

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**September 29, 2016 BCC Meeting - Commission Board Room**  
**1331 South Blvd., Chipley, FL 32428**

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

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I. PROCLAMATION

- A. Call to Order – Chairman Bush
- B. Invocation/Pledge – Mr. Lloyd Lykins/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.

Also attending the meeting are as follows:

Jeff Goodman, County Attorney  
Lora C. Bell, Clerk of Court  
Hank Hamilton, County Administrator  
Risha Brantley, Deputy Clerk

II. PUBLIC HEARING

- A. Memorial Plaque Ordinance – Tom Terrell, Public Works Director addressed the Board. The amendments to the ordinance include limiting the memorial markers to paved roads with sufficient right-of-way and to allow the county to decide which signs are appropriate to use when the memorials are created.

The ordinance has been property advertised.

Chairman Bush opened the hearing to the public.

There were no public comments.

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

IV. ADOPT PREVIOUS MINUTES

August 23, 2016 Budget Workshop

August 25, 2016 Board Meeting

September 6, 2016 Tentative Budget Hearing

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

V. Non-Agenda Audience –

Eulis Sheffield, 2281 Harmon Road. addressed the Board in reference to Harmon Road and Gainer Road. There is approximately 1 mile from Orange Hill Baptist Church to Monroe Sheffield Road. Harmon Road is used as a cut off road from Gainer to Monroe Sheffield. The distance from the church to Harmon Road is estimated at 4/10 of a mile. From Gainer Road to Monroe Sheffield on Harmon there is approximately 1 mile, and an estimated 6/10 of a mile from Harmon to Sheffield.

Mr. Sheffield asked for milled asphalt to be put down from the church to Monroe Sheffield Road.

Harmon Road currently has lime rock on it which produces massive dust.

The Board held discussion.

Commissioner Kent advised the Board that would be an estimated 100 loads.

Chairman Bush estimated the cost at \$20,000.00 - \$30,000.00. This falls right in line with what the Board is currently trying to do.

Rick Branton, 1726 Gainer Road addressed the Board in reference to overhanging tree limbs that need to be cut, asking if there is a plan to clean the overhanging small items on Gainer Road, going from one side of the road to the other end of it.

Chairman Bush addressed Rick Branton, the stopping point in the previous tree maintenance was due to equipment being down. Once the worst spots are caught up, the routine maintenance can be continued.

Kathy Foster thanked the county for the work that has been done on Watford Circle and Gilbert Hill.

VI. CONSENT AGENDA

- A. Request to approve the vouchers for August 2016 totaling \$2,026,063.78
- B. Florida Department of Health Core Contract
- C. Florida Department of Health Clinic Fee Schedule
- D. Economic Development Agreement
- E. Emergency Debris Removal Services – Crowder Gulf as primary and DRC Emergency Services as secondary.
- F. Emergency and Community Right-to-Know Act Resolution
- G. State Aid to Public Libraries – Annual Plan of Service, Long Range Plan, Grant Agreement, Certification Form for State Aid
- H. Variance Request – Kirkland Road Auto Repair Facility
- I. Variance Request – Residential Density, Robyn Harrington
- J. Trane Energy Project

- K. FEMA Coordinator Task Order 7 – October 1, 2016 – October 31, 2016
- L. FDOT Traffic Signal Maintenance Agreement
- M. Equipment Purchase – Hamm H7i vibratory drum compaction enclosed cab roller
- N. Inter-local Agreement with Division of Forestry – Annual contract between Florida Forrest Service, Washington County Board of County Commissioners, and Washington County Fire Departments
- O. Continuity of Operations Plan MOU with Jackson County – Intended to ensure that the primary mission is the essential functions of each County to be able to continue to perform during a wide range of emergencies.
- P. Northwest Florida Water Management Agreement Amendment – Amendment for Agreement No. 13 – 016 amending the termination date from 45 months to 56 months.
- Q. Courthouse Telephone Service Elevator Contract with Mowery – Automatically renews every 5 years with a 1% annual increase
- R. Courthouse Fire Alarm Monitoring Contract with Integrated Systems of Florida
- S. Memorial Plaque Ordinance

Commissioner Kent requested item M. be pulled from the consent agenda.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to approve the consent agenda with the removal of item M.**

VII. AGENDA ITEMS

- Hamm H7i Vibratory Drum Compaction Enclosed Cab Roller – Commissioner Kent expressed concern about the equipment having a cab, asking if that included heating and cooling.

Tom Terrell, Public Works Director advised that the cab does have heating and cooling.

Commissioner Kent asked if that is necessary. He has not seen one anywhere.

Commissioner Abbott agreed that he had not seen one either.

Tom Terrell, Public Works Director addressed Commissioner Kent, his intent is to try to take care of the operator. All the other pieces of equipment have heating and air conditioning except for the roller. In the future the plan is to use the roller more.

Chairman Bush asked if the cab would obstruct the operator's vision.

Tom Terrell, Public Works Director advised no.

Commissioner Kent questioned the maintenance and warranty.

Tom Terrell recommended the inclusion of the cab with the purchase.

Commissioner Abbott advised Tom Terrell that he respects his recommendation.

Tom Terrell advised the difference in price is \$94,000.00 versus

\$84,000.00; \$10,000.00.

Commissioner Abbott advised Tom Terrell that he will support his recommendation but he had concerns about the maintenance and cost difference.

**Commissioner Kent offered a motion, seconded by Commissioner Gothard and carried to approve the purchase of the Hamm H7i vibrator drum compaction enclosed cab roller.**

- Courthouse Update – County Attorney Goodman addressed the Board. There is a delay with respect to AT&T. Recent activity includes fire alarm testing, furniture assembly, upcoming meetings this week in reference to accomplishing substantial completion, and elevator inspections. The following week GAC is due to have achieved substantial completion of the building which would allow them to obtain the certificate of occupancy if that is their desire. Substantial completion is set for next week. The week after GAC is scheduled to be finished with the building per the previous correspondence with the Board. The current issue is with AT&T being their projected final install and cabling being October 21. The move in phase is the middle of the week of October 10 – 11, thru the end of October. Everyone is scheduled to be in by November 4.

The Chief Judge has sent a letter of satisfaction in regards to the Chairman, which will be provided to all Board members.

The grand opening is scheduled for December 1.

A courthouse committee meeting is scheduled for today.

- SHIP New Construction Strategy – Cindy McIlwain, WFRPC addressed the Board. Per the meeting last week she has revised the construction strategy to omit the funds to be used for purchase of land. Staff recommends adding it to allow additional flexibility within the first time home buyer program.

Approximately 8 first time home buyers are assisted in Washington County annually.

The Board has an option to include a limit to how many applicants can receive assistance under the strategy, as was done with the replacement housing.

Commissioner Abbott asked if there is a problem exhausting the funds allocated for the first time home buyers.

Cindy McIlwain advised that is correct.

Commissioner Abbott asked if there are more applicants that can be filled right now.

Cindy McIlwain advised that is not necessarily true. It varies annually.

Commissioner Abbott asked if there are more applicants than funds.

Cindy McIlwain advised no. That is not an issue. She is able to help the individuals that qualify.

Chairman Bush suggested that it is a better step to assist someone with building a home that already owns property.

Cindy McIlwain addressed the Board, it will work the same as someone buying an existing home. The construction loan has to be in place before the applicant can be accepted.

**Commissioner Gothard offered a motion, seconded by Commissioner Kent and carried to accept the new construction strategy.**

- Emergency Debris Monitoring Services – Kate Daniel, WFRPC Planner addressed the Board in reference to the score responses for RFP No. 2016W-1 Emergency Debris Monitoring Services. The RFP was issued on August 1, with a due date for proposal of August 29. Four responses were received by the deadline.

When this was initially presented at the workshop average scores were used to rank the proposals. However, after the meeting she was requested to look at the proposals in terms of ranking based on 1st – 4th scorer. Based on the average score the highest score is Tetra Tech, Inc. at 85.58. When looking at the scores based on ranked scores across the evaluator Thompson Consulting Services has the highest ranked score.

County Attorney Goodman suggested to use the scores as how applicants are ranked. Using the averages Tetra Tech who received a 3rd and 4th place out of four applicant was about to get the bid.

Thompson Consulting Services received two first place votes out of three voters and were not going to get the bid.



It is the Board's discretion on which method to use for ranking.

The bid was advertised via the county website, newspaper, contacts through the Emergency Management department, and also any vendor that was approved by the state as a dbe or wbe in the state of Florida contracted to do this type of work based on the next code in Washington County were also sent the proposal information.

Chairman Bush addressed the Board. He confirmed with Lynne Abel, Emergency Management that the county is currently without debris monitoring services.

There was not any Board representation on the selection committee other than contractual.

He suggested county representation to include Tom Terrell, Hank Hamilton and/or Lynne Abel.

He recommended starting the process over.

County Attorney Goodman advised the Board they have the right to re-bid.

**Commissioner Abbott offered a motion to reject all bids and also re-bid the services including county staff on the selection committee.**

Commissioner Abbott addressed the Board he has previous knowledge that the previous contractor is willing to fulfill any needs the county may need.

County Administrator Hamilton advised Commissioner Abbott, the previous contractor was Whit O' Brien.

Chairman Bush confirmed the motion as all bids will be rejected and the bidding process will start over. A staff from road and bridge, and either the county administrator or emergency management will be added to the selection committee.

**Commissioner Bush seconded Commissioner Abbott's motion. The motion carried unanimously.**

- Fire Coordinator Update – Rick Kerr, Fire Coordinator provided the Board an update on fire services. The response times have increased, rosters are being updated with the state fire college, and the fire chiefs are looking at purchasing a reporting program that would assist with ISO. There has been discussion with Orange Hill Fire Department's, Chief Hayes about the possibility of opening the station under the SAFER grant.

Several members from each department attended the 11<sup>th</sup> annual Northwest Florida Volunteer Fire Fighters weekend for furthering their fire education. There were 5 or 6 that received certification for fire fighter 1 during that weekend.

Commissioner Gothard suggested the SAFER staff being able to run emergency first responder calls if they have fire fighter or EMT certification.

Rick Kerr advised Commissioner Gothard that he would contact County Administrator Hamilton and Randy Truette in order to see what they can establish.

Commissioner Gothard advised that she has received a couple of calls from the mayor in Caryville about the repeater there. They do not have any radio service there and they are willing to donate space. Is that something that is being worked on?

Rick Kerr addressed Commissioner Gothard, he is a part of the communications committee. They are looking for an area there for communications. Chief Gordon went before the Caryville council and asked for a spot on the water tower and at the time the priority of the schools came up.

An idea had been to add repeaters on the trucks that will give them better coverage in that area.

Commissioner Gothard asked that establishing radio service for the town be a priority. The deputies do not have radio coverage there. The area is a bad dead spot. If the town is willing to donate space and there is money in the communications fund that should be made a priority.

Chairman Bush commended Rick Kerr on his work.

#### VIII. PUBLIC WORKS DIRECTOR

- Equipment Purchase – Tom Terrell, Public Works Director addressed the Board in reference to the previous recommendation from Commissioner Abbott to seek pricing from other dealers. Price quotes were received from 2 Dodge and 2 Chevrolet dealers. There is one Dodge dealer reporting off the sheriff's contract with a total price of \$110,000.00 for all ram trucks.

Tom Terrell, Public Works Director recommended to proceed with the quote from FORD, in order to standardize their fleet. The price for 4 trucks from FORD is \$115,821.00. There are already supplies for FORD in stock.

Commissioner Abbott addressed the Board, he does not have any issue standardizing.

Tom Terrell, Public Works Director addressed the Board, there are a couple of Dodge and Chevrolet vehicles in the fleet both of which are over 10 years old and have over 250,000 miles on them. They are used strictly for commuting to excavators.

**Commissioner Gothard offered a motion, seconded by Commissioner Kent and carried to accept Tom Terrell's recommendation of the quote from FORD.**

IX. COUNTY ENGINEER – County Engineer Knauer addressed the Board.

Rock hauling will start the end of the next week or the following week for the FEMA rock contract that was awarded to CW Roberts. They are currently testing the rock to ensure that it meets specifications.

Contracts A. and B. are advertised for bid, which includes the next 4 pw's that the county elected to contract, which is about \$1.4/\$1.5 million. The bid date is estimated around late October

The Hightower Springs and Live Oak projects were advertised and bids were received to build two board walks, which are small projects. There were three bidders. The board previously awarded the project to Teddy

Bear Construction. There has been back and forth communication with Teddy Bear Construction who have indicated they need 90 days to complete the project. Discussion has been held with the county attorney who indicated that the days cannot be extended because the project was advertised for 60 days.

The options are to re-advertise the project, or to move to the #2 bidder, which is IC Contractors. Their bid price is \$74,227.00. The difference between the two is \$9,227.00. The difference between IC Contractors and the #3 bidder, Floridian Construction is \$273.00.

IC Contractors has indicated they are ready and willing to get the job completed in 60 days, as it was bid.

County Engineer Knauer recommended to go to the #2 bidder.

County Attorney Goodman asked County Engineer Knauer if he had spoken with the Water Management District in reference to the ability to go to the #2 bidder.

County Engineer Knauer addressed County Attorney Goodman, he has contacted them and there are funds in the grant to cover the difference in cost and have agreed to do that.

County Attorney Goodman addressed Chairman Bush, suggesting that County Engineer Knauer is correct. With respect to the project they would have a hard time including an extension of 50% on the project without re-bidding it.

Veronica Jones, Chief Financial Officer of the Teddy Bear Timber

Corporation addressed the Board.

Veronica Jones assured that each commissioner received a letter that was sent as an attachment to the e-mail on September 22 advising what Teddy Bear Timber Corporation would do to help move the project forward without the Board having to re-bid.

Troy is eager to do the project. There are only a couple of items that are hanging out there.

When you have all these contracts that are supposed to be signed and when you had the bid, the notice of award that she believes should have been signed by the chairman in which Troy had not received a signed copy of that so he could not acknowledge of receiving a signed copy. The agreement and notice to proceed, all of those were bundled in on or about the 9<sup>th</sup> of September and e-mailed to Troy who in turn came in on the 12<sup>th</sup> after speaking/e-mailing Jackie.

Veronica Jones addressed County Engineer Knauer and County Attorney Goodman, she would like better consideration on it in reference to Troy and his company. It is a young company.

Troy wanted everyone to know that if everybody would like to move forward, allowing his company to remain under contract he will have the project completed in 60 days. He does need the notice of award, agreement, and the notice to proceed.

If this will work for everyone and help expedite the project, Teddy Bear Timber Corporation will accept the latest date Cliff said the Northwest Florida Water Management would agree to as soon as the pile company is on site.

Troy has been in touch with McCormick, who wanted to know if he had a start date.

There are several others that do the pile driving. It is not going to get the piles for that one place any quicker but they could probably start on the other one and go forward.

Troy would like the Board to know, once the pile company is on site or once all paperwork is signed Teddy Bear Timber Corporation will order the CMI piles and have them on site.

He will order them immediately and will have to pay for them in advance.

Teddy Bear Timber Corporation would request all paperwork to be ready for signature without delay. Also plans to spec and any verbal agreements and/or changes be documenting in writing.

If Cliff would take the front of that paper on behalf of the engineers; the packet and say use these as construction plans. That would be fine, he just needs someone to say that, with a signature.

Also each step needs to be approved by County Engineer Knauer.

If Troy is allowed to contact his people, the pile driving companies without any interference at all, that is the way he would like to do it.

County Engineer Knauer advised the Chairman that his recommendation remains to go to the #2 bidder. All the items discussed were spelled out in the bidding documents. They were given 10 days by the bidding and contract documents to sign and return the agreement that was signed by

the Chairman and that has not happened.

The work needs to start. Grant funds will not last forever.

**Commissioner Kent offered a motion, seconded by Commissioner Abbott and unanimously carried to proceed to the #2 bidder, IC Contractors.**

Chairman Bush called a recess. 10:11

Chairman Bush called the meeting back to order. 10:45

County Engineer Knauer presented the Board a paddle trail presentation, which has the intent to get Washington, Walton, and Holmes County together in order to do a joint project for a paddle trail. There currently is not a funding source.

Chairman Bush addressed County Engineer Knauer in reference to Deltona Boulevard and Gap Pond, if that is done and ready to be let out for construction.

County Engineer Knauer advised he does not but by next week everything should be ready to advertise.

He suggested including a bid bond and a performance bond on every job no matter the size, which would be used to eliminate hassles.

The current policy does not require one if it is under \$50,000.00.

Chairman Bush confirmed that County Engineer Knauer intends on using triple 36's and advised to be careful with the elevation.



**Commissioner Kent offered a motion, seconded by Commissioner Gothard and unanimously carried to approve Dewberry putting the construction documents together and to proceed with putting it out to bid once they are complete.**

X. COUNTY ADMINISTRATOR –

- Courthouse Janitorial Services – County Administrator Hamilton addressed the Board. They were asking to put an invitation to bid out in order to receive contract offers from companies interested in cleaning the courthouse.

The dates will be adjusted to reflect a pre-bid conference site visit on October 7, and a bid due date of October 17.

The scenarios to use employees is \$25,000.00 - \$60,700.00 depending on the combination of employees.

Chairman Bush questioned how the information for specs were obtained.

County Administrator Hamilton addressed Chairman Bush. They received information from cleaning companies as well as information from the internet.

Also some courthouse were contacted, including Jackson County.

Commissioner Abbott addressed the Board, it depends on the amount of services that are wanted.

Chairman Bush brought up ARC as contracted cleaners.

Commissioner Gothard asked Clerk Bell what she would like.

Clerk Bell suggested someone on site every day.

However, she does realize there will be items where a commercial cleaner is required.

County Administrator Hamilton advised the Board, some companies provide a day porter.

Commissioner Gothard addressed the Board, she is for employing local citizens.

- Courthouse Security System Contract – County Administrator Hamilton addressed the Board, the Sonitrol contract has been lowered by \$4,600.00. The monitoring, software, license, and maintenance are included in the contract. The cameras are not covered. It does cover the network that controls everything.  
A network is needed before they can install the system. The cost is \$655.00 monthly for 5 years.

Commissioner Abbott asked if the contract can be adjusted mid-range without a charge unless additional expenses are required.

County Attorney Goodman advised they will confirm that. The contract can be approved subject to that.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and unanimously carried to accept the contract with Sonitrol with the ability to amend it, if needed.**

- Everbridge Mass Notification System – County Administrator Hamilton addressed the Board. The system is a mass notification system by text message. The county does not incur any cost. The system is funded by the state.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent and unanimously carried to approve the MOA in order to implement the Everbridge Mass Notification System.**

XI. CLERK – None

Deputy Clerk – None

XII. COUNTY ATTORNEY – County Attorney Goodman advised the Board the first code enforcement hearings will be held 9/30.

Chairman Bush asked County Attorney Goodman the swearing in date for the commissioners.

Chairman Bush suggested having one meeting in November.

County Attorney Goodman advised the date is November 22.

The Board confirmed the meeting in November will be held November 22 at 9:00 a.m., which is also the day the swearing in will be held.

**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