

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

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DISTRICT 1 Alan Bush	DISTRICT 2 Charles Kent	DISTRICT 3 Tray Hawkins Chairman	DISTRICT 4 Todd Abbott Vice-Chairman	DISTRICT 5 Steve Joyner
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- I. CALL TO ORDER - Chairman Hawkins called to order the workshop of the Washington County Board of County Commissioners at 9:09 a.m., August 14, 2019 at 1331 South Boulevard, Chipley, Florida. The invocation was given by Johnny Evans, which was followed by the pledge.

The following persons were present: Chairman Hawkins, Vice-Chairman Abbott, Commissioners Kent, and Bush along with County Administrator Massey, County Attorney Fuqua, Fuqua & Milton, P.A., Clerk Bell, and Deputy Clerk Brantley.

II. BOARD MINUTES

III. ADOPT THE AGENDA

IV. AGENDA ITEMS

- Enterprise Fleet Management Presentation – Reed Hoffman, Account Executive presented the board with a presentation regarding the benefits of rotating the county fleet out faster than it has been done historically. A fleet audit was performed to create a personalized strategy. The county currently has a long hold period on the fleet, with the average age being 11 years, however the average time one leaves is 27.5 years. 28 vehicles included in the fleet are 10-years or older. The average maintenance expense is around \$95.00 per

month, and the average annual mileage is 12,000. The personalized strategy includes changing to a 4-year cycle. Enterprise will guarantee a maintenance expense of \$44.00, and fuel cost of about \$2.40. The current annual maintenance expense is around \$50,000.00, and the current fuel expense is around \$121,000.00. The total annual expense to operate the fleet of 44 is around \$214,000.00.

The suggested plan for FY 2020 is to replace 17 vehicles by way of lease, which would address most of the fleet that is 10-years or older. This would mean \$79,000.00 in payments, due to the old vehicles being removed from the fleet. The maintenance would be reduced by around \$11,000.00 and fuel \$20,000.00. The resale of the 17 vehicles is estimated at \$23,000.00. This plan would mean about \$17,000.00 less in expense cost.

The concept is to sale the vehicle at the most opportune time, which would be every 4 years based on the current mileage patterns and recoup close to 75% of the initial cost.

The lease is a municipal lease. The fleet will be replaced two times in 8 years reducing cost by \$178,000.00 versus the way it is currently done.

Chairman Hawkins commented that badging and neglect directly affect the resale value.

Commissioner Kent questioned the expense of transferring the GPS.

Reed Hoffman informed Commissioner Kent that the systems can be plugged in a GPS system to the entire fleet and receive fleet information.

- FDOT Off System Bridge Project Agreement: CR 273 over Hard Labor Creek – Jeff Massey informed the board that the agreement is to fix and replace the bridge at CR 273/Hard Labor. *This item will be listed on the consent agenda.*
- Lease Agreement for EM Services – Randy Truette, EM Director – Not Present
- Local Housing Assistance Plan (LHAP) – Mackenzie Riley, Emerald Coast Regional Council requested approval to amend the LHAP to increase the maximum amount for replacement strategy from \$85,000.00 to \$100,000.00. This amendment is warranted due to the increased material cost and contractor competition. *This item will be listed on the consent agenda.*
- Hurricane Housing Recovery Program Funding/Administration Agreements – Mackenzie Riley, Emerald Coast Regional Council requested approval of the funding agreement with the Florida Housing Finance Coalition for \$1,885,000.00 additional funding for Hurricane Michael related housing repairs and replacement recovery. The agreement outlines how funds will be spent in Washington County. *This item will be listed on the consent agenda.*
- Emerald Coast Regional Council Contract – Mackenzie Riley, Emerald Coast Regional Council requested approval of the contract between the council and Washington County for the council to

administer the HHRP Program. This program will mimic the way SHIP works. *This item will be listed on the consent agenda.*

- Usery Road Sidewalk Change Order 1 & Final – Karen Shaw, Grants Coordinator requested approval for a change order for \$3,733.60 reduction in cost due to a reduction in sod and borrow quantity. *This item will be listed on the consent agenda.*

*The final close out document for Usery Road will be included on the consent agenda contingent upon receiving all federal documents from the contractor.*

- Fire Apparatus Proposal – Rick Kerr, Fire Services Coordinator requested approval to purchase a 1997 E-ONE platform 95' Hurricane Chassis from the Tallahassee Fire Department for \$125,000.00. The payment proposal is to pay the expense from the public safety fund over a 5-year term. *This item will be listed on the consent agenda.*

Chipley Fire Department has agreed to house and pay for the monthly maintenance estimated at \$6,500.00 annually. The truck will be owned by the county.

Members from each department will be trained.

Commissioner Bush expressed concern regarding an inter-local agreement between the Chipley Fire Department and the county regarding the ownership.

It was the general consensus that an inter-local agreement isn't needed.

- Animal Control Extension – Lynne Abel, Public Safety Director informed the board that the current animal control shelter agreement expires in September. There are no changes and the request is to extend the agreement for 3-years. *This item will be listed on the consent agenda.*
- MOA with The Division of Emergency Management – Lynne Abel requested approval of an amended agreement between Washington County and the State for the mass notification system that is called Alert Washington. There is no cost associated with the agreement for Washington County. *This item will be listed on the consent agenda.*

Chairman Hawkins requested that this information be included on the TRIM notices next year.

- Future Land Use Amendment from AMVETS Post #7 Inc. for 1073 Highway 277 – County Attorney Fuqua addressed the board. The commander, filed an appeal of the decision by the Planning Commission to table the request.

Chairman Hawkins addressed the board. The building is a lodge or a meeting facility and the land use is commercial. 300' south of the property is general commercial as well as north of the property.

Chairman Hawkins expressed concern about the language in the comp plan that states that if a property was zoned out of its normal use and it isn't utilized in 6-months, it reverts back to the original land use. This should be updated in the future.

The chairman directed to advertise for a public hearing and schedule a special meeting at 8:00 a.m. on August 27. ***(This item was rescheduled further in the meeting to appear on the regular agenda and hold a hearing at the regular board meeting on August 22, 2019 because it was confirmed that the property notification for the hearing had been done.)***

- Value Adjustment Board Appointees – Tray Hawkins – The board agreed to list Gary Hartman, Citizen with Homestead and Commissioners Joyner and Hawkins as the VAB appointees. *This item will be listed on the consent agenda.*
- Cooperative Services Agreement for Wildlife Services – Chairman Hawkins – *This item will be listed on the consent agenda.*

Johnny Evans expressed to the board that he has been pleased with the services provided.

- Longevity Increase with Retroactive Payment to October 2018 – Commissioner Hawkins advised the board that their decision last year to stop the longevity raises and mend them into a merit raise system has been advised against per the county attorney. The longevity increase is 1.5% every three years. The cost is \$5,613.00 to implement system again.

*Listed on the consent agenda will be approval to amend the handbook putting the longevity process back in place retroactive to October 2018.*

- V. FEMA COORDINATOR – Kevan Parker updated the board on FEMA. The current projects are well on the way. The same projects that have been encumbered, the money still hasn't been received. The \$566,000.00 is in the state coffers, which should be received any day. The roads, culvert replacement, dirt, and rock are all currently being worked on.

The EOC had roof damage from the storm. The quote received to repair the roof is \$6,600.00. The work should be complete by tomorrow. It has been discovered that there is a lot of moisture in the building. The air conditioners are not working correctly. The moisture from the roof leaking is being held up in the installation and the air quality is bad. Currently there are dehumidifiers in the building.

Lynne Abel advised the board that she spoke with a company in reference to the air quality test and they advised that they would not come out until the roof was repaired.

Commissioner Abbott advised to have an air quality test done before and after.

Kevan Parker informed the board that the state has set up a team to focus on the old FEMA projects.

Washington County is scheduled to receive \$6,467,000.00 from the HMGP Grant, which includes a 25% match. The final NOFA hasn't been issued, so the numbers aren't final.

There are some families in the southern end of the county that have been impacted and are interested in the Home Buyout Program.

Currently the program is far out from beginning.

Jeff Massey informed the board that the program is 75/25. The money is flipped quarterly. The county is responsible for the property from that point on and it has to be green space and maintained.

Chairman Hawkins commented that it was his understanding that if they take 75% of the value that takes care of the county's 25% match.

Kevan Parker informed the board that the RFP for debris removal is due this Friday.

- VI. PUBLIC WORKS SUPERVISOR – Johnny Evans requested approval to issue a RFP for concrete work, which will be used for FEMA and non FEMA work.

The board approved of issuing the RFP.

- VII. COUNTY ENGINEER – Cliff Knauer addressed the board.
- 79 Corridor – The survey, environmental assessment, wetland delineation, and the alignment for the water and sewer lines have all be completed. The original intent was to have a separate 20'



easement outside the DOT right-of-way in the event DOT updated the road to six lanes, it would be their responsibility to pay for utilities, instead of the Corridor, however that didn't work in all locations.

There is only potentially one place that would require permits, which is a directional bore where the bridge is located.

There is current negotiation with DOT because there are two separate entities that are involved and permits would have to be obtained from both. The intent of the negotiation is to try to obtain one permit for the whole project instead of two.

- Buckhorn Boulevard – The community meeting was productive, and another one should be scheduled. The representative for the last mile was present at the meeting and there may be a resolve. The right-of-way should be complete by Tuesday, which is what the owner of the last mile would like to review.
- Culpepper Landing – The Army Core permits were received yesterday.

Commissioner Hawkins and Bush confirmed that they are ready to advertise for it.

County Engineer Knauer advised the board that it would have to be advertised for 30-days in accordance with the FWC agreement.

Chairman Hawkins requested the landing be closed while the

project is ongoing.

County Engineer Knauer suggested to list the upcoming closure on the county website. The project should begin around October. The contract includes 120 days to substantial completion and a 30-day punch list.

- Brickyard – The funding agreement should be issued soon.
- Buckhorn – The funding for the construction of Buckhorn will soon be released.
- Brickyard – The funding for the design of Brickyard is being issued.
  
- Ag Center Roof – County Engineer Knauer addressed the board. The roof at the ag center is leaking terribly. The board may want to consider using the \$300,000.00 to put a new roof on the building. The condition of the building is deteriorating rapidly.

Jeff Massey informed the board there was a lease agreement in 2014 that would carry through to 2037, however there isn't an executed copy.

The state is sending a new agreement that will be from year to year with extensions available.

Commissioner Abbott expressed concern about repairing a sinking building.

Commissioner Bush questioned if there were options to relocate

the employees.

County Engineer Knauer advised that tarps need to be put on the building.

Commissioner Bush suggested to video what is occurring.

County Administrator Massey advised that the water is also coming from the floor.

Commissioner Hawkins suggested to obtain quotes for a roof and at this point to have a contractor tarp the roof.

- Old Bonifay Highway – County Engineer Knauer informed the board that Old Bonifay Highway is being submitted to DOT for review. The Army Core permit(s) have been received.

Kevan Parker informed the board that on the FEMA side 14,750 sq. feet of standard metal grade roofing is included. The site inspection has been done and the roof has been identified. There has been push back from FEMA because the building has not been protected from future rains after the event.

VIII. COUNTY ADMINISTRATOR – Jeff Massey addressed the board.

- County Easement off of Woody Marion Drive –  
County Engineer Knauer suggested to obtain the survey that was done from Southeastern Surveying.

Chairman Hawkins requested that County Engineer Knauer be

involved to ensure the right-of-ways match up with the roadways.

Chairman Hawkins advised David Thomas, land owner off of Woody Marion Drive that once the county ensures that they have adequate right-of-way they will deed the requested property to him.

David Thomas informed the board that his brother purchased property there and has encountered the same situation.

Chairman Hawkins advised that would be taken care of as well.

- Washington County Logo – *This item will be listed on the consent agenda for approval.*

Chairman Hawkins called a recess from 11:18 a.m. – 12:06 p.m.

- Wood Chip Contract – This item was waived for discussion.
- MSBU Freshcut – Jeff Massey addressed the board regarding information he received from the MSBU Board to extend the existing agreement with Freshcut upon its expiration date of April 30, 2020 for another year, for year options following that. There will be some scope of work changes.

Chairman Hawkins advised that if the scope changes caused the cost to be more than \$10,000.00 to come back before the board.

County Administrator Massey informed the board that some of the areas that are being mowed will be replaced by other areas.

Commissioner Bush confirmed that it is the same work type but different areas.

Chairman Hawkins advised to be sure the changes are equal.

County Administrator Massey informed the board that the RFP's for debris, architectural, and engineering services are due Friday.

- IX. CLERK – Clerk Bell requested approval of July vouchers in the amount of \$1,705,563.42. *This item will be listed on the consent agenda.*
- X. COUNTY ATTORNEY – Attorney Fuqua addressed the board.

The code enforcement inter-local agreement with the Town of Wausau has been prepared with a yearly fee based on their population, based upon the unincorporated areas in the county. The town mirrored the county's code enforcement. *This item will be listed on the consent agenda.*

The Gray Robinson (lobbyist) agreement has been modified and is ready to be executed. *This item will be listed on the consent agenda.*

The firm has scheduled their annual ethics training on Friday, November 15, 2019. The location has not been determined at this time.

Mr. Palmer in the Palmer case has filed another motion for a

rehearing.

The workshop was closed at 12:17 p.m. and the budget workshop was opened.

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Deputy Clerk Brantley

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Date Board Approved