



## **FINANCE AND AUDIT COMMITTEE MEETING MINUTES**

July 3, 2018

Administration Building,  
4th Floor, BCC Meeting Room, 477 Houston  
Street,  
Green Cove Springs, FL 32043  
3:30 PM

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### **PUBLIC COMMENTS**

Chairman Cella opened the public comment period.

James Otto, 2904 Blanding Boulevard, Middleburg, Florida, discussed many topics including the ability to email commissioners, the last Board meeting, the upcoming Planning Commission Meeting this evening, and Environmental Services.

Chairman Cella closed the public comment period.

1. TRIM Notice Contract with Cathedral Corporation

Approval of the Contract with Cathedral Corporation for the mailing of the TRIM Notices and exemption renewal cards, commencing on July 1, 2018, for the term of July 1, 2018 through June 30, 2021, pursuant to the provisions of RFP #17/18-17 and this Contract. See Cathedral pricing sheet attached hereto. Funding Source: 001-0601-541200 (General Fund / Board of Tax Adjustment / Postage and Freight) (R. Suggs)

After discussion, Commissioner Mike Cella moved, seconded by Commissioner Gayward Hendry, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

2. Interlocal with the School Board of Clay County - Fire Station #23 Diesel Fuel

Approval of the Interlocal Agreement with the School Board of Clay County, Florida, regarding the purchase of diesel fuel for Fire Station No. 23, for a term of one year, at the rate of fuel cost/plus 3.54% administrative fee. Funding Sources: 001-2101-552032 (General Fund / EMS / Fuels & Lubricants) and 142-1703-552032 (Fire Control MSTU Fund / Fire Control / Fuels & Lubricants) (L. Mock)

After discussion, Commissioner Gayward Hendry moved, seconded by

Commissioner Mike Cella, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

3. Bid #17/18-22, Continuing Cave-In Repair to County Stormwater Infrastructure

Approval to post notice of intent and award Bid #17/18-22, Continuing Cave-In Repair to County Stormwater Infrastructure to Jax Utilities Management, Inc. and Hinterland Group, Inc. at the unit costs submitted. The bid also allows and provides for lump sum pricing to be given by the Contractors at time of individual projects for project specific items such as Site Preparation, Maintenance of Traffic, and Non-Bid Items. The bid also provides for the award of two companies. Funding Source: 101-3701-546100 (Transportation Trust Fund / Streets & Drainage / Repairs & Maintenance) (D. Smith)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Mike Cella, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

4. Bid 15/16-25 First Renewal - Towing/Lowboy Services

Approval of first renewal to Bid #15/16-25, Towing/Lowboy Services to ASAP Towing & Storage Co, Inc. for one year with no increase in price. Funding Sources: 001-3712-546200 (General Fund / Fleet & Fuel Mgmt / R&M-Vehicles); 101-3701-546200 (Transportation Trust Fund / Streets & Drainage / R&M-Vehicles); 001-2101-546200 (General Fund / EMS / R&M-Vehicles); 142-1703-546200 (Fire MSTU Fund / Fire Control / R&M-Vehicles); 001-1908-546200 (General Fund / Council on Aging / R&M-Vehicles) (D. Smith)

After discussion, Commissioner Mike Cella moved, seconded by Commissioner Gayward Hendry, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

5. Bid #14/15-38, Roadway Striping & Marking Second Renewal

Approval of second renewal to Bid #14/15-38, Roadway Striping & Marking to Roadscape North Florida, Inc. as needed for one year with no increase in price. Funding Source: 101-3711-546100 (Transportation Trust Fund / Traffic Operations / Repairs and Maintenance) (D. Smith)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Mike Cella, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

6. Release of Easement and Grant of Right-of-Way Easement in Favor of Clay Electric Cooperative (Re: Walter Odom Park)

Approval to release the current easement and grant a replacement

easement to Clay Electric Cooperative, Inc., at Walter Odom Park, for the purpose of relocating the existing overhead distribution line. Funding Source: Not Applicable (J. Householder)

After discussion, Commissioner Mike Cella moved, seconded by Commissioner Gayward Hendry, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

7. Supplemental Agreement No. 1 to Agreement #17/18-70A, Replacement of the HVAC System at the Orange Park Library

Approval of Supplemental Agreement No. 1 to Agreement #17/18-70A, Replacement of the HVAC System at the Orange Park Library, with Arkest, LLC. This Amendment extends the final completion date to August 15, 2018. (J. Householder)

After discussion, Commissioner Mike Cella moved, seconded by Commissioner Gayward Hendry, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

8. Second Amendment to Agreement No. 2016/17-86, Mentoring and Tutoring Services

Approval of Second Amendment to Agreement No. 2016/17-86, Mentoring and Tutoring Services related to the SWEAT Program with Bright Minds Youth Development, Inc. This Amendment extends the term of the agreement to June 30, 2019. Funding Source: 001-4110-531000 (General Fund - SWEAT Program - Professional Svcs) (K. Thomas)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Mike Cella, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

9. Third Amendment to Agreement No. 2016/17-85, SWEAT Program Director Services

Approval of Third Amendment to Agreement No. 2016/17-85, Program Director Services for the SWEAT Program with Curtis Enterprises, LLC. This Amendment extends the term of the Agreement to June 30, 2019. Funding Source: 001-4110-531000 (General Fund - SWEAT Program - Professional Services) (K. Thomas)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Mike Cella, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

10. Secondary Employment Contract with the Clay County Sheriff's Office for the SWEAT Program

Approval of Secondary Employment Contract with the Clay County Sheriff's Office for the SWEAT Program, for the term of July 1, 2018 -

June 30, 2019. This Contract provides for a SWEAT event supervisor at the rate of \$30.00/hr and a program coordinator at the rate of \$34.00/hr. Funding Source: 001-4110-531000 (General Fund - SWEAT Program - Professional Services) (K. Thomas)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Mike Cella, and Carried 2 - 0, approval to go before the Board on the July 10th Consent Agenda.

11. Bid #17/18-30, Omega Park Improvements

Approval to post notice of intent and award Bid #17/18-30, Omega Park Improvements to Gary S. Bailey, Inc. in the amount of \$469,480.00.

Approval will be effective after 72 hour bid protest period has expired assuming no protest are received. Funding Sources: 305-6068-562000 (CIP Fund / Omega Land / Buildings) and 001-3201-563000 (General Fund / Parks & Recreation / Infrastructure) (J. Householder)

After discussion, Commissioner Mike Cella moved, seconded by Commissioner Gayward Hendry, and Carried 2 - 0, to pull for full Board discussion at the July 10th BCC meeting, with the addition of the appropriate agreement and budget amendment.

**COUNTY MANAGER/CLERK OF THE BOARD**

12. County Project Update

Update on County projects.

County Manager Kopelousos presented an update on County projects.

Following the update, she asked Committee approval to bring an updated fee schedule for the Building Inspection Services agreement with the City of Green Cove Springs directly to the Board at the July 10th meeting.

The Committee voiced their consent for the item to go before the Board on the July 10th Agenda.

There being no further business, the meeting was adjourned at 4:03 P.M.

Attest:

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Committee Chairman

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Recording Secretary