

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
October 22, 2014 Regular Meeting - 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

- A. Call to Order – Chairman Bush
- B. Invocation/Pledge – County Coordinator Corbin/Chairman Bush

Chairman Bush, Commissioner Brock, Abbott, and Gothard were present at the meeting. Commissioner Pate was not present. Also attending were County Attorney Goodman, County Coordinator Corbin, Ad Interim Clerk Bazzel, and Deputy Clerk Brantley.

Agenda Additions

- 1. JRA Schematic Design Approval – County Attorney Goodman
- 2. Draft RFP for Financial Advisor – County Attorney Goodman

II. ADOPT THE AGENDA - **Commissioner Abbott offered a motion, seconded by Commissioner Gothard and carried to adjourn.**

III. ADOPT PREVIOUS MINUTES

September 22, 2014 – Workshop

September 25, 2014 – Regular Meeting

Commissioner Abbott offered a motion, seconded by Commissioner Brock and carried to adopt the above minutes.

County Attorney Goodman read the Board approved statement for the non-agenda section IV.

IV. NON-AGENDA AUDIENCE – Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable

opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the board.

- Sandra Young asked the Board the status of her request to change her road name.

County Attorney Goodman advised the draft ordinance was addressed at the October workshop. The ordinance is anticipated to be on the November agenda.

Sandra Young expressed concern about her road name being changed.

There was discussion among the Board, Sandra Young, and County Attorney Goodman.

County Attorney Goodman suggested Sandra Young’s issue be addressed by county staff.

There was additional discussion in reference to the above issue.

Sandra Young asked County Attorney Goodman when she would be able to get a copy of the draft.

County Attorney Goodman advised she would be able to get a copy of the draft ordinance after the meeting and clarified that it is a draft.

V. CONSENT AGENDA

- A. Request approval for the Clerk of Court to pay vouchers for September 2014 totaling \$2,158,434.94
- B. GAC Construction Manager Contract Negotiation
- C. Courthouse Committee Replacement with Judge Register
- D. TDC Board – Resignation of Elizabeth A. Henderson from the Washington

County Tourist Development Council. Additionally appointing Mr. Jacob Strickland as a member of Washington County Tourist Development Council.

E. SHIP Subordination Policy – A current subordination policy is decided on as needed basis. Staff recommends a standardized policy allowing subordination under the following conditions: The refinance will reduce the current mortgage interest rate; and/or will reduce the current monthly mortgage payment; and the refinance will not allow for cash out at closing unless the cash will be used as home repairs. Allows the request to be reviewed by the SHIP Administrator, County Administrator, and County Grant’s Coordinator.

F. First Lab Drug Test Addendum

G. Enter a three year contract with Carr, Riggs, and Ingram (CPA’s and Advisors) for auditing services

H. Fill the part-time permanent Human Resource position with Marla Hayes and Ruth Brooks

I. Expand County owned property list by adding twenty four unsold tax deeds

Commissioner Abbott offered a motion, seconded by Commissioner Gothard and carried to approve the consent agenda.

VI. AGENDA ITEMS

- Division of Forestry Annual Report – Ariel Sewell, Senior Forester (not present) – David Kent advised the Board Barry Stafford would speak on behalf of what was done over the past year for Washington County.

David Kent went over some history in reference to fire and rainfall during 2013-2014 for Washington County.

Barry Stafford went over the forest aspect for Washington County during 2013-2014.

The 2013-2014 annual report was provided to the Board.

There was discussion by County Coordinator Corbin, the Board, and Florida Forest employees.

- JRA – Jim requested the Board approve the design for the courthouse per the contract.

Commissioner Abbott asked Jim if the underground parking design had officially been changed.

Jim advised that it had been changed and another drawing would be done.

Commissioner Abbott referenced his request in the October workshop.

Jim advised the janitors closet have been worked into all levels of the building. The square corners have also been looked at to be included.

Commissioner Abbott spoke on low maintenance.

Commissioner Brock, offered a motion, seconded by Chairman Bush and unanimously carried to approve the schematic design with the modifications made at the workshop, 10/15.

- Purchase of Equipment -

Motrim – Johnny Evans advised the Board the motrim purchase has to be a package deal in order to be done on the Florida State bid.

County Attorney Goodman advised he would assist Johnny Evans in obtaining a bid.

Trucks – Dallas Carter addressed the Board in reference to the purchase of two trucks for Public Works from Chipola Ford. Funding would be replaced

when the equipment is sold.

Commissioner Brock offered a motion, seconded by Chairman Bush and carried. The motion carried 3 to 1, with Commissioner Abbott voting against the motion. Commissioner Pate was not present.

Commissioner Gothard advised she does not want them to go over the quote and add additional items.

Commissioner Abbott advised he asked for the purchase to wait until all the equipment was sold.

Maintenance Area – Dallas brought up the maintenance areas discussed in the workshop.

Commissioner Gothard advised it was decided they would get with Public Works.

County Attorney Goodman advised that if the maps are adjusted, it should be brought before the Board for the record as a consent item.

- FEMA – Dallas Carter addressed the Board in reference to the reimbursement process for FEMA. He went over the process time line for daily work and Public Works, up to the submittal for reimbursement.
- The referenced event is July 2013, which has 102 projects.

Commissioner Gothard clarified the process.

Dallas Carter advised it is estimated from the time the reimbursement request is started the payment could range from 75 working days to 150.

The Board discussed the reimbursement process with Dallas.

Lynne Abel, spoke to the Board on the reimbursement process. A part of the process that is slowing down the daily work is separating the cost from the two disasters.

Commissioner Abbott asked if there is a clear answer on the exact period for reimbursement.

Lynne Abel, Public Safety Director provided a range of 4 – 5 months to be sure.

The Commissioners continued discussion on FEMA, and doing the projects at the same time or at once.

Chairman Bush advised the Board previously agreed to do one project at a time.

Commissioner Gothard advised the projects have been bid out and the work needs to be started. A road needs to be chosen this week.

Chairman Bush asked what the hold-up is on King Cutter.

Dallas advised it was in the bid package.

Chairman Bush advised Commissioner Brock if he would like to pull it, he does not see any issue with it.

Chairman Bush advised Dallas to look at the one that takes the most work off Public Works or the one that seems to be the best bid.

County Coordinator Corbin suggested the Commissioners should follow the suggestion of the Supervisors.

Chairman Bush called a recess at 10:56 a.m. The meeting was called back to

order at 11:20 a.m.

- Personnel Policy – Marla Hayes and Ruth Brooks, Human Resources –

1. Fire Coordinator – The position was advertised and closed on October 16. There were 17 applications submitted. Interviews are planned for November 4, unless there is a conflict.

2. Salary Study – Cody & Associates provided a proposal not to exceed \$10,000.00 for a classification and pay study. For only the pay study, it will not exceed \$8,000.00.

Marla asked for direction from the Board.

Chairman Bush advised as long as nothing violates the procurement policy.

Marla advised Cody & Associates is the most prominent used by Counties.

- Personnel Manual – Marla Hayes advised the Board the Human Resource has put together the first three sections of the personnel manual/handbook.

Marla Hayes suggested removing the sections that states the County Administrator could deviate from the handbook in emergencies.

There was discussion among the Board.

Chairman Bush decided to wait until the workshop.

Ruth Brooks suggested setting a workshop for only the personnel manual draft.

Commissioner Brock suggested the new Commissioner should be involved with the upcoming personnel changes.

The Commissioners did not set a date for the workshop.

VII. PUBLIC WORKS SUPERVISORS – Spoke earlier in the meeting.

VIII. COUNTY ENGINEER - County Engineer Knauer provided the Board a conception layout for the community center that was discussed in the workshop 10/22. There was a layout provided for 100 people or 140 people. The 100-person layout is 40 x 50, with an estimated cost to contract out of \$165,000.00. The 78 x 50 version that would fit 100 people is estimated to cost \$214,500.00.

County Engineer Knauer went over the layout with the Board.

There was discussion among the Board about the projected layout.

County Attorney Goodman advised the Board Holmes County has metal structures available to be sold.

Commissioner Brock offered a motion, seconded by Chairman Bush and carried to allot \$150,000.00 for the Community Center at Campbell Park. Chair Bush clarified they commit \$150,000.00 with \$71,150.00 available for the voting precinct and the additional monies come from land sales for the construction of a community center at Campbell Park. The motion carried unanimously.

County Engineer Knauer advised the Board if the buildings in Holmes County are suitable the Board may want to bid a contractor to build a new foundation, tear that one down, and the County building the inside.

FEMA Road Projects – There is a meeting set up with FEMA. The outstanding issues are the money for Falling Waters Road that was requested to be turned in to be used on the paving for the project. The other issue is the contracts that were bid out for the five different zones.

Billy Lee Landing will also be discussed.

Wilderness Road (County Road 170) and Shakey Joe Road agreements have come

to the County. He requested to do Wilderness and Shakey Joe for the amount that DOT permits, which is 10% for survey, design, and permitting and 5% for the inspection.

Commissioner Brock suggested addressing the cross drains ahead of time.

County Coordinator Corbin advised the letter from Shakey Joe has not been received. An e-mail confirmation has been received on Wilderness.

Commissioner Brock offered a motion, seconded by Commissioner Gothard for Preble-Rish to do the survey, design, permitting and CEI of Wilderness Road.

Commissioner Gothard clarified that it is for the amounts that are identified in the projects.

The motion carried unanimously.

Recreational Board – County Engineer Knauer asked if there is a current recreational board.

County Engineer Knauer advised the FRDAP grant from DEP gives extra points for having a recreational board that holds a meeting especially for that project.

The grant is due October 30.

The meeting has to be called to order for the sole purpose of Gin Pond improvements.

County Attorney Goodman advised the meeting would need to be noticed. He suggested giving David authority to put the committee together of 3 – 5 people.

County Engineer Knauer spoke on project requirements.

County Engineer Knauer advised the Board the grant requires the project be included with the capital projects list.

Commissioner Gothard addressed the Board she feels they are getting off track of what they initially wanted to do with Gin Pond. She would rather wait until the other grant comes up.

County Engineer Knauer advised FBIP comes out February.

The consensus of the Board is to wait.

Mike DeRuntz advised the Board Hunter Park phase II is on the capital improvement list for \$200,000.00.

County Engineer Knauer advised the Board he could put together something for \$50,000.00 at no cost to the Board.

Commissioner Brock offered a motion, seconded by Chairman Bush to apply for a FRDAP grant for Campbell Park. The motion carried unanimously.

IX. COUNTY COORDINATOR -

- Easement for City of Chipley – County Coordinator Corbin advised the Board the City of Chipley has received grant funds for the purposes of constructing utilities south of I-10. They are seeking a 25-foot square section at Blue Pond for a lift station.

County Coordinator Corbin suggested allowing himself and County Engineer Knauer to look at it and bring a recommendation back before the Board.

The Board discussed the suggested lift station.

Mike DeRuntz suggested the Board enter an inter-local agreement with the City of Chipley.

West Florida Electric – County Coordinator Corbin advised the Board there is line along the backside of the crush pile at the Recycling Center. The neighbor has

requested her line be moved from running across the property going by some trees. With the approval of an easement, West Florida Electric will take that down behind the back of the building and put it all on one. The easement is 30 foot.

County Coordinator Corbin provided the Board a description of the projected property and line.

The Board had discussion on the requested easement.

Commissioner Abbott offered a motion, seconded by Commissioner Brock and carried to approve the 30-foot easement to West Florida Electric for right-of-way maintenance power line. The motion carried unanimously.

- Employee of the Quarter – County Coordinator Corbin advised the Board he would like to do something for the employees.

Commissioner Gothard advised David at the workshop Chairman Bush suggested having a plan.

Chairman Bush advised County Coordinator Corbin to work with Human Resource.

X. CLERK - Ad Interim Clerk Bazzel advised the Board it had been requested of the Clerk's Office by Commissioner Gothard to provide a per square foot for renting the Big Bend building.

Bill Bogan advised the Board he compiled a figure based upon the yearly utility cost, estimated maintenance cost based on current figures, and insurance. The figure was based on replacement cost, which included the footage of the building of 8,260. The estimated cost to replace the building is \$90,000.00 on a 30-year basis. The actual cost of the building is \$13.51 per square foot.

County Attorney Goodman addressed the Board he is currently negotiating with

Probation for a 5-year extension. The contract is set to expire July – September 2015. The estimated cost after negotiation is \$12.00 – 13.50 per square foot.

Commissioner Brock spoke on the estimated cost per square foot.

Bill Bogan advised the Board the current revenue collected from the two organizations does not cover what it cost to operate any of those facilities.

Commissioner Abbott addressed the Board at this point a standard of a minimum has to be set.

County Attorney Goodman addressed the Board in reference to his current negotiations with the Department of Juvenile Justice. Currently they are paying \$8.50 per square foot. They have proposed \$9.00 per square foot. They are willing to raise that to \$9.60 per square foot. Confirmation has been received that is most likely the final offer. On behalf of the Department of Juvenile Justice, there is a service that is provided to the community the Board should take into consideration. The lease number is low in relation to what other state organizations can pay. The Department of Juvenile Justice as far as Tallahassee is somewhat limited in what they will affect from a price standpoint to Washington County.

The Board is not quite recovering their cost but at the same time, the Board would be trying to keep the Department of Juvenile Justice program going in Washington County, which provides a service to the community. Those factors the Board has to take into account.

The lease expires next summer. The Board is under a current lease obligation with the Department of Juvenile Justice and the Board has agreed to certain obligations per the lease. The issues they are experiencing in their building if the Board does not move them will have to be dealt with.

Currently Big Bend is paying less per square foot than what Department of

Juvenile Justice is currently offering. At \$9.60, they will be higher than what Big Bend is currently paying.

Commissioner Brock spoke on the jobs being critical to this county.

Ad Interim Clerk Bazzel addressed Commissioner Brock they were asked to provide the figure they provided. The numbers that were provided were actual numbers. There is nothing personal against the projected renters.

The Board will make the final decision.

Charlene Miller addressed the Board she appreciates the Board considering their offer. Their location matters for quick response.

County Attorney Goodman addressed the Board when you are looking at it from a business it should be taken into account the probability of obtaining another tenant at a higher rate. When the cost is analyzed, it should be taken into account what the flexibility is of the owner is to re let the building to a third party at a price that could be absorbed better.

County Coordinator Corbin addressed the Board he was tasked with negotiating, which he did. He suggested to the Board if one entity rent is adjusted, then everybody's should be.

The Board along with County Coordinator Corbin had discussion on adjusting leases near their lease renewal date.

Bill Bogan advised the Board they are going to have to put something in place for large purchases/replacements. There are costs in operating facilities that are not being recovered. All the information is needed to plan accurately.

County Attorney Goodman spoke on revenue received versus depreciation.

County Attorney Goodman advised the Board the figure is currently at \$9.60 and asked the pleasure of the Board.

Commissioner Brock offered a motion, seconded by Commissioner Gothard for discussion to enter into agreement for \$9.60 per square foot for the Department of Juvenile Justice lease.

Commissioner Gothard asked when the Big Bend lease expires.

County Coordinator Corbin advised 2015.

Commissioner Abbott addressed the Board the figures the Clerks' Office provided are realistic. It is \$13.51 per square foot per year.

They are requesting \$9.60 per square foot. For the Board to supplement the yearly lease cost it will be \$3,860.00.

Chairman Bush asked the lease period.

County Attorney Goodman advised five years.

Chairman Bush brought the Board back to the motion on the table.

Commissioner Abbott suggested a two-year lease with the option of renewal.

Commissioner Brock rescinded his previous motion.

Commissioner Brock offered a motion, seconded by Commissioner Gothard to lease to The Department of Juvenile Justice for two years with the option of renewal.

County Attorney Goodman asked the Board what is the stance of the Board with respect to the remainder of the lease term.

Commissioner Abbott and Gothard addressed the Board he does not have an issue with them moving immediately.

Chairman Bush addressed the Board they are almost receiving a three-year lease, which gives them the site and space they need.

Chairman Bush clarified Commissioner Brock's motion on the table as the Board enters into a lease agreement with the Department of Juvenile Justice for \$9.60 per square foot for a period of two-years. The motion was seconded by Commissioner Gothard.

The motion carried unanimously.

County Attorney Goodman clarified it is for the remainder of the lease term. He advised he would report to the Board at the December meeting.

Chairman Bush advised they would continue to pay \$8.50 for the remainder of their current lease.

County Coordinator Corbin asked if there were an agreement, would it be the Board's pleasure for the Department of Juvenile Justice to relocate to the new facility.

Commissioner Gothard advised yes.

County Attorney Goodman clarified when the Department of Juvenile Justice moves to the new building the lease should be kept at \$8.50.

Commissioner Brock advised \$8.50 until it runs out.

County Attorney Goodman advised that he would report to the Board in November.

Commissioner Abbott advised County Attorney Goodman if they accept the

agreement he can proceed with executing it.

XI. DEPUTY CLERK - None

XII. COUNTY ATTORNEY -

Financial Advisor RFP Draft – County Attorney Goodman advised the Board he has prepared a draft RFP for a Financial Advisor as he was tasked to do. December is the expected interview time.

Chairman Bush advised the purpose of the Financial Advisor is to advise the Board if they need to lock in a fixed rate on variable rate loans.

The Board discussed qualities they would like in a Financial Advisor.

Commissioner Gothard advised she would like the committee to short rank them.

County Attorney Goodman advised that he would rank the top two and bring before the Board in November. The schedule would be for them to be ranked in December.

XIII. **Commissioner Abbott offered a motion, seconded by Commissioner Brock and carried to adjourn.**

Date Approved by Board

Deputy Clerk Brantley