



# Jefferson County Board of County Commissioners

Thursday, February 3, 2022 at 6:00 pm

## REGULAR SESSION AGENDA

Courthouse Annex, 435 W. Walnut Street, Monticello, FL 32344

1. 6 PM CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE
2. PUBLIC ANNOUNCEMENTS, PRESENTATIONS & AWARDS
3. CONSENT AGENDA

- a. General Fund Vouchers

**Attachments:**

- **February Report** (February\_Report.pdf)
- **General Fund** (GF\_List\_of\_Vouchers\_02.03.22.pdf)

- b. Transportation Fund Vouchers

**Attachments:**

- **Transportation Vouchers** (TF\_List\_of\_Vouchers\_02.03.22.pdf)

- c. Minutes

**Attachments:**

- **Dec. 2, 2021** (12-2-2021\_draft\_BCC\_Minutes.docx)
- **Dec. 9, 2021** (12-9-2021\_draft\_BCC\_Final\_Budget\_Hearing.docx)
- **Nov. 18, 2021** (11-18-2021\_draft\_BCC\_Minutes.docx)
- **Nov. 4, 2021** (11-4-2021\_draft\_BCC\_Minutes.docx)
- **Oct 21, 2021** (10-21-2021\_draft\_BCC\_Minutes.docx)
- **Oct. 7, 2021** (10-7-2021\_draft\_BCC\_Minutes.docx)

- d. Contract Renewal, Langton Consulting

**Attachments:**

- **Contract** (2022\_CONTRACT.doc)

4. GENERAL BUSINESS

- a. Debris Removal Ordinance: S. Shirley

**Attachments:**

- **Debris Removal** (Debris\_Removal\_Ordinance\_-\_Preliminary\_Draft.doc)
- **FDEM Debris Removal from Private Property** (FDEM\_Debris\_Removal\_From\_Private\_Property\_2021.pdf)

**b. Letter of Agreement, Natural Shrimp/Hydrenesis LLC: C. Tuten/S. Shirley**

**Attachments:**

- **LOA** (LOA\_-\_Forrest\_Gump\_Final\_-\_1-28-2022.docx)

**c. SRACP/SCOP/CIGP Project Submittal: K. Reams/ P. Barwick**

**Attachments:**

- **Update** (SRAP-SCOP\_Update\_2022.docx)

**d. Updated Road Bond Resolution: S. Shirley/K. Reams**

**Attachments:**

- **A&R Delegated Award Resolution 1** (A\_R\_Delegated\_Award\_Resolution.1.doc)
- **A&R Delegated Award Resolution 1.B** (A\_R\_Delegated\_Award\_Resolution.1BL.docx)

**e. Audit of the A Building: Comm. Hall/P. Barwick**

**f. P-Card Policy Discussion: Comm. Tuten/Comm. Walker**

**Attachments:**

- **P-Card Policy** (Final\_Draft\_P-Card\_Policy.doc)

**5. Citizens Request & Input on Non-Agenda Items**

(3 Minute Limit Please)

**6. CLERK OF COURTS**

**7. COUNTY COORDINATOR**

Travel Policy

**8. COUNTY ATTORNEY**

**9. COUNTY COMMISSIONER DISCUSSION ITEMS**

**10. ADJOURN**

From the manual "Government in the Sunshine", page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**PARTICIPATING IN A COUNTY COMMISSION MEETING: A  
CITIZEN'S GUIDE**

The Jefferson County Commission is pleased to have you at our Commission meeting. We appreciate your presence, welcome your participation, and want your visit to be

interesting and informative. The following is a brief summary of the Commission's Meeting Rules of Procedure that apply to citizen participation.

See the meeting agenda so that you can follow each item of business the Commission will be discussing.

### **SPEAKING BEFORE THE COMMISSION: WHEN CAN I TALK?**

If you want to address the Commission about an issue that's not on the agenda, notice there are two places to do this. To reserve a time to speak for up to 3 minutes, please sign a speaker request form usually found near the speaker's rostrum.

The first place to speak is soon after the meeting begins. This time is reserved for citizens who want to make a request or provide input that doesn't require discussion. The spot is frequently used by citizens who don't want to stay for the entire meeting and don't need an immediate response from the Commission.

The second place is near the end of the meeting after the Commission has finished the general business part of its agenda. Again, each speaker is allotted up to 3 minutes. The Commission may enter into discussion of items brought to its attention during this segment of the meeting.

Citizens may also have a chance to address the Commission about items of interest during the General Business part of the agenda. After the Commissioners have had a chance to discuss a general business item, the Chair usually asks if there are any comments from the audience. Again, if you wish to speak, please limit remarks to no more than 3 minutes.

For the record, always give your name and address before you begin speaking. If you're representing a particular group or organization, state that, too. Always address remarks to the Chair or the Commission as a whole, never to an individual commissioner or the audience. Speakers may speak only once on an issue and may not yield their time to another person.

### **THE COMMON COURTESY RULE: PLEASE BE BRIEF, RELEVANT, AND ALWAYS CIVIL**

Commission meetings can be long. Our Commission works hard to keep meetings moving along in a productive and civil manner. Please plan your remarks so that you can make your point clearly and quickly. Always be courteous and civil.

DRAFT

The Chair may call down speakers (or members of the audience) who violate the Commission's rules of decorum. Here are some "no-no's": personal attacks or threats, booing, heckling, cheering, inappropriate clapping, verbal outbursts, and distracting private conversations during proceedings. Also, signs are okay outside of the meeting room but are not allowed in it.

Commission Meeting Rules of Procedure (available at [jeffersoncountyfl.gov](http://jeffersoncountyfl.gov)) give the Chair control of the meeting, much like a judge controls his courtroom. These same rules also give the Chair a lot of flexibility to use his or her judgment in running an efficient and orderly meeting. So if you think you need help or more time, let the Chair know. If time allows, the Chair will usually grant reasonable requests.

Again, thanks for your interest. We're glad you're here!

NOTE: *Except for Common Courtesy rules, slightly different guidelines may apply to public hearings and workshops.*

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Contact: Parrish Barwick, County Coordinator ([pbarwick@jeffersoncountyfl.gov](mailto:pbarwick@jeffersoncountyfl.gov) 850-342-0287)

General Fund

1947 SCRAP  
1948 SCOP  
1949 CIGP  
2101 BOCC  
2102 Coordinator  
2103 County Attorney  
2104 County Administrative  
2211 Property Appraiser  
2212 Tax Deed  
2320 Clerk  
2322 Circuit Court  
2324 County Court  
2332 State Attorney  
2333 Public Defender  
2440 Supervisor of Elections  
2670 Courthouse  
2671 Admin Buildings  
2780 Planning Dept  
2781 Industrial Development  
3102 Veterans Affairs  
3440 Building Dept  
3990 Medical Examiner  
4212 Animal Control  
4216 Mosquito Control-Local  
4217 Mosquito Control-State  
6101 Recreation  
6212 Library-Local  
6213 Library-State  
6302 Extension

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Fund 11

4102 Road Dept

Fund 12

0018 CDBG

Fund 14

3101 Sheriff

Fund 19

3211 Fire Rescue

Fund 22

4212 Solid Waste

Fund 23

2911 E911

Fund 26

6214 Literacy

Fund 28

3211 EMS

FUND	DEPT	VENDOR NAME	ACCT. NO.	VENDOR NO.	TRANS Descr.	CHECK NO.	CHECK MONTH	CHECK DAY	CHECK YEAR	TRANS AMOUNT
01	2102	State of Florida	012102513410	DEPTMGMT	#AN2M016					27.51
				COUNT 1						
01	2103	T. Buckingham Bird	012103514120	BIRDTBUC	Monthly Budget 02/22					2,666.74
				COUNT 1						
01	2104	US Legal Support, Inc Quadrant Leasing USA Inc	012104513310 012104513420	USLEGAL QUADLEAS	#990187903 Job#60335 Cust#00777345					530.15 349.25
				COUNT 2						
01	2322	State of Florida	012322516410	DEPTMGMT	#AN2M013					58.98
				COUNT 1						
01	2324	State of Florida	012324516410	DEPTMGMT	#AN2M009					62.94
				COUNT 1						
01	2332	CenturyLink State of Florida State of Florida State of Florida State of Florida World Wide Technology LLC	012332516410 012332516410 012332516410 012332516410 012332516410 012332516510	CENTLINK DEPTMGMT DEPTMGMT DEPTMGMT DEPTMGMT WMTECH	Act#311830823 #215-8844 #215-8844 #215-8844 #215-8844 #1820559 Firewall/Ma					330.21 141.50 141.50 141.30 1.57 868.15
				COUNT 6						
01	2333	State of Florida	012333516410 012333516410	DEPTMGMT DEPTMGMT	#216-3888 #216-3888					82.53 .38
				COUNT 2						
01	2440	Supervisor of Elections	012440519930	SUPERVIS	Monthly Budget 02/22					33,319.91
				COUNT 1						
01	2670	State of Florida State of Florida State of Florida Duke Energy Unifirst Corporation	012670519410 012670519410 012670519410 012670519430 012670519520	DEPTMGMT DEPTMGMT DEPTMGMT DUKE UNIFIRST	#AN2-10457 #AN2M001 #AN2M017 #9100 8544 9537 Cust#1311916					6.28 340.02 110.04 1,128.24 1,140.07
				COUNT 5						
01	2671	CenturyLink State of Florida State of Florida State of Florida State of Florida	012671519410 012671519410 012671519410 012671519410 012671519410	CENTLINK DEPTMGMT DEPTMGMT DEPTMGMT DEPTMGMT	Act#311176920 #AN2-1550 #AN2M018 #AN2 #AN2M002					138.04 41.16 55.02 11.43 137.35

FUND	DEPT	VENDOR NAME	ACCT. NO.	VENDOR NO.	TRANS. Descr.	CHECK NO.	CHECK MONTH	CHECK DAY	CHECK YEAR	TRANS AMOUNT
01	2671	State of Florida	012671519410	DEPTMGMT	#AN2M015					27.51
01		State of Florida	012671519410	DEPTMGMT	#AN2M016					55.02
01		CenturyLink	012671519410	LUMEN	Act#90902538					167.79
01		Duke Energy	012671519430	DUKE	#9100 8544 9272					32.51
01		Duke Energy	012671519430	DUKE	#9100 8544 8578					32.72
01		Duke Energy	012671519430	DUKE	#9300 0000 7581					231.47
01		Duke Energy	012671519430	DUKE	#9300 0000 7581					173.73
01		Duke Energy	012671519430	DUKE	#9300 0000 7581					217.89
01		Duke Energy	012671519430	DUKE	#9100 8545 0324					337.48
01		Duke Energy	012671519430	DUKE	#9100 8545 0879					241.84
01		Register's Mini Storage	012671519440	REGISTMT	Units B 17.21-.22					1.25.00
01		Royal Mini Storage, Inc.	012671519440	ROYALMIN	Unit #47					225.00
01		Big Bend Eubanks Termite	012671519460	BIGBTERM	#8912 termite Renewa					110.00
01		Gulf Coast Lumber/Supply*	012671519460	GULFCOLU	#300166 Elec Ballast					175.00
01		Redwire	012671519460	REDWIRE	#WIM1414 Annex					34.98
01		Tommy Stoyer	012671519460	STOYER	RoadDept-Exit Light					276.92
01		Advanced Business Systems	012671519461	ADVBUSIN	Mtr#70308					146.70
01										62.43
01	2780	State of Florida	012780515410	DEPTMGMT	#AN2M011					41.26
01		Duke Energy	012780515430	DUKE	#9100 8545 0746					198.71
01				COUNT 2						
01	2781	State of Florida	012781519830	DEPTMGMT	#AN2M019					27.51
01				COUNT 1						
01	3102	Madison County	013102553310	MADISONB	VA Shared Costs 01/2					1.334.63
01				COUNT 1						
01	3440	State of Florida	013440524410	DEPTMGMT	#AN2M011					41.27
01		Duke Energy	013440524430	DUKE	#9100 8545 0746					198.72
01				COUNT 2						
01	4216	State of Florida	014216534410	DEPTMGMT	#AN2M021					28.90
01		Duke Energy	014216534430	DUKE	#9100 8544 9785					246.91
01		Duke Energy	014216534430	DUKE	#9100 8544 9917					149.49
01				COUNT 3						
01	6101	State of Florida	016101572410	DEPTMGMT	#AN2M012					55.02
01		Duke Energy	016101572430	DUKE	#9300 0001 2968					320.81
01		Duke Energy	016101572430	DUKE	#9300 0001 2968					346.94
01		Duke Energy	016101572430	DUKE	#9300 0001 2968					356.45
01				COUNT 4						
01	6212	State of Florida	016212571410	DEPTMGMT	#AN2M010					110.04

FUND	DEPT	VENDOR NAME	ACCT. NO.	VENDOR NO.	TRANS Descr.	CHECK NO.	CHECK MONTH	CHECK DAY	CHECK YEAR	TRANS AMOUNT
01	6302	James Skipworth State of Florida Duke Energy	016302537340 016302537410 016302537430	COUNT 1 SKIPWORTH DEPTMGMT DUKE DUKE	Janitorial Svcs 01/2 #AN2M008 #9300 0001 4564 #9300 0001 4564					420.00 112.02 558.24 558.50
01	9999	B&B Porta-Toilets, Inc	019999511990	COUNT 4 B&BPORTA	Hall Rd Park					95.00
11	4102	Cintas Vector Security CenturyLink Duke Energy Duke Energy Duke Energy Santander Leasing LLC Big Bend Tire Beard Equipment Company Treadmaxx Tire Distr. Inc O'Reilly Automotive, Inc. O'Reilly Automotive, Inc. Safety-Kleen Systems, Inc. Morris Petroleum, Inc*	114102541341 114102541341 114102541410 114102541430 114102541430 114102541430 114102541442 114102541462 114102541463 114102541463 114102541463 114102541463 114102541520 114102541521	CINTAS VECTOR CENTLINK DUKE DUKE DUKE SANTANDE BIGBENT BEARD KAUFFMAN OREILLY OREILLY SAFETYKL MORRISPE	#19616374 Act#6478853 Act#812168304 Act#9300 0001 4176 Act#9300 0001 4176 #9100 8544 8247 #004-0005312-000 RoadDept-Balance Tir #700352 Tank, OringBo Cust#26379 Tires (4) #2834089 HydOil, Trct #2834089 Fuel/Wtr Se #JEL10809 #CN14107819 Road Dept Fuel				124.28 33.02 466.39 1,433.95 826.39 144.14 105,340.61 132.00 268.95 567.20 248.95 25.52 49.68 18,615.67	
12	0018	Henry Ulee	120018554300	COUNT 14 ULEEH	CDBG Temp Relocation					100.00
14	3101	Jeff Cnty Sheriff's Offic Southern Coast K-9 Richard Thomas	143101521540 143101521540 143101521540	COUNT 1 JEFFCOSH SOUTHCOA THOMASR	DrugDetection-Hotel DrugDetectionHandler DrugDetectionHandler					759.00 1,400.00 490.00
18	4102	Court Surfaces Deese Elite	184102541635 184102541635	COUNT 3 COURTSUR DEESE	Recreation Park Cour RecPark Bathrooms.En					23,800.00 1,185.18
19	3211	CenturyLink State of Florida State of Florida Duke Energy Duke Energy Creative Stitches Municipal EmergencyService	193211522410 193211522410 193211522410 193211522430 193211522430 193211522520 193211522520	COUNT 2 CENTLINK DEPTMGMT DEPTMGMT DUKE DUKE CREATIVE MES	Act#444093705 #AN2M006 #AN2AM01 #9300 0001 2356 #9100 8545 0473 FireRescue-JCER Embr #C57362 Compressor M				53.83 57.00 13.76 82.49 292.50 47.25 1,224.12	



FUND	DEPT	VENDOR NAME	ACCT. NO.	VENDOR NO.	TRANS	CHECK	CHECK	CHECK	TRANS
					Descr.	NO.	MONTH	DAY	AMOUNT
19	3211	State of Florida	193211522620	DEPTMGMT	#AN2-14844				37.25
19		Duke Energy	193211522620	DUKE	#9300 0001 2356				194.92
19		Monticello Carquest Inc.	193211522620	MONTICARQ	#262 Rad Hose Coolan				166.67
19		Duke Energy	193211522621	DUKE	#9300 0001 2356				179.60
COUNT 11									
22	4212	State of Florida	224212534410	DEPTMGMT	#AN2M007				82.53
22		Duke Energy	224212534430	DUKE	#9300 0001 4879				416.81
22		Duke Energy	224212534430	DUKE	#9300 0001 4879				488.61
22		Tower Compactor Rentals	224212534441	TOWERCOM	#JEF0003 WaukeenaSt				474.97
22		Tower Compactor Rentals	224212534441	TOWERCOM	#JEF0003 NewPorttcel				474.97
22		Tower Compactor Rentals	224212534441	TOWERCOM	#JEF0003 Nash Rd				949.94
22		Tower Compactor Rentals	224212534441	TOWERCOM	#JEF0003 Wacissa				474.97
22		Tower Compactor Rentals	224212534441	TOWERCOM	#JEF0003 Fullford				474.97
22		Tower Compactor Rentals	224212534441	TOWERCOM	#JEF0003 Aucilla				474.97
22		Tower Compactor Rentals	224212534441	TOWERCOM	#JEF0003 Lioyd				949.94
COUNT 10									
23	2911	CenturyLink	232911525410	CENTLINK	#311709776				5,152.27
23		CenturyLink	232911525410	CENTUR	Act#69297				480.36
23		Verizon Wireless	232911525410	VERIZONW	#523475943-2 #989700				72.14
COUNT 3									
28	3211	CenturyLink	283211526410	CENTLINK	Act#444093705				53.82
28		State of Florida	283211526410	DEPTMGMT	#AN2M005				82.53
28		State of Florida	283211526410	DEPTMGMT	#AN2AW01				13.75
28		Duke Energy	283211526430	DUKE	#9100 8545 0473				292.49
28		Creative Stitches	283211526520	CREATIVE	FireRescue-JCFR Embr				47.25
28		Boundtree Medical, LLC	283211526522	BOUNDTRE	#150816				285.00
28		Jones Welding & Industria	283211526522	JONESWEL	#58675 Oxygen				88.57
28		Jones Welding & Industria	283211526522	JONESWEL	#58675 Oxygen				128.35
COUNT 8									

FINAL TOTALS  
COUNT 113

\*\*\* END OF REPORT \*\*\*

REPORT DATE	01/26/2022	JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS						PAGE	1
SYSTEM DATE	01/26/2022	LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER						TIME	10:17:16
FILES ID	B							USER	KNEWBERRY
VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
CASH CODE-01001	G/L CASH ACCOUNT-011010000	CASH-CHECKING-GEN. FUND							
Advanced Business System	02/03/2022	-	393460	01/19/2022	VR 01020322-018	Mtr#70308	62.43	.00	
		CHECK TO VENDOR==>VENDOR ADVBUSIN Advanced Business Systems				TOTALS	62.43	.00	
B&B Porta-Toilets, Inc	02/03/2022	-	292589	01/19/2022	VR 01020322-024	Hall Rd Park	95.00	.00	
		CHECK TO VENDOR==>VENDOR B&BPORTA B&B Porta-Toilets, Inc				TOTALS	95.00	.00	
Big Bend-Eubanks Termite	02/03/2022	-	241401	01/05/2022	VR 01020322-023	#8912 Termite Renewal	175.00	.00	
		CHECK TO VENDOR==>VENDOR BIGBTERM Big Bend-Eubanks Termite				TOTALS	175.00	.00	
T. Buckingham Bird	02/03/2022	-	02012201	02/01/2022	VR 01020322-002	Monthly Budget 02/22	2666.74	.00	
		CHECK TO VENDOR==>VENDOR BIRDTBUC T. Buckingham Bird				TOTALS	2666.74	.00	
BoundTree Medical, LLC	02/03/2022	-	64503730	01/13/2022	VR 28020322-099	#150816	285.00	.00	
		CHECK TO VENDOR==>VENDOR BOUNDTRE BoundTree Medical, LLC				TOTALS	285.00	.00	
CenturyLink	02/03/2022	-	08230122	01/16/2022	VR 01020322-014	Act#311830823	330.21	.00	
CenturyLink	02/03/2022	-	37050122	01/17/2022	VR 19020322-091	Act#444093705	53.83	.00	
CenturyLink	02/03/2022	-	37050122	01/17/2022	VR 28020322-092	Act#444093705	53.82	.00	
CenturyLink	02/03/2022	-	69200122	01/16/2022	VR 01020322-022	Act#311176920	138.04	.00	
CenturyLink	02/03/2022	-	97760122	01/16/2022	VR 23020322-089	#311709776	5152.27	.00	
		CHECK TO VENDOR==>VENDOR CENTLINK CenturyLink				TOTALS	5728.17	.00	
CenturyLink	02/03/2022	-	01132201	01/13/2022	VR 23020322-090	Act#69297	480.36	.00	
		CHECK TO VENDOR==>VENDOR CENTUR CenturyLink				TOTALS	480.36	.00	
Court Surfaces	02/03/2022	-	1324	01/10/2022	VR 18020322-071	Recreation Park Courts	23800.00	.00	
		CHECK TO VENDOR==>VENDOR COURTSUR Court Surfaces				TOTALS	23800.00	.00	
Creative Stitches	02/03/2022	-	7827	01/17/2022	VR 19020322-094	FireRescue-JCFR Embroider	47.25	.00	
Creative Stitches	02/03/2022	-	7827	01/17/2022	VR 28020322-093	FireRescue-JCFR Embroider	47.25	.00	
		CHECK TO VENDOR==>VENDOR CREATIVE Creative Stitches				TOTALS	94.50	.00	
Deese Elite	02/03/2022	-	1851	12/13/2021	VR 18020322-072	RecPark Bathrooms,Entranc	1185.18	.00	
		CHECK TO VENDOR==>VENDOR DEESE Deese Elite				TOTALS	1185.18	.00	
State of Florida	02/03/2022	-	2Y-5007	12/15/2021	VR 01020322-041	#215-8844	141.30	.00	

VENDOR NAME		DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
State of Florida		02/03/2022	-	2Y-5008	12/15/2021	VR	01020322-042	#215-8844	.65	.00	
State of Florida		02/03/2022	-	2Z-1562	01/18/2022	VR	01020322-043	#215-8844	141.30	.00	
State of Florida		02/03/2022	-	2Z-1563	01/18/2022	VR	01020322-044	#215-8844	1.57	.00	
State of Florida		02/03/2022	-	2Z-1574	01/18/2022	VR	01020322-025	#216-3888	82.53	.00	
State of Florida		02/03/2022	-	2Z-1575	01/18/2022	VR	01020322-026	#216-3888	.38	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-052	#AN2MO01	340.02	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-053	#AN2MO02	137.55	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-057	#AN2MO08	112.02	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-058	#AN2MO09	62.94	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-059	#AN2MO10	110.04	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-060	#AN2MO11	41.26	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-061	#AN2MO11	41.27	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-062	#AN2MO12	55.02	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-063	#AN2MO13	58.98	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-064	#AN2MO15	27.51	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-065	#AN2MO16	27.51	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-066	#AN2MO16	55.02	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-067	#AN2MO17	110.04	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-068	#AN2MO18	55.02	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-069	#AN2MO19	27.51	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	01020322-070	#AN2MO21	28.90	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	19020322-051	#AN2AW01	13.76	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	19020322-055	#AN2MO06	57.00	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	22020322-056	#AN2MO07	82.53	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	28020322-050	#AN2AW01	13.75	.00	
State of Florida		02/03/2022	-	2Z-5058	01/18/2022	VR	28020322-054	#AN2MO05	82.53	.00	
State of Florida		02/03/2022	-	2Z-5059	01/18/2022	VR	01020322-005	#AN2	11.43	.00	
State of Florida		02/03/2022	-	2Z-5060	01/18/2022	VR	19020322-078	#AN2-14844	37.25	.00	
State of Florida		02/03/2022	-	2Z-5061	01/18/2022	VR	01020322-006	#AN2-10457	6.28	.00	
State of Florida		02/03/2022	-	2Z-5062	01/18/2022	VR	01020322-007	#AN2-1550	41.16	.00	
CHECK TO VENDOR==>VENDOR DEPTMGMT State of Florida									TOTALS	2004.03	.00
Duke Energy		02/03/2022	-	03241221	01/14/2022	VR	01020322-035	#9100 8545 0324	337.48	.00	
Duke Energy		02/03/2022	-	04731221	01/18/2022	VR	19020322-095	#9100 8545 0473	292.50	.00	
Duke Energy		02/03/2022	-	04731221	01/18/2022	VR	28020322-096	#9100 8545 0473	292.49	.00	
Duke Energy		02/03/2022	-	07461221	01/14/2022	VR	01020322-038	#9100 8545 0746	198.71	.00	
Duke Energy		02/03/2022	-	07461221	01/14/2022	VR	01020322-039	#9100 8545 0746	198.72	.00	
Duke Energy		02/03/2022	-	08791221	01/14/2022	VR	01020322-036	#9100 8545 0879	1241.84	.00	
Duke Energy		02/03/2022	-	23561221	01/10/2022	VR	19020322-075	#9300 0001 2356	194.92	.00	
Duke Energy		02/03/2022	-	23561221	01/10/2022	VR	19020322-076	#9300 0001 2356	179.60	.00	
Duke Energy		02/03/2022	-	23561221	01/10/2022	VR	19020322-077	#9300 0001 2356	82.49	.00	
Duke Energy		02/03/2022	-	29681021	11/16/2021	VR	01020322-031	#9300 0001 2968	320.81	.00	
Duke Energy		02/03/2022	-	29681121	12/16/2021	VR	01020322-032	#9300 0001 2968	346.94	.00	
Duke Energy		02/03/2022	-	29681221	01/19/2022	VR	01020322-033	#9300 0001 2968	356.45	.00	
Duke Energy		02/03/2022	-	45641121	12/27/2021	VR	01020322-029	#9300 0001 4564	558.24	.00	
Duke Energy		02/03/2022	-	45641221	12/27/2021	VR	01020322-030	#9300 0001 4564	558.50	.00	
Duke Energy		02/03/2022	-	48791021	11/22/2021	VR	22020322-086	#9300 0001 4879	-416.81	.00	
Duke Energy		02/03/2022	-	48791121	12/27/2021	VR	22020322-087	#9300 0001 4879	488.61	.00	
Duke Energy		02/03/2022	-	75811021	11/17/2021	VR	01020322-015	#9300 0000 7581	231.47	.00	
Duke Energy		02/03/2022	-	75811121	12/17/2021	VR	01020322-016	#9300 0000 7581	173.73	.00	

REPORT DATE	01/26/2022	JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS								PAGE	3
SYSTEM DATE	01/26/2022	LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER								TIME	10:17:16
FILES ID	B									USER	KNEWBERRY
VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION			TRANS AMOUNT	DISC/WITH AMOUNT
Duke Energy	02/03/2022	-	75811221	01/20/2022	VR	01020322-017	#9300	0000	7581	217.89	.00
Duke Energy	02/03/2022	-	85781221	01/13/2022	VR	01020322-011	#9100	8544	8578	32.72	.00
Duke Energy	02/03/2022	-	92721221	01/13/2022	VR	01020322-010	#9100	8544	9272	32.51	.00
Duke Energy	02/03/2022	-	95371221	01/14/2022	VR	01020322-037	#9100	8544	9537		
										1128.24	.00
Duke Energy	02/03/2022	-	97851221	01/18/2022	VR	01020322-027	#9100	8544	9785	246.91	.00
Duke Energy	02/03/2022	-	99171221	01/19/2022	VR	01020322-028	#9100	8544	9917	149.49	.00
		CHECK TO VENDOR==>VENDOR DUKE		Duke Energy		TOTALS				7444.45	.00
Gulf Coast Lumber/Supply	02/03/2022	-	109684	01/20/2022	VR	01020322-013	#300166	Elec Ballast		34.98	.00
		CHECK TO VENDOR==>VENDOR GULFCOLU		Gulf Coast Lumber/Supply*		TOTALS				34.98	.00
Jeff Cnty Sheriff's Offi	02/03/2022	-	01242201	01/24/2022	VR	14020322-048	DrugDetection-Hotel			759.00	.00
		CHECK TO VENDOR==>VENDOR JEFFCOSH		Jeff Cnty Sheriff's Offic		TOTALS				759.00	.00
Jones Welding & Industri	02/03/2022	-	VM43139	01/01/2022	VR	28020322-097	#58675	Oxygen		128.35	.00
Jones Welding & Industri	02/03/2022	-	VM43215	01/13/2022	VR	28020322-098	#58675	Oxygen		88.57	.00
		CHECK TO VENDOR==>VENDOR JONESWEL		Jones Welding & Industria		TOTALS				216.92	.00
CenturyLink	02/03/2022	-	27664135	01/12/2022	VR	01020322-009	Act#90902538			167.79	.00
		CHECK TO VENDOR==>VENDOR LUMEN		CenturyLink		TOTALS				167.79	.00
Madison County	02/03/2022	-	01242201	01/24/2022	VR	01020322-021	VA Shared Costs 01/22			1334.63	.00
		CHECK TO VENDOR==>VENDOR MADISONB		Madison County		TOTALS				1334.63	.00
MunicipalEmergencyServic	02/03/2022	-	1666570	01/18/2022	VR	19020322-073	#C57362	Compressor Maint		1224.12	.00
		CHECK TO VENDOR==>VENDOR MES		MunicipalEmergencyService		TOTALS				1224.12	.00
Monticello Carquest Inc.	02/03/2022	-	38247751	01/14/2022	VR	19020322-074	#262	Rad Hose,CoolantRese		126.67	.00
		CHECK TO VENDOR==>VENDOR MONTCARQ		Monticello Carquest Inc.		TOTALS				126.67	.00
Quadient Leasing USA Inc	02/03/2022	-	N9233920	01/20/2022	VR	01020322-034	Cust#00777345			349.25	.00
		CHECK TO VENDOR==>VENDOR QUADLEAS		Quadient Leasing USA Inc		TOTALS				349.25	.00
Redwire	02/03/2022	-	420258	01/25/2022	VR	01020322-020	#W1M1414	Annex		276.92	.00
		CHECK TO VENDOR==>VENDOR REDWIRE		Redwire		TOTALS				276.92	.00
Register's Mini Storage	02/03/2022	-	02012201	02/01/2022	VR	01020322-003	Units B 17,21-22			225.00	.00

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SYSTEM DATE	01/26/2022	LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER						TIME	10:17:16
FILES ID	B							USER	KNEWBERRY
VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
			CHECK TO VENDOR==>VENDOR	REGISTMI	Register's Mini Storage	TOTALS	225.00	.00	
Royal Mini Storage, Inc.	02/03/2022	-	02012201	02/01/2022	VR 01020322-004	Unit #47	110.00	.00	
			CHECK TO VENDOR==>VENDOR	ROYALMIN	Royal Mini Storage, Inc.	TOTALS	110.00	.00	
James Skipworth	02/03/2022	-	01202201	01/20/2022	VR 01020322-008	Janitorial Svcs 01/22	420.00	.00	
			CHECK TO VENDOR==>VENDOR	SKIPWORJ	James Skipworth	TOTALS	420.00	.00	
Southern Coast K-9	02/03/2022	-	01242201	01/24/2022	VR 14020322-049	DrugDetectionHandlerCrse	1400.00	.00	
			CHECK TO VENDOR==>VENDOR	SOUTHCOA	Southern Coast K-9	TOTALS	1400.00	.00	
Tommy Stover	02/03/2022	-	595697	01/25/2022	VR 01020322-019	RoadDept-Exit Light	146.70	.00	
			CHECK TO VENDOR==>VENDOR	STOVER	Tommy Stover	TOTALS	146.70	.00	
Supervisor of Elections	02/03/2022	-	02012201	02/01/2022	VR 01020322-001	Monthly Budget 02/22	33319.91	.00	
			CHECK TO VENDOR==>VENDOR	SUPERVIS	Supervisor of Elections	TOTALS	33319.91	.00	
Richard Thomas	02/03/2022	-	01242201	01/24/2022	VR 14020322-047	DrugDetectionHandlerCrse	490.00	.00	
			CHECK TO VENDOR==>VENDOR	THOMASR	Richard Thomas	TOTALS	490.00	.00	
Tower Compactor Rentals	02/03/2022	-	22-02979	02/01/2022	VR 22020322-079	#JEF0003 WaukeelahSt	474.97	.00	
Tower Compactor Rentals	02/03/2022	-	22-02980	02/01/2022	VR 22020322-080	#JEF0003 NewMonticelloRd	474.97	.00	
Tower Compactor Rentals	02/03/2022	-	22-02981	02/01/2022	VR 22020322-081	#JEF0003 Nash Rd	949.94	.00	
Tower Compactor Rentals	02/03/2022	-	22-02997	02/01/2022	VR 22020322-082	#JEF0003 Wacissa	474.97	.00	
Tower Compactor Rentals	02/03/2022	-	22-03010	02/01/2022	VR 22020322-083	#JEF0003 Fulford	474.97	.00	
Tower Compactor Rentals	02/03/2022	-	22-03011	02/01/2022	VR 22020322-084	#JEF0003 Aucilla	474.97	.00	
Tower Compactor Rentals	02/03/2022	-	22-03016	02/01/2022	VR 22020322-085	#JEF0003 Lloyd	949.94	.00	
			CHECK TO VENDOR==>VENDOR	TOWERCOM	Tower Compactor Rentals	TOTALS	4274.73	.00	
Henry Ulee	02/03/2022	-	01112201	01/11/2022	VR 12020322-046	CDBG Temp Relocation	100.00	.00	
			CHECK TO VENDOR==>VENDOR	ULEEH	Henry Ulee	TOTALS	100.00	.00	
UniFirst Corporation	02/03/2022	-	0247900	01/20/2022	VR 01020322-012	CUst#1311916	140.07	.00	
			CHECK TO VENDOR==>VENDOR	UNIFIRST	UniFirst Corporation	TOTALS	140.07	.00	
US Legal Support, Inc.	02/03/2022	-	68011-12	12/27/2021	VR 01020322-040	#990187903 Job#6033598	530.15	.00	
			CHECK TO VENDOR==>VENDOR	USLEGAL	US Legal Support, Inc.	TOTALS	530.15	.00	
Verizon Wireless	02/03/2022	-	98970086	01/10/2022	VR 23020322-088	#523475943-2 #9897008619	72.14	.00	

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VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
			CHECK TO VENDOR==>VENDOR VERIZONW		Verizon Wireless	TOTALS	72.14	.00
World Wide Technology LL	02/03/2022	-	10516966	10/23/2021	VR 01020322-045 #1820559	Firewall/Maint	868.15	.00
			CHECK TO VENDOR==>VENDOR WWTECH		World Wide Technology LLC	TOTALS	868.15	.00
			CASH ACCOUNT #		011010000	TOTALS	90607.99	.00
			BANK ACCOUNT #		0101001611	TOTALS	90607.99	.00
					FINAL REPORT	TOTALS	90607.99	.00

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ERRORS DETECTED: 0

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VENDOR  
VOUCHER TO 99999999  
CASH CODE 01001

INCLUDE DORMANT CREDIT MEMOS?...: Y

END OF REPORT

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SYSTEM DATE	01/26/2022	LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER						TIME	10:19:27
FILES ID	B							USER	KNEWBERRY
VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
CASH CODE-08008	G/L CASH ACCOUNT-111010000	CASH-CHECKING-CO TRANS							
Beard Equipment Company	02/03/2022	-	1515550	01/20/2022	VR 11020322-011	#700352 Tank,ORingBoss16	268.95	.00	
		CHECK TO VENDOR==>VENDOR BEARD				Beard Equipment Company	TOTALS	268.95	.00
Big Bend Tire	02/03/2022	-	40154	01/20/2022	VR 11020322-008	RoadDept-Balance Tires	132.00	.00	
		CHECK TO VENDOR==>VENDOR BIGBENTI				Big Bend Tire	TOTALS	132.00	.00
CenturyLink	02/03/2022	-	83040122	01/16/2022	VR 11020322-001	Act#312168304	466.39	.00	
		CHECK TO VENDOR==>VENDOR CENTLINK				CenturyLink	TOTALS	466.39	.00
Cintas	02/03/2022	-	41079054	01/18/2022	VR 11020322-005	#19616374	124.28	.00	
		CHECK TO VENDOR==>VENDOR CINTAS				Cintas	TOTALS	124.28	.00
Duke Energy	02/03/2022	-	41761121	11/30/2021	VR 11020322-002	Act#9300 0001 4176	1433.95	.00	
Duke Energy	02/03/2022	-	41761221	12/30/2021	VR 11020322-003	Act#9300 0001 4176	826.39	.00	
Duke Energy	02/03/2022	-	82470122	01/20/2022	VR 11020322-006	#9100 8544 8247	144.14	.00	
		CHECK TO VENDOR==>VENDOR DUKE				Duke Energy	TOTALS	2404.48	.00
Treadmaxx Tire Distr. In	02/03/2022	-	476872	01/20/2022	VR 11020322-012	Cust#26379 Tires (4)	567.20	.00	
		CHECK TO VENDOR==>VENDOR KAUFFMAN				Treadmaxx Tire Distr. Inc	TOTALS	567.20	.00
Morris Petroleum, Inc*	02/03/2022	-	01042201	01/04/2022	VR 11020322-014	Road Dept Fuel	18615.67	.00	
		CHECK TO VENDOR==>VENDOR MORRISPE				Morris Petroleum, Inc*	TOTALS	18615.67	.00
O'Reilly Automotive, Inc	02/03/2022	-	5-103143	01/20/2022	VR 11020322-009	#2834089 Fuel/Wtr Sep	25.52	.00	
O'Reilly Automotive, Inc	02/03/2022	-	5-103160	01/20/2022	VR 11020322-010	#2834089 HydOil,TrctrFld	248.95	.00	
		CHECK TO VENDOR==>VENDOR OREILLY				O'Reilly Automotive, Inc.	TOTALS	274.47	.00
Safety-Kleen Systems, In	02/03/2022	-	14107819	01/06/2022	VR 11020322-013	#JE10809 #CN14107819	49.68	.00	
		CHECK TO VENDOR==>VENDOR SAFETYKL				Safety-Kleen Systems, Inc	TOTALS	49.68	.00
Santander Leasing LLC	02/03/2022	-	2740670	01/19/2022	VR 11020322-007	#004-0005312-000	105340.61	.00	
		CHECK TO VENDOR==>VENDOR SANTANDE				Santander Leasing LLC	TOTALS	105340.61	.00
Vector Security	02/03/2022	-	69322030	01/05/2022	VR 11020322-004	Act#6478853	33.02	.00	



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VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
			CHECK TO VENDOR==>VENDOR VECTOR		Vector Security	TOTALS	33.02	.00
			CASH ACCOUNT # 111010000			TOTALS	128276.75	.00
			BANK ACCOUNT # 0101006511			TOTALS	128276.75	.00
						FINAL REPORT TOTALS	128276.75	.00

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SUMMARY PAGE INFORMATION

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SELECT CRITERIA: DUE DATE 02/03/2022 TO 02/03/2022  
VENDOR  
VOUCHER TO 99999999  
CASH CODE 08008

INCLUDE DORMANT CREDIT MEMOS?...: Y

END OF REPORT

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Regular Session**  
**December 2, 2021**  
**6:00 P.M.**

The Board met this date in regular session. Present were Chairman Gene Hall, Commissioners JT Surles and Stephen Walker. Chris Tuten was present telephonically. Also present were County Attorney Scott Shirley, County Coordinator Parrish Barwick and Planning Official Shannon Metty. Clerk of Court Kirk Reams was present telephonically.

1. Chairman Hall called the meeting to order and led the invocation and pledge of allegiance.
2. There were no public announcements, presentations or awards.
3. Planning Official Shannon Metty introduced and gave an analysis of item 4a which is the application for a small scale comprehensive change of the Dickey property located on Jazmen Lane and St. Augustine Road. At that time, Chair Hall opened up the issue for a public hearing where several citizens spoke about the issue. Chair Hall closed the meeting and it was the Planning Departments recommendation not to approve the request. **On a motion by Commissioner Walker seconded by Commissioner Surles the Board voted 3 to 1 (Commissioner Hall with the dissenting vote) to follow the Planning Departments recommendation and deny the request.**
4. County Attorney Scott Shirley introduced item 4b, which was an update on the draft Noise Ordinance. He read through the draft ordinance and stated that at the next Board meeting he will set a time for a workshop to discuss in more depth.
5. Planning Official, Shannon Metty introduced item 4c which was the 300 Industrial Park Drive Lease Renewal. Tommy Hardy from Pop's Sanitation, one of the tenants discussed his desire to extend the lease for 3 more years and potentially purchase the property in the future. Several citizens spoke on behalf of Mr. Hardy and Pops Sanitation indicating that they had been a wonderful neighbor and local business. **On motion by Commissioner Surles, seconded by Commissioner Walker and unanimously carried, the Board requested that a 3-year lease renewal with an option to buy be brought back to the Board in a future meeting.**
6. County Coordinator Parrish Barwick introduced item 4d which was the discussion concerning the Aucilla Shores Volunteer Fire Department property. The issue is that the local Volunteer Fire Department does not have the resources to properly maintain the property. After input from the Fire Chief and County Attorney, a proposal will be forthcoming to consolidate it into the County. **On a motion by Commissioner Walker seconded by commissioner Surles and unanimously carried, the Board requested Attorney Shirley to bring back a proposal to consolidate the land into the County.**
7. Clerk of Court Kirk Reams gave an update on item 4e, the status of the current road bond. Clerk Reams indicated that he was on a conference call yesterday with the bond brokers and they indicated that they wanted to move forward and they felt we would have funding in place by January 2022. Clerk Reams also shared that the accounting had crashed and that the 11/30/21 payroll was done manually. Therefore, everyone would be

receiving a paper check. He also stated the system should be up and running shortly with no data loss. Clerk Reams stated that as soon as possible the accounting system will be migrated to a cloud based application.

8. Item 4f, The MOU between the County and Health Department was discussed with no action item taken.
9. Planning Official, Shannon Metty gave an update on the NextEra remaining funds and the project updates concerning those funds.
10. Planning Official, Shannon Metty requested if she could get authorization by the Board to pay Langton & Associates over \$6,000 for prior invoices. **On a motion by Commissioner Walker seconded by commissioner Surles and unanimously carried, the Board agree to pay Langton & Associates.**
11. County Coordinator Parrish Barwick led the discussion on holiday closures and gift cards. **On a motion by Commissioner Walker seconded by commissioner Surles and unanimously carried, the Board agreed for the County to be closed on December 23<sup>rd</sup>, 24<sup>th</sup> and 30<sup>th</sup> and give out \$100 gift cards to full time employees and \$50 gift cards to part time employees.**
12. **On motion by Commissioner Walker, seconded by Commissioner Surles and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners  
Jefferson County, Florida**

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Gene Hall, Chairman

ATTEST:

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Kirk Reams, Clerk of Court

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Special Session**  
**December 9, 2021**  
**6:00 P.M.**

The Board met this date in special session. Present were Vice- Chair Betsy Barfield, Commissioners Stephen Walker, JT Surles and Chris Tuten was present telephonically. Also present was Clerk of Court, Kirk Reams.

1. Vice- Chair Barfield called the meeting to order.
2. Vice- Chair Barfield stated that this was the final budget hearing for the Jefferson County budget for County Fiscal Year 2021-2022 (CFY 21-22).
3. Vice-Chair Barfield stated that the (CFY 21-22) proposed millage rate of 7.9500 mills is the same as the prior year millage rate and is .16% higher than the roll back rate of 7.9370 mills.
4. Vice-Chair Barfield asked if there were any public comments regarding the millage rate and budget. Hearing none, the meeting continued.
5. **On motion by Commissioner Surles, seconded by Commissioner Walker and unanimously carried, the Board approved Resolution 21-120921-01 setting the County millage rate at 7.9500 mills.**
6. **On a motion by Commissioner Walker and seconded by Commissioner Surles, and unanimously carried, the Board approved Resolution 21-120921-02 setting the CFY 21-22 Budget at \$38,985,257.**
7. **On a motion by Commissioner Walker and seconded by Commissioner Surles and unanimously carried, the Board approved Resolution 21-120921-03 adopting a Fire Assessment at (\$113.40 Single Family / \$64.41 Multiple Family & .063 / sq. ft. commercial, with \$161.14 minimum and a \$3,730.13 maximum).**
8. **On motion by Commissioner Surles and seconded by Commissioner Walker and unanimously carried, the Board approved Resolution 21-120921-04 adopting a Solid Waste assessment of \$225 Single Family & \$225 Base Fee for Commercial.**
9. **On motion by Commissioner Walker and seconded by Commissioner Surles and unanimously carried, the meeting was adjourned**

**Board of County Commissioners**  
**Jefferson County, Florida**

\_\_\_\_\_  
Gene Hall, Chairman

ATTEST:

\_\_\_\_\_  
Kirk Reams, Clerk of Court

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Regular Session**  
**November 18, 2021**  
**6:00 P.M.**

The Board met this date in regular session. Present were Chairman Gene Hall, Commissioners JT Surles, Stephen Walker, Chris Tuten and Betsy Barfield. Also present were County Attorney Scott Shirley, County Coordinator Parrish Barwick, Planning Official Shannon Metty and Clerk of Court Kirk Reams.

1. Chairman Hall called the meeting to order and led the invocation and pledge of allegiance.
2. Clerk of Court Kirk Reams gave an update on the City of Monticello to Lloyd sewer expansion grant award from FDEP. It was the consensus of the Board for Clerk Reams to discuss with the City the possibility of them modifying their initial grant request in order to make the award be more likely and feasible.
3. Victor Leotta, with an LA Economic Development Company gave an update on a piece of property on a 70- acre piece of property at the corner of I-10 and CR-59 that he felt was very marketable and ready for development.
4. Commissioner Barfield asked that the (10/7) minutes be pulled from the consent agenda for changes and brought back at a later meeting. **On motion by Commissioner Walker and seconded by Commissioner Barfield and unanimously carried, the Board approved the Consent Agenda consisting of the General Fund and Transportation Fund Vouchers.**
5. Sheriff Mac McNeill introduced item 4a, which is a proposed resolution recognizing Senior Law Enforcement Inspector Rita Jane Hall for her 27 years of service in local Law Enforcement. **On a motion by Commissioner Barfield seconded by Commissioner Walker and unanimously carried, the board approved and presented the Resolution.**
6. Commissioner Barfield introduced item 4b and gave an update on the RESTORE Act funds and where to potentially allocated the funds that were initially going to be used in the Wacissa River area. No vote was taken and this was for informational purposes only.
7. Commissioner Tuten gave an update on the Aucilla Shores project. He stated it was going well and he gave kudos to County Coordinator Parrish Barwick and the Road Department for all of their help and assistance. No vote was taken on this item as it was for informational purposes only.
8. Planning Official, Shannon Metty introduced item 4d which was the update on the NextEra remaining funds. No vote was taken on this item as it was for informational purposes only.
9. County Coordinator Parrish Barwick gave an update on the timber that was being cut at the County Industrial Park.

10. County Attorney Scott Shirley reminded everyone of the 5:00 pm Executive Session scheduled for December 2<sup>nd</sup>.
11. Commissioner Walker said he would like to work with County Coordinator Parrish Barwick and Sheriff Mac McNeill on a fine schedule for Wacissa River infractions.
12. Commissioner Barfield wants to have County Auditor, Moran & Smith present the County Fiscal Year 2019-2020 CAFR at the December 16<sup>th</sup> meeting with a workshop to be held prior to the meeting at 5:00 p.m.
13. **On motion by Commissioner Walker, seconded by Commissioner Tuten and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners  
Jefferson County, Florida**

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Gene Hall, Chairman

ATTEST:

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Kirk Reams, Clerk of Court

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Regular Session**  
**November 4, 2021**  
**6:00 P.M.**

The Board met this date in regular session. Present were Chairman Stephen Walker, Commissioners Eugene Hall, JT Surles and Chris Tuten. Also present were County Attorneys Buck Bird and Scott Shirley, County Coordinator Parrish Barwick, Planning Official Shannon Metty and Clerk of Court Kirk Reams.

1. Chairman Walker called the meeting to order and led the invocation and pledge of allegiance.
2. Jefferson County Sheriff Mac McNeill presented the County Commission with a check for \$94,288.62 for their offices unused portion of their CFY 20-21 budgeted funds.
3. Clerk of Court, Kirk Reams requested that item 4e, BOCC Independent CFO Discussion be moved to item 4b. **On a motion by Commissioner Surles and seconded by Commissioner Tuten and unanimously carried, the Board approved the Consent Agenda and General Business items with the proposed changes.**
4. Commissioner Walker introduced item 4a, the Passing of the Gavel. **On motion by Commissioner Surles and seconded by Commissioner Tuten and unanimously carried, the Board elected Commissioner Gene Hall as the Chair of the Jefferson County Board of County Commission for the next year. On a motion by Commissioner Surles and seconded by Commissioner Hall and unanimously carried, the Board elected Commissioner Betsy Barfield as the Vice Chair.**
5. Clerk of Court, Kirk Reams introduced item 4b, the BOCC Independent CFO Discussion. Clerk Reams gave a brief summation and history of the Statutorily required duties of his office which include reviewing and approving each expenditure item that is made by the County. Clerk Reams indicated that he was not sure what specifically item 4b entailed, but indicated that if it were the Boards desire, he would stop performing any work functions for them that were not Statutorily required. Clerk Reams requested and described 4 separate work functions that he wanted the Board to vote on to determine if they wanted his office to continue performing them or would they prefer to hire a staff to do them under their direct purview. 1. Payment of Board invoices. 2. Managing Board Insurance lines. 3. Human Resources and Payroll for the Board. 4. Financial statement preparation. **On motion by Commissioner Surles, seconded by Commissioner Walker and unanimously carried, the Board requested that the Clerk of Court's Office continue performing the 4 functions previously described.**
6. There was no one present to give a RESTORE project update.
7. County Coordinator Parrish Barwick introduced the Legislative Priority List item. He indicated the Board needed to determine what would be their number one priority for the upcoming Legislative session in order to get that information to our County's Legislative delegation of State Representative Shoaf and Senator Ausley. **On a motion by Commissioner Surles and seconded by commissioner Tuten and unanimously**



**carried, the Board requested that a new Industrial Park was going to be our County's number one priority for the upcoming Legislative session.**

8. County Coordinator Parrish Barwick introduced the NextEra remaining funds discussion. After discussion, **a motion was made by Commissioner Surles and seconded by Commissioner Walker and unanimously carried, the remaining funds would be directed towards the Waukeelah Broadband project and the Jefferson County recreational park upgrades. Commissioner Surles also indicated that he would like to see an update on these funds and status of each project at each Board meeting.**
9. Citizen Paul Henry wanted to recognize the Sheriff and Property Appraisers Office for remitting unused County Fiscal Year 2020-2021 funds back to the Board.
10. Commissioner Surles asked County Coordinator Barwick what the status of the proceeds of the new road bond being disbursed was and he indicated he would have to follow up on that item. He also reiterated that he would like to see the status of the NextEra project at each Board meeting moving forward.
11. Chair Hall wanted to thank the Board and everyone that assisted with basketball court project at the MLK center even though the project was not brought to fruition. Chair Hall also directed Coordinator Barwick to make sure that any entity that received a grant from the Board needs to make sure they file their year-end spending report.
12. **On motion by Commissioner Walker, seconded by Commissioner Surles and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners  
Jefferson County, Florida**

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Gene Hall, Chairman

ATTEST:

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Kirk Reams, Clerk of Court

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Regular Session**  
**October 21, 2021**  
**6:00 P.M.**

The Board met this date in regular session. Present were Chairman Stephen Walker, Commissioners Betsy Barfield, Eugene Hall, JT Surles and Chris Tuten. Also present were County Attorneys Buck Bird and Scott Shirley, Clerk of Court Kirk Reams, County Coordinator Parrish Barwick and Planning Official Shannon Metty.

1. Chairman Walker called the meeting to order and Commissioner Hall led the invocation and pledge of allegiance.
2. Jefferson County Property Appraiser Angela Gray remitted back to the Board \$39,672.96 which was their offices unspent portion of their County Fiscal Year 2020-2021 budget,
3. Chair Walker introduced the consent agenda consisting of the General Fund and Transportation Fund vouchers. **On motion by Commissioner Surles, seconded by Commissioner Barfield and unanimously carried, the Board approved the Consent Agenda.**
4. Clerk of Court Kirk Reams introduced item 4a which consisted of three issues, the \$9,000 Florida Rural Water feasibility study, \$5,000 Ducks Unlimited donation and \$5,000 Jefferson County Republican Party Sponsorship for an event in which Governor Ron DeSantis was speaking in Jefferson County. Clerk Reams began by explaining to the Board the importance, reason and benefit for the feasibility study concerning the Florida Rural Water Association. Due to time constraints, the feasibility study was not approved by the Board nor was it presented to the Board after the study was complete, although the FDEP as part of the Grant will be paying for the study. Board Attorney Scott Shirley then introduced the donation/sponsorship issue. Attorney Shirley explained that the Board had no authority to dictate to the Clerk of Court how to spend his budget since the Clerk's Office was a Constitutionally elected function and is not under the purview of the Board of County Commission. Clerk Reams then read a statement concerning this expenditure item. There was no vote, this was for informational purposes only.
5. Commissioner Tuten introduced the Aucilla Shores Road Discussion. He indicated that they were trying to determine how to most effectively and efficiently maintain some of their non-paved roads. There was no vote, this was for informational purposes only.
6. Commissioner Walker opened up the public hearing for the first read on the Small Scale Comprehensive Map Change on Nash Road in Lamont. Planning Official, Shannon Metty discussed the proposed request and determined it met the criteria for the Board's approval. After opening the meeting up for public discussion, Chair Walker closed the public hearing. **On motion by Commissioner Surles, seconded by Commissioner Hall and unanimously carried, the Board approved moving forward to the next public meeting and second reading of the proposed Small Scale Comprehensive Map Change.**
7. Commissioner Walker opened up the public hearing for the first read on the additions to the County's Comprehensive Land Use Plan. The additions include verbiage for private

property rights. Planning Official Metty discussed the changes. After opening the meeting up for public discussion, Chair Walker closed the public hearing. **On motion by Commissioner Hall, seconded by Commissioner Tuten and unanimously carried, the Board approved moving forward to the next public meeting and second reading of the proposed changes to the County's Comprehensive Land Use Plan.**

8. Jefferson County Coordinator Parrish Barwick introduced the discussion on the Capital Region Transportation Planning Agency Inter-local Agreement. **On motion by Commissioner Surles, seconded by Commissioner Tuten and unanimously carried, the Board approved the Interlocal Agreement.**
9. Jefferson County Attorney, Scott Shirley introduced the discussion on the letter of engagement for consulting services for the Goose Pasture Limestone Mine. **On motion by Commissioner Barfield, seconded by Commissioner Hall and unanimously carried, the Board approved the contract for consulting services.**
10. Clerk Reams introduced the discussion concerning the County's upcoming Legislative Priority List. Clerk Reams indicated the Board would soon need to determine what their number one priority will be. As of right now, it would be between additions to the County Agriculture/Rodeo Center or beginning a second County Industrial Park. There was no vote, this was for informational purposes only.
11. Citizen Paul Henry inquired to the Board who has been selected to be the new Solid Waste Director.
12. Citizen Brenda Sorenson of Main Street cleared up any prior confusion when she made the Board aware that her Main Street organization held the current lease of the Old Jail and prior Supervisor of Elections building.
13. Clerk Reams gave the Board an update on the current and proposed SCOP and SCRAP agreements with the Florida Department of Transportation.
14. Commissioner Barfield asked Clerk Reams if he would agree to a forensic audit of his County appropriated funds. He agreed as long as the Commission was part of this audit as well.
15. **On motion by Commissioner Barfield, seconded by Commissioner Hall and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners  
Jefferson County, Florida**

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Stephen Walker, Chairman

ATTEST:

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Kirk Reams, Clerk of Court

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Regular Session**  
**October 7, 2021**  
**6:00 P.M.**

The Board met this date in regular session. Present were Chairman Stephen Walker, Commissioners Betsy Barfield, Eugene Hall, JT Surles and Chris Tuten. Also present were County Coordinator Parrish Barwick, Planning Official Shannon Metty, County Attorneys Buck Bird and Scott Shirley and Clerk of Court Kirk Reams.

1. Chairman Walker called the meeting to order and Commissioner Hall led the invocation and pledge of allegiance.
2. Chairman Walker requested that items (3a & b) be taken off the Consent Agenda and that item (4h) which is the approval to enter into real property purchase and sale agreement with Bishop Enterprises, LLC be taken off general business and be brought back at a later time. Chair Walker also requested a new item (4a) be added to General Business concerning the confusion over which Main Street organization should be the recipient of the county budgeted \$4,000. **On motion by Commissioner Tuten, seconded by Commissioner Barfield and unanimously carried, the Board approved the Consent Agenda and General Business items with the proposed changes.**
3. Commissioner Barfield introduced the item 4a, the Main Street discussion. A new main street organization previously came before the board requesting the \$4,000 Main Street line item appropriation that is in the County Fiscal Year 2021-2022 budget. During that discussion, it was thought that the old Main Street organization was not active. Both are active and both submitted an invoice to the county to be paid \$4,000. **On motion by Commissioner Surles to remit both Main Street organizations \$4,000, seconded by Commissioner Barfield and unanimously carried, the Board decided to remit each Main Street organization a \$4,000 check.**
4. Planning Official Shannon Metty discussed the County road abandonment proposal on Cain Street in Wacissa Florida. **On motion by Commissioner Barfield, seconded by Commissioner Tuten and unanimously carried, the Board agreed to follow the recommendation of the Planning Department and abandon the county owned easement known as Cain street.**
5. Commissioner Tuten gave an update on the Jefferson County Economic Development Committee in which he is the Board of County Commissioners representative. Enclosed in the meeting packet was a worksheet that detailed various levels of economic incentives for businesses including Job Creation incentives and Capital incentives.
6. County Attorney Shirley gave an update on the County's Broadband RFQ. **A motion was made by Commissioner Barfield to reject all bids and re-do the RFQ to better suit the County's needs, was seconded by Commissioner Surles and unanimously carried.**
7. Commissioner Tuten and County Coordinator Parish Barwick introduced and discussed the County's Mine contract. County Attorney Scott Shirley was directed to bring back a proposal to the Board at a future Board meeting.

8. Clerk of Court Kirk Reams requested the board have GSG expand its contract for road assessments to include Ridge Road and Oaklands Plantation. **On motion by Commissioner Barfield, seconded by Commissioner Surles and unanimously carried, GSG's contract was expanded to add both Ridge Road and Oaklands Plantation.**
9. The Board directed County Coordinator Barwick to meet with each prospective group that may have an interest in leasing the old jail building from the County. Coordinator Barwick was directed to bring back his findings to a later Board meeting.
10. Commissioner Tuten discussed the fact that several businesses including the Forrest Gump Project which are currently determining the feasibility of having a business site in Jefferson County, have reached out and shown interest in our Economic Development Business incentives. Commissioner Tuten led a discussion on the specifics of the current incentives and there was also a discussion to determine if they needed to be modified. **On motion Commissioner Barfield, seconded by Commissioner Tuten and unanimously carried, the Board agreed to offer the remaining Industrial Park acreage north of Alpha Foundations to the Forest Gump Project as well as adopt the current business incentive plan listed in the packet. Although the Board reserved the right moving forward to amend any incentives based on estimated economic stimulus to the County.**
11. Commissioner Hall gave an update on attached schematics of the proposed basketball court to be built at the MLK Center. This was for informational purposes only and he will bring back a proposal for the Board at a later meeting.
12. Commissioner Walker discussed the fact that no further grants were needed at the Wacissa River Park. This was for informational purposes only.
13. Commissioner Barfield inquired about Fund 17 located on the Commission check register. Clerk Reams stated each Clerk has multiple funding sources and that his State funding was part of Fund 17. Barfield asked about the \$5,000 sponsorship to a Jefferson County Republican Party event as well as the \$5,000 Dick Unlimited sponsorship. Clerk Reams stated the sponsorship to the Republican event would be reimbursed.
14. Clerk of Court Kirk Reams gave an update to the board concerning the FDOT's 5-year road grant plan and stated that the \$2.7 million Waukeenah Highway project was back on it which is very good for the County.
15. County Coordinator Parrish Barwick gave an update on his interviews with 2 potential candidates for the Solid Waste Director's position. After interviews were concluded he recommended the current interim Director, Robbie Slack. The Board gave Coordinator Barwick the direction to offer the job to Mr. Slack.
16. **On motion by Commissioner Tuten, seconded by Commissioner Surles and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners  
Jefferson County, Florida**

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Stephen Walker, Chairman

ATTEST:

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Kirk Reams, Clerk of Court

**Grant Writing Consultant Agreement between  
Jefferson County Board of County Commissioners and Langton Associates, Inc.**

This consulting agreement made on this 20th day of **February 2022**, by and between Jefferson County Board of County Commissioners hereinafter referred to as "Jefferson County BOCC" and Langton Associates, Inc., hereinafter referred to as "Consultant", to provide professional Grant Writing Consultant services per **RFP 2020021420-01**, under the following terms and conditions:

**RECITALS** (Enter standard Jefferson's standard Recitals)

**TERM OF AGREEMENT:** Consultant agrees to provide professional Grant Writing Consultant services to Jefferson County BOCC for the initial term commencing March 1, 2022 and ending February 28, 2023, and can be renewed for two (2) additional one (1) year periods, with Board approval.

**SCOPE OF SERVICES:** Consultant agrees to exercise its best efforts to obtain governmental grants and benefits for client. It is understood, however, that the Consultant cannot guarantee results that any certain amount of funds will be obtained for Jefferson County BOCC. Pursuant to this Agreement, Consultant agrees to provide specific services as follows:

1. Funding Needs Assessment and Strategic Grants Plan
2. Grant Funding Research
3. Grant Development and Submission
4. Follow-up Technical Assistance
5. SMARTGrants™ E-mail Alerts
6. Monthly Progress Reporting
7. Periodic Presentations to BOCC

**COMPENSATION:** In exchange for Consultant performing these services as established herein and devoting his time, Jefferson County BOCC agrees to pay Consultant professional fees in an annual sum of \$36,000.00 to be billed in monthly installments of \$3,000.00 for the twelve months.

**CONTRACT TERMINATION:** Consultant agrees to devote the necessary time and performance of his duties for Jefferson County BOCC. Inasmuch as the professional services rendered are of a subjective nature subject to differences of opinion, mutual confidence and respect are necessary. Accordingly, this contract can be terminated by either party without cause upon giving of a thirty (30) day notice as follows:

- A. As to Consultant.:  
PO Box 37007

Jacksonville, Florida 322236-7007

B. As to Jefferson County BOCC:  
1 Courthouse Circle  
Monticello, FL 32344

WITNESS:

\_\_\_\_\_

LANGTON ASSOCIATES, INC

BY: \_\_\_\_\_  
Michael Langton, President

WITNESS:

\_\_\_\_\_

JEFFERSON COUNTY BOCC

BY: \_\_\_\_\_  
J.T. Surles, Chairman



**JEFFERSON COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

ORDINANCE NO. 2022-\_\_\_\_\_-01

AN ORDINANCE OF JEFFERSON COUNTY, FLORIDA,  
RELATING TO EMERGENCY MANAGEMENT; PROVIDING  
FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE;  
ADOPTING JEFFERSON COUNTY CODE OF ORDINANCES  
CHAPTER 15 - EMERGENCY MANAGEMENT; ADOPTING  
SEC. 15-1 TO ESTABLISH COUNTY POLICY CONCERNING  
DEBRIS REMOVAL ON PRIVATE PROPERTY FOLLOWING  
A STORM EVENT OR OTHER NATURAL OR MAN  
INDUCED DISASTER; PROVIDING FOR SEVERABILITY;  
PROVIDING FOR CONFLICT; PROVIDING FOR  
AUTHORITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED by the Board of County Commissioners of Jefferson County, Florida, as follows:

**SECTION 1: FINDINGS OF FACT**

WHEREAS, pursuant to Section 252.38(1), Florida Statutes, Jefferson County has established and maintains a local emergency management agency, and has adopted as Comprehensive Emergency Management Plan which specifies those actions to be taken by the County Department of Emergency Management to provide an effective response to natural or man induced emergencies and disasters; and

WHEREAS, a significant part of County emergency response and disaster recovery involves the removal of debris from public roadways and property, and in limited instances, from private roadways and other private property; and

WHEREAS, the Federal Emergency Management Agency (FEMA) operates a disaster recovery assistance program to, among other things, reimburse local government entities for a certain portion of emergency response and disaster recovery expenditures, including, certain expenditures for debris removal; and

WHEREAS, in order for Jefferson County to qualify for reimbursement for private property debris removal (PPDR), the County must adopt an ordinance authorizing such activity and specifying those circumstances under which PPDR will be undertaken; and

WHEREAS, the Jefferson County Board of County Commissioners has determined that this

ordinance is necessary to protect the health, safety, and welfare of Jefferson County, Florida and its citizens.

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of County Commissioners as follows:

**SECTION 2: PURPOSE OF ORDINANCE**

The purpose of this Ordinance is to adopt Chapter 15, Sec. 15-1 of the Jefferson County Code of Ordinances, relating to debris removal on private roadways, and certain other private property.

**SECTION 3: ADOPTION OF CHAPTER 15, Sec. 15-1, OF THE CODE OF ORDINANCES OF JEFFERSON COUNTY.**

Jefferson County hereby adopts Code of Ordinances Chapter 15, Emergency Management, Sec. 15-1, Debris collection on private roadways, and certain other private property, during or following an emergency, as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

**CHAPTER 15 – EMERGENCY MANAGEMENT**

**Sec. 15-1. Debris collection on private roadways, and on certain other private property, during or following an emergency.**

**Private Roadways that have unrestricted public access, or are subject to frequent public use:**

- (a) The County has the authority and responsibility to protect the public health and safety, to enter upon and clear debris from public and private streets, to clear and remove debris to permit access by public emergency vehicles and other service providers.
- (b) During or following a natural or man-made disaster that has been declared a public emergency by the Governor of the State of Florida and/or the Board of County Commissioners, or designee, the County may exercise its authority to implement the measures set forth herein.
- (c) In order to respond to emergency conditions, the County must cause the expeditious clearing of debris from all roads, including certain roads in private communities. This is necessary to eliminate an imminent threat to the public health, safety and welfare. Therefore, as to private roads with unrestricted public access, or which are otherwise

subject to frequent public use, removal and disposal of debris, including debris placed at curbside by residents, is hereby declared to be in the public interest.

- (d) The county, or its authorized debris removal contractor(s), are hereby authorized to remove debris from the above identified private roads, rights-of-way, and ingress/egress easements in private communities. The actions authorized hereby do not permit debris removal except from streets (including rights-of-way and ingress and egress easements), and to clear streets for emergency vehicle travel and delivery of services essential to the public health and safety.
- (e) Before conducting debris removal on private roads hereunder, the County shall attempt to notify the designated representative of the Federal Emergency Management Agency (FEMA).

**Other Private Property.**

- (a) As to other private property, including private driveways, parking lots, roads with restricted access, or which are not otherwise subject to frequent public use, and private residential property, before engaging in debris removal activity, the County must make a determination that the incident has generated debris in quantities and/or types upon such properties that is so widespread or of such magnitude that it poses an immediate threat to the public health, safety and welfare, and is in the public interest.
- (b) As to any such area, the public interest determination shall be based on the following considerations:
  - a. Whether the debris is located in open areas accessible to the public, such as next to a public sidewalk, or is creating a demonstrable health and safety hazard, such as a rodent infestation;
  - b. The volume of debris;
  - c. The height of the debris;
  - d. The number of houses and blocks with large volumes of debris; and
  - e. The amount of population affected.
- (c) Any determinations required hereunder shall be in writing, supported by documentation as to the conditions on the private property in question, and signed either by the Chairman of the Board of County Commissioners, the County Coordinator or the Director of the County Department of Emergency Management.

- (d) As to such areas, FEMA approval for such debris removal activity should be obtained prior to initiation of removal in any given area, unless circumstances clearly indicate that immediate debris removal activity is necessary and is in the public interest.
- (e) Debris removal from commercial property is generally not eligible for FEMA reimbursement, except in very limited extraordinary circumstances as to which FEMA may provide an exception.

#### SECTION 4: SEVERABILITY

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and affect.

#### SECTION 5: CONFLICT

All ordinances or parts of ordinances in conflict herewith are, to the extent of such of conflict, hereby repealed.

#### SECTION 6: COPY ON FILE

A certified copy of this enacting Ordinance shall be filed with the Clerk of the Circuit Court.

#### SECTION 7: EFFECTIVE DATE

This Ordinance shall be filed with the Office of the Secretary of the State of Florida and shall immediately take effect upon receipt of official acknowledgment from the Department of State that the same has been filed.

#### SECTION 8: AUTHORITY

This Ordinance is adopted pursuant to the authority granted by Chapters 125 and 252, Florida Statutes.

PASSED AND DULY ADOPTED with a quorum present and voting by the Board of County Commissioners of Jefferson County this \_\_\_\_ day of \_\_\_\_\_, 2022.

BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA

\_\_\_\_\_  
Gene Hall, Chair

ATTESTED BY:

\_\_\_\_\_  
Kirk Reams, Clerk of the Circuit Court

APPROVED as to FORM & SUBSTANCE:

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Scott Shirley, County Land Use Attorney



# *Florida Division of Emergency Management*

## **DEBRIS REMOVAL FROM COMMERCIAL PROPERTY**

**(Requires FEMA's Pre-approval)**

Removal of debris from commercial properties, such as industrial parks, golf courses, cemeteries, apartments, condominiums, and trailer parks is generally ineligible because commercial enterprises are expected to retain insurance that covers debris removal.

In very limited, extraordinary circumstances, FEMA may provide an exception.

In such cases, the Applicant must meet the requirements and FEMA must approve the work prior to the Applicant removing the debris.

*FEMA (2020). Public Assistance Program and Policy Guide V4 (Page 109)*



# *Florida Division of Emergency Management*

## **DEBRIS REMOVAL FROM PRIVATE PROPERTY**

Debris removal from private property (PPDR) is the responsibility of the property owner and is usually ineligible under the PA Program.

In limited circumstances, based on the severity of the impact of an incident and whether debris on private property is so widespread that it threatens public health and safety or the economic recovery of the community, FEMA may determine that debris removal from private property is eligible under the PA Program.

In such cases, FEMA works with the SLTT governments to designate specific areas where debris removal from private property, including private waterways, is eligible.

The debris removal must be in the public interest, not merely benefiting an individual or a limited group of individuals.

*FEMA (2020). Public Assistance Program and Policy Guide V4 (Page 107)*



# Florida Division of Emergency Management

## DEBRIS REMOVAL FROM PRIVATE RESIDENTIAL PROPERTY

Debris removal from residential property is usually not in the public interest because the debris does not typically present an immediate health and safety threat to the general public.

If the incident generates debris quantities and/or types of debris on residential property that is so widespread or of such magnitude that it creates an immediate threat to public health and safety, debris removal may be in the public interest. To determine if removal of debris from private residential property is in the public interest, FEMA will consider:

- ➔ • Whether the debris is located in open areas accessible to the public (e.g., in a yard with no fence barrier next to a public sidewalk), located in maintained areas, or creating a health and safety hazard (such as a rodent infestation);
- Volume of debris;
- Height of debris;
- Number of houses and blocks with large volumes of debris; and
- Amount of the public population affected.

➔ Given these additional considerations, Applicants should consider obtaining approval from FEMA prior to starting work.

*FEMA (2020). Public Assistance Program and Policy Guide V4 (Page 109)*





# Florida Division of Emergency Management

## PRIVATE PROPERTY DEBRIS REMOVAL APPROVAL PROCESS

The Applicant must submit a written request to FEMA identifying the specific properties or areas of properties where private property debris removal activities will occur. Once FEMA receives the request, it engages with the Recipient and Applicant to review the request and conduct site inspections. With exception of debris removal from commercial property, the Applicant does not need to wait for FEMA approval to start work. However, for the Applicant to receive PA funding, FEMA must determine that the PPDR work at each property is eligible.

FEMA only approves PA funding for PPDR if the Applicant demonstrates all of the following with sufficient documentation:

FEMA accepts a written statement from an authorized Applicant official that:

- Certifies the Applicant has legal authority and responsibility to remove debris from private property;
- Cites all applicable sources of authority (law, ordinance, code, contract, etc.); and
- Indemnifies the United States for any claim arising from the debris removal.

The Applicant must demonstrate that the PPDR was in the public interest. This includes:

- The basis for the determination that removing the debris from the private property locations requested was in the public interest. The determination must be made by the State, Territorial, Tribal, county, or municipal government's public health authority or other public entity that has legal authority to make a determination that disaster-generated debris on private property constitutes an immediate threat to life, public health, or safety, or to the economic recovery of the community at large.
- The established, specific legal requirements for declaring the existence of a threat to public health and safety.

FEMA evaluates the submission to determine if it concurs that PPDR is in the public interest and provides a written response specifying any properties or area of properties for which it approves funding for debris removal.

*FEMA (2020). Public Assistance Program and Policy Guide V4 (Page 108)*



# Florida Division of Emergency Management

## DEBRIS REMOVAL FROM PRIVATE ROADS

Private roads are those that are not owned or operated by or otherwise the legal responsibility of a Federal or SLTT entity (including orphan roads, roads in gated communities, homeowners' association roads, etc.).

If the public has unrestricted access (no locks, gates, or guards) and frequently uses the private road, then removal and disposal of the debris, including debris placed at the curbside by residents, is in the public interest and the Applicant is not required to submit documentation demonstrating the debris removal is in the public interest.

→ This does not include debris on private driveways or parking lots. It also does not include removal and disposal activities from private roads in areas with restricted access (roads behind locks, gates, or guards) or private roads that are unrestricted but rarely used by the public. The Applicant must provide further documentation to establish that removal is in the public interest in these areas and, though not required, Applicants should consider obtaining approval from FEMA prior to starting removal and disposal.

*FEMA (2020). Public Assistance Program and Policy Guide V4 (Page 108-109)*

## LETTER OF AGREEMENT

COMES NOW, **JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**, whose address is 1 Courthouse Circle, Room 10, Monticello, Florida, 32344 (hereinafter referred to as "County"), and **NATURALSHRIMP/HYDRENESIS, LLC.**, a foreign limited liability company authorized to do business in Florida, whose address is 5501 LBJ Freeway, Suite 450, Dallas, TX 75240 (hereinafter referred to as "NaturalShrimp Florida"), and agree as follows:

1. County will lease or convey to NaturalShrimp Florida a 10 (ten) acre, more or less, tract of land, (hereinafter referred to as "Property") in the County Industrial Park located South of Monticello, Florida, as depicted in Exhibit "A". The Property is suitable for NaturalShrimp Florida's business needs as it can potentially accommodate up to a 250,000 square foot shrimp production facility, is located on a major 4-lane State highway with convenient access to Interstate 10, and is located within the County Opportunity Zone. The decision concerning whether to lease or convey the property shall be made based upon the requirements of the grants that will be identified and applied for under the terms of this Agreement. Any future lease or conveyance of the Property shall be on the most favorable terms available, as mutually agreed to by the parties and as consistent with the terms and intent of this Agreement.
2. To secure the above referenced property during the term of this Agreement, and as consideration for the other terms and conditions included herein below, NaturalShrimp Florida has tendered to County a \$5000.00 refundable deposit, which shall be held in the T. Buckingham Bird Trust Account. In the event that the Parties enter into a long-term arrangement pursuant to which NaturalShrimp Florida commits to location of a business operation on the Property consistent with the terms hereof, the deposit shall be credited against the expenditures of NaturalShrimp Florida in a manner mutually agreeable to the Parties.
3. County agrees to provide access to an off-site storm water facility, the location, design and construction of which shall be entirely at the discretion of County.
4. This Agreement shall have a term of 18 months, after which this Agreement shall terminate and be of no further force and effect, provided, however, that this Agreement shall be automatically extended if, during the term of this Agreement, the Parties enter into a long-term arrangement pursuant to which NaturalShrimp Florida commits to location of a business operation on the Property consistent with the terms hereof. This Agreement can otherwise be extended or modified only in writing by mutual agreement of the Parties.
5. County agrees to provide grant writing services to identify and pursue all available grants to fund infrastructure, improvements, and equipment necessary for operation of NaturalShrimp Florida's business, such grant amounts not to exceed, in the aggregate, 25 million dollars. At the option of County, such grants may provide that County develop and own the physical facility, and that the Parties enter into a long-term lease arrangement providing for NaturalShrimp Florida's use and occupancy of the Property and facility.
6. Parties agree to use best good faith efforts to coordinate and cooperate to achieve the

intended goal of providing incentives deemed favorable to NaturalShrimp Florida such that NaturalShrimp Florida can commence operation of its business contingent upon:

- A. NaturalShrimp Florida proposing and conducting a business enterprise which is consistent with requirements of the County Job/Capital Incentive program modeled on the State of Florida QTI Program, the details of which are set forth in Exhibit "B".
  - B. The Parties' joint efforts to coordinate local high school and college workforce programs to provide training and support for prospective employees of NaturalShrimp Florida operations.
- 7. County agrees to provide expedited permitting services, in as much as such can be accomplished in a manner consistent with the requirements of the Jefferson County Comprehensive Plan and Development Code.
  - 8. County agrees to initiate a comprehensive plan amendment process to redesignate the property to the Industrial Land Use Category, provided that the decision as to whether or not to actually effect such designation shall only be made after strictly following any applicable State and local legal procedures.
  - 9. The Parties are entering into this Agreement for the purpose of creating an active long term business operation, that will provide meaningful employment that will be mutually beneficial to the Parties.
  - 10. Implementation of the terms of this Agreement by County shall be entirely contingent on County's receipt of grant funding necessary to carry out the various terms hereof, and absent such funding, County shall have no obligations hereunder, in which event NaturalShrimp Florida's deposit shall be promptly refunded. Identification of sources of funding, and application therefore, shall be entirely at the discretion of County, and County shall not be liable for failure to identify and secure funding hereunder.
  - 11. This agreement shall be effective as of the date entered herein below.

[remainder of page left intentionally blank]

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**JEFFERSON COUNTY BOARD OF  
COUNTY COMMISSIONERS**

\_\_\_\_\_  
Gene Hall, Chairman  
1 Courthouse Circle, Room 10  
Monticello, Florida 32344

**NATURALSHRIMP/HYDRENESES, LLC.**

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

Kirk and Parrish have been in conversation with our engineering about the next round of projects, These are the candidates through the three project areas. There is also now a Bridge project that we have been awarded projects off Boston Highway and 2 off Waukeena Highway; as well as being notified additional projects can be submitted. This area of work is moving as fast as we have ever seen so are moving forward fast.

SCOP – 2 projects requested

Ashville Highway Phase 2 (Bassett Dairy Rd to Luther Fountain Dr.) approx. 3.1 miles

Boston Highway Phase 2 (Still Rd. to S. Gilley Rd.) approx. 2.8 miles

Aucilla Highway (From US 19 to South Salt Rd.) approx. 8.1 miles

Tyson Rd. (From Waukeena Hwy to New Pavement) approx. 1.7 miles

SCRAP – 1 project requested

Tram Rd. (From SR 59 to Leon County Line) approx. 5.3 miles

South Salt Rd. (From US 90 to US 27) approx. 10 miles –(two phases of 5 miles each)

CIGP – 1 project requested

Barnes Rd. (From US 19 to New Pavement) approx. 1.3 miles

Jordan Rd. (From US 19 to Hatchett Rd.) approx. .2 miles

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AMENDING AND RESTATING IN ITS ENTIRETY RESOLUTION NO. \_\_\_\_\_ OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, TO READ AS FOLLOWS:**

**"RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA SUPPLEMENTING RESOLUTION NO. 2012-11-15-02 OF THE COUNTY, WHICH AUTHORIZED THE ISSUANCE OF GAS TAX REVENUE BONDS; AUTHORIZING THE ISSUANCE BY JEFFERSON COUNTY, FLORIDA OF NOT EXCEEDING \$4,000,000 IN AGGREGATE PRINCIPAL AMOUNT OF GAS TAX REVENUE BONDS, SERIES 2022 IN ORDER TO PROVIDE FUNDS FOR THE PURPOSES OF FINANCING THE COSTS OF CERTAIN TRANSPORTATION IMPROVEMENTS WITHIN THE COUNTY; PLEDGING THE MONEYS RECEIVED BY THE COUNTY FROM THE COUNTY'S CONSTITUTIONAL TWO-CENT GAS TAX TO SECURE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON SAID BONDS; COVENANTING TO BUDGET AND APPROPRIATE LEGALLY AVAILABLE NON-AD VALOREM REVENUES TO PAY DEBT SERVICE ON SAID BONDS; PROVIDING FOR THE RIGHTS OF THE HOLDERS OF SAID BONDS; PROVIDING CERTAIN TERMS AND DETAILS OF SUCH BONDS, INCLUDING AUTHORIZING A NEGOTIATED SALE OF SAID BONDS TO SAN BLAS SECURITIES LLC AND THE EXECUTION AND DELIVERY OF A BOND PURCHASE CONTRACT WITH RESPECT THERETO UPON COMPLIANCE WITH CERTAIN PARAMETERS; APPOINTING THE PAYING AGENT AND REGISTRAR WITH RESPECT TO SAID BONDS; AUTHORIZING THE EXECUTION AND DELIVERY OF AN OFFICIAL STATEMENT AND AN INSURANCE AGREEMENT WITH RESPECT THERETO; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, as follows:**

**SECTION 1. FINDINGS.** It is hereby found and determined that:

(A) On November 15, 2012, the Board of County Commissioners of Jefferson County, Florida (the "County") duly adopted Resolution No. 2012-11-15-02 (the "Original Resolution"), which provides for the issuance by the County of gas tax revenue bonds.

(B) The Original Resolution, as previously amended and as supplemented hereby, is referred to herein as the "Bond Resolution." All capitalized terms not otherwise defined herein shall have the meanings set forth in the Original Resolution.

(C) It is necessary and desirable to provide for the issuance of Gas Tax Revenue Bonds, Series 2022 (the "Series 2022 Bonds") of the County. The principal of and interest on the Series 2022 Bonds and all required sinking fund, reserve and other payments shall be limited obligations of the County, payable solely from the Pledged Funds, as provided in the Bond Resolution, such pledge being on a parity with the County's Gas Tax Revenue Bonds, Series 2012. The County also covenants and agrees to appropriate in its annual budget, by amendment, if necessary, from Non-Ad Valorem Revenues (as defined herein) amounts sufficient to (A) pay principal of and interest on the Series 2022 Bonds when due, to the extent amounts deposited in the Revenue Fund are insufficient therefor, and (B) pay all required deposits to the Rebate Fund pursuant to the Original Resolution. "Non-Ad Valorem Revenues" means total revenues of the County from any source whatsoever, other than revenues generated from ad valorem taxation on real or personal property, and which are legally available to make the payments required herein. Such covenant and agreement on the part of the County to budget and appropriate such amounts of Non-Ad Valorem Revenues shall be cumulative to the extent not paid, and shall continue until such Non-Ad Valorem Revenues or other legally available funds in amounts sufficient to make all such required payments shall have been budgeted, appropriated and actually paid. Notwithstanding the foregoing covenant of the County, the County does not covenant to maintain any services or programs, now provided or maintained by the County, which generate Non-Ad Valorem Revenues.

Such covenant to budget and appropriate does not create any lien upon or pledge of such Non-Ad Valorem Revenues, nor does it preclude the County from pledging in the future its Non-Ad Valorem Revenues, nor does it require the County to levy and collect any particular Non-Ad Valorem Revenues, nor does it give the Bondholders a prior claim on the Non-Ad Valorem Revenues as opposed to claims of general creditors of the County. Such covenant to appropriate Non-Ad Valorem Revenues is subject in all respects to the payment of obligations secured by a pledge of such Non-Ad Valorem Revenues heretofore or hereafter entered into (including the payment of debt service on bonds and other debt instruments). However, the covenant to budget and appropriate for the purposes and in the manner stated herein shall have the effect of making available for the payment of the Series 2022 Bonds, in the manner described herein, Non-Ad Valorem Revenues and placing on the County a positive duty to appropriate and budget, by amendment, if necessary, amounts sufficient to meet its obligations hereunder; subject, however, in all respects to the payment of services and programs which are for essential public purposes affecting the health, safety and welfare of the inhabitants of the County or which are legally mandated by applicable law.



The Series 2022 Bonds shall not constitute a general obligation, or a pledge of the faith, credit or taxing power of the County, the State of Florida, or any political subdivision thereof, within the meaning of any constitutional or statutory provisions. Neither the State of Florida, nor any political subdivision thereof, nor the County shall be obligated (1) to exercise its ad valorem taxing power in any form on any real or personal property of or in the County to pay the principal of the Series 2022 Bonds, the interest thereon, or other costs incidental thereto, or (2) to pay the same from any other funds of the County except from the Pledged Funds, in the manner provided in the Bond Resolution.

(D) Due to the present volatility of the market for tax-exempt obligations such as the Series 2022 Bonds, it is in the best interest of the County to sell the Series 2022 Bonds by a negotiated sale, allowing the County to enter the market at the most advantageous time and conditions, rather than at a specified advertised date, thereby permitting the County to obtain the best possible price and interest rate for the Series 2022 Bonds. The County acknowledges receipt of the information required by Section 218.385, Florida Statutes, in connection with a negotiated sale of the Series 2022 Bonds. A copy of the disclosure statement provided by the Bondholder of the Series 2022 Bonds containing the aforementioned information will be provided under separate cover to the County prior to the County's execution of the Purchase Contract referenced below.

(E) San Blas Securities LLC (the "Underwriter") expects to offer to purchase the entire aggregate principal amount of the Series 2022 Bonds from the County and to submit with respect to the Series 2022 Bonds, a Bond Purchase Contract in the form attached hereto as Exhibit A (the "Purchase Contract") expressing the terms of such offer, and, assuming compliance with the provisions of Section 4 hereof, the County does hereby find and determine that it is in the best financial interest of the County that, upon compliance of the final Purchase Contract with the parameters set forth in Section 4 hereof, the terms expressed in the Purchase Contract be accepted by the County.

(F) The Original Resolution provides that Bonds such as the Series 2022 Bonds shall mature on such dates and in such amounts, shall bear such rates of interest, shall be payable in such places and shall be subject to such redemption provisions as shall be determined by Supplemental Resolution adopted by the County; and it is now appropriate that the County determine parameters for such terms and details.

## **SECTION 2. AUTHORIZATION FOR THIS SUPPLEMENTAL RESOLUTION.**

This Supplemental Resolution is adopted pursuant to Section 7.01 of the Original Resolution, the provisions of the Act (as defined in the Original Resolution) and other applicable provisions of law. When used in this Supplemental Resolution, the terms defined in the Original Resolution shall have the meanings therein stated, except as set forth below.

**SECTION 3. AUTHORIZATION AND DESCRIPTION OF THE SERIES 2022 BONDS.** The County hereby determines to issue a series of Bonds in an aggregate principal amount not exceeding \$4,000,000, the exact principal amount to be as set forth in the Purchase Contract, to be known as "Gas Tax Revenue Bonds, Series 2022," for the principal purpose of financing the costs

of certain transportation improvements within the County. The Series 2022 Bonds shall be deemed a single Series of Bonds for purposes of the Bond Resolution.

The Series 2022 Bonds shall be dated as of their date of delivery; shall be issued as fully registered Bonds, numbered consecutively from one upward in order of maturity with the prefix "R"; shall bear interest from their date of delivery, payable semi-annually, on June 1 and December 1 of each year, commencing on December 1, 2022, at such rates and maturing in such amounts on December 1 of such years as to be set forth in the Purchase Contract. The Series 2022 Bonds shall be issued in denominations of \$5,000 and any integral multiple thereof.

The Series 2022 Bonds shall be subject to redemption prior to maturity as to be set forth in the Purchase Contract.

Subject to the provisions of any book-entry only system established with respect to the Series 2022 Bonds, the principal of, or redemption price, as applicable, or maturity amount, as applicable, of the Series 2022 Bonds, shall be payable at the corporate trust office of the Paying Agent for the Series 2022 Bonds appointed in Section 5 hereof, or its successor, upon presentation of the Series 2022 Bonds. Payment of interest on the Series 2022 Bonds shall be made to the owner thereof and shall be paid by check or draft of the Paying Agent to the Holder in whose name the Series 2022 Bond is registered at the close of business on the 15th day of the month (whether or not a business day) next preceding the interest payment date, or, unless otherwise provided by Supplemental Resolution, at the option of the Paying Agent, and at the request and expense of such Holder, by bank wire transfer for the account of such Holder. All payments shall be made in accordance with and pursuant to the terms of the Bond Resolution and the Series 2022 Bonds and shall be payable in any coin and currency of the United States of America which, at the time of payment, is legal tender for the payment of public or private debts.

**SECTION 4. SALE OF THE SERIES 2022 BONDS.** Upon delivery to the County of a final Purchase Contract evidencing to the satisfaction of the Chairman of the County:

- (A) Series 2022 Bonds in an aggregate principal amount not exceeding \$4,000,000;
- (B) Optional redemption of the Series 2022 Bonds beginning not later than December 1, 2032, at a price not in excess of 100% of par;
- (C) A true interest cost with respect to the Series 2022 Bonds of not greater than 2.20% per annum; and
- (D) The Underwriter's discount for the Series 2022 Bonds not being in excess of \$10 per thousand dollars in principal amount of the Series 2022 Bonds;
- (E) A final maturity date for the Series 2022 Bonds of no later than June 1, 2042;

the Series 2022 Bonds shall be sold to the Underwriter pursuant to the Purchase Contract at the purchase price provided therein (including any original issue discounts); all terms and conditions set

forth in said Purchase Contract being hereby approved. Upon compliance with the foregoing, the Chairman is hereby authorized and directed to execute said Purchase Contract and to deliver the same to the Underwriter.

**SECTION 5. OFFICIAL STATEMENT; CONTINUING DISCLOSURE CERTIFICATE.**

(A) The form, terms and provisions of the Official Statement, dated the date of execution of the Purchase Contract, in substantially the form attached hereto as Exhibit B, which shall include the terms and provisions set forth in the executed version of the Purchase Contract, relating to the Series 2022 Bonds, be and the same hereby are approved with respect to the information therein contained. The Chairman, the Clerk and the County Coordinator, upon execution of the Purchase Contract described above, are hereby authorized and directed to execute and deliver said Official Statement in the name and on behalf of the County, and thereupon to cause such Official Statement to be delivered to the Underwriter with such changes, amendments, omissions and additions as may be approved by the Chairman. The use of a Preliminary Official Statement in the marketing of the Series 2022 Bonds is hereby authorized and the Official Statement, including any such changes, amendments, modifications, omissions and additions as approved by the Chairman, and the information contained therein are hereby authorized to be used in connection with the sale of the Series 2022 Bonds to the public. The Chairman is hereby delegated the authority to deem the Preliminary Official Statement "final," within the meaning of SEC Rule 15c2-12. Execution by the Chairman, the County Coordinator and the County Clerk of the Official Statement shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions and additions.

(B) In order to enable the Underwriter to comply with the provisions of SEC Rule 15c2-12 relating to secondary market disclosure, the Chairman is hereby authorized and directed to execute and deliver the Continuing Disclosure Certificate in the name and on behalf of the County substantially in the form attached hereto as Exhibit C with such changes, amendments, omissions and additions as shall be approved by the Chairman, his execution and delivery thereof being conclusive evidence of such approval.

**SECTION 6. APPOINTMENT OF REGISTRAR AND PAYING AGENT.** Regions Bank, Jacksonville, Florida, is hereby designated Registrar and Paying Agent for the Series 2022 Bonds. The Chairman and the Clerk are hereby authorized to enter into any agreement which may be necessary to effect the transactions contemplated by this Section 7.

**SECTION 7. PURCHASE OF RESERVE POLICY AND BOND INSURANCE POLICY.** The County hereby elects to purchase a Reserve Account Insurance Policy and a Bond Insurance Policy from a nationally-recognized bond insurance company with respect to its issuance of the Series 2022 Bonds. The authority to select the bond insurer is hereby delegated to the County Coordinator. In connection therewith, the County hereby authorizes and directs the Chairman to execute and deliver an Insurance Agreement and a bond insurance commitment, and the Clerk to attest the same under the official seal of the County. The Insurance Agreement shall be in substantially the form of the Insurance Agreement attached hereto as Exhibit D, with such changes,

amendments, modifications, omissions and additions as may be approved by the Chairman. Execution by the Chairman of the Insurance Agreement shall be deemed to be conclusive evidence of approval of such changes. All of the provisions of the Insurance Agreement, when executed and delivered by the County as authorized herein and when duly authorized, executed and delivered by the insurer, shall be deemed to be a part of this Supplemental Resolution as fully and to the same extent as if incorporated verbatim herein.

**SECTION 8. BANK QUALIFICATION.** The County hereby designates the Series 2022 Bonds as "qualified tax-exempt obligations," within the meaning of Section 265(b)(3) of the Code, and certifies in connection therewith that it does not expect to issue in excess of \$10,000,000 in principal amount of tax-exempt bonds (including the Series 2022 Bonds) in calendar year 2022.

**SECTION 9. GENERAL AUTHORITY.** The members of the Board of County Commissioners of the County and the officers, attorneys and other agents or employees of the County and the Clerk are hereby authorized to do all acts and things required of them by this Supplemental Resolution or the Original Resolution, or desirable or consistent with the requirements hereof or the Original Resolution, including the execution of such documents necessary to establish a book-entry system of registration with respect to the Series 2022 Bonds, for the full punctual and complete performance hereof or thereof. Each member, employee, attorney and officer of the County is hereby authorized and directed to execute and deliver any and all papers and instruments and to be and cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated hereunder.

**SECTION 10. ORIGINAL RESOLUTION TO CONTINUE IN FORCE.** Except as herein expressly provided, the Original Resolution and all the terms and provisions thereof, including the covenants contained therein, are and shall remain in full force and effect.

**SECTION 11. SEVERABILITY AND INVALID PROVISIONS.** If any one or more of the covenants, agreements or provisions herein contained shall be held contrary to any express provision of law or contrary to the policy of express law, even though not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way affect the validity of any of the other covenants, agreements or provisions hereof or the Series 2022 Bonds issued hereunder.

**SECTION 12. EFFECTIVE DATE.** This Supplemental Resolution shall become effective immediately upon its adoption."

This Amended and Restated Resolution shall become effective immediately upon its adoption.

[SIGNATURE PAGE TO FOLLOW]

**SIGNATURE PAGE OF RESOLUTION NO. \_\_\_\_\_**

**DULY ADOPTED**, this 3<sup>rd</sup> day of February, 2022.

**BOARD OF COUNTY COMMISSIONERS OF  
JEFFERSON COUNTY, FLORIDA**

(SEAL)

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Clerk

**EXHIBIT A**

**FORM OF BOND PURCHASE CONTRACT**

**EXHIBIT B**

**FORM OF PRELIMINARY OFFICIAL STATEMENT**

**EXHIBIT C**

**FORM OF CONTINUING DISCLOSURE CERTIFICATE**



**EXHIBIT D**

**FORM OF INSURANCE AGREEMENT**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AMENDING AND RESTATING IN ITS ENTIRETY RESOLUTION NO. \_\_\_\_\_ OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, TO READ AS FOLLOWS:**

**"RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA SUPPLEMENTING RESOLUTION NO. 2012-11-15-02 OF THE COUNTY, WHICH AUTHORIZED THE ISSUANCE OF GAS TAX REVENUE BONDS; AUTHORIZING THE ISSUANCE BY JEFFERSON COUNTY, FLORIDA OF NOT EXCEEDING \$4,000,000 IN AGGREGATE PRINCIPAL AMOUNT OF GAS TAX REVENUE BONDS, SERIES 2022 IN ORDER TO PROVIDE FUNDS FOR THE PURPOSES OF FINANCING THE COSTS OF CERTAIN TRANSPORTATION IMPROVEMENTS WITHIN THE COUNTY; PLEDGING THE MONEYS RECEIVED BY THE COUNTY FROM THE COUNTY'S CONSTITUTIONAL TWO-CENT GAS TAX TO SECURE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON SAID BONDS; COVENANTING TO BUDGET AND APPROPRIATE LEGALLY AVAILABLE NON-AD VALOREM REVENUES TO PAY DEBT SERVICE ON SAID BONDS; PROVIDING FOR THE RIGHTS OF THE HOLDERS OF SAID BONDS; PROVIDING CERTAIN TERMS AND DETAILS OF SUCH BONDS, INCLUDING AUTHORIZING A NEGOTIATED SALE OF SAID BONDS TO SAN BLAS SECURITIES LLC AND THE EXECUTION AND DELIVERY OF A BOND PURCHASE CONTRACT WITH RESPECT THERETO UPON COMPLIANCE WITH CERTAIN PARAMETERS; APPOINTING THE PAYING AGENT AND REGISTRAR WITH RESPECT TO SAID BONDS; AUTHORIZING THE EXECUTION AND DELIVERY OF AN OFFICIAL STATEMENT AND AN INSURANCE AGREEMENT WITH RESPECT THERETO; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, as follows:**

**SECTION 1. FINDINGS.** It is hereby found and determined that:

(A) On November 15, 2012, the Board of County Commissioners of Jefferson County, Florida (the "County") duly adopted Resolution No. 2012-11-15-02 (the "Original Resolution"), which provides for the issuance by the County of gas tax revenue bonds.

(B) The Original Resolution, as previously amended and as supplemented hereby, is referred to herein as the "Bond Resolution." All capitalized terms not otherwise defined herein shall have the meanings set forth in the Original Resolution.

(C) It is necessary and desirable to provide for the issuance of Gas Tax Revenue Bonds, Series 2022 (the "Series 2022 Bonds") of the County. The principal of and interest on the Series 2022 Bonds and all required sinking fund, reserve and other payments shall be limited obligations of the County, payable solely from the Pledged Funds, as provided in the Bond Resolution, such pledge being on a parity with the County's Gas Tax Revenue Bonds, Series 2012. The County also covenants and agrees to appropriate in its annual budget, by amendment, if necessary, from Non-Ad Valorem Revenues (as defined herein) amounts sufficient to (A) pay principal of and interest on the Series 2022 Bonds when due, to the extent amounts deposited in the Revenue Fund are insufficient therefor, and (B) pay all required deposits to the Rebate Fund pursuant to the Original Resolution. "Non-Ad Valorem Revenues" means total revenues of the County from any source whatsoever, other than revenues generated from ad valorem taxation on real or personal property, and which are legally available to make the payments required herein. Such covenant and agreement on the part of the County to budget and appropriate such amounts of Non-Ad Valorem Revenues shall be cumulative to the extent not paid, and shall continue until such Non-Ad Valorem Revenues or other legally available funds in amounts sufficient to make all such required payments shall have been budgeted, appropriated and actually paid. Notwithstanding the foregoing covenant of the County, the County does not covenant to maintain any services or programs, now provided or maintained by the County, which generate Non-Ad Valorem Revenues.

Such covenant to budget and appropriate does not create any lien upon or pledge of such Non-Ad Valorem Revenues, nor does it preclude the County from pledging in the future its Non-Ad Valorem Revenues, nor does it require the County to levy and collect any particular Non-Ad Valorem Revenues, nor does it give the Bondholders a prior claim on the Non-Ad Valorem Revenues as opposed to claims of general creditors of the County. Such covenant to appropriate Non-Ad Valorem Revenues is subject in all respects to the payment of obligations secured by a pledge of such Non-Ad Valorem Revenues heretofore or hereafter entered into (including the payment of debt service on bonds and other debt instruments). However, the covenant to budget and appropriate for the purposes and in the manner stated herein shall have the effect of making available for the payment of the Series 2022 Bonds, in the manner described herein, Non-Ad Valorem Revenues and placing on the County a positive duty to appropriate and budget, by amendment, if necessary, amounts sufficient to meet its obligations hereunder; subject, however,

in all respects to the payment of services and programs which are for essential public purposes affecting the health, safety and welfare of the inhabitants of the County or which are legally mandated by applicable law.

The Series 2022 Bonds shall not constitute a general obligation, or a pledge of the faith, credit or taxing power of the County, the State of Florida, or any political subdivision thereof, within the meaning of any constitutional or statutory provisions. Neither the State of Florida, nor any political subdivision thereof, nor the County shall be obligated (1) to exercise its ad valorem taxing power in any form on any real or personal property of or in the County to pay the principal of the Series 2022 Bonds, the interest thereon, or other costs incidental thereto, or (2) to pay the same from any other funds of the County except from the Pledged Funds, in the manner provided in the Bond Resolution.

(D) Due to the present volatility of the market for tax-exempt obligations such as the Series 2022 Bonds, it is in the best interest of the County to sell the Series 2022 Bonds by a negotiated sale, allowing the County to enter the market at the most advantageous time and conditions, rather than at a specified advertised date, thereby permitting the County to obtain the best possible price and interest rate for the Series 2022 Bonds. The County acknowledges receipt of the information required by Section 218.385, Florida Statutes, in connection with a negotiated sale of the Series 2022 Bonds. A copy of the disclosure statement provided by the Bondholder of the Series 2022 Bonds containing the aforementioned information will be provided under separate cover to the County prior to the County's execution of the Purchase Contract referenced below.

(E) San Blas Securities LLC (the "Underwriter") expects to offer to purchase the entire aggregate principal amount of the Series 2022 Bonds from the County and to submit with respect to the Series 2022 Bonds, a Bond Purchase Contract in the form attached hereto as Exhibit A (the "Purchase Contract") expressing the terms of such offer, and, assuming compliance with the provisions of Section 4 hereof, the County does hereby find and determine that it is in the best financial interest of the County that, upon compliance of the final Purchase Contract with the parameters set forth in Section 4 hereof, the terms expressed in the Purchase Contract be accepted by the County.

(F) The Original Resolution provides that Bonds such as the Series 2022 Bonds shall mature on such dates and in such amounts, shall bear such rates of interest, shall be payable in such places and shall be subject to such redemption provisions as shall be determined by Supplemental Resolution adopted by the County; and it is now appropriate that the County determine parameters for such terms and details.

## **SECTION 2. AUTHORIZATION FOR THIS SUPPLEMENTAL RESOLUTION.**

This Supplemental Resolution is adopted pursuant to Section 7.01 of the Original Resolution, the provisions of the Act (as defined in the Original Resolution) and other applicable provisions of

law. When used in this Supplemental Resolution, the terms defined in the Original Resolution shall have the meanings therein stated, except as set forth below.

**SECTION 3. AUTHORIZATION AND DESCRIPTION OF THE SERIES 2022 BONDS.** The County hereby determines to issue a series of Bonds in an aggregate principal amount not exceeding \$4,000,000, the exact principal amount to be as set forth in the Purchase Contract, to be known as "Gas Tax Revenue Bonds, Series 2022," for the principal purpose of financing the costs of certain transportation improvements within the County. The Series 2022 Bonds shall be deemed a single Series of Bonds for purposes of the Bond Resolution.

The Series 2022 Bonds shall be dated as of their date of delivery; shall be issued as fully registered Bonds, numbered consecutively from one upward in order of maturity with the prefix "R"; shall bear interest from their date of delivery, payable semi-annually, on June 1 and December 1 of each year, commencing on December 1, 2022, at such rates and maturing in such amounts on December 1 of such years as to be set forth in the Purchase Contract. The Series 2022 Bonds shall be issued in denominations of \$5,000 and any integral multiple thereof.

The Series 2022 Bonds shall be subject to redemption prior to maturity as to be set forth in the Purchase Contract.

Subject to the provisions of any book-entry only system established with respect to the Series 2022 Bonds, the principal of, or redemption price, as applicable, or maturity amount, as applicable, of the Series 2022 Bonds, shall be payable at the corporate trust office of the Paying Agent for the Series 2022 Bonds appointed in Section 5 hereof, or its successor, upon presentation of the Series 2022 Bonds. Payment of interest on the Series 2022 Bonds shall be made to the owner thereof and shall be paid by check or draft of the Paying Agent to the Holder in whose name the Series 2022 Bond is registered at the close of business on the 15th day of the month (whether or not a business day) next preceding the interest payment date, or, unless otherwise provided by Supplemental Resolution, at the option of the Paying Agent, and at the request and expense of such Holder, by bank wire transfer for the account of such Holder. All payments shall be made in accordance with and pursuant to the terms of the Bond Resolution and the Series 2022 Bonds and shall be payable in any coin and currency of the United States of America which, at the time of payment, is legal tender for the payment of public or private debts.

**SECTION 4. SALE OF THE SERIES 2022 BONDS.** Upon delivery to the County of a final Purchase Contract evidencing to the satisfaction of the Chairman of the County:

- (A) Series 2022 Bonds in an aggregate principal amount not exceeding \$4,000,000;
- (B) Optional redemption of the Series 2022 Bonds beginning not later than December 1, 2032, at a price not in excess of 100% of par;

- (C) A true interest cost with respect to the Series 2022 Bonds of not greater than 2.20% per annum; and
- (D) The Underwriter's discount for the Series 2022 Bonds not being in excess of \$10 per thousand dollars in principal amount of the Series 2022 Bonds;
- (E) A final maturity date for the Series 2022 Bonds of no later than June 1, 2042;

the Series 2022 Bonds shall be sold to the Underwriter pursuant to the Purchase Contract at the purchase price provided therein (including any original issue discounts); all terms and conditions set forth in said Purchase Contract being hereby approved. Upon compliance with the foregoing, the Chairman is hereby authorized and directed to execute said Purchase Contract and to deliver the same to the Underwriter.

#### **SECTION 5. OFFICIAL STATEMENT; CONTINUING DISCLOSURE CERTIFICATE.**

(A) The form, terms and provisions of the Official Statement, dated the date of execution of the Purchase Contract, in substantially the form attached hereto as Exhibit B, which shall include the terms and provisions set forth in the executed version of the Purchase Contract, relating to the Series 2022 Bonds, be and the same hereby are approved with respect to the information therein contained. The Chairman, the Clerk and the County Coordinator, upon execution of the Purchase Contract described above, are hereby authorized and directed to execute and deliver said Official Statement in the name and on behalf of the County, and thereupon to cause such Official Statement to be delivered to the Underwriter with such changes, amendments, omissions and additions as may be approved by the Chairman. The use of a Preliminary Official Statement in the marketing of the Series 2022 Bonds is hereby authorized and the Official Statement, including any such changes, amendments, modifications, omissions and additions as approved by the Chairman, and the information contained therein are hereby authorized to be used in connection with the sale of the Series 2022 Bonds to the public. The Chairman is hereby delegated the authority to deem the Preliminary Official Statement "final," within the meaning of SEC Rule 15c2-12. Execution by the Chairman, the County Coordinator and the County Clerk of the Official Statement shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions and additions.

(B) In order to enable the Underwriter to comply with the provisions of SEC Rule 15c2-12 relating to secondary market disclosure, the Chairman is hereby authorized and directed to execute and deliver the Continuing Disclosure Certificate in the name and on behalf of the County substantially in the form attached hereto as Exhibit C with such changes, amendments, omissions and additions as shall be approved by the Chairman, his execution and delivery thereof being conclusive evidence of such approval.

**SECTION 6. APPOINTMENT OF REGISTRAR AND PAYING AGENT.**

Regions Bank, Jacksonville, Florida, is hereby designated Registrar and Paying Agent for the Series 2022 Bonds. The Chairman and the Clerk are hereby authorized to enter into any agreement which may be necessary to effect the transactions contemplated by this Section 7.

**SECTION 7. PURCHASE OF RESERVE POLICY AND BOND INSURANCE POLICY.** The County hereby elects to purchase a Reserve Account Insurance Policy and a Bond Insurance Policy from a nationally-recognized bond insurance company with respect to its issuance of the Series 2022 Bonds. The authority to select the bond insurer is hereby delegated to the County Coordinator. In connection therewith, the County hereby authorizes and directs the Chairman to execute and deliver an Insurance Agreement and a bond insurance commitment, and the Clerk to attest the same under the official seal of the County. The Insurance Agreement shall be in substantially the form of the Insurance Agreement attached hereto as Exhibit D, with such changes, amendments, modifications, omissions and additions as may be approved by the Chairman. Execution by the Chairman of the Insurance Agreement shall be deemed to be conclusive evidence of approval of such changes. All of the provisions of the Insurance Agreement, when executed and delivered by the County as authorized herein and when duly authorized, executed and delivered by the insurer, shall be deemed to be a part of this Supplemental Resolution as fully and to the same extent as if incorporated verbatim herein.

**SECTION 8. BANK QUALIFICATION.** The County hereby designates the Series 2022 Bonds as "qualified tax-exempt obligations," within the meaning of Section 265(b)(3) of the Code, and certifies in connection therewith that it does not expect to issue in excess of \$10,000,000 in principal amount of tax-exempt bonds (including the Series 2022 Bonds) in calendar year 2022.

**SECTION 9. GENERAL AUTHORITY.** The members of the Board of County Commissioners of the County and the officers, attorneys and other agents or employees of the County and the Clerk are hereby authorized to do all acts and things required of them by this Supplemental Resolution or the Original Resolution, or desirable or consistent with the requirements hereof or the Original Resolution, including the execution of such documents necessary to establish a book-entry system of registration with respect to the Series 2022 Bonds, for the full punctual and complete performance hereof or thereof. Each member, employee, attorney and officer of the County is hereby authorized and directed to execute and deliver any and all papers and instruments and to be and cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated hereunder.

**SECTION 10. ORIGINAL RESOLUTION TO CONTINUE IN FORCE.** Except as herein expressly provided, the Original Resolution and all the terms and provisions thereof, including the covenants contained therein, are and shall remain in full force and effect.

**SECTION 11. SEVERABILITY AND INVALID PROVISIONS.** If any one or more of the covenants, agreements or provisions herein contained shall be held contrary to any

express provision of law or contrary to the policy of express law, even though not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way affect the validity of any of the other covenants, agreements or provisions hereof or the Series 2022 Bonds issued hereunder.

**SECTION 12. EFFECTIVE DATE.** This Supplemental Resolution shall become effective immediately upon its adoption."

This Amended and Restated Resolution shall become effective immediately upon its adoption.

[SIGNATURE PAGE TO FOLLOW]



**SIGNATURE PAGE OF RESOLUTION NO. \_\_\_\_\_**

**DULY ADOPTED**, this 3<sup>rd</sup> day of February, 2022.

**BOARD OF COUNTY COMMISSIONERS OF  
JEFFERSON COUNTY, FLORIDA**

(SEAL)

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Clerk

**EXHIBIT A**

**FORM OF BOND PURCHASE CONTRACT**

**EXHIBIT B**

**FORM OF PRELIMINARY OFFICIAL STATEMENT**

**EXHIBIT C**

**FORM OF CONTINUING DISCLOSURE CERTIFICATE**

**EXHIBIT D**

**FORM OF INSURANCE AGREEMENT**

**BOARD OF COUNTY COMMISSIONERS  
JEFFERSON COUNTY**

**PURCHASING CARD POLICY**

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
Purchasing Card Policy**

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## ***Purchasing Card Policy***

This policy applies to all Jefferson County employees who have been issued a County Purchasing Card (P-Card) or who have direct or delegated responsibilities under the P-Card program.

### **Section 1 – General**

P-Cards may only be used for official, County-related purposes. Purchases should follow appropriate County and State laws and guidelines and should be made with reasonable judgment. If there is a question about the official purpose of a purchase or if the use of the P-Card to make a purchase is questionable, please refer to the County's Purchasing Policy or contact the Purchasing Card Administrator which is located in the Clerk's Finance Department for clarification prior to making the purchase.

P-Cards will only be issued to Department Directors and/or designee's who are responsible for making purchases on behalf of their Departments. This requires the cardholder to know the County's purchasing policies and to be organized to the extent that complete records of all purchases are available at any time. The privilege of having a P-Card may be suspended pending retraining or may be permanently revoked with good reason. As part of the cardholder application process, the cardholder will be advised of all their rights and responsibilities, including the possibility of being disciplined for misuse of the card. If potential unauthorized purchases or misuse appears, the P-Card Administrator in the Clerk's Finance Department will alert the employee's immediate supervisor(s) and the County Coordinator's Office.

Any employee that knowingly and willingly makes purchases or attempts to make purchases that violate State law, County policy, procedures contained in this manual or assists another employee in such purchase's, may be subject to disciplinary action in accordance with Cardholder Agreement and the policies of the County.

Please contact the Finance Department at (850) 342-0218 for non-routine or questionable purchases before the purchase is made.

All transactions conducted within the State of Florida are exempt from State Sales Tax. Federal or local taxes are not exempt. Each P-Card holder will also be given a wallet-sized Tax-Exempt Certificate to be used when making a purchase. The cardholder should always inform the merchant that the purchase is tax-exempt prior to the card being swiped to help ensure that they are not charged taxes before



signing any receipt. If taxes are charged, the cardholder should request that the merchant removed the taxes prior to signing any receipt.

**P-Cards will be cancelled for the following reasons:**

- Cardholder terminates employment
- Cardholder no longer requires a P-Card
- Cardholder reports the loss or theft of P-Card
- Cardholder misuses the P-Card and their Supervisor/County Coordinator requests cancellation

**Section 2 – Cardholder Transaction Information**

There are two levels of spending authorized under normal condition. The limits are as follows:

**Default Profile**

Individual Transaction Limit: \$ 1,000 per single transaction and per vendor per day.

(You cannot exceed this limit with any one vendor in a day nor have the vendor split the charge to circumvent limit)

Daily Total Transaction Limit: \$ 2,000

**Extended Profile**

Individual Transaction Limit: \$ 3,000 per single transaction and per vendor per day.

(You cannot exceed this limit with any one vendor in a day nor have the vendor split the charge to circumvent limit)

Daily Total Transaction Limit: \$ 4,000

Cardholder profiles, limits and restrictions are set by the Finance Department in the Clerk's Office which serves as the P-Card Administrator in consultation with employee's supervisor and the County Coordinator's Office. Should you need to add, delete or adjust a card's limits for an a one-time purchase, please contact the Clerk's Finance Department. Depending upon the request, prior Board approval may be necessary.

### **Section 3 – P-Card Security**

Use of the P-Card is limited to the County employee whose name appears on the face of the card. The P-Card should not be loaned to another person under any circumstances. If a cardholder is absent for an extended period of time, the Department should seek to obtain another card for a different designated employee, either temporarily or permanently. Any cardholder sharing their card information or allowing another individual to use their card for purchases may be subject to disciplinary action.

Each cardholder is responsible for the security of his/her card. All precautions should be used to maintain confidentiality of all information relating to the card, such as the cardholder account number and expiration date. The account number should never be left in a conspicuous place.

Should the cardholder suspect fraudulent charges on his/her P-Card, the P-Card is ever lost/stolen, the Finance Department should be contacted immediately.

### **Section 4 – Receipt Requirements**

Receipts are a critical part of the P-Card program. Accurate, detailed records of P-Card purchases allow the Finance Department and auditors to verify and audit charges for compliance with County and State policies, rules and Statutes. Receipts and other documentation should be kept for all purchases.

If a receipt is lost or cannot be obtained, the cardholder should contact the vendor and attempt to obtain a duplicate receipt. If a duplicate cannot be obtained, the cardholder should use the Replacement Receipt Form.

### **Section 5 – Invoice Submission Process**

All P-Card invoices should be submitted with a copy of the cardholder's P-Card statement. Do not submit P-Card invoices with regular invoices. The cardholder should verify all charges and ensure that the amounts are accurate.

Once all charges have been validated, the cardholder should attach all invoices/receipts with the statement and submit it to the Finance Department for processing. If the cardholder's signature is not present on the statement, Finance will return it and the information will not be processed. If any invoices/receipts are

missing/absent when turned in, the information will not be processed until a Replacement Receipt Form has been filled out.

All P-Card receipts should be turned into Finance by the designated deadline. See the Invoice Calendars to determine when P-Card information should be submitted.

## **Section 6 – Disallowable Purchases**

P-Cards may not be used for food, alcohol, entertainment, ringtones, phone apps or any other type of personal purchases as these are not allowable uses of County funds.

Any cardholder who purchases any of these items described above may be asked to refund the County for the exact amount of the purchase. Also, disciplinary action may result as well for cardholders that use their card for disallowable purchases.

**Jefferson County Purchasing Card  
Replacement Receipt Form**

DATE OF PURCHASE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

ITEM 1: \_\_\_\_\_ AMOUNT OF ITEM \$ \_\_\_\_\_

ITEM 2: \_\_\_\_\_ AMOUNT OF ITEM \$ \_\_\_\_\_

ITEM 3: \_\_\_\_\_ AMOUNT OF ITEM \$ \_\_\_\_\_

ITEM 4: \_\_\_\_\_ AMOUNT OF ITEM \$ \_\_\_\_\_

ADDITIONAL ITEMS LISTED (MUST INCLUDE PRICE FOR EACH ITEM):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIPT WAS (CHECK ONE):

\_\_\_\_\_ LOST      \_\_\_\_\_ NOT OBTAINABLE

I, \_\_\_\_\_, the undersigned do certify that the above purchase was made for official county business. (Type or print name clearly)

\_\_\_\_\_  
CARDHOLDER SIGNATURE

\_\_\_\_\_  
DATE