

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
December 10, 2015 Regular Meeting - Commission Board Room  
1331 South Blvd., Chipley, FL 32428**

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

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- I. PROCLAMATION – Deputy Thompson
- A. Call to Order – Chairman Bush
  - B. Invocation/Pledge – Mr. Roger Hagan/Chairman Bush

The Washington County Board of County Commissioners met on the above referenced date with the following members present: Chairman Bush, Commissioners Kent, Abbott, and Gothard.

Commissioner Brock was present via polycom.

Also attending the meeting are as follows:

Jeff Goodman, County Attorney

Lora C. Bell, Clerk of Court

David Corbin, County Coordinator

Risha Brantley, Deputy Clerk

- II. ADOPT THE AGENDA – Chairman Bush made the following requested changes:

- Removal of the Reduction of Fines from the regular agenda
- Removal of the DOT right-of-way from the County Coordinator section
- Addition of a resolution with approval that would support the Town of Wausau’s resolution regarding the proposed and potential alignment of SR 77

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to adopt the agenda.**

III. ADOPT PREVIOUS MINUTES – November 17, 2015 Board Meeting –  
**Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to adopt the above listed minutes.**

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.

Attorney Goodman read the Board approved non agenda statement.

- Candace Burgess, 417 California Drive, Mexico Beach addressed the Board in reference to making a stance against the oil and gas industry in reference to the damage caused by hydro fracking.
- Patricia Thomas, 2985 Teton Trail, Tallahassee, Florida a volunteer addressed the Board in reference to fracking and requested they pass a resolution.

V. CONSENT AGENDA –

- Request approval for the Clerk of Court to pay vouchers for November 2015 totaling \$2,741,222.93

**Commissioner Kent offered a motion, seconded by Commissioner Abbott and carried to approve the vouchers for November 2015.**

VI. AGENDA ITEMS –

- Insurance Refund – Pat Thomas, Florida Municipal Trust presented the Board with a refund check in the amount of \$16,577.00, which was generated from the ability of the Florida League of Cities to be profitable.

- Courthouse Update – Scott Joyner, GAC Contractors provided the Board an update on the courthouse, advising that construction is currently on schedule. The site work will start at the beginning of the year.
- Clark Rogers Day – Roger Dale Hagan requested the Board adopt a proclamation which would proclaim December 24, 2015 as Clark Rogers Day in Washington County.

**Commissioner Gothard offered a motion, seconded by Chairman Bush and carried to approve the proclamation for Clark Rogers Day.**

- Fracking – Amalie Datz addressed the Board in reference to fracking, advising the Board that surrounding counties have passed resolutions to ban fracking.  
She asked the Board to consider passing a resolution.

County Attorney Goodman advised the Board the contents of the resolution would let the State know that the county is in support of the ban.

Commissioner Abbott, Brock and Bush spoke in reference to fracking.

Alex Quintana, advised the Board Congresswoman Graham wrote a letter to the Secretary of the Interior and the Director of the Florida Department of Environmental Protection cautioning against fracking in Florida.

Commissioner Abbott requested the resolution be viewed by County Attorney Goodman before included it on the agenda.

Chairman Bush advised to list the resolution on the January agenda.

- Energy Audit – Neal Turner, TRANE advised the Board the high consuming buildings are the Jail, EMS, and HRS. He provided the Board an update and advised he would present a final proposal before the Board in January.

Commissioner Abbott suggested motion sensors for the lighting.

Commissioner Gothard suggested the proposal include the motion sensors as well as the timers.

Neal Turner advised the Board the projected annual savings is \$65,000.00. The guaranteed energy savings is what will pay for the improvements.

The financing is projected at (20) years. Trane guarantees that the savings will occur and if not the Board will be provided a check for the difference.

The concept of the program is for the revenue stream to be redirected to pay for the project.

He advised the Board he is currently working with County Coordinator Corbin and County Attorney Goodman.

A letter will be sent to all the local banks in the next (5) to (6) days in reference to financing.

Commissioner Abbott advised that he would like to ensure the savings are used to pay the debt financed.

Neal Turner advised the Board the project is funded in the construction account. Their draw is made on that account during the construction

period. Once the project is closed on construction, for a (12) month period there will not be any payments that will have to be paid. During this period savings will be accrued. At the end of the (12) month period the first payment will be due.

County Attorney Goodman advised the Board they will be presented with a bond versus a lease option.

- Economic Development Agreement – Ted Everett, Executive Director requested the Board approve an agreement with the Washington County Chamber to provide economic development services.

Chairman Bush confirmed with County Attorney Goodman the agreement is satisfactory to him.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and unanimously carried to approve the Economic Development Agreement.**

Commissioners Bush, and Abbott, Ted Everett, and County Attorney Goodman discussed fracking.

- Development Review Applications – Kate Daniel, WFRPC Planning Manager advised the Board they received a Development Review Application from Mr. Parker for a locker room, office, and bathroom to serve the Chipley High baseball team. The site is located at 1545 Brickyard Road, Chipley, Florida. The proposed locker room will be adjacent to the existing baseball dugout on the southwest portion of the parcel.

The Development Review Committee staff recommended approval of the

application with the following conditions:

- The application provide a drainage plan prior to the issuance of a building permit
- The applicant provide, signed and sealed structural plans prior to the issuance of a building permit

Kate Daniel advised the Board, both of the conditions have been met.

The Planning Commission also recommends approval of the application.

The item was presented to the Board for informational purposes.

- Variance Request – Single Lot Subdivision Exceptions and Variances for Minimum Lot Area Requirement – Kate Daniel, WFRPC Planning Manager addressed the Board in reference to a request submitted by James Evan, the property owner at a location of 3404 Cook Circle, which is southwest of Vernon.

Mr. Evan request is to subdivide the property.

The Planning Commission approved a motion to recommend to the Washington County Board of County Commissioners to approve the variance request to subdivide the property.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to approve the variance request.**

County Attorney Goodman expressed concern about ensuring both parcels have access to their parcel.

Johnny Evans advised the parcels are side by side.

Chairman Bush recessed the meeting at 10:25.

Chairman Bush called the meeting back to order at 10:51.

- CEI Services of LAP – Karen Shaw, Grants/Special Projects Coordinator advised the Board the firms that submitted proposals have been ranked for the LAP/sidewalk project.  
Karen Shaw advised the Board they are seeking approval to award David H. Melvin, Inc. Consulting Engineers with the agreement to provide the CEI services contingent upon negotiation.

**Commissioner Abbott offered a motion, seconded by Commissioner Gothard and unanimously carried to approve the agreement for CEI services for the LAP/sidewalk project contingent upon negotiation.**

- AFG Grant – Karen Shaw, Grants/Special Projects Coordinator addressed the Board seeking Board approval to apply for the AFG grant, which would be used for equipment. The list of items will be confirmed at a meeting this week.  
The grants are not matching grants. The Board qualifies to apply for a waiver.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and unanimously carried to approve the application process for the AFG grant.**

- SAFER Grant – Recruitment and Retention Officer – **Commissioner Kent offered a motion to omit the Fire Coordinator position and move Mr. Brandow into the Recruitment and Retention Officer position to coincide with the SAFER Grant.**

Commissioner Kent advised the Board it is a title change in order to confirm the Board is in compliance with the SAFER Grant requirements.

Commissioner Gothard clarified the motion is to change the Fire Coordinator job title to Recruitment and Retention Coordinator.

Commissioner Abbott commented, it falls within the guidelines of the grant.

**Commissioner Abbott seconded Commissioner Kent's motion.**

Commissioner Kent advised the Board that he feels Mr. Brandow is currently doing recruitment and retention because there is not much to coordinate, if the Board ends up with Caryville Volunteer Fire Department and remaining will be Greenhead. What he is doing with Vernon, falls under the recruitment and retention, which is basically the same job but a title change. The funding will come from the SAFER grant for his salary.

He suggested the Board make the change in order to get in line with their criteria.

Commissioner Gothard suggested the title of Fire Coordinator/Recruitment and Retention Officer.

Commissioner Gothard asked Karen Shaw if that could be done for grant purposes.

Karen Shaw advised yes.



County Attorney Goodman advised the Board the important issue is to ensure for grant purposes that Mr. Brandow's title is stated for record purposes.

The Board has the ability to have any title as far as what he does and his job specs. It should be clear for grant purposes.

Commissioner Brock asked if the title that Commissioner Kent has suggested could have been used when the grant was applied for instead of Fire Coordinator. The grant was applied for under Fire Coordinator.

Commissioner Kent addressed Commissioner Brock the way the grant was given is a Recruitment and Retention Officer. That is the way the funding comes and who it is for.

Commissioner Gothard clarified the motion was to omit the Fire Coordinator position and make Mr. Brandow a Recruitment and Retention Officer position. What will be the job description?

Commissioner Kent advised Commissioner Gothard his primary duties would be the SAFER grant and secondary duties would be the Fire Coordinator. The intent is to ensure everything is done correct when it comes to the SAFER grant.

He advised he is not trying to take anything away from him.

Commissioner Gothard suggested to include both job titles.

County Attorney Goodman advised he does not have any issue with any additional job titles or responsibilities the Board may approve to give Mr. Brandow.

The (2) concerns are ensuring the title the Board has under the grant

that was applied for, clearly on the record move him into that position if that is what is intended.

The seconded issue, if Mr. Brandow is going to be funded under that position that will leave funds available from a budget standpoint.

Chairman Bush asked if it would suffice to add that to his title.

County Attorney Goodman advised the Board has the ability to do that.

Commissioner Gothard advised the Board a portion of his duties is to recruit, which was mentioned in the grant.

Chairman Bush asked if it is necessary to show by percentage how his time is utilized.

Marla Hayes, Human Resource suggested some responsibilities would have to be added to his job description for the Recruitment and Retention. It could be shown listed as both job titles or it could be left as Fire Services Coordinator and his working title is Recruitment and Retention and show that for the grant. There are numerous ways it could be done in order to meet the requirements of the grant.

Chairman Bush expressed concern about the percentages being shown.

Marla Hayes, Human Resource advised the Board, depending on their decision she would adjust it to reflect that.

County Attorney Goodman advised the Board the motion and second on the table for record purposes is literally to eliminate the Fire Coordinator position in his understanding and slide him into a Recruiting and

Retention Officer.

Chairman Bush advised an organizational chart change would be required and another position created.

Marla Hayes, Human Resource advised the Board if the Fire Services position is eliminated the position description would have to be adjusted in order to meet it.

Commissioner Gothard advised Commissioner Kent, if he would change his motion to combine those (2) positions, making it Fire Service Coordinator/Recruitment and Retention she would support it.

Commissioner Kent addressed the Board, if the positions are combined that would mean there is not a position left open.

Chairman Bush advised that is his concern with the motion as it is. It is eliminating positions and not just changing titles.

County Attorney Goodman advised the way the motion is the Board would be eliminating a position and essentially fulfilling the position created by the grant.

Marla Hayes, Human Resource advised the current motion would mean creating a new position based on the grant and the Fire Services Coordinator position would still be out there.

Commissioner Gothard commented the current motion is to eliminate it.

Commissioner Kent advised the Board his intent was to do away with the

one position, and put him into the Recruitment and Retention and then add his duties as they were in meeting the criteria.

The intent was not to leave a position hanging out there.

Commissioner Gothard addressed the Board in reference to the grant, in February a Fire Services Coordinator was hired, however this valuable position is currently only funded for (1) year unless funds are secured from another source, such as this grant. We are requesting \$42,000.00 for the base salary for this position and an additional \$20,000.00 for fringe.

All through the grant a Fire Coordinator was mentioned.

Karen Shaw, advised Retention and Recruitment Officer is one of the items that was available under the grant that could be applied for.

County Attorney Goodman clarified it was an item listed under the grant that could be funded.

Karen Shaw advised the Board she spoke with FEMA in reference to the title change and for auditing purposes it would be nice to have to show. Merging the titles would probably be the easiest thing to do with everything that is currently in place.

Commissioner Gothard addressed the Board what was included in the grant is he is funded for a year and they are seeking funding to secure him for another (4) years.

If the job titles are combined, she advised she would support it but not any other way. This is the third time, in front of the Board you all have tried to do away with this position.

This is nothing but trying to get rid of him.

Commissioner Kent advised that is not his intent.

Commissioner Brock addressed the Board that he does not think the Board has the authority to change the guidelines on the grant.

Commissioner Kent advised Commissioner Brock he is changing the title to what the grant reflects.

Chairman Bush addressed the Board he is going to put the motion to a vote. He does not think this is the most efficient way to get where they are trying to get.

Commissioner Kent advised he would rescind his motion. He had no intentions of doing away with Gene.

**Commissioner Kent addressed the Board that he would like to offer a motion that they put the funds for his position back in contingency and make him the Recruitment and Retention Officer/Fire Coordinator.**

**Chairman Bush seconded the motion.**

Commissioner Gothard advised the issue with that is the grant does not have the money to cover some of the other items that he is going to need, such as travel and communication. Funds have to be kept in the general fund for him to be able to operate.

Commissioner Abbott asked Commissioner Gothard if she planned to take the funds that are allocated for his salary, for his cell phone.

Commissioner Gothard advised other employees cell phones are being paid for.

Commissioner Abbott advised not out of their salary line item.

Chairman Bush clarified with Commissioner Kent he had only addressed the salary portion.

Commissioner Kent advised he does not intend to derail anything but only to ensure the Board meets the grant requirements.

Commissioner Gothard suggested that man is going to feel as if he is harassed by the Board.

Commissioner Kent advised he did not intend to take the funding away for his phone. He understood the grant paid for everything.

Chairman Bush advised he does not have an issue with leaving it in the fire realm. That would mean it would still be dedicated to fire services. He would like his salary paid for out of the grant.

Commissioner Gothard advised she does not have an issue with that but you are suggesting to put it back in the general budget. This will only pay for his salary and benefits, leaving out his travel and phone.

County Attorney Goodman suggested to Commissioner Kent to leave the salary that is being paid from the grant; leave that money specifically in fire contingency.

Deputy Clerk Brantley advised the funds are currently in the general

fund and not in the fire fund.

County Attorney Goodman clarified that Gene's salary is included in general budget.

Deputy Clerk Brantley confirmed. He has his own account codes that are located in the general.

County Attorney Goodman addressed the Board the difference between his salary and what else is in his line items in general that pays for cell phones, gas, etc., leave those items alone and the salary will come out of the SAFER grant.

He confirmed this was okay by Commissioner Kent, asking if he could amend his motion.

**County Attorney Goodman for record purposes advised that Commissioner Kent's motion is to have a position that is for Recruitment and Retention Officer/Fire Coordinator and he will continue the duties as Fire Coordinator with some additional responsibilities under the grant. His salary will be paid for from the grant funds and all other funding line items in the general fund will not change and will continue to be paid out of general.**

**There will be additional funds in general from his salary, but the other expenses that are paid out of general will remain the same so there will be no net effect.**

**Chairman Bush confirmed he seconded the above motion.**

**The motion carried 4 to 1, with Commissioner Brock voting no.**

Marla Hayes, Human Resource clarified that the title is Fire Services Coordinator/Recruitment and Retention Officer.

Chairman Bush advised it is the reverse.

- FEMA Coordinator Report - Wheeler Emergency Management, Jason Wheeler advised the Board the finance section of DEM approved \$180,000.00 for reimbursement, which will be here in the next (7) to (10) days. This includes part of the Roberts and Roberts and part of the contract cost that are being reimbursed under those (2). This includes \$128,000.00 and \$12,000.00.

There are other reimbursement that are still in review and reconciliation.

The Board was provided a report/spreadsheet on PW 4138.

Commissioner Gothard questioned why reimbursement for some of the expenses listed on the second page had to be requested. This includes Bruner Dairy for which \$156,000.00 has been expended but nothing has been requested.

Mr. Wheeler advised that there has been a lot of back up documentation accumulated. They were not requested. The majority of them have force account entries from 2013 to current. That is a huge amount of information to enter into one request.

Commissioner Gothard addressed Dallas Carter that it was her understanding that when the work is done, the funds are requested.

Dallas Carter advised the request can be done when the pw is complete. There is more than (1) road on a pw.



When portions are finished, such as dirt those request can be made.

Jason Wheeler advised that the request can be submitted in any fashion as long as the documentation has been accumulated.

Dallas Carter advised Commissioner Gothard that they quit submitting once Jason Wheeler came on board.

Johnny Evans advised that some of it could be from when they were moving every (2) weeks.

Commissioner Gothard expressed concern about the expenses not being submitted from reimbursement.

Jason Wheeler advised there is \$1.5 that is in review, that validation has to be done on the State level. Each line item of force account labor is being checked.

Commissioner Brock suggested this FEMA will have an effect on the next FEMA.

Chairman Bush advised to list FEMA on the January workshop agenda.

Jason Wheeler advised the Board the reconciliation of the \$1.5 should be complete by the end of the calendar year.

Commissioner Brock suggested the issue is serious.

Commissioner Abbott advised that he would like an answer on rectifying the problem suggesting he is prepared to offer a motion to shut FEMA

down until answers can be received and money freed up.

County Coordinator Corbin spoke on the outstanding reimbursement funds.

Commissioner Abbott asked what could be done in order to reconcile.

Jason Wheeler advised to allow the State to identify what can/cannot be validated and everything that is submitted should be done so correctly.

Commissioner Gothard advised that is what she would like done.

Commissioner Abbott expressed concern about the unknowns with FEMA reimbursement.

Chairman Bush addressed the Board there are not any concerns with the non-force account labor. The problem is satisfying FEMA with documentation of the force account labor.

Jason Wheeler advised the state has to be satisfied as well.

The Board, County Coordinator, and Jason Wheeler held further discussion in reference to FEMA.

Commissioner Gothard clarified that zone 2 is not complete.

County Engineer Knauer advised that is correct.

Commissioner Gothard asked if anything for zone 2 had been submitted to Tallahassee.

County Engineer Knauer advised no.

County Coordinator Corbin advised that he has been paid.

Jackie Snowden advised that the contractor has not been paid in full.

County Engineer Knauer advised the contractor submits progress payments.

Chairman Bush confirmed with Jason Wheeler that submission for non-force account labor should not be a concern.

Jason Wheeler advised that is correct, once the proof of payment is received.

Chairman Bush asked if the state/FEMA would allow the opportunity to provide them with information they have corrected.

Jason Wheeler advised they are correcting everything possible. The challenge is providing information for work that was done years prior.

Commissioner Brock advised a paper trail is necessary.

The Board held further discussion in reference to FEMA.

Chairman Bush advised Jason Wheeler to have a firm report at the January workshop.

Chairman Bush addressed the Board that there needs to be a motion to

accept the next task order #4.

The Board and Jason Wheeler discussed task orders.

Chairman Bush advised Jason Wheeler to provide an adjusted invoice and the Board would address it further in the meeting.

- State Road 77 - Chairman Bush advised the Board that constituents brought up to him, for the Board to take action in the form of a resolution that the Board supports Wausau's position on being against the western alignment on State Road 77.

The Board held discussion on the alignment.

Dallas Carter advised the Board the City Council voted 3 to 2 for the alignment to go on the East Side of Hwy. 77.

The Board did not take action.

Chairman Bush opened the non-agenda audience in reference to Jimmy Lee Road.

There were not any comments from the public.

Chairman Bush advised the Board the 911 Committee followed all procedures in reference to the road name change. The ordinance directs that roads will not be named after individuals.

The road has been named but was not entered into the 911 system. The county has maintained the road for 25/30 years under the name of Jimmy Lee Road.

Even though it violates current policy to currently name the road Jimmy Lee Road. It seems contrary to change it since it has been named that the entire time.

Clint Erickson advised the Board the road currently is not official. The addresses are officially off of Pleasant Hill Road.

The committee confirmed the road is not documented anywhere. It was not mapped or listed with the Property Appraiser but it was a county maintained road.

The issue is not the road name but the fact that it was not entered into the system officially.

Clint Erickson went over the process that is done to check the roads. If there is a road found with no name or a name that is not mapped that issue is addressed. The committee approved to use animal names in order to name the roads with this issue. Dolphin Lane was the next name in line.

A letter is sent out to the individual, giving the individual (30) days to contact the committee. With no contact within the (30) days, the road will automatically be named as the notification stated. Every land owner touching that road was notified.

If there is no contact the committee meets and approves the road name. After the approval, Deidra Pettis notifies everyone that could be affected, including the post office, Supervisor of Elections, Property Appraiser, etc. If that is changed it will prolong the process.

Commissioner Gothard clarified that during the (30) days they can suggest a new name if they do not support the name that has been sent for notification purposes.

Clint Erickson advised the individuals notified were actually given (49) days before anything was done.

Commissioner Gothard advised the Board a new resident requested a road name and was given an official road name.

Clint Erickson advised the Board he is following their policy but will take their direction.

Commissioner Gothard advised the Board the committee considered the road a new road name because the listed name had never been processed officially.

Per the ordinance, names cannot be used for road signs.

Clint Erickson advised the Board he met with Mr. Lee to discuss the road name. During the meeting Mr. Lee advised that he would like the road name to remain Jimmy Lee Road.

Chairman Bush advised even though the road name was not in the system, the road had the name for (25) years.

Clint Erickson advised the Board the postal system marries the (2) addresses together during the change period in order to prevent residents from missing mail.

The Board held further discussion on the road name.

County Attorney Goodman advised the Board the committee could unanimously vote to leave a road name based on the history of the name.

The committee correctly applied the ordinance.

The Board needs to provide the committee direction if they would like them to go another route.

Clint Erickson advised the Board the committee will follow their direction.

County Attorney Goodman advised the Board, the County put up the road sign. In essence the county did name the route but further notification was not completed.

The road is a public road because the county has graded it for (7) years or more.

Clint Erickson advised the Board another individual pulled a permit for that road and was given the new road name of Dolphin and has proceeded to use the address.

Before any issues arose, the road name was provided.

Chairman Bush suggested in the future if a road has a name to leave it as is.

The Board did not take any action.

## VII. PUBLIC WORKS SUPERVISORS

- FEMA – Johnny Evans advised the Board he was not aware of the spreadsheet that was provided to them earlier in the meeting. If he had been aware he would have prepared to speak on it.

It seems there has been different communication when it comes to what is accepted by the state.

Upon receiving clear direction, the Public Works Department does not

have any issue following it.

Commissioner Gothard suggested an issue is that the staff was not properly trained on FEMA as things changed.

Johnny Evans advised that Debbie Goswick, Public Works Administrative Secretary was self-trained on FEMA.

The Board held discussion

- Spurling Landing – Johnny Evans advised the Board, FWC has requested the removal of a houseboat at Spurling Landing. It is located on a Water Management Boat Ramp. They have requested Public Works use their excavator to move it after they have pulled it up to the boat ramp.

County Attorney Goodman advised to request something in writing stating responsibility for liability.

County Coordinator Corbin addressed the Chairman, there is an ongoing contract with Water Management. The County is currently working on their boat ramps. They do not have a means to transport certain items. They have advised they would cover all expenses.

Johnny Evans advised it is a floating structure because the engine has been removed.

Chairman Bush addressed the Board in reference to sending a letter to Water Management District requesting that they provide pros/cons of fracking.



There were no objections from the Board for County Attorney Goodman to send the above referenced letter.

- Memorial Markers – Johnny Evans advised the Board he would like the ordinance in reference to memorial markers adjusted to include only county paved roads.

Chairman Bush expressed concern about some right-of-ways being insufficient.

County Attorney Goodman suggested to include the wording, where sufficient right-of-way exist.

County Attorney Goodman asked Johnny Evans how long would they like for the markers to be up.

Johnny Evans advised their assumption was the markers would be permanent.

The draft includes, the County reserves the right to remove them due to construction or other maintenance needs.

Chairman Bush suggested including a time-frame.

Commissioner Abbott suggested included a time-frame of a year.

Chairman Bush suggested omitting the request portion.

County Coordinator Corbin/County Attorney Goodman will bring a draft before the Board at the workshop in January.

Johnny Evans advised the current policy section is 58 – 32.

Johnny Evans advised the estimated cost of the sign is less than \$30.00.

- FEMA – Johnny Evans asked the Board if Public Works should continue working FEMA (4) days per week, asking what the Board’s pleasure.

Chairman Bush advised that he does not have an issue with the current way it is done.

Dallas Carter advised the Board it is time to file for an extension.

Jason Wheeler advised that he would draft an extension letter. He advised the state/FEMA has indicated they will not approve blanket extensions. They are requiring explanation.

Chairman Bush clarified with the exclusion of the rock, districts 1 and 2 are basically complete.

Johnny Evans advised the dirt is complete on districts 1, 2, and 4.

Chairman Bush spoke in reference to district 1. There is no need in going any further than the current situation.

County Attorney Goodman asked Jason Wheeler if there is not any more rock put in a district, how is that going to impact that specific district during the next storm event.

Jason Wheeler advised the Board the threshold is set for what the pre-existing status is.

**Chairman Bush offered a motion, seconded by Commissioner Gothard and unanimously carried to finish the dirt work in district 1 and the roads in that district that require rock, that rock would not be applied.**

**Commissioner Brock offered a motion, seconded by Commissioner Kent to complete the dirt work in district 3 and do not include rock on any roads that require rock.**

Commissioner Gothard asked Commissioner Brock if he would like the pipes done in his district.

Commissioner Brock advised that he was only meaning dirt and rock.

Chairman Bush clarified that Commissioner Brock did not mean the other type of FEMA work, such as replacing culverts and different items like that.

County Engineer Knauer advised based on the current quantities from Public Works, Commissioner Brock would be turning down 42,909 cubic yards in district 3.

In district 1, it would mean turning down 10,117 cubic yards.

The remaining rock that would be needed is 48,186 cubic yards.

County Engineer Knauer advised that mixing the rock establishes a base for many years.

Commissioner Brock rescinded his motion.

Commissioner Gothard advised that she would like all the FEMA work completed in district 5.

Chairman Bush clarified there were no objections in references to the adjustment for the memorial marker guidelines.

VIII. COUNTY ENGINEER – County Engineer Knauer provided the Board updates.

Roche Road – The work on Roche Road is progressing. There have been issues with AT&T, who have had the plans for over a year. None of their lines have been moved.

County Engineer Knauer advised the Board he would set up a meeting in reference to the lines being moved.

County Engineer Knauer advised the Board the utility company has been in possession of the plan in excess of a year.

Chairman Bush addressed the Board in reference to the delay of the project risks loss of funds. There should be some type of recourse on the utility company.

County Engineer Knauer advised the Board the utility company does not deny when they received the plans.

Lucas Lake Road – The progression is satisfactory. There is currently a mile of lime rock down and a mile of ditches cut. Driveways and culverts will be started the week of 12/14. The power poles are complete.

The utility lines have not been moved on Lucas Lake Road.

Chairman Bush suggested making contact with the Public Service Commission.

Wilderness Road - There is a delay on Wilderness Road that is beyond the contractors' control. They ordered guardrails for the project in July, but the supplier is backed up. The job will be completed the next week to (2) weeks. They have requested a (25) day extension to their contract, which will extend to February 20 to be complete. The guardrail should be received in the middle of January.

The timeframe with the Department of Transportation is around the end of January.

Department of Transportation is open to the extension but would like the request letter before December 15.

County Engineer Knauer provided change order (2), which is for (25) additional work days, which will extend to February 20. The change order also includes an additional (6) driveways to put in culverts, base, and pave them. The total change order is \$29,603.82, which is the final change order in order to use the Department of Transportation funds. The remaining Department of Transportation funds will be \$99.00.

The Department of Transportation has to approve the first and second change order.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and unanimously carried to approve the second change order on Wilderness Road.**

FEMA Rock – County Engineer Knauer advised the Board he will request approval of the C.W. Roberts contract during the January meeting, which will include the actual contract price for record purposes.

Commissioner Abbott asked if granite rock could be obtained for district 4 instead of lime rock.

County Engineer Knauer advised the Board previously voted to use lime rock. The bid included cost for lime and granite rock.

Jackie Snowden advised the Board the previous minutes, state it is the consensus of the Board to use lime rock.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and unanimously carried to use granite rock in district 4.**

County Engineer Knauer advised if that is an option he would have it provided.

IX. COUNTY COORDINATOR –

Carol Rudd, Supervisor of Elections advised the Board she requested an estimate for the cost to provide security in her office. Security is an issue the Board needs to address for the entire building.

She suggested working with the Sheriff's Office in order to provide preventive training for all staff.

Chairman Bush suggested looking at the entire building at the same time.

Commissioner Abbott directed County Coordinator Corbin to provide information for the Board at the January meeting.

- Cost of Living Adjustment – County Coordinator Corbin addressed the Board in reference to the insurance agency that provided funds to the Board earlier in the meeting and funds be received in the prior year of \$62,000.00 that were set aside.

He suggested the Board consider a one-time cost of living adjustment effective after the meeting for 202 employees for \$300.00 each. This will include the Sheriff's Office, Clerk's Office, and Board employees. County Coordinator Corbin clarified it is all employees.

**Commissioner Brock offered a motion, seconded by Commissioner Abbott and unanimously carried to approve of a one-time cost of living for \$300.00.**

- Library Staffing – Renae Rountree, Library Director advised the Board a current employee has requested a decrease in hours, from (30) hours per week to (10) hours per week. With this change, the difference in funding could cover (2) (20) hour library page positions at \$8.75 per hour. An estimated \$850.00 during this budget year would be saved and \$1,500.00 the following year. She advised that she would like to open the Vernon library an additional day (Thursday), which would mean (5) days.

**Commissioner Gothard offered a motion, seconded by Commissioner Abbott and unanimously carried to approve the library's proposed organizational change.**

- 50/50 Grant – County Coordinator Corbin advised the Board Mr. Brandow applied for the 50/50 grant, which is a matching grant in order to purchase (8) radios, and (8) pagers for the new recruits. The grant has been approved and the Board will have to seek other sources of funding than that of the Communications Committee. The cost is \$4,800.00.

County Coordinator Corbin advised the Communications Committee is saving money for a secondary 911 alternative office.

Lynne Abel, advised the committee is aware that funds are available through the public safety fund.

County Coordinator Corbin advised the fund has \$50,000.00.

- Northwest Florida Water Management District Agreement Number 13-016 Amendment – County Coordinator Corbin advised the Board is working on (3) projects that had flooding issues. They have signed an extension letter with the Northwest Florida Board and would like the Board of County Commissioner to sign an extension letter.

Jackie Snowden, Administrative Secretary advised the extension is (36) to (45).

County Coordinator Corbin clarified with Jackie Snowden the timeframe is (9) months.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and unanimously carried to approve amendment 13-016.**

- X. CLERK – Clerk Bell addressed the Board in reference to the spreadsheet that they were provided, which included the current status of Public Works, asking if they had any questions.

There were no questions from the Board.



XI. DEPUTY CLERK – None

XII. COUNTY ATTORNEY –

- Caryville Fire Department MOU – County Attorney Goodman advised the Board they were provided with an Inter-Local Agreement between Washington County and Caryville to take over the fire department in Caryville, effective January 1, 2016. Included is exhibit a., transferred assets, attachment b., liabilities assumed by the County (none), current roster, and lease agreement for the building in the City of Caryville.

**Commissioner Abbott offered a motion, seconded by Commissioner Gothard and unanimously carried to approve the Caryville Fire Department MOU as listed above.**

Jason Wheeler, FEMA Coordinator provided the Board an adjusted task order.

**Commissioner Gothard offered a motion, seconded by Commissioner Kent and unanimously carried to approve task order 4, which is for December 10 – January 31.**

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

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Deputy Clerk Brantley

Date Board Approved