

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
APRIL 25, 2017**

**PRESENT AND ACTING:**

**DANNY RAY WISE, CHAIRMAN  
GENE BAILEY, VICE-CHAIRMAN  
DARRELL MCDOUGALD  
JERAL HALL**

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

Chairman Wise called the meeting held in the Regular Meeting room to order at 6:00 P.M.; CT. Commissioner Bailey led the Prayer and Pledge of Allegiance to the Flag.

**MATTHEW STANDISH, BAY COUNTY VET CENTER – RECOGNITION OF VIETNAM VETERANS**

Mr. Standish stated he works for an office of the U.S. Department of Veterans Administration (VA) called The Vet Center. This office is a federal office of the VA, but not associated with the health or benefit system of the VA, which provides readjustment counseling services to veterans and their families. Mr. Standish stated that about 1 year ago the Vet Center in Bay County signed up to be Vietnam Commemoration Partners. Mr. Standish stated as Vietnam Commemoration Partners, the Vet Center recognizes Vietnam era veterans, as well as any surviving family members, to say thank you for their service and let them know their country is proud of them. The Commemoration provides a Presidential Proclamation as well as a lapel pin to the veterans or their surviving families. The following Calhoun County citizens were presented to the Board to receive the Presidential Proclamation and lapel pin for their military service: Mr. Donald Demont – United States Army, Mr. Wes Johnson – United States Navy, Ellie D. Parrish – United States Navy, Harold E. Montford – United States Army, and Mr. James Macan – United States Navy. Chairman Wise stated he has two brothers, Mr. Rick Wise and Hayes Wise who served in Vietnam, and his first cousins A.J. Wise and Royce G. Wise. Mr. Standish stated if any veterans are ever in the Panama City area, feel free to stop by and visit the Vet Center.

**APPROVAL OF MINUTES AND VOUCHERS**

A motion to approve the minutes and vouchers as published on the agenda (the April 10, 2017 Workshop Minutes, the April 11, 2017 Regular Meeting Minutes, and the April 17, 2017 Workshop Minutes; vouchers for warrants: accounts payable warrants –1704-2G, 1704-2GS, 1704-2RD, 1704-2L, 1704-2E, 1704-1S, 1704-TAG) was made by Commissioner Hall and seconded by Commissioner Bailey. The motion passed unanimously 4-0.

**SHERIFF OFFICE REQUEST TO USE MONEY COLLECTED FROM CAN RECYCLING FOR TOYS FOR TOTS/SCHOLARSHIP PROGRAM**

- ❖ Commissioner Bailey made a motion to allow the Sheriff's Department to use the funds generated from can recycling at the jail toward their Toys for Tots and Scholarship Program. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

**JOHN MORGAN DAVIS – IDA BOARD CHAIRMAN**

Mr. Davis stated there was a planning meeting with the AVCON Engineer on the upcoming taxiway project, and he brought a completed package that requires a few more signatures to close out the previous taxiway project. Mr. Davis stated they are in the process of getting the new project open and it should start sometime in July.

Mr. Davis stated Mr. John Collins and Mr. Bob Fleck went to the Florida Department of Transportation (FDOT) and FAA (Federal Aviation Administration) joint meeting in Chipley about a month ago, and they brought attention to problems with the retention pond holding water higher than it should. FDOT has agreed to fund a project to correct the issue with the retention pond since it does affect the taxiway.

Mr. Davis stated at the joint meeting in Chipley the five (5) year budget plan for the airport was discussed. Mr. Davis stated all the hangars at the airport have been rented at this time, and they have discussed at their Board meetings how to raise money to build more hangars. Mr. Davis stated they would be developing plans for the project to see if they can find funding. Mr. Davis stated it was indicated also this might be a good time to include extension of the runway into the five (5) year plan, which would include moving Magnolia Church Road and extending the runway to accommodate business jets.

Commissioner Bailey stated since the airport sewage system is connected to the city's sewer main, the two (2) old septic tanks at the catfish plant need to be demolished. Commissioner Bailey stated the tanks are at back of the building, and rainwater runs into the tanks, which are pumped over, to the old wastewater plant. Commissioner Bailey stated the Road Department needs to crush the two (2) old septic tanks and fill them in, and the manholes capped so the airport is not paying to treat the rainwater that flows into the tanks. The Board came to a consensus to allow the Road Department to crush and fill the old septic tanks.

**CHELSEA SNOWDEN – PROJECTS AND GRANTS COORDINATOR**

Ms. Chelsea Snowden opened and passed out proposals and scoring sheets to the Board for Construction Engineering and Inspection (CEI) services for the Small County Outreach Program (SCOP) Musgrove/Buddy Johnson Roads project. There were six (6) proposers: Anchor CEI, Inc., David H. Melvin, Inc. Consulting Engineers, Panhandle Engineering, Inc., Southeastern Consulting Engineers, Inc., AE Engineering, Inc., and AECOM Technical Services, Inc. Ms. Snowden requested the Board score the proposals and bring the score sheets back to the next regular Board meeting on May 9, 2017.

Ms. Snowden stated she would gather the scoring sheets for the Matthew Wood/Charlie Wood Roads and Roy Golden Road CEI services from the Commissioners who are present, but without Commissioner Jones present, she would not have the full ranking to present to the Board tonight. Ms. Snowden asked the Board if they would like to award the CEI services tonight to the highest ranked proposer contingent

on DOT approval and contract negotiations, or if she should bring the scores back before the Board at the next regular Board meeting.

- ❖ Commissioner Bailey made a motion to award the CEI services to the highest ranked proposer contingent upon DOT approval and contract negotiations. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Ms. Snowden stated she would post the results in the courthouse, let the proposers know what the rankings were for the projects, and send an email to the Board with the results. Ms. Smith stated the results would have to be announced openly in a Board meeting for DOT approval. Ms. Snowden stated she would announce the results at the next regular Board meeting on May 9, 2017.

**JUSTIN FORD, DEWBERRY ENGINEERS, INC./PREBLE-RISH – COUNTY ENGINEER**

Mr. Ford stated the Musgrove/Buddy Johnson Roads bids would be opened at the next regular Board meeting.

Mr. Ford stated there have been preliminary meetings with the apparent low bidder on the Matthew Wood/Charlie Wood Roads project and the Roy Golden Road project for which bids came in over budget, and they have identified some cost savings to get the projects within budget. Mr. Ford stated they are waiting on approval from DOT on the changes to the projects at this time.

Mr. Ford presented the Board with a handout of FEMA project updates. Mr. Ford stated most of the FEMA projects have been completed. Mr. Ford stated there was a holdup on the County's end on the Suggs Attaway Road project that has now been resolved, and the CJ Roberts, Charlie Skipper, etc. Roads project should be completed in the next few days.

Mr. Ford presented the Board with two (2) change orders for PW #309 Shorty Segers Road and PW #301 Hanna Tower Road West. Mr. Ford stated the contractor, BKW, Inc., has completed the roads and the Road Department Superintendent has approved them, but the contract time had expired by three days. Mr. Ford stated to avoid any issues in closing out the project, the change orders call for a 30-day time extension on the projects.

- ❖ Commissioner McDougald made a motion to approve the two (2) change orders. Commissioner Bailey seconded the motion. The motion passed unanimously 4-0.

Mr. Ford stated there are some remaining DR4177 FEMA projects left to bid: Coy Lindsey, Amaziah Peacock, and Sam Duncan. Mr. Ford stated Mr. Edenfield is finalizing some work the Road Department has done to Coy Lindsey Road, and they have both been formulating a solution to the drainage issue on Amaziah Peacock Road. There was further discussion about a solution for the drainage on Amaziah Peacock Road. Mr. Ford stated the Blon Carter, Red Horse Sucker, Blue Bream, Bass, Turtle, Stumpknocker, and Shellcracker Roads were bid a while back but there were some issues with the bids. Ms. Smith stated the bids came in approximately \$20,000 over the PW amount, and she asked the Department of Emergency Management DEM for a version for the additional money. Ms. Smith stated after a year DEM denied the request, so the only option now would be for the County Road Department to complete the work on the roads. There was further discussion about the scope of work on the roads. Commissioner Bailey asked if the County would be paid for the work they would do on the roads. Ms. Smith stated the cost of labor, equipment, and materials would be tracked and then submitted for

approval. Ms. Smith stated the small projects have already been paid for, but the scope of work must be completed and submitted to DEM. Mr. Ford stated they would need direction from the Board as to how they would like the roads handled. Commissioner Bailey stated the residents on the road do not care to have six (6) more inches of dirt hauled in, they would be satisfied for the dirt to be brought back to the existing level of the grass on the sides of the roads. There was further discussion about the project. There was Board consensus for the County Road Department to complete the project.

Mr. Ford opened and read aloud the bids for the Catalyst Site Water Main Improvements project. Mr. Ford stated the water line would be extended in two places, along Magnolia Church Road and along the north side of the canal between the Tri County Ag Park and the airport hangars.

| <b>Catalyst Site Water Main Improvements</b> |                       |
|--|-----------------------|
| <b>Contractor</b>                            | <b>Total Base Bid</b> |
| L&K Contracting                              | \$128,800.00          |
| I-C Contractors                              | \$168,187.82          |
| North Florida Construction                   | \$122,059.31          |
| BKW, Inc.                                    | \$150,908.63          |

- ❖ Commissioner McDougald made a motion to award the project to the apparent low bidder contingent upon review. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Commissioner Bailey asked Mr. Ford if a notice to proceed would be brought before the Board to be issued by the next Board meeting. Mr. Ford stated as soon as bonds and insurance are received from the contractor a notice to proceed could be issued.

**ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR**

Ms. Smith stated Calhoun County was the first county to receive the current year CDBG grant agreement and errors were found in the agreement. Mr. Mark Nixon with the State has sent two (2) emails correcting some of the errors. Ms. Smith stated she has the grant agreement with the corrections ready for approval and execution, but recommended waiting until all the State’s errors have been corrected. Ms. Smith stated she could bring the agreement back before the Board at the next regular meeting if they chose to wait. Commissioner McDougald asked what kind of mistakes there were in the agreement. Ms. Smith stated the Chairman was listed wrong, along with some other legal revisions.

- ❖ Commissioner Bailey made a motion to table the CDBG grant agreement until the next regular Board meeting. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Ms. Smith updated the Board on the activities for the past month with Emergency Management. Ms. Smith stated the Solid Waste Annual Report required by Florida Statutes was completed with assistance from Ms. Snowden and submitted in March. Ms. Smith thanked Ms. Snowden for all her help in preparing the report.

Ms. Smith stated over the past several weeks she has requested approximately one (1) million dollars from FEMA for DR 4177 reimbursements.

Ms. Smith stated EOC's new employee, Mr. Adam Johnson, participated in the Florida Alert Notification System training through webinars and onsite training. The system is now operational and they are trying to put together a campaign with the Sheriff's Office to encourage citizens to opt into the emergency notification system.

Ms. Smith the two new EOC employees, Mr. Johnson and Ms. Bobbie Jo Chambers, who started at the beginning of April and are going through intense training at this time.

Ms. Smith stated the annual household amnesty day was held on April 8, 2017 at the recycling center, with approximately 95 residents taking advantage of the opportunity. Ms. Smith thanked Obi Borelli, Chelsea Snowden, and Weldon Parrish with Keep Calhoun County Beautiful for helping to make this year's amnesty day a success.

Ms. Smith stated she has completed and submitted various quarterly reports, participated in several webinars, and the Emergency Management Office would be participating in the annual statewide hurricane exercise next week on May 2.

Ms. Smith stated she is working on the closeout for the FRDAP (Florida Recreation Development Assistance Program) Sam Atkins Park grant Phase V and VI.

Ms. Smith stated the state has scheduled a debris management training class in Calhoun County on May 25th and 26th, and would like the Board to consider some of the Road Department staff and Mr. Joe Wood participating in the training since both are instrumental in helping to remove debris from roads during storms.

Commissioner Bailey asked Ms. Smith for an update on the Bears Head Road, Sam Duncan Road, Blackbottom Road, and Troy McCroan Road. Ms. Smith stated grant agreements are needed before any progress can be made. Ms. Smith stated it would be July or August before the agreements are received. There was further discussion about the projects.

**JOE WOOD, DIRECTOR OF OPERATIONS**

Nothing to report.

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

Nothing to report.

**ATTORNEY FUQUA**

Attorney Fuqua stated the County's FEMA DR 4177 reimbursements have been delayed until the Board's Procurement Policy has been amended to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Financial Awards (the "Super Circular"). Attorney Fuqua presented the Board with a handout of the amendment to the Procurement Policy, which includes everything from the checklist for procurement with federal grants. Attorney Fuqua stated the Board

needs to adopt the amendment tonight so it could be submitted to the State. Attorney Fuqua stated the Board would need to have a workshop at some point to review the entire Procurement Policy.

- ❖ Commissioner Bailey made a motion to accept the amendment to the Procurement Policy. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Commissioner Bailey stated he would like to have a workshop in May or June to review the Procurement Policy.

**COMMISSIONER TIME**

**COMMISSIONER MCDUGALD**

Nothing to report.

**COMMISSIONER BAILEY**

Commissioner Bailey informed the Board Opportunity Florida would be hosting a meeting tomorrow, April 26, 2017, at the Veterans Community Center in Liberty County at 12:00 pm, and stated he hoped there would be some Commissioners who could attend.

**COMMISSIONER HALL**

Nothing to report.

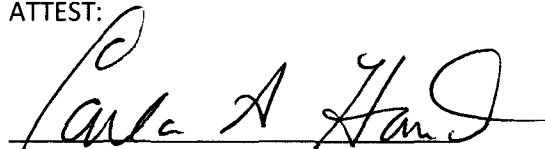
**CHAIRMAN WISE**

Nothing to report.

There being no further business, the meeting adjourned at 6:53 p.m., CT.

  
DANNY RAY WISE, CHAIRMAN

ATTEST:

  
CARLA A. HAND, CLERK