

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL BOARD MEETING
OCTOBER 1, 2018**

PRESENT AND ACTING:

**DANNY RAY WISE, CHAIRMAN
GENE BAILEY, VICE-CHAIRMAN
DARRELL MCDUGALD
DENNIS JONES
JERAL HALL**

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

Chairman Wise called the meeting held in the regular Board meeting room to order at 5:15 P.M., CT.

EMS UNIT COMPLETION DATE

Ms. Chelsea Snowden stated there have been issues with EVT Enterprises refurbishing the ambulance box and completing the ambulance remount project for EMS. Ms. Snowden stated the unit was picked up on March 15, and is still not completed. Ms. Snowden stated they are looking to the Board and Attorney Fuqua on how to move forward. Ms. Snowden stated there was a twelve (12) week deadline for completion of the project.

Mr. Jake Shuler, EMS Assistant Chief, stated EVT Enterprises has missed every deadline, and there have been continuous excuses on why the work has not been completed. Mr. Shuler stated the State has now given a second extension for the project, through November 30, and gave the option to swap vendors with another extension if needed. Attorney Fuqua asked if there were any other companies who could complete the project. Mr. Shuler stated there were two (2) other companies who originally bid on the project. There was further discussion about the EMS unit completion. Ms. Snowden stated the company has been paid for 50% work completed in the amount of \$43,328.71 and has not been paid any additional money since then. Attorney Fuqua stated someone from the company called and stated they were out of money for the project and wanted an advance to finish the project. Attorney Fuqua stated he told them this would have to go before the Board of County Commissioners, and to contact Commissioner Bailey. Commissioner Bailey stated he has not received any phone calls or emails from the company. Ms. Snowden stated no one from the company has come forward to them to say they are out of money or requesting another draw; they have only been delaying the completion of the project. Ms. Snowden stated liquidated damages are in the contract with EVT Enterprises. There was further discussion about the EMS unit completion. Attorney Fuqua asked how many days the company is into liquidated damages. Ms. Snowden stated the original completion date was the end of May. Commissioner McDougald asked if another deadline has been given. Mr. Shuler stated the company told them they would have the work completed by September 30, but as of today, they have not heard from the company and have been unable to reach them. There was further discussion about the project. Commissioner McDougald stated a letter from the County Attorney should be sent to the company stating the project needs to be completed, and if they were going to continue to work on the project, the County would need to see weekly progress. Attorney Fuqua stated he could send the letter tomorrow. Mr. Shuler stated he sent an email to the company requesting a plan of action for completion

of the project, photo evidence of the issues the company has had, and a solid completion date. Chairman Wise asked if the company has completed \$43,000 worth of work on the project. Mr. Shuler stated the work that has been done looks great, but there have been constant excuses since 50% of the work was completed. Mr. Shuler stated the Board might want to request a representative from the company attend a County Commission meeting. Commissioner Bailey requested this be placed in the letter from the Attorney to the company. Chairman Wise asked if the project would have to be re-bid if the company is unable to complete the work. Attorney Fuqua stated the State would have to determine whether the project were re-bid or if another company could be found to complete the work. There was further discussion about the project. Attorney Fuqua stated he would work on the letter tomorrow.

VACANT DIRECTOR OF OPERATIONS POSITION

Commissioner Bailey stated he would suggest eliminating the Director of Operations position from the Florida Retirement System (FRS) and the County organizational chart and use the extra funds to purchase two (2) vans and two (2) trailers, to be used by two (2) road department employees to run two (2) inmate work squads. Commissioner Bailey stated according to Mr. Edenfield, Road Superintendent, the cost of the two (2) vans and two (2) trailers would be about \$70,000. Commissioner Bailey stated the addition of the two (2) work squads would aid Mr. Edenfield at the Road Department, and could be an aid to Mr. Jenks as well especially during ball season at Sam Atkins Park. Commissioner Bailey stated the salary for the Director of Operations position was around \$80,000 including fringe benefits. Chairman Wise stated if the position were eliminated, there would be two (2) employees who were under the supervision of the Director of Operations who would need to be assigned to another supervisor. Commissioner McDougald stated the Board could give Mr. Jace Ford more responsibility and assign him to oversee the two (2) departments Mr. Wood was supervisor over, and increase his pay accordingly. Commissioner McDougald stated any other job duties performed by the Director of Operations would need to be identified as well, and include these as well with Mr. Ford's increased responsibilities. Commissioner Bailey stated he would have no problem giving Mr. Ford more responsibilities with a pay increase. Commissioner Bailey stated he would also like to move road signs back to the Road Department. Commissioner Bailey stated one of the new positions at the Road Department could do signs part time, and he has spoken with Mr. Edenfield who stated he would be willing to move the sign department back to the Road Department. There was further discussion about increased responsibilities for Mr. Ford. Commissioner Jones asked if overseeing the Recycling Department would be the only added duties for Mr. Ford. Commissioner Bailey stated Mr. Ford would have other duties as well that were once performed by the Director of Operations, such as monitor the fuel depot reports to ensure County employees are accurately inputting their mileage into the fuel system when fueling their vehicles. There was further discussion about the fuel depot. Commissioner McDougald asked if there are other duties the Board is not aware of yet that were performed by the Director of Operations. Commissioner Bailey stated the Director of Operations handled right of way acquisitions in the County, but it is not anticipated that any right of way acquisitions would be needed in the near future. Commissioner McDougald stated the Director of Operations also handled advertisement and pricing for spray chemicals and other items. Commissioner Bailey stated Mr. Edenfield could handle these items, and could begin to develop a monthly inventory on how much chemical has been sprayed and where spraying has occurred. Commissioner Hall stated Mr. Wood went to the Mossy Pond library once a week to run the generator for about 20 minutes to make sure it was working properly, and would like someone to continue to do this. Commissioner Bailey stated Emergency Management could take care of the generator now. Commissioner McDougald stated Mr. Wood also worked with Ms. Snowden to gather information on various projects. Ms. Snowden stated she worked closely with Mr. Wood, especially at the Recycling Center to make sure things were being done correctly in accordance with the recycling grant. Commissioner Bailey stated Mr. Ford could help with the recycling grant, and Ms.

Snowden could facilitate the sale of the cardboard from the Recycling Center. Commissioner McDougald stated everyone in the basement should work together and assist where needed. Commissioner Bailey stated he would not mind working on negotiating agreements with the surrounding hospitals and other medical contracts. Commissioner Bailey stated he would also like to develop a schedule for when contracts need to be renewed so the Board could discuss the contracts beforehand. Commissioner Jones asked what pay increase Mr. Ford would be given for his additional duties. Commissioner McDougald stated he would like a job description of all the duties to be written before the next Board meeting and set a salary then. Commissioner Jones stated additional job duties were just discussed, and a decision could be made now. Mr. Ford stated he would like the additional job duties in writing. Commissioner Hall stated he would also like to have the job duties in writing. There was further discussion about job duties and salary. Commissioner Bailey stated he has discussed with Mr. Ford a salary increase, and proposed to increase his salary by \$250 per month, which totals \$3,000 per year, to which Mr. Ford was agreeable. Commissioner Bailey stated Mr. Ford's job description would change, along with the County organizational chart. Commissioner Bailey stated Ms. Snowden would like to have senior management retirement since she has taken on extra duties. Commissioner McDougald and Commissioner Hall stated they would be in favor for Ms. Snowden to have senior management retirement. Commissioner Bailey stated with the additional \$3,000 per year for Mr. Ford and the additional \$7,500 per year for Ms. Snowden's retirement, this would leave roughly \$70,000 available for the purchase of the two (2) vans and two (2) trailers for the inmate work squads. There was further discussion about senior management retirement for Ms. Snowden and retirement rates. Clerk Hand stated the Board would need to advertise in the newspaper if they would like to place Ms. Snowden into a senior management position.

- ❖ Commissioner Bailey made a motion to advertise Ms. Snowden's position as Projects and Grants Coordinator as senior management. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Bailey made a motion to eliminate the Director of Operations position from FRS and the County organizational chart. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Bailey made a motion to increase Mr. Ford's salary by \$3,000 annually, and for a new job description to be presented at the next Board meeting. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Bailey made a motion to purchase two (2) vans and two (2) trailers to be used for inmate work squads at the Road Department. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Commissioner Bailey stated all the Commissioners should be willing to work with the Clerk's Office and assume any additional duties needed during this time of eliminating the Director of Operations position.

Attorney Fuqua stated before he left on vacation he received an email from a company who would be cutting timber on Sam Duncan Road and they would like the County to fix the road. Attorney Fuqua stated the Bodiford's have sent an email stating they do not agree the road is a County road and would like for it be closed. Attorney Fuqua stated he advised the Bodiford's attorney they would need to petition to close the road and pay the \$500 fee. There was further discussion about Sam Duncan Road.

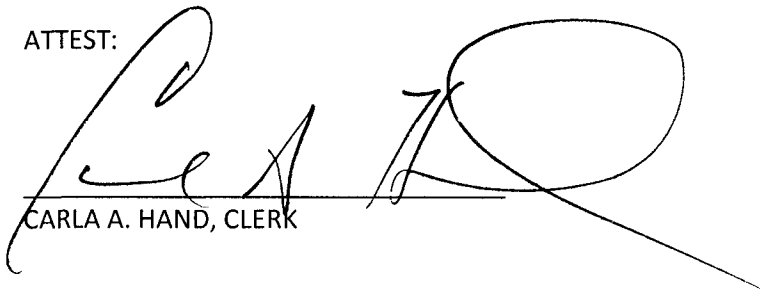
Commissioner Bailey stated he has spoken with Mr. Jenks who has graciously agreed to take stewardship of the 160 acres at Sam Atkins Park, and to work with FFA (Future Farmers of America) and the Florida Forestry Service to see if anything else could be done with the land.

Mr. Ford asked the Board for direction regarding the mosquito control truck. Commissioner Bailey stated the mosquito control truck was wrecked this week, and another truck for mosquito spraying is needed. Commissioner Bailey inquired about the mosquito control truck Liberty County agreed to donate to the County. Mr. Ford stated the truck is still available to the County. Chairman Wise suggested using Mr. Wood's old truck for mosquito spraying. Commissioner McDougald stated he would rather not put a lot of miles on a newer truck, and would rather find an older truck to use. There was further discussion about a mosquito control truck. Commissioner Bailey stated the County could try the old Liberty County mosquito spray truck, and if another truck is needed Mr. Edenfield might be able to find an older truck at the Road Department to use. Commissioner Bailey stated Mr. Wood's old truck could be used in the meantime if the Liberty County truck does not work out. There was further discussion about mosquito spraying and advertisement of the two (2) positions at the Road Department.

There being no further discussion, the meeting adjourned at 5:30.


DANNY RAY WISE, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK