

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
October 15, 2015 Workshop - 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
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I. PROCLAMATION

- A. Call to Order – Chairman Bush
- B. Invocation/Pledge – County Coordinator Corbin/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 not present.

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. AGENDA ITEMS

- TDC Seat Appointments – Heather Lopez, TDC Director asked the Board to include the TDC reappointments of seat 1, Charles Kent, and seat 2, Paul Goulding on the consent agenda for 4-year terms.

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

- County Engineer – Donald Stanley, Preble Rish provided the bid figures for Keen Kutter Road to the Board, which are as follows: GCUC, \$78,859.10, with the alternate bid price 1 of \$4,000.00 and alternate 2 for \$24,000.00, North Florida Construction \$84,484.27, with the alternate 1 being \$3,000.00 and alternate 2 being \$30,000.00, and GAC Contractors with a base bid of \$115,454.99 and the alternate 1 of \$3,010.00 and alternate 2, \$30,785.00.

The Board agreed to add awarding the lowest bid to GCUC on the consent agenda per the recommendation of Donald Stanley.

David Corbin, County Coordinator advised the Board he had tasked individuals with a plan to complete the FEMA work.

He suggested the Board bid out the remainder of the FEMA work.

Donald Stanley advised Preble-Rish could do the work for 10% and it is reimbursable through the FEMA Disaster Recovery Program. This will include completing the bid package and doing the construction inspection.

Chairman Bush expressed concern about FEMA not reimbursing for cost in addition to the contract.

Terry Ellis advised the Board there is a sliding scale, which shows how much of this type of work is allowable, which is not considered a cost plus that is reimbursable.

Commissioner Abbott clarified it is a part of the project.

Terry Ellis advised it is called project cost.

Donald Stanley advised the Board he would prepare a task order.

Commissioner Gothard requested the total of the project worksheets.

There was no total given.

FEMA Work – David Corbin, County Coordinator

Johnny Evans went over the plan given to the Board, which includes an estimated 40 pw's remaining. The plan includes the use of 10 trucks and the aggregate being available in stockpile at the Mudhill location. Using this

plan it would mean an estimated 148 days to complete the FEMA work. The plan was completed from the original pw's and not the ones that have been sent in by Mr. Ellis.

The plan includes FEMA work and maintenance.

There was discussion about FEMA.

Commissioner Gothard requested the completion deadline.

Johnny Evans advised it is June.

Commissioner Kent requested the status of the rock bid.

Jackie Snowden advised the rock bids are due October 23.

Chairman Bush suggested district 1 and 2 maintenance area be combined for contracting purposes.

Conversion Rates – Terry Ellis advised the Board, Wheeler EMC submitted an interim request the week after the 4th of July based on re-identifying the elements that were not included in order for the County to receive reimbursement as well as correct the understated amount of rock. The project worksheets were written for cubic yards, priced at \$27.00 per cubic yard. The first conversion that was used when it was bid out in February was 1.2 because that is what the Department of Transportation specs required.

Since then a lab test has been done that has been matched with FEMA's conversion factor of 1.4. This changes the amount of rock, which increases the volume by .2.

The current status is the project worksheets that were rewritten are awaiting approval by the State and pending approval by FEMA will follow.

There has been a recent question by Dallas Carter in reference to if Public Works should haul material per the obligated amount or for the submitted amount.

If FEMA approves the larger amount of rock, then his commitment is based on the smaller amount.

David Corbin, County Coordinator advised the Board the intent is for the roads to be put back to pre-disaster condition.

Commissioner Gothard asked David Corbin, County Coordinator if they should choose not to convert and follow the initial amount.

David Corbin, County Coordinator advised if they feel like a road is in precondition status; that is going to be a call the Board makes.

Terry Ellis advised the Board, if rock was available for a period of time after 4138 happened the discussion would not be relevant. The roads would have been repaired to their precondition status.

The fact is, it was identified that the project worksheets contained errors, which have been corrected and sent to the State, which reflected more material.

Commissioner Abbott suggested Public Works follow the current pw's.

Terry Ellis advised the Board, the roads should be fixed as they need to be fixed based on the damage they incurred.

If the road is repaired, based on the existing project worksheets and the County signs off that it is ready for close out, it does not matter what the returned increased amount is, that is finished on that particular site.

David Corbin, advised the Board they are running out of fill.

Commissioner Gothard suggested to allow the crews to work on the projects that are around 70% complete. The large projects in district 2 and 5 would take the crews an extended time to complete in addition to the 100 loads of asphalts that will have to be picked up in Panama City.

Commissioner Gothard suggested contracted the large projects.

Commissioner Kent advised the plan is based on the County having rock and the bids have currently not been received. The pits will be depleted by doing all the projects.

Some of the projects will be better completed by using someone else's resources.

Chairman Bush suggested contracting the work.

Chairman Bush requested the status of the large projects that are currently contracted.

Johnny Evans advised zone 4 should be completed within a day.

David Corbin, County Coordinator advised zone 2 is complete.

Commissioner Gothard clarified that zone 2 was in close-out.

Terry Ellis advised that is correct.

Chairman Bush advised staff to look carefully at project worksheet 162.

Johnny Evans advised overtime on the weekends has currently been shut down at Public Works.

There is currently an estimated \$2,000,000.00 of reimbursement request that have been sent.

FEMA is currently being worked on during the week.

David Corbin, County Coordinator advised the Board it is his intent to request the Board postpone going anything further after project 4 has been done until the reimbursement money has been received.

Commissioner Abbott advised Public Works he does not want them to get too far ahead with dirt before the rock is put down.

David Corbin, County Coordinator clarified that contracting reimbursement is quicker than using force account.

Terry Ellis confirmed because everything is validated.

Commissioner Abbott advised County Coordinator Corbin to ensure he has the funds to proceed.

Commissioner Bush suggested starting in numerical order by district.

Commissioner Kent suggested contracting the ones that are the furthest distance.

County Coordinator Corbin advised the Board he would present a plan before the Board next week in reference to grouping projects with the furthest distance.

Donald Stanley advised the Board he would prepare a task order that includes large projects.

- Annual Forestry Report – Ariel Sewell, Senior Forester and Roger Abrith went over 2014-2015 Annual Report on Florida Forest Service.

- Healthy Food Financing Initiative – Gabriel Landry, American Heart Association addressed the Board in reference to Healthy Food Financing Initiative being a program they are working through the State Legislature to be administered through Commissioner Putnam’s Office with the Department of Agriculture for local business’ to increase food access in the rural and urban communities that have limited healthy food options at this time.

Mr. Landry advised he would provide additional information to county staff to answer any questions and if it is reasonable in the future the County consider passing a resolution in favor of the program.

A sample resolution will be provided in order for the County Attorney to review.

- 911 Committee Report – Clint Erickson, E911 Coordinator addressed the Board in reference to previous discussion on starting in a section of the County and changing some addresses and road names in order to get them on track.

The committee met and residents on the road were sent notification of the name change. There is an estimated 40/50 families that will be affected. The only response thus far has been from residents on Jack Green Road. Many of the issues were brought on by the County in prior years. Any of these issues will be fixed at the cost of the County.

There is normally a year period where the postal service will deliver to the old address, allowing time for the conversion.

Mr. Erickson addressed the Board in reference to several residents using the same address on Yates Settlement Road. This issue was brought to light by a permit request.

Commissioner Abbott addressed the Board in reference to the resident who requested the permit having to obtain right-of-way for all residence beyond his. He should only be responsible for getting from the highway to his residence.

There was discussion on the above issue between Commissioner Abbott, Clint Erickson, and Michael J. DeRuntz.

Michael J. DeRuntz, Senior Planner advised the Board, all the residents are accessing the same easement. They are adjoining access to their property through the same easement. They all have to be a part of the same easement because of that ingress and egress through that same private roadway easement.

Commissioner Abbott advised the County has an issue beyond the resident requesting the permit.

Michael J. DeRuntz, Senior Planner advised the Board the residents are non-conforming and the objective is to have it conforming to the existing ordinance.

The committee suggested the entire problem should be addressed.

The road will be named Rough Road.

There was discussion on Greyhound Lane by Clint Erickson, and the Board.

Michael J. DeRuntz advised the Board every parcel of land needs to front on a roadway; not a driveway.

County Attorney Goodman advised there needs to be communication between the Building Department and E911.

Some of the road issues have been caused by special exceptions over time.

Clint Erickson brought up an issue on Pleasant Hill Road/Jimmy Lee Road. Jimmy Lee Road is not platted.

Clint Erickson advised many of the names that are being used on the roads are not registered in the County.

Chairman Bush called a 10-minute recess. 10:40 a.m.

Chairman Bush called the meeting back to order. 10:59 a.m.

- SHIP Annual Report – Karen Shaw, Grants/Special Projects Coordinator
Cindy Mcilwain requested the Board approve the SHIP annual funding report for 2013-2014.

The Board agreed to list the SHIP report on the consent agenda.

- Hoyt Street Agreement – Karen Shaw, Grants/Special Projects Coordinator
addressed the Board in reference to grants that were applied for earlier in the year for the school system for a transportation alternative. The Board has been awarded \$100,000.00 for the design of the two projects.
Hoyt Street's ownership is shared between the County and the City.

County Attorney Goodman has prepared an agreement between the County and the City.

The Chipley City Council met on Monday, and passed a resolution accepting the agreement contingent on the Board accepting the agreement.

Commissioner Abbott requested clarification on which party would oversee and maintain the road.

Karen Shaw advised the County would be responsible for overseeing and maintaining the road.

The agreement can be cancelled with a (10) day notice by either party.

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

- SAFER GRANT SOP – Gene Brandow, Fire Coordinator addressed the Board in reference to the SOP for the SAFER Grant.

On page 4, under manned shifts, Orange Hill, Vernon, Hinson Crossroads, and Sunny Hills are eligible stations has been marked out and reworded. The section now includes, eligible sections will be chosen annually by the Washington County Board of County Commissioners to be manned between the hours of 0800 – 1600. A rotating schedule will be posted at the beginning of each fiscal year. Volunteer stations may elect not to participate in the manned shift stipend portion. Any decisions not to participate must be submitted in writing to the Fire Service Coordinator.

This is the only change since the last meeting that referenced the SOP.

Commissioner Abbott requested the text include Fire Service Coordinator and/or County Manager.

Mr. Brandow agreed to include the text.

Commissioner Abbott expressed concern about who would cover an individual that is not employed by the County but is manning a station, for damages and that sort of thing.

Gene Brandow, advised the County has liability insurance on the equipment in the stations.

Commissioner Abbott asked if the individual would become a member of that fire department.

Mr. Brandow advised they would be a volunteer for Washington County Fire Department.

Marla Hayes, Human Resource advised the Board the information that has been obtained thus far, is the worker's compensation insurance would cover employees. For the individuals that are manning the stations, those are not

considered a volunteer according to Florida League of Cities. The general liability or worker's compensation will not cover the individuals.

She advised the Board she is currently awaiting confirmation after Florida League of Cities meets with their legal department.

Chairman Bush advised the Board has some dependence on that in order to decide how to proceed.

Marla Hayes advised the Board when the individuals are scheduled to work that removes them from a volunteer basis.

Chairman Bush directed Gene Brandow and Karen Shaw to contact someone that administers the grant for direction.

Chairman Bush encouraged Mr. Brandow to start small within the perimeters of the grant, until all the issues are worked out.

Karen Shaw advised the SOP is required by FEMA. The SOP is only in reference to grant funds, which can be amended at any point.

If the insurance issue on the manned station is not feasible, this item can be removed from the SOP.

Chairman Bush advised to include the SOP on the regular agenda.

- Dispatch Protocol Changes – Gene Brandow, Fire Coordinator suggested the dispatch protocol codes be switched to regular talk and no codes. This is what is being used nationwide.
He also suggested the following changes:
 - Remove Emergency Management from the notification list
 - Tone 3 fire departments in the case of a structure fire instead of 2In the case the other fire departments are not need, once the first is on site

that call and notification can be made.

- Add residential or commercial fire alarms
- Add gas leaks
- Add wires down
- Add citizen assist
- Add dumpster fires
- Add weather related incidents

Mr. Brandow advised the information has been brought up at the WCFA meeting prior to today and the Sheriff has been provided a copy as well. Per Mr. Brandow, Sheriff Haddock advised he would like approval from the WCFA.

There will be a WCFA meeting 10/15/15 where it will be presented again for approval.

Chairman Bush advised he would like the firemen to sign off on the changes.

The Board agreed to list the Dispatch Protocol on the regular agenda.

- Canvassing Board Alternate – Alan Bush, Chairman advised he has been on the Canvassing Board prior and if he elects to run for re-election that would mean a conflict.

Commissioner Abbott advised he would be on the upcoming Canvassing Board.

The Board agreed to list the appointment of Commissioner Abbott on the Canvassing Board.

III. PUBLIC WORKS –

Commissioner Gothard requested the cost of the PW on Keen Kutter.

Johnny Evans advised it is around \$18,000.00 but there was an error on the ribbon curve. \$200.00 was included for the curve, which is an error.

Jason Wheeler advised the Board the Division of Emergency Management, Finance Section indicated all the RFR's to date had to be returned because of clarifications.

They have composed a list of items that need to be validated/reconciled based on evaluations they have had internally.

Also there is an issue with the way that some of the documentation is being reported.

The reimbursement request elements were prior to implementing the green sheet process.

There is a request to meet in Tallahassee 10/20/15.

They would like to be able to validate based on employee signatures and an oversight signature.

He proposed an addition to the existing task order for the next 2 weeks of 2 field level processing managers and his next quarter task order with that additional information.

He requested someone from the County attend the meeting with DEM in Tallahassee.

The Board held discussion on who should attend the meeting.

Chairman Bush advised the individuals that attend the meeting on the 20th should attend the meeting on the 27th.

Jason Wheeler advised the Board the cost of the additional field employees is \$18,720.00.

Commissioner Kent advised to list the task orders on the regular agenda.

Chairman Bush asked Gene Brandow if the Sheriff has been notified the Board is no longer under contract with Caryville, Ebro, and Country Oaks.

Gene Brandow advised he has been notified.

David Corbin, County Coordinator advised the Board he sent a copy of the minutes on county letterhead along with the action that was taken.

Chairman Bush expressed concern about fire departments needing to be called for city limit calls because they are still municipal fire departments.

Commissioner Abbott advised the Board that he does not understand their objective. He does not know if the Board has given Gene Brandow the correct information, even if he knows what his job task is. Since he has been here, there are 3 less fire departments.

Chairman Bush addressed Commissioner Abbott that he does not agree. The fire departments have been pushed to do more than they have done in years.

Commissioner Gothard responded to Commissioner Abbott's comment in reference to the 3 fire departments. The Board closed them, he did not close them.

Commissioner Abbott advised that is not what he said.

IV. COUNTY COORDINATOR

- Building Official – County Coordinator Corbin advised the Board he and Marla Hayes, Human Resource met with Holmes County in regards to a mutual aid option.

Mr. Corbin asked the Board if they would like for him to pursue further negotiations with Holmes County in reference to the Building Official.

If this is implemented it would mean a significant amount of savings. An additional Animal Control Officer would have to be added to the staff. There

is currently another certified officer in the County but that would mean an employee move.

There is a difference of \$7.00 in salary. If Washington County will compensate that, they will look into an agreement with us. They will take care of the animals in Holmes County. Once an agreement is reached with Dr. Anderson. Each County would furnish their truck as well as cover their own fuel cost.

Marla Hayes advised the Board that worker's compensation will follow Washington County's employee. As far as liability, that has not been answered.

Chairman Bush advised that he supports the effort.

County Attorney Goodman advised the agreement will be written where either party could exit in (60) days.

County Coordinator Corbin advised the Board, the current contractor for building services has been paid \$72,000.00 in this budget year.

Commissioner Abbott suggested it is a winning situation for both Counties.

Lynne Abel, asked the Board to consider how Animal Control will be affected as far as the budget.

Chairman Bush asked the Board and Marla Hayes, Human Resource consider looking at the current Animal Control Officer a type of on call/call out pay.

County Coordinator Corbin advised that he would not consider it with a second person.

Marla Hayes advised the Board if there is a transfer in employees, Recycling may have to be re-staffed.

Chairman Bush clarified with the Board that County Coordinator Corbin had their support to proceed in negotiations with Holmes County.

There were no objections from the Board.

Chairman Bush addressed the Board and suggested having only a regular board meeting on November 17, instead of having a workshop and a Board meeting as previously scheduled during November.

County Coordinator Corbin suggested having the Thanksgiving lunch on November 17.

There were no objection to the change in board meeting date or the addition of the Thanksgiving lunch.

- V. CLERK - None
- VI. DEPUTY CLERK – None
- VII. COUNTY ATTORNEY – None
- VIII. ADJOURN – Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to adjourn.

Deputy Clerk Brantley

Date Board Approved