

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

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

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The following persons were present:

Chairman Tray Hawkins

Vice-Chairman Todd Abbott

Commissioner Charles Kent

Commissioner Alan T. Bush

Commissioner Steve Joyner (via phone)

Also, present were County Administrator Jeff Massey, County Attorney Fuqua, Fuqua & Milton, P.A., Clerk of Court, Lora C. Bell, and Deputy Clerk Risha Brantley.

I. PROCLAMATION

- Call to Order - Chairman Hawkins
- Invocation – Jeff Massey
- Pledge

II. PUBLIC HEARING

- CDBG-CV Grant – Karen Shaw, Grants/Special Projects  
Coordinator provided an update. Washington County submitted a CDBG-CV pre-application to the Department of Economic Opportunity in March. The first public hearing advertisement was omitted from the local publication. This hearing is to correct that issue and is documented as the first public hearing.

The Community Development Block Grant Coronavirus is designed to help non-entitlement municipalities or counties prepare for, prevent, or respond to the health and economic impacts of COVID-19. The county is eligible to apply in the neighborhood revitalization, commercial revitalization, and housing rehabilitation categories and the economic development category under the Coronavirus Aid, Relief, and Economic Security or CARES Act, the U.S. Department of Housing and Urban Development allocated additional CDBG-CV funds to Florida to address issues related to the impacts of COVID-19. Each activity must meet certain objectives for the program. A minimum of 70% of all CDBG-CV funds must be used for activities that meet the low and moderate-income national objectives. Eligible activities include acquisition, public improvements, public facilities, business assistance, microenterprise assistance, public services, planning, and broadband planning, and public infrastructure. The CDBG-CV program will be funded through three rounds of funds received from HUD for a total amount of available funding of \$41,931,595.00. Applicants may submit one application for one activity with a grant request minimum of \$200,000.00 and a grant request maximum of \$5,000,000.00.

Chairman Hawkins spoke on the need for broadband throughout the county.

Gary Hartman and Commissioner Abbott expressed their support.

Simone Sheffield requested the amount of the grant, which was followed up by agreeing to meet with Karen Shaw for details on the grant.

Chairman Hawkins closed the public hearing and opened the public hearing for the MSBU ordinance – Attorney Fuqua, read the ordinance by title.

There were no public comments.

III. ADOPT THE AGENDA -

Agenda Adjustments

- MSBU Ordinance
- Pole barn at the EOC
- Move the negotiation of contracts to align with budget restrictions under the FEMA Coordinator for explanation

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

IV. ADOPT PREVIOUS MINUTES

- Correction of Minutes for Board Meeting dated May 20, 2021
- Board Meeting for June 17, 2021

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

- V. 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. Everyone shall have three minutes to speak on the proposition before the board.

Attorney Fuqua read the public comment statement.

Simone Sheffield expressed concern about the excess rain. He suggested that the holding ponds are not adequate and need to be checked. The water is coming down on homes and washing the streets out.

Simone Sheffield provided a letter to the board members, which included the following considerations:

1. Extend the paving of Monroe Sheffield Road from St. Joseph AME Church to Gainer Road
2. Provide the community with the complete paving of Gainer Road to meet Clayton Road
3. Redraw the political party congressional district map

VI. AGENDA ITEMS

- Request for Budget Amendment – Carol Rudd, Supervisor of Elections requested \$38,500.00 to finish the fiscal year due to the unprecedented turnout for the election. Reimbursement was requested as applicable through CARES, however, some had to be

returned because of what was caused directly due to the pandemic versus what was only public interest. An additional \$4,027.80 is needed for postage. The budget for 2021 – 2022 will be submitted to the board tomorrow. The budget for 2017- 2018 was about \$50,000.00 more than it was last fiscal year. The office falls under homeland security, which will cause security to be required for every door once the office is relocated to the ag center.

Chairman Hawkins commented that the \$50,000.00 was offset by the funds that were not returned to the general fund.

**Commissioner Kent offered a motion, seconded by Commissioner Abbott, and carried to approve the amendment of \$42,527.80 for the Supervisor of Elections Office.**

Clerk Bell will email the board regarding the funds available to support the amendment.

- LAP Supplement Agreement/Resolution Alford Road Paved Shoulders/Resurfacing – Karen Shaw, Grants/Special Projects Coordinator informed the board that DOT added \$365,000.00 to the project, making the project total \$2,053,464.00. Approval of the resolution is needed which authorizes Chairman Hawkins to sign the supplemental agreement.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the resolution for Alford Road.**

- Approval to financially manage Sheriff's Office Tower Grant – Karen Shaw, Grants/Special Projects Coordinator informed the board that the Washington County Sheriff's Office has been approved for a \$600,000.00 grant from DEO for a communications tower. The request is for the board to financially manage the grant. The Washington County Sheriff's Office will do everything else.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent, and carried to approve of the management of the grant for the Washington County Sheriff's Office.**

- Urgent Need Resolution for CDBG-CV – Karen Shaw, Grants/Special Projects Coordinator informed the board that another objective had to be selected because the poverty level as a county is not high enough. The urgent need objective has been selected, which requires a resolution.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the CDBG-CV resolution.**

- EMPG – ARPA Agreement for FY 2021 – 2022 – Connie Welch, EM Coordinator informed the board that the grant funds are used to cover salaries and benefits. The grant is from the American Rescue Plan Act for \$13,926.00.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the EMPG – ARPA Agreement.**

- EMPG Agreement for FY 2021 – 2022 – Connie Welch, EM Coordinator informed the board that the Federally Funded Emergency Performance Grant is slightly higher this year at \$43,852.00 and is matched by the EMPA Grant.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent, and carried to approve the EMPG Agreement for 2021 – 2022.**

- EMPA Agreement for FY 2021 – 2022 – Connie Welch, EM Coordinator informed the board the Emergency Preparedness Assistance Grant remains the same amount of \$105,806.00. It is matched with local funds.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the EMPA Agreement for 2021- 2022.**

- Economic Development Plan – Ted Everett, Economic Development requested \$44,148.44 to complete the site certification. The funds would come from the hospital funds.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the \$44,148.44 requested for the site certification for above.**

Ted Everett provided the board a 10-year strategic growth plan.

- Inmate Medical Provider Contract Renewal – Tray Hawkins, Chairman informed the board the agreement remains the same as the prior one. Chairman Hawkins refrained from voting due to his wife working for Dr. Ward on occasion.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried 4 – 0, with Commissioner Hawkins refraining from the vote.**

- PRIA/Benecon Insurance Rate Approval for 2021 – 2022 – Tray Hawkins, Chairman informed the board that \$260,000.00 was received back for being fully insured through the consortium. The total annual increase is \$106,776.00 to the board with no additional increase to the employee.

Commissioner Abbott offered a motion, seconded by Commissioner Kent, and carried to approve of the board absorbing the rate increase of \$106,776.00 from Benecon Insurance.

Commissioner Abbott questioned the goal of the pool amount.

Aaron Dudley, Human Resource advised that the goal is to prevent the employee from having to pay an increase.



- Highway 79 Corridor Disbursement for \$23,073.00 – Tray Hawkins, Chairman informed the board that last year \$50,000.00 was allotted to the Highway 79 Corridor, however that amount should have been \$73,073.00. Approval of an additional \$23,073.00 is requested. This matches Holmes County’s amount.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve of the budget amendment for the Highway 79 Corridor.**

- TRIM Rate and Tentative Hearing Date for September 16, 2021, at 5:05 – Tray Hawkins, Chairman

Commissioner Abbott informed the board that the American Rescue Plan states that taxes can’t be reduced for this year and next year.

**Commissioner Bush offered a motion, seconded by Commissioner Kent, and carried for the tentative millage rate to remain at 8.5000.**

The board confirmed the tentative hearing date as listed above.

- Pole Barn EOC – County Administrator Massey requested approval of the pole barn for \$16,000.00.

**Commissioner Bush offered a motion, seconded by Commissioner Abbott, and carried to approve the pole barn at**

**the EOC for \$16,000.00.**

- MSBU Ordinance -

**Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to approve the MSBU Ordinance.**

- Purchase of Property Adjacent to Ag Center -

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to purchase the property as-is for \$45,000.00.**

Commissioner Abbott commented that the offer price is not more than the appraised value.

VII. FEMA COORDINATOR – Kevan Parker addressed the board.

- ITB 2021-05 Pine Ridge Drive Mitigation Project – Bids have been accepted, however, some items in the bid need to be negotiated. The request is to approve the bid with Chairman Hawkins having the authority to negotiate certain items in the bid. The bid price is \$217,882.00. The budget is around \$190,000.00.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to accept the bid with Chairman Hawkins having the authority to negotiate the bid.**

- ITB 2021-07 Peel Road, Earl Gilbert, Toole Circle, Cheverie Road, Coon Hollow Trail, Hartzog Road, Waller Road, and Laster Road –

4 bids were accepted on the above roads, with the low bidder being GAC Contractors for \$2,956,458.01. The recommendation is to approve the bid from GAC.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent, and carried to approve the bid from GAC for \$2,956,458.01.**

The next group of roads includes Houston Road, Hard Labor, Buddy, and Duncan Community, which are in road zone 2.4.

The next road zone is 3.2. The next roads for approval to advertise include Andara Road, Territory, Hicks Lake Road, and Hicks Lake Lane.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to advertise the above-referenced roads Saturday.**

The next group includes the remaining roads in 3.2 and then 5.2.

The surveyors are finishing up in 4.2 and 1.1.

Chairman Hawkins commented if the roads aren't mitigated/paved the money must be returned.

Kevan Parker commented that the county accepted a fixed-cost offer. If there is an overage, the county is liable for it.

Commissioner Bush requested that Johnny Evans and Danny Jackson be vocal regarding areas where they feel culverts need to be replaced or headwalls need to be added. Incoming legacy funds should be put into the road and bridge department so they will have money to help supplement the projects to keep them going.

Chairman Hawkins confirmed that \$600,000.00 should be incoming for the legacy funds.

Kevan Parker advised that around \$700,000.00 remains after the \$600,000.00.

Commissioner Bush confirmed that brush cutting is not included in the clearing and grubbing on the projects. The county needs to stay ahead on its part of prepping the roadways.

Pay items for sodding and headwalls should be added to the contracts that the county has.

Kevan Parker advised the board that when a set of plans are almost done, a copy is printed, and Johnny Evans will go out and look at the pipes and decide if a replacement is needed.

Commissioner Abbott commented on things having to be readdressed due to the excessive rain.

Chairman Hawkins requested clarification from the board regarding direction.

Commissioner Bush advised that whatever needs to be done to supplement the contract, needs to be done.

Chairman Hawkins addressed the board. There was a conversation earlier in the week regarding headwalls. All the culverts were being replaced on the road and there were a select few; there were several of them that were under the PW for FEMA. Johnny was advised to proceed with them, continue with the ones that were on the PW, and Kevan Parker was getting the letters. On the others, they will be taken out of the legacy funds once it is received. It would not be good to be expecting 428 numbers for the cost savings on the project to be able to pay for the culverts and must come back before the board with a million-dollar overrun. The board needs to be aware that some of the culverts are not on FEMA on the PW and they will not be reimbursed.

Commissioner Bush recommended utilizing on-hand funds to make the repairs if they are not covered in the actual FEMA work itself. If repairs are needed, they should be made ahead of repairs.

Chairman Hawkins requested from Kevan Parker a list of the culverts that have been replaced up to this point and headwalls that are not on the PW's and actual cost so that they will be subtracted from the line item of the legacy funds that is due to the

county. It can't be absorbed in the road and bridge budget. At the end of the project, if there is additional money after the paving project is over then the remainder of the headwalls can be done.

Chairman Hawkins requested clarification from the board.

Kevan Parker suggested addressing the critical ones ahead of the paving that has water flow. Toward the end take the 428. Approval is needed to move the 428 monies back.

Mitigation has been requested for 130 – 150 culverts under Hurricane Sally.

Commissioner Abbott commented that the last thing they want is to have to make cuts in a new road for maintenance.

Commissioner Bush questioned if the culverts that have been identified with Hurricane Sally funds can be done this time or is approval still needed?

Kevan Parker advised the mitigation has been requested, not approved.

Commissioner Kent requested the amount of legacy money that will be needed on the ones that have already been done.

Chairman Hawkins advised that he could have the amount that has been spent and is not reimbursable by next Wednesday.

Up to this point, Johnny Evans assumed that every culvert that was changed out was reimbursable but that wasn't the case.

They needed to be changed.

Chairman Hawkins asked if the same pace is continued, how does the board want to fund it?

Commissioner Bush addressed the board. On the next group of roads, how many culverts beyond what is included in the projects, extra would be anticipated? The legacy funds should be used towards the ones that aren't in the project.

Kevan Parker advised looking at it this way. Every culvert that was damaged during Hurricane Michael and Sally has been replaced. The remaining culverts that were not damaged by either of those events but due to age need to be replaced.

If it doesn't seem that the culvert will last 15-years, it is being replaced.

Chairman Hawkins addressed the board. Some of the culverts have never had headwalls. The headwall will protect the culvert.

During the meeting with himself, Kevan Parker, County Administrator Massey, and Johnny Evans it was discussed that all PW's would be continued with that had the headwalls on them

and the ones that Johnny Evans felt were in critical condition. At some point, it was interpreted that the headwalls were being cut out completely.

Cash flow will not be released until the last road is paved.

If the 428 funds are spent before that, it is irresponsible.

The advance request is exactly for what the bid is. That is all that is being pulled off the PW.

Commissioner Bush questioned Johnny Evans about adding headwalls to future projects that aren't currently identified.

Johnny Evans addressed Commissioner Bush. That is something that he doesn't know because he is trying to get a list of the packages as they are doing them from Kevan Parker. If it looks like it has a good bottom and a good headwall, it is being left. Everything isn't being changed out.

The issue with the legacy money is it had been previously identified to support the equipment that had been purchased.

Chairman Hawkins apologized for any miscommunication in the meeting.

Commissioner Bush suggested that the legacy funds be used for whatever Johnny Evans needs to assist the road department.



Johnny Evans informed the board, that the road department's budget can't withstand the pipes that are going to need to be changed out.

Wesley Griffin, AW Excavation addressed the board. He was shut down from doing headwalls per Johnny Evans. That was not a misinterpretation. He was informed that he would be shut down for two months, pending Hurricane Sally money coming in to finish the rest of the headwalls and culverts. As a company owner, there must be a better plan.

Chairman Hawkins addressed Wesley Griffin. An apology has been given to Johnny Evans if there was a misinterpretation between him and Kevan Parker in the meeting. Everything critical would be done or what was listed on a PW. For Hurricane Sally, there would be around 130 or so to do. The miscommunication was delivered by Johnny Evans. Work will be done at Johnny Evan's discretion.

Wesley Griffin asked who directed for him to be shut down.

Chairman Hawkins advised that it came from the meeting, however, it was a misinterpretation.

Alesha Griffin asked who made the decision.

Chairman Hawkins advised that nobody made the call for the

shutdown.

Attorney Fuqua informed Chairman Hawkins that an item is being addressed that wasn't on the agenda. It is not in compliance with the public participation policy.

County Administrator Massey commented that there needs to be better communication.

Commissioner Abbott questioned if someone would reach out to the contractors who have been temporarily shut down.

Chairman Hawkins commented that his concern is how will it be funded.

Kevan Parker informed the board that meetings will be held with the contractors on a regular schedule.

Chairman Hawkins confirmed the direction as follows:  
On the culverts that Johnny Evans deems critical; They will continue to move forward and maintain a track of what has been spent thus far on the culverts, headwalls, and a monthly report of what he is spending.

The loader will be paid for out of the hourly rate for moving the stockpile for Hurricane Michael.

Commissioner Kent requested a report of what has been spent out

of the legacy funds and how much is remaining.

Kevan Parker informed the board that the \$600,000.00 that was approved at the beginning of the week has been obligated. RFR's have started.

Chairman Hawkins informed the board that the report will be ready by Wednesday. If a special meeting needs to be called, then it will be.

The direction is to move forward with the projects as-is, if it is on a PW, replace the headwall immediately, and if Johnny Evans deems it critical, replace it immediately.

A worksheet will be put together for the cash flow on legacy versus what is being spent against legacy funds non-captured culverts.

- Hazard Mitigation Home Buyout Program – Kevan Parker addressed the board. The application package for Chairman Hawkins to sign has not been received.

A bid needs to be issued for home demolition, asbestos survey, and asbestos abatement. It is included in the budget. The property will be leveled, grassed, and will be county property never to be sold.

**Commissioner Abbott offered a motion, seconded by Commissioner Kent, and carried to approve to issue the**

**above-referenced bid.**

Kevan Parker provided an update on the following:

Hurricane Michael - \$19.6 million has been processed, around \$17 million has been received, and a 12 ½% cost share has been approved.

Ag Center – A hazard mitigation package is being put together.

Taxes can't be lowered for two years due to the American Rescue Plan. This goes through December 2024. The millage could be three years.

Budget Cost – The rates should be left as they are; however, the scope is being reduced to try and remain within budget.

Permitting Update – The county can decide that there will not be any wetland impacts on the roads. A letter is needed from DEP stating that the project does not require a permit. A letter has been drafted to send to DEP.

August 3 is the first notice to proceed on paving projects.

Chairman Hawkins called a recess from 11:04 a.m. – 11:15 a.m.

- VIII. MSBU ADVISORY CHAIRMAN – Gary Hartman addressed the board. The organizational meeting was held, and the chairman and vice-

chairman remained the same.

IX. PUBLIC WORKS SUPERVISOR – Johnny Evans addressed the board.

- Dump Truck Pricing Discussion – 4 quotes were received. Truck Works in Dothan beat the Florida Sheriff’s Association price by around \$10,000.00. Truck Works has four trucks with beds on them that can be delivered in 60-days. Two of the trucks have the Cummins Engine and two have the Pathar Engine. Delivery is 10-months out for other vendors.

**Commissioners Abbott offered a motion, seconded by Commissioner Kent, and carried to approve the purchase of two trucks from Truck Works with the Cummins Engine for \$168,247.00 each pending availability of funds.**

**Commissioner Kent offered a motion, seconded by Commissioner Abbott, and carried to surplus two dump trucks and a loader for the sale in September.**

Johnny Evans informed the board there is a stormwater drainage system on the east side of First Baptist Church. There is a driveway before reaching 5<sup>th</sup> Street; dirt is being lost somewhere. It is requested to contract someone to inspect the area.

The board direction is the City of Chipley will be contacted to see if they have someone that is certified to check it. If not, contractual cost should be under County Administrator Massey’s

spending authority.

X. COUNTY ENGINEER – Cliff Knauer addressed the board.

- Brickyard Road – There is a plan for alternate bid items that the school board had previously requested. Bids will be taken later this month, which Joe Taylor, Washington County School Board Superintendent would like to take before his board for approval. The loop on the far east end of the school would be built first, which would allow the exit to Brickyard Road to be closed off. The contractor would construct the right turn lane and the turn lane would be done on weekends or between 9:00 a.m. – 2:00 p.m.
- Sunny Hills Bids – The bids will be taken next Tuesday at 1:00 p.m. Bid approval will be requested at the next board meeting.
- Joiner/Joyner Road – Bids will be taken tomorrow.
- Greenhead Grade Road – The community meeting was productive, and more right-of-way was obtained. Off sight, ponds will be proposed in three locations for additional drainage from Water Management District. The plans are at 80%.
- Hartford Boulevard – The plans are at 90%. Negotiation needs to be scheduled with Spring Ridge regarding the property swap for the five lots.
- Leisure Lakes Guard Rail – A guard rail company has not been available to provide a quote. A bid will be put together for a continuous service contractor.

- Cypress Springs Road – The survey is complete, and the design phase has begun. A lot of dredge and fill permitting is needed.
- Williams Road Bridge – The project is in the permitting phase.
- John’s Way – The design is almost complete.

XI. COUNTY ADMINISTRATOR – Jeff Massey addressed the board.

- Sale of County Owned Property – Approval is requested for the following county-owned property:
  1. Jose Perez – 00-5395-0038 – Blue Lakes Trailer Parks – The assessed value is \$7,500.00. The offer is \$7,515.00.
  2. James and Andrea Blackwood – 19-1109-0006 and 19-1109-0007 – Sunny Hills. The assessed value is \$3,600.00, which matches the offer.
  3. Alexa-Ray Lloyd – 19-0281-0015 and 16-0999-0029 – Sunny Hills – The assessed value is \$1,800.00 and \$1,255.00, which matches the offer.
  4. Jennifer Rodriguez – 00-5395-0026 – Blue Lakes Subdivision – The assessed value is \$3,000.00, which is what was offered.
  5. Wanda Ramey – 07-0458-0017, 07-0457-0001, 07-0467-0016, 08-0530-0015, 08-0530-0016, and 07-0465-0015 – The assessed value is \$1,800.00 each. The offer is \$1,850.00 for each parcel.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve of the sale of the above referenced county-owned properties.**

- Surplus of Trailer at Sod Farm

**Commissioner Abbott offered a motion, seconded by Commissioner Kent, and carried to surplus the trailer at the sod farm.**

- Building Department Position Request – Add a position in the building department to assist with the additional workload. The planning department employee will no longer be split between the planning department and the building department. Reoccurring funds generated in the building department will support the position.
- Leave Time Transfer – Approval to transfer leave time from another county entity to the Grants Procurement position is requested. The total leave is 73.25 annual and 38.00 sick.

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

- Temporary Position for Public Works – Approval is requested to hire an employee at public works who has been working under a grant that is ending July 23, 2021. The request is to hire the employee temporarily at \$13.00 per hour.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve of hiring the temporary employee at public works.**



- XII. CLERK – Clerk Bell informed the board the June voucher total is \$3,693,954.66.

Chairman Hawkins confirmed that the information does not need approval per discussion with the auditors. It is for informational purposes.

Clerk Bell informed the board that there are funds to cover the budget amendment for the supervisor of elections in the sale of county-owned properties line item.

- XIII. COUNTY ATTORNEY – None

Kevan Parker requested approval to issue a bid for the drainage in front of the ambulance bay. A 40' concrete pad with a trench or valley drain will be the first phase toward fixing the drainage issue.

**Commissioner Kent offered a motion, seconded by Commissioner Bush, and carried to issue the bid requested above.**

**Commissioner Bush offered a motion, seconded by Commissioner Kent, and carried to approve of the purchase of up to four trucks for public works if the specs are the same as what the board approved earlier in the meeting.**

- XIV. ADJOURN