

BOARD OF COUNTY COMMISSIONERS
Washington County, Florida
Board Meeting
1331 South Blvd., Chipley, FL 32428

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Alan Bush	Charles Kent	Tray Hawkins Chairman	Todd Abbott Vice-Chairman	Steve Joyner

I. PROCLAMATION

- A. Call to Order – Chairman Hawkins
- B. Invocation/Pledge – Johnny Evans/Jeff Massey

The Washington County Board of County Commissioners met for a board meeting at 9:00 a.m., on Wednesday, March 14, 2018.

Present were Chairman Hawkins, Vice-Chairman Abbott, and Commissioners Bush, Kent, and Joyner. Also present were Jeff Massey, County Administrator, Attorney Milton, Fuqua & Milton, PA – County Attorney, Lora C. Bell, Clerk, and Johnnie Pettis, Finance Director.

II. ADOPT THE AGENDA – **Commissioner Kent offered a motion, seconded by Commissioner Bush and carried to adopt the agenda.**

III. ADOPT PREVIOUS MINUTES

- February 14, 2018 Board Workshop
- February 22, 2018 Regular Board Meeting
- March 2, 2018 Special Board Meeting

Commissioner Abbott offered a motion, seconded by Commissioner Joyner and carried to adopt the above referenced 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.

V. AGENDA ITEMS

- Kirkland Road Change Order – Jake Mathis, Melvin Engineering stated that the change order represents the addition of eighteen days, ten for weather, and eight for holidays during the project. There is no financial change.

Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to approve the change order for Kirkland Road.

- Technical Assistance Grant – The grant is for \$50,000.00 to fund a comprehensive water and sewer plan – Karen Shaw, Grants Coordinator/Ted Everett, Washington County Chamber

Karen Shaw – The proposal incorporates the findings of the plan into the comprehensive plan, which will be used as a goal for the next year.

Ted Everett advised the board if they select to include it in their comprehensive plan it would show that an economic development plan has been set up for water and sewage, which would have to be followed for the next ten years.

The grant cycle opens on March 15.

Karen Shaw advised the board that before the plan is submitted for inclusion in the comprehensive plan, the board will have the ability to review it.

Ted Everett advised the board that the plan is county wide.

He suggested a future meeting with Northern Trust may be an option to discuss the option to purchase land. The county will need control of their land in order to write the grants to bring a package water and sewer plant for that area. The grants will be given to the municipalities or the county/government.

Commissioner Bush advised that he would like to ensure that Ebro is included, because they will likely be the operator of any system that is installed there.

Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to approve of applying for the \$50,000.00 comprehensive water and sewer grant.

- Highway 79 Corridor Authority Committee Appointment – Ted Everett requested that Washington County and Holmes County have their appointments of the business liaison by March 26.

He advised the board that he and Jim Town intend to meet with any potential business liaison to brief them on project 79.

Commissioner Abbott suggested Judge Patterson and Terry Ellis as possible liaisons.

Ted Everett advised that if it involves taxing that would eliminate a person being on the committee and feels it would be the same for a judge.

Chairman Hawkins requested Ted Everett make contact with Judge Patterson.

Ted Everett suggested Dan Guettler, advising that he has a tentative meeting with him on Monday, March 19.

He also intends to speak with Terry Ellis.

Chairman Hawkins advised Ted Everett that the commissioners may reach out to him on an individual basis.

Chairman Hawkins requested a special meeting be scheduled for Monday, May 26, at 9:00 a.m. in regards to the liaison selection requesting that any names be submitted to Ted Everett this week.

- LHAP Special Exception for SHIP Client – Karen Shaw, Grants Coordinator advised the board that there is a client that qualifies for the placement housing strategy. When the strategy was initially created the limit was set at \$60,000.00.

She suggested increasing the limit to \$85,000.00 due to the previous amount not being feasible. If the amount works increased limit would be incorporated

in the 2019 LHAP.

The funds received annually are \$350,000.00, in which \$20,000.00 is paid to West Florida Regional Planning Council for the management of applications. The remainder is used for rehab and down payment assistance.

Karen Shaw advised the board Florida Housing sent a resolution that needs to be incorporated in the motion.

Commissioner Abbott offered a motion, seconded by Commissioner Bush and carried to change the LHAP special exception for SHIP to \$85,000.00.

Karen Shaw advised the board the Florida Boating Improvement Program Grant agreement for Culpepper Landing is \$134,122.00. The project has to be completed by September 30, 2019. A 25% match will come from the fishing license fees.

- Detroit Diesel Generator Maintenance Agreements – Randy Truette, EMS Director advised the board the previous agreement for the generators has been with Detroit Diesel and he has been pleased with the service they have provided. The agreement renewal includes a 3% increase. The increase for the different generators would be that the two generators covered by the general fund would be \$77.17, and the four covered by the communications funds would be \$160.00 per month.

A three or five year agreement would present better pricing.

Commissioner Bush offered a motion, seconded by Commissioner Abbott and carried to approve the annual 3% increase and allow Randy Truette the authority to negotiate a three-year contract with Detroit Diesel, to come back before the board if both parties agree to modify the agreement to extend it three-years.

County Administrator Massey advised Randy Truette to request the data for the oil analysis, which is obtained by Detroit Diesel when the machines are serviced.

- Vernon Library – Renae Rountree briefed the board. There have been prior issues with the City of Vernon owning the property where the Vernon Library is located. The deed is restrictive. The maintenance has been problematic.

Acquiring the property would open opportunity's to apply for grants, and/or

remodel/expand.

Commissioner Hawkins advised the board that he has briefed the Vernon City Council on the possible transfer option and the council understands and supports the county taking over it.

Commissioner Hawkins asked the board if they would like to pursue acquiring the property and building, which would be a property swap.

Commissioner Bush offered a motion, seconded by Commissioner Kent and carried to accept the Vernon Library and make it a county facility if the City of Vernon is willing to give the county the building/facility.

- Shared Code Enforcement and Animal Control Resources with Local Governments – Tray Hawkins, BOCC Chairman advised the board that he has been approached by multiple municipalities that would like the services that the county constituents receive, including the code enforcement, planning, zoning, animal control, flood plain administration, and building official. This does not include the City of Chipley.

He suggested to use the population of the county, and the population of the city and figure what the cost is to run the departments, and divide that figure by the population. This formula would be used for figuring the cost to the municipalities.

Attorney Fuqua advised the board the municipalities would be required to adopt the same animal control and code enforcement ordinances.

Commissioner Bush and Kent expressed their support.

Commissioner Abbott commented that it may be a way for them to build up in areas that they are shallow.

Commissioner Joyner expressed concern about the depth of it. What is the capacity of the animal shelter and if it is increased would it be able to handle it.

Lynne Abel, Emergency Management addressed the board. When animal control goes into a municipality they pay for the services provided. She expressed concern about the additional manpower that would be required to do this.

She requested that the board not consider adding any additional to the one person that is doing that.

There is no written agreement with Wausau for animal control.

Jeff Massey advised the board the amount invoiced where the animals are taken is atrocious. When the issue is approached, the impacts on what is currently being done need to be identified for animal control and code enforcement.

Lynne Abel, Emergency Management informed the board that animal control is a larger task than when a call comes in to pick up an animal.

Jeff Massey suggested to the board that analyzing the activity with animal control and code enforcement would allow for the best conclusion as to whether it would work, which is something he will look at.

Further information on this will be discussed at the April workshop.

- Amnesty Period for Code Enforcement Violations – Tray Hawkins, BOCC Chairman asked the board if they would take into consideration a 60-day grace period to give individuals the ability to clean up their property. When code enforcement gives an approved inspection the lien will be forgiven.

Jeff Massey, County Administrator asked if the county has the ability to add additional enforcement on individuals to clean up their properties.

County Attorney Fuqua advised he would research the issue. The board needs to appoint a new code enforcement officer. John McDaniel has currently been appointed.

Chairman Hawkins suggested to give them the period of April 2 – June 29.

Commissioner Bush offered a motion, seconded by Commissioner Abbott and carried to give them the grace period of April 2 – June 29, which would allow them to clean up the property, eliminating the fines that have been levied on them. If they have submitted their paperwork and the inspections go beyond that they will still receive the grace period.

Commissioner Bush questioned how the rate of pay would be established for a magistrate for code enforcement.

Attorney Fuqua advised the board to use the same rates that were in the

contract for himself when he was the magistrate for code enforcement.

Johnnie Pettis, Finance Director advised the board the rate of pay for that contract was \$150.00 per hour.

Commissioner Bush offered a motion, seconded by Commissioner Abbott and carried to proceed with hiring John McDaniel as the code enforcement officer/magistrate at the current rate with the start date being July 1, 2018.

- Employee Handbook – Human Resources – Marla Hayes addressed the board.
- Drug Testing Policy Update
- Page 14 – Solicitation and Distribution – Recommendation to change the following wording: The term “working time” does not include an employee’s authorized lunch or break periods or other time when the employee is not required to be working, suggesting that working time is not appropriate.

The consensus of the board was to remove the sentence.

- Page 16 – Part Time Employee – employees who work less than 32-hours per week, suggesting to change 32 to 30-hours.

The consensus of the board was to change the hours from 32 to 30.

- Page 25 – Longevity Increases – Longevity pay increases will be given at 1.5% every three years on the anniversary date of the employee’s initial hire.

The consensus of the board was to continue the longevity pay increases until the end of the current fiscal year and then the section will be removed.

Chairman Hawkins requested a policy be established by the next budget cycle for merit raises, which should include Jeff Massey and Johnny Evans assisting to establish.

- Pay Scale – Ruth Brooks, Human Resource requested board approval to discontinue the old pay scale, which was adopted in 2007. The current pay scale that is being used is in accordance with the study that was done. This is not a handbook item.

Commissioner Abbott offered a motion, seconded by Commissioner Kent

and carried to adopt the Washington County Classification Schedule.

Ruth Brooks addressed the board. Currently when non-exempt employees work a 40-hours week, any time that is physically worked over 40-hours is overtime. At this time an employee can be paid above 40-hours if leave was used during the same week that overtime was accrued.

She requested that the employee would not be able to use leave in that pay period. The leave should be offset.

- Page 31 – Holidays – Marla Hayes advised the board there has been a recommendation given to remove President’s Day and Good Friday and replace it with a floating holiday.

The board did not agree to remove the holidays.

Marla Hayes advised the board that also included in this section is to change the Thanksgiving Holidays; any holiday that is Thursday and Friday.

The handbook has now been written to reflect as such: The Thanksgiving holiday falls on Thursday and Friday. If employees do not normally work Friday the off days would be Wednesday and Thursday. Employees would work Monday – Wednesday, be off Thursday, and receive pay for Friday.

Marla Hayes clarified with the board they would revisit the handbook changing it back to what it was.

Ruth Brooks addressed the board in reference to holidays that fall on Friday. If the holiday falls on Friday, Thursday is observed. This portion was not changed.

- Page 35 – Sick Leave - Currently the board employee’s sick leave is split between critical leave, which is leave that was rolled over from their sick leave account.

She requested that all the leave be combined in sick leave.

An employee could not use leave from their critical sick leave balance unless it was approved by the board. This will eliminate the board approval process.

Chairman Hawkins clarified with human resource that employees are paid for 25% of sick.

Human Resource advised that is correct, in the new policy.

- Page 39 - Bereavement Leave – Marla Hayes addressed the board. There was a recommendation to specify the days off, which would be the day before, day of, and day after the funeral.

The consensus of the board is to leave the policy as it was, which does not specify days.

Marla Hayes addressed the board the current policy requires that an employee provide proof of death when bereavement leave is used.

Ruth Brooks suggested that the employee make a note as to the relationship.

- Page 42 – Section 8 – Marla Hayes advised the board that County Attorney Fuqua suggested to include a lead in this section that states: Any medical leave of absence will run concurrently with FMLA.
- Page 60 – Criteria for Overnight Vehicle Assignment – Marla Hayes addressed the board. In the current policy it states that overnight vehicle assignment would be considered and evaluated on an individual basis and reviewed annually.

The old policy also says that an application will be filled out applying for the overnight vehicle. At this point, an application has not been located. One will have to be developed.

Chairman Hawkins advised that gps should be on every vehicle, which a motion was made months prior to do so.

Marla Hayes advised that has not been done on all vehicles at this point, but it will be.

County Administrator Massey and Commissioner Joyner will appoint a committee to review.

Commissioner Bush offered a motion, seconded by Commissioner Kent and carried to accept the changes made at this meeting to the employee handbook to be effective April 1, 2018.

Marla Hayes advised the board that there are additional changes included in

the handbook and they intend to meet with employees as well as the clerk's office.

Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to adopt the Department of Transportation's Florida Motor Care Association Controlled Substance handbook and the Non-Department of Transportations, which is for safety sensitive positions.

VI. COUNTY ENGINEER – Cliff Knauer, Dewberry Engineers updated the board.

- Mud Hill Landfill – A meeting was held with DEP on March 12 in regard to the Mud Hill Landfill and how the purchase of the adjacent property could have an impact on the county's remediation system.

DEP provided some options.

1. The possibility of a reclamation on the landfill, which eliminates the remediation system entirely.
2. Turning the adjacent 160-acres into a pit is cost prohibitive.

County Engineer Knauer advised the board that he would work on cost estimates, volume estimates, a map that displays the wetlands, and a map that shows what could potentially be excavated from the property across from the landfill.

Commissioner Joyner advised County Engineer Knauer that the boards current interest is with the landfill.

Commissioner Abbott commented that he is not interested in that.

- Kent Road – County Engineer Knauer updated the board. The attendance was good. Concern was expressed about being able to log their own trees prior to the work beginning, and numerous individuals were not pleased with the 80' right-of-way. They felt it should be done with 40' or less. Additionally, there were many concerns in regard to storm water and runoff.

Before the next community meeting the right-of-way will be staked and the right-of-way easements will be prepared. A notary will be on hand.

He suggested the next community meeting be held at the annex.

- Brickyard, Greenhead, and Hutchinson – The submittals are being finalized to

the Department of Transportation.

Williams Road was submitted on 3/9 for the 319-grant for the distance from Highway 77 to Cope Road.

The county's match is estimated at \$240,000.00, with the majority being earthwork, grading, and those kind of items.

The plans have been submitted on Orange Hill Road.

VII. PUBLIC WORKS SUPERVISOR – Johnny Evans updated the board.

- Bridge Update – Work is being done on the non-inspected bridges. Due to additional maintenance additional material had to be ordered, which has caused the work to be on hold until the material comes in.
- Mowing - The mowing started 3/12.

Additional employees may be needed to fill equipment. This is currently being reevaluated.

Commissioner Joyner expressed concern about an individual with a logging truck that has caused some damage on Pioneer Road. He requested that the heavy hauler ordinance be reviewed.

County Administrator Massey advised Commissioner Joyner that he is currently looking into the issue.

VIII. COUNTY ADMINISTRATOR – County Administrator Massey addressed the board regarding the following items:

- Cooperative Service Agreement with USDA, Animal, and Plant Health Inspection Service (APHIS) Wildlife Services (WS) for Beavers – An agreement was in effect last year and after research it was found that the agreement was for \$11,453.00 but the amount expensed ending up being \$3,300.00. The fee is based on per call.

He requested board approval of the renewal amount of \$10,646.00.

Commissioner Kent offered a motion, seconded by Commissioner Joyner and carried to enter into a contract for \$10,646.00 with USDA.

- Unredeemed Tax Certificates – County Administrator Massey advised the board that there are three parcels that are over \$5,000.00, and in excess of 300 that are less than \$5,000.00.

County Attorney Fuqua advised the board that the requirement per statute is to oversee those over \$5,000.00.

The board agreed to advertise tax certificates/parcels valued at \$3,000.00 and above. This item will be listed on the next agenda for approval.

- Purchase of Fire Gear under the SAFER Grant – County Administrator Massey advised the board there has been a request from fire services to purchase eight complete sets of bunker gear. The total cost is \$16,583.00, which will come from the SAFER grant funds.

Commissioner Abbott offered a motion, seconded by Commissioner Bush and carried to purchase eight sets of complete bunker gear for \$16,583.00 out of SAFER funds.

- Budget Committee Member – County Administrator Massey – Chairman Hawkins appointed Commissioner Abbott as the budget committee member for the BOCC.

Commissioner Abbott accepted.

Chairman Hawkins confirmed the remainder of the committee will be composed of a member from the clerk's staff, County Administrator Massey, and a member from human resources.

Clerk Bell advised that she has not found anything per statute in regards to the composition of the budget committee.

Marla Hayes, Human Resource advised Clerk Bell the detail of the makeup is in the boards operational procedure.

- RFP for Audit Services – County Administrator Massey advised the board on August 24, 2017 that they approved to extend the agreement with Carr, Riggs, and Ingram until May of 2018, asking for the board's pleasure on advertising or continuing as is.

Clerk Bell advised the board that she is satisfied with the current services.

The board agreed to put out an RFP for auditing services, which will be put out at the April meeting and advertised.

- IT Services – County Administrator Massey requested the board’s consideration in allowing an IT consultant company to come in and set the board up, helping with AccuFund, and other areas that require work.

This will not exceed any monies that would normally cost the board if they had an IT person.

There is a condition of a thirty day out.

Commissioner Abbott asked if he intends on re-advertising the position that the board previously approved.

Chairman Hawkins clarified that County Administrator Massey needs an individual that is acclimated to the AccuFund procedures.

County Administrator Massey updated Commissioner Abbott. He has had three company’s perform an assessment, at no charge as to where the county is in regard to the server, hardware, and capabilities at the same time advising them of where they would like to be.

The information has been reviewed.

He expressed concern about none of the information being backed up. Currently the county is vulnerable.

Commissioner Bush offered a motion, seconded by Commissioner Kent and carried to enter into an agreement with a computer firm/IT company to provide the necessary services utilizing the state contract price.

County Administrator Massey advised the board the top two companies have indicated their price is on state contract.

Marla Hayes, Human Resource advised the board that the equipment for the daily back up will have to be purchased.

IX. CLERK – Clerk Bell addressed the board.

- Vouchers totaling \$1,165,085.32 – Clerk Bell requested approval of the vouchers for February 2018.

Commissioner Kent offered a motion, seconded by Commissioner Joyner and carried to approve the vouchers for February, totaling \$1,165,085.32.

- X. COUNTY ATTORNEY – County Attorney Fuqua addressed the board.
- Deltona Lease Agreement – The lease has been returned from Deltona, which was previously approved by the board.

The area on the map that they will maintain needs to be identified.

Marla Hayes, Human Resource advised that she will handle it.

- Palmer Case – County Attorney Fuqua confirmed the board is not opposed to Robert Reif doing the appraisal on the property referenced in the Palmer Case.

There was no opposition from the board.

- Project Pipe – The consensus between County Administrator Massey and Fuqua & Milton is that a meeting will be scheduled with the attorney representing project pipe.
- Adoption of Highway 79 Corridor Authority Inter-local Agreement – County Attorney Fuqua advised that the agreement is currently not ready to be adopted. They would like the liaison appointer prior to adoption.

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

Deputy Clerk Brantley

Date Board Approved