

WORKSHOP

DECEMBER 8, 1997

The Board of County Commissioners, Walton County, Florida, held a regular Workshop on Monday, December 8, 1997, 8:30 a.m., in the Commissioner Boardroom of the Walton County Courthouse.

The following Board members were present: Chairman William A. Young, Vice-Chairman Van Ness Butler, Jr., Commissioner Joel Paul, Jr., Commissioner Randall Infinger and Commissioner Gordon Porter. Ronnie E. Bell, Administrative Supervisor, was also present.

Chairman Young called the meeting to order followed by pledging allegiance to the American Flag and prayer.

Mr. Charles McMillian, Maintenance Supervisor, appeared before the Board to inform them that he had spoken with Mr. Jody Powell in reference to the roof repairs on the building at the Clear Springs voting precinct. Mr. McMillian stated that Mr. Powell was not in favor of removing his items, which are being stored in the building, for repairs to be made. However, a tin roof could be placed on the building for approximately \$2,000 without removing the items. Mr. McMillian will contact Mrs. Nellie Thompson, Supervisor of Election, regarding funding for the repairs from her budget and will report back to the Board.

Mr. Gordon Lawyer appeared before the Board in reference to the Juniper Lake Spray Field. Mr. Lawyer stated that the City of DeFuniak Springs has been spraying with a non-final permit and he feels that it is the responsibility of Walton County to monitor the ground water by testing. Discussion was held regarding the frequency of testing and allowing the samples to be tested by the Walton County Health Department. Mr. Lawyer stated that testing one time a year would be sufficient to satisfy the residents in the Juniper Lake area. Commissioner Infinger stated that he will work with Mr. Lawyer and will contact him later in the week.

Mrs. Martha Ingle, Budget Officer, informed the Board that one additional bid had been received for bid #97-122, paving Old Jolly Bay Road, and requested to return the bid to Florida Asphalt Paving Company, Panama City, Florida. The Board agreed to reject the bid and return it unopened to Florida Asphalt. This item will be placed on the consent agenda.

Mrs. Ingle stated that Walton County has received \$10,000 from a Landfill Litter Grant and requested the Board adopt a resolution amending the

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funds into the Landfill Budget as follows: \$3,400 into Professional Services, \$1,000 into Repair and Maintenance, \$600 into Miscellaneous. The Board agreed to place this item on the consent agenda.

Mrs. Ingle presented a copy of the proposed budget and the Pay and Wage Scale for the Countywide Bridge Department for review. The Commissioners agreed to review the information and discuss it further at the special workshop on Wednesday December 10, 1997.

Mrs. Lynda Robinson, Human Resource Officer, presented the employee evaluation scoring chart to use in employee performance evaluation. The Commissioners recommended to use the following rating: 0-30 unsatisfactory, 31-59 below expected level, 60-79 at expected level, 80-100 very good. The Commissioners agreed for each Supervisor to score the employees within their department and any recommended promotions would be brought before the Board for approval. This item will be discussed further at the special meeting on Wednesday, December 9, 1997.

Mrs. Robinson presented a letter of request from Mrs. Ingrid Burmeister requesting the Board reinstate 942.89 hours of Sick Leave that she accrued during her employment with the Clerk of Court's Office. Mrs. Burmeister was unable to transfer her sick leave from the Clerk's Office to the Section 8 Housing Department upon her resignation. The Board agreed to reinstate Mrs. Burmeister's hours and combine her service time with the Clerk's Office with her current time. This item will be placed on the consent agenda.

Mr. Jerry Fountain, Shop Manager/Purchasing Agent, appeared before the Board to present the results of the bid opening for Bid #97-126, Silver Slipper Clay Pit. One bid was received from Mr. Lois Barley in the amount of \$1,300. Mr. Fountain recommended the Board award bid #97-126 to Mr. Barley. The Board agreed to award bid 97-126 to Mr. Barley and allow Attorney Miller to draft a Warranty Deed for the sale of the Silver Slipper Pit in the amount of \$1,300. This item will be placed on the consent agenda.

Mr. Fountain presented the results for bid #97-127, (1) one 1998 F150 4x2 Pick-up truck. The following three bids were received:

- 1) Cook Whitehead Ford, Inc., Panama City, Florida in the amount of \$14,589.
- 2) Gary Smith Ford, Inc., Fort Walton Beach, Florida in the amount of \$14,675.
- 3) Orville Beckford Ford, Milton, Florida in the amount of \$14,699.

The Board agreed to award bid #97-127 to the low bidder, Cook Whitehead

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Ford in the amount of \$14,589. This item will be placed on the consent agenda.

Discussion was held regarding the contract with Curt Miller Oil Company, Bonifay, Florida for the purchase of fuel. Mr. Fountain stated that there is no contract on file and the contract appears to be approximately 18 years old according to a representative from Curt Miller Oil Company. Mr. Fountain requested the Board consider rewriting a proposal or bid the services out. Discussion was held regarding the purchase of a tanker truck to enable the County to carry enough fuel to make deliveries for all of the County vehicles or to contact Murphy Oil Corporation, Freeport, Florida to discuss purchasing fuel from them. The Board agreed for Mr. Fountain to contact Murphy Oil to gather additional information and check into the price of purchasing a fuel truck.

The Board recessed briefly.

Commissioner Infinger requested the Board assist the Clerk in paying the salary for a Computer Programmer. Mr. Bodiford, Clerk of Courts, stated that hiring a Programmer would eliminate the need for the Consultant Services he is currently paying for and would also allow more time for Mr. Ted Wiese, Director of MIS and Finance, to work with the Department Heads. Mr. Bodiford requested \$10,063 towards the salary. The Board agreed to amend \$10,063 into the Clerk of Courts Budget toward the salary of a Computer Programmer. This item will be placed on the consent agenda.

Chairman Young requested Attorney Miller inform the Board of the current legal status between Healthmark and Walton County. Attorney Miller advised the Board that they need to consider whether they wish the \$500,000 be returned to the County or used to offset the accounts receivable that Healthmark incurred when they took over administration and to consider the time it would take to complete an audit and inventory for a new administration to take over. Attorney Miller also reminded the Board that of the five proposals received, none of them addressed the issue concerning indigent care and stated that the Commissioners may wish to address that issue. Attorney Miller stated that the issue of purchasing the hospital would be difficult to determine at this time because of the value of the hospital which would require two appraisals. Mr. Miller advised the Board that they have met all of the obligations of the current lease with Healthmark which expires December 31, 1997.

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The Commissioners ranked their choice for administration of Walton Regional Hospital. Centennial Health Care, Atlanta, Georgia was selected as the first choice, Home Health Management and Development, Inc., Ponce De Leon, Florida was selected as the second choice, and NetCare Health Systems, Inc., Nashville, Tennessee was the third choice.

The Board agreed for Attorney Miller to notify Centennial that they have been selected and request their company to prepare a proposal as complete as possible, detailing their intentions of a lease, lease/purchase, or management to present to the Board for negotiations. This item will be placed on the consent agenda.

Mr. Malcolm Patterson, Executive Director of the South Walton Tourist Development Council, informed the Board that the TDC Office has relocated to the new site on U.S. 331 and U.S. 98 and would like to hold an open house after the new furniture arrives in January.

Mr. Patterson also stated that he would like to postpone the Annual Report Meeting. However, the report will still be prepared and presented.

Mr. Patterson also informed the Board that construction was completed two months ahead of schedule, \$8,115.70 under budget and \$25,213.62 in sales tax was saved due to the procedure used for purchasing the materials. Mr. Patterson invited the Commissioners to visit the new Information Center.

Mrs. Shirl Williams, Assistant Administrative Supervisor, presented a letter from Regional Planning Council requesting the landfill dumping fees be waived for debris on the HOME Program project, that is tearing down the current house and building a new home for Joyce E. Coleman. The Board agreed to place this item on the consent agenda. Mr. Billy Bearden, Building Inspector Supervisor, requested to raise Mr. Bob Berry, Building Inspector, to pay grade 4 based on years of experience. The Board agreed and this item will be placed on the consent agenda.

Mr. Ronnie Bell, Administrative Supervisor, requested the Board approve Ms. Colleen McDonald's job description as Receptionist/Switchboard Operator and place her pay scale in the category of Secretary/Receptionist with a pay range of \$6.00-\$9.00 per hour, and raise Ms. McDonald's current pay from \$8.70 to \$9.00 due to her 38 years of service with the County. The Board agreed to place this item on the consent agenda.

Commissioner Porter asked for clarification regarding the interest on the bank accounts from Mr. Dan Bodiford, Clerk of Courts. Mr. Bodiford

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stated that Stage I of the three stage plan has moved certain accounts into a concentration account which is receiving 1/2% below the Fed Fund interest rate. The Accounting Department is working to move the remaining accounts into a sweep account.

Vice-Chairman Butler questioned the process to track the interest on special funds such as Recreational Impact Fees. Mr. Bodiford stated that is part of the transition problem. However, SunTrust is providing a simulated monthly statements. The money is tracked by the deposits and identified by number in the banking system. Commissioner Porter requested to be kept up-to-date on the progress.

The Commissioners questioned Attorney Miller regarding the process for interviewing the Surveyors. Attorney Miller advised that they need to conduct the interviews based on the Competitive Negotiations Act and they should be ranked accordingly. The Commissioners had concerns with the manner in which the interviews were conducted by questioning Mr. Bruce of the charges for which services could be rendered not realizing it was against the Competitive Negotiations Act. Mr. Robert Williams, Metric Engineering, stated that he feels the process was violated by one of the surveyors revealing his fees. The Commissioners stated that the ranking process was not based on the fees for service because Metric's fees were not known. Attorney Miller advised the Board that it would be in the best interest of the Board to consider readvertising. Commissioner Paul suggested to postpone this for further discussion at a later time.

Commissioner Porter left to attend a funeral.

The Commissioners agreed to re-advertise for Requests for Qualifications for a Surveyor. This item will be placed on the consent agenda.

The Board agreed to reimburse the City of DeFuniak Springs \$5,400 out of General Fund Contingencies for six fire hydrants installed along the City water system expansion to Ten Lake Estates. This item will be placed on the consent agenda.

The Board agreed to approve the holiday schedule for 1998 as follows:

January 1-New Year's Day
January 19-Martin Luther King, Jr. Day
May 25-Memorial Day
July 3-Independence Day
September 7-Labor Day
November 9-Veteran's Day
November 26 & 27-Thanksgiving Holidays
December 24 & 25-Christmas Holidays

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This item will be placed on the consent agenda.

The Board approved to amend the minutes of November 25, 1997 to reflect the following: 1. Amend \$61,811.73 from Reserves For Contingencies into the 1998 Road Materials Budget 2. Adopt a resolution to amend \$15,000 into the EMS budget 3. Adopt a resolution to amend \$53,890.43 into the EMS budget 4. Adopt a resolution to amend \$6,800 into the EMS budget 5. Change the November 4, 1997 minutes approving \$24,032 as the amount of purchase for the Sheriff's Department truck. This item will be placed on the consent agenda.

Mr. Bell informed the Commissioners that the Pickett Building located at the corner of U.S. 90 and U.S. 331 South is for sale.

The Board agreed to pay an invoice in the amount of \$7,000 to Government Service Group Inc., for the annual lump sum fee for Professional Services as Assessment Administrator for Driftwood Estates. This item will be placed on the consent agenda.

The Board approved to pay an invoice to Sue Carter, Tax Collector, in the amount of \$10,409.02 for taxes on the hospital property. This item will be placed on the consent agenda.

The Board agreed to provide bonding for James Van Zant and Robert LaPlant as the new Fire Commissioners for the South Walton Fire District. This item will be placed on the consent agenda.

Mr. Bell stated that Mrs. Nellie Thompson, Supervisor of Elections, will provide funding, up to \$2,000, to pay for necessary repairs on the building at Clear Springs which is used as a voting precinct. The Board approved for the repairs to be made. This item will be placed on the consent agenda.

Mr. Bell reminded the Board that a process needs to be set up to review the exemption requests for the Fire Municipal Service Bond Units. The Board agreed to discuss this issue further at the regular meeting tomorrow.

Chairman Young presented a letter from Sell and Milton requesting Walton County approve a bond issue for a 30 unit assisted living facility. Attorney Miller advised that this is for the addition to the current facility. However, Mr. Miller would like to check into this issue and report back to the Board at the regular meeting on December 9, 1997.

The Board agreed to grant a beach permit variance to Mr. Paul DiGiacomo, Walton county Resident, for a four wheel drive vehicle. The Board agreed to place this item on the consent agenda.

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Attorney Miller advised the Board that he spoke on behalf of Walton County at the Land Management Advisory Committee (LMAC) Meeting on Friday concerning the New Town Center Property. Attorney Miller related to the LMAC that it would be difficult for Walton County to achieve their goals if they had to pay fair market value for the property. Attorney Miller reported that, at the LMAC Meeting, Mr. Jim Murley had made a motion to adopt the Committee's recommendation and included a provision for a lease arrangement be included. The motion failed, however the recommendation will be sent to the Governing Cabinet for consideration. Attorney Miller stated that he has requested Mr. Perry Odom send a copy of the complete file for review.

Mr. Bodiford presented the vendor expenditure approval list for payment approval. Mr. Bodiford also presented invoices from West Florida Regional Planning Council in the amount of: \$8,352.34 for write-ups & inspections of SHIP Housing units, \$11,627.91 for administration, and \$475.00 for temporary relocation payment for Joyce E. Coleman. The Board approved payment to West Florida Regional Planning Council and placed that item on the consent agenda. The expenditure list will be reviewed.

Mr. Bodiford stated that The Herald Breeze and The Heritage Association are both interested in providing a site for storage of the newspapers currently located in the Clerk's Office. Mr. Bodiford will set up a time when they can meet with the Board to discuss this issue further.

The Board authorized Attorney Miller to write a letter to Mr. Kent Kennington regarding public use of South Tram Road located in District 1. Mr. Kennington has apparently posted signs to keep traffic off that road. This item will be placed on the consent agenda.

Commissioner Infinger requested approval for District 3 to obtain a right-of-entry form for emergency maintenance of Bream Lane due to medical problems of one of the property owners. The Board agreed and placed this item on the consent agenda.

Vice-Chairman Butler requested approval for District 5 to obtain a right-of-entry form for one-time maintenance of Osprey Lane. The Board agreed to place this item on the consent agenda.

The Board agreed to recess.

The Board reconvened at 4:00 p.m., December 9 to consider changes in the Purchasing Policies, the issuing of Purchase Requests, and Purchase

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Orders. The Board recommended revising the system to gain better internal control. A committee of Chairman Young, Mrs. Martha Ingle, Dede Hinote, and Mr. Hilton Galloway, Auditor, met and presented some guidelines and recommendations to the Board.

The committee suggested that a request for any purchase begin with the department desiring to make the purchase, requiring all necessary signatures and accounting for all expenditures out of the proper line item. The committee also suggested a blanket Purchase Order of \$500 to one vendor for all small purchases to prevent multiple purchase orders being issued. Commissioner Infinger questioned the number of signatures allowed and Mr. Galloway stated that they do not want to place too many restrictions on the system in the event of an absence of a foreman or a someone authorized to make a purchase. The Purchasing Department will be in charge of obtaining telephone quotes for non-emergencies and sealed quotes will be submitted to the Purchasing Department. In the case of an emergency the department will be responsible for obtaining the quotes.

Chairman Young stated that he feels this system will work if given a chance and if the departments will plan ahead concerning their purchases. Mr. Fountain stated that he can work with these policies as well.

Mr. Tom Moore, Professional Engineer, Florida Highway Products, appeared before the Board to introduce a new Cold-Mix product used for paving and invited the Commissioners to visit a site where the product is currently being used.

The Board recessed for five minutes before beginning the Regular Scheduled Board Meeting.

APPROVED: _____

William A. Young, Chairman

ATTEST: _____

Dan Bodiford, Clerk