

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
December 15, 2022, 9:00 a.m., Commission Board Room
1331 South Blvd., Chipley, FL 32428

DISTRICT 1 Alan T Bush	DISTRICT 2 David Pettis, Jr.	DISTRICT 3 Tray Hawkins	DISTRICT 4 Wesley Griffin	DISTRICT 5 David Corbin
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I. PROCLAMATION

- A. Call to Order – Chairman Hawkins
- B. Invocation – Johnny Evans
- C. Pledge
- D. Reorganization of the Board – M. Fuqua, Fuqua, and Milton, P.A.

Commissioner Griffin offered a motion to appoint Commissioner Pettis as chairman.

Commissioner Pettis refused the request for the appointment. The motion on the floor failed.

Commissioner Pettis offered a motion, seconded by Commissioner Hawkins to appoint Commissioner Bush as chairman.

Commissioner Bush refused the request for the appointment, commenting that he has held the position and suggested that it would be an experience for another commissioner. He suggested that someone else should experience the position of chairman. The motion of the floor failed.

Commissioner Pettis offered a motion, seconded by Commissioner Griffin to appoint Commissioner Corbin as chairman.

Commissioner Corbin refused the request for the appointment, commenting that he is not ready for the position.

Commissioner Bush offered a motion, seconded by Commissioner Corbin,

and carried to appoint Chairman Hawkins as chairman.

Commissioner Hawkins commented that this would be his last time accepting the position as chairman. It is an honor, a great experience, and a position that carries tiresome work.

Attorney Fuqua brought the meeting back to the motion on the floor.

The motion on the floor carried 3 to 2, with Commissioners Griffin and Pettis being opposed.

Commissioner Hawkins offered a motion, seconded by Commissioner Bush to appoint Commissioner Corbin as vice-chairman.

Benita Crittendon requested to speak.

Attorney Fuqua advised the board this is not an act that requires public comment.

Benita Crittendon questioned how this differs from the public policy that permits public speaking while the board vote is being taken.

Attorney Fuqua responded, this is a reorganization of the board, which is a legislative function that is not subject to public comment. It is an administrative obligation of the board.

Commissioner Hawkins confirmed the motion on the floor. The motion carried unanimously to appoint Commissioner Corbin as vice-chairman.

II. PUBLIC HEARING

- Proposal to Allow Active and Passive Outdoor Recreational Use in the Agriculture/Silviculture and Public/Semi-Public Future Land Use Categories/

Proposal for Passive Outdoor Recreational Uses in the Conservation Future Land Use Map - Dawn McDonald, Senior Planner addressed the board. In the land development code revisions, the proposal is to create an active outdoor recreation category and a passive outdoor recreation category, which would include golf and golf courses. Also, to allow active and passive recreational uses within the agriculture and silviculture and semi-public land use. Passive outdoor uses would also be allowed in the conservation land use category. These are consistent with the plan. Changes to the code are required to be consistent with the plan or the amendment process must be carried out regarding the comprehensive plan. The public noticing requirements were met, and the county planning staff and planning commission recommended approval at the meeting on December 5. The final decision regarding the revision is presented before the board today.

There were no comments.

- Request for Expansion of an Approved, Existing Electrical Substation to Allow Future Support Infrastructure and Electrical Equipment Needed for the Distribution of Electrical Power - Dawn McDonald, Senior Planner addressed the board. Earlier this year the expansion of an electrical power station was approved. The current request is to increase the area size for upgrades. This will allow them to expand in the future. The property is approximately 10 acres. Less than a half-acre of the site is developed with the other portion remaining natural vegetation. The property is designated as residential low on the map. Electric utilities are allowed within this category.

The application provided a proposed site plan.

The tower was previously approved by the state and federal governments. It is not within the board's purview.

The variance is to reduce the width of the internal driveway, which is only

used for maintenance and not public use. The reduction is from 18 feet, which is required in the code to a width of 10 feet, which would work better for the maintenance trucks. It would also allow them to avoid wetlands. The variance request is also to add trees to the front. Site plans were provided. Public noticing requirements were met for the variance. Noticing is not required for the variance application. Notices were sent to property owners within 300 feet and no input was received. All comments and concerns were addressed by the applicants.

The planning commission and county staff recommended approval, with one condition.

Simon Sheffield questioned if the county and city would be accountable for security leading to these places. Security measures should be noted.

John Udochi, Melvin Engineering responded, there is a security fence around the substation. A security fence is included in the expansion request.

Priscilla Brown questioned the location of the expansion request.

Commissioner Hawkins explained. It is to the west of where Fanning Branch meets Holmes Valley, located on the south side of the road. The substation is already there. The application request is for an expansion.

III. ADOPT PREVIOUS MINUTES

- Board Meeting for November 15, 2022 – **Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the minutes referenced above.**

IV. ADOPT THE AGENDA – Removal of item 1. – Storm Ready Recognition; Addition – 79 Corridor RFP for records custodian and preparation of the minutes will be listed as item 15.

Johnnie Pettis, Finance Director requested that the return of funds of \$128,042.03

from the Washington County Clerk of Court be added. The funds will be requested to be returned with the intent of the funds being used to convert old records to electronic records. – **Commissioner Corbin offered a motion, seconded by Commissioner Bush, and unanimously carried to approve the agenda as amended.**

- 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 wishes to speak on an item and has not signed up in advance, those who have signed up shall be given priority and those who have not signed up may be allowed to speak at the sole discretion of the Board Chair.

John Gay, a citizen requested that the board speak into the microphone.

Wade and Priscilla Brown addressed the board regarding Campbell Park, which is used for multiple community events. The work that has been done is appreciated. A request list of repairs for the park was brought before the board in August, which remains on the table. Since then, some lighting has been added, however, it needs to be adjusted. The light is shining in residents' homes. Lighting is needed in the designated handicapped area. During the November election, poll workers used their cellphone light option as they entered and exited the building, which is dangerous as well as the wooded area. The playground equipment, which has mildew and mold on it remains not up to standards. The concerns presented in August remain on the table.

Commissioner Hawkins commented that a section for park updates has been included on the agenda.

Wade Brown informed the board that the backside of Campbell Park lacks lighting, which is a safety issue.

Commissioner Hawkins commented that lights will be installed on the building. The utility company was unable to access the area.

Priscilla Brown requested notification of the lighting installation before it is done.

Commissioner Hawkins advised the utility company will be contacted.

Commissioner Bush requested to provide George Swauger's contact information to Priscilla Brown.

Priscilla Brown requested contact information for the new commissioners.

Benita Crittendon informed the board that she contacted the program director in charge of the SCOP program and was advised that the SCOP award was made in July and notices were sent to the counties in August. Greenhead Road was not selected. What was the cause of the staff being unaware?

Commissioner Griffin requested an explanation.

County Administrator Massey responded that he has not received anything from the Department of Transportation. The staff was told that the notification would be later than the normal time. The staff was awaiting a response. A follow-up was done this week and was informed nothing had been received on it. The process has been contracted out instead of being handled directly by the Department of Transportation.

Commissioner Griffin requested that Jane Dellwo follow up on this item.

Benita Crittendon addressed the board. Months ago, she was advised by a commissioner that if she wanted Greenhead Road paved, she would need to walk a little softer.

As an advocate of Greenhead Road for 15 years, especially the last 7 years, the Greenhead Road is not going anywhere.

Several times, she has refrained from asking for the resignation of Tray Hawkins and his chairmanship for multiple reasons. Earlier in this meeting, it was approved for Tray Hawkins's chairmanship to be continued.

The county voted for change.

At a previous meeting, the board was questioned if the county administrator was being overruled and undermined. No comment was received. There have been instances of blatant nepotism that have occurred over the last 2 – 3 years in the county that have resulted in several lawsuits, which surround Chairman Hawkins.

It is requested of the new commissioner do things differently.

Over the last 15 years, Greenhead Road has been submitted to SCOP repeatedly, ending up with the same result.

Insanity is doing the same thing repeatedly and expecting different results. The vote that was made earlier in the meeting is keeping things the same. The county cannot afford it.

With the new board, it is expected that Jeff Massy be allowed to do his job as county administrator. If he is overruled and undermined the board should hold the person responsible for it responsible.

VI. AGENDA ITEMS

1. Presentation of Storm Ready Recognition - Mark Wool, Warning Coordination

Meteorologist, and Lance Franck, Meteorologist – This item was removed.

2. Proposal to Allow Active and Passive Outdoor Recreational Use in the Agriculture/Silviculture and Public/Semi-Public Future Land Use Categories. The Applicant also Proposes Passive Outdoor Recreational Uses in the Conservation Future Land Use Map –

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the above-referenced amendments.

3. Request for Expansion of an Approved, Existing Electrical Substation to Allow Future Support Infrastructure and Electrical Equipment Needed for the Distribution of Electrical Power –

Commissioner Griffin offered a motion, seconded by Commissioner Bush, and unanimously carried to approve the above-requested amendment.

4. Homeowner's Association Request for Grassy Pond Area - Debbie Goss, Secretary of the Grassy Pond Homeowner's Association addressed the board. After the 30-year effective date of the creation of the homeowner's association, it should have been refiled, which means the association has been null since 2014. The homeowners will be updated on the situation via letters and advised of their options. Many of the homeowners are leaning toward dissolving the HOA. Would the county take on the responsibility of maintaining the roads in the Grassy Pond area? The HOA also maintains the pavilion for the boat launch.

She informed the board that it is her understanding that the process is that the HOA will have to maintain and hold the roads for a year before the county could take them over.

Commissioner Hawkins confirmed with County Administrator Massey that

certain criteria must be met before the county could accept the roads.

Note – County Administrator Massey will provide the criteria to the Grassy Pond Homeowners Association and work with Debbie Goss over the next 30 days.

Commissioner Bush commented that the county does not want to maintain additional roads, however, the landing is favorable for the HOA. Having access to the landing for the county residents is optional in exchange for taking over the roads. This has been done in the past.

The subdivision has about 120 lots and 10 roads.

Commissioner Hawkins suggested discussing the Grassy Pond Homeowners Association proposition at a workshop.

County Attorney Fuqua advised the board that legal issues may be involved since it is a platted subdivision that has ownership of the roads either by the people on the plat or the homeowner's association. If the homeowner's association is not active because it has been dissolved by the secretary of state, there needs to be a specific mechanism to have those roads transferred to the county.

Debbie Goss responded that she would consult with their attorney. Their corporation is still intact. It is the covenants that have expired, which has a process of reinstating those. Many residents have expressed that they do not want the covenants.

5. Budget Amendment Request – Carol Rudd informed the board that Wendy Mayo, Assistant for the Supervisor of Elections would be presenting the budget amendment request for \$73,741.67.

Commissioner Hawkins met with Wendy Mayo yesterday and updated the board. If the grant is received the funds will be used for the new election equipment that will have to be purchased due to state requirements this year. The \$25,000.00 included in the request is the cost of the election.

Wendy Mayo addressed the board. The original SOE's budget request was \$579,947.56. The budget approved was \$494,418.00, which is a difference of \$85,529.56. If the original budget was approved the amendment would not be required.

Commissioner Hawkins addressed the board for clarification. The portion of the request that was not approved by the board was for a third position in the election's office and the expectation of the grant funds. During the budget process, it was not known that the new equipment would be required.

Wendy Mayo addressed the board. Inspired and the Albert server is a monthly/annual payment that is required, which has previously been covered by the grant. When the budget was submitted the grant had not opened yet, which is the reason it was included in the budget.

Commissioner Hawkins commented if it was fully funded, and the grant was received there would have been a budget overrun at the end of the year. The new equipment is what changed everything.

Carol Rudd, Supervisor of Elections addressed the board. The tabulating equipment is leased. The check-in, ballot printers, etc. is purchased.

Commissioner Hawkins informed the board, per Inspired the equipment mandate is statewide.

Wendy Mayo informed the board the quotes on the equipment minus the tabulating equipment is \$65,850.00 for a portion of it, \$30,000.00 for the

printers, and \$10,000.00 for the drums and cartridges.

County Administrator Massey informed the board that the funds will come from cash carried forward.

Commissioner Griffin offered a motion, seconded by Commissioner Corbin to approve the budget amendment as presented.

Priscilla Brown requested an explanation of cash carried forward.

Commissioner Hawkins responded that it is revenue remaining from the 2021-2022 fiscal year, which is carried forward in the 2022-2023 fiscal year budget. The funds are nonrecurring.

The SOE will apply for a grant that will cover IT services. The grant has been approved every year thus far, which is why the funds were not approved in the original budget. The funds requested today will be used for their server and IT services. The grant that they are applying for today will be used to purchase and lease the new equipment.

Carol Rudd, Supervisor of Elections addressed a question by Priscilla Brown regarding how often equipment is purchased. The equipment is purchased as determined by the Division of Elections and its certification process. The voting equipment is replaced when the state determines that it no longer meets state requirements.

Commissioner Pettis questioned what would happen if the grant were not approved.

Carol Rudd commented that this has not happened, however, if it does occur an amendment will be brought before the board.

Wendy Mayo informed the board the last grant was \$84,396.75.

Commissioner Hawkins advised that any funds remaining at the end of the budget year will be returned to the board and put in the county coffers and will be used as cash carried forward.

Commissioner Bush commented that is good, however, it has not happened in the last few years. The office is the only one that has not done so.

Carol Rudd commented that it has been previously explained. The current budget has not been closed out and a small amount is expected to be remaining.

Carol Rudd requested the board check to see why there is no certificate of occupancy at the Greenhead Fire Station.

County Administrator Massey informed the board that has been placed and he spoke with the fire chief yesterday.

Johnnie Pettis asked how the funds will be given.

Deputy Clerk Brantley asked if it would be a benefit to give them the full remainder of their budget.

Commissioner Hawkins commented it can be carried out with what is the best option between the SOE and Finance Department.

The motion on the table carried unanimously.

6. 2022-2023 FDACS Annual Contract with Washington County Mosquito Control - Lee Duke, Mosquito Control Director informed the board the contract is between Washington County and the Florida Department of Agricultural

Consumer Services for funds of \$38,892.42 for the state grant, which increase by \$1,000.00. The grant is $\frac{3}{4}$ of the Arthropod Budget.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the FDACS Annual Contract.

7. Request For Proposals (RFP) for Rural Infrastructure Funding (RIF) - Karen Shaw, Grants Coordinator addressed the board. Last month the board accepted a grant for \$300,000.00 from DEO for the Rural Infrastructure Grant Fund for the design services for the Industrial Park. Approval is requested for a task order submitted by Melvin Engineering to complete the design for the project at the Industrial Park. –

Commissioner Corbin offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the task order submitted by Melvin Engineering for the design of water, sewer, and road infrastructure.

Once the design is complete at the industrial park, engineering services, and grant administration will be needed. If federal funds are approved, issuing an RFP would be required. Task orders are not an allowable procurement method.

If federal money is available, the federal procurement process will have already been followed.

One RFP is for grant administration and the other is for engineering services.

Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the issuance of an RFP for the engineering services and grant administration for the project located at the industrial park.

7. Request for Acceptance for Water Management Grant - Karen Shaw, Grants Coordinator requested approval to accept a \$50,000.00 grant from the Northwest Florida Water Management District to fund a flooding assessment for Radcliff Circle, Wages Pond, and Sunny Hills. The assessment is for a centralized area. Also, requested for approval is a task order from Dewberry to perform the work.

County Administrator Massey explained the scope of work, which is broad. The assessment will cover the southern portion of the county as part of the pilot project the state is doing in that area. The way the water moves at Spring Pond, Wages, Pine Ridge, and Rolling Pines will be assessed. This will cover above and below-ground flow. This will be used to determine if there is any correlation there because of their state pilot project. They want to be able to use available information in other places in the state.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to accept the Northwest Florida Water Management Grant for \$50,000.00.

8. Request for Approval for Updated Organizational Chart - Aaron Dudley, Human Resources Specialist informed the board the organizational chart that has been presented before the board does not have any changes except the names of the five-member board.

Commissioner Bush offered a motion, seconded by Commissioner Corbin to approve the organization chart as presented.

Benita Crittendon questioned who the administrative assistant to the county administrator answers to.

County Administrator Massey responded that the position answers to him.

Benita Crittendon questions who does the agenda.

County Administrator Massey responded that Wendy White does.

Benita Crittendon advised per a public records request that was received for Wendy White's job duties, that responsibility is not included. That is listed as the administrative assistant's duties.

Benita Crittendon questioned who the liaison is to the board.

County Administrator Massey commented in the prior year's staff has had to cover different responsibilities due to a shortage in staff. Staff may perform different duties to ensure the job is being done. This is an item that is being cleaned up.

Benita Crittendon addressed the board regarding the public records request process. The public records custodian disperses the request to different staff to be fulfilled.

County Administrator Massey advised that Aaron Dudley handles the public records request. Sometimes the information is on hand and sometimes information must be inquired about.

Benita Crittendon informed the board she was charged \$28.00 per hour for her last public records request, which is Wendy White's rate of pay. That was given to Wendy White to review emails and records about communications from commissioners. That is not listed in her job description. Staff is doing tasks that are not covered in their job description.

The board's support is needed to reign in positions that are working outside of their job description. This should be done to avoid any type of position that

could be an earpiece, mouthpiece, gatekeeper, guard dog, and protection for a chairman. Wendy White, in her position as Human Resource Director, is being allowed to perform many duties that are not in her job description. Members of the board are aware of that, and some may benefit.

All the job descriptions should be reviewed and those positions that are being held there; those people should be held responsible for their job duties.

Commissioner Griffin provided an update on the public records concern. He has spoken with County Administrator Massey about some of the items that are being reconstructed and delegated to that individual. Progress is being made toward that.

Commissioner Griffin requested a line be drawn out to put administrative assistant by the county administrator at the top of the organizational chart.

Aaron Dudley, Human Resources informed the board the way the organizational chart is listed that the position is under administrative services.

Aaron Dudley clarified that the changes that would be made did not need to be brought back before the board.

Priscilla Brown questioned where the organization chart is located.

Commissioner Hawkins commented the organization chart is located on the website.

Benita Crittendon clarified that the administrative assistant is currently under Human Resource Director.

The website is awful to navigate and is not current.

Commissioner Hawkins responded. The position will be identical to the MSBU Director, and Grants Coordinator.

Commissioner Bush amended his motion to include the additional changes to add a new line on the organizational chart to represent the administrative assistant to the county administrator. The motion was seconded by Commissioner Corbin and carried unanimously.

9. Request for Approval for Contract Renewal for Fuqua and Milton, P. A. – Commissioner Griffin offered a motion, seconded by Commissioner Pettis to rebid the attorney services.

Commissioner Bush expressed concerns regarding a commissioner that has a suit against the county making a motion that affects the board's representation. Morally this is not appropriate.

Benita Crittendon addressed the board. The contract being bid out is not any different than any other contract. It should be done for engineers, lawyers, lawn care companies, etc.

Benita Crittendon expressed frustration regarding the chairman's ethics over the last two years.

Attorney Fuqua informed the board the process to bid for the services again would be done via RFP.

Commissioner Bush commented that this is a contract renewal. The attorneys have requested that this item be delayed two months allowing the new commissioners to vote on this determination.

Attorney Fuqua informed the board the contract includes a 1.026% increase in

the hourly rate. This would make the hourly rate the same for all the entities they represent. The contract can be terminated with a 30-day notice.

Chairman Hawkins brought the meeting back to the motion on the table. The motion failed 3 to 2 with Commissioners Hawkins, Corbin, and Bush voting against bidding the legal services out.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and carried 3 to 2 with Commissioners Griffin and Pettis voting against renewing the contract with Fuqua & Milton, P.A.

10. Employee Stipend – Chairman Hawkins informed the board that all the constitutional officers can cover the stipend within their budget. If the budget for EMS falls short due to this at the end of the fiscal year, a budget amendment will be done since EMS did express concern about being unsure that the fund could cover it. The sheriff was able to cover the stipend by using funds that were returned to him from cash carried forward from the previous year.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and carried unanimously to approve the stipends totaling \$31,000.00.

11. Discussion regarding New Year’s Eve Holiday – Chairman Hawkins informed the board that Governor DeSantis has approved New Year’s Eve as a holiday for the state.

Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the holiday as presented above.

County Administrator Massey confirmed the date as Friday, December 30.

12. 2022-2023 Liaison Appointment – Commissioner Pettis commented that he would pick up the ones that Commissioner Kent was on. Commissioner Corbin informed the board that he is currently on the workforce board,

therefore he would be fine being the liaison for the Chipola Workforce.

Richard, Chipola Regional Workforce Board suggested it may be better to have someone that is actually there and could report back. If it is a conflict, then the liaison will revert to Commissioner Pettis. Commissioner Griffin commented that he is fine with being the liaison for the same ones that Commissioner Abbott was on.

Chairman Hawkins requested that staff look back at how Commissioner Joyner's liaisons were divided, and the discussion will be picked up at the January meeting.

Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to table the liaison appointments.

13. 2023 Board Schedule – Chairman Hawkins informed the board that workshops will be added along the way. The schedule can be amended.

Commissioner Griffin commented that he would like to schedule monthly workshops.

Wendy White informed the board the workshops were previously held on the second Thursday and the regular meeting was held on the third Thursday.

Commissioner Griffin requested the cutoff date for adding items to the agenda and suggested the deadline needs to be honored.

Wendy White commented the cutoff date is the close of business Thursday before the meeting.

Commissioner Griffin offered a motion, seconded by Commissioner Pettis to table the meeting schedule.

Benita Crittendon addressed the board. The composition of the agenda is not in Wendy White's job description; however, it is in the administrative assistant's job description.

The agenda information should be sent out sooner. There should be a mid-month workshop every month. This would allow for more open communication between the commissioners.

Commissioner Bush offered a motion, seconded by Commissioner Corbin to approve the board meeting schedule as presented for 2023.

Commissioner Griffin requested Wendy White go over the agenda process with Jane Dellwo.

Commissioner Griffin requested the board workshops be scheduled during the afternoon. The board discussed this item.

Chairman Hawkins confirmed with the board that County Administrator Massey and Jane Dellwo will work on the workshop schedule between now and the board meeting in January.

James Brooks requested the board meetings and workshop be live-streamed.

Commissioner Griffin responded. He and County Administrator Massey have met on this item as well as the county website. ADA requirements for both were mentioned.

James Brooks commented that he was given that response two years ago.

Commissioner Griffin gave his assurance that they will get it handled.

Commissioner Hawkins confirmed that Commissioner Griffin will be the

liaison with County Administrator Massey regarding the live streaming.

Commissioner Griffin commented that the website will also be included.

James Brooks addressed the board. The website is poorly constructed, and out of date. The last update of the upcoming projects for the road schedule is from June. The citizens would like the website kept up to date for transparency.

The motion carried unanimously to approve the board schedule as presented.

14. Highway 79 Corridor RFP – Commissioner Hawkins informed the board an RFP has been issued for the custodian of the records, and minute keeping. Annually Washington County has provided \$50,000.00 - \$75,000.00 to keep the Corridor going until business' become available. The businesses will offset the revenue that the county has provided. Some of that can be offset by using a staff member.

Commissioner Hawkins informed the board that he spoke with Jane Dellwo about adding the responsibility to her duties.

County Administrator Massey addressed the board. The way things were done over the years has changed. Subtle sensible changes have been made. Adjustments and job descriptions are being reviewed. He does not want to overload Jane Dellwo. He would like to look at this and see what makes sense. The intent is for the workforce to function productively and efficiently. He needs to make a sensible decision and overloading Jane does not make sense.

Commissioner Hawkins addressed the board. The meetings are around five minutes. The construction portion of the project is complete. GSG is

no longer contracted with the Highway 79 Corridor.

The RFP is issued by the Highway 79 Corridor. The board would be responding as a bidder on it.

Commissioner Hawkins informed the board that he would confirm the deadline for the RFP.

Commissioner Corbin offered a motion, seconded by Commissioner Bush, and unanimously carried to table the RFP approval.

15. \$128,042.03 Clerk End of Year Funds – Chairman Hawkins addressed the board. The Washington County Clerk’s Office will return the funds to the BOCC and the BOCC will return the funds to the Washington County Clerk’s Office. Clerk Bell had earmarked the funds for the digitalization of old records. The funds are from child support.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to accept the \$128,042.03 referenced above.

Commissioner Bush offered a motion, seconded by Commissioner Pettis, and unanimously carried to reallocate the \$128,042.03 back to the Washington County Clerk's Office for record digitalization.

Chairman Hawkins called a recess from 10:39 a.m. – 10:52 a.m.

- VII. FEMA COORDINATOR – Kevan Parker addressed the board.
 - Award Discussion for ITB 2022-24: Julie Lane and Shackelford Road – American Sand bid \$895,424.00 and C.W. Roberts bid \$823,445.54. The committee’s recommendation is to award the contract to C.W. Roberts, the low bidder.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to award ITB 2022-24 to C.W. Roberts.

- Award Discussion for ITB 2022-25: Ferguson Road, Fire Tower Road, Bunyon Drive, Victory Road, Pine Log Road, and Leonard Drive – American Sand bid \$5,647,503.00 and C.W. Roberts bid \$4,989,193.47. The committee's recommendation is to award the bid to C.W. Roberts, the low bidder.

The projects are covered by FEMA funds.

Commissioner Bush offered a motion, seconded by Commissioner Pettis to award ITB 2022-25 to C.W. Roberts.

Benita Crittendon requested the board have a FEMA audit and a peer review on everything that has been done in the county thus far.

Kevan Parker went over an approval process with the board. Wheeler Emergency Management takes the invoice supplied by the contractor and verifies it against the bid and the quantities. A request for reimbursement is sent to the state, where their accountant performs an audit. It is approved and sent back to the state and then approved in the state's physical section. The next step is the Inspector General's Office and findings are produced from that.

The last one that Washington County had was one of the first ones that had no findings, which was on the Legacy Projects. The audit was 3 – 4 years ago. FEMA audits go on for years.

Chairman Hawkins suggested Kevan Parker meet with the new commissioners and Commissioner Bush if he chooses to and go over how each item is regulated.

Commissioner Bush confirmed that the Legacy Projects were from 2013.

Kevan Parker informed the board the project closed six months ago.

Washington County has won the first appeal for Hurricane Sally, which took the project to \$3,500,000.00, which is not the correct cost. A FEMA liaison has been appointed to work with Washington County on costing.

Benita Crittendon addressed the board. A FEMA audit and peer review are in place to make sure the county's contractor is following all the regulations and guidelines.

Kevan Parker would be evaluated. It is not appropriate for him to explain the benefits of having an audit or not having one to the commissioners.

The motion on the floor to award ITB 2022 – 25 passed unanimously.

- ITB 2022 – 19 – This is being held for 60 days. Both contractors agreed to extend the price for another 30 days. This would allow the board to have a workshop for discussion. Awarding must occur before rates can be negotiated. The project includes Gainer, Houston, Foxworth, Farrell Nelson, Old Mill, Bush, and John's Way. C. W. Roberts and Anderson Columbia bid on the project. The high bid is \$7,700,921.00 and the low bid is \$7,611,000.00. HMB Engineers are the engineers on the project.

County Attorney Fuqua advised the board the process would be as follows: The board would award to determine the low bidder followed by negotiation with the bidder, however, the contract will not be executed until the negotiated price comes back before the board.

Commissioner Bush offered a motion, seconded by Commissioner Corbin to award ITB 2022 – 19 to the low bidder contingent upon negotiation.

Commissioner Bush confirmed that both contractors will honor their bid.

James Brooks questioned the board about reducing asphalt as a cost savings measure. Will all roads be changed from 2" inches to 1.5 inches?

Kevan Parker commented, according to the HMP requirements, the mitigation measures must be designed and approved by a Florida-licensed professional and registered engineer. The amendment then submitted, allows flexibility to the engineer. When the projects were set the focus was to mitigate the roads with 2 inches of base rock and 2 inches of asphalt. This allowed the engineer to do a pavement design. Typically, it comes to 1.5 inches, which is a .5 saving.

This allows the flexibility to use something other than asphalt on the surface.

The motion on the floor carried unanimously.

- Hurricane Michael Update –
 - Pine Ridge Drive – The road has been redesigned based on the new water elevation. The original bid from September 2021 was \$217,000.00, which was reduced during negotiation to \$185,000.00. Recent negotiations with the contractor resulted in a price of \$196,178.48. The board previously approved \$185,000.00. The change order is \$196,178.48.

American Sand is the contractor.

Mr. Parker explained Mr. West's property. There is a fence on both sides of his driveway. There is a section of the driveway that is being rebuilt under the contract. There is around a 3-foot difference between the current road elevation and his driveway. He has purchased another piece of land, which

he used to build a driveway to his home. The original plan was to rebuild his driveway up. The pumping stopped about 3-weeks ago, and the water has risen since then, covering the old driveway.

After a review of the area with himself, Donald Stanley, and County Attorney Fuqua they determined to abandon his old driveway area. The driveway portion (asphalt and base rock) was around \$7,105.11. Attorney Fuqua recommended Mr. West abandon his driveway and the county pay him \$7,105.11 allowing him to contract with American Sand to pave that much of his driveway. This would cover 230 feet of the new driveway. Since this happened, he has joined the two parcels and the original address is now on the road. The new driveway is estimated at 500 feet.

Commissioner Hawkins confirmed the recommendation as the county will buy the old driveway and the retention pond there for additional water drainage.

If the driveway is built up, a portion of the retention pond will be cut off, which would add future mitigation to the other clients.

Kevan Parker addressed the board. The project is a 428 project. The purchase would come from the excess funds.

Commissioner Hawkins confirmed that the money was allotted in the project for the client to get ingress and egress to his property because the road elevation would prevent him from accessing his property.

County Attorney Fuqua informed the board Mr. West spent around \$35,000.00 acquiring the new parcel. The board should not bear the burden of this.

Commissioner Hawkins confirmed the county is getting property out of the deal to mitigate future damages.

County Attorney Fuqua advised the board the motion should be as follows: to approve the mitigation payment in exchange for the transfer of the abandoned old driveway to the county.

Commissioner Bush added that the adjacent property should be included.

Kevan Parker informed the board the county would be acquiring around $\frac{1}{4}$ of an acre.

Nothing is coming out of the county coffers to cover this.

Commissioner Hawkins clarified that the 428 funds include the driveway as part of the project because the road was going to be raised to a height preventing them from gaining ingress and egress to their property.

Kevan Parker informed the board the scope of work included that driveway and two driveways on the other side that led to the Taing property. Both of those have been cut off because the county has already purchased the Taing property.

County Attorney Fuqua proposed the option of obtaining a drainage easement for the property.

Commissioner Hawkins suggested County Attorney Fuqua get the parcel id and description and have Mr. West agree to the description. This item would be extended to the meeting in January.

Commissioner Bush offered a motion to proceed with the amended price of the contract contingent upon the landowner and County Administrator

Massey's satisfaction with negotiations of it being a drainage easement or property exchange.

Commissioner Hawkins suggested proceeding with the project on the roadway and omitting the driveway. His ingress and egress will not be cut off. The driveway can be addressed at a future date.

Commissioner Bush adjusted his motion as follows.

Commissioner Bush offered a motion to proceed with the road project and address the details with the adjoining property next month. Commissioner Corbin seconded the motion, which carried unanimously.

Commissioner Griffin questioned Kevan Parker on the use of the Washington County Emergency Management building they are working out of, asking if Wheeler Emergency Management pays rent and how it occurred.

Kevan Parker responded that it is an advantage for staff to be there.

Lynne Abel, Emergency Management confirmed that it is a benefit to them. It allows them to respond to matters faster.

Commissioner Griffin expressed concern about other contractors contracted by the county not having the same benefit.

Kevan Parker commented that they have a home office to work out of. It is a service for the county; however, they do not have to be there.

Commissioner Hawkins advised that it streamlines things, and it works well for the EM staff and the county. He does not have any issues with Wheeler Emergency Management working from there.

Commissioner Griffin expressed concern about the work arrangement setting a standard creating a situation in which a problem could occur with other contractors.

Commissioner Hawkins advised their specific job is to work directly with the staff at the EOC. Other contractors do not work directly with the staff there. There is no other PA contractor that works directly with emergency management staff.

County Attorney Fuqua advised the board that you can discriminate against contractors and engineering firms as long as it is not based on their race, color, creed, national origin, religion, or sexual orientation.

Commissioner Bush commented on his experience working in the emergency management field in different parts of the world. The work that he has done was on-site. It is part of being the emergency management staff. It is normal to work out of the emergency management office.

Kevan Parker informed the board that in every county they have worked for, they worked out of their staff's office.

Commissioner Bush commented that Wheeler Emergency Management is in a different role than an engineering firm. They are a continuation of the staff.

Commissioner Griffin questioned the meeting schedule for Kevan Parker and Chairman Hawkins. What is the process?

Chairman Hawkins commented that he does not have an office at this time due to the restructuring of office space.

Kevan Parker responded. He is normally at the annex from 9:00 a.m. until near lunchtime.

Commissioner Griffin suggested meetings be held in the boardroom, which would not affect Wendy's work.

Priscilla Brown questioned who pays rent for the building.

Commissioner Hawkins responded. Nobody pays rent for the building. They work as a continuation of staff. It works as a time-saving benefit. They work directly with EM staff often and interchange information.

Commissioner Bush commented that it looks awkward because it is long after the storm. They are there for the benefit of the staff. During the storm, they must be there. It does not present a situation where the contractor is taking advantage of the situation.

Priscilla Brown expressed concern about her name being on the list, but nothing is being done.

Chairman Hawkins advised that Sylvania Road is under contract, and it has been let out to a contractor.

James Brooks suggested if the road schedule was updated it would answer questions such as this.

Kevan Parker informed the board that he would provide an updated schedule to the staff.

Benita Crittendon addressed the board regarding the EOC discussion. Wheeler and Wheeler are paid a lot of money for FEMA coordination.

If a citizen would like to reserve a community center, that must be paid for.

The meetings are being held in the human resource office. That goes back to the statutes. Is it Chairman Hawkins's job as chairman to have daily interaction with the FEMA coordinator? The noise level and distraction in the office are common knowledge. The office is large enough to have several people gathering in there. There are policy, procedure, and professionalism issues that need to be addressed.

Kevan Parker informed the board that Wheeler Emergency is paid 5% of the management cost for the projects. None of the funds received will be on the county. All of Wheeler's costs are reimbursable back to the county.

Chairman Hawkins confirmed the 5% is an agreement that was made by Ben Maddox (owner of Wheeler Emergency) with the county.

Commissioner Bush commended Wheeler Emergency Management. The work they are putting in is evident when you see the results for Washington County versus adjoining counties. The process should be a standard in the state. Wheeler is responsible for the success.

Benita Crittendon addressed the board. Washington County has set the standard on many things. It has yet to be determined regarding the standard set.

Documents via the Washington County Clerk of Courts website show there is alleged FEMA abuse that has occurred in Washington County that is not only FEMA fraud potentially but also criminal issues potentially. It is not appropriate at this point to bring up what the documents are.

Commissioner Bush commented that Washington County has been successful to this point compared to surrounding counties.

VIII. MSBU ADVISORY COMMITTEE CHAIRMAN – None

Chairman Hawkins called a recess from 11:53 a.m. – 12:01 p.m.

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

- Funds Transfer for \$200,000.00 – Request to transfer \$200,000.00 from cash carried forward to a line item. This is due to the replacement of cross drains, headwalls, and work done on Singer Road.

Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to transfer the funds within the transportation fund.

- Auction – A 2014 John Deere Tractor sold for \$64,000.00 even though it would not go in gear.

The Kenworth dealer will be able to deliver in June or July if the board approves replacing some of the MAC trucks. This is for informational purposes currently.

This item will be brought back before the board at the January meeting.

Equipment Rotation – Currently working toward the two-year rotation plan. A tentative plan is to order two now, which would be delivered during the summer, and order two more once those are received which would be delivered around January 2024. This would start the rotation schedule.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to authorize Johnny Evans to purchase two Kenworth T880's.

Kevan Parker addressed the board. Public Works has repaired culverts on Clayton, Creek, Old Bonifay, and Douglas Ferry Roads. HMB is working on the specs for the roads to be bid for paving. Old Bonifay is estimated at 40 feet, and Creek Road at 200 feet.

Commissioner Bush commented that when the work is done the pavement should have a smooth transition. If there is a contemplation about whether it should be longer or shorter, choose longer.

Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to authorize the bid for the project for Clayton Road, Creek Road, Old Bonifay Road, and Douglas Ferry Road.

- X. PARKS UPDATE – George Swauger provided an update on the county parks. All the parks have been reviewed and seven have been physically visited. Those are the ones that have brick-and-mortar and restroom facilities. Some of the residual damage is from Hurricane Michael.

Pictures were displayed to show where some buildings had been pressure washed, painted, repainted the ADA parking areas, and removal of fencing. Some of the playgrounds are designed where a bolt or fastener cannot be changed to fix the issue. Removal may be done for safety purposes.

Commissioner Bush requested that the building at GAP Pond stay open so there is vehicle access.

Also, when the deck is dry, it needs to be picked up out of the water.

George Swauger informed the board that there is a camera at that restroom and at Litard Log.

Signage placement and replacement have been identified. The park's project is currently in the procurement phase.

Solar-powered cameras that work on 4G are being investigated. Features include post-dated zoom, tilt, and pan.

County Attorney Fuqua advised that signage is required if audio is recorded.

Chairman Hawkins informed the board that the Vernon Middle and Vernon High Schools are ready to begin the community service project. The students will take pictures and send them to Mr. Swauger's email. This assist with a timeline of events.

Wade Brown suggested solar lights and solar cameras be installed at Campbell Park. There is a specific section used as an entrance and exit that does not have light.

Commissioner Bush suggested LED lights as an option under the eaves.

The county owns the landing at Pate Pond but does not own the property where residents park. Notification needs to be put up identifying the ownership of the properties. There is no garbage can or porta-potty, which is causing trash to be put on private property.

Commissioner Bush requested Mr. Swauger meet with County Administrator Massey to determine how to address this.

Porta-potty issues should be discussed with County Administrator Massey. If the service needs to be bid out, it should be brought before the board.

XI. ENGINEERING PROJECTS UPDATE – Donald Stanley, HMB Professional Engineers addressed the board.

- Request for approval for Change Orders: 2021-07, 2021-08, and 2021-09

Approval is requested for the last change order, change order 7 for ITB 2021-07, for an underrun of \$404,290.87. The contractor is C.W. Roberts. The

underrun was caused by multiple items and a \$15,000.00 contingency was built into the projects. Note – The backup sheets were not provided at the meeting.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the change for 2021 – 07.

Approval is requested for change order 5, \$0.00 for ITB 2021 – 08. C.W. Roberts is the contractor. Geogrid was added to the contract for Duncan Community and Hard Labor Road. Riprap was added for Buddy Road and Cane Mill. The cost for the additional item will be taken from contingency.

Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the change order for ITB 2021 – 08.

The time needs to be increased by 150 calendar days, due to Duncan Community Road. When the project was bid out the DEP permit had not been received, however, it has been currently received.

Commissioner Bush amended his previous motion to include 150 calendar days. Commissioner Griffin seconded the amended motion, which carried unanimously.

Approval is requested for change order 2 for ITB 2021 – 09 to extend the contract by 30 calendar days. The contractor is C.W. Roberts. The contract is set to expire at the end of the month. The contractor has used eight weather days through last Saturday.

Commissioner Griffin offered a motion, seconded by Commissioner Bush, and unanimously carried to approve the change order for ITB 2021 – 09.

XII. COUNTY ADMINISTRATOR – Jeff Massy

- Fire Services Coordinator – The plan is being fulfilled with the fire services coordinator being transferred from part-time to full-time. This was included in

the budget.

XIII. CLERK

- November Vouchers Totaling \$4,757,230.83 – This item is for informational purposes.

XIV. COUNTY ATTORNEY – H. Matthew Fuqua – Two years ago the board issued an RFP's for a line of credit to fund FEMA projects. The line of credit was renewed once. The line of credit is for 364 days due to constitutional financing reasons. The line of credit can be renewed at the next board meeting if that is the pleasure of the board. A bond closing is required for this type of loan.

Chairman Hawkins addressed the board. His discussion with Attorney Fuqua regarding the renewal of the loan was due to the time extension delay with FEMA. As of this meeting that extension has been approved, which relieves pressure. The estimated cost to renew the line of credit is \$25,000.00. The loan was initially for 364 and then renewed for an additional 364 days for around \$1,500.00.

It is suggested to the board to hold off right now and authorize Attorney Fuqua to contact the bank and bond counsel to see how quickly the process could be completed if it were needed. The \$6,000,000.00 loan has never been used.

Attorney Fuqua informed the board that the risk is inflation climate to financing. Loan rates do not seem to be going down.

Commissioner Hawkins informed the board the FEMA reimbursement process requires a cleared check to be submitted to request reimbursement for expenses incurred.

County Attorney Fuqua agreed with the board to pause and check the terms attached to the loan being done in February.

The board opted to table this until the January meeting, with a possible closing in February.

XV. ADJOURN – Commissioner Bush offered a motion to adjourn.