



# BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

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**Stephen G. Fulford**  
District 1, Vice-Chair

**Eugene Hall**  
District 2, Chair

**J.T. Surles**  
District 3

**Betsy Barfield**  
District 4

**Stephen Walker**  
District 5

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**Regular Session Agenda**  
**March 2, 2017 at the Courthouse Annex**  
**435 W. Walnut St. Monticello, FL 32344**

- 1. 6 PM – Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
- 3. Consent Agenda**
  - a) Approval of Agenda**
  - b) Minutes of February 16, 2017 Regular Session**
  - c) General/Transportation Fund Vouchers**
  - d) SHIP Housing Rehabilitation Change Order**
  - e) Rec Park Board Meeting Minutes**
- 4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
- 5. General Business**
  - a) Solid Waste Presentation – Director Beth Letchworth**
  - b) Fire/EMS Presentation – Chief Mark Matthews**
- 6. County Coordinator**
  - a) Voluntary Roadway Improvement Assessment Program**
- 7. Commissioner Discussion Items**
- 8. 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.

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**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney

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**ITEM 3**

**CONSENT AGENDA ITEMS**

BOARD OF COUNTY COMMISSIONERS  
MINUTE BOOK 23, PAGE \_\_\_\_\_

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
Regular Session  
February 16, 2017

The Board met this date in regular session. Present were Chairman Gene Hall, Commissioners Betsy Barfield, Stephen Fulford, J.T. Surlles and Stephen Walker. Also present were County Attorneys Buck Bird and Scott Shirley, County Coordinator Parrish Barwick and Clerk of Court Kirk Reams.

1. Chairman Hall led the invocation and pledge of allegiance.
2. Dustin Castells, with FDOT, gave an overview of SCRAP, SCOP and CIGP programs.
3. Citizen John Nelson informed the Board that VFW was having its 16<sup>th</sup> annual awards program on April 8<sup>th</sup>.
4. Tax Collector Lois Howell-Hunter presented the Board a check for unused fees in the amount of \$500,605.26.
5. **On motion by Commissioner Walker, seconded by Commissioner Barfield and unanimously carried, item E was moved under General Business.**
6. **On motion by Commissioner Walker, seconded by Commissioner Barfield and unanimously carried, the consent agenda—consisting of the approval of the agenda as amended, the minutes of the February 2<sup>nd</sup>, 2016 Regular Session, General/Transportation Fund Vouchers, the small grant application for the 4H program and the CDBG change order—was approved.**
7. Citizen Paul Henry stated he would like the Board to give the refund from the Tax Collector back to the taxpayers.
8. Chairman Hall introduced the Proclamation for Black History Month and read it aloud. **On motion by Commissioner Walker, seconded by Commissioner Fulford and unanimously carried, the Board approved the proclamation.**
9. Attorney Scott Shirley introduced the moratorium on medical marijuana dispensaries discussion. Commissioner Barfield informed the Board of a recent seminar she had attended on this issue and explained several issues other counties were facing with this topic. It was the consensus of the Board to add the moratorium item on the next agenda for a vote.
10. Attorney Shirley opened the public hearing on the Lloyd Crossing preliminary subdivision plat. He discussed the different phases of the project and, along with Planning Official Bill Tellefsen, fielded questions from the Board. The public provided comments and concerns to the Board.
11. The warrant register was reviewed and bills ordered paid.
12. **On motion by Commissioner Walker, seconded by Commissioner Fulford and unanimously carried, the meeting was adjourned.**

\_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Clerk

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-01001		G/L CASH ACCOUNT-011010000			CASH-CHECKING-GEN. FUND				
Advanced Business System	03/02/2017	-	277817	01/13/2017	VR	01030217-018	Act#CO27-001 Mtr#70304	33.00	.00
Advanced Business System	03/02/2017	-	279885	02/14/2017	VR	01030217-022	Act#CO27 Mtr#70308	15.06	.00
Advanced Business System	03/02/2017	-	279886	02/14/2017	VR	01030217-023	Act#CO27 Mtr#68533	.15	.00
Advanced Business System	03/02/2017	-	279887	02/14/2017	VR	01030217-017	Act#CO27-001 Mtr#70304	39.60	.00
Advanced Business System	03/02/2017	-	279889	02/14/2017	VR	01030217-019	Mtr#70315, 70316, 70302	245.76	.00
CHECK TO VENDOR==>VENDOR ADVBUSIN Advanced Business Systems TOTALS								333.57	.00
Animal Medical Clinic*	03/02/2017	-	260198	02/13/2017	VR	01030217-025	Act#4512 Meds/Products	198.60	.00
Animal Medical Clinic*	03/02/2017	-	260202	02/13/2017	VR	01030217-026	Act#4512 Vet Services	100.00	.00
Animal Medical Clinic*	03/02/2017	-	260231	02/13/2017	VR	01030217-027	Act#4512 Vet Services	150.00	.00
CHECK TO VENDOR==>VENDOR ANIMALCL Animal Medical Clinic* TOTALS								448.60	.00
Ard, Shirley & Rudolph,P	03/02/2017	-	11155	02/21/2017	VR	01030217-046	#2-101.1 Plan Rep 03/17	2223.33	.00
CHECK TO VENDOR==>VENDOR ARDSHIRL Ard, Shirley & Rudolph,PA TOTALS								2223.33	.00
Awards4U	03/02/2017	-	433700	01/25/2017	VR	01030217-003	Name Plate for Frame	12.50	.00
CHECK TO VENDOR==>VENDOR AWARDS Awards4U TOTALS								12.50	.00
Gerald Barnes	03/02/2017	-	02211701	02/21/2017	VR	01030217-044	Library-Clean & Paint	580.00	.00
CHECK TO VENDOR==>VENDOR BARNESGE Gerald Barnes TOTALS								580.00	.00
T. Buckingham Bird	03/02/2017	-	03011701	03/01/2017	VR	01030217-008	Monthly Budget 03/17	2253.25	.00
CHECK TO VENDOR==>VENDOR BIRDTBUC T. Buckingham Bird TOTALS								2253.25	.00
Marty Bishop	03/02/2017	-	03011701	03/01/2017	VR	01030217-009	Monthly Budget 03/17	19104.54	.00
CHECK TO VENDOR==>VENDOR BISHOPM Marty Bishop TOTALS								19104.54	.00
C&F Services, LLC	03/02/2017	-	02121701	02/12/2017	VR	22030217-028	WacissaSite-BuildingShed	1556.00	.00
CHECK TO VENDOR==>VENDOR C&FFENCI C&F Services, LLC TOTALS								1556.00	.00
Duke Energy	03/02/2017	-	02580217	02/08/2017	VR	01030217-052	Act#8220140258	327.96	.00
Duke Energy	03/02/2017	-	02580217	02/08/2017	VR	19030217-053	Act#8220140258	327.96	.00
Duke Energy	03/02/2017	-	30570217	02/15/2017	VR	19030217-061	Act#8325563057	27.96	.00
Duke Energy	03/02/2017	-	30570217	02/15/2017	VR	19030217-062	Act#8325563057	35.60	.00
Duke Energy	03/02/2017	-	30570217	02/15/2017	VR	19030217-063	Act#8325563057	62.78	.00
Duke Energy	03/02/2017	-	60800217	02/13/2017	VR	01030217-001	Act#3663516080	22.80	.00
Duke Energy	03/02/2017	-	75780217	02/10/2017	VR	01030217-021	Act#1644507578	362.03	.00
Duke Energy	03/02/2017	-	91980217	02/10/2017	VR	01030217-020	Act#7205709198	36.94	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
Duke Energy	03/02/2017	-	93470217	02/08/2017	VR 22030217-029	Act#2704479347	236.86	.00	
Duke Energy	03/02/2017	-	95940217	02/14/2017	VR 01030217-015	Act#5010229594	273.15	.00	
CHECK TO VENDOR==>VENDOR DUKE Duke Energy							TOTALS	1714.04	.00
Firehouse Software	03/02/2017	-	1345181	02/09/2017	VR 19030217-058	Act#333911 AnnualContract	1464.00	.00	
CHECK TO VENDOR==>VENDOR FIREHOUS Firehouse Software							TOTALS	1464.00	.00
Gulf Coast Lumber/Supply	03/02/2017	-	11347	02/09/2017	VR 22030217-030	#300166 Key, BoltsNutsWas	3.49	.00	
Gulf Coast Lumber/Supply	03/02/2017	-	11401	02/10/2017	VR 01030217-055	#300166 Broom, Duster	12.98	.00	
Gulf Coast Lumber/Supply	03/02/2017	-	11401	02/10/2017	VR 19030217-054	#300166 Broom, Duster	12.99	.00	
Gulf Coast Lumber/Supply	03/02/2017	-	11591	02/14/2017	VR 22030217-031	#300166 PVC Pipe Belled	21.98	.00	
CHECK TO VENDOR==>VENDOR GULFCOLU Gulf Coast Lumber/Supply*							TOTALS	51.44	.00
Howdys Rent A Toilet	03/02/2017	-	616471	02/17/2017	VR 01030217-047	#15916 Wacissa River Head	128.00	.00	
CHECK TO VENDOR==>VENDOR HOWDYS Howdys Rent A Toilet							TOTALS	128.00	.00
Ingram Library Services	03/02/2017	-	97040109	01/27/2017	VR 01030217-041	Act#2005054	28.57	.00	
Ingram Library Services	03/02/2017	-	97306085	02/15/2017	VR 01030217-042	Act#2005054	14.89	.00	
Ingram Library Services	03/02/2017	-	97306086	02/15/2017	VR 01030217-043	Act#2005054		.00	
							1295.33	.00	
CHECK TO VENDOR==>VENDOR INGRAM Ingram Library Services							TOTALS	1338.79	.00
Jefferson Co. Extension	03/02/2017	-	02211701	02/21/2017	VR 01030217-045	Sams-AfterschoolProgSnack	52.74	.00	
CHECK TO VENDOR==>VENDOR JEFFEXTE Jefferson Co. Extension							TOTALS	52.74	.00
Michael B. Johnston	03/02/2017	-	246	01/03/2017	VR 01030217-004	Campbell Headshots	40.00	.00	
Michael B. Johnston	03/02/2017	-	247	01/18/2017	VR 01030217-005	Prints	10.00	.00	
CHECK TO VENDOR==>VENDOR JOHNSPHO Michael B. Johnston							TOTALS	50.00	.00
Jones Welding & Industri	03/02/2017	-	VM28531	02/09/2017	VR 01030217-051	#58675 Oxygen	115.56	.00	
CHECK TO VENDOR==>VENDOR JONESWEL Jones Welding & Industria							TOTALS	115.56	.00
Konica Minolta Business	03/02/2017	-	24402155	02/15/2017	VR 01030217-048	Payor#1019607	3.16	.00	
CHECK TO VENDOR==>VENDOR KONICAMI Konica Minolta Business							TOTALS	3.16	.00
MunicipalEmergencyServic	03/02/2017	-	N1106268	02/16/2017	VR 19030217-059	#C57362 Name Patches	120.00	.00	
MunicipalEmergencyServic	03/02/2017	-	N1106268	02/16/2017	VR 19030217-060	#C57362 Fire Gear		.00	
							3780.00	.00	
CHECK TO VENDOR==>VENDOR MES MunicipalEmergencyService							TOTALS	3900.00	.00
Morris Petroleum, Inc*	03/02/2017	-	74246	02/07/2017	VR 22030217-034	Solid Waste Fuel	119.70	.00	

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
Morris Petroleum, Inc*	03/02/2017	-	74275	02/10/2017	VR 22030217-033	Solid Waste Fuel	119.70	.00	
Morris Petroleum, Inc*	03/02/2017	-	74306	02/14/2017	VR 22030217-032	Solid Waste Fuel	150.00	.00	
CHECK TO VENDOR==>VENDOR MORRISPE Morris Petroleum, Inc*							TOTALS	389.40	.00
Petersen Industries, Inc	03/02/2017	-	147716	02/06/2017	VR 22030217-035	Act#1726 Bearing,HydCrown	481.64	.00	
Petersen Industries, Inc	03/02/2017	-	147736	02/07/2017	VR 22030217-036	Act#1726 Bucket,ManifAssy	1062.56	.00	
Petersen Industries, Inc	03/02/2017	-	147767	02/08/2017	VR 22030217-037	Act#1726 Bucket,Cyl Assy	1325.70	.00	
CHECK TO VENDOR==>VENDOR PETERSEN Petersen Industries, Inc							TOTALS	2869.90	.00
Piggly Wiggly	03/02/2017	-	207625	02/15/2017	VR 01030217-024	Act#105 Cat & Dog Food	11.20	.00	
Piggly Wiggly	03/02/2017	-	3118	02/15/2017	VR 01030217-056	Act#103 Towels,CleanSuppl	75.08	.00	
Piggly Wiggly	03/02/2017	-	3118	02/15/2017	VR 19030217-057	Act#103 Towels,CleanSuppl	75.08	.00	
CHECK TO VENDOR==>VENDOR PIGGLYWI Piggly Wiggly							TOTALS	161.36	.00
Kirk B. Reams	03/02/2017	-	03011701	03/01/2017	VR 01030217-010	Monthly Budget 03/17	25000.00	.00	
CHECK TO VENDOR==>VENDOR REAMSKIR Kirk B. Reams							TOTALS	25000.00	.00
Register's Mini Storage	03/02/2017	-	03011701	03/01/2017	VR 01030217-011	Units B 17, 21-22	225.00	.00	
CHECK TO VENDOR==>VENDOR REGISTMI Register's Mini Storage							TOTALS	225.00	.00
Royal Mini Storage, Inc.	03/02/2017	-	03011701	03/01/2017	VR 01030217-012	Unit #47	110.00	.00	
CHECK TO VENDOR==>VENDOR ROYALMIN Royal Mini Storage, Inc.							TOTALS	110.00	.00
Rudy Scheese Welding Co.	03/02/2017	-	02131701	02/13/2017	VR 22030217-038	Solid Waste	884.00	.00	
CHECK TO VENDOR==>VENDOR SCHEESER Rudy Scheese Welding Co.							TOTALS	884.00	.00
James Skipworth	03/02/2017	-	02201701	02/20/2017	VR 01030217-007	Janitorial Svcs Feb 17	420.00	.00	
CHECK TO VENDOR==>VENDOR SKIPWORJ James Skipworth							TOTALS	420.00	.00
State Attorney's Office	03/02/2017	-	02161701	02/16/2017	VR 01030217-002	Cell Phone Jan 17	20.49	.00	
CHECK TO VENDOR==>VENDOR STATTYOF State Attorney's Office							TOTALS	20.49	.00
Stewart Heating & Coolin	03/02/2017	-	16-11899	11/03/2016	VR 01030217-006	Replace Belt & Pulley	313.50	.00	
Stewart Heating & Coolin	03/02/2017	-	16-11920	12/29/2016	VR 01030217-013	Replace Thermostat	205.00	.00	
Stewart Heating & Coolin	03/02/2017	-	17-11088	01/01/2017	VR 01030217-014	InstallNewCondensingUnit	3250.00	.00	
CHECK TO VENDOR==>VENDOR STEWARTH Stewart Heating & Cooling							TOTALS	3768.50	.00
Tri-County Electric Coop	03/02/2017	-	90050217	02/10/2017	VR 22030217-039	Act#72001059005	74.97	.00	

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 TRI-CO. Tri-County Electric Coop.	TOTALS 74.97	.00
Tupelo's Bakery	03/02/2017	-	582635	02/06/2017	VR 26030217-050	LitAlliance-GiftCertif	20.00	.00
						CHECK TO VENDOR==>VENDOR TUPELO'S Tupelo's Bakery	TOTALS 20.00	.00
UniFirst Corporation	03/02/2017	-	0130436	02/09/2017	VR 22030217-040	Cust#0130436	137.49	.00
UniFirst Corporation	03/02/2017	-	0130883	02/16/2017	VR 01030217-016	Cust#1311916	80.67	.00
						CHECK TO VENDOR==>VENDOR UNIFIRST UniFirst Corporation	TOTALS 218.16	.00
Toby Ward	03/02/2017	-	02081701	02/08/2017	VR 14030217-049	Tactical Rifle Course	90.00	.00
						CHECK TO VENDOR==>VENDOR WARDT Toby Ward	TOTALS 90.00	.00
						CASH ACCOUNT # 011010000	TOTALS 69581.30	.00
						BANK ACCOUNT # 0101001611	TOTALS 69581.30	.00
						FINAL REPORT TOTALS	69581.30	.00

SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

SELECT CRITERIA: DUE DATE 03/02/2017 TO 03/02/2017  
VENDOR  
VOUCHER TO 99999999  
CASH CODE 01001

INCLUDE DORMANT CREDIT MEMOS?..: Y

END OF REPORT



**JEFFERSON COUNTY  
HOUSING REHABILITATION PROGRAM  
CONTRACT FOR REHABILITATION WORK  
CHANGE ORDER # 1**

Owner Callie Thompson

Contractor J. G. Parker Enterprises, Inc.

Job Address 5661 Lake Rd., Monticello, FL 32344

The Contract for Rehabilitation Work entered into on November 23, 2016, by and between the above Owner and Contractor and approved by the local government, is hereby amended to include the following changes, additions and/or deletions to the work (attach additional sheets if needed):

Item #	Spec #	Description of Work	Location	Price
01	Roof	Deduct Re-roof & Soffit & Fascia @ Garage	Garage	-\$1550.00
02	Plumbing	Repair Floor Joists Under Bathroom To Support Bathroom Floor	Hall Bathroom	\$1,200.00
02	Plumbing	Repair Faulty Plumbing @ various locations	Various	\$150.00
07	Doors	Install Landing & 10' Ramp W/Handrail @ rear entrance @ Homeowner's request (charge is only for additional required wood and labor)	Various	\$450.00
		Overhead & Profit on difference (15%)		\$37.50
			TOTAL	\$287.50

This Change Order hereby becomes an integral part of the Contract, pursuant to Sections 18 and 19 of the Contract. The Contract amount is hereby amended by \$287.50 for a new total of \$39,935.50.

The additional cost will be covered by \$ \_\_\_\_\_ in private funds and \$287.50 in SHIP funds.  
The work completion deadline: \_\_\_\_\_ is not extended; X is extended to 2/15/17.

X Occupancy of the structure will be as originally contracted;  
\_\_\_\_\_ The structure will be vacant for an additional \_\_\_\_\_ days.

Joseph A. Parker, Jr.  
Contractor/Date 2-1-17  
Amely 2/14/17  
Housing Rehab. Spec./Date

Callie Thompson  
Owner/Date  
\_\_\_\_\_  
Local Government Represent./Date



# *Jefferson County Parks and Recreation*



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Park Manager: Mike Holm  
1380 Mamie Scott Drive  
Monticello, Florida 32344  
Phone: (850) 342-0240

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## Rec Park Advisory Board Meeting

- Attendance
1. Gene Hall
  2. Steve Register
  3. Mike Holm
  4. Dixon Hughes
  5. Franklin Hightower

1. Steve asked about what was going on at the Wacissa river. He said someone had told him they were supposed to be putting in a new dock. No one really had an answer or knew anything except that it was probably something that comm. Walker could answer.

2. Mike brought up about Chastity McCarthy



# *Jefferson County Parks and Recreation*



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Park Manager: Mike Holm  
1380 Mamie Scott Drive  
Monticello, Florida 32344  
Phone: (850) 342-0240

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with the Health dept trying to get the sports programs at the rec park declared Tobacco free. Mike stated that he liked the idea but didn't want to be the person who had to enforce it.

3. Dixon asked what was needed to complete the new ball field that has been under construction for 5 years and Mike replied that a new fence around the perimeter ,2 new dugouts and clay on the infield. Mike stated that he would be able to do the work with the help of his assistant and inmates he just need the materials and he was in the process of getting fence measurements and price quotes.
4. A discussion was started about trying to find a female member to add to the board.
5. Mike stated that Jefferson high schools baseball team was going to be playing its home games at the park again this year.



# *Jefferson County Parks and Recreation*



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Park Manager: Mike Holm  
1380 Mamie Scott Drive  
Monticello, Florida 32344  
Phone: (850) 342-0240

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6. Mike also stated that he had arranged for a circus to come to the park Monday Feb 27<sup>th</sup> and Tuesday Feb 28<sup>th</sup>.
7. Steven said he had heard we were getting a new concession and Mike said yes that Comm Barfield and Parrish had come out to the park one day in January and all 3 had agreed that a new concession stand with new ADA compliant bathrooms was definitely needed.
8. WE talked about trying to find a new member to add to the board, preferably a female, so everyone was asked to try to find someone to suggest for that at the next meeting.

The next meeting was scheduled for Tuesday March 7<sup>th</sup> at 6:00 at the annex

**ITEM 6 (a)**

**COUNTY COORDINATOR**

**VOLUNTARY ROADWAY IMPROVEMENT  
ASSESSMENT PROGRAM**

TALLAHASSEE  
1500 Mahan Drive  
Suite 200  
Tallahassee, Florida 32308  
(850) 224-4070 Tel  
(850) 224-4073 Fax



TAMPA  
2502 Rocky Point Drive  
Suite 1060  
Tampa, Florida 33607  
(813) 281-2222 Tel  
(813) 281-0129 Fax

FORT LAUDERDALE  
110 East Broward Boulevard  
Suite 1700  
Fort Lauderdale, Florida 33301  
(954) 315-3852 Tel

October 19, 2016

**Via Electronic Mail**

Parrish Barwick  
Jefferson County Coordinator  
1 Courthouse Square  
Monticello, Florida 32344

Re: Voluntary Roadway Improvement Assessment Ordinance

Dear Mr. Barwick:

Pursuant to our recent conversations, this correspondence is written to present a scope of services for Nabors, Giblin & Nickerson, P.A. ("NG&N") to provide specialized assistance to Jefferson County (the "County") and its staff in the development and implementation of a Voluntary Roadway Improvement Assessment Ordinance.

The objective of this project is to assist the County in the development of an ordinance for the implementation of special assessments which will include a voluntary assessment procedure for interested property owners to petition the County for road improvements. We will draft a proposed ordinance for the County, present the ordinance for input at a BoCC workshop, and provide necessary revisions as a result of County input. We will also assist the County in the requirements for adoption of the ordinance and attend the required public hearing.

METHOD OF COMPENSATION. We propose to bill on an hourly basis at the rates set forth below. However, we would not incur more than \$7,500 in fees without first notifying the County in writing.

<u>Staff Level</u>	<u>Hourly Rates</u>
Stockholders	\$275
Senior Associates	\$190
Junior Associates	\$130
Law Clerks	\$50

In addition to the hourly compensation above, we will expect to be reimbursed for all actual out-of-pocket expenses, including travel costs, photocopying at \$0.25 per page, deliveries, long distance telephone charges, filing fees, and other necessary office disbursements. Our firm bills hourly engagements on a monthly basis and provides detail with each invoice identifying the date each service was performed, a

Parrish Barwick  
October 19, 2016  
Page 2

brief description of the service performed, the employee at the firm who performed the service, the number of hours billed, the rate charged per hour, and the total fee.

We look forward to working with the County. If this engagement letter is acceptable to you, please direct us as to the best way to have our engagement approved in accordance with County procedures. If you or any other officials have any questions, please feel free to contact me at any time.

Sincerely yours,



Heather J. Encinosa

HJE:sb

cc: T. Buckingham Bird, County Attorney (w/enc.)  
Kirk Reams, Clerk of the Courts (w/enc.)

AGREED TO AND ACCEPTED BY:

\_\_\_\_\_  
Jefferson County

\_\_\_\_\_  
Date