

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**January 21, 2015 Workshop - Commission Board Room**  
**1331 South Blvd., Chipley, FL 32428**

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

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I. PROCLAMATION – Deputy Woolover

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

A. Call to Order – Chairman Bush

B. Invocation/Pledge – Mr. Milton Brown/Chairman Bush

II. AGENDA ITEMS

- Introduction of Fire Coordinator – David Corbin, County Coordinator introduced Gene Brandow, Fire Coordinator. He has 21 years combined fire experience, Associate Degree in Fire Technology, has a Fire Officer II certification as a Fire Instructor, work history as Captain and Training Instructor with the Bay County Fire and Rescue, Bay County Fire Lt., Volunteer with Calloway Fire Department, and currently an instructor at Chipola College.

Mr. Brandow addressed the Board.

Mr. Corbin advised the Board Mr. Brandow’s office will be at the Washington County Emergency Management.

- Hospital FEMA Agreement – Jeff Goodman, County Attorney addressed the Board the hospital has found additional FEMA money to make further improvements to the hospital. The new grant will be for around \$780,000.00.

County Attorney Goodman recommended approval of the agreement.

Mark Bush and Janet Kenny came before the Board.

Mr. Bush advised the Board the improvements would be for the generator project, which would allow the hospital to have complete power throughout the facility as well as heating and cooling added. It will improve the central electrical switchboard to the facility.

County Attorney Goodman advised the Board the hospital has previously kept up with the paperwork and worked with the Clerk's Office with a checks and balancing system.

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

- Kate Smith Elementary School Permits – Joe Taylor, Superintendent of Schools addressed the Board in reference to the School being able to negotiate the permit fees with the County.

There was discussion by the Board and Joe Taylor, Superintendent of Schools.

The Board agreed to list on the consent agenda the School would cover any actual cost that occur during the permitting process.

David Corbin and staff will have the ability to bill the School Board for the actual cost agreed upon by the County Coordinator and School Board.

- Policies and Procedures – Marla Hayes, Human Resource advised the Board the changes have been made for the updates that were discussed at the December meeting.  
She asked the Board to list approval of the changes to the policies and procedures on the consent agenda.

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

Marla Hayes, Human Resource advised the Board she plans to provide an update on the salary study in March.

- Clerical One Position for Public Safety – Lynne Abel, Public Safety advised the Board the third position at the Emergency Management Office has not been filled since Mr. Hagan left. The funding is in the budget as well as office space is available. She asked to advertise for a Clerical I position.

The Board approved to put the advertisement of the position on the consent agenda.

- Minute Man Security – Donnie Strickland presented to the Board what security Minute Man Security could provide for the Board of County Commissioners.  
Sgt. Foyer also spoke on what Minute Man Security could provide.

Chairman Bush advised the building is currently staffed with at least three bailiffs due to the Judge's and Clerk's Office being located in the building.

- Road Name Change Ordinance – Chairman Bush addressed the Board in reference to clarification of the road name change ordinance.

Commissioner Gothard addressed the Board she met with Clint, E911 in reference to Ms. Bryant's request. The land was divided between family members that already had an address on Comanche Road. There was an address that was the first number and then A.

Ms. Bryant does not want to rename/name a road but wants a 911 address to move a new home on a piece of property that has been divided among her family.

Clint suggested to allow her to name the driveway that goes through the property as a private road. This will give him that ability to address each of the properties numerically as they need to be addressed. It would be considered a new address.

Initially there was some confusion that the ordinance would apply because she wanted to name her road. She really does not want to name the road but just needs an address, which was not available because the numbers numerically needed for Comanche were already taken.

The intent of the ordinance was if a citizen wanted to name/rename a road.

Chairman Bush addressed the Board to clarify under section V. – process for naming an unnamed road. Which resident would pay the \$350.00 for renaming a road.

County Attorney Goodman advised he would provide a recommendation to the Board at the regular meeting tomorrow.

The consensus of the board is for Sherri Bryant to be able to move forward with permitting.

Commissioner Gothard advised the Board she requesting Ms. Bryant provides in writing the name for the road. Clint will need a vote from the Board approving the name. She also requested in writing that all the family agree with the road name.

- Large FEMA projects – Commissioner Brock advised the maintenance money for road and bridge is being limited. He suggested the county free up some roads so the county can haul to them.

Chairman Bush clarified that Commissioner Brock would like the county to focus more on the large FEMA projects.

Commissioner Abbott advised reimbursement for FEMA projects is done by completing the projects.

Dallas advised the reimbursement process could be submitted for in parts, such as if the dirt is finished, submit for reimbursement.

The Board discussed the FEMA process with Dallas.

Deputy Clerk Odom addressed the Board there is money but it is obligated to the project that are not completed.

At the beginning, funding was received for small projects but the small projects are not complete.

County Engineer Knauer advised the Board a shortage of rock is a current problem affecting the area. The rock has been pre-purchased by contractors with large jobs.

The rock has currently been bid out.

Chairman Bush suggested setting up a meeting with Brian Lowe, and the FEMA Representative.

David Corbin, County Coordinator advised Lynne Abel is currently setting up a meeting in reference to FEMA.

Lynne Abel addressed the Board she just contacted Brian Lowe, State Recovery Agent and he advised the Region 4 FEMA Coordinator would be in Tallahassee next week. She requested the Coordinator and State Recovery Agent meet with Washington County next week.

Chairman Bush advised it should be a staff issue, more than a Board issue. He advised Lynne Abel to set up a meeting as well as advising Cliff to contact Bob Steinbob and advise him of the meeting, the circumstances with the lime rock, and reimbursement issues.

Commissioner Gothard expressed concern about Road and Bridge running out of money and who is watching the budget.

County Coordinator Corbin addressed the Board there are contract trucks, overtime on the weekend, and monthly payroll is \$120,000.00 at Road and Bridge.

The graders and dump trucks have not been paid for. Equipment will be sold but not until the trucks come in.

Commissioner Brock addressed Chairman Bush they do not have the funding to contract.

- State Homeland Security Grant Program – Lynne Abel, Public Service Director advised the Board County Attorney Goodman has reviewed the agreement. They plan to use the funding for the exercise. The extra would possibly be used for the local mitigation strategy review and update.

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

- 2015 Functional HAZMAT Exercise Agreement and Scope of Work – Lynne Abel, Public Service Director advised the Board the state has required the agreement and County Attorney Goodman has reviewed the agreement.

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

Chairman Bush called a break.

Chairman Bush called the meeting back to order at 10:46 a.m.

- Planning Commissioners Travel Reimbursement – Michael J. DeRuntz, Senior Planner advised the Board he received a request from David Morris in reference to receiving reimbursement for travel expenses. A section in the Florida Statute reads that type of expense would be allowed if approved by the Board of County Commissioners. It is not in the budget and has not been done in the past. If approved by the Board \$1,000.00 is requested for the budgeted item.

There was discussion by the Board, County Attorney Goodman, and Michael J. DeRuntz, Senior Planner.

Michael J. DeRuntz suggested if they travel out of the County, it should be taken into consideration.

Commissioner Gothard suggested a policy be put in place in order to know what the rules are, establishing a process.

County Coordinator Corbin advised he would like to see what other counties are doing.

Commissioner Abbott suggested addressing the subject at the next workshop.

Jim Ackerman, member of the Planning Commission advised the Board, Planning Commission members go out to view and listen about sites with suggested land changes in order to get direct insight.

Commissioner Gothard suggested a policy change.

County Attorney Goodman addressed the Board after the policy they need to anticipate what the figure would be.

County Coordinator Corbin suggested offering them a vehicle.

- Future Land Use Map and Land Development Code Amendments - Michael J. DeRuntz addressed the Board at the last meeting the Board had moved to table the FLUME to the next meeting.

Commissioner Abbott and Kent advised they do not have any changes to suggest.

Commissioner Gothard addressed Michael J. DeRuntz that she has come across residents that do not know their property is subject to being



changed. The Board would be voting to change their residence to a non-conforming lot.

Michael J. DeRuntz, Senior Planner advised it would be a non-conforming use. They could continue to use it and it would not increase their taxes but it has the opportunity to go to commercial activity in the future.

Commissioner Gothard addressed Mr. DeRuntz the way she understands is if the property owner would like to build on the property, they would not be able to do so unless they came before the Planning Commission.

Mr. DeRuntz advised that is correct. They would go through a variance process.

He advised the Board it is their responsibility to guide the growth of the county.

The Board along with Michael J. DeRuntz, Senior Planner held discussion on the suggested future land use map and development code amendments.

Commissioner Gothard expressed concern about property being changed to a commercial or industrial zone.

Chairman Bush suggested modifications on Douglas Ferry and Hwy. 79.

He requested three residence near the assisted living facility and the assisted living facility be excluded from becoming commercial. The area is located in district 1.

Griffin Road - Commissioner Kent requested the northeast corner parcel be removed where Ms. Joyner's place is located.

Holmes Valley – Chairman Bush suggested removal of the suggested commercial change.

Michael J. DeRuntz addressed the Board with the changes he has per their request.

1. Moss Hill and Holmes Valley Road – Removal
2. Hwy. 79 and Douglas Ferry – The two properties on the southeast side and northeast side
3. Griffin Road Northeast Corner – Removal

Mr. DeRuntz addressed the Board with the changes as a policy with the commercial areas that are proposing to be amended an expedited review could be done.

Commissioner Gothard addressed the Board and Mr. DeRuntz she would like to contact landowners before making a decision.

The Board agreed to list the Future Land Use Map and Land Development Code Amendments on the regular agenda.

- Northwest Florida Water Management District Request for Proposals – Michael J. DeRuntz, Senior Planner recommended the Board submit a proposal for projects for a storm water management plan, and identify roads based on their prioritization on funding spent on the roads.

Chairman Bush suggested it should be a staff recommendation.

County Coordinator Corbin suggested Public Works be involved.

- Revision to Washington County LHAP – Karen Shaw, Grant Coordinator addressed the Board about a request from the ARC Center for funding. In order for the ARC to apply, the county would have to change their LHAP to include special needs. The change would include homeless, migrant, and persons with disability.

The Board agreed to include the above on the agenda.

Karen Shaw advised the Board the waiting list has significantly dwindled.

- SHIP Affordable Housing Advisor Committee Appointments – Karen Shaw, Grant Coordinator advised the Board the suggested committee would cover issues and make recommendations before it is brought before the Board. Currently there are six people that have agreed to serve on the committee, which are Sandy Pritchard, Michael DeRuntz, Johnnie Odom, Marla Hayes, Gail Davis, and Cindy Birge.

Commissioner Abbott suggested considering all banks in selecting committee members.

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

- III. PUBLIC WORKS SUPERVISORS – Discussion further in the meeting.
- IV. COUNTY ENGINEER – County Engineer Knauer advised the Board Wilderness Road is estimated at 75% complete with design with the

anticipation of putting it out for advertisement the second week of February.

Roche Road – 95% complete, with a meeting set for February 19 for right-of-way.

Lucas Lake Road – 50% complete. A community meeting has not been set. Currently utilities are being worked on for Roche and Lucas Road.

Shakey Joe Road – The notice to proceed was issued December 18. County Engineer Knauer advised he would present a proposal to the Board for Shakey Joe for 10% for survey, design, CEI, and contract administration.

FBIP is due in two weeks. The Board gave previously direction to submit Gin Pond. The budget for the project is \$100,000.00. The match is 25%, in-kind or cash.

Campbell Park – The foundation design is complete, which has been provided to GAC. The County planned to submit a price for the foundation as well.

A DEP storm water permit is required for anything over 4,000 square feet. A request will be done to proceed while the permitting is done.

Dirt Pits – A presentations has been submitted to DEP of surrounding county dirt pits. They have meeting set up with Chairman's from Washington, Walton, and Holmes County on February 17 or 23. This is to try to set up for funding to have dirt roads paved. The concept is to prevent dirt from going into water bodies.

Lift Station – The proposed lift station will be at the south end of the Park with the proposal of including a backup generator. County Engineer Knauer advised the Board he does not have any objections with the lift

station.

County Coordinator Corbin advised the Board the City would like approval from the Board before spending funds on the location.

Commissioner Gothard asked if there is a guarantee that it will not dump into the lake.

County Engineer Knauer advised yes. They are going to set the top elevation a couple of feet above flood and there will be a generator backup.

Commissioner Gothard suggested the lift station be located where the old bathrooms are located at Blue Lake.

County Engineer Knauer advised that he does not see a problem as long as the same elevation is used and has generator back up.

He advised he would pass that suggestion along to the City.

Brunson Landing – County Coordinator Corbin advised he met with Water Management in reference to Brunson Landing. If the Board would like to enter into contract, it will be \$300.00 yearly and the cost of a management review plan.

The county has previously leased it and it has now been sold to Department of Environmental Protection.

The Board discussed ownership.

County Coordinator Corbin advised DEP purchased the land from Plum

Creek. They have not signed the papers because they would like to know if the County would enter into contract with them.

The Board agreed to include Brunson Landing on the regular agenda.

Chairman Bush called a recess.

Chairman Bush called the meeting back to order at 2:00 p.m.

#### PUBLIC WORKS SUPERVISORS

- Lost Lake Road – Johnny Evans addressed the Board they were provided a letter from a landowner in reference to Lost Lake Road.

It appears the road was abandoned in 1971 when the inter-state was built.

Gary Hartman addressed the Board in representation of both landowners that are adjacent to each other.

He advised the Board he has not been able to find any records where it was officially abandoned by the County. Due to the road closure, the properties cannot be accessed. The property owners would like the road reopened so they have legal access to their property. They are not requesting the County continue to maintain it after opening it.

County Attorney Goodman asked if the adjoining landowners have been approached.

Gary Hartman advised the Blue Lake Baptist church has been approached and they have not expressed interest to get involved.

County Attorney Goodman asked whose property is the road, the Church.

Gary Hartman advised yes.

County Attorney Goodman suggested to the Board if they would like to open the road to file a declaratory action in circuit court. The second option would be for Mr. Hartman's clients to file action to get access to their property.

There was discussion by Gary Hartman, County Attorney Goodman, and the Board in reference to Lost Lake Road.

There was no consensus to include Lost Lake Road on the agenda/consent agenda.

Gary Hartman requested a letter from the County if they choose not to pursue opening the road.

Chairman Bush readdressed listing Lost Lake Road on the agenda.

Commissioner Abbott suggested Lost Lake Road be included on the agenda.

COUNTY ENGINEER – Spoke earlier in the meeting.

- V. COUNTY COORDINATOR – David Corbin advised the Board the prison has requested an acre of sod and the labor would be provided by the Department of Corrections.

The Board advised the above is under County Coordinator Corbin's

umbrella of approval.

There was no objection from the Board.

- FDOT Right-of-Way – County Coordinator Corbin advised the Board the offer of \$14,300.00 for the land that is located across from the Washington County Recycling Center is within the price line per the Property Appraiser.

The Board approved to list the sale of land on the consent.

- Goodwill – County Coordinator Corbin advised the Board Goodwill Industries has requested a Goodwill donation box at the Recycling Center.

The Board approved to list the above on the consent.

- Amnesty Day – The Board discussed Amnesty Day and requirements. County Coordinator Corbin advised he would present a suggestion to the Board next month.
- City of Chipley – Discussed previously in the meeting – Consent Agenda
- Brunson Landing – Discussed previously in the meeting – Regular Agenda

VI. CLERK – Clerk Bell advised there are some items in the Courthouse but she does not know that it merits the County obtaining a facility to store the items.

She suggested a surplus sale hosted by GAC.



The courthouse meeting is scheduled for February 2, 2015.

VII. DEPUTY CLERK – None

VIII. COUNTY ATTORNEY –

- Financial Advisor Agreement – County Attorney Goodman advised the Board of a proposed Financial Agreement with PFM that he sent to them. The retainer is \$1,500.00 per quarter which provides 2 ½ hours per month of services as well as attendance to 2 board meetings per year. The agreement can be terminated with 30 days written notice.

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

Commissioner Gothard requested an Executive Session in February.

County Attorney Goodman agreed and they would go over any outstanding legislation.

It will be set for the workshop or meeting date in February.

Commissioner Kent asked the status on the alcohol ordinance.

County Attorney Goodman advised he is waiting for the Board to advise to proceed.

Chairman Bush suggested Board members contact County Attorney Goodman and advise him of any concerns by the next workshop.

House Boats – Chairman Bush referenced the letter to be sent about houseboats by County Attorney Goodman.

County Attorney Goodman advised it is his understanding Senator Gates is going to send a letter to the Game Commission for help.

He did advise that he would send a letter to Senator Gates at the direction of the Board.

Commissioner Abbott advised he would like the letter sent.

Chairman Bush agreed and referenced the Board did advise Hayward that the letter would be sent.

Michael J. DeRuntz, Senior Planner advised the Board he met at the Department of Transportation Operation Center in DeFuniak Springs in reference to CTST program. The Washington County Community Traffic Safety Team Action Item Priority List needs to be approved.

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

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Deputy Clerk Brantley

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Date Board Approved