CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA
REGULAR BOARD MEETING
May 7, 2019
2:00 P.M.

(ESTIMATED TIMES)

2:00PM – CALL MEETING TO ORDER

2:02PM – PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

2:03PM – APPROVAL OF THE APRIL 8, 2019 SPECIAL MEETING MINUTES, THE APRIL 16, 2019 REGULAR MEETING MINUTES, AND THE MAY 1, 2019 SPECIAL MEETING MINUTES; VOUCHERS FOR WARRANTS: ACCOUNTS PAYABLE WARRANTS – (1904-UT3, 1904-2S, 1904-VFD, 1905-1G, 1905-1E, 1905-1RD, 1905-1L, 1905-MED, 1905-1S, 1905-UTL, 1905-VFD) AND PAYROLL WARRANTS – (PR19-B11, PR19-B13, PR041819, PR050219). (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)

2:05PM – Connie Barton, Road Abandonment

2:08PM – Coley Road Proposal – Roger Polk, Jerry Pitts, Philip Quaglino

2:11PM – Capital Area Community Action Agency – Request for Larger Space

2:14PM – Habilitative Services Healthy Families Program – Memorandum of Support and Commitment

2:17PM – Sandy Kelly – SHIP Bids

2:20PM – 911 Mapping and Addressing, Transfer of Assets

- **Asset # 1137 – Optiplex GX620 Minitower Pentium**
- **Asset #1536 – Dell T1600 Computer**
- **Asset #1579 – Dell Latitude E6430 ATG Computer**
- **Asset #1662 – Cannon Plotter IPF765**
- **Asset #1763 – Optiplex 7040 Mini Tower XCTO**
- **Asset #1825 – Microsoft Surface Book 13.5 51**
- **Asset # 477 - Desk**

2:23PM – Tim Jenks – Maintenance Department

2:26PM – Clifford Edenfield – Road Department

- **Annual Lime Rock Bid and Contract**

2:29PM – Rita Maupin – Director of Library Services

2:32PM – Dowling Parrish – Building Official

2:35PM – Adam Johnson – Interim Emergency Management Director

2:38PM – Dewberry Engineers, Inc.

- **HMGP Black Bottom Road Change Order #1**
- **CR 287A Task Order**

2:41PM – CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER

- **Public Transportation Agreement – Design and Construction of Terminal, Resolution 2019-25**
- **Budget Resolution 2019-24**

2:51PM – ATTORNEY TIME

3:01PM – COMMISSIONER TIME: HUNT, MONLYN, WISE, HALL, CHAIRMAN

MEETING ADJOURN @ 3:11PM

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
SPECIAL BOARD MEETING
APRIL 8, 2019
4:00 P.M

PRESENT AND ACTING:

GENE BAILEY, CHAIRMAN
SCOTT MONLYN, VICE-CHAIRMAN
DANNY RAY WISE

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER
SARAH WILIAMS, CLERK ADMINISTRATIVE ASSISTANT

Chairman Bailey called the meeting held in the regular meeting room to order at 4:00 P.M. CST.

TURNKEY CARR CLARKSVILLE VOLUNTEER FIRE DEPARTMENT
Chairman Bailey stated Synergy has expressed Carr Clarksville Volunteer Fire Department repairs is a project they would consider taking on as a turnkey project. Chairman Bailey stated Synergy has contacted Mr. Edenfield and conducted a site visit to assess the building. Chairman Bailey stated it is up to the Board to either bid the project or let Synergy add it to their list of projects. Chairman Bailey suggested the Board enter into separate contracts with Synergy on any future turnkey projects so the County can more closely monitor project costs and timelines. Commissioner Wise asked if FEMA has inspected all of the sites. Chairman Bailey stated FEMA has only inspected the Airport at this time and will start the rest of the inspections in June.

Commissioner Wise made a motion to approve repairs of the Carr Clarksville Volunteer Fire Department as a turnkey project with Synergy. Commissioner Monlyn seconded the motion. The motion passed unanimously 3-0.

TURNKEY ROAD DEPARTMENT OFFICE BUILDING
Chairman Bailey stated Synergy would also be interested in repairs to the Road Department Office Building as a turnkey project. Mr. Edenfield asked if Chairman Bailey would clarify if that also included the Canning Center. Chairman Bailey stated that the only building discussed at this time was the Road Department Office.

- Commissioner Wise made a motion to approve the turnkey project with Synergy for repairs to the Road Department Office Building. Commissioner Monlyn seconded the motion. The motion passed unanimously 3-0.

TURNKEY KINARD COMMUNITY CENTER
Chairman Bailey stated extensive repairs would be needed on the Kinard Community Center, as the front wall was severely damaged, and the windows, flooring, and roof would need to be replaced.

Chairman Bailey stated the Kinard Community Center is valued at $461,000.00 on the insurance policy. Commissioner Wise asked if the building would need to be demolished and rebuilt. Chairman Bailey stated the building would not be demolished, but would be rebuilt. Chairman Bailey stated the estimated damage was calculated to be around a half million dollars, and the insurance deductible is $13,000.00.

- Chairman Bailey made a motion to approve the turnkey project with Synergy for repairs to the Kinard Community Center. Commissioner Wise seconded the motion. The motion passed unanimously 3-0.

Chairman Bailey stated at this time Synergy is only proposing the three (3) projects voted on this evening, but are considering other projects throughout the County. Chairman Bailey stated there is a FEMA meeting held with the County and Rostan Solutions every Thursday at 1:00pm in the EOC where these projects are discussed.

SHIP (STATE HOUSING INITIATIVE PARTNERSHIP) LHAP

Chairman Bailey stated the LHAP (Local Housing Assistance Plan) has some errors that need to be addressed before it is approved. Chairman Bailey stated the deadline for submission of the LHAP is May 1.

- Commissioner Monlyn made a motion to table the LHAP to the next meeting. Commissioner Wise seconded the motion. The motion passed unanimously 3-0.

SHERIFF'S DEPARTMENT – IN-KIND MATCH FOR GRANT TO ASSIST VICTIMS OF DOMESTIC VIOLENCE

Chairman Bailey stated the Sheriff's Department is asking for an in-kind match of office space for a grant to assist victims of domestic violence. Commissioner Bailey stated the in-kind contribution of office space value would be for $7,200.00 per year.

- Commissioner Wise made a motion to approve the in-kind match for the grant to assist victims of domestic violence. Commissioner Monlyn seconded the motion. The motion passed unanimously 3-0.

OFFICE 365 UPGRADE Ms. Chelsea Ranew stated at the last Board meeting, the Office 365 email upgrades were discussed. Ms. Ranew stated in December the Board was quoted the amount of $12.50 per user per month for business premium. Mrs. Ranew stated when she contacted Kerigan Marketing after the motion for the upgrade passed; she was informed the cost had increased to $15.00 per user per month for the business premium, which is a $2.50 upcharge from the initial quote. Ms. Ranew stated the current $5.00 subscription has also increased by $2.50, for a new total of $7.50 per user per month. Ms. Ranew stated the new quote still includes all the details discussed at the last Board meeting. Mrs. Ranew stated after researching the subject, the $15.00 per user per month would still be the best option as it would save the Board money over time.

- Commissioner Monlyn made a motion to approve the new quote of $15.00 per user per month for the business premium package. Commissioner Wise seconded the motion. The motion passed unanimously 3-0.

CONSIDERATION TO WAIVE BOND REQUIRMENT FOR FENCE BID

Chairman Bailey stated two (2) bids were received for re-fencing at Sam Atkins Park. Chairman Bailey stated one (1) bid from Armstrong Fence Company was for $109,000.00 and the other bid from Bracewell Inc. was for $48,750.00.

- Commissioner Monlyn made a motion to accept the low bid from Bracewell Fencing and to waive the bond requirement. Commissioner Wise seconded the motion. The motion passed unanimously 3-0.
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SPECIAL MEETING FOR CDBG FINAL PUBLIC HEARING

Chairman Bailey stated a Special Meeting for the Final CDBG (Community Development Block Grant) Public Hearing needs to be scheduled so the date could be advertised in the newspaper. Chairman Bailey stated the deadline for CDBG applications is May 6. There was further discussion regarding a meeting date.

- Commissioner Monlyn made a motion to hold the Special Meeting on Monday, April 22, at 4:00pm. Commissioner Wise seconded the motion. The motion was passed unanimously 3-0.

ASSET DISPOSAL, ASSET #1265 – 1985 CHEVORLET PICKUP, SOLD BY CLARKSVILLE VFD

Clerk of Court Carla Hand stated the vehicle would need to be removed from the fixed assets as it has been sold by the Carr Clarksville Volunteer Fire Department.

- Commissioner Monlyn made a motion to declare surplus and to dispose of asset #1265. Commissioner Wise seconded the motion. The motion passed unanimously 3-0.

COMMISSIONER TIME

Chairman Bailey made a recommendation to pay Mrs. Sandy Kelly 100% from SHIP grant funds instead of splitting her salary between SHIP and the IDA Board. Chairman Bailey stated the hangar rent payments would be received in the Clerk's office if approved. Chairman Bailey stated the Clerk's office has agreed to assume this duty for $300.00 a month that is much less, than the $8,000 budgeted for Ms. Kelly from the IDA Board, and would help greatly with the loss of hangar rent the airport sustained due to Hurricane Michael damages. There was consensus of the Board for Ms. Kelly to be paid 100% from SHIP funds that aligns with her job duties.

Commissioner Wise stated he received a phone call from a Blountstown business owner (Pretty Girlz) who told him they had cleaned up debris around their property and were told by the City they would not pick it up. Commissioner Monlyn stated that he spoke with Mrs. Traci Hall and she informed him the City would be making another pass to pick up debris. Ms. Sarah Williams stated she spoke with the business owner, who stated the City told her if the debris were on commercial property, the debris contractor could not pick it up. Mr. Edenfield stated commercial businesses are not eligible for FEMA reimbursement and they have their debris picked up at their own expense.

Mr. Edenfield stated he has spoken with Tim Hendrix with FDOT regarding debris pickup, and what would happen once the April 15 deadline is reached. Mr. Edenfield stated FDOT has not made any decisions regarding finishing their contract with the County. Mr. Edenfield stated Mr. Hendrix informed

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him it is FDOT's intention to stop picking up debris on April 15, 2019 on any contract until they receive further direction. Chairman Bailey stated that he, Commissioner Monlyn, Commissioner Peacock from Jackson County, and a few others met with the Secretary of the Department of Transportation over two weeks ago and were told there must be a deadline and FDOT would decide what they were going to do and send them all a letter informing them of a decision. Chairman Bailey stated he has not heard anything from FDOT as of yet. Mr. Edenfield suggested the County send a follow up letter to the Secretary of FDOT and the Governor regarding their intentions for debris pickup.

There being no further business, the meeting adjourned at 5:11pm, CST.

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GENE BAILEY, CHAIRMAN

ATTEST:

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CARLA A. HAND, CLERK

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CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
APRIL 16, 2019

PRESENT AND ACTING:

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

MATT FUQUA, ATTORNEY
CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER
DESTINY BARBATO, TEMPORARY EMPLOYEE THROUGH CAREER SOURCE

Chairman Bailey called the meeting held in the regular Board meeting room to order at 5:00 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 agenda (April 2, 2019 Regular Meeting Minutes; vouchers for warrants: accounts payable warrants – 1904-2E, 1904-2G, 1904-2RD, 1904-2S, 1904-2L, 1904-UT2 and payroll warrants – PR19-B09, PR19-B10, PR032119, PR040419. (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) was made by Commissioner Hunt and seconded by Commissioner Hall. The motion passed unanimously 5-0.

KEN MONEGHAN – FACT PRESENTATION

Ken Moneghan with Florida Association of Counties Trust (FACT) introduced himself as well as Ms. Ginger Delegal, Executive Director for Florida Association of Counties (FAC). Mr. Moneghan gave a brief background on FACT, stating that it is a risk sharing pool that was started in 1989 that allowed counties to pool their funds to pay claims. Mr. Moneghan stated FACT provides the general liability and public officials' errors and omissions coverage for the member counties. Mr. Moneghan stated Calhoun County has been a member of the FACT program since 1990, and that FACT is the largest contributor for the Small County Coalition. Mr. Moneghan stated FACT has made a few changes over the last few years and they are now working with the Florida League of Cities as their administrator. Mr. Moneghan stated the FACT program board wanted to recognize and honor all of their member counties for participating in their program and for helping make the program a success. Mr. Moneghan presented the Board with a plaque and thanked the Commissioners for everything they have done and for their support. Attorney Fuqua stated that after Hurricane Michael, Ms. Delegal provided him with much assistance, was always there to answer emails, and thanked her for all of her help.

Ms. Delegal stated on behalf of the association she wanted to thank the County for their participation in the FACT program, as it is one of the few programs in the state created by counties for counties in partnership with the Florida League of Cities. Ms. Delegal passed out a schedule to each Commissioner for upcoming educational opportunities with the Florida Association of Counties. Ms. Delegal stated that a couple of years ago, the legislator mandated that all Commissioners take a four (4) hour ethics class

per year, which the association offers a few times throughout the year as well as an online version. Ms. Delegal stated there are two certification programs available for County Commissioners. Ms. Delegal stated that they are getting ready to roll out a new leadership program that will launch next month. Ms. Delegal stated two of the classes would be held in Gainesville and the final class would be held in November at the Legislative conference. Ms. Delegal stated there are also two other classes that were introduced last year that they would begin offering each year now. Ms. Delegal stated one of the classes is a Chairman's training class and the other is a political training, which will be held at the annual conference in June in Orlando. Ms. Delegal stated there would be a meeting on Thursday April 18, 2019 at the Jackson County Extension Office at 9:00 a.m., CT for County Administrators whose counties were most affected by Hurricane Michael to meet on a local level as a region to discuss what their immediate needs are, and their needs into the future. Chairman Bailey and the rest of the Board thanked Mr. Moneghan and Ms. Delegal for their presentation.

SHERIFF KIMBREL – 911 MAPPING AND ADDRESSING

Sheriff Kimbrel stated the 911 Mapping and Addressing position has been vacant since the first part of this year and there have been about thirty-five addresses assigned since the Hurricane, which he has provided, but have not been entered into the mapping system. Sheriff Kimbrel stated this position is important to the Sheriff's Department, EMS, Fire Department and others so they can accurately pinpoint a 911 caller's location in a critical situation. Sheriff Kimbrel stated Calhoun County is one (1) of seven (7) counties that has a system with the ability to allow citizens to text their location, which is helpful in cases where the citizen may not be in a position to make a phone call. Sheriff Kimbrel stated a new program has been implemented, which would soon be available for Calhoun County, called SOS which would allow the Sheriff's Office to text a 911 caller back. Sheriff Kimbrel stated the Sheriff's Department already operates the 911 system, and offered to take the other 911 Mapping and Addressing duties on as well. Sheriff Kimbrel stated if the Sheriff's Department does take on these added 911 Mapping and Addressing duties he may need to request more funding to train his staff as needed. Commissioner Wise inquired about the current 911 Mapping and Addressing budget. Clerk Hand stated the budget for 911 Mapping and Addressing is about $32,000 per year. Clerk Hand stated that Sheriff Kimbrel would retain non-wireless 911 fees instead of remitting the funds to the County.

- ❖ Commissioner Wise made a motion for the 911 Mapping and Addressing duties to be assumed by the Sheriff's Department with the Sheriff retaining the non-wireless 911 fees and the balance of the budget net of the non-wireless 911 fees. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

SHIP – LOCAL HOUSING ASSISTANCE PLAN (LHAP)

Chairman Bailey stated all the Commissioners should have a copy of the proposed LHAP from the last Board meeting. Chairman Bailey stated he has reviewed the LHAP, and some of the biggest changes were in regard to the waiting list criteria. Chairman Bailey stated eligible units shall either be stick built or block structures, modular homes or mobile homes built after 1994, and language was added that mobile homes assisted with SHIP funds must be registered with the Calhoun County Tax Collector's Office. Chairman Bailey stated language was also added that states applicants are eligible to receive SHIP (State Housing Initiative Partnership) assistance once every ten years with the exception of those affected by a disaster or whom require emergency assistance. Chairman Bailey stated the income requirements and other information remained the same.

The Resolution was presented for adoption as follows:

RESOLUTION NO. 2019-18

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES;AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

* * * * * * * * * *

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by Section 420.9075, F.S., and *Chapter 67-37 F.A.C,* it is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to $350,000 may use up to 10 percent of

program income for administrative costs.

WHEREAS, the Calhoun County Board of County Commissioners has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the Commission finds that it is in the best interest of the public for Calhoun County to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

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

Section 1: The Board of County Commissioners of Calhoun County hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2019-2020, 2020-2021 & 2021-2022.

Section 2: The Chairman, is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS **16th** DAY OF **April**, **2019**

❖ Commissioner Hall made a motion to adopt the updated LHAP by Resolution 2019-18 and submit to Tallahassee for approval. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

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BID OPENING – AIRPORT DEMOLITION AND DEBRIS REMOVAL

Attorney Matthew Fuqua opened and read aloud the sealed bids for Hangar 4, Hangar 6 and Building M.

COMPANY NAME	HANGAR 4	HANGAR 6	BUILDING M
Dorado Services, Inc.	$43,928.75	$52,053.75	No separate charge
Break-N-Ground LLC	$17,000.00	$17,000.00	$3,400.00
KO Farms & Recycling LLC	$44,905.00	$44,950.00	$44,445.00
Iron Dog, Inc.	$15,000.00	$15,000.00	$2,000.00
Southern Rock and Lime Inc.	$58,520.00	$69,160.00	$1,000.00
Virginia Wrecking Co., Inc.	$22,424.00	$38,750.00	$1,225.00
Roberts and Roberts, Inc.	$59,950.00	$55,000.00	$5,000.00

❖ Commissioner Wise made a motion to award the bid to the lowest combined bidder, Iron Dog, Inc. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

BID OPENING – COUNTY ROAD 274 LAP SIDEWALK PROJECT

Brandon Purvis opened and read aloud the sealed bids for the County Road 274 LAP (Local Agency Program) Sidewalk Project.

Contractor	Total Base Bid	Total Base Bid with Deductive Alternate
North Florida Construction, Inc.	$698,789.00	$582,364.00
C.W. Roberts Contracting, Inc.	$506,394.50	$418,652.85
Hale Contracting, Inc.	$528,437.00	$428,182.00

Mr. Purvis recommended tabling the bid for further review with FDOT.

❖ Commissioner Hunt made a motion to table the bids and work with FDOT. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Chelsea Ranew, Grants Coordinator, stated this is the second time the Board has bid this project and that the first time the bids came back significantly over budget.

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CHELSEA RANEW – PROJECTS AND GRANTS COORDINATOR

Ms. Ranew presented to the Board a FDOT Public Transportation Grant Agreement ($800,000 hangar construction) for the Calhoun County Airport, with corresponding Resolution 2019-20 authorizing the Chairman to enter into and execute the grant agreement.

- ❖ Commissioner Wise made a motion to approve the Public Transportation Grant Agreement and Resolution 2019-20. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

RESOLUTION OF CALHOUN COUNTY, FLORIDA
RESOLUTION NO. 2019-20

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO THE "STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT"

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the Design and Construct Hangar Development at the Calhoun County Airport; and,

WHEREAS, the State of Florida, Department of Transportation has agreed to participate up to the amount of Eight Hundred Thousand Dollars ($800,000); and,

WHEREAS, the "The State of Florida, Department of Transportation, Public Transportation Grant Agreement" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State of Florida, Department of Transportation, Public Transportation Grant Agreement", attached hereto.

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

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State of Florida, Department of Transportation, Public Transportation Grant Agreement" attached hereto as EXHIBIT "A".

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this **16th** day of **April**, 2019.

Ms. Ranew presented the second Public Transportation Grant Agreement for $150,000 for the Master Plan and Airport Layout Plan Updates for the Calhoun County Airport, with corresponding Resolution 2019-21 authorizing the Chairman to enter into and execute the grant agreement.

- ❖ Commissioner Hall made a motion to approve the Public Transportation Grant Agreement and Resolution 2019-21. Commissioner Wise seconded the motion. The motion passed unanimously 5-0.

RESOLUTION OF CALHOUN COUNTY, FLORIDA
RESOLUTION NO. 2019-21

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO THE "STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT"

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the Master Plan and ALS Update at the Calhoun County Airport; and,

WHEREAS, the State of Florida, Department of Transportation has agreed to participate up to the amount of Eight Hundred Thousand Dollars ($150,000); and,

WHEREAS, the "The State of Florida, Department of Transportation, Public Transportation Grant Agreement" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State of Florida, Department of Transportation, Public Transportation Grant Agreement", attached hereto.

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

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State of Florida, Department of Transportation, Public Transportation Grant Agreement" attached hereto as EXHIBIT "A".

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this **16th** day of **April**, 2019.

Ms. Ranew gave an update on the Ambulance/EMS Grant, stating the Board has amended the agreement with the hospital, and they are still working on the final figures. Ms. Ranew stated the Board received a bill for $68,695.64, which is less than anticipated, but has not received the finished ambulance as of this time. Ms. Ranew stated she has requested the payment to be processed, but has asked for the Clerk's Office to hold the check until the County is in possession of the ambulance. Ms. Ranew stated the ambulance is supposed to be arriving on Thursday, April 18, 2019. Ms. Ranew stated once the transaction is finalized, an amendment would be brought to the Board to revise the monthly reduction to the hospital's monthly budgeted amount.

Ms. Ranew stated that all emails have been upgraded to the business premium, which was voted for in the last meeting. Ms. Ranew stated that Mr. Paul Laramore with the Calhoun County Airport was also been added to the email list per Chairman Bailey so the Airport could have their own county email address.

WHITNEY CHERRY – 4-H PROGRAM ASSISTANT POSITION

Mrs. Cherry asked Board permission to extend an offer to Ms. Laura Pope for their part time 4-H program assistant position. Mrs. Cherry stated Ms. Pope has passed the screening, her references were excellent, and her current employer highly recommended her. Ms. Cherry stated if approved, she would extend a letter of conditional offer, and Ms. Pope would have to pass all of the drug and background screenings before being officially hired. There was Board consensus for Ms. Cherry to extend a conditional offer of hire to Ms. Pope.

CLERK TIME

Clerk Hand stated there were some firetrucks that were damaged in the hurricane, and the County has received some payment from insurance for the repairs. Clerk Hand stated the Kinard Volunteer Fire Department has requested their portion of the insurance proceeds so they can repair their trucks. Clerk Hand stated there are two (2) other Fire Departments she is waiting to hear from as well regarding the insurance proceeds for vehicle damages. Clerk Hand stated she would need Board permission to send any insurance funds to the Volunteer Fire Departments. Commissioner Hunt asked if Kinard Volunteer Fire Department had already gotten their trucks fixed. Clerk Hand stated they are in the process of getting the trucks fixed, and have several different vendors working on the vehicles. Commissioner Hunt asked how the Board would know the insurance funds went to fixing the trucks. Commissioner Wise stated he would like to see a list of paid repairs. Commissioner Hall and Commissioner Monlyn agreed with Commissioner Wise. Chairman Bailey stated he also agrees and recommended the fire department send a bill to the Clerk's Office for the repairs and the Board would pay the bill with the insurance proceeds. Chairman Bailey stated the fire department could have any remaining insurance funding that is left from their vehicle repairs.

Clerk Hand asked for permission to pay the deductible on the Health Department roof, which would be $25,584.00.

- ❖ Chairman Bailey made a motion to pay the Health Department roof deductible. Commissioner Wise seconded the motion. The motion passed unanimously 5-0.

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ATTORNEY TIME

Attorney Fuqua asked if Sunset Eagle had gotten their property removed from their rented hangar at the airport that needs to be demolished. Chairman Bailey stated the company has not removed their property, but the issue would need to be handled before Iron Dog begins demolition work.

Attorney Fuqua stated in 2004 there was a petition to abandon a portion of Live Oak Lane. Attorney Fuqua stated the petition went through the all the necessary hearings and was approved by the Board, but was never followed up on by the resident requesting the abandonment and the Resolution was never recorded in the Official Records. Attorney Fuqua expressed concern for signing the Resolution at this time in case it would negatively affect the current property owners in the area. Attorney Fuqua stated recently a citizen emailed inquiring if part of the road had been abandoned. Clerk Hand approval of the Resolution in the minutes, but was not recorded in the official records. Commissioner Wise asked where the road was located, and a map was passed around to show the Commissioners the exact location. Chairman Bailey stated the Resolution could be re-advertised for closure of a portion of the road. Attorney Fuqua stated that if all the property owners involved agreed, they could just change the dates on the 2004 Resolution for signature and recording. Clerk Hand stated she could notify the property owner as recommended by the Attorney.

Attorney Fuqua stated he has not heard back from Mr. Hawkins with FDOT regarding debris removal for Calhoun County. Ms. Ranew stated she also reached out to Mr. Hawkins and has not received any information. Ms. Ranew stated she has spoken with Mr. Hendrix with FDOT and he has assured her the county would be receiving a letter from FDOT, but it would be a little different from the other counties as Calhoun County was the only county that did not have their own procured contract. There was further discussion regarding debris removal. Ms. Ranew stated Mr. Hendrix verbally told her the County would receive the letter of extension stating May 1, 2019 would be the cut off to place debris by the right-of-way, and May 31, 2019 would be the last day of the final pass for FDOT to pick up debris as the State's cut off for debris removal is July 1, 2019.

COMMISSIONER TIME

COMMISSIONER HUNT

Commissioner Hunt stated several of years ago some voting precincts were closed in Scotts Ferry, the Peanut Mill area, and other areas in the County. Commissioner Hunt stated that he feels the County should bring back these polling locations as some of these citizens must drive a long way to their voting precincts. Chairman Bailey stated the Board could speak with the Supervisor of Elections to see what the cost would be to place a voting precinct in these areas again, but that they were originally closed due to lack of funds. Commissioner Wise asked Commissioner Hunt for permission to speak during his time and Commissioner Hunt obliged. Commissioner Wise stated the additional voting precincts should have never been closed; the closures only made it convenient for the Supervisor of Elections and not for the citizens. Commissioner Wise then went on to state that he fully agrees with Commissioner Hunt about bringing back the voting precincts that were closed. Commissioner Hunt asked how often the voter registration numbers are analyzed for redistricting. Attorney Fuqua stated they have never done this because the County is under a Federal consent order. Chairman Bailey stated this has not been done since 1986. There was further discussion. Commissioner Hunt stated he wants the voter population for each district to be close to even. Attorney Fuqua stated Clerk Hand could check the minutes and find out when this was done last. The Board requested the Supervisor of Elections come to the next regular Board meeting to discuss this issue further.

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COMMISIONER MONLYN
Commissioner Monlyn stated Saturday night he witnessed someone not from his district dumping household items at the water tower. Commissioner Monlyn stated he did not have a cell phone with him at the time to call someone about the issue, but he has since spoken to Police Chief Mark Mallory, as well as Mrs. Traci Hall to see if they can rectify the issue. Commissioner Monlyn stated just as fast as the person was dumping items someone else was coming along and picking them up. Commissioner Monlyn stated he believes this issue is going to get worse as time goes on.

COMMISSIONER WISE
Commissioner Wise did not have anything to discuss at this time.

COMMISSIONER HALL
Commissioner Hall stated that he wanted to yield his time to the Mossy Pond Fire Department. Tony Mazzarese with Mossy Pond Fire Department stated it was requested the fire department bring their floor plan for the new fire department to the Board. Mr. Mazzarese presented one layout for the entire land, and the other was a layout of just the firehouse. Mr. Mazzarese stated the proposed firehouse would be an 80'x50' building with a helicopter-landing zone. Mr. Mazzarese discussed the location of proposed firehouse and landing zone. Chairman Bailey stated Mr. Mazzarese would need to get with one of the engineers so a drawing and measurements could be drawn up for planning purposes, as the Board would like to move the project along and see how much funding would be needed to complete the project.

CHAIRMAN BAILEY
Chairman Bailey asked for volunteers from the Board for the Census Committee. Chairman Bailey appointed Clerk Hand as the Executive Director and volunteered himself to be the Deputy Director to assist Clerk Hand. Chairman Bailey also appointed Supervisor of Elections Sharon Chason, Property Appraiser Carla Peacock and Tax Collector Becky Smith to the Census Committee. Chairman Bailey stated nominations for the Committee would continue.

Chairman Bailey stated Ms. Debbie Belcher has spoken with him and stated the Board would need an additional $75,000.00 be added to the original $50,000 budgeted to make the CDBG application enticing enough for funding. Chairman Bailey stated that he has spoken with Mr. Edenfield regarding available funding in the Road Department budget. Chairman Bailey asked if a budget amendment could be done to reallocated $75,000 from the $80,000 contingency funds the Board has budgeted in the Road and Bridge budget for the CDBG match.

- ❖ Chairman Bailey made a motion to reallocate $75,000 from the $80,000 Road and Bridge Contingency Funds to CDBG match. Chairman Bailey stated if the grant were not funded, the money would not be lost, as it would only have been moved to another budget line item. There was further discussion regarding funding. Commissioner Wise seconded the motion. The motion passed unanimously 5-0.

Chairman Bailey reminded everyone each Thursday at 1:00 p.m., CT in EOC there is a meeting with FEMA, ROSTAN, and Synergy. Chairman Bailey stated that the roof on the Health Department has been completed, on which the Board has voted to pay the deductible. There was further discussion regarding site inspections and engineering reports on damaged buildings. Chairman Bailey stated he received notice the large hangar at the airport is a total loss. The large hangar insured value is $717,000. The demotion awarded to Iron Dog, Inc. will initially be funded from the insurance proceeds but should be reimbursed by FEMA through a project worksheet.

Chairman Bailey stated he shared an email with Clerk Hand this morning as well as the County consultant, Rostan, about an agreement with FEMA he intends to sign. Chairman Bailey stated there are some blanks in the agreement but he has been assured by Tommy Horton (ROSTAN) the agreement is okay to sign and he wanted to make the Board aware. Chairman Bailey stated Calhoun County has not received any money from FEMA – Hurricane Michael as of yet.

There being no further business, the meeting adjourned at 6:22 p.m., CT.

_____
Gene Bailey, Chairman

ATTEST:

_____
Carla A. Hand, Clerk

DRAFT

Calhoun County Commissioners Meeting – April 16, 2019

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL BOARD MEETING
MAY 1, 2019
4:00 P.M

PRESENT AND ACTING:

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

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER
BUFFY PYBUS, DEPUTY CLERK

Chairman Bailey called the meeting held in the regular meeting room to order at 4:00 P.M. CST.

BID OPENING EOC AIR HANDLER:

Tim Jenks, County Maintenance Superintendent, opened and read aloud the sealed bids for the EOC Air Handler Project.

	Repair	**Replace**
David Smith Heating & Air	$2,800.00	$17,000.00
Whaley Heating & A/C Inc.	No Bid	$24,495.00
Trane	$24,685.00	$49,050.00

Mr. Jenks added all three bidders discussed whether the incoming lines to the courthouse need replacement (replacement of the line set is included in the bid price); since they were not damaged and if not replaced they would decrease their price. Tim Jenks stated the lines are approximately 20 years old. Mr. Jenks recommended replacing the Air Handler and Chairman Bailey recommended replacing the line set due to the age. Chelsea Snowden stated the grant deadline is June 30, 2019; the job completion deadline is the grant deadline. The estimated timeframe to complete this job is 4-6 weeks. Chelsea Snowden will prepare the contract between the Board and David Smith Heating & Air for $17,000.

- Commissioner Hunt made the motion to award the bid to David Smith Heating & Air to replace the entire unit. Commissioner Monlyn seconded the motion. The motion passed unanimously 4-0.

TIM JENKS, MAINTENANCE SUPERINTENDENT:

Tim Jenks informed the Board a Calhoun County School Board employee fell on the walk at the courthouse. Options were discussed of re-pouring that section of the concrete or removing two trees and re-pouring that section of the walk.

ADOPTION OF RESOLUTION 2019-23 :

Chelsea Snowden read the resolution for the Board's consideration and stated this change would allow the County to obtain the Public Transportation Grant, which she would present at the May 7, 2019 meeting.

RESOLUTION 2019-23

BOARD OF COUNTY COMMISSIONERS

CALHOUN COUNTY, FLORIDA

A RESOLUTION AUTHORIZING THE CALHOUN COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY (IDA) CHAIRMAN TO COORDINATE WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TO CHANGE THE PROJECT NAME FOR FDOT NUMBER 4235948 FROM:

"Terminal Expansion"

TO:

"Design and Construct Terminal Development"

AND REVISE THE PROJECT DESCRIPTION AND JUSTIFICATION ACCORDINGLY.

WHEREAS, Calhoun County owns and operates the Calhoun County Airport which serves the Calhoun County regional area.

NOW, THEREFORE, BE IT RESOLVED BY THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS, THAT THE WORK SPECIFIED IN THE REVISED PROJECT NAME AND DESCRIPTIONS IS SANCTIONED AND THE CALHOUN COUNTY IDA CHAIRMAN IS HEREBY AUTHORIZED TO COORDINATE THE PUBLIC TRANSPORTATION GRANT AGREEMENT WITH THE FDOT AND PROVIDE THE AGREEMENT TO THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS FOR SIGNATURE.

- Commissioner Wise made the motion to approve Resolution 2019-23. Commissioner Bailey seconded the motion. The motion passed unanimously 4-0.

UPDATE FROM GRANTS COORDINATOR OF ONGOING PROJECTS

Chelsea Ranew updated the board on ongoing projects as she will not be at the May 7, 2019 Board meeting. Ms. Ranew stated she would be attending Opportunity Florida's trip to Mississippi to see the affected communities from Hurricane Katrina.

Ms. Ranew directed the Board to the current bid list she provided each of them. There are four bids currently advertised through the Board's procurement process for the Turnkey program. Ms. Ranew

asked if the Board would like to award to the successful bidder or allow Synergy to choose the contractor on these projects. Commissioner Bailey stated that he would ask Synergy which process they recommend at Thursday's insurance meeting. Ms. Ranew stated that the bids for guardrail and sign replacement were advertised and will open on May 21. Ms. Ranew stated that there are three total projects open with FDOT that are in need of professional services. Due to current workload and engineer rotation, Ms. Ranew recommended to the Board to award the design of SCRAP 287A to Dewberry Engineers, Inc., the design of SCOP Bodiford Road to Panhandle Engineering and CEI for SCOP Silas Green Road to Alday-Howell Engineering.

- Commissioner Bailey made a motion to award (by task order) the design of SCRAP 287A to Dewberry Engineers, Inc. and the design of SCOP Bodiford Road to Panhandle Engineering. (A task order for SCOP CEI Services on Silas Green Road to Alday-Howell Engineering will be executed after construction bids are received.) Commissioner Monlyn second the motion. The motion passed unanimously 4-0

COMMISSIONER TIME:

Commissioner Wise suggested running an article in The County Record regarding the Chipola River cleanup of Hurricane Michael debris and inform the public which State entity is handling the project.

Commissioner Hunt is still interested in redistricting the County.

Commissioner Monlyn requested trash cans at Clay Mary Park for an upcoming event.

Commissioner Bailey stated that Keith Daniels had taken another full time position and Michael DeVuyst has agreed to contract with the County as Mosquito Control Director for 6 months, at $1,000.00 per month.

- Commissioner Hunt made the motion to appoint Michael DeVuyst as Mosquito Control Director for Calhoun County for 6 months at $1,000 per month. Commissioner Wise seconded the motion. The motion passed unanimously 4-0.

Commissioner Bailey stated that Iron Dog would begin demolition at the airport next week.
In addition, the County has unanticipated nonrecurring administrative funds from the SHIP Disaster monies. Commissioner Bailey recommended hiring a 1-year support position (temporary – full time) paid for from the SHIP disaster administrative funds to provide inspections, write ups, and other duties deemed necessary in administering and managing SHIP projects.

- Commissioner Bailey made the motion to advertise the Support Position. Commissioner Hunt seconded the motion. The motion passed unanimously 4-0.

Commissioner Bailey reminded the Board members of the FEMA meeting at 1: 00 p.m. on May 2, 2019.

There being no further business, the meeting adjourned at 4:26 p.m. CT.

DRAFT

_____
Gene Bailey, Chairman

ATTEST:

_____
Carla A. Hand, Clerk

DRAFT

CALHOUN COUNTY BOCC
VENDOR PAYMENTS
APRIL/MAY

AP runs: PR19-B11, PR19-B13
Payroll warrants: PR041819, PR050219

Vendor	Amount	Comments	
AFLAC-Employee Deductions	$ 1,069.52	PR19-B11	
Allstate Benefits - Employee Deductions	$ 252.48	PR19-B11	change due to Ee leavng
American General-Employee Deductions	$ 200.84	PR19-B11	
Ameritas-Employee Deductions	$ 1,015.24	PR19-B11	
CHP	$ 29,366.81	PR19-B11	
Colonial-Employee Deductions	$ 76.90	PR19-B11	
Florida Retirement System (FRS)		completed later	
IRS-Tax Dep	$ 12,533.24	PR19-B11	

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

MEMORANDUM OF SUPPORT AND COMMITMENT

BETWEEN

HABILITATIVE SERVICES HEALTHY FAMILIES PROGRAM

AND

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS

July 1, 2019 thru June 30, 2020

The Calhoun County Commission agrees to be a partner with Healthy Families North Florida. We will provide the following services as a member of the Healthy Families team:

- Office space for up to 4 Healthy Families Staff (Program Supervisor, Assessment Worker, and 2 Support Workers) to provide services in the Calhoun County. This space is in the Calhoun County Courthouse and is valued at $7,700.00 ($11/sq ft)
- Calculated for a space 35x20 feet = 700 square feet
- Total estimated amount utilities cost for the Courthouse $400.00
- Total value for Calhoun County Courthouse contribution $8,100.00

The Calhoun County Board of County Commissioners is happy to support Healthy Families North Florida for Calhoun County. Thank you for giving us an opportunity to be a part of this program and for assisting in bringing about more services for our families.

_____ _____
Gene Bailey, Chairman Date

_____ _____
Healthy Families Program Manager Date

Administration Office ▪ 20859 Central Ave. East, Room 130 ▪ Blountstown, FL 32424
Telephone 850-674-4545 ▪ Fax 850-674-5553

Dewberry

Dewberry Engineers Inc.
20684 Central Avenue East
Blountstown, FL 32424

850.674.3300
850.644.3330 fax
www.dewberry.com

May 7, 2019

Gene Bailey, Chairman
Calhoun County BOCC
20859 Central Ave East
Blountstown, FL 32424

RE: CR 287A SCRAP Design Services

Dear Mr. Bailey:

It is our understanding that the County has received funding from the FDOT Small County Road Assistance Program (SCRAP) for the resurfacing of CR 287A between CR 287 and SR 73. Dewberry Engineers, Inc. (Dewberry) is pleased to provide this Task Order to provide the design and surveying to complete the proposed project. **Exhibit A** contains a detailed Task Order with a description of the scope of services. Dewberry proposes to provide these services for a fee of **$80,500.00**. The associated fees are within the available fees provided by FDOT.

If you have any questions, please give me a call at 850.674.3300

Sincerely,

Brandon Purvis, E.I.

EXHIBIT A
CR 287A - SCRAP
PROFESSIONAL ENGINEERING SERVICES
FOR CALHOUN COUNTY
MAY 2019

This Task Order is for the purpose of Dewberry as the ENGINEER to provide professional services for the CR 287A resurfacing project for Calhoun County (County) acting by and through its Commission.

DESCRIPTION OF ENGINEERING SERVICES
SCOPE OF SERVICES

A. SURVEYING

1. Dewberry shall locate the right-of-way, existing improvements (i.e fences, drainage structures, utilities, etc...), and horizontal and vertical alignments.
2. Dewberry shall cross-section the roadway every 100' in order to evaluate the existing roadway and shoulder cross-slopes.

B. DESIGN

1. Dewberry shall evaluate existing roadway widths and drainage patterns to determine necessary improvements.
2. Dewberry shall evaluate existing drainage structures to determine if they should be replaced in association with the project.
3. Dewberry shall design the new roadway and pedestrian facilities in accordance with approved standards.
4. Dewberry shall evaluate roadside obstructions to ensure new roadway meets all clear zone requirements.
5. Dewberry shall submit a 90% review set to the County and to FDOT.
6. Dewberry shall update construction plans based on 90% comments from FDOT and County staff.
7. Dewberry shall prepare construction plans and specifications necessary to bid the proposed project.
8. Dewberry shall prepare all bid documents.
9. Dewberry shall review bids and make recommendation for bid award.

C. DELIVERABLES

1. Dewberry shall provide 3 sets of 90% plans, bid documents, and construction estimate.
2. Dewberry shall provide 3 sets of 100% plans and bid documents.
3. Dewberry shall provide 1 copy of the Final Documentation Book and Computation Book.

The following services will not be provided as a part of this contract and will be billed at our contracted hourly rates if deemed necessary:

1. Title searches
2. Stormwater Permitting with FDEP or NWFWMD
3. Wetland Delineations

D. PROFESSIONAL SERVICE FEES

DEWBERRY proposes to provide these services for a lump sum fee of:

TOTAL $80,500.00

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

DEWBERRY

20684 Central Ave. East, Suite 1

Blountstown, FL 32424

By:

Name and Title: Justin Ford, P.E., Senior Associate

Witnessed:

Date: 5-3-2019

CALHOUN COUNTY, FLORIDA

20859 Central Ave East, Room 130

Blountstown, FL 32424

By:

Name and Title: Gene Bailey, Chairman, BOCC

Witnessed:

Date:

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

PUBLIC TRANSPORTATION GRANT AGREEMENT

Form 725-000-01
STRATEGIC DEVELOPMENT
OGC 02/19

Financial Project Number(s): (item-segment-phase-sequence)		Fund(s):	DDR	FLAIR Category:	088719
423594-8-94-01		Work Activity Code/Function:	215	Object Code:	751000
		Federal Number/Federal Award Identification Number (FAIN) – Transit only:	N/A	Org. Code:	55032020329
				Vendor Number:	VF596000538005
Contract Number:		Federal Award Date:	N/A		
CFDA Number:	N/A	Agency DUNS Number:			
CFDA Title:	N/A				
CSFA Number:	55.004				
CSFA Title:	Aviation Grant Program				

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT ("Agreement") is entered into _____, by and between the State of Florida, Department of Transportation, ("Department"), and Calhoun County, ("Agency"). The Department and the Agency are sometimes referred to in this Agreement as a "Party" and collectively as the "Parties."

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D", Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 332.007, Florida Statutes, to enter into this Agreement.

2. **Purpose of Agreement.** The purpose of this Agreement is to provide for the Department's participation in Design and Construct Terminal Development, as further described in **Exhibit "A", Project Description and Responsibilities**, attached and incorporated into this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

3. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

   X **Aviation**
   _ **Seaports**
   _ **Transit**
   _ **Intermodal**
   _ **Rail Crossing Closure**
   _ **Match to Direct Federal Funding** (Aviation or Transit)
   _ **Other**

4. **Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

   X Exhibit A: Project Description and Responsibilities
   X Exhibit B: Schedule of Financial Assistance
   _ *Exhibit B1: Deferred Reimbursement Financial Provisions
   _ *Exhibit B2: Advance Payment Financial Provisions
   X *Exhibit C: Terms and Conditions of Construction
   X Exhibit D: Agency Resolution
   X Exhibit E: Program Specific Terms and Conditions
   X Exhibit F: Contract Payment Requirements
   X *Exhibit G: Financial Assistance (Single Audit Act)
   _ *Additional Exhibit(s):

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

5. **Time.** Unless specified otherwise, all references to "days" within this Agreement refer to calendar days.

6. **Term of Agreement.** This Agreement shall commence upon full execution by both Parties ("Effective Date") and continue through June 30, 2021. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

   a. X If this box is checked the following provision applies:

      Unless terminated earlier, work on the Project shall commence no later than the __ day of __, or within 180 days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

7. **Amendments, Extensions, and Assignment.** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

8. **Termination or Suspension of Project.** The Department may, by written notice to the Agency, suspend any or all of the Department's obligations under this Agreement for the Agency's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

   a. If the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

   b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

   c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.

   d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

   e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

9. **Project Cost:**

a. The estimated total cost of the Project is $1,092,000. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement.** The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.

b. The Department agrees to participate in the Project cost up to the maximum amount of $525,000 and, the Department's participation in the Project shall not exceed 100.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B", Schedule of Financial Assistance.** The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

10. Compensation and Payment:

a. **Eligible Cost.** The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.

b. **Deliverables.** The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.

c. **Invoicing.** Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.

d. **Supporting Documentation.** Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.

e. **Travel Expenses.** The selected provision below is controlling regarding travel expenses:

X Travel expenses are NOT eligible for reimbursement under this Agreement.

Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

f. **Financial Consequences.** Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

g. **Invoice Processing.** An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

   If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

   A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

h. **Records Retention.** The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.

i. **Progress Reports.** Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

j. **Submission of Other Documents.** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.

k. **Offsets for Claims.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

l. **Final Invoice.** The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.

m. **Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.

n. **Limits on Contracts Exceeding $25,000 and Term more than 1 Year.** In the event this Agreement is in excess of $25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

> "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of $25,000 and which have a term for a period of more than 1 year."

o. **Agency Obligation to Refund Department.** Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.

p. **Non-Eligible Costs.** In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved

in writing by the Department. Specific unallowable costs may be listed in **Exhibit "A", Project Description and Responsibilities.**

11. **General Requirements.** The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

    a. **Necessary Permits Certification.** The Agency shall certify to the Department that the Agency's design consultant and/or construction contractor has secured the necessary permits.

    b. **Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.

    c. **Notification Requirements When Performing Construction on Department's Right-of-Way.** In the event the cost of the Project is greater than $250,000.00, and the Project involves construction on the Department's right-of-way, the Agency shall provide the Department with written notification of either its intent to:

        i. Require the construction work of the Project that is on the Department's right-of-way to be performed by a Department prequalified contractor, or

        ii. Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.

    d. __ If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).

    e. __ If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):

        i. __ Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).

        ii. __ Agency has selected to apply a de minimus rate of 10% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.

        iii. __ Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.

    f. **Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

    g. **Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make

best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

12. Contracts of the Agency:

a. **Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.

b. **Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.

c. **Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

d. **Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

13. Maintenance Obligations. In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

14. Sale, Transfer, or Disposal of Department-funded Property:

a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.

b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:

i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.

ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.

iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.

iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.

c. The terms of provisions "a" and "b" above shall survive the termination of this Agreement.

i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.

ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

15. Single Audit. The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

Federal Funded:

a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any

inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "G", Financial Assistance (Single Audit Act)**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than Federal entities).

iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at https://harvester.census.gov/facweb/ the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements,

the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the Federal award;
4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
5. Withhold further Federal awards for the Project or program;
6. Take other remedies that may be legally available.

vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

State Funded:

a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.

b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit "G", Financial Assistance (Single Audit Act)**, to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply

with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency's resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than State entities).

iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.

viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

16. **Notices and Approvals.** Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

17. **Restrictions, Prohibitions, Controls and Labor Provisions:**

a. **Convicted Vendor List.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

b. **Discriminatory Vendor List.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

c. **Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

d. **Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.

e. **Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.

f. **Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.

g. **E-Verify.** The Agency shall:

   i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and

   ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

18. Indemnification and Insurance:

a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Agency shall indemnify and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. This indemnification shall survive the termination of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Agency's sovereign immunity. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

   "To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

   This indemnification shall survive the termination of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Agency's sovereign immunity."

b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.

c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than $1,000,000 for each occurrence and not less than a $5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than $2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than $6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy

or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.

e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

19. Miscellaneous:

a. **Environmental Regulations.** The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.

b. **Non-Admission of Liability.** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

c. **Severability.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

d. **Agency not an agent of Department.** The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.

e. **Bonus or Commission.** By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

f. **Non-Contravention of State Law.** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.

g. **Execution of Agreement.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.

h. **Federal Award Identification Number (FAIN).** If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).

i. **Inspector General Cooperation.** The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

j. **Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

AGENCY Calhoun County

By: _____

Name: _____

Title: _____

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____

Name: Jared Perdue, P. E.

Title: Director of Transportation Development

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

_____

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): Terminal Expansion

B. Project Location (limits, city, county, map): Calhoun County Airport/Altha, FL/Calhoun

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): See Attachment 1

D. Deliverable(s): See Attachment 1

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to):

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants.

Attachment 1
Project Description and Budget
Design and Construct Terminal Development
Calhoun County Airport, Calhoun County, Florida

SECTION A: PROJECT DESCRIPTION

The objective of this project is to provide planning, design, bidding, and construction phase professional services and construction of a new airport terminal and associated site improvements at Calhoun County Airport. The terminal will consist of a lobby, offices, restrooms, storage, and conference room and located approximately where the previous terminal (destroyed by Hurricane Michael) was located. The site improvements will include potable and sanitary sewer connections, drainage, and security improvements.

SECTION B: PROJECT JUSTIFICATION

The eye of Hurricane Michael passed directly over the Calhoun County Airport in October 2018 and caused significant damage at the airport. More than half of the hangars were damaged beyond repair including the airport terminal. The airport is currently operating out of a temporary trailer with portable restrooms.

SECTION C: DESCRIPTION OF PROFESSIONAL SERVICES

The professional services include planning, design, bidding, and construction phase services to plan and design the terminal and associated site improvements. The planning phase services will ensure that the terminal is sited properly and consistent with the Airport Layout plan. The design phase services will consist of a 10% conceptual layout, 60% Design Documents, 95% Design Documents, and Bid Documents. Construction phase services will consist of submittal review, response to RFIs, site visits, substantial and final inspections, and material acceptance testing.

Payment & Deliverable Milestones. Payment of the above listed items or tasks will be made after the following deliverables are received or milestones occur:

- 10% Concept Plan
- 60% Design Documents
- 95% Design Documents
- Bid Documents

Payment may be made on monthly basis in proportion to the percentage of completion.

SECTION D: DESCRIPTION OF CONSTRUCTION

The construction contractor(s) for this project will be determined via a public competitive bidding process. The contractor's scope will include performing the site improvements, pre-engineered metal building, and other related work as specified in the contract documents. The bid documents may be set up with bid alternates so the County can award as much of the project as possible if the overall project exceeds available grant funding.

Project Description and Budget
Design and Construct Terminal Development
Calhoun County Airport, Calhoun County, Florida

The contractor(s) will be required to provide all performance and payment bonds, to ensure maintenance of traffic, to comply with all safety and security requirements, to perform final clean-up and to provide all documentation required by the contract. The contractor(s) shall furnish all materials, labor, incidentals, and supplies required to construct the project.

Payment & Deliverable Milestones. Payment will be made to the Contractor based on an estimate of work complete. Upon completion of the work and prior to final payment, a final change order will be prepared and executed to reflect the final contract amount.

PROJECT BUDGET ESTIMATES:

Planning Services, Design/Bidding/Construction Phase Services:	$180,000.00
Construction:	$912,000.00
Estimated Project Total:	$1,092,000.00

Funding Breakout: $525,000 in FY2019, $567,000 in FY2020.

ASSUMPTIONS AND EXCLUSIONS:

- On-site inspection services shall be limited to periodic observations of the work.
- The contractor shall be responsible for performing all construction activities, including—but not limited to—implementing specified erosion control measures, NPDES permitting, and any local permitting required for construction.

New Terminal Development Sketch

AIRPORT LAYOUT PLAN
CALHOUN COUNTY AIRPORT (F95)
BLOUNTSTOWN, FLORIDA
PREPARED FOR
CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
GENERAL CONSULTANTS
WIND ROSE
ALL WEATHER
NOTES
LEGEND
THRESHOLD RTRNG SURFACE PENETRATIONS
RUNWAY END COORDINATES
BUILDING INDEX
AIRPORT DATA
RUNWAY DATA TABLE
FAA DISCLAIMER
FAA APPROVAL
AIRPORT SPONSOR APPROVAL

EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/ CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
423594-8-94-01	DDR	088719	2019	751000	55.004	Aviation Grant Program	$525,000
	Total Financial Assistance						$525,000

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	$0	$0	$0	$0	0.00	0.00	0.00
Planning	$0	$0	$0	$0	0.00	0.00	0.00
Environmental/Design/Construction	$525,000	$0	$0	$525,000	100.00	0.00	0.00
Capital Equipment	$0	$0	$0	$0	0.00	0.00	0.00
Match to Direct Federal Funding	$0	$0	$0	$0	0.00	0.00	0.00
Mobility Management (Transit Only)	$0	$0	$0	$0	0.00	0.00	0.00
Totals	$525,000	$0	$0	$525,000			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Quinton Williams
Department Grant Manager Name

Signature Date

EXHIBIT C

TERMS AND CONDITIONS OF CONSTRUCTION

1. **Design and Construction Standards and Required Approvals.**

   a. The Agency understands that it is responsible for the preparation and certification of all design plans for the Project. The Agency shall hire a qualified consultant for the design phase of the Project or, if applicable, the Agency shall require their design-build contractor or construction management contractor to hire a qualified consultant for the design phase of the Project.

   b. Execution of this Agreement by both Parties shall be deemed a Notice to Proceed to the Agency for the design phase or other non-construction phases of the Project. If the Project involves a construction phase, the Agency shall not begin the construction phase of the Project until the Department issues a Notice to Proceed for the construction phase. Prior to commencing the construction work described in this Agreement, the Agency shall request a Notice to Proceed from the Department's Project Manager, Quinton Williams (email: quinton.williams@dot.state.fl.us) or from an appointed designee. Any construction phase work performed prior to the execution of this required Notice to Proceed is not subject to reimbursement.

   c. The Agency will provide one (1) copy of the final design plans and specifications and final bid documents to the Department's Project Manager prior to bidding or commencing construction of the Project.

   d. The Agency shall require the Agency's contractor to post a payment and performance bond in accordance with applicable law(s).

   e. The Agency shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that the construction work will meet all applicable Agency and Department standards.

   f. Upon completion of the work authorized by this Agreement, the Agency shall notify the Department in writing of the completion of construction of the Project; and for all design work that originally required certification by a Professional Engineer, this notification shall contain an Engineer's Certification of Compliance, signed and sealed by a Professional Engineer, the form of which is attached to this Exhibit. The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the approved plans or specifications, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

2. **Construction on the Department's Right of Way.** If the Project involves construction on the Department's right-of-way, then the following provisions apply to any and all portions of the Project that are constructed on the Department's right-of-way:

   a. The Agency shall hire a qualified contractor using the Agency's normal bid procedures to perform the construction work for the Project. The Agency must certify that the installation of the Project is completed by a Contractor prequalified by the Department as required by Section 2 of the Standard Specifications for Road and Bridge Construction (2016), as amended, unless otherwise approved by the Department in writing or the Contractor exhibits past project experience in the last five years that are comparable in scale, composition, and overall quality to the site characterized within the scope of services of this Project.

b. Construction Engineering Inspection (CEI) services will be provided by the Agency by hiring a Department prequalified consultant firm including one individual that has completed the Advanced Maintenance of Traffic Level Training, unless otherwise approved by the Department in writing. The CEI staff shall be present on the Project at all times that the contractor is working. Administration of the CEI staff shall be under the responsible charge of a State of Florida Licensed Professional Engineer who shall provide the certification that all design and construction for the Project meets the minimum construction standards established by Department. The Department shall approve all CEI personnel. The CEI firm shall not be the same firm as that of the Engineer of Record for the Project. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. Notwithstanding the foregoing, the Department may issue a written waiver of the CEI requirement for portions of Projects involving the construction of bus shelters, stops, or pads.

c. The Project shall be designed and constructed in accordance with the latest edition of the Department's Standard Specifications for Road and Bridge Construction, the Department Design Standards, and the Manual of Uniform Traffic Control Devices (MUTCD). The following guidelines shall apply as deemed appropriate by the Department: the Department Structures Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, AASHTO LRFD Bridge Design Specifications, Florida Design Manual, Manual for Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (the "Florida Green Book"), and the Department Traffic Engineering Manual. The Agency will be required to submit any construction plans required by the Department for review and approval prior to any work being commenced. Should any changes to the plans be required during construction of the Project, the Agency shall be required to notify the Department of the changes and receive approval from the Department prior to the changes being constructed. The Agency shall maintain the area of the Project at all times and coordinate any work needs of the Department during construction of the Project.

d. The Agency shall notify the Department a minimum of 48 hours before beginning construction within Department right-of-way. The Agency shall notify the Department should construction be suspended for more than 5 working days. The Department contact person for construction is __.

e. The Agency shall be responsible for monitoring construction operations and the maintenance of traffic (MOT) throughout the course of the Project in accordance with the latest edition of the Department Standard Specifications, section 102. The Agency is responsible for the development of a MOT plan and making any changes to that plan as necessary. The MOT plan shall be in accordance with the latest version of the Department Design Standards, Index 600 series. Any MOT plan developed by the Agency that deviates from the Department Design Standards must be signed and sealed by a professional engineer. MOT plans will require approval by the Department prior to implementation.

f. The Agency shall be responsible for locating all existing utilities, both aerial and underground, and for ensuring that all utility locations be accurately documented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility.

g. The Agency will be responsible for obtaining all permits that may be required by other agencies or local governmental entities.

h. It is hereby agreed by the Parties that this Agreement creates a permissive use only and all improvements located on the Department's right-of-way resulting from this Agreement shall become the property of the Department. Neither the granting of the permission to use the Department right of way nor the placing of facilities upon the Department property shall operate to create or vest any property right to or in the Agency, except as may otherwise be provided in separate agreements. The Agency shall not acquire any right, title, interest or

estate in Department right of way, of any nature or kind whatsoever, by virtue of the execution, operation, effect, or performance of this Agreement including, but not limited to, the Agency's use, occupancy or possession of Department right of way. The Parties agree that this Agreement does not, and shall not be construed to, grant credit for any future transportation concurrency requirements pursuant to Chapter 163, F.S.

i. The Agency shall not cause any liens or encumbrances to attach to any portion of the Department's property, including but not limited to, the Department's right-of-way.

j. The Agency shall perform all required testing associated with the design and construction of the Project. Testing results shall be made available to the Department upon request. The Department shall have the right to perform its own independent testing during the course of the Project.

k. The Agency shall exercise the rights granted herein and shall otherwise perform this Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards and permits, as the same may be constituted and amended from time to time, including, but not limited to, those of the Department, applicable Water Management District, Florida Department of Environmental Protection, the United States Environmental Protection Agency, the United States Army Corps of Engineers, the United States Coast Guard and local governmental entities.

l. If the Department determines a condition exists which threatens the public's safety, the Department may, at its discretion, cause construction operations to cease and immediately have any potential hazards removed from its right-of-way at the sole cost, expense, and effort of the Agency. The Agency shall bear all construction delay costs incurred by the Department.

m. The Agency shall be responsible to maintain and restore all features that might require relocation within the Department right-of-way.

n. The Agency will be solely responsible for clean up or restoration required to correct any environmental or health hazards that may result from construction operations.

o. The acceptance procedure will include a final "walk-through" by Agency and Department personnel. Upon completion of construction, the Agency will be required to submit to the Department final as-built plans and an engineering certification that construction was completed in accordance to the plans. Submittal of the final as-built plans shall include one complete set of the signed and sealed plans on 11" X 17" plan sheets and an electronic copy prepared in Portable Document Format (PDF). Prior to the termination of this Agreement, the Agency shall remove its presence, including, but not limited to, all of the Agency's property, machinery, and equipment from Department right-of-way and shall restore those portions of Department right of way disturbed or otherwise altered by the Project to substantially the same condition that existed immediately prior to the commencement of the Project.

p. If the Department determines that the Project is not completed in accordance with the provisions of this Agreement, the Department shall deliver written notification of such to the Agency. The Agency shall have thirty (30) days from the date of receipt of the Department's written notice, or such other time as the Agency and the Department mutually agree to in writing, to complete the Project and provide the Department with written notice of the same (the "Notice of Completion"). If the Agency fails to timely deliver the Notice of Completion, or if it is determined that the Project is not properly completed after receipt of the Notice of Completion, the Department, within its discretion may: 1) provide the Agency with written authorization granting such additional time as the Department deems appropriate to correct the deficiency(ies); or 2) correct the deficiency(ies) at the Agency's sole cost and expense,

without Department liability to the Agency for any resulting loss or damage to property, including, but not limited to, machinery and equipment. If the Department elects to correct the deficiency(ies), the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice within thirty (30) days of the date of the invoice.

q. The Agency shall implement best management practices for erosion and pollution control to prevent violation of state water quality standards. The Agency shall be responsible for the correction of any erosion, shoaling, or water quality problems that result from the construction of the Project.

r. Portable Traffic Monitoring Site (PTMS) or a Telemetry Traffic Monitoring Site (TTMS) may exist within the vicinity of your proposed work. It is the responsibility of the Agency to locate and avoid damage to these sites. If a PTMS or TTMS is encountered during construction, the Department must be contacted immediately.

s. During construction, highest priority must be given to pedestrian safety. If permission is granted to temporarily close a sidewalk, it should be done with the express condition that an alternate route will be provided, and shall continuously maintain pedestrian features to meet Americans Disability Act (ADA) standards.

t. Restricted hours of operation will be as follows, unless otherwise approved by the Department's District Construction Engineer or designee (insert hours and days of the week for restricted operation):

u. Lane closures on the state road system must be coordinated with the Public Information Office at least two weeks prior to the closure. The contact information for the Department's Public Information Office is:

Insert District PIO contract info:

Note: (Highlighted sections indicate need to confirm information with District Office or appropriate DOT person managing the Agreement)

3. **Engineer's Certification of Compliance.** The Agency shall complete and submit the following Notice of Completion and if applicable Engineer's Certification of Compliance to the Department upon completion of the construction phase of the Project.

NOTICE OF COMPLETION

PUBLIC TRANSPORTATION GRANT AGREEMENT
BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and _____

PROJECT DESCRIPTION: _____

DEPARTMENT CONTRACT NO.: _____

FINANCIAL MANAGEMENT NO.: _____

In accordance with the Terms and Conditions of the Public Transportation Grant Agreement, the undersigned provides notification that the work authorized by this Agreement is complete as of _____,20_____.

By: _____

Name: _____

Title: _____

ENGINEER'S CERTIFICATION OF COMPLIANCE

PUBLIC TRANSPORTATION GRANT AGREEMENT
BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and _____

PROJECT DESCRIPTION: _____

DEPARTMENT CONTRACT NO.: _____

FINANCIAL MANAGEMENT NO.: _____

In accordance with the Terms and Conditions of the Public Transportation Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification, the Agency shall furnish the Department a set of "as-built" plans certified by the Engineer of Record/CEI.

By: _____, P.E.

SEAL:

Name: _____

Date: _____

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

EXHIBIT E

PROGRAM SPECIFIC TERMS AND CONDITIONS - AVIATION
AVIATION PROGRAM ASSURANCES

A. General.

1. The assurances herein shall form an integral part of the Agreement between the Department and the Agency.

2. These assurances delineate the obligations of the Parties to this Agreement to ensure their commitment and compliance with specific provisions of **Exhibit "A", Project Description and Responsibilities**, and **Exhibit "B", Schedule of Financial Assistance**, as well as serving to protect public investment in public-use airports and the continued viability of the Florida Aviation System.

3. The Agency shall comply with the assurances as specified in this Agreement.

4. The terms and assurances of this Agreement shall remain in full force and effect throughout the useful life of a facility developed; equipment acquired; or Project items installed within a facility for an airport development or noise compatibility program project, but shall not exceed 20 years from the effective date of this Agreement.

5. There shall be no limit on the duration of the terms and assurances of this Agreement regarding Exclusive Rights and Airport Revenue so long as the property is used as a public airport.

6. There shall be no limit on the duration of the terms and assurances of this Agreement with respect to real property acquired with funds provided by this Agreement.

7. Subject to appropriations, the Department shall continue to comply with its financial commitment to this Project under the terms of this Agreement, until such time as the Department may determine that the Agency has failed to comply with the terms and assurances of this Agreement.

8. An Agency that has been determined by the Department to have failed to comply with either the terms of these Assurances, or the terms of the Agreement, or both, shall be notified, in writing, by the Department, identifying the specifics of the non-compliance and any corrective action by the Agency to remedy the failure.

9. Failure by the Agency to satisfactorily remedy the non-compliance shall absolve the Department's continued financial commitment to this Project and immediately require the Agency to repay the Department the full amount of funds expended by the Department on this Project.

10. Any history of failure to comply with the terms and assurances of an Agreement will jeopardize the Agency's eligibility for further state funding of airport projects by the Department.

B. Agency Compliance Certification.

1. **General Certification.** The Agency hereby certifies, with respect to this Project, it will comply, within its authority, with all applicable, current laws and rules of the State of Florida and applicable local governments, as well as Department policies, guidelines, and requirements, including but not limited to, the following (latest version of each document):

   a. **Florida Statutes (F.S.)**
      - Chapter 163, F.S., Intergovernmental Programs
      - Chapter 329, F.S., Aircraft: Title; Liens; Registration; Liens
      - Chapter 330, F.S., Regulation of Aircraft, Pilots, and Airports
      - Chapter 331, F.S., Aviation and Aerospace Facilities and Commerce
      - Chapter 332, F.S., Airports and Other Air Navigation Facilities
      - Chapter 333, F.S., Airport Zoning

b. **Florida Administrative Code (FAC)**
   - Chapter 73C-41, FAC, Community Planning; Governing the Procedure for the Submittal and Review of Local Government Comprehensive Plans and Amendments
   - Chapter 14-60, FAC, Airport Licensing, Registration, and Airspace Protection
   - Section 62-256.300, FAC, Open Burning, Prohibitions
   - Section 62-701.320(13), FAC, Solid Waste Management Facility Permit Requirements, General, Airport Safety

c. **Local Government Requirements**
   - Airport Zoning Ordinance
   - Local Comprehensive Plan

d. **Department Requirements**
   - Eight Steps of Building a New Airport
   - Florida Airport Revenue Use Guide
   - Florida Aviation Project Handbook
   - Guidebook for Airport Master Planning
   - Airport Compatible Land Use Guidebook

2. **Construction Certification.** The Agency hereby certifies, with respect to a construction-related project, that all design plans and specifications will comply with applicable federal, state, local, and professional standards, as well as Federal Aviation Administration (FAA) Advisory Circulars (AC's) and FAA issued waivers thereto, including but not limited to, the following:

a. **Federal Requirements**
   - FAA AC 70/7460-1, Obstruction Marking and Lighting
   - FAA AC 150/5300-13, Airport Design
   - FAA AC 150/5370-2, Operational Safety on Airports During Construction
   - FAA AC 150/5370-10, Standards for Specifying Construction of Airports

b. **Local Government Requirements**
   - Local Building Codes
   - Local Zoning Codes

c. **Department Requirements**
   - Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Commonly Referred to as the "Florida Green Book")
   - Manual on Uniform Traffic Control Devices
   - Section 14-60.007, FAC, Airfield Standards for Licensed Airports
   - Standard Specifications for Construction of General Aviation Airports
   - Design Guidelines & Minimum Standard Requirements for T-Hangar Projects

3. **Land Acquisition Certification.** The Agency hereby certifies, regarding land acquisition, that it will comply with applicable federal and/or state policies, regulations, and laws, including but not limited to the following:

a. **Federal Requirements**
   - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
   - National Environmental Policy of 1969
   - FAA Order 5050.4, National Environmental Policy Act Implementing Instructions for Airport Projects
   - FAA Order 5100.37B, Land Acquisition and Relocation Assistance for Airport Projects

b. **Florida Requirements**
   - Chapter 73, F.S., Eminent Domain (re: Property Acquired Through Condemnation)
   - Chapter 74, F.S., Proceedings Supplemental to Eminent Domain (re: Condemnation)
   - Section 286.23, F.S., Public Business: Miscellaneous Provisions

C. Agency Authority.

1. **Legal Authority.** The Agency hereby certifies, with respect to this Agreement, that it has the legal authority to enter into this Agreement and commit to this Project; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the airport sponsor's governing body authorizing this Agreement, including assurances contained therein, and directing and authorizing the person identified as the official representative of the governing body to act on its behalf with respect to this Agreement and to provide any additional information as may be required.

2. **Financial Authority.** The Agency hereby certifies, with respect to this Agreement, that it has sufficient funds available for that portion of the Project costs which are not paid by the U.S. Government or the State of Florida; that it has sufficient funds available to assure future operation and maintenance of items funded by this Project, which it will control; and that authority has been granted by the airport sponsor governing body to commit those funds to this Project.

D. Agency Responsibilities. The Agency hereby certifies it currently complies with or will comply with the following responsibilities:

1. **Accounting System.**

   a. The Agency shall create and maintain a separate account to document all of the financial transactions related to the airport as a distinct entity.

   b. The accounting records shall be kept by the Agency or its authorized representative in accordance with Generally Accepted Accounting Principles and in an accounting system that will facilitate an effective audit in accordance with the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Section 215.97, F.S., Florida Single Audit Act.

   c. The Department has the right to audit and inspect all financial records of the Agency upon reasonable notice.

2. **Good Title.**

   a. The Agency holds good title, satisfactory to the Department, to the airport or site thereof, or gives assurance, satisfactory to the Department, that good title will be obtained.

   b. For noise compatibility program projects undertaken on the airport sponsor's property, the Agency holds good title, satisfactory to the Department, to that portion of the property upon which state funds will be expended, or gives assurance, satisfactory to the Department, that good title will be obtained.

3. **Preserving Rights and Powers.**

   a. The Agency shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms and assurances of this Agreement without the written approval of the Department. Further, the Agency shall act promptly to acquire, extinguish, or modify, in a manner acceptable to the Department, any outstanding rights or claims of right of others which would interfere with such performance by the Agency.

   b. If an arrangement is made for management and operation of the airport by any entity or person other than the Agency or an employee of the Agency, the Agency shall reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the terms and assurances of this Agreement.

4. **Hazard Removal and Mitigation.**

a. For airport hazards located on airport controlled property, the Agency shall clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

b. For airport hazards not located on airport controlled property, the Agency shall work in conjunction with the governing public authority or private land owner of the property to clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. The Agency may enter into an agreement with surrounding property owners or pursue available legal remedies to remove potential hazards to air navigation.

5. Airport Compatible Land Use.

a. The Agency assures that appropriate airport zoning ordinances are in place consistent with Section 333.03, F.S., or if not in place, that it will take appropriate action necessary to ensure local government adoption of an airport zoning ordinance or execution of an interlocal agreement with another local government body having an airport zoning ordinance, consistent with the provisions of Section 333.03, F.S.

b. The Agency assures that it will disapprove or oppose any attempted alteration or creation of objects, natural or man-made, dangerous to navigable airspace or that would adversely affect the current or future levels of airport operations.

c. The Agency assures that it will disapprove or oppose any attempted change in local land use development regulations that would adversely affect the current or future levels of airport operations by creation or expansion of airport incompatible land use areas.

6. Consistency with Local Government Plans.

a. The Agency assures the Project is consistent with the currently existing and planned future land use development plans approved by the local government having jurisdictional responsibility for the area surrounding the airport.

b. The Agency assures that it has given fair consideration to the interest of local communities and has had reasonable consultation with those parties affected by the Project.

c. The Agency shall consider and take appropriate actions, if deemed warranted by the Agency, to adopt the current, approved Airport Master Plan into the local government comprehensive plan.

7. Consistency with Airport Master Plan and Airport Layout Plan.

a. The Agency assures that the project, covered by the terms and assurances of this Agreement, is consistent with the most current Airport Master Plan.

b. The Agency assures that the Project, covered by the terms and assurances of this Agreement, is consistent with the most current, approved Airport Layout Plan (ALP), which shows:

1) The boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Agency for airport purposes and proposed additions thereto;
2) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities; and
3) The location of all existing and proposed non-aviation areas on airport property and of all existing improvements thereon.

c. The Agency assures that it will not make or permit any changes or alterations on the airport or any of its facilities that are not consistent with the Airport Master Plan and the Airport Layout Plan, as approved by the Department.

d. Original Airport Master Plans and Airport Layout Plans and each amendment, revision, or modification thereof, will be subject to the approval of the Department.

8. **Airport Financial Plan.**

a. The Agency assures that it will develop and maintain a cost-feasible Airport financial plan to accomplish the projects necessary to achieve the proposed airport improvements identified in the Airport Master Plan and depicted in the Airport Layout Plan, and any updates thereto. The Agency's Airport financial plan must comply with the following conditions:

1) The Airport financial plan will be a part of the Airport Master Plan.
2) The Airport financial plan will realistically assess project phasing considering availability of state and local funding and likelihood of federal funding under the FAA's priority system.
3) The Airport financial plan will not include Department funding for projects that are inconsistent with the local government comprehensive plan.

b. All Project cost estimates contained in the Airport financial plan shall be entered into and kept current in the Florida Aviation Database (FAD) Joint Automated Capital Improvement Program (JACIP) website.

9. **Airport Revenue.** The Agency assures that all revenue generated by the airport will be expended for capital improvement or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the air transportation of passengers or property, or for environmental or noise mitigation purposes on or off the airport.

10. **Fee and Rental Structure.**

a. The Agency assures that it will maintain a fee and rental structure for facilities and services at the airport that it will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.

b. If this Agreement results in a facility that will be leased or otherwise produce revenue, the Agency assures that the price charged for that facility will be based on the market value.

11. **Public-Private Partnership for Aeronautical Uses.**

a. If the airport owner or operator and a person or entity that owns an aircraft or an airport tenant or potential tenant agree that an aircraft hangar or tenant-specific facility, respectively, is to be constructed on airport property for aircraft storage or tenant use at the expense of the aircraft owner or tenant, the airport owner or operator may grant to the aircraft owner or tenant of the facility a lease that is subject to such terms and conditions on the facility as the airport owner or operator may impose, subject to approval by the Department.

b. The price charged for said lease will be based on market value, unless otherwise approved by the Department.

12. **Economic Nondiscrimination.**

a. The Agency assures that it will make the airport available as an airport for public use on reasonable terms without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public.

1) The Agency may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

2) The Agency may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

b. The Agency assures that each airport Fixed-Based Operator (FBO) shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other FBOs making the same or similar uses of such airport and utilizing the same or similar facilities.

13. **Air and Water Quality Standards.** The Agency assures that all projects involving airport location, major runway extension, or runway location will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards.

14. **Operations and Maintenance.**

a. The Agency assures that the airport and all facilities, which are necessary to serve the aeronautical users of the airport, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal and state agencies for maintenance and operation, as well as minimum standards established by the Department for State of Florida licensing as a public-use airport.

1) The Agency assures that it will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.
2) Except in emergency situations, any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Department.
3) The Agency assures that it will have arrangements for promptly notifying airmen of any condition affecting aeronautical use of the airport.

b. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when adverse weather conditions interfere with safe airport operations.

15. **Federal Funding Eligibility.**

a. The Agency assures it will take appropriate actions to maintain federal funding eligibility for the airport and it will avoid any action that renders the airport ineligible for federal funding.

b. If the Agency becomes ineligible for federal funding of airport projects, such determination will render the Agency ineligible for state funding of airport projects.

16. **Project Implementation.**

a. The Agency assures that it will begin making expenditures or incurring obligations pertaining to this Project within one year after the effective date of this Agreement.

b. The Agency may request a one-year extension of this one-year time period, subject to approval by the Department District Secretary or designee.

c. Failure of the Agency to make expenditures, incur obligations or receive an approved extension may allow the Department to terminate this Agreement.

17. **Exclusive Rights.** The Agency assures that it will not permit any exclusive right for use of the airport by any person providing, or intending to provide, aeronautical services to the public.

18. **Airfield Access.**

a. The Agency assures that it will not grant or allow general easement or public access that opens onto or crosses the airport runways, taxiways, flight line, passenger facilities, or any area used for emergency

equipment, fuel, supplies, passengers, mail and freight, radar, communications, utilities, and landing systems, including but not limited to flight operations, ground services, emergency services, terminal facilities, maintenance, repair, or storage, except for those normal airport providers responsible for standard airport daily services or during special events at the airport open to the public with limited and controlled access.

b. The Agency assures that it will not grant or allow general easement or public access to any portion of the airfield from adjacent real property which is not owned, operated, or otherwise controlled by the Agency without prior Department approval.

19. **Retention of Rights and Interests.** The Agency will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the real property shown as airport owned or controlled on the current airport layout plan without prior written approval by the Department. It will not sell, lease, encumber, terminate, waive, or otherwise transfer or dispose of any part of its title, rights, or other interest in existing noise easements or avigation easements on any property, airport or non-airport, without prior written approval by the Department. These assurances shall not limit the Agency's right to lease airport property for airport-compatible purposes.

20. **Consultant, Contractor, Scope, and Costs.**

a. The Department has the right to disapprove the Agency's employment of consultants, contractors, and subcontractors for all or any part of this Project if the specific consultants, contractors, or subcontractors have a record of poor project performance with the Department.

b. Further, the Department maintains the right to disapprove the proposed Project scope and cost of professional services.

21. **Planning Projects**. For all planning projects or other aviation studies, the Agency assures that it will:

a. Execute the project per the approved project narrative or with approved modifications.

b. Furnish the Department with such periodic project and work activity reports as indicated in the approved scope of services.

c. Make such project materials available for public review, unless exempt from public disclosure.

1) Information related to airport security is considered restricted information and is exempt from public dissemination per Sections 119.071(3) and 331.22 F.S.
2) No materials prepared under this Agreement shall be subject to copyright in the United States or any other country.

d. Grant the Department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this Agreement.

e. If the Project involves developing an Airport Master Plan or an Airport Layout Plan, and any updates thereto, it will be consistent with provisions of the Florida Aviation System Plan, will identify reasonable future growth of the airport and the Agency will comply with the Department airport master planning guidebook, including:

1) Provide copies, in electronic and editable format, of final Project materials to the Department, including computer-aided drafting (CAD) files of the Airport Layout Plan.
2) Develop a cost-feasible financial plan, approved by the Department, to accomplish the projects described in the Airport Master Plan or depicted in the Airport Layout Plan, and any updates thereto. The cost-feasible financial plan shall realistically assess Project phasing considering availability of state and local funding and federal funding under the FAA's priority system.
3) Enter all projects contained in the cost-feasible plan in the Joint Automated Capital Improvement Program (JACIP).

f. The Agency understands and agrees that Department approval of this Agreement or any planning material developed as part of this Agreement does not constitute or imply any assurance or commitment on the part of the Department to approve any pending or future application for state aviation funding.

g. The Agency will submit master planning draft and final deliverables for Department and, if required, FAA approval prior to submitting any invoices to the Department for payment.

22. **Land Acquisition Projects.** For the purchase of real property, the Agency assures that it will:

a. **Laws.** Acquire the land in accordance with federal and/or state laws governing such action.

b. **Administration**. Maintain direct control of Project administration, including:

1) Maintain responsibility for all related contract letting and administrative procedures related to the purchase of real property.
2) Secure written Department approval to execute each agreement for the purchase of real property with any third party.
3) Ensure a qualified, State-certified general appraiser provides all necessary services and documentation.
4) Furnish the Department with a projected schedule of events and a cash flow projection within 20 calendar days after completion of the review appraisal.
5) Establish a Project account for the purchase of the land.
6) Collect and disburse federal, state, and local project funds.

c. **Reimbursable Funds.** If funding conveyed by this Agreement is reimbursable for land purchase in accordance with Chapter 332, F.S., the Agency shall comply with the following requirements:

1) The Agency shall apply for a FAA Airport Improvement Program grant for the land purchase within 60 days of executing this Agreement.
2) If federal funds are received for the land purchase, the Agency shall notify the Department, in writing, within 14 calendar days of receiving the federal funds and is responsible for reimbursing the Department within 30 calendar days to achieve normal project federal, state, and local funding shares per Chapter 332, F.S.
3) If federal funds are not received for the land purchase, the Agency shall reimburse the Department within 30 calendar days after the reimbursable funds are due in order to achieve normal project state and local funding shares as described in Chapter 332, F.S.
4) If federal funds are not received for the land purchase and the state share of the purchase is less than or equal to normal state and local funding shares per Chapter 332, F.S., when reimbursable funds are due, no reimbursement to the Department shall be required.

d. **New Airport.** If this Project involves the purchase of real property for the development of a new airport, the Agency assures that it will:

1) Apply for federal and state funding to construct a paved runway, associated aircraft parking apron, and connecting taxiway within one year of the date of land purchase.
2) Complete an Airport Master Plan within two years of land purchase.
3) Complete airport construction for basic operation within 10 years of land purchase.

e. **Use of Land.** The Agency assures that it shall use the land for aviation purposes in accordance with the terms and assurances of this Agreement within 10 years of acquisition.

f. **Disposal of Land.** For the disposal of real property the Agency assures that it will comply with the following:
1) For land purchased for airport development or noise compatibility purposes, the Agency shall, when the land is no longer needed for such purposes, dispose of such land at fair market value and/or make available to the Department an amount equal to the state's proportionate share of its market value.

2) Land will be considered to be needed for airport purposes under this assurance if:

   a) It serves aeronautical purposes such as a runway protection zone or as a noise buffer.
   b) Revenue from uses of such land contributes to airport financial self-sufficiency.

3) Disposition of land under Sections D.22.f.1. or D.22.f.2. of this Exhibit, above, shall be subject to retention or reservation of any interest or right therein needed to ensure such land will only be used for purposes compatible with noise levels related to airport operations.
4) Revenues from the sale of such land must be accounted for as outlined in Section D.1. of this Exhibit, and expended as outlined in Section D.9. of this Exhibit.

23. Construction Projects. The Agency assures that it will:

a. **Project Certifications**. Certify Project compliances, including:

   1) Consultant and contractor selection comply with all applicable federal, state and local laws, rules, regulations, and policies.
   2) All design plans and specifications comply with federal, state, and professional standards and applicable FAA advisory circulars, as well as the minimum standards established by the Department for State of Florida licensing as a public-use airport.
   3) Completed construction complies with all applicable local building codes.
   4) Completed construction complies with the Project plans and specifications with certification of that fact by the Project Engineer.

b. **Design Development.** For the plans, specifications, construction contract documents, and any and all other engineering, construction, and contractual documents produced by the Engineer, which are hereinafter collectively referred to as "plans", the Engineer will certify that:

   1) The plans shall be developed in accordance with sound engineering and design principles, and with generally accepted professional standards.
   2) The plans shall be consistent with the intent of the Project as defined in Exhibit A and Exhibit B of this Agreement.
   3) The Project Engineer shall perform a review of the certification requirements listed in Section B.2. of this Exhibit, Construction Certification, and make a determination as to their applicability to this Project.
   4) Development of the plans shall comply with all applicable laws, ordinances, zoning and permitting requirements, public notice requirements, and other similar regulations.

c. **Inspection and Approval.** The Agency assures that:

   1) The Agency will provide and maintain competent technical supervision at the construction site throughout the Project to assure that the work conforms to the plans, specifications, and schedules approved by the Department, as applicable, for the Project.
   2) The Agency assures that it will allow the Department to inspect the work and that it will provide any cost and progress reporting, as may be required by the Department.
   3) The Agency assures that it will take the appropriate corrective action necessary, as required by the Department, for work which does not conform to the Department standards.

d. **Pavement Preventive Maintenance.** The Agency assures that for a project involving replacement or reconstruction of runway or taxiway pavement it has implemented an airport pavement maintenance management program and that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with state financial assistance at the airport.

24. Noise Mitigation Projects. The Agency assures that it will:

a. **Government Agreements.** For all noise compatibility projects that are carried out by another unit of local government or are on property owned by a unit of local government other than the Agency, the Agency shall enter into an agreement with that government body.

1) The local agreement, satisfactory to the Department, shall obligate the unit of local government to the same terms and assurances that apply to the Agency.
2) The Agency assures that it will take steps to enforce the local agreement if there is substantial non-compliance with the terms of the local agreement.

b. **Private Agreements.** For noise compatibility projects on privately owned property:

1) The Agency shall enter into an agreement with the owner of that property to exclude future actions against the airport.
2) The Agency assures that it will take steps to enforce such agreement if there is substantial non-compliance with the terms of the agreement.

- End of Exhibit E -

EXHIBIT F

Contract Payment Requirements
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Agency shall complete and submit the following Project Close-Out Review Confirmation to the Department after final reimbursement is received.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address http://www.myfloridacfo.com/aadir/reference_guide/.

Project Close-Out Review Confirmation

Airport: _____

Project Number: _____("Project")

Contract Number: _____

Total Contract Amount: _____

Remaining Balance: _____

On behalf of _____, I acknowledge that the project has been completed in accordance with the terms of the Public Transportation Grant Agreement ("Agreement").

I acknowledge that all contract records relating or pertaining to the Agreement have been reviewed and payments for all submitted invoices have been received in full and there are no outstanding invoices pending submittal. Accordingly, it is understood that all reimbursements have been made under this agreement.

I hereby certify that the aforementioned information is true and correct.

_____

Airport Representative (name and title)

_____

Airport Name

EXHIBIT G

STATE FINANCIAL ASSISTANCE (FLORIDA SINGLE AUDIT ACT)

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~

Awarding Agency: Florida Department of Transportation
State Project Title: Aviation Grant Program
CSFA Number: 55.004
***Award Amount:** $525,000

*The award amount may change with amendments

Specific project information for CSFA Number 55.004 is provided at: https://apps.fldfs.com/fsaa/searchCatalog.aspx

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.004 are provided at: https://apps.fldfs.com/fsaa/searchCompliance.aspx

The State Projects Compliance Supplement is provided at: https://apps.fldfs.com/fsaa/compliance.aspx

RESOLUTION OF CALHOUN COUNTY, FLORIDA
RESOLUTION NO. 2019-25

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO THE "STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT"

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the Design and Construct Terminal Development; and,

WHEREAS, the State of Florida, Department of Transportation has agreed to participate up to the amount of One Million Ninety-Two Thousand Dollars ($1,092,000); and,

WHEREAS, the "The State of Florida, Department of Transportation, Public Transportation Grant Agreement" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State of Florida, Department of Transportation, Public Transportation Grant Agreement", attached hereto.

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

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State of Florida, Department of Transportation, Public Transportation Grant Agreement" attached hereto as EXHIBIT "A".

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this **7th** day of **May**, 2019.

CALHOUN COUNTY **BOARD OF COMMISSIONERS**	**ATTEST:**
_____	_____
Gene Bailey, Chairman BCC	**Carla Hand, Clerk BCC**

RESOLUTION 2019 - 24

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 General Fund, County Transportation Trust Fund II, the Waste Management Grants Fund and the State Housing Initiative Program (SHIP) Fund . As well as reallocated expenditures between line items in the General Fund and the County Transportation Trust Fund I.

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 Budget	Increase Decrease	Revised Budget
General Fund				
Revenues:				
01331433-02000	DR4377 FEMA Federal Revenue (Hurricane Irma)	$ -	4,096	4,096
0136900-00000	Miscellaneous Revenue	-	12,561	12,561
		-	16,657	16,657
Expenditures:				
General Government				
Financial & Admin				
01513-49000	Other Current Charges	$ 58,200	(5,202)	52,998
Public Safety				
01525IRB-81000	DR4377 Local Assistance (Hurricane Irma)	-	4,096	4,096
01526-64000	Equipment - Ambulance	8,550	17,763	26,313
Economic Environment				
SHIP Program Administration:				
01554S-05000	SHIP Administration Funds	(46,000)	(42,513)	(88,513)
01554S-51112	Salaries	27,053	32,708	59,761
01554S-51121	FICA/Medicare Payroll Taxes	2,070	2,502	4,572
01554S-51122	Retirement	2,235	2,703	4,938
01554S-51123	Health Insurance	5,551	3,100	8,651
01554S-51000	Office Supplies	1,350	1,500	2,850
		59,009	16,657	75,666
County Transportation Trust Fund I				
Expenditures:				
11541-63CDBG	CDBG Match Provision	$ -	75,000	75,000
11984-95000	Reserve for Contingencies	80,000	(75,000)	5,000
		80,000	0	80,000

County Transportation Trust Fund II

Revenues:

12334-49C549	State Grant: SCRAP CR549	$	768,050	57,524	825,574
12334-49287A	State Grant: SCRAP CR 287A		0	80,711	80,711
12334CGP-49ALLI	State Grant: CIGP Alliance Road		475,000	36,026	511,026
12334-49BOD	State Grant: SCOP Bodiford Road		0	57,130	57,130
12334-49SIL2	State Grant: SCOP Silas Green Road Paving		0	621,094	621,094
12334-493922	State Grant: SCOP CR 392		0	15,046	15,046
			1,243,050	867,531	2,110,581

Expenditures:

12541-63C549	SCRAP - CR 549 (John G. Bryant Road)	$	768,050	57,524	825,574
12541-31287A	Engineering CR 287 A		0	80,711	80,711
12541CGP-63ALLI	State Grant: CIGP Alliance Road		475,000	36,026	511,026
12541-31BOD	SCOP - Engineering Bodiford Road		0	57,130	57,130
12541-63SIL2	SCOP - Silas Green Road Paving		0	621,094	621,094
12541-633922	SCOP - CR 392		0	15,046	15,046
			1,243,050	867,531	2,110,581

Waste Management Grants

Revenues:

51369-00000	Miscellaneous Revenue (Insurance proceeds)	$	-	7,795	7,795

Expenditures:

Recycling Non-Grant:

5153900-64000	Equipment	$	-	7,795	7,795

State Housing Initiative Program (SHIP) Fund

Revenues:

60334HM-05000	Disaster Funds - Hurricane Michael	$	-	425,125	425,125

Expenditures:

60554HM - Disaster Funding Hurricane Michael:

60554MICH-31519	Administration	$	-	42,513	42,513
60554MICH-571LOW	Home Rehabilitation - Low		0	114,784	114,784
60554MICH-571MOD	Home Rehabilitation - Mod		0	114,784	114,784
60554MICH-571VL	Home Rehabilitation - Very Low		0	141,044	141,044
60554MICH-575LOW	Client Write-Up - Low		0	4,000	4,000
60554MICH-575MOD	Client Write-Up - Med		0	4,000	4,000
60554MICH-575VL	Client Write-Up - Very Low		0	4,000	4,000
			0	425,125	425,125

THIS RESOLUTION ADOPTED by the Calhoun County Board of County Commissioners at their regular meeting this 7th day of May, 2019

BOARD OF COUNTY COMMISSIONERS
CALHOUN COUNTY, FLORIDA:

ATTEST:

Gene Bailey
Chairman

Carla A. Hand
Clerk of Court and County Comptroller
Calhoun County, 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

April 26, 2019

Mr. Michael Devuyst
20309 NE Hentz Ave.
Blountstown, FL 32424

RE: Calhoun County Mosquito Control Contractual Services

Dear Mr. Devuyst,

On behalf of the Calhoun County Board of County Commissioners, I am extending a contract offer of $1,000 a month to you for administrative duties only of the County's Mosquito Control program. This offer is for a six-month time period or until the County finds a licensed replacement for our vacant Mosquito Control Director position. We appreciate your acceptance of this contract. If you have any questions, you will reach me at 850-447-0519 or gbailey@calhouncountygov.com.

Sincerely,

Gene Bailey

Gene Bailey
Chairman

Administration Office ▪ 20859 Central Ave. East, Room 130 ▪ Blountstown, FL 32424
Telephone 850-674-4545 ▪ Fax 850-674-5553