

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**March 24, 2022, 9:00 a.m., Commission Board Room**  
**1331 South Blvd., Chipley, FL 32428**

DISTRICT 1 Alan T 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. PROCLAMATION

- A. Call to Order – Chairman Hawkins
- B. Invocation – Danny Jackson
- C. Pledge

The following persons were present:

Chairman Tray Hawkins

Vice-Chairman Todd Abbott

Commissioner Charles Kent

Commissioner Alan T. Bush

Commissioner Steve Joyner

Also present were County Administrator Jeff Massey, County Attorney Milton, Fuqua & Milton, P.A., Clerk of Court, Lora C. Bell, and Finance Director Johnnie Pettis.

II. PUBLIC HEARING – None

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

IV. ADOPT PREVIOUS MINUTES

- Board Meeting for February 17, 2022
- Special Meeting for March 17, 2022

**Commissioner Kent offered a motion, seconded by Commissioner Bush, and carried to adopt the above 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 (3) minutes to speak on the proposition before the Board. Before the time a meeting has been called to order, should an individual or group wish to address an item that is on the agenda for consideration, the individual or group may obtain, from the Commission Secretary or Clerk, a public comment form and may write on the form their name and the agenda matter which they wish to address. The completed form(s) shall be returned to the Commission Secretary/Clerk who shall provide the form(s) to the Chairperson. Should a particular group wish to address an item, they shall nominate a spokesperson to voice their ideas, comments, and concerns. In the event, an individual wish to speak on an item and has not signed up in advance, those who have signed shall be given priority and those who have not signed up may be allowed to speak at the sole discretion of the Board Chair.

- Dixie Newberrie requested that the county maintain an additional 100’ on Fox Pond Road where it washes down the hill. The way the road is being graded now causes the sand to pile up when it dries out.

She also requested that the paving for Greenhead Road up to Long Lake Ridge Estates be carried through an additional mile to Fox Pond Road.

Danny Jackson advised the board that he and Johnny Evans have viewed the area and are aware of what is occurring.

- Victoria Brelsford, 4723 Millers Ferry Road, Newhope addressed the board regarding items at her home that need to be repaired and occurred after she signed the contract for completed repairs that had been done on her home. Some of the remaining items that need to be done include gutters, grounds, and interior issues. There are concerns with the way the HART and SHIP Programs are run since contractors can be involved in both programs.

Chairman Hawkins commented that the full list of concerns has been provided to ECRC and someone will contact her next week.

## VI. AGENDA ITEMS

1. Road Repair and Cleaning of Ditches for Brown Street and West South Boulevard - Mack Campbell, a citizen addressed the board regarding the run-down condition of Brown Street and the ditches that need cleaning. Wynn Drive, south of Brown Street has a property easement where the water from the

ditch can flow. The ditch is full of debris, therefore water can't flow efficiently to prevent flooding. South Boulevard from the turn toward Orange Hill toward Ted Spangenberg Road is in terrible condition. Once off of the road that leads to Orange Hill, there is a ditch that has a culvert under it that runs to Peach Street which is full of debris. This causes a backup of water, causing flooding of properties.

The board should look at these issues.

Commissioner Abbott commented that options are being looked at and have been explored to pave Brown Street.

Chairman Hawkins advised Commissioner Abbott and Mack Campbell to go out and look at the location.

2. Request to Renew Contracts with Detroit Diesel for Generators Located at the Administration Office and Jail - Randy Truette, Communications Committee Chair requested approval of the above-referenced contracts. – **Commissioner Abbott offered a motion, seconded by Commissioner Kent, and carried to approve the Detroit Diesel contracts for the generators located at the administrative office and the jail.**
  
3. EMS Department Progress Update - Randy Truette, EMS Director provided an update. The EMS Department currently has three 24-hour trucks. Washington County EMS doesn't have to rely on other counties for backup. The call volumes have increased by around 600 since last year. Two of four positions have been filled. The department has two new trucks, four ventilators, two cardiac monitors, and stretchers have been acquired for the trucks. An update on the description of certain funds is pending so that updates can be done at the Wausau Station. Once the Wausau Station is running the third truck will be located there.

The annual calls have increased from 3,200 to 3,800 and 424 hospital transfers have been done out of the county.

Two ambulances can be moved to surplus.

4. Request for approval on Crystal Lake Resolution - Karen Shaw, Grants Coordinator requested approval of an agreement and resolution with FDOT for \$778,817.00 for the Crystal Lake Paving Project, which will complete what was received last year. – **Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to approve the resolution for the Crystal Lake Project.**
  
5. Request for approval on Davidson Road Resolution - Karen Shaw, Grants Coordinator requested approval of an agreement and resolution with FDOT for \$1,062,627.00 for the Davidson Road Paving Project. This is also one of the roads from the legislative request. – **Commissioner Bush offered a motion, seconded by Commissioner Abbott, and carried to approve the resolution for the Davidson Road Paving Project.**
  
6. Request for approval for a budget amendment for Supervisor of Elections— Carol Rudd, Supervisor of Elections (Not Present)  
Chairman Hawkins addressed the board. The request is from the Washington County Supervisor of Election’s Office. The board agreed to pay expenses for the first election. A motion is requested to pay the following invoice amounts: \$8,500.00, \$626.08, and the cost associated with the mailing (anything associated with the 12/13 mailing of the election/the initial election. The total is \$27,667.86. There are a couple of other charges for \$1,896.00 and \$806.00, which will all be paid for from the general fund.

The remainder of the amount will be paid from the general fund but taken from the remaining two draws for the Supervisor of Elections. This was agreed to

via e-mail that was presented to the board from the WCSOE. The e-mail was drafted per a conversation with the WCSOE. In attendance were Clerk Bell, Wendy White, Jeff Massey, and himself with the WCSOE.

Chairman Hawkins requested a budget amendment to withhold the amount from the Supervisor of Elections budget as specified above.

**Commissioner Abbott offered the above motion, seconded by Commissioner Hawkins, as specified above.**

Chairman Hawkins confirmed that any election expenses after the 12/13/21 election will be held out of the Washington County Supervisor of Elections' last two draws.

7. Mowing Contract for Sunny Hills—Steve Healis, MSBU Coordinator informed the board at the March 9 MSBU Committee meeting the committee voted to renew the mowing contract from May 1, 2022, to April 30, 2023, as long as it is in the county procurement guideline. – **Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to renew the mowing contract as requested above.**
  
8. Request to Update Job Description for Fire Services Coordinator - Wendy White, HR Director requested the Fire Services Coordinator position be updated to a Fire Fighter II Certification and be changed from exempt to non-exempt. Per statute, if the person responds to a fire, responds in a supervisory role at a scene in the absence of a chief a Fire Fighter II Certification is required. The position will be part-time/25 hours weekly at a higher rate of pay.

Chairman Hawkins suggested that the chiefs/representative be included in the interviews as well as their input.

Commissioner Kent suggested a 5-year plan be composed.

**Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to approve the update to the Fire Services Coordinator position as presented by Wendy White, HR.**

9. Request for Chairman to Sign Submerged Lands Public Easement Instrument for CR 280 (Douglas Ferry Road) over Holmes Creek - Tray Hawkins, Chairman - **Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the Sovereign Submerged Lands Easement Renewal.**
  
10. Energy Assistance Proposal with Tri-County Community Council - Tray Hawkins, Chairman addressed the board. He and Joe Paul, Tri-County Community Council recently discussed the \$20,000.00 that was given to the county from Mr. Treadwell, half from each grocery store (Piggly Wiggly and Brickyard) in support of the assistance provided during COVID-19. The funds were then given to Tri-County Community Council. The suggestion is to use the funds to assist citizens with utility bills at 200% for a one-time occurrence. The fund balance remaining is \$15,547.13. – **Commissioner Abbott offered a motion, seconded by Commissioner Kent, and carried to approve the funds being used to assist with utility bills at 200%.**
  
11. Interlocal Agreement for Emergency Shelters - Lynne Abel, EM Director requested board approval of the inter-local agreement between the board and the Washington County School Board. The agreement has been updated to include that the annual shelter training will be coordinated and not provided by the EOC. Red Cross provides the training. - **Commissioner Abbott offered a motion, seconded by Commissioner Kent, and carried to approve the shelter agreement between the Washington County Board and the**

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**Washington County School Board.**

VII. FEMA COORDINATOR – Mr. Garrett updated the board.

- ITB 2022-06: Pipkin Road, Loubelia Lane, Cooks Mill Road
- ITB 2022-07: Bess Nook Road, Lee Road, Brackin Road, and Cutoff Road

Both ITB's had four bidders which were American Sand Asphalt Paving, Anderson Columbia, GCUC, and Bullard Excavating. The selection committee is currently reviewing the bidders and is not prepared to present a recommendation at this time.

VIII. MSBU ADVISORY COMMITTEE CHAIRMAN – Gary Hartman updated the board.

The reorganization will be done at the May 11, 2022, meeting.

Concern was expressed to the board to ensure the recent MSBU ordinance rate increments are being applied at the appropriate time.

Decorative signs and brick columns are being looked at for Elkcam Boulevard and Shenandoah Boulevard. Permission will be needed from the county for the purchase and arraignments will have to be made with Deltona Corporation to put the sign on their property.

An invitation will be sent out for community cleanup of the fountain.

Steve Healis informed the board that he provides the updated amount with all the property addresses to the tax collector.

IX. PUBLIC WORKS SUPERVISOR – Danny Jackson addressed the board.

- Mud Hill Landfill Wells - \$40,000.00 – There isn't a line item for this expense in the public works budget.

Jeff Massey addressed the board. Per FDEP, the wells and design have to be changed. It also includes the semi-annual report that is given to DEP for the monitoring and the permits to operate the system.

This expense can be taken from the sale of surplus property.

**Commissioner Kent offered a motion, seconded by Commissioner Abbott, and carried to pay for the \$40,000.00 for monitoring the landfill wells out of the landfill budget and the remaining balance from the sale of county-owned property funds.**

- New Driveway Installations – The request is to turn the new driveway installations over to contractors. The county charges \$350.00 to install them, which is tying up county time. The county will be a compliance officer.

Commissioner Joyner suggested that the loggers using the county roads should install a proper driveway to use.

Chairman Hawkins requested Wendy White update the county policy to include the following for the April meeting:

The homeowner pulls a driveway permit from the county, the road department will size the culvert and provide that information to the homeowner and will inspect the work once it is complete.

Chairman Hawkins requested Danny Jackson get three quotes for chip and seal at Culpepper.

X. ENGINEERING PROJECTS UPDATE – Cliff Knauer addressed the board.

- Culpepper Landing – The contractor is at 90% complete. The water must recede for additional work to be done. Handicap parking remains to be done.

**Chairman Hawkins requested a motion for County Administrator Massey to work with contractors that the county currently has a contract with as long as it follows the county procurement policy to get quotes for an**



**overlay at Culpepper Landing and the handicap ramp and the tie in as long as it lines with the county procurement policy. This expense will come from District 3 Maintenance Budget.**

**Commissioner Bush offered the above as a motion, seconded by Commissioner Joyner, and carried.**

- Crystal Lake Drive – Per discussion with County Administrator Massey to proceed. The prescriptive rights will be used at Amethyst Drive to get permitting and use some of the funds to improve the road.

County Administrator Massey informed the board that an application has to be submitted to Water Management District for permitting.

The consensus of the board is to proceed.

- Brickyard Road – Roberts and Roberts are currently working on the project.

County Administrator Massey addressed the board regarding a discussion with Commissioner Kent. Roberts and Roberts will be contacted to provide a price to pave off Ussery and Nearing Hills between Highway 77 and Kentucky Fried and the stop sign. This would eliminate mobilization costs.

- Mudhill Landfill Semi-Annual Water Quality Reports and the Remediation Reports – County Administrator Massey advised this was approved in the \$40,000.00. This portion is \$11,528.75.
- Greenhead Road – Currently working through an easement with Florida Gas Transmission. An encroachment agreement should be available for the board at the next meeting. This will allow the county to build a road across their easement.
- Williams Road Bridge – The DEP exemption was received last week. The 404-permit remains to be received.

- Davidson Road – A proposal from Dewberry has been provided for the survey, design, inspection, and permitting for \$128,760.00. - **Commissioner Joyner offered a motion, seconded by Commissioner Kent, and carried to approve the proposal as submitted by Dewberry.**

Chairman Hawkins confirmed this is a part of the appropriations.

- Sunny Hills Paving – The paving is complete.
- Sunday Road – The plans are 80% complete.
- South Boulevard – Plan revisions have been made to assist with the project being within budget. The project is currently \$200,000.00 over what has been funded. An extension of the turn lane at the school was included in the base bid, which required demotion and removal of the curve, gutter, storm inlets, and drainage piping. This has been changed to an alternate bid item.
- Chipley Landfill – The report has been submitted to DEP, Pensacola and all the comments have been addressed. DEP, Pensacola has transmitted the package to Tallahassee for review.

Donald Stanley, HMB addressed the board. C.W. Roberts has purchased GAC Contractors. There are four FEMA projects under contract right now; two with each company. They are going to acquire the contract for the 07 job. GAC is going to finish the 04 project.

**Approval of an acknowledgment letter for the transfer of the 07 job is required. – Commissioner Bush offered a motion, seconded by Commissioner Abbott, and carried to approve the transfer letter.**

Performance bonds have been e-mailed and mailed.

Change order # 1 for the 08 job with C.W. Roberts for Buddy Road was provided to the board. Unsuitable material is along the roadway. The stabilization item has been deleted and the rock thickness has been increased

to accommodate for the structural value. The job was bid at 5 ½' of lime rock and will be increased to 8'. This was a deductive item. The credit will be moved to contingency. – **Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to approve change order # 1 for Buddy Road.**

Change order # 2 for the 07 job for Peel and Earl Gilbert Roads was provided to the board. The stabilization item was deleted, and the rock thickness was increased. For Peel Road, it caused a net decrease of \$29,081.13 and a decrease of \$38,587.24 for Earl Gilbert Road. The decreases will be moved to contingency. The change order is \$0.00. – **Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve change order # 2 for Peel and Earl Gilbert Roads.**

XI. COUNTY ADMINISTRATOR – Jeff Massey addressed the board.

- Property Certificates Greater Than/Less Than \$5,000.00 – Last year the board approved \$5,000.00 and over. Clerk Bell informed the board the \$5,000.00 and over amounts are around \$13,500.00. – **Commissioner Bush offered a motion, seconded by Commissioner Abbott, and carried to proceed with tax certificates over \$5,000.00.**

Chairman Hawkins suggested breaking down the cost to acquire a lot for next year's meeting.

Gary Hartman suggested using the help of realtors to sell county property.

- Training Reimbursement Agreement – A draft training reimbursement agreement has been prepared if the county funds the education/books/training to certify a county firefighter they will have a responsibility to stay with the county for a specific length of time. – **Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to approve the agreement.**

- Surplus Van to The Town of Wausau – **Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to surplus a van and transfer it to the Town of Wausau.**
- Amnesty Day Update – 160-175 residents attended the event. 5-6 tons of electronics were taken in, and the tire truck was filled. The liquids taken in haven't been documented by the vendor at this time.

XII. CLERK

- February Vouchers Totaling \$2,707,953.21 – This item is for informational purposes only.

XIII. COUNTY ATTORNEY - None

XIV. ADJOURN – Commissioner Abbott offered a motion to adjourn.