

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL MEETING MINUTES
MARCH 8, 2018**

PRESENT AND ACTING:

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

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

Chairman Wise stated he would have to leave early and turned the meeting over to Vice Chairman Bailey. Vice Chairman Bailey called the meeting held in the EOC to order at 5:00 P.M.; CT. Vice Chairman Bailey led the Prayer and Pledge of Allegiance to the Flag.

COUNTY PLANNER SALARY

Vice Chairman Bailey stated the County Planner salary was tabled at the last regular meeting on February 27, and opened the floor for further discussion. Commissioner Jones stated he looked at some documents Clerk Hand sent him regarding the previous planner, but he could not make sense of where the funding for the salary came from. Clerk Hand stated the previous planner was paid \$2,500 per month and was also paid through various grants. Mr. Snowden stated he would like to make \$2,500 per month like the previous planner. Mr. Snowden stated if he does a Comprehensive Plan amendment, which is out of the scope of work in the Planner's job duties, he would prefer to charge an hourly rate for the work done. Mr. Snowden stated if a grant could be obtained for any future amendments, the grant would pay for the hourly rate instead of the County. Mr. Snowden stated he has about forty (40) hours invested in the potential amendment that was discussed at the workshop on February 27. Mr. Snowden stated it is possible the County could obtain a grant in the next grant cycle for more in depth changes to the Comprehensive Plan. Vice Chairman Bailey asked if Mr. Snowden could come up with an agreement between now and the next Board meeting. Mr. Snowden asked if the Board is looking for a lump sum fee or an estimate of time that could be spent working on the Comprehensive Plan. Vice Chairman Bailey stated he would personally prefer an hourly figure, not to exceed a certain amount. Mr. Snowden stated this first text amendment to the Comprehensive Plan would be a test run, and he is willing to do a not to exceed agreement for this amendment and see how it works out. Commissioner McDougald stated he is fine with the current salary and for payment hourly at the rate of \$120 per hour for work outside of the job description. Commissioner Jones asked for the current salary of the planner. Mr. Snowden stated he is currently paid \$25,000 per year. Mr. Snowden stated the previous planner made \$30,000 per year.

- ❖ Commissioner McDougald made a motion to pay Mr. Snowden hourly at the rate of \$120 per hour for work done outside of the scope of work in the job duties of the Planner.
Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

AMENDMENT FOR THE BOCC TO ADOPT THE SMALL PURCHASES – FEDERAL PROCUREMENT GUIDELINES

Ms. Chelsea Snowden stated at the last Board meeting it was noted the County would advertise for proposals for the project administration of the four (4) HMGP (Hazard Mitigation Grant) projects. Ms. Snowden stated the Florida Department of Emergency Management would like the County to send in the proposal packages that would be advertised within fifteen (15) days for their comment. Ms. Snowden stated the County is on a strict time line, and projects have to be completed by the middle of November. Ms. Snowden stated the federal procurement guidelines allows for a small purchases clause, stating the County can go out for quotes on any type of project up to \$150,000 without having to do a request for proposals (RFP). Ms. Snowden stated the current procurement policy was adopted in 2000, and in April 2017, the Board amended the policy to include the new federal procurement guidelines. Ms. Snowden proposed the Board increase the purchasing policy to where three (3) quotes could be obtained on projects up to \$50,000 in order to expedite some of the processes for the program. Ms. Snowden stated the procurement policy states as of now that if an amount is over \$5,000 quotes must be received, and over \$10,000 bids must be advertised. Clerk Hand stated the policy would have to be used for everything, not just projects pertaining to the HMGP Program. Attorney Fuqua stated the policy cannot be used for architectural engineering, but what Arcadis is doing does not fall within this. Attorney Fuqua stated the Board could make the motion for services other than required by the Competitive Consultants Negotiations Act the County may, at its discretion, use the federal procurement guidelines. There was further discussion the small purchases federal procurement guidelines.

- ❖ Commissioner McDougald made a motion to amend the procurement policy to include the small purchases federal procurement guidelines up to \$50,000. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

APPROVAL OF CHECK – CHARIOT CONSTRUCTION

Clerk Hand stated the change order approved at the last Board meeting for Chariot Construction on Ms. Peterson's home was completed, and needs Board approval to pay the contractor.

- ❖ Commissioner McDougald made a motion to approve payment to Chariot Construction. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

PUBLIC HEARING – CDBG PROGRAM

Ms. Snowden stated she spoke on the phone with DEO (Department of Economic Opportunity) today, and due to the modification of removing Suggs Attaway Road out of the application and bid documents a public hearing must be held to inform the public that the road would not be serviced under the CDBG program and to allow for public comment. Ms. Snowden stated the road is being serviced under FDOT funding, and the public hearing is only a formality. Ms. Snowden stated they would like the hearing to be held in the Emergency Management office on March 20, 2018 at 9:30 a.m. Ms. Snowden stated the meeting must be advertised in the newspaper. Ms. Snowden stated they want to hold the hearing before the last Board meeting of the month to expedite the modification that is needed in order to begin work on the unmet needs portion of the program.

- ❖ Commissioner McDougald made a motion to hold a public hearing on March 20, 2018 at 9:30 a.m. for the CDBG program. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

SOUTHEASTERN CONSULTING ENGINEERS – SCOP SUGGS ATTAWAY ROAD

Mr. Jack Husband presented change order number two (2) for a time extension on the SCOP (Small County Outreach Program) Suggs Attaway Road project. Mr. Husband stated he and Mr. Edenfield met onsite and determined the County's cost to work on the small section of road would be about \$5,200. Mr. Husband stated on the change order he has given the contractor until May 18 for substantial completion and May 31 for final completion. Mr. Husband stated the time extension would give plenty

of time for the amendment to the project to be sent to FDOT and approved, and for completion of construction. There was further discussion about the SCOP Suggs Attaway Road project.

- ❖ Commissioner Hall made a motion to approve change order number two (2) for SCOP Suggs Attaway Road. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Mr. Husband stated he would meet with the contractor tomorrow to make them aware of the change order.

HLMP PROGRAM

Mr. Johnson stated under the HLMP (Hurricane Loss Mitigation Program) grant, 10% of the amount completed (10% of expended direct costs) may be charged to the grant (in addition to direct personnel costs). Mr. Johnson stated in order to provide as much grant funding as possible towards mitigation activities they have only submitted request for refunds for their time (direct costs) away from the office performing property inspections and photographing homes. Mr. Johnson stated all other administrative (direct) time have been paid from Emergency Management funds. Mr. Johnson asked if the Board was in approval of this practice, or if they would rather request the full reimbursement possible from the HLMP grant. There was further discussion about billing for their direct personnel costs and indirect costs. Commissioner McDougald asked if there is enough money in the Emergency Management fund to cover their direct personnel costs. Ms. Bobbi Jo Chambers stated there is enough money in the Emergency Management fund to cover these expenses; their salary does not have to come out of the HLMP program.

- ❖ Commissioner McDougald made a motion to pay direct personnel costs for the HLMP program from the Emergency Management fund (from here forward). Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Chairman Wise exited the meeting.

Mr. Johnson stated there are fourteen (14) applicants for the program, and they are in the process of updating property application sheets for some of the applicants with additional information gathered about the homes. Mr. Johnson stated they are having to go back and document applicant homes that lie in the flood plain and determining whether there have been improvements to the structures that were not properly permitted or reflected on the current Property Appraiser's website.

Mr. Johnson presented a PowerPoint presentation regarding the HLMP program to the Board. Mr. Johnson stated he and Ms. Chambers were not part of the kick off meeting last July, but they have learned a lot since coming on board with the program. Mr. Johnson discussed with the Board the PowerPoint presentation. Mr. Johnson stated an Initial Property Information Sheet has been submitted to the State on all fourteen (14) applicants, but more information has become known since these sheets were submitted so updates to the information sheets are being completed currently for resubmittal. Commissioner McDougald asked how this program is different from the SHIP (State Housing Initiative Partnership) program. Mr. Johnson stated the HLMP program is different from SHIP in that it does not fix any existing issues with a home; it only hardens the home to reduce the effects of winds and hurricane damage. Mr. Johnson stated this program was previously called RCMP (Residential Construction Mitigation Program). Mr. Johnson went over the selection process for the program. Mr. Johnson stated all homes submitted for Calhoun County passed the Benefit/Cost Analysis conducted by the State. Mr. Johnson provided the Board with a list of the homes in Benefit/Cost Analysis order, and stated the State has recommended dropping the two (2) lowest ranked homes on the list in order to

stay within budget. Mr. Johnson stated there is another home with possible mold issues, and if not taken care of by the homeowner the two (2) lowest ranked homes could stay in the program. Mr. Johnson stated there are six (6) homes that are not in the flood plain, so they are able to move forward with these homes without resubmitting property information sheets to the State. Commissioner Jones stated he has a problem with homes having to be resubmitted because this means the County did not properly do their homework on the homes the first time. Ms. Chambers stated they are still working with the City building official and the County building official to address the homes that are in the flood plain. Ms. Chambers stated there is nothing saying those homes will not be able to be worked on through the program; she just listed them out so the Board could see how they would like the homes bid out. Mr. Johnson stated the initial property information sheets would be updated and resubmitted to the State for a Benefit/Cost Analysis to let them know other additional issues have been identified. Mr. Johnson stated this would give the County a better understanding what could be done for each of these homes. There was further discussion about the Benefit/Cost Analysis. Mr. David Stone stated the problem with the other homes is not that Emergency Management did not do their homework, but with the City building official interpreting the floodplain ordinance in a cumulative manner, which is not how it was meant to be interpreted. There was further discussion about the City building official and the floodplain ordinance. Ms. Carrie Baker stated there have been numerous problems with the City building official. Ms. Baker stated she has contacted FEMA about the City floodplain ordinance, and was told the City could not continue to deny anyone in the floodplain any additional work they need done on their homes because the ordinance does not specify cumulative amounts. Ms. Baker stated the representative from FEMA stated they would call the City Manager and relay this information. Commissioner Bailey asked Ms. Baker to give the information she has gathered to the Board so they could review what she has found. There was further discussion about the issues with the City. Attorney Fuqua suggested setting up a meeting with the City attorney and the County officials involved with the project. Attorney Fuqua stated he has read both ordinances, and they are both standard from County to County and State to State unless they are more restrictive than these ordinances. Attorney Fuqua stated neither the City nor County ordinance refers to cumulative. There was further discussion about the ordinances and flood plain.

Mr. Johnson continued to discuss the PowerPoint slides regarding the HLMP program. There was discussion about shutter styles to be installed on homes through the HLMP program. Mr. David Stone pointed out there are many different styles of shutters, and some are less expensive and easier to handle than others. Commissioner Bailey asked if a specific style shutter could be specified to be used on the windows. Mr. Stone stated the style used would be on a per home basis depending on what type of windows are on the house. Mr. Stone stated each type of window could be listed, and the style shutter the Board would prefer to be used could be listed under each type for the contractors to place in their bids. There was Board consensus to specify what shutters could be used on each type of window in the bid specifications. There was further discussion about bid specifications. Mr. Johnson continued to discuss the PowerPoint slides. Mr. Johnson stated the close out date for the HLMP program is on June 30, 2018. There was further discussion about being able to complete the homes in the amount of time left in the program. Mr. Stone stated it would be hard to get even six (6) of the homes completed by June 30. Mr. Stone stated it would take four (4) to six (6) weeks to order and receive shutters, windows, and doors for each home because they are made to order. Mr. Stone stated each contractor would also have to submit Florida approval numbers on all their building materials to the State before they are allowed to start work on a project. Mr. Stone stated it could take one (1) month to get approval from the State before a permit could be pulled to begin work on each home. Commissioner McDougald asked why there is such a short time line on this program, and asked if the program was started late. Mr. Johnson stated he and Ms. Chambers were not a part of the kick off meeting in July about the program,

and when they were given responsibility of the program, they were already at the end of the first quarter of the program. Mr. Johnson stated they have tried to work quickly and catch up, but really needed to be involved in the first quarter of the program to be on track with the time line. Mr. Johnson stated they are learning and having to ask many questions since this is the first time they have been involved with the program. There was further discussion about the HLMP program. Ms. Chambers stated they could check on time extensions from the State. Ms. Chambers stated they did not get to advertise and start accepting applications until November, and then had to go back and remove the income restriction off the program because there were not many applications received with the restrictions. There was further discussion about bidding for the HLMP program. Commissioner Bailey asked how many homes were advertised in the newspaper. Ms. Chambers stated an amount was not specified, the advertisement was for the notice to receive bids and if the contractors wanted to do site visits to be at the Courthouse on March 22 and bids would be received on March 27. Ms. Chambers stated they would need to know how many of the homes the Board would like to receive bids on, half or all of the applicants. There was further discussion about bidding the homes. Attorney Fuqua stated bids could be received for all the homes, and the Board could state they reserve the right to issue notice to proceed for a certain amount of days. Ms. Chambers asked the Board what they would like to do about the three (3) homes that are in question. Ms. Chambers stated the home with the possible mold issue or the two (2) lowest scored homes would have to be dropped from the program because there is not enough funding to complete all the homes. Commissioner Jones stated he has spoken with the homeowner with the possible mold issue, and they are taking care of the issue. Attorney Fuqua stated all the homes could be bid out, and award of the projects could be subject to certain conditions. Commissioner McDougald asked if a motion needed to be made to bid all the homes. Ms. Chambers stated a motion has been made to bid homes for the program and the advertisement has already been ran in the newspaper. Ms. Chambers stated a change to the advertisement for the next week would need to be made because she did not think a walk-through of all fourteen (14) homes could be done on the one (1) day specified in the advertisement. There was further discussion about bidding the homes. Attorney Fuqua stated Clerk Hand pointed out the motion made at the previous Board meeting was for only six (6) homes to be bid, so the Board would need to make a motion to take bids on all the homes.

- ❖ Commissioner McDougald made a motion to take bids on all fourteen (14) home applications. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Attorney Fuqua stated he would contact the City of Blountstown's attorney tomorrow to set up a meeting between the Chairman of the Board of County Commissioners, the County building official, the County projects and grants coordinator, the City manager, and both lawyers.

There being no further business, the meeting adjourned at 6:37 p.m., CT.



GENE BAILEY, VICE-CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK