

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA
REGULAR BOARD MEETING
JUNE 18, 2019
5:00 P.M.**

(ESTIMATED TIMES)

5:00PM – CALL MEETING TO ORDER

5:02PM – PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

5:03PM – APPROVAL OF THE JUNE 4, 2019 REGULAR MEETING MINUTES AND THE JUNE 7, 2019 SPECIAL BOARD MEETING MINUTES; VOUCHERS FOR WARRANTS: ACCOUNTS PAYABLE WARRANTS – 1906-UT2, 1906-VFD, 1906-2S, 1906-2RD, 1906-2G, 1906-2E, 1906-2L, 1906-3GS AND PAYROLL WARRANTS – NONE. (A CHECK REGISTER IS ON FILE IN THE CLERK’S DEPARTMENT OF FINANCE AND ACCOUNTING TO THE BOARD FOR ALL CHECKS AND WARRANTS APPROVED BY THE BOARD AT THIS MEETING) (NEEDS SIGNATURE)

5:05PM – New CDBG Citizen Participation Policy

5:08PM – Local Option Fuel Tax Ordinance

5:11PM – Board Appointments to the Value Adjustment Board and Permission to use Attorney Eskuchen

5:14PM – Calhoun County Extension Director – Interview Dates

5:17PM – Chelsea Ranew, Projects and Grants Coordinator

- Resolution 2019-29 – Request to remove LAP CR 274 project from FDOT
- Five-Year Work Program
- Rostan Billing

5:27PM – CLERK TIME

5:37PM – ATTORNEY TIME

- Application for Road Abandonment
- Burn Ban Resolution

5:47PM – COMMISSIONER TIME: HUNT, MONLYN, WISE, HALL, CHAIRMAN

MEETING ADJOURN @ 5:57PM

Anyone who may wish to appeal any decision which may be made at this meeting will need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal will be based.

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
JUNE 4, 2019**

PRESENT AND ACTING:

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

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

Chairman Bailey called the meeting (held in the regular Board meeting room) to order at 2:00 P.M.; CT. Commissioner Monlyn led the Prayer and Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES AND VOUCHERS

❖ A motion to approve the minutes and vouchers as published on the June 4, 2019 Regular Meeting Agenda (May 22, 2019 Regular Meeting Minutes; vouchers for warrants: accounts payable warrants – 1905-GS, 1905-1A, 1906-1G, 1906-1RD, 1906-UTL, 1906-1E, 1906-1L, and 1906-1S and payroll warrants PR19-B12, PR19-B14, PR19-15, PR051619, and PR053019) was made by Commissioner Monlyn and seconded by Commissioner Hall. The motion passed unanimously 5-0. (A check register is on file in the Clerk's Department of Finance and Accounting to the Board for all checks and warrants approved by the Board at this meeting.)

KRISTY TERRY – NORTH FLORIDA INLAND LONG TERM RECOVERY GROUP

Ms. Terry, Executive Director, gave an update to the Board of the progress of the North Florida Inland Long Term Recovery Group in setting up their systems and processes for matching individual unmet needs with resources.

Ms. Terry also stated they are in need of warehouse space to house donations (semi-loads) of construction materials and cleaning supplies for Calhoun and Jackson County citizens and asked for space in the old "sewing" factory leased by the County from Neal Land and Timber Co. Ms. Terry is to provide the Chairman with a summary of this request and a Letter of Agreement between North Florida Inland Long Term Recovery Group and Calhoun County.

- ❖ Commissioner Hunt made a motion to enter into an agreement with North Florida Inland Long Term Recovery Group for storage space at the old "sewing" factory for approval at the next meeting. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

BID OPENINGS:

STATE HOUSING INITIATIVE PROGRAM (SHIP)

Attorney Milton opened and read aloud the sealed State Housing Initiatives Partnership Program (SHIP) bids:

	HOME REHABILITATIVE BIDS	
CLIENT NAMES	GULF COAST HOME SOLUTIONS, LLC	CHARIOT CONSTRUCTION, LLC
JAMES BRACEWELL, \$28,890 maximum	\$28,950.00	-
BETTY MOSLEY, \$8,640 maximum	\$8,900.00	\$10,000.00
KARENE SIMMONS, \$23,700 maximum	-	\$23,200.00
PAUL BAUMER, \$25,920 maximum	-	\$27,050.00
ETHEL MORRIS, \$17,520 maximum	-	\$ 17,550.00

- ❖ Commissioner Hunt made a motion to award the low bid for each project if within the set maximum amount and to negotiate with the lowest bidder down to the set maximum amount if the bid was in excess of the maximum amount. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

SMALL COUNTY OUTREACH PROGRAM (SCOP) SILAS GREEN ROAD CONSTRUCTION

Attorney Milton opened and read aloud the sealed bids for the SCOP Silas Green Road construction project:

Contractor	Total Base Bid
Roberts & Roberts, Inc.	\$ 679,636.83
C.W. Roberts Contracting, Inc.	\$ 643,766.50
North Florida Construction, Inc.	\$1,194,742.00

Brandon Purvis, Dewberry Engineering, Inc. stated the grant awarded by the Florida Department of Transportation (FDOT) is \$621,000 for Construction and Engineering (CEI) noting that the bids received for construction exceed the grant of \$621,000. Mr. Purvis recommended that the Board table awarding the project and see if FDOT will provide additional grant funding.

- ❖ Commissioner Hunt made a motion to table awarding the project. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

LIME ROCK

There were no sealed bids received for the advertised annual lime rock contract.

- ❖ Commissioner Hunt made the motion to purchase lime rock by lowest quote. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

CHANGE ORDER – T.C.A. ELECTRICAL CONTRACTORS

A change order (included in the agenda packet) increasing the contract with T.C.A. Electrical Contractors by \$6,500 for a single channel PAPI box was presented by the Chairman for the Board's consideration. (The original bid was awarded on 05/21/2019 for \$11,475.)

- ❖ Commissioner Monlyn made the motion to approve the \$6,500 change order with T.C.A. Electrical Contractors. Commissioner Wise seconded the motion. The motion passed unanimously 5-0.

AWARD OF SEALED BID FOR DAMAGED SIGN REPLACEMENT TABLED ON 05/21/2019

Mr. Brandon Purvis, Dewberry Engineering Inc. stated the bid tabled on 05/21/2019 was reviewed and he recommends the Board award the bid of \$95,125 to Emerald Coast Striping LLC for replacement of 600 road signs.

- ❖ Commissioner Hall made the motion to award the bid to Emerald Coast Striping LLC for replacement of 600 road signs in the amount of \$95,125. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

TIM JENKS – MAINTENANCE DEPARTMENT MONTHLY REPORT

Mr. Jenks updated the Board on the work being performed in the County by the Maintenance Department and provided the Board with the approximate cost (\$2,500) to replace the metal on the Cooper Park pavilion and stated the band stage at Sam Atkins Park needs rebuilding prior to Goat Day in October. The Board, by consensus, approved these projects.

Mr. Jenks stated he would have a price tomorrow for the new well at Kinard (Old Fire Station) and he has a quote on repairing the cupola at the Blountstown Library of \$6,500 (Gulf Coast Home Solutions, LLC)

- ❖ Commissioner Wise made the motion to set aside the procurement policy for the new well at Kinard and for repair of the cupola at the Blountstown Library. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Monlyn made the motion to award the repair on the cupola at the Blountstown Library to Gulf Coast Home Solutions for \$6,500. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.
- ❖ Chairman Bailey made the motion to award the well at the old Kinard Fire Station to Capps Well Drilling. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

CLIFF EDENFIELD – ROAD DEPARTMENT

Mr. Edenfield updated the Board on the work being performed in the County by the Road Department. Mr. Edenfield informed the Board of the catastrophic failure of the lowboy trailer and of the need to purchase another trailer for hauling heavy equipment. Mr. Edenfield provided the Board with a State Contract for the procurement of a trailer in the amount of \$32,000.

- ❖ Commissioner Monlyn made the motion to set aside the procurement policy for the purchase of the lowboy trailer on state contract. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Hall made the motion to purchase the lowboy trailer on state contract for \$32,000. Commissioner Monlyn seconded the motion. There was discussion regarding the funding of the trailer. Mr. Edenfield stated there were remaining budget funds in the workers' compensation line item and auction proceeds. The motion passed unanimously 5-0.

The Board was provided with a handout (prepared by Dewberry Engineering Inc.) of a cost estimate of road patching of Flatwoods Road, Silas Whitfield Road, Iola Road, 11th Street, and Amaziah Peacock Road for \$47,938.75.

- ❖ Commissioner Hunt made the motion to advertise for receipt of sealed bids for road patching of Flatwoods Road, Silas Whitfield Road, Iola Road, 11th Street, and Amaziah Peacock Road. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Edenfield informed the Board he is currently making a list of debris remaining on County Roads stating it is not as extensive as it was.

RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES

Ms. Maupin told the Board the property between the Library and the Blountstown Elementary School has been cleared as discussed during the Special Board Meeting April 22, 2019 and thanked the Board and the Road Department for their help in maintaining the free internet services provided by the Calhoun County Schools. Ms. Maupin provided the Board with updates at various branches of the Library.

DOWLING PARRISH – BUILDING OFFICIAL

Mr. Parrish stated he has been busy issuing permits and performing building inspections. The Board had no questions for Mr. Parrish.

WHITNEY CHERRY – INTERIM EXTENSION AGENT

Ms. Cherry informed the Board of the summer activities and asked the Board for their approval of a Letter of Support for the Apalachee Regional Planning Council (ARPC) as an applicant for the USDA Farmers Market Promotion Program.

- ❖ Commissioner Hall made the motion to provide the Letter of Support to USDA on behalf of the ARPC. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

Ms. Cherry updated the Commissioners regarding the current stage of hiring a new Extension Agent for Calhoun County. Ms. Cherry provided the Board with two options for their level of participation in the hiring process.

- ❖ Commissioner Hunt made the motion for the Board to interview the top three candidates for the vacant Calhoun County Extension Agent/Director position. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

ADAM JOHNSON – INTERIM EMERGENCY MANAGEMENT DIRECTOR

Mr. Johnson updated the Board on activities of the Emergency Management Office: shelter training, food drive, and the halt of debris clean-up by the State of Florida.

CHELSEA RANOW – PROJECTS AND GRANTS COORDINATOR

Ms. Ranow corrected the name and amount of the low bid/bidder (originally announced Regular Board Meeting May 21, 2019) of the roof replacement at the Calhoun County Senior Citizens Center. The low bid was awarded to Lewis Walker Roofing in the amount of \$72,136.

Ms. Ranow updated the Board on the expiration of the Local Mitigation Strategy (LMS) and of the deadline for submitting a new plan. Ms. Ranow stated the County was awarded a 75% federal /25% local match grant in the amount of \$41,737 for preparing a new LMS.

- ❖ Commissioner Wise made the motion to advertise for request for proposals for preparation of the Calhoun County LMS. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Ranew discussed the lighting at Sam Atkins Park may not meet the 406 Public Assistance Mitigation benefit-cost ratio and stated alternative quotes are necessary such as increasing pole diameter and adding a concrete base to determine eligibility as a 406 project. Mr. Jenks stated he is in the process of providing the alternative estimates.

Ms. Ranew requested a Special Board Meeting on June 20, 2019 at 2:00 PM CT for opening and awarding sealed bids for the repair and replacement of Hurricane Damaged guardrails. The Board agreed by consensus to hold the meeting as requested by Ms. Ranew.

CARLA HAND, CALHOUN COUNTY CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand presented Budget Resolution 2019-27 for the Board's approval amending the 2018-2019 budget.

RESOLUTION 2019-27
OF THE BOARD OF COUNTY COMMISSIONERS
OF CALHOUN COUNTY, FLORIDA

WHEREAS, the Calhoun County Board of County Commissioners of Calhoun County, Florida has unanticipated revenue in fiscal year 2018-2019 in the County Transportation Trust Fund II, Library Fund, Health Grants Fund and Industrial Development Authority Fund. As well as reallocated expenditures between line items in the General Fund and County Transportation Trust Fund II.

WHEREAS, said revenue is needed to help pay certain expenditures incurred in fiscal year 2018-2019,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The fiscal year 2018-2019 budget be amended as follows:

		Current <u>Budget</u>	Increase <u>Decrease</u>	Revised <u>Budget</u>
<u>General Fund</u>				
Expenditures:				
General Government				
Building Operations:				
01519-46000	Repairs & Maintenance	\$ 100,000	(24,894)	75,106
01519-62000	Building & Improvements	-	24,894	24,894
		100,000	-	100,000

County Transportation Trust Fund II**Revenues:**

		Current Budget	Increase Decrease	Revised Budget
12331LAP-049SI2	LAP - Altha School Sidewalk (Construction)	\$ -	436,897	436,897

Expenditures:

12538-63TRO	HMGP - Troy McCroan Road	\$ -	24,469	24,469
12541-34000	Other - Contractual Services	236,581	(24,469)	212,112
	LAP - Altha School Sidewalk (Construction)	-	436,897	436,897
12541LAP-63SI2		236,581	436,897	673,478

Library Fund**Revenues:**

47366HMR-07000	Florida Library Association (FLA) Hurricane Michael Disaster Relief Grant	\$ -	2,000	2,000
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Expenditures:

47571HMR-52000	Operating Supplies	\$ -	2,000	2,000
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Health Grants**Revenues:**

54334-06100	EMS Grant #M5026	\$ -	34,299	34,299
54366-00000	Contributions (hospital)	-	8,085	8,085
		-	42,384	42,384

Expenditures:

54526-64000	Equipment - ambulance	\$ -	42,384	42,384
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Industrial Development Authority**Revenues:**

State Grants:

57334-041MPU	DOT - Master Plan & ALP Update	\$ -	150,000	150,000
57334-041THD	DOT - T-Hangar Development (G1797)	-	800,000	800,000
	DOT - Taxiway A Dev., South Extension	-	60,618	60,618
57334-41TAX2	and Runway Improvements	-	1,010,618	1,010,618

Expenditures:		<u>Current Budget</u>	<u>Increase (Decrease)</u>	<u>Revised Budget</u>
57542-31MPU	DOT - Master Plan & ALP Update	\$ -	150,000	150,000
57542-62THD	DOT - T-Hangar Development (G1797)	-	800,000	800,000
57542-63TAX2	DOT - Taxiway A Dev., South Extension and Runway Improvements	-	60,618	60,618
		-	1,010,618	1,010,618

- ❖ The Chairman made the motion to adopt Budget Resolution 2019-27. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand presented for payment the invoice from The County Record for advertising 2019 delinquent property taxes in the amount of \$10,674.61.

- ❖ Commissioner Hunt made the motion for the Clerk to pay the invoice to The County Record in the amount of \$10,674.61. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

ATTORNEY TIME

Attorney Milton notified the Board the Coley Road Public Hearing originally scheduled for June 18, 2019 has been cancelled as requested by the petitioners.

Attorney Milton stated he and Attorney Fuqua have drafted an application for road abandonment for the Board's consideration at the next meeting.

Attorney Milton also discussed the draft Resolution prepared by his firm implementing a burn ban for the Board's consideration. There was discussion regarding the difference between County burn bans and the State's decision not to issue burn permits. The County will consider this resolution at a later date.

Attorney Milton discussed the proposed ordinance relating to the reassessment of a six-cent per gallon gasoline and fuels tax, also known as the "Local Option Gas Tax" which must be advertised prior to adoption. There is a July 1, 2019 deadline to provide the adopted ordinance to the Florida Department of Revenue. There was discussion regarding the tax and whether or not to reassess. The Attorney stated the determination at this time is not to reassess the "Local Option Gas Tax" but whether or not to advertise.

- ❖ Commissioner Monlyn made the motion to advertise the proposed Ordinance for reassessing the six-cent per gallon gasoline and fuels tax. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

The Attorney also reminded the Board they may want to consider soliciting a debris contractor before the onset of the hurricane season.

COMMISSIONER TIME

COMMISSIONER WISE

Commissioner Wise stated he would like to discuss debris remaining from Hurricane Michael that has not be disposed of by the FDOT contractor.

COMMISSIONER HALL

Commissioner Hall stated the Mossy Pond Volunteer Fire Department is requesting the insurance proceeds from their destroyed volunteer fire department building so they can begin construction of their new fire department building. Commissioner Bailey explained certain steps must be taken to be assured FEMA funding of funds needed in excess of the insurance proceeds for completion of the building.

COMMISSIONER MONLYN

Commissioner Monlyn stated the "Scout Hut" grounds on Pear Street need maintenance since children use the playground at this location. Mr. Jenks stated he would take of Commissioner Monlyn's request.

COMMISSIONER HUNT

Commissioner Hunt stated he would like to discuss debris remaining from Hurricane Michael that has not be disposed of by the FDOT contractor.

CHAIRMAN BAILEY

Chairman Bailey discussed the meeting he, Cliff Edenfield, and Commissioner Hunt attended in Jackson County and stated the State indicated they are no longer picking up debris on the County road right of ways. He also stated the County is now responsible for remaining debris. Jackson County has hired a contractor to complete their debris removal and FEMA should reimburse the County for debris removal expenditures. There was discussion regarding whether to hire a debris removal contractor or to use County employees and County equipment. There was discussion regarding whether the County was still authorized to use Watson Pit for a vegetative debris dumpsite and Mr. Adam Johnson stated he would inquire.

The Board discussed the deadline for FEMA eligible debris pickup is July 11th and it was stated the County needs to apply for an extension to October 11, 2019.

- ❖ Commissioner Hunt made the motion to apply for an extension to the FEMA eligible debris pickup deadline to October 11, 2019. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Wise made the motion to advertise (Request for proposal) for a debris removal contractor for the upcoming Hurricane season. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

It was discussed that each Commissioner should ride around in their districts and see where debris remains on County road right of ways.

A Special Meeting was set for Friday 9:00 AM CT in the Regular Board Meeting Room to discuss debris removal options.

There being no further business, the meeting adjourned at 3:53 p.m., CT.

Gene Bailey, Chairman

ATTEST:

Carla A. Hand, Clerk

DRAFT

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL BOARD MEETING MINUTES
JUNE 7 2019**

PRESENT AND ACTING:

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

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

Chairman Bailey called the meeting (held in the regular Board meeting room) to order at 9:00 A.M.; CT.

Chairman Bailey stated the purpose of this meeting is to discuss the options and determine how the remaining debris on County Road right of ways will be picked up. It was noted the County can't assume the FDOT contract with Road Inc. If the County advertises for a debris contractor through a Request for Proposal the process will take at least 45 days.

The Road Department started picking up debris on Monday with existing equipment. Road Superintendent Edenfield stated that the hydraulic pump on the oldest trash truck went out and will have to be repaired and the new lowboy trailer will be delivered on Monday or Tuesday of next week. The Road Department still has an opening for one position; Road Superintendent Edenfield stated he wants to fill this position with an individual who has a CDL license. The Road Superintendent estimates he can have everything picked up within four (4) months.

Mr. Edenfield stated the monthly cost to rent a knuckle-boom loader is \$8,000 and he recommends purchasing two (2) dump trailers (new) and (2) used (Gulf Power auction on 06/15/19) one ton trucks. He also provided the Board with the FEMA Schedule of Equipment Rates which can be reimbursed if allowable use is properly documented. It was also noted the County does not have to hire a separate monitor and the Road Department has employees that are certified monitors. The debris will have to be measured and reported by weight tickets, etc. Waste Pro provided Mr. Edenfield with a \$9.50/yard cost to place construction and demolition debris (C & D) at their disposal site. This is the allowable rate FEMA will reimburse. Mr. Edenfield stated this equipment would be useful to the County in the future for hauling sod, small loads of dirt, etc. Mr. Edenfield estimated a cost of \$26,000 for two (2) new trailers. There was discussion of whether or not to procure the trucks on state contract; Mr. Edenfield stated it takes 90-120 days for delivery. Mr. Edenfield said he could continue to use the currently owned equipment. Commissioner Bailey stated he would like to set a limit on the procurement of two (2) trailers and two (2) trucks at \$80,000. Commissioner Wise asked if there is an estimate on the potential C & D tipping fees. It was determined there is no way to estimate the tipping fee. Commissioner Hunt asked Mr. Edenfield if he needed additional employees and Mr. Edenfield stated no and added that the inmate work crews will also help with the debris clean-up. There was concern by Commissioner Hunt that roadside mowing will continue and not be set aside while the Road Department is picking up debris. Mr. Edenfield said he would possibly keep one (1) tractor/operator mowing in high growth areas. Mr. Edenfield stated a school bus driver has a commercial driver's license (CDL) that would allow them to drive a truck pulling a dump trailer. Mr. Bailey stated an additional set of grapples

have been ordered for the skid-steers. It was determined large items, stumps and logs, would be placed on the flatbed trailer for disposal.

Commissioner Bailey stated he would like the Road Department to move forward with the debris pickup and disposal on the County road right of ways. Commissioners Hunt, Wise, and Monlyn agreed.

- ❖ Commissioner Hunt made the motion to purchase two (2) new trailers and two (2) used vehicles for no more than \$80,000. Commissioner Wise seconded the motion. There was discussion that it may be necessary to fund the purchase from reserves; this will be determined at a later date. The motion passed unanimously 4-0.

There was discussion and a determination that the public would be notified that the deadline for placing debris on the County road right of ways has passed, there is no further extension and debris can no longer be placed on the road right of ways. Commissioner Hunt also noted allowable debris does not include waste tires.

The Commissioners and the Road Superintendent would keep each other informed regarding the debris remaining on the County road right of way. It was also discussed the public will likely help by reporting illegal dumping of debris and other items.

There was discussion regarding leaning trees and how to best eliminate these.

The Board set a date/time for the proposed "Local Option" Gas Tax reassessment ordinance for June 25, 2019 at 9:00 AM, CT.

There was discussion regarding the debris contractor Request for Proposal (RFP). Attorney Milton stated he will have the advertisement ready by the end of next week for publication the following week. (The selection is for the purpose of having a debris contractor in place in the event of a future storm and may also be used if the County needs help completing the debris removal from Hurricane Michael.)

Chelsea Ranew, Grants Coordinator, recommended the Board also advertise for a debris monitoring company which is required whenever an outside debris removal contractor is performing debris removal.

- ❖ Commissioner Wise made the motion to advertise for a debris monitor. Commissioner Monlyn seconded the motion. Commissioner Hunt asked when a debris monitor is necessary and Chairman Bailey stated only if the County uses an outside contractor for debris disposal. The motion passed unanimously 4-0.

Commissioner Bailey stated Adam Johnson has resigned his position with Calhoun County and he requested the Board determine his replacement so he can notify the Florida Division of Emergency Management (FDEM).

- ❖ Commissioner Wise made the motion to appoint Chelsea Ranew (immediately) as Interim Emergency Management Director. Commissioner Hunt seconded the motion. The motion passed unanimously 4-0.

There was discussion between Attorney Milton, the Board, and Kristy Terry regarding the Memorandum of Understanding between the County and FDEM for temporary housing units for survivors of Hurricane Michael (ten (10) units).

- ❖ Chairman Bailey made the motion to enter into a Memorandum of Understanding with FDEM for temporary housing units. Commissioner Wise seconded the motion. The motion passed unanimously 4-0.

There was discussion regarding the proposed Memorandum of Understanding between the County and the Chipola Baptist Association for performing the duties on behalf of Calhoun County as outlined in the agreement between FDEM and Calhoun County with respect to the donation of travel trailers to the County. The Attorney recommended the Board allow him to finalize the draft with Chipola Baptist Association before making a final decision.

- ❖ Chairman Bailey made the motion to table the decision to enter into a Memorandum of Understanding with Chipola Baptist Association to assume the County's responsibility with FDEM regarding the temporary housing units for Hurricane Michael survivors. Commissioner Monlyn seconded the motion. The motion passed unanimously 4-0.

Interim Emergency Management Director Ranew recommended damaged culverts be eliminated from the Hurricane Michel damaged inventory report as there is no way to determine whether damages were caused pre-storm, post-storm or during the storm. The Board by consensus asked Ms. Ranew to remove culverts from the damaged inventory report.

There being no further business, the meeting adjourned at 10:41 a.m., CT.

Gene Bailey, Chairman

ATTEST:

Carla A. Hand, Clerk

CALHOUN COUNTY
CITIZEN PARTICIPATION POLICY/PLAN FOR THE
FLORIDA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Calhoun County Board of County Commissioners (the County) will involve its citizens in the planning of Community Development Block Grants, and will provide affected parties opportunities for comments and complaints throughout the grant application and award period. The County will not discriminate against anyone based upon race, color, religion, national origin, sex, age, or disability.

1. Definitions

“CATF” means Citizen’s Advisory Task Force pursuant to section 290.046(5), F.S. The CATF shall be comprised of at least five residents of the County’s jurisdiction, which shall mean the unincorporated portion of the County unless the state or federal funding agency confirms that participation in a grant may be countywide. None of the members shall be an elected official of the County, and no more than one shall be an employee of the Board of County Commissioners.

“CDBG” means the Community Development Block Grant, which is initiated by the U. S. Department of Housing and Urban Development (HUD) or its successor agency, and passed through the Florida Department of Economic Opportunity (DEO) or its successor agency.

“Household” means all individuals residing in a dwelling unit, regardless of their relationship.

“Household Income” means the income of all individuals aged 18 and above residing in a dwelling.

“Income” means annual income as defined by the U.S. Department of Housing and Urban Development as set forth in 24 CFR 570.3, and incorporated by reference in rule 73C-23.0030, F.A.C.

“Public notice” means an advertisement published in a local newspaper of general circulation at least five days and no more than 30 days prior to the day of the event for which the notice was placed. The calculation of the time period shall include the date of publication of the notice but not the day of the event.

2. Citizen Advisory Task Force

The Board of County Commissioners will appoint a CATF as defined herein. A minimum of 51% of the members will have a household income within the applicable HUD limit for the CDBG program. Consideration will be given to appointing CATF members who are, or represent, minorities and women.

The primary purpose of the CATF is to provide input during the grant application process regarding community needs as well as recommendations for what should be included in the grant application. A secondary purpose of the CATF is to provide input in the decision process regarding potential changes to the grant, if applicable, or other issues relating to the grant implementation. An additional potential

Calhoun County CDBG Citizen Participation Plan

function the CATF may serve is to hear, and potentially assist in resolving, complaints from citizens and/or other interested parties regarding the grant program.

The CATF will meet a minimum of one time during the grant application process. The sole/first meeting may be prior to the first public hearing and development of a preliminary draft application, although the meeting may be at any time prior to the development of the grant application and public notice of the second/final public hearing. The CATF may meet again during the application process, to further consider options or to develop recommendations to present to the County.

If the CDBG grant that is awarded will require significant changes to the grant agreement between the County and DEO, the CATF may meet again to review and comment on the proposed change(s). The Board of County Commissioners, or its representative, may request that the CATF meet to hear complaints or disputes regarding the program.

All meetings of the CATF shall be properly noticed, according to applicable Florida Statutes. During the grant application process, this shall involve public notice as defined herein.

3. Public Hearings

The County shall provide public notice of all public hearings in accordance with subsection 73C-23.0031(27), F.A.C. All public hearings must be conducted by a member of the County Commission or the County's duly authorized representative at a time and place convenient to potential beneficiaries. The location of the hearings will be accessible to disabled individuals who wish to attend, which may involve making reasonable accommodations for the disability.

The County will conduct a minimum of two public hearings on the grant application prior to submitting the grant application. Additional public hearings during the grant application process or during grant implementation may also be conducted.

A. The first public hearing shall be held before the grant application has been drafted. The purpose of this hearing is to inform the public of the availability of CDBG funds, what the funds can be used for and other relevant information, and to take public comment on needs and suggested components of the proposed grant application.

The notice of the first public hearing shall include:

- (I) The date, time, and address of the hearing;
- (II) The federal fiscal year for which an application is being considered;
- (III) The range of activities for which CDBG funding may be used; and
- (IV) The amount for which the community can apply.

B. The second/final public hearing: At least one public hearing will be conducted after the application has been drafted and before the application cycle closes. There must be an opportunity for public comment at this hearing, and the comments received must be documented.

Calhoun County CDBG Citizen Participation Plan

The notice of public hearing shall include:

(I) A summary of the draft application to include:

1. The federal fiscal year for which an application is being considered;
2. A description of the activities that will be undertaken with CDBG funding;
3. A budget that lists the specific CDBG dollar amounts that will be allocated for each activity;
4. The National Objective that will be met by each activity, except administration and engineering; and,
5. For Neighborhood Revitalization, Commercial Revitalization and Economic Development projects, the locations of the proposed activities, including street names or road numbers.

(II) The website or physical location where a copy of the draft application can be obtained.

(III) Information describing where written comments may be submitted and the deadline for submission.

(IV) The date, time, and address of the hearing.

C. Additional grant application public hearings may be conducted if desired by the County. This/these shall be supplemental to the mandatory two public hearings, for the purpose of exploring additional options or reviewing changes to the proposed grant application that may arise during the application process.

D. If a modification to an awarded CDBG grant is proposed, especially a reduction in proposed beneficiaries or accomplishments, the CDBG program rule, or applicable state or federal regulations/law, may require the County to conduct a public hearing on the proposed modification.

4. Additional Public Comment

Residents of the County or other parties affected by the County's CDBG program may provide public comment on the program at any time during the grant process. Comments may be directed to the Board of County Commissioners, County Clerk, County staff, or a consultant contracted to prepare or administer the grant or to provide project engineering services. The person(s) receiving the comment will provide consideration of the comment, and will communicate with the person making the comment as he/she deems appropriate. Comments may be oral or written, depending upon the type and seriousness of the comment. If the comment is of a controversial nature, or requires a specific action by the County, the comment and response will be documented by the person receiving the comment and by others if the comment is referred to another person or body.

5. Complaints

Residents of the County or other parties affected by the CDBG program may issue a complaint about the program at any time during the grant process. Complaints may be oral or written, depending upon the type and seriousness of the matter. Comments may be directed to the County Commission, County staff, or a consultant contracted to prepare or administer the grant or to provide project engineering services, as the complainant may determine to be appropriate. In most cases, the complaint should be issued to a responsible County staff person, such as the Grants Coordinator or an appropriate manager. If the complaint is not resolved by staff, complaints of a serious nature should be submitted in writing to the Commission Chairperson, at the County address, in a timely manner, with a clear statement of the nature of the complaint and requested action from the County.

Calhoun County CDBG Citizen Participation Plan

The person(s) receiving the complaint will provide consideration of the complaint, and will respond within 15 calendar days. The response may be notification that the problem has been addressed, when feasible and appropriate. Other situations might be controversial, complicated, not feasible or too expensive to resolve according to the complainant's stated wishes. In such circumstances, the initial response may be a request for the complainant to clarify the complaint or to put the complaint into writing, or to state what action has been or will be taken in response to the complaint. For example, the response might be that discussion of the complaint will be scheduled for the next Commission meeting, or referred to another party.

The County will attempt to resolve all complaints in a timely manner. If the complainant is not satisfied with the County's response, the CATF might be called upon to attempt to mediate the dispute or resolve the complaint. If all attempts to resolve the complaint fail, the complainant will be provided contact information for the DEO representative who would be appropriate to handle the matter.

This policy/plan is adopted by the Calhoun County Board of County Commissioners on the _____ day of _____, 2019, effective immediately.

Attest:

Gene Bailey, Chairman

Carla Hand,
Clerk to the Board of County Commissioners

CALHOUN COUNTY
ORDINANCE NO. 2019-

AN ORDINANCE RELATING TO THE CONTINUATION OF THE SIX-CENT GAS AND FUEL TAX, TO BE KNOWN AS THE "LOCAL OPTION GAS TAX"; PROVIDING FOR AN EFFECTIVE DATE AND TERM; PROVIDING FOR DISTRIBUTION OF A PORTION OF PROCEEDS TO MUNICIPALITIES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, by Florida Statutes Section 336.025, the Legislature of the State of Florida, granted authority to the Board of County Commissioners of Calhoun County, Florida, to levy a six-cent per gallon local option motor fuel and special fuel tax; and

WHEREAS, it is in the best interest of the residents and taxpayers of Calhoun County, Florida, that the burden and expense of constructing and maintaining the county road system be placed upon those making use of that system, in the form of a gasoline and motor fuel tax;

WHEREAS, Calhoun County has previously adopted a Calhoun County Ordinance in 1990, 2000 and 2009, assessing the six cent (6¢) per gallon gasoline and fuel tax and Florida Statutes Section 336.025 allows the assessment; and

WHEREAS, the current tax expires, on December 31, 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, that:

1. There is and shall be imposed, a continuation six-cent gas tax on every gallon of motor fuel and special fuel sold in Calhoun County, and taxed under the provisions of Florida Statutes Chapter 206. Said tax shall be used exclusively for transportation expenditures (as defined in section 336.025(7), Florida Statutes, within Calhoun County, Florida.

2. Said tax shall be and remain in effect for a period of 10 Years, commencing

January 1, 2020.

3. In the absence of any written agreement reached before June 10, 2019, between the Board of County Commissioners and the governing bodies of any municipalities within Calhoun County, constituting a majority of the population within the incorporated areas within the county, relating to a distribution of the proceeds of this tax, the proceeds shall be distributed in accordance with the formula provided for in Florida Statutes Section 336.025(4). Said distribution percentages shall be as set forth and shown on Exhibit "A" annexed hereto.

4. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is held for any reason, to be unconstitutional, void or invalid, the validity of the remaining portion of the ordinance shall not be affected thereby.

5. This Ordinance shall take effect upon receipt of official acknowledgments from the Office of the Secretary of State of the State of Florida.

ADOPTED, AT THE REGULAR MEETING, THIS _____ DAY OF 2019, BY A VOTE OF _____ TO _____, AFTER DUE NOTICE AND PUBLICATION.

BOARD OF COUNTY COMMISSIONERS
CALHOUN COUNTY, FLORIDA

BY: _____
Chairman

ATTEST:

Carla Hand, Clerk

EXHIBIT "A"

Altha	1.22%
Blountstown	18.89%
Calhoun County	79.89%



IFAS Extension

Northwest District Director

155 Research Road

Quincy, FL 32351

850-875-7137

June 12, 2019

Honorable Ms. Carla Hand
Clerk of Court Calhoun County
Blountstown, Florida

Dear Ms. Hand:

The University of Florida IFAS Extension has interviewed candidates for the County Extension Director and Agriculture and Natural Resources Agent for Calhoun County. From your communication I understand that the Calhoun County Board of County Commissioners has requested that we forward the qualified candidates for local county interviews.

The two candidates which made it through our interview process are listed (not in any order):

Mr. Daniel Lenard
Dr. Patrick Neal Williams

I am attaching the Calhoun County CED posting and the complete packets of the candidates which include cover letters, resumes, references, and transcripts. Please let me know how you wish to proceed, Ms. Janice Walden and I can work with you on contacting the candidates.

After Calhoun County has made their selection and notified me, I will be working with you and will proceed with a letter of offer to the candidate selected. If there are any questions that you have on the process, please call me on my cell phone at 850-228-4000.

Sincerely,

A handwritten signature in blue ink that reads 'Pete Vergot III'.

Pete Vergot III, Ph.D.
Professor and Northwest District Extension Director

Attachments:

Lenard Interview Packet
Williams Interview Packet
Calhoun County CED Posting



Position # 0002-8125

Requisition # 44579

Classification Title: Extension Agent I, II, III, or IV and County Extension Director

Application deadline: 28 March 2019

Job Description:

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments that provides quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, horticulture, natural resources, youth development, families and communities.

University of Florida/IFAS Extension and Calhoun County seek to fill a permanent-status accruing, full-time Extension Agent position with a self-starting, energetic, team-oriented individual who will also serve as the Calhoun County Extension Director (CED). The educational responsibilities of the county agent portion will involve strong leadership with respect to the agent's academic specialty. We are searching for an individual with academic and practical experience in the areas of agricultural production and/or environmental horticulture.

As an educator, you will lead through the design, implementation, and evaluation of educational programming that meets the needs of the county's diverse population in the selected programmatic area. You will use resourcefulness, creativity, enthusiasm, and innovation to strengthen current educational programs. As the CED, you will lead, manage, supervise, coordinate and report on the total county extension program while maintaining, fostering and building effective working relationships with advisory committees, stakeholders, county government, community leaders, media, residents, and UF/IFAS faculty, staff, and administration.

The Calhoun County CED supervises, mentors, and evaluates county faculty and staff members. Other CED responsibilities include total business management of the Extension office, developing and following a strategic plan focused on marketing Extension's successes, strengthening external relationships, successfully addressing federal, state, and county compliance issues, personnel mentoring and leadership, and revenue enhancement.

This role provides the opportunity to serve as a role model to the community making a positive impact in Calhoun County as you work with extension faculty, staff, and stakeholders. You will collaborate with the District Extension Director and other Northwest CEDs on multi-county projects. You will continue and further develop the collaboration that exists between faculty in the Calhoun and Liberty County Extension offices. This partnership is designed to share different areas of expertise, serving clientele in both Calhoun and Liberty Counties.

Minimum requirements:

A successful candidate will have earned a master's degree in one or more of the following fields: animal science, horticulture, agricultural extension, or a closely related field. Candidates must have at least 3 years of professional extension experience. A flexible schedule allowing for irregular hours (nights and weekends) and work time that may exceed 40 hours per week is necessary. A valid driver's license as well as national background screening is a requirement of this position.

Preferred qualifications:

Previous CED experience or equivalent is preferred. Experience in creating lesson plans, developing instructional materials, and applying teaching methods appropriate for the audience is highly desirable. Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role. You must be an effective written, verbal, and listening communicator, feel comfortable presenting in front of small and large crowds, be able to establish solid stakeholder partnerships, and find innovative ways to attract new audiences.

Additional preferred qualifications include experience in office operations, budgeting and grant management, personnel management, computer and social media competency, educational program delivery, program evaluation methodology, ability to organize and motivate people, and good teamwork skills. Experience working in multicultural settings is highly desirable. The agent must have the ability to work effectively with a diverse audience including minority groups, community leaders, media and the general public. Candidates must be supportive of the mission of the land-grant system. Candidates must also have a commitment to UF/IFAS core values of excellence, diversity, global involvement, and accountability.

Further information:

Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida's 67 counties.

Application Instructions

Apply at <http://apply.interfolio.com/61105> by 11:59 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae

The following documents are required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

- Previous Employment Form (located at http://personnel.ifas.ufl.edu/prev_employment.pdf).
- Unofficial copies of all transcripts and/or coursework of your academic degrees
- A minimum of 3 reference rating forms (located at http://personnel.ifas.ufl.edu/ref_form.pdf) from your professional/academic references. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be submitted to:

Ms. Dana LeCuyer
 UF IFAS Human Resources
 Faculty Recruitment and Hiring
 P O Box 110281
 Gainesville, FL 32611-0281
dlecuyer@ufl.edu
 Fax: (352) 392-3226

Selected candidate will be required to provide an official transcript to the hiring department upon hire. A transcript will not be considered "official" if a designation of "Issued to Student" is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by [National Association of Credential Evaluation Services \(NACES\)](#).

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD). Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida's Sunshine Law.

The [University of Florida](#) is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The [Institute of Food and Agricultural Sciences](#) is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. The University and greater Gainesville community enjoy a diversity of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.

Daniel J. Leonard
98 Live Oak Ave. E
DeFuniak Springs, FL 32435
(850)-892-8172
d.leonard@ufl.edu

March 13, 2019

Dear Dr. Vergot and Calhoun County Board of County Commissioners,

I am excited to apply for the position of Extension Agent & County Extension Director in Calhoun County. This is a position that my educational background, work experience, and personal connections have well prepared me for and for which I believe I am uniquely qualified.

My educational background consists of a B.S. in Environmental Horticulture and a M.S. (August 2019) in Agricultural Education and Communications – both from the University of Florida. The combination of these degrees has allowed me to succeed in Extension over the past three years both in subject matter expertise and in design and delivery of quality educational programs.

My professional career began at Panhandle Growers, Inc (PGI), an ornamental tree farm in Santa Rosa County. During my time there, I helped bring PGI out of the slow, post-recession market through a focus on quality products and modernizing growing systems. This job, like Extension, often included nontraditional hours and demanded organization and time efficiency. In addition, PGI tasked me with managing 30 full time employees of diverse backgrounds, which helped cultivate my leadership abilities and prepared me for my current position. For the past three years, I have been the Horticulture Agent and Master Gardener Coordinator for UF/IFAS Walton County Extension, responsible for four programmatic areas and clientele groups (commercial & residential horticulture, Master Gardeners, and 4-H youth). I also serve in leadership roles for community groups and district and state Extension organizations. During my time in Walton County, I have managed 50+ Master Gardener volunteers, grown Walton County Master Gardener volunteerism by more than 100%, served thousands of horticulture clientele, and helped several small agribusinesses begin successful operations through assistance with the Cooperative Extension Service.

Finally, I grew up in Calhoun County and my family has been in the community there for nearly a century. I know many of the clientele, understand the needs of the county and have a deep interest in ensuring Extension has a positive impact on the numerous agricultural producers, horticultural interests, natural resources, and residents of the county. I believe that my experiences to date make me an excellent candidate for the position of Calhoun County Extension Director. Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Daniel J. Leonard
Horticulture Extension Agent
UF/IFAS Walton County Extension

Patrick Neal Williams, PhD
1759 Valencia Drive
Venice, FL 34293
williams.p@ufl.edu
(270) 293-9663

April 2, 2019

UF/IFAS Extension Calhoun County
20816 Central Avenue E
Blountstown, FL 32424

Dear Selection Committee,

There have been two constants in my life since my early teen years, horticulture and a desire to challenge myself to learn and experience more. I find myself after two years as the Residential Horticulture Agent in Sarasota County, FL looking for a new challenge that aligns more with my professional goals while also getting back to a more rural lifestyle. My daughter was the driving force in relocating to Florida when she enrolled in Florida State University and though the five-hour distance is not extreme, the thought of being an hour away is a happy one.

I have read your job description and exceed the minimum qualifications by holding a PhD in horticulture and working in Extension for 6.5 years adding my current Extension position and an appointment in Texas. In addition, I have seldom in my life had anything but a flexible work schedule and most weeks 40 hours happens on Thursday instead of Friday afternoon. The only preferred qualification I am lacking is previous experience as a County Extension Director and I am confident that I possess the necessary skills, professionalism and temperament to succeed as a CED or would not be applying. My years as an Extension agent, university professor, horticultural therapist and high school teacher have given me experience in all other aspects of the job. My positions have included teaching, evaluating, planning, consulting, supervising work forces both paid and volunteer, mentoring, grant writing, research, publications, writing for popular gardening magazines, creating and managing budgets, problem solving/consulting with various stakeholders, and doing outreach education with the public schools.

My two years in Sarasota County have given me an opportunity to understand the UF/IFAS Extension system. The bulk of my first year centered around bringing consistency and hope to a Master Gardener program that was fractured at best. Currently I deliver educational programming and manage 140 Master Gardeners. This past year focused on creating and delivering educational programs and consulting with individual residents and members of the county's 1,000 plus homeowner associations (HOAs). My 4-H and youth development time has been spent delivering plant anatomy and nitrogen cycle/fertilizer instruction to over 2,000 8th graders plus I am in my second year teaching plant reproduction and mangrove ecology to 3rd through 5th graders in our LIFE program (Learning In Florida's Environment). Sarasota County has a large staff and in the past two years I have collaborated with seven agents, two educators and two program coordinators. I also supervise our Florida-Friendly Landscaping™ Program Specialist.

Patrick Neal Williams, PhD
1759 Valencia Drive
Venice, FL 34293
williams.p@ufl.edu
(270) 293-9663

In your job announcement you wanted a self-starting, energetic, team-oriented individual and I believe that description applies to me. Throughout my professional careers, I have been able to assess the needs, improve programs and increase the populations being served. I know there will always be challenges in any new position and I will once again tackle those opportunities. In brief conversations with other UF/IFAS personnel, I also understand there are additional challenges since Hurricane Michael last fall. I can promise to hit the ground running and do my best to serve the residents of Calhoun and Liberty Counties while collaborating with others in the Northwest District.

I am looking for my next place to make a difference and would like that opportunity to be as your CED in Calhoun County. Thank you for your consideration as this process moves forward.

Sincerely,

A handwritten signature in cursive script that reads "Patrick Neal Williams". The signature is written in black ink and is positioned above the printed name.

Patrick Neal Williams, PhD

**RESOLUTION OF CALHOUN COUNTY, FLORIDA
RESOLUTION NO. 2019-29**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF
CALHOUN COUNTY, FLORIDA, REQUESTING THE REMOVAL OF A
LOCAL AGENCY PROJECT FROM THE FLORIDA DEPARTMENT OF
TRANSPORTATION FIVE YEAR WORK PROGRAM**

WHEREAS, Calhoun County, Florida, requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the construction of the County Road 274 Sidewalk project along CR 274 West (Chipola Street) from Altha Public Library to SR 71 and CR 274 East (Broad Street) from SR 71 to Fuqua Circle; and,

WHEREAS, the State of Florida, Department of Transportation, agreed to participate in the construction and construction engineering inspection up to the amount of Three Hundred Twenty-Six Thousand Five Hundred Thirty-Four Dollars (\$326,534); and,

WHEREAS, the County nor the Florida Department of Transportation has the ability to allocate additional funds towards this project at this time and at the request of the Florida Department of Transportation, it must be removed from the current FDOT five-year work program; and,

WHEREAS, to remove a project from the Florida Department of Transportation Five Year Work Program requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida requesting this change.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Board of County Commissioners of Calhoun County, Florida, requests the removal of financial project identification number 433566-1 LAP CR 274 Sidewalk from the current FDOT Five-Year Work Program and will reapply at a later date.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this 18th day of June, 2019.

**CALHOUN COUNTY
BOARD OF COMMISSIONERS**

ATTEST:

Gene Bailey Chairman, BCC

Carla Hand, Clerk BCC

Fee: \$500.00

Date Received _____

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR ROAD ABANDONMENT

Name(s): _____

Address: _____

Contact (cell and email address): _____

Address: _____

Road Name: _____

Your property's Calhoun County Appraiser's Parcel Number:

Land Use Designation: _____

Surrounding Land Owners to the subject road:

North: _____

South: _____

East: _____

West: _____

I understand that the decision to abandon a county road lies solely within discretion of the Board Of County Commissioners and that the fee paid for the process is not refundable. I also understand the fee covers one public hearing and additional fees may be required. If approved, the Board of County Commissioners will not issue a deed of any kind to the subject road. The road abandonment process simply provides that the Board of County Commissioners surrenders its interest, if any, in the subject road right of way.

Owner's or authorized applicant's signature

Date

RESOLUTION NO. _____

**A RESOLUTION OF THE CALHOUN COUNTY BOARD OF COUNTY
COMMISSIONERS IMPLEMENTING A BURN BAN**

WHEREAS, Hurricane Michael was the most intense storm on record to hit the Florida Panhandle, and was among the top four most powerful hurricanes to hit the United States; and

WHEREAS, damages from Hurricane Michael include the destruction of vegetation and forests; and

WHEREAS, Calhoun County has experienced an extended period of drought ; and

WHEREAS, the combination fuel for fires and the extended drought has raised the risks of wildfires to an unsafe level; and

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF
CALHOUN COUNTY, FLORIDA;**

Dry condition and the imminent potential for further forest and brush fires pose a serious threat to the lives and property of the residents of Calhoun County and a state of Local Emergency is hereby declared effective immediately. The general public is hereby prohibited from conducting any open burning including any campfire, bonfires, trash burning and other similar open incineration without a burning authorization issued by the Florida Forest Service while this Order is in effect.

DULY PASSED AND ADOPTED by the County Board of County Commissioners of Calhoun County, Florida, this ____ day of May, 2019.

**BOARD OF COUNTY COMMISSIONERS OF
CALHOUN COUNTY, FLORIDA**

Gene Bailey, Chairman

ATTEST:

Carla Hand, Clerk of Court

**AGREEMENT RELATING TO SURPLUS TRAVEL TRAILERS BETWEEN
THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS AND
CHIPOLA BAPTIST ASSOCIATION, INCORPORATED**

THIS AGREEMENT RELATING TO SURPLUS TRAVEL TRAILERS ("Agreement") is entered into on this ____ day of _____, 2019, by and between Calhoun County Board of County Commissions ("County") and the Chipola Baptist Association, Incorporated ("Association"), which parties may hereinafter be referred to as the "Parties."

WHEREAS, the Florida Panhandle suffered major devastation to its housing stock as a direct result of Hurricane Michael making landfall as a category 5 hurricane; and

WHEREAS, the affected counties, including the County, are unable to provide sufficient temporary housing solutions to survivors; and

WHEREAS, when Federal agencies have unwanted personal property, and did surplus the property through the US. General Services Administration ("GSA"), the Florida State Agency for Surplus Property ("FSASP") who will distribute that property to eligible public agencies for use; and

WHEREAS, the Federal Emergency Management Agency ("FEMA") has surplus travel trailers (the "Trailers") as a result of implementing its Direct Housing Mission; and

WHEREAS, the County anticipates that FEMA will pass the Trailers through GSA, then to the FSASP Program. DEM will apply for the Trailers and go through the acquisition process; and

WHEREAS, if DEM is able to obtain the Trailers, the County anticipates that DEM may make Trailers available for use by the County which the County may utilize to provide temporary housing to persons within the County affected by Hurricane Michael in accordance with certain terms and conditions established by DEM and applicable State and Federal law; and

WHEREAS, the Association wishes to assist the County through by providing real property on which the Trailers may be placed temporarily; and

WHEREAS, the Association has further expressed an interest in assisting the County with administering a program on behalf of the County pursuant to which displaced persons affected by Hurricane Michael may obtain temporary housing via the Trailers until they are able to secure long term housing.

NOW THEREFORE, in consideration of the mutual promises and conditions contained herein, the parties agree to the following terms:

1. Recitals. The above recitals are true and correct and are hereby incorporated herein by reference.
2. Placement of Trailers on Property. The Association agrees to allow the County and DEM to place and store Trailers upon certain property owned by the Association located at 3018 Hwy 71 N., Marianna, FL 32446 (the "Property"). The Association warrants that it is the legal owner of the Property and is authorized to allow the Trailers to be located on the Property. However, nothing herein shall obligate the County or DEM to place any amount of Trailers to the Property.

3. Access to Property. The Association hereby grants to the County, DEM, and the Department of Management Services ("DMS") and their agents, contractors, and employees, the right to access, enter, and remain upon the Property or any portion thereof for the purpose of:

- a. Initial delivery of the Trailers and placing them upon the Property;
- b. Removal of the Trailers from the Property in the sole discretion of the County and/or DEM; and
- c. Maintaining the Trailers; and
- d. Inspecting the Trailers.

Consistent with this section, within 30 days of the effective date of this Agreement, the Association shall execute and provide to the County a temporary easement in substantially the form attached hereto as Exhibit "A," which temporary easement shall be recorded in the Official Public Records of Jackson County, Florida. Upon the expiration of this Agreement, such temporary easement agreement shall be terminated by the County by an appropriate instrument recorded in the Official Public Records of Jackson County. Upon termination, the easement agreement shall be deemed null and void and of no further force or effect.

4. Ownership of Trailers. DEM and/or the County shall retain ownership of all Trailers placed upon the Property. Nothing contained in this Agreement shall be construed as transferring ownership of the Trailers to the Association. The Association shall not enter, access, move, or physically alter any of the Trailers placed upon the Property without the express consent of the County.
5. Delivery of Trailers. The County and the Association shall coordinate regarding the date and time on which the Trailers shall be delivered from the Property and the date and time on which Trailers may subsequently be removed from the Property by the County and/or DEM. The County shall provide at least three (3) days notice to the Association prior to the placement of any Trailers on the Property.
6. Administration of Temporary Housing Program. The Association shall administer and process all applications for displaced residents seeking temporary housing utilizing the Trailers (the "Applicants") to ensure that the Applicants have exhausted all other available avenues for repair of their existing housing and otherwise qualify for the Trailers. The Association shall coordinate the delivery and setup of the Trailers on the Applicants' property and shall gather and provide to the County any such information needed by the County to fulfill its obligations with DEM for acceptance of the Trailers. Prior to the delivery of a Trailer to the Applicants' property, the Association shall obtain an easement from the Applicant in substantially the form attached as Exhibit "B". The County will not make any alterations, installations, or improvements to the Applicant's real property where the Association decides to locate the Trailers. The Association shall ensure that utilities, water and septic are available prior to setup of the Trailer and any setup expenses shall be borne by the Association. The Association shall ensure that the Trailers are habitable at all times and shall be responsible for all maintenance of the Trailers.

7. In no event will the County be liable for any loss or damage to persons or property including but not limited to third party claims, resulting from the use of the Trailers. Use of the Trailers shall be at the sole risk and expense of the Association and its successors and assigns. The County makes no representations or warranties to the Association or any Applicant regarding the suitability or safety of the Trailers for the Association or the Applicant's intended use.
8. The Association shall be fully liable for the actions of its agents, employees, partners, assignees, or subcontractors and shall fully indemnify, defend, and hold harmless the County, and their officers, agents, and employees, from suits, actions, damages, and costs, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the Association, its agents, employees, partners, or subcontractors; provided, however, the Association shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the County.
9. Hold Harmless. The Association agrees to hold harmless the County and DEM and their agents, contractors, and employees for any damage that may result to the Property as a result of the initial delivery of the Trailers to the Property or the subsequent removal of any Trailers from the Property. The Association shall fully indemnify, defend, and hold harmless the County from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to use of the Trailers.
10. Nothing herein is intended to serve as a waiver of sovereign immunity by the County to which sovereign immunity applies
11. Subsequent Agreement. The Parties agree to in good faith negotiate a subsequent agreement pursuant to which the Association will agree to administer, manage and oversee a program on behalf of the County to provide temporary housing via the Trailers to displaced persons in the County affected by Hurricane Michael until such persons are able to secure long term housing.
12. Notices. The Parties agree that all notices provided under or pursuant to this Agreement shall be by telephone, or in writing by hand delivery, or first class, certified mail, return receipt requested, or nationally recognized overnight delivery service (by way of example, Federal Express) to the contract representative identified below at the address set forth below.

Gene Bailey, Chair of the Calhoun County Board of County Commissioners
Calhoun County Board of County Commissioners
20859 Central Ave, Blountstown, FL 32424
(850) 674-4545

Coba Beasley, Director of Missions
Chipola Baptist Association, Incorporated
2540 Lakeshore Drive, Marianna, FL 32446
850-573-1465

Nothing contained herein shall preclude communication by the Parties as to routine matters by other means.

13. Term, Termination. This Agreement is effective upon its execution by both of the Parties and may be modified only in writing with execution by both Parties. This Agreement shall expire April 30, 2021, unless an extension is mutually agreed upon in writing thirty (30) calendar days prior to the expiration date. This Agreement may be terminated for any reason by either party prior to April 30, 2021, by providing 60 days prior written notice to the other party. The Parties agree that upon termination of the Agreement, the County and/or DEM may enter upon the Property upon providing notice to the Association in order to remove any Trailers that may remain located on the Property. The Parties further agree that upon termination of the Agreement, the County and/or DEM may enter upon any Applicant's property upon providing sufficient notice to the Association and the Applicant and/or satisfying any additional legal requirements for the removal of any Trailers from the Applicant's property. The Parties acknowledge and agree that in the event that the Trailers are demanded to be returned to DEM that this Agreement will automatically terminate and the Parties will assist one another and DEM in recovery of the Trailers from any Applicant.

14. This Agreement contains all the terms and conditions agreed upon by the Parties. This Agreement shall be governed by the laws of the State of Florida.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

County:

CALHOUN COUNTY, FLORIDA, by and
through the CALHOUN County Board
of County Commissioners

Association:

CHIPOLA BAPTIST ASSOCIATION

By: _____
Gene Bailey, Chairman

By: _____
Coba Beasley, Director of Missions

Date

Date

ATTEST:
Calhoun COUNTY CLERK OF COURT

Clerk/Deputy Clerk of Courts

EXHIBIT "A"

FORM OF TEMPORARY EASEMENT

PREPARED BY AND RETURN TO:

A. Clay Milton, Esq.
Fuqua & Milton, P.A.
P.O. Box 1508
Marianna, FL 32447
(850) 526-2263

TEMPORARY EASEMENT

THIS TEMPORARY EASEMENT is made this _____ day of _____, 2019, by the CHIPOLA BAPTIST ASSOCIATION, whose address is 2540 Lakeshore Drive, Marianna, FL 3244 ("Grantor"), to CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS, a political subdivision of the State of Florida ("Grantee"), whose address is 20859 Central Ave, Blountstown, FL 32424.

WITNESSETH: That Grantor, in consideration of the sum of ten and 00/100 dollars (\$10.00), and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby give, grant, bargain, sell and convey unto Grantee, its successors and assigns a temporary, non-exclusive easement for the purpose of storing and removing travel trailers ("Trailers") to be used to provide temporary housing to displaced persons within Calhoun County, ingress and egress, maintaining and inspecting the Trailers, and all rights incidental thereto, in, on, over, under, through, and across the following described land in Jackson County, Florida (the "Easement Area"):

One lot or parcel of land in Jackson County, Florida and being more particularly described as follows:

Beginning at the point where the East line of the SE 1/4 of the SW 1/4 of Section 36, Township 5 North, Range 10 West, intersects the SE right-of-way line of State Road No. 71 and running thence S 36°48'06" West, along the Southeast right-of-way line of said State Road #71, a chord distance of 527.46 feet to the P.C. of the Curve; thence S 39°15' W along said right-of-way 350 feet; thence N 80°05'41" E 542.89 feet to the East line of said Forty; thence N 0°15' E along the East line of said Forty 600 feet to the Point of Beginning and being in said Forty.

Grantee's rights under this Temporary Easement shall also include the right to use the areas within the Easement Area for additional work space and temporary storage of materials and equipment associated with the purposes for which this Temporary Easement is granted. The right to use the Easement Area may be extended by Grantee to its employees, agents, licensees, contractors, consultants, subcontractors, business invitees and other persons.

CHIPOLA BAPTIST ASSOCIATION, INC.

Date: ____/____/____

Witnesses:

Print Name: _____

Print Name: _____

STATE OF FLORIDA
COUNTY OF CALHOUN

SWORN TO AND SUBSCRIBED before me by _____, who is
personally known to me or who produced _____ as
identification on this _____ day of _____, 2019.

NOTARY PUBLIC
State of Florida

FORM OF TEMPORARY EASEMENT

PREPARED BY AND RETURN TO:

A. Clay Milton, Esq.
Fuqua & Milton, P.A.
P.O. Box 1508
Marianna, FL 32447
(850) 526-2263

TEMPORARY EASEMENT

THIS TEMPORARY EASEMENT is made this _____ day of _____, 201____, by _____, whose address is _____ ("Grantor"), to CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS, a political subdivision of the State of Florida ("Grantee"), whose address is 20859 Central Ave, Blountstown, FL 32424.

WITNESSETH: That Grantor, in consideration of the sum of ten and 00/100 dollars (\$10.00), and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby give, grant, bargain, sell and convey unto Grantee, its successors and assigns, a temporary, non-exclusive easement for the purpose of storing, inspecting, maintaining and removing a travel trailer/mobile home to be used by Grantor as temporary housing, ingress and egress, easement and all rights incidental thereto, in, on, over, under, through, and across the following described land in Calhoun County, Florida (the "Easement Area"):

SEE ATTACHED LEGAL DESCRIPTION

Grantee's rights under this Temporary Easement shall also include the right to use the areas within the Easement Area for additional work space and temporary storage of materials and equipment associated with the purposes for which this Temporary Easement is granted. The right to use the Easement Area may be extended by Grantee to its employees, agents, licensees, contractors, consultants, subcontractors, business invitees and other persons.

GRANTOR:

PRINT NAME:_____

Date: ____/____/____

Witnesses:

Print Name:_____

Print Name:_____

STATE OF FLORIDA
COUNTY OF CALHOUN

SWORN TO AND SUBSCRIBED before me by _____, who is
personally known to me or who produced _____ as
identification on this _____ day of _____, 2019.

NOTARY PUBLIC
State of Florida

BOARD of COUNTY COMMISSIONERS

CALHOUN COUNTY, FLORIDA



MEMBERS

DANNY RAY WISE, DIST. NO. 1
EARL HUNT, DIST. NO. 2
JERAL HALL, DIST. NO. 3
SCOTT MONLYN, DIST. NO. 4
GENE BAILEY, DIST. NO. 5

June 4, 2019

Farmer's Market Local Food Promotion Program
USDA, Agricultural Marketing Service
1400 Independence Avenue, SW
Room 4534-South Building
Washington, DC 20250-0269

To Whom It May Concern:

The Calhoun County Board of County Commissioners would like to express its support for the Apalachee Regional Planning Council (ARPC) as an applicant for the USDA Farmers Market Promotion Program for the 2019-22 grant cycle.

Participation in the Farmers Market Promotion Program would allow the Apalachee Regional Planning Council and their partner, University of Florida's Institute of Food and Agricultural Sciences (IFAS), to engage diverse producers and consumers in agricultural advancement and agritourism in the Apalachee Region of Northwest Florida.

As a rural, economically depressed area of the state, agricultural producers in Apalachee Region struggle to connect with consumers. Hurricane Michael devastated the Region in 2018, impacting crops, farm equipment, local grocery stores and markets, quality of life, and causing widespread financial losses. For the agricultural landscape to recover from Hurricane Michael, regionally coordinated technical assistance is desperately needed. Given their substantial experience working directly with farms, cooperatives, municipalities, and county officials in this 9-county region, the Calhoun County Board of County Commissioners firmly believes that the ARPC and IFAS are well suited and motivated to provide this contextualized technical assistance.

Thank you for considering the ARPC's application. Should the USDA review group have additional questions, please contact: Whitney Cherry at UF/IFAS Calhoun County Extension 850-674-8323.

Sincerely,

Gene Bailey
Chairman



FLORIDA DEPARTMENT OF Environmental Protection

Northwest District
160 W. Government Street, Suite 308
Pensacola, FL 32502

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

REQUEST FOR ADDITIONAL INFORMATION

June 7, 2019

Cholla Petroleum, Inc.
c/o William Lawson
6688 North Central Expressway, Suite 1610
Dallas, Texas 75206
william@chollapetro.com

Re: Second Request for Additional Information (RAI)
Calhoun County – Environmental Resource Permitting Program
Site Name: Cholla Pad 1 Lower Brown Lake Road
Site ID: 367570
DEP Application No.: 0367570-001-EI/07

Dear Mr. Lawson:

Thank you for the additional information submitted on May 8, 2019, for an Environmental Resource Program Individual Permit. The additional information has been reviewed and the items in the attached document remain incomplete. Please provide the remaining information and refer to this RAI in your response. The response to this RAI must be signed, sealed, and dated by a registered Florida Professional Engineer.

To continue the processing of your application, the Department must receive a response within 90 days of this letter, September 5, 2019, unless a written request for additional time to provide the requested information is submitted and approved. It is the Department's desire to provide prompt turnaround times on permit applications, and a quicker response to this RAI shortens the timeframe for which a final decision on the application can be made. Pursuant to Chapter 62-330 and Section 120.60, F.S., failure of an applicant to provide timely requested information by the applicant deadline may result in denial of the application. To ensure the response will complete your application, the Department requests that a meeting be scheduled prior to submitting a response to discuss the draft submittal. Once you have a draft submittal, contact Tanya Alvarez McHale to schedule a meeting time and date. If you have any questions, please contact Tanya Alvarez McHale by telephone at 850-595-0614 or by e-mail at tanya.mchale@floridadep.gov.

Please submit your response by email to NWD_ERP_Applications@dep.state.fl.us, with a copy to tanya.mchale@floridadep.gov. If the submittal is very large, you may post it to a folder on this office's ftp site at: <ftp://ftp.dep.state.fl.us/pub/incoming/>. After posting the submittal, send an e-mail to [NWD_ERP_Applications @dep.state.fl.us](mailto:NWD_ERP_Applications@dep.state.fl.us), with a copy to tanya.mchale@floridadep.gov, alerting us that it has been posted.

Sincerely,



Emile D. Hamilton
Director

v. 1.8

cc:

Philip McMillan, Neal Land & Timber, pkm@fairpoint.net

Eric Jackson, Rowe Engineering and Surveying, Inc., eric@rowesurveying.com

Thomas Herbert, Lampl Herbert Consultants, taherbert@lampl-herbert.com

Linda Lampl, Lampl Herbert Consultants, llampl@lampl-herbert.com

Gregory M. Hitz, Lampl Herbert Consultants, gmhitz@lampl-herbert.com

Carla Hand, Calhoun County Clerk, chand@calhounclerk.com

Carlos Herd, Northwest Florida Water Management District, Carlos.Herd@nwfwater.com

Lyle Seigler, Northwest Florida Water Management District, Lyle.Seigler@nwfwater.com

Florida Fish and Wildlife Service, FWCConservationPlanningServices@MyFWC.com

Attached: List of Requested Information

Attachment: List of Requested Information

Cholla Petroleum, Inc.

Site Name: Cholla Pad 1 Lower Brown Lake Road

Site ID: 367570

DEP Application No.: 0367570-001-EI/07

1. Please provide the following revisions / answers to Application Form 62-330.060(1), Section A:
 - a. Part 1.A: A project area of 4.29 acres is reported in this section. However, the stormwater calculations in Attachment 8 are for a total basin of 3.42 acres. Please rectify this apparent discrepancy and submit any necessary revisions.
 - b. Part 1.L: No response was provided for this part. Please provide a response and refer to the applicable drawings or report for supporting documentation.
2. Thank you for the revised drawings in response to RAI question 2. Please submit drawings that are both signed and sealed by the engineer. The drawings are sealed by the engineer, but they are not signed. Also, please revise drawings to indicate how the hydrologic connection in the roadside ditch will be maintained at the location of the access road (Rule 62-330.060(2), F.A.C.).
3. In response to RAI questions 1 and 2, the applicant has flagged and delineated all wetlands and surface water within 100 feet of the proposed project area, and has provided an updated drawing of the wetland boundaries and a 25-foot buffer in Attachment 6 of the RAI response. Based on this information, Pad 1 appears to be near wetlands that eventually flow to an estuary that is a National Estuarian Research Reserve, an Aquatic Preserve, and Outstanding Florida Waters. Accepting that pad 1 is proposed to be constructed with containment berms that are above the 100-year flood elevation, please explain how the proposed project and proposed onsite operations:
 - a. will not adversely impact the value of functions provided to fish and wildlife and listed species by wetlands and other surface waters (Rule 62-330.301(1)(d), F.A.C.)
 - b. will not adversely affect the quality of receiving waters, given the proximity of the project, such that the state water quality standards set forth in chapters 62-4, 62-302, 62-520, and 62-550, F.A.C., including the antidegradation provisions of paragraphs 62-4.242(1)(a) and (b), F.A.C., subsections 62-4.242(2) and (3), F.A.C., and rule 62-302.300, F.A.C., and any special standards for Outstanding Florida Waters and Outstanding National Resource Waters set forth in subsections 62-4.242(2) and (3), F.A.C. (Rule 62-330.301(1)(e), F.A.C.)
4. The May 8, 2019, RAI response to question 9 indicated that the berm crest and site entrance elevation would be constructed to 40 feet, NAVD 88, relative to the previously cited 100-year flood elevation of 38 feet, NAVD 88; and question 10 included a reference to the Flood Insurance Rate map for the area as available from FEMA in regard to the 100-year flood elevation. Based on the June 18, 2013, Flood Insurance Study report for Calhoun County, Florida and Incorporated Areas, it appears that the 100-year flood elevations for the FEMA 1% probability of recurrence in any one year, for the unincorporated areas within Calhoun County, may be based on Apalachicola River

flood peak discharge data for gage stations and periods ending in the 2010 to 2012 timeframe. Please provide reasonable assurance that the 100-year flood elevation used for pad 1 is consistent with what would be determined if including more contemporary information based on the definition for the 100-year flood as specified in section 2.1(a)1 of the Northwest Florida Water Management District Environmental Resource Permit Applicant's Handbook – Volume II.

5. The May 8, 2019, RAI response to question 10 included a No Rise Certification. Please provide the supporting data and documentation used in making the determination for the No-Rise Certification [Northwest Florida Water Management District Environmental Resource Permit Applicant's Handbook – Volume II, Section 3.4(b)].
6. The May 8, 2019 RAI response to question 11 included an updated Cultural Resource Survey for the new location of Well Pad #1. It is unclear if this assessment has been sent to the Division of Historic Resources (DoHR) for review. The Department has sent this document to DoHR for review. More information or project revisions may be required after comments are received. (Rule 62-330.062(2), F.A.C.)
7. The May 8, 2019, RAI response for Pad 1 included revised surface water management system calculations in Attachment 8. The assumed Seasonal High Water Table at Pad 1 is 4.0 feet (ft) below land surface (bls), based on the April 26, 2019 Addendum to Geotechnical Report (Addendum). The Addendum references the soil boring data, observed groundwater levels, and Calhoun County Soil Survey information reported in the March 18, 2019 Geotechnical Report (Geotechnical Report). It is indicated in the Geotechnical Report that the "surface and subsurface conditions encountered in the borings are conducive to the possible occurrence of a perched groundwater condition". Please specify how the functionality of the proposed stormwater system accounts for the periodic perched conditions noted in the Geotechnical Report regarding storage capacity, recovery rates, and treatment capacity for Pad 1 (Rule 62-330.060(2), F.A.C.).

For your information.

While this project may not contain wetlands that require a Department of the Army permit in accordance with Section 404 of the Clean Water Act, your project site may contain species protected by the Endangered Species Act (ESA) of 1972, as amended. If you have not already, you may wish to contact your local U.S. Fish and Wildlife Service (USFWS) office to determine if federally listed species or their habitat are present on your project site. If it is determined that federally listed species may be affected by the proposed project, authorization for "incidental take" may be required. USFWS offices can be contacted by the following telephone numbers: Jacksonville at 904-232-2580, Panama City at 850-769-0552, St. Petersburg at 727-570-5398, or Vero Beach at 772-562-3909



FLORIDA DEPARTMENT OF Environmental Protection

Northwest District
160 W. Government Street, Suite 308
Pensacola, FL 32502

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

REQUEST FOR ADDITIONAL INFORMATION

June 7, 2019

Cholla Petroleum, Inc.
c/o William Lawson
6688 North Central Expressway, Suite 1610
Dallas, Texas 75206
william@chollapetro.com

Re: Second Request for Additional Information (RAI)
Calhoun County – Environmental Resource Permitting Program
Site Name: Cholla Pad 2
Site ID: 367574
DEP Application No.: 0367574-001-EI/07

Dear Mr. Lawson:

Thank you for the additional information submitted on May 8, 2019, for an Environmental Resource Program Individual Permit. The additional information has been reviewed and the items in the attached document remain incomplete. Please provide the remaining information and refer to this RAI in your response. The response to this RAI must be signed, sealed, and dated by a registered Florida Professional Engineer.

To continue the processing of your application, the Department must receive a response within 90 days of this letter, September 5, 2019, unless a written request for additional time to provide the requested information is submitted and approved. It is the Department's desire to provide prompt turnaround times on permit applications, and a quicker response to this RAI shortens the timeframe for which a final decision on the application can be made. Pursuant to Chapter 62-330 and Section 120.60, F.S., failure of an applicant to provide timely requested information by the applicant deadline may result in denial of the application. To ensure the response will complete your application, the Department requests that a meeting be scheduled prior to submitting a response to discuss the draft submittal. Once you have a draft submittal, contact Tanya Alvarez McHale to schedule a meeting time and date. If you have any questions, please contact Tanya Alvarez McHale by telephone at 850-595-0614 or by e-mail at tanya.mchale@floridadep.gov.

Please submit your response by email to NWD_ERP_Applications@dep.state.fl.us, with a copy to tanya.mchale@floridadep.gov. If the submittal is very large, you may post it to a folder on this office's ftp site at: <ftp://ftp.dep.state.fl.us/pub/incoming/>. After posting the submittal, send an e-mail to [NWD_ERP_Applications @dep.state.fl.us](mailto:NWD_ERP_Applications@dep.state.fl.us), with a copy to tanya.mchale@floridadep.gov, alerting us that it has been posted.

Sincerely,



Emile D. Hamilton
Director

v. 1.8

cc:

Philip McMillan, Neal Land & Timber, pkm@fairpoint.net

Eric Jackson, Rowe Engineering and Surveying, Inc., eric@rowesurveying.com

Thomas Herbert, Lampl Herbert Consultants, taherbert@lampl-herbert.com

Linda Lampl, Lampl Herbert Consultants, llampl@lampl-herbert.com

Gregory M. Hitz, Lampl Herbert Consultants, gmhitz@lampl-herbert.com

Carla Hand, Calhoun County Clerk, chand@calhounclerk.com

Carlos Herd, Northwest Florida Water Management District, Carlos.Herd@nwfwater.com

Lyle Seigler, Northwest Florida Water Management District, Lyle.Seigler@nwfwater.com

Florida Fish and Wildlife Service, FWCConservationPlanningServices@MyFWC.com

Attached: List of Requested Information

Attachment: List of Requested Information

Cholla Petroleum, Inc.

Site Name: Cholla Pad 2

Site ID: 367574

DEP Application No.: 0367574-001-EI/07

1. Please provide the following revisions / answers to Application Form 62-330.060(1), Section A:
 - a. Part 1.A: A project area of 4.22 acres is reported in this section. However, the stormwater calculations in Attachment 9 are for a total basin of 3.298 acres. Please rectify this apparent discrepancy and submit any necessary revisions.
 - b. Part 1.L: No response was provided for this part. Please provide a response and refer to the applicable drawings or report for supporting documentation.
2. Thank you for the revised drawings in response to RAI question 2. Please submit drawings that are both signed and sealed by the engineer. The drawings are sealed by the engineer, but they are not signed. Also, please revise drawings to indicate how the hydrologic connection in the roadside ditch will be maintained at the location of the access road (Rule 62-330.060(2), F.A.C.).
3. The May 8, 2019, RAI response to question 8, and the associated No Rise Certification, included a reference to the Flood Insurance Rate map for the area as available from FEMA in regard to the 100-year flood elevation. Based on the June 18, 2013, Flood Insurance Study report for Calhoun County, Florida and Incorporated Areas, it appears that the 100-year flood elevations for the FEMA 1% probability of recurrence in any one year, for the unincorporated areas within Calhoun County, may be based on Apalachicola River flood peak discharge data for gage stations and periods ending in the 2010 to 2012 timeframe. Please provide reasonable assurance that the 100-year flood elevation used for pad 2 is consistent with what would be determined if including more contemporary information based on the definition for the 100-year flood as specified in section 2.1(a)1 of the Northwest Florida Water Management District Environmental Resource Permit Applicant's Handbook – Volume II.
4. The May 8, 2019, RAI response to question 8 included a No Rise Certification. Please provide the supporting data and documentation used in making the determination for the No-Rise Certification [Northwest Florida Water Management District Environmental Resource Permit Applicant's Handbook – Volume II, Section 3.4(b)].
5. The May 8, 2019 RAI response to question 9 included an updated Cultural Resource Survey for the new location of Well Pad #2. It is unclear if this assessment has been sent to the Division of Historic Resources (DoHR) for review. The Department has sent this document to DoHR for review. More information or project revisions may be required after comments are received. (Rule 62-330.062(2), F.A.C.)

6. The May 8, 2019, RAI response for Pad 2 included revised surface water management system calculations in Attachment 8. The assumed Seasonal High Water Table at Pad 2 is 1.5 feet (ft) below land surface (bls), based on the April 26, 2019 Addendum to Geotechnical Report (Addendum). The Addendum references the soil boring data, observed groundwater levels, and Calhoun County Soil Survey information reported in the March 18, 2019 Geotechnical Report (Geotechnical Report). It is indicated in the Geotechnical Report that the “surface and subsurface conditions encountered in the borings are conducive to the possible occurrence of a perched groundwater condition”. Please specify how the functionality of the proposed stormwater system accounts for the periodic perched conditions noted in the Geotechnical Report regarding storage capacity, recovery rates, and treatment capacity for Pad 2 (Rule 62-330.060(2), F.A.C.).

For your information.

While this project may not contain wetlands that require a Department of the Army permit in accordance with Section 404 of the Clean Water Act, your project site may contain species protected by the Endangered Species Act (ESA) of 1972, as amended. If you have not already, you may wish to contact your local U.S. Fish and Wildlife Service (USFWS) office to determine if federally listed species or their habitat are present on your project site. If it is determined that federally listed species may be affected by the proposed project, authorization for "incidental take" may be required. USFWS offices can be contacted by the following telephone numbers: Jacksonville at 904-232-2580, Panama City at 850-769-0552, St. Petersburg at 727-570-5398, or Vero Beach at 772-562-3909