

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
SPECIAL BOARD MEETING MINUTES  
DECEMBER 4, 2018**

**PRESENT AND ACTING:**

**GENE BAILEY, CHAIRMAN  
SCOTT MONLYN, VICE-CHAIRMAN  
EARL HUNT  
JERAL HALL  
DANNY RAY WISE**

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

Chairman Bailey called the meeting held in the EOC to order at 3:30 P.M., CT.

**DISASTER RECOVERY SERVICES CONSULTANT NEGOTIATIONS – ROSTAN SOLUTIONS**

Mr. Tommy Horton, Director of Disaster Recovery and Mitigation for Rostan Solutions, stated the goal of the company is to work with clients in order to fully restore their infrastructure and community back to pre-existing conditions, and in addition help improve the infrastructure and community to reduce vulnerability to future hazards. Mr. Horton stated the company has been in business for about twelve (12) years and has managed since 2012 around five (5) billion dollars of federal assistance program funds. Mr. Horton stated Rostan Solutions does not try to replace FEMA or the State, but tries to help the County make the best decisions they can and make FEMA and the State do their jobs. Mr. Horton introduced to the Board Ms. Tracy Busby and Mr. Jeff Cousins, who are part of the Rostan Solutions team.

Chairman Bailey asked if the company would charge their drive time from Tallahassee to the County. Mr. Horton stated they would not be charging the County their drive time. Chairman Bailey asked if Rostan would be using subcontractors. Mr. Horton stated they do use subcontractors at times because there are certain issues that require an expert to handle. Chairman Bailey inquired about time sheets, and asked if the PW the employee is working on could be listed on the time sheet as well as the other listed information in the proposal. Mr. Horton stated he does not have a problem listing this, but typically when it comes to accounting for their time on a grant, they do not always know in the beginning what grant they are charging time to until the grant is obligated. There was further discussion about time sheets. Chairman Bailey stated in the proposal there is a bidding and contract execution proposal that falls under the category of engineering and design/flood restoration and mitigation measures. Chairman Bailey stated he would expect this to apply also to the County's buildings and uninsured parks, as there was not much flooding or road damage. Chairman Bailey stated the State has contracted to take care of the County's debris pick up. Mr. Horton stated concerning debris, the way the State has handled this is in order for them to pay for the debris operations, they are using their contractors to handle the cleanup. Mr. Horton stated private property debris is an issue, and everyone has been pushing FDOT to take ownership of this debris removal, but they seem to be opposed to this. Mr. Horton stated if the County wants debris picked up on private property, they would have to assume this cost and submit for reimbursement later. There was further discussion about debris removal. Chairman Bailey inquired about the cost proposal. Mr. Horton stated without knowing the exact amount

of the County's claim, this proposal is strictly an estimate. Mr. Horton stated the fees for management of grants is based on hourly rates, which is included in the cost. Commissioner Wise asked if the company would get a percentage of the grant. Mr. Horton stated they would not get a percentage of the grant. There was further discussion about the cost proposal. Chairman Bailey inquired about the fee schedule, and stated the fees seem a little high. Mr. Horton stated he believes their fees are competitive, but are a little high. Mr. Horton stated their fees are a little higher because they do not bring in brand new clerks who have not had adequate training. Mr. Horton stated they employ professionals who understand the program and can accomplish their task in an efficient manner. There was further discussion about the fee schedule. Chairman Bailey stated the County is working with limited funds, and asked if there is any way the company could help get a quicker turn around on money invested. Mr. Horton stated it would probably never be Rostan or the County holding up funding, it would be the State or FEMA. There was further discussion about funding. Chairman Bailey asked Attorney Milton if he has looked over the proposed contract. Attorney Milton stated Attorney Fuqua has reviewed the contract and has sent comments. Ms. Snowden stated she forwarded Attorney Fuqua's comments to Mr. Horton. Mr. Horton stated he sent the comments to their lawyer for review. There was further discussion about the contract. Chairman Bailey asked if there would be extra FEMA funds for improvements to County parks and buildings. Mr. Horton stated they have procured a lot of mitigation funding, and have a team who works specifically with mitigation funding. There was further discussion about extra funding. Chairman Bailey asked how many meetings Rostan anticipates having with the Board of County Commissioners. Mr. Horton stated as many meetings as needed. Attorney Milton recommended having a meeting every couple of weeks at least in the beginning, and some municipalities they represent are having weekly meetings with their consultants. There was further discussion about meetings. Commissioner Wise asked if Rostan has a plan for rebuilding the community. Mr. Horton stated writing a recovery plan is not reimbursable by FEMA, but they could give the County a rebuilding strategy. There was further discussion about strategy. Ms. Busby stated that whether the Board contracts with Rostan or another contractor, she would suggest pushing the kick-off meeting back until after the County has a company under contract and they have had a chance to get acquainted with the County's needs. There was further discussion about the kick-off meeting and FEMA.

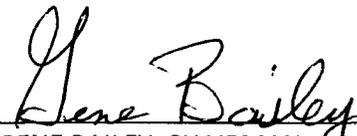
- ❖ Commissioner Hall made a motion for the Board to enter into a contract with Rostan Solutions contingent upon approval of the contract from the County Attorney and FEMA. Commissioner Wise seconded the motion. Attorney Milton advised that final execution of the contract should be contingent upon approval from the County Attorney and FEMA. Commissioner Hall stated he did not have issue adding this language to his motion. The motion passed unanimously 5-0.

Mr. Horton stated he appreciates the opportunity and is excited to work with Calhoun County. Chairman Bailey asked if the Board would like to push back the FEMA kick-off meeting for a few weeks. Mr. Edenfield stated he would like the meeting to be held either the first or the second week of January. Mr. Horton stated when the County talks to the FEMA Program Delivery Manager, to let them know Rostan would put together a damage inventory and get it to them as soon as possible before the kick off meeting. Mr. Horton asked if the County has put together a list of damaged facilities. Mr. Johnson stated there are several lists. Clerk Hand stated the County has received a lot of information from the insurance company regarding damaged facilities, including photos. There was further discussion about the damage inventory. Mr. Johnson stated he would try to schedule the FEMA kick-off meeting for Monday, January 7, 2019.

Clerk Hand stated the first Board of County Commissioners meeting in 2019 is on Tuesday, January 1, which is a holiday. There was consensus to move the meeting to Wednesday, January 2 at 2:00 P.M.

Mr. Horton asked when the Board holds their regular meetings. Clerk Hand stated the meetings in 2019 would be held the first Tuesday of each month at 2:00 P.M. and the third Tuesday of each month at 5:00 P.M. Clerk Hand stated the last Board meeting of this year is next Tuesday, December 11 at 6:00 P.M. Mr. Horton stated when they get started with FEMA; they would want to have a meeting each week. There was further discussion about meetings. It was decided to wait until the first kick-off meeting to schedule the weekly meetings.

There being no further business, the meeting adjourned at 5:14 P.M., CT.

  
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GENE BAILEY, CHAIRMAN

ATTEST:

  
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CARLA A. HAND, CLERK