

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
July 15, 2015 Workshop 9: 00 a.m. - Commission Board Room
1331 South Blvd., Chipley, FL 32428**

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

Present at the meeting were Chairman Bush, Commissioners Kent, Abbott, and Gothard. Also attending the meeting were County Attorney Goodman, County Coordinator Corbin, Clerk Bell, and Deputy Clerk Brantley. Commissioner Brock was present via polycom.

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

II. AGENDA ITEMS

- Courthouse Threshold Inspections – Jim Roberson, President of JRA Architects

Color Scheme – Jim Roberson advised the Board the steering committee recommended the color scheme labeled (1) one.

Mr. Roberson presented the Board with (4) four color schemes per request of Commissioner Abbott at the June meeting.

Commissioner Abbott spoke on easier maintenance regarding the color scheme.

Commissioner Abbott reminded Mr. Roberson the Board previously requested a mock-up, which he would still made available.

Mr. Roberson advised Commissioner Abbott there is no cost associated with the mock-up that he has provided but there is (1) one with building the walls.

Derwin White advised the Board (1) one mock-up is done at no cost.

Commissioner Gothard advised the Board she likes color scheme (1) one and would like to see a mock-up of it.

Chairman Bush suggested (1) one and (4) four and Commissioner Abbott (2) two and (4) four.

Clerk Bell advised she likes color scheme (2) two.

Commissioner Kent suggested the Board narrowing down the color schemes to (2) two.

The consensus of the Board is to list the courthouse color schemes (1) one and (4) four on the regular agenda.

- Courthouse Threshold Inspection – Jim Roberson, President of JRA Architects advised the Board Florida law states, a fee simple owner or agency shall hire a threshold inspector.

The inspector must be certified through the State Board of Regulation as a certified threshold inspector.

The inspector cannot be the County Building Inspector due to conflict.

Commissioner Abbott suggested Roger Williams.

County Attorney Goodman advised he would make immediate contact with Roger Williams.

Mr. Robinson advised there is an issue of time. The proposal reflecting that was sent in May. GAC is prepared to pour concrete and without the inspector everything is on hold.

County Attorney Goodman advised the Board the judiciary would need to pre-approve the payment for the threshold inspector because it is in addition to what is paid to Jim Roberson.

Mr. Roberson advised the cost for the threshold inspector is \$28,600.00.

County Attorney Goodman advised the Board that he has requested a meeting with Jan Shadburn and/or Judge Smiley.

Commissioner Gothard expressed concern about the time notification of knowing there was an inspector needed.

Chairman Bush advised that the need for a threshold inspector did not just come up but it is something that has gone through the process and it was rejected by the Chief Justice. It was rejected because they felt it should have been part of the initial proposal by JRA Architects.

The Chief Justice rejected the cost proposal an estimated (5) five to (6) six weeks prior.

Derwin White advised the Board it is not standard for the 3rd party

cost to be listed in the contract. It is normal for there to be a 3rd party contract.

Mr. Roberson advised the Board that he has received proposals but recommended to County Attorney Goodman to wait until the building was designed in order to allow the inspectors to know what they were inspecting.

County Attorney Goodman advised the Board he does not want the 3rd party funding to be delayed.

Chairman Bush clarified the funding and approval process to the public.

County Attorney Goodman clarified the consensus of the Board is they are comfortable moving forward as Jim Roberson has proposed.

Chairman Bush advised if the funds are not approved by the Court Administration the Board will absorb the cost.

- Courthouse Update – Derwin White, GAC updated the Board on the Courthouse project. The Board members were provided with a handout displaying the progress on the courthouse.
- Campbell Park – Derwin White provided the Board an update on the community center at Campbell Park. The Board was provided a handout and the projected completion date is the end of August.

County Coordinator Corbin clarified with Derwin White everything

was acceptable to proceed with the plumbing, electrical, and mechanical.

- Chip and Seal – Randy Shane, Technical and Marketing Manager, Asphalt Paving Systems, provided the Board background of the company and went over the company’s process of chip and sealing a road.

Chairman Bush called a recess.

Chairman Bush called the meeting back to order.

- Market Update – Jeremy Neidfeldt, Public Financial Management Company Financial Advisor went over the current municipal market conditions and refunding opportunity.

Chairman Bush advised the Board has a desire to pay the debt off. The funds that were paid to the loan b, will be applied to loan a.

Jeremey Neidfeldt suggested the Board pursue an RFP.

County Attorney Goodman confirmed the consensus of the Board is for Public Financial Management to negotiate with Suntrust and at this point do not issue an over reaching RFP.

Jeremy Neidfeldt suggested including delegating that to staff to initialize the RFP process in the case negotiations with Suntrust falls short.

Mr. Neidfeldt advised the Board he would proceed forward.

County Attorney Goodman clarified to the Board, Jeremy's recommendation is for the Board to include on the consent agenda the ability to negotiate with Suntrust and if the negotiation does not end in satisfaction of the Board, the Board should authorize the RFP process as a back stop.

- Clerk – Clerk Bell introduced John Hamilton to the Board as a contracted CPA to the Clerk.

John Hamilton, CPA introduced himself to the Board, providing some background, which includes 25 – 30 years in accounting.

Chairman Bush commended the budget committee on composing a balanced budget.

- Dental Cash Fee – Karen Johnson, Health Department Administer requested the Board include the approval of their updated fee schedule for dental services and prescription assistance program.

The Board agreed to list the approval of the dental fee schedule and prescription assistance program on the consent agenda.

Karen Johnson, introduced Tracy Corbin, Quality and Improvement Accreditation Coordinator.

- Local Mitigation Strategy Plan – Lynne Abel, Public Safety Director advised the Board the LMS is scheduled for revision July 2016. Due to the process timeframe quotes have been solicited for vendors per previous Board approval. There was only (1) one quote received, which was from DSI. The company met all guidelines. Mrs. Abel requested the Boards approval to award to LMS.

Wheeler and Associates and Arcadias were reached out to but did not offer a quote.

County Attorney Goodman advised Mrs. Abel to ensure she has the documentation showing the other (2) two decided not to bid.

The consensus of the Board is to list the awarding to DSI on the consent agenda.

- Designation of Holmes Creek – Karen Shaw, Grants Coordinator addressed the Board in reference to the creation of the Choctawhatchee Blueway.

Mrs. Shaw asked the Board to consider (2) two paddling trail designations for the project. The first one is to expand Holmes Creek and the other is to designate an official paddling trail on the Choctawhatchee River from Pittman Creek boat ramp on SR 2 and ending at Cowford Landing, SR 20.

If the Board should approve the designations the next step would be for the Board to give approval for the Chairman to sign a Memorandum of Understanding along with Holmes and Walton County.

The Board discussed what portion of the river would be maintained by which county.

Commissioner Gothard expressed concern about the agreement not clarifying which county would maintain certain sections of the river.

Heather Lopez, advised the Board their understanding is that each county is responsible for their section.

If it is the direction of the Board, each county's responsible designation could be listed in the MOU.

The Board advised they would like the MOU corrected to include the designation.

Chairman Bush advised there is consensus of the Board to support their effort.

Commissioner Brock spoke on possible congestion of the river.

Chairman Bush clarified the (2) two issues that are at hand are as follows: agreement with the multiple counties in reference to the Choctawhatchee Blueway and expansion of Holmes Creek from Burnt Sock down.

The Board supports the agreement.

Chairman Bush expressed concern about the maintenance of the expansion portion.

Karen Shaw advised the Board, Water Management supports the project.

Chairman Bush advised to make sure the commitment to maintain does not expand North of Cotton Landing.

County Attorney Goodman advised the Board the time period of

the contract is (20) twenty years. The State and landowners can exit the contract. The manager does not have an exit.

Chairman Bush requested County Attorney Goodman come before the Board with a recommendation 7/23.

III. PUBLIC WORKS SUPERVISORS – None

IV. COUNTY ENGINEER – County Engineer Knauer updated the Board on the following:

- Lucas Lake Road – The mandatory pre-bid is 7/16 at 3:00 p.m. The bid date is 8/6 at 3:00 p.m. The right-of-way is progressing well.
- Roche Road – Right-of-way is not a huge concern at this point. The fence crews have started. (3) Three bids were received, which are Roberts and Roberts, \$1,264,060.00, North Florida Construction \$1,354,341.45, and CW Roberts, \$1,460,448.50. The low bidder is Roberts and Roberts, which is \$289,000.00 over the budget.

County Engineer Knauer suggested requesting additional funding from DOT. He recommended putting it back out for bid if the funding is not approved.

The project end date is March 31.

The grant is 75/25.

The consensus of the Board is for County Engineer Knauer and Karen Shaw to write a letter seeking additional funding. If that funding is not approved, re-bid.

- Gin Pond – The funding has been approved by FBIP.

- Matrix Update – Suggested Karen Shaw be in charge of handling the incoming evaluation forms in order to update the matrix.
- Quail Hollow – Orange Hill Hwy. to the pavement on Quail Hollow, which is 7/10 of a mile could be mixed, shaped, and compacted with existing material for \$85,000.00 per GAC.

County Coordinator Corbin recommended the funding should be taken from public works FEMA funds.

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

- Shakey Joe Road – The County could pave 1.6 miles to Fortune Pond Road for \$280,000.00. If the County could do the shaping, compaction, and have it ready to pave the cost would be \$180,000.00.

Chairman Bush advised to list the above on the regular agenda.

- King Kutter – This will be advertised until 8/3.
- Kirkland Road – Plans are being finalized, which include wetland impact.

Commissioner Gothard asked an estimated cost of King Kutter because that funding will initially come from the Board's funds.

County Engineer Knauer advised the estimate on the project is \$55,000.00 but cannot state the exact amount on the pw. The project for the curve and gutter, essentially rift raft, and the headwalls.

Commissioner Kent requested clarification on the pw written in Greenhead.

County Engineer Knauer suggested the Board submit it for review through the FEMA Coordinator in order to have a paper trail with FEMA.

Commissioner Gothard expressed to the Board her issue as a Commissioner is they have had the pw's for a year or more. The projects have been awarded to a contractor and now the staff is not sure that should have been done.

The pw should have been questioned when FEMA wrote it, and/or before it was bid out.

The determination should have been made prior to the bidding process.

Who should have notified the Board the pw was not written correctly?

Dallas Carter took the blame.

Commissioner Gothard advised if the contractor loses the contract she would like the person at fault written up.

Commissioner Kent advised the issue had come up in the meeting with the FEMA Coordinator.

The Board discussed the bid award for Greenhead Road. The issue discussed is whether there was rock originally on the road or not.

Chairman Bush clarified the issue is the Board would like to ask FEMA to come out and re-evaluate a pw because the Board is questioning the way the pw is written.

Chairman Bush called a break. 12:28 p.m. – 1:30 p.m.

Chairman Bush called the meeting back to order.

Commissioner Brock was not present via polycom at this point.

FEMA – Terry Ellis, Wheeler Emergency Management & Associates provided the Board an update on FEMA.

The Board discussed FEMA.

The direction of the Board is for County Coordinator Corbin to provide a recommendation on FEMA 7/23.

Greenhead Road PW – Terry Ellis went over the PW process the Board discussed earlier on Greenhead Road.

V. COUNTY COORDINATOR -

Budget – County Coordinator Corbin advised he instructed the Budget Committee to move budget figures to last year figures and allow the Board to make changes as the Board sees fit.

- Insurance – Ruth Brooks advised Robin Riley will provide the insurance rates for 2015/2016 at the meeting 7/23.
- Open Enrollment – Scheduled for 8/18 and 8/19 at the

Washington County Ag Center.

VI. CLERK –

2015 – 2016 Budget – Clerk Bell advised the Board the Budget Committee currently has a balanced budget, which is possible without salary increases as well as keeping the millage rate the same. The general fund has a contingency of \$33,000.00 and transportation does not have a contingency.

At the meeting 7/23 it is requested of the Board to set a special meeting to discuss budget unless the Board approves of the current balanced budget proposal.

The tentative millage rate is due 8/4.

If the Board has any questions, the Clerk's Office is open for discussion.

VII. DEPUTY CLERK – Clerk Brantley requested 9/2 as the tentative budget hearing and 9/15 as the final budget hearing.

VIII. COUNTY ATTORNEY –

- Country Oaks MOA – County Attorney Goodman read the proposed MOA for the Country Oaks Fire Association. The purchase price for Mrs. Pellitier's property was omitted. He advised he would work with County Coordinator Corbin in negotiating that.

Commissioner Abbott clarified that County Coordinator Corbin would negotiate the agreement and provide a suggestion before the Board.

Animal Control – County Attorney Goodman advised the Board Holmes County passed a resolution in recognition of Washington County assisting with an animal control situation at a Holmes County park.

- HUD General Depository Agreement – The agreement defines the

County has to designate a financial institution and will abide by certain guidelines. The agreement is standard.

- IX. ADJOURN – Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to adjourn.

Deputy Clerk Brantley

Date Board Approved