

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
JUNE 26, 2018**

**PRESENT AND ACTING:**

**GENE BAILEY, VICE-CHAIRMAN  
DARRELL MCDOUGALD  
DENNIS JONES**

**MATT FUQUA, ATTORNEY  
CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER  
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

Vice Chairman Bailey called the meeting held in the Emergency Operations Center (EOC) Meeting room to order at 6:00 P.M.; CT. Commissioner Jones led the Prayer and Pledge of Allegiance to the Flag. The meeting was moved to the EOC because of the A/C being out in the regular Board meeting room, and was noticed 24 hours in advance in numerous locations.

**APPROVAL OF MINUTES AND VOUCHERS**

A motion to approve the minutes and vouchers as published on the agenda (the June 12, 2018 Planning Commission Meeting Minutes and the June 12, 2018 Regular Meeting Minutes; vouchers for warrants: accounts payable warrants – 1806-UTL, 1806-2UT, 1806-2G, 1806-2L, 1806-2RD, 1806-2E, 1806-2S and payroll warrants – PR18-B19, PR161418) was made by Commissioner McDougald and seconded by Commissioner Jones. The motion passed unanimously 3-0.

**BECKY SMITH, TAX COLLECTOR – 2017 TAX ROLL REPORT TO BOCC**

Ms. Smith stated as required by Florida Statute 197.492 she has submitted to the Board the 2017 Errors and Insolvencies Report for the entire tax roll. Ms. Smith stated the Errors and Insolvencies Report reflects changes that were made to the 2017 tax roll, which was certified to her by the Property Appraiser. Ms. Smith stated the report also reflects accounts in which the taxpayer filed bankruptcy. Ms. Smith stated the recap is a snapshot of 2017 tax collections dealing specifically with taxes levied by the Board of County Commissioners and is for informational purposes only. Ms. Smith stated she has given a copy of the Error and Insolvencies Report to Clerk Hand to be recorded. Ms. Smith directed the Board to the highlighted area on page two (2) of the report, stating this is the amount of taxes that were collected on the 2017 tax roll. Commissioner McDougald asked how the 2017 tax roll compares with the previous year. Ms. Smith stated the 2017 tax roll was a little less than the previous year. There was further discussion on the tax roll.

**AMBULANCE AGREEMENT – EXPIRATION 8/22/2018**

Vice Chairman Bailey stated the Board received in their agenda packet a copy of the current ambulance agreement. Vice Chairman Bailey asked the Board to read over the agreement and be ready to discuss it at the July 10 regular Board meeting. Vice Chairman Bailey stated he would like to see someone from EMS or the hospital at the meeting for discussion, and asked when their quarterly report is due. Clerk Hand stated there has not been a report to the Board in a while, and would ask a representative about a report and attending the next Board meeting.

### **CAPITAL ENGINEERING – ADDENDUM TO CALHOUN COUNTY/CAPITAL ENGINEERING AGREEMENT**

Clerk Hand stated the changes to the Capital Engineering Agreement came from the State, and would require Board approval and permission to execute the addendum by the Chairman.

- ❖ Commissioner Jones made a motion to approve the addendum to the agreement with Capital Engineering. Commissioner McDougald seconded the motion. The motion passed unanimously 3-0.

### **CALHOUN COUNTY CHILDRENS COALITION – FAMILY AFFAIR REQUEST LETTER**

Vice Chairman Bailey stated the request from the Calhoun County Children's Coalition is regarding school supplies that are bought for children who go to Calhoun County schools, which has been funded in the past by the Board. Clerk Hand stated the Calhoun County Children's Coalition is not a registered 501(c) (3) nonprofit organization, but they do have a tax identification number. Clerk Hand stated she sent the information to Attorney Fuqua to see what is legally allowed regarding donating funds to an organization who is not a registered 501(c) (3) organization. Attorney Fuqua stated the Attorney General says a donation can still be made for a charitable public purpose, but they wanted the Board to be aware they were not a registered 501(c) (3) nonprofit organization and there are no formal organization documents. There was further discussion about the Calhoun County Children's Coalition.

- ❖ Vice Chairman Bailey made a motion to fund the request of \$1,000 from the Calhoun County Children's Coalition and requested a report of their 2017 expenditures and receipts before issuing a check. Commissioner McDougald seconded the motion. The motion passed unanimously 3-0.

### **ANIMAL CONTROL AND CODE ENFORCEMENT BUDGETS FOR FY2018-2019**

Clerk Hand stated, in a previous special Board meeting regarding next year's budget, the Board directed a budget be prepared for animal control and code enforcement, and to use one person to perform both job duties. Clerk Hand stated Mr. Joe Wood has provided them with a tentative budget, and if the Board has any specific recommendations, please discuss them with Mr. Wood so any additional ideas could be incorporated into the budget. Vice Chairman Bailey asked if the tentative budget could be emailed to the Commissioners or included in their next agenda packet. Clerk Hand stated she would email the information to the Commissioners.

### **JOHN MORGAN DAVIS – IDA BOARD**

Mr. Davis updated the Board on the status of the airport ordinance. Mr. Davis stated the attorney working on the ordinance needs to have a meeting with the County's zoning department. Mr. Davis stated they would be working on a meeting time. There was further discussion about the ordinance. Vice-Chairman Bailey stated he would like to see the meeting occur before the July 24 Board meeting.

Mr. Davis stated they are in the process of installing the new QT4000 fuel system computer and hope to have it running by tomorrow.

Mr. Davis stated the IDA Board approved their 2018/2019 budget request at their meeting last night, but there are a few items that have come up recently which may affect the budget request.

Mr. Davis stated there are two (2) 10,000-gallon fuel tanks at the airport that are supposed to be inspected regularly, but this has not been done. Mr. Davis stated if the tanks were inspected now, the County would surely be facing serious consequences. Mr. Davis stated as soon as he found out the tanks had not been inspected as they should, he began looking for companies who do this sort of work and was able to receive one (1) quote. Mr. Davis stated the fuel lines on the tanks are supposed to be

replaced every five (5) years, which are \$3,000 each. Mr. Davis stated to service each tank the cost would be about \$3,000, and along with the equipment necessary to do the inspections the total cost of the quote was \$13,500. Mr. Davis stated there is one (1) person on the IDA Board that would like two (2) quotes to be received, but he feels this is something that is urgent and needs to be addressed in a timely manner. Mr. Davis stated the Board could vote to accept this quote and correct the situation, and bid the job the next time the tanks need to be serviced. Mr. Davis stated the IDA Board does have the money to cover the cost. Commissioner McDougald stated he would prefer to go ahead and have the tanks serviced. Vice Chairman Bailey stated the Board would need to set aside the procurement policy in order to accept the quote.

- ❖ Commissioner McDougald made a motion to set aside the procurement policy. Commissioner Jones seconded the motion. The motion passed unanimously 3-0.
- ❖ Commissioner McDougald made a motion to accept the quote obtained by Mr. Davis to service the fuel tanks at the airport. Commissioner Jones seconded the motion. The motion passed unanimously 3-0.

Mr. Davis stated the airport is still working on some sewer repairs, and the sewer bill has increased substantially again. Vice-Chairman Bailey stated he spoke with Mr. Paul Laramore today about having the City come back out to check the lines again. Vice-Chairman Bailey stated many lines have been fixed, but there is still water infiltration coming from somewhere. There was further discussion about the sewer system at the airport.

Mr. Davis stated the IDA Board is in need of another member. Commissioner Jones stated he would try to have another member selected by the next Board meeting.

#### **ADAM JOHNSON, INTERIM EMERGENCY MANAGEMENT DIRECTOR – 2018 EMPG AGREEMENT**

Ms. Bobbi Jo Chambers presented to the Board the 2018-2019 EMPG (Emergency Management Performance Grant) in the amount of \$43,762.00.

- ❖ Commissioner McDougald made a motion to accept the 2018-2019 EMPG grant in the amount of \$43,762.00. Commissioner Jones seconded the motion. The motion passed unanimously 3-0.

Ms. Bobbi Jo Chambers requested Board permission to pay all Emergency Management related grant expenses and invoices by this Friday, June 29, because the grant cycle ends on June 30 and they must show all their invoices paid at this time. Vice Chairman Bailey asked how this would affect accounting in the Clerk's Office. Clerk Hand stated her office would be glad to take care of the invoices.

- ❖ Vice Chairman Bailey made a motion to approve payment of all Emergency Management related grant expenses and invoices by Friday, June 29. Commissioner Jones seconded the motion. The motion passed unanimously 3-0.

Mr. Johnson reported that last Friday they received a phone call from Mr. David Stone with Gulf Coast Home Solutions, who was awarded eight (8) homes with the HLMP (Hurricane Loss Mitigation Program) program. Mr. Johnson stated Mr. Stone informed him that of the forty-five (45) windows that were ordered for the homes, eight (8) of the windows were damaged in shipping when the vendor received them. Mr. Johnson stated Mr. Stone has re-ordered the windows that were damaged, and some would be here before the program deadline of June 30 but some would not. Mr. Johnson stated all construction completed after June 30 would not be reimbursed under the HLMP program, and further costs would have to be at the County's expense. Mr. Johnson stated the windows are coming from a manufacturer in Pennsylvania and due to the Fourth of July holiday, some of the windows would not be arriving until July 12 at the earliest. There was further discussion about the windows and the HLMP

program. Attorney Fuqua asked if the HLMP program would be paying for the rest of the project besides the windows. Ms. Chambers stated they are still unsure of what the program would actually pay for, and have been trying to speak with the grant manager since Friday but have been unable to make contact. Ms. Chambers stated they are unsure if the program would hold the County liable for the entire cost of the project, or just for the uncompleted portion at the time of the program deadline. Mr. Johnson stated they have been working to resolve these questions since last Friday, but have not had phone calls or emails returned. Mr. Johnson stated they were told in February there would be no extensions available for the program. There was further discussion about the HLMP program.

Vice Chairman Bailey stated two (2) of the HLMP deferred payment loan agreements were incorrect and the County obtained mortgages on the wrong property, and asked if these have been corrected. Mr. Johnson stated the parcel numbers must be corrected on the deferred payment loan agreements and a notice of satisfaction on the incorrect mortgage and a new deferred payment loan agreement must be executed and recorded.

#### **HMGP APPLICATION SERVICES QUOTES**

Clerk Hand stated Ms. Chelsea Snowden, the Projects and Grants Coordinator, sent out an email to inform engineering companies the County would be accepting quotes for application services for the HMGP (Hazard Mitigation Grant Program) program under the disaster declaration of Hurricane Irma. Clerk Hand stated the email read that the chosen firm would be responsible for preparing the application for four (4) road projects within the County. Clerk Hand stated the local mitigation strategy committee has selected the projects and preliminary information has been collected. Clerk Hand stated the services requested would be for this cycle's application only, not for grant administration. Clerk Hand stated the deadline is August 6, 2018. Clerk Hand stated Ms. Snowden asked her to read the responses she received aloud for the Board. Clerk Hand stated a response was received from Southeastern Consulting Engineers, who politely declined the opportunity citing they did not feel they had the staff or experience to handle the application, and David H. Melvin, Inc. who also respectfully declined. Clerk Hand stated Capital Engineering responded with a quote to prepare the application for the four (4) road projects for a total of \$5,000. Clerk Hand stated Panhandle Engineering responded they would prepare the application at no cost to the County, as they typically do for their other clients when applying for grant funds.

- ❖ Commissioner Jones made a motion to accept the quote from Panhandle Engineering. Vice Chairman Bailey seconded the motion. There was further discussion about the HMGP application. The motion passed unanimously 3-0.

#### **TRAVIS HOWELL, ALDAY-HOWELL ENGINEERING – COUNTY ENGINEER**

Mr. Howell stated the end of construction days for the CIGP (County Incentive Grant Program) John F. Bailey Road project was on June 16 and the contractor finished work on June 13. Mr. Howell presented to the Board the substantial closeout documents and the contractor's final pay application.

- ❖ Commissioner McDougald made a motion to approve the substantial closeout documents and issue final payment to the contractor. Commissioner Jones seconded the motion. The motion passed unanimously 3-0.

Mr. Howell stated the contractor that painted the lines on John F. Bailey Road striped a portion of the road that was included in the contract. Mr. Howell stated the company has not asked to be paid but if a bill is received, he wanted the Board to be aware of what happened. Mr. Howell stated they would place the road on their calendar and follow up toward the end of the warranty to make sure there are not any issues that need to be addressed before the warranty expires.

Vice Chairman Bailey asked about the progress on the Altha Sidewalk project. Mr. Howell stated the survey is complete, and members of the firm along with Commissioner McDougald looked at the area today to check the layout of the sidewalk. Mr. Howell stated they are in the process of designing the sidewalk. There was further discussion about the sidewalk project. Mr. Howell stated he gave Ms. Snowden their schedule for the project and he would be giving updates to the Board periodically on the progress of the project.

**SOUTHEASTERN CONSULTING ENGINEERS, INC – COUNTY ENGINEER**

Mr. Husband stated construction on Suggs Attaway Road is complete and they are ready to close out the project. Mr. Husband provided the Board with a handout of several pictures of the road. Mr. Husband presented to the Board the substantial completion documents and final pay request for the contractor for approval and execution. Mr. Husband stated the grant closes out on June 30, and if possible, checks would need to be issued by this date.

- ❖ Commissioner McDougald made a motion to approve the substantial completion documents and the final pay request for the contractor. Commissioner Jones seconded the motion. The motion passed unanimously 3-0.

**BRANDON PURVIS, DEWBERRY ENGINEERS, INC/PREBLE-RISH – COUNTY ENGINEER**

Mr. Purvis stated the CDBG (Community Development Block Grant) paving has been mostly completed. Mr. Purvis stated they are monitoring a couple items on the roads that need to be completed but these are covered under warranty. Mr. Purvis stated Ms. Debbie Belcher is working on the close out paperwork, and the last item needed is approval of a change order for an increase of \$1,150 which is covered under the grant.

- ❖ Vice-Chairman Bailey made a motion to approve the change order for the CDBG project. Commissioner Jones seconded the motion. There was further discussion about the change order. The motion passed unanimously 3-0.

Mr. Purvis stated plans for Alliance Road and Silas Green Road have been sent for approval and they are waiting for them to be returned.

**CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER**

Clerk Hand stated she has provided the Commissioners with the audit report, and the Board had one finding in regards to the airport fuel inventory, which is now included in the financial records.

Clerk Hand presented to the Board invoices for the CDBG program. Clerk Hand stated one (1) is for Roumelis Planning and Development Service in the amount of \$12,500, Dewberry Engineers, Inc. in the amount of \$19,600, Roberts and Roberts, Inc. in the amount of \$21,940.65, and Roberts and Roberts, Inc. in the amount of \$65,950.

- ❖ Commissioner McDougald made a motion to approve payment of the invoices. Commissioner Jones seconded the motion. The motion passed unanimously 3-0.

**ATTORNEY TIME**

Attorney Fuqua stated he has received a lease he is satisfied with from the attorney for Neal Land and Timber Company, but does not have a final price on the additional liability insurance. Attorney Fuqua asked the Board if they would like to approve the lease, subject to the additional insurance not exceeding \$750.

- ❖ Commissioner McDougald made a motion to approve the lease, subject to the additional insurance not exceeding \$750. Commissioner Jones seconded the motion. The motion passed unanimously 3-0.

**COMMISSIONER TIME**

**COMMISSIONER MCDOUGALD**

Commissioner McDougald stated the sewing factory building being donated to the County by Neal Land and Timber is in good shape, but part of the metal on the roof is rusted and needs to be fixed. Commissioner McDougald stated he would like to see the County seek out a grant that could cover the cost of maintenance on the building to make it more presentable for future use.

**COMMISSIONER JONES**

Nothing to report.

**VICE CHAIRMAN BAILEY**


Vice Chairman Bailey stated the Board needs to decide what direction they would like to go with the next CDBG grant cycle, and asked the Commissioners to bring their recommendations to the next Board meeting. There was further discussion about the CDBG grant.

Vice Chairman Bailey stated West Side Volunteer Fire Department would like to purchase a fire truck for \$7,500; the department's other truck must be put into the shop for repairs. Vice Chairman Bailey stated the truck is a 1994 GMC C7000 diesel pumper with 19,279 miles, and is one of the trucks that came from Wakulla County. Vice Chairman Bailey stated the fire department is asking for \$5,000 from the \$20,000 that was budgeted for match funds. Vice Chairman Bailey stated the Board has voted previously this year to award Mossy Pond Volunteer Fire Department \$2,000 out of the fund, and last year the Board awarded Nettle Ridge Volunteer Fire Department \$10,000. Vice Chairman Bailey stated West Side Volunteer Fire Department is willing to use \$2,500 of their own money if the Board would grant them the other \$5,000 needed to buy the truck.

- ❖ Vice Chairman Bailey made a motion to award West Side Volunteer Fire Department \$5,000 toward the purchase of the truck, and for the title to be in the County and West Side Volunteer Fire Department's name. Commissioner McDougald seconded the motion. The motion passed unanimously 3-0.

There being no further business, the meeting adjourned at 6:58 p.m., CT.

  
\_\_\_\_\_  
GENE BAILEY, VICE CHAIRMAN

ATTEST:  
  
\_\_\_\_\_  
CARLA A. HAND, CLERK