

**AGENDA
REGULAR MEETING
5:00 P.M.
September 9, 2019**

1. Call to Order
2. Invocation and *Pledge of Allegiance* by Zoey Daughtry 4-H Chair of Member Services.
3. Approval of the Agenda
4. Approval of Minutes
5. Financials
6. Department Reports
 - a. Mel Kelly – EMS Report
 - b. Mike Robins – Recreation Department Monthly Report
 - c. Jerry Lanier – Roads and Bridges Department Monthly Report
 - d. Robert Hendrix – Solid Waste/Landfill Report
 - e. Jason Douglas – Fire Department Monthly Report
 - f. Allen Tyler – Coroner
7. Old Business
 - a. Consideration of the FY2020 Metter Fire Budget
 - b. Consideration of RV/Campground Ordinance
 - c. Consideration of a request from the Health Department to increase FY2020 budget to a minimum of \$13,434
8. New Business
 - a. Consideration of a proposal from HHNT, Inc. in the amount of \$22,000 to provide engineering services related to the landfill 5-year permit review
 - b. Discussion Involving the County FY2020 Continuing Resolution for Fire Protection
9. Report from Chairman
10. Report from County Administrator
11. Report from County Attorney
12. Report from Commissioners
13. Executive Session
14. Adjournment

Board of Commissioners of Candler County
Regular Meeting
September 9, 2019
5:00 p.m.

The Board of Commissioners of Candler County met for the regular monthly meeting on Monday, September 9, 2019, at 5:00 p.m., in the Commissioners' boardroom at 1075 East Hiawatha Street, Suite A, Metter, Georgia. Those attending the meeting were Candler County Chairman, Glyn Thrift; Candler County Vice-Chairman, Brad Jones. Commissioners Wayne Culbertson, David Robinson and Blake Hendrix; Candler County Administrator, Bryan Aasheim; Candler County Clerk, Maranda K. Lank; Candler County Attorney, Kendall Gross; Candler County Sheriff John Miles, Candler County Recreation Department Director, Mike Robins; Candler County Chief Tax Assessor, Marian Grier and Emily Green; Candler County Public Works Director, Jerry Lanier; Candler County Landfill Supervisor, Robert Hendrix; Candler County Coroner, Allen Tyler; Candler County EMS Director, Melburn Kelly. Other guests attending the meeting included Rose Morris and Delona Watkins with Candler County DFCS, City of Metter Fire Chief Jason Douglas, Gary Howard, Bobby Odom, Dennis Allen, Zoey Daughtry, Jason Daughtry. The Metter Advertiser was represented by Jerri Goodman.

Call to Order

Chairman Thrift called the meeting to order at 5:01 p.m.

Invocation and Pledge of Allegiance

Zoey Daughtry 4-H Chair of Member Services delivered the invocation and led the *Pledge of Allegiance*.

Approval of Minutes

A packet containing the August 2019 monthly minutes was presented to the Commissioners for consideration of approval during the September 23rd meeting. No action was taken at this time.

Amendment to the Agenda

Vice-Chairman Jones made a motion seconded by Commissioner Hendrix to amend the agenda. Motion passed unanimously.

Add Item 8B Discussion Involving the County FY2020 Continuing Resolution for Fire Protection

Financials

Mr. Aasheim opened the September 2019 financial report with the General Fund account being out of balance by -\$1,058.81 with a corresponding outage in the Special Services District account by \$1,058.81 due to a deposit error. The County Jail Fund has decreased to \$11,245.14 due to a transfer of \$60,000.00 from the County Jail Fund account to the General Fund account to offset staffing expenses that was approved during the budget adoption process. The balance remaining on the Hospital Loan *9022 at September 9, 2019 was \$2,081,203.43. There was a decrease in the loan interest rate from 6.0% to 5.75%. Mr. Aasheim pointed out on the second page of the financial report the revenue accounts 100-31-1310 Motor Vehicles and 100-31-1315 TAVT. He went on to inform the Board that the Tax Commissioner has been reporting to the County Commissioner's office all revenue under the Motor Vehicles income account. However, Mr. Aasheim stated he believed that all of that revenue should be reported for the TAVT. Mr. Aasheim is working with the Tax Commissioner on the financial reports produced from the newly installed DRIVES System as the reports are now formatted differently than before. 2018 SPLOST proceeds for August 2019 were up, and distributions received totaled \$119,730.47. The 20% designated to the Hospital

was \$23,946.09; The remainder of \$95,784.38 was divided as follows: 56% County, \$53,639.25; 40% City of Metter, \$38,313.75; and, 4% Town of Pulaski, \$3,381.38.

Department Reports

Mike Robins – Recreation Department Monthly Report

Candler County Recreation Department Director, Mike Robins approached the Board to deliver his August 2019 monthly report.

- Fall registration numbers risen
- Board of Education allowing use of the new football field beginning next Tuesday
- Bathroom project is almost finished
- Girl signed up for football possibly have gender neutral sign-ups
- Recreation Department parking lot has a problem with trespassers on the weekends. Would like the Sheriff to patrol area.

Marian Grier – Candler County Tax Assessor

Chief Tax appraiser Marian Grier introduced Emily Green to the Board. Ms. Green will be replacing Jessica Gonzalez in the Tax Assessor’s office.

Candler County Department of Family and Children Services

C3 Coordinator, Rose Morris introduced Delona Watkins to the Board. Mrs. Watkins was recently hired as the new Candler County Director for the Department of Family and Children Services. Ms. Watkins serves Candler and Emanuel Counties.

Jason Douglas – Fire Department Monthly Report

Chief Douglas approached the Board to deliver his August 2019 report.

- All equipment repaired
- New truck online
- Final realm on generator grants from FEMA

Metter Fire Rescue Response List
Aug-19

Call Type and Jurisdiction

Aug-19

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Hell.	Haz.	Service	Med.	Other	Total
City	1	0	0	0	0	3	2	1	2	5	1	15
County	0	5	3	0	0	3	0	0	0	3	0	14
Total	1	5	3	0	0	6	2	1	2	8	1	

Total Calls 29

Total Calls 30 (1 Mutual aid to Bulloch County)

Aug-18

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Hell.	Haz.	Service	Med.	Other	Total
City	0	1	1	1	1	6	1	0	1	1	0	13
County	0	2	3	1	2	13	0	0	1	1	0	23
Total	0	3	4	2	3	19	1	0	2	2	0	

Total Calls 36

Total calls 37 (1 Mutual aid call to Emanuel County for House fire in Twin City)

Robert Hendrix – Candler County Landfill Monthly Report

Candler County Solid Waste and Recycling Center Supervisor, Robert Hendrix, approached the Board to deliver his monthly report.

- A few complaints on trash pick-up received due to new employee. Spoke to Allgreen and Will is going to take care of it.
- A call on Rivenbark Road where trash was illegally dumped.
- Mr. Aasheim will speak on the 5-year plan with EPD
- All equipment is working

Jerry Lanier – Roads and Bridges Department Monthly Report

Candler County Public Works Road Superintendent, Jerry Lanier approached the Board to deliver his monthly report.

- All equipment is working

Allen Tyler – Candler County Coroner Monthly Report

Candler County Coroner, Allen Tyler approached the Board to give the August monthly report.

- Four calls in August
- Three calls for September

Melburn Kelly – Candler County EMS Monthly Report

Candler County EMS Director, Melburn Kelly, presented his monthly transport and financial report for August 2019. (Exhibit A)

- Reviewed report

Old Business**Consideration of the FY2020 Metter Fire Department**

This item was tabled.

Consideration of RV/Campground Ordinance

This item was tabled.

Consideration of a request from the Health Department to increase FY2020 budget to a minimum of \$13,434

This item was tabled.

New Business**Consideration of a proposal from HHNT, Inc. in the amount of \$22,000 to provide engineering services related to the landfill 5-year permit review**

Mr. Aasheim informed the Board of a proposal from HHNT, Inc. in the amount of \$22,000 to provide engineering services related to the landfill 5-year permit. HHNT is currently engaged by Candler County to provide consulting and engineering services related to the operation and maintenance of the Candler County Landfill. The Candler County Landfill is in the second review phase with Georgia EPD which requires the filing of a design and operation plan with Georgia EPD by May 1, 2020. The services to be rendered will allow HHNT to perform as our liaison to Georgia EPD, complete plan revisions, surveys, topographical information, etc., and submit the permit application and plan for review by EPD. The

requirements for 5-year EPD permit review was unknown at the time the FY2020 operating budget was approved and this expenditure is currently unappropriated. Mr. Aasheim and the Commission discussed potential funding sources for the proposed services. This item was tabled.

Discussion Involving the County FY2020 Continuing Resolution for Fire Protection

Mr. Aasheim recommended the Board adopt a continuing budget resolution for FY2020 Budget Fire Protection to extend the continuance an additional 30 days to allow time for review of the final fire budget. The current continuance expires on September 17, 2019. The City of Metter has a Called Meeting scheduled to adopt their FY2020 Budget on September 11, 2019.

Chairman Thrift made a motion seconded by Commissioner Culbertson to adopt a resolution extended the continuance for an additional thirty days. The motion passed unanimously. (Exhibit B)

Report from Chairman

Chairman Thrift had nothing to report at this meeting.

Report from County Administrator

Mr. Aasheim presented the County Administrator written report:

- **2020 TIA Band 3 – St. Mathews Church Road** – St. Mathews Church Rd. Mr. Aasheim has notified Neil Dubberly that the current estimated cost for the project is \$1,252,646. This includes: \$150,00 for engineering, \$300,000 for right-of-way acquisition, and \$802,646 for paving costs. It has also been determined that the County can use LMIG funds to support this project, but it cannot be used for right-of-way acquisition. Mr. Gross is in the process of negotiating with the land owners for acquisition of right-of-way.
- **2020 TIA Band 3 – Eden Church Road** – Mr. Aasheim has contacted EMC and asked them for a surface evaluation and cost estimates for this project. EMC Engineering has provided us with a proposal for engineering and consulting services related to the self-administration of the project by the County. The proposal is attached and includes \$11,700 for TIA Self Project Administration & Construction Documents and \$26,300 for Bidding, Construction administration & Project Closeout for a total cost to EMC of \$38,000. The total TIA funds allocated for the project are \$532,000 and the estimated project cost is \$680,695 without the proposed engineering and project management costs.

Commissioner Robinson made a motion seconded by Vice-Chairman Jones to authorize Mr. Aasheim to engage EMC Engineering for consulting services per Work Order #40 under the County's agreement with them dated April 15, 2013. The motion passed unanimously. (Exhibit C)

- **FY2019 LMIG Safety Action Plan** – Mr. Aasheim reported we have received the funds from DOT and submitted the final roads list for the speed limits study as well. EMC has been engaged on this project and is preparing the RFP for the work
- **Canoochee Road Pipe Repair** – Project approaching completion. Road was required to be reopened by July 31st per the contract. Mr. Aasheim distributed copies of the last inspection report and punch list to the Commission. As of September 5, 2019, Sikes Brothers has not completed the punch list.
- **FY2019 LMIG (Stillmore Highway)** Everett Dykes began construction on August 27, 2019 and is nearing completion as of September 5, 2019. Mr. Aasheim distributed the last two inspection

reports to the Commission. Mr. Aasheim reported to Vice-Chairman Jones that he did communicate with EMC Engineering about the issue that arose with the resident's driveway. He anticipates this issue will be taken care of and that retainage will be held until the issue is corrected.

- **FY2020 LMIG** – EMC is preparing a road surface evaluation for consideration by the commission in choosing a 2020 LMIG project. Once a project is chosen, an application will be submitted to GDOT. The evaluation report pertained specifically to Canoochee, Covey, St. Mathews Church, Excelsior Church, Lake Church, Macwac Roads and Portal Highway. The evaluation report serves two purposes. One, it is an updated pavement evaluation for the Commission's selection of the 2020 LMIG project. Dan Chicola will be present at the September 23, 2019 monthly meeting to review. Funding for the 2020 LMIG project is about \$500,000.
- **TSPLOST2** – HOGARC has requested all project submissions for TSPLOST2 be input into the project portal by October 15, 2019. The Commission should consider which projects should be put forth for TSPLOST2. This round of TSPLOST will not start until 2023. Mr. Aasheim requested EMC prepare a project cost analysis for roads of interest. The amount estimated for a partial pave of Piney Grove Road in the amount of \$310,000.00. Two options to extend Lytell paving included an extension of the road to Webb Circle via Leslie \$686,000.00 to 868,000.00. Completion of Oak Tree Road that would pave to Highway 129 estimate at \$1,189,892.00. Local allowance into \$2.8 million budget. Discussion of a connector road from Highway 129 and Highway 121 speaking of cost share with the City of Metter and estimates. Vice-Chairman Jones requested Mr. Aasheim reach out to EMC Engineering Services, Inc. President, Chuck Perry to reconsider the \$1,125.00 the estimate given for a conceptual plan. Commissioner Culbertson stated there are 65 patches on Portal Highway.
- **Courthouse Interior** - Waiting on proposed project costs from Sauder for seating replacement.
- **TAVT** – The Georgia title ad valorem tax (TAVT) rules changed as of July 1, 2019. As a summary of the title changes is listed below:
 - TAVT reduced from 7% to 3% for individuals who move to Georgia from another state
 - There were changes to applicability to title transfers
 - TAVT distributions are frozen with 35% of revenue being sent to the state and 65% staying with the local governments as follows:
 - Registered in Unincorporated County = 51% County, 49% School Board
 - Registered in Incorporated County = 28% County, 23% Municipality, 49% School Board
 - Changes coming as of January 1, 2020 include:
 - TAVT rate reduction to 6.65 through July 1, 2023
 - "Book Value" of a new or used vehicle is removed and replaced with "fair market Value" defined as retail selling price less reduction for trade in
 - TAVT fees will not apply to the transfer of a vehicle from one legal entity to another legal entity in which the same individual owns at least 50% of each entity and TAVT has been paid previously by the transferring entity.
- **Polycarts**
 - Tax Bill Insert 0 As part of the plan to reduce the expense gap with the poly carts I am recommending that the Commission consider including an insert in the tax bills to the

unincorporated residents. Mr. Aasheim attached a copy of the draft language for the insert. The cost would be:

- .02 per insert X 6,500 inserts = \$130.00 @ Harris
- \$225.87 to print inserts @ Metter Graphics
- Total estimated cost = \$355.87

Vice-Chairman Jones requested Mr. Aasheim also include verbiage that informs the resident of the requirement to have and display a 911 address.

- Reflective Decals – Additionally, I have requested pricing on reflective, serial number, decals to be placed on poly carts. The costs for this would be roughly \$9,000. The concept would be that the County would inventory the existing carts, place a serial numbered decal on them, and use the serial numbers to track poly carts, replacements, etc. There will be a need for additional staff hours to perform this task which would add additional expense to the project.
- **Hospital Authority** – Mr. Aasheim presented to the Commission the Statement of Revenues, Expenses, and Changes in Net Position for the years ending December 31, 2018 and 2017.

CANDLER COUNTY HOSPITAL AUTHORITY
(A Component Unit of Candler County, Georgia)

STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
for the years ended December 31, 2018 and 2017

	2018	2017
Operating revenues:		
Net patient service revenue (net of provision for bad debts of approximately \$5,820,000 in 2018 and \$4,308,000 in 2017)	\$ 12,357,904	\$ 13,062,352
Other revenue	<u>305,288</u>	<u>411,210</u>
Total operating revenues	12,663,192	13,473,562
Operating expenses:		
Salaries and wages	8,336,562	5,960,862
Employee health and welfare	1,016,010	1,001,124
Purchased services	2,712,516	2,938,456
Medical supplies and drugs	1,357,366	1,540,481
Professional fees	906,433	863,760
Repairs and maintenance	158,975	219,911
Utilities and communications	310,978	323,707
Insurance	103,244	120,761
Other	930,510	1,152,406
Depreciation and amortization	<u>726,896</u>	<u>769,412</u>
Total operating expenses	14,559,490	14,890,880
Operating loss	<u>(1,896,298)</u>	<u>(1,417,318)</u>
Nonoperating revenues (expenses):		
Interest income	22,318	2,703
Interest expense	(209,060)	(196,878)
Noncapital contributions	<u>1,815,945</u>	<u>1,014,629</u>
Total nonoperating revenues	1,629,203	820,455
Excess revenues (expenses)	<u>(267,095)</u>	<u>(596,863)</u>
Capital contributions	-	10,500
Forgiveness of debt	<u>1,217,596</u>	<u>-</u>
Increase (decrease) in net position	950,501	(588,363)
Net position, beginning of year	<u>(6,082,964)</u>	<u>(5,496,601)</u>
Net position, end of year	\$ (5,132,463)	\$ (6,082,964)

After Mr. Aasheim explained that the Hospital is continuously losing money through operations and filling the gap with the HEART money, he recommended prepaying the Candler County Hospital \$40,000.00 that equals roughly the amount of six months inmate meals that the County currently has budgeted in its FY2020 Budget. Mr. Gross recommended paying a flat fee due to inconsistent billing practices.

Chairman Thrift made a motion seconded by Commissioner Hendrix to advance to the Candler County Hospital \$40,000.00 for inmate meals. The motion passed with three votes in favor and

two against. Chairman Thrift, Vice-Chairman Jones and Commissioner Hendrix voted in favor of the motion while Commissioners Culbertson and Robinson voted against the motion. (Exhibit D)

- **County Annex Building/Sunshine House** has two air condition units broken down which make up a 7ton split system. Davis Heating and Air has provided two proposals. One for \$3,686.67 and \$5,145.00. Mr. Aasheim requested the desire of the Commission whether or not they would like to advertise this purchase.
- **County Space Issues** – Mr. Aasheim received estimates for renovations for the buildings proposed to be involved in the office move. The totals exceed the allocated SPLOST funds significantly and do not include engineering, HVAC and IT if necessary. They also do not include any improvements or changes to the courthouse. Mr. Aasheim is researching alternative solutions and/or modifications to the plan which may reduce the costs; however, he anticipates this will delay the project timeline. Vice-Chairman Jones recommended hiring a Construction Manager (CM) to oversee the project.
- **WEX** – The WEX programs has been implemented with the Sheriff's Office and have had no issues so far. Mr. Aasheim anticipated rolling the program out to public works and EMS in the next few weeks. The only vendor currently not participating in the program is H&S Service Center.

Report from County Attorney

Mr. Gross had no items that could be discussed during open meeting. He requested Chairman Thrift call an executive session to discuss land acquisition, litigation and personnel.

Report from Commissioners

Commissioner Culbertson had nothing to report from District 1.

Commissioner Robinson requested a traffic circle at Highway 57 and Highway 46.

Vice-Chairman Jones had nothing to report from District 2.

Commissioner Hendrix had nothing to report from District 4.

Executive Session

Commissioner Robinson made the motion to enter an Executive Session at 6:48 p.m. seconded by Vice-Chairman Jones to discuss personnel and litigation. The motion passed unanimously.

Vice-Chairman Jones made the motion seconded by Commissioner Hendrix to adjourn the Executive Session and resume with the regular business meeting at 8:05p.m. Motion carried unanimously.

Vice-Chairman Jones made the motion to authorize Chairman Thrift to sign the *Closed Meeting Affidavit*. Commissioner Robinson seconded the motion. Motion carried unanimously.

Adjournment

With no further business to discuss, Vice-Chairman Jones made a motion at 8:07 p.m. seconded by Commissioner Robinson to adjourn the meeting. The motion passed unanimously.


 Maranda K. Lank, Clerk

Attest


 Chairman Glyn Thrift

BOARD OF COMMISSIONERS OF CANDLER COUNTY

Glyn Thrift
Chairman

Brad Jones
Vice-Chairman

Bryan Aasheim
County Administrator

Wayne Culbertson
Commissioner

David Robinson
Commissioner

Blake Hendrix
Commissioner

CLOSED MEETING AFFIDAVIT

STATE OF GEORGIA
COUNTY OF CANDLER

AFFIDAVIT OF CHAIRMAN OR PRESIDING OFFICER


Glyn Thrift, Chairman of the Board of Commissioners of Candler County, being duly sworn, states under oath that the following is true and accurate to the best of his knowledge and belief:

1. The Board of Commissioners of Candler County met in a duly advertised meeting on September 9, 2019
2. During such meeting, the Board voted to go into closed session.
3. The executive session was called to order at 6:48 p.m.
- 4.

The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law:

- Consultation with the county attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the county or any officer or employee or in which the county or any officer or employee may be directly involved as provided in O.C.G.A. 50-14-2(1);
- Discussion of tax matters made confidential by state law as provided by O.C.G.A. 50-14-2(2);
- Discussion of the future acquisition of real estate as provided by O.C.G.A. 50-14-3(4);
- Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a county officer or employee as provided in O.C.G.A. 50-14-3(6);
- Other

This 9th day of September 2019.



 Glyn Thrift, Chairman
 Board of Commissioners of Candler County

Sworn to and subscribed before me
this 9th day of September 2019.



 Notary Public



1075 EAST HIAWASSEE DRIVE, SUITE A, METTER, GEORGIA 30439
 PHONE (912) 685-2888 FAX (912) 685-4823

Candler County EMS

August 2019

Total Call's for month of August ----- (146)

Non-Transports - (46) DOA- (2) Public Assist - (4)

Emergency Transports - (99)

Non-Emergency Transports - (1) Hospice

Transport % - (68%)

Non-Transport % - (32%)

Fly Outs - (1) Mutual Aide - (0) Fatality Accidents - (1)

Destination Name

Candler County Hospital ----- (54)

East Georgia Regional Hospital Statesboro ----- (25)

From CCH - (11) From NH - (2) By Request - (12)

Meadows Regional Hospital Vidalia ----- (9)

From CCH - (0) From NH - (0) By Request - (9)

Memorial Medical Center Savannah ----- (5)

University Hospital Augusta ----- (2)

Saint Joseph's Hospital Savannah ----- (2)

Optim Hospital Reidsville ----- (1)

Response to County Jail - (2) Nursing Home Call's - (28) Hospital Transfers - (20)

August 2015 - (156) August 2016 - (164) August 2017 - (169) August 2018 - (146)

August 2019 - (146)

**RESOLUTION BY THE
CANDLER COUNTY BOARD OF COMMISSIONERS**

A RESOLUTION AMENDING THE COUNTY BUDGET FOR THE FISCAL YEAR 2020

On this day, the 9th day of September 2019, the Candler County Board of Commissioners, having met for the purpose of discussing and passing a resolution, amending the County budget for the 2020 fiscal year do resolve that:

Whereas, the Board of Commissioner in the Budget for Fiscal Year 2020 reserved the right to amend said budget; and,

Whereas, the Board of Commissioners of Candler County are required to provide a balanced budget and approve all budgetary changes; and,

Whereas, on June 26, 2019 the Board of Commissioners adopted a continuing resolution with an expiration date of July 31, 2019; and, on July 15, 2019, the Board of Commissioners adopted a second continuing resolution with an expiration date of September 17, 2019 specific to Fund 270, specifically the Metter Fire Department Shared Service operating budget; and,

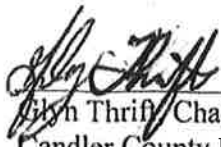
Whereas, the Board of Commissioners has received a budget proposal from the City of Metter on September 4, 2019 to be voted on and approved by the Metter City Council on September 11, 2019; and,

Whereas, the Board of Commissioners is desirous of providing for reasonable time to receive, consider and approve a final submitted Metter Fire Department operating budget;

Therefore, upon a motion and second by the Candler County Commissioners, such a resolution is adopted, and the Candler County Commissioners issue the following budget amendment for the Special Service District;

For the fiscal year 2020 the Special Services District, Fund 270 is hereby amended as follows:

The Special Service District, Fund 270, Metter Fire Department Shared Services operating budget is approved under a continuing resolution with an expiration set at 30 days from the date of this resolution and will hold FY2020 appropriations at the same level as was approved for FY2019.


Wynn Thrift, Chairman
Candler County Board of Commissioners




Kellie Lank, County Clerk

Exhibit C

AUTHORIZATION FOR WORK NO. 40
Eden Church Road Resurfacing & Repairs, TIA Band # Project HOGA-0159, PI#0011871
PAGE 1 of 1

AUTHORIZATION FOR WORK NO. 40
UNDER AGREEMENT DATED April 15, 2013

OWNER hereby authorizes ENGINEER to performance of the following scope of work relating to Eden Church Road Resurfacing & Repairs, TIA Band 3, HOGA -0159, PI#0011871, Paving Project:

1. **Work to be Performed: Eden Church Road Resurfacing TIA Band 3 Project**

a. **PROJECT ADMINISTRATION**

- i. TIA Self Administration Application Package: Coordination with Candler County, GDOT/TIA Staff and Heart of Georgia Regional Commission for the completion and approval of the Self Administration Project Application Package, Project Scope, Budget, and Schedule.
- ii. Survey & Construction Documents: Perform Limited Survey to Generate new profile grade line for correction of unsuitable vertical elevation changes in curves. Preparation of Contract Documents (including exhibits and bid documents) for the resurfacing of Eden Church Road (4.0 miles) from GA HWY 57 to the Tattnall County Line, including the removal and repair of several sections of unsuitable pavement.
- iii. Provide Bidding Assistance: Facilitate Advertisement for Bid, Post to GA Procurement Website, Administer Pre-Bid Meeting, Bid Opening, Award Process, Administer Preconstruction meeting and review of all project submittals.
- iv. Construction Administration: Provide periodic visits to the site to observe the Contractor's work for general compliance with the Contract Documents. Submittal of Construction Observation Reports to the County throughout the duration of the project.
- v. Project Close out Services: Provide GDOT reimbursement assistance as needed and GDOT project closeout.

2. **Dates of Service:** As Required

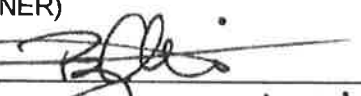
3. **Compensation and Payment:**

a. TIA Self Project Administration, Construction Documents	\$ 11,700.00 [2.0% TIA Budget]
b. <u>Bidding, Construction Administration, & Project Closeout</u>	\$ 26,300.00 [4.5% TIA Budget]
Total	\$38,000.00 [6.5% of TIA Budget]

4. **Project Manager for ENGINEER:** Charles E. Perry

5. **Special Terms:** N/A

ACCEPTED:
(OWNER)

By: 
 Name: Bryan Aasheim
 Title: Administrator
 Date: 9/10/19

EMC Engineering Services, Inc.
(ENGINEER)

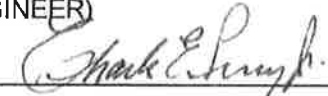
By: 
 Name: Charles E. Perry, Jr.
 Title: President and CEO
 Date: 9/05/2019

Exhibit D

**BOARD OF COMMISSIONERS
OF CANDLER COUNTY**Glyn Thrift
ChairmanBryan Aasheim
County AdministratorBrad Jones
Vice-ChairmanBlake Hendrix
CommissionerDavid Robinson
CommissionerWayne Culbertson
CommissionerTo: Accounts Payable
From: Bryan Aasheim, Administrator

RE: Inmate Meals

On September 9, 2019 the Board of Commissioners authorized accounts payable to pre pay for 6 months of inmate meals for a total of \$40,000. We will issue a check to the hospital for this amount and deduct the invoiced amount each month from this total until the pre paid amount is expended.

Please let me know if you have any questions.

Board of Commissioners of Candler County
 1075 E Hiawatha Street
 Suite A
 Metter, GA 30439-3962
 Phone: (912)685-2835

Purchase Order

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, CORRESPONDENCE, ETC.**

NO. 20-00625

ORDER DATE: 09/10/19
 DELIVERY DATE:
 STATE CONTRACT:
 F.O.B. TERMS:
 VENDOR ACCT NUM:
 VENDOR PHONE #:
 VENDOR FAX #:
 REQUISITION #:

SHIP TO

VENDOR Vendor #: CANDL095
 CANDLER COUNTY HOSP INMATE MEA
 POST OFFICE BOX 597
 METTER, GA 30439

PAYMENT RECORD

CHECK NO.
 DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 58-6000793

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	inmate meals	100-3326-53-1301 PRISONER FOOD	40,000.0000	40,000.00
			TOTAL	=====
				40,000.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

 VENDOR SIGN HERE

 OFFICIAL POSITION DATE

 TAX ID NO. OR SOCIAL SECURITY NO.

OFFICER'S CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

 DEPT. HEAD DATE

VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER. MAIL VOUCHER & ITEMIZED BILLS TO:
 Board of Commissioners of Candler County
 1075 E Hiawatha Street
 Suite A
 Metter, GA 30439-3962

APPROVAL TO PURCHASE

DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW