

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
May 21, 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			

Present:

Chairman Bush

Commissioner Pate

Commissioner Brock

Commissioner Abbott

Commissioner Gothard

Harold Bazzel, Clerk Ad Interim

County Attorney Goodman

Deputy Clerk Odom - Present at 9:00 a.m.

Deputy Clerk Brantley - Present at 10:00 a.m.

I.

A. Call to Order - Chairman Bush

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

II. APPROVAL OF THE AGENDA

Commissioner Brock added Falling Waters to the agenda.

III. AGENDA ITEMS

- Courthouse Update and Planning - Attorney Jeff Goodman updated the Board on the status of the Courthouse. The allocated amount for the Courthouse has been forwarded to the Governor at this time. The current courthouse committee has fulfilled its purpose.

Attorney Goodman suggested to the Board it is time to form an official committee that will work on behalf of the Commissioners, as well as appointed by them.

Attorney Goodman advised the Board he has a draft RFQ for

architect services. The committee will bring before the Board a suggestion for architectural services, which the Board can accept or reject.

Judge McClellan, 14th Circuit Chief Judge, spoke to the Board in reference to the channel of funding approval. He also advised the Board, the project is going to receive statewide attention because it is high priority.

The funding does not include purchasing property to construct the courthouse.

- TDC Vehicle - Heather Lopez requested permission to purchase a 2014 Escape for the Tourist Development through state contract, which will be purchased out of the Tourist Development budget. A proposal for \$18,511.00 has been provided from Don Reid Ford. The council has voted to approve the purchase. The Board approved to put this item on the consent agenda.

- Community Planning Technical Assistance Grant for TDC - Heather Lopez advised the Board the purpose of the above grant is for the creation of a historic highway 90 corridor. The amount requested is \$25,000.00. The Board approved to put this item on the consent agenda.

- Community Planning Technical Assistance Grant for Economic Development Council - Ted Everett addressed the Board on behalf of the Economic Development Council, requesting to put together a scope of work with the Planning Commission to request for Community Planning Technical Assistance Grant. The Board approved to put this item on the consent agenda.

- DOT Sidewalk Design Contract CR 273 - Stacy Webb asked for a approval of the entering a contract for the design phase with Preble-Rish Engineers for \$16,000.00. The Board approved to list the item as an agenda item.

- SHIP Housing Rehab Supervisor - Stacy Webb addressed the Board the advertisement has been advertised twice with the only person submitting being Mr. James Guy.
Stacey Webb made note to the Board she has lost time having to re-advertise.
Attorney Goodman suggested listing the above on the regular agenda.

- Award SHSGP Continuity of Operations Plan Re-Write and Training project to Disasters, Strategies, Ideas Group - Lynne Abel, Public Safety Director, advised the Board she received three quotes for the re-write of the plan and training of continuity of operations plan. The vendor that submitted is DSI.
The Board agreed to list the above on the consent agenda.

- Chipola Regional Workforce Development Reappointment - Chairman Bush advised the Board the above Workforce requested Zenna Corbin be reappointed for another three-year period.
The Board agreed to put the reappointment on the consent agenda.

- Healthy Families Inter-local Agreement - Chairman Bush addressed the Board in reference to a letter received for the renewal of a yearly contract for 2014-2015. The contract mirrors the previous one.
The Board agreed to put the above on the consent agenda.

- Traffic Signal Maintenance Agreement - Chairman Bush addressed the Board in reference to a yearly agreement with Department of Transportation for the traffic signal maintenance agreement, which has a value of \$4,775.46.
The Board discussed if it is the responsibility of the county to maintain the caution lights.
The Board agreed to put the agreement on the agenda.

- Blue House - Harold Bazzel, Ad Interim Clerk addressed the Board in reference to using the house for storage of some of records moved from the Courthouse. It has been brought up that the Guardian Ad Litem would like to use the house. Clerk Bazzel advised the Board he would look at different storage options for the records instead of the blue house.
- Introduction of Bill Bogan Jr., Financial Director - Harold Bazzel advised the Board that he has contracted with Mr. Bogan to guide Washington County with the 2014/2015 budget.

Bill Bogan Jr. addressed the Board in reference to the tentative budget schedule of some things that he plans to do.

- Bay Gulf Holmes Washington Regional Transportation Partnership - Michael J. DeRuntz, Senior Planner, advised the partnership requests each county have two representatives. Commissioner Pate is currently on the Board.
The Board needs to decide on one or more roads that are on the capital improvement list for a recommendation.
Michael J. DeRuntz, Senior Planner, suggested Elkcam Blvd.
Commissioner Gothard recommended Commissioner Abbott to serve on the Partnership.

County Engineer Knauer spoke on Elkcam Blvd.

The consensus of the Board is to select Elkcam Blvd. and appoint Commissioner Abbott to the Board as items to be placed on the consent agenda.

- Campbell Park Cell Tower Lease Agreement - Michael J. DeRuntz, Senior Planner - The Board agreed to include the agreement on the consent agenda.

- Future Land Use Map Amendments - Michael J. DeRuntz, Washington County Senior Planner - The Planning Staff and the Planning Commission have identified a couple of existing land uses that are in the unincorporated area west of the City of Chipley that are incorrectly identified and as such non-conforming uses. The two recently acquired County owned properties are recommended to be added.

The information was provided to the Board for informational purposes.

- School Bus Shelters - Michael J. DeRuntz, Washington County Senior Planner provided the Board with a School Bus Shelter Checklist.

Attorney Goodman spoke on this issue.

The Board agreed to include approval of the bus shelter procedures on the consent agenda.

- Damaged Road Ordinance - Michael J. DeRuntz, Washington County Senior Planner - Impact - Damages to the county roadway system by private users should be mitigated by those users and not all the taxpayers in the County. The proposed Ordinance provides the County with the authority to repair damages created by private users on the roadway system in the county.

The consensus of the Board is to put the above ordinance on the consent agenda.

Attorney Goodman advised to first advertise and go through the ordinance process before it is put on the agenda for approval.

Attorney Goodman addressed the Board in reference to different funding options, with one being the elms nickel and how much funding that could provide to the county. There is a funding formula used which designates what amount the surrounding municipalities receive since it is a shared gas tax. The tax can

be implemented by a 4/5 votes, which is a super majority and would need to be implemented by ordinance July 1 for the 2014-2015 budget fiscal year.

Mr. Ralph Cellan addressed the Board on the elms nickel.

Commissioner Abbott spoke on a long-term plan with funding.

- Division of State Fire Marshall - Julius Halas, Division Director, offered recommendations and suggestions for Washington County Fire Departments.

Rick Watford, Safety Program Manager, addressed the Board in reference to knowledge and education for firefighters.

Rick provided the Board with some history on firefighter potential health hazards.

Mr. Watford advised the Board the Safety Program Team would come in and provide references, resources, and some forms of skills necessary to help prevent all line of duty deaths.

Tuffy Dixon addressed the Board in reference to some items that were found during the fire inspection process. Mr. Dixon went over items of concern with some being as follows:

- Emergency Response Plan Document that is was not located in all locations
- Lack of Standard Operating Guidelines
- Documented Training
- Fit Testing
- Hydrostatic Testing for Air Bottles
- Annual Medical Evaluations
- Procedures on how you respond at a fire scene
- 2 in/2 out
- Air from air compressor tests quarterly

- Central air system
- Fire I Certification
- Minimum Line of Duty Death Benefit Insurance
- Incident Reports reported on the National Fire Incident Management System
- Use of the System but dropped after Grant was received
- Safety Coordinator for each Fire Department/less than 20 members
- Safety Committee/more than 20 members
- Number of Certified Volunteer Firefighters

Recommendations

- Fire Department Coordinator
- Incentive Programs
- Operating Guidelines
- County apply for grant

Mr. Watford advised the Board reporting is not mandatory but recommended in order to qualify for grants.

Tuffy Dixon went over some of his previous areas of concerns. He also advised an ISO rating could make or break a community.

Julius Halas addressed the Board in reference to ISO rating.

Charlie Frank addressed the Board in reference to fire safety/inspections, 501 C, and opportunities available for firefighters.

- RFP Building Inspector - County Attorney Goodman advised the Board the RFP has been provided to the Senior Planner and Human Resource for review.
Attorney Goodman advised to publish.

The Human Resource Department advised the RFP had been published.

- Equestrian Center - County Coordinator Corbin asked the Board to put the property back on the market.

Attorney Goodman advised the Board he would bring something before the Board as to the process.

Dirt Pit - County Coordinator Corbin advised the need for a dirt pit.

Dallas Carter, Public Works Supervisor agreed.

County Coordinator Corbin suggested he bring potential sites before the Board.

Transmission Repair - Dallas Carter requested approval to fix a grader transmission for a quoted amount of \$13,089.91.

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

6-inch pump - Dallas Carter advised the Board Thompson Pump provided a cost for the pump at the lowest amount of \$26,758.00.

The cost does not include the hose, which is \$5,000.00 - \$6,000.00.

Currently the funds are not in the public works budget.

Fax Machine/Copier - Dallas Carter advised Public Works received a quote of \$219.00 per month and .74 per copy print. The current payment is \$278.00 and .0084 per copy print.

The Board advised Dallas Carter to get different quotes.

The Board discussed trying to get everyone to use the same vendor.

Commissioner Abbott clarified that any new lease will be brought before the Board.

Cypress Spring Road - Dallas Carter advised the Board he has a request from a citizen to deal some upgrades on the road.

Chairman Bush advised the permit from the Army Core of Engineers for Dorch Circle had been issued.

FEMA Large Projects - Dallas Carter brought up a previous issue the Board had brought up in reference to contracting large FEMA projects.

Commissioner Abbott suggested to the Board to hire contractors as far as fixing some of the roads that were damaged, allowing Public Works employees to do regular maintenance.

Chairman Bush advised Dallas Carter to review the projects that he feels most cumbersome to do with in house labor. Those should be contracted out.

Dallas Carter advised the Board if work is contracted, the contractors should provide dirt.

The Board discussed contracting and having someone manage it if the projects are contracted.

County Coordinator Corbin advised the Board all projects have been approved by the Army Core of Engineering.

- Insurance Consultant Brokerage Services/Agent of Record
Recommendation - David Corbin recommended Public Risk Insurance Agency/Brown and Brown.

The Board agreed to put this item on the consent agenda.

- Skill Labor - Marla Hayes asked the Board consider a high school

diploma not be required for skilled labor positions.

The Board agreed to put this item on the consent agenda.

- Falling Waters Road - Commissioner Brock expressed concern about the safety of the hill on Falling Waters Road. He would like the hill to be fixed with FEMA funds now instead of waiting.
- Dorch Circle - County Coordinator Corbin read the bid list tabulation.

County Engineer Knauer and County Coordinator Corbin suggested North Florida Construction.

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

Chairman Bush advised the Board the Airport Authority sent a funding request and request for a donated vehicle.

Chairman Bush suggested Norman Rich come before the Board.

- Re-Pavement of Roads - Commissioner Gothard advised the Board \$60,581.50 was received from MSBU surplus sale, which brings the contingency balance to about \$198,941.00.

Commissioner Gothard suggested contacted Cliff to create a road matrix of roads that need to be paved in the residential section.

Commissioner Abbott brought up the vote was for only certain things to be done.

Attorney Goodman advised the vote was for all extra money to go to the debt.

Commissioner Gothard requested \$100,000.00 be put toward the MSBU debt.

The Board approved to put the above on the agenda.

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

Deputy Clerk Brantley

Chairman Bush