

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
October 15, 2014 Workshop - Commission Board Room
1331 South Blvd., Chipley, FL 32428

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Alan Bush	Joel Pate	Charles Brock	Todd Abbott	Lynn Gothard
Chairman	Vice-Chairman			

I. PROCLAMATION – Deputy Rackard

Chairman Bush, Commissioner Pate, Brock, Abbott, and Gothard were present at the meeting. Also attending were County Attorney Goodman, County Coordinator Corbin, Ad Interim Clerk Bazzel, and Deputy Clerk Brantley.

A. Call to Order – Chairman Bush

B. Invocation/Pledge – County Coordinator Corbin/Chairman Bush

II. APPROVAL OF THE AGENDA

III. AGENDA ITEMS

- Courthouse Update – Jim Roberson, JRA provided the Board an update on the courthouse, for which the last floor plan has been completed. He advised the current site is adequate in reference to space. The cost to deconstruct the courthouse cost will add a little more than projected due to the way the building has to be taken down. The Secretary of State requires a Historic American Building Survey report to be done. A consultant is currently on hand working per the Department of Environment Protection requirement to take care of the minor soil contamination. The programming was due September 30, which was submitted September 30, the schematic design is due November 6, which will be presented today, and design development documents are due January 2015.

The construction cost of the building is \$7,120,000.00, architectural cost is \$609,000.00, furniture fixture and equipment is \$750,000.00, and the project contingency is \$720,000.00.

Commissioner Abbott expressed concern about items being put in place that would cause for easier maintenance, size, and number of parking spaces in the parking garage being lowered.

Mr. Roberson advised there should be at least six parking spaces.

Commissioner Brock expressed concern about building a courthouse that would accommodate future growth.

Commissioner Abbott advised the county needs room for storage. Currently spaces have been rented throughout the county for storage.

Commissioner Gothard addressed the Board in reference to storage for evidence.

Ad Interim Clerk Bazzel advised Commissioner Gothard the evidence room at the courthouse is for evidence that is introduced in court. The Sheriff has a separate evidence storage.

Chairman Bush expressed concern about underground storage areas retaining moisture as he has experienced in two buildings located in Washington County with the courthouse being one. He suggested leaving the underground as parking spaces.

Jim Roberson assured there would not be any moisture problems.

Ad Interim Clerk Bazzel spoke on the Clerk's Office going paperless but storage would still be needed.

Commissioner Gothard addressed Mr. Roberson in reference to the office sizes per DMS.

Jim went over the site plan with the Board.

Commissioner Gothard expressed concern about parking spaces.

Jim ensured the Board the number of parking spaces would be adequate.

County Attorney Goodman advised the Board the candidates for construction have been ranked and shortlisted from five to three, which are Ajax, Allstate, and GAC. After listening to presentations by the construction management firms, the committee rated GAC as the highest rated firm.

County Attorney Goodman asked the Board to include on the consent agenda approval to enter into contract negotiations with GAC. This is the recommendation of the committee. Once the Board approves GAC being the highest ranked firm, negotiations will begin and bring back a formal contract before the Board.

Chairman Bush spoke on GAC's qualification and recommended the Board accept the committee's recommendation to start negotiating an agreement with GAC.

The Board approved to list the above on the consent agenda.

Derwin White, GAC addressed the Board.

County Attorney Goodman advised the Board Judge McClellan has resigned from the courthouse committee. The committee recommends Judge Register as his replacement.

The Board approved to list the above on the consent agenda.

County Attorney Goodman clarified the current committee members with the

upcoming approval of Judge Register as Judge Register, Patterson, and Peel for the judges. Also on the committee are Amber Baggett, Jan Shadburn, Chairman Bush, David Corbin, Ad Interim Clerk Harold Bazzel, and Bobby Haddock.

- TDC Board – Heather Lopez requested the Board include the resignation of Elizabeth Henderson on the TDC Board.

The Board agreed to put the above on the consent agenda.

Heather Lopez requested the Board include the appointment of Jacob Strickland to fill Elizabeth Henderson’s position on the consent agenda. The effective date is November 1, 2014.

Commissioner Abbott asked about the process of seeking members.

Heather Lopez explained the process.

- SHIP Subordination Policy – Karen Shaw, Grants Coordinator advised the Board the West Florida Regional Planning Council has suggested the County have a subordinator policy. The policy would deal with items a and b. They must reduce the current mortgage interest rate and/or reduce the current monthly mortgage and will not allow for cash out at closing unless the cash out is for home repairs.

There was discussion among the board on the subordination policy.

The Board agreed to list the above on the consent agenda.

SHIP Affordable Housing Advisory Committee – Karen Shaw advised the Board per Florida Statute the Board has to have a LHAP committee of 11 people. She suggested one person from each district if 11 cannot be found.

Commissioner Abbott asked David Corbin, County Coordinator and staff to bring a recommendation to the Board at the November meeting.

- Drug Testing – Ruth Brooks, Human Resources addressed the Board in reference to an addendum to drug testing. The current drug testing facility has closed as of September 30. The Human Resource office plans to use an office located in Marianna until further notice. Quest cannot be used because of a third party administrator who takes care of the drug-testing program. The Board has a contract with First Lab, which renewed October 1. A new contract can be done with 60 days notice.

Commissioner Brock expressed concern about employee down time.

Ruth Brooks advised the Board both companies that have been talked with offer to go on the job site and do the testing to prevent down time.

The form that needs to be signed today will not change the cost of anything that is being done right now. The form that has been provided references another issue.

The current drug testing policy does not comply with the Federal Department of Transportation standards. The Board does not comply with federal law. It states that any person that holds a commercial driver's license or similar license issued by Mexico or Canada and operates a commercial motor vehicle in any state is required to be tested under the Federal DOT alcohol and drug testing policy. A commercial motor vehicle is described as a vehicle with a weight rating, gross vehicle weight, or gross combination weight rating of 26,001 or more, or a van that is designed to carry six or more passengers.

In order to be in compliance the correct test for CDL licensing must be done.

In order to comply with the random testing that falls under the Federal DOT guidelines the county has to test 50% of the drivers within a year and 10% of them have to be tested for breath alcohol.

Chairman Bush clarified the rules are not new but were put into effect around 1996.

Ruth Brooks advised the Board when the Human Resource office recommends to change the drug testing policy they will provide the Board with the laws and rules along with supporting information.

There was discussion in reference to the drug policy among the Board, Ruth Brooks, and Dallas Carter.

The Board agreed to include the addendum by First Lab on the consent agenda.

Ruth Brooks advised the Board there is currently controversy on pre employment drug testing. After attending an upcoming FACT conference, the Human Resource office hopes to be able to bring back concrete answers before the Board.

Chairman Bush called a break at 10:30 a.m.

The Chairman called the meeting back to order at 10:45 a.m.

- Campbell Park Community Center – Commissioner Brock requested to start a building project at Campbell Park for a community center/voting precinct. There is \$70,000.00 that has been earmarked for a voting precinct. The suggested building size would hold 150 – 200 people.

Commissioner Brock asked County Coordinator Corbin the balance that is located in land sales.

County Coordinator Corbin advised there is \$186,000.00.

There was discussion among the Board and the County Coordinator.

County Coordinator Corbin advised the Board he would get with County Engineer Knauer and bring back a suggested plan.

Commissioner Brock advised that he would like to use the \$70,000.00 that is set for a voting precinct and \$80,000.00 from land sales for a community center for Campbell Park. He requested to list the above on the consent agenda.

Commissioner Abbott advised that he does not have a problem with building the community center but he would like more research done.

Chairman Bush charged County Coordinator Corbin with knowing the \$150,000.00 is available and providing a plan to the Board at the November meeting. Also, make contact with the Supervisor of Elections to find out her requirements.

Commissioner Brock requested County Coordinator Corbin provide the Board information October 22.

- Ordinance - Chairman Bush addressed the Board in reference to the ordinance pertaining to alcohol and distance requirements.

County Attorney Goodman addressed the Board he was originally tasked with looking at the distance issue. An issue was the distance from the school and churches to the establishments that would sell alcohol. A proposed change was brought before the Board that would expand those distances. After the Board's review, there was an issue in reference to hours. The direction was the Board wanted a more comprehensive ordinance, which he is currently working on with the intent to bring something before the Board in November.

Commissioner Abbott requested an update be provided to the Board on the meeting in reference to Falling Waters Road.

County Coordinator Corbin advised he would cover that under his section.

- IV. PUBLIC WORKS SUPERVISORS - Johnny Evans asked the Board to use funding to look at the purchase of a motrim. They have received one quote and are currently awaiting more.

Suggested Equipment Sale

Johnny Evans provided the Board a figure from Deanco Auction. The list provided a net guarantee of \$488,250.00.

Truck Purchase Request

Dallas Carter requested the purchase of two public works trucks from Chipola Ford. The quote provided from Chipola Ford is \$25,294.50 per truck.

There was discussion among the Board, County Coordinator Corbin, and Dallas Carter on the above.

Commissioner Brock addressed the Board he has no issue with it.

Commissioner Abbott would like to wait until all equipment is sold.

Chairman Bush advised to get information on motrims.

Commissioner Gothard addressed the Board the motrims are \$40,000.00 per piece, which would be \$80,000.00. She advised that she would not do that.

Dallas Carter advised the money would be put back from sales.

The Board agreed to list the trucks and motrims as agenda items.

- Maintenance Areas – Dallas Carter advised the Board when Mr. Finch and Corbin was in office there was a verbal swap done on Quail Hollow around Monroe Sheffield Road. The maintenance map does not reflect the swap. The map needs to be straightened out or areas need to be swapped back.

The Board discussed the above along with Dallas Carter, and Johnny Evans.

The consensus of the Board is for Commissioner Gothard and Abbott to contact the public works supervisors individually and get more information as well as make a decision.

- DJJ Negotiations – County Attorney Goodman advised the Board they have currently been negotiating with DJJ to rent county space located at 1352 South Boulevard. The building is 1,400 square feet and the Board would be leasing DJJ 1,000 square feet of the building under the proposal. The lease term would be five years, beginning November 1, 2014 – October 1, 2019. 400 square feet will be available to be used by DJJ if not occupied by the other

entity currently in the building.

Chairperson Bush clarified the 400 square feet is conference room, asking if it could be used for storage.

County Coordinator Corbin advised there are current renters in the building that already use the space. DJJ did increase their rent.

County Attorney Goodman advised the price per square is \$9.00 x 1,000, which is \$9,000.00 per year and \$750.00 per month.

Critical areas the Board should know is the Board would be responsible for the utilities, janitorial services, pest control, light fixtures and bulb replacement, paint, and H Fact units. The listed items are per the lease agreement.

Commissioner Abbott expressed concern about the cost and that DJJ would not be paying their way.

Chairman Bush expressed concern about the proposed rent payment versus the items listed in the agreement the Board would be responsible.

Commissioner Gothard asked if the State pays a set price per square foot.

County Attorney Goodman advised he asked on the payment amount and was advised that is the highest amount they would pay.

County Coordinator Corbin advised the current facility that DJJ rents from the county recently had a ceiling fall in.

County Attorney Goodman addressed the Board he cannot tell them they are

not going to lose money on the lease.

Commissioner Gothard asked what the current renters, Big Bend pay.

Deputy Clerk Brantley advised \$2,389.00.

The Board discussed the fact that the county pays the same things for Big Bend.

Chairman Bush advised that the subject would not make it on the consent agenda.

County Attorney Goodman advised the Board he would contact DJJ, advising there was discussion among the Board.

County Attorney Goodman advised the Board he is also negotiating with Probation on issues with carpet. He will provide a copy of the lease and provide what they are paying cost per square foot.

Commissioner Brock addressed the Board the current renters have 2/3 of the building and DJJ would have 1,000 square feet.

Commissioner Gothard asked if they could pay \$9.00 per square foot as well as absorb the cost of the other items.

County Attorney Goodman advised per the person he spoke with and he was advised that was her final offer.

A Department of Justice Representative addressed the Board in reference to the departments desire to not relocate their current employees. She suggested

the Board offer a county proposal.

- V. COUNTY ENGINEER - County Engineer Knauer advised the Board, The Department of Environmental Protection has announced the opening for Florida Recreational Development Assistance Program. They support projects that are 50,000 or less, which do not require a match. The grant is open until October 31.

The Board discussed items to include for proposal.

Falling Waters – County Engineer Knauer, County Coordinator Corbin, and Commissioner Abbott met with Mr. Barfield at The Department of Transportation. Mr. Barfield was receptive to the roadway issues, bids, and safety issues. He advised that him and his staff would seek funding and would like to help in any way that he could.

Mr. Barfield advised that the Department might be able to get the section of road funded this July. Another potential option was the Board could fix the portion of the road and possibly receive reimbursement from the department in 2016.

Commissioner Abbott advised the Board they have a meeting set for October 20, at Randy Ellis' house.

County Engineer Knauer addressed the Board Gene Strickland was the low bidder on the project and has advised that he would hold his bid. In the bid specs it is included for them to hold it for 90 days. The bid amount is \$596,000.00.

FRDAP – Chairman Bush asked if more than one project could be submitted. He suggested submitting GAP pond.

County Engineer Knauer advised that he would check on the submission of more than one.

Wilderness Road – County Engineer Knauer addressed the Board there is an agreement in the process and he would like to go ahead and send the Board a proposal.

The Board advised County Engineer Knauer to proceed.

County Coordinator Corbin advised there is a current paperwork malfunction with Lucas and Roche Road with the lawyer.

County Attorney Goodman advised Commissioner Brock the Department of Transportation lawyers are having issues with it.

County Coordinator Corbin advised that Shakey Joe Road had been approved.

Commissioner Brock expressed concern about the three roads listed together for a notice to proceed but two of them are signed.

Griffin Road – County Engineer Knauer addressed the Board in reference to flooding. The property that is located to the west drains to a ditch, which is located under highway 90. The ditch from Griffin Road to highway 90 needs to be cleaned out. The land is private property.

Commissioner Abbott suggested an elliptical culvert, because the two smaller culverts were not able to handle the water.

The Board discussed drainage issues on Griffin Road.

County Engineer Knauer asked if the Board would like to direct him to decide on the correct size pipe and work on permitting.

The consensus of the Board is for Cliff to proceed.

Chairman Bush clarified with Cliff that he is going to do a drainage study.

County Engineer Knauer advised the Board he would have it for the Board 10/22/2014.

Dorch Circle – County Engineer Knauer advised the Board Dorch Circle held up during the recent storm.

Chairman Bush asked County Engineer Knauer if all the patchwork was complete.

County Engineer Knauer advised the ones that have been bid on are done.

Chairman Bush asked if anything needed to be modified on Dorch Circle for the increase in asphalt.

County Engineer Knauer advised there was a per ton price.

Campbell Park – County Engineer Knauer advised he would look at Campbell Park and suggested there might have to be another septic and drain field added which would be around \$2,000.00.

Commissioner Brock expressed concern about King Cutter worsening.

County Engineer Knauer advised everything has been sent to FEMA for approval.

County Engineer Knauer asked if the Board would like to stagger projects.

Chairman Bush advised yes.

Commissioner Brock spoke on the FEMA reimbursement process speed.

VI. COUNTY COORDINATOR – David Corbin advised the Board CRA voted to fund \$150,000.00 to tear the jail down.

Jim Town advised the funding would be received split.

David Corbin advised that he is advertising for a permanent part-time Human Resource position that he would like to include on the consent agenda and bring a recommendation of who he would like to hire at the next Board meeting.

The consensus of the Board is for County Coordinator Corbin to proceed.

David Corbin suggested having a catered dinner as well as present a plaque for Mr. Bazzel and Mr. Pate.

David Corbin advised the Board he is planning a Halloween dress up/soup contest, October 31 to increase employee morale.

Chairman Bush suggested drawing names for those that cannot participate.

David Corbin suggested starting an employee of the quarter.

There was discussion among the Board.

Fire Coordinator – County Coordinator Corbin advised the Board the application process closes October 16.

Chairman Bush advised to make sure there is representation from the fire department.

- VII. CLERK – Ad Interim Clerk Bazzel addressed the Board there are 24 tax deeds that were not purchased and asked the Board to consider adding them to the county lands.

Carr, Riggs, & Ingram – Ad Interim Clerk Bazzel suggests the Board extend an engagement letter for three years with Carr, Riggs, & Ingram, which are the current auditors. He advised that it does not increase the price.

County Attorney Goodman advised the Board there is a need to ensure stability with the accounting and auditing system. He would like the Board to have flexibility and therefore advised on three years.

Ad Interim Clerk Bazzel suggested including the three-year engagement letter with Carr, Riggs, & Ingram on the consent agenda.

County Attorney Goodman clarified that all the taxes are 2007. Once it is put on the list of lands anybody can purchase it and pay the back taxes. After a certain period, the Board can assume those.

He suggested included them on the list of lands.

The Board included the 24 tax deeds to be added to the list of lands per Ad Interim Clerk Bazzel's request.

VIII. DEPUTY CLERK - None

IX. COUNTY ATTORNEY – County Attorney Goodman provided the Board a draft ordinance. There is currently an ordinance in place through 97-8, which was implemented an estimated seventeen years ago. The ordinance sets forth the current policy and procedures with respect to road names and addressing.

County Attorney Goodman went over the draft ordinance.

There was discussion on the draft ordinance with the County Attorney and the Board.

County Attorney Goodman advised if the Board would like to proceed with the draft ordinance in its current form he will notice it and put it on the November agenda.

Draft Petition Request – County Attorney Goodman addressed the Board that he has a draft petition request for road name changes. He went over what the petition includes.

Commissioner Brock addressed the Board in reference to roads that need to be fixed. Working the roads that were bid out by district is going to cause turmoil.

He expressed concern about not being able to do anything to the roads since they are contracted out.

Chairman Bush suggested allowing Johnny and Dallas to choose the order

of the roads that are fixed first.

Commissioner Abbott offered a motion, seconded by Commissioner Pate and carried to adjourn.

Deputy Clerk Brantley

Minute Approval Date