CARLA HAND, CLERK OF COURT AND COUNTY COMPTROLLER
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 McDougald 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 (3) 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 July 28, 2015 Regular BOCC Meeting Minutes; vouchers for warrants: 1508-GS, 1508-1G, 1508-1RD, 1508-1L, 1508-1E, 1508-1W and payroll warrants: PR15-B22 and PR073015 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 5-0. (Vouchers and warrants are available in the Clerk's Office)

CAPTAIN GODWIN – UPDATE ON 911 SYSTEM REPAIRS

Captain Godwin advised the Board he spoke with other Sheriff's Offices within the Region regarding Precision Communications System to see if it is adequate. Captain Godwin stated they weren't satisfied with Precision Communications' response time and their equipment was not holding up. Captain Godwin stated he received a third quote with Motorola equipment in the amount of \$35,707.05. The Clerk stated the County's content limit is \$31,200 with a \$5,000 deductible and the Sheriff Department has content coverage of \$24,000 through the Sheriff's Association.

- ❖ A motion to accept the quote from Motorola was made by Commissioner Jones and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Captain Godwin advised the Board the back-up generator may have also been struck by lightning during the storm on June 30, 2015. Captain Godwin stated Generac will test the back-up generator.

CLERK HAND – OPEN ENROLLMENT

The Clerk reminded the Board Open Enrollment is August 12-13, 2015 with agents on hand in the Emergency Operations Center in the Courthouse.

The Clerk advised the Board Calhoun County has a Cafeteria Plan and needs to adopt a plan for FY 2015-2016. The Clerk stated it is a separate written plan maintained by an employer for employees that meets the specific requirements and regulations of section 125 of the Internal Revenue Code. It provides participants an opportunity to receive certain benefits on a pretax basis. Participants in a cafeteria plan must be permitted to choose among at least one taxable benefit and one qualified benefit. The Clerk recommended the Board adopt the Cafeteria Plan as follows: healthcare expenses not covered by insurance, flexible savings arrangements, health and other insurance premiums paid via payroll deductions to include health insurance, disability, critical illness insurance, vision care, dental insurance, group term life insurance, cancer insurance, accidental death and dismemberment. This will include the Board and all the Constitutional Officers excluding the Sheriff.

- ❖ A motion to adopt the Cafeteria Plan for FY 2015-2016 was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

JOHN COLLINS – AVCON, AIRPORT ENGINEER

Mr. Fleck was advised by the Federal Aviation Administration (FAA) the taxi-way extension project will be funded. Mr. Collins will present the agreement for execution at the next Board Meeting.

FRANK SNOWDEN – COUNTY PLANNER

Mr. Snowden advised the Board St Joe Land & Development wants to vacate a null plat of Riverside Subdivision on Highway 20 by the Chipola River. Mr. Snowden stated St. Joe Land and Development had sold two (2) lots but since then reacquired the lots. Mr. Snowden stated St. Joe Land and Development will have to place a legal notice in the newspaper for two (2) weeks, provide proof taxes have been paid and provide a title opinion proving they own all lots in the subdivision. Mr. Snowden asked if there were any fees the County will be charging St. Joe Land and Development. Attorney Fuqua stated all costs will be borne by the St. Joe Land and Development. In addition they will provide the Resolution for Plat Vacation for the Board's approval and subsequent recording in the official records.

Mr. Snowden advised the Board Ms. Valerie Kharzouz with Hidden Creek Mobile Home Park wants to reapply for an RV permit which was denied last year. The Attorney stated this is allowable.

DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER

Mr. Stanley gave the Board an update on two (2) County projects:

1. CR 69S Phase II – The Contractor has completed the shoulder work and is installing sod and working on the drainage extensions. There are 53 days remaining on the contract.
2. Historic Courthouse Brick Repointing – The Contractor is working on removing the existing grout in preparation for new mortar. There are 20 days remaining on the contract.

Mr. Stanley advised the Board the FEMA DR4177 projects which have been awarded have not been started at this time. Mr. Stanley stated they are receiving bonds and agreements back from Contractors with signatures. Commissioner McDougald expressed concerns regarding the timeframe of the bidding of the FEMA DR4177 projects.

Mr. Stanley presented the Board with Change Order #1 from Williams Industrial & Marine for the Catalyst Site/Industrial Park Water Improvements for a deduction in the amount of \$97,423.00 (new contract amount \$160,000.00).

- ❖ A motion to approve Change Order #1 was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Stanley presented the Board with Change Order #3 from C.W. Roberts Contracting, Inc. for CR 69S Phase II for the areas which were over excavated and to upgrade current guardrails in the amount of \$102,646.35.

- ❖ A motion to approve Change Order #3 was made by Commissioner Jones and seconded by Commissioner McDougald. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Stanley gave the Board an update on the property transfer to City of Blountstown for a lift station at the Catalyst Site. Mr. Stanley stated he is in the process of permitting the plans for a lift station closer to Hwy 71 and will bring the deed before the Board once it has been finalized.

Mr. Stanley advised the Board there may be some potential exposure to the County regarding the FEMA projects under \$100,000 which do not require bonding. Mr. Stanley stated the bond requirements are consistent with Calhoun County's procurement policy.

BID OPENING

Commissioner Brown asked Commissioner McDougald to explain his previous comment regarding scheduling of multiple FEMA projects within a limited timeframe. Commissioner McDougald explained the FEMA projects previously awarded haven't commenced and additional FEMA DR4177 projects have been advertised for bid noting this will affect the Contractor and the County. Commissioner McDougald advised holding off on advertising additional FEMA DR4177 projects until some of the original projects are underway. Mr. Jason Powers with C.W. Roberts Contracting, Inc. asked the Board if it will take two months for the funding of the projects. Commissioner McDougald stated the Board had been waiting on the approval of the FEMA waiver which has now been approved. There was further discussion of the timing before construction will begin.

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

DR 4177 PW #247 Camp Head Road	
Contractor	Total Base Bid
I-C Contractors, Inc.	\$118,900.45
Gulf Coast Utility Contractors	\$178,253.81
North Florida Construction, Inc.	\$110,407.81
C.W. Roberts Contracting, Inc.	\$140,378.90
Roberts and Roberts, Inc.	\$132,067.80

DR 4177 PW #296 County Road 8
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Contractor	Total Base Bid
I-C Contractors, Inc.	\$152,227.01
Gulf Coast Utility Contractors	\$224,727.18
North Florida Construction, Inc.	\$142,407.24
C.W. Roberts Contracting, Inc.	\$179,790.44
Roberts and Roberts, Inc.	\$157,839.19

DR 4177 PW #289 County Road 19	
Contractor	Total Base Bid
I-C Contractors, Inc.	\$206,443.75
Gulf Coast Utility Contractors	\$269,735.87
North Florida Construction, Inc.	\$203,874.74
C.W. Roberts Contracting, Inc.	\$212,663.21
Roberts and Roberts, Inc.	\$197,452.39

DR 4177 PW #244 Flanders Grade Road	
Contractor	Total Base Bid
I-C Contractors, Inc.	\$113,780.75
Gulf Coast Utility Contractors	\$172,621.73
North Florida Construction, Inc.	\$105,673.71
C.W. Roberts Contracting, Inc.	\$136,504.11
Roberts and Roberts, Inc.	\$127,614.03

DR 4177 PW #187 Fred Tyre, Wiley Hutto, Eads, Bush Dawson & Lenzy Reeds Roads	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$265,655.00
North Florida Construction, Inc.	\$271,960.04
C.W. Roberts Contracting, Inc.	\$217,818.00
Roberts and Roberts, Inc.	\$200,713.30
D.B.M. Contracting	\$202,187.10

DR 4177 PW #291 Frink Baptist, McClellan Cemetery & Segers Roads	
Contractor	Total Base Bid
I-C Contractors, Inc.	\$92,695.32
Gulf Coast Utility Contractors	\$150,989.40

North Florida Construction, Inc.	\$89,905.70
C.W. Roberts Contracting, Inc.	\$127,294.88
Roberts and Roberts, Inc.	\$111,758.92

DR 4177 PW #192 Furnier, Loyed, Womble, White Pond Circle, Janney, Tommy Tucker & NW Indian Pass Road	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$246,455.70
North Florida Construction, Inc.	\$268,579.00
Roberts and Roberts, Inc.	\$195,930.60

DR 4177 PW #185 Ira Fowler, Autumn Lane and Jack Strickland Roads	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$122,513.60
North Florida Construction, Inc.	\$136,560.40
C.W. Roberts Contracting, Inc.	\$97,040.16
Roberts and Roberts, Inc.	\$96,317.90
D.B.M. Contracting	\$88,567.50

DR 4177 PW #212 Jesse Stone Road	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$331,868.90
North Florida Construction, Inc.	\$244,268.75
C.W. Roberts Contracting, Inc.	\$254,640.75
Roberts and Roberts, Inc.	\$266,140.10

DR 4177 PW #186 Jimmy Branton, JW Alexander, Buddy Johnson & Red Level Roads	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$107,028.75
North Florida Construction, Inc.	\$126,210.50
C.W. Roberts Contracting, Inc.	\$90,017.83
Roberts and Roberts, Inc.	\$86,185.00
D.B.M. Contracting	\$79,481.42

DR 4177 PW #297 Kelly Capps, Coley O'Bryan, Cain Fornter & Bob Davis Roads	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$122,475.40
North Florida Construction, Inc.	\$88,222.16
C.W. Roberts Contracting, Inc.	\$116,235.91
Roberts and Roberts, Inc.	\$92,665.74

DR 4177 PW #177 Leonard Varnum West, Leonard Varnum East, Parrish Lake West, Hitron & Van Lierop Roads	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$221,768.00
North Florida Construction, Inc.	\$217,177.42
C.W. Roberts Contracting, Inc.	\$193,969.45
Roberts and Roberts, Inc.	\$170,177.40

DR 4177 PW #184 Woody Road	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$164,776.50
North Florida Construction, Inc.	\$121,298.10
C.W. Roberts Contracting, Inc.	\$134,184.65
Roberts and Roberts, Inc.	\$135,287.20

DR 4177 PW #292 Miller Road	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$190,274.56
North Florida Construction, Inc.	\$126,903.68
C.W. Roberts Contracting, Inc.	\$148,766.85
Roberts and Roberts, Inc.	\$147,170.24

Mr. Stanley asked the Board to table the bids until the next Board meeting, August 25, 2015. The Board agreed by consensus.

ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith asked the Board permission to pay ARCADIS in the amount of \$5,390.66 for the DR4177 HMGP grant applications for Calhoun County. Ms. Smith explained this is \$1,109.34 less than the previously stated amount of \$6,500.00. Ms. Smith stated the roads identified are Troy McCroan Road, Sam Duncan Road, Black Bottom Road and Bears Head Road.

- ❖ A motion to approve the pay request to ARCADIS was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Ms. Smith requested permission from the Board to take annual leave on the following dates: August 12th, 13th, 14th, 17th, 24th, 25th, 27th, 28th and 31st and September 4th, 8th, 9th, 10th, 11th, 14th, 21st, 23rd, 24th, 25th and 28th. Ms. Smith stated this is to allow her to get below her maximum annual leave carryover balance before October 1, 2015. The Board agreed by consensus to approve Ms. Smith's annual leave.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood asked the Board for permission on behalf of Mr. Tim Jenks to purchase a ball field grooming machine in the amount of \$10,468.00 under an approved purchasing program.

- ❖ A motion to purchase a ball field grooming machine under the approved purchasing program for \$10,468 for was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Wood advised the Board approximately \$2,200 is available after paying all expenditures of the Technical Assistance Grant and stated the County Planner was not compensated for his help in administering this grant. Mr. Wood recommended the Board pay the County Planner the remaining unspent funds.

- ❖ A motion to pay Mr. Snowden the remaining funds 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 5-0.

Mr. Wood advised the Board Frank Snowden is Calhoun County's Planner and is currently acting as Flood Plain Manager for the County. Mr. Wood asked the Board to consider making Mr. Snowden Calhoun County's Flood Plain Manager effective October 1, 2015 at the rate of \$12,500/year.

- ❖ A motion to contract with Frank Snowden to be the County Flood Plain Manager was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Wood requested the Board designate or implement a plan to designate a "responsible charge" to implement Title VI for LAP Grants. Mr. Wood stated this is a requirement to participate in the Department of Transportation (FDOT) LAP Grants.

- ❖ A motion to hire someone as a Board employee was made by Commissioner Jones. Commissioner McDougald opened the discussion of having someone in-house administer Title VI. Ms. Debbie Belcher advised the Board Title VI is to ensure the County is not discriminating in any of its programs, services or activities. There was further discussion of the process of and timeframe of Title VI. Chairman Flowers asked if FDOT had to know specifically who the Board assigned to Title VI or just the direction of the Board. Mr. Wood stated FDOT doesn't have to know specifically who the designee at this time just that the Board is moving forward. Chairman Flowers asked Commissioner McDougald to meet with Mr. Wood for a recommendation to the Board of how to administer Title VI for presentation at the next meeting, August 25, 2015. Commissioner McDougald recommended Mr. Wood advise FDOT the Board will have a "responsible charge" in place to administer Title VI.

CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER

The Clerk asked the Board for permission to remove from the fixed asset inventory the following assets with a cost below the capitalization threshold (asset 656, asset 1298, asset 21, asset 491, asset 613, asset 614, asset 617, asset 618, asset 619, asset 620 and asset 1419).

- ❖ A motion to remove assets and declare assets obsolete was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk advised the Board Calhoun County Sheriff's Office is requesting reimbursement from the Crime Prevention Fund in the amount of \$819.43.

- ❖ A motion to approve the Crime Prevention Fund reimbursement request for \$819.43 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 5-0.

The Clerk asked the Board permission to renew the Commercial Inland Marine insurance policy which covers the County's specified equipment. The Clerk stated the policy renews October 1, 2015 with a premium of \$10,726.00.

- ❖ A motion to renew Commercial Inland Marine Insurance was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk advised the Board to take into consideration going to business type email addresses. Attorney Fuqua stated having a business type email address is a good way to centrally locate data for records retention. Also, the Clerk recommended the Board back-up all computers.

ATTORNEY FUQUA

Attorney Fuqua advised the Board of the meeting with the IDA Board regarding the settlement agreement, Contract Change Order #6 and final pay request with North Florida Construction, Inc.

- ❖ A motion to accept the settlement agreement with North Florida Construction, Inc. was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.
- ❖ A motion to accept Change Order #6 was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.
- ❖ A motion to accept final pay request was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Attorney Fuqua advised the Board the other two (2) hangars at the Calhoun County Airport may not meet the wind load requirements. Attorney Fuqua recommended the Board have this issue investigated by a Forensic Structural Engineer. Attorney Fuqua asked the Board for their direction if they want him to look into having the two hangars investigated.

- ❖ A motion to address the IDA Board to get their recommendation was made by Commissioner Jones. Attorney Fuqua asked to bring this matter back before the Board at the next meeting, August 25, 2015. Commissioner Jones withdrew his motion.

Attorney Fuqua advised the Board a Conditional Use application was approved approximately five (5) years ago for temporary location of a mobile home. Attorney Fuqua stated the conditional use permit has expired and the mobile home has not been removed. Attorney Fuqua recommended the Building Official notify the property owner to attend the next Planning Board meeting. The Board agreed by consensus.

Chairman Flowers called for a break at 7:46 pm and reconvened the meeting at 8:01 pm.

BUDGET DISCUSSION

Chairman Flowers asked the Board for permission to schedule a Special Meeting in regards to the FY 2015-2016 Budget on Friday, August 14, 2015 at 10:00 am in the Board Room to include the Constitutional Officers and Department Heads.

- ❖ A motion to schedule a Special Meeting for FY 2015-2016 Budget was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Chairman asked the Board if they had any specific budget items to address.

Commissioner Jones asked Ms. Margie Laramore, Supervisor of Elections, about re-opening the Scout House in District 4 during election time. Ms. Laramore addressed the Board and explained new voting equipment is required by 2020 and recommended getting the equipment by 2018 at a cost \$15,000 per precinct. Ms. Laramore stated if one precinct is re-opened all precincts should be re-opened. Ms. Laramore stated she doesn't have a problem re-opening all the precincts if funding is available for equipment and other costs. There was further discussion of the condition of the closed voting precincts. Ms. Carrie Baker advised the Board District 4 doesn't have a voting precinct located within their district. Ms. Baker recommended designating St. Paul AME Church as the District 4 voting precinct.

Commissioner Shelton advised the Board there is \$15,000 available in the 2014-2015.

Budget for a volunteer fire department grant match for purchasing a fire truck. Commissioner Shelton asked the Board to consider reallocating \$9,000 from unspent match money and fund each of the nine (9) Volunteer Fire Departments an additional \$1,000 prior to September 30, 2015

- ❖ A motion to reallocate \$9,000 from unspent match money and fund \$1,000 to each Volunteer Fire Departments prior to September 30, 2015 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 5-0.

Chairman Flowers asked Mr. Joe Wood, Director of Operations, to determine if there are adequate funds in the Road Departments materials line item to fund the purchase of approximately \$12,000 in guardrails.

Chairman Flowers asked the Clerk to calculate and report at the Special Budget Meeting the remaining 2014-2015 budgeted Road Department personnel costs resulting from vacant position(s) that can be considered for other expenditures.

Chairman Flowers asked Ms. Angie Smith, Emergency Management Director, about the newly budgeted position in her Department and what the duties of this position will be.

Chairman Flowers asked Sheriff Kimbrel regarding the Emergency Notification System included in the FY 2015-2016 Budget. Chairman Flowers stated there were two (2) quotes in the amount of \$6,800 and \$8,300. Sheriff Kimbrel stated the Emergency Notification System in the amount of \$8,300 is capable of notifying citizens via phone of any emergency situations such as weather and other incidents within the community.

Chairman Flowers asked Mr. Terry Stone, Property Appraiser, regarding the property valuations in Calhoun County and if he foresees them to continue to rise. Mr. Stone stated the property value increase was from the agricultural values which should plateau after next year.

COMMISSION TIME

COMMISSIONER MCDUGALD

Commissioner McDougald had nothing to report.

COMMISSIONER JONES

Commissioner Jones had nothing to report.

COMMISSIONER SHELTON

Commissioner Shelton had nothing to report.

COMMISSIONER BROWN

Commissioner Brown had nothing to report.

CLERK HAND

The Clerk advised the Board a \$4,500 addition is necessary in account number 01515-51532 for 2015-2016 to add the Flood Plain Manager services to the County Planner contractual services. The Clerk stated the funds are available from 01513-51349.

- ❖ A motion to include increase 01515-51532 by \$4,500 and decrease 01513-51349 in the FY 2015-2016 Budget was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk stated there is not a budget in 2015-2016 for debt service - interest on the \$3,000,000 Line of Credit for funding of FEMA DR4177 projects prior to reimbursement. The Clerk estimated interest of \$90,000 (\$3,000,000 @ 3%) and advised the Board funds are available in Fund 12 (CTTF II) contractual services.

- ❖ A motion to budget debt service – interest of \$90,000 in Fund 12 (CTTF II) by reducing contractual services by \$90,000 was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Flowers called for public comment. There were no comments from the public. The motion passed 4-1. Chairman Flowers opposed.

CHAIRMAN FLOWERS

Chairman Flowers indicated a meeting with the Calhoun-Liberty Hospital Board may become necessary in the near future.

There being no further business, the Chairman adjourned the meeting at 8:42 pm.



THOMAS G. FLOWERS, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK

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